Reference Materials:

Qualcomm

1. What macro is used to accept a preplan?
2. What macro is sent when you arrive at the shipper?
3. What macro is sent before you leave the shipper?
4. What macro is sent when you arrive at an additional stop?
5. What macro is sent when you are leaving an additional stop?
6. What macro is sent if you are not going to be on time?
7. What macro is sent when you get to the final (also known as consignee or stop 90)?
8. What macro is sent when you are finished at the final?
9. What macro is sent if you need roadside assistance?
10. What macro is your freeform?
11. What macro is sent to set your home time?
12. What macro needs to be sent at the end of each work day stating you inspected your vehicle?
13. What macro is used to update your eta/pta?
14. What macro should you check weekly to make sure you're not missing any bills of lading?
15. What macro is sent if you were involved in an accident?

A. Macro 9/Accept Preplan
B. Macro 47 – Accelerated pay status
C. Macro 32 - DVIR
D. Macro 0 – Freeform
E. Macro 22/running late macro
F. Macro 52 – Attention I have an accident
G. Macro 1/Arrived at Shipper
H. Macro 55/Breakdown/Roadside Assistance
I. Macro 3/arrived at stop#
J. Macro 6/Empty call
K. Macro 34 – updates ETA/PTA
L. Macro 5/arrived at final destination
M. Macro 2/Loaded call
N. Macro 8/Home time
O. Macro 4/ depart from stop off

SWIFT Decision Driving

Speed, appropriate for conditions

How do you do it? Adjust to changes in road conditions, load dynamics and posted limits.

What does it do for you? Allows you to safely operate your equipment in all conditions and road types.

Key phrase: Controlled and appropriate for conditions

Watch Other Motorists and Pedestrians

How do you do it? Look, see, and identify potential hazards early. Scan front every 1-3 seconds and rear every 4T6 seconds. Have an escape route. Use ground viewing habit. Remember S.I.P.D.E.

What does it do for you? Eliminates uncertainty; makes you safe in your actions. Keeps you safe when at intersections, stops, turns, lane changes, merging and passing.

Key phrase: Avoid surprises by being prepared

Indicate Your Intentions

How do you do it? Use signals, lights, and horn to communicate in traffic.

What does it do for you? Allows others know your intentions. Helps prevent unexpected actions by others. Helps establish eye to eye contact.

Key phrase: Let others know your intentions

Follow Other Vehicles Safely

How do you do it? Maintain at least 6-8 seconds of following time, and increase based on weather, traffic, or other adverse conditions. Practice 12-16 seconds of vehicle lead time (VLT)

What does it do for you? Increases forward visibility. Improves the ability to respond to changes in traffic. Prevents sudden stopping and swerving.

Key phrase: Rear-ending another vehicle is completely avoidable and preventable

Take the Path of Least Resistance

How do you do it? See the entire driving picture. Plan the safest, forward or backward, travel path in advance.

What does it do for you? Keeps you from "driving blind", eliminates surprises. Provides a safe path on turns. Reduces backing hazards. Buys time.

Key phrase: Have a plan for getting to your **M**ost **I**mportant **S**top. (MIS = Home)

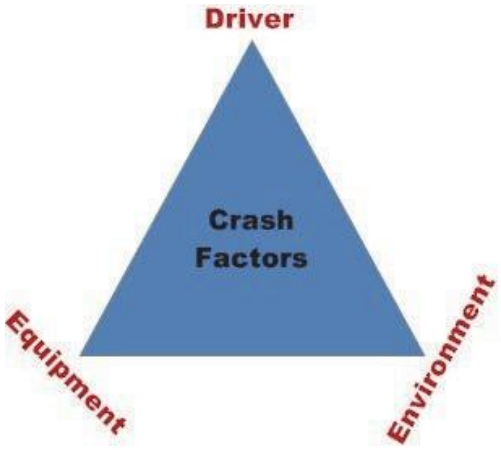
Speed, Appropriate for Conditions

Speeding is often so common place many do not think of it as a violation of the law. Face it, how many of you can actually say you drive the exact speed limit and not go one mile per hour more than that? Ever hear of the plus five rule? That's the rule that says whatever the speed limit is you can drive 5mph over that and be ok. Unfortunately, that's just not true. Speed too fast for conditions is a factor in almost 25% of all large truck crashes. A driver who is cited for driving too fast for conditions is 62% more likely to be involved in a crash sometime in the future. It doesn't have to be this way since you have complete control of the speed of your truck.

Speed or speeding does several things when it comes to vehicle crashes.

1) Ability to identify hazards becomes more difficult and you have less time for responding to hazards.
2) Increases the inertia or energy that will be delivered at the time of a crash.

Three elements or factors that contribute to all crashes are: The Driver, the Equipment, and the Environment.



1) The driver is clearly under your control and the decisions you make or actions you take are your responsibility.
2) The equipment is being controlled by you. The condition of the equipment, whether it moves or not and how it moves is all controlled by you.
3) The environment is the one element we have no control over. You must adapt or adjust to the environment and you are constantly making decisions on how you must control yourself and the equipment in order to arrive safely.

Speed or rate is calculated by taking a known distance and dividing it by the time it takes you to go that distance. Commonly speed is referred to in units of Miles per Hour (mph). However, most of our decisions are occurring in seconds and based on events that are only seconds in duration. Furthermore, they are occurring feet or inches away not miles.

