

# DRIVING POLICIES & SAFE DRIVING PRACTICES



If you will be driving a University vehicle or rental, you are required to review this program in its entirety. This must be completed in order to begin the process for authorization to operate a University owned vehicle (passenger cars and mini vans). In addition, if driving your personal vehicle on University business, you must complete this program.

**After** completing this program, you must submit the Application for Approved Driver Status form, the MVR form, and proof of insurance to the Receptionist located in Eisenhower Conference Center. (Forms are available on the Department of Safety website under University Fleet Driving Services.)

[https://www.messiah.edu/info/20570/safety\\_training/820/college\\_fleet\\_driving\\_services](https://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services)

It may take two weeks to process your paperwork. Once processed, you will be notified via email of your approval status.

# Messiah University Driving Policies

- Driving University-owned vehicles (including ones rented or leased by the University) is a privilege extended to approved drivers only.
- Approved drivers must maintain a valid operator's license at all times.
- Approved drivers must operate the vehicle in accordance with all applicable motor vehicle laws.
- Drivers are personally responsible to pay for traffic and/or parking citations/violations, and EZ-Pass or toll road/bridge violations.
- **You must immediately notify the Department of Safety upon the receipt of any violation.** Contact Dispatch at 717-691-6005.

# Approved Drivers

- Approved drivers are the only persons, **without exception**, that are authorized to drive University vehicles or equipment.
- You must be **approved** for the type of vehicle you need to drive:
  - 15-passenger vans require a behind the wheel test with the Department of Safety
  - Trucks require a behind the wheel test with the Department of Safety

# Authorization to Drive a University Truck or 15-Passenger Van

If you need approval to operate a University-owned 15-passenger van or truck, you must register online through FalconLink for a van testing appointment.

A van test cannot be given before you complete the review of this program, submit all forms mentioned previously, and receive approval of the MVR.

# Definitions

- University fleet / pool / leased or rented vehicle – refers to any vehicle owned or leased by the University.
- Motorized equipment – generally refers to non-vehicular type equipment (ex., club cars, gators). However, some equipment is licensed for roadway use.
- All University policies and requirements apply equally to owned/leased/rented vehicles and motorized equipment.

# Areas Responsible for This Program

- Facility Services Department
  - *Facility Services Assistant Director, Physical plant has oversight of day-to-day fleet vehicle operations.*
  - *Fleet maintenance and repairs are provided by an outside contractor.*
  
- Conference Services Department
  - *University Receptionist processes reservation requests, schedules passenger vehicles, and collects all application forms*
  
- Department of Safety
  - *Conducts driver readiness and vehicle instruction*



# Accidents/Damage

- Messiah University provides primary insurance coverage for all University-owned fleet/pool/leased/rented vehicles
- University policy **requires** the use of University pool vehicles, if available
- Coverage does **not** extend to personal vehicles

# Accidents/Damage

Please help us contain costs by actively practicing good stewardship when operating University vehicles, following all traffic laws, and performing defensive driving



# Vehicle Management Policy & Vehicle Use Procedures

For detailed guidelines on the use of University vehicles, go to the Department of Safety's webpage (see Vehicle Management Policies & Procedures) or enter the link below into your browser. These documents are maintained by the Department of Safety.

[https://www.messiah.edu/info/20570/safety\\_training/820/college\\_fleet\\_driving\\_services](https://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services)

# Employees must use a pool vehicle when available.

- When a pool vehicle is not available, employees should choose the most cost-effective alternate option available.
- A personal vehicle should be used only if it is the most cost-effective option, and the employee understands that s/he assumes primary liability for insurance.
- An employee who uses a personal vehicle when a more cost-effective option is available will not be reimbursed for mileage.
- The Vehicle Selection Worksheet will help employees easily determine the most cost-effective option available: See Procurement- travel by vehicle.

[https://www.messiah.edu/info/20737/travel\\_services/1198/travel\\_by\\_vehicle](https://www.messiah.edu/info/20737/travel_services/1198/travel_by_vehicle)

# Exceptions to use of a pool vehicle:

- A personal vehicle can be used for travel of less than 30 miles round trip. Employee must have current insurance and understand that s/he assumes primary liability for insurance.
- University pool vehicles should not be used if the vehicle will be left unused in a parking lot for more than 24 hours while traveling.

# Vehicle Usage

- University fleet/leased/rented vehicles may only be used for official University business or institutional outreach activities: Athletic teams, class trips, service trips, outreach organizations, conferences/seminars, etc.
- The business/activity must be a sponsored use by a department or organization.
- Fleet/pool vehicles are not available for personal use: Jobs, internships, clinical rotations, student teaching, non-sponsored University activities, shopping, doctor appointments, going out with friends, trips to and/or from airport/train/bus stations (unless the trip is a sponsored event)

## Prohibitions for Use of University Vehicles

- Messiah University owned or leased 15-passenger vans shall **NOT** be used at any time to transport minors of the age of pre-primary, primary, or secondary school students.
- Minors may continue to be transported in pool mini-vans or passenger cars.
- The towing of trailers behind University owned or leased 15-passenger vans or other passenger vehicles is **prohibited**.

