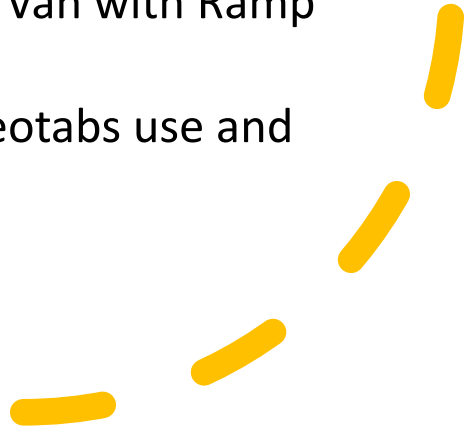




Transportation & Safe Driving

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
 7. *Review* Assisting Individuals procedures
 8. *View* Wheelchair Accessible Full-Size Van with Lift & Q Restraints Training Video
 9. *View* Wheelchair Accessible Mini/Conversion Van with Ramp & Q Restraints Training Video
 10. *Understand* UCP GPS Vehicle Monitoring – Geotabs use and requirements
- 

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:

A motor vehicle report that reveals any of the following will disqualify an employee from engaging in driving activities:

Three or more traffic violations and/or at fault accidents within a one (1) year period, or One or more of the following type of serious traffic convictions within the past one (1) year -

- Driving under the influence (DUI).
- Driving while intoxicated (DWI).
- Refusal to submit to a Blood Alcohol Content test.
- Failure to stop and report an accident and leaving the scene of an accident as defined by state law.
- Conviction for homicide, manslaughter, or assault arising out of the use of a vehicle.
- Conviction for reckless or careless driving.
- Racing.
- Possession of a controlled substance.
- Making a false report.
- Conviction for attempting to elude a police officer.
- Revocation or administrative restriction of a driver's license.

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 PASSENGER 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.



