

USC LANCASTER VEHICLE SAFETY PRACTICES

Introduction

Vehicle accidents can be costly from the standpoint of time lost, vehicle repair, and insurance premium cost increases ---- not to mention human injury.

Program Description

1. Only properly licensed drivers may drive licensed vehicles. Check to see if your license is current. Drivers must have approval from USC Vehicle Management to operate any state vehicles.
2. Make sure you understand your equipment. Ask questions if necessary. Drivers of state vehicles should conduct safety checks of vehicles before operation.
3. Guard against road mishaps by making prior routine checks for such items as distribution and security of your load, steering, tires, brakes, lights, windshield, rearview mirror and the lenses of all lamps. Notify the Maintenance Department as soon as the problem is discovered.
4. Read, Understand and Obey all traffic and parking regulations.
5. Drivers of motor vehicle should never park or travel in a bicycle path or on a sidewalk and should always look for a bicyclist that may be passing on the right. Do not block the Fire Lanes or Fire Hydrants.
6. Do not carry unauthorized passengers or materials. Riding on truck tailgates is strictly prohibited, and do not ride in any truck with your legs outside of the bed. Riders must be seated inside the bed of the truck and not seated on the truck bed sides. Don't exceed the seating specifications for the vehicle. When possible, ride only in seats equipped with safety belts. Drivers are responsible for the safety of all passengers and cargo.
7. Adjust mirrors and seats prior to operating any vehicle. Have a clear area behind your vehicle before backing up where rear vision is not clear, an employee, when available, should assist the driver in the backing operation.
8. Engines must be turned off when the vehicle is not in use or being refueled.
9. The driver is responsible for the positioning and security of passengers or items in the back of trucks and vans. Passengers are to be carried only in designated areas of vehicles. Never transport people while they are standing in the trucks.

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Materials or equipment to be moved on trucks shall be strapped or held down by ropes --- not by workers. Never allow workers to ride on top of materials to keep them in place. Red warning flags should be attached to material that extends beyond the conveyance. Do not carry loads that limit your visibility or control of the vehicle. Inspect loads for stability and clearance before travel.

10. Do not ride standing on the back bumper of trucks.

11. Motor vehicle traffic mixing with bicycle and pedestrian traffic are required to follow the rules on the road, (the same as motor vehicles) many bicycle operators fail to obey stop signs or signal when making turn. Likewise, pedestrians are apt to step off a curve and cross the street at any location. Be careful of the many bicyclists and pedestrians on the roadways.

12. Smoking is prohibited in all vehicles.

13. Hydraulic lift gates or institutions vehicles must be operated in a safe manner, with the operator at the control level during the complete operations of the lift gate, both in lifting and lowering. At all times when the vehicle is in motion to lift gate shall be latched in a vertical position. All doors on cargo trucks must be closed and secured when the vehicle is in motion.

14. The load limit for any vehicle shall not be exceeded. The load is the total weight of the operator, passengers and cargo.

15. Precautions must be taken when parking on any grade (set brake, chock wheels, etc.). Do not park on or block access ramps.

16. No vehicle shall be used for any purpose other than that for which it was designated. State vehicle may not be used for any personal business or to transport unauthorized personnel or cargo.

Roles and Responsibilities

Department:

- Provide specific training for qualified and compete workers.
- Provide and maintain necessary approved equipment and materials.

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Supervisors:

- Ensure workers receive training appropriate to their assigned tasks.
- Ensure workers are provided with and use equipment and materials.

USC EHS:

- Provide general training.
- Provide assistance with evaluation to determine regulatory requirements and / or best work practices.
- Provide a periodic auditing of work site.

Individual:

- Attend training.
- Use appropriate safety-related work practices, including all necessary protective equipment and materials.

For More Information

- Contact USC Lancaster Employee Safety Director, Butch Lucas @ 6-7085
- Contact USC Vehicle Management

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