# Documentation Reminder for Pennsylvania

In Pennsylvania you must possess the following documents while operating a University vehicle:

- Your valid driver's license
- University vehicle **registration** and **insurance cards** (located in the vehicle's glove compartment or center console)



# *Driving Time Limitations...*

*Driving time* is the time an individual is actually the driver of the vehicle.

*Travel time* includes time in the vehicle as a passenger.

## *Please note:*

Age and experience, one-day versus multi-day trips, type of vehicle, driving conditions, time of day/night, hours “on the road” (not only hours driving), medications, and even recent sleep habits all play a part in personal limits. Therefore, consideration should be given to all factors that might impact safe travel.

# Lone Drivers:

- You must take a 15-minute break at least every 3 hours.
- **For faculty/staff** traveling alone, 500 miles or 11 hours of driving time should be considered the travel limit for one day. A rest of 10 consecutive hours is required.
- **For students** traveling alone, 300 miles or 7 hours should be considered the travel limit for one day. A rest of 10 consecutive hours is required.

# For multiple drivers sharing in the driving responsibilities, **if at least one driver is a faculty/staff members:**

- A 15-minute break should be taken at least every 3 hours for all drivers/occupants of vehicle; travel must cease during these breaks.
- **Total drive time of any faculty/staff** driver should not exceed 11 hours a day.
- **Total drive time of any student** should not exceed 7 hours a day.
- **Total travel time of all drivers combined** should not exceed 16 hours before travel ceases and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

# For multiple drivers sharing in the driving responsibilities, **if all drivers are students:**

- A 15-minute break should be taken at least every 3 hours for all drivers/occupants of vehicle; travel must cease during these breaks.
- **Total drive time of any individual driver** should not exceed 7 hours a day.
- **Total travel time of all drivers combined** should not exceed 14 hours before travel ceases and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

*What to do if you are involved  
in an accident or your vehicle  
breaks down...*

Any incident/accident involving  
any University-owned or  
leased/rented vehicle  
(with or without damage  
to the vehicle)

**must be reported  
immediately**

to Dispatch Services  
at 717-691-6005

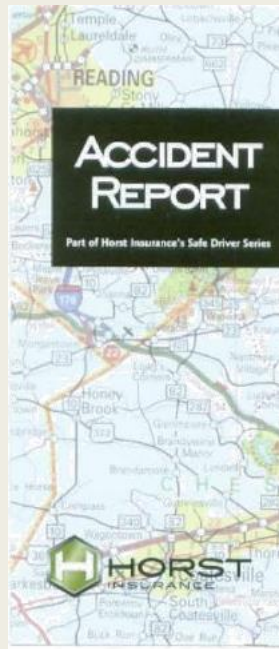
# Off Campus Breakdowns/Accidents

- We DO NOT have a corporate “AAA” roadside assistance program
- Drivers having their own roadside assistance policy may use that if the service is covered through their own policy
- Otherwise, notify Dispatch Office at 717-691-6005
  - *Provide pertinent information*
  - *Await further instructions*



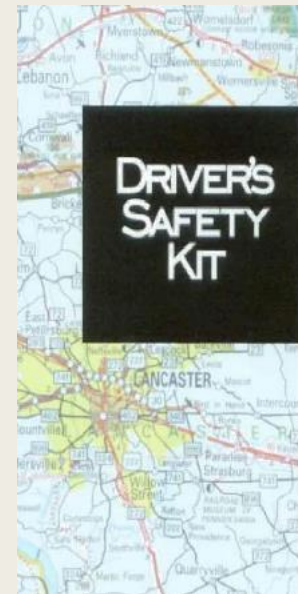
# Driver Safety Kit

## Accidents – What to do!



A Drivers' Safety Kit (pamphlet holder) is placed within each University-owned vehicle. It can be found in the glove compartment or center console.

It includes several tri-fold pamphlets with the most important one being the **Accident Report** form.



## Immediately following an accident, if possible, move involved vehicle(s) from the roadway.

- If not, then vehicle occupants should exit the vehicle and move to a safe location off the roadway.
- Check for injuries.
- Call 911 for Police, Fire/Rescue or EMS.
- If trained, provide first aid care until Emergency Service Units arrive on the scene.
- Await Police arrival at the scene. Provide police with the following documents:
  - *Your driver's license*
  - *University vehicle registration and insurance cards (located in the vehicle's glove compartment or center console)*

# If Police Officers are on the scene

- Obtain a copy of their completed preliminary investigation form which should contain:
  - *Accident and/or damaged property location*
  - *For all persons involved: name, address, phone numbers, insurance company name, phone number and policy number for insurance, driver's license number and state, vehicle registration number and state*
- University drivers should verify content on this form and obtain additional/missing info from other persons

**NEVER** leave the scene of an accident (ex., an unattended vehicle) or damaged property. You must contact the police and report the incident.

