



Drivers handbook



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KDG Africa Ltd.

www.kdgafrica.com



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Zero Compromise — Safety, Quality, Excellence in Every Mile

Welcome to the KDG Africa Driver Code of Excellence

As a KDG Africa driver, you are not just moving goods — you are carrying lives, trust and national responsibility with every mile you drive. Even the most experienced professionals can face unexpected risks. Habits, distractions or sudden mechanical issues can turn seconds into serious consequences. That is why this handbook is not just a document — it is your safety companion on every journey.

Keep it with you. Refer to it often. Follow it not just as instruction — but as discipline.

Every time you drive, you are expected to:

- **Uphold dignity** — be respectful, calm and professional in all interactions.
- **Stay alert** — manage time efficiently without compromising attention or safety.
- **Work with precision** — drive with patience, awareness and absolute caution.

Your actions on the road reflect your personal responsibility and the reputation of KDG Africa. Together — driver and employer — we share equal accountability in protecting human life, property, and the environment.



Safety is not a task. It is your highest duty.

Deliver not just cargo — deliver confidence, care and uncompromising quality on every route.



Pre-Trip Ritual — Never Skip, Never Rush

Every safe journey begins before the engine starts. A disciplined pre-trip inspection is your first line of defense — it protects lives, prevents breakdowns and upholds KDG Africa's commitment to safety excellence.

Walk around your vehicle and inspect the following carefully:

- Tires — properly inflated, no cracks or damage
- Headlights, brake lights & indicators — clean, functional, not broken
- Windows & mirrors — clean and clear visibility
- Dashboard gauges — all readings normal and responsive
- Truck-trailer coupling — firm and correctly locked
- Cargo — securely packed and properly covered
- Leaks — check under and around vehicle for fuel, oil or air leaks

Confirm all safety mechanisms are secure:

- Trailer & vehicle coupling position
- Landing gear fully retracted
- Handbrake released only after full readiness
- Electrical & air system properly connected
- Wind release valves correctly set

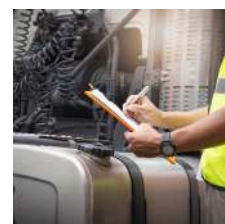
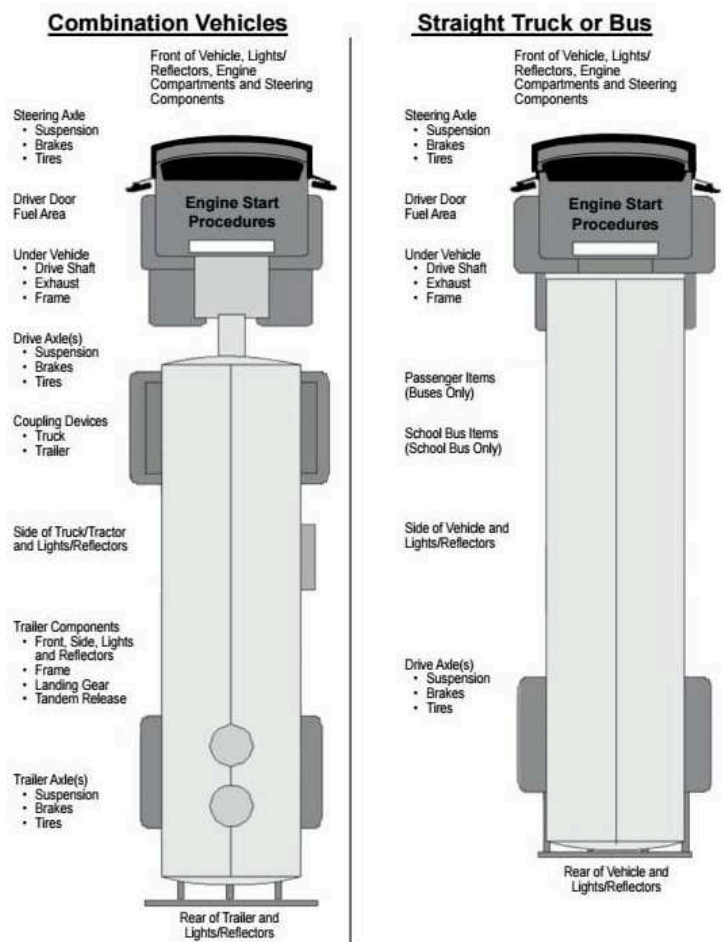
Final Safety Action — Test your brakes before moving.

Make absolutely sure nothing and no one is underneath or too close to the vehicle.

Golden Rule:

Do not begin your journey in haste.

Haste prevents safety — and safety is non-negotiable.



Wheels & Tires — Your First Line of Safety

Your wheels do more than move the vehicle — they ensure stability, control and safe braking. A tire failure at high speed can be fatal, which is why careful inspection is non-negotiable..

Before You Move — Check Your Wheels & Tires

- ✓ Tires must be properly inflated — never too low or too high
- ✓ Both tires on the same axle must be identical
- ✓ No cracks, cuts, bulges or abnormal wear
- ✓ Tread depth must be visible and safe for road traction

The Hidden Dangers of Under-Inflated Tires

- High risk of burst or damaged tires
- Poor road grip, especially on wet surfaces
- Increased fuel consumption
- Possible failure of safety systems like ABS and traction control
- Faster and uneven tire wear

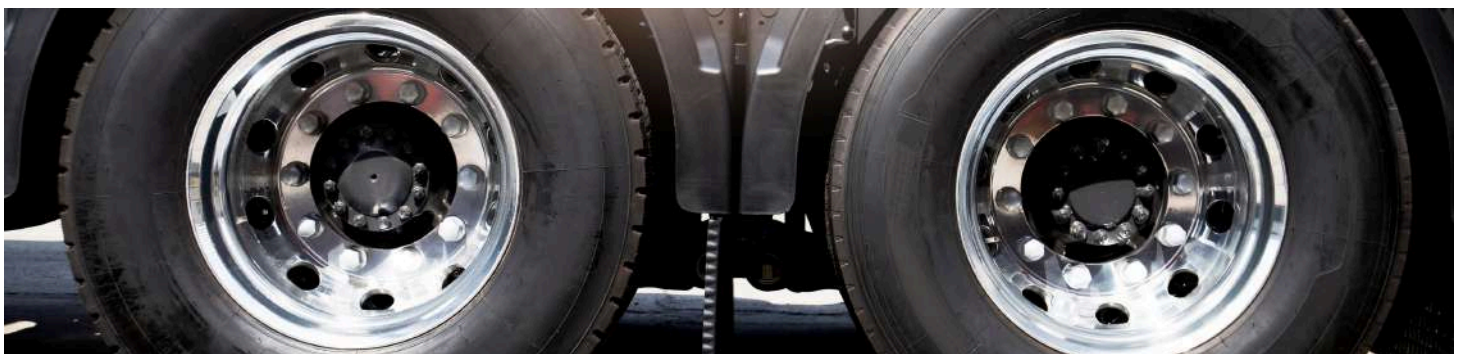
Never allow tires to be underinflated — it directly threatens your safety.

If a Tire Bursts While Driving — Stay in Control

Do not panic

- Hold the steering wheel firmly and keep the vehicle straight
- Do NOT press the brakes suddenly
- Gently apply brakes in small press-and-release motions
- Do NOT disengage the clutch — keep the vehicle stable

Your calm response can prevent an accident.



