

Risk Management | Fleet Management | OMES.OK.GOV

Oklahoma Driving Considerations

For State of Oklahoma Employees



Objectives

- Become familiar with driver safety facts.
- State employee specific rules and mandates.
- Identify most frequent causes of accidents.
- Understand defensive driving techniques.
- Identify driving hazards.
- Be familiar with basic driver and vehicle safety steps.
- Know techniques on how to prevent accidents.
- Be familiar with the accident vehicle reporting process.



Driving Safety Statistics

- Someone is injured every 14 seconds.



Driving Safety Statistics

- Over two million injuries annually.



Driving Safety Statistics

- A person dies in a crash every 16 minutes.



Driving Safety Statistics

- Motor vehicle accidents are the most common cause of work-related death.



Driving Safety Statistics

- 1 in 4 work fatalities involves a vehicle accident.



Driving Safety Rules



Oklahoma Statutes (O.S.)

- Texting and driving: 47 O.S. § 11-901d
(US DOT - [One text could end it all.](#))
- Distracted driving: 47 O.S. § 11-901b
(e.g. talking on the phone, self-grooming and eating)
- Smoking in state vehicles: 63 O.S. § 1-1523 E
- Operating a vehicle under the influence: 47 O.S. § 11-902





State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Fleet Management Department

Driver Responsibility
Certification

NOTE: This form provides information and requirements for use of a state vehicle.

Any driver authorized to operate a state-owned vehicle must read and comply with the responsibilities outlined herein.

1. General Responsibilities - **Drivers shall not:**

- a. drive or operate state vehicles **WITHOUT** a valid driver license; drivers with an invalid driver license, e.g. revoked, suspended, expired, etc., may be deemed uninsurable by the Risk Management Department of the Division of Capital Assets Management and any losses incurred under such conditions shall be borne by the employing agency;
- b. use the vehicle for other than official state business only (51 O.S. § 152 12.), and outside the vehicle's designated capabilities;
- c. violate any traffic laws; all traffic violation fines shall be the sole responsibility of the driver involved;
- d. allow an unauthorized person to drive or ride in the vehicle (51 O.S. § 152 7.; and 51 O.S. § 155 18.);
- e. transport alcohol, illegal drugs, weapons, or animals in a state owned, leased or rented vehicle unless it is related to the mission of an agency;
- f. operate a vehicle if under the influence of alcohol, any other intoxicating substance or combination thereof (includes any drug or narcotic prescribed by doctor or otherwise), that might affect driver's ability to operate the vehicle (47 O.S. §11-902);
- g. text while driving (47 O.S. §11-901d); engage in other distracted driving behavior, which includes but is not limited to talking on the phone, self-grooming, eating (and 47 O.S. §11-901b);
- h. smoke in state vehicles. (63 O.S. §1-1523 E.), and;
- i. leave the Fleet Card in a vehicle.

2. Fuel Purchases:

- a. Drivers are only permitted to fuel vehicles with **regular** unleaded fuel or the appropriate alternative fuel, i.e. E85, CNG, LPG, etc.
- b. Drivers must not wait until fuel is at a critically low level before fueling, especially in the winter and summer seasons.
- c. Drivers must fuel at Level 3 fuel sites. Level 3 fuel sites can be identified:
 - i. through the Fleet Management Department website: http://www.ok.gov/DCS/Fleet_Management/index.html, or;
 - ii. by swiping the card prior to fueling. If the driver is **NOT PROMPTED** for a PIN and odometer entry, the site is not Level 3.



Reckless Driving Examples

- Excessive speed.
- Ignoring traffic signs and signals.
- Following too closely.
- Not signaling maneuvers.
- Sudden maneuvers.



