Safe Driving
SAFETY CHECKLIST

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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Obey the Law

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<thead>
<tr>
<th>DESCRIPTION</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Observe speed limits.</td>
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<td>Obey traffic signs and signals.</td>
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<tr>
<td>Pass other vehicles only on the left; signal your intention before changing lanes.</td>
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<td>Never pass a stopped school bus.</td>
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<td>Yield to drivers who have the right of way.</td>
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<td>Never drive under the influence of alcohol or other drugs.</td>
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<td>Use your seat belt.</td>
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Drive Sensibly and Defensively

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<tr>
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<tr>
<td>Never &quot;tailgate;&quot; stay at least two seconds behind the driver ahead of you.</td>
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<td>Don't insist on your own right-of-way if the other driver will not yield it.</td>
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<td>Dim your headlights for oncoming cars and those ahead.</td>
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<td>Be aware of what's happening several vehicle lengths ahead and behind you.</td>
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<td>Expect reckless behavior from other drivers.</td>
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<td>Expect people or animals darting into the road.</td>
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<td>Expect swerving cyclists.</td>
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<td>Expect potholes or debris in the roadway.</td>
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Bad Weather Precautions

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<tr>
<td>Improve visibility by:</td>
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<tr>
<td>a. Use wipers, defroster, and headlights</td>
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<td>b. Counter glare from sun or snow with sunglasses</td>
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<td>c. Clear snow from hood, roof, and all windows</td>
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</table>
When visibility is poor or roadways are slick:
  a. Reduce speed
  b. Increase distance from car ahead
  c. Brake gently

Watch out for puddles, icy patches, sudden pockets of fog.

If you skid, steer gently into the skid, not using brakes or gas.

Maintain Your Vehicle

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<tr>
<td>Don't abuse it by driving too fast over bumpy terrain.</td>
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<td>Don't make unnecessary sharp turns or sudden stops and starts.</td>
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<td>Be sure that scheduled maintenance checks are carried out on time.</td>
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<td>Be alert to below-par performance of any equipment; have it attended to promptly.</td>
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