Essential Document Check — Before Departure

Always confirm you have the following valid and updated documents with you:

For Driver	For Vehicle	For Cargo
Driving License	Log Book	Waybill / Delivery Sheet
	Vehicle License & Insurance Certificate	
	Vehicle Registration Certificate	
	Axle Tax / Road Tax Proof	

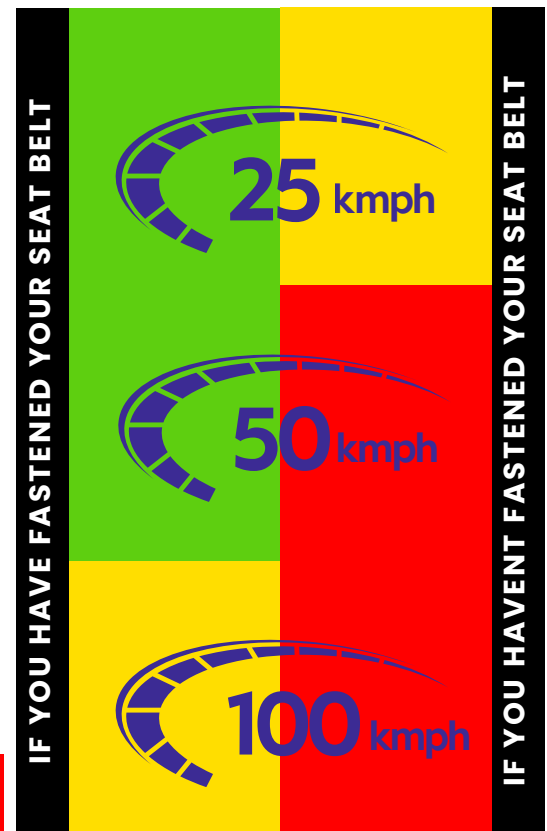
Never begin a journey without all legally required documents — delays, penalties, or detention may occur.

In Case of an Accident — Your Safety First

The impact of a collision increases drastically with speed. Without a seat belt, **the force of impact can be up to 10 times higher.**

A seat belt prevents you from being thrown forward, hitting the dashboard or windshield, or being ejected from the vehicle.

- ✓ Wearing a seat belt is mandatory — for both driver and all passengers.
- ✓ Always fasten seat belts before moving the vehicle.



No Injuries

Serious Injuries

Death

Safe driving begins before the engine is started — with documents, discipline, and seat belts.

Before moving the vehicle, perform a quick functional readiness check:

- ✓ Test the horn
- ✓ Test all braking systems — service brake, emergency brake, park/hand brake
- ✓ Check indicators, hazard lights, and warning lights

FIRST FEW KILOMETRES — DRIVE WITH FULL ALERTNESS

As the journey begins, carefully assess:

- Vehicle balance and load stability
- Overall vehicle length & turning clearance
- Braking response and stopping distance

This is your adaptation phase — drive cautiously until fully confident in control.

WHILE DRIVING — CONTINUOUS AWARENESS

Stay alert for any warning signs:

- ⚠ Unusual engine noise
- ⚠ Abnormal smoke
- ⚠ Strange or burning odors
- ⚠ Unexpected rise in fuel usage
- ⚠ Any warning alert highlighted on the dashboard

Immediate attention can prevent breakdowns or accidents.

AFTER THE TRIP — RESPONSIBLE CLOSURE

Once the journey is completed:

- ✓ Report any abnormalities or faults immediately
- ✓ Clean the vehicle before parking
- ✓ Record all required details in the logbook/daily report

Logbook entries may include journey route, fuel usage, incident notes, mechanical concerns, and next maintenance due.



Remember: Different vehicle types have different maintenance requirements. Always follow the specific maintenance schedule assigned to your vehicle.



SHARP VISION — YOUR FIRST SAFETY SYSTEM

When driving, over 90% of your decisions depend on what your eyes see. Your eyesight is your most critical safety tool.

ALWAYS LOOK FAR AHEAD — NOT JUST IN FRONT OF THE VEHICLE

To anticipate danger early, continuously scan the full horizon for at least 5 seconds ahead — not just the road immediately in front of you.

This helps you detect early signs of danger such as:

- Pedestrians, livestock, children, or disabled persons
- Sudden road obstacles or potholes
- Unexpected vehicle movements
- Hazard zones or poor surface conditions

HOW SPEED AFFECTS YOUR VISION

The faster you drive, the narrower your field of vision becomes — reducing your ability to notice hazards on the sides.

Speed	Estimated Field of Vision
40 km/h	~100%
70 km/h	~75%
100 km/h	~45–55%
130 km/h	~30% or less

High speed = tunnel vision. You see less. You react slower. Risk increases drastically.

Drive with your EYES before you drive with your HANDS.
KDG Africa promotes proactive vision discipline — not reactive panic.

SEE BEYOND THE MIRRORS

Even with perfect use of interior and side mirrors, there are always blind spots — invisible zones that mirrors cannot cover. These hidden areas are one of the leading causes of lane-change accidents.

WHY BLIND SPOTS ARE DANGEROUS

These areas can easily hide:

- Motorcyclists
- Small vehicles
- Pedestrians or cyclists

Mirrors give a wide view front and rear, but not everything around your vehicle is visible through them. If you do not actively check blind spots — you are driving partially blind.

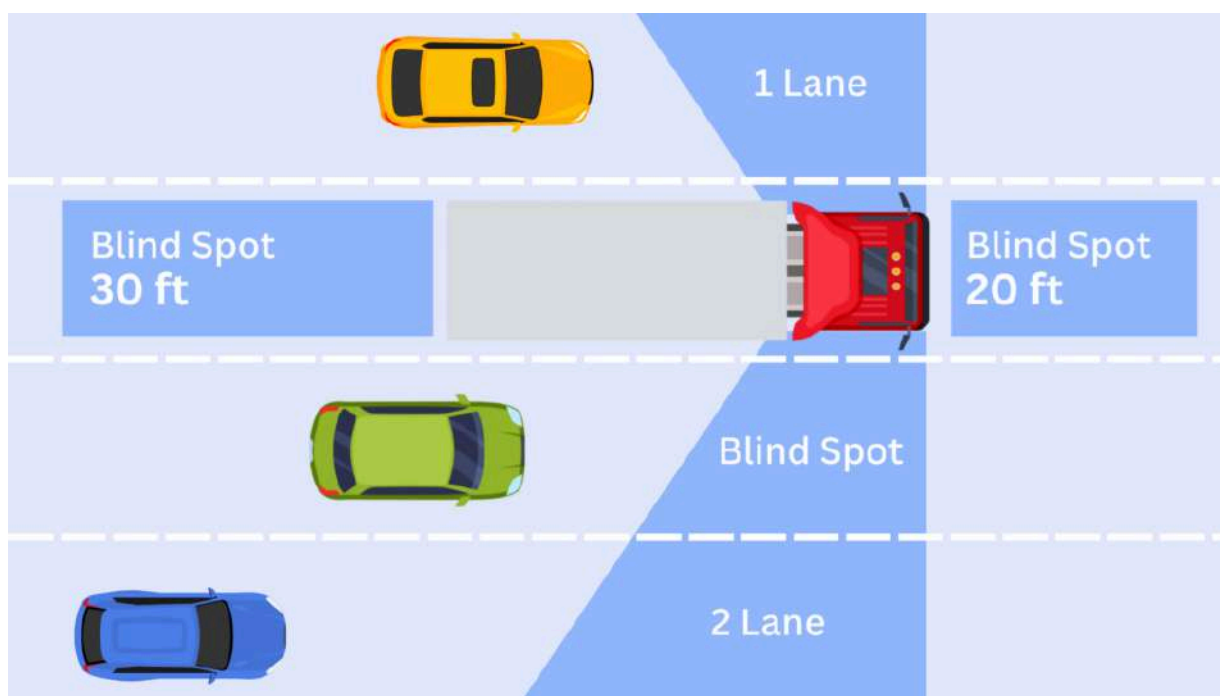
WHEN CHANGING LANES — FOLLOW THIS SEQUENCE

Before moving left or right:

1. Check interior mirror
2. Check side mirror of the direction you want to move
3. Physically turn your head and look over your shoulder to check the blind spot

This last step is critical — mirrors alone are NOT enough.