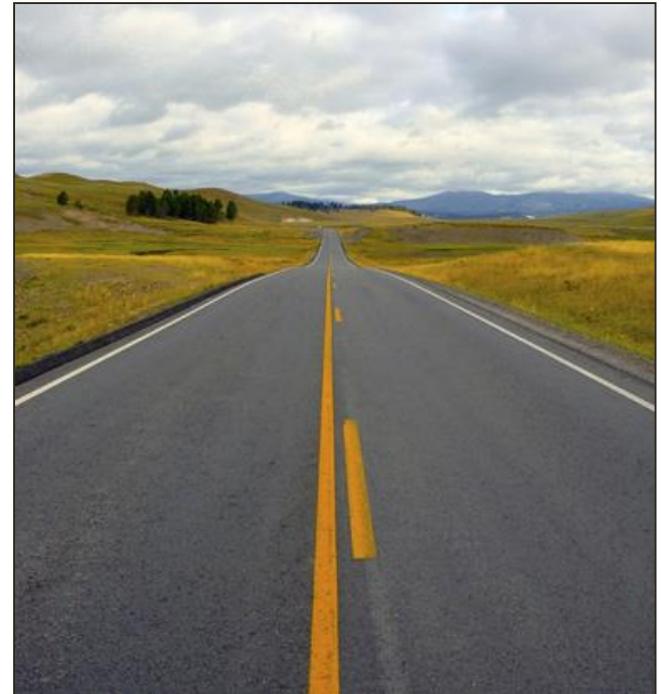
Keep Cool in Traffic

- Allow enough time to get there.
- Check traffic reports.
- Keep your emotions in check.
- Take steps to stay relaxed no matter what.
- Don't provoke other drivers.
- Don't respond to provocations.
- Report aggressive drivers to the police.



Reckless Driving - Avoidance

- Plan your trip.
- Signal your intentions.
- Pass with care and only where allowed.
- Observe posted signs and signals.
- Apply the three-second rule.



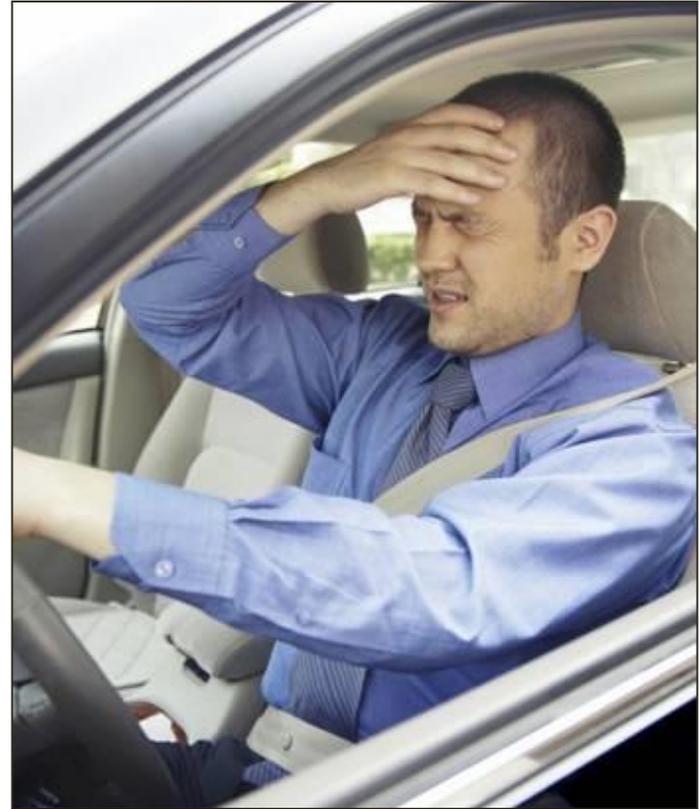
Defensive Driving

- Keep your mind on your driving and your hands on the wheel.
- Scan the road ahead for problems.
- Check mirrors frequently.
- Expect the unexpected.
- Yield to other drivers who are determined to get their way.
- Avoid distractions (cell phone, eating, self-grooming, etc.).



Driver's Condition - Fatigue

- Increases risk of an accident, especially during rush hours, low light and inclement weather.



Driver's Condition - Fatigue

- Rest before travel: take a nap.
- Drink refreshments.
- Stop for breaks during travel.
- Avoid drowsy medications.



Driver's Condition - Substances

Using drugs or alcohol

Alcohol and drugs impair:

- Ability to determine distances.
- Reaction time.
- Judgment.
- Vision.

Remember:

- Only time, not coffee, will sober you up.
- Ride with a designated driver.



Driver's Condition - Limitations

Physical Limitations

- Broken leg or arm, e.g., body part in a sling.
- Consult with physician.
- Adjust driving patterns and schedules.
- Ride with a designated driver until recovery.



Pre-Drive Inspection

- Walk-around inspection.
- Tires.



Pre-Drive Inspection

- Leaks under vehicle.



Pre-Drive Inspection

- Windows clean.
- Windshield clean.
- Wipers in good condition.
- Windshield fluid checked.



Pre-Drive Inspection

- Defrost windows.
- Clear all windows of frost and snow before driving.
- To prevent window cracks, do NOT use hot water or wipers. Instead:

1. Start the vehicle.
2. Set defrost to heat.
3. Set fan to maximum.
4. If equipped, turn on rear window defrost.



Pre-Drive Inspection

- Mirrors properly adjusted.



Pre-Drive Inspection

- Lights working properly.



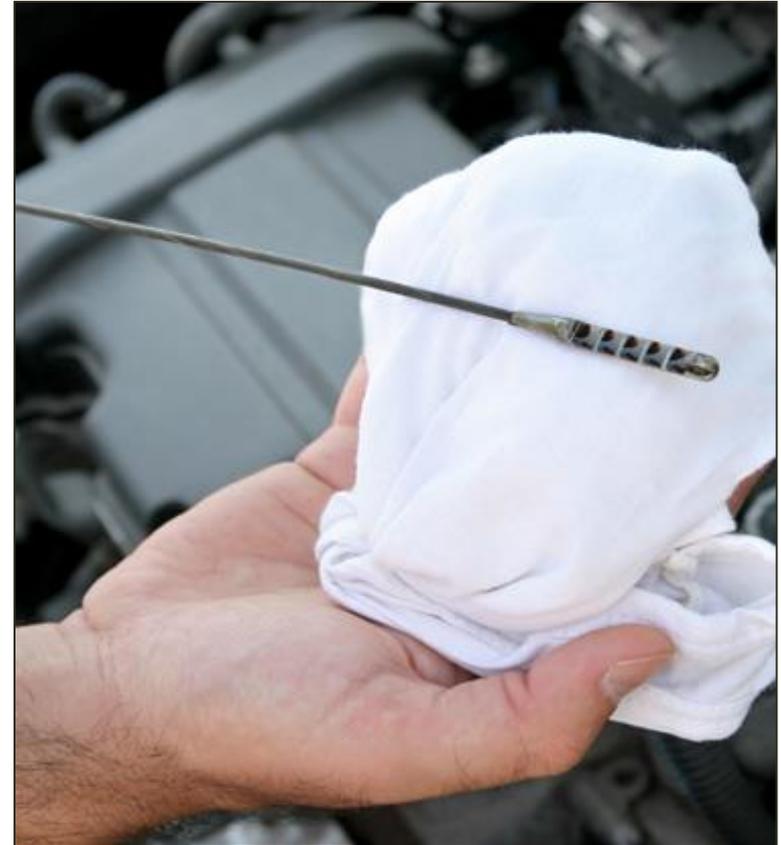
Vehicle Maintenance

- Regular tune-ups.
- Oil changes.