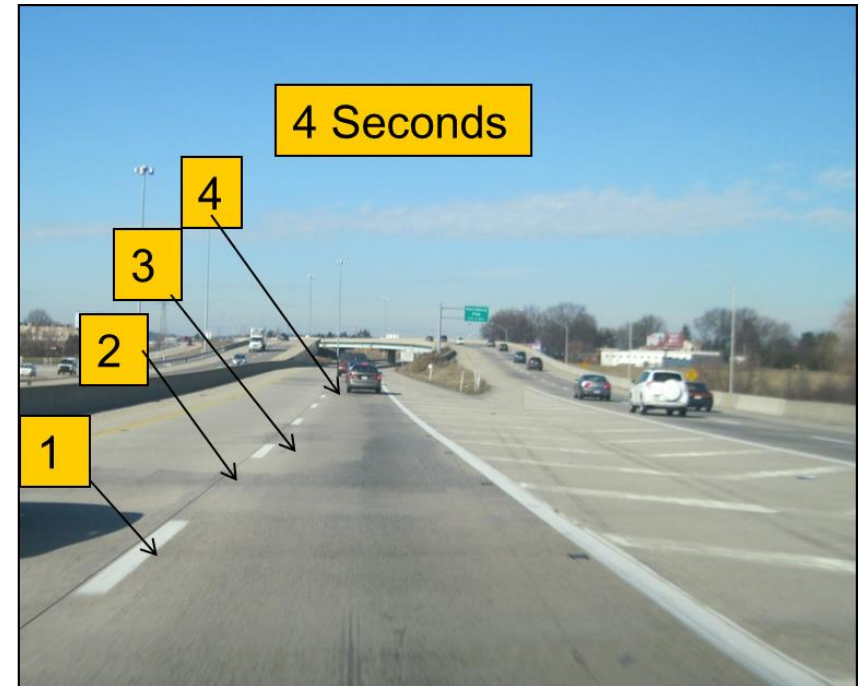
Keep Eyes Moving

- 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

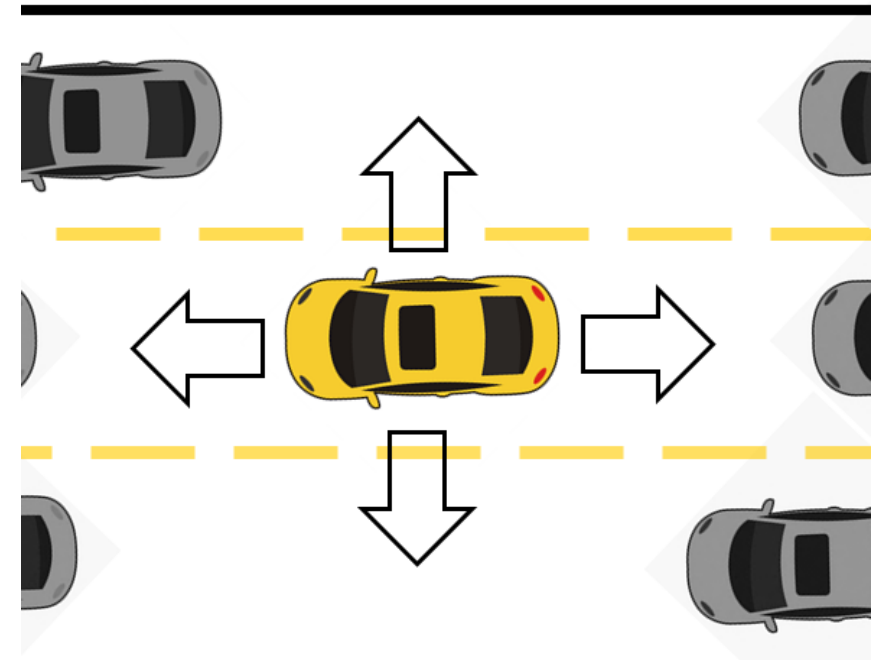
Ex: Stopping distance from 60mph

- 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



Distracted Driving Video

(3 minutes)



https://www.youtube.com/watch?v=7eFH3y_SI00



Safety First – Assisting Individuals

When assisting individuals in/out of cars and on/off vans:

- ✓ Ensure the vehicle is turned off and keys are removed (unless needed for operating lift).
- ✓ Assist people who are most mobile first.
- ✓ Before driving, ensure seat belts are on (remind passengers the law requires seatbelts before you can operate the vehicle).
- ✓ If using a wheelchair accessible van, make sure to lock wheels on mechanical lifts and that the wheelchair is properly secured in van (view videos on next two slides).

Wheelchair Accessible Full-Size Van with Lift & Q Restraints Training Video

(8 minutes)



<https://youtu.be/-FBBKee9BK8>

Wheelchair Accessible Mini/Conversion Van with Ramp & Q Restraints Training Video (12 minutes)



<https://youtu.be/hPaGGGT82Rg>

UCP GPS Vehicle Monitoring (Geotabs)



GPS (geotabs) is a satellite tracking system that is attached to UCP vehicles, that monitors during operation:

- Speed of travel as compared to the speed limits
- Time of travel
- Length of stop
- Time vehicle is idling
- Location of the vehicle at every stop
- Vehicle mileage
- Acceleration, deceleration and hard braking
- Impacts to the vehicle

UCP GPS Vehicle Monitoring (Geotabs)



- Scan geotab fob after starting UCP vehicle.
- Warning beep if idling for too long, exceeding speed limit, engaging in quick turns, or hard breaking.
- Do NOT share fob with another driver.
- UCP will use tracking data – report cards of high, medium, low risk.
- Safe driving will be recognized.
- Poor driving and violations will be subject to progressive discipline.

UCP GPS Vehicle Monitoring (Geotabs)

GPS-related activities are monitored and will be addressed following UCP's Progressive Discipline policy:

- Demonstrated patterns of unsafe driving (speeding, harsh braking, acceleration, etc.)
- Vehicles that travel consistently over speed limit.
- Vehicles left idling at any service location for an extended time.
- Stops that deviate from the assigned route of service or other unscheduled stops.
- Unauthorized use of company vehicle outside of work hours.
- Tampering with the GPS unit.
- Failure to swipe fob and/or sharing fob with another driver.



UCP GPS Vehicle Monitoring (Geotabs)

Extenuating circumstances that could prompt an appeal to any GPS-related disciplinary actions:

- A medical emergency.
- When specifically requested by law enforcement officer or some similar governmental official to engage in the behavior which violates the policy.
- Where supervisor has amended the assigned route of service for business-related purposes.
- Technical malfunction.





Driver Score Card Example:

Driver Report Card

September 1, 2019- September 30, 2019

Driver: Scott Winters

Work Location: Facilities
Total Distance (miles): 25.06

Overall Driver Score: 100

Level of Risk: Low Risk

Score Breakdown

The points below represent the points earned in each area. Maximum points are 100.

Hard Acceleration: 100
Harsh Braking: 100
Harsh Cornering: 100
Seat belt: 100
Speeding: 100
Excessive Speeding: 100

Thank you for your attention to potential areas of improvement. The purpose of the GPS tracking in the UCP vehicles is to improve safety for staff and participants. High Risk drivers will receive coaching from their Director or Manager. Excessive Speeding is defined as 15MPH over the posted speed limit. The weight of each measurement area is as follows:

Hard Acceleration	10%
Harsh Braking	10%
Harsh Cornering	10%
Seat belt	20%
Speeding	20%
Excessive Speeding Ov	30%
100%	

Please drive responsibly!

Thank you!

