Electrical Transmission & Distribution Partnership

Continuing Education Training
- Driver Safety

Facilitator Guide
- 3rd Quarter 2018
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Introduction

The Driver Safety continuing education course is a facilitator led process. The facilitator (lead person, supervisor, general foreman, safety professional, area manager, superintendent, etc.) may choose to augment the material with videos, handouts or other media to enhance the learning experience. The facilitator may want to incorporate visual aids such as relevant examples, personal experiences, and/or ask for group participation/examples to enhance the presentation.

Using this material combined with practical experience, good presentation skills, and knowledge of adult learning techniques, the facilitator has a greater opportunity to deliver the information effectively. It is not the intent of this booklet to function as a “script” for the presenter or for the presenter to read every word in the slide notes when presenting the information. The intent of this booklet is to provide the presenter with pertinent information, which they can, in-turn relay (in summary) to the attendees.

Microsoft® PowerPoint® combined with good instructional skills and instructor/student dialogue help with information retention and understanding. PowerPoint® presents the information to the attendee and the facilitator summarizes the content of the slides. It is critical to engage and involve the attendee in the process. Ask open-ended questions that will elicit conversation and discussion, but be cautious to maintain control of the discussion.

Conversation and scenarios are good, but can cause the discussion to run long. If it seems like the group is losing focus during the course, the facilitator can direct the group back on track by using comments like “This is a great discussion, but let’s get back to the subject at hand”. Another facilitator tool is the “Parking Lot” which is simply a newsprint chart or dry erase board or note pad where the facilitator records unanswered questions/concerns during the meeting and that may require more research. It is vital to capture any ongoing discussions or questions on the “Parking Lot” and follow up when the information is known.

This refresher is to be delivered in the third quarter of 2018. Delivery time is approximately 1 to 1.5 hours in one setting or divided-up into three, twenty to thirty minute settings. It is critical that the facilitator makes him or herself familiar with the material prior to delivery.

At the end of this guide, is a handout regarding texting and driving. The American Automobile Association publishes this handout. Remember when delivering the material to use the four-step training outline.

**Prepare**
State the topic
State the duration

**Present**
Present the information
Explain the importance

**Involve**
Ask for examples
Use your own

**Follow-Up**
Ask questions to check understanding
Disclaimer

The material in this document is provided for informational purposes only and not as a comprehensive or exhaustive resource on the topic. This material is a compilation of a multitude of materials derived from sources believed to be accurate; however, The Electrical Transmission & Distribution Partnership and/or its associate members assume no responsibility for the accuracy or currency of this information and encourages you to consult experts in this area for more information. In no event does the content of this document supersede any applicable local, state, or federal statutes or regulations.
Begin Session One

Slide 1-1

Introduce the module. Explain that the intent of this presentation is to serve as a continuing education training topic related to certain aspects from the ET&D 10-Hour OSHA training class, the OSHA Partnership Best Practices, and/or incident trending analysis.

Slide 1-2

Ask the group "Do you believe that safe driving is an important topic?" Naturally, the desired answer is "Yes!" Then ask why they feel that the topic is important? Gather and collect their answers. Then trigger the animation and state that there are people (the public in general, other drivers, families, co-workers) that depend on us, as drivers, to make safe and rational decisions when driving.
Upon completion of this continuing education module you should be able to:

☑ Explain the safe driving factors
☑ Understand the critical types of crashes
☑ Understand fatigued driving avoidance
☑ Understand the dangers of distracted driving
☑ Apply accident avoidance techniques

Explain that this is Third quarter 2018 topic. Read and explain the Objectives for course. Announce that this first section will address the topics of proactive driving, crash facts and types and four safe driving factors.

Announce that this next section will address the topic of fatigue and its common causes pertaining to driving. Ask if anyone can define the term “fatigue” and what may be the signs or symptoms of fatigue?
Take a Proactive Approach to Safe Driving

This training module is intended to instruct drivers on the importance of taking a proactive approach when operating a motor vehicle, rather than being reactive to the driving conditions.

Read and state the intent of this training module and stress the distinction between proactive and reactive. Proactive drivers take the steps necessary to prevent potential problems before they turn into real problems.

