



MEMORANDUM

November 14th, 2018

Inter-Facility Transport Staff,

As most of you all know, winter is just around the corner which means it is time to shift into winter driving habits. I have attached a few tips from the "Shift Into Winter" campaign from various government resources including, ICBC, Work Safe and the BC government.

As it outlines road preparedness and various safety tips, even the most experienced and confident driver can have difficulties in winter road conditions.

Your pre-trip inspections should be completed upon your shift start which also have a greater impact on other motorists. A few key items on your pre-trip should be; visible and working vehicle marker lights which include your brake lights, turning signals, four-way hazard lights and headlights, horn, tires and rims and your Roadside Safety Kit. If your Roadside Safety Kit is missing, please inform me immediately.

Patient and staff safety is our number one priority. Defensive driving in winter conditions are extremely important for all motorists. In less than desirable road conditions, allow yourself more breaking distance, decreasing your speed and be aware of all your surroundings.

These tips and the others mentioned below should amount to a safe winter driving season.

Should you have any questions or concerns, please do not hesitate to contact me.

Kind Regards,

A handwritten signature in black ink, appearing to read "Stefan Legal", is written over a horizontal line.

Stefan Legal
Operations Manager
Inter-Facility Transport Inc.



Winter Driving Safety Capsule Tips

Capsule Tips are easy-to-use reminders about winter driving safety for workers. Simply copy and paste the text to a staff email, and/or to internal newsletters, memos, and your intranet (if you have one). You can also post to bulletin boards in lunchrooms and other locations frequented by staff. Each Capsule Tip focuses on a specific aspect of winter driving safety.

Driving in snow

Cold weather and snow can make even the simplest driving task difficult. You simply can't predict how your vehicle – or other vehicles – will react once the white stuff hits.

Some Cold, Hard Facts

- Hard-packed snow on a road can be as slippery as ice.
- Snow can be rutted and full of hard tracks and snow 'gullies' that can throw your vehicle off track.
- Wet snow can make for slushy roads. Heavy slush can build up in the wheel wells and affect your ability to steer.
- Slush and spray from other vehicles can cause sudden loss of visibility.
- Before driving, sweep snow and ice from all parts of the vehicle – mirrors, lights, wheel wells, hood, and windshield. Fully defrost all windows before pulling away.
- On the road, reduce your speed. Keep your eyes on the road, and your hands on the wheel to deal with sudden slush or spray. Give yourself plenty of distance from the vehicle in front – at least four seconds. When approaching an intersection, really slow down. Just a few inches of packed snow can make stopping a challenge.

Whether you're driving for work or pleasure, the above tips will increase your winter driving safety. Feel free to forward them to friends and family.

Driving on icy roads

When the temperature drops below freezing, roads can become icy, making driving difficult. Besides being careful not to slide yourself, you have to watch for others sliding into your path. Learn how to drive on ice before you get behind the wheel. Don't learn by accident. Here are a few tips to increase winter driving safety:

- **Watch for black ice** – a thin layer of transparent ice that forms when the temperature is near freezing. How can you tell it's there? Often, you can't. But if there's ice build-up on your windshield, it's a clue that black ice is probably on the road. Another clue is sections of the road that appear black and shiny. Also, slow down when approaching shaded areas, bridges and overpasses. These sections freeze sooner than others.
- **If you begin skidding**, gradually release pressure from whichever pedal you're using (brake or accelerator). Smoothly steer in the direction you want the car to go. Smooth steering is the key to recovering from a skid.

- **Slow down** – especially when approaching an intersection. It takes longer to stop on ice. As well, watch for vehicles sliding through the intersection. When starting up, accelerate slowly to avoid spinning your wheels.
- **Watch for hills.** Pick a path that provides the most traction – unpacked snow or powder provide a better grip. Observe the cars ahead of you to see where they're spinning their wheels or sliding so you can avoid those spots.