EXAMPLE::

**KDG AFRICA SAFETY RULE:**

Always scan mirrors — then check blind spots with your eyes before making any lateral movement.

REVERSING — CHECK EVERYWHERE, EVERY TIME

Before reversing, never rely only on mirrors.

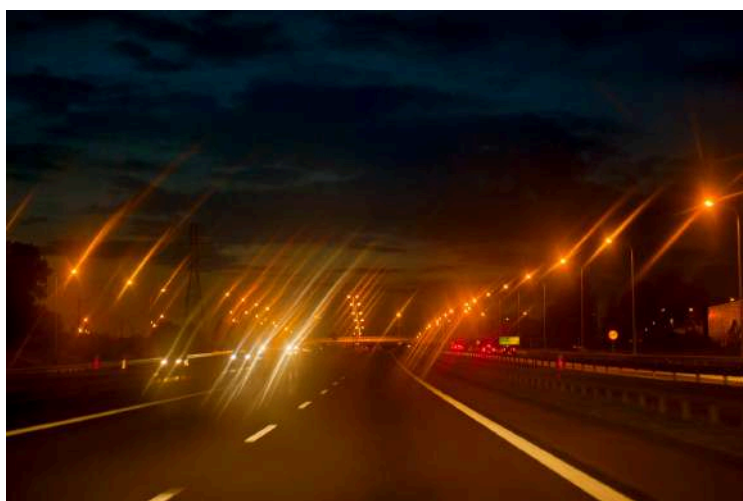
Step down if needed and physically check all around and under the vehicle — especially for children, animals, or obstacles that mirrors may not reveal.



NIGHT DRIVING — KNOW YOUR LIMITATIONS

Human eyes are not naturally designed for darkness. At night, your vision is severely affected:

- Reduced front visibility
- Poor distance and depth judgment
- Slower reaction to hazards
- Bright lights from opposite vehicles can temporarily blind you
- Mind may imagine objects that aren't really there



BRIGHT LIGHT SAFETY

Improper headlight intensity — yours or others — can cause glare and disturb your vision for several seconds while still moving.

KDG AFRICA SAFETY RULE:
AVOID LOOKING DIRECTLY INTO BRIGHT HEADLIGHTS
ADJUST YOUR OWN LIGHTS CORRECTLY
REDUCE SPEED IMMEDIATELY IF VISIBILITY IS COMPROMISED

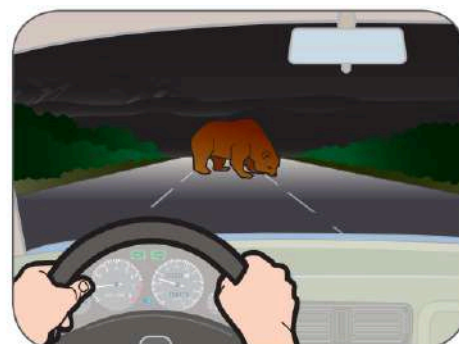
USE HIGH BEAMS ONLY ON DARK, EMPTY STRETCHES OF ROAD.



Daytime



Low beam headlights

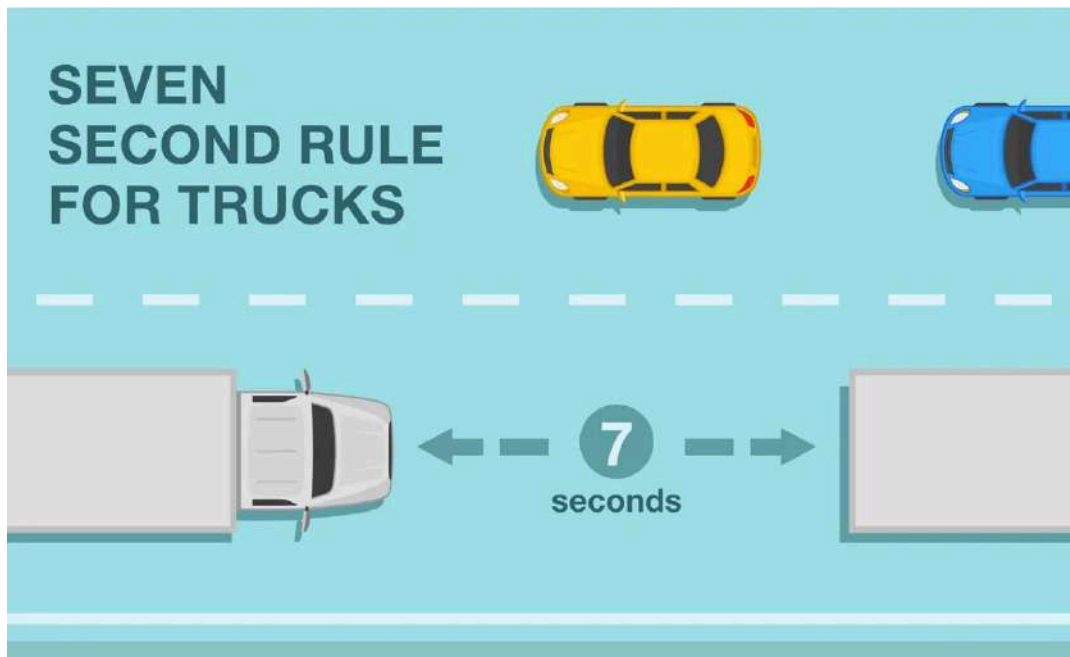


High beam headlights

Every second matters on the road.

On average, it takes about one second for a driver to see, process, and react to a situation — from seeing or hearing a hazard to understanding and deciding how to respond.

This one-second delay, known as decision-making time, can make all the difference between safety and collision. Your eyes, ears, and brain work together to detect and interpret information, while your muscles respond to execute the decision. Staying alert reduces this reaction time and helps you stay in control.



To ensure safety:

- Maintain a safe following distance between your vehicle and the one ahead.
- For trucks or vehicles longer than 7 meters, always keep a minimum distance of **50 meters**.
- This space gives you the critical time and distance needed to see, decide, and act safely — especially in emergencies or at high speeds.



Keep Distance. Stay in Control.

Always allow yourself enough time — and space — to react safely.

It takes about 1 second to decide and 3 seconds to act. That's why maintaining a minimum 4-second gap from the vehicle ahead is essential for safety.

How to check your distance:

When the vehicle in front of you passes a fixed object — such as a signpost or tree — start counting: “One thousand one... one thousand two... one thousand three... one thousand four.”

