



# SCHOOLS INSURANCE AUTHORITY

**Attention: Risk Management, Warehouse, Nutrition Services, M&O, Transportation**

## Safety Bulletin: Driving Safety March 2025

Whether you are driving for your district or driving on your personal time, take precautions to keep yourself safe on the road.

**Manage time and speed** – Determine your route ahead of time and allow for delays due to weather conditions or road construction. Being in a hurry creates stress and may compel you to make risky moves to make up time.

**Stay calm and focused** – Make the demands of driving a priority. Avoid distractions and pull over, if appropriate, to check routes or instructions. If you encounter a hostile driver, avoid escalating the situation and keep a safe distance.

**Check your vehicle** – Inspect your vehicle before you begin your trip. Ensure tires are inflated and front and rear lights are working. Be familiar with basic dials and buttons of the car so you are not distracted looking for the wipers or how to defrost. Check with your supervisor for district pre-check requirements.

**Check blind spots** – Adjust mirrors prior to leaving. Be diligent in checking your mirrors prior to turning, changing lanes, and entering or exiting roadways. Stay alert to your surroundings.

**Be cautious in parking lots** – Use extreme caution in parking lots. Pedestrians, especially children, are unpredictable and may be difficult to see from behind other cars. Take your time reversing and maneuvering in crowded parking lots.

**Know emergency procedures** – Know what to do in the event of an accident. Be familiar with how to contact emergency services and how to use basic first aid. Contact your supervisor and exchange information with other parties. Understand and follow your district's procedures.

**Manage fatigue** – Good sleep is essential for all functions of our life and is especially important for safe driving. The risk of fatigue-related accidents increases with extended driving hours so take breaks and rotate driving when possible.

*SIA has an [After an Accident](#) brochure you can download from our website to help gather the necessary information following an accident.*