

Safe Driving Checklist

Consider these important components in a journey management plan.

Roadway

Consider the vehicle and road as part of the workplace.

What's happening on the roadway?

- ☐ Is there construction?
- ☐ Is there traffic?
- ☐ Did you identify black spots/route hazardous spots?
- ☐ Have you considered the route options – different types of roads?
- ☐ Does your route work within your vehicle/trip restrictions (e.g., tight turns, tolls, bridges, underpasses)?

Driver

Recognize that driver behavior, skills, and physical conditions affect driving. Better trained drivers are a best defense in decreasing risk and injury.

What about the driver?

- ☐ Does the driver get plenty of sleep?
- ☐ Are they taking over-the-counter medications?
- ☐ What might impact that driver and cause fatigue?
- ☐ Does the driver buckle up?
- ☐ Do they put away distractions?
- ☐ Do they stay hydrated?

Vehicle

Ensure proper vehicle maintenance and operations.

What about the vehicle?

- ☐ Has the vehicle been maintained?
- ☐ Are they driving a personal vehicle?
- ☐ Does the vehicle have safety features to utilize?
- ☐ Does the vehicle require special considerations (e.g., wide-load, extra-braking, toll devices, specific types of fuel)?

Environment

Acknowledge that conditions outside the vehicle affect travel.

What kinds of conditions might you meet on the trip, and do you know how to handle them?

- ☐ What are the weather conditions?
 - ☐ Will certain areas have rain, ice, or sleet?
 - ☐ Will there be slick leaves?
 - ☐ Will there be reduced visibility?
- ☐ Is there oil on the roadways?
- ☐ Have you identified other potential risks?
 - ☐ High risk locations such as schools
 - ☐ Unsecured loads/projectiles on other vehicles
 - ☐ Condition of other drivers
 - ☐ Wildlife
 - ☐ Communication failure (e.g., cellular dead zone)

Timing

Fatigue is one of the most obvious consequences of poor journey planning and is a major contributing factor in road traffic incidents. Time trips to minimize fatigue, hazards, and allow enough time for potential delays.

Did you time it right?

- ☐ How long might it take?
- ☐ How busy will roads be?
- ☐ Does your plan adhere to the legal restrictions on driving times and distances?
- ☐ Did you allow extra time to take into account road hazards and weather conditions?
- ☐ Did you take into account all factors to minimize your chances of feeling sleepy while driving?
 - ☐ Did you schedule your journey carefully to avoid night driving and those times of day when falling asleep (2am – 6am)?
 - ☐ Did you plan your rest periods and locations?