SAFE DRIVER TRAINING

WHO MAY DRIVE –
Authorization is from Chair, Dean, Department head
Employees, students as part of a class or employment, registered volunteers. At least 18,
licensed for minimum of two years
On official business without the scope and authority of job description

DRIVERS ARE HELD ACCOUNTABLE
Must comply with state law and WSU policies and procedures; Failure to follow these
policies may result in disciplinary action, including deductions from salaries or other
allowances due, suspension without pay, or termination of employment.
Adjudicate and pay all tickets and fines promptly
Between the exempt plates and the How’s My Driving sticker, lots of eyes are on you.
You and all passengers must be on state business, within the scope and authority of
your/their position

SEEING-EYE DOGS are always allowed to ride

INSPECTION
Use your department’s, or Motor Pool’s, inspection schedule for daily/weekly/monthly
requirements
At least: look under car for leaks
   Walk around car to find dents/damage
   Write up dents and breakage on an SF137
Pay attention to the tires – you rarely will ‘see’ low tires, but you can see bald
patches/tread coming loose/damage
Report issues to Motor Pool or supervisor. Get it fixed.

SEAT BELTS
The law says you must use seat belts.
The SPPM says: Drivers should verbally remind passengers of their responsibility to use
seat belts at all times the vehicle is in operation. Also, drivers must ensure that authorized
passengers under 16 years of age are properly restrained in safety belts or car seats, as
appropriate. (RCW 46.61.687)
Only physicians can countermand this law.
The department can make rules stricter, but not less strict.

TIRES
Check pressure while tires are ‘cold’
The TPMS in vehicles is only required to be with 25% of accurate.
   25% take the tire into the ‘danger zone’
Many TPMS only go the low side, but being over-inflated is dangerous, too
Due diligence on purchased gauges
Best bet is to go to a tire shop
ADJUST THE SEAT AND MIRRORS

- Bottom firmly into seat back and spine firmly against seat back
- Seat height s/b closest to floor and still see over dash
- Wrist break at steering wheel
- Able to go from throttle to brake without moving heel
- Consider the blind spot glare elimination mirror adjustment

NO HANDHELD ELECTRONICS. NO DISTRACTED DRIVING.

- No food, coffee. WSU suggests turning OFF your cell phone while driving.
- The law requires you to refrain from engaging in activities that can interfere with the safe operation of your vehicle. Includes grooming
  --Primary offense is holding a personal electronic device, using a hand or finger in the use of such devices, watching the screen of such device, even while stopped at signal or in traffic
  --Secondary offense if the activity contributes to you committing a traffic infraction. E.g., if spilling coffee causes you to swerve into another lane, you can a ticket for improper lane change plus a $99 fine for being dangerously distracted. This includes hands-free devices.
  --One touch of finger
- Secure all loose items...
  - If you must make a call, find a safe place to park, take the car out of gear and turn off the engine.

MIRRORS

- Consider adjusting according to the BSGE system
- When setting mirrors not using the BSGE system, catch the edge of your vehicle in the side mirrors
- Check mirrors every 3-5 seconds – a glance, not a lengthy perusal

FOLLOWING DISTANCE AT LEAST 2 SECONDS IN OPTIMUM ROAD CONDITIONS IN A SEDAN. MORE ON POOR ROADS, bad weather conditions, bigger vehicles, heavy loads.

- At least 4 seconds on vans, big SUVs and pickups
- Tailgating: RCW 46.61.145: reasonable and prudent; leaving sufficient space so an overtaking vehicle may enter and occupy without danger
  - Are the roads wet or icy? Watch for rooster tail off vehicle tires. Slow down, increase following distance, regardless.

EMERGENCY VEHICLES

- Move over law is an emergency zone of 200 ft before and after vehicle/s
- Not just law enforcement; ambulances, DOT vehicles, tow trucks. Vehicles responding to an emergency and have their emergency lights on.
  - $190 fine for failure to do so. All other fines double (speeding, following too closely, etc).
- If you hit or nearly hit an emergency worker it is ENDANGERMENT OF AN EMERGENCY WORKER, A GROSS MISDEMEANOR, LOSS OF LICENSE FOR SIX MONTHS and possible jail time
- If you do not pull over for an emergency vehicle, fine is $1062
- Do not follow closer than 500 feet
- Hands follow eyes, so moving over is better than slowing down, if possible
On two lane roads, only change lanes if it is a passing zone and safe to do so. Move over law applies when emergency vehicle is in median or any lane, as well.

**TWO LANE ROADS**

Impeding traffic: find a safe place and pull over when 5 or more cars are stacked up behind you.

Passing: May exceed posted speed limit, safe and prudent, if the vehicle in front of you is going less than posted speed, you are in a legal passing zone, and it is safe to do so. If you can tell that oncoming traffic is moving, you may not have enough room to pass. If not, it is not a guarantee.

**LEFT LANE DRIVING**

There is evidence that slowing down and changing lanes is more dangerous than speeding. Fastest vehicles belong in left lanes; slower-moving vehicles belong in right hand lanes.

**MISCELLANY**

Micro-naps: midnight to 6 AM, 3-5 PM; find a safe place, pull over. Nap for between 15-30 minutes or get out and take a break for 15 minutes. (Turn on your cell phone and check for calls?)

DUI includes OTC and prescription drugs

Do not block intersections, crosswalks, aprons/driveways

Road rage – do not engage, don’t get blocked in, if endangered have passenger call law enforcement or go to open populated area and lean on horn.

Items stolen out of car

*If WSU laptop, contact Tom Ambrosi/IT Security*

Merge like a zipper

Sunglasses

**BE A GOOD CITIZEN. WHAT YOU DO REFLECTS ON ALL OF US.**