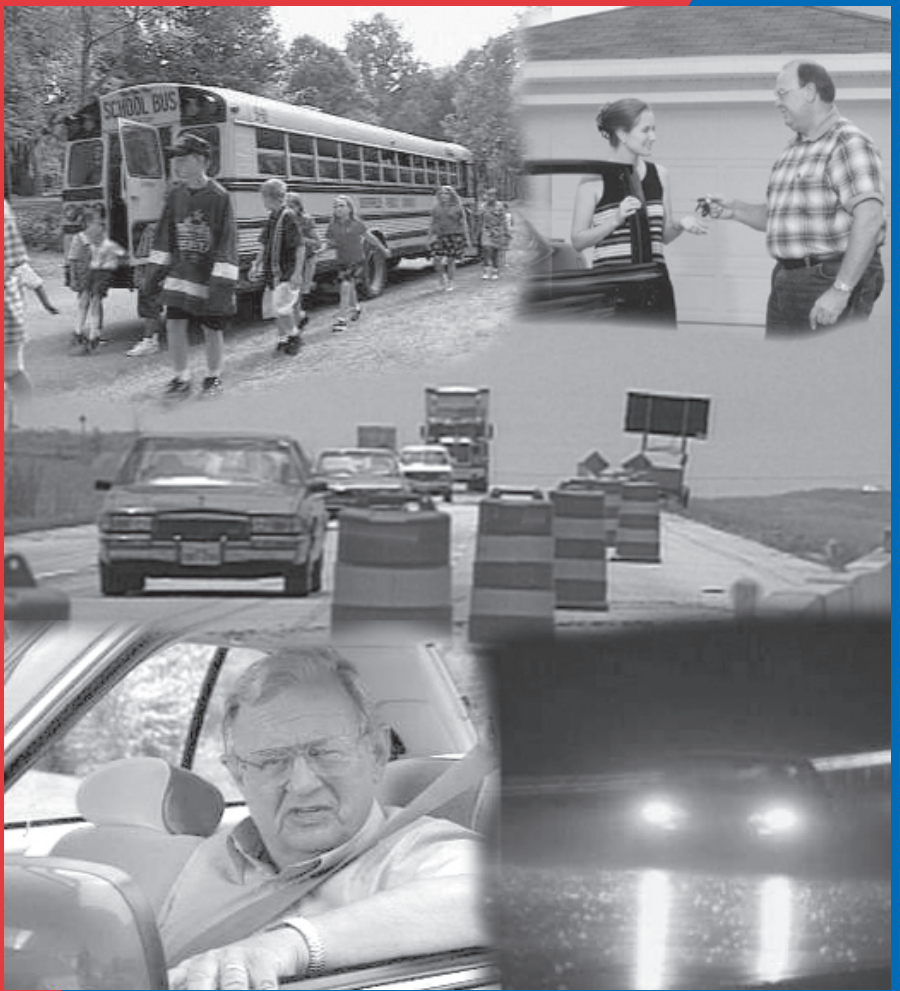


Responsible Driver HANDBOOK



A Comprehensive Guide to Enhance
Your Driving Experience

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INTRODUCTION

RESPONSIBLE DRIVING

Most of us learned how to drive during our teenage years and have been driving ever since. Even after years behind the wheel, how many of us know everything there is to know about being an expert driver?

This guidebook will help refresh your driving knowledge. Keep it in your glovebox and refer to it whenever you have a question about driving techniques. To be a responsible driver, you must keep your driving skills at their very best.

DEFENSIVE DRIVING

Driving to prevent motor vehicle crashes despite the actions of others or the presence of adverse driving conditions—that's defensive driving. Defensive driving demands one to commit to a skilled level of driving.

There's more than just knowing the rules. The defensive driver makes a conscious decision to drive safely. The defensive driver tries to get there safely, not faster than anyone else and not at the expense of others' safety.

Driving is not a contest. Other motorists may cut you off, pass you, turn in front of you or gesture insultingly. Keep your cool—this is not the time to vent your anger or frustration. The roadway is no place to get even.

MASTERING THE BASICS

Avoid driver error: Prevention is the key.

Recognize a hazard: Scan the road ahead, behind and around your vehicle for any road obstacles.

Stay alert: Driving conditions may change.

Understand the action to be taken: If a collision seems likely, anticipate what will happen and decide how to avoid or lessen the crash.

SPEEDING

Speeding reduces the ability to steer safely around curves or objects in the roadway, increases the distance a vehicle travels while the driver reacts to a dangerous situation, and extends the stopping distance.

- ◆ At 20 mph, it takes 19.04 feet to stop.
- ◆ At 40 mph, it takes 76.19 feet to stop.
- ◆ At 60 mph, it takes 171.42 feet to stop.

