Job Task

Vehicle Operation

Hazard Review

1. Only a State employee can operate a State vehicle.
2. Buckle up and check how to unbuckle quickly in emergency.
3. Know how and when to refuel.
4. If in accident, report to police and Motor Fleet Management (if the car is not drivable). Accident reporting form is in glove compartment of car; start filling it out at the scene if possible.
5. Drive state vehicles with increased awareness. Obey the speed limits and yield even in the extreme to other drivers. There are citizens hoping to catch a state employee performing inappropriately or even appearing to be rude.
6. Familiarize yourself with the car, including ABS breaks, and set the mirrors before pulling into traffic.
7. Practice all the safe and defensive driving techniques you have ever learned.