



OMD State Employee Information Bulletin

October 2011

Welcome

Welcome to AGP. We hope to bring you news and information you will find informative and useful. This newsletter will only be sent out electronically and will be updated several times a year or as changes and information warrant, so if you know someone who could benefit from this newsletter and doesn't have a computer, please share this information with them. This newsletter is also posted on our website at <http://www.oregon.gov/OMD/AGP/index.shtml>

As with our past newsletters, we welcome your ideas, comments and/or suggestions.

AGP Assignments



Steve Petit, HR Director of Personnel: 503-584-3865

Paul Geck, Senior HR Analyst: Affirmative Action, Labor Relations, Training, Employee Assistance Coordinator and Classification Reviews 503-584-3583

Robin Webb, Safety Officer: ADA Coordinator, Health & Wellness Program, Workers Compensation, Return to Work, Drug Testing and Safety 503-584-3581

Debbie Lucas, Currently on Job Rotation

Micky Dryden, Currently on Leave

Danette Lanzafami, HR Assistant, Personnel Records, Recruitments/Temporaries, and FMLA/OFLA 503-584-3588

Personnel Records



NOTE: In order to keep personnel files current and accurate please inform Danette Lanzafami of any personal data changes such as your phone number, address or name. The PPDB system will now allow an increased length for names. Hyphenated names are also accepted and recognized with the new updates. Go to www.oregon.gov/omd/agp/docs/pay/change_of_address.doc

Recruitment News

NEO-GOV is the new, easy way to apply for state jobs. This system allows you to apply for more than one without re-entering application information. You must have an email in order to be contacted or to view the status of your application at any time during the process. If you have any questions, please contact Danette Lanzafami at 503-584-3588 or by email at Danette.R.Lanzafami@mil.state.or.us. You can also click the link below for the Online Employment Application Guide <http://www.governmentjobs.com/AgencyInstructions.cfm>

PEBB Benefits

Open enrollment this year is October 15th through November 15th. Everyone must re-enroll during open enrollment. If you don't actively enroll during Open Enrollment, starting January 1, 2012, you will have employee only coverage, your dependants won't be covered, you will pay a \$20 per month charge per month because you didn't check "yes" on the HEM question and you will pay \$25 per month because you didn't check "no" on the tobacco use question.

There are a lot of changes including an additional cost tier for certain procedures and a Health Engagement Model (HEM) program.

For more information and to enroll, go to <https://pebb.benefits.oregon.gov/members>. You will need to log in with your user name and password. If this is your first time, you will need to register first. Also, check out PEBB's Resources and Plan Resources on the PEBB website at <http://pebb.das.state.or.us/DAS/PEBB/>

Safety Information



State fire marshal urges Oregonians to put fire safety at the top of their holiday lists.

With the holiday season in full swing, State Fire Marshal Randy Simpson cautions everyone to keep fire safety in mind when decorating and entertaining.

“Although it’s a happy and exciting time of year, don’t let the festivities distract you from keeping your family and guests safe from fire,” says Simpson. “By following a few important safety tips for Christmas trees, decorations, and candles, you can help ensure your holidays remain happy.”

From 2005 through 2009, Oregon fires related to Christmas trees and decorative lighting resulted in 7 injuries and an estimated \$1.9 million in property loss. Candle-related fires during this period have caused even more damage. From 2005 through 2009, there were 491 candle-related fires in Oregon causing 14 deaths, 62 injuries, and more than \$13.3 million in property loss.

