

SAFE MOVEMENT OF VEHICLES

PURPOSE:

The purpose of this guideline is to provide basic information about the District's overall approach with regards to the safe movement of vehicles.

SCOPE:

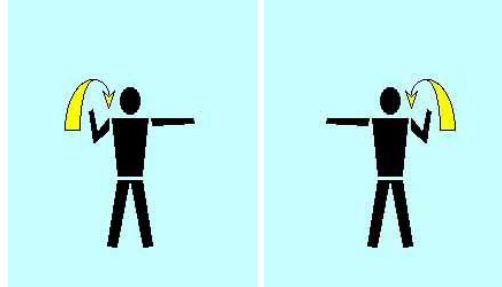
This guideline applies to each member of the District, as they have a responsibility to understand the safe movement of vehicles as outlined in this document.

GUIDELINE:

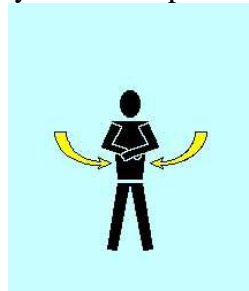
- A. Backing of vehicles should be avoided whenever possible. Where backing is unavoidable, a spotter shall be used. In addition, spotters may be used when vehicles must negotiate turns with restrictive side clearances and where height clearances are uncertain.
- B. Vehicle operators should be responsible for completing a 360° survey of the vehicle prior to movement.
- C. When parked, the vehicles transmission should be secured in "neutral" and the parking brake activated (larger vehicles) or secured in "park" (smaller vehicles).
- D. Outside of the station, wheel chocks should be used on each vehicle that is not equipped with a 'park' feature on the transmission.
- E. When the vehicle must be backed up and at least one spotter is available, they shall be used to spot and/or direct the vehicle. The spotter is to ensure no obstacles are present and spot potential problem areas.
- F. Emergency lights should be activated during backing, if conditions warrant there use.
- G. The backer is to be located on the vehicle operators rear corner to direct him/her until he/she is able to move the vehicle in a forward direction or he/she is cleared of the restricted area.
- H. The vehicle should not be backed until the spotter is in position and communicates approval to start backing. Spotters must remain visible to the vehicle operator. Anytime the vehicle operator loses sight of the spotter, the vehicle must be stopped immediately. Backing may resume when the spotter is visible again.
- I. Hand signals should be used whenever possible and it is the responsibility of both the vehicle operator and the spotter to know the signals listed below:
 - a. Straight Back – both hands at face level with palms toward the face of the spotter, motioning towards the spotter's body.



- b. Back Left/Right – point in the direction that the vehicle operator is to back and signal to back-up with the free hand.



- c. Stop – palms facing away from the spotter and two crossed arms.



- d. Night Movement - signals shall be the same as above, however a flashlight may be carried, but at no time should it be directed toward the mirrors.