Calculating

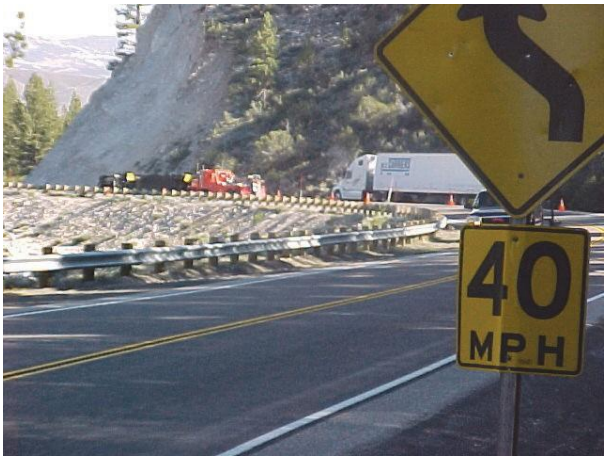
- 60mph x 1.5 = 90 fps or 60 + 30 = 90 or 1.5 truck lengths every second.
- 50 mph x 1.5 = 75 fps or 50 + 25 = 75 or 1 truck length every second.

Speed too fast for conditions

- The most common factor seen in single and multivehicle crashes.
- Rollovers and jackknifes are typically a result of the driver's speed being too fast for the conditions or environment.
- Posted speed limits are intended for four wheeled vehicles not tractor trailers.

Turns and curves are areas where controlling your speed and adjusting it to the dynamics of your vehicle is critical.

- Slowing before you enter a curve, on ramp or off ramp.



- Keep in mind; you can always accelerate if you have gone too slowly through a curve.
  - As you can see in this example the driver failed to reduce his speed sufficiently enough to make this turn safely. He tried to take the turn at the posted limit, and you can see the results.
  - Video of a truck on Donner Pass, notice signs and pickup.

Low visibility conditions are another type of environment element that you must be able to correctly adapt to.

- Anything that affects your ability to see the road, the quality of the road surface or the weather.
- Adjust your speed to these conditions.
- Don't out drive your headlights!
- Example of driver who failed to recognize the hazard and ended up rear-ending a slower vehicle.

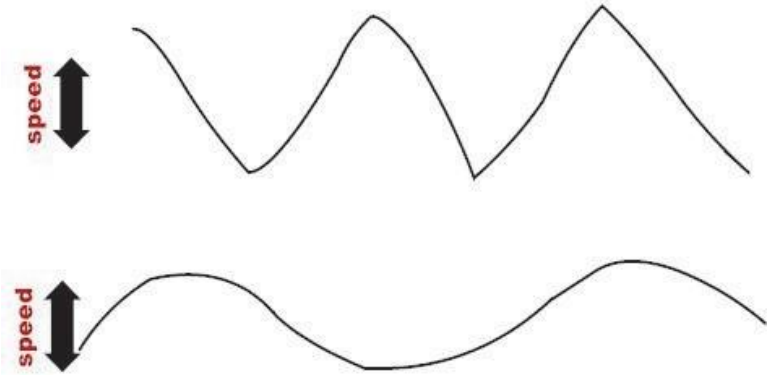
Poor weather and road conditions

- Speed is the greatest factor in poor weather or poor road condition crashes.

  - Results in jackknifes, rollovers or ran off the road crashes.
- You must slow down as much as it takes to safely operate your equipment.
- Conditions like snow and ice may require greater reductions in speed than rain slicked roads.
  - Do not forget that in areas where rain is infrequent oil builds up in the road surface. When it first rains these oils are released and the roads are as slick as ice covered roads.
- If you find yourself on roads where no matter how slow you go it's just not safe the best thing you can do is find a safe and legal place to park and wait it out.

Speed control is critical in avoiding traffic crashes.

- How often have we seen another vehicle that is constantly slamming on the brakes and accelerating in bumper to bumper traffic.
- The throttle is not a light switch, it's not just on or off, learning to modulate your speed.



- As traffic begins to go, slowly accelerate and allow a gap to form between you and the vehicle in front of you.

- Scan ahead so you can see when traffic begins to slow.
- Take your foot off the throttle in advance of traffic stopping.

- In most cases you will not have to come to a complete stop.
  - This makes driving less fatiguing since you have to shift less, you will improve your fuel economy and find driving less stressful.
- On and off ramps are another area where controlling your speed is important.
  - Don't speed up and not let them in.

Grades and hills are another environment where speed control is important.

- Use the signs on the roadway to help you prepare for a down grade.
  - Using the proper gear will help control your speed on the grade and help you not have to over use your brakes.
  - Never use downgrades as a way to get speed for an upgrade.

- If you cannot maintain post speed when climbing a hill turn your 4-way flashers on.
- It's not the really steep grades that catch drivers.
  - It's the unmarked or the 3% grade that's 5 miles long.

Cruise control

- Cruise control can help increase the fuel economy of your truck as well as reduce fatigue to you as the driver.
- Can also be a dangerous tool when used at inappropriate times.
  - Two lane roads and in cities you should never use your cruise control.
  - When the weather and roads are not perfect.
  - At night.
- Your cruise control is a convenient and helpful tool, but it must be respected and used only when it is appropriate.

