

# VEHICLE SAFETY



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## 1. INTRODUCTION

- a. Drivers who operate company vehicles, rental vehicles or their own vehicles on behalf of the company are responsible for the safe operation of that vehicle, additionally these rules are to be followed:

## 2. REQUIREMENTS

- a. Drivers must maintain a valid driver's license at all times and must report any changes in status immediately to their supervisor.
- b. Drivers must safely operate vehicles in accordance with all applicable laws, including DOT requirements. This includes having the applicable endorsements listed authorizing operation of vehicle.
- c. The vehicle shall be used for it's intended purpose.
- d. Cell phones shall be used only when safe driving techniques can be followed in accordance with state and local laws. No texting while driving is allowed!
- e. Vehicles left running while unattended shall be put in park with the parking brake on. Drivers of vehicles must ensure that all occupants wear seat belts including the driver. Drivers must report all vehicle incidents immediately, no matter how minor.
- f. The use, possession and distribution of illegal drugs, deadly weapons or unauthorized explosives while on Company premises, in Company vehicles, or rental/personal vehicles while on Company business is prohibited. Likewise, driving under the influence, as defined by local laws, while operating Company vehicles or rental/personal vehicles while on Company business is prohibited. Consumption of any alcoholic beverage while operating a vehicle on Company business is strictly prohibited.
- g. Vehicles are to be maintained in a safe operating condition and any unsafe condition should be corrected or reported immediately.
- h. Every day, drivers must conduct a 360° walk-around before getting into their vehicle to insure that the following parts, equipment and accessories are in safe operating condition and free of apparent damage that could cause failure while in use: service brakes, including trailer brake connections, parking system (hand brakes), emergency stopping system (brake), tires, horn, steering mechanisms, coupling devices, seat belts, operating controls, and safety devices. All defects shall be corrected before the vehicle is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc. where such equipment is necessary.
- i. Vehicle inspection reports will be filled out and turned in when required.
- j. Drivers must perform a periodic tire maintenance check, which includes ensuring tires have proper tread depth and tires are properly inflated.

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- j. When parking, “pull through” or back into the space, unless doing so would create a greater hazard.
- k. Drivers are to obey all rules and laws while driving on roads and in facilities.
- l. Employees will keep their vehicles clean and free from trash or debris, especially in open pickup beds where trash can blow out of them while driving.
- m. Drives will ensure that cargo is adequately secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.

### **3. VEHICLE BACKING**

- a. When backing a vehicle or piece of equipment, the operator does not always have a clear view of the area in which he/she is moving. Backing of motor vehicles and equipment is an activity that places people and equipment at risk of injury and damage. The following procedures are to be followed when backing up a vehicle or equipment:
  - i. First, perform a walk-around of the vehicle/equipment to be sure the way is clear.
  - ii. Ensure that items stored on back of the vehicle do not obscure your view. Use your mirrors. If the load necessarily blocks effective use of mirrors, ask someone to assist by spotting for you. Always keep spotter in view while backing.
  - iii. Roll down the window of the vehicle to improve your ability to hear warnings or instructions.
  - iv. No employee shall use any motor vehicle equipment having an obstructed view to the rear unless:
    - 1. The vehicle has a reverse signal alarm audible above the surrounding noise level or;
    - 2. The vehicle is backed up only when, an observer signals that it is safe to do so.