

TRANSPORTATION



A Tradition of Excellence

Claims Administrative Services, Inc.

***Motor Vehicle
Operation***

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MOTOR VEHICLE OPERATION

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

SAFETY RULES

The following are some important general motor vehicle operation safety rules that each employee is required to follow:

1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid an accident.
3. Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
4. Slow down in heavy traffic or densely populated areas.
5. Adjust speed for low visibility or adverse weather conditions.
6. Slow down at intersections or curves. Use appropriate signals well in advance of any action.
7. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
8. Before stopping or changing directions, plan ahead of time, signal early and slow down gradually to give drivers following a chance to change pace and react accordingly.
9. Avoid "tailgating". Use safe following distance.
10. Use extra caution and slow vehicle when approaching children at play or when passing through school zones.
11. Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
12. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beam.
13. Drive at speeds, which permit stopping within visibility range of your headlights.
14. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
15. Vehicles should be parked off the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.



MOTOR VEHICLE OPERATION

16. When parking put transmission in lowest gear or in park, set parking brake firmly, turn the front wheels toward the curb.
17. Engines are to be stopped ignition keys removed, and the doors locked when the operator leaves the vehicle unattended.
18. All persons riding inside a vehicle shall use seat belts, when provided and required by law.
19. Perform a pre-trip inspection. This includes checking the following:
 - a. All fluid levels.
 - b. Directional signals.
 - c. Lights and warning reflectors.
 - d. Safety belts.
 - e. Tires, including spare, if provided.
 - f. Windshield wipers.
 - g. Heater and defroster.
 - h. Horn.
 - i. Fire extinguisher, if provided.
 - j. Rear view mirrors. Inside and outside.
 - k. Safety equipment, flares, flags, chock blocks, chains.
 - l. Brakes and related equipment.
 - m. Steering mechanism.
 - n. Muffler and exhaust system.
1. When a vehicle is returned to the facility a post trip inspection is is required. It is a requirement that vehicles transporting students be parked with no less than ½ tank of fuel. All other vehicles will be fueled as designated by the appropriate department.
2. Always consider proper loading and proper load distribution as factors in safe driving.
3. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interferes with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck should be secured.
4. Nothing shall be stored on the rear window ledge of any vehicle.
5. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.



MOTOR VEHICLE OPERATION

6. Trailer, tool boxes, and trailer mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.
7. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.
8. Trailer mounted equipment shall be towed at a speed reasonable under the conditions and with due regard for safety.
9. Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles, and equipment (maximum speed 25 miles per hour).
10. No one shall drive a vehicle or operate a piece of equipment that is defective.
11. If involved in an injury accident, your first duty is to help the injured. Do not attempt anything beyond making the injured comfortable and providing emergency first aid. Send someone for medical help.
12. In the event of an accident, all employees must contact their supervisor immediately. Any bus driver involved in an accident may be subject to a drug and alcohol test.
13. Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed and driving conditions, and slow your reaction time.
14. Do not hang items from the rear view mirror of vehicles.
15. Ear protection is required for heavy equipment operators when there is a noise hazard to the ear.
16. Emergency/hazard warning lights should be used when vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
17. Do not operate, nor instruct other employees to operate an unsafe vehicle or equipment.
18. Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge, or other material that can blow (or spill) off the vehicle, shall cover the material with canvas or otherwise secure it as appropriate.



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VEHICLE MAINTENANCE

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

SAFETY RULES

The following are some important general vehicle maintenance personnel safety rules that each employee is required to follow:

1. Report any injury to your supervisor immediately.
2. Do not indulge in horseplay, practical jokes, or scuffling.
3. Wear proper work clothes, with no open shirt cuffs or shirt tails left hanging out. Roll up your sleeves and avoid loose clothing.
4. Remove rings, watches, necklaces, and ID chains with metal bands, especially when working on engines or when testing electrical circuits and parts.
5. Do not put sharp, pointed tools in pockets.
6. Always wipe up spills, oil, or grease off the floor immediately and wipe the area dry. Dispose of oil absorbent material properly.
7. Avoid using refrigerants, aerosols, adhesives, propellants, or any toxic or flammable liquids or gases in a tight or closed area.
8. Do not smoke near, and keep flames and sparks away from, "flammable liquids."
9. Be sure to wash hands after handling acids or batteries to avoid getting chemicals on your skin, mouth, or into eyes.
10. Always use mechanical handling or lifting devices wherever possible and get help when pushing vehicles.
11. Always use the right tool for the job.
12. Keep tools off the floor.
13. *Do not leave creepers on the floor.*
14. Always position the jack handle to its highest point. Never allow a jack handle to stick out from under a vehicle.
15. *Be sure to place safety jack stands under the vehicle after it has been raised.* Never overload a lift, hoist, or jack.
16. Keep legs under a vehicle when working under it.
17. Never lift or lower a vehicle with someone under it.
18. Do not point an air blow gun at others. Never use compressed air to spin bearings, to blow dust or dirt off clothes. The maximum pressure allowable at the nozzle is 30 PSI.



