



JUNE IS NATIONAL SAFETY MONTH

Fleet and Transit Services is focusing on "Safety First" as we kick off a Campaign for Safety directed toward campus departments who use or own University vehicles. As a member of the National Safety Council, Fleet and Transit is promoting safety awareness for campus drivers. The theme for this year's Safety Month is *"Safety where we Live, Work and Play"* which reflects the need for injury prevention awareness in the workplace, in our homes and communities, and on our roads and highways. Our primary focus is to bring safety awareness to all of our campus vehicle users and to promote safety while driving on and off campus. In order for this Safety campaign to

successful it requires everyone to participate, support and share these important safety messages

Injuries can happen every day, everywhere we go. Each year, 20.7 Americans suffer disabling injuries. Let's make the month of June a time when all employees and their families stop to consider some of the simple measures we can take to prevent them. Our goal is to educate, protect and influence campus departments to adopt and enforce safety practices that prevent and mitigate injuries and business losses at work. Ensure that all employees are safe as they travel the campus, the surrounding campus community and on our roads and highways.

FEATURES

- 1 Defensive Driving Tips**
These tips could save your life or the life of someone you love.
- 2 Managing Driver Distraction**
What are you doing while you're driving?
- 2 Seat belt Safety Reminder**
- 3 Safe Fueling**
Gasoline ignites easily and burns vigorously.
- 4 Watch the Road Campaign**
On campus streets & surrounding communities.
- 4 GEM Vehicle Safety**
Helpful reminders
- 5 Night Driving**
Extra precaution is needed.
- 6 Preventing Falls in the Workplace**
Safety at work & at home

DEFENSIVE DRIVING TIPS

BY JUNE DICKSON

Before you drive, perform all required pre-trip inspections. If not required, do a quick walk around and check tires and tire pressure, lights, signals and brakes. Report any mechanical problems to a supervisor or Fleet Services.

- ♦ Always wear your seat belt and insist that passengers buckle up.
- ♦ Make sure all items inside the vehicle are secured.
- ♦ Plan your route. Leave adequate time to reach your destination.
- ♦ Get the "big" picture. Always maintain good vision ahead and around your vehicle.
- ♦ Anticipate the mistakes or unsafe maneuvers of other drivers. Anticipate potential hazards.
- ♦ Never exceed the posted speed limit. Drive at a speed which is safe for current weather conditions.

- ♦ Maintain a safe following distance (At least 2-4 seconds) between you and the car ahead.
- ♦ Be cautious of pedestrians and bicyclists in cross walks, driveways and parking structures.
- ♦ Do not insist on the right of way. Be courteous.
- ♦ Be extra cautious around construction sites. Take notice of workers and speed reduction signs.
- ♦ Never drive under the influence of alcohol or drugs even prescription or over the counter.
- ♦ Never drive when very tired or emotionally upset.
- ♦ Remain alert and responsive.

Defensive driving is all about being prepared before, during and after each trip. An aware driver is a safe driver. Remember **"SAFETY FIRST"**!

MANAGING DRIVER DISTRACTION



BY JUNE DICKSON

Distracted driving - what does this mean?

"when a driver is delayed in the recognition of information needed to safely accomplish the driving task because some event, activity, object or person shifts the driver's attention away from driving."

How do distractions affect driving ability?

- Drivers react more slowly
- Drivers often fail to recognize potential hazards
- Drivers reduce their "margin of safety"

The issue of driver distraction has in recent years, received increasing attention from the public, government, industry and safety agencies. Initially, concern was focused on the use of cell phones when driving, but it is now recognized that the issue is much more complex. There is increasing recognition that sources of distraction both inside and outside the vehicles are diverse, and their potential impact on the safe operation of a vehicle is varied.

Who's at risk?

Everyone is at risk from their own potential distractions while driving, as well as from other distracted drivers sharing the road. NHTSA estimates that 25% of all crashes involve some form of driver distraction.

The most common distractions are:

- Talking with passengers
- Changing radio stations or looking for CDs or tapes
- Eating or drinking
- Talking on a cell phone
- Referring to a map or directions



Follow these tips to prevent crashes due to distracted driving:

It's understandable that drivers will talk with passengers, but it is best to avoid very emotional conversations while driving.

