As employees you are Colby’s most valuable asset and represent the College to the public and students. The way that you drive can reflect either positively or negatively on the College. Furthermore, for most employees, driving a vehicle is the most hazardous undertaking involved in their job. Protect yourself, and make a positive statement by following these work-related safe driving practices.

Always Follow the Requirements in Colby’s Fleet Safety Policy:
- Follow all laws of the road.
- Use a seat belt at all times – driver and passenger(s).
- Do not drive if you are taking medications that make you drowsy or affect your judgment.
- Never drink alcohol and drive.
- Do not smoke in Colby owned vehicles.
- Never text and drive.
- GO SLOW!

Stay Focused:
- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.
Watch out for the other guy:

Sometimes, it doesn't matter how safely you drive. You could be driving the speed limit and obeying all traffic rules, and someone else can crash into you. One good rule of thumb to use is, "Assume everyone else on the road is an idiot." In other words, be prepared for unpredictable lane changes, sudden stops, unsignaled turns, swerving, tailgating and every other bad driving behavior imaginable. Chances are, you'll eventually encounter someone like this -- and it pays to be ready when you do.

It's impossible to list all the possible things another driver might do, but there are a few common examples. If you're pulling out of a driveway into traffic and an oncoming car has its turn signal on, don't assume it's actually turning. You might pull out only to find that turn signal has been blinking since 1987. If you're approaching an intersection where you have the right of way, and another approaching car has the stop sign, don't assume it will actually stop. As you approach, take your foot off the gas and be prepared to brake.

Of course, being prepared requires awareness, so make sure you check your mirrors and keep an eye on side streets so you'll know which other cars are around you and how they're driving. Don't focus only on the road in front of your car -- look ahead so you can see what's happening 50 to 100 yards (46 to 91 meters) up the road.

By the numbers:

#1 leading cause of accidental death for people ages 1-54

15 People die everyday as a direct result of distracted driving

50% more likely to survive a car accident if you are wearing your seatbelt
### Review / Discussion Questions:

1. What are some of your bad driving habits? Do you do them at work?
2. Do you use a cell phone while driving at Colby? Personal vehicle? Is it essential to your job or can you find ways to not use it?
3. Do you always wear your seatbelt? If not, why?
4. Have you reviewed Colby’s Fleet Safety Policy?

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*Questions, concerns or comments contact the EHS Director at extension 5504.*