- If the accident is minor (fender-bender) in nature, locate the Accident Report form within the kit and use it as a reference guide to obtain the required information from other vehicle and/or property owners.
- Mutually exchange driver documentation and record all of the following information on the Accident Report form for each driver/vehicle involved:
  - *Name, address, phone numbers, insurance company name, phone number and policy number, driver license and state, make/model/year of vehicle and its registration number and state*



## Notify University Dispatch at 717-691-6005 as soon as possible.

- If you have a cell phone with the capability of taking pictures, please take photos prior to leaving the scene. Photos should be taken of all vehicles and/or damaged property at the accident scene.



Upon returning to campus, proceed directly to the Dispatch Office in Eisenhower Campus Center.

- A University Department of Safety Officer will collect the following information:
- Accident report documentation, photos, etc. (Download and send pictures to the Department of Safety.)
- Request written driver and/or witness statements
- Take additional pictures of the vehicle
- Complete a written report that is submitted to college administration and/or insurance carrier

# ***Vehicle Requests and Reservations***

**Messiah vehicle requests must be processed through an EMS account.**

(Please see information below if you need to set-up an EMS account).

## **VEHICLE RESERVATIONS**

A few important notes to remember:

- The University Receptionist Office processes vehicle requests.
- Written confirmation of the reservation will be sent via email upon reservation approval.
- All student reservations require Authorization from faculty/staff advisor (along with the Approval from the VP or Provost), and the University account number for billing purposes.
- The person listed as the Primary Driver must be a current Approved Driver (on the Approved Driver List - FalconLink), and the person to pick-up the keys and vehicle.
- The DRIVER is responsible for properly completing all required documentation.



## WHAT IS EMS?

EMS (Event Management Systems) is the university's scheduling software. By using EMS you can make the reservation much faster, see which vehicles and rooms are available for any date and time, place a "hold" on the vehicle or location, answer the required COVID-related questions, and provide verification of approval. Conference Service can usually begin the approval process the same day as the request is made, and will give final approval to your request within a day or two.

At this time, individual students are not permitted to have an EMS account. However, if they belong to a recognized student group, that group may have or establish an account.

## CREATING AN EMS ACCOUNT

Setting up your EMS account is a simple two-step process:

### Step 1

- In your web browser, log onto <http://ems.messiah.edu/emswebapp/> . This will bring you to the Campus Schedule page.
- For “User Id” and “Password”, use your normal credentials, (if you are setting up an account for your group, use your group’s “User Id and “Password”) then click on “Login”. You’ve just created your account. You should see your status as Pending and needing approval from an administrator (Conference Services).
- At this point, you can exit the website.
- Send an email to our office at [roomres@messiah.edu](mailto:roomres@messiah.edu) to let us know that you have completed STEP 1.

# Reservation Confirmation

- Once a vehicle reservation is confirmed, contact the Receptionist Office with any questions or change requests (ex., additional vehicles, larger vehicle, etc.).
- Please **CANCEL** your reservation with the Receptionist Office if vehicle(s) are no longer needed.

# Vehicle – Pick Up Instructions

- The approved driver must report to the Receptionist Office to pick up keys for vehicle.
- If the Receptionist Office is closed, go to Dispatch Office.
- A clear zippered pouch will be issued to the approved driver containing vehicle keys, invoice/inspection form, and fleet fuel card with instructions.
- Pick up the University vehicle at the Lenhert Building, pool/fleet parking area.
- Park your personal vehicle in any empty space near the pool mini vans and passenger cars.
- Check the University vehicle prior to leaving campus and complete the inspection card provided in the pouch.
  - *Sufficient fuel?*
  - *Verify the emergency brake is disengaged before driving the vehicle.*

# Vehicle Invoice Form

- Drivers must record the beginning and ending mileage for each trip.
- Department/organization is billed a per-mile fee for use of the vehicle(s).
- Driver Requirements section (on right side of form) does not need to be completed.

VEHICLE INVOICE		DATE: _____	Invoice # _____
<small>THIS FORM MUST BE COMPLETED AND RETURNED WITH KEYS AND CREDIT CARD AFTER USE.</small>			
VEHICLE: _____	KEY # _____		
DESTINATION: _____			
<b>DRIVER'S SIGNATURE:</b> _____			
CHARGE ACCOUNT #: _____			
ACCOUNT NAME: _____			
Please insure that you have recorded the odometer mileage, not the trip mileage.			
Ending Mileage: _____	For Office Use Only		
Beginning Mileage: _____	Rate: _____		
Miles Traveled: _____	TOTAL \$ _____		
		Initials _____	Date _____

**DRIVER REQUIREMENTS**

**Pre-use Inspection:** Prior to your use, you must immediately report any mechanical problems, or interior or external damages, to Dept. of Safety at extension 6205.