Make adjustments to vehicle controls—such as radios, air conditioning, or mirrors before beginning to drive or when the vehicle is not in motion. This is especially important when renting a vehicle; make sure you are familiar with all vehicle controls prior to departing. Plan your route before driving. If you need to refer to a map while driving, pull over to a safe location before reading the map or ask a passenger to read the map and help navigate.

While driving, cell phones should only be used in emergency situations. For cell phone conversations, pull over to the side of the road or wait until you reach your destination.

Don't reach down or behind the driver's seat to pick up items from the floor while driving. Maintain your focus on driving safely; try to minimize unnecessary diversions.

SEAT BELT SAFETY REMINDER

The "Click it or Ticket" campaign has been an important reminder to buckle up for each and every trip no matter the distance, because as you know accidents can happen anywhere at any time. Don't let this be a short term habit, make this an everyday habit.

Who hasn't heard the phrase "Buckle Up"? Everyone has and everyone realizes (or should) that it is the best way to protect yourself from serious injury or death in a motor vehicle accident.

The cost of unbuckled drivers and passengers goes beyond those killed and the loss to their families. We all pay for those who don't buckle up in higher insurance costs, higher health care expense and lost productivity.

It doesn't matter if you drive a sedan, van, truck or a GEM, you are **required** as a driver of any vehicle to wear seat belts. On-campus or off-campus, safety is important for staff, faculty, students and the community as well. If you see your

co-worker not wearing their seat belt, remind them. Be Responsible... Be Safe.

Seat belt flyers are available for distribution to your staff. Please contact the Business & Compliance Coordinator at: jdickson@ts.ucla.edu



SAFE FUELING

A few safety tips that will help you fuel your unleaded vehicle safely wherever you may be.

BY TIM PFRIMMER

Although fueling islands may be busy and full of signage, pay close attention to all safety postings; like emergency cut offs, emergency exits and routes, traffic direction, etc. Ultimately these measures have been designed for your safety, in case there is an emergency or to provide general directions. Establishing a routine when you fuel your vehicle and being consistent, will help prevent costly errors.



For starters, know which side of the car your fuel tank is located. Although most new stations have hoses designed to reach the far side of a standard vehicle, newer vehicles have an indicator on the actual fuel gauge. If you were not aware of this, check the gauge a little closer next time and test the hose length at your regular fueling spots. Always pull to the forward pump whenever possible, it is not only courteous allowing others to fuel simultaneously, but it is also easier to maneuver after completing your transaction. If you track your gas mileage,

“When fueling...always turn off your ignition, remove your keys, and put your vehicle in park.”

check your odometer reading before turning the ignition off. Always put your vehicle in park, turn off the ignition, and remove the keys.

Once you exit the vehicle take everything needed to complete your transaction

(wallet, purse, keys, trash, etc.), and close the door. Closing the door is important because it helps remind you

The hose is designed to prevent over filling and by continually clicking the nozzle you are bypassing the internal controls and possibly filling up the supply hose and not necessarily your vehicle.

not to re-enter the vehicle while fueling as you can create static electricity upon re-entrance, which could lead to a fire.

When you remove your gas cap, place it in the same place each time so that you remember to replace it before leaving. Forgetting to replace the gas cap is a common mistake and can be costly, as well as an environmental hazard. Fuel spillage can wreak havoc on a paint job, create nauseating fumes (usually directly behind the driver), and add to the green house effect and global warming.

No Smoking in the fueling area! This is for your safety as well as others, the fuel island is a volatile environment already, don't make it worse.

When filling containers, first make sure the containers are approved for the type of fuel you are pumping. Ground the containers wherever possible, and if

grounding is not feasible place the containers on the ground before filling, don't fill them in the back of a truck, the back-seat nor in or on top of a trunk.

Don't top off you tanks. The hose is designed to prevent over filling and by

continually clicking the nozzle you are bypassing the internal controls and possibly filling up the supply hose and not



necessarily your vehicle. The built up fluid may spill out while you are using it, or when the next patron goes to fill up. If you do spill, either clean it up or notify someone who will. A fuel spill on the slick fuel island surface can be dangerous to all.

Avoid using cell phones in the immediate fueling area as you can easily be distracted, remember that this is a heavy traffic area, and there have been reports about static electricity problems resulting from cell phone use.