Slide 1-6

Crash Facts

<table>
<thead>
<tr>
<th>Crash Type</th>
<th>% of 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Reported</td>
<td>6,296,000</td>
</tr>
<tr>
<td>Fatalities</td>
<td>35,092</td>
</tr>
<tr>
<td>Injured</td>
<td>1,715,000</td>
</tr>
<tr>
<td>Property Damage</td>
<td>4,548,000</td>
</tr>
</tbody>
</table>

- 97 people are killed each day in motor vehicle crashes
- Motor vehicle crashes were the leading cause of death for ages 16 through 23 in 2015
- 19 out of 644 OSHA Recordables (2017) were related to Motor Vehicles in the ET&D Partnership

Recordable injuries due to motor vehicle accidents increased 3% for ET&D partner member companies from 2016 to 2017

State that according to the ET&D Partnership, Data Task Team, for 2017-injury classification, OSHA recordable cases due to motor vehicle accidents were greater in number than injuries caused by arc flash or electrical contact.
Safe Driving Factors

Knowledge is What to Do
- Rules of the road like stopping at red flashing lights

Skill is How to Do it
- Mechanical operation like pulling out of a skid

Decision is When to Do it
- Summary of knowledge and skill, based on your driving experience and training

Attitude (Desire) is Wanting to Do it
- Your attitude drives your decisions. Take an introspective look before you get behind the wheel

Safe Driving Practices

Avoid pull-in parking
- Always try to back-in park

Make “forward” the first move from park
- Many collisions occur when making the first move from park
- Eliminates the need for a spotter
- Parking is a controlled environment

If possible, avoid unprotected left turns
- Turn right and then turn around when safe to do so

Explain how safe driving factors such as knowledge, skill, decision, and attitude can greatly decrease accidents and save lives.

Explain how safe driving factors such as avoiding pull in parking, making “forward” the first move from park, and avoiding where possible making left turns in congested areas enhances driver safety.
Describe the four (4) main types of crashes, which include hitting others in rear, intersection, pedestrians/cyclists, and head-on collisions. Maybe get a show of hands from participants on if they have ever been involved in any of these and have them describe the circumstances and results.

End Session One
Session One Key Points

Slide 1-10

The presenter should have touched on the following items when Explaining session one:

1. Safe driving factors include knowledge of what to do, the skill to do it, making a decision to act, and the attitude or desire to act.
   
   a. True
   b. False

2. Every day in the U.S. approximately ______ people are killed in motor vehicle crashes.
   
   a. 79
   b. 97
   c. 50

3. One of the most dangerous areas on the roadway is intersections.
   
   a. True
   b. False
Announce that this next section will address the topic of fatigue and its common causes pertaining to driving. Ask if anyone can define the term “fatigue” and what it might look like.

Explain. Read each item on the list. Ask if there are other causes not mentioned on the list.
Fatigue
Can be increased by:

- Humidity
- Lack of rest
- Dehydration
- Hunger
- Minor illness
- Distractions while driving

Explain that each of the items listed on the slide and quite possibly some that are not mentioned can cause driver fatigue. Ask the participants to list any that may not be listed.

Distracted Driving

State that the next slides will discuss how distractions affect driver safety.
Common Distractions
Programming GPS units
Adjusting Vehicle Controls
Reaching for objects
Grooming
Eating or drinking
Texting while Driving

Explain these common distractions. Ask if participants have seen other drivers on the road doing any of these or others not mentioned on this list. Accident rates increase by four times when the driver is using electronic devices. Never talk, text, or type while operating a vehicle. Pull over before answering the call or text. If necessary, turn the device off.

Slide 2-6

Explain that talking on a cellular phone while driving can distract the driver and possibly put the driver and others at risk.
Read this list of distractions that influence driving. Ask if there is any disagreement with any of these. In addition, if everyone agrees, why are distractions so prevalent? Ask the group: “Can it happen to me?”

According to the Center for Disease Control and Prevention (CDC), every day nine people lose their lives and over 1,100 people are injured in incidents involving distracted drivers. To assure everyone’s safety on the road, drivers need to know what threatens to divert their attention from the road and what to do to avoid becoming another statistic.
When driving without distractions at 65 miles per hour, you need about 30 yards to achieve a complete stop.

