

## 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 within 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

Required glove box items belong in all vehicles being used on WSU business. See Travel site or contact RMS for PDF

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