

SAFETY AND TIPS

SAFETY TIPS FOR WOMEN

Have you ever felt frightened or intimidated when out walking alone? Have you ever wondered what you should do if approached by an attacker? Have you ever worried about becoming yet another home invasion statistic? The sad reality is that we live in an increasingly violent society in which the fear of crime is ever-present. Personal safety has become an issue of importance for everyone, but especially for women.

EVERY WOMAN SHOULD KNOW ABOUT PERSONAL SAFETY

- **Awareness: Your first line of defence.** Most people think of kicks to the groin and blocking punches when they hear the term "self-defence." However, true self-defence begins long before any actual physical contact. The first, and probably most important, component in self-defence is awareness: awareness of yourself, your surroundings, and your potential attacker's likely strategies. The criminal's primary strategy is to use the advantage of surprise. Studies have shown that criminals are adept at choosing targets who appear to be unaware of what is going on around them. By being aware of your surroundings and by projecting a "force presence," many altercations which are commonplace on the street can be avoided.
- **Use your sixth sense.** "Sixth sense." "Gut instinct." Whatever you call it, your intuition is a powerful subconscious insight into situations and people. All of us, especially women, have this gift, but very few of us pay attention to it. Learn to trust this power and use it to your full advantage. Avoid a person or a situation which does not "feel" safe-you're probably right.
- **Self-defence training.** It is important to evaluate the goals and practical usefulness of a women's self-defence program before signing up. The self-defence program should include simulated assaults, with a fully padded instructor in realistic rape and attack scenarios, to allow you to practice what you've learned.
- **Escape: Always your best option.** What if the unthinkable happens? You are suddenly confronted by a predator who demands that you go with him-be it in a car, or into an alley, or a building. It would seem prudent to obey, but you must never leave the primary crime scene. You are far more likely to be killed or seriously injured if you go with the predator than if you run away (even if he promises not to hurt you). Run away, yell for help, throw a rock on a store or car window-do whatever you can to attract attention. And if the criminal is after your purse or other material items, throw them one way while you run the other.
- **Your right to fight.** Unfortunately, no matter how diligently we practice awareness and avoidance techniques, we may find ourselves in a physical confrontation. Whether or not you have self-defence training, and no matter what your age or physical condition, it is important to understand that you CAN and SHOULD defend yourself physically. You have both the moral and legal right to do so, even if the attacker is only threatening you and hasn't struck first. Many women worry that they will anger the attacker and get hurt worse if they defend themselves, but

statistics clearly show that your odds of survival are far greater if you do fight back. Aim for the eyes first and the groin second. Remember, though, to use the element of surprise to your advantage-strike quickly, and mean business. You may only get one chance.

- **Pepper spray: Pros and cons.** Pepper spray, like other self-defence aids, can be a useful tool. However, it is important to understand that there can be significant drawbacks to its use. For example, did you know that it doesn't work on everyone? Surprisingly, 15-20% of people will not be incapacitated even by a full-face spray. Also, if you're carrying it in your purse, you will only waste time and alert the attacker to your intentions while you fumble for it. Never depend on any self-defence tool or weapon to stop an attacker. Trust your body and your wits, which you can always depend on in the event of an attack
- **Home invasions: A crime on the rise.** The primary way to prevent a home invasion is simply to never, ever open your door unless you either are certain you know who's on the other side or can verify that they have a legitimate reason for being there (dressing up as a repair person or even police officer is one trick criminals use). In the event that an intruder breaks in while you're home, you should have a safe room in your house to which you can retreat. Such a room should be equipped with a strong door, deadbolt lock, phone (preferably cell phone), and a can of pepper spray or fire extinguisher.
- **Avoiding a car-jacking.** Lock all doors and keep windows up when driving. Most car-jackings take place when vehicles are stopped at intersections. The criminals approach at a 45 degree angle (in the blind spot), and either pull you out of the driver's seat or jump in the passenger's seat.
- **A travel tip.** Violent crimes against women happen in the best and worst hotels around the world. Predators may play the part of a hotel employee, push their way through an open or unlocked door, or obtain a pass key to the room. As with home safety, never open your door unless you are certain the person on the other side is legitimate, and always carry a door wedge with you when you travel. A wedge is often stronger than the door it secures.
- **Safety in cyberspace.** Although the Internet is educational and entertaining, it can also be full of danger if one isn't careful. When communicating on-line, use a nickname and always keep personal information such as home address and phone number confidential. Instruct family members to do the same. Keep current on security issues, frauds, viruses, etc.

