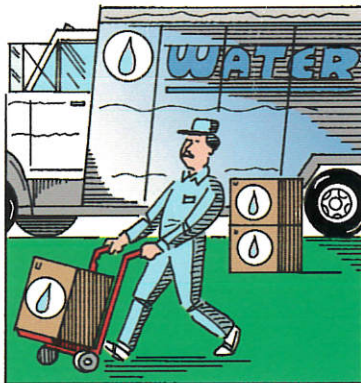
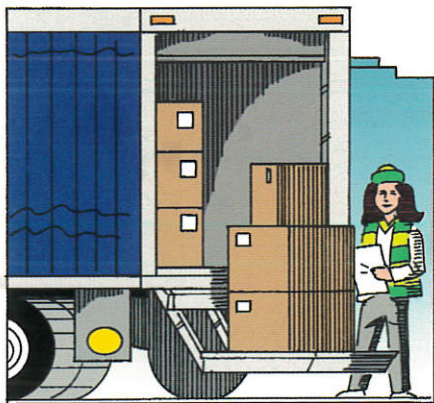
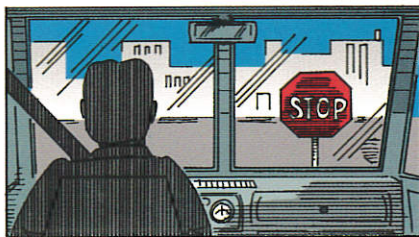


Keller's Route and Delivery Driver's Safety Handbook



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Library of Congress Catalog Card Number:
00-110396

ISBN: 1-57943-890-3

Canadian Goods and Services Tax (GST)
Number: R123-317687

Printed in the U.S.A.

First Edition, First Printing

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Health

A healthy driver is a safe driver. This chapter covers some of the issues drivers need to deal with to maintain a healthy lifestyle. This includes fatigue management, stress management, proper exercise and diet, and the effects of alcohol and drugs.

This chapter also covers first aid basics — what you should do at the scene of an incident/accident.

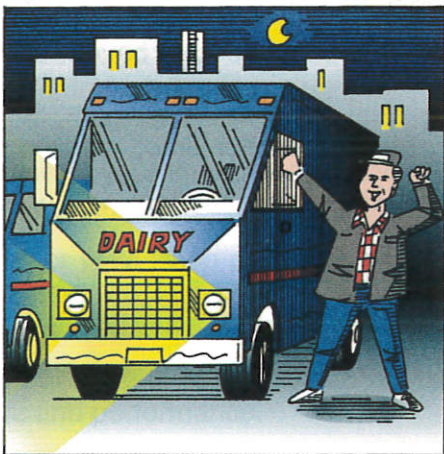
Fatigue Management

Working odd hours, long hours, and making on-time deliveries are all challenges you face as a delivery driver. All of these challenges can contribute to your fatigue level — affecting your ability to drive safely.

What is Fatigue?

Fatigue is a generic term used to describe anything from being sleepy to exhausted. In extreme cases, fatigue can cause an uncontrolled and involuntary shutdown of the brain.

It is believed that the two major causes of fatigue are sleep loss and changes to the body's internal clock (called circadian rhythms).



Sleep Loss

Sleep, like food and water, is necessary for human survival. Depriving the body of sleep is like starving yourself or not drinking water.

Generally, most adults need between 7 and 8 hours of uninterrupted sleep in order to feel well rested. Seven to 8 hours of interrupted sleep isn't as effective.

Occasionally, the human body can function well on fewer hours of sleep, but after a couple of days a sleep debt can develop.