Tree care and decorating tips:

- **Choose a fresh, healthy tree with a deep-green color and flexible needles.**
- **When you get the tree home, cut off the bottom two inches of the trunk.** This creates a fresh, raw cut for the tree to soak up water.
- **Water your tree daily.** A tree may consume between a quart and a gallon of water per day.
- **Place the tree at least three feet away from any heat source such as a fireplace, woodstove, heating duct, or radiator.**
- **Keep lighted candles away from the tree.**
- **Use only noncombustible or flame resistant materials to trim a tree.**
- **Always unplug tree lights before leaving home or going to bed.**
- **If using a woodstove or fireplace, keep it screened at all times.** Keep ribbons, boughs, and other decorative materials at least three feet away.
- **After the holiday season, promptly dispose of the tree and other greenery before it dries out.** Burning a tree in a stove or fireplace is dangerous; proper disposal includes recycling or pick-up by a disposal service.
- **Maintain your holiday lights.** Inspect holiday lights each year for frayed wires, bare spots, and broken or cracked sockets.
- **Do not overload electrical sockets.** Do not link more than three light strands, unless the directions indicate it is safe.

Candle safety

A safe alternative is to use battery operated, flameless candles which can look, smell, and feel like real candles. However, if you decide to use real candles, follow these safety tips:

- **Never leave a burning candle unattended.** Extinguish candles when you go to bed, leave a room, or before leaving the house.
- **Keep candles away from things that burn.** Keep candles at least one foot away from combustibles including clothing, curtains, upholstered furniture, greenery, and decorations.
- **Always use a sturdy non-combustible (metal, glass, or ceramic) candleholder.** Make sure the candleholder is big enough to catch dripping wax.
- **Place candles out of reach of small children and pets.**
- **Keep candles out of high traffic areas.**
- **Trim wicks to one-quarter inch before lighting.**
- **Avoid candles with items embedded in them such as twigs, flowers, or leaves.** These items can ignite or even explode.

- **Always use a flashlight – not a candle – for emergency lighting.**

General fire safety

Make sure you have working smoke alarms on every level of your home, outside each sleeping area, and in each bedroom. Make a home fire escape plan and practice it with the whole family. Keep escape routes clear of clutter so you can escape quickly in case of fire.

For more information on fire safety visit:

http://www.oregon.gov/OSP/SFM/Home_Fire_Safety_Campaign.shtml

Holiday Decoration Reminders in Public Buildings

Just a reminder that the Department of Administrative Services (DAS) has established guidelines for Holiday Decorations and Lights in buildings that are owned, operate or leased by the State of Oregon.

Before decorating your office, please check out DAS' Policy 107-011-130 at

http://www.oregon.gov/DAS/FAC/policy_manual.shtml

Workers Compensation Statistics



Workers Compensation Claims for 2011 – The Oregon Military Department has had 38 injuries/incidents filed so far this year. Out of that 38, 32 are workers compensation claims. So far, Strains/Sprains are again our largest percentage of injuries at 18. Lacerations/Contusions are in the second spot with Hearing loss, tooth fractures, and eye injuries coming in third. Our agency's cost for workers compensation insurance coverage for the 2011-13 biennium has increased to \$2,136,608 which is based on past workers compensation claim costs. This is an increase of \$1,054,339 over the 09-11 bienniums. Because of our recent loss history, our costs increased more than the statewide average. In these tough economic times it is extremely important to make sure we are working smarter and safer.

Affirmative Action/Diversity

The Department of Defense and The Office of the Governor have proclaimed November as National Native America Heritage Month. For a full list of Proclamations, go to

http://egov.oregon.gov/Gov/GovAA/proclamations/proclamations_mainpage.shtml

For questions or comments about Diversity and Inclusion, contact Paul Geck, JFHQ AGP 503-584-3815

paul.a.geck@mil.state.or.us

Employee Assistance Program (EAP)

PEBB contracts with Cascade Centers, Inc., to offer EAP services to agencies and employees. Cascade Centers have professional counselors that can guide you over the phone or in office visits. They'll listen to you, help you sort things out and then work with you on a plan to set things straight.

You, your spouse or domestic partner, and other eligible dependents may access the benefit individually or together. Your family members will also receive the same level of confidentiality. Cascade Centers also provide information about legal services and financial advice, identity theft recovery, as well as other resources that are available by visiting their website at www.cascadecenters.com.

