



Safe driving

Let's remember the key principles of safe driving



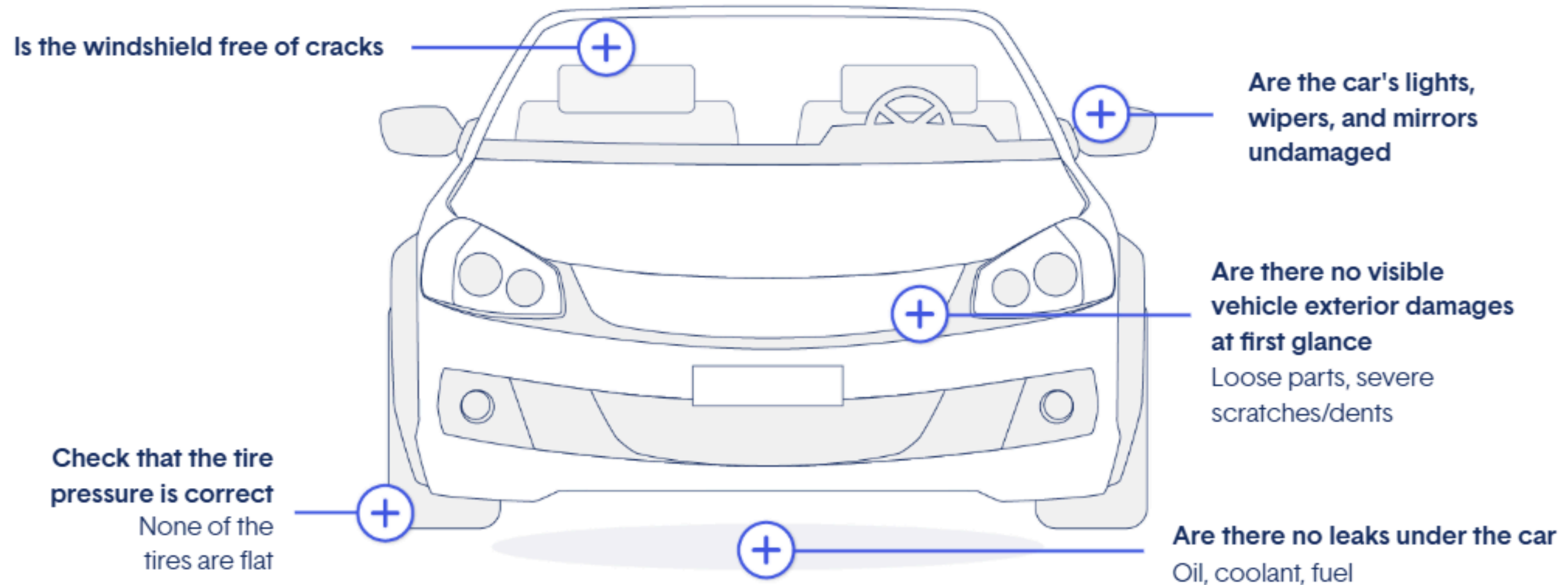
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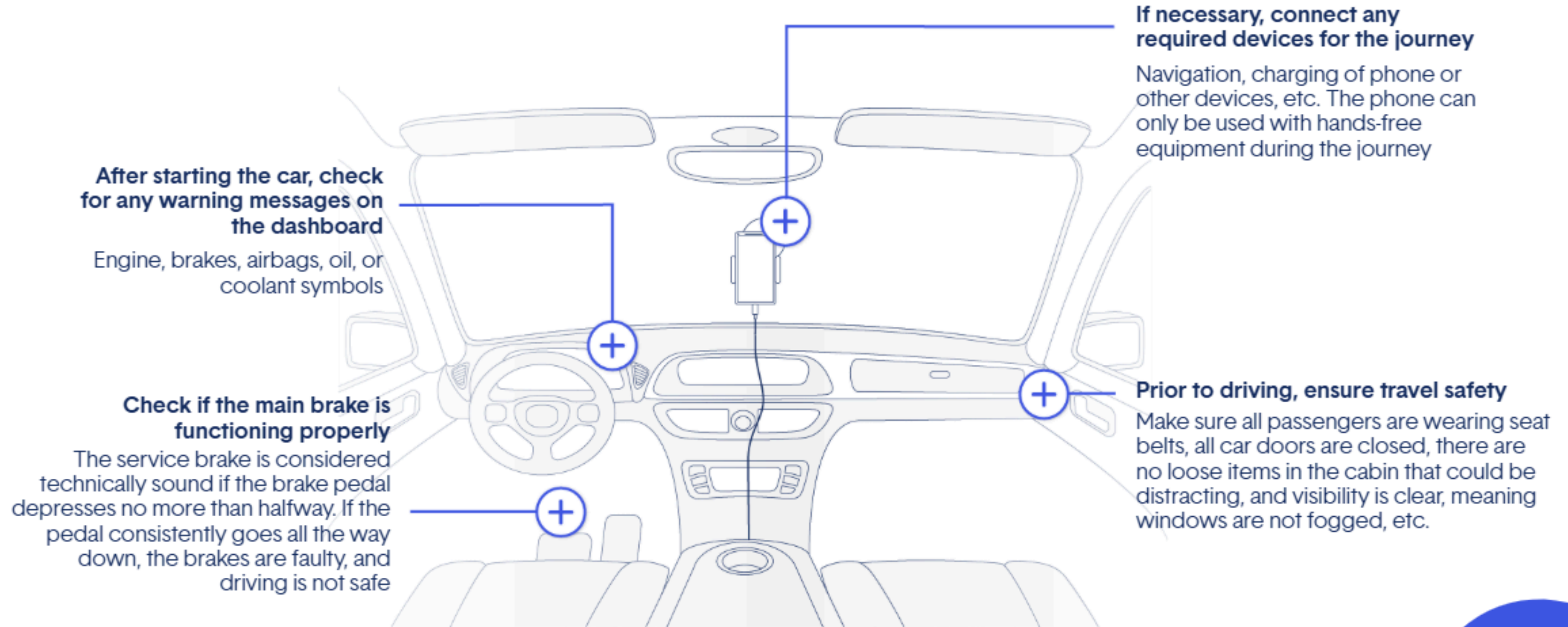
Actions before driving