When driving with distractions at 65 miles per hour, you need about 100 yards to achieve a complete stop!

Explain that when driving without distractions at 65 miles per hour, you need about 30 yards to achieve a complete stop. If you are texting while driving at 65 miles per hour, you can need the length of an entire football field to achieve a complete stop.

Avoid Distractions

Before driving:
- If using GPS, enter your destination and decide your route
- Preset your stereo
- Adjust your seat
- Adjust climate controls
- Adjust mirrors
- If available, designate a passenger to assist with adjustments, item retrieval, or navigation

Before driving, take steps to assure that you will face minimal distractions on the road. If using GPS, enter your destination and decide your route. Pull over if any changes are required along the way. Preset your stereo with any radio stations, music inputs, or other sound preferences. Adjust your seat to assure you are sitting comfortably. Adjust your rear-view mirrors to minimize blind spots. Assure that any items you may need during the trip are in reaching distance. If possible, designate a passenger to assist with any necessary adjustments, item retrieval, or navigation.

End Session Two
Session Two Key Points

Slide 2-11

The presenter should have touched on the following items when Explaining session one:

1. Distracted driving may affect the driver's ability to maintain adequate following distance.
   a. True
   b. False

2. Every day in the U.S. over ______ people are injured in crashes involving distracted drivers
   a. 500
   b. 1,100
   c. 2,000

3. If you are texting while driving at 65 miles per hour, you need the length of an entire football field to achieve a complete stop.
   a. True
   b. False
Begin Session Three

Slide 3-1

Announce that this final section will address the topic of accident avoidance by addressing ways to prevent backing crashes, hit other in rear crashes, sideswipe crashes, and intersection crashes.

Slide 3-2

Before you back, there are some principles to keep in mind: Be sure to use all of your mirrors to help judge distances and watch for hazards, Back-up cameras and other vehicle technologies are just driver aids. If there are store windows available, make use of them to help judge distances and any new hazards, which might develop. Learn to watch for moving shadows, which may represent vehicles or pedestrians moving behind your unit. Keep your window rolled down to make it easier to hear shouts, whistles, horns, or other unusual noises. In addition to windows down, radios off! Remember, if it is an alley delivery, back in not out.
**Preventing Backing Incidents**

Avoid backing if possible
- Use a spotter
  - Keep spotter in sight
- Keep speed low
- Cover the brake
- Use mirrors
- Listen

Explain the steps to follow to signal your intention to back: tap horn or rev engine, activate back-up alarm or four way flashers, be prepared to stop at all times... the situation may suddenly change so be aware. Ask if there are any questions or comments on “Preventing Backing Crashes” before moving on. Be sure to mention the following issues: Keep speed low. Keep your foot above the brake so you can stop instantly. Use mirrors frequently. Be alert for loud yells, frantic horn-blowing and unusual noises. Always be prepared to stop.

**Rear Crashes**

- Look ahead 8 to 12 seconds
- Look two blocks ahead in residential areas and city streets
- Look as far as you can see on highways
- Look for construction zones, traffic backing etc.

Explain the statement “Expand Your Look-Ahead Capacity”. This is the habit of looking beyond the present. The future is not a closed book. It is influenced by what is happening right now and where you will be in eight to ten seconds.
Have foresight and know that present action can eliminate future trouble and crashes. This is the art of good timing. It helps you to center the vehicle properly in the driving lane. It also allows more time for the selection of the proper lane. It helps control speed and helps to adjust your following distance. It enables you to blend into the traffic pattern smoothly. As the rear of the vehicle ahead of you passes any fixed reference point - a tree, a sign, a pole - begin counting until the front of your vehicle reaches the same point. Count "One thousand one, one thousand two, one thousand three", etc.