It is **your responsibility** to ensure your speed is appropriate for whatever environment you may be in.

- Never estimate your speed by feel or other traffic, always use your speedometer.
- Always wear your safety belt any time the wheels are in motion.

Watch Other Motorist and Pedestrians

Decision driving involves the professional Driver remaining constantly alert and observant to conditions and changes around him which present potential hazards. Upon recognition of hazards, the Driver must make timely decisions to be able to manage the hazards in order to avoid collisions or the necessity for dangerous emergency maneuvers.

Developing and utilizing scanning habits.

- Effective scanning and observation are not passive, but an active and conscious behavior.
- Scanning forward, to each side, properly using mirrors and ground viewing habits will benefit the Driver in numerous ways.

Proper scanning and observation techniques enable you to anticipate the unsafe or illegal actions of others, and thereby eliminate elements of surprise and uncertainty.

It allows the Driver to:

- Manage space around truck.
- More safely make stops and turns.
- Safely make lane changes, merge, and pass.

The end result of developing good visualization skills is safe arrival at your Most Important Stop.

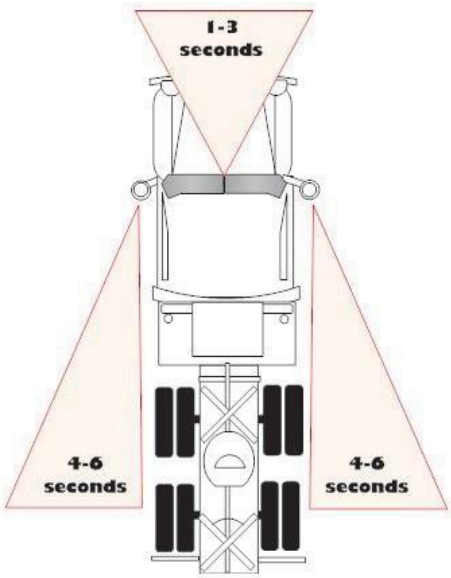
How do you do it?

These guidelines should be a part of developing effective scanning and observation habits.

1. **Pay attention to all sides of your vehicle.**
   While paying close attention to conditions and developing situations in front of your vehicle, do not neglect to watch for hazards to the sides of your vehicle; merging traffic, pedestrians, traffic approaching at intersections. Make it a habit to turn your head from side to side and observe what is happening out your side windows.

2. **Check the front every 1-3 seconds.**
   A very large percentage of hazards, and certainly some of the costliest in terms of damage, injury, and potential fatality, will develop in front of the vehicle.

   While actively observing what is happening on each side of your vehicle, return to the broad view in front of your vehicle every 1-3 seconds. Don't lose sight of the big picture.



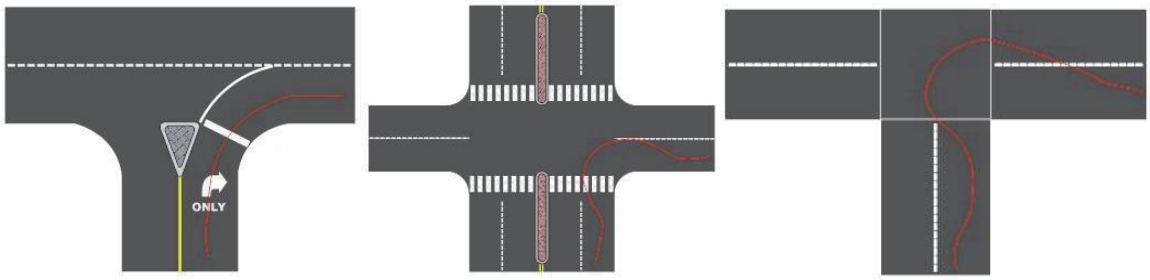
3. **Watch your mirrors, checking to the rear.**
   Every 4-6 seconds check your mirrors to observe what is happening to the sides and behind you.

- Hazards behind you can be managed. Got a “tailgater”? Slow down a little, giving yourself more space to stop if necessary. This may also encourage the person behind you to either slow down also or pass and get around you.
- Proper usage of mirrors will also enable you to manage your “blind spots.” In order to get into a “blind spot”, a vehicle must pass through your field of vision.

4. Ground viewing habits.

Observing ground and road surface conditions frequently enables the professional driver to anticipate actions of other drivers and developing road conditions.

- With a vehicle in an adjacent lane or in front of you, watch for movement of the vehicles steer tire.
- As you approach a turn, pay close attention to the radius of the curb. A wide, sweeping radius allows significantly more turning area than a sharp radius.



- In winter weather conditions, observing the road surface will provide subtle warnings of hazardous conditions. If road spray coming off of tires suddenly stops, beware! You may be on ice.

Another helpful hint is to remember the acronym **SIPDE**, which represents:

SCAN – as described above, being perpetually observant of your environment.

IDENTIFY – although you cannot control your environment, as you observe what is going on around you; recognize hazards and potentially developing hazards. Do not be a passive observer, just a sightseer; actively watch and search for potential hazards!

PREDICTT by watching the actions of others, and using the ground viewing habits described above, a professional Driver is frequently able to predict the actions of other Drivers and imminent road situations.

DECIDE – once the Driver has observed all that is going on around their vehicle, and to the extent possible, has anticipated actions of other drivers and impending road situations, the professional Driver is able to make decisions to manage any potential hazards.

