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## **GENERAL VEHICLE SAFETY PRECAUTION TRAINING:**

\*It is the understanding that all employees and contractors of Alianza Family Services will utilize Privately Owned Vehicles in the performance of job duties. Alianza Family Services must receive verification of Current Vehicle Liability Insurance prior to transporting individuals receiving services from Alianza Family Services. The information in the following training are recommendations that Alianza Family Services provides to all contractors of the agency.

**1. Pre-Trip Inspection:** Pre trip inspections should be done with care and consideration. The safety of the driver and passenger depends on an informal safety inspection. Drivers must understand what is to be checked.

- Tire Pressure
- Windshield Wiper
- Oil Level
- Brake Fluid Level
- Seatbelt Condition

Recommended Safety Equipment:: Fire Extinguisher, Triangles, First Aid Kit, Bodily Fluid Kit.

## **2. Handling Emergencies**

When you are driving, things can happen very quickly. You may have only a fraction of a second to make the right move. Follow these guidelines for handling emergencies.

### **Breakdowns**

- If possible, park where the disabled vehicle can be seen for 200 feet in each direction.
- Move the vehicle so all four wheels are off the pavement.
- Turn on your emergency flashers.
- Get all passengers out on the side away from traffic.
- Tie a white cloth on the left door handle or antenna.
- Raise the hood.

### **Tire Blowout**

- Do not use brakes.
- Concentrate on steering.
- Slow down gradually.
- Brake softly when the car is under control.
- Pull completely off the pavement.

### **Wet Brakes**

- Test brakes lightly after driving through deep water.
- Brakes may pull to one side or may not hold at all.
- Dry brakes by driving slowly in low gear and applying brakes.

### **Right Wheels off Pavement**

- Take your foot off the gas pedal.
- Hold the wheel firmly and steer in a straight line.
- Brake lightly.
- Wait until the road is clear.
- Turn back on the pavement sharply at slow speed.

### **Car or Motorcycle Approaching in your Lane**

- Sound your horn.
- Brake sharply.
- Steer for the side of the road or the ditch.

### **Jammed Gas Pedal**

- Keep your eyes on the road.
- Tap the gas pedal with your foot.
- Try to pry the pedal up with the toe of your shoe.
- Shift into neutral.
- Turn off the ignition. (Do not turn the key to lock, or your steering will lock.)
- Use your brakes.

### **Brake Failure**

- Pump the brake pedal hard and fast, except for vehicles with anti-lock brakes.
- Shift to a lower gear.
- Apply the parking brake slowly and make sure that you are holding down the release lever or button. This will prevent your rear wheels from locking and your vehicle from skidding.
- Rub your tires on the curb to slow your vehicle, or pull off the road into an open space.

### **Skidding**

- Take your foot off the gas pedal.
- Do not use your brakes, if possible.

- Pump the brakes gently if you are about to hit something.
- Steer the car into the direction of the skid to straighten the vehicle out. Then steer in the direction you wish to go.

### **Fire**

- If the fire is small and you have a portable extinguisher, you should attempt to extinguish the fire.
- If you cannot extinguish the fire and it continues to get larger, get away from the vehicle, due to the presence of toxic fumes and the possibility of explosion.
- Never apply water to a gasoline or diesel fire.



Acknowledgement of Receipt of Training

Date \_\_\_\_\_

Provider \_\_\_\_\_

I, \_\_\_\_\_ (name of Provider), acknowledge that I have received Alianza Family Services (AFS) orientation and training covering the following NM Department of Health requirements as specified in NM DDS Policy T-003 dated February 23, 2007 "Training Requirements for Direct Service Agency Staff."

\_\_\_\_\_ (please initial) Aspiration Risk Management Training

\_\_\_\_\_ (please initial) Blood-borne Pathogen Training

\_\_\_\_\_ (please initial) Hazardous Materials Guide

\_\_\_\_\_ (please initial) Fire Extinguisher Training

\_\_\_\_\_ (please initial) Proper Lifting Procedures ("Back Safety Training")

\_\_\_\_\_ (please initial) General Vehicle Safety Precautions

\_\_\_\_\_ (please initial) Transporting Individuals with Physical and Cognitive Disabilities and Behaviors (Assisting Passengers with Disabilities)

\_\_\_\_\_ (please initial) Wheelchair Securement Training

\_\_\_\_\_ (please initial) Emergency Procedures for Disaster Preparedness (Emergency Evacuation Procedures)

Signature of Provider Trainee

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Signature of AFS Representative

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Name of AFS Representative (print)

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*Please turn in completed form to your Alianza Family Services Service Coordinator*