



# DRIVING

## **Scope and Applicability Statement**

This document provides general safety procedures and regulatory guidance for employers and workers in accordance with U.S. Occupational Safety and Health Administration (OSHA) standards under 29 CFR 1910 and 29 CFR 1926. These procedures apply to all workplaces where they are implemented as part of a comprehensive safety program.

## **Customization and Compliance Statement**

Employers are responsible for ensuring compliance with all applicable local, state, and federal safety regulations. Workers must adhere to established safety protocols to prevent workplace injuries and illnesses.



## **Purpose**

This program outlines the procedures for the safe operation of all vehicles used in work-related activities, including driving regulations, vehicle maintenance and inspection requirements, accident prevention policies, and driver training programs.

## **Scope**

This policy applies to all company and personal vehicles used for work-related activities.

## **Key Responsibilities**

### **Safety Director:**

- Responsible for developing and maintaining the driving safety program and related procedures.

### **Site Manager:**

- Implement and maintain the driving safety program and ensure all assets comply with established safety requirements.

### **Employees:**

- Be familiar with and follow all driving safety procedures and local vehicle safety standards.
- Report unsafe conditions and follow all posted traffic and safety requirements.
- Only authorized employees may operate motor vehicles for work purposes.
- Drivers must have a valid and current driver's license appropriate for the vehicle being operated.
- Drivers must not operate a motor vehicle while under the influence of alcohol, illegal drugs, or medications that impair driving ability.

## **Vehicle and Transportation-Related Safety**

### **Driving Safety:**

- Backing should be avoided whenever possible. When backing is necessary, drivers should park in a way that allows their first movement to be forward when leaving.
- Passenger compartments must be free of loose objects that could endanger occupants in the event of an accident.



- Signs, stickers, or labels must not obstruct the driver's vision or impede control of the vehicle.

#### **Reporting of Traffic Violations and Vehicle Accidents:**

- Employees must report any accident that occurs while driving a company vehicle or performing work-related driving tasks.

#### **Safe Driver Behaviors and Practices:**

- Obey all local, state, and federal traffic laws.
- Immediately report any restrictions to driving privileges to management.
- Seatbelts must be worn by all occupants at all times while the vehicle is in motion.
- Keep eyes on the road at all times when speaking with passengers.
- Follow all local cell phone laws and company requirements while driving for work purposes.
- Adhere to posted speed limits and adjust speed based on weather, road, and traffic conditions.
- Maintain a safe distance between vehicles.
- Exercise caution in construction zones and near large vehicles, wildlife, fog, rain, snow, or other hazards.
- Alcohol and illegal drugs must never be present in a company vehicle.

#### **Journey Management:**

- Inspect the vehicle for damage before operation and report any issues to the supervisor.
- Remove dirt, snow, or ice from all vehicle lights and windows to ensure clear visibility.
- Ensure sufficient fuel levels before beginning a trip.
- Verify that license plates and vehicle inspection tags are current.
- Ensure a first aid kit and a properly inspected fire extinguisher are in company vehicles.
- Drivers must be well-rested and alert while operating a vehicle.
- Employees must not perform repairs or maintenance on company vehicles other than routine fluid additions, wiper replacements, or air filter changes.



### **Vehicle Requirements:**

- Vehicles must be maintained in safe working order.
- Vehicles must be equipped with a spare tire and necessary tools for changing a wheel.
- Adjustable left, right, and central rear-view mirrors must be installed on all vehicles.
- Loads must be properly secured and must not exceed manufacturer or regulatory limits.

### **Worker Transportation Safety:**

- Workers required to travel in company or work-related vehicles must have a pre-trip evaluation of road, weather, and traffic conditions to ensure safe transit.
- The operator of any worker transportation vehicle must conduct a pre-use inspection before beginning the trip.
- Seatbelts must be worn by all passengers in vehicles equipped with seatbelts.
- Workers must not stand while being transported unless adequately secured.
- Workers must not extend any part of their body outside of a moving vehicle unless essential for work tasks and with proper restraint.
- Enclosed compartments used to transport workers must have:
  - Effective ventilation providing clean air.
  - Adequate lighting and climate control.
  - An effective communication system between the driver and passengers.
  - More than one exit for emergency egress.

### **ATV and Off-Road Vehicle Safety:**

- Operators must follow all manufacturer guidelines when using an ATV or off-road vehicle.
- All ATV operators must receive training covering:
  - Pre-trip inspection procedures.
  - Proper use of personal protective equipment (PPE).



- Safe operating techniques based on manufacturer instructions.
- Basic mechanical requirements.
- Safe loading and unloading procedures.
- ATV operators and passengers must wear appropriate clothing for environmental conditions and necessary protective equipment.
- Approved helmets must be worn by operators and passengers.
- Loading and unloading of ATVs must be performed safely using ramps or secure platforms.