It takes just a phone call to access the EAP: Portland (503) 639-3009 or Toll Free (800) 433-2320
More information is available through the PEBB website at www.oregon.gov/DAS/PEBB/EAP.shtml

State Ride Share



Do you need a ride to work? Having car troubles? Did you know the Oregon Military Department not only participates in the Mid-Valley Rideshare program, but also the Emergency Ride Home Program?

If you commute to work in Marion, Polk, and Yamhill counties, you are eligible to participate in both programs. The Emergency Ride Home Program also pays for taxi rides home in case of emergencies for commuters who use alternatives to driving alone to work.

If you are interested in becoming a Rideshare participant or have more questions, check out Cherriot's website for further information at <http://www.cherriotsrideshare.net/>

Family Medical Leave Act & Oregon Family Medical Leave Act (FMLA/OFLA)

The Family and Medical Leave Act protects your position and in some circumstances maintains your health benefits when you need time away from work to tend to your own serious health condition, the serious health condition of a family member, for parental leave, for sick child leave and for injured service member family leave. This leave is better known as Federal Family and Medical Leave (FMLA) and Oregon Family Leave (OFLA).

Federal and state law determines if you are eligible for FMLA and OFLA leave, the reasons you may take this type of leave, and how much leave you are allowed. FMLA and OFLA leave is protected time off. This means you generally have a right to your job or another job when you return from your leave.

The agency is required by law to designate or grant you FMLA or OFLA leave if you are eligible for the leave and the reason for your leave meets the requirements of the law.

What is not a qualifying reason: Routine medical or dental visits are not a qualifying reason to take FMLA or OFLA

leave. Common cold, flu, earaches, upset stomach, routine headaches or sore throats generally do not qualify as serious health conditions. However, these illnesses may qualify as “sick child leave” under OFLA.

For more information on FMLA/OFLA, please contact Danette Lanzafami at 503-584-3588 or by email at danette.r.lanzafami@mil.state.or.us

Health and Wellness

Holiday Calorie Calculator

Have you wondered how many calories you are taking in over the Holidays? Use the Holiday Calorie Calculator to total your holiday party calories and Christmas dinner calories to see how far you must walk in steps, miles and kilometers to walk it off. Check as many holiday menu items as you wish and then see the steps and distance you must walk to walk off the holiday calories. You will find the Calorie Calculator at: <http://walking.about.com/library/cal/blholidaycalories.htm>

