

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

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

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

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

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

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

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

Hand out Quick Reference Card to students.

Summary and Evaluation

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: