

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Fleet Safety Motor Vehicles</i>					
Last Revised:	January 25, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	1/25/2012 3:40:00 PM

MOTOR VEHICLES - Company Vehicles & Safe Driving

Only employees authorized by the company will be authorized to operate a motor vehicle. To be eligible to operate a company owned vehicle you must have a valid, current operator's license. If your license is suspended, you are not allowed to operate company owned vehicles. No person will be allowed to drive a company vehicle who has been convicted of a DWI or reckless driving within the last three years. Drivers are not allowed to operate vehicles while under the influence of alcohol, illegal drugs and any medication that may affect their ability to operate the vehicle.

Accidents will be reported immediately to the employee's supervisor and the health and safety department. The incident management plan will be implemented and investigated as any other incident.

Loads in or on the vehicle will be secured and shall not exceed the manufacturer's specifications and recommendations and the legal limits for the vehicle. The vehicles must be of the proper rating for the load under tow and or the load in the bed (of the pickup).

Each vehicle will be maintained in a safe and operating condition. Each operator will perform a pre-operational walk around of the vehicle to ensure the vehicle is in operating condition. All defects will be reported to the main office and repairs made before the vehicle is operated on public roadways.

Employees are required to obey all motor vehicle safety laws when operating a company vehicle. Violation of traffic control devices, not wearing seat belts and not obeying speed limits will result in disciplinary action.

Employees will **circle their vehicles** before operating to view potential hazards surrounding their vehicles and access the condition of the vehicle.

Seat Belts are mandatory when operating a company vehicle. It is the driver's responsibility to ensure all passengers are wearing their seatbelts. The air bag was meant as a supplement tool to safe save lives, not as a replacement for the seat belt.

Cell Phones – No cell phone, radio, or other electronic device will be used while operating a motor vehicle. Return calls when you are at your destination, or pull over to a safe location and take the call. No communication device of any type may be used while operating a motor vehicle.

Safe Driving Distance – allow enough cushion between you & the driver in front of you.

2 seconds – Passenger Vehicle (cars, light vans, pickups)

4 seconds – (utility vans, box trucks)

6 – 10 seconds – (line trucks, bucket trucks, stake beds, ...)

Braking Distance – The faster the speed, the harder it is to stop. Give yourself plenty of time to stop, especially in adverse conditions such as weather (rain, snow, ice), traffic, pulling a trailer.

Approaching Intersections

- Stop far enough back that you can see the rear tires of the vehicle in front of you.
- Keep out of crosswalk zones.
- Wait 3-5 sec. Before leaving intersection. Look left, right, left when leaving light.
- Cover the brake when approaching green light.

Approaching Rail Road Crossings

If you approach a rail road crossing that does not have working warning lights and a crossing arm, then come to a complete stop and look both ways before crossing. If there is more than one set of tracks,

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stop before crossing each set of tracks and looks both ways before crossing.

Avoid backing whenever possible.

Complete a circle check before backing your vehicle.

Always check your mirrors.

Always glance over both shoulders before backing (looking for objects & blind spots).

Sound your horn with two short blasts before you back the vehicle if it is not equipped with a backup alarm.

Use a spotter if backing into a congested area or an area with people around.

Parking – all vehicles should be parked in the parking lot on site. Only those vehicles authorized by the Superintendent are allowed to operate within the job site. The Superintendent will ensure that the areas that vehicles are traveling in are safe for the vehicles and any potential equipment or structures.

1. Assess the hazards of unexpected vehicle movement/travel when determining a parking location at the work site. In addition, turn the wheels in the direction where people and facilities are not at risk. Chock the wheels if deemed necessary (depending upon nearby obstacles, people, facilities, excavations, size of vehicle, etc.)
2. Park vehicles in areas designated on the site plan.
3. The first preference is to use the forward first plan of parking where the vehicles first motion when departing is to pull out forward.
4. Vehicles, if parked on site where the pull in and then pull out method is not feasible, must be backed into parking spaces as close to the edge of the site within the parking area boundary as can be safely done. If backing into a congested area, use a spotter while backing. Make sure the spotter is in a safe position.
5. Do not leave unattended vehicles in the main paths of travel on the site. Emergency routes must be kept clear at all times.
6. Do not park blocking access to the job trailer.
7. Engage parking brake in vehicle before exiting.

All company vehicles are provided with an approved fire extinguisher and a first aid kit. These items must be checked and be in working order before operating any vehicle. All Company vehicles must have an Incident Report Form and a Vehicle Accident Report in their glove compartment. Any Company vehicle involved in an accident must call the Police and have a report filed/written.

Vehicle/Wildlife Incident Prevention

- Adjust your speed of the motor vehicle a minimum of 5 to 10 mph below the posted speed limit when driving at night and during the dusk/dawn periods. Also when there is poor visibility and in areas known to have wild life movements.
- Report wildlife sightings to site safety so they can communicate the wild life activities to others working on site and on the project. Site safety will post a wildlife incident/tracking map identifying hazard areas.
- Separate all cargo from passenger area with a barrier and/or secure loads to prevent movement. Ensure vehicle is designed and properly equipped to transport the load.
- The use of cruise control is prohibited in the following situations:
 - When driving on roads with uncontrolled access (country roads, secondary streets, rural state highways, etc.)
 - When there is the potential to encounter slippery road conditions (rain, snow, ice, standing water, etc.)
 - When the temperatures are below freezing
 - When reduced visibility conditions exist (topping a hill, blind corners, night driving, dusty conditions, fog, smoky conditions, times of the day when the sun is low on the horizon, etc.)
 - When in known wildlife crossings areas

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- When traffic congestion may require immediate reduction in speed (excessive traffic, lane closures, construction activity, etc.)
- When traveling unfamiliar roads where the operator is unaware of the potential hazards
- Any additional condition not described above, that required an increased driver responsiveness/control not achievable while using cruise control.