Holiday Drinks:	Calories																		
glass cider or sparkling grape juice	120	<input type="checkbox"/>	2 oz. boiled shrimp with cocktail sauce	80	<input type="checkbox"/>	1 snickerdoodle cookie	90	<input type="checkbox"/>	½ cup gravy	150	<input type="checkbox"/>								
1 cup eggnog	343	<input type="checkbox"/>	2 oz. Swedish meatballs	100	<input type="checkbox"/>	1 slice fruitcake	324	<input type="checkbox"/>	1 baked potato with sour cream	150	<input type="checkbox"/>								
1 mixed drink	250	<input type="checkbox"/>				1 slice cheesecake	372	<input type="checkbox"/>	½ cup green bean casserole	225	<input type="checkbox"/>								
1 hot buttered rum	218	<input type="checkbox"/>	Holiday Sweets and Desserts:	Calories		1 piece apple pie (1/8 of 9-in pie)	410	<input type="checkbox"/>	½ cup sautéed green beans	50	<input type="checkbox"/>								
1 Irish coffee	218	<input type="checkbox"/>	1 tangerine	40	<input type="checkbox"/>	1 piece pecan pie (1/8 of 9-in pie)	480	<input type="checkbox"/>	½ cup candied sweet potatoes	150	<input type="checkbox"/>								
1 glass wine	120	<input type="checkbox"/>	2 chocolate mints	60	<input type="checkbox"/>	½ cup waldorf salad	110	<input type="checkbox"/>	1 dinner roll	110	<input type="checkbox"/>								
1 bottle of beer	271	<input type="checkbox"/>	1 small piece fudge	70	<input type="checkbox"/>														
1 cup coffee with cream and sugar	50	<input type="checkbox"/>	1 piece divinity	70	<input type="checkbox"/>	Holiday Dinner:			Calories										
			1 chocolate-covered cherry	75	<input type="checkbox"/>	6 ounces cured ham	300	<input type="checkbox"/>	Leftovers:	Calories									
Holiday Party Appetizers:	Calories		1 chocolate from box	50	<input type="checkbox"/>	6 ounces white and dark turkey	340	<input type="checkbox"/>	1 turkey sandwich with mayo & cranberry sauce	450	<input type="checkbox"/>								
1 celery stalk with cream cheese	45	<input type="checkbox"/>				6 ounces goose	400	<input type="checkbox"/>	1 open-face turkey sandwich with stuffing & gravy	290	<input type="checkbox"/>								
½ cup mixed raw vegetables	25	<input type="checkbox"/>	1 iced gingerbread cookie	100	<input type="checkbox"/>	6 ounces prime rib	330	<input type="checkbox"/>											
5 large olives	92	<input type="checkbox"/>	2 small chocolate chip cookies	150	<input type="checkbox"/>	½ cup stuffing	180	<input type="checkbox"/>											
½ cup mixed nuts	440	<input type="checkbox"/>	1 piece pumpkin pie (1/8 of 9-in pie)	180	<input type="checkbox"/>	½ cup cranberry sauce	190	<input type="checkbox"/>											
½ cup fresh fruit	60	<input type="checkbox"/>	½ cup whipped cream	75	<input type="checkbox"/>	1 potato baked	247	<input type="checkbox"/>											
1 ounce tortilla or potato chips	150	<input type="checkbox"/>	½ cup ice cream	145	<input type="checkbox"/>	½ cup mashed potatoes	150	<input type="checkbox"/>											
1 tablespoon dip for chips	75	<input type="checkbox"/>	1 slice of mincemeat pie	360	<input type="checkbox"/>														
1 tablespoon spinach dip	53	<input type="checkbox"/>	10 Wheat Thins	90	<input type="checkbox"/>														

Oregon Military Department 2012 Holiday Schedule

Holidays for 2012 will be observed on the following dates:

New Years Day	Monday, January 2nd
Martin Luther King Day	Monday, January 16 th
Presidents Day	Monday, February 20 th
Memorial Day	Monday, May 28 th
Independence Day	Wednesday, July 4th
Labor Day	Monday, September 3 rd
Veterans Day	Monday, November 12 th
Thanksgiving Day	Thursday, November 22 nd
Christmas Day	Tuesday, December 25th

Just a reminder that December paid January 1st will not go out until Tuesday, January 3rd.

Links to Useful Internal Information

Get Well, Stay Well Newsletters – You can find current and past Get Well, Stay Well newsletters posted on the AGP website at <http://www.oregon.gov/OMD/AGP/index.shtml> and also on the Health and Wellness Bulletin Board outside of AGP in JFHQ. I encourage you to provide feedback or topics that are health and wellness related you would like to see addressed. If you have any suggestions or ideas, please contact Robin Webb at 503-584-3581 or email at Robin.M.Webb@mil.state.or.us

Safety Newsletters – You can find current and past Safety Line newsletters posted on the AGP website at <http://www.oregon.gov/OMD/AGP/index.shtml> and also on the Safety Bulletin Board in your area. I encourage you to provide feedback or topics that are safety related you would like to see addressed. If you have any suggestions or ideas, please contact me at 503-584-3581 or email me at robin.m.webb@mil.state.or.us.

Safety Suggestion Box, Location & Forms – There is a Safety Suggestion Box located just off the Drill Floor at JFHQ in which you can suggest, comment or report safety violations. There is also an anonymous form you can use to report safety issues if you are uncomfortable with giving your name. This form can be found on the Safety Bulletin Board or on the AGP website. All safety concerns will be reviewed by the Safety Committee at the next scheduled Safety Committee Meeting the month following the receipt of the concern. The results of such review will be indicated in the safety minutes which are posted on the Safety Bulletin Board and on the AGP website.

