

Towing

2024 Safety calendar





How the calendar works

Each calendar date has a daily safety topic listed. After December there are talking points listed that correspond with the safety topic for that date. Supervisors can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every few months.

The information in the calendar is an accumulation of recommended practices. It should be of great value to your operation. Management generating safety awareness is a key practice to help control and reduce claims and related expenses.

The safety topics provided cover slip, trip, and fall prevention, powered material handling, manual material handling, cutting safety, fire extinguisher safety, sprinkler system testing, industrial rack/module safety and many other topics.

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Let's kick off a safe new year!	1 Consuming alcohol <i>New Year's Day</i>	2 Federal cell phone restrictions	3 Refueling	4 Remember the ABC's	5 Police and emergency services	6 The seat belt pledge
7 Floods	8 Adjusting following distance	9 <i>But I only closed my eyes for a second!</i>	10 Oh, my aching back!	11 Stopping distance	12 Why use seconds?	13 Healthy habits
14 Roadside violation points	15 Sleep bank deposits <i>MLK Jr's Birthday</i>	16 Check and Inspect	17 What does distracted driving mean?	18 Calculating your following distance	19 Medical card	20 Steering wheel securement
21 Changing weather	22 Severe weather	23 Responsible to whom?	24 Hook up	25 Pledge to not be distracted	26 Why can we not all just get along?	27 Refusing a test
28 Bend at your knees; save your back.	29 Statistically speaking	30 Do you know the consequences?	31 Hand washing basics.			

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted. Lent starts on the 14th</p>				<p>1 Stay calm</p>	<p>2 The right stuff</p>	<p>3 Oversize and length permits</p>
<p>4 Improving your odds</p>	<p>5 Relating</p>	<p>6 At fault</p>	<p>7 Winning the game</p>	<p>8 Lining up</p>	<p>9 Click it or Ticket</p>	<p>10 Driving privilege</p>
<p>11 Housekeeping and maintenance</p>	<p>12 Heart disease</p>	<p>13 Rear-end collisions</p>	<p>14 Seat belts vs. airbags</p>	<p>15 Captain of the trip</p>	<p>16 Being a mentor and a role model</p>	<p>17 Follow the doctor's orders</p>
<p>18 What are the risks of speeding?</p>	<p>19 Nutrition</p>	<p>20 Legs / Legs extension</p>	<p>21 Engine and cab compartments</p>	<p>22 Winch cable</p>	<p>23 Making safe choices</p>	<p>24 Stay informed</p>
<p>25 Arrive Safely</p>	<p>26 Random testing</p>	<p>27 Before backing up, take a walk.</p>	<p>28 Raised vehicle</p>	<p>29 Cables</p>		

Valentine's Day

President's Day

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p>1 Proper lights</p>	<p>2 CDL on board</p>
<p>3 Check your headlights.</p>	<p>4 Healthy choices</p>	<p>5 Cell Phones Increase Risk</p>	<p>6 Footwear</p>	<p>7 Counter measures</p>	<p>8 Tornadoes</p>	<p>9 Storms</p>
<p>10 Tie down</p>	<p>11 Fatigue</p>	<p>12 Pinch points</p>	<p>13 Seat belt use: Not optional</p>	<p>14 Exercise</p>	<p>15 Space and speed</p>	<p>16 Crash statistics</p>
<p>17 Planning your route</p> <p><i>St. Patrick's Day</i></p>	<p>18 Cables</p>	<p>19 Bystanders</p>	<p>20 Rejuvenating</p>	<p>21 Where and how falls occur</p>	<p>22 Raising the boom</p>	<p>23 Boom rating</p>
<p>24 Health and fatigue</p>	<p>25 Information collection</p>	<p>26 Quality Rest</p>	<p>27 Top health risks</p>	<p>28 Self-assess</p>	<p>29 Driver inattention</p> <p><i>Good Friday</i></p>	<p>30 How IS my driving?</p>
<p>31 Why do my shoulders ache after a hard day at work?</p> <p><i>Easter</i></p>						

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
At the end of the month, take down and file the OSHA 300A summary log with your permanent records.	1 Driver education and training	2 Visually inspect the scene	3 Prescription and over the counter medicine	4 Never pass school buses on the right	5 Watch for school buses	6 Slow down for school buses
7 Moving violations	8 Is your paperwork in order?	9 Working limit	10 Avoid hard turns	11 Be a backup professional.	12 Driving physically impaired	13 Eliminate distractions near schools
14 Communicate defects	15 Reducing risks	16 Get help to back up	17 If there is a spill, follow company policy	18 Nutrition	19 Exterior inspection	20 Secure parking
21 Vehicle security	22 Driving privilege <i>Passover</i>	23 A visit to Real Ville	24 Company Seat Belt Policy	25 Good shoes are essential to preventing slips, trips, and falls.	26 Maintain a safe cushion	27 Interventions
28 Top ten driver distractions	29 Be aware near schools	30 Do not let it get worse				

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Consuming alcohol	2 Federal cell phone restrictions	3 Refueling	4 Remember the ABC's
5 Police and emergency services	6 The seat belt pledge	7 Floods	8 Adjusting following distance	9 <i>But I only closed my eyes for a second!</i>	10 Oh, my aching back!	11 Stopping distance
<i>Cinco de Mayo</i>						
12 Why use seconds?	13 Healthy habits	14 Roadside violation points	15 Sleep bank deposits	16 Check and Inspect	17 What does distracted driving mean?	18 Calculating your following distance
<i>Mother's Day</i>						
19 Medical card	20 Steering wheel securement	21 Changing weather	22 Severe weather	23 Responsible to whom?	24 Hook up	25 Pledge to not be distracted
26 Why can we not all just get along?	27 Refusing a test	28 Bend at your knees; save your back.	29 Statistically speaking	30 Do you know the consequences?	31 Hand washing basics.	
	<i>Memorial Day</i>					

