

MOTOR VEHICLE OPERATIONS

(Your organization's name) has prepared these guidelines for motor vehicle operations.

GENERAL

Only those employees who are specifically authorized and who possess a valid license or permit according to Federal and State Motor Carrier regulations shall operate motor vehicles on company business.

Drivers shall know and obey all federal, state, and local motor vehicle laws applicable to the operation of their vehicle.

The driver shall drive at safe speeds no greater than that allowed by law. Traffic, road, and weather conditions shall be given consideration in deciding the safe speed within the legal limit at which the vehicle shall be operated.

Seat belts shall be worn.

INSPECTION OF EQUIPMENT

The driver shall determine that brakes are in proper working condition before operating equipment. If not working properly, they must be repaired before the vehicle is used.

Drivers are to report any defects to their employer.

OPERATION

Always wear seat belts. Seat belts protect you by absorbing the forces of a crash. They help you stay in control of your vehicle by keeping you in your seat. If you have passengers, seat belts keep them in their seats.

The operator of a motor vehicle shall clearly signal his intention of turning, passing, or stopping.

The driver of a vehicle shall be courteous toward other operators and pedestrians. Drivers shall yield the right of way in all instances necessary to avoid an accident.

The driver shall stay a safe distance behind when following another vehicle so that they can safely stop the vehicle in the clear distance ahead.

Drivers shall exercise added caution when driving through residential and school zones.

Stay alert and drive defensively. When driving, scan the traffic around you. Ask yourself, what if the car ahead stops suddenly, do I have enough room to stop in time? What if the vehicle on the side road pulls out in front of me, what would I do?

Ignition systems shall be turned off and no smoking is allowed while refueling

When proceeding downgrade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.

The driver shall not operate the motor in any garage unless driving in or out, and then the motor shall be operated as little as practicable. The motor shall not be warmed up inside a garage nor shall the driver

test motor operations in a garage unless the exhaust gas is carried directly to the outside atmosphere or doors and windows are open so that adequate ventilation exists.

Parking

When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in the direction of traffic flow. Flashers shall be on. At night, headlights shall not be used in a way as to confuse oncoming traffic.

When parking on a roadway, vehicles shall park off the traveled road surface whenever possible. When vehicles must park closer than ten feet to the traveled road surface, appropriate warning devices shall be used.

Proper warning lights, reflectors, or red flags shall be used for trucks or trailers stopped on any public roadway according to federal, state, or local regulations.

Vehicles shall not be parked on bridges or over culverts unless necessary for work.

When a truck (other than a pickup) is parked, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the transmission shall be placed in the lowest gear, and the parking brake shall be set. When parked on an incline, the front wheels shall be turned into the curb.

Backing

Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.

Exercise caution when backing a vehicle to avoid injury to persons and to prevent property damage. If another employee is present, that employee shall be stationed at the rear of the vehicle to help the driver in backing the vehicle safely.

When backing a vehicle that has an obstructed view to the rear:

1. A reverse signal (backup alarm) audible above the surrounding noise level shall be used or;
2. An observer shall signal that it is safe to back the vehicle.

During all backing operations, the vehicle operator shall:

1. Keep a constant lookout during the entire time.
2. Carefully check any blind areas.
3. Back slowly.
4. Watch both sides. Do not depend entirely on mirrors.
5. Enlist the aid of another person to act as a guide, when such help is available.

Passing

Safe passing requires good judgement. Unsafe passing situations include:

- A long line of cars ahead.
- When a car ahead is signaling to stop or turn.
- When an oncoming car is too close.
- The car ahead is at or above the speed limit.
- The inability to clearly see the road ahead.
- When the pass cannot be completed before reaching a No-Passing Zone.
- Not enough time to pass safely.
- Just before a hill.
- Just before an intersection, railroad crossing, or a bridge.
- When a school bus is stopped.
- When you are not sure that it is safe to pass.

Safe passing situations include:

- When the roadway ahead is clear.
- When there is no close approaching traffic.
- When no cars are passing you.
- When no vehicles are in your blind spot.
- When it is safe to return to your lane.

The following are steps to be followed when passing vehicles:

1. Signal intent to pass
2. Check rear and sides for cars
3. Speed up
4. Recheck roadway ahead
5. Change lanes
6. Signal return to lane
7. Check blind spot
8. Return to the lane when you see both headlights in the rearview mirror
9. Turn off signal
10. Resume a safe speed of travel

When being passed, yield to the passing vehicle.

EMERGENCY DRIVING SITUATIONS

Running off the pavement

1. Hold the steering wheel tightly and steer straight ahead.
2. Stay on the shoulder of the road.
3. Ease up on the accelerator and brake gently.
4. Turn back on the roadway slowly at a low speed when it is safe to do so.

Tire failure

1. Pump the brake gently rather than braking hard.
2. Concentrate on maintaining steering control.
3. Continue braking gently.
4. Pull completely off the roadway.
5. A front tire blowout will cause the car to pull towards the blown tire.
6. A rear tire blowout will cause the car to swerve or fishtail.

Brake failure

Pump the brake pedal rapidly and hard several times. This will often build up enough brake pressure to stop the car.

Engine fire

Pull off the roadway and stop the car as soon as safely possible. Get out and away from the car.

Accelerator jammed

1. Keep your eyes on the road.
2. Slap the accelerator pedal hard with your foot.
3. Shift to neutral.
4. Brake the car.
5. Bring the car to a stop.
6. Turn off the engine.

Power steering failure

Ease up on the accelerator. You can steer the car, but the wheel will be very hard to turn.

Night driving

Driving during hours of darkness reduces your range of vision and the time to react to hazards on the roadway. A combination of darkness and less traffic on the road can lead to boredom, and falling asleep at the wheel presents a real hazard. If you feel drowsy, STOP! Remember that most accidents occur between midnight and 6 a.m.

Date