

SAFE JOB PROCEDURES 4.21

JOB TITLE: MOTOR VEHICLE OPERATION

DEVELOPED BY: Jennifer Moher **DATE:** February 21, 2008

APPROVED BY: Dan Sager **POSITION:** Safety Coordinator

DATE: April 4, 2008

REVISED BY: Marty Holubar **DATE:** January 13, 2016

EQUIPMENT REQUIRED: Vehicle

PERSONAL PROTECTIVE EQUIPMENT: Seat Belt

JOB STEPS:

1. For more details please refer to our "Fleet Safety Program" under the "Accident/Incident Investigation" section.
2. Monthly vehicle inspections are required. You must fill them out while at your vehicle so you can go through the checklist properly.
3. Always take a visual assessment of your surroundings prior to entering your vehicle.
4. Ensure you are following basic driving techniques such as shoulder checks, and usage of mirrors.
5. Ensure you have enough gas to get through your day.
6. Always wear your seatbelt and ensure any others traveling with you are safely strapped into their seatbelts.
7. Follow the speed the limit and always signal prior to lane changes or turning.
8. Don't talk on your cell phone while driving unless you are using handsfree. Wait until you have pulled over and are at a complete stop before using these types of communication. Bill 16 states the vehicle must be legally parked.
9. Don't engage in road rage. Should you need to stop and take a break, do so.
10. Ensure you are maintaining your vehicle with our monthly inspections.
11. Keep your vehicle clean and your windshield free of dirt and debris.

12. During cold periods, vehicles should be warmed up prior to leaving a site, however they should not be left running for longer than 10 minutes.
13. During hot weather, vehicles should not be left running to cool the interior.
14. Always ensure when parking on an incline of any kind that you engage the emergency brake and turn the wheels of the vehicle as per basic driver training (into the curb when parking downhill, away from the curb when parking uphill).
15. Should the emergency brake not engage for some reason, don't park on the hill and contact the vehicle administrator immediately.
16. Drive to road conditions, not always the posted speed limit in bad weather.