If you haven't been to the AGP website in a while, check it out!! There are lots of new items and information to help make your job easier. You can access the website at <http://www.oregon.gov/OMD/AGP/index.shtml> for information such as Supervisor Resources, Safety, Health and Wellness, Policies, Forms, Training and Development and much more. All of these items are just a click away. If there is something you are looking for but can't locate it or think it would be a great addition to our website, please let us know.

Links to Other Useful Information



The following are some links to information you may find useful. It is important to note that neither AGP nor the Oregon Military Department endorse any of these products or resources.

Do you need a Tutor for your child? Check out ClubZ, in home tutoring service. Club Z is an approved supplemental educational services (SES) provider in over 40 states, and has had the privilege of providing FREE, high quality tutoring to thousands of eligible children since 2002. Under the No Child Left Behind Act, Club Z provides FREE one-on-one or small group tutoring lessons at locations such as libraries, community centers, churches, schools, or other convenient sites. If your child qualifies for free or reduced lunch, and attends an under-performing school, he or she may be eligible for FREE tutoring! Some schools in Salem that are already on the list are McKay, Parrish, Stephens, Houck, Waldo, and Washington. For more information, check out their website at <http://www.clubztutoring.com/>

If you are a Veteran and are thinking about buying a house or refinancing, check out the VA Program through Creekside Mortgage. If you have a service connected disability as low as 10% you can save \$1,000's of dollars on closing costs. Good for purchases and refinances. For more information, check out their website at www.creeksidem.com/Gayle.

If you or your child suffers from Diabetes, check out Diabetes Support Services (AKA, My Pal Sticky) website at <http://mypalsticky.com/> My Pal Sticky meets the fourth Thursday of every month at 7:00 p.m. at the First Presbyterian Church in Salem, Oregon. While the grownups are hearing from medical professionals, certified diabetes educators, registered dietitians, fitness coaches, vendors of diabetic supplies and more, the kids join Sticky in a separate room and get to know others whose families are living in a world where diabetes is present 24/7. Refreshments, door prizes and goodie bags round out the meetings and everything is *free!!*

Are you looking for some **self defense training**? Are you interested in a **weight loss program** involving the "Power Rope System" or Body Weight Exercises? Check out the following website for more information: <http://www.combatconcept.com> or call 503-562-0913. Chief Instructor Smith is currently offering several group classes here in Salem.

Did you know the University of Phoenix offers **special tuition rates** for military personnel? The military community is a large and important part of Phoenixes student population. So, whether you're active duty, a veteran, a member of the Reserve or National Guard or a military spouse, you're eligible for **special tuition rates**. Their team of military Enrollment Advisors has served in the military themselves, so you'll be working with someone who's specially trained to support you. They are also well versed in financial options and can help you navigate through all the resources available to you, including tuition assistance forms and the GI Bill. Their Office of Veterans Affairs can answer your questions about claiming entitlements or finding a regional Veterans Affairs office. Check out their website at <http://www.phoenix.edu/students/how-it-works/military.html>

Up Coming and Current Events



The next Safety & Health/Wellness Fair will be held on January 20, 2012 (Friday) at the Salem Auditorium located at 2310 17th St NE, Salem. This event will run from 10:00 AM to 4:00 PM and is **FREE and OPEN TO THE PUBLIC**. More information will be forthcoming as this event gets closer.

For more information, contact Robin Webb at 503-584-3581 or by email at robin.m.webb@mil.state.or.us

Safety & Health Trivia Game



Watch your emails for the next Safety & Health Trivia game in November/December. You could be the next winner of our \$25 Gift Card. More details to follow in the coming weeks.

