

# Sample Policies and Forms

## Sample Post-Incident Coaching Modules

### Module 1 — Driver Hits Rear of Other Driver<sup>1</sup>

Even if another vehicle stops suddenly, a defensive driver can avoid a rear-end collision.

**To avoid this type of incident, advise your driver to:**

- Follow the four-second-following-distance rule.
- Maintain at least one escape route.
- Scan ahead to anticipate merging traffic, road conditions or obstructions that could cause vehicles ahead of you to stop suddenly.
- Maintain a cushion of safety when stopped behind another vehicle.
- When driving, focus only on driving.

**To avoid making a front-end collision even more hazardous, your driver should also:**

- Store heavy objects that could become projectiles in the trunk, or secure them in place with a seat belt.

### Additional Information

**Pre-Plan Your Trip**

When looking for an unfamiliar address, avoid sudden stops or turns. If necessary, go past your destination, turn around and go back.

**Cushion of Safety**

When stopped behind another vehicle, you should be able to see clearly where its rear tires touch the pavement. This allows you enough room to maneuver around the other vehicle in an emergency.

**The Four-Second-Following-Distance Rule**

As the vehicle ahead of you passes a landmark, start counting, “One-thousand one, one-thousand two,” etc. If your own vehicle passes the same landmark before you count off four full seconds, increase your following distance. Increase it even more in bad weather, on poor roads and at night.

Date of incident: \_\_\_\_\_

Coaching review date: \_\_\_\_\_

Was distraction a factor?  Yes  No

Manager name: \_\_\_\_\_

Driver name: \_\_\_\_\_

<sup>1</sup>Content from Network of Employers for Traffic Safety (NETS)

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#### Module 2 — Driver Failed to Yield/Intersection Crashes<sup>1</sup>

Most crashes that occur at intersections are preventable. A safe and responsible driver approaches and passes through intersections cautiously, knows how to safely handle complex traffic movement, blind intersections, and the failure of other drivers to abide by traffic regulations.

##### To avoid this type of crash, advise your driver to:

- Scan ahead to anticipate problems.
- Slow down and cover the brake when entering or passing through an intersection.
- Obey all traffic signals, stoplights and stop signs.
- When first in line at a red light, wait two seconds after the light turns green before entering intersection.
- Check for cross traffic before entering or passing through an intersection.
- Recognize intersection blind spots:
  - Prepare for drivers entering traffic from blind spots.
  - Exercise extra caution when entering traffic from a blind spot.

- Signal turns well in advance.
- Use extra caution when turning across opposing traffic.
- When driving, focus only on driving.

##### Additional Information

##### Look Left-Right-Left

Before entering an intersection, you need to check for cross traffic by actually turning your head to look in both directions. Traffic coming from the left is closer to you and will cross your path first. So look first to the left, then to the right, and finally back to the left again.

##### Cross-Traffic Turns

- Get into the turn lane well in advance.
- Turn on your signal at least 100 feet in advance of the turn.
- Stop and yield to cross traffic and opposing traffic.
- Keep your wheels straight until you actually make the turn.
- Execute the turn so that you enter the cross street on the correct side of the center line, in the lane closest to the center line.

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#### Module 3 — Parking/Backing and Collision with Stationary Object Crashes<sup>1</sup>

**To avoid this type of crash, advise your driver to:**

- Slow down significantly while traveling through parking lots and garages.
- When parallel parking, ensure there is enough space to park safely.
- Stay alert to the presence and movement of other vehicles and pedestrians.
- Avoid backing whenever possible. Look for opportunities to use “pull-through” parking.
- Check clearances all around your vehicle:
  - Walk around the vehicle before getting in and check for clearance and objects.
  - Use your mirrors when pulling out, but also remember to check blind spots.
  - Avoid tight parking spaces.
- Park only in well-lighted areas.
- When driving, focus only on driving.

#### Additional Information

**Avoid Backing**

- Use pull-through parking if possible (see below).
- If backing in is unavoidable, check to be sure the space is clear; then back no farther than necessary to get into the parking place.
- If backing out is unavoidable, check clearances and traffic all around the car until the maneuver is completed.
- If you are experienced and comfortable with backing, it is acceptable to back into a space if this will allow you to leave the space in forward gear.

**Pull-Through Parking**

- In parking lots that feature head-to-head parking (where cars park with their front bumpers facing one another), you can avoid backing by pulling-through.
- Look for two empty head-to-head spaces. Pull into the space, then drive through to park in the farther space. You will end up in a position that allows you to drive away in forward gear.

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Manager name: \_\_\_\_\_

Driver name: \_\_\_\_\_

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#### Module 4 — Driver Lost Control of Vehicle (Weather and Non-Weather Related)<sup>1</sup>

Bad weather is not an excuse for having a crash. Rain, snow, etc., increase the hazards of driving, but a defensive driver knows how to adjust to these hazards.

**To avoid this type of crash, advise your driver to:**

- Reduce speed and increase following distance to at least six seconds.
- Turn on headlights to increase visibility to other drivers and pedestrians. Use low beams in fog.
- Control the vehicle by using 9 o'clock/3 o'clock hand positions on the steering wheel.
- Scan ahead continuously for slippery surfaces.
- Maintain the car and equipment such as tires, brakes, wiper blades and wiper fluid, in safe operating order, appropriate to weather conditions.
- Keep windshield, windows, headlights and taillights clean.
- Control skids by looking and steering in the direction you want to go.

- Use proper cornering techniques:
  - Brake before the corner.
  - Release the brake and coast through the corner.
  - Accelerate only when your wheels are straight again.
- When driving, focus only on driving.

#### Additional Information

**9 o'clock and 3 o'clock**

Picture the steering wheel as a clock. Place your left hand at 9 o'clock and your right hand at 3 o'clock. For optimal control of your vehicle, maintain these hand positions whenever possible while driving.

Date of incident: \_\_\_\_\_

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Manager name: \_\_\_\_\_

Driver name: \_\_\_\_\_

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#### Module 5 — Single-Vehicle Crashes<sup>1</sup>

Single-vehicle crashes such as running off the road or collisions with stationary objects may be the result of evasive maneuvers, but they often result from factors within the driver's control.

**This type of crash needs to be reviewed carefully to examine all the facts; however, common contributing factors within the driver's control include:**

- Speed
- Fatigue/falling asleep at the wheel
- Failure to adjust to weather or road conditions
- Poor eye technique
- Use of alcohol or drugs
- Driver distraction

Date of incident: \_\_\_\_\_

Coaching review date: \_\_\_\_\_

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Manager name: \_\_\_\_\_

Driver name: \_\_\_\_\_

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#### Module 6 — Crashes Involving Pedestrians<sup>1</sup>

Pedestrians have the right of way. Drivers are responsible for adjusting their driving wherever pedestrians are likely to be present.

**To avoid this type of crash, advise your driver to:**

- Drive with headlights on at all times.
- Stay alert to the presence and movement of pedestrians.
- Slow down and adhere to posted speed limits, when traveling through school zones, residential districts, shopping areas, parking lots or other areas with heavy pedestrian or bicycle traffic.
- Scan ahead. Be prepared to stop suddenly or make an evasive maneuver, and look for “escape routes.”

Date of incident: \_\_\_\_\_

Coaching review date: \_\_\_\_\_

Was distraction a factor?  Yes  No

Manager name: \_\_\_\_\_

Driver name: \_\_\_\_\_

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