

SWP Purpose

Driving to and from a worksite is something that is done so frequently that there is tendency towards complacency in how we do this. However, there are serious risks to the vehicle operator and passengers, as well as the public, if due care is not taken. Driving is typically one of the most hazardous tasks performed by workers. This safe work practice (SWP) is intended to help workers in assessing the hazards of driving. This will involve an evaluation of the vehicle, road conditions, driver behavior, and behavior of other drivers. Workers are expected to complete pre-use vehicle inspections and to drive with due care and without distraction.

Scope

This SWP applies to any worker who is a driver or passenger in a vehicle being driven to/from a worksite. Drivers are expected to comply with local traffic laws/regulations. Workers must not drive under the influence of drugs/alcohol; drive while disqualified or not correctly licensed and/or insured.

Responsibilities

Responsibilities apply to the **Trip Manager**/Volunteer Lead, all workers, and the Health and Safety Committee.

It is the responsibility of the **Trip Manager**/Volunteer Lead to

- Communicate to workers the importance of good and safe driving habits.
- Remind workers of traffic laws and good practice.
- Reinforce to workers that any recommended controls must be applied consistently
- Ensure that workers who are driving vehicles have a valid license for the type of vehicle and appropriate insurance for the vehicle.
- Require that this SWP be implemented for all applicable job tasks

It is the responsibility of the Workers to

- Maintain a valid license and vehicle insurance
- Communicate any limitations on their license (e.g. no driving at night, driving standard/manual transmission vehicles, use of medications that cause drowsiness, etc.).
- Know the proper use and limitations of the vehicle.
- Be aware of and comply with requirements communicated in this SWP and with the law.
- Inspect the vehicle regularly and maintain it in good working order
- Complete and document a pre-use vehicle inspection regularly
- Ensure recommended controls are implemented and used appropriately.
- Immediately report any infractions occurring during driving to/from the worksite to the Crew Lead.

It is the responsibility of the Safety Committee to

- Maintain this Safe Work Practice

- Perform periodic audits to assess that these requirements/SWP are being acted upon.
- Reinforce that recommended controls are to be implemented and used appropriately.

Hazards

Hazards relative to driving vehicles may be due to road conditions, driver behavior and behavior of other drivers on the road.

Hazards due to driver behavior include drowsiness/fatigue, distractions within or around the vehicle, alcohol or drug consumption, psychological factors such as stress, lack of familiarity with the vehicle or road conditions.

The environment may introduce hazards due to poor road conditions, poor visibility due to darkness/snow, activities of trail users on road or in parking area, wildlife, or other animals on the road.

Controls

Controls may include elimination/substitution, engineering, warnings, administrative, and/or PPE.

- Good housekeeping is important; keep the vehicle clean. Organize your equipment for the day before operating the vehicle.
- Be familiar with directions to jobsite prior to starting the vehicle.
- Inspect the work vehicle before operation. Walk around the vehicle, check lights, fluids (if necessary); check your load, and ensure tools and materials are secure and tailgate is closed.
- The pre-use inspection provides the opportunity not only to check a familiar vehicle but to become familiar with vehicles that you are not used to. This includes any safety features.
- Be familiar with and follow the rules of the road.
- Always use seatbelts.
- Ensure that your windshield is clean and clear to maintain optimum visibility.
- Always check for and yield to other vehicles, animals, and/or pedestrians before leaving driveway.
- Cell phone use is prohibited while driving. Safely pull over and turn off vehicle if you need to make or take a phone call or have a passenger make or take the call).
- Drive within posted speed limits and/or drive for the road/weather conditions. Assess the risks to determine if your task should be postponed, pending improved road/weather conditions. If you cannot see, do not drive.
- Know your stopping distance at any given speed. Avoid panic stops and sharp turns.
- Stay alert and stop if feeling tired or inattentive.
- When leaving the worksite, again watch for other trail users, including pedestrians/children, animals, pets.
- Including safety equipment in your vehicle is always a good idea, including items such as first aid kits, fire extinguisher, safety warning devices, flashlight, jumper cables, basic tool kit, water, blanket.

- Towing is prohibited unless the vehicle is specifically designed with a winch and the driver is experienced to operate it.
- Do not attempt to pull stuck vehicles with any other vehicle than a tow truck or a vehicle equipped with a winch and a person with winch experience operating it.
- Seriously injured or ill people should be transported for medical treatment ONLY by ambulance, except in absolute emergencies.
- Drive defensively.
- Report accidents/incidents promptly to the correct authorities and to Crew Leaders.

Distracted Driving

- Make driving your first priority at all times.
- Adjust and/or set electronic devices such as radio, audio player, GPS units, etc. before you start driving.
- If the cell phone and/or other wireless communication devices become activated, pull over and stop in a safe area to respond to the device when safe to do so or allow the call to go to voice mail.
- When adjustments to electronic devices are required, pull over and stop when safe to do so.
- Do not resume driving until the conversation and/or adjustment to the electronic device has been completed.
- Passenger(s) may use a cell phone or other electronic devices providing it is not a distraction to the driver.
- Do not make out-going calls while operating the motor vehicle.
- Reminder: The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. Let your voice mail take your incoming calls while you drive.
- It is recommended that “rescue” vehicle is unimpeded for quick egress. Park front of vehicle facing outward/ ready to leave.

Training

Drivers must be adequately trained and competent, holding a valid license. Consider taking a Defensive Driving Course. If a worker is involved in an accident, training should be reviewed.

Resources, References, Definitions

Revision History

<u>Revision</u>	<u>Date</u>	<u>Description of Change</u>	<u>Personnel Involved</u>
REV 0	Feb 2020	New SWP	D Yanchula
Rev 1	Feb 2023	Reviewed – No changes	D Yanchula