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Stay calm
2 The right stuff	3 Oversize and length permits	4 Improving your odds	5 Relating	6 At fault	7 Winning the game	8 Lining up
9 Click it or Ticket	10 Driving privilege	11 Housekeeping and maintenance	12 Heart disease	13 Rear-end collisions	14 Seat belts vs. airbags	15 Captain of the trip
16 Being a mentor and a role model	17 Follow the doctor's orders	18 What are the risks of speeding?	19 Nutrition	20 Legs / Legs extension	21 Engine and cab compartments	22 Winch cable
<i>Father's Day</i>			<i>Juneteenth</i>			
23 Making safe choices	24 Stay informed	25 Arrive Safely	26 Random testing	27 Before backing up, take a walk.	28 Raised vehicle	29 Cables
30 Rear-end collisions						

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Proper lights	2 CDL on board	3 Check your headlights.	4 Healthy choices	5 Cell Phones Increase Risk	6 Footwear
				<i>Independence Day</i>		
7 Counter measures	8 Tornadoes	9 Storms	10 Tie down	11 Fatigue	12 Pinch points	13 Seat belt use: Not optional
14 Exercise	15 Space and speed	16 Crash statistics	17 Planning your route	18 Cables	19 Bystanders	20 Rejuvenating
21 Where and how falls occur	22 Raising the boom	23 Boom rating	24 Health and fatigue	25 Information collection	26 Quality Rest	27 Top health risks
28 Self-assess	29 Driver inattention	30 How IS my driving?	31 Why do my shoulders ache after a hard day at work?			

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The new school year is coming, watch for buses!				1 Driver education and training	2 Visually inspect the scene	3 Prescription and over the counter medicine
4 Never pass school buses on the right	5 Watch for school buses	6 Slow down for school buses	7 Moving violations	8 Is your paperwork in order?	9 Working limit	10 Avoid hard turns
11 Be a backup professional.	12 Driving physically impaired	13 Eliminate distractions near schools	14 Communicate defects	15 Reducing risks	16 Get help to back up	17 If there is a spill, follow company policy
18 Nutrition	19 Exterior inspection	20 Secure parking	21 Vehicle security	22 Driving privilege	23 A visit to Real Ville	24 Company Seat Belt Policy
25 Good shoes are essential to preventing slips, trips, and falls.	26 Maintain a safe cushion	27 Interventions	28 Top ten driver distractions	29 Be aware near schools	30 Do not let it get worse	31 Changing Weather

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Consuming alcohol	2 Federal cell phone restrictions <i>Labor Day</i>	3 Refueling	4 Remember the ABC's	5 Police and emergency services	6 The seat belt pledge	7 Floods
8 Adjusting following distance	9 <i>But I only closed my eyes for a second!</i>	10 Oh, my aching back!	11 Stopping distance	12 Why use seconds?	13 Healthy habits	14 Roadside violation points
15 Sleep bank deposits	16 Check and Inspect	17 What does distracted driving mean?	18 Calculating your following distance	19 Medical card	20 Steering wheel securement	21 Changing weather
22 Severe weather	23 Responsible to whom?	24 Hook up	25 Pledge to not be distracted	26 Why can we not all just get along?	27 Refusing a test	28 Bend at your knees; save your back.
29 Statistically speaking	30 Do you know the consequences?					

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Stay calm	2 The right stuff <i>Rosh Hashanah</i>	3 Oversize and length permits	4 Improving your odds	5 Relating
6 At fault	7 Winning the game	8 Lining up	9 Click it or Ticket	10 Driving privilege	11 Housekeeping and maintenance <i>Yom Kippur</i>	12 Heart disease
13 Rear-end collisions	14 Seat belts vs. airbags <i>Columbus Day</i>	15 Captain of the trip	16 Being a mentor and a role model	17 Follow the doctor's orders	18 What are the risks of speeding?	19 Nutrition
20 Legs / Legs extension	21 Engine and cab compartments	22 Winch cable	23 Making safe choices	24 Stay informed	25 Arrive Safely	26 Random testing
27 Before backing up, take a walk.	28 Raised vehicle	29 Cables	30 Rear-end collisions	31 Polling results <i>Halloween</i>		

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p>1 Proper lights</p>	<p>2 CDL on board</p>
<p>3 Check your headlights.</p>	<p>4 Healthy choices</p>	<p>5 Cell Phones Increase Risk</p>	<p>6 Footwear</p>	<p>7 Counter measures</p>	<p>8 Tornadoes</p>	<p>9 Storms</p>
<p>10 Tie down</p>	<p>11 Fatigue</p> <p><i>Veterans Day</i></p>	<p>12 Pinch points</p>	<p>13 Seat belt use: Not optional</p>	<p>14 Exercise</p>	<p>15 Space and speed</p>	<p>16 Crash statistics</p>
<p>17 Planning your route</p>	<p>18 Cables</p>	<p>19 Bystanders</p>	<p>20 Rejuvenating</p>	<p>21 Where and how falls occur</p>	<p>22 Raising the boom</p>	<p>23 Boom rating</p>
<p>24 Health and fatigue</p>	<p>25 Information collection</p>	<p>26 Quality Rest</p>	<p>27 Top health risks</p>	<p>28 Self-assess</p> <p><i>Thanksgiving</i></p>	<p>29 Driver inattention</p>	<p>30 How IS my driving?</p>

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 Driver education and training</p> <p><i>Advent Starts</i></p>	<p>2 Visually inspect the scene</p>	<p>3 Prescription and over the counter medicine</p>	<p>4 Never pass school buses on the right</p>	<p>5 Watch for school buses</p>	<p>6 Slow down for school buses</p>	<p>7 Moving violations</p>
<p>8 Is your paperwork in order?</p>	<p>9 Working limit</p>	<p>10 Avoid hard turns</p>	<p>11 Be a backup professional.</p>	<p>12 Driving physically impaired</p>	<p>13 Eliminate distractions near schools</p>	<p>14 Communicate defects</p>
<p>15 Reducing risks</p>	<p>16 Get help to back up</p>	<p>17 If there is a spill, follow company policy</p>	<p>18 Nutrition</p>	<p>19 Exterior inspection</p>	<p>20 Secure parking</p>	<p>21 Vehicle security</p>
<p>22 Driving privilege</p>	<p>23 A visit to Real Ville</p>	<p>24 Company Seat Belt Policy</p>	<p>25 Good shoes are essential to preventing slips, trips, and falls.</p> <p><i>Christmas/Hanukkah</i></p>	<p>26 Maintain a safe cushion</p>	<p>27 Interventions</p>	<p>28 Top ten driver distractions</p>
<p>29 Be aware near schools</p>	<p>30 Do not let it get worse</p>	<p>31 Changing Weather</p> <p><i>New Year's Eve</i></p>				

Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at morning or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management may help verify the correct response to daily conditions by regularly training workers on these topics.

