

# Safe Driving Awareness

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Raise awareness of driving hazards and  
reinforce safe driving considerations



# Housekeeping

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# Objectives

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By the end of this course, you will be able to:

1. Summarize safe driving best practices
2. Identify emergency items to have on hand
3. Complete a pre-trip vehicle inspection
4. Apply safe driving practices to various scenarios

# Safe Driving Best Practices

Important safety  
practices for drivers

# Pete and Rita

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# Safe Driving Best Practices

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Seatbelts



Blind spots



Speed limits



Yield the right  
of way

# Seatbelts

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- All drivers and passengers must wear a seatbelt
  - Properly adjusted
  - Securely fastened
- Children in appropriate child/booster seat
- Wear seatbelt across chest and lower hips
- Ensure seatbelt is not twisted

# Blind Spots

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- Check mirrors and blind spots often
- Adjust mirrors to reduce blind spots
- Shoulder check before:
  - Changing lanes
  - Passing a vehicle
  - Turning right or left
  - Opening your door when street parking



# Speed Limits

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- Stay within maximum speed limit posted
- Adjust speed depending on road conditions, weather, traffic, school/construction zones
- If no signs, 50 km/hr in cities and built-up areas, 80 km/hr in other areas
- Follow at a safe distance → two second gap

# Yield the right of way



Intersection without signs



Intersection with stop signs (4 corners)



Intersection turning left or right



Entering road from private road/driveway



Marked pedestrian crosswalks

# Safe Driving – Do's

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- ✓ Wear your seatbelt
- ✓ Follow the rules of the road
- ✓ Obey speed limits and road signs
- ✓ Pay attention while driving
- ✓ Be courteous to other drivers
- ✓ Watch for pedestrians and bicycles
- ✓ Keep an emergency kit in the vehicle
- ✓ Inspect the vehicle before use
- ✓ Perform preventative maintenance regularly

# Safe Driving - Don'ts

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- ✘ Consume alcohol or cannabis and drive
- ✘ Make assumptions about other drivers' actions
- ✘ Tailgate
- ✘ Purposely break rules of the road
- ✘ Play music at disruptive levels
- ✘ Use your cell phone while driving
- ✘ Engage in other activities while driving
- ✘ Participate in road rage

# Winter Driving Tips

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- ❄️ Check your vehicle
- ❄️ Plan ahead, use good judgement
- ❄️ Be prepared
- ❄️ Slow down, stay alert and in control
- ❄️ Share the road and watch for snowplows
- ❄️ Obey road closures

# Knowledge Check

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Practice what you've learned  
about safe driving

# Multiple Choice

What are the four safe driving best practices discussed in this course?

- a) Defensive driving, seatbelts, speed limits, blind spots
- b) Seatbelts, speed limits, distracted driving, yielding
- c) Seatbelts, blind spots, speed limits, yield the right of way
- d) Blind spots, seatbelts, speed limits, defensive driving

# True or False

When driving in winter conditions, drive quickly to arrive at your destination sooner and avoid bad weather.

a) True

b) False

You should always slow down, stay alert and in control when driving in winter conditions.



# Emergency Items

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Preparing an emergency  
kit for your vehicle

# Prepare an Emergency Car Kit

Always have winter safety and emergency equipment in your car

- ✓ Food (energy bars)
- ✓ Water
- ✓ Blanket
- ✓ Clothing, shoes/boots
- ✓ First aid kit
- ✓ Seatbelt cutter
- ✓ Small shovel and snowbrush
- ✓ Candle and matches
- ✓ Wind-up flashlight
- ✓ Whistle
- ✓ Roadmaps
- ✓ Emergency plan

# Items to Keep in Your Trunk

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- ✓ Sand, salt or cat litter (non-clumping)
- ✓ Antifreeze and windshield washer fluid
- ✓ Tow rope
- ✓ Jumper cables
- ✓ Fire extinguisher
- ✓ Warning light or road flares

# Get Prepared

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Follow @Get\_Prepared on Twitter

# Pre-Trip Inspection

Inspecting your vehicle to  
ensure it can be operated  
safely

# Daily Inspection

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- ☑ Vehicle inspected before driving
- ☑ Complete inspection checklist
- ☑ Retain the completed checklist in the vehicle
- ☑ Records any defects found during/at end of trip
- ☑ Defects repaired immediately/before vehicle driven again

# Ready, check, go!

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**Battery** – check the terminals for cracks, corrosion or damage



**Engine oil** – check the oil level and top up if low



**Transmission fluid** – check the fluid level and look for red or pink colour. If it is brown, change it.

# Ready, check, go!

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**Antifreeze** – check the coolant in the overflow tank



**Air filter** – check your owners manual to determine how to replace the air filter



**Tires** – check to ensure inflation to recommended levels and check tread



# Knowledge Check

Apply your knowledge of  
emergency preparedness and  
pre-trip inspections

# True or False

It's a good idea to keep an emergency kit in your vehicle, including winter emergency supplies.

a) True

b) False

# Multiple Choice

Which of the following statements is incorrect?