Increased speed means an increased chance of losing control and crashing. The force of impact is much greater at a higher speed.

- ◆ At 40 mph, the impact is like driving off a four-story building.
- ◆ At 60 mph, it is like driving off a nine-story building. Few people will survive a crash of that magnitude.

Drag racing on public roads is PROHIBITED.

PASSING

It is illegal to pass:

- ◆ On a hill
- ◆ On a curve
- ◆ At a railroad crossing
- ◆ When approaching a bridge, viaduct or tunnel
- ◆ Inside a tunnel
- ◆ When school bus or emergency vehicle lights are flashing
- ◆ Within 100 feet of an intersection
- ◆ In a no-passing zone

Improper passing can result in a head-on collision, a sideswipe or other types of crashes. Passing puts additional wear and tear on your vehicle and consumes more fuel, so be sure passing is necessary and appropriate. Match your driving and your passing speed to the tempo of the traffic around you. If you must pass, follow these instructions:

- ◆ Use turn signals every time you pass to alert other drivers.

- ◆ Know the speed and acceleration ability of your car. It takes about 10 seconds to pass—be sure you have adequate time and space to do so.
- ◆ Maintain the proper three-second following distance—look ahead and behind before passing.
- ◆ Double-check for other traffic approaching—look over both shoulders and in your rearview and sideview mirrors.
- ◆ Change lanes without disrupting the flow of traffic.
- ◆ After passing is completed, return to the proper lane, turn off your signal and maintain normal speed.

STOPPING

- ◆ Make sure your brake lights work to warn the motorist behind you that you are slowing down and stopping.
- ◆ Don't impede the flow of traffic. Always pull off the road if you need to stop.
- ◆ If your vehicle is not equipped with an Antilock Brake System (ABS), you have to manually pump the brakes to prevent wheel lockup.
- ◆ In vehicles equipped with ABS, your foot should remain firmly planted on the brake pedal while ABS pumps the brakes for you.

FOLLOWING

Always maintain a following distance of three seconds, or one car length. For example, three full seconds (count 1001, 1002, 1003) should elapse from the time the vehicle ahead of you passes a fixed object until you pass it.

Leave even more distance between your vehicle and others in adverse driving conditions (such as wet roads, dark skies, foggy conditions, etc.).

YIELDING THE RIGHT OF WAY

Always yield to:

- ◆ Pedestrians
- ◆ The blind pedestrian with a guide dog or cane
- ◆ Any vehicle in an intersection
- ◆ Oncoming traffic when turning left
- ◆ The vehicle on your right if you both arrive at an intersection at the same time
- ◆ Vehicles that arrive before you at a four-way stop
- ◆ All moving public safety vehicles with sounding sirens or flashing lights. Traffic in both directions must pull to the right side of the road, stop and wait until all emergency vehicles have passed before you resume driving.

YIELDING THE RIGHT OF WAY (cont.)

- ◆ All stationary public safety vehicles with sounding sirens or flashing lights. When traveling on a roadway with two or more lanes traveling in the same direction as that of the public safety vehicle, a driver needs to slow down and move as far to the left as the road conditions will allow while passing the public safety vehicle. If it is not possible to change lanes due to the roadway, weather or traffic conditions, you need to proceed with caution and reduce speed to pass the vehicle.
- ◆ Vehicles already on a freeway when you are trying to enter
- ◆ School buses flashing red lights
- ◆ Traffic at merging traffic signs
- ◆ All traffic as you are leaving a parking space
- ◆ Funeral processions

TURNING

To make a proper RIGHT turn, follow these instructions:

- ◆ Check traffic ahead, behind and on both sides.
- ◆ Get into the curb lane well in advance.
- ◆ Signal 100 feet ahead of turn.
- ◆ Begin accelerating smoothly when halfway around a corner.
- ◆ Make a full turn, don't cut it short.
- ◆ Turn into the lane nearest the curb, then change lanes if needed.

To make a proper LEFT turn, same as above, except:

- ◆ Get in the lane nearest the center lane and let oncoming traffic clear—keep front wheels pointed straight ahead until moving into the turn. If another vehicle crashes into yours from behind, you won't be pushed into oncoming traffic.
- ◆ Make a full turn into the lane nearest the center line.

To make a proper U-turn, follow these instructions:

- ◆ Use your turn signal at least 100 feet prior to turning.
- ◆ Check traffic ahead, behind and beside you before turning.
- ◆ If there's traffic in the area, don't make the U-turn; instead make other turns to reverse your direction.
- ◆ Check traffic again before completing final half of turn.
- ◆ Turn into the lane closest to the center line or median.

