

## **DRIVING MOTOR VEHICLE GUIDELINES**

### **BASIC GUIDELINES FOR MOTORIZED VEHICLES AND EQUIPMENT**

Safety is a priority for employees driving District owned vehicles or equipment. Lack of awareness is a major factor in traffic accidents and many drivers do not relate “risk” to driving. Managing risk when driving involves controlling visibility, time, and space, and being aware of the amount of traction available.

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless specifically authorized to do so by your supervisor.
4. Use seat belts in the correct manner.
5. Obey speed limits and other traffic regulations.
6. Be aware of pedestrians and give them the right-of-way.
7. Inspect vehicle or equipment on a regular basis use.
8. Do not mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine and setting the parking brake.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.

### **ADDITIONAL GUIDELINES**

The following are guidelines that can help you assess conditions more accurately, predict the actions of other roadway users, and make decisions with a more realistic concept of the consequences.

1. **Inspect the Vehicle on Regular Basis**
  - a. Walk around and inspect outside before entering.
  - b. Check mirrors for proper alignment.
  - c. Make sure lights, signals, windshield wipers and instruments are working properly.
  - d. Check oil/gas levels weekly or when filling vehicle.
  - e. Check tires for proper inflation.

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### **2. Develop Visual Habits:**

- a. Concentrate on path of travel.
- b. Look well ahead.
- c. Scan the scene constantly.
- d. Look through rear window and turn head while backing up.
- e. Be aware of signs, signals and roadway markings.
- f. Look for pedestrians, bicycles, obstructions.

### **3. Time and Space Considerations:**

- a. Maintain 2-3 second following distance behind other vehicles.
- b. Allow 2 seconds distance to the rear.
- c. Allow at least one car width of space to one side.
- d. Adjust speed for road, traffic, sight or weather conditions.

### **4. Communication with Other Drivers:**

- a. Use proper turn/hazard/brake signals.
- b. Position car to be seen.
- c. Turn lights on for safety.
- d. Use the horn to warn.
- e. Use appropriate body actions and gestures (eye-to-eye contact).

### **5. Adverse Driving Conditions**

- a. Clear windshield, rear windows.
- b. Slow for adverse weather conditions.
- c. Pull off roadway and wait for rain or snow to ease, if needed.
- d. Use low beams and slow down for foggy conditions.
- e. Adjust speed for glare and reduced visibility for night driving.

### **6. Emergencies**

- a. Pump brakes, shift to low gear, or use emergency brake if brakes fail.
- b. Firmly hold the steering wheel and steer straight if a blowout occurs.

### **7. Obey Laws/Safety Precautions:**

- a. Wear seatbelts.
- b. Obey child restraint laws.
- c. Lock doors.
- d. Don't drink or abuse drugs and drive.
- e. Don't drive while fatigued. Stop and rest.
- f. Don't drive while emotionally or mentally upset.
- g. Pull over for emergency vehicles.
- h. Obey construction site rules/signs.
- i. Adhere to speed limits.
- j. Do not use cell phones while driving.