

# Safety Tips

# Rules Of The Road



## For Drivers of Nassau BOCES Vehicles and Drivers of Personal Vehicles on Nassau BOCES Business

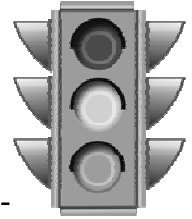
**Driving on business for Nassau BOCES is both a privilege and a responsibility, especially if you are a driver of a vehicle with the Nassau BOCES logo. As such, you are identifiable to the public, and you are representing our agency to the public at large, on the roadways that you travel.**

1. In order to drive on business for Nassau BOCES, you must possess a valid **New York State Drivers License** of the appropriate class for the vehicle you will be driving and you must carry that license at all times when operating a motor vehicle. You are required to report any suspension or revocation of your license to your supervisor before driving on business for Nassau BOCES. Failure to report a change in license status may result in disciplinary action.
2. As a driver of a Nassau BOCES vehicle or if you are using your own vehicle on Nassau BOCES business, you are required to follow all laws, regulations, traffic signals\* and signs, speed limits, and parking rules, at all times while driving. In addition, you are expected to be courteous to fellow drivers on the road, as well as pedestrians. This is of critical importance when you drive from school to school. Most schools are located in residential neighborhoods. There may be children walking to school or playing in the street, as well as other residents going about their daily activities. One moment of carelessness and a short drive can wind up causing serious injuries or can even become deadly.
3. Special precautions are needed around school buses. Slow down when approaching a school bus. If the amber lights are flashing, the bus is about to stop. If the red lights are flashing and/or there is an extended stop arm, the bus is stopped and it is against the law to pass the bus in either direction.
4. Before the initial use of any vehicle each day, walk around and inspect your vehicle for damage, inoperable lights, loose hardware, under-inflated tires or any other condition which may create an unsafe situation. Once you are in your car stay alert. Your primary task while driving is to drive. Do not allow for distractions. Just because you may be an experienced driver, don't think that you can't be involved in an accident. If you are stressed, anxious or angry, change your state of mind before getting behind the wheel of your vehicle. Also, get plenty of rest before you come to work. It is dangerous to drive when you are fatigued or drowsy.
5. If you do experience an accident (an accident is any contact), regardless of the severity, call the police department to the scene to make a report, and exchange identification and insurance information with the other party involved. If you are driving a Nassau BOCES vehicle, you are additionally required to call the Nassau BOCES Transportation Department to the scene to report the accident and you must submit an accident report to the Transportation Department, as well. Drivers of Nassau BOCES vehicles who are involved in preventable accidents may be required to take a driver refresher course.
6. Any time a Nassau BOCES vehicle has a mechanical breakdown on the road, the Transportation Department must be notified immediately in order to facilitate the safe transport of that vehicle to the Nassau BOCES Transportation Department garage. No Nassau BOCES vehicle is to be left on the road unattended where it can create a safety hazard for other traffic, or where it can be vandalized or damaged.

## SAFE DRIVING TIPS

- **Wear your seat belt** - it protects you by absorbing the forces of a crash, it helps you stay in control of your vehicle by keeping you in your seat, and...**IT'S THE LAW!**
- **Plan your route in advance** and leave ample time to get from one location to another.
- **Concentrate on driving** - not on passengers, cellular phones (usage must be hands-free only with no texting), smoking, or other distractions.
- **Obey traffic signals\* and signs.**
- **Obey the speed limit.**
- **Signal what you're going to do** several hundred feet before turning or changing lanes in ample time to warn oncoming or following vehicles of your intent.
- **Keep an eye on what's ahead of, next to and behind you:** hazards, brake lights, careless drivers.
- **Slow down in adverse weather conditions.**
- **Maintain a safe distance from the vehicle ahead of you** by staying at least one car length behind for every 10 miles per hour of driving speed.
- **Pass only in passing zones** and only when you can see plenty of clear road ahead. Be aware of blind spots when changing lanes and passing.
- **Respect pedestrian right-of-way** in crosswalks.
- **Don't block intersections.**
- **Use your horn only in emergencies** to make others aware of your presence.
- **Keep your windshield and dashboard clean** and clear of all foreign objects, inside and out. Also, ensure that windows, headlights, taillights and windshield wipers are clean and operational at all times.
- **Never park in "No Parking" or "Handicapped" zones** unless authorized. Also, do not leave your vehicle unattended with the key left in the ignition. Always lock your vehicle when not in use.

- \* **Red light running** has become a major concern. Running a red light is dangerous. Being in a hurry or running a red light for any other reason is no excuse. Nassau County has instituted a red-light camera program to change driver behavior. Tickets are only issued for vehicles entering the intersection after the light has turned red. No tickets are issued for vehicles entering the intersection on a green or yellow light, even if the vehicle is waiting for oncoming traffic to stop before completing a left-hand turn. Photos are taken only of vehicles breaking the law on public roads. Drivers can avoid photo enforcement by not breaking the law. Tickets and fines received by Nassau BOCES for running a red light are the responsibility of the driver.



DISCLAIMER: This Safety Tips Sheet is being provided for educational purposes only and addresses common reasons for accidents. It is not intended to imply fault or negligence on the part of any employee. It is the law, policy, and intent of Nassau BOCES to provide a safe and healthful workplace. However, the basic responsibility for safety and health rests with all BOCES employees. The measures contained herein can help employees to ensure their safety.

Although the information and recommendations contained in this Safety Tips Sheet have been compiled from sources believed to be reliable, the Office of the Nassau BOCES Safety Coordinator makes no guarantee as to the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

**For more information call the Safety Hotline 396-2400.**