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| Revision #:Written by: | Date: Month DD, YYYYApproved by: |
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| Related Documents:  | * Owner’s Manual of Vehicle
* Correct Class of License with Endorsement
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| When to use this SWP: | To protect workers & public from incidents while using a motor vehicle on public and private roadways. Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer’s recommended operating guidelines. |
| Hazards & Risks: | * Collisions
* Breakdowns
* Runover
* Rollover
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| Personal Protective Equipment: | Seatbelt |
| Training Requirements: | Defensive Driving course |
| Communication Process: | * Correct License Class
* Safety Orientation
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| Equipment & Supplies: | * First Aid Kit
* Fire Extinguisher
* Spill Kit
* Cell/Smart Phone or two-way radio
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| 1. Ensure you have a valid and correct operator’s license with appropriate endorsement.
2. Be conversant with traffic laws and applicable regulations.
3. Drive defensively.
4. Always back into the parking space when possible. If not possible, drive into the parking space.
5. Ensure the vehicle has an emergency road kit.
6. Ensure you are not under the influence of alcohol or drugs.
7. Avoid driving when fatigued.
8. Ensure seat belts are worn at all times.
9. Be familiar with the vehicle and its’ functions.
10. Drivers are not to allowed to give other people rides unless directed by the farm owner.
11. Perform a pre-trip inspection prior to traveling.
12. Use good judgment and understand of the basic recovery skills appropriate to the vehicle you are driving.
13. Do not use a cell/smart phone while driving.
14. Always shoulder check before changing lanes.
15. Use & adjust all mirrors.
16. Leave 4 seconds between vehicles for fast braking.
17. Look 12 seconds ahead.
18. Sound horn when backing up.
19. Have passenger outside of truck to assist in reversing.
20. Know your vehicle size.
21. Know the weight of load & stopping distances.
22. Drive according to weather conditions.
23. Always park in a safe area away from flow of traffic.
24. Avoid distractions.
25. No eating or drinking while driving.
26. Follow the safe work practice for implement hitching and the safe work practice for implements.
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| EMERGENCY PROCEDURES: | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk.  |