Not every possible scenario is listed on the calendar. The situations that are listed are those we know may commonly occur that might affect the safety and security of associates and the general public. These topics repeat every few months.

January | May | September

Day	Statement	Response
1	Consuming alcohol	<p>No driver shall perform safety-sensitive functions within four hours after using alcohol (FMCSA Section 382.207: Pre-duty use).</p> <p>Using alcohol means even one drink. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until after he/she is tested.</p>
2	Federal cell phone restrictions	<p>All regulated commercial vehicle drivers must follow the requirements regarding distracted driving, e.g., using cell phones and other mobile communication devices. There are driver penalties up to \$2,750 for the first offense and for each offense thereafter. CDL privileges could be suspended, and employers could be fined up to \$11,000.</p>
3	Refueling	<p>Maintaining a healthy diet helps you to sustain the necessary energy and alertness needed to drive safely.</p> <p>Pack healthy snack options and water before setting out to drive. This will prevent the need to pick up unhealthy options from gas stations and fast-food restaurants.</p>
4	Remember the ABC's	<p>Remember the ABCs: Arms (make sure wheelchair passenger's arms are close to the body); Belts (all belts secured); Clicks (listen for the click).</p>
5	Police and emergency services	<p>Call for help from police and emergency services and notify your company contact person.</p>
6	The seat belt pledge	<p>Take the pledge:</p> <p><i>I will wear my safety belt because my wellbeing greatly affects my family and loved ones. It is my responsibility to maintain control of my vehicle. Using my safety belt is my best chance of remaining in control of my vehicle in a crash or emergency. I will always remember to buckle up.</i></p>
7	Floods	<p>Streams and river conditions can change dramatically when the snow is melting or during high levels of sustained rainfall. The force of flood waters can lift people, buildings, cars, vans, buses, and trucks off of the ground.</p> <p>Remember to:</p> <ul style="list-style-type: none"> * Inspect any vehicle including trailers that may have been submerged while parked in a flooded area. * Check your cargo, wheels, seals, brakes, or other components for water infiltration.

January | May | September

Day	Statement	Response
8	Adjusting following distance	When road and weather conditions deteriorate, or traffic volume increases, you should add more time between you and the vehicle ahead. Extreme conditions such as rain, ice, snow, and fog require adding space until you are sure you have time to suddenly stop without striking the vehicle ahead.
9	<i>But I only closed my eyes for a second!</i>	<p><i>But I only closed my eyes for a second!</i></p> <p>At 60mph, a single second translates to speeding along for 88 feet. That is the length of two school buses.</p> <p>According to the NHTSA, drowsy driving causes approximately 80,000+ crashes a year. These accidents result in an estimated 35,000 injuries and 1,000 deaths. Those who sleep less than six hours are three times more likely to be involved in a crash.</p> <p>Get adequate sleep. Most adults need 7-9 hours to maintain proper alertness during the day.</p>
10	Oh, my aching back!	If you go home each night with a backache, it is up to you to ask what might be causing it. Are you lifting too much weight? Are you putting yourself in awkward positions? There are many possible causes of back pain, both work- related and non-work-related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.
11	Stopping distance	<p>Speed limits posted on curve warning signs are intended for passenger vehicles, not large or heavy vehicles. Large or heavy vehicles should reduce their speed even further.</p> <p>Studies have shown that large trucks entering a curve, even at the posted speed limit, have lost control and rolled over due to their high center of gravity.</p>
12	Why use seconds?	Why should I use seconds instead of a vehicle count (e.g., a couple of car lengths) as a following distance measure? The following distance based on the number of vehicles can be too subjective. The length of vehicles varies. A compact car is a lot smaller than a large box truck or tractor-trailer.
13	Healthy habits	By necessity, drivers have long hours of physical inactivity while driving. Seek help in developing an exercise and fitness program to help improve stamina and strength. If you are fit from exercising routinely, you can also reduce stress and improve your mental wellbeing.
14	Roadside violation points	Seat belt violations are considered a serious infraction by the FMCSA. A seat belt violation is reflected in the unsafe driving BASIC and can result in fines levied against the motor carrier and driver. But most important is the risk to the driver and other motorists or bystanders. The driver is exposed to serious or fatal injury while others must deal with the fact there is no driver to control the van, bus, or motorcoach.
15	Sleep bank deposits	Adequate sleep means getting at least seven to nine hours of sleep. Schedule breaks about every 100 miles or two hours during long trips. Avoid having any alcohol or sedating medications prior to your trip. Check your medicine labels or ask your doctor.
16	Check and Inspect	Check for correct coolant level, inspect defrosting and heating equipment and check wipers and windshield washers to ensure that they are working. Carry spare wiper blades and extra washer fluid. Check tire chains to ensure they are free of broken or missing links and straps. Check exhaust systems for signs of soot marks indicating possible exhaust leakage.