Deposit trash in the receptacles provided, keeping the site clean and always return amenities such as hose reels and squeegees to their proper places. This enables others to utilize them and keeps them in good condition. Watch out for other moving vehicles, and always be aware of your surroundings. Replace your gas cap; check the immediate area to assure a safe departure, before reentering your vehicle. Reset your trip meter and you are on your way! Routine completed. Remember it...practice it...and **SAFE FUELING!!**

WATCH THE ROAD

As part of the Campaign for Safety, Transportation Services (TS) has partnered with the City of Los Angeles in joining the Watch the Road program. Watch the Road is an educational awareness program designed to reduce the bad behaviors of roadway users in Los Angeles County which contribute to traffic accidents. The mission of Watch the Road is to "Improve traffic safety and mobility in the Los Angeles region by informing motorists, bicyclist and pedestrians about "good roadway user" behavior."



**Wearing a windshield.
Now that's uncomfortable.
Buckle up!**

Watch the road.



**Warning:
Life is important.
Drive Responsibly.
Watch the road.**

watchtheroad.org

OPERATION TRAFFIX

Over the past five years, Los Angeles County roadways claimed more than 3,550 lives, injured another 440,000 and impacted thousands of families. These deaths and injuries were the result of traffic accidents, and for the most part, were caused by our own inattention, driving too fast and aggressive tendencies. But these bad behaviors that caused these injuries and deaths can change. This is the goal of the Watch the Road program. TS is bringing this program to UCLA to promote safe driving practices. Look for these important messages in the Daily Rental Office, in Campus Express buses, the Daily Bruin (print and on-line) and Bruin Walk.com.

GEM VEHICLE SAFETY

The Department of Motor Vehicles designates the GEM as a "vehicle", therefore everyone must remember that all applicable laws and regulations in the California Vehicle Code apply. Drivers and passengers should remember while traveling in these vehicles, that they must comply or risk being ticketed. Infractions you receive due to negligent driving or lack of regulation compliance will negatively effect your driving record, so save yourself some hassle, some embarrassment, and some money! GEMs have become a common mode of motorized transportation on campus, so please take note of the following information.



Safety & Compliance

- ♦ Seat belts are to be worn at all times.
- ♦ Only travel on roadways that have a posted speed limit of **of 35 mph or less**.
- ♦ Turn signals are to be utilized.
- ♦ Pedestrian traffic on sidewalks and internal campus streets has the right of way and should be treated with consideration and patience.
- ♦ Adhere to designated paths and roadways.

Care & Maintenance

In order for the vehicle to perform correctly you also need to remember to take care of it by checking the fluids and battery condition monthly. Top off all fluids with the appropriate flu-

ids, including distilled water. Have the brakes professionally inspected at least every four (4) months to ensure a safe running vehicle.

What if your GEM is not working and you are wondering what happened. Check the following:

- ♦ Is it fully charged?
Remember to charge your battery as often as possible, it'll keep you out of trouble most of the time.
- ♦ Did you release the parking brake?
- ♦ Is the floor mat or something stuck under the pedal?
- ♦ Did you check the mode switch to make sure you are not in Turf mode (14 MPH max)?
- ♦ When checking the vehicle battery life, if the display reads below 25 the battery pack should be recharged as soon as possible.

Continued on page 5

NIGHT DRIVING

For those of you campus drivers who work at night, you have to be especially careful when driving around campus and to and from work. Night driving is more challenging and dangerous than many people realize. The likelihood of being involved in an accident is three times greater at night. Not all accidents at night can be blamed completely on poor visibility; glaring headlights, vehicles speeding by, poor depth perception and fatigue can also contribute to night-vision problems. Since vision is limited in darkness, such things as peripheral vision and color contrast are compromised. Lane lines and worn or non-reflective signs can also confuse motorists in the dark. If you have to drive on freeways,

drivers often have a hard time seeing signs and exiting off the freeway ramps. Speed also plays an important role in night-vision driving impairment. With an increase in speed, the time it takes to react appropriately to visual stimulus decreases.

The National Safety Council recommends the following:

Prepare your car for night driving. Clean headlights, taillights, signal lights and windows (inside and out) once a week, more often if necessary.

If there is any doubt, turn your headlights on. Lights will not help you see better in early twilight, but they'll make it easier for other drivers to see you. Being seen is as important as seeing.

Reduce your speed and increase your following distances. It is more difficult to judge other vehicle's speeds and distances at night. Don't overdrive your head-



lights. You should be able to stop inside the illuminated area. If you're not, you are creating a blind crash area in front of your vehicle. If an oncoming vehicle doesn't lower beams from high to low, avoid glare

by watching the right edge of the road and using it as a steering guide.