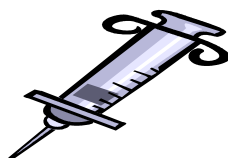
Safety Nominations



So, who do you think does a great job in performing their work safely or has contributed greatly to the safety and well being of the agency? Nominate that person for an Oregon Military Department Safety Certificate. Starting January 1st, 2012 and each quarter, I will be looking for those employees who have done an exceptional job at staying safe or promoting safety within their perspective work areas. If you know someone that you would like to nominate, send me an email or call me with “why you feel this person deserves this award.” Your entry needs to be at least one paragraph long. The nominated winners will get a Safety Certificate and a Safety Coin. The selected entry used to make the final decision, will receive a \$5.00 gift certificate for your choice of Subway, Dutch Brothers or Starbucks.

My email is robin.m.webb@mil.state.or.us or phone at 503-584-3581.

Flu Shot Clinics



This year, GetAFluShot.com is once again offering flu shots for State employees. The cost to PEBB Members is free. For those who are not covered under PEBB, the cost per shot is \$30. To see a list of scheduled Flu Shot Clinics in your area, go to <http://pebb.das.state.or.us/DAS/PEBB/flushots.shtml>

Up Coming Training Opportunities



JOINT Training Classes **(State, Federal & Contractors)**

CPR/AED Training

There are two classes scheduled for CPR/AED Training. One is a recertification class for those of you whose CPR certification has expired within the last 12 months and the other for those of you who need a new certification. Both classes will be held at the Anderson Readiness Center (ARC) in room 114. The dates and times are as follows:

Location	Date	Time	Type of Class
ARC	October 26, 2011	9:00 to 11:00 AM	Recertification Class
ARC	November 2, 2011	8:00 to 5:00 PM	CPR Certification Class

Both classes are only open to the first 20 people who sign up. Therefore, if you are on the list and can not attend, please make sure you contact me so that someone else will have a slot.

American Red Cross

Are you looking for some training classes on First Aid/CPR/AED or Lifeguarding & Swimming, Caregiving & Babysitting or how to become a licensed training provider? Check out the American Red Cross Website at <http://www.redcross.org/en/takeaclass> to see what classes are available in your area.

Salem Community Health Education Center

Check out the Salem Health Education Center for classes relating to Kids, Infant CPR, Cooking classes and more at <http://www.salemhealth.org/home.php#!chec.classes>

FEDERAL Training Classes

Team Oregon Motorcycle Classes

This class is currently only opened to Soldiers in the Oregon National Guard.

In 2009 Oregon passed a law that requires all new riders to take an approved motorcycle training course. It is currently broken down by age group and is required to be totally implemented by Jan. 2015. It takes two and a half days to complete the course and goes over the very basics, from starting the motorcycle to aggressive turns. They also cover all the required PPE and aspects of safe riding. After completing the course you are ready to go to the DMV and get your endorsement on your license. Currently, there are two courses available to Soldiers depending on their motorcycle skills, intermediate and the advanced course.

If you are interested in taking either course, please contact SFC Teddy Camper at teddy.camperiii@us.army.mil or by phone at 503-584-3320.

For current schedule of Federal Technician training, contact HR at 503-584-3839. For current schedule of training for AGR's, contact DCSOPS at 503-584-3617.

Other Available Training Classes

Next time you are ready to do some training check out iLearn. There are many online classes offered in the iLearn course catalog such as safety training from SAIF, software courses for Microsoft Office, and other useful classes. Registering for classes through iLearn automatically updates your State Training Transcript which contains your list of training accomplishments. For more information and a list of classes, check out our website at <http://www.oregon.gov/OMD/AGP/Training.shtml> or contact Paul Geck in AGP at 503-584-3815 for more information.