EVE-TEASING

Streets, bus stands, railway stations, parks and other public places should be for everyone to access and enjoy. Yet for many women they are the scenes of harassment. Everyday women face systematic assault on their fundamental right to free movement and personal dignity.

SEXUAL HARASSMENT

Sexual Harassment affects all women in some form or the other. Lewd remarks, touching, wolf-whistles, "looks" are part of any woman's life, so much so that it is

dismissed as normal. Working women are no exception. In fact, working women most commonly face the backlash, to women taking new roles, which belong to male domains especially in the organized sector. In the unorganized sector also it is widely prevalent. Studies have shown that sexual harassment is still endemic, often hidden, and present in all kinds of organisations. 40-60% working women face harassment at working places.

DOMESTIC VIOLENCE

Within the four walls of homes, the violence against women is quite high. Domestic violence against is widely prevalent, but has remained largely invisible. Statistics reveal that 45% of Indian women are slapped, kicked or beaten by their husbands. (ICRW 2002) .32% had committed acts of violence against their pregnant wives. Every 60 minutes a woman dies in India due to domestic violence. Women accept violence because social norms sanction them. At the same time, cultural conditioning and economic dependence prevent the vast majority of women leaving their marital homes. Though there is criminal law to prevent domestic violence, the recent civil law Protection of women from Domestic Violence is aimed at providing relief, compensation and support to a woman.

DOWRY HARRASEMENT

- In India, Dowry system that has been prevailing amongst every society and affected lives of the people who are involved in marriage and on those who are around.
- When Princesses of a dynasty got married, the King offered, out of overwhelming joy, a part of his wealth and his State to his Sons-in-Law in a grand wedding function. His Ministers also followed this regal practice as a protocol. The public in general, irrespective of rich and poor, followed this showy practice to maintain 'prestige' and felt great at par with the still rich society
- This dubious matrimonial tradition however, seeped into the homes of the poor and downtrodden people to muster a false respect. By then there was already present a guilty conscious feeling of giving birth to and fostering of girl children. Also the growing percentage of female births over male children contributed its share to the corrupt system. The fact that every home having more girls than boys alarmed the elders make hurry the marriage of their daughters and created a ground for competition.
- The Dowry system has recently become so popular that every groom felt proud and gaudy on the number of items, weight of gold and amount of money he received.
- The parents of the girls too sighed in relief over gifting their sons-in-law with such things. They relaxed indebted because their daughters will be well respected and best treated by their in-laws, as compared to their counterparts.

TERROR ACTIVITIES

TERROR SIGNALS

To successfully prevent the acts of terror and save the lives of many innocents Never Ignore Your Instincts?

- **SEE SOMETHING**
- **SAY SOMETHING**
- **DO SOMETHING**

Suspicious Activity

- **Individuals who order food at a restaurant and leave before the food arrives or who order without eating**
- **Anyone leaves his gift pack, bags, brief case, lunch/Tiffin box on the vehicle or at a crowded place like an office building, park, dust bin , a school, or a shopping center or an airport and doesn't turn up, it could be a terror object.**
- **Someone suspiciously exiting a secured, non-public area near a train or bus depot, airport, bridge, government building, or tourist attraction**
- **Someone unfamiliar loitering in a parking lot, government building, or around a school or playground**
- **Surfing net late in the night, chatting with the "friends" privately in a coded language could be a suspicious activity. He/she possesses multiple user IDs. Keep track on the websites the person visiting**
- **Some employee of your company suddenly transformed into a deeply religious man, works on holidays, starts quoting religious scriptures in his conversations. His activities should be under scanner immediately**
- **A group of youngsters (20-40 yrs) traveling in a bus or train with their luggage on their bodies/laps. If you are a driver/conductor/coach attendant, suspect them and check their baggage.**
- **Someone leaving bus or train or cinema hall abruptly leaving his bag behind could be a terror suspect.**
- **Someone in improper attire like wearing winter clothing in summers, bulky clothing with hands in the pockets, sweating profusely and in a hurry could be suspicious.**
- **Someone very young, well educated, well employed harps on the words like "dying for God", "great life in the paradise", "elimination of other religions" in formal/informal conversations, goes to religious places very regularly, prays differently, suddenly minimizes contacts with friends could be a terror suspect in making.**
- **Anyone who is calm, pleasant, well educated, looks detached and holds ultra radical religious beliefs, learns complex religious scriptures, moves in a closed group and shows intolerance to those who do not agree with him/her could be a terror suspect in making.**
- **Any type of activity that seems frightening or unusual within the normal routines**

of your colony, community, and workplace

Tactics of Terror

In addition to the above terror signals, we also provide you with following information which might help you to detect the terror plans. The following should cause an increased sense of suspicion

- Unusual interest
- Surveillance (suspicious in nature)
- Note-taking
- Drawing of diagrams
- Annotating maps
- Using binoculars or night vision devices

Tips for Emergency Preparedness

Since it's not difficult to be prepared -- and since many of these steps are useful for many situations, we thought we'd share these tips with you

- This is not an exhaustive list -- it's simply aimed at getting you thinking in the right direction.
- To prepare for a disaster like terrorist attack requires a level head, a calm approach and some information
- By definition, many disasters and terrorist attack are generally unpredictable. They are occurring around the world.
- Nonetheless, there are lots of things many of us can do to protect ourselves and our families and maybe save lives should something happen
- Having some basic information and tools can go a long way toward making you more confident in the event of a disaster in your surroundings

DURING A DISASTER OR TERRORIST ATTACK

- **NOTICE YOUR SURROUNDINGS:** Should you be caught in an unexpected disaster or terror attack, take immediate notice of your surroundings. **BREATHE** -- and don't panic. (We know that's easier said than done, but we also know you could save your own life with just this one way to prepare for an emergency.
- **PAY ATTENTION:** If you are in any situation, with strangers, and something makes you uneasy -- pay attention. Start moving and leave the situation immediately if you can safely do so. Tell someone and **Do something. Do not Ignore It. Your Silence could be dangerous.**

AFTER A DISASTER OR TERRORIST ATTACK

- **DOING WITHOUT:** Be prepared to 'do without' amenities you are familiar with and used to accessing. Be patient and learn the art of survival.
- **HELP WHERE YOU CAN:** If your help is needed, offer it. It will take your mind off what's going on around you, help you feel like you're contributing -- and you

may even save a life.

CYBER FRAUDS

Fake Emails

Email fraud is the intentional deception made for personal gain or to damage another individual through email. Almost as soon as email became widely used, it began to be used as a means to defraud people. Email fraud can take the form of a "con game" or scam. Confidence tricks tend to exploit the inherent greed and dishonesty of their victims. The prospect of a 'bargain' or 'something for nothing' can be very tempting. Email fraud, as with other 'bunco schemes' usually targets naive individuals who put their confidence in get-rich-quick schemes such as 'too good to be true' investments or offers to sell popular items at 'impossibly low' prices. Many people have lost their life savings due to fraud.

419 Frauds

419 frauds - most regular scams committed. Scammers send emails and letters to victims asking for a certain amount of money in order to secure a larger sum. The Nigerian 419 scam is a common example of this - the "419" refers to the Nigerian Criminal Code that deals with fraud.