For example, if you need 8 hours of sleep to feel completely alert, but only get 6 hours of sleep, you would have a 2 hour sleep loss. If this 2 hour sleep loss continued for 4 days in a row, you would accumulate an 8 hour sleep loss. That's one night's worth of rest.

$$2 \text{ hours} \times 4 \text{ days} = 8 \text{ hours (one night)}$$

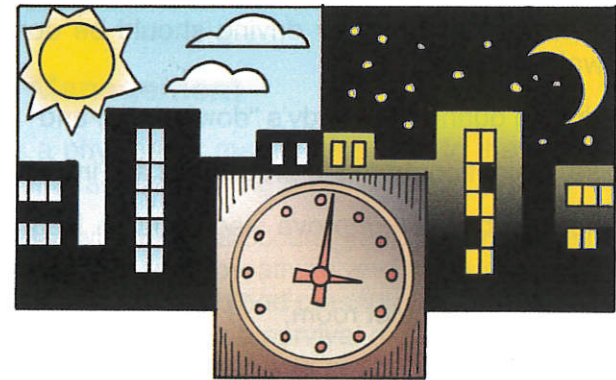
Laboratory tests show a sleep loss of as little as 2 hours can affect alertness and performance. Performance effects can include:

- Reduced judgement;
- Slowed reaction time;
- Lack of concentration;
- Fixation; and
- Poor mood/attitude.

Circadian Rhythms

A circadian rhythm is, in simple terms, your body's biological or internal clock. Most people's clocks run on a 24-hour basis with some high points and low points during that time span.

Time cues keep your body clock set to a certain schedule. Time cues include sunlight and your work/rest schedule.



If your body's internal clock is moved to a different schedule (changing time zones, changing from a day to night work shift) your clock needs time to adjust to the new schedule.

During the transition, disruption in your internal clock can produce the same effects as sleep loss.

No matter what shift you work or what sleep pattern you follow, most everyone's clock is set for two low points. The first is between 2 a.m. and 6 a.m. The second between 1 p.m. and 5 p.m.

Signs of low points include low body temperature, as well as changes in mood, motivation, and performance.

The most dangerous of the two low points for drivers is between 2 a.m. and 6 a.m. Most people are programmed to sleep when it's dark, and fighting fatigue becomes very difficult. A study by the National Transportation Safety Board (NTSB) showed that 74 percent (52 of 70) of accidents that occurred between 10 p.m. and 8 a.m. were fatigue related.

Travel Tips

Most drivers will agree, driving for a long period of time can cause fatigue. There are several things you can do to help fight fatigue:

- Get a solid 8 hours of sleep;
- Try to establish a regular schedule/routine — go to sleep and wake up at the same time each day;
- If possible, the bulk of your driving should be done during usual waking hours;
- Avoid driving during your body's "down time"; and
- Exercise, weight control, and proper diet are important.

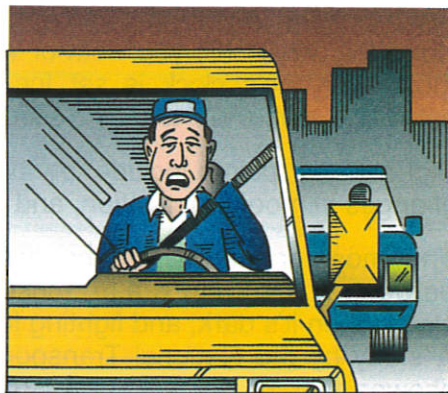
Regular sleep habits can improve sleep quality. Regular sleep habits include:

- Sleeping in a dark, quiet room;
- Keeping your sleeping area at a comfortable temperature;
- Making your sleeping area as comfortable as possible; and
- Having a bedtime routine.

Fatigue Warning Signs

There are several signals that can tell you that you are about to fall asleep. If any of these happen while on the road, you need sleep:

- Drowsiness;
- Lack of alertness;
- Trouble focusing eyes or fighting to keep them open;
- Head drooping;



- Neck muscles feel stiff and/or sore;
- Yawning;
- Lane deviations — weaving onto the shoulder or into another lane of traffic;
- Making bad driving decisions; and
- Erratic shifting, intermittent braking, and following vehicles too closely.

Stress Management

Stress is a physical or mental response to the pressures of an event or the factors of living in general.

Biologically, when stress occurs, your body releases hormones which accelerate your breathing and heart rate, increase your blood sugar levels and blood pressure, and improve blood clotting. Your body gets into a survival mode, preparing for a physical emergency.

As stress continues, your body temporarily adjusts to the stress. If stress is removed during this adjustment period, your body returns to normal. However, if stress goes on for a prolonged period of time, your body will fail to adjust and will wear out, weakening your defenses to disease. This can lead to "burnout."