Slide 3-5

Preventing Rear-End Crashes

Maintain a 3 to 4 second following distance

Explain the need to stay out of tail gating traps. Following the vehicle ahead too closely is setting up a trap without an escape path. This is especially true if the vehicle behind is tail gating you and you are "boxed-in" by cars on both sides. The vehicle ahead jams on the brakes and you are sandwiched -- no escape path --- BAM! --- DISASTER! Give yourself time, space, and visibility. Maintain a decision space around you.
Explain the scenario. As you pull up behind another vehicle at an intersection, be sure to leave a space between your vehicle and the one in front. This is developed by stopping your vehicle so that you can see their rear tires meet the pavement. This leaves room to go around if the other vehicle stalls. Maintain proper following distance. Slowdown in poor weather and signal your intentions early. Properly adjust and frequently check your mirrors and stay focused on driving. Avoid talking on the cellphone and other distractions.

Explain that mirrors are an extremely important tool to help keep drivers aware of their surroundings. Using mirrors can help develop situational awareness so that you can react to the driving environment. Explain the need to check mirrors regularly while driving (every 5 to 10 seconds).
Develop a mirror triangle-viewing pattern. As the vehicle to the rear overtakes and leaves the rearview mirror, it becomes visible in the side view mirrors. As the vehicle passes, when it leaves the side view mirror, the vehicle should now be visible in your side peripheral vision. Ask if there are any questions or comments on “Sideswipe Crashes” before moving on.

Slide 3-8

Explain that safe drivers, unless otherwise indicated, enter the first traffic lane moving in the direction you want to go. The Safe Driver is aware that drivers of large units such as tractor-trailers might need to make a wide swing to complete the right turn. Never place your vehicle in the “NO GO” zone.
Engage the attendees on how they approach intersections. Discuss the bullet points. It takes about 3/4 of a second to react to an emergency. In a car moving at 15 miles per hour, you travel a full vehicle length before you can get your foot on the brake. You need another vehicle length for braking distance. Your total stopping distance is two vehicle lengths. When you approach an intersection first look left toward the traffic you will meet, then right, then left again. Come up to blind corners with your foot positioned above the brake pedal, ready for an emergency. At intersections controlled by signals, do not race to get through on the yellow light, or jump the gun on the green. Do not be so sure that the other driver will obey stoplights and signs. He may have other ideas. Be ready to yield to avoid a collision. It may bruise your ego, but that is not bad when you consider the other possibilities.
Explain that safe drivers position themselves for a right-turn from the proper lane before they reach the intersection, signaling well in advance. The driver that makes the turn correctly is helping to keep themselves and other drivers safe. Explain that for Left-Turning and Through Traffic be ready for unexpected turns by on-coming traffic, and control your speed accordingly. When making a left turn, remember that approaching traffic has the right of way. Wait for left turn arrow, or if none, a gap in traffic and pedestrian lanes to complete your turn safely. Keep your wheels straight while waiting to turn. Check to the rear before turning left in case someone is about to pass you on the left.
Engage the attendees. Explain that this exercise is to discuss how they approach intersections. Explain that they are the driver at the bottom center of the picture and are approaching the intersection. The light in your lane is green. Ask them to point out potential problems and how to avoid them.

Some of the desired responses are:

- The approaching driver (left from circled vehicle view) may turn left in front of their vehicle
- One or more of the parked vehicles to the right may back out and strike their vehicle
- One or more of the vehicles approaching from the right may pull out or turn in front of their vehicle
- One or more of the vehicles approaching from the left could run the light and pull out in front of their vehicle
- The light could change from green to red as the approach the intersection

**End Session Three**
Session Three Key Points

Slide 3-12

1. When approaching an intersection, the driver should look to the left, then to the right, then to the left again.
   a. True
   b. False

2. Before moving from park, the driver should do a 360° walk around the vehicle.
   a. True
   b. False

3. When driving, the driver should check their mirrors every 5 to 10 seconds.
   a. True
   b. False
Conclude and emphasize that it is all about safety for the worker, their families, their co-workers, other drivers on the road and the organization as a whole. So restate the question: “What’s in it for you?” The answer is “Everything!” Ask if there are any final questions or comments. Thank the attendees for their participation and offer contact information if they want further information.
On average, drivers ages 17–26 talk on their cell phones 1 hour each day and send 80 texts per day.

Ninety-four percent keep their phones on while driving.

80% see themselves as safer-than-average drivers who don’t believe their distracted driving puts them at risk.

Avoid “Intexticated” Driving!!