Before starting to drive a car, the employee must ENSURE that the vehicle appears visually in good condition.



Actions before driving

Once ensuring there are no visible damages, the employee must perform certain actions upon entering the car.



Actions before driving

Once ensuring there are no visible damages, the employee must perform certain actions upon entering the car.

After starting the car, check for any warning messages on the dashboard

Engine, brakes, airbags, oil, or coolant symbols

Check if the main brake is functioning properly

The service brake is considered technically sound if the brake pedal depresses no more than halfway. If the pedal consistently goes all the way down, the brakes are faulty, and driving is not safe

If necessary, connect any required devices for the journey



Navigation, charging of phone or other devices, etc. The phone can be used hands-free



If any deficiencies are noticed in the company car, the driver must take appropriate actions to address them and report to the Company employee responsible for timely vehicle maintenance.

When is it prohibited to drive a vehicle?

Open the restrictions by clicking on the text to read more.









-  [If at least one tire is flat](#)
-  [Visually detectable fluid leak under the car](#)
-  If the windshield is significantly cracked in the field of vision
-  [Dashboard warning lights illuminate red or yellow](#)
-  [If the main brake is not functioning](#)
-  [If the steering mechanism is malfunctioning or poorly functioning](#)
-  If the windshield wiper or window washing system is not working
-  [During nighttime or poor visibility, if any front left headlight \(low beam, fog lights\) is not working](#)



If under the influence of alcohol or narcotic, psychotropic, or other mind-altering substances.

When is it prohibited to drive a vehicle?

Open the restrictions by clicking on the text to read more.

-  **If at least one tire is flat** (Visual assessment and dashboard indication after starting the car)
-  **Visually detectable fluid leak under the car** (Oil, coolant, fuel)
-  **If the windshield is significantly cracked in the field of vision**
-  **Dashboard warning lights illuminate red or yellow** (Engine, brake system, coolant, airbags, oil symbols)
-  **If the main brake is not functioning** (When pressing the brake pedal, it depresses more than half or to the end)
-  **If the steering mechanism is malfunctioning or poorly functioning** (Steering vibration, difficulty turning, the steering wheel is too loose)
-  **If the windshield wiper or window washing system is not working**
-  **During nighttime or poor visibility, if any front left headlight (low beam, fog lights) is not working** (also, if any rear taillight is faulty, if the emergency lights are not functioning, or if there is no emergency stop sign attached to the rear of the vehicle)



If under the influence of alcohol or narcotic, psychotropic, or other mind-altering substances.

Properly prepare for the journey

Open the tabs and learn more about the proper preparation for the journey



Seating position



Travel route



Safe driving

Adjust to a comfortable seating position for yourself:

The driver should sit in a way that allows their movements to be unrestricted, feels comfortable, has a clear view of the road and mirrors, and can easily reach the pedals, steering wheel, turn signals, and gear shift.

To maintain healthy posture, keep your back straight, pelvis pressed against the seat, slightly bend your legs and arms, and hold your head upright (eyes should be at the top of the dashboard, clearly seeing the speedometer).

The headrest should be adjusted to be directly behind the center of the head, slightly below the top of the head. It helps support the neck and reduce tension in neck muscles.

