


Chapter 11

# MOTOR VEHICLES & OPERATION

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*‘Although operating a motor vehicle fleet requires a commitment from both the company and its employees, it is ultimately up to each individual operator to drive safely.’*

Operating a motor vehicle fleet requires a commitment on the part of the company and its employees. Hight Construction, LLC understands its responsibility to its employees as well as the monitoring public, but it is ultimately up to each individual motor vehicle operator to drive safely. A major part of the company’s commitment to safe driving is this Motor Vehicle Operator’s Manual.

**Hight Construction knows that an active, effective vehicle safety program is important because:**

- ☐ Hight Construction, LLC has a sincere interest in the personal welfare of each employee and his/ herfamily.
- ☐ Accidents are usually the result of careless and inefficient operation. Accidents cause more inefficiency because of lost time and job interruption.
- ☐ Besides the obvious safety concerns, motor vehicle accidents cost money. With tough competition and high operating costs, the deciding factor to whether a company can operate at a profit and grow is its ability to eliminate waste. Accidents are wasteful.

**In order for Hight Construction, LLC to operate its motor vehicles in the safest possible manner, each company driver must commit himself/herself to the following:**

- ☐ All employees give their fullest cooperation to this accident prevention program.
- ☐ Every means available will be used to select drivers who are qualified to drive safely and whose driving records reflect their adherence to motor vehicle laws.
- ☐ The company will select the safest vehicles to operate and the employees will ensure that the selected equipment is properly maintained.

**VEHICLE OPERATION - General**

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.

**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**

- ☐ Seat belts should always be worn. Seat belts absorb the forces of a crash. They help the driver stay in control of the vehicle by keeping the driver in his/her seat. If there are 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.
- ☐ Drivers should 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.
- ☐ Workers must not ride on running boards, fenders, siderails, or tops of vehicles or truck beds while vehicles or machinery are in motion.

### **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 judgment. 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:**

- Signal intent to pass
- Check rear and sides for cars
- Speed up
- Recheck roadway ahead
- Change lanes
- Signal return to lane
- Check blind spot
- Return to the lane when you see both headlights in the rearview mirror
- Turn off signal
- Resume a safe speed of travel
- When *being* passed, yield to the passing vehicle.

**EMERGENCY DRIVING SITUATIONS**

**Running off the pavement**

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

**Tire failure**

- ☐ Pump the brake gently rather than braking hard.
- ☐ Concentrate on maintaining steering control.
- ☐ Continue braking gently.
- ☐ Pull completely off the roadway.
- ☐ A front tire blowout will cause the car to pull towards the blown tire.
- ☐ 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**

- ☐ Keep your eyes on the road.
- ☐ Slap the accelerator pedal hard with your foot.
- ☐ Shift to neutral.
- ☐ Brake the car.
- ☐ Bring the car to a stop.
- ☐ 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.

**DRIVING SAFETY**

**Seat Belts and You**

Three out of four accidents causing death occur within 25 miles of work or home. The chances of being killed are almost 25 times greater if you're thrown from the car. Safety seat belts can keep you from:

- Plunging through the windshield
- Being thrown out the door and hurtled through the air
- Scraping along the ground
- Being crushed by your own car

**Cell Phones and Driving**

- Turning a radio station, flipping a cassette tape or CD, daydreaming, or talking on a cell phone is a factor in 40% of all collisions.

**Vehicle collisions can be reduced greatly if drivers follow safety precautions such as:**

- Always assess traffic conditions before you place a call.
- Select a hands-free speakerphone equipped with one-button, memory, or voice-activated dialing.
- Learn how to use your phone before you hit the road.
- Pull off the road to dial or ask a passenger to do it for you.
- Pull off the road if you have to take notes, if the conversation is emotional, or distracting.
- Check traffic conditions before you answer a call. If road or traffic conditions are hazardous, don't answer calls. Look into forwarding your calls to a voice mailbox.

## **Defensive Driving**

### **Get the Keys**

**Getting someone whom is about to drive drunk to hand over the car keys is often easier said than done.**

**Below are some tips and advice:**

- ☐ If the driver is a close friend, try to use a calm approach. Suggest that he or she may have had too much to drink and that it would be better to take a cab or let someone else drive.
- ☐ Be calm and make light of the situation.
- ☐ Try to make the driver aware that you are doing him/her a favor.
- If the driver is someone you don't know well, speak to his or her friends and have them make an attempt to persuade the driver to hand over the keys.
- ☐ If the driver is a good friend, spouse or family member, make it known that you will not go along if he/ she drives. Suggest that you will call someone else for a ride, take a cab, or walk.
- Locate the driver's keys while he or she is preoccupied and take them away. Most likely, the driver will think they're lost and will be forced to use some other form of transportation.
- ☐ If possible, do not embarrass or confront the driver, particularly with men. This can make them appear vulnerable to alcohol and its effects.

