

### *Potential Hazard Review*

- Being Hit by Another Vehicle
- Hitting a Moving Object
- Hitting a Pedestrian
- Hitting Stationary Objects
- Rollover

### *Related Safe Work Practices*

- Aerial Lifts
- Backhoe Loader
- Dump Trucks
- Forklift Trucks
- Fuel Safety
- Mowers
- Traffic Safety
- Tree Work

### *Authority*

- 49CFR Subpart F, Part 172
- CCR Title 8, Section 1597
- CCR Title 8, Section 3650
- California Vehicle Code § 23123

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This Safe Work Practice (SWP) addresses the hazards of vehicle operation, and is organized into the following areas:

- A. General
- B. Specific Vehicles
  - Automobiles and Trucks
  - Turf Trucksters (Cushmans, Toros)

The General section provides information that applies to just about every situation. The section on Specific Vehicles gives information that may be unique to a particular vehicle.

This Safe Work Practice applies to any vehicle you can sit on or in, and drive, including cars, trucks, vans, utility vehicles, some heavy equipment (i.e. equipment that doesn't have a specific SWP, e.g. Boom Truck), and turf vehicles. Additionally, you are advised to review the following safe work practices before operating the related equipment: Aerial Lifts, Backhoe Loader, Boom Truck, Cranes, Dump Trucks, Forklift Trucks, and Mowers.

This SWP is dedicated to helping you avoid an injury or illness from known hazards and their consequences.

You are advised to follow these recommendations, read and follow this SWP and any related SWPs, complete any required or recommended training, and to obtain advice from a Qualified Person if you have any questions.

A Qualified Person is a person **designated** by the employer; and by reason of **training**, experience, or instruction who has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

- Use the equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals.
  - If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
- Review the safety data sheets (SDSs) for each chemical.
- Be trained on this SWP and those listed above as related. Training on SWPs must be completed before initial assignment. It is also recommended that you complete refresher training every two years.

## A. GENERAL

### Before

1. Complete the required training:
  - a. Training on this SWP and those listed as related. Refresher training should be completed every 2 years.
  - b. Complete the classroom or online Defensive Driver training. Refresher training should be completed every two years.

2. Review the City Drivers Guide.
3. Drivers are expected to comply with this SWP as well as obey applicable local, state and federal laws and regulations as they relate to vehicle operations.
4. Drivers must have a valid California drivers' license appropriate for the type of vehicle to be driven, and without restriction for the class of vehicle used.
5. Complete a check of the vehicle at the beginning of each shift or before a change in driver, and before using the vehicle (see the specific vehicle section of this SWP for a checklist). If repairs are needed, have them completed before taking the vehicle on the street.
6. Ensure that each vehicle has a copy of the following on board (in the glovebox or elsewhere):
  - A copy of the incident reporting procedures.
  - A letter of self insurance (available from Fleet Manager).
  - A blank Vehicle/Equipment Incident Report (VEIR).
  - The name and number of P&S Towing (415-861-4200).
7. Secure/tie down a load in its compartment. Tools and material shall be secured to prevent movement when transported in the same compartment with employees. Make sure the load will not shift or fall out of the vehicle. Other items, such as first aid kits must be secured as well.
8. Remove all trash, litter or other distracting items from the interior of the vehicle<sup>1</sup>.
9. Hide all valuables from sight from outside of the vehicle. This includes phones, wallets, bags, and anything that could be construed as valuable by an outside party. Hide traces of these valuables as well such as USB cords used to charge phones, bags with store logos, and loose change.
  - If you must leave valuables in your city vehicle, put them under the seat, in the trunk, or out of view when leaving the vehicle for any amount of time.
10. Do not:
  - Alter the vehicle in any manner which would affect the vehicle's operation, performance, durability, or use.
  - Transport hazardous materials in the passenger compartment.
  - Transport staff, clients, or the public in vehicle compartments (back of trucks, vans, etc.) unless these compartments were originally equipped with appropriate vehicle passenger seats and seatbelts.

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<sup>1</sup> RPD Industrial Investigation, EHS Case # 3034, DOI 2/19/06

- Leave valuables (and traces of valuables) on the seats, dashboard, or anywhere in view from outside of the car.

