

**Florida Gulf Coast University
Environmental Health and Safety**

Driving Safety Tips When On The Road:

- Please know the where, what, and how of driving.
 - Where am I going? Plan your trip. Inform school (leave an itinerary).
 - What routes am I taking to my final destination? Avoid the scenic routes; take major interstates, i.e. I-75.
 - How long will it take me to get to my final destination? Please do not rush allow plenty of time to get to your final destination.
- Inspect state vehicle. Check tires, windshield wipers and fluid, headlights, and adjust rear and side view mirrors before you leave campus or destination.
- Wear your seat belt at all times. It will save your life and it's the law.
- Turn on your headlights when deemed necessary.
- Know and obey all traffic laws. Be aware of your surroundings!
- Don't text or dial a number when driving – avoid taking your eyes off the road.
- Look before you back up – accidents while backing up are the major cause of accidents involving State of Florida vehicles.

In The Event Of Auto Accident Involving A University Vehicle:

1. **Pull Vehicle Off the Road to Park Safely.** If it is not possible to move the car out of the lane of traffic, stay in the car until emergency help arrives unless there are obvious signs of smoke, fire or other dangerous conditions within the vehicle.
2. **Call Police.** Don't hesitate to contact law enforcement agency. Please request a copy of the accident/incident report (or at least a case #) from the law enforcement agency responding to accident in order for Risk Management to conduct follow-up work. If the accident occurs here on campus, please dial 590-1911.
3. **Assess injuries to yourself or any passengers.** If you or any passenger is hurt, do not try to remove them from the vehicle unless there is a possibility of fire. Seek medical attention as soon as possible.
4. **If you are concerned for your safety do not leave the vehicle until the police arrive.**

5. If possible, make sure you speak with the other driver(s) to get all the necessary information including name, address, phone number and insurance information.
PLEASE DO NOT RELY ON THE POLICE TO GIVE YOU THIS INFORMATION.
6. If possible, obtain the names of any witnesses.
7. Upon your return to campus, report the accident to your supervisors and EH&S-
Risk Management 590-1126.
8. FGCU Automobile liability certificate policy number is AL-0195