Please note that the list of 419 (Nigerian Advanced Fee Fraud) scam types described below does not include all possible variants. Do not assume that if it is not on this list that the email sent to you is legitimate. For additional information on how to identify these scams, please see the Top 10 Warning Signs page. Be scam aware. Be educated.

- **ATM Card 419 Scam:** The ATM Card Payment Scam is used in conjunction with other scams, such as a fake Lottery Scam, Unpaid Contractor Scam or similar exploits. The victim is promised an ATM card with which the victim can withdraw millions dollars (up to a large limit per day) at any location that accepts ATM cards. However like all Advance Fee Frauds, the victim must pay a fee to receive the card. If it ever is received, it will not work. A "Replacement card" will be offered, again for a fee.
- **Auction 419 Scam:** The scammer "wins" an auction on eBay or another auction site, then "overpays" for the item with a tuque or money order. The scammer then asks the target to send him the overage.
- **Black Currency 419 Scam:** The scammer has a large amount of currency available to share with the target, but the currency has been defaced. However, the currency can be cleaned if the target will purchase enough of the correct cleaning solution (this type of 419 is also called "wash wash"). Black Currency 419 "tales" and techniques are commonly used in many other types of 419 operations.
- **Cashier's Cheque 419 Scam:** The scammer has Cashier's Cheques or money orders he/she needs cashed, and the target can keep a percentage of the cheque for cashing it and forwarding the proceeds net his commission to the scammer. Then the original cheque or money order sent to the target eventually bounces, and the

target is out the money advanced to the scammer. The target also is cash out to his bank for any problems with his account caused by the bouncing of the original cheque as he must make up any overdrafts and pay any relevant fees etc.

- **Charitable Organization 419 Scam:** The scammer approaches a charitable organization with a request for help, usually about getting a large sum of money transferred out of a country in which the charitable organization's brethren can claim to be persecuted. A percentage of the proceeds is often offered to the charitable organization for their assistance. The scammer needs monies for fees in order to get the monies freed up.
- **Chat Room 419 Scam:** The scammer meets the target online in a chat room etc. or through a dating or instant messenger online service, befriends the target, and gets the target to advance him/her monies for various reasons. Often leads into Romance 419 scam.
- **Classic 419 Scam:** The scammer has or can gain access to a large sum of money by some means and he/she needs the financial and personal help of the target, in return for a percentage of the funds, to get the necessary transactions processed and get monies out of the country. Many other types of 419 are in actuality variants of Classic 419.
- **Disaster 419 Scam:** The scammer says someone has been killed in a plane crash, earthquake, tsunami, or other disaster, leaving a large sum of money behind which can be claimed by the target or split between the target and the scammer if the scammer can be advanced the monies necessary to process the transaction.
- **Employment 419 Scam:** The scammer "employs" the target to process financial transactions for a commission and has the target advance the net proceeds of these transactions to the scammer before the cheques sent to the target bounce. Also, another form, where the scammer offers a lucrative job to the target but certain fees must be paid up front by the target to get the job.
- **Extortion 419 Scam:** The scammer says that if the target does not send him money the scammer will hurt or kill the target and/or his family.
- **Inheritance 419 Scam:** The scammer informs the target that someone has died with no relatives to claim the large cash bequest left by the deceased. Often, the scammer says that if someone does not claim the money it will revert to the Government and no-one will get it. The target is asked to "stand in" as a relative to claim the money, with the scammer taking care of all the details, and then split the proceeds with the scammer. The scammer needs monies for fees to get the target declared the rightful inheritor.
- **Lottery 419 Scam:** The scammer says the target has won a lottery, but fees and taxes etc. must be paid before the proceeds can be released.
- **Oil Scam 419 Scam:** The scammer has secured a large amount of oil at below market prices, and the target can get in on the deal for a fee.
- **Real Estate 419 Scam:** The scammer wants to buy real estate, but cannot free up his monies just now to do it, so he asks the target to advance him/her all or some of the funds for the purchase in return for partial ownership of the real estate or a large future fee to be paid to the target.
- **Recovery 419 Scam:** The scammer claims he/she can recover monies lost by the target in a previous 419 operation, but fees must be paid in advance to accomplish this.