Medically, stress can cause high blood pressure, pain, breathing trouble, digestive disorders, insomnia, and fatigue. Psychologically, stress can cause frustration, irritability, anger, impatience, worry, a lack of self confidence, poor listening, and alcohol and/or drug abuse.

Stress can affect your job performance. Stress can contribute to accidents, cause you to rush, or bring on anger or inappropriate behavior.

Dealing With Stress

Awareness is the first step to managing stress. Watch for the warning signs of stress. Be aware of when you are stressed. You can manage stress by using one or more of the following stress-reduction techniques:

- Take breaks — relax during those breaks;
- Exercise;
- Get proper rest;
- Maintain healthy eating habits;
- Practice deep breathing or other relaxation techniques;
- Manage your time — set priorities;
- Laugh or cry to release tension; and
- Share your stress with others — talk to a friend.

First Aid

When an emergency situation/accident occurs, you should know how to safely and correctly respond. Knowing and using basic first aid could save a life.

You should only use first aid procedures for which you have been trained. Consider taking a first aid course offered by your local Red Cross chapter or local hospital.

First Aid Procedures

If you are first at the scene of an accident, you should try to do as much as you can to help those who may be injured. In many states, the first motorist to arrive at an accident scene is required to stop and help. In those states, fines and other penalties can be assessed if you pass without stopping.



Remember, when faced with an emergency situation, you need to stay calm. The victim's life may depend on your ability to think clearly.

First, assess the scene. How many people are involved? Who appears to be most seriously injured? Who needs your help first? Are there any immediate hazards which may cause additional injury?

Call for emergency assistance as soon as possible.

Do not move a victim unless it is absolutely necessary. Keep the victim warm. Use a blanket or jacket to conserve heat. Make sure the victim is as comfortable as possible. Do not attempt to give water or other liquids to the victim.

Be extremely careful when handling a victim. Do not allow contact with body fluids of the victim. Gloves should be used when providing first aid and a face mask should be used when administering CPR.

Treating Shock

Shock is the human body's reaction to the heart's failure to get blood to all vital organs. Symptoms of shock include:

- Pale, blue, or clammy skin with noticeable sweating;
- Weak and rapid pulse;
- Vomiting and/or severe thirst;
- Dilated pupils; and/or
- Irregular or shallow breathing.

If the symptoms listed are present, the victim should remain lying down. Maintain the victim's body temperature.

If the injuries are severe, raise the level of the feet above the chest and head, unless there appears to be a head injury or the victim has trouble breathing in this position.

An unconscious victim with apparent severe injury to the lower part of the face and jaw should be placed on his/her side so fluids can drain away and the airway remain open.

If the victim is having trouble breathing, raise the level of the head and shoulders unless other injuries indicate the victim shouldn't be moved at all.

If you are in any doubt about the extent of injuries, keep the victim flat. Don't give any liquids. Loosen any tight clothing at the waist or neck to make the victim comfortable.

Treating External Bleeding

Direct pressure and elevating the injury can help in getting external bleeding under control.

Once you have put on a pair of impermeable gloves (a precaution to prevent the spread of communicable diseases) apply direct pressure, by using the heel of your hand, to the injury using a thick gauze pad or clean cloth. Continue that steady pressure until the bleeding has stopped (20 to 30 minutes).

Elevating the injury above the level of the heart can also help slow the blood flow, but direct pressure should still be continued.

Internal Bleeding

A person suffering from internal bleeding needs medical attention as soon as possible. Symptoms of internal bleeding include:

- Pain or tenderness in a specific area of the body, with swelling and discoloration of soft tissue in the area;
- Cold, clammy, and pale skin;
- Rapid and weak pulse;
- Rapid breathing and dizziness;
- Extreme restlessness and thirst; and/or
- Vomiting or coughing up blood or blood in an otherwise unexplained location.

If you suspect internal bleeding, get medical attention as quickly as possible.

Treating Fractures

A fracture (actual break of bones) requires medical attention, but you can be of assistance by trying to stabilize the situation and getting help. Fracture symptoms include:

- Pain and tenderness in an area;
- Swelling and discoloration in an area; and/or
- Deformity or bones well out of their usual alignment.