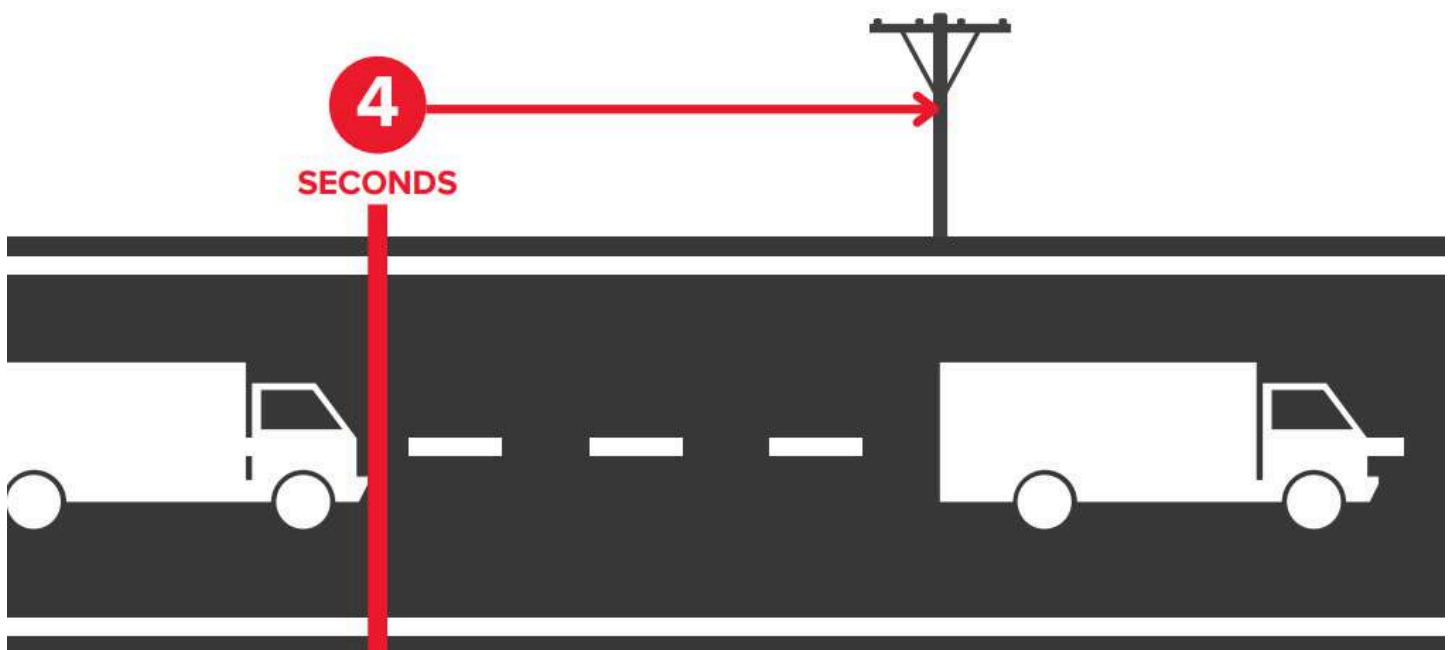
If you reach that same point before finishing the count, you're too close. Slow down and increase your distance.

At normal highway speeds, this equals approximately:

- 38 meters for the reaction and decision time (1 second)
- An additional 62 meters to stop safely (3 seconds)
- → Around 100 meters total — your safety zone.

Remember:

Never follow too closely. Don't let sudden stops or surprises catch you off guard. A safe distance gives you the time you need to see, decide, and act — safely.



Know Your Stopping Power. Save Lives.

Your ability to stop safely depends on three key factors:

1. Reaction Time – How quickly you respond after seeing a hazard.
2. Braking Distance – The distance your vehicle travels after applying the brakes.
3. Stopping Distance – The total distance from when you first see the danger to when the vehicle comes to a complete stop.

Always Inspect Before You Drive

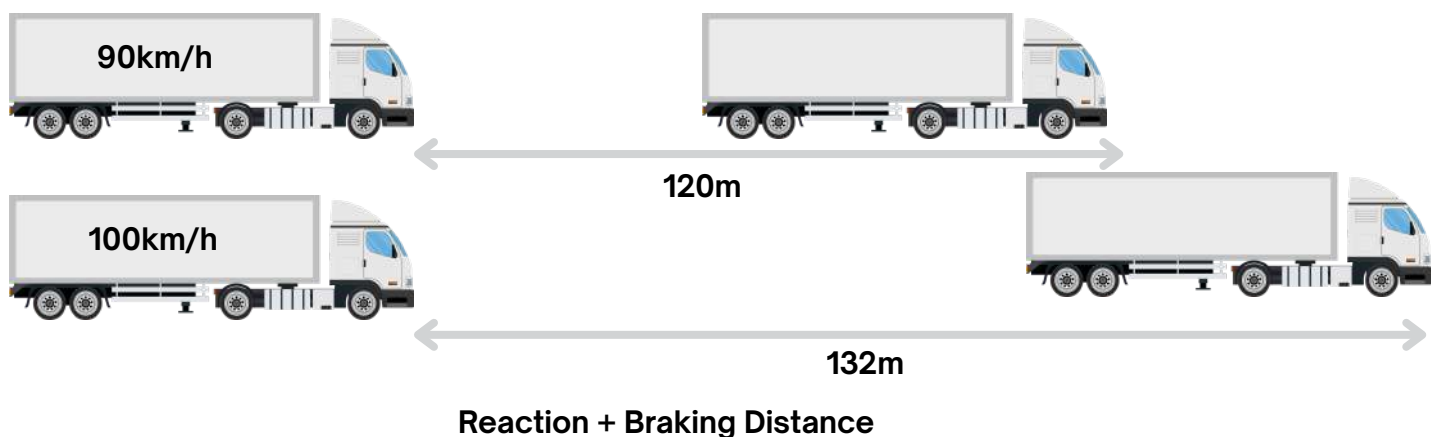
Before every trip, walk around your vehicle and check for:

- Proper brake function
- Tire condition and pressure
- Load balance and securement
- Any signs of oil, mud, or water that could affect braking performance

What Increases Braking Distance

Braking distance increases when:

- Roads are wet, muddy, or icy
- Tires are worn or underinflated
- Heavy loads are carried
- Brakes are poorly maintained or misused
- Driver reacts late or presses the brake too hard (locking the wheels)
- Roads are uneven or slippery due to oil or gravel



AVERAGE STOPPING DISTANCE BY SPEED

THE TABLE BELOW SHOWS APPROXIMATE STOPPING DISTANCES FOR A LOADED TRUCK IN GOOD MECHANICAL CONDITION.

(VALUES ARE ROUNDED TO THE NEAREST METER. FIGURES MAY VARY BASED ON LOAD, DRIVER SKILL, AND ROAD CONDITIONS.)

Speed (km/h)	Reaction Distance (m)	Braking Distance (Dry Road)	Total Stopping Distance (Dry)	Braking Distance (Wet Road)	Total Stopping Distance (Wet)
30 km/h	8 m	6 m	14 m	12 m	20 m
40 km/h	9 m	11 m	20 m	23 m	32 m
50 km/h	14 m	16 m	30 m	32 m	46 m
60 km/h	17 m	23 m	40 m	46 m	63 m
80 km/h	22 m	41 m	63 m	82 m	104 m
90 km/h	25 m	52 m	77 m	104 m	129 m
100 km/h	28 m	64 m	92 m	129 m	157 m
110 km/h	31 m	78 m	109 m	156 m	187 m

TIP: AT 80 KM/H, A FULLY LOADED TRUCK MAY NEED OVER 100 METERS TO STOP SAFELY ON A WET SURFACE. ALWAYS MAINTAIN ENOUGH SPACE AHEAD.



Understanding the Space You Need to Stop Safely

Every vehicle needs time and distance to come to a complete stop.

This distance depends on your speed, reaction time, road conditions, and vehicle load.

The faster you go, the longer it takes to stop — and the greater the risk if you don't leave enough space.

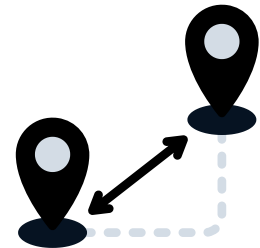
1. Decision Distance

This is the distance your vehicle travels from the moment you see a hazard to the moment you decide to apply the brakes.

Even an alert driver takes about 1 second to recognize a danger and react.

At 80 km/h, that's already 22 meters — nearly the length of five cars — before braking even begins.

Remember: Every second counts. The sooner you decide, the shorter your stopping distance.

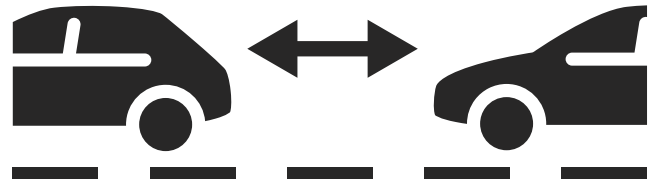


2. Braking Distance

Once you apply the brakes, your vehicle continues to move forward until it fully stops.

This is called the braking distance, and it increases with:

- Higher speeds
- Wet, muddy, or slippery roads
- Heavy loads
- Worn-out tires
- Improper braking technique



3. Safe Stopping Space

Your stopping distance =

Decision Distance + Braking Distance

To stay safe:

- Maintain at least 4 seconds of space between you and the vehicle in front.
- Double this distance on wet, foggy, or downhill roads.
- Never rely only on brakes — anticipate traffic flow and reduce speed early.



4. Level of Restriction

Your ability to maneuver is limited by:

- Road edges or barriers on one side
- Other vehicles on the other
- Traffic and surface conditions around you



That's why keeping a clear space in all directions is essential — in front, behind, and to your sides.

Stay in Control — Plan Your Turns, Protect Your Load

Driving long or heavy vehicles demands precision, especially when cornering or descending slopes. Poor judgment or excessive speed can quickly lead to loss of control.

🕒 How to Cut a Corner Safely

1. Slow Down Before the Curve

Reduce speed well before entering the corner — not during. Sudden braking while turning can cause skidding or trailer swing.

2. Keep the Rear of the Vehicle on the Road

The rear end of long vehicles tends to swing wide. Always position your vehicle so that your rear wheels remain within your lane while turning.

3. Watch for Hidden Hazards

Be aware of blind spots and obstacles near the inside of the curve. The front of your vehicle may need to extend slightly into another lane to maintain the correct angle — ensure the area is clear before doing so.

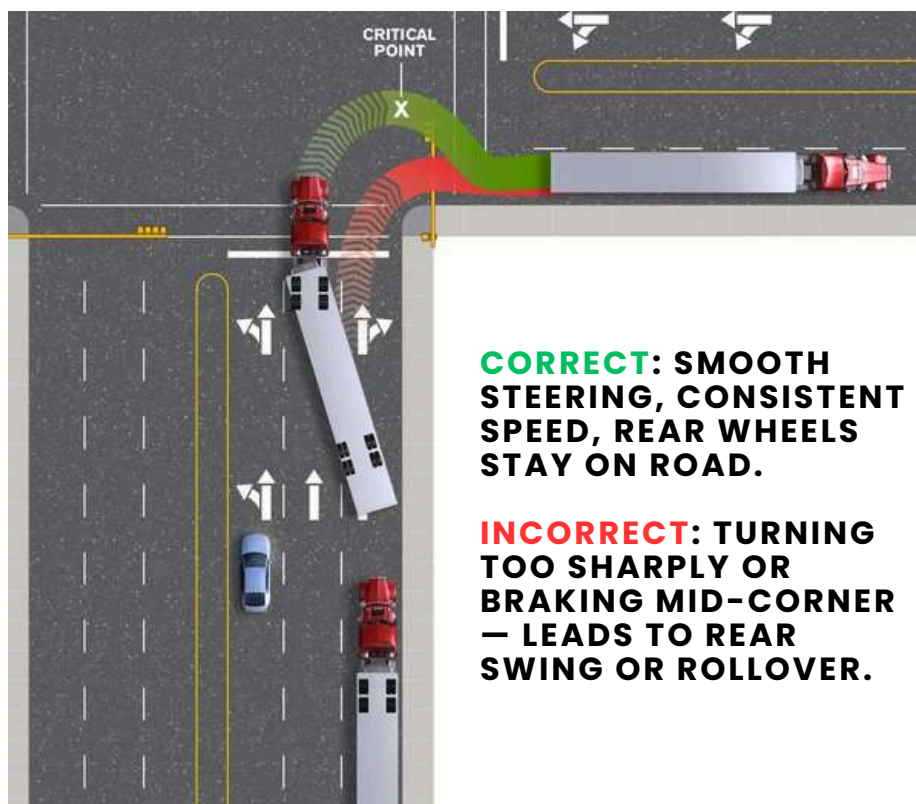
4. Follow the Correct Steering Path

Your eyes lead your actions.

Always look through the turn toward the end of the corner (see illustration).

This ensures smoother steering and better control of the trailer's alignment.

ILLUSTRATION: CORRECT CORNERING TECHNIQUE



Braking on Descents (Downhill Driving)

Descending steep slopes is one of the most critical moments in heavy-vehicle driving. Brakes can overheat and fail if used incorrectly.

1. Adjust Speed Before the Slope

Reduce speed before starting downhill. Entering a descent too fast increases the risk of losing control.

2. Use Engine Braking

Select a lower gear before the descent.

Let the engine braking assist in controlling speed — this reduces wear and prevents overheating of wheel brakes.

3. Use Retarders or Speed Reducers

If equipped, activate the retarder or auxiliary braking system to help control descent speed safely and smoothly.

4. Avoid Continuous Braking

Do not press and hold the brake pedal continuously.

Instead, apply the service brakes gently and briefly, then release to allow cooling.

5. Watch for Warning Signs

If you smell burning rubber or see smoke near the wheels — stop immediately in a safe area and allow the brakes to cool.



Anticipating What's Ahead

Assessing Doubts — Predict Before You React

Safe driving isn't just about what you see — it's about what you expect to happen next.


In every second on the road, conditions change. A good driver anticipates those changes before they become dangers.

Ask yourself:

"Where will that pedestrian, cyclist, child, car — or even a dog — be in the next 1, 2, 3, or 4 seconds?"
That small question can prevent big accidents.

Predict the Unpredictable

1. Pedestrians

- May jump sideways or suddenly turn back.
- Often hesitate before crossing, then step forward again.
- Children are especially unpredictable — their limited vision and impulsive behavior make them highly vulnerable.
-  Always slow down near schools, playgrounds, or crowded areas.

2. Animals

- Completely unpredictable.
- They don't understand danger or road behavior.
- Be alert near rural or residential areas — animals may dart onto the road suddenly.

3. Cyclists & Motorcyclists

- May swerve unexpectedly to avoid potholes, puddles, or debris.
- Motorcyclists can accelerate suddenly to overtake or escape a tight spot.
- Maintain at least 1.5 meters of space when overtaking two-wheelers.

4. Other Vehicles

- Cars may cut corners too sharply or swing wide.
- Drivers can accelerate suddenly to overtake without signaling.
- Parked vehicles may open doors unexpectedly — especially minibuses or vans with sliding doors.
- Always keep a safe lateral distance from parked or turning vehicles.