### **'Road Rage' – DON'T!**

- ☐ Do not block lanes.
- ☐ Do not change lanes without first signaling well in advance of your lane change.
- ☐ Do not tailgate.
- ☐ Avoid use of your horn or high beam lights unless absolutely necessary.
- ☐ Never make an obscene gesture toward another driver.
- ☐ Drive in the slow lane as much as possible or move into the slow lane when a fast moving vehicle approaches from the rear.
- ☐ Always signal well in advance of any turn.
- ☐ Be sure your signal lights are cancelled after your turn.
- ☐ Yield the right-of-way always.
- ☐ Always be a courteous driver; you will be surprised by the actions of the other drivers.

## **VEHICLE MAINTENANCE**

Automobile and trucks assigned to company personnel are designed and build to give good and dependable service beyond the present replacement mileage. The following procedures should be followed in operating, maintaining and servicing company vehicles.

- ☐ Do not operate any vehicle that is known to be in an unsafe condition.
- ☐ Clean the interior of vehicles at regular intervals.
- ☐ When stopping for refueling, always check the oil and other fluid levels, as well as air pressure in the tires.
- ☐ If a vehicle is not running properly, make sure it is reported to your supervisor immediately.

## **VEHICLE COLLISION**

Lawsuits are won and lost by the manner in which drivers obtain and report information concerning an accident. These procedures listed should be followed by drivers of company vehicles in handling and reporting accidents:

- **REPORT ALL ACCIDENTS** – regardless of the amount or nature
- **STOP THE VEHICLE YOU ARE DRIVING** – guard against fire – turn ignition off
- **KEEP CALM** – don't argue or lose your temper

- **KEEP THE ACCIDENT FROM GETTING WORSE** – multiple crashes are caused by failure to warn other motorists that the roadway is blocked ahead
- **DO NOT MOVE INJURED PERSONS** –unless they are in danger, or if it is absolutely necessary to do so. Have someone call the police and other help if necessary.
- ☐ **NEVER ADMIT FAULT OR OFFER TO PAY ANY DAMAGES,**
- **GIVE REQUIRED INFORMATION ONLY**—no more than is required by law
  - your name and address
  - your company's name and address
  - the company's vehicle license number
  - insurance policy number
- ☐ **GET THE SAME INFORMATION FROM THE OTHER DRIVER AS YOU GAVE THEM**
- **DO NOT LEAVE THE SCENE OF THE ACCIDENT** – until you are released by the investigating officer. Before you leave, make sure you have all the information you need.
- ☐ **NOTIFY YOUR SUPERVISOR IMMEDIATELY.**

### **Distracted Driving & Cell Phone Use**

We deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, we are instituting a new policy. Company employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased or rented by the Company.
- When the employee is operating a personal motor vehicle in connection with Company business.
- When the motor vehicle is on Company property.
- When the cellular telephone or mobile electronic device is company owned or leased.
- When the employee is using the cellular telephone or mobile electronic device to conduct Company business.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

### **Transportation of Dangerous Goods**

The Canadian Transportation of Dangerous Goods (T.D.G.) regulations focus on the transport of products, substances and organisms which pose a hazard to health, life, property or the environment. More specifically, the regulations address those substances included in one of the nine hazard classes which are regulated during the handling and shipping phases as a dangerous good: explosives; compressed gases; flammable liquids; flammable solids, spontaneously combustible materials, water reactive substances; oxidizers and organic peroxides; poisonous and infectious substances; radioactive materials; corrosives; and miscellaneous dangerous goods.

All workers who handle, offer for transport or transport dangerous goods must be trained and certified by the worker's employer. Workers must be instructed in:

- ☐ Aspects of the Regulations that are directly related to their work.
- ☐ The classes of dangerous goods encountered on the job.
- ☐ The information required on shipping documents.
- ☐ The labeling of containers, boxes and packages.
- ☐ The placarding of vehicles.

- ☐ Safety measures to protect workers from exposure hazards (e.g., ensuring proper labeling, segregation of incompatible goods, etc.), including handling procedures (e.g., storage and containment measures, proper operation of handling equipment) and PPE.
  - ☐ Emergency response responsibilities and reporting procedures for accidents or incidents involving dangerous goods.
  - ☐ Contractors/subcontractors must provide in depth training as needed on the transport or handling of specific hazardous products found in the work place.
  - ☐ If involved with a dangerous occurrence (spill, leak of dangerous goods), workers must take reasonable emergency measures to reduce any danger to health, life, property or the environment. At the very least, keep people at a safe distance, upwind from the spill. Never put yourself in jeopardy or danger from the spill or leak. Call for help.
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