VEHICLE MAINTENANCE

19. Turn off ignition and remove key before working on an engine.
20. Always disconnect battery ground cable before starting work on an engine.
21. Use protective goggles and face shields when drilling, using wire brushes, bench grinders, brake drum lathers, valve grinders, or when using caustics. Also use protective eye equipment when cutting off mufflers or tail pieces or while working under a vehicle.
22. Use a good step-stool with non-slip tread bearing surface to gain access to high vehicles. Use stools with a wide base. Do not climb on bumpers or fenders with grease or oil on your shoes.
23. Use ladders properly. (See the special safety rules on ladder usage).
24. Do not run an engine in a closed room. Provide a means to vent the exhaust to the outside.
25. Do not stand in front of a car when it is being started.
26. Be careful when removing a radiator cap from a hot radiator. Use a heavy cloth, or let the radiator cool down.
27. Remove gas or fuel tanks and drain the gasoline before welding near them. Do not repair any tanks that have held any fuel or oil unless it has been thoroughly steamed and tested with an "explosimeter."
28. When removing a battery, always disconnect the ground cable first.
29. Always carry a battery with a carrier strap or handle.
30. Always place oily rags, oily waste materials, or solvent soaked rags in closed metal containers with tight fitting covers to prevent spontaneous combustion.
31. Know the location of fire extinguishers and how to use them. (See the section on fire controls).
32. When working on fuel lines or fuel pumps, clean up all spills immediately and dispose of the rags properly.
33. Always store gasoline in safety cans: this means the type which has a spring-loaded vented cap. Never carry flammable liquids in open containers.
34. Prevent flash fires by avoiding sparks around the battery charging areas.
35. Always report any broken or damaged tools or equipment.
36. Do not pour gasoline into a carburetor while the engine is being turned over. Don't use your hand to cover a carburetor to choke it.
37. Always turn the power switch off before removing battery charger cables. When using cables, make the last connection to a part of the vehicle far away from the battery to avoid explosion if a spark occurs.
38. Do not lay tools on operating machines.



VEHICLE MAINTENANCE

39. Keep hands away from moving parts.
40. Always keep the work area clean, especially bench tops and underneath benches.
41. Do not get under raised objects on a chain hoist.
42. Always wind up the droplight when you are finished with it.
43. Always return special tools and testing machines and battery charger to their specified place.
44. Do not throw tools.
45. Do not use any electrical power tools when your feet are wet.
46. Be extremely careful when using a 1/2 inch electrical drill. Always have a firm grasp. Be sure the drill switch requires constant pressure and stops if released.
47. Before starting the engine, make sure the vehicle is out of gear.
48. Keep hands out of door jambs.
49. Handle brake fluid carefully so that it does not splash in the eyes.
50. Keep all chemicals, solvents, etc., properly sealed and labeled.
51. Keep all traffic lanes, parking stalls, zones, and aisles properly marked.
52. Sound horn before passing through entrance or exit doors.
53. Use a tire safety cage when inflating tires with split rims. Use good lock rings and double check the fit of the ring before inflating. Only authorized persons should work on tires with split rims.
54. Stand to one side when inflating *any* tire. Do not inflate a split rim tire if it is on a vehicle; remove it first and have it repaired.
55. Do not cut, weld, or use the torch unless authorized.
56. Get help by having someone give you signals when backing up. Never stand directly behind the vehicle when giving signals; that is, stand to one side.
57. Post a list of emergency phone numbers near the phone.
58. Wear rubber boots with nonskid treads in the wash rack area.
59. Do not jump-start any vehicle without proper safety instructions and/or authorization. Report defective equipment in time so that it can be maintained to avoid the need for jump-starting.
60. When spray painting, in the absence of a rated paint booth, always paint in a well ventilated area and use goggles and proper respiration.