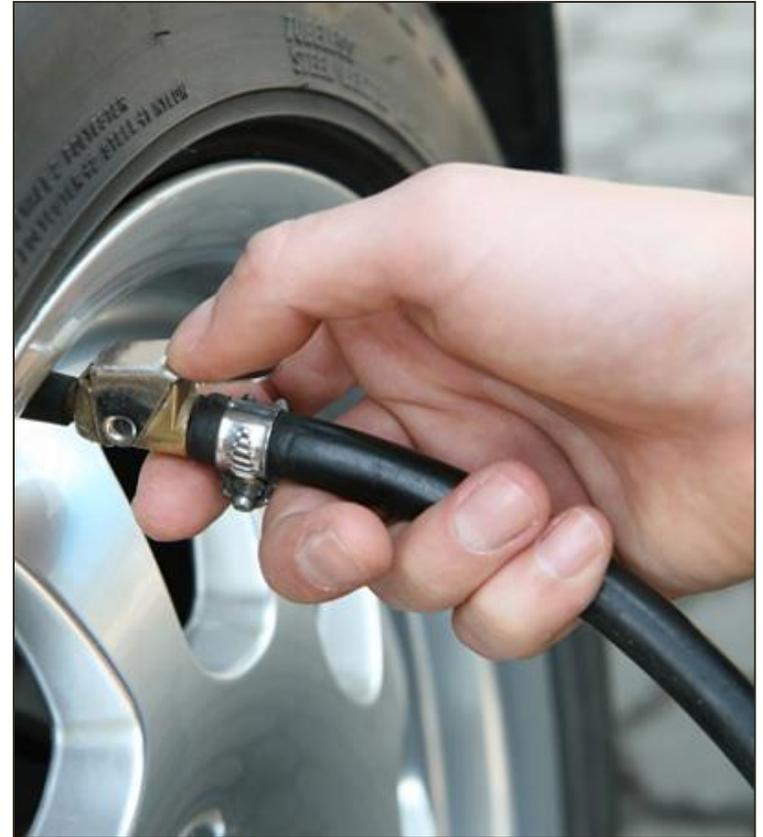
Vehicle Maintenance

- Fluid levels.
 - Coolant
 - Brake
 - Power Steering
 - Windshield
- Brakes.



Vehicle Maintenance

- Tire tread, pressure and condition (e.g., no cracks).
- Spare tire pressure check.
- Tire changing tools in the vehicle.



Vehicle Maintenance



- Car battery.
- Roadside assistance contact information (if subscribed).



Carrying a Load?

- Don't overload your vehicle.
- Make sure everyone has a seat and a seat belt.
- Make sure cargo is properly secured.
- Be certain your vision is not blocked.
- Keep heavy and sharp objects in the trunk.



Seat Belts

- Have saved hundreds of thousands of lives.
- Prevent crashing into steering wheel, dash or windshield.
- Keep you inside vehicle.
- Protect body organs.
- Improve chance of remaining conscious.
- Keep you behind the wheel if you have to swerve or brake suddenly.



Driving Hazards:

- Dangerous conditions**
- Adjustment to weather**
- Rain**
- Flooding**
- Earthquakes**

Dangerous Conditions

- Visibility decreases.
- Braking distance increases.
- Control of the vehicle decreases.
- The risk of accidents increases.
- The risk of breakdown increases.



Adjust to Weather & Road Conditions

- Slow down.
- Turn on lights and wipers.
- Increase following distance to four seconds.
- Avoid puddles.
- Beware of misty rain after a dry spell.
- Be prepared to handle a skid safely.
- Beware of icy patches.



Rain

Driving considerations.

- Reduce speed.
- Use windshield wipers and headlights.
- Use the defroster.
- Be careful in light rain.
- Brake gently when roads are wet.
- Slow down for large puddles.
- Pull over if you can't see well.



Flooding

Driving considerations.

- Major cause of highway deaths.
- Engine could stall.
- Never drive through floods.
- Leave the car for higher ground.



Winter Weather

Driving considerations day and/or night.

- Clear windshield completely.
- Use wipers, defroster and headlights.
- Reduce speed.
- Brake gradually.
- Watch for ice.
- Drive defensively.
- Research what the recommended technique is for your vehicle when it skids.
- Wear yellow-/orange-tinted sunglasses.



Earthquakes

Driving considerations.

- Slow down gradually.
- Don't stop near things that could fall on you.
- Watch out for road cracks, mud or rock slides.
- Stay in your car until shaking stops.
- Consider surroundings, i.e., bridges, overpasses and interchanges.



Avoid Collisions

- Head-on collisions.
- Hit from behind.
- Hitting the driver in front.
- Side collisions.



If You're Involved in an Accident

- Move to the side of the road and turn off the ignition.
- Perform a first-aid check.
- Call the police (if on a public road).
- Collect insurance and registration information, and get a copy of the police report.
- Take photos of the site of impact, location and surroundings.
- Don't point blame or discuss fault.



Key Points to Remember

- Know the driving hazards you can face on the road.
- Maintain your vehicle in good condition.
- Always wear a seat belt.
- Follow traffic rules and obey signs and signals.
- Be a safe and defensive driver every day.

