

Safe Driving Guide

(Driver Handbook)



Headline

For customers who purchase our driving at work policy, we can also provide branded driver handbooks that give essential advice to drivers on implementing the policy, safe use and maintenance of their vehicle and advice on driving in a legal, safe and fuel efficient manner. It also provides theory on defensive driving techniques, covering both practical and mental skills.

Driver handbooks are intended to be kept in every vehicle used for company business (ideally in the glove box for safety and ease of accessibility). They provide clear and immediate information to drivers when they most need it, and also demonstrate your business' commitment to providing information and advice to drivers on the use of work equipment (a vehicle is considered work equipment).

Our handbooks are 36 pages long, and additionally would include the Policy document too. They come in slightly flexible plastic ring binder folders, printed on A5 paper, allowing them to be stored in the glove box.

All documents can be branded to your Company's specifications.

Policy Contents

Our standard policy wording is simple and straightforward, avoiding misunderstandings or ambiguity. It is intended to engage the driver and be simple to read. The contents page is hyper-linked to each section for ease of use when viewing in PDF rather than hardcopy.

The document is 13 pages long, including the attractive front page and the coversheet, which requires a signature from the person responsible for the policy, plus the name of the person responsible for day-to-day enforcement, plus a date for review.

The contents of the handbooks are as follows:

Section 1

Introduction

Why do we Crash?

- Following too close
- Excess / Inappropriate Speed
- Failing to Exercise Care when Turning

Vehicle Fitness

- Regular Checks
- Before You Drive
- Pre-Driving Checks

Ergonomics

- Loading and Unloading
- Stowage and Restraint of Equipment

Seating

- Seating Position
- Seat Height
- Seat Reach
- Seat Rake
- Steering Column Tilt
- Head Restraints
- Seatbelt

Section 2

Being Human

Concentration

Distractions

- Mobile Phones
- Playing Loud Music
- Reading Maps & Programming a Sat-Nav
- Changing a Radio Station or CD
- Eating and Drinking
- Smoking

Stress

- Everyday Stress
- Driving Stress

Fatigue

- Delaying the Onset of Fatigue
- Alcohol and Illegal Drugs
- Attitude and Judgement
- Managing Attitudes

Section 3

Defensive Driving

- Driving and Thinking Defensively

COAST

- Concentration
- Observation
- Anticipation
- Space
- Time

System of Vehicle Control

- Information
- Position
- Speed
- Gear
- Acceleration

Planning

Improving your Observation Skills

- Using the Zones of Visibility
- The Road Surface
- Road Signs and Markings
- Flashing Headlights
- Saying Thank You

Eco-Friendly Driving

- Introducing the Five S'
- Safety
- Smoothness
- Systematic
- Style
- Speed

Section 4

Motorway Driving

- Breaking Down on a Motorway

Driving at Night or in Reduced Light

- Reflective Studs
- Tips for Safe Driving at Night

At the Scene of an Incident

- Legal Requirements
- Other Actions

First Aid out on the Road

- Deal with Danger
- Get Help
- Help those Involved
- Providing Emergency Care – ABC of First Aid

Section 5

The Law and Penalties

- Speed Limits
- Penalties

Please speak to your Business Manager or Account Manager to discuss tailored solutions or to purchase our standard policies and handbooks.

For further details and to find out how IAM RoadSmart can assist you and your fleet, contact us:

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