Fasten and adjust the seat belt so that:

- The lower part lies across the hips;
- The seat belt is not twisted;
- The seat belt lies flat against the body, with no objects between the belt and the body.



Improper adjustment of the headrest and seat belt can lead to severe neck and spinal injuries during a crash due to sudden head movement, making it crucial to ensure their correct positioning.

Properly prepare for the journey

Open the tabs and learn more about the proper preparation for the journey



Seating position



Travel route



Safe driving

Plan your travel route in advance, especially if you are going to a new location

Do not forget that using a mobile phone while driving is prohibited. The device must be placed in a phone holder or used with a hands-free system. Also, before starting your trip, assess the expected weather conditions – this will help you prepare properly and avoid unexpected situations.



Properly prepare for the journey

Open the tabs and learn more about the proper preparation for the journey



Seating position



Travel route



Safe driving

During the trip, avoid sudden maneuvering, braking, or accelerating; anticipate potential situations to ensure your journey is as safe as possible.



Prohibited while driving

What should we know when using a company car?

Driving under the influence of alcohol, narcotics, psychotropic, or other mind-altering substances

- Ignitis Group enforces a strict zero-tolerance policy – even a minimal amount of alcohol or other substances in the bloodstream is considered a violation.

0,00 promille is our standard during working hours.

Eating, smoking, or otherwise distracting attention

- **A cup of coffee or a snack can take away crucial seconds when they are most needed.** Driving requires 100% attention.

Using a mobile phone

- Please note that even hands-free devices can reduce driver attention, especially during intense or complex conversations.
- Stop in a safe location if you have an important call.

Exceeding the speed limit or ignoring traffic conditions

- **Speed is important, but road conditions are even more crucial!**
- **Reduce speed** when weather conditions are unfavorable.

Driving at night

Click on the recommendations to find out what you should pay attention to.

Allow enough time for the trip

Check if the car's lights are working

Ensure the car's windows and mirrors are clean

Be attentive at night

Avoid drowsiness

Maintain a safe distance from other vehicles



In 2024, 29% of all traffic accidents involving injuries occurred during nighttime. During nighttime hours, 33% of all traffic accidents resulting in fatalities took place.

Although it may seem that you can drive faster at night due to less traffic, it's advisable to allocate more time for the journey. Always drive at a speed that ensures the best reaction time and the ability to control the vehicle.



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In 2024, 29% of all traffic accidents involving injuries occurred during nighttime. During nighttime hours, 33% of all traffic accidents resulting in fatalities took place.

It's important to check not only the front headlights. Before embarking on a nighttime journey, ensure that the brake lights, fog lights, and turn signals are functioning properly.



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Safe nighttime driving requires clean windows and mirrors. Even a seemingly clean windshield can be dirty, causing glare for the driver in the dark. Therefore, check in daylight that all windows and mirrors are clean.



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In 2024, 29% of all traffic accidents involving injuries occurred during nighttime. During nighttime hours, 33% of all traffic accidents resulting in fatalities took place.

Pay attention to road signs, pedestrians, and other possible obstacles. It can be difficult to judge the speed and distance of oncoming vehicles based on their headlights. Bright vehicle lights can make it harder to see cyclists' lights or pedestrians' reflectors. Be especially cautious near pedestrian crossings. Stay alert at night, especially when the road surface is wet.



Driving at night

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Maintain a safe distance from other vehicles



In 2024, 29% of all traffic accidents involving injuries occurred during nighttime. During nighttime hours, 33% of all traffic accidents resulting in fatalities took place.

Driving in the dark can make you feel sleepier than usual, especially during longer trips. Therefore, if you know you will be driving in the dark for 2–3 hours or more, you should plan a few rest stops. During these breaks, it is recommended to drink caffeinated beverages or water, and take a walk in the fresh air.



Driving at night

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Ensure the car's windows and mirrors are clean

Be attentive at night

Avoid drowsiness

Maintain a safe distance from other vehicles



In 2024, 29% of all traffic accidents involving injuries occurred during nighttime. During nighttime hours, 33% of all traffic accidents resulting in fatalities took place.

It is recommended that the driver maintain a safe distance from the vehicle in front, depending on the driving speed, to ensure there is enough space to stop safely if needed. A sufficient lateral distance should also be kept to ensure safe traffic conditions.



Winter driving

What are the key principles for driving on slippery roads?

Assess the road
surface
condition

Prepare the
vehicle for the
trip

Maintain a
greater distance
from other
vehicles than
usual

Avoid sudden
movements
with the
steering wheel
and accelerator
pedal

Speed is crucial
when cornering
in winter

Choose a safe
speed

Winter driving

What are the key principles for driving on slippery roads?

Assess the road surface condition

If it's not possible to determine this during inspection, test the brakes in a safe area without other vehicles, avoiding any dangerous situations for yourself or passengers. Press the brake pedal and check whether the car skids. It's important that your vehicle is not moving at high speed – the recommended speed for this test is around 20 km/h.