- a) Complete the inspection after your trip is complete
- b) Retain the completed checklist in the vehicle
- c) Repairs defects as soon as possible
- d) Check the battery, engine oil, transmission fluid, antifreeze, air filter, and tires as part of the inspection

# Multiple Choice

Which of the following statements is incorrect?

a) Complete the inspection after your trip is complete

Complete the vehicle inspection before driving,  
record any defects found during/at end of trip

# Scenarios

Apply the knowledge learned in  
this course

# What Will You Do?

A severe snow storm is expected in the middle of the night

- Consider rescheduling the following days' service appointments to avoid driving in unsafe conditions
  - Notify customers ahead of time that service may be cancelled due to inclement weather
- If appointments must be kept, drive slowly and with caution
- Stock your emergency kit, replace expired items

# What Will You Do?

Another driver is tailgating you and driving aggressively

- Stay calm and don't get frustrated or angry
- Move over and let them pass
- Pull off the road (into a parking lot if possible) to diffuse the situation
- Don't respond with aggressive driving
- Call the police if you feel unsafe

# What Will You Do?

You're involved in an accident

- Stop your vehicle, stay calm and call police
- If you are injured, wait for assistance
- If safe to do so, get out of the car and take pictures of the damage and accident scene
- Move the vehicle off the road if it can be driven
- Record information from involved drivers
- Contact your employer for next steps with insurance



# What Will You Do?

Your pre-trip vehicle inspection reveals a flat tire

- If you feel comfortable doing so, change the flat tire using the spare tire
- Contact your employer's roadside assistance service of choice if you require assistance
- Arrange for the damaged tire to be repaired/replaced as soon as possible
- Drive with caution while utilizing the spare tire

# What Will You Do?

Is there another scenario you'd like to address?

- Discuss potential actions as a group

# Resources

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Where to find more  
information about the topics in  
this course

# Resources

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- <http://www.mto.gov.on.ca/english/safety/safe-driving-practices.shtml>
- <https://www.ontario.ca/document/official-mto-drivers-handbook/driving-through-intersections>
- <https://traffic.findlaw.com/traffic-tickets/do-s-and-don-ts-safe-driving.html>
- <http://www.mto.gov.on.ca/english/ontario-511/winter-highway-resources.shtml>
- <https://www.getprepared.gc.ca/cnt/rsrscs/sfttps/tp201012-en.aspx>
- [https://globegazette.com/do-a-pre-trip-vehicle-check-to-avoid-problems-on/article\\_be9d635d-2608-5725-aec0-1c7a3c79a699.html](https://globegazette.com/do-a-pre-trip-vehicle-check-to-avoid-problems-on/article_be9d635d-2608-5725-aec0-1c7a3c79a699.html)

# Summary

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Summarize the course and  
complete the course evaluation

# Summary

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You are now able to:

1. Summarize safe driving best practices
2. Identify emergency items to have on hand
3. Complete a pre-trip vehicle inspection
4. Apply safe driving practices to various scenarios

# Evaluation

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Your feedback is important to us! We'd greatly appreciate 2 minutes of your time to tell us about your learning experience.

**Please complete the course evaluation**

**Submit to instructor prior to leaving**

**Congratulations!**  
**You've completed the course!**





# SAFE DRIVING AWARENESS

Facilitator Guide



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## Target Audience

This training has been designed for organizations in the service industry with 100 to 250+ employees. Many of these organizations are providing door-to-door delivery services (e.g. food deliveries) or provide onsite service to their respective customer base (e.g. computer and printer support service).

Motor vehicle incidents (MVIs) are one of the top four hazards for these service industry firms. Employees drive their own vehicles or have an allocated company vehicle. All employees are required to follow company driver policies and procedures.

Driver safety training is provided during onboarding, with yearly refresher training thereafter. Customers are looking to reduce the incidence of MVIs. This 30-minute course is intended to provide employees with ownership of their safe driving practices and generalized information regarding safe driving best practices. Where possible, refer employees to their individual company driving policies and procedures for more detailed information applicable to their role.

