

PEDESTRIANS

- Clothing:** Wear something bright when it is dark
- Checks:** Make sure children hold your hand
Make sure animals can't go on the road
- Advice:** Walk on the pavement, not the road.
If you need to cross the road:
- Cross where you can see clearly in all directions
 - Stop just before you get to the kerb
 - Look all around for traffic and listen
 - If traffic is coming, let it pass
 - When it is safe, go straight across the road - do not run

CYCLISTS

- Clothing:** Wear a helmet and bright clothes so people can see you. Don't wear anything that might get stuck in the chain or wheels
- Checks:** Make sure your tires and brakes are in good condition
- Advice:** Use lights at night (back and front)
Keep both hands on the handlebars
Keep both feet on the pedals
Use your bell to let people know where you are
Look over your shoulder before you start cycling
Look ahead for drains and holes and parked cars
- Do not:** Ride close behind another vehicle
Carry anything which will affect your balance or may get tangled up with your wheels or chain
Have more than 1 person on a bike
Hold on to a moving vehicle
Ride if you have drunk alcohol

MOTORBIKES

- Clothing:** Wear a helmet, boots, gloves and strong/thick clothes. Don't wear anything that might get stuck in the chain or wheels
- Checks:** Make sure your tires and brakes are in good condition and that you have enough fuel
- Advice:** Keep both hands on the handlebars
Look over your shoulder before you start moving or change position
Look ahead for drains and holes and parked cars
- Do not:** Carry more than 1 passenger – this person must sit straight with both feet on the footrests
Ride close behind another vehicle
Carry anything which will affect your balance or may get tangled up with your wheels or chain
Ride if you have drunk alcohol
Go too fast

CAR

Clothing: Be comfortable, don't wear anything which will make it difficult to operate the controls

Checks: Always wear your seatbelt (driver and passenger)
Don't drive tired:

- Try not to drive long journeys between midnight and 6am
- Take regular breaks (at least 15 minutes every 2 hours)
- Stop for a sleep if you feel tired. Coke or Red Bull is much better than fresh air or exercise

Make sure you can read a number plate at 20m – if not you need to get glasses
Make sure you have plenty of time for your journey so you don't rush

Advice: Learn to drive properly from a qualified instructor
Use your indicator so people know which way you want to go
Use your horn to warn people you are there
Always stop at red traffic lights
Use your headlights when it starts to get dark – always put them on full-beam unless it will cause problems for other drivers
Always leave a gap of 2 seconds between you and the car in front
Slow down for corners and bends
Always drive on your side of the road unless safely overtaking
Keep both hands on the wheel
Use a low gear when going downhill
Always look over your shoulder before you start driving or change lanes
Slow down if there are children (e.g. near schools/parks), old people or animals.

Overtaking

Make sure there is plenty of time
Make sure there is enough space in front of the vehicle you plan to overtake
Move quickly past the vehicle you are overtaking, once you have started to overtake
Take extra care at night and in poor visibility when it is harder to judge speed and distance
Give motorcyclists, cyclists and horse riders plenty of space

Don't overtake unless you are sure it is safe
Don't overtake on a corner/bend or at the top of a hill

Bad weather

- Rain

Keep far away from the car in front & slow down

- Ice/snow

Do not drive unless very important. Carry a spade, warm clothing, a warm drink and emergency food in case your vehicle breaks down.
Make sure your windows are clear and that your lights are clean
Drive very slowly, especially on corners (slow down before you get to the corner). Steer slowly. Use a high gear. Use gears to slow you down. Brake in a straight line.

- Fog

Use your lights and keep a safe distance behind the vehicle in front. Use your windscreen wipers and demisters.

- Wind

High vehicles (e.g. lorries) are affected most. In open areas, bikes and cars can be affected. Be careful when overtaking.

