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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.

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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.

2. 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.

3. 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.

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