Note: It is illegal to make a U-turn on a curve, near the top of a hill, if your vehicle cannot be seen within 500 ft. by the driver of another vehicle approaching from either direction, or when a sign prohibiting U-turns is posted.

TAKING CURVES AND CORNERS

Keep to the middle of the lane for both right and left curves. Maintain control by slowing down before entering a curve and accelerating halfway through the curve.

TAKING YOUR VEHICLE OFF THE ROAD TO AVOID A COLLISION

If a crash seems unavoidable and your only option is to get off the road, you may be able to control how you crash to avoid serious injury. Remember these tips:

- ◆ Move to the right to dodge the oncoming vehicle and ease off the accelerator.
- ◆ Once off the road, brake gently if time and space permit.
- ◆ Drive off the road—try not to skid or roll the vehicle by sudden and severe motion of the steering wheel.
- ◆ If necessary, aim to hit something soft to cushion the impending collision, such as bushes, a young tree or shrubs, rather than a telephone pole, building or parked car.
- ◆ If necessary, aim to hit something moving in the same direction that you are, instead of a hard, fixed object such as a parked car.
- ◆ Aim to hit something fixed such as a breakaway pole or fence rather than a vehicle heading toward you.
- ◆ If all other options have failed and a crash with another vehicle is imminent, try to strike the other vehicle with a glancing or side-swiping blow rather than a direct, head-on impact.

SKIDDING

Test road traction by lightly applying brakes to get the feel of the road. Wet leaves, ice, sand, gravel, mud or water can cause skidding. If your vehicle starts to skid, remember:

- ◆ If rear slides left—turn front wheels left to straighten the vehicle.
- ◆ If rear slides right—turn front wheels right to correct the skid.

SKIDDING (cont.)

- ◆ Rear wheel drive—Take your foot off the accelerator and apply slight repeated pressure to the brakes. Never slam on the brake pedal on slick pavement.
- ◆ Front wheel drive—It may be possible to maintain your speed to allow your drive wheels to pull away from the sliding rear end. Do not slam on the brakes.

HYDROPLANING

Hydroplaning occurs when your tires begin riding on a layer of moisture (rain, snow or ice) instead of the road surface. Regain control by:

- ◆ Easing off the accelerator to reduce speed.
- ◆ Not braking—this will cause your vehicle to skid.
- ◆ Increasing your following distance as long as adverse conditions exist.

PARKING

- ◆ Whether you have an automatic or manual transmission, always engage your parking brake.
- ◆ When parked pointing downhill, turn wheels toward the curb.
- ◆ When parked pointing uphill, turn your front wheels away from the curb.
- ◆ When parked on a hill with no curb, turn your steering wheel to the right.
- ◆ Park in well-lit, busy areas to reduce the chance of theft and vandalism.
- ◆ Always lock your vehicle.
- ◆ Observe all surface markings in a parking lot. Do not cut through a parking lot ignoring marked lanes.

FREEWAY DRIVING

Use these special defensive driving techniques whenever you drive on the freeway:

- ◆ When entering the freeway, travel at the posted ramp speed and increase speed so that you can merge smoothly into the flow of traffic.
- ◆ Continuously check traffic for a large enough gap to allow you to safely enter the flow of the faster-moving freeway traffic.
- ◆ Be sure to signal your desire to move into freeway traffic and always yield the right of way to traffic already on the freeway.

- ◆ If you must slow down on the entry ramp, do so about halfway down the ramp, not at the end. In this position, you'll still have space ahead to accelerate before entering the freeway traffic.
- ◆ When you are exiting at the same time another vehicle is entering at a dual-use interchange (a combined entry and exit ramp), be courteous and safe. Slow down to allow the other vehicle to enter ahead of you. This gives the entering car a path of safety to merge into the higher speed lane, and allows you to slow down to the ramp speed.
- ◆ When exiting the freeway, signal intention to exit, move into the proper lane, then start to slow down. Decelerate to the posted ramp speed.

USE OF HEADLIGHTS

- ◆ Headlights should be used from sunset to sunrise. If in doubt, turn them on whenever you have difficulty seeing.
- ◆ Use your lights when it is raining. They help you see and help other motorists see you.
- ◆ Don't use your high beams in fog or when it's snowing because the beams reflect off the fog particles or snowflakes back into your eyes.
- ◆ Ohio law prohibits driving with only your parking lights on.

ROAD CONDITIONS AND HAZARDS

Light

Changing light conditions can greatly affect driving.

- ◆ Slow down for overcast skies, fog, smog, smoke and glare (especially at sunrise and sunset).
- ◆ When the vehicle behind you has high beams on, adjust your rearview mirror to night setting and slow down if you want the vehicle to pass you.
- ◆ Use your sun visor and/or wear sunglasses for extreme sunshine or snow glare. Don't wear sunglasses at night.

Weather

- ◆ Rain, snow, sleet and ice make road surfaces slippery and can obscure lane markings, traffic signage and road markings.
- ◆ Slow down and use low beams in wet weather. Rule of thumb: When you turn your wipers on, turn your lights on.
- ◆ If driving visibility is poor, pull off the road and wait for conditions to improve. Even traveling at 5 or 10 mph risks a chain-reaction collision.

ROAD CONDITIONS AND HAZARDS (cont.)

- ◆ Switch to snow tires or all weather tires in the winter.
- ◆ If you are caught in a snow storm be aware of overexposure and overexertion when trying to free your stuck vehicle. Stay inside until help arrives.
- ◆ Be sure your windshield and windows are thoroughly clear of view-obstructing snow and ice. Use your defogger to increase visibility as you drive.
- ◆ Clean snow, slush and dirt off your headlights and taillights for maximum visibility.

Traffic

- ◆ Watch for heavy and unpredictable traffic around sporting events, shopping centers, churches and schools. Also be aware of pedestrian traffic at these sites.
- ◆ In addition to heavy traffic during peak commuting times, there may also be more traffic—vehicular and pedestrian—at lunch times.
- ◆ Avoid congested areas whenever possible by planning alternate routes. Watch for children and bicycles in school areas.

Time of Day

- ◆ Sunday morning—12 midnight to 2 a.m.—is statistically the most dangerous time to drive because there are more alcohol-impaired drivers sharing the road with you. The fatal collision rate is also several times higher at night than during the day.
- ◆ Don't drive when you are extremely tired, and don't rely on coffee or caffeine pills to keep you awake.

Railroad Crossings

- ◆ Always slow down to go over the uneven pavement surrounding railroad crossings so you have firm control of the vehicle.
- ◆ Check twice in both directions, even if you don't see a train the first time.
- ◆ Make sure conditions for hearing are optimal—turn down your radio and lower your window prior to crossing so you can hear a train.

Construction

Be especially cautious of:

- ◆ Work crews, law enforcement personnel and other pedestrians at construction sites.

- ◆ Heavy equipment which may block visibility. The heavy equipment operator may not see or hear your vehicle approaching.
- ◆ Rough pavement, potholes, building materials or barriers that could cause a collision if in the path of your vehicle.
- ◆ Speed limits in construction zones. Fines are doubled in all construction zones.

School Buses

- ◆ When a bus stops to pick up or drop off children, you must stop at least 10 feet from the front or rear of the bus.
- ◆ If a bus is stopped on a street or road with fewer than four lanes, all traffic in both directions must stop.
- ◆ If a bus is stopped on a street or road with four or more lanes, only the traffic proceeding in the same direction as the bus must stop.
- ◆ The fine for passing a bus can be up to \$500 and a maximum one-year license suspension.
- ◆ The speed limit in a school zone is 20 mph.

AGGRESSIVE DRIVING

Road rage is described as any display of aggression by an operator of a motor vehicle. With more drivers and vehicles sharing the roadways, the problem of aggressive driving continues to rise.

Here are tips to consider if you encounter an aggressive driver:

- ◆ Do not react to provoking behavior.
- ◆ Stay away from erratic drivers.
- ◆ Do not make obscene gestures.
- ◆ Give angry drivers plenty of room, putting as much distance between you as possible.
- ◆ Do not block the passing lane.
- ◆ Avoid eye contact with the other driver.
- ◆ Call 1-877-7-PATROL for help.

SHARING THE ROAD

- ◆ **Pedestrians** - Always yield to pedestrians.
- ◆ **Bicycles** - Bicycles are subject to the same laws as motorized vehicles and should be treated the same, but be aware of the unexpected.
- ◆ **Motorcycles** - Respect the rights of motorcyclists and treat them as equal partners on the road.
 - Give motorcyclists plenty of time and space to maneuver; they will usually go around hazards like potholes or standing water rather than through them.
 - Give motorcyclists the full lane when they're passing and don't speed up as you are passed.
- ◆ **Mopeds** - Watch for them especially in residential areas.
- ◆ **Trucks** - Be aware of a truck's blind spots: behind (especially if you drive a very small car), below both side doors and directly in front.
 - When passing a truck, never stay alongside for more than a few seconds.
 - A large truck or bus needs a greater stopping distance than a passenger vehicle.
 - Be prepared for water or slush spray from a passing truck in wet conditions.
- ◆ **Recreational Vehicles** - RV drivers may have the same blind spots as truck drivers. Extra time and distance are required for stopping, passing and pulling into traffic.
- ◆ **Animals** - Be especially cautious in residential areas; be prepared to reduce speed at posted animal crossings.
- ◆ **Amish/Slow-Moving Vehicles** - Here are a few important driving tips that can help motorists safely enjoy Amish country:
 - Expect to see slow-moving vehicles.
 - Buggies are not always equipped with lighting, reflective materials or the orange triangular slow-moving vehicle sign, which makes them difficult to see.
 - Winding roads can often create blind curves, where tall crops or wooded areas obscure a driver's view and a horse-drawn vehicle can suddenly emerge from around a bend or behind a hill.
 - A quick tap on the horn 75 to 100 feet before passing an Amish buggy is advised.
 - Travel at the posted speed limit so that it's easy to respond to surprises in your path.
 - Only pass when legal and safe. Be sure to allow as much room as possible on a reasonably open stretch of road.

HAZARDS INSIDE YOUR VEHICLE

- ◆ Eating, drinking, talking on a mobile telephone or applying make-up in your vehicle can be deadly hazards because they distract you from the primary task of driving.
- ◆ Cargo - By law, cargo in your vehicle may not obstruct your view. Keep books, cameras, boxes and other heavy items in your trunk so they don't become lethal flying weapons in a crash.
- ◆ Passengers - Keep conversation to a minimum. Don't argue, get boisterous or emotional while driving. The best passengers are those who fasten their safety belts.
- ◆ Don't endanger yourself and your pet by letting your pet roam freely about your vehicle. Restrain the animal in the back seat so your visibility and your driving are not impaired.

USE OF SAFETY BELTS

- ◆ Adjust your belt two to four inches below the waist, low on the lap and against the thighs.
- ◆ Wear your shoulder belt over the shoulder and across the chest, not under the arm.
- ◆ Safety belts should be worn snugly, not loosely.
- ◆ If a safety belt does not fit due to seat position or body size, an auto dealer can adjust it. An extension is available for all American-made autos free-of-charge at auto dealerships.
- ◆ A pregnant woman should wear both the lap and shoulder belts. The lap belt should be positioned under the abdomen, as low as possible on the hips and across the upper thighs. Wearing a safety belt can save the life of the mother and the unborn child.

USE OF CHILD SAFETY SEATS

- ◆ Infant safety seats must be used according to the manufacturer's instructions. Replace an infant-only seat with a toddler seat as the child grows. A convertible seat may be changed to fit a toddler by following the manufacturer's instructions.
- ◆ The vehicle's safety belt must be correctly threaded through the child safety seat or wrapped around the front of the safety seat depending on the seat model and style.
- ◆ The safety seat's harness and/or shield must be firmly fastened around the child. Most safety seats have a five-point harness system which secures the child. The straps are arranged so that two go over the hips, two go over the shoulders, and one goes between the legs. Some seats have shoulder and crotch straps attached to a small padded shield, which takes the place of the hip straps.

USE OF CHILD SAFETY SEATS (cont.)

- ◆ The crotch strap must be short enough to keep the hip straps below the child's abdomen. The harness must be snug enough that only a two-finger width can be placed between the child's body and the straps. Any more slack could result in a serious injury to the child in a crash.
- ◆ By Ohio law, a child no longer has to be restrained in a safety seat when he or she reaches the age of four and weighs 40 pounds. However, it is recommended that children ages four through eight, unless 4 feet 9 inches tall, should be restrained in a booster seat. All children should ride restrained in the back seat.
- ◆ All children ages 4-15 are required by Ohio law to be restrained in a child safety device or seat belt.

PICKUP TRUCKS

Drivers and passengers should practice safety when riding in pickup trucks. Space limitations often lead passengers to ride in the cargo area. Ohio's "Open Cargo Law" restricts transporting passengers in the open cargo area. This law prohibits people under the age of 16 from riding in an unenclosed area of a vehicle traveling faster than 25 mph.

CONDITION OF THE DRIVER AS A POTENTIAL HAZARD

- ◆ **Age** - Be aware of changes in reaction time, hearing, vision and motor skills, especially if you are a senior driver. The ability to see well at night begins to decrease after age 40. If you are concerned that you are not adept in any of these areas, have yourself tested.
- ◆ **Attitude** - Truly concentrate on driving and take it seriously.
- ◆ **Fatigue** - If you are too tired, don't drive. Either get another driver or postpone your trip until you are rested.
- ◆ **Alcohol or drug impairment** - This is discussed in depth on pages 16-18 of this handbook. Just remember: If you drink, don't drive.
- ◆ **Emotions** - Don't get behind the wheel if you are extremely angry, tense or depressed. This can lead to crashes and heated confrontations.
- ◆ **Level of skill** - Every driver, regardless of how good a driving record or years behind the wheel, needs to refresh his or her driving skills and knowledge.

