**INATTENTION**

## TWO HANDS ON THE WHEEL

Don’t ignore the basic defensive driving technique of “two hands on the wheel.” Here are a few instances of not keeping your hands on the wheel and the potential results:

* **Reaching for cell phone:** A head on collision
* **Shuffling papers:** Going into a ditch
* **Reaching for a cigarette lighter:** Rear-ending another vehicle
* **Dropped lighted cigarette on seat:** Right angle collision
* **Texting:** Another rear-ender
* **Thumbing through notes for next stop:** Hitting a parked car

DRIVING IS A FULL TIME JOB

Keep your mind on driving at all times. Good driving requires constant attention and complete concentration. Check out these examples of inattention and potential results:

* **Looking for street address:** An intersection accident
* **Thinking about next call:** Rear-ending a vehicle
* **Checking house numbers:** Hitting a car backing out of a driveway
* **Bee in vehicle:** Traveling off of the road

**Increase attention and reduce the risk of an accident by practicing the two fundamentals: keep both hands on the steering wheel at all times and keep your mind on your driving.**

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| Discuss recent incidents (if any): |
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| Seek employee feedback: |
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| Meeting Attended By: |
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| Date: |  | Supervisor’s Signature: |