

Driver's Name	Date	Number of Passengers
Trip Destination	Mileage Start	Mileage End

**DRIVER'S SAFETY CHECKLIST: Prior to starting the trip**

Before entering the vehicle, walk around the vehicle and inspect its overall condition.

Check condition of tires and if they are properly inflated.

Look under the vehicle for any fluid leaks.

Look behind the vehicle for any obstructions.

Look under the hood for any loose wires or hoses.

Check the levels of washer fluid, oil, transmission and power steering fluid.

Start the vehicle. Have someone stand outside and test the lights, directionals and brake lights. Look for any broken lights.

Test the brakes by putting the vehicle in gear while holding your foot on the brake. Test the parking brake by putting the vehicle in gear with the parking brake engaged.

Test the horn, wipers, fans and defroster.

Make sure you have unobstructed views of all windows and mirrors.

If driving a bus, test the emergency door, buzzer and lights.

Check that all seats have seat belts and that they are in good condition and the passengers are using them. (Passengers in buses are excluded from this rule.)

Do not exceed the maximum passenger limit for the vehicle.

Vehicle should be maintained regularly and a maintenance schedule should be recorded. Any problems discovered should be recorded and submitted to the owner of the vehicle.

**DRIVING TIPS WHILE ON THE ROAD**

- Require all passengers to remain seated at all times and eliminate distracting activities.
- Monitor all gauges regularly.
- Listen for unusual noises.
- Be aware of changing driving conditions.
- If on a longer trip, make regular rest stops. Reaction time increases when a driver is tired or behind the wheel for an extended period.
- Have two qualified drivers for longer trips.
- Travel with a cellphone and a list of emergency phone numbers.
- Obey posted speed limits.
- Use defensive driving skills: Keep your eyes moving; be courteous to other drivers; use caution; plan ahead; maintain proper following distances; be prepared for the unexpected.

**IN CASE OF AN ACCIDENT**

- Remain calm.
- Assess condition of all passengers.
- Keep all injured persons comfortable, but do not move them.
- If possible, move vehicle from the roadway.
- Administer first aid only if you have had proper training.
- Call for an ambulance, the police department or the fire department. If you are not near a phone, send someone for help or stop a passing vehicle for assistance.
- Write down the names and telephone numbers of any witnesses.
- Cooperate with police and fire department investigators.
- As soon as possible, notify CM Select of the accident, explaining the facts, and providing the names and phone numbers of all witnesses. Claims number: (800) 200-5864 or for new claims, email: [claimsintake@cmselect.com](mailto:claimsintake@cmselect.com).

**EMERGENCY TELEPHONE NUMBERS (in addition to 911)**

Your Organization	Your Destination	Your Pastor
Emergency Contact	State Police or Highway Patrol	State Weather and/or Highway Info

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