**Accidents:** All accidents must be immediately reported to Dept. of Safety at 651-6005.

**Maintenance:** For trips over 1,000 miles, it is the responsibility of the driver to perform the following:

- check oil level
- check radiator water level
- check tire pressure

Vehicles must be cleaned of debris on your return.

I have read, understand, and will comply with these requirements. I also understand that failure to comply will result in the immediate suspension of college vehicle driving privileges.

# Pre/Post Trip Vehicle Inspection Form

- Drivers must complete a walk around the vehicle, noting any type of damage to the vehicle (ex., scratches, dents, windshield chips, etc.) and note/describe it on this side of the form.
- Safety? Anything that may affect the safe operation of the vehicle should also be noted.
  - *Tires appear fully inflated, no damage to sidewalls, etc.*
  - *No obvious fluid leaks*
  - *Any other concerns*

*NOTE: If significant safety concerns are present, do not use vehicle. Contact receptionist/dispatch for further instruction.*

Car/Van #:		License Plate #:	
PRE-TRIP VEHICLE INSPECTION		Date:	POST-TRIP VEHICLE INSPECTION
Time:		Time:	
Note any damaged areas.			
FRONT TOP REAR		FRONT TOP REAR	
Comments:		Comments:	
<input type="checkbox"/> No damage	Name (PRINT)	Phone	<input type="checkbox"/> No damage

# Fueling Instructions

## “Rule of Thumb” when returning to campus:

- If vehicle has  $\frac{3}{4}$  tank or less of gas, then you must stop and fill it up as a courtesy to the next driver.

## Using the Fuel Card:

- Press credit card button on pump
- Swipe card
- Enter odometer reading (mileage)
- Enter Pin # / Driver #
  - *Four digit number on back of blue instruction form*
  - *Department budget account # (four digits) for departmental or other assigned vehicles*
- You **MUST** get a receipt for all fuel purchases from the pump or clerk. Return all receipts with keys and other papers.

# Vehicle Return Instructions

Return items to the Receptionist Office **immediately** upon return to campus (or Dispatch if Receptionist Office is not open)

- Confirm pouch contains vehicle keys, completed invoice/inspection form, fuel card and any receipts
- Verify windshield wipers, internal/external lights are off and windows are closed
- Check vehicle for trash and remove/discard
- Return found personal belongings to the owner or take to Lost & Found at Dispatch
- Verbally report any suspected mechanical problems at this time

# Customer Courtesy

Pool vehicles are scheduled with specific departure and return times

- Return vehicle promptly as scheduled to the designated parking area at the Lenhert building
- If at any time you are overdue for your originally scheduled return time to campus, you must immediately notify the Dispatch Services Office at 717-691-6005
- Failure to extend this common courtesy may result in creating an extreme transportation hardship for other drivers/groups



***Safe Driving Habits –  
Drive Defensively –  
Be Prepared***

# The Copilot is the most important role of any road trip, so they must stay awake.

The copilot is the passenger in the front seat next to the driver. They are the official navigator; they read the directions to the driver. They are in command of the dashboard, controlling the AC and the radio. The copilot is responsible for the hydration of the driver. If the roadtrip becomes dull and the passengers in the back seat dose off, the copilot must stay awake, keep the driver awake and keep him/her engaged. The copilot should do his/her best to maintain the energy of the group throughout the trip, orchestrating bathroom breaks, restaurant stops, and interesting sights to see along the way.



# Driver Safety

- As the driver of the vehicle, you are responsible for your personal safety, the safety of your passengers, and the care of the vehicle.
- **Please drive responsibly and represent Messiah University well.** Many of the vehicles are marked with the University's name/logo.
- Drive defensively and anticipate other drivers' actions.
- Don't speed. Drive within the speed limits but also consider road conditions.

# Common Causes of Vehicle Accidents

- ✓ Speeding
- ✓ Rubbernecking
- ✓ Driver Fatigue
- ✓ Impaired Driving, Driving Under the Influence
- ✓ Distracted Driving
- ✓ Aggressive Driving (including running stop signs/red lights, tailgating, careless/illegal passing)



# Familiarize Yourself with the Vehicle

- Know how to adjust your seat and set it so your arms are slightly bent at the elbows when gripping the wheel.
- Know what every button, switch & lever does.
- Know what every indicator light means.
- Know how to operate basic items such as the defroster, heater, air conditioner, wipers, radio, mirrors, and headlights.



# Inspect Vehicle Before Driving

- Ensure the horn, lights, and turn signals work.
- Ensure tires are in good condition.
- Ensure brakes are working (test upon moving).
- Ensure emergency brake works.
- Check gauges after starting (e.g. fuel, battery, temperature, etc.) to ensure they're working.
- If vehicle is not operating properly, report and discontinue use.
- Shut off motor and do not smoke or use cell phone while refueling.
- Do not leave engine running in an unattended vehicle.
- Report all work accidents, no matter how minor.