January | May | September

Day	Statement	Response
17	What does distracted driving mean?	Not focusing on the road ahead and mirrors can lead to being caught unaware of changing conditions or situations in front of and around your vehicle. How many seconds or minutes a day have you driven blindly while distracted? Focusing on an object, person, task, or event not related to driving affects the driver's awareness, decision making and/or performance. Think of the number of things you do like, that add up the average amount of time you are not focused on a daily basis.
18	Calculating your following distance	To calculate a six-second following distance, watch the vehicle in front of you pass a non-moving object (e.g., overhead bridge, streetlight, billboard, tree, etc.) and begin counting (one thousand one, one thousand two, etc.). By the time you get to that same fixed object, you should have counted at least six seconds. Recommended practice for commercial motor vehicles is considered six to eight seconds following distance.
19	Medical card	<p>After each US DOT physical examination, be sure your card has all the required entries, the entries are accurate, and the information is legible. To protect the card, consider sealing it in a plastic cover.</p> <p>CDL drivers must now certify their type of driving (e.g., interstate, intrastate, etc.) and submit a current medical examiner's certificate (card) to the state in which they are licensed. Failure to do so can result in cancellation of commercial driving privileges by the state.</p>
20	Steering wheel securement	Do not rely on anti-theft steering locks or safety belts to secure the steering wheel. Use a special steering wheel clamping device. Rope is commonly used to secure steering wheels, but rope is not as reliable as devices designed for this purpose.
21	Changing weather	From summer to fall or winter to spring, changing seasons will require being prepared to handle different weather and road conditions. One precautionary step includes ensuring you have supplies to handle winter weather. Check the condition of snow removal tools and equipment, stores of salt, windshield washer fluid and appropriate bad weather gear (including warm clothing, gloves, hats, and windshield scrapers).
22	Severe weather	<p>If you live in an area prone to violent weather, you can find advanced forecasts available through the local media or the National Weather Service, or you can obtain a weather alert device to provide notice of possible or imminent storms.</p> <p>Thunderstorms and Lightning: Take shelter, stay indoors, and stay away from doors and windows; avoid using appliances and taking baths or showers.</p> <p>Tornadoes: Listen for authorized tornado watches and warnings. Take cover in a basement or in a first-floor interior room without windows. If you are caught while walking or riding away from a safe shelter, consider taking cover in a ditch or depression.</p>
23	Responsible to whom?	<p>Drivers are responsible for observing company work rules and motor vehicle laws and knowing the consequences of poor judgment, including those affecting your loved ones.</p> <ul style="list-style-type: none"> * Your employer relies on you completing your assignments as expected to remain a viable business, and the public relies on you not to harm others. * Your family may rely on your financial support, emotional support but more importantly, they rely on you being there for future holidays and other life events.
24	Hook up	After you have hooked-up a vehicle for towing, do not start the tow until you have double-checked the hook-up, installed safety chains/straps (some products require straps and other products are designed to be strapless however all require safety chains), secured the steering wheel, release the parking brakes of the towed vehicle and installed tow lights.

January | May | September

Day	Statement	Response
25	Pledge to not be distracted	<p>Take the National Highway Traffic Safety Administration pledge. Encourage your family and friends to do so too.</p> <p>Download the NHTSA form at http://www.distraction.gov/take-action/take-the-pledge.html</p>
26	Why can we not all just get along?	<p>Understanding how to safely manage stressful situations with peers, visitors, and customers is of particular importance in all industries. Understanding how to best read the body language of others and how to project the appropriate body language yourself can significantly impact stressful situations.</p> <p>Get help before a situation from a disgruntled, angry, confused, or aggressive person attacks you.</p> <p>Understanding how to de-escalate a situation using empathy and other learned skills are important for all employees, so do not hesitate to ask for training in this area.</p>
27	Refusing a test	<p>No employer shall permit a driver who refuses to submit to drug tests and medical evaluations to perform or continue to perform safety-sensitive functions (FMCSA Section 382.307: Reasonable Suspicion Testing).</p> <p>Some testing situations that drivers may not be aware of include:</p> <ul style="list-style-type: none"> * Failing to provide a urine specimen for any drug test, not including a pre-employment test. * Failing to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure. * Failing to or declining to take a second test as directed by the employer or collector. * Failing to undergo a medical examination or evaluation as directed by the MRO as part of the verification process.
28	Bend at your knees; save your back.	This old familiar message is still important.
29	Statistically speaking	<p>Seat belts provide the greatest protection against occupant ejection. Ejection from a vehicle generally causes the most severe injuries in a crash. NHTSA has estimated that lap/shoulder seat belts, when used, reduce the risk of fatal injury to front-seat passenger car occupants by 45 percent and the risk of moderate-to-critical injury by 50 percent. 57% of the 235 15-passenger van occupants killed in rollover crashes from 2010-2019 were ejected. An unrestrained 15-passenger-van occupant involved in a single-vehicle crash is approximately four times more likely to be killed than a restrained occupant. NHTSA also states that, of the 38,824 people killed in motor vehicle crashes in 2020, 48 percent were not wearing seat belts. In 2017 alone, seat belts saved an estimated 14,995 lives and could have saved an additional 2,549 people if they had been wearing seat belts.</p> <p>The consequences of not wearing, or improperly wearing, a seat belt are clear:</p> <ul style="list-style-type: none"> * Buckling up helps keep you safe and secure inside your vehicle, whereas not buckling up can result in being totally ejected from the vehicle in a crash, which is almost always deadly. * Air bags are not enough to protect you; in fact, the force of an air bag can seriously injure or even kill you if you are not buckled up. * Improperly wearing a seat belt, such as putting the strap below your arm, puts you and your children at risk in a crash. <p>Source: http://www.nhtsa.gov/risky-driving/seat-belts</p>

January | May | September

Day	Statement	Response
30	Do you know the consequences?	Driving decisions are often affected by outside influences that cause a shift of focus away from the driving task. Glancing down at a cell phone or other device for even a few seconds can be the equivalent of driving the length of a football field blindfolded. Remember, the consequences could be permanent.
31	Hand washing basics.	<p>When washing your hands:</p> <ul style="list-style-type: none"> * Place hands together under water (preferably warm). * Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds. * Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs, and under the fingernails. * Clean dirt from under your fingernails. * Rinse the soap from your hands. * Use a towel to turn off the faucet. * Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands. * Pat your skin rather than rub to avoid chapping and cracking. * Avoid turning off the water with your clean hands. Use your paper towel or elbow. Then use your towel to open any doors before towel disposal.

February | July | October

Day	Statement	Response
1	Stay calm	Be patient; do not let the behavior of others change your attitude about driving safely and making safe driving choices.
2	The right stuff	Professional drivers know they have a responsibility for the safety of other drivers, co-workers, other motorists, company vehicles, and equipment.
3	Oversize and length permits	Prior to beginning a trip with an oversize or overweight load you must verify that you have the proper permits for the states that you plan to travel through. Pre-planning of the route will help ensure all of the proper permits are in place.
4	Improving your odds	<p>During a crash, being buckled up helps keep you safe and secure inside your vehicle, whereas being completely thrown out of a vehicle is almost always deadly. Seat belts are the best defense against impaired, aggressive, and distracted drivers.</p> <p>Source NHTSA https://www.nhtsa.gov/risky-driving/seat-belts</p>
5	Relating	Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family, enjoying your hobbies, and other fun and important parts of life. In addition, your ability to be effective at your job can be enhanced by staying healthy.
6	At fault	If you strike a vehicle from the rear, you may be partially (if not solely) responsible, especially when visibility, weather conditions and vehicle controls are degraded.