### During

11. Fasten seat belts and adjust mirrors. Seat belt use is **mandatory**.
12. When starting the vehicle, be sure that vehicle does not lunge forward or backward into anything.
13. Observe traffic and pull into the street. Be aware of your surroundings.
14. Be a Defensive Driver: <sup>2</sup>
  - Look for and recognize hazardous driving conditions such as lighting, weather, change in road conditions, traffic, and your ability to react.
  - Adjust your driving to meet the hazards.
  - Remain focused. Avoid other distractions such as eating, drinking, grooming or adjusting non-critical vehicle controls while driving.
  - Use of cell phones, whether hand-held or hands-free, or other mobile technology while driving on City business is prohibited. The exception is Park Patrol use of helmets with manufacturer integrated communication devices.
15. Upon entering a park (whether on a service road, turf, or other unprepared surface), illuminate the headlights and Hazard Warning Lights (if installed). If the vehicle has an installed light bar, illuminate the Light Bar also. All lights are to remain illuminated while in a park. Note that this particular policy does not apply to operation of a vehicle on a public street within a park; however, the lights must be illuminated if leaving the public street and entering a service road or turf/unprepared surface within a park.
16. Activate the forward-moving aural signal on your vehicle upon entering a park (whether on a service road of turf/unprepared surface) and have the signal activated for the duration of the vehicle movement in the park.
17. When work requires vehicle travel across turf or other unprepared surfaces, the path of travel must be the shortest, most direct distance available from the service road of public street.

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<sup>2</sup> Defensive Driving Course – 4 hour, National Safety Council, 1999.

18. If work requirements necessitate operating a City vehicle on a parkscape or other surface not designed for vehicle operation, utilize a staff person outside the vehicle to serve as a safety watch or otherwise guide vehicle movement.
- When two or more staff are traveling in a vehicle, use of a spotter is required.
  - When only the driver is in the vehicle and there is no spotter otherwise available, the following policy applies:
    - i. The driver will stop and park the vehicle at the point where the vehicle will depart the service road or public street.
    - ii. The driver will exit the vehicle and will walk the intended path of travel across the turf/unprepared surface to inspect for terrain hazards and/or park users who might impede or interfere with the intended path of travel.
    - iii. If park users are encountered, the driver will inform each person of the intended vehicle travel and ensure that there is no mutual interference.
    - iv. If determined to be safe, the driver will return to the vehicle and proceed along the inspected path of travel (following all of the other policies in this Safe Work Practice).
    - v. At the completion of work, the driver will again follow this procedure to traverse the turf/unprepared surface back to the service road/public street.
    - vi. Note: This particular policy section does not apply to park utility vehicles (i.e. Cushman's, Trucksters, and other open bay, non-street legal vehicles) due to their open, unobstructed field of view.
19. Follow traffic laws and operate in a safe manner.
- Leave a cushion of safety around your vehicle by adjusting distance, speed and allowing more aggressive people to pass. Vehicles shall not exceed the authorized or safe speed, keeping the vehicle under positive control at all times and all established traffic regulations shall be observed.
  - Vehicles must be legally parked at all times (even inside park property) unless the vehicle is positioned for work in progress.
20. Do not:
- Engage in aggressive driving, including speeding, tailgating, failure to signal lane changes, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures, and excessive use of the horn.
  - Operate the vehicle at speeds which will endanger the driver or other workers.
  - Load the vehicle beyond the load capacity ratings (as listed in the owner's manual).
  - Travel more than 5 mph on any service road, turf, or unprepared surface inside a park.
  - Drive on to park pathways, sidewalks, or closed roads unless necessary for actual work in progress. You may never traverse a park area merely for convenience purposes.

21. When refueling, remove the gas cap slowly (see *Fuel Safety SWP*).
22. During operation, stay clear of moving machinery parts.
23. If you are ever unsure about the safe operation of the vehicle or assignment, STOP WORK and ask your supervisor for assistance.
24. If you are in a vehicle incident, you must follow the steps listed in the [RPD Vehicle Use Policy \(VUP\)](#). This includes calling 911 (in the event of an injury) or SFPD (non injury), your supervisor, Park Rangers, and the City Attorney's office. More detail can be found in the VUP.

### After

25. Immediately report any problem or deficiencies you notice during your shift. Do not wait until the end of your shift to address a serious safety issue. If the problem is serious, make it your responsibility to have the vehicle removed from service.
26. If items for repair can wait for scheduled maintenance, write them down in the Auto Shop's Vehicle Repair Request sheet. One sheet should be assigned to each vehicle and turned into the shop when the vehicle goes in for repair or service.
27. Vehicles with air brakes shall be drained of air.