- **Reload 419 Scam:** The scammer approaches a target who has already been 419ed and offers the target another type of 419 deal to enable the target to "replace" his/her lost monies or the scammer claims has can bring the previous deal to fruition, if necessary fees are paid by the target.
- **Reshipper 419 Scam:** The scammer will attempt to obtain stolen merchandise for personal use or to sell. Because many companies will not send merchandise to Nigeria or Eastern Europe due to warnings about stolen credit card purchases, the scammer must find an in-country person to receive then reship the goods. Click the link for a complete description.
- **Unpaid Contractor 419 Scam:** In this variant of the Classic 419 Scam Advance Fee Fraud, the scammer will claim to be with the Central Bank of Nigeria (CBN), the Nigerian National Petroleum Company (NNPC) or some government ministry. The name of CBN president Charles Soludo is often used in this scam. The victim is told to pose as a contractor who has not yet been paid by the Nigerian government from a "completed project". The money is to be split between victim and the scammer. Payments from the victim will be required to participate in this crime.
- **War Booty 419 Scam:** The scammer says he is a trooper who has stumbled across a large sum of war booty and will pay the target a percentage if the target helps him/her personally and financially to get it out of the country. Often leads into Black Currency 419.
- **Scam 419 Scam:** The scammer informs the target that a distant relative has died leaving a large sum of money which the target can inherit if the proper fees are paid.

Tips to Avoid 419 Advance Fee Fraud

The best tip is to **DELETE** any mail from a stranger which resembles the mails we described above.

Same mail may be forwarded to the service provider's mail ID like abuse[dot]yahoo.com, abuse[dot]hotmail.com depending on the senders mail ID. Similarly you can forward the mail before you junk it to local police email ID if they have any

Credit & Debit card fraud

Credit card fraud is a wide-ranging term for theft and fraud committed using a credit card or any similar payment mechanism as a fraudulent source of payment in a transaction. The purpose may be to obtain goods without paying, or to obtain unauthorized funds from an account. Credit card fraud is also an add-on to identity theft. Card account information is stored in a number of formats. Account numbers are often embossed or imprinted on the card, and a magnetic stripe on the back contains the data in machine readable format.

Debit card fraud - duplicating one or more of your bank cards, makes up the most regularly seen types of fraud.

What types of Credit Card Fraud are there?

Mail/Internet order fraud: The mail and the Internet are major routes for fraud against merchants who sell and ship products, as well Internet merchants who provide online services. In this, fraudster presents stolen card information by indirect means, whether by mail, telephone or over the Internet to merchant site and orders the delivery of goods of lower value to avoid suspicion

Account takeover:

There are two types of fraud within the identity theft category, application fraud and account takeover.

Application fraud occurs when criminals use stolen or fake documents to open an account in someone else's name. Criminals may try to steal documents such as utility bills and bank statements to build up useful personal information. Alternatively, they may create counterfeit documents. Similarly you can forward the mail before you junk it to local police email ID if they have any. The scammer "wins" an auction on eBay or another auction site, then "overpays" for the item with a cheque or money order. The scammer then asks the target to send him the overage. Some merchants added a new practice to protect consumers and self reputation, where they ask the buyer to send a copy of the physical card and statement to ensure the legitimate usage of a card.

Skimming:

Skimming is the theft of credit card information used in an otherwise legitimate transaction. It is typically an "inside job" by a dishonest employee of a legitimate merchant, and can be as simple as photocopying of receipts. Common scenarios for skimming are restaurants or bars where the skimmer has possession of the victim's credit card out of their immediate view. The skimmer will typically use a small keypad to unobtrusively transcribe the 3 or 4 digit Card Security Code which is not present on the magnetic strip.

Instances of skimming have been reported where the perpetrator has put a device over the card slot of a public cash machine (automated teller machine), which reads the magnetic strip as the user unknowingly passes their card through it. These devices are often used in conjunction with a pinhole camera to read the user's PIN at the same time.