February | July | October

Day	Statement	Response
7	Winning the game	Many successful and celebrated sports coaches often tell their players, <i>Let the game come to you</i> . In other words, do not push things just to get your way. Being relaxed and confident allows you to see the <i>play</i> developing and the time to be sure you make the right decisions.
8	Lining up	Be sure that you begin the backing maneuver by avoiding blind side backing. If needed, you should go around and re-position your vehicle. Having your mirrors aligned and in good condition will increase your visible line of sight. Remember, it is the responsibility of the driver to always back up safely whether using an assistant or not.
9	Click it or Ticket	A driver cited for not wearing a seat belt during a roadside inspection may receive the maximum number of CSA points allowed, and both the driver and the motor carrier may be charged. Every year during holidays, law enforcement agencies join forces day and night, from coast-to-coast, for an enforcement blitz that delivers the message Click It or Ticket. The mobilization is supported by national and local paid advertising and earned media campaigns aimed at raising awareness before the blitz.
10	Driving privilege	Avoid losing driving privileges due to administrative cancellation resulting from a failure to pay tickets, non-driving-related reasons, or not reporting a change of address.
11	Housekeeping and maintenance	Check step treads, handrails, and all seats regularly and repair them when faulty; keep approved cleaning supplies, and trash bags readily available to ensure passenger comfort. Remove all food and beverage debris that could attract insects.
12	Heart disease	<p>Heart disease is the leading cause of death for both men and women. According to the Centers for Disease Control (CDC) approximately 697,000 people die of heart disease in the United States every year.</p> <p>That is, one in every five deaths is caused by heart disease. To help prevent heart disease:</p> <ul style="list-style-type: none"> * Eat a healthy diet. * Maintain a healthy weight. * Exercise regularly. * Do not smoke. * Limit alcohol use.
13	Rear-end collisions	Maintaining a safe following distance is vital to help reduce a rear-end collision. Rear-end collisions are historically one of the most common and easily avoidable types of collisions. Do not tailgate. Leave yourself enough space to react.
14	Seat belts vs. airbags	<p>Air bags are designed to work with seat belts, not replace them. In fact, if you do not wear your seat belt, you could be thrown into a rapidly opening frontal air bag; a movement of such force could injure or even kill you.</p> <p>See http://www.safercar.gov for more air bag safety information.</p> <p>Source: http://www.NHTSA.gov</p>
15	Captain of the trip	<p>As a driver, you are the <i>captain of the ship</i>.</p> <p>By tradition, sea captains are responsible for returning their ships, sailors, and cargo safely to port. You are the captain of the ship and your trip. You have many <i>crewmembers</i>, from dispatchers to mechanics and emergency personnel patrolling highways. By being prepared and equipped with the skills and knowledge to safely operate your vehicle, you will be ready to navigate your way safely home.</p>

February | July | October

Day	Statement	Response
16	Being a mentor and a role model	If you exhibit the qualities of a professional vehicle driver, other drivers value your advice and help. To be an effective <i>coach</i> , be sure to demonstrate these traits: expertise, enthusiasm, clarity, empathy, and respect. Remember to lead by example.
17	Follow the doctor's orders	If your physician requires you to take prescription medications, receive therapy, or follow special dietary guidelines, be sure that you follow the instructions for your personal health and safety while driving.
18	What are the risks of speeding?	Traveling 65 mph in a 55-mph zone increases your odds of being in a collision by 31%. (ATRI) Speeding can increase liability in a crash situation. Observe reduced speeds in school, construction, and hospital zones. Remember, as a professional driver the expectations are high, but you are the person who may suffer unfortunate consequences.
19	Nutrition	Did you know that half of your plate for each meal should be fruits and vegetables? Healthy diets rich in fruits and vegetables may reduce the risk of cancer and other chronic diseases. Fruits and vegetables also provide essential vitamins and minerals, fiber and other substances that are important for good health. Most fruits and vegetables are naturally low in fat and calories and are filling. Source: https://www.cdc.gov/healthyweight/healthy_eating/fruits_vegetables.html
20	Legs / Legs extension	Do not unlock outboard legs or rear jack extension legs unless the area under them is clear. <i>Keep your feet clear of this area!</i>
21	Engine and cab compartments	Check for correct coolant level, inspect defrosting and heating equipment and check wipers and windshield washers to ensure that they are working. Carry spare wiper blades and extra washer fluid. Check tire chains to ensure they are free of broken or missing links and straps. Check exhaust systems for signs of soot marks indicating possible exhaust leakage.
22	Winch cable	Do not continue to wind in winch cable after the hook is against the boom end.
23	Making safe choices	Unfortunately, outside factors can have a negative impact on your decision making. Do not let missing a turn or running late for an appointment upset you and shift your attention from safety. Do not let the temptation to try to beat a traffic light win out over good judgment. Make the safer choice.
24	Stay informed	Dispatchers and drivers should check for any special situations or conditions that could pose a safe driving hazard before a trip begins and for the duration of the trip, such as delays, traffic, and condition of vehicle or cargo.
25	Arrive Safely	Once a trip begins, arriving at your destination depends on making safe driving decisions. As the driver, you must make safe driving decisions to arrive safely at your destination.
26	Random testing	If you are required to submit a specimen for a random test, proceed immediately to the collection location. Immediately does not mean within two hours. Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection.
27	Before backing up, take a walk.	Follow the fundamental rule of safe backing; always follow through and meet your GOAL: <i>Get Out And Look!</i>
28	Raised vehicle	Do not get under a raised vehicle or load unless it has adequate safety blocks in place.

