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 riding in a vehicle must be in an approved seat equipped with a seat belt.
2. 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 not permitted.
3. All cargo must be properly secured.
4. 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.
5. All persons operating any vehicle for the Office of Physical Plant will adhere to the Pennsylvania seat belt law.
6. No vehicle shall be overcrowded or over loaded 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 stop 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 Policy:
September 10, 1997
Revision 1 June 8, 2007
Revision 2 January 29, 2016