Carding:

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Safety tips to avoid Credit Card Fraud	Safety tips to avoid Debit or ATM Card fraud	Using ATM m
1. There is a critical 3-digit number on the back of the card called CVV (card verification value). Always erase and memorise it.	1. When you type your PIN number at an ATM, make sure that you sufficiently obscure the keypad from being viewed by an onlooker.	1. Safeguard y at all times.
2. Better hang around when your card is being swiped.	2. NEVER let the shopkeeper take your debit card out of your sight. There is no need for him/her to do so, unless he/she intends to do something unlawful.	2. If you notic the card slot c device), do no responsible a
3. A card's magnetic strip has the basic details of the cardholder. But the card also comes with a blank space for you to sign in. You must sign on the card to avoid unauthorized use.	3. Secure your debit card physically by storing it at a safe place.	3. Never discl card PIN numl
4. Always sign up for SMS/EMAIL alerts for all transactions.	4. NEVER write your PIN number at a place where it can be seen by someone who you do not intend to show it to.	4. Beware of y withdrawing r crumple and t slips or debt c a mental note tear them or s
5. Always check your monthly bank statements for any suspicious transactions	5. ALWAYS destroy the receipts from merchants that you no longer require, especially when you have paid for using your debit card.	5. Periodically on Internet or credit card co to ensure that happening be
6. Disable your credit card account if you are not using it.	6. If you do not receive your debit card or PIN number from the bank within a reasonable amount of time after requesting one, check with the bank when it was sent and when you should expect to receive it. It may have been picked up by someone else in transit.	6. While ente identification to shield the l movements a enter your pa
7. Shred the financial documents with care	7. When at an ATM, make sure that no external devices are attached to the ATM machine and no wires are hanging around.	7. Be careful v ATM Machine to see your PI
8. Do not store your personal and credit card information on the computer	8. Check your account statements carefully for transactions that you may not have made	8. Incase any c withdrawing r Security guarc

TRAFFIC TIPS

Guidelines for Motorcyclists

The motorized two-wheeler rider is the one most likely to sustain serious injuries no matter what he hits- a pedestrian, a cat or another vehicle. This is because he is traveling at a speed more than 15 kmph without any protection around, and the human body is not able to tolerate forces generated when the head or any other bone hits hard and rigid objects at speed higher than 15 kmph. We can avoid accidents by following guidelines:

- While driving always carry your driving license and important documents such as

your vehicle registration certificate, insurance certificate, road tax and P.U.C certificate

- **MUST NOT carry more than one pillion rider and he/she MUST sit astride the machine on a proper seat and should keep both feet on the footrests.**
- **Make yourself as visible as possible from the sides as well as the front and rear. You could wear a white or brightly coloured helmet. Wear fluorescent clothing or strips.**
- **Dipped headlights, even in good daylight, may also make you more conspicuous.**
- **You should be aware of what is behind and in the sides before maneuvering. Look behind you; use mirrors if they are fitted.**
- **Wear reflective clothing or strips to improve your chances of being seen in the dark.**
- **Never Drink while driving**
- **Follow the traffic signals, lights and signs**
- **Avoid using the cell phone when driving. If urgent move to left, stop and then take the call**
- **Do not ride at high speeds. You may lose control and your life in the bargain**
- **Always use a helmet**
- **Do not ride or wheel your vehicle on to the footpath**
- **Use your lights when riding at night**
- **Understand the signals given by other road users and use the same when riding**
- **Always ride with both hands on the handlebar except when signaling**
- **Do not try and weave your way through stationery or slow moving traffic. It may cause accidents**
- **Slow down at zebra crossing and if needs be stop**
- **Don't sit children on fuel tanks or stand them in front of the rider**
- **Avoid using brakes at turns. If needed, ensure both brakes are applied gently**
- **MUST wear a protective helmet. Helmets MUST comply with the Regulations**
- **MUST be fastened securely.**

