

Appalachian Power Company Policy / Procedure No. 20:
Backing and Parking Vehicles to Avoid Accidents

1) Statement of policy:

In an effort to avoid accidents, employees shall attempt to park vehicles in a way to avoid backing the vehicle when exiting the parking area.

Upon exiting a vehicle, the driver shall place a magnetic safety seal across the doorjamb at the driver's side door. The seal shall not be removed nor shall the vehicle be moved until the driver performs a circle of safety. (The driver then should begin to move the vehicle as soon as possible, if delayed; the circle of safety should be performed again.)

An observer, if available, shall be used to assist the operator whenever a vehicle must be backed. If an observer is not available, the point backing method should be utilized. For vehicles equipped with a backing camera, the backing camera may be used after the operator has done a circle of safety and made a backing plan. If none of these methods can be applied, the driver should call for assistance before attempting a backing maneuver.

When large (1 Ton and greater) vehicles are parked, either in a parking area or at a jobsite, two wheel chocks shall be used to prevent the vehicle from rolling in all situations except when parked at a dock when one wheel chock will suffice.

2) Discussion:

Accidents that occur while backing a vehicle are quite common. These accidents not only carry the potential for serious personal injury and property damage, they are the most preventable of all accidents. The best way to avoid a backing accident is to position the vehicle in a manner that avoids backing when the vehicle is driven away from its working / parking position. When backing cannot be avoided, extra precautions must be taken to prevent an accident.

Before beginning any backing maneuver from a parked position, the operator shall do a circle of safety around the vehicle and come up with a backing plan. This includes looking around the vehicle for obstacles, looking up for overhead conflicts and identifying the intended backing path. The operator shall turn off the vehicle's radio, lower the MDC screen, roll down their window, turn on the emergency flashers and, just before beginning to move, tap the horn to signal others of their intention to move.

Back into a parking space immediately upon entering the parking location before conditions can change. When a turn is required while backing, position the vehicle so it can be turned to the left as this provides a clearer field of view in the direction of travel.

One of three techniques shall be used to assist with the backing maneuver.

- Guided backing (Required if observer is available)
 - Prior to backing the vehicle, the observer and driver will discuss the backing operation and agree upon the safest location for the observer to initially position himself.
 - The observer shall not be assigned any other tasks related to the job other than observing the backing operation while performing this duty
 - While the vehicle is in motion, the observer shall remain stationary and in view of the driver at all times. When the observer needs to move, the vehicle shall be stopped until the observer is repositioned. In the event the driver loses sight of the observer, the driver shall stop all movement of the vehicle and locate the observer before any other movement resumes.
 - The observer shall maintain a minimum of three feet from the vehicle at all times.

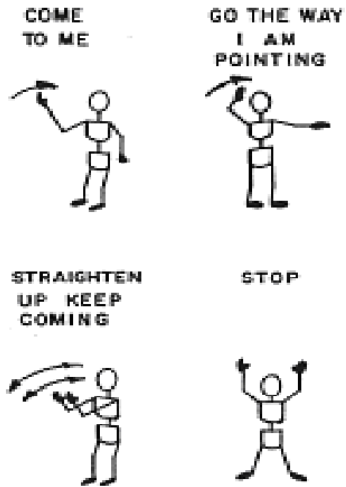
- Point Backing
 - When an observer is not available, the driver shall, as a part of making his backing plan, place a cone to mark his intended stopping point, or, when an obstacle to be avoided is between the starting point and the final stopping point, the cone shall be initially placed near the obstacle.
 - The driver shall then back slowly to the cone, keeping it in his mirrors at all times. Stop, then if necessary, reposition the cone and continue the maneuver.
 - Where the backing maneuver covers a considerable distance, the backing plan shall include multiple stops to assure that adequate attention is paid to the obstacles along the way.

- Backing using a backing camera
 - A backing camera may be used to guide a backing maneuver once a circle of safety is done and a backing plan determined.
 - Watching the backing camera, back slowly using extreme care.
 - Remember to scan all mirrors and the check the position of the front and sides of the vehicle as you back
 - Be sure to check the picture quality in the backing camera before moving. If glare or other condition obscures the view in the monitor – STOP. (Note: It may take a few seconds for the image to appear once the camera is activated.)

Preventing vehicle movement when parked: When large (1 Ton and greater) vehicles are parked, either in a parking area or at a jobsite, two wheel chocks shall be used to prevent the vehicle from rolling. The two chocks shall be placed, one on the driver's side and one on the passenger side, on the downhill side of the rear wheels. Where the vehicle is parked on a level area, the two chocks shall be placed one on each side of either the driver's or passenger side rear wheel. When parked at a dock, one rear wheel chock placed on the side away from the dock will suffice.

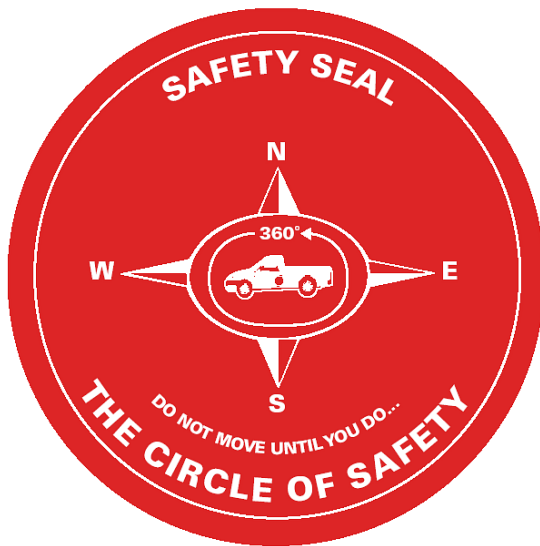
2) Definitions:

Hand signals to be used when guiding vehicles:



4) Attachments:

Safety Seal for Driver's Side Doorjamb:



5) OSHA / Safety Manual References

Safety Manual:

G 1.48 – Backing motor vehicles should be avoided wherever possible, such as by taking pull through opportunities. If backing can not be avoided employees should back upon arrival. A second employee, if present, shall be used as an observer while backing.

G 1.49 – Drivers shall take precautions necessary to assure safe vehicle departure to include “circling” the vehicle to check for hazards.

G 1.50 – When parking a motor vehicle place the vehicle transmission in gear or park position, set emergency brake, turn wheels to curb or otherwise block the vehicle to prevent the vehicle from accidental rolling.

G 1.52 – Mico brake locks or other supplemental holding devices shall not be used as a parking brake. The devices are to be used only for additional holding in conjunction with the vehicle brakes.

6) Date Adopted: May 2, 2006