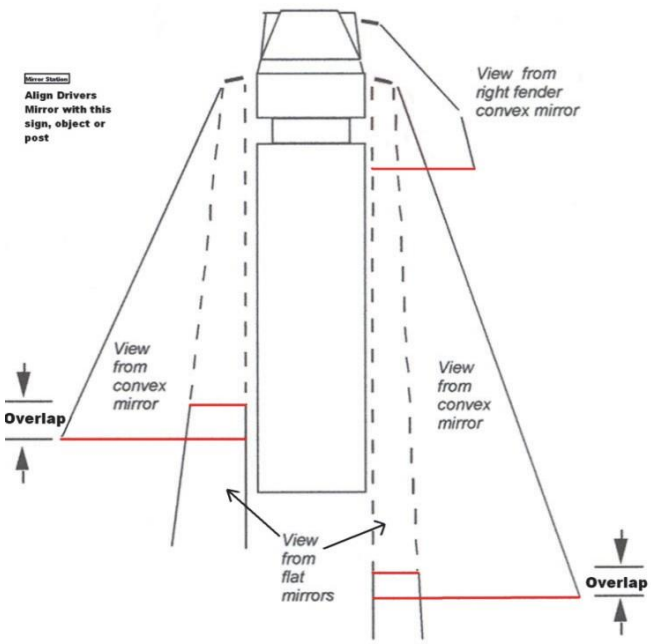
EXECUTE – having accurately assessed the conditions surrounding the vehicle and making decisions to defensively and safely respond to the circumstances, the Driver is able to execute their decisions.

Avoid "Highway Hypnosis"
This can occur when a driver allows himself or herself to only watch forward. The brain gets bored or drifts and day dreaming can occur.

- x Scanning techniques and SIPDE not only keep you aware of the hazards around you but keep your brain engaged.

<u>A**dditional Tips**</u> to help get you to your Most Import Stop safely.

1. Use Mirror adjustment stations at Swift Terminal facilities;



2. Routinely clean your windshield, windows, and mirrors;
3. Keep the cab of your truck and your dashboard clean and clear of any obstructions to your vision.
4. <u>**Distracted Drivers**</u>. You cannot properly watch & scan if your attention is pulled away.

X Cell phones, CBs & eating or drinking while driving are all distractions.

X FMCSA data shows that 71% of crashes are a result of a distracted driver.

Don't glance and guess. Watch and KNOW your surroundings.

Indicate Your Intentions

It is so important that we remember that as drivers we all share the road with those around us. As drivers we all have stories where someone we shared the road with didn't feel like they had to share. Sharing can be such an easy word to say, but since the environment we are in and those that we are sharing with are ever changing, challenges can arise. In this section we hope to present ways to properly and effectively communicate your intentions with those we share the roads with. This will make not only your trips less stressful but also the trips of those we share the roads with.

Communication is easy when you're sitting in front of someone.

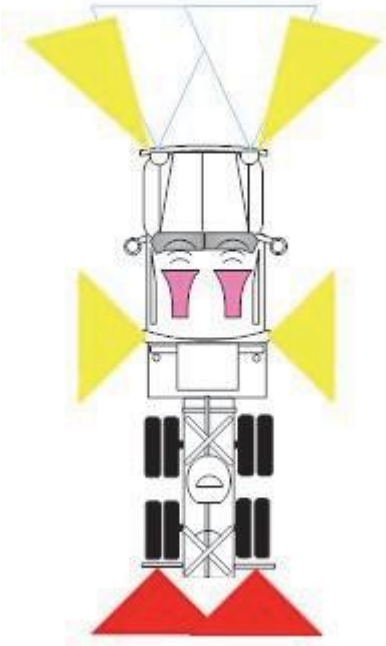
- Examples include contact, verbal, gestures, body and others.
- Try communicating without using any of the signals. What happens?

We do this every day when we interact with others and we don't even really think about it. So why is it so hard when we are driving?

- The problem is that we are not in front of the person we are interacting with when we are behind the wheel.
- Knowing that these gaps exist we must find ways of bridging them so that we can successfully indicate our intentions.

How do we indicate our intentions while driving? Let's rephrase that question. How do we effectively and positively indicate our intentions while driving?

- We have many tools available to us while seated at the controls of a Swift truck:
  - Turn signals
  - Headlights
  - Four-way flashers
  - Brake lights
  - City horn or larger air horns.
  - What else?
- These communication devices must be used with great responsibility so that we project the correct message.
- We have all observed another driver using them to indicate or communicate their dissatisfaction.
- The goal is either to establish eye contact between you and another driver or ensure the other driver understands your intentions if eye contact is not practical.



- **Turn Signals** - These are primarily used when turning, changing lanes or merging. In general, drivers should turn their signal on approximately 100 feet before your intended turn. You need to be vigilant for drivers who are waiting to pull into traffic from a driveway or street before your intended turn. They may pull out in front of you thinking you are pulling into where they are pulling out of. In this case you should wait until your passing that vehicle to turn your signal on. When changing lanes or merging you should check your mirrors for your opportunity. Turn your signal on to indicate your intentions and check your mirrors again. Once your truck and trailer are completely in the lane you can the turn off your turn signal.