Do not drive if you are tired or sleepy, your reaction time and judgment will be impaired.

If you have car trouble, pull off the road as far as possible. Warn approaching traffic at once by setting up reflecting triangles near your vehicle and 300 feet behind it. Turn on flashers and the dome light. Stay off the roadway and get passengers away from the area.

Observe night driving safety as soon as the sun goes down.

Twilight is one of the most difficult times to drive, because your eyes are constantly changing to adapt to the growing darkness.

GEM SAFETY (Continued from page 4)

The following is a brief list of the fault codes that you may see on the dash display; please keep this handy for future reference.



CODE	ISSUE	RESOLUTION
- 04	Parking brake engaged	Fully release parking brake
- 06	Pedal depressed, no direction selected	Release pedal, select direction
- 11	Pedal depressed at key on	Release pedal
- 15	Battery voltage too low	Charge the vehicle
- 16	High voltage on battery pack	Turn on headlights for 30 seconds, then cycle key switch

Contact FTS

**24-Hour
Emergency Info**
(800) 825-2963

**Accident
Reporting**
(310) 825-5977

**Daily Rental
Program**
(310) 825-5977

**Fleet
Maintenance**
(310) 825-3250

**Vehicle
Procurement**
(310) 206-4784

**Transit
Operations**
(310) 206-2908

**Heavy Duty
Maintenance**
(310) 825-5683

E-mail/Internet
fts@ts.ucla.edu

**Central
Administration**
(310) 825-8374

PREVENTING FALLS

in the work place

Who's at risk?

If you walk, you're at risk. Slips, trips, and falls happen in every workplace, from corporate environments to manufacturing plants. However, most fall-related injuries happen in the service industry.

Follow these tips to avoid serious injury from a fall:

- ♦ Keep all aisles, stairs and walk ways free of clutter.
- ♦ Open cabinet drawers are a tripping hazard; keep them closed when you're not using them.
- ♦ Turn on the lights before you enter a room. And report any burned-out bulbs as soon as possible.
- ♦ Always use handrails on the stairs, and take one step at a time.
- ♦ Broken stairs or loose stair coverings? Report them right away!
- ♦ Make wide turns around corners, so you can see who's coming.
- ♦ If you spot a spill, clean it up or report it immediately.
- ♦ Don't overload - take only what you can carry comfortably, and make sure you can see over it.
- ♦ When walking on a wet or slippery surface, slow down, take small steps, and keep a hand free for balance.
- ♦ Wear the right shoes for the job, and keep the soles clean for better traction.

HOME SAFETY CHECKLIST

Any time is a good time to take a fresh look at the safety of your home. Use your common sense and the following checklist to help evaluate home hazards and safeguard your family.

Inside the house:

- ♦ When was the last time you tested your smoke alarms? Changed the batteries?
- ♦ Do you have a fire escape route for your family?
- ♦ Do you notice any frayed wires, wires under carpets, loose plugs or gas smells around pipes or appliances?
- ♦ Do your throw rugs have non-skid padding under them?
- ♦ Do your staircases have handrails and slip-resistant floor coverings?
- ♦ Is there a bath/shower mat near the bathtub or shower?
- ♦ Are household cleaning products and medications kept out of children's reach? Do they have childproof caps?
- ♦ Do you have a carbon monoxide detector in your home?
- ♦ Is the number of your local poison control center posted near every phone?

Outside the house:

- ♦ Uneven ground? Level problem

areas or mark them to prevent a fall.

- ♦ Are flammable materials, such as gasoline or oil-soaked rags, in appropriate containers?
- ♦ Have you inspected your over head garage door lately? Do you keep the garage door down and locked at all times, even if you are inside the house or in the yard? Is the automatic reverse mechanism working properly? Test it monthly!
- ♦ If you have a swimming pool, does it have a locked barrier to keep kids out when no adults are around to supervise them?

Quick Tips...

- ♦ Avoid repetitive stress injury by keeping wrists in a neutral position and strike keys lightly.
- ♦ 25% of emergency room visits could be avoided if you know basic First Aid and CPR. Take a First Aid/CPR class.
- ♦ Keep the number of your local Poison Control Center (PCC) or the national toll-free number (800-222-1222) near your phone. The national number will automatically connect you to the nearest PCC.

SOURCES

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