Promotions, New Hires and Years of Service

May 1, 2011 to October 1, 2011

<u>5 YEARS</u>	<u>10 YEARS</u>	<u>15 YEARS</u>	<u>20 YEARS</u>	<u>25 YEARS</u>	<u>30 YEARS</u>
Rhett Coble	Johnny Makela	Dennis Sigrist	Michael Matthews		
Ryan Able	Donald Ryan	Tracy Miller			
Christina Rock	Greg Cullins				
Christopher Farrell	Daniel Parr				
Ed Kimberly	Steven Wunder				
Matthew McNeil	Kevin Widenmeyer				
William Vagt	Richard Bentz				
David Duncan	Aviva Johnston				
Doug McClellan	Loreen Ross-Lee				
Kris Mitchell	Ulllyssa Althaus				
Seth Nickell					
Sean Wilson					
Kenneth Long					
Patrick Shields					

New Hires

Promotions

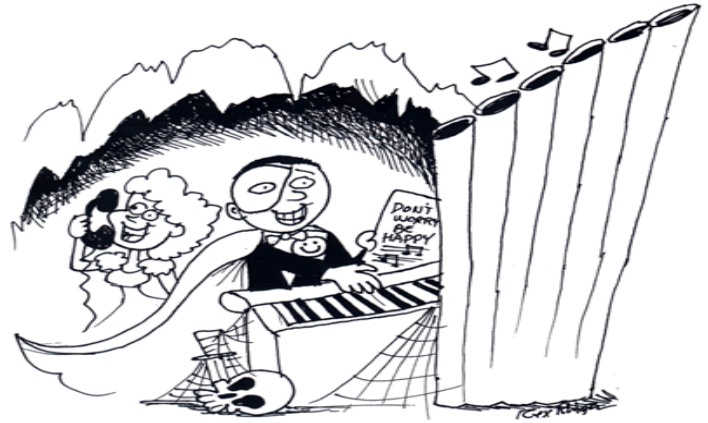
Retirees

William Andresen – AGI Springfield	Daniel Bigham – Kingsley Field Fire	Patrick Brennan - RSMS
Delbert Case – Kingsley Field - CE	Nicholas Bishop – Kingsley Field Fire	Larry Cain – AGI State Shops
Lawrence Charkins - Kingsley Field CE	Matthew Chavarria – Kingsley Field File	Jack Cassity – AGI La Grande
Theresa Connell – OEM	Jeremy Compton – YCP	Margaret Fitch – OEM Pendleton
Jacob Hansen - OEM	Eric Conner – Kingsley Field Fire	James Greene – PANG Security
Cory Gorman – PANG Security	Derrick Laughlin – Kingsley Field Fire	James Johnson - RSMS
Mark Hernandez – PANG Fire	Paulina Layton – OEM	Stephen Johnson – AGI Forest Grove
Alvin Malek – YCP	Cory Lown – Kingsley Field Fire	
Matthew Thompson – PANG Security		
Richard Tippetts – Kingsley Field Security		
David Turkington – YCP		
Patrick Walsh – Kingsley Field CE		
Brian Wheaton – YCP		
James Whittaker – AGI Salem		

AGP Work Funnies & Trivia



You know repetitive motions like that can cause ergonomic problems.



He's been a lot less angry since I got him an ergonomic keyboard!

Safe winter driving game

The professional truck drivers on America's Road Team have driven through all kinds of winter weather conditions with over 23 million accident-free miles between them. Now they offer their personal tips and advice to other motorists. To make the tips a little more fun, we've listed them here in the form of a question.



Can you answer them all?

1. In bad weather, what should you do to your vehicle before leaving your driveway?
2. What should you do to prevent braking too frequently on snow and ice?
3. What shouldn't you do if your car is equipped with anti-lock brakes?
4. What preventive action can give you extra time to react safely to problems ahead?
5. What should you do for the best visibility?
6. What should you keep in a vehicle winter care package?

Answers:

1. Check your tires, wipers and fluid, radiator, and heating system.
2. Slow down and increase your following distance.
3. Pump your brakes when attempting to stop.
4. Looking further ahead in traffic than you normally do. Actions by cars and trucks will alert you quicker.
5. Use low beam headlights and stop often to clean lights, especially taillights.
6. A snow shovel, a blanket, warm gloves, flashlight and batteries, and some non-perishable food.