Driver's Tip: Think Four Seconds Ahead

Visualize the road four seconds into the future.



If any vehicle, person, or animal could cross your path in that time — be ready to slow down or change course safely.

Expect the Unseen

Anticipate What You Cannot Yet See

A professional driver looks beyond the visible.

Dangers often come from places you cannot see — yet must still expect.

•• Hidden Zones to Watch For

1. Road Junctions:
2. Vehicles or pedestrians may emerge suddenly from side roads.
3. Blind Corners:
4. Curves or bends hide oncoming traffic or stationary obstacles.
5. Beyond Your Headlights:
6. At night, your vision is limited to what your beams reveal — anything beyond that is unknown territory.
7. Behind Large Vehicles:
8. Trucks and buses can block your view of smaller vehicles, pedestrians, or hazards ahead.



🌧️ Other Invisible Hazards

- The crest of a hill may hide stopped vehicles or slow-moving traffic.
- In rain, fog, or dust, visibility drops and road surfaces become unpredictable.
- Something could be lying on the road — or a vehicle might appear suddenly.

When in doubt, expect anything. The road can always surprise you.

⚠️ When You're Unsure — Slow Down and Prepare

If your vision is limited or conditions feel uncertain:

- Ease off the accelerator.
- Keep your foot near the brake pedal — be ready to react instantly.
- Avoid surprises by giving yourself the time and distance to stop safely.

The less you can see, the more space and time you need to stay safe.



🚧 Obstacles and Freedom

You may not always be able to change lanes when danger appears.

However, you can control the situation by braking smoothly and early — not suddenly.

Your control is your safety zone.



You have responsibilities — not rights

Emergency vehicles (fire, ambulance, police) and trains have priority. Always yield to them and to traffic-control instructions. When in doubt, give way — avoid forcing others to brake or change course. Causing others to react suddenly creates risk for everyone.

MANAGING ROAD SPACE & POSITIONING

- Drive for space: Adjust your speed to keep a safe buffer in front, behind and to the sides.
- Stop with escape room: When stopped behind another vehicle, leave space so you can move around it if needed and see its rear wheels.
- Keep wheels straight when stopped: This reduces the risk of being pushed into another vehicle if struck from behind.
- Don't cut corners aggressively: For long vehicles, ensure the rear remains on the roadway; the front may swing, but the rear must stay safe.

LEFT TURNS, OVERTAKING & LANE CHANGES

- Left turns are high risk: Check mirrors, signal early and verify no bicycles or motorcycles are overtaking on the inside.
- When turning, give way if necessary: If another vehicle is already committed to the turn, let it complete the maneuver.
- Overtaking: Only overtake when you have a clear view ahead and enough space — do not overtake on the inside of a vehicle that is turning.
- If you miss an exit: Do not reverse — proceed to the next safe exit and re-route.

ROUNDBABOUTS & INTERSECTIONS

- Approach with care: Slow down, select the correct lane and signal your intention clearly.
- Yield to traffic from the right at unsigned roundabouts. If signage is present, follow it.
- Keep a low speed in roundabouts — heavy loads increase overturn risk if you take corners too fast.
- If visibility is restricted, allow others to go first — it's safer than forcing passage.



Source: FHWA.

ROAD WORKS, MAINTENANCE AREAS & TEMPORARY SIGNS

- Slow down and follow signs or temporary signals.
- Do not use emergency lanes or drive around cones unless directed.
- Expect reduced lanes, workers, and equipment close to the roadway — pass with extra caution.
- Avoid sudden lane changes; plan your path early and safely.

INTERACTING WITH OTHER ROAD USERS

- Expect unpredictable behaviour: pedestrians, children, animals, motorbikes and cyclists can appear without warning.
- Be courteous: use lights or gestures to warn and guide other drivers when it is safe to do so.
- Give vulnerable road users extra space. When passing cyclists or motorbikes, move over and slow down.
- Plan an escape route: always have a clear area to steer to if a hazard appears.

HUMAN FACTORS & BEHAVIOUR

- Many drivers act under stress, distraction or different driving habits. Your calm, predictable behaviour reduces risk for everyone. Drive as you would like others to drive toward you.

MOBILE PHONE & DISTRACTION POLICY

- No phone use while driving. Silence or store your phone before you start.
- Do not use phones near fuel, loading areas or other hazardous locations.
- Stop safely (handbrake applied and in a safe location) before answering calls or checking messages.

KEY RULES TO LIVE BY

- Slow down first, then observe.
- Leave room for error — for you and for others.
- Signal early and communicate intentions.
- Respect priority vehicles and traffic controls.
- Avoid distractions — protect your focus and your cargo.



Choosing the Right Speed

Your speed is your first line of defense on the road.

It doesn't just depend on traffic rules — it depends on your surroundings, visibility, and space around your vehicle.

1. Choose Speed According to Visibility

You must always be able to stop within the distance you can see ahead.

If your vision is limited — by darkness, fog, curves, hills, or traffic — reduce your speed immediately.

Rule of thumb:

“Never drive faster than you can see and stop safely.”

2. Maintain Safe Space Ahead

Do not follow too closely behind another vehicle.

Keeping extra distance gives you time to react and space to stop smoothly.

For trucks or long vehicles:

- Keep at least 50 meters between you and the vehicle in front.
- In rain or low visibility, double this distance.

Tip: The larger your vehicle, the more time and distance it needs to stop.

3. Gentle Braking = Safe Braking

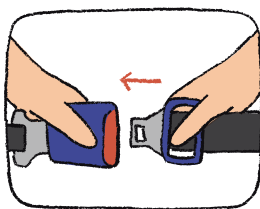
Avoid hard or sudden braking whenever possible.

- Apply brakes lightly but for a longer distance.
- This prevents wheel lock, loss of control, and tire wear.
- Use engine braking on slopes or long descents.

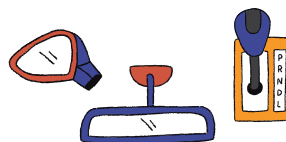
Skilled drivers anticipate and slow down early — before danger appears.



1. Get to Know Your Vehicle



2. Make Sure You Wear a Safety Belt



3. Before Driving, Check and Make Adjustments



4. Hold the Steering Wheel with Both Hands



5. Drive at a Moderate Speed

4. Safe Stopping Position

When stopped behind another vehicle on the road:

- Leave enough space so you can see the rear wheels of the vehicle in front.
- This ensures you have enough room to move if the vehicle stops suddenly or rolls backward.
- If necessary, you can safely steer around it.

This is your escape space — always protect it.

5. Managing Speed While Overtaking or Slowing Down

When slowing down or merging into traffic:

- Signal early. Let other drivers know your intent.
- Watch mirrors frequently. Observe vehicles approaching from behind.
- Keep a safe buffer zone before and after overtaking.
- If traffic stops suddenly, stay calm and maintain your safe distance.

Good drivers don't rush — they read the road and plan ahead.

6. Plan an Escape Route

Always plan where you could go if something unexpected happens.

Look for the least dangerous space — such as the road shoulder or a clear lane — so you can steer safely if another vehicle loses control or a hazard appears suddenly. Safe driving is not just control — it's anticipation.

Key Reminder

The safest drivers are not the fastest —

they are the ones who can stop, react, and escape safely when needed.

	Beware of Pedestrians		Do not exceed 10km/h Speed limit
	Reflective jackets must be worn		Give way to pedestrians crossing
	You must use your seat belt		No Parking on walkways or crossing
	Chock wheels and secure truck		No fighting or quarreling
	Oil spilled from trucks MUST be cleaned up immediately		Maintenance of trucks within the premises is NOT allowed
	Truck drivers are restricted to designated area		Slippers not allowed
	No Smoking		No Alcohol or drugs
All safety rules must be obeyed			

Accidents Are Not Inevitable — They're Preventable

Accidents don't just happen by chance — they result from a series of avoidable factors. Every incident can be traced back to a cause that could have been eliminated through awareness, preparation, or timely action.

Sources of Accidents

It's easy to blame the weather — heavy rain, fog, or wind — for accidents. But the truth is, weather alone rarely causes one.

Ask yourself:

- Could the driver have reduced speed before entering the curve?
- Was the vehicle properly maintained?
- Were the lights, brakes, and tires in optimal condition?

Environmental factors are often triggers, not causes. Responsible driving minimizes their impact.

**ACCIDENT ANALYSIS
TEN COMMON CAUSES OF ROAD ACCIDENTS**

Driver Factors	Vehicle Factors	Environmental Factors	Operational Factors
Over-speeding	Poor brake condition	Sharp curves	Fatigue or time pressure
Distraction	Worn-out tires	Rain or low visibility	Poor route planning
Lack of attention	Faulty lights	Slippery roads	Poor signaling or coordination

Accidents are rarely caused by one factor — they are the result of a combination of small oversights. Remove just one unsafe element, and the accident could have been avoided.

How to Prevent Accidents

You can't stop the rain — but you can control how you drive through it.

A few disciplined actions can prevent most accidents:

- Plan your route and schedule to avoid rushed driving.
- Adjust your speed according to road and weather conditions.
- Slow down before curves and intersections.
- Check surroundings before getting in or out of your vehicle.
- Maintain full concentration — hands on the wheel, eyes on the road.

Sequential Braking & Safe Distance

When one vehicle brakes, every following vehicle reacts with a slight delay.

That delay can turn into disaster if the distance between vehicles is too short.

To avoid chain collisions:

- Maintain a minimum two-second gap from the vehicle ahead.
- Increase this distance in rain, fog, or poor visibility.
- Anticipate braking by observing not just the car ahead, but also the one ahead of it.

Remember: the greater your awareness and distance, the safer the road for everyone.

SPEED LIMITS (GUIDELINES)

Road Type	Maximum Recommended Speed
Residential / Built-up Areas	30–50 km/h
Rural Roads / Secondary Highways	50–70 km/h
Bypass Roads	Adjust according to visibility and traffic
Major Highways	70–80 km/h

In Case of an Accident

Protect

- Secure the area using hazard lights, reflective triangles, warning signals, or branches if necessary.
- Keep bystanders away from the road.
- Avoid moving the injured or disturbing the accident scene unless there is immediate danger (fire, explosion risk).

Warn

- Notify your supervisor or company immediately.
- Contact emergency services (police, fire, ambulance).
- Clearly communicate your location and describe the situation.

Save

If you are trained:

- Provide first aid, cover the injured, and offer reassurance.
- Never remove a helmet from a motorcyclist or give food/water to the injured.
- Stay calm and wait for emergency responders.

Types of Accident Response

1. Minor Accident (No Injuries, No Spill)

- Mark the site clearly.
- Inform your company.
- Record all details in the accident logbook.

2. Accident with Injuries (No Spill)

- Stop safely and activate hazard lights.
- Call emergency services immediately.
- Comfort and protect the injured without moving them unless absolutely necessary.
- Report to your company and cooperate only with authorized personnel.

3. Accident Involving Spillage (Oil, Chemicals, Cargo)

- Stay calm — do not panic.
- Alert fire and police services immediately.
- Keep the area clear and ensure no one smokes or uses open flames.
- If it is safe, contain the spill using available materials (sand, cloth, soil).
- Switch off all engines and mobile phones.
- Do not speak to journalists or bystanders — communicate only with authorized officials.



Lunch & Main Meals

Your lunch should restore your energy, not drain it.

Avoid:

- Sugary foods or soft drinks — they promote fat storage and make you feel sluggish
- Heavy, oily, or fried foods — they slow digestion and reduce alertness

Instead, choose:

- Grilled or steamed food
- Rice, vegetables, and protein (chicken, fish, eggs, beans)
- Water or light soup instead of sodas

Loss of Attention – Eat Real Food

If you feel your concentration dropping, your brain might be running low on energy.

Have fresh fruit — bananas, apples, or oranges. Natural sugars help restore focus without the crash that comes from processed sweets.

Before Sleeping

Avoid heavy, greasy, or spicy meals before bedtime.

Such foods can interfere with digestion and reduce sleep quality — which directly impacts alertness for the next day's drive.

A light dinner ensures better rest and a fresher start tomorrow.

No Alcohol — Ever

Alcohol impairs judgment, reflexes, and coordination.

It's one of the leading causes of fatal road accidents worldwide.

Statistics to remember:

- Nearly 30% of fatal crashes involve drivers with alcohol in their blood.
- In 85% of cases, these drivers were occasional drinkers — not habitual ones.

Even a single drink can slow reaction time and endanger lives.

The rule is simple: If you drive, you don't drink.



Stay Fit, Stay Alert, Stay in Control

Your health directly affects your ability to drive safely. Alcohol, drugs, and even certain medications can seriously reduce your alertness and control — turning a routine journey into a potential accident.

Driving Under the Influence of Alcohol

Even small amounts of alcohol can impair your ability to drive safely.

When you drink and drive, your judgment, coordination, and reaction time are all affected — often without you realizing it.

Alcohol Causes:

- False confidence and a feeling of invincibility
- Poor judgment and underestimation of risk
- Reduced focus and increased fatigue
- Slower reflexes and delayed decision-making
- Blurred or tunnel vision
- Longer braking distance
- Sensitivity to lights and glare

⚠ Fact: On average, 1 in every 3 road accidents involves alcohol consumption. A drunk driver cannot fully control their vehicle — even if they “feel fine.”

Zero alcohol tolerance.

If you plan to drive, do not drink — not even one glass.



Illegal drugs are strictly prohibited.

They alter perception, reduce control, and create a false sense of confidence that leads to risky behavior.

Effects of Drug Use:

- Loss of coordination and agility
- Reduced vision and slower reaction time
- Confusion and poor decision-making
- Overconfidence leading to dangerous maneuvers

🚫 Remember: Drugs don't just break the law — they break your ability to stay alive on the road.

Medication & Driving

Even prescribed or over-the-counter medicines can affect your ability to drive safely.

Cough syrups, sleeping pills, antidepressants, and painkillers can cause drowsiness, dizziness, or delayed reactions.

Always read the medication label or consult your doctor before driving.

Medication Warning Levels

Level	Meaning	Action Required
Level 1	<i>Mild caution</i>	Read instructions carefully before driving. Do not drive if you feel drowsy.
Level 2	<i>High caution</i>	Drive only if your doctor confirms it's safe. Avoid long trips.
Level 3	<i>Severe risk</i>	Do not drive under any circumstances. Wait until your doctor approves you to resume driving.

 **IMPORTANT: WHEN IN DOUBT, DO NOT TAKE THE WHEEL.
YOUR HEALTH, YOUR LIFE, AND OTHERS' SAFETY DEPEND ON YOUR
AWARENESS.**

Work and Rest

Balance Your Energy. Protect Your Focus.

Driving heavy vehicles demands both physical and mental endurance. Understanding how your body uses energy — and how rest restores it — is essential for staying safe and alert on every journey.

WORK

Every activity that requires effort — whether physical or mental — consumes energy.

Your body burns calories to keep your muscles active and your brain focused.

Over time, continuous work without proper rest causes fatigue, as your body struggles to clear out toxins and replenish energy reserves.

⚠ Remember: Fatigue is not a sign of weakness — it's a warning signal that your body and mind need recovery.

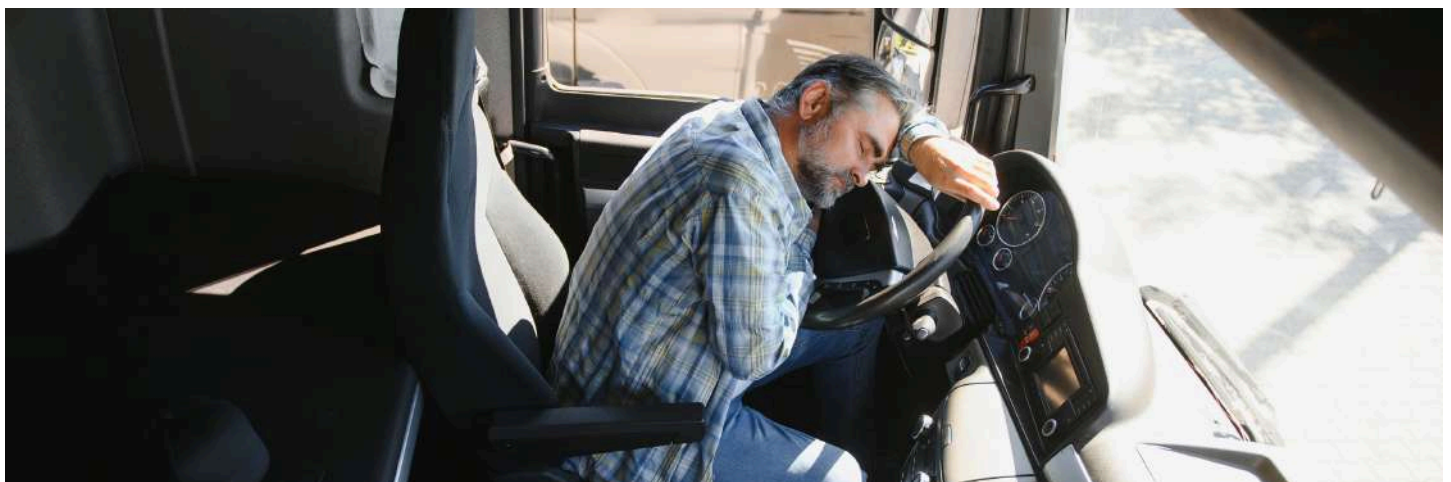
REST

Proper rest is the key to sustained performance.

A minimum of 8 hours of sleep helps your body repair itself, stabilize mood, and sharpen focus — building a strong foundation for safe driving.

However, rest doesn't always mean sleep.

You can recharge by taking short breaks, stretching, eating a light snack, or engaging in a calm, non-strenuous activity.



Smart Break Scheduling:

- Take a 45-minute rest after long driving periods.
- This can be split into two sessions: 15 minutes + 30 minutes.
- Breaks shorter than 15 minutes are not considered effective rest.

🕒 A short, mindful rest today prevents fatigue-related mistakes tomorrow.

Causes of Fatigue

Fatigue can result from multiple physical, mental, or environmental factors:

- Lack of sleep
- Long working hours or driving for extended periods
- Poor nutrition or dehydration
- Stress, anxiety, or personal worries
- Illness or medication side effects
- Alcohol or late-night activities

Effects of Fatigue

Ignoring fatigue can be as dangerous as driving under the influence.

Fatigue impairs both judgment and reaction time, increasing accident risk.

Common signs include:

- Irritability or mood swings
- Difficulty concentrating
- Slow reflexes or confusion
- Drowsiness or frequent yawning
- Microsleeps (brief lapses in attention)

🚫 If you feel drowsy — stop driving immediately.



Recognize the Warning Signs Before Fatigue Takes Control

Long hours on the road can quietly lead to fatigue. The signs often appear gradually — but knowing how to recognize them can save lives.

Early Warning Signs

Your body starts sending subtle signals when it's tired:

- Eyes begin to itch or feel heavy.
- A dull ache builds in your neck and shoulders.
- You frequently shift your hand position on the steering wheel.
- You adjust your seat again and again, searching for comfort.
- You stretch your arms or legs to relieve tension.

⚠ These are not minor discomforts — they're early signs of fatigue. When you start noticing them, it's time to act.

First and Last Warning

As tiredness deepens, your mind starts to drift.

You may fight to stay awake — opening the window, stretching, or changing the radio station — but these are temporary reactions, not solutions.

Soon, your eyelids get heavier. Your thoughts blur. And suddenly — you're falling asleep.

🚨 Drowsy driving is as dangerous as drunk driving.

What Should You Do?

The safest action is to stop driving immediately.

Do Not:

- Smoke to “stay alert”
- Drink more coffee
- Consume alcohol or energy drinks

These only mask fatigue for a short time and increase the risk of a crash.

Do This Instead:

- Pull over to a safe, well-lit area.
- Take a 20-minute nap to refresh your mind and body.
- Step out, stretch, and hydrate before resuming your journey.

zzz A short rest can save your life — and the lives of others on the road.



Protection and Security
Caution — Safety Begins with You

At KDG Africa, safety is not optional — it’s a way of life.

Every driver is responsible for maintaining strict protection and security standards, especially when handling high-value or hazardous cargo. Your vigilance keeps you, your cargo, and the community safe.

Mandatory Protective Gear
Always wear your full protective equipment when working at customer depots, terminals, or fuel stations.

Protective Equipment	Purpose
Overalls	Prevents stains and exposure to harmful substances
Reflective Jacket	Enhances visibility in low-light conditions
Safety Glasses	Shields eyes from debris and splashes
Hard Hat (Helmet)	Protects head from impact or falling objects
Safety Shoes	Prevents foot injuries and improves traction
Protective Gloves	Safeguards hands during loading and unloading

Always be seen. Always be protected.
Safety gear is your first line of defense.

Before You Start the Journey

Security goes beyond driving — it's about preventing theft, misuse, or tampering with your vehicle or cargo. Such incidents can endanger lives, property, and the environment.

Keep in Mind:

- The more frequent or predictable your routes, the higher the risk of targeted attacks or theft.
- Remote or less-traveled roads (forests, isolated highways) are more prone to robberies or hijackings.
- Urban areas can pose other risks — such as traffic-related theft or vandalism.
- Barriers, blockades, or suspicious diversions may indicate a potential threat — proceed with extreme caution.

Remember: Awareness is your best protection.

Always know your surroundings and trust your instincts.

Personal Habits and Security Practices

Good security begins with good habits.

Make these part of your daily routine:

- Always carry official identification with your photo.
- Conduct a vehicle security check before departure.
- Ensure the loader or consignee is informed of the legal delivery time window.
- Do not allow unauthorized passengers inside your vehicle.
- Keep doors locked and windows closed, especially in urban or high-risk areas.
- Avoid parking in isolated or unlit areas — use secure, designated parking zones instead.
- Stay alert for suspicious people or vehicles around your truck.
- Never leave your truck unattended or unlocked — activate alarms and security systems.



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