# Wear Your Seatbelt!

- **Buckling up is the single most effective thing you can do to protect yourself in a crash. Always wear your seatbelt and ensure that all passengers are using their seatbelts! The number of passengers should never exceed the number of seatbelts!**
- During a crash, being buckled up helps keep you safe and secure inside your vehicle, whereas being completely thrown out of a vehicle is almost always deadly.
- Seat belts are the best defense against impaired, aggressive, and distracted drivers. **Air bags are designed to work with seat belts, not replace them.**
- If you don't wear your seat belt, you could be thrown into a rapidly opening frontal air bag; a movement of such force could injure or even kill you.



# Adjust the Mirrors

- Park car and have someone walk in both left & right blind spots.
- Set mirrors so person is in view.
- Check mirrors to see which areas remain invisible.
- Re-adjust and check again.
- Don't forget to adjust the rear-view mirror in addition to the side mirrors.





# Distracted Driving: A factor in more than 20% of all crashes!

- Distracted Driving – Anything that causes the vehicle operator to either take their attention away from driving, take their eyes off the road, or take their hands off the wheel.
- Three types of distraction:
  - Visual (eyes off the road)
  - Manual (hands off the wheel)
  - Cognitive (mind not on driving)

Drivers on cell phones fail to see up to ½ of the information in their driving environment:

University policy **prohibits** the use of a cell phone while driving a University vehicle. This includes:

- Bluetooth or other hands-free technologies
- Texting, checking email, twittering, surfing the web, or any other type of phone based media

Pull safely off to the side of the road to use your device.



## Other Common Distractions:

- Drinking/Eating
- Reading/writing
- Grooming/make-up
- Using electronics (laptop, tablets)
- Searching for object in car
- Rubbernecking at accident scene
- Looking at people, objects off roadway
- Other people in the vehicle

# Merging into Traffic

Merging requires attention to many different factors.

- Traffic moving at posted speeds = use the acceleration lane to speed up and match traffic flow.
- Use your signal and look for an opening where you can smoothly ease into traffic.
- If traffic is congested and moving slowly, proceed down the ramp slowly and look for an opening.
- Try to avoid stopping at the bottom of the ramp because it can disrupt traffic flow.



# Intersections

- Do not closely follow a large vehicle through an intersection with traffic lights: you can't see if the light has changed.
- Leave enough space so you have a clear view of everything before proceeding.
- When making a left turn slow down and yield if there is not a green arrow giving you the right-of-way.
- Don't turn your wheels until you're ready to move (if your vehicle is hit from behind, you could be pushed into oncoming traffic).

# Traffic Lights

- When the traffic light turns green, if you are the first vehicle, delay acceleration by two seconds (in case other vehicles “run” their red light).
- Look left, then right, then ahead, then left again.
- Don’t let up on your brake; the driver behind may think you are moving and hit you.
- Proceed through intersection when safe and clear.



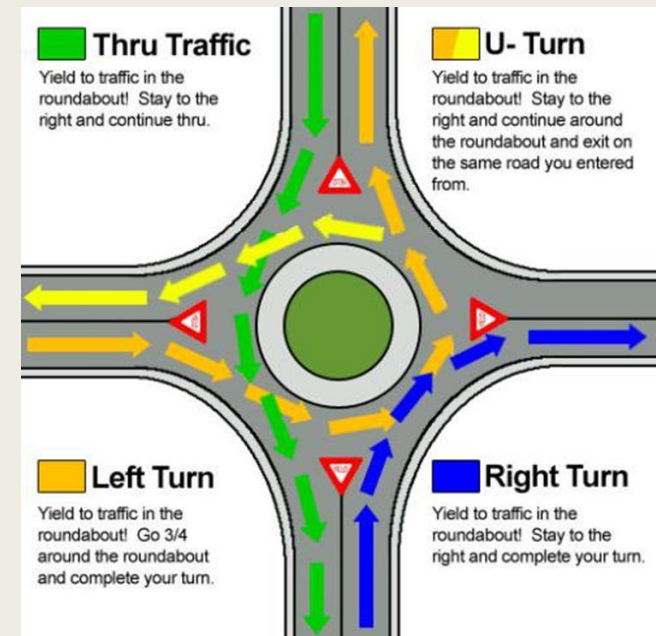
# Four-Way Stop

- First car to arrive at an intersection with a four-way stop (whether sign or traffic light) should be first to go.
- When it's unclear which vehicle arrived first, general rule is driver to the right has the right-of-way.
- Don't count on other drivers: proceed with caution.

# Traffic Circle

## *Some key rules for all roundabouts:*

- Slow down as you approach the roundabout and watch for pedestrians in the crosswalks.
- Look to your left. **YIELD** to traffic already in the roundabout.
- Follow the posted speed limit for the roundabout.
- Do not stop in the roundabout.
- Use your turn signal to exit, and once again watch for pedestrians.