February | July | October

Day	Statement	Response
29	Cables	Do not completely unwind all cables from a winch while loaded. Keep AT LEAST three wraps on the drum.
30	Rear-end collisions	Rear-end collisions are historically one of the most common, most expensive, and easily avoidable types of collisions. Maintaining a safe following distance and avoiding distractions are key practices to help prevent a rear-end collision. Do not tailgate, remain alert (no talking on the cell phone or texting), and leave yourself enough space to react.
31	Polling results	For many years, government and research institutions have surveyed drivers across the nation to determine how they rate their driving compared to other drivers they observe. Driver responses indicate high ratings for themselves and significantly lower ratings for other drivers. Are you being honest with yourself about your driving?

March | July | November

Day	Statement	Response
1	Proper lights	Do not tow a vehicle at night without proper towing lights on the towed vehicle and the tow truck.
2	CDL on board	<p>Make it a habit to ensure your medical card is with you when driving as required by the Federal Motor Carriers Safety Regulations. Not having a medical card during a roadside inspection will result in a violation, and the points can affect the US DOT CSA rating for you and the motor carrier.</p> <ul style="list-style-type: none"> * Do you always check your CDL before you leave home or your vehicle each day? Driving without a CDL in your possession can result in a violation of eight points charged to you and the motor carrier. * Do you know your CDL expiration date; do you have endorsements needed to perform your duties? Driving without the proper endorsements results in an 8-point severity rating for each missing endorsement.
3	Check your headlights.	<p>Before starting your trip, make sure all of your lights are clean and working. This includes:</p> <ul style="list-style-type: none"> * Daylight running lights. * High-beams.
4	Healthy choices	<p>You are what you eat when it comes to good health, so the more you understand how to make good dietary choices, the better for your health. The same applies to understanding the benefits of counter measures to ward off fatigue. Fatigue countermeasures include:</p> <ul style="list-style-type: none"> * Obtaining a minimum number of hours of restful sleep. * Employing napping strategies. * Taking sufficient rest breaks from driving. * Paying attention to variations in mood, motivation, and performance. <p>With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving.</p>

March | July | November

Day	Statement	Response
5	Cell Phones Increase Risk	Driving while talking on cell phones (handheld and hands-free) increases the risk of injury and property damage crashes four-fold. Review your company cellphone/distracted driving policy.
6	Footwear	Wear sturdy footwear with slip-resistant soles. You should know the situations and climate you will face each day.
7	Counter measures	Here are some tips to help reduce driving fatigue. Pull off in a safe area and take a brief nap (15 to 20 minutes). Longer naps may result in sleep inertia, leaving you groggy and disoriented, which can be detrimental to driving. Drinking a caffeinated beverage may promote short-term alertness, but it takes about 30 minutes for caffeine to enter the bloodstream. Keep in mind that caffeine will not have much of an effect on people who consume it regularly.
8	Tornadoes	Listen for authorized tornado watches and warnings. Take cover in a basement or in a first-floor interior room without windows. If you are caught while walking or riding away from a safe shelter, consider taking cover in a ditch or depression.
9	Storms	If you live in an area prone to violent weather, you can find advanced forecasts available through the local media or the National Weather Service, or you can obtain a weather alert device to provide notice of possible or imminent storms.
10	Tie down	Do not tie down the front end of your tow truck for recovery work or heavy lifts. The truck frame can be damaged.
11	Fatigue	Fatigue is defined as mental or physical exhaustion and extreme tiredness or weariness resulting from physical or mental activity. Fatigue can be a symptom of a medical condition, but more commonly, it is a normal physiological reaction to exertion, lack of sleep (per the National Safety Council, 1 in 3 American workers is sleep deprived), boredom, changes of sleep-wake schedules or stress. How many of these do you think can affect your performance at work or ability to work or drive safely? Here are some fatigue warning signs related to driving: <ul style="list-style-type: none"> * Unable to stop yawning. * Trouble keeping your eyes open and focused, especially at stop lights. * Driving becomes sloppy and you weave between lanes, tailgate or miss traffic signals. * Finding yourself hitting the grooves or rumble strips on the side of the road. * Finding yourself opening a window or turning up the radio to stay alert. * Driving aggressively to get to your next destination faster. <p>Fatigue counter measures include obtaining a minimum number of hours of restful sleep, employing napping strategies, taking sufficient rest breaks from driving, and paying attention to variations in mood, motivation, and performance. With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving. Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family, and enjoying your hobbies and other fun and important parts of life.</p>
12	Pinch points	Do not put your finger in the extension lock holes of outboard legs, rear jacks, booms, towing hitches, towing slings, etc. Make sure that locking pins are fully engaged when using extensions.
13	Seat belt use: Not optional	In accordance with Section 392.16 of the Federal Motor Carrier Safety Regulations (FMCSR), all CMV drivers must be belted, including anyone in the sleeper berth. The regulations say that a CMV with a seat belt assembly installed at the driver's seat shall not be driven unless the driver has properly restrained himself or herself with the seat belt assembly.

March | July | November

Day	Statement	Response
14	Exercise	<p>Regular physical activity helps improve your overall health and fitness while reducing your risk for many chronic diseases. It may seem difficult at first to find the time or energy to exercise, but even a little exercise a few days a week can help improve your health. Whether on the road (at rest areas and truck stops) or at home, try and go for short walks, do some push-ups, jumping jacks, stretch and engage in other physical activity.</p> <p>Always check with your doctor first to ensure you can perform new physical activities.</p> <p>Source http://www.cdc.gov/physicalactivity/everyone/guidelines/index.html</p>
15	Space and speed	Are you driving a safe distance from the vehicle ahead? If it suddenly and unexpectedly stops, can you stop in time? Drive at a speed that allows you time to see and react to a panic stop of the vehicle in front of you.
16	Crash statistics	Use of, or reaching for, an electronic device made the risk of crash or near-crash event 6.7 times as high as non-distracted driving; and Text messaging made the risk of crash or near-crash event 23.2 times as high as non-distracted driving.
17	Planning your route	Know if there are any travel restrictions on your route, be prepared to be stranded or delayed, check weather and road conditions from TV or radio stations, or internet websites such as the FHWA's national weather and road map, designated traffic hotlines, local police, emergency response personnel and state police.
18	Cables	Do not use damaged cables on your tow truck. Become familiar with the various types of cable damage. Carefully inspect all cables being used in a recovery operation for damage before starting to pull.
19	Bystanders	Do not permit bystanders in the area while performing recovery work.
20	Rejuvenating	You can improve your physical health by maintaining a regular exercise routine that includes activities like walking, biking, or other forms of exercise.
21	Where and how falls occur	Falls occur on ramps, in parking lots, on walking surfaces and in garages, wash bays, and fuel areas. Changes in elevation such as steps leading into a warehouse or loading ramps leading into a trailer can be the cause of a fall. Uneven surfaces, poor lighting/visibility, unfamiliar location, ice, snow, and rain are other causes, as well as spilled fuels and oils mixed with water and soapy wet floors in restrooms and showers.
22	Raising the boom	Be aware of and avoid electrical lines when raising your boom.
23	Boom rating	Do not exceed ratings of booms, cables, snatch blocks or winches. Stay within nameplate ratings: Note that boom ratings decrease significantly as a boom is extended.
24	Health and fatigue	<p>Drivers who are generally more health conscious in their beliefs and behaviors, and who are more physically fit, are more likely to maintain continuously high levels of driving alertness and attention.</p> <p>Source: http://www.nhtsa.gov/people/injury/drowsy_driving1/listening/Sect3.htm</p>
25	Information collection	Collect information at the scene including exchanging information with others including names and phone numbers. Make no statements, admission of fault, or otherwise volunteer information.

