



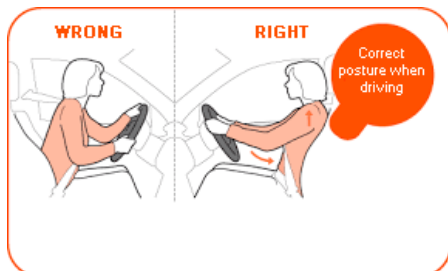
## SAFE DRIVING OPERATING PROCEDURE – 001

### CABIN DRILL – SETTING UP THE VEHICLE BEFORE DRIVING

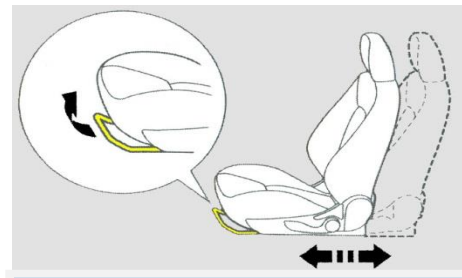
#### PRE-DRIVING STEPS

##### 1 Adjust the Seat

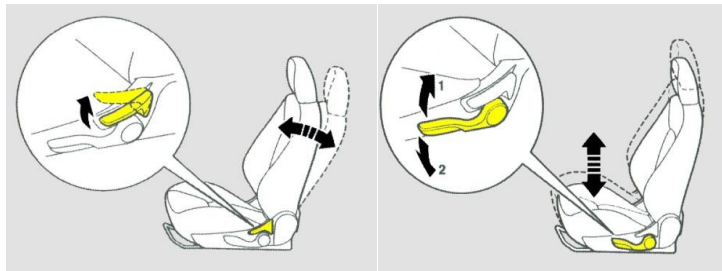
- Adjust the bottom part of the seat by using the lever – either move it closer/further from the steering wheel.
- Ensure there is a slight bend in the knee. If in a manual operated vehicle ensure that your foot is all the way down on the clutch.
- Adjust the back section of the seat & the head restraint. Back Section – adjust forward/back. Head Restraint – Up/Down.



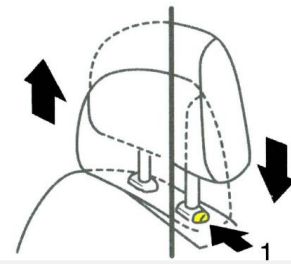
ENSURE CORRECT POSTURE



ADJUSTING SEAT BOTTOM



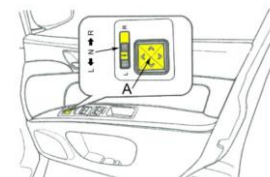
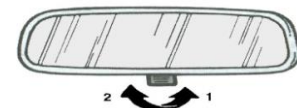
ADJUSTING SEAT BACK



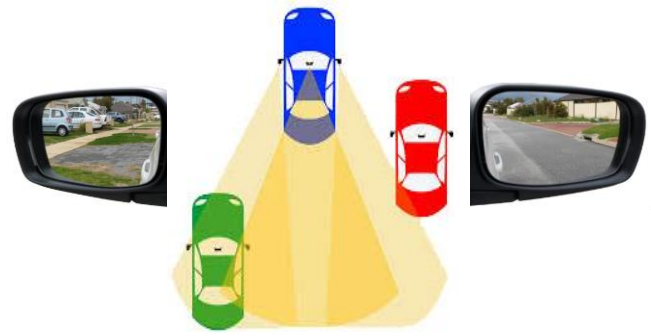
ADJUSTING HEAD RESTRAINT

##### 2 Adjust All Mirrors

- **Rear-View Mirror** – ensure that you can see the entire back window and have a clear view of everything behind you.
- **Side Mirrors** – adjust the side mirror using the controls.



**Left Side Mirror [LSM]** – when looking into the LSM the back door handle should be situated approximately on the bottom right hand corner of the mirror so that 90% of the road is in view and 10% of your vehicle is in view.



**Right Side Mirror [RSM]** – when looking into the RSM the back door handle should be situated approximately on the bottom left hand corner of the mirror so that 90% of the road is in view and 10% of your vehicle is in view.

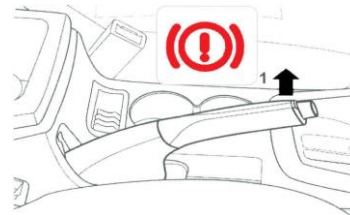
**Blind Spot Mirrors**



**SAFETY PRECAUTIONS**



Check that the handbrake is firmly applied.



Fasten & Correctly Adjust your seatbelt. Ensure that all passengers have their seatbelt fastened.



Ensure all doors are closed.





Check all other accessory light to make sure your vehicle is safe to drive

## SAFETY REMINDER

- AVOID DISTRACTIONS
- WEAR YOUR SEATBELT
- DON'T SPEED
- STAY CALM, BE ALERT!