
VEHICLE SAFETY

A. Introduction

The use and operation of all city-owned vehicles or motorized equipment shall be in a safe and prudent manner to protect the operator, passengers, pedestrians, and property of the city.

Note: *Vehicle* is defined as a motor vehicle that may be licensed for operation on the roadways of Pennsylvania. **Motorized equipment** is defined as construction and maintenance equipment (such as mowers, excavating equipment, bucket loaders and similar vehicles) which generally are not driven or licensed to drive on the roadways.

B. Requirements

License:

All employees that operate city vehicles are to have a current valid Pennsylvania driver's license with the appropriate approval to operate the vehicle.

- All licenses must be carried by any employee who is operating a city vehicle and made available to their department management, for inspection, when requested.
- Commercial driver's license is required as per specific department policy.

Non Commercial License Class Information:

- Class A – Non commercial vehicle with a gross weight rating of 26,001 pounds (lbs.) or more, provided the vehicle begin towed is in excess of 10,000 lbs.
- Class B - Non commercial single vehicle of 26,001 lbs. or more gross vehicle weight rating or any such vehicle towing a trailer not over 10,000 lbs. gross weight.
- Class C - Non commercial single vehicle not over 26,001 lbs. gross vehicle weight rating (passenger car, station wagon, or small truck). Or any such vehicle, except those requiring a motorcycle classification, that does not meet the definition of Class A or Class B.
- Class M – Required to operate a motorcycle or motor-driven cycle.

Safe Operation:

- All employees who operate or are passengers in city vehicles are to be knowledgeable about and comply with state and city vehicle laws.
- All employees who operate or are passengers in city vehicles are to wear seat belts (if the vehicle is without seat belts a request is to be made to have seat belts installed).
- No employee is to ride on the exterior of any city vehicle except by specific department policy (using safe work practices).
- While transporting equipment, materials, refuse, etc., it is the operator's responsibility to ensure that the load is secure to prevent shifting or leaking of the load being transported and that the load does not exceed the weight capacity of the vehicle.
- Transportation of chemicals of any kind i.e., compressed gas, gasoline, oil, etc. is to be carried out in compliance with federal, state and city laws. All such materials are to be secured from movement and containers protected from being struck or punctured by other materials in the cargo compartment. When required, placards must be correct and visible.
- When operating city vehicles in areas where the driver's vision is limited (i.e., backing, low or tight clearances, etc.) it is the passengers or crews responsibility to act as ground guide/spotters until the driver has the vehicle in a position to operate safely. It is the responsibility of the ground guides/spotters to place and keep themselves in the vision of the driver during these maneuvers.

- In inclement weather, especially winter, thoroughly clean all windows of snow and ice.
- Employees that are required to use a cell phone to conduct city business are not to do so while driving. The driver must stop the vehicle in a safe location in order to use a cell phone. If the phone must be in use while driving the employee must utilize a hands free method. Many studies have proven the risk of distraction resulting in potential bodily injury and property damage.
- Using personal cell phones or text messaging is not permitted while operating city vehicles.
- Smoking is not permitted in city vehicles.
- While operating City of Pittsburgh vehicles or equipment, it is easy to be recognized as a city employee. It is the driver's responsibility to set a good example by operating the vehicle in a safe and cautious manner.

C. Vehicle Safety Checks

As a continuous or daily operator of a city vehicle, it is the driver's responsibility to complete an equipment safety check prior to and after operating the vehicle and if conditions warrant any time during the work shift. This safety check must be completed as per department policy. These inspections will be termed "pre-trip", "post-trip" and "spot" inspections respectively. These inspections may include but not be limited to the following:

- All lights are clean and functioning properly, (i.e., head, tail, backup, turn signals, auxiliary, parking, and clearance).
- All tires are properly inflated.
- All mirrors, windows, and glass are not cracked or physically distorted and that mirrors are securely fastened and properly adjusted. All should be clean.
- Windshield wipers will function and clean the windshield properly.
- The steering system is functioning properly. The exhaust system has no obvious leaks.
- No obvious fluid leaks, (i.e., radiator coolant, engine oil, transmission oil, hydraulic oil, wheel seals).
- Vehicles equipped with air brake systems have no audible air leaks and the braking system is in proper working order.
- All on-board safety systems are functioning and in place (i.e., gauges, warning indicators, fire extinguishers, safety chocks and breakdown warning devices).
- No devices that would restrict vision or hearing are to be used when operating a city vehicle (i.e., personal over the ear radios, hoods that restrict peripheral vision, etc.).

D. Training

All operators of city-owned *motorized equipment* shall be required to pass a department developed equipment operations test. This test is administered through the Department of Personnel & Civil Service Exams Division or a departmental representative. This test shall consist of both driving and operating procedures such as braking, stopping, parking, turning, and shall include any other operation which may apply to the specific types of equipment being operated.