



To drive a vehicle safely you must be in control of its speed and direction at all times. To do so, it's important to learn how to properly accelerate, steer, back up and shift.

1. **ACCELERATING:** Make sure you have your seat belt on before you start the engine. Whenever you are getting ready to leave don't let your vehicle roll back because you might hit another vehicle or a person, if necessary set your parking brake or partly engage the clutch before removing your foot from the pedal. Speed up smoothly so the vehicle doesn't jerk. It will save you money on fuel and maintenance.
2. **STEERING:** Make sure you're holding the steering wheel firmly and that your hands are on opposite sides of the wheel. Always steer as smooth as possible to prevent rollovers.
3. **STOPPING:** Push the brake pedal gradually. The amount of pressure will depend on how quickly you need to stop the vehicle, however it is always best to have enough following distance in order to prevent sudden stops or a hard breaking event.
4. **BACKING:** backing is always dangerous because you can't see everything around and behind your vehicle. Always try to park so you will only pull forward when you leave and use a helper whenever possible.
5. **SHIFTING GEARS:** if you can't get your vehicle into the correct gear while you're driving you will have less control. That's the reason why you must always downshift before starting down a hill or entering a curve. You must be in the correct gear with both your hands on the steering wheel in these situations.

If you have any questions, please contact the Safety Department at ext. 1304 or email us at ssandri@nalogistics.com.

And remember..... Safety is not a choice is a must..... Drive safely!