

Recommendations for Safe Driving

- o Begin the trip well rested.
- o Notify a designated contact person upon departure and arrival.
- o Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- o Plan routes in advance, and carpool and caravan when possible.
- o Divide the trip into segments, stopping for rest as necessary.
- o Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
- o Establish a reasonable departure and arrival time to and from the activity or event.
- o Avoid driving between midnight and 6 a.m.
- o Whenever possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- o Carry a flashlight and approved fire extinguisher.
- o Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Recommended items to check if driving a personal vehicle

- | | |
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| <input type="checkbox"/> Brake system | |
| <input type="checkbox"/> Brake fluid capacity | <input type="checkbox"/> Washer fluid capacity |
| <input type="checkbox"/> Steering operation | <input type="checkbox"/> Battery condition |
| <input type="checkbox"/> Steering fluid capacity | <input type="checkbox"/> Engine belts and hoses |
| <input type="checkbox"/> Engine oil condition | <input type="checkbox"/> Exhaust system condition |
| <input type="checkbox"/> Engine oil capacity | <input type="checkbox"/> Headlights |
| <input type="checkbox"/> Transmission operation | <input type="checkbox"/> Tire condition |
| <input type="checkbox"/> Transmission fluid capacity | <input type="checkbox"/> Tire inflation |
| <input type="checkbox"/> Radiator condition | <input type="checkbox"/> Parking brake operation |
| <input type="checkbox"/> Radiator and overflow tank capacity | <input type="checkbox"/> Horn operation |
| <input type="checkbox"/> Wiper blade condition | <input type="checkbox"/> Rear view mirror condition |