COMMON EMERGENCIES THAT CAN OCCUR WHILE DRIVING

Things can and do go wrong even with the most experienced driver.

Here's how to cope:

- ◆ **Out of gas** - Pull off to the side of the road. If there are not gas stations within a safe walking distance, or if it is after dark, tie a red cloth to your antenna. Wait inside your vehicle until help arrives.
- ◆ **Brake failure** - Pump brakes rapidly to restore pressure. If still not working, shift to a lower gear and slowly apply the parking or emergency brake. Release it if rear wheels lock and you begin to skid.
- ◆ **Hood latch failure** - Reduce speed and use center line as a visual steering guide. Either look through the windshield under the hood or stick your head out the window so you can pull off the road safely.
- ◆ **Steering failure** - Turn on emergency flashers and sound your horn to warn others. Brake and stop as soon as it is safe. Try to guide your vehicle off the road if possible.
- ◆ **Jammed accelerator** - Tap pedal to release the accelerator or pull it up with the toe of your shoe. Don't bend down to do it. If still stuck, shift to neutral and apply brakes. Pull to the side of the road and turn off the ignition.
- ◆ **Engine fire** - Pull off the road. Turn off ignition. Get everyone out of the vehicle. If safe, open hood with a cloth and use sand, blanket, dirt or a fire extinguisher to put out the fire.
- ◆ **Tire failure** - Pull off the road to repair. Never stop in a lane of traffic.
- ◆ **Overheated engine** - Pull off the road and let engine cool for at least 15 minutes. Slowly remove the radiator cap with a cloth, being careful of very hot escaping steam. Add coolant if necessary. Add water while the engine is running. Never add cold water to an overheated engine that is turned off. Check for a leak.
- ◆ **Stalling engine** - Don't turn off the vehicle, you may lock the steering column. Instead, shift to neutral and pull off the road.
- ◆ **Low oil pressure** - Stop the car as soon as it is safe and let the engine cool. Once cooled, check the oil level and add oil if necessary. Don't keep driving if the oil is dangerously low or you risk permanent and major damage to the engine block.

VEHICLE MAINTENANCE

You are required by law to maintain your vehicle in proper operating condition at all times. Either you or a professional should check the following items on your vehicle on a regular basis:

- ◆ Tires - Proper tire tread, wear patterns and inflation. Be sure you have a fully inflated spare tire in your vehicle.
- ◆ Exterior lights - Should be clean, working and aimed properly
- ◆ Wipers - Replace worn or bent blades
- ◆ Exhaust pipe - Supported off the ground with no leakage of deadly carbon monoxide into your vehicle
- ◆ Horn - Proper working order
- ◆ Windows - Clean and free of cracks
- ◆ Fluids under the hood such as: oil, power steering and power brakes, battery (also check the secure attachment of battery cables), transmission, radiator, coolant and/or anti-freeze, air conditioning freon and windshield cleaner
- ◆ Hoses - Firm but pliable, no leaks
- ◆ Filters - Oil and air
- ◆ Belts, fan and power steering - Not loose, cracked or frayed
- ◆ Door locks - Make sure they close and lock completely
- ◆ Seats - Adjusted properly and locked on their tracks
- ◆ Gear shifts and signals - Working properly
- ◆ Safety belts - In working condition so they adjust freely, fit snugly and lock firmly
- ◆ Suspension - If your car bounces more than twice when you push down hard on the front and rear of the vehicle, you need new shocks. Always replace shocks in pairs.
- ◆ Steering wheel - Should be able to turn it no more than two inches before your wheels begin to turn
- ◆ Engine tune-up - Points, plugs, condenser, wiring, timing and fuel system
- ◆ Emergency kit - Depending on the nature of your trip, emergency items may include: a first aid kit, fire extinguisher, distress flag, compass, drinking water, towing chains, safety matches, candles, flashlight, flares, blankets, jack, basic mechanic's tools and coins for tolls and telephone calls.

FIRST AID KIT FOR YOUR VEHICLE

Items to include:

- ◆ First aid manual
- ◆ Sterile gauze pads and tape
- ◆ Adhesive bandage strips
- ◆ Scissors
- ◆ Cotton swabs
- ◆ Distilled water to cool burns
- ◆ Ammonia inhalants to revive the unconscious
- ◆ Sterile compresses to stop bleeding (sanitary napkins will work)

IMPAIRED DRIVING

Effects of drugs and alcohol

— Reactions

- ◆ Emotions - highs or lows become exaggerated
- ◆ Behavior can change dramatically - alcohol and drugs affect areas of the brain responsible for reasoning and judgment. Your ability to make decisions, especially quick ones, is impaired. Your reaction time slows down.

