

WINTER DRIVING SAFETY POLICIES AND PROCEDURES CHECKLIST



DRIVERS: GENERAL SAFETY

- Check weather conditions every two hours
- Share your travel plan with others, including route and estimated arrival time
- If you feel sleepy, pull over and stretch, walk or take a short nap
- Do not engage in any activities that may distract you
- Carry emergency supplies
 - Food and water
 - Warm clothes (gloves, hat, heavy jacket)
 - Pack boots or other shoes suitable for walking in bad weather
 - Blanket
 - Flashlight or headlamp
 - Shovel
 - Sand or kitty litter
 - Tire chains
 - Flares or reflective triangles
 - Brush or snow broom
 - Ice scraper
 - Battery-powered radio
 - First aid kit
 - Medicine (if applicable)

SUPERVISORS: ROUTES AND SCHEDULING

- Plan alternate routes when the forecast calls for inclement weather
- Give drivers extra time for pre-trip inspection, ice and snow removal, and defrosting
- Advise drivers when chains are required along their route
- Contact drivers who miss a delivery window or do not check-in
- Establish who drivers should call if their vehicle is disabled, and in what order (ie. first call dispatch, then call a wrecker)

VEHICLE MAINTENANCE

- WASH VEHICLES MORE FREQUENTLY** – Salt, sand, and road grime can lead to rust damage
- CHECK TIRES** – Tread levels should be well above required minimums and tires should be filled to the recommended pressure level
- Inspect windshield wipers and replace if needed
- Replace batteries with low amperage - battery power declines 50% in cold weather
- Confirm battery box cover is secure and undamaged
- Top up antifreeze and windshield washer fluid
- Inspect exhaust system for leaks
- Ensure defrost system vents properly — check for leaks
- Confirm all lights and signals work properly
- Check slack adjusters and air dryer (if applicable)

DRIVERS: PRE-TRIP

Plan to spend an extra 10-15 minutes defrosting and inspecting your vehicle

- Carry chains (if required)
- Ensure cell phone is fully charged
- Fuel up
- Check windshield washer fluid
- Carry extra bulbs and fuses
- Completely defrost windows before driving
- Remove snow and ice from the vehicle before driving, and pay special attention to lights



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DRIVERS: INCLEMENT WEATHER PROCEDURES

- Turn on headlights
- Keep your phone charged
- Do not drive through moving water deeper than 6 inches
- Stay on major roads when possible
- Check the weather report at least once per hour
- Never let fuel level drop below ¼ tank
- Fuel up every evening
- When parking a vehicle overnight in an area exposed to snow, return 15 minutes after parking and move the vehicle a few feet forward or backward (warm tires can melt snow, which will turn to ice overnight)
- In fog, avoid clinging to the taillights in front of you. Keep a safe stopping distance
- During strong winds, watch for debris and be careful on bridges
- On wet, snowy, or icy roads, increase following distance and slow down (see guidelines below)

DRIVERS: ADJUST SPEED FOR THE CONDITIONS - GUIDELINES AND RECOMMENDATIONS

Remember: Going fast is easy, it's stopping that's a challenge

- On wet roads, reduce speed by ¼
- In hard packed snow, reduce speed by ½
- On ice, drop to 1/3rd of normal speed
- Drive slower in limited visibility, on windy roads, or if you feel fatigued

ELECTRIC VEHICLES

- Cold weather reduces driving range, plan your route to include charging stops
- If the vehicle has a pre-heat function, set it to warm the interior before you unplug it in the morning
- Charge the vehicle as often as possible when not in use

DRIVERS: BREAKDOWN POLICIES AND PROCEDURES

If your vehicle is stuck or disabled:

- First contact your supervisor or dispatcher
- Then contact _____
- Deploy flares or reflective triangles near the edge of the road:
 - 15 feet behind your vehicle
 - At 30 ft intervals (about 10 paces) behind the first placement
- If you do not have flares, tie a colorful cloth to your antenna and turn on your dome light
- Avoid carbon monoxide poisoning by ensuring your tailpipe is clear of snow and run your heater only long enough to keep warm (10 minutes maximum). Crack the windows slightly.
- Move around to keep warm (clap hands, move arms and legs)
- Do not travel more than 100 yards from the vehicle

AVOIDING OUT-OF VEHICLE INJURIES

- Use 3 points of contact when entering/exiting a vehicle, always step down not out
- Wear boots or other slip-resistant footwear
- Walk slowly
- Avoid walking in shaded areas where black ice can form
- Walk the delivery path first and look for icy patches, water, or other hazards
- Carry items in a backpack, or use a hand truck. Keep arms free for balance