March | July | November

Day	Statement	Response
26	Quality Rest	Family members play an important role in how much sleep we get. Communicate to your family members what your needs are. Remind them how important it is for you to get adequate sleep so you can stay safe on the road. Sometimes it may mean occasionally missing family gatherings, school functions, etc. But it is better than not living through a crash and not being there at all for your family.
27	Top health risks	<p>The top critical health risks to commercial vehicle drivers can include:</p> <ul style="list-style-type: none"> * Smoking and tobacco use * Obesity (being overweight) * Hypertension (high blood pressure) * Poor eating habits, diet, and nutrition * Using alcohol, drugs, and other chemical substances * Lack of physical activity/physical fitness * Psychological stress and mental fitness
28	Self-assess	<p>Bad driving habits often develop slowly over time as good habits deteriorate. If you want to find out if you are as good a driver as you used to be, try this, count how many times during a single day or week you:</p> <ul style="list-style-type: none"> * Follow too close. * Slam on the brakes. * Fail to signal. * Cut someone off at an entry/exit ramp. <p>No matter what the total, the goal should be ZERO.</p>
29	Driver inattention	<p>Driver inattention (both physical and cognitive) and distractions are the leading cause of traffic crashes--responsible for about 80 percent of all collisions--according to the National Highway Traffic Safety Administration (NHTSA). The number one source of driver inattention is cell phones, according to a Virginia Tech/NHTSA 100-car study. How many times a day or week do you see others distracted while using cell phones? Name other distractions you notice.</p> <p>Source: US DOT Driver Distraction in Commercial Vehicle Operations, Virginia Tech Transportation Institute, September 2009: DriverDistractionStudy.pdf</p>
30	How IS my driving?	Feedback about driving behavior comes from a variety of sources including motor vehicle reports, accident reports and roadside violations to name a few. However, the driver should be the most influential monitor of their own driving. The driver has the most to lose if involved in a crash or for receiving multiple driving citations. Regulated drivers' roadside violations can be reviewed by prospective employers, who could determine a driver's employability in the future. Only you know how many chances you are willing to take.
31	Why do my shoulders ache after a hard day at work?	<p>Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor.</p> <p>Consider the value of daily stretching as a key component of injury prevention.</p>

April | August | December

Day	Statement	Response
1	Driver education and training	Employers are required to provide educational materials about alcohol and controlled substance regulations, along with the employer's policies and procedures regarding meeting the requirements of the regulations. Drivers must sign a form confirming receipt of this information.
2	Visually inspect the scene	If you are involved in a crash, visually inspect the scene, and take photos that show contributing factors such as road conditions, traffic signals, lane markers, and skid marks. Take pictures from different angles, and, if possible, begin at 20 steps from the scene and then again at 30, 50, and 100 steps.
3	Prescription and over the counter medicine	If you use prescription or over the counter drugs, you need to be aware of the regulations governing their use as commercial vehicle driver. The medication must be prescribed to you by a licensed physician. The role of the prescribing physician is to make a 'good faith' judgment that the use of the substance prescribed or authorized dosage level is consistent with the safe performance of your duties. If one or more doctors are treating you, you must show that at least one of the treating doctors has been informed of all prescribed medications.
4	Never pass school buses on the right	Because state laws vary, it is best to review the laws of the state where you operate. However, a best practice is to never pass a school bus on the right side as this is the side that children exit the bus. In most State's when the bus's lights are flashing yellow and/or red it is illegal. Laws regarding divided highways also vary from State to State. Expect delays. The opening of schools means an extra half million school buses on the road, in addition to the extra millions of vehicles operated by teachers and students returning to school.
5	Watch for school buses	Obey all posted highway signs including changing speed limit zones and school zone area information signs. Anticipate that children may be present at other times as well, for example, attending after school activities.
6	Slow down for school buses	Slow down while approaching children that are awaiting school buses. Always stop for buses and wait patiently until all of the children have crossed the street safely. Pay attention to bus signals and wait until the bus has begun moving before you proceed.
7	Moving violations	Speeding citations are reflected on your CDL, even those received when not driving a commercial motor vehicle. It could result in loss of driving privileges and job. The US DOT CSA safety measurement system scores drivers as well as motor carriers and employers can see all violations issued not just convictions.
8	Is your paperwork in order?	Know and understand the information. Replace any missing information or forms; if unsure, contact a supervisor or responsible party(s). Do not hesitate to ask questions.
9	Working limit	Do not exceed WORKING LIMIT ratings of cables. Use breaking strength ratings only for selecting replacement cables.
10	Avoid hard turns	Avoid hard turns, sudden stops, quick accelerations, and driving over curbs or through potholes. Most of all, avoid being involved in a collision.

