



TAILGATE/TOOLBOX SAFETY MEETINGS

Safety Services Company-Safety Meeting Division, PO Box 78402, Corona, CA 92877 Toll Free (866)204-4786



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 201: Proper Passing and Lane Changes

Introduction: Passing vehicles on the road and making lane changes are necessary maneuvers while driving in traffic. As with all aspects of driving there are certain rules that must be followed. The following steps should be taken to ensure that passing and lane changing is done safely:

Passing on the Left: When you want to pass a vehicle traveling in the same direction; pass on the left.

- Signal that you are** about to change lanes.
- Check for oncoming traffic**, make sure you have time and rooms to get around the vehicle you are passing.
- Check over your left** shoulder, your side view mirror, and rearview mirror to make sure the lane is clear.
- Move into the left** lane and accelerate as necessary to pass the vehicle.
- When you can see** the front or the headlights of the vehicle you passed in your rearview mirror, look over your right shoulder to make sure the lane is clear, signal you are changing lanes, then move back into the right lane. This procedure applies to passing bicycles and other slow moving vehicles also.
- When another vehicle** behind you signals his intention to pass you, move to the right if safe, and let him pass.
- Never speed up when** another vehicle is passing you.



Passing on the Right: Passing on the right is permitted only when it is safe and:

- The driver of the other vehicle** is making a left turn.
 - An open highway** is clearly marked for two or more lanes of vehicles moving in the same direction.
 - You are in an area** where the pavement is wide enough for two or more lanes of traffic moving in the same direction.
- Note:** *Never drive off* the pavement or on the shoulder to pass on the right.



Do Not Pass When:

- No passing is** indicated by a double yellow line.
- Within 100 ft.** of an approaching street crossing, a railroad crossing, a bridge, tunnel, or underpass.
- Approaching a curve** or the top of a hill where you cannot see ahead for a safe distance.



Changing Lanes: Lane changes are accomplished safely using the same rules as passing;

- Check over your shoulder**, as well as your side, and rear view mirror in the direction you want to move your vehicle.
- Signal your intention** to change lanes at least 100 ft. before you do; further if traffic is moving at higher speeds.
- Change lanes slowly** and smoothly to allow for necessary adjustment of traffic.
- Always turn off your signal** after completing the lane change (make a habit of doing this).
- Do not change lanes** within 100 ft. of, or in an intersection.
- If you are making a turn** change into the proper lane and signal your intentions well before your turn to avoid dangerous last minute lane changes.



Conclusion: Passing and lane changing are simple procedures which become routine to experienced drivers. Making the above procedures part of your driving habits will ensure your safety, as well as the safety of your fellow motorists on the road. It is important to know your pavement markings which often designate no passing zones.

Worksite Review

Specific Work-Site Hazards and Safety Suggestions: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent, reportable, job-related injury or illness.)

_____	_____	_____
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Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.