

## Vehicle Operation Safety Policy

**Purpose:**

To establish guidelines for personnel to ensure their physical well-being as well as the safety of others.

**Policies and Procedures:**

1. All persons operating/riding in a vehicle must be secured with an approved seat belt and adhere to the Pennsylvania seatbelt law.
2. Use of communication devices is prohibited unless via hands-free method.
3. Riding in the bed of a vehicle, such as a pick-up truck, utility vehicle, dump truck, box truck, van, or stake body truck is prohibited.
4. All cargo must be properly secured.
5. If cargo is being hauled, and the length of the cargo extends beyond the door of the box truck, the doors may remain open. All employees will follow the proper guidelines for flagging extended cargo.

Flagging guidelines:

- a. If cargo extends more than 3 feet, it must be red flagged.
  - b. The cargo may not extend more than six feet beyond the body of the vehicle without approval for this type of transport. Additional safety precautions may be needed in order to haul material of this length.
  - c. If transporting cargo at night, a red light must be attached in place of the red flag.
  - d. If cargo extends less than 3 feet, a flag is not needed.
6. No vehicle shall be overcrowded or overloaded such that it obstructs the view of the driver or overloads the axles.
  7. Anytime there is a passenger in a van, truck, or box truck, the passenger shall get out and spot or direct the driver while the driver is backing up.
  8. Wheels must be chocked on any parked vehicle over 10,000 lb GVW.
  9. Pre-trip inspections must be completed by the operator and documented:
    - a. Weekly for non-CDL vehicles 10,000 lb GVW or more, or any vehicle if equipped with a lift gate.
    - b. Daily for CDL Vehicles
  10. It is the driver's responsibility to make sure that all safety procedures are being followed.

**Date of Changes:**

September 10, 1997

Revision 1 June 8, 2007

Revision 2 January 29, 2016

Revision 3 January 10, 2024