April | August | December

Day	Statement	Response
11	Be a backup professional.	<p>One of the dangers of driving is letting good driving habits fade into bad habits.</p> <p>Basic safe backing precaution requires getting out of the vehicle to ensure the path is clear but is repeated multiple times a day or a week. This repetition often reveals no hazards to avoid. As a result, it becomes easier to assume it is unlikely that you will encounter another object. But a professional driver knows that collisions usually occur while backing up.</p> <p>Do not drive like an amateur; be a pro. Be prepared and alert and follow basic and company backing procedures.</p>
12	Driving physically impaired	<p>Being awake for 17 hours is equal to a blood alcohol concentration (BAC) of 0.05%, (the level some countries use for drunk driving violations) leaves you at an increased risk of a crash.</p> <p>Source: https://www.cdc.gov/niosh/emres/longhourstraining/impaired.html</p>
13	Eliminate distractions near schools	<p>Eliminate distractions in your vehicle. Consider turning off or turning down the radio, do not use your cell phone, or adjust any other electronic devices, and increase your alertness in and around school zones. Anticipate the children will disobey posted crossing signs and be prepared to stop.</p>
14	Communicate defects	<p>Submit written vehicle condition reports after every trip to maintenance personnel to ensure all defects are repaired before becoming a danger to safe operation of vehicles.</p>
15	Reducing risks	<p>As a professional driver, you are expected to comply with the posted speed limits. For large vehicles, the stopping distances are greater than smaller vehicles, and highway speed limits are often set differently for trucks. Lowering speed gives you the time to see ahead and the ability to adjust to adverse conditions as they develop.</p>
16	Get help to back up	<p>When using someone to guide you while backing up, make sure that:</p> <ul style="list-style-type: none"> * They are in a safe but appropriate position to see hazards and be seen by the driver. * You and your guide have agreed on the hand signals to be used before backing up. * You and the guide should recall the path of travel is more than the ground. It is important to look up and around the trailer for sufficient clearance. * If you ever lose sight of your guide stop immediately.
17	If there is a spill, follow company policy	<p>Be sure to have a copy of the company spill and emergency response procedures and emergency telephone numbers of those designated to help manage the consequences of a spill involving a load of hazardous materials.</p>
18	Nutrition	<p>Did you know that half of your plate for each meal should be fruit and vegetables? Healthy diets rich in fruits and vegetables may reduce the risk of cancer and other chronic diseases. Fruits and vegetables also provide essential vitamins, minerals, fiber, and other substances that are important for good health. Most fruits and vegetables are naturally low in fat and calories and are filling.</p> <p>Source https://www.cdc.gov/healthyweight/healthy_eating/fruits_vegetables.html</p>

April | August | December

Day	Statement	Response
19	Exterior inspection	Check the tires and lights. The tread depth for steering tires must be 4/32-inch at minimum and all other wheel positions require a minimum tread depth of 2/32-inch. Be aware that tire pressures may vary considerably in cold or hot weather. Headlights, signal lights and brakes, and running lights must be operational and clearly visible. During rain and snow, it may be necessary to clean the various light lenses to ensure the vehicle is easily visible to other drivers. Remember the phrase <i>see and be seen</i> .
20	Secure parking	Vehicles and their cargo obviously are most at risk of theft or vandalism when they are parked. Remember, freight at rest is freight at risk.
21	Vehicle security	<p>When parking your vehicle consider checking the following the following:</p> <ul style="list-style-type: none"> * Is your engine off? * Are your doors locked? * Are your security measures in place? * Are your keys in hand? <p>Drivers should be trained to not take chances, even if they are only away for a moment.</p>
22	Driving privilege	Avoid losing driving privileges due to administrative cancellation resulting from a failure to pay tickets, non-driving-related reasons, or not reporting a change of address.
23	A visit to Real Ville	Is the risk of a crash worth answering a text, answering a call, adjusting the radio, or eating a meal while driving? Here is one of many faces of victims of a distracted driving crash; In May of 2008, a young woman and her parents attended her college graduation ceremony. On the way home, a young driver talking on his cell phone ran a red light, causing a tractor-trailer to swerve and crash into that vehicle. The young woman was critically injured, and both of her parents were killed instantly.
24	Company Seat Belt Policy	The driver and all occupants are required to wear safety belts when operating the vehicle.
25	Good shoes are essential to preventing slips, trips, and falls.	Shoes should be slip resistant and in good condition. Sports shoes are not all slip resistant. When you walk, your heel hits the ground first, so watch for wear and tear in the heel areas.
26	Maintain a safe cushion	A safe following distance allows for a safety cushion if unexpected hazards appear, road conditions change or the vehicle ahead of you suddenly stops or changes direction. If someone cuts you off, reduce your speed to regain a safe distance.
27	Interventions	As a driver, you have probably noticed another driver's attitude regarding safe driving is questionable or high risk in nature. As a fellow employee or friend, do not ignore the problem or avoid talking to them. You could be helping them keep their job, their life and/or save the lives of others.

April | August | December

Day	Statement	Response
28	Top ten driver distractions	<p>The National Highway Transportation Safety Association (NHTSA) has published a list of the top ten driving distractions. Do any of them apply to you?</p> <ol style="list-style-type: none"> 1. Using built-in car devices (touch screen, GPS, etc.) 2. Adjusting vehicle controls (climate, audio, mirrors, etc.) 3. Eating or drinking 4. Using or reaching for a device brought into the vehicle 5. Occupants — infants, children, teenagers, adults 6. Looking at surroundings (rubbernecking) 7. Operating a cell phone (dialing/texting) 8. Smoking 9. Reading 10. Applying makeup
29	Be aware near schools	Be aware of the likelihood of inexperienced and reckless drivers in and near schools. Youthful drivers may make mistakes in judgment so be sure you are looking out for yourself by looking out for the mistakes of other drivers. Drive defensively.
30	Do not let it get worse	Stop immediately, remain calm and breathe. Secure the scene, move off the road if possible, and have passengers remain in a safe place. Set out warning devices, turn on 4-way flashers, and follow your company's procedures on aiding the injured.
31	Changing Weather	From summer to fall or winter to spring, changing seasons will require being prepared to handle different weather and road conditions. One precautionary step includes ensuring you have supplies to handle winter weather. Check the condition of snow removal tools and equipment, stores of salt, windshield washer fluid and appropriate bad weather gear (including warm clothing, gloves, hats, and windshield scrapers).

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