# Approaching a School Bus

- Reduce your speed.
- Expect children to appear suddenly.
- Cover the brake.
- If amber lights are flashing bus is about to stop.
- Stop if red lights flashing and arm is extended.
- Do not pass a school bus with flashing red lights and extended arm.





# Use Extra Caution in Work Zones

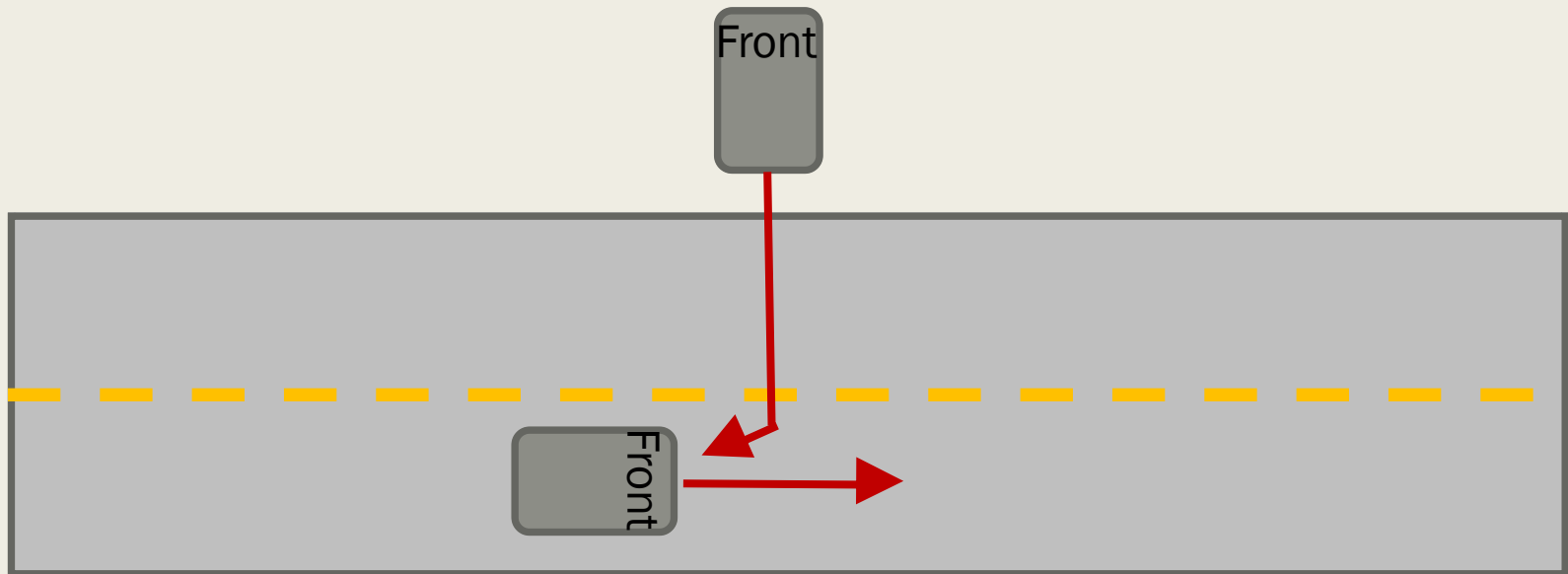


Watch for flaggers, signs, flashing lights, reduced speed limits, work crews and other vehicles.

# Use Caution Backing Up

Use caution when backing into any lane of traffic. Vehicles parked beside you may restrict your ability to see traffic and may prevent traffic from seeing you.

If backing onto a two-lane road, back completely into the lane of the direction you wish to travel so that you do not need to cross the dividing line again when pulling forward.



# Follow the National Safety Council's Collision Prevention Formula: **RUA Safe Driver?**

## **R**ecognize the hazard:

- Scan ahead and behind your vehicle.
- Check your mirrors every 3-5 seconds.
- Use "what if" strategy to keep alert & spot hazards.

## **U**nderstanding the defense:

- Know what to do to avoid a traffic hazard.
- Know the consequences of your driving choices.
- Know the basic defenses = Use effective scanning patterns;  
Slow down; Use a safe following distance

## **A**ct Correctly, in time:

- Always stay alert – focus on the driving task.
- Choose the safest driving maneuver to avoid a crash.
- Remember: other drivers may act in time, but not correctly.

# Practice Safe Driving Skills

- Keep your eyes constantly moving:
  - ✓ Look up and down the road
  - ✓ Look to the sides of the road
  - ✓ Look into the rear view mirror
- Always leave yourself an out:
  - ✓ Try to find place to head if a crash occurs
  - ✓ Think about other drivers' blind spots
- Avoid "packs" of vehicles
- Ensure other drivers see you – keep headlights on both day & night.
- Always use turn signals well ahead of time.
- Never assume what other drivers will do.
- Maintain average speed on highways; going too fast or too slow creates a hazard.