In winter, stay especially alert – snow may cover road markings, making lane boundaries difficult to see.



Winter driving

What are the key principles for driving on slippery roads?

Prepare the vehicle for the trip

Before departing, take time to properly prepare the car: thoroughly clean all windows of snow and ice to ensure good visibility. Don't forget to remove snow from the roof and the hood – while driving, snow can fall onto the road or other vehicles.

Also, check whether the lights and license plates are covered with ice or snow. Visually inspect the wheels – snow buildup around the tires can reduce traction and driving stability.



Winter driving

What are the key principles for driving on slippery roads?

Maintain a greater distance from other vehicles than usual

On slippery roads, the distance between cars should be more than twice as large as when driving on dry roads. For example, if you're driving at 40 km/h, the distance between you and the car in front should be 80 meters.



Winter driving

What are the key principles for driving on slippery roads?

Avoid sudden movements with the steering wheel and accelerator pedal

When you see snowdrifts or ice, the most important thing is to stay calm and avoid sudden movements. If possible, reduce your speed before entering a hazardous area. If slowing down is not an option, the best approach is to hold the steering wheel firmly and maintain a steady speed.



Winter driving

What are the key principles for driving on slippery roads?

Speed is crucial when cornering in winter

During winter, it is recommended to reduce speed before making a turn. Braking should be smooth and gradual, and it should begin early, as stopping distances can be significantly longer on slippery roads.

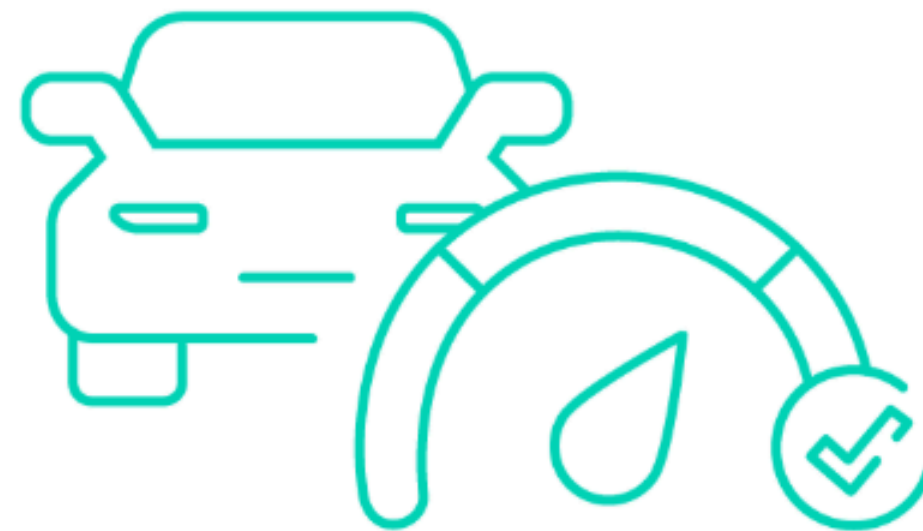


Winter driving

What are the key principles for driving on slippery roads?

Choose a safe speed

Although road signs indicate the permissible speed, each time you drive in winter, considering road and weather conditions, you should reassess and determine a safe speed.



When the car skids on a slippery road

Click on the types of skidding to read about the driving principles for each case.

due to locked wheels

The modern Anti-lock Braking System (ABS) helps maintain control. Proper ABS use is simple: press the brake pedal firmly and hold it down (do not pump the pedal, as was necessary in older cars without ABS). You may feel the pedal vibrating or pulsating – this is completely normal.

Since ABS prevents the wheels from locking, the steering remains responsive, allowing you to maintain control: steer around obstacles or keep the direction precise.

When the car begins to skid:

sideways

The modern Electronic Stability Control (ESC) system helps maintain control and stability. If your car lacks this system and begins to skid, turn the steering wheel in the direction of the skid (for example, if the car skids to the right, turn the wheel right), and simultaneously release the accelerator pedal, especially if the skid is mild.

If the skid is severe, immediately release the accelerator and turn the wheel more towards the skid direction to help bring the car back into the lane and restore stability

due to hydroplane

Driving at high speeds poses a risk when water accumulates between the tires and the road surface, causing the tires to lose grip and the car to glide forward on a thin layer of water.

A "light" feeling in the steering is a sign that this has occurred. In such a case, reduce speed by gently releasing the accelerator pedal. Do not brake or attempt to change direction, as in this situation, you cannot control braking or steering).

Actions in case of a fire in the car

1 Stop in a Safe Location

- Pull over to the side of the road.

2 Turn Off the Engine

- Switch off the engine to reduce fuel supply and hinder the spread of fire.
- Close windows and doors to limit oxygen supply.

3 Report the Fire by Calling 112

- Call 112 and report the fire. Provide your exact location.
- If you successfully extinguished the fire yourself, still report the incident to ensure professional response.

4 Use a Fire Extinguisher

- Use the fire extinguisher according to the instructions provided on it.
- Spray directly at the flames from a distance of 1-2 meters with a narrow stream.

5 Open the Hood Carefully

- To avoid a burst of flames from under the hood, extinguishing should only be attempted by slightly opening it or through a visible gap.
- The hood must not be fully opened, as the fire could intensify when exposed to oxygen.

6 Do Not Approach a Burning Tire

- Move to a safe distance, as a burning tire may explode.

Actions in case of a fire in the car

1 Stop in a Safe Location

- Pull over to the side of the road.

2 Turn Off the Engine

- Switch off the engine to reduce the spread of fire.
- Close windows and doors to limit oxygen supply.

3 Report the Fire to the Authorities

- Call 112 and report the fire.
- If you successfully extinguish the fire, report the incident to ensure professional assessment.



4 Use a Fire Extinguisher

- Use the extinguisher according to the instructions provided on it.
- Stand at a safe distance of 1-2 meters with a clear path to the exit.
- Car fires account for about 10% of all fires in Europe.
(Source: European Fire Prevention Center)
- The number of fires caused by burning cars is increasing, often due to careless handling of fuel and unfavorable weather conditions.
- Quick response and proper use of extinguishing measures can prevent greater losses.

Reminder:

A car fire is a critical situation where swift and **accurate response is essential. Always be prepared** and adhere to safety rules to ensure your safety and the safety of others.

The use of a fire extinguisher

Additional Tips:

- **If the extinguisher is not effective, quickly** move to a safe location and **call 112**.
- **After the fire**, if the fire is extinguished but you're unsure about all potential risks, **do not return** to the fire site until firefighters confirm it is safe.

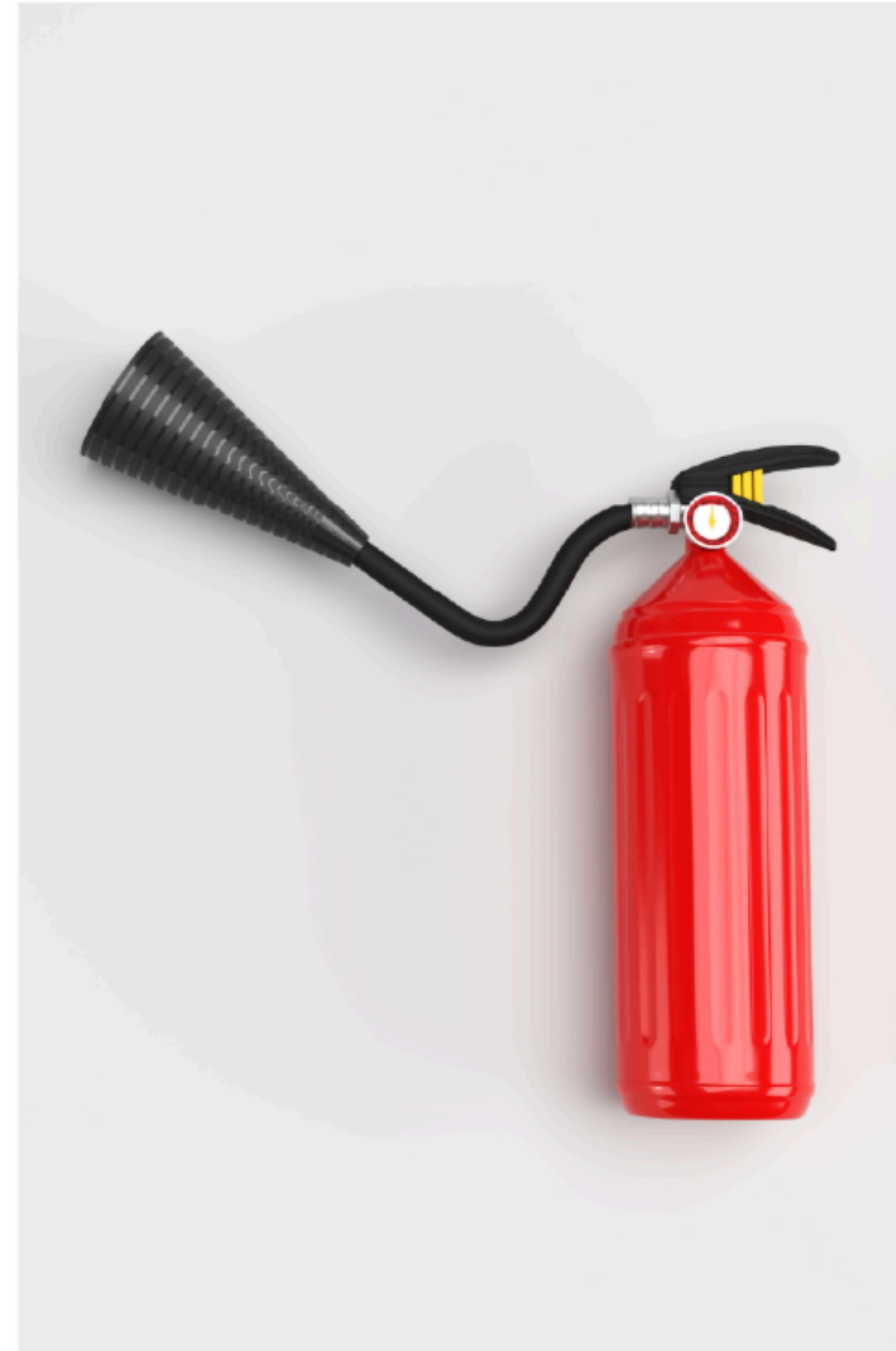
Important Statistics About Fire Extinguishers:

