

Company Name

SAFE WORK PRACTICE

LIGHT VEHICLE OPERATION

SPECIAL EQUIPMENT REQUIRED

None

INTRODUCTION

Proper operation of light vehicles is important for employee safety and the company public image. Misuse or abuse of vehicles will increase maintenance costs and reduce vehicle reliability.

PRACTICES

1. All light vehicle drivers must have a driver's license in good standing to operate any vehicle.
2. The driver should perform a pre-trip walk around inspection prior to operation of any company vehicle. Any defects must be reported to the supervisor immediately.
3. Vehicle interior housekeeping must be maintained to reduce the risk of accident and injury caused by loose object.
4. When travelling in winter conditions, prepare for extreme temperatures by having warm clothing and emergency equipment on board.
5. Drivers must obey all posted speed limits and drive in a prudent manner when road conditions deteriorate. Driving infractions or accidents deemed to be caused by the vehicle driver will result in discipline up to and including termination.
6. Seat belts must be worn at all times. The driver is responsible to ensure that all passengers have belts secured before moving the vehicle.
7. Drivers should inspect glass and mirrors at the beginning of their shift and when there visibility becomes impaired. Any deficiencies in the above mentioned safety devices must be reported to the supervisor immediately. .
8. All light vehicles must be shut down while being refueled. Smoking is prohibited during refueling operations. Other nearby sources of ignition, such as burning and welding, also must be halted during refueling operations.
9. Check engine oil level during refueling unless otherwise directed.
10. Always park light vehicles by reversing into a parking area. Ensure that the vehicle is left secured against movement and unauthorized access.