- Use average traffic speed when merging.
- Think ahead – avoid making sudden movements when exiting highways.
- Obey all traffic signs and signals.
- Keep your eyes on the road, not on a cell phone or music device.
- Watch for pedestrians, bicyclists, and motorcyclists.
- Scan the road ahead for animals.

### *Stopping on Highways:*

- Don't be a stationary object or semi-stationary obstacle.
- Stopping at the end of an entrance ramp is dangerous; learn to time a safe merge.
- Avoid stopping on the shoulder of the road; exit highway before stopping, if possible.

# Safe Following Distance



Don't follow too closely ("tailgate") -- Use the safe "3 second rule:"

- Glance at an object on the right side of the road ahead of you (e.g. traffic sign).
- Look at the vehicle in front of you and watch when it comes to that object.
- If following safely it should take you at least 3 seconds before you come to that object.
- Remember that stopping distance can vary with the size of the vehicle and the road conditions.

# Safe Passing



- Scan ahead and read the road.
- Check your mirrors to ensure it is safe to pass and no vehicle is in your blind spot.
- Use your turn signal to indicate your intention.
- Swing out and speed up to a safe speed. Don't linger when passing
- When you see the front tires of the vehicle you're passing in your rearview mirror signal and return to the lane.
- Turn off your signal and maintain your speed after passing.

# Avoid a Head-On Crash: Follow the 4 R's

## **READ THE ROAD AHEAD:**

Scan ahead to recognize hazards – allows you to see and react faster if oncoming vehicle crosses center line.

## **DRIVE TO THE RIGHT:**

Drive slightly to the right of the center of your lane – creates an extra “cushion” of space between you and other vehicles.

## **REDUCE YOUR SPEED:**

If you see a hazard ahead, immediately reduce your speed – gives you extra time and oncoming driver time to recover and get back in his/her lane.

## **RIDE OFF THE ROAD:**

Chances of surviving a head-on crash are much greater if you steer onto the shoulder.



# Don't Drive Sleepy



Driving sleepy is driving impaired!

- Reaction time & vision deteriorate when you are tired.
- Pull over, take a short “cat nap” or just close your eyes for a while.
- Sometimes taking a short walk will work.
- Stop every 2-3 hours if driving long distances.

# Nighttime Driving

- Traffic deaths are 3 times greater at night than during the day (*National Safety Council*).
- Reduce speed & increase following distances.
- Don't overdrive headlights – should be able to stop inside illuminated area.
- When following a vehicle keep your headlights on low beam.
- When approaching a vehicle in the opposite direction, turn headlights on low beam.
- If oncoming vehicle doesn't turn high beams down, look to right side of road.
- If tired, stop & rest.
- If car problems, pull to side of road and place reflective devices; turn on emergency flashers.

## Consider the Season

- Winter driving = slippery roads, visibility issues, cold, etc.
- Spring = rain can cause slippery roads.
- Summer = high temps can cause vehicle problems; more traffic on roads.
- Fall = wet leaves on road can make it slippery.
- Daylight saving time, sun's position in sky changes = darkness and glare.

## Consider the Roads

- If the roads are wet, icy or snowy, don't use cruise control.
- Always drive with headlights on in any inclement weather.
- Know what type of brakes are on the vehicle:
  - ABS brakes – don't pump. Hold brakes.
  - Non-ABS brakes – pump to prevent skidding/sliding.
- Air in a recirculating mode can increase humidity inside the vehicle.

# Consider the Weather

## RAIN

- Drive slowly and carefully – especially on curves. Adjust your speed to the road conditions.
- Steer & brake with a light touch.
- When slowing/stopping be careful not to lock the wheels while braking – could cause skid.



## Hydroplaning

- Occurs when water in front of tires builds up faster than vehicle's weight can push it out of the way. Water pressure causes vehicle to rise up and slide on thin layer of water between tires and road.
- Can cause skidding, drifting out of lane, leaving roadway.
- To avoid: keep tires properly inflated, maintain good tread, slow down, avoid puddles.
- If hydroplaning do not brake or turn suddenly. Ease foot off gas until vehicle slows down and you can feel road again.
  - ✓ If you need to brake without anti-lock brakes, do so gently with light pumping actions.
  - ✓ If vehicle has anti-lock brakes, brake normally.

# SNOW

- Clear snow/ice from all windows, lights, hood, trunk, and top of your vehicle before driving.
- Adjust your speed accordingly.
- Dress warmly with layered clothing that is loose-fitting and lightweight.
- Bridges, overpasses and ramps freeze sooner than roadways.
- Passing lanes on interstates are not well maintained during snow events.
- Watch for freezing and refreezing. Watch for “Black Ice.”
- Watch for snow plows, snow blowers and cinder trucks.
- Snowmobiles and ATVs should not be run on public roads; however, you need to watch for these as riders do not always follow the laws.
- Watch for pedestrians and for children playing.