- **The most common reason fires are not extinguished independently is improper use of the extinguisher.** Therefore, it's crucial to know the correct extinguishing procedure!

Remember:

- **Quick response and proper use of a fire extinguisher** can help prevent larger disasters.
- **Always ensure** the extinguisher is regularly checked and ready for use.

[Fire extinguisher usage instructions](#)



The use of a fire extinguisher

Additional Tips:

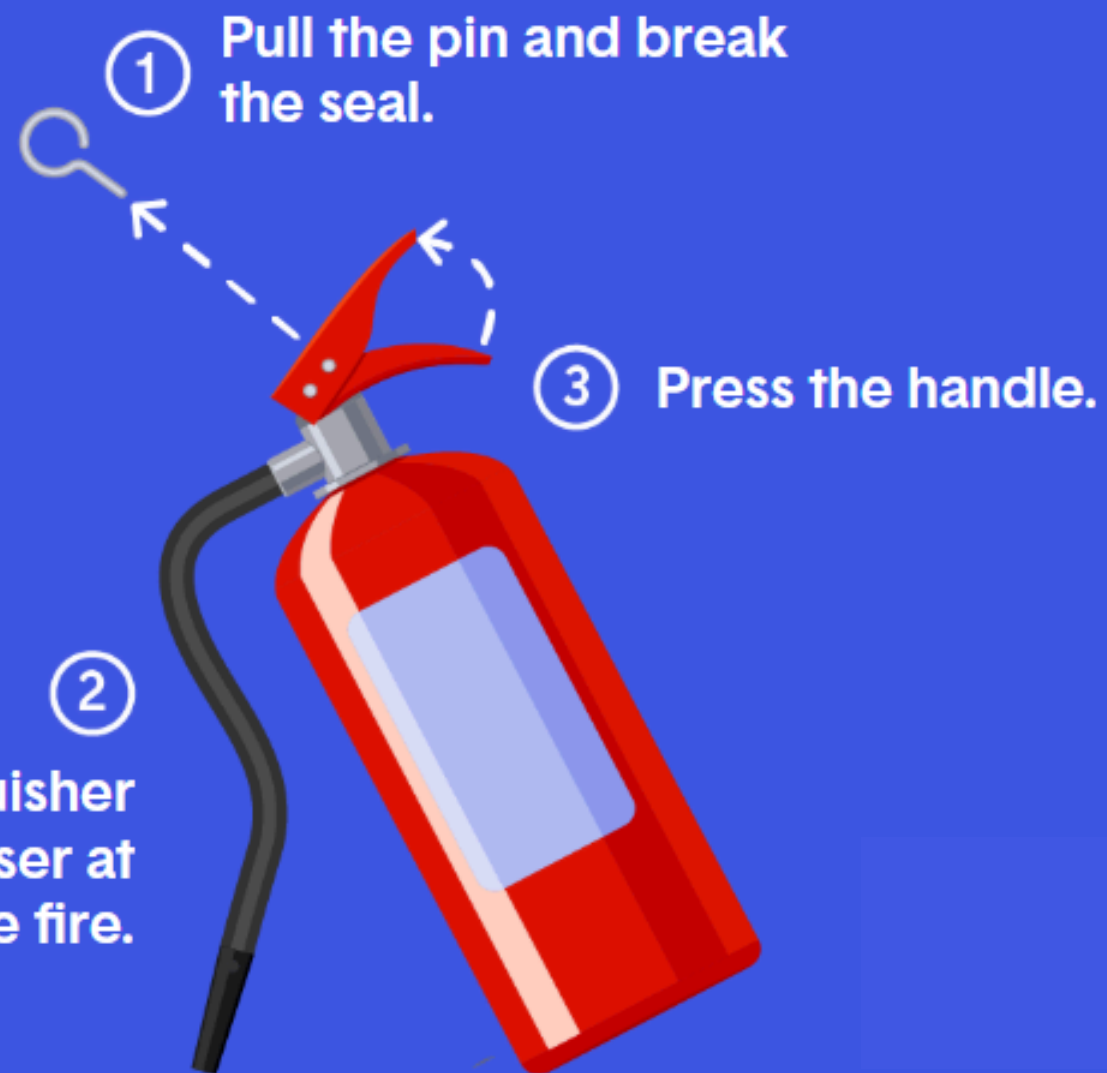
- If the extinguisher is not working, do not use it and call 112.
- After the fire, if the fire is not completely out, do not touch the fire. There are potential risks, do not re-enter the area until the fire is safe.