If you suspect a fracture, you should immobilize the injured limb to prevent further injury and relieve as much pain as possible.

Control any bleeding present with an open fracture, but don't try to push bones back into place.

If you suspect head, neck, or back injuries, do not move the victim unless absolutely necessary.

Diet and Exercise

Diet and exercise are two ways you can maintain your health and reduce stress. A healthful diet and proper exercise helps you work productively and feel your best.

Diet and exercise can reduce the risk of chronic diseases including heart disease, certain cancers, diabetes, and stroke. They can also reduce major risk factors for chronic diseases such as obesity, high blood pressure, and high blood cholesterol.

A Healthy Diet: The Five Food Groups

A healthy diet means choosing grain products, vegetables, fruits, lowfat milk products, lean meats, fish, poultry, and dry beans. You should limit the number of fats and sweets you eat.

Foods contain combinations of nutrients and other healthful substances. To make sure you get all of the nutrients and other substances you need to remain healthy, the U.S. Department of Agriculture (USDA) recommends you choose the following number of daily servings from each of the five food groups.

Group	Number of Servings
Grain Products	6 to 11
Vegetables	3 to 5
Fruits	2 to 4
Milk	2 to 3
Meats and Beans	2 to 3

Foods that provide few nutrients and are high in fat and sugars should be chosen sparingly.

What is a Serving?

So, what is a serving? The table below gives some examples. As you view the table, notice that some of the serving sizes may be smaller than what you may usually eat. For example, if your lunchtime sandwich includes two slices of bread, that counts for two servings.

Group	What Counts as a Serving
Grain Products	1 slice of bread 1 ounce of ready-to-eat cereal $\frac{1}{2}$ cup of cooked cereal, rice, or pasta
Vegetables	1 cup of raw leafy vegetables $\frac{1}{2}$ cup of other vegetables (cooked or chopped raw) $\frac{3}{4}$ cup of vegetable juice
Fruits	1 medium apple, banana, or orange $\frac{1}{2}$ cup of chopped, cooked, or canned fruit $\frac{3}{4}$ cup of fruit juice
Milk	1 cup of milk or yogurt 1 $\frac{1}{2}$ ounces of natural cheese 2 ounces of processed cheese

Group	What Counts as a Serving
Meats and Beans	2-3 ounces of cooked lean meat, poultry, or fish $\frac{1}{2}$ cup of cooked dry beans 1 egg 2 tablespoons of peanut butter $\frac{1}{3}$ cup of nuts

Some foods fit into more than one group. Dry beans can be counted as servings in either the meat and beans or vegetable group, but not in both groups.

Exercise

Physical activity (or exercise) is an important part of maintaining a healthy lifestyle. It can also help you deal with stress-related problems.

When most people think of exercise, they think of working out at the gym or health club or jogging several miles. In reality, any type of moderate physical activity can help improve your well-being. The USDA recommends 30 minutes of moderate physical activity on most (preferably all) days of the week. Examples of physical activity include:

- Walking briskly (3-4 miles per hour);
- Conditioning or general calisthenics;
- Cycling (less than 10 miles per hour);
- Home care/general cleaning;
- Mowing lawn (power mower);
- Home repair, painting;
- Gardening;
- Golf (pulling cart or carrying clubs); and



- Dancing.

Before starting any exercise program, you should consult with your physician. He/she can make recommendations and help you start an exercise plan that is appropriate for your health and lifestyle.

Drivers, Drugs, and Drinking

One in ten Americans has a drug or alcohol problem. Unfortunately, no profession or industry is immune from this problem. The consequences of driving while under the influence are very serious. As well as being illegal, a driver under the influence of drugs or alcohol is dangerous to himself/herself and those on the roadway with him/her.

Driver Disqualification

Driving a commercial motor vehicle (a vehicle weighing 10,001 pounds or more or any size vehicle carrying a placardable amount of hazardous materials) while under the influence of alcohol or drugs can lead to disqualification.

You are disqualified from driving if you are convicted of any of the following drug or alcohol offenses:

- Driving with an alcohol concentration of 0.04 percent or more;
- Driving under the influence of alcohol as prescribed by state law;
- Refusing to undergo alcohol testing required by any state or jurisdiction; or
- Operating under the influence of a controlled substance.

The period of disqualification varies from 1 year to life depending on whether you are a first time or repeat offender and the type of vehicle you were using when the offense occurred. The period of disqualification also depends on whether hazardous materials are involved.

Part 382 Regulations

You are subject to the drug and alcohol regulations found in Part 382 of the Federal Motor Carrier Safety Regulations (FMCSRs) if you drive a commercial motor vehicle meeting the following definition:

- Has a gross combination weight rating (GCWR) of 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating (GVWR) of more than 10,000 pounds;
- Has a GVWR of 26,001 or more pounds;
- Is of any size transporting hazardous materials requiring placarding; or
- Is designed to transport 16 or more passengers, including the driver.

You are not allowed to use alcohol or drugs while performing a safety-sensitive function. Also, you may not perform a safety-sensitive function if you have tested positive for alcohol or drugs.

Alcohol use that could affect the performance of a safety-sensitive function is prohibited. This includes use while performing a safety-sensitive function, use during the 4 hours before performing a safety-sensitive function, having prohibited concentrations of alcohol in your system while performing a safety-sensitive function, use during the 8 hours following an accident, and refusal to take a required test.

A safety-sensitive function means all time from the time you begin work or are required to be in readiness to work until the time you are relieved from the work and all responsibility for performing work.

If you fail a drug or alcohol test, your employer must remove you from all safety-sensitive functions and let you know of the resources available to resolve a substance abuse problem.

You must be evaluated by a substance abuse professional (SAP) who will determine the amount of assistance (if any) needed. If you need treatment, a follow-up evaluation is necessary to make sure you followed the prescribed program.

In order to return to driving, you must submit to a return-to-duty test and, if you need treatment, you will be subject to follow-up testing after returning to duty.

Your company may have additional policies or procedures dealing with substance abuse. Consult your company policy for further details.

Alcohol Abuse

Alcohol is a socially acceptable drug that when consumed in moderation, is considered a recreational beverage. However, when consumed primarily for its physical and mood-altering effects it is considered a substance of abuse.

Signs of use include lack of coordination, slowed reaction rate, slurred speech, dulled mental processes, and odor of alcohol on breath.

The chronic consumption of alcohol is defined as an average of three or more servings a day of beer (12 ounces), hard liquor (1 ounce), or wine (6 ounces). Chronic consumption of alcohol over time may result in the following health hazards:

- Dependency on alcohol;
- Fatal liver disease;
- Kidney disease;
- Pancreatitis;
- Ulcers; and
- Birth defects.



Marijuana

Marijuana is used as a mild tranquilizer, altering the user's mood and perception. Marijuana does not depress the central nervous system's reactions. It affects the brain, altering the proper interpretation of messages.

The signs of use include slowed speech, reddened eyes, a distinctive odor (similar to a combination of sweet alfalfa and incense) on clothing, chronic fatigue, irritating cough, sore throat, and a lackadaisical attitude.

Marijuana use can cause several serious health conditions. One marijuana cigarette (joint) contains the same amount of cancer causing substances as one-half to one pack of cigarettes. It also irritates the lungs. Chronic smoking can cause emphysema-like conditions.

One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.

Regular use can affect mental functions including:

- Diminished concentration;
- Impaired signal detection;
- Impaired visual distance measurements;
- Erratic cognitive function;
- Delayed decision making; and
- Distortion in time estimation.

Cocaine

Cocaine is a powerful physical and mental stimulant that energizes the entire central nervous system. Use causes muscles to become more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Signs of use include wide mood swings, difficulty concentrating, restlessness, hallucinations, paranoia, insomnia, dilated pupils and visual impairment, profuse sweating and dry mouth, high blood pressure, heart palpitations, and irregular heart rhythm.