- **Headlights** - Beyond their obvious use to improve low light visibility. Headlights can communicate your presence when used during daylight hours. You can also use them to get the attention of other drivers. This is very helpful in establishing eye contact between you and another driver. At night it is not advisable to flash your high beams or turn your lights off to signal other drivers. You do not want to create hazards by blinding other drivers or eliminating your ability to see hazards.

- **Four Way Flashers** - When driving these are the universal sign of trouble. They should be used when you are climbing hills and unable to move at the posted speed limit. If you see a hazard ahead and are slowing, you'll want to warn others behind you. You can also use them to signal other trucks that it's ok to move over after passing you. Again, refer to headlights on why we do not use our headlights.

- **Brake Lights** - Obviously they are used when slowing but there are other ways to use them as well. When using the throttle to decelerate your truck you can lightly tap the brakes to flash the lights so those behind you notice you are slowing.

- **City Horn** - Much like your headlights the city horn can be a great way to establish eye contact with other drivers. For example, if you going to allow another driver to pull in front of you or wanted to signal them. The key is to use a short tap of the horn not a long blast as this may convey the wrong message. You may also need to use your horn if you feel another driver isn't aware of your presence to avoid possible contact.

- **Air Horn** - This horn being much louder should really only be used in emergency situations where you need to get the immediate attention of another driver.

Many different ways to communicate or indicate your intentions when operating your truck have been discussed.

- Do not become a driver who over communicates in a negative way.
  - This is road rage or aggressive driving and is not acceptable or professional.
  - Flashing your lights, honking your horn or using your body to indicate your dissatisfaction with another driver helps no one.

We **share the roads** with hundreds if not thousands of different people every day. In order to safely and efficiently deliver your load you have to be able to effectively indicate your intentions to other drivers.

- As you more effectively and efficiently indicate your intentions you will find driving to be less stressful.

Follow Other Vehicles Safely

In an earlier segment we discussed safe driving techniques using the acronym S.I.P.D.E., which represents five steps of the Decision Driving process.

Scan … actively scan in front, to the sides, and to the rear of your vehicle. This allows you to;
Identify … the presence of hazards and potential hazards in your surroundings.
Predict … the unsafe and/or illegal acts of other drivers.
Decide … what actions to take to manage the hazards and avoid collision.
Execute … or, carry out the actions you have determined will help avoid collision and provide safety for yourself and those around you.

This process uses valuable time and space. The other drivers, vehicles, and developing hazards do not pause while you make decisions and execute them.

Space Management is critical on the road, especially in front of you, to ensure that you are able to execute your decisions IN TIME to avoid collision.

- Always maintain adequate following distance between yourself and the vehicle in front of you.

Crashes can be avoided by the Professional Driver committing yourself to maintaining a generous following distance.

Preventability of crashes happens when maintaining available and clear distance from other vehicles and objects. This means:

Do not outdrive your field of vision. At night when vision is limited due to darkness, the Driver must compensate by reducing speed. You must be able to stop within your field of vision.

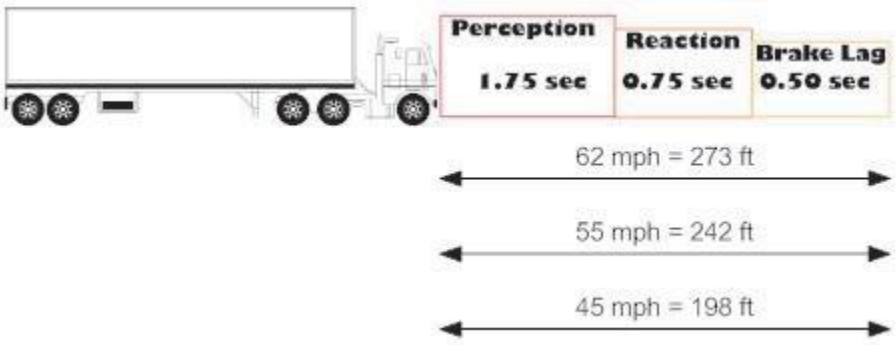
- The same applies when driving on highways with rapidly changing topography and curves. You have no way of knowing what is around that curve or over that rise. You must be able to stop within your field of vision.
- The vehicle in front of you may be required to slow or stop suddenly. If and when that happens, you must be able to stop safely, avoiding sudden swerving, or other evasive maneuvers.

How much following distance is enough?

- Conditions dictate adequate following distance.
- It is important for all Drivers to give themselves an added margin of safety in less than perfect conditions.

"Three Seconds"

- In any event requiring a sudden stop, there are three seconds over which the Driver has little or no control.
  - Perception time
  - Reaction time
  - Air brake lag time



Perception time is the amount of time from when a Driver sees a hazardous situation and recognizes that they must react.

- Scanning ahead at all times can prevent you from panicking and making bad decisions.
- For a Driver who is alert and in good physical condition, this is generally about 1¾ seconds.
- Can be increased by…
  - Driver focus
  - Distractions
  - Driver's physical condition, etc.

Reaction time is the amount of time from when the Driver perceives a hazard: their brain and muscles react to the stimuli; the Driver takes their foot off of the throttle and places it on the brake pedal.

- Generally, this is about ¾ seconds.
- Affected by other factors like Perception time.
- It has now been 2 ½ seconds, but the vehicle has not yet begun to stop.

Air Brake lag time occurs when the Driver first applies the brakes. The air within the system does not instantly act upon the brake components, shoes, or pads.