Facts about Helmet

- **Kinds of helmets to be used : It should have a thick padding of thermo Cole- at least 20 mm- which must extend to the sides of the head. A full face helmet is safer by all means.**
- **The Shell : The shell of a helmet is an injection molded thermoplastic or a pressure molded thermo set that is reinforced with glass fibers or made of fiber glass.**
- **It absorbs energy in an impact:- The shell bends when the helmet is impacted and the underlying foam deforms. At moderate speeds the shell can take one-third of the impact energy.**
- **It distributes local forces from an impact:-Rigid objects like stone or a projecting beam can cause a skull fracture at low forces, the shell acts to distribute the force of such impact eliminating the risk of penetration.**
- **It allows sliding on road surfaces:- The shell being rigid and having a convex shape allows the helmet to slide along a road surface without there being an excessive force. .It protects the face and temples:- Full-face helmet is beneficial in**

protecting the face and jaw. The chin bar of such helmets contain rigid foam to absorb energy for direct blows on the chin, prevent facial bone fractures and prevent the lower part of the forehead and temple being struck.

- **The foam liner :** This is a molding of polystyrene beads or polyurethane foam. It provides a stopping distance for the head. The foam can compress by 90% during an impact, although it recovers partially afterwards. But this helps increase the stopping distance thus reducing the peak deceleration of the head. It also protects as much as possible of the head.
- **Proper strapping system :** It is essential to wear a well-fitting helmet for the effective working of chinstrap system. To test if the helmet fits your head properly, tightly fasten the chinstrap and then pull helmet off forward by gripping the rear and then pulling. The strap must be threaded correctly so that the buckle locks the strap when it is pulled from the chin side. The strap must be pulled as tight as is bearable under the chin.

Guidelines for Car Drivers

- **Always carry your driving license and important documents such as your vehicle registration certificate, insurance certificate, road tax and P.U.C certificate with you while driving.**
- **Don't Drink while Driving.**
- **Don't Drive under the influence of drugs.**
- **Obey all traffic signals, lights and signs.**
- **Use the indicator or hand signals when changing lanes.**
- **Adhere to permitted speed limits.**
- **Don't use your cell phone while driving. If you must, move to the left, halt and then make the call.**
- **Irrespective of right of way, stay alert and be considerate to pedestrians especially senior citizens, handicapped, ladies and children.**
- **Do not overload your vehicles – be it luggage or passengers.**
- **Do not use tinted glasses, lenses or visors or anything that restricts vision at night or in poor visibility conditions.**
- **Do not drink and drive as it adversely affects your judgment and abilities.**
- **Wear seat belts.**
- **Always drive using the correct gear.**
- **Avoid sudden braking and harsh acceleration.**
- **Never use the clutch as footrest while driving.**
- **Do not overload your vehicle or trailer. Never tow greater weight than recommended by the manufacturer of your vehicle.**
- **Please ensure that all children under 14 years of age wear seat belts or sit in an approved child restraint.**
- **Driving in fatigue enhances the probability of an accident. To minimize this risk you must follow these rules:**
- **Make sure you are fit to drive. Do not undertake a long journey (longer than an hour) if you feel tired.**
- **Avoid undertaking long journeys between midnight and early morning hours,**

when natural alertness is at its worst.

- **Plan your journey in breaks. A minimum break of at least 15 minutes after every two hours of driving is recommended.**
- **If you feel sleepy, stop at a safe place. Do not stop on the hard shoulder of a motorway**
- **The most effective ways to counter sleepiness are to take a short nap (up to 15 minutes) or drink, for example, two cups of strong coffee. Fresh air, exercise or turning up the radio may help for a short time, but are not as effective.**

Children in cars

Drivers who are carrying children in cars should ensure that :

- **Children do not sit behind the rear seats in an estate car or hatchback, unless a special child seat has been fitted.**
- **The child safety door locks, where fitted, are used when children are in the car.**
- **Children are kept under control.**
- **A rear-facing baby seat is never fitted into a seat protected by an AIRBAG**