If you're in a stranded vehicle due to road conditions:

- Stay in the vehicle.
- Display trouble sign (ex., brightly colored cloth on antenna).
- Occasionally run engine with heater on to keep warm. Be sure exhaust pipe is not blocked (ex., snow).
- Watch for signs of frostbite and hypothermia.
- Do minor exercises to keep up circulation.
- Try not to stay in one position too long.
- Use newspapers, maps, mats, etc. for warmth.
- Avoid drinking fluids containing caffeine or alcohol as they can quicken the effects of cold.

If you are involved in an accident:

- Use caution getting out of the vehicle, especially if traffic has not stopped.

## Stopping Distances & Wet/Snowpack/Icy Roads:

- Vehicle may travel 4x the stopping distance of a dry road.
  - Dry pavement vehicle traveling 70 mph requires 600 feet to stop; wet road requires 800 feet.
  - Snowpack road requires approximately 1300 feet stopping distance @ 70 mph.
  - Icy road requires 2500 feet @ 70 mph.



# Skids

- Remain calm.
- Ease your foot off the gas.
- Steer in the direction you want the front of the vehicle to go (“steering into the skid”).
- If vehicle does not have anti-lock brakes, avoid slamming on the brakes. Pump brakes.
- If vehicle has ABS, brake firmly while steering into skid.





# Road Rage



- Don't offend, don't engage
- Adjust your attitude (stay calm)
- Avoid cutting people off
- Don't tailgate or follow closely
- Don't make obscene/questionable gestures
- Avoid eye contact
- Don't start a fight – give angry drivers lots of room
- If you find you're becoming aggravated or are choosing unsafe, aggressive behaviors:
  - Reflect – Ask yourself, “Why am I feeling this way or choosing this behavior? Is this situation something I can control?”
  - Reframe the situation – Create a more positive and safe situation (e.g. “it could be worse”).
  - Refocus – Think about something else, not the situation that is causing you stress.

## Motion Sickness on Field / Service Trips

In partnership with the Office of Compliance, Agape Center, Athletics and Disability Services, we are pleased to announce that a limited number of "Car Sickness Kits" are now available upon request through Fleet Vehicle Services for community members who engage in University related travel and may have travelers who are prone to motion sickness.

Please request this kit from either the Receptionist or Dispatch (if after hours) when picking up your fleet vehicle keys. Kindly return the kit along with your keys when returning to campus. Drivers should identify in advance if any travelers may need to have access to a kit, especially if they are prone to motion sickness:

Students who have a history of becoming carsick should:

- *Take a change of clothes*
- *Ride in the front seat, if possible*
- *Ride next to a door for easy and quick egress*
- *Notify the driver in advance if they are becoming ill to allow time to pull off the road*
- *If medication is normally used to prevent carsickness, take at appropriate time prior to trip and at appropriate intervals during trip*

Driver/Advisor Responsibility:

Review content of Car Sick Kit

- *Consider taking the online Bloodborne Pathogen Training (optional as information only, not required to be a driver) - contact compliance coordinator for active link*
- *Review with vehicle occupants that:*
  - *If they feel ill they need to notify the driver asap*
  - *If they have a history of becoming carsick they need to ride in the front seat, if possible, and/or sit by a door*
- *If contents of Car Sick Kit have been used, notify the receptionist when returning the keys so it can be restocked*
- *If a passenger becomes ill in a vehicle, be sure to report when returning vehicle if a thorough cleaning is needed and why*

Contents of "Car Sick Kit" can be found here:

- [Norovirus Vomit Cleanup Kit](#)

# REMEMBER:

- Any incident/accident involving a University vehicle (with or without damage to the vehicle) **MUST be immediately reported to Dispatch Services at 717-691-6005**
- Operating a motor vehicle is dangerous, but it can also be a pleasant experience.
- Use common sense, obey speed limits, drive defensively, and observe “road safety rules.”
- Distracted driving can be just as dangerous as alcohol-impaired driving.
- Be careful, alert, courteous, and safe.
- Have a safe trip!

*Thanks to the Pennsylvania Department of Labor & Industry and the National Safety Council for some of the information contained in this program.*

Thank you for completing this  
training program.

**Please see the next two pages!**

Messiah University  
Department of Safety  
717-691-6005

# SDP – Verification Form Instructions

- Print the next page (slide) and complete the form.
- Attach the completed SDP-Verification Form to your Application for Approved Driver's Status form.
- Applications for Approved Driver Status and MVR forms are available from the following:
  - ✓ Respective cards within FalconLink
  - ✓ Department of Safety website
  - ✓ Dispatch Services Office in Eisenhower
- Completed applications may be dropped off at Dispatch Services in Eisenhower if Receptionist Office is not open.

# SDP – Verification Form

Date: \_\_\_\_\_ ID# : \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student

Employee

I hereby attest to the fact that I have completely reviewed the information contained in this program and verify that I will abide by all of its policies and procedures. Additionally, I will refer to the Vehicle Management Policy for specific guidelines (available through the University's website).

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(Signature)