- Caused by releasing the air.
- This time, even though short in duration, approximately ½ second can be felt by the Driver.

The combination of Perception time, Reaction time, and Air Brake lag time takes approximately 3 seconds before the vehicle actually begins to slow and stop.

Other factors also extend the stopping distance:

- General Condition of vehicle;
- Condition of tires;
- Road surfaces (asphalt, concrete, etc.);
- Road conditions (wet, dry, icy, etc.).
- Speed.
- Driver distractions.

SWIFT SAFETY TEAM RULE: SAFE FOLLOWING DISTANCE.

Determine safe following distance for your vehicle, you need to know the vehicles speed.

- ✓ Always add one second for each adverse condition and add one second for every two hours of driving time.

Example of calculations:

- For a typical sleeper truck with a 53-foot loaded trailer:
  - Use 6 seconds following distance for speeds below 40 MPH.
  - Use 8 seconds following distance for speeds above 40 MPH.
- The highway is wet from rain, an "adverse condition":
  - Add 1 second.
- The Driver has been driving for 2 hours without a break:
  - Add 1 second.
- There is a tailgater behind you, another adverse condition:
  - Add 1 second.

ALWAYS practice maintaining safe following distance. It makes good sense.

- ✓ It can increase your forward field of vision, giving you greater visibility;
- ✓ It can increase your available time and space to respond to changes in traffic and hazardous situations;
- ✓ It can prevent having to make sudden stops and swerving maneuvers;
- ✓ It can prevent a potentially catastrophic rear-end crash.

Safe following distances will help you and those around you make it to your Most Important Stop.

Take the Path of Least Resistance

What is the **path of least resistance**?
(Use example like river crossing.)

- It's also the path of lower risk.
- Often, we think of least resistance to mean "easier" but, it also can be looked at from the stand point of "least risk".

If Swift routes you how will you find the path of least resistance or the path of least risk?

Have a plan

- No matter what the environment, you must have a plan.
  - Think back to S.I.P.D.E for a moment. What are you really doing?
- You must create a plan before every trip, pickup or delivery and before every move you will make with your truck.
- Don't drive blind.

Let's look at an **example** that you may face to illustrate how this works.

- Use story or examples like story provided.
- Examples should cover these topics and more.
  - Trip planning.
  - Planning for traffic flows
  - Fueling
  - Breaks
  - Pickup & Delivery
  - Dealing with unfamiliar locations
- Show how the path of least resistance lowers risk and exposure.

Backing

"GOAL" = **G**et **O**ut **A**nd **L**ook

- Allows you to find the path of least resistance and identify the safest path to take.
- Highest frequency crashes that occur are backing crashes.
- If backing is the smallest amount of time, then why is it one of the highest frequency crashes?
- In every case is due to the driver not getting the entire picture.
- Forward motion vs. backward motion. Walk the path you plan to take.
- As a rule, you should stop and **G**et **O**ut **A**nd **L**ook as many times as it takes to guarantee you back safely.
  - The environment may change.
- Never blind side back if you do not have to.
  - Examples of Blind Side vs. Sight Side.

Lane use is another frequently overlooked path of least resistance.

- Unsafe behavior: Drivers shoot across a multilane highway so they can get off at their exit.
- Proper lane makes driving much less stressful and safer.
- Three lane highway example.
    - Middle lane use.
    - Right lane use.
- City street example, 2 lane.
    - Left lane use.
    - Right lane use.

Never drive blind!

- The more information you gather and the more you plan your trips and maneuvers the safer you will be.
- Get to your **M**ost **I**mportant **S**top safely every time.

Driving Commentary: 10 keys

1. ***Stopped in Traffic*** – when stopped in traffic leave enough space between you and the vehicle in front to safely pull around if necessary.
2. ***Scan left, right, left*** – when starting up at an intersection or approaching any major intersection always scan left, right, and then left again to clear the intersection.
3. ***Identify hazards*** – be aware of the actions of other motorists and pedestrians to identify potentially hazardous behavior.
4. ***Predict actions of others*** – anticipate what others will do based on your observation of their actions and knowledge of driving hazards.
5. ***Decide on your response*** – have a planned escape route in mind at all times. Play the "if/then" game (if the other driver does this, then I will do that) and be prepared for the unexpected.
6. ***Execute on your decisions*** – when the unexpected does happen, execute your plan of action immediately. Train – Prepare – Execute
7. ***6-8 second following time*** - the minimum amount of space, measured in time, that you should be following other traffic. When another vehicle takes your space, simply adjust and re- establish your following time.
8. ***12-16 second lead time*** – the distance in front of your vehicle, measured in time, where you should be seeing. Once safe following time is established, you can safely lift your eyes to see what is happening well ahead of the traffic in front of you.
9. ***Use of mirrors*** – check mirrors every 4-6 seconds, or more if necessary, to ensure maximum awareness of activity beside and behind your vehicle.
10. ***Eye to eye contact*** – establishing communication with others when driving is key to being able to reduce unexpected actions. See them seeing you.