— Effects on driving ability

- ◆ Takes longer to act - to stop, slow down and turn
- ◆ Motor skills are impaired - the ability to shift gears, use signals, apply the brakes and secure safety belts
- ◆ Affects your vision and sensory perception

Prescriptions are drugs too

Talk to your doctor or pharmacist. Be sure to specifically inquire if your driving could be impaired as a result of taking the prescribed medicine. Even the lightest dose of a seemingly harmless over-the-counter cold or allergy medication could affect your ability to drive.

IMPAIRED DRIVING (cont.)

MEDICATION CHART

Physiological Condition	Type of Medication	Potential Side Effects
Arthritis	Analgesics	Drowsiness, inability to concentrate, ringing in ears
Allergies	Antihistamine	Drowsiness, confusion, increased reaction time
Common cold	Antihistamine	Drowsiness, blurred vision, dizziness
Diabetes	Anti-diabetics	Drowsiness, inability to concentrate
Hypertension	Anti-hypertensive	Drowsiness, dizziness, blurred vision
Weight control	Stimulants	False feeling of alertness, excitability

EMOTIONAL STATES

Physiological Condition	Type of Medication	Potential Side Effects
Anxiety	Sedatives	Drowsiness, staggering, blurred vision
Depression	Stimulants	Excitability, false sense of alertness, dizziness
Fatigue	Stimulants	Excitability, false sense of alertness

Degree of impairment

A driver's impairment after drinking depends on a variety of factors such as:

- ◆ Number of alcohol drinks the driver has consumed
- ◆ Amount of time allowed for the elimination of alcohol
- ◆ Amount of alcohol in each drink

- ◆ Length of time over which alcohol is consumed
- ◆ Length of time between drinks
- ◆ Amount and type of food in the stomach when drinking began
- ◆ The person's weight
- ◆ The drinker's physical and emotional condition

A mature driver is at special risk

- ◆ A mature driver is affected three times faster by alcohol and medication than a young driver
- ◆ As the body ages, its ability to break down alcohol slows
- ◆ Older people tend to lose weight and retain less water. Both factors make alcohol even more potent.

The designated driver

- ◆ Plan ahead to have a sober, non-drinking person drive you home. Call a cab, stay until you are sober or use public transportation.

SMOKING IN YOUR VEHICLE

- ◆ Smoke fogs the windshield and reduces visibility inside your vehicle
- ◆ Lighting up, tapping ashes and stubbing out the cigarette butt becomes yet another distraction from your main task of driving
- ◆ Build-up of carbon monoxide in car as a result of smoking is not healthy for driver or passenger
- ◆ Risk of fire is greater
- ◆ Smoke interferes with vision and adapting to the dark

WHAT TO DO AT THE SCENE OF A COLLISION

Emergency procedures

If you are involved in a collision, witness a crash, or are the first person on the scene, follow these procedures:

- ◆ Pull over and put on emergency flashers, lift the hood, and/or place emergency flares outside of the vehicle to warn oncoming traffic and prevent additional collisions
- ◆ Send for help—call for police, ambulance or Highway Patrol. If in doubt about the need for an ambulance, call for one (NOTE: Ohio Highway Patrol Post telephone numbers are listed on the inside back cover of this handbook).

WHAT TO DO AT THE SCENE OF A COLLISION

Emergency procedures (cont.)

- ◆ Obtain vehicle, driver and injured person(s) information. Give the same information to the other person(s) involved.
- ◆ If the vehicle is unoccupied, contact local law enforcement and report it, or leave the necessary information for the owner to contact you.
- ◆ To reduce the risk of fire, turn off the ignition of any vehicle involved in the collision.
- ◆ Check the condition of the victims:
 1. Keep them warm and as comfortable as possible
 2. Apply first aid
 3. Stop any external bleeding
 4. Apply CPR if necessary and continue until paramedics arrive

DO NOT move the injured unless there is further risk of injury from fire, water or other unsafe traffic conditions. Only do so by lifting or pulling them from their shoulders or arms. Place them on a coat or blanket.

FILING A CRASH REPORT

If you are involved in the collision and are physically able, provide the following information:

- ◆ Your name, address, driver license and vehicle registration (NOTE: This is the only information required by law)
- ◆ Additional information that would be important to collect is:
 - Facts about the other driver and vehicle as recommended on the enclosed collision report form. This includes driver and/or owner name, address, phone number, license number, make, model, year and license plate of the other vehicle(s) involved, and the other driver's insurance company.
 - You may also wish to secure the names, addresses and phone numbers of passengers as well as any witnesses to the crash.