Do not: Drive at night with sunglasses
Drive if you have had alcohol or take drugs which make you tired/dizzy
Use your mobile phone while driving

LORRIES

Checks: You and your passengers must wear seatbelts
Be extra careful if your vehicle is higher than 3 metres

Before you begin your journey check brakes, lights, tyres, windscreen wipers and washers, horn, mirrors, reflectors, exhaust system, Seat belts and any load being carried

When in the lorry check seat and mirror adjustment, gauges and warning systems are working, the parking brake is applied, the gear selector is in neutral, you have sufficient fuel for your journey, your mobile phone is switched off or diverted to voicemail, the doors are working and are closed

Advice: Make sure you understand the controls of the vehicle, the vehicle size - weight, height and width, handling and brakes
Plan your journey to include adequate rest breaks
Have plenty of fresh air. If you start to feel sleepy, stop and have a strong caffeine drink followed by a 15 minute nap
Use your mirrors and check your blind spots
Don't carry too much weight and make sure it is secure
Always keep to the right unless overtaking slower vehicles.
Slow down in fog, high winds, ice, rain & snow
Use your lights when quite dark or in bad weather
Look for motorbikes, pedestrians and cyclists

Do not: Drive more than 8 hours each day
Drive tired or if had alcohol or drugs which make you tired
Eat a big meal before driving
Drive too fast
Use your cell phone while driving
Be distracted by your passengers
Overtake unless you are sure it is safe
Don't drive close behind a vehicle

BREAKDOWN & ACCIDENT

Get your vehicle off the road if possible
Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
Keep your sidelights on if it is difficult to see
Stand safely on the side of the road
Ask drivers to switch off their engines and stop smoking

Call the emergency services and tell them where the accident is and if anyone is hurt
Move uninjured people away from the vehicles to safety
Do not move injured people from their vehicles unless they are in immediate danger from fire or explosion.
Keep them warm.
Do not remove a motorcyclist's helmet unless it is essential to do so
Stay until the emergency services arrive

Be prepared to give first aid:

A is for **Airway** - check for and relieve any obstruction to breathing. Remove any obvious obstruction in the mouth. Breathing may begin and colour improve.

B is for **Breathing** - if breathing does not begin when the airway has been cleared, lift the chin and tilt the head very gently backwards. Pinch the casualty's nostrils and blow into the mouth until the chest rises; withdraw, then repeat regularly once every four seconds until the casualty can breathe unaided.

C is for **Circulation** - prevent blood loss to maintain circulation. If bleeding is present apply firm hand pressure over the wound, preferably using some clean material, without pressing on any foreign body in the wound. Secure a pad with a bandage or length of cloth. Raise the limb to lessen the bleeding, provided it is not broken.

VEHICLE MAINTENANCE

Make sure these work:	Lights, brakes, steering, exhaust system, seat belts, demisters, wipers and washers
Make sure these are clean and clear:	Lights, indicators, reflectors, and number plates, windscreens and windows
Make sure these are adjusted properly:	Seat, seat belt, head restraint and mirrors
Make sure these are safe and secure:	Items of luggage

If you see a warning light stop and investigate the problem, as you could have a serious fault.

Tyres must be correctly inflated with enough rubber and not damaged. Check the tyre pressure every week when the tyres are cold

When you leave your vehicle:	remove the key and engage the steering lock lock the car close the windows completely never leave children or pets in an unventilated car take all contents with you, or lock them in the boot fit an alarm or immobiliser
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OFF-ROAD DRIVING

Take:	At least two spare tyres Jump leads Fire extinguisher Torch Water to refill your radiator First aid kit Drinking water, fuel and basic food items for emergencies
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Advice:	Know where to find services, fuel, repairs, water, food, accommodation and medical services Travel slowly when passing vehicles on gravel roads. This reduces the chances of a broken windscreen Be relaxed and sit up straight Hold the steering wheel loosely Choose the right gear before entering a difficult section Use 1 st gear on down-hills and try not to use the brakes much To correct a sliding vehicle, turn into the slide and apply some throttle, you will now have to straighten the steering wheel and let off the throttle. Gear selection for up-hill use will usually be 2 nd or 3 rd using steady revs of 2000 If the ground looks very bad, get out and look first to decide which way to go. Also ask someone to watch you. After driving through deep water (or mud), drive a short distance with the brake pedal applied lightly to dry the brakes.
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