## Materials Needed

- PowerPoint
- Laptop computer
- Projector

## Required Preparation & Setup

- Review course presentation slides to familiarize yourself with the content and flow of the course
- Review the course walk-through on the following pages to familiarize yourself with the additional context required and discussion points which accompany the slides
  - Opportunities for questions to the students and discussion are **bold**

### Classroom Setup

- Set up the classroom with the required number of table and chairs (if not done prior)
- Ensure that the classroom is clean and free of any garbage or materials left behind from previous courses
- Set up laptop, projector, and start presentation
- Obtain sufficient copies of *Safe Driving QRC* and the course evaluation to be distributed to students
- A presentation remote is recommended for this course

# Course Walk-through

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## Introduction

*(Total time: 3 mins)*

Introduce the course and overall goal: to raise awareness of driving hazards and reinforce safe driving considerations.

Introduce instructor with name, job title, and brief summary of relevant knowledge and experience.

## Housekeeping

Remind students of the following:

- Cell phones muted and away to avoid distraction
- Ask questions at any time through the session
- Washrooms are down the hall and to the right
- In the event of an emergency, please proceed to the nearest emergency exit out the classroom door and to the right

## Objectives

By the end of this course, students will be able to:

1. Summarize safe driving best practices
2. Identify emergency items to have on hand
3. Complete a pre-trip vehicle inspection
4. Apply safe driving practices to various scenarios

## Safe Driving Best Practices

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*Total time: 12 mins*

### Video – Defensive Driving (4 mins)

\* Play video \*

**Discussion** – highlight the use of humour and contrast in the video to demonstrate the differences between the two drivers

### Safe Driving Best Practices (3 mins)

Summarize the four key safe driving best practices:

- Seatbelts

- Blind spots
- Speed limits
- Yield the right of way

## Seatbelts

- All drivers and passengers must wear a seatbelt that is:
  - Properly adjusted
  - Securely fastened
- Children who are not old enough or big enough to wear a seatbelt must be in an appropriate child seat or booster seat.
- Wear seatbelt across chest and lower hips as these areas are better able to resist the force of a crash.
- Ensure seatbelt is not twisted. A twisted seatbelt won't spread the force of a crash across the body to protect properly in the event of a crash.

## Blind Spots

- Check mirrors and blind spots often while driving and particularly before changing lanes
- Adjust mirrors to reduce blind spots as much as possible
- Shoulder check before:
  - Changing lanes
  - Passing a vehicle
  - Turning right or left
  - Opening your door when street parking
- Stay out of other drivers' blind spots

## Speed Limits

- Stay within maximum speed limit posted on signs along all roads
- Adjust speed depending on road conditions, weather, traffic, school/construction zones
- If there are no posted speed limit signs, drive 50 km/hr in cities and built-up areas, and 80 km/hr in other areas
- Follow at a safe distance → leave a two second gap between the vehicle in front and avoid tailgating

## Yield the right of way

There are times when you must yield the right-of-way. This means you must let another driver go first. Here are some rules about when you must yield the right-of-way.

**At an intersection without signs or lights**, you must yield the right-of-way to a vehicle approaching the intersection before you, and if you arrive at the same time, the vehicle approaching from the right has the right-of-way.

**At an intersection with stop signs at all corners**, you must yield the right-of-way to the first vehicle to come to a complete stop. If two vehicles stop at the same time, the vehicle on the left must yield to the vehicle on the right.

**At any intersection where you want to turn left or right**, you must yield the right-of-way. If you are turning left, you must wait for approaching traffic to pass or turn and for pedestrians in or approaching your path to cross. If you are turning right, you must wait for pedestrians to cross if they are in or approaching your path (Diagram 2-20). You should also check your blind spot for cyclists approaching from behind, particularly in a bike lane to your right, on a sidewalk or a trail. A yield sign means you must slow down or stop if necessary and yield the right-of-way to traffic in the intersection or on the intersecting road.

**When entering a road from a private road or driveway**, you must yield to vehicles on the road and pedestrians on the sidewalk.

**When at a market pedestrian crossing**, you must yield the right-of-way and wait for pedestrians to completely cross the road at pedestrian crossovers and school crossings with crossing guards.

## Safe Driving – Do’s (1 min)

Read out tips on slide

## Safe Driving – Don’ts (1 min)

Read out tips on slide

**Question:** Are there any other do’s and don’ts that you follow when you’re driving?

## Winter Driving Tips (1 min)

Read out tips on slide – see below for more context

**Check your vehicle** - Get your vehicle winter-ready with a maintenance check-up. Carry an ice scraper and washer fluid effective to -40°C. Keep your fuel tank at least half full. Consider installing four winter tires.

