Dear Team Member,

Prevention and preparation have become priorities in many areas of our lives – ideally, we get regular health screenings, see the dentist and put savings away for retirement. Yet many of us still feel defenseless when facing a threat that we’re willing to bet each and every one of us have been affected by in some way—motor vehicle crashes. We want to help you take control of your safety when on the road and so our organization is participating in *Drive Safely Work Week*, the annual safe-driving campaign sponsored by the Network of Employers for Traffic Safety (NETS).

This year’s campaign, *#PlanAhead: Your Key to Driving Safely*, underscores the fact that planning may be the most critical leg of any journey, whether that journey takes place on the job or off. Emphasizing the importance of advance preparation, the campaign will help you to minimize risks on the road and offer resources to help you become a better planner for both business and personal travel.

The daily areas of emphasis will help you:

* Remember to take time to plan your journey – even those that feel routine;
* Prepare for driving situations that take you into unfamiliar areas;
* Take precautions to ensure you’re driving with a clear head;
* Learn to navigate the changes we all experience as we age and how they may affect driving; and
* See some important reasons to plan ahead when it comes to driving situations that involve family members.

During the course of the week you will receive campaign materials and handouts and we will have on-site activities and opportunities to discuss company policies and guidelines as well as other important safety practices.

Thomas Edison once said, “Good fortune is what happens when opportunity meets with planning.” As we journey through Drive Safely Work Week, let’s rethink our driving practices and establish new habits to help improve our odds of always arriving safely at our destination—whether it be the office, a meeting, a ballgame or *home*.

Safe travels,

[Your Management]