Important Statistics

- The most common cause of fire is electrical faults. It is important to know the causes of fire independently is important. It is crucial to know the causes of fire.

Remember:

- Quick response to fire can prevent larger disasters.
- Always ensure you are trained in the use of a fire extinguisher.



Actions in case of a fire in an electric car

1 Stop the Vehicle and Exit the Car

- First, stop the vehicle and exit the car as quickly as possible. Make sure all passengers have also exited.
- Do not return to the vehicle until it is confirmed to be safe.

2 Call Emergency Services at 112

3 Move a Safe Distance Away from the Vehicle

- Electric vehicles contain lithium-ion batteries, which can explode or catch fire, so stay away from the fire site.

4 Use Fire Extinguishing Equipment

- If the fire is small, you can try using a fire extinguisher. However, it's important to understand that extinguishing a larger fire can be very dangerous, so prioritize your safety first.

5 Immediately Stop the Power Supply

- If possible and safe, stop using the vehicle's system. Some electric vehicles may have a shutdown mechanism that, when activated, stops the power supply system. Use this feature only if you have sufficient knowledge and are certain it won't pose additional risk to your life or health.

6 NEVER Attempt to Drive or Move the Vehicle to Avoid the Fire

- It can cause additional dangers, such as explosions.

7 Monitor the Situation After the Fire is Extinguished

- Lithium-ion batteries can overheat and pose a threat even after the flames have been put out. The fire may reignite due to battery overheating. If possible, monitor the situation until emergency services arrive.

What to do in the event of a traffic accident while driving a company car?

The concept of a traffic accident includes an event in which, involving a vehicle, people are killed or injured, at least one vehicle, cargo, road, its structures, or any other property is damaged or destroyed.

1 Notify the Police or Fill Out an Incident Report

- **Notify the police** if the incident is serious or **fill out a report** for minor incidents.

In what cases is it necessary to report to the police?

2 Photograph the Damage and Scene

- **Document all damage and the incident scene** – vehicle position, road signs, and weather conditions.

3 Register the Incident by Phone

- **Inform supervising representatives** about the incident and provide key information.

4 Await Assistance or Obtain a Replacement Vehicle

- **Wait for assistance** or get a replacement vehicle if needed.



Additional Tips:

- Do not leave the scene, even for minor damages.
- Keep all documents safe (report, photos, insurance information).

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2 Photograph the Damage and

- **Document all damage and the incident**, including vehicle position, road signs, and weather conditions.

In what cases is it necessary to report to the police in the event of a traffic accident?

1. When you collide with an obstacle and property is damaged (such as a fence, pole, etc.);
2. When another vehicle is damaged and the owner is unknown;
3. When a pedestrian, cyclist, or animal is injured;
4. When you find your own vehicle damaged.

Within what time frame must a traffic accident or noticed damage to a company vehicle be reported?



More useful information can be found on the Intranet, under the section **OFFICE AND TRANSPORT -> TRANSPORT**



