



SAFETY MEETING PLANNER & AGENDA

KEEP YOUR WINDSHIELD & MIRRORS CLEAN!

Meeting Leader:

- Prepare in advance to make this meeting effective.
Go to the Thinking Driver website for instructions on how to best use this information. (http://www.thinkingdriver.com/thinking_driver_tailgate_topics.php)
- Print & read over this agenda.
- Think about how you want to lead the meeting.
- Is there anything that is specific to your company or operation that you can include to personalize the information?
- Review the video for this session.
- Save the link to the video in your favourite folder on your browser for easy access.
- Open and then minimize the viewer just before the meeting to make the video introduction smooth.



Keep Your Windshield
& Mirrors Clean! -
Tailgate Topics & Tips

<http://www.youtube.com/watch?v=QTL-vX6I2gM>

NOT A SUBSCRIBER YET? You will see a watermarked sample. Get the 'clean' video for your meeting now by visiting the [Tailgate Topics & Tips page](#) on the Thinking Driver website to get the order form and fax/email to Thinking Driver (kristy.gittens@thinkingdriver.com). We will send you a link to the non-watermarked video.

START YOUR MEETING!

Opening Statement:



Your eyes are your first line of defense, but if your vision is obstructed by poor visibility through your windshield or mirrors, you are facing a serious handicap to defensive driving.

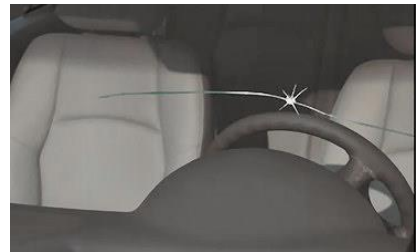
The Questions for this Meeting:

Q: What can cause problems with vision through the windshield or mirrors?

Answers can be:

- Dirt on the outside of the windshield or on the mirror.
- Snow, ice or frost on the outside (and/or inside) of the windshield or on the mirrors.
- Condensation
- Smudging from wiping with a dirty cloth or hands inside (this can cause real problems with glare when the sun is low on the horizon)
- Cracks in the windshield or mirror (or broken pieces missing from a mirror).
- Poorly adjusted mirrors.
- Can you think of others?

If you can't see properly, you will not be able to avoid problems, so when you do your walk around, circle check or pre-trip inspection, make sure to check the windshield and mirrors.



Tailgate Tips:

- 1) If it's cold, warm the vehicle to thaw the windshield and melt the ice or snow.
- 2) Remove any excess snow with a brush or broom (keep one handy in the vehicle).
- 3) Use a squeegee on the outside windows when fueling up to keep them clean. While you are at it, clean your headlights and turn signal lenses.
- 4) Periodically wash the inside of the windshield to remove dust, dirt and smudging.
- 5) Keep your windshield washer reservoir full and either top it up regularly or keep a spare jug in the vehicle. This is really important in winter when road spray from the melting snow can require frequent use.
- 6) Clean and adjust your mirrors so that the blind spots are minimized. (You should only see the side of your own vehicle in them if you tilt your head a bit to the side.)



If you can't see the hazard, you will not be able to deal with it. Give yourself the best chance to avoid the other guy by keeping your windshield and mirrors in great shape!

Introduce the Video:

Spencer McDonald discusses the importance of keeping optimum vision with a clean windshield and adjusted mirrors.

Practical Challenge:

Have everyone check and clean the windshield and mirrors of their vehicle **NOW**. Provide paper towels and glass cleaner – now there is no excuse!