- ◆ While it is still very fresh in your mind, try to write down a detailed description of the collision including:
 1. Date, time and location
 2. Road and weather conditions
 3. Your speed and other vehicle's speed
 4. Description of what happened
 5. Diagram of what happened
 6. Extent of damage done to the other vehicle and yours
- ◆ If you are involved in a crash with an unattended vehicle, you must report the crash to the police or leave necessary information at the scene.
- ◆ A driver of a vehicle involved in a motor vehicle crash may file a report with the BMV within six months after the crash. The report can be filed if both of the following apply: (1) there was damage in excess of \$400, and (2) the driver or owner of the other vehicle did not have insurance or other financial responsibility coverage at the time of the crash.
- ◆ Notify your insurance company as soon as possible.

WHAT TO DO IF YOU HIT A DEER

- ◆ If you hit a deer and cause its death, you may take possession of the deer by law, as long as you report the collision to a game protector or other law enforcement officer within 24 hours. The game protector or officer will then investigate and issue a certificate entitling you to the carcass. It is illegal to take a deer carcass without reporting it.

COLLISION REPORT FORM

Your information

Date _____ Time _____

Name _____

Address _____

Phone # (home) _____ (work) _____

Make of car _____ Year _____ Model _____ Color _____

License plate # _____ State _____

Driver license # _____ State _____

Insurance company _____ Policy # _____

Location of collision _____

Description of collision _____

Officer on the scene:

Name _____

Badge # _____ Police report # _____

Other Vehicle

Driver's name _____

Address _____

Phone # (home) _____ (work) _____

License plate # _____ State _____

Driver license # _____ State _____

Insurance company _____ Policy # _____

Occupants

Name _____ Phone # _____

Name _____ Phone # _____

Witnesses

Name _____ Phone # _____

License plate # _____

Name _____ Phone # _____

License plate # _____

Other details to jot down include: road and weather conditions, your speed and other vehicle's speed, diagram of what happened, extent of damage, seating arrangement of passengers involved, and who was cited.

Patrol Post Locations and Telephone Numbers

CB Call Letters KNN 3083

Ashland (419) 289-0911	Lebanon (513) 932-4444
Ashtabula (440) 969-1155	Lima (419) 228-2421
Athens (740) 593-6611	Lisbon (330) 424-7783
Batavia (513) 732-1510	Mansfield (419) 756-2222
Berea (440) 234-2096	Marietta (740) 374-6616
Bowling Green (419) 352-2481	Marion (740) 383-2181
Bucyrus (419) 562-8040	Marysville (937) 644-8811
Cambridge (740) 439-1388	Massillon (330) 833-1055
Canfield (330) 533-6866	Medina (330) 725-4921
Canton (330) 433-6200	Milan (419) 499-4808
Chardon (440) 286-6612	Mt. Gilead (419) 768-3955
Chillicothe (740) 775-7770	New Philadelphia (330) 339-1103
Cincinnati (513) 777-5547	Norwalk (419) 668-3711
Circleville (740) 983-2538	Piqua (937) 773-1131
Cleveland (216) 587-4305	Portsmouth (740) 354-2888
Columbus (614) 466-2660	Ravenna (330) 297-1441
Dayton (937) 832-4794	St. Clairsville (740) 695-0915
Defiance (419) 784-1025	Sandusky (419) 625-6565
Delaware (740) 548-6011	Springfield (937) 323-9781
Elyria (440) 365-5045	Steubenville (740) 264-1641
Findlay (419) 423-1414	Swanton (419) 826-5871
Fremont (419) 332-8246	Toledo (419) 865-5544
Gallipolis (740) 446-2433	Van Wert (419) 238-3055
Georgetown (937) 378-6191	Wapakoneta (419) 738-8010
Granville (740) 927-0065	Warren (330) 898-2311
Hamilton (513) 863-4606	West Jefferson (614) 879-7626
Hiram (330) 527-2168	Wilmington (937) 382-2551
Ironton (740) 377-4311	Wooster (330) 264-0575
Jackson (740) 286-4141	Xenia (937) 372-7671
Lancaster (740) 654-1523	Zanesville (740) 453-0541

The above locations serve all of rural Ohio 24 hours a day, except two locations. Cincinnati Operations and Cleveland Operations are open weekdays from 8 a.m. to 5 p.m. For emergency service, contact your nearest Patrol post.

**IF YOU NEED HELP CALL THE OHIO STATE HIGHWAY
PATROL TOLL-FREE 1-877-7-PATROL.**

NOTES



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
EDUCATION • SERVICE • PROTECTION

P.O. Box 182081
Columbus, Ohio 43218-2081
(614) 466-4775
(614) 752-8410 Fax

TED STRICKLAND, GOVERNOR
HENRY GUZMÁN, DIRECTOR

WWW.PUBLICSAFETY.OHIO.GOV