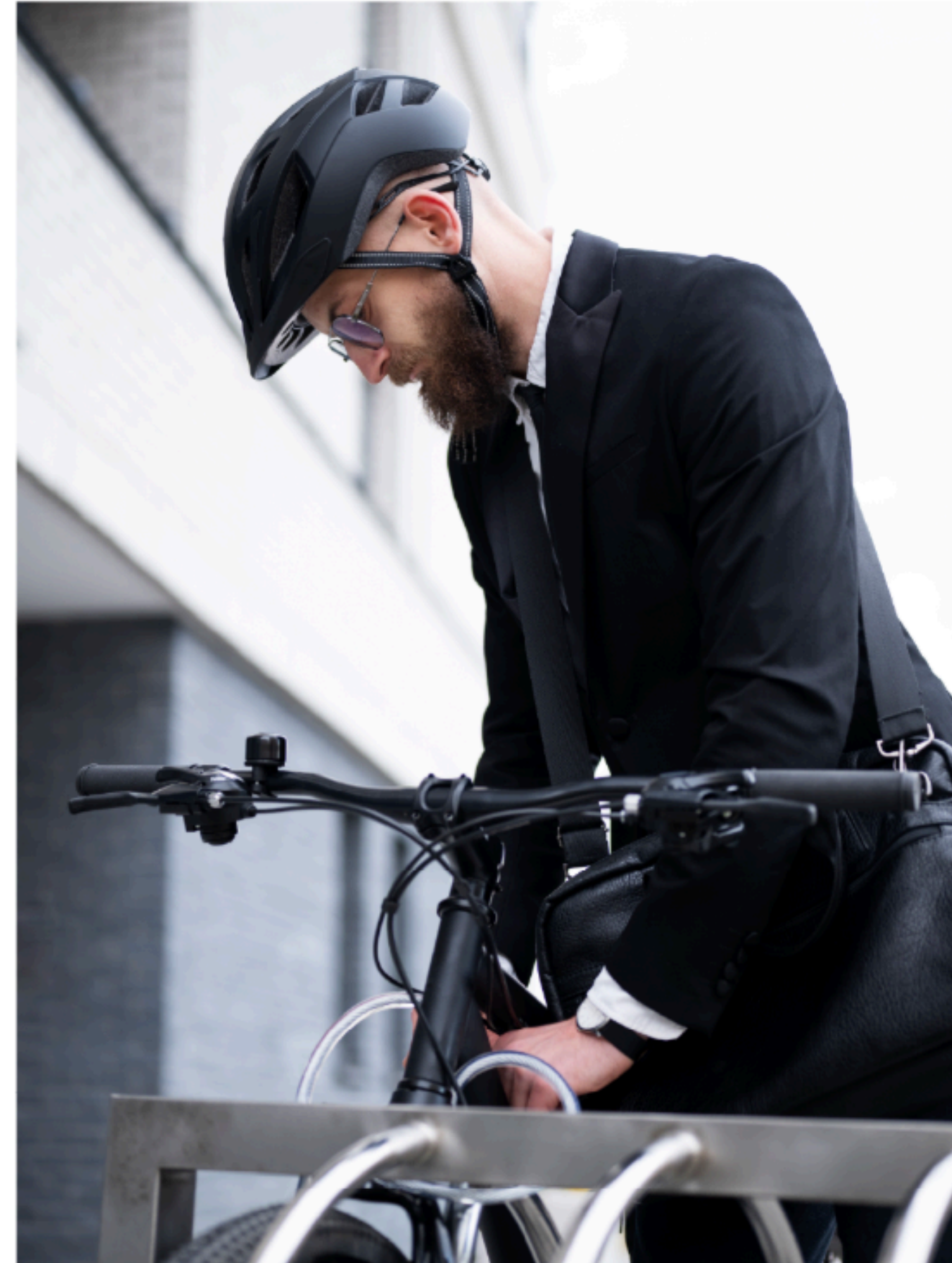
- Traffic accident report;
- Explanation document in the form specified by the rental company;
- Photos (of the damage and incident scene);
- Copy of the driver's license (both sides);
- Other information requested by the representative.

If the accident involves an injured employee, it is also necessary to immediately inform the direct supervisor and the responsible Occupational Safety and Health Specialists of the company.

Contact information of the vehicle maintenance representatives

Safe cycling

- Check the bicycle for tire damage, functioning brakes, stable seat, and working lights (if riding at dusk, in poor weather, or in darkness).
- Although traffic rules only recommend helmets for cyclists over 18, the cycling community agrees that a helmet is the most essential accessory. We recommend wearing a helmet even for the shortest distances.
- Do not use your phone and avoid headphones.
- Ride on bike paths, bike lanes, or as close to the right edge of the road as possible.
- Walk your bicycle across pedestrian crossings rather than riding.
- Signal turns with your hand.
- When passing pedestrians, ride at a speed similar to pedestrian movement (3-7 km/h).
- Cyclists, like car drivers, must yield to pedestrians at crossings and intersections.



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- Walk your bicycle across pedestrian crossings when riding.
- Signal turns with your hand.
- When passing pedestrians, ride at a safe distance and slow movement (3-7 km/h).
- Cyclists, like car drivers, must yield to pedestrians at crossings and intersections.



What is prohibited for cyclists?

Drive while under the influence of alcohol, narcotics, psychotropic substances, or other psychoactive substances

- Riding on the road if bike paths are available.
- Riding without holding the handlebars with at least one hand (except when signaling with a hand).
- Carrying passengers if there are no specially designated seats.
- Carrying, towing, or pushing loads that interfere with driving or pose a danger to other road users.
- Riding across pedestrian crossings.
- Riding on highways and expressways.



**Thank you for
your attention!**

