

For many workers, driving is the riskiest activity they face. Before you drive, decide if the trip is really necessary. If you need to drive, take a few minutes to confirm you have done your best to prepare for the journey, even if it's a short trip.

Driver's Name: _____ Principal/School: _____ Date: _____

Is this trip necessary for the student's educational program? The safest option is not to travel. Before you get behind the wheel, consider whether you need to make the trip. If travel is necessary, consider alternatives to driving.

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| <input type="checkbox"/> I have considered the alternatives to travel – an online meeting, phone call, e-mail or video conference – but have determined that it is necessary to travel to get this work done. |
| <input type="checkbox"/> I have weighed the options I might use to avoid driving – plane, public transit, walking or cycling – but driving is the most practical and efficient way to get to where I need to go. |

The driver is prepared. Human error is a significant factor in most crashes. Reduce the likelihood of making costly driving mistakes by ensuring you are physically and mentally prepared.

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| <input type="checkbox"/> I have received the instruction and training I need to safely operate the vehicle in the conditions I may encounter on this trip. |
| <input type="checkbox"/> I am fit to drive, well-rested and alert, not under the influence of drugs, alcohol or medications that may impair my ability to drive, and ready to focus on the driving tasks ahead. |
| <input type="checkbox"/> I am hydrated and recently had a healthy meal or snack to keep me alert. If my journey is more than two hours, I have included time to stop, stretch my legs, have a snack and re-hydrate. |

I have a trip plan in place. Planning reduces your stress and leaves you free to concentrate on driving.

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| <input type="checkbox"/> I know the route I will follow to reach my destination. I have an alternate route in case I encounter unexpected road closures or delays. |
| <input type="checkbox"/> I have checked road, weather and traffic conditions for the duration of my trip. |
| <input type="checkbox"/> I have allowed enough time to complete this trip. The arrival and departure times in my trip plan use realistic travel times, plus a small buffer for unexpected delays. |
| <input type="checkbox"/> I have initiated permission from the Principal to make this trip. The Principal knows where I am going and when I expect to return. |
| <input type="checkbox"/> I have confirmed with the Principal the parental permission for this trip and have checked that the route is tolerable for the student and that the student has everything they need for their personal comfort. The student is able to follow directions. |

The vehicle is prepared. A “fit for purpose”, properly equipped, well-maintained vehicle will minimize the likelihood that a mechanical failure will delay your journey or contribute to a motor vehicle incident.

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| <input type="checkbox"/> My vehicle is configured and equipped to handle the weather and road conditions I may encounter. |
| <input type="checkbox"/> I have inspected the vehicle and found no defects or conditions that will affect its safe operation. The vehicle is regularly maintained. Necessary repairs are complete. |
| <input type="checkbox"/> My vehicle is ready for me – the seat, headrest and mirrors are adjusted for me. I have properly stowed and secured items in and on the vehicle. The cab is tidy and free of clutter. |
| <input type="checkbox"/> I have along a fully charge cell phone, or other means of communication. There is a vehicle emergency kit and a basic first aid on-board in case of an incident or emergency. |