**Plan ahead, use good judgment** - Plan your trip, locate your stops and check the weather. Check road conditions and closures online. Use your judgment too – delaying your trip may be the best option.

**Be prepared** - Have emergency supplies with you, including a charged cell phone. More on this later in the course.

**Slow down, stay alert and in control** - Many winter collisions occur because drivers are going too fast for road conditions. Slow down and allow extra space between you and other vehicles.

**Share the road and watch for snowplows** - Avoid crowding into the lane of on-coming traffic. Drive slowly near working snowplows and don't pass them.

**Obey road closures** - Do not drive on closed roads – it's against the law. Always obey emergency closure signs and follow the directions of police officers.

## Knowledge Check (2 mins)

Read out question and allow students time to read responses and answer.

Click on question slide to highlight correct responses and provide feedback on false question.

## Emergency Items

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*Total time: 5 mins*

### Prepare an Emergency Car Kit (2 mins)

Read through checklist on the slide.

**Question:** Is there anything else they would add?

### Items to Keep in Your Trunk (2 mins)

Read through checklist on the slide

### Get Prepared (1 min)

Direct students to @Get\_Prepared on Twitter for tips on emergency preparedness

## Pre-Trip Inspection

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*Total time: 5 mins*

### Daily Inspection (2 mins)

Click through each item on the inspection checklist

### Ready, check, go! (2 mins)

Click through each of the icons and text summaries (3 per slide)

**Question:** Is there anything else you should check as part of your vehicle inspection?

### Knowledge Check (1 min)

Read out questions and allow students time to read responses and answer.

**Click** on question slide to highlight correct responses and provide feedback.

## Scenarios

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*Total time: 5 mins*

Walk-through each scenario. Ask students to contribute ideas on how they would approach the scenario. Compare discussion with the ideas at the bottom of each slide.

*Time permitting* – ask for an example from students and discuss as a group on how to approach the scenario.

## Resources

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Mention resources available beyond the classroom for reference and further reading.

Hand out Quick Reference Card to students.

## Summary and Evaluation

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Summarize the course and learning objectives.

Ask students to complete the course evaluation and collect prior to their departure.



## Course Evaluation

For your consideration, the following questions are asked as part of the course evaluation:

Feedback on your experience is important to us. This survey will take 2 minutes to complete. Please rate your satisfaction with the following aspects of your learning experience:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The course met its stated objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I will be able to apply the knowledge I learned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The training met my expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was organized and easy to follow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course covered an appropriate amount of material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quizzes and interactive components positively impacted my learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quality and variety of visual elements was appropriate to the content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How would you rate your overall level of satisfaction with your learning experience?

0 1 2 3 4 5 6 7 8 9 10

Please provide any suggestions on ways we could improve this course:



## Safe Driving Tips

- ✓ Wear your seatbelt
- ✓ Follow the rules of the road
- ✓ Obey speed limits and road signs
- ✓ Pay attention while driving
- ✓ Be courteous to other drivers
- ✓ Watch for pedestrians and bicycles
- ✓ Keep an emergency kit in the vehicle
- ✓ Inspect the vehicle before use
- ✓ Perform preventative maintenance regularly



## Safe Driving Don'ts

- ✗ Drink alcohol and drive
- ✗ Make assumptions about other drivers' actions
- ✗ Tailgate
- ✗ Purposely break rules of the road
- ✗ Play music at disruptive levels
- ✗ Use your cell phone while driving
- ✗ Engage in other activities while driving
- ✗ Participate in road rage



## Emergency Contact Numbers

For emergency police/fire/ambulance: **9-1-1**  
Local police: (\_\_\_\_) \_\_\_\_\_  
Roadside Assistance: (\_\_\_\_) \_\_\_\_\_



## Pre-Trip Inspection Checklist

- Battery** – check the terminals for cracks, corrosion or damage
- Engine oil** – check the oil level and top up if low
- Transmission fluid** – check the fluid level and look for red or pink colour. If brown, change it.
- Antifreeze** – check the coolant in overflow tank
- Air filter** – check your owners manual to determine how to replace the air filter
- Tires** – check to ensure inflation to recommended levels and check tread



## Emergency Kit and Winter Supplies

- Food (energy bars)
- Water
- Blanket
- Clothing, shoes/boots
- First aid kit
- Seatbelt cutter
- Small shovel/snowbrush
- Candle and matches
- Wind-up flashlight
- Whistle
- Roadmaps
- Emergency plan

In trunk:

- Sand, salt or cat litter
- Antifreeze, washer fluid
- Tow rope
- Jumper cables
- Fire extinguisher
- Warning light/flares