TOWN OF SUSSEX POLICY

Subject		Number
WORKS GARAGE YARD TRAFFIC SAFETY POLICY		WD-16
Date MAY 19, 2015	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* MAY 12, 2015
Signature	*Date of Revision* MAY 12, 2015	PAGE 1/3

I. PURPOSE:

The intent of this procedure is to establish a safe process for the reversing and/or moving of vehicles, machines and equipment in the Works Garage Yard.

II. PROCEDURE

1. DURING NORMAL DAY-TO-DAY OPERATIONS

The driver/operator is responsible for the safe operation of the vehicle, machine or equipment being operated.

Since many Town vehicles, machines or other equipment being operated are designed in such a manner that it is sometimes difficult to have a full and clear line of sight of the intended path of travel while moving or reversing, the following regulations shall apply.

- Every work activity shall be planned and organized so that vehicles, machines and equipment are not operated in reverse or are operated in reverse as little as possible.
- **When parking, all vehicles, machines or other equipment must be positioned so they can be driven forward; this requires reversing into a parking space.**
- The driver shall walk completely around the vehicle to locate any obstructions prior to reversing the vehicle.
- The driver/operator shall check both rear view mirrors carefully before putting the vehicle into reverse gear to ensure that conditions have not changed from the time of the circle check.

- If multiple vehicles are being moved at the same time and the driver doesn't have a full and clear line of sight of the intended path of travel, he shall request the assistance of a spotter before putting the vehicle in reverse gear.

2. MOBILIZING AND DEMOBILIZING OF VEHICLES FOR WORKS OPERATIONS.

The driver/operator is responsible for the safe operation of the vehicle, machine or equipment being operated.

Since many Town vehicles, machines or other equipment being operated are designed in such a manner that it is sometimes difficult to have a full and clear line of sight of the intended path of travel while moving or reversing, the following regulations shall apply.

- The driver shall walk completely around the vehicle to locate any obstructions prior to reversing the vehicle.
- The driver/operator shall check both rear view mirrors carefully before putting the vehicle into reverse gear to ensure that conditions have not changed from the time of the circle check.
- If multiple vehicles are being moved at the same time and the driver doesn't have a full and clear line of sight of the intended path of travel, he shall request the assistance of a spotter before putting the vehicle in reverse gear.
- When multiple vehicles, machines and equipment are preparing for/or returning from Works Department operations, all vehicles performing other unrelated activity shall stop.

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- Other activities such as snow plowing, sweeping and repairs shall be done when vehicles have left the yard or are stationary and not in use.