




Transportation & Safe Driving

Transportation & Safe Driving Training Objectives:

1. *Review* Required Documents & Safe Driving Record
 2. *Understand* Operational Standards & Accident Reporting Procedures
 3. *Review* Mileage & Pre-trip inspections
 4. *Understand the importance of following* Safe Driving Standards
 5. *Define* Defensive Driving expectations
 6. *Recognize importance of* Distracted Driving awareness
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Document Requirements:



UCP's insurance requires the following for employees who (a) transport an individual (in a UCP vehicle, personal, individuals') (b) drives a UCP vehicle, (c) operate own vehicle for UCP activity:

1. Copy of Valid **driver's license**;
2. Copy of **vehicle insurance coverage**;
3. Motor vehicle driving record checks.

Anyone who transports an individual in personal vehicle, ODP requires #1 & #2 **PLUS** copy of **vehicle registration & inspection**.

Employees who transport an individual in the individual's vehicle, copies of their vehicle registration, insurance, and inspection are required.

Safe Driving Record Requirements:

Motor Vehicle Record report reveals any of the following will disqualify an employee from driving:

- Any conviction within last 5 years for DUI/DWI for drugs &/or alcohol.

3 or < traffic violations &/or at fault accidents in 3 years, OR 1 or < of serious convictions in 3 years:

- Refusal to submit to Blood Alcohol Content test.
- Controlled substance possession.
- Failure to stop & report an accident/leaving the accident scene.
- False Reporting.
- Conviction for homicide, manslaughter, assault due to use of a vehicle.
- Reckless/careless driving conviction. Racing. Passing stopped school bus.
- 2 UCP vehicle damage claims in 12-months or 1 UCP vehicle damage claim over \$1,500.
- Speeding 10 over limit in school zone. Speeding 25 over limit.
- Conviction for attempting to elude police.
- License suspension, revocation, or restriction in last 3 years.

Operational Standards for Employees:



Participants in staff's vehicle is permitted ONLY when agency-provided transportation is NOT available or in an ER. Transportation need must be related to service plan.



By expiration dates, MUST provide supervisor renewed required documents.



Report changes in driving record, license suspension, or insurance coverage to supervisor by next scheduled workday.



If suspended from driving, supervisor will try to reassign driving, or person may be transferred to a position not requiring driving. Termination may result if alternatives cannot be provided.

Operational Standards for Employees:



Staff using own vehicles when engaging in UCP business assume liability for accidents up to their vehicle insurance liability limits.



UCP is not liable for damage costs to staff's personal vehicle.



Required to carry state minimum single limit coverage for both bodily and property damage.



UCP carries non-owned automobile liability insurance that will provide coverage ONLY in excess of staff's personal auto insurance limits.

Accident Reporting Procedures:



If an accident occurs while working, follow accident reporting procedure:



Call 911 if the accident involves injuries, vehicle is not drivable, or incident involves a moving violation.



Immediately report to supervisor, who will initiate worker's comp reporting process, reasonable suspicion testing, insurance paperwork to report.



Complete & submit **Accident Report Form** to supervisor by next workday.



Email documentation & photos to vehicles@ucpcentralpa.org

Mileage & Pre-trip Inspection

- **Monthly Mileage Reimbursement Forms** for non-UCP vehicles.
 - Submit to Supervisor
- **UCP Agency Van Use Log** for UCP vehicles.
- Pre-inspection of vehicle for damage and pre-trip safety check – report concerns immediately.
- **Gas Cards** in each UCP vehicle only – use last 4 digits of your social security # as your PIN.
 - ✓ Gas ONLY!
- Gas tanks need to be ½ full.



Safe Driving Standards:

When driving for work, employees are expected to follow **safe & defensive driving standards** including, but not limited to:

- **Never text or talk on a cell phone while driving.**
- Radio volume at a low level.
- Obey all traffic laws & wear seat belts.
- No tobacco use in any UCP vehicle and not in personal vehicles when transporting.
- Adhere to all requirements as identified in UCP's Driver Safety and Transportation policy.
- Do not take full size vans through drive-thru due to height restrictions.