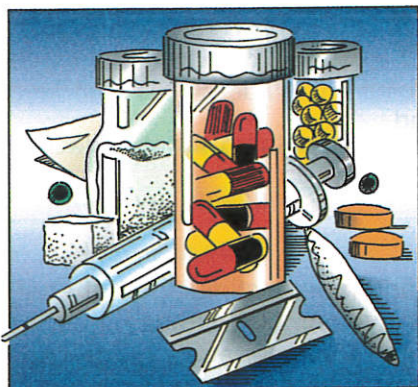
Cocaine causes the heart to beat faster and harder. It rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart, which can lead to ruptured vessels causing strokes and heart attacks.

Strong psychological dependency can occur within a short period of time. Cocaine causes the strongest mental dependency of any known drug. Treatment success rates are lower for cocaine than any other chemical dependency.

Opiates

Opiates are narcotic drugs that alleviate pain. They depress body functions and reactions. When taken in large doses, opiates cause a strong euphoric feeling.

Signs of use include mood changes, depression and apathy, impaired coordination, constricted pupils, and physical fatigue and drowsiness.



Narcotics increase pain tolerance. Because of this, someone who is under the effects of an opiate could injure himself/herself and not seek medical attention because he/she is not experiencing a great deal of pain.

The effects of narcotics are multiplied when used with other depressant drugs and alcohol, causing an increased risk of an overdose.

Amphetamines

Amphetamines are central nervous system stimulants that speed up both the mind and body. Low doses give the user a physical sense of energy. Higher doses cause mental exhilaration. Legal use of amphetamines is limited to an extremely narrow range of medical conditions.

Signs of use include increased heart rate and blood pressure, heart palpitations and irregular heartbeat, rapid respiration, profuse sweating, restlessness, hyperexcitability, and inability to concentrate.

Regular amphetamine use produces high psychological dependence on the drug. It also increases tolerance to the drug.

Amphetamines can cause heart and brain damage, caused by a heart attack or stroke. The stimulation caused by the drug can also cause the user to be impulsive and lash out with bizarre and violent acts.

Phencyclidine (PCP)

Phencyclidine (PCP) acts as both a depressant and a hallucinogen, and sometimes as a stimulant. In low doses it produces sedation and euphoric mood changes. Larger doses can produce a coma-like condition with muscle rigidity, and a blank stare, with the eyelids half closed.

Signs of use include severe confusion and agitation, extreme mood shifts, impaired coordination, muscle rigidity, jerky eye movements, dilated pupils, profuse sweating, dizziness, and rapid heartbeat.

The possibility of accidents and overdose with the use of PCP is high. This is due to the extreme mental effects of the drug combined with its anesthetic effect on the body.

PCP use can cause irreversible memory loss, personality changes, and thought disorders.

Driver _____
Instructor _____
Date _____
Location _____

Health Review

1. The two major causes of fatigue are:
 - a. Poor posture and eating habits
 - b. Poor physical condition and eating habits
 - c. Sleep loss and changes to the body's internal clock
 - d. None of the above
2. Ways to fight fatigue include:
 - a. Getting a solid 8 hours of sleep
 - b. Establishing a regular schedule/routine
 - c. Avoiding driving during your body's "down time"
 - d. All of the above
3. Exercise, proper rest, and healthy eating habits are all ways to reduce stress.
 - a. True
 - b. False
4. In an emergency situation, you should only use first aid procedures for which you have been trained.
 - a. True
 - b. False
5. A healthy diet means choosing:
 - a. Grain and lowfat milk products
 - b. Vegetables and fruits
 - c. Lean meats, fish, and poultry
 - d. All of the above

6. Foods that provide few nutrients and are high in fat and sugars should be chosen sparingly.
 - a. True
 - b. False
7. The USDA recommends 2 hours of moderate to heavy physical activity on a daily basis.
 - a. True
 - b. False
8. Conviction for the following drug and/or alcohol offense will lead to disqualification from driving:
 - a. Driving with an alcohol concentration of 0.04 percent or more
 - b. Refusing to undergo alcohol testing required by any state or jurisdiction
 - c. Operating under the influence of a controlled substance
 - d. All of the above
9. Chronic consumption of alcohol is defined as any use of alcohol.
 - a. True
 - b. False
10. The use of marijuana, cocaine, amphetamines, phencyclidine, or any illegal drug can cause serious health problems.
 - a. True
 - b. False