

Safety Brief

Breaking *Bad Habits Together*

Car crashes are the number one cause of workplace death, with distraction as a leading factor. **Inattentive driving has become an unfortunate part of our culture. In fact, half of drivers feel pressure from employers to drive distracted**, according to a recent National Safety Council survey. Although you may have the urge to stay productive for your job, you are no good to your company if you are hurt.

Being distracted behind the wheel is very dangerous and should never be considered a business necessity. No conference call or company email is worth a life. Follow these steps to make it easier to **Just Drive** behind the wheel, and work with your coworkers to break bad habits for good.

- Schedule calls for times when you will not be driving
- Avoid calling your colleagues, clients etc. if you know they are driving
- Plan your workday ahead of time so you won't need to use a mobile device for calls, texts or emails while behind the wheel – even hands-free
- Change your voicemail greeting to something like: "Hi, you've reached {insert name}. I'm either away from my phone or I'm driving. Please leave a message." You also can let callers know approximately what time you will be available again so they know when to expect to hear from you.
- If a ringing phone is too tempting, get in the habit of silencing your phone before you start to drive, or lock it in the trunk or glove box
- If you are in a vehicle with a driver who is using a mobile device – whether it be a coworker or a cab driver – speak up for your safety and hold each other accountable
- Allow enough time during your commute for stops so you can pull over and park in a safe location to check email and voicemail messages, if necessary
- Consider using call-blocking technology when you are driving
- Input destinations into GPS before the vehicle is in motion

Remember, hands-free devices don't make you safer - while they allow for one more hand to be placed on the steering wheel, they do not reduce the distraction to the brain. **The message is a simple one, when you are behind the wheel, Just Drive.**

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This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

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Trainer: _____ Trainer's Signature: _____

Class Participants:

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