## B. SPECIFIC VEHICLES

### Automobiles and Trucks

#### Before

28. Complete a check of the vehicle at the beginning of each shift or before a change in driver, and before using the vehicle that covers the items below (note that certain divisions may have developed their own vehicle checklists; these are adequate as long as they are at least as inclusive of the below list):
  - Adequately inflated tires
  - Adequate tread on tires
  - Damage or vandalism
  - Clean windows and mirrors;
  - Functioning seat belts for all seats (as designed)

- Properly functioning headlights, mirrors<sup>3</sup>, horn, turn indicators, back-up lights and alarm, amber flashing lights and brake lights
- An adequately charged fire extinguisher
- Adequate oil and coolant levels (only after checking temperature gauge and hand test)
- An approved first aid kit; flares, flashlight and disposable camera (optional)
- A copy of the accident reporting procedures and paperwork (Post Accident Checklist (Vehicle), Vehicle Operation Safe Work Practice, and VEIR) in the glove box.

29. When refueling the vehicle, check the:

- Oil and coolant levels (only after checking temperature gauge and hand test)
- Power steering fluid level
- Brake reservoir (on newer vehicles, the reservoir is visible without removing the baler)

30. Those vehicles with air brakes shall be tested prior to use, to ensure adequate braking power.

### **During**

31. Batteries (car, truck, and auxiliary power supplies) must be handled with care. The electrolyte is sulfuric acid (H<sub>2</sub>SO<sub>4</sub>). Avoid contact on clothing, skin or in eyes. In the case of exposure, flush with clean water for 15 minutes and seek medical attention.

32. To jump-start a vehicle: Connect positive (+) to positive (+) and negative (-) on running vehicle to ground (-) or stalled vehicle. Always connect the ground wire last and away from the battery (on the engine block) when attempting to "jump start" a vehicle. The hydrogen gas that is generated during charging is explosive.

### **Turf Trucksters (Cushmans, Toros)**

#### **Before**

33. Complete a check of the vehicle at the beginning of each shift or before a change in driver, and before using the vehicle:

- All parts of the vehicle and attachments are in acceptable condition
- Fluid levels (gas, oil, etc.) are acceptable
- Safety interlock system is intact

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<sup>3</sup> RPD Industrial Investigation, EHS Case #2868, DOI 8/5/05

34. Do not operate vehicle while wearing sandals, tennis shoes, sneakers, loose fitting clothing or jewelry which could get caught in moving parts and cause personal injury. For more information, see the Personal Protective Equipment Safe Work Practice, RPD's Dress Code Policy, and the Operator's Manual for the piece of equipment.

### During

35. The operator shall ensure that passengers remain seated, hold on to the seat handle, and keep their entire bodies inside the vehicle prior and during operation of the vehicle.

36. Do not do the following:

- Run vehicle in an enclosed space where exhaust fumes will collect.
- Carry more than the specified number of persons on the vehicle.
- Make sudden stops and starts unless it is necessary.
- Change the direction of the vehicle abruptly or make sharp turns on an incline, ramp, grade, slope or other surface. Note that a cab makes the vehicle slightly less stable when turning or driving on slopes.
- Overload your vehicle (the nameplate on the kick panel shows load capacities). Position loads carefully and evenly over the rear deck or box. Keep the loads low. Place loads on deck or box ahead of the rear axle.
- Tow a vehicle faster than 5 miles per hour.

37. Signal that you are going to turn or stop.

38. Use caution, and reduce speed around the following:

- Low overhangs such as tree limbs, doors, etc.
- Sand traps, ditches, creeks, ramps, any unfamiliar areas or other hazards
- When crossing chuckholes or other rough ground surfaces
- When driving in unfamiliar areas

39. Adjust your speed to match driving conditions (dry, moist, icy, bumpy, etc.).

40. Stay a safe distance from pedestrians, ramp edges, platforms, drop-offs, etc.

41. Always drive straight up and down the face of a slope, incline, ramp or grade. Never drive across the face.

42. When driving down an incline, always remove your foot from the foot throttle pedal to avoid increasing the vehicle speed.



43. Always engage the Auxiliary Transmission before engaging the parking brake. The seat brake on Model 898531 will not hold a loaded vehicle on an incline. Always use parking break when the vehicle is not in use.
44. When dumping, do not let anyone stand behind vehicle and do not dump load on any one's feet.
45. Use extreme care when backing up. Keep all bystanders away from the machine.
46. Keep windows clean and unobstructed. The only items that should be affixed to the windows are manufacturer's signs and no smoking signs.
47. When the vehicle is being loaded with a "Bobcat" or other type of loader (other than manual loading), set the emergency brake, put the vehicle in neutral (or turn off), and get out of the vehicle.
48. Stop machine immediately if the machine ever vibrates abnormally to prevent repetitive strain injury and or further machine damage. Turn engine off and inspect for damage. Have repair done before resuming operation.

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### References

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14. "RPD Uniforms and the Dress Code Policy," Memo from Dennis Kern, December 21, 2010.
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