**Safe Job Procedure for Driving (Motor Vehicles)**

**Pre-operation check and adjustments**

* Conduct a “circle check” inspection of your vehicle.
* Maintenance staff who operate District vehicles are required to conduct and document vehicle inspections at designated time intervals.
* Look inside your vehicle before you unlock the door and get in.
* Clear ice and snow from your vehicle.
* Remove items from your pants pockets; they could press on soft tissue and reduce circulation.
* Position items that you may need during driving (e.g. sunglasses) in an easy to reach location.
* When seated, scoot your tail bone as far back in the seat as possible.
* Adjust your **mirrors** so they can be used without straining your neck or
* upper body.
* Adjust the **lumbar support** so the lower part of your back is supported with no pressure points or gaps. A small rolled-up towel can also be used in the curve of your lower back.
* Adjust the **seat back tilt** so it fully supports your back. The least amount of pressure occurs when the seat back is slightly reclined. The backrest should provide continuous support along the length of the back.
* Adjust the **seat pan tilt** so your knees are slightly lower than your hips.
* This opens up your hip flexors and increases circulation to the back.
* Your thighs should be supported along the length of the cushion.
* Adjust the **seat depth and/or the steering wheel** so you are able to drive with your shoulder relaxed and your arms close to your sides.
* Ensure you can fully depress the pedals and see the display panel.
* Adjust the **seat height** so you have maximum vision of the road and adequate head clearance from the roof.
* Adjust the **head rest/restraint** so it is level with the top of your head.
* Buckle up before driving. If the seat belt strap is uncomfortable then use a piece of soft foam or cushion on the strap.
* Warm up your vehicle; it reduces condensation on the windows.
* Check oil and fuel levels.
1. **Operating the vehicle**
* Keep your two hands on the steering wheel except when shifting gears.
* Change your hand postures frequently to improve circulation and reduce fatigue.
* Position your hands at “10 and 2 o’clock” on the steering wheel.
* Keep your eyes moving and watch the entire traffic environment.
* Use rear view and side mirrors often.
* Adjust your driving to the road and weather conditions.
* Keep the windshield and windows clear.
1. **Refueling**
* Shut off the engine.
* Do not smoke or use a cell phone while refueling.
* Remove the fuel cap slowly, holding it at the semi-locked position until pressure is released.
* Allow the nozzle to completely empty before removing it.
1. **Parking**
* Park in a visible, well-lighted area wherever possible.
* Only park in designated parking spaces.
* Always back your vehicle into a parking stall/space.
* Utilize a two person backup system whenever a second staff member is available. The driver must be able to see the spotter at all times while assisting to safely backup the vehicle.
* Put up your windows and lock the doors.
* Do not leave valuables in your vehicle.