Drill Drive Exercise

Explanation:

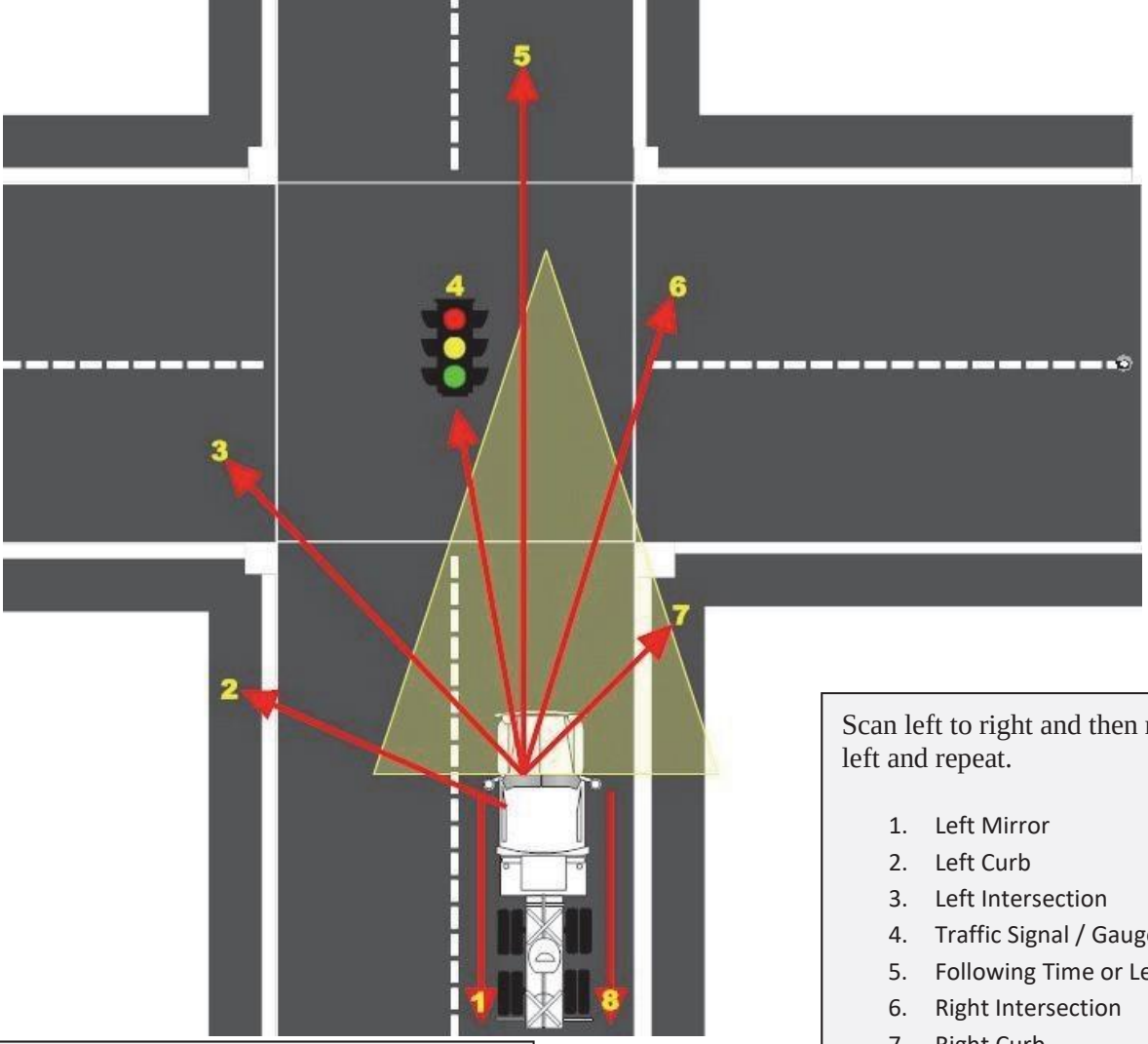
The driver drill exercise is designed to give the mentor and student driver an opportunity to interact and to practice all 5 keys to Swift Decision Driving and the 10 Point Commentary, while building a "new" way of seeing, called the Triangular Viewing Method. The drill is a conversation between the mentor and student that focuses on the primary areas of concern for drivers. These are things that many drivers already see, but don't always recognize as driving hazards and consequently don't always take the proper precautions. The 4 major areas of concern for drivers are: Intersections, Traffic Signals, Motorists & Pedestrians, and Mirrors

Review with Student:

After the mentor has reviewed the 5 keys of Swift Decision Driving and completed the Commentary Drive, he/she will have the student stop in a safe, legal place so that the Drill Drive Exercise can be fully reviewed. An example of what the mentor would say is, ***"Now that we have reviewed SDD and you have practiced talking about the 10 points on the commentary checklist, we want to do another exercise we call the Driver Drill. In this drill, I am going to take control of your eyes for a few minutes and direct you to look at each of the 4 major areas of concern; intersections, traffic signals, motorists/pedestrians, and mirrors. I will be very specific such as calling out left mirror, left curb, left intersection, traffic signal, right mirror, and etc. When I call out one of these areas, I want a one or two word response from you that will indicate to me and you that you clearly understand what you are seeing and how it impacts your ability to drive safely."*** The mentor should frequently ask if the student fully understands what has been said so far. ***"Your responses will be clear or hazard for mirrors, intersections, and curbs. Your response for traffic lights will be either stale green, red, or yellow. Response for following time should be how many seconds you feel you are following at that moment. Response for vehicle lead time will be the point at which your eyes should be focused most of the time like the curve ahead or a bridge or some other physical object about 12 to 16 seconds ahead of your vehicle."*** Always remind the driver that he/she is still in control of the vehicle and if the mentor calls out left mirror (for instance) but there is a pedestrian on the right curb, the driver should look to the right curb, clear the hazard, and then get back in the drill. The terms clear and hazard should indicate what you see at the instant you respond. The definitions are as follows:

