



Safe Driving Practices



West Virginia University
Environmental Health and Safety

West Virginia University Vehicle Policies

- All WVU employees are required to take an online safety course prior to driving a University operated vehicle.
- Employees must make a score of at least 80% to pass the course.
- The certificate of completion is then valid for 2 years.
- WVU drivers are required to report all Motor Vehicle Accidents involving a state or a rental vehicle rented for use on state business to their immediate supervisor and risk management, as soon as possible after the accident occurs.



Safe Driving Practices

- Before changing lanes, turn your head to check mirror blind spots for other traffic. Signal before passing other vehicles.
- Maintain a three to four second distance between your vehicle and the vehicle ahead of you.
- Look in both directions when entering intersections, crosswalks, or railroad crossings.
- Do not rely on traffic signals to stop cross traffic. Scan controlled intersections for oncoming cross traffic.
- Allow adequate room in front of you to stop. It takes about 400 feet to react and bring a car to a stop from a speed of 55 mph. Likewise at 35 mph, it takes about 210 feet.
- Reduce your speed when driving at night. Be prepared to stop within the distance lighted by your headlights.
- Use your high beams where appropriate. Dim your high beams when necessary.
- Reduce your driving speed to accommodate adverse weather conditions (i.e., heavy rain, snow, or fog).
- When driving in fog use your low beams, increase your following distance, and be prepared to stop within the distance you can see ahead.
- If the fog becomes too thick to sufficiently see ahead, stop driving, turn off your lights, and pull completely off the road. Continue driving when the fog thins and allows adequate road vision.
- When entering a freeway, merge at the speed of the freeway traffic. When exiting a freeway, signal your intention to exit for about five seconds.
- Change freeway lanes one at a time. Signal your intention to change freeway lanes.
- Allow an adequate distance to oncoming traffic when attempting to pass another vehicle on a two-lane road. At 55 mph, you will need a distance of about one-third of a mile (1,750 feet) from oncoming traffic to pass safely.
- Allow pedestrians, including bicyclists, the right-of-way in crosswalks.

Wear seat belt restraints and obey posted speed limits.