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To: All Oregon/Washington Employees

From: Deputy State Director for Management Services

Subject: Winter Driving

Winter is here. At least the cold and frosty weather has arrived somewhat early this year. It is important to remember to be extra careful when on the roadways. Road conditions can change quickly and present different challenges in various locations. Being prepared for hazardous road conditions is the best safety defense.

The one-page attachment provides some helpful Winter Weather Driving Precautions. These are timely reminders of the change of seasons and the things you can do to avoid accidents.

If you have any questions please contact Peggy Tribble, State Office Safety Manager, at 503-808-6202. Your safety is important.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
John K. Keith
Associate Deputy State Director for Management Services

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)
1 - Winter Weather Driving Precaution (1p)

Distribution
WO-740
Maximize visibility: Clean off headlight and taillight lenses. Clear all snow from hood, roof, and all windows. If the snow blows off your car it can block the vision of the driver behind you. Use wipers, defroster, and headlights.

When visibility is poor or roadways are slick:

- Reduce speed
- Increase the distance between you and the car ahead
- Brake gently
- Watch out for snowdrifts, icy patches, and sudden pockets of fog
- Remember that bridges freeze faster than roads. Also, be aware that the bottom of a hill may not be frozen but the top often is. (Even four-wheel or all wheel drive vehicles can skid on icy surfaces.
- If you skid, steer gently in the direction of the skid. After the skid is under control, slowly turn in the direction you want to go. Do not use brakes or step on the gas.
- In cold weather, use your defroster so precipitation does not freeze on contact with your windshield.
- Even if you think you can see well enough without your lights, if you keep them on it will help other drivers see you.

Cold weather inspection tips:

- Make sure the windshield washer is working properly and the washer fluid reservoir is full.
- Keep your tires fully inflated, and check to ensure that you have sufficient tread to handle slippery conditions.
- Be sure your radiator has the proper level of antifreeze.
- The battery should be full charged – extreme cold may kill an old battery. Replace it if there is any doubt.
- Keep the door locks from freezing by spraying them with glycerin or deicer.
- Be sure to check the wiper blades before using them in freezing weather to be sure they are not frozen to the windshield.
- Use an antifreeze additive in your gas tank during cold weather to prevent moisture from forming in your fuel system, and remember to refuel when your tank is half-empty.

Carry emergency tools and supplies:

- A window scraper
- Extra windshield washer fluid
- Snow shovel
- A bag of sand or kitty litter
- Flares
- Blanket
- Emergency food and water
- Flashlight