1. Mirror – *clear* means when you check that mirror there are no vehicles or other obstructions that would prevent you from taking that lane; *hazard* means that there is another vehicle in the mirror, or you might be next to a median or curb that would prevent you from having the escape route you need.
2. Intersections T *clear* means that when you check that intersection (right or left) it is completely clear of any motorists, cyclists, pedestrians, or anything else that could present a problem; *hazard* response means it is not clear, even if the other vehicle is stopped.
3. Curb – *clear* means that when you check that curb (right or left) there are no pedestrians on that side of the street, even on the sidewalk; *hazard* means that there are pedestrians present that could cause a problem.
4. Stale Green traffic light – this means the first time you see the light it is already green, and you don't know when it changed to green. The significance is because you didn't see it change to green, there is no way you can anticipate when it might change back to red, and you have to be prepared to stop as you approach the intersection. Once past the point that a safe stop is possible and the light is still green, then check left – right – left and proceed with caution through the intersection.

Remember the goal of Scan Front, Sides, and Mirrors is to check a different potential hazard in front of the vehicle at least every 1 to 3 seconds and to check for hazards to the rear (using mirrors) every 4 to 6 seconds. This means that the mentor should be calling out a different area approximately every 2 seconds. We call this the Triangular Seeing Method, because if a driver is scanning properly, they will start at one mirror and move across the front of the vehicle, ending up at the other mirror. The diagram below graphically illustrates what the Triangular Seeing Method looks like. Remember to never move from right mirror to left mirror without seeing and talking about something up front.



Scan left to right and then right to left and repeat.

1. Left Mirror
2. Left Curb
3. Left Intersection
4. Traffic Signal / Gauges / other
5. Following Time or Lead Time
6. Right Intersection
7. Right Curb
8. Right Mirror
7. Right Curb
6. Right Intersection
5. Following Time or Lead Time
4. Traffic Signal / Gauges / other
3. Left Intersection
2. Left Curb
1. Left Mirror

Repeat – but don't miss other potential hazards

The drill "conversation" consists of 1 or 2 word sentences between mentor and student:

Who	What	Timing
Mentor:	Left Mirror	1 sec.
Student:	Clear	
Mentor:	Left Curb	3 sec.
Student:	Pedestrian	
Mentor:	Left Intersection	5 sec.
Student:	Hazard	
Mentor:	Traffic Light	7 sec.
Student:	Stale Green	
Mentor:	Following Time	9 sec.
Student:	9 seconds	

Safe by Choice, Not by Chance.

Swift Transportation

Safe Work Methods

Version: Driver Training

RISKS LIMITS CHOICES RISKS LIMITS CHOICES RISKS LIMITS CHOICES RISKS LIMITS CHOICES

"Those who work the safest way, live to work another day"

SAFE WORK METHODS (SWM)

"Watch Your Back"

LIFTING

>Start in a safe position

>Keep objects close

>Maintain natural curve in lower back

>Use your legs

"Boot Camp"

WALKING

>Proper footwear

>Choose the safest path

>Pay attention, look where you are going

>Clear the path

>Slow down

Tip: Use a flash light if needed

"Carry Wise, No Surprise"

CARRYING

>Examine size & weight of object

>Clear the path

>Clear visibility

>Use proper lifting SWM's

>Center the load between shoulders and waist

>Firmly hold object close to body

>Set item down slowly, with bent knees

"Tug of War"

PUSH, PULL

>It's better to push than pull

>Clear the path

>Ask for help, if you need it

>Use entire body weight

>Secure load

>Clear visibility

Correct - user maintaining three points of contact

"3 Points of Contact"

CLIMBING

>Proper footwear

>Both Feet

>One Hand

>Be aware of surface conditions

>Clear steps

>Stabilize

IMPORTANT Things Learned

Recognize Hazards

Exercise Controls PPE, Admin, Engineering

Make Choices that make sense

Practice Safe Work Methods

Daily Exercise & Eat Healthy

Dress for Conditions

Make a Commitment to Safety

Lead by Example

DRIVER—Safe Work Methods **REMEMBER: Always wear proper footwear!**

"Safe Landing"

LANDING GEAR

>Park on level ground

>Wear proper footwear

>Stand to the side of handle

>Keep head clear of handle

>Firmly grip handle, 2 hands

>Use entire body weight, back straight

"Wheel Smart"

5TH WHEEL

>Remove pressure off locking mechanism

>Wear Gloves, hold firm, both hands

>Secure feet on solid ground, use split stance

>Use entire body weight

>Back straight

"Open Slow, Be in the Know"

ENTERING / EXITING EQUIP

>Be cautious, open door slow

>Secure trailer doors

>Clear steps (entering)

>Enter or Exit facing equipment

>Use 3 points of contact

"Down Under"

INSPECTING EQUIPMENT

>Protect your eyes

>Ensure head clearance

>Ensure level footing

>Rise up slowly