

EMPLOYEE TRAINING RECORD

TRAINING TITLE

Defensive Driving

KEY TEACHING POINTS

When you're at the controls of any vehicle, it is important to remember that defensive driving is a full-time job. The most dangerous mile you have to drive is the one directly ahead of you. To be a professional driver there are many things you must observe and practice.

A safe driver is not merely someone who has been lucky enough to avoid accidents, but is one who drives defensively and looks out for others. But today's driving standards demand more skill, knowledge and decision-making ability. Drivers who are safety-conscious have developed good habits and practice them daily. Every time they get behind the wheel, their driving record is on the line. They must drive like a professional and be prepared mentally and physically. If you are a driver who has a safe attitude about your driving, you will be able to drive with a sense of security in inclement weather, on difficult roads and through heavy traffic.

In addition, to be a good driver you should respect all traffic laws and be courteous to others. Don't be in a big hurry--you're just asking for trouble. When bad weather affects driving conditions, you must adjust your driving time and habits. Driving on wet or slippery roads is not the same as driving on dry surfaces. Stay a safe distance from the vehicle in front of you--one vehicle length for each 10 mph. Start stopping sooner. Apply your brakes the instant you see a hazard developing, but apply them gradually so you don't go into a spin or grind to a stop so quickly that you risk a rear-end collision.

Defensive driving is driving to prevent accidents, in spite of the incorrect actions of others or adverse weather conditions. ANTICIPATE driving hazards and know how to protect yourself from them. Be alert while driving by keeping your mind free of distractions and your attention focused on driving; alertness involves watching and recognizing accident-causing factors instantly. The professional driver has foresight, the ability to size up traffic situations as far ahead as possible. The driver must ANTICIPATE traffic problems that are likely to develop and decide whether these developments could be dangerous.

Many drivers fail to understand why they were given a "preventable" for an accident when they were not legally at fault. A "preventable accident" is one in which you fail to do everything you reasonably could have done to prevent it. Even though the driver cited with a "preventable accident" did not violate any traffic laws, the professional driver should have seen or anticipated the incorrect actions of the other driver in time to take actions to prevent the accident from happening. However, you may also learn the valuable lessons that near-misses offer and make the necessary adjustments in your driving habits.

As a defensive driver you must operate your vehicle in a manner to avoid contributing to an accident or being involved in a preventable accident. Awareness of the vehicle's limitations is essential; pre-trip checklists and inspections can familiarize you with the vehicle and point out things that might need attention.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 If an accident was "preventable" means that the employee was at fault.		
2 Awareness of your vehicle's limitations is essential to good driving habits.		
3 A good driver is one who looks for hazards on the road and avoids them.		
4 Be alert and keep you mind free of distractions when driving.		
5 When bad weather affects your driving, adjust your driving habits.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. False 2. True 3. True 4. True 5. True