What is Defensive Driving?

Definition: Driving to save lives, time, and money, in spite of the conditions around you and the actions of others.

Important Considerations

Driver condition

- ✓ Are you physically and emotionally prepared to drive?
- ✓ Do you engage in Distracted Driving?

Vehicle condition

- ✓ Is it in safe operating condition for you and other drivers?

Weather conditions

- ✓ Can change quickly and require different driving habits.

Road conditions

- ✓ Prepared for the unexpected: potholes, curves, hills, blind spots, road construction, pedestrians.

Good Defensive Driving Practices



Obey traffic rules & seat belts use



Be far sighted & keep eyes moving



Backing up



Following & stopping distance



Preventing rear end collisions



Leave yourself an out



Remove distractions

Obey Traffic Rules & Use Common Sense

- Follow speed limits
- Obey traffic signs and signals
- Follow the 4-second rule
- Signal your intentions: tap brakes; early turn signal
- Pass with care and only where allowed



Seat Belts

- Prevent contact with the steering wheel, dash or windshield.
- Keep you inside vehicle (25x more likely being killed if thrown from vehicle).
- Protect body organs.
- Improve chance of remaining conscious if involved in an accident.
- Keep driver behind the wheel if have to swerve or brake suddenly.
- **REQUIRED ON EVERY PASSANGER BY LAW.**



Be Far-Sighted – Look Ahead

- Know what is ahead and what you are driving into. Don't focus on the road just in front of you.
- Allow yourself the time to adjust and react to the changing conditions and situations.
- Look 12 seconds ahead.



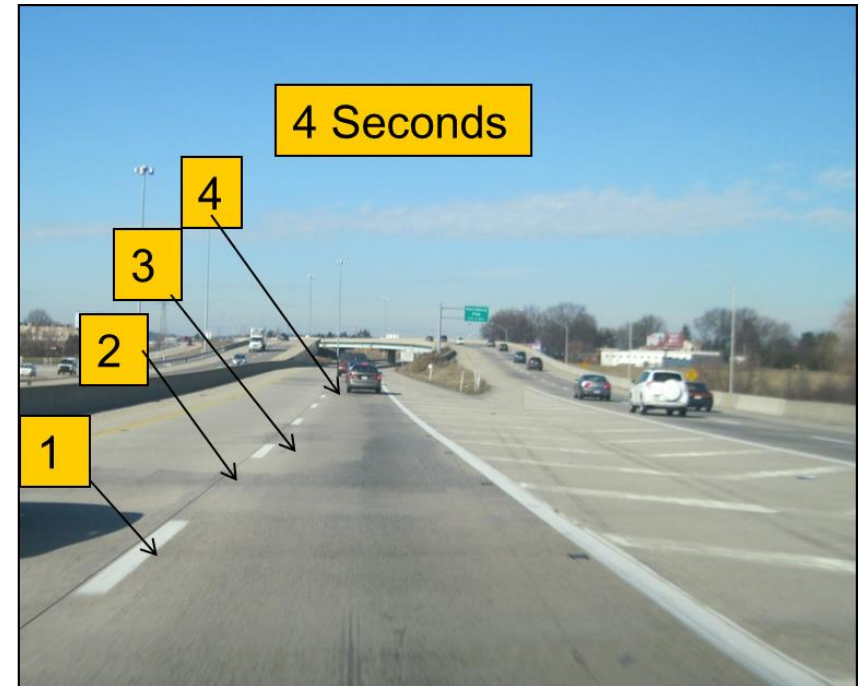
Keep Eyes Moving

- Keep eyes scanning to gain peripheral awareness.
- Check mirrors every 5-8 seconds- rear and side view.
- 2 seconds max per object.
- Be aware of other vehicles movements - speed, lane changes, proximity.



Maintain an Adequate Following Distance

- Allows you time to react.
- 4 seconds minimum.
- Add 1-2 seconds for speeds above 40 mph.
- Count the time between you and the vehicle ahead passing the same fixed point.



Stopping Distance

Perception & Reaction Time

+ Braking Distance

= Total Stopping Distance

Perception & Reaction Time:

- Time to recognize and react
- Average 1.5 seconds
- At 60mph, 1.5 sec = 132 ft traveled (88fps)

Braking Distance:

- Distance it takes to stop a vehicle from a given speed
- Average vehicle at 60mph = 185 ft

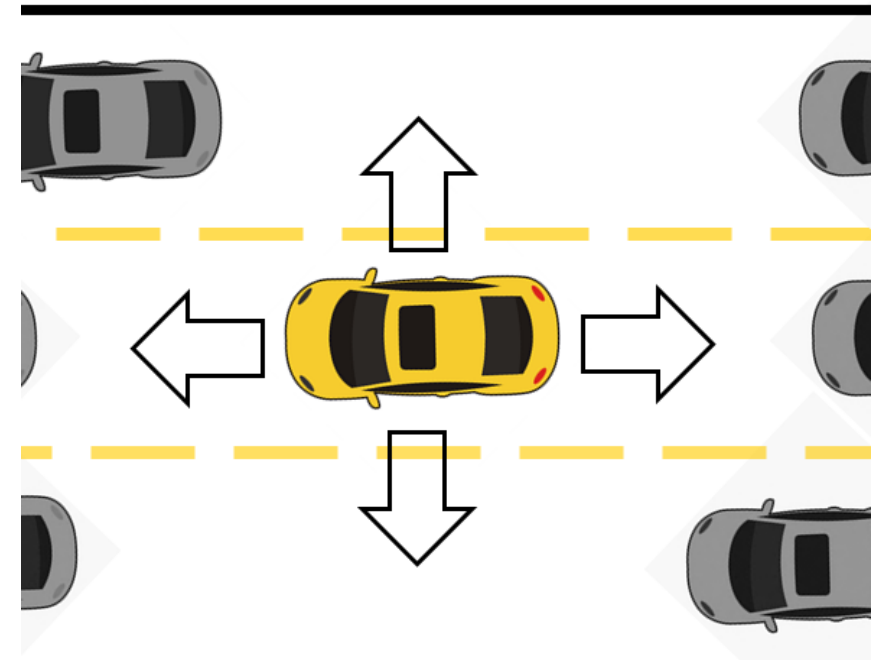
Ex: Stopping distance from 60mph

- 60mph = 132ft+185ft = 317 total



Leave Yourself an Out

- Plan ahead and be aware of possible hazards.
- 1-2 car length space from vehicle stopped in front – should be able to see where tires of vehicle ahead touch the road.
- Maintain a space cushion around your vehicle.
- Don't let other drivers dictate how you drive.
- Maintain a speed where you are comfortable, even if under limit.



Backing Up

- Avoid backing up when possible!
- Pull through parking spots or try to back into the parking space (not into traffic).
- Use mirrors or spotter when view is obstructed.
- Never back up on a roadway if turn is missed!



Prevent Being Rear-Ended

- Look ahead, anticipate braking situations, avoid panic braking.
- Check mirrors to be sure traffic is slowing behind you.
- As you slow and come to a stop, visualize your actions should the vehicle behind not show signs of slowing.
- Identify an escape route and leave yourself an out.
- Communicate your actions to the vehicles following behind (i.e. turn signals).
- Leave 1-2 car lengths between you and vehicle ahead.



Distracted Driving Definition



According to [Distraction.gov](https://www.distraction.gov/) *distracted driving is any non-driving activity a person engages in that has the potential to distract from the primary task of driving and increase the risk of crashing.*



Driving is a skill that requires your full attention to safely control your vehicle and respond to events happening around you. Distractions are anything that takes your attention off the primary task of driving.

Three Main Types of Distraction

1. Visual — taking your eyes off the road

2. Manual — taking your hands off the wheel

3. Cognitive — taking your mind off what you're doing



Distracted Driving



- Using a cell phone
 - Talking /texting
 - Checking emails
- Eating and drinking
- Talking to passengers
- Grooming
- Rubber necking
- Reading
- Using a navigation system
- Changing radio



Please drive responsibly!

Thank you!

