

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY:	8024R
Date:	September 16, 1980
Revision:	1

Safety Procedures on School District Maintenance Vehicles

General

1. This program is designed to help prevent accidents by having the driver “Circle Check” his vehicle before it is entered and moved. By proper inspection the driver will be aware of all hazards.
2. Cones are orange.
3. All trucks must use cones as described in this instruction.
4. **Extreme Caution** must be exercised in the placement of cones and “Circle Check” of vehicles.

Responsibilities

1. Circle check your vehicle before it is entered and moved. The absence of safety cones does not alleviate the responsibility of circle checking.
2. Maintain cones in a respectable condition.
3. **All Personnel Driving Trucks**—Carry cones on the “Keeper” (on front bumper) when installed for this purpose. The cones must be properly secured so they do not blow or bounce off the vehicle.
4. Use cones as directed.
5. Ensure that the cones are being properly used.
6. Mark truck number on inside of cones with felt pen or equivalent.

Placement of Cones

PARALLEL PARKING

- Driver of
Vehicle
1. Place the first cone in front of the vehicle adjacent to the front bumper (see Figure 1).
 2. Place the second cone adjacent to rear bumper (see Figure 1).

Figure 1

DIAGONAL, 90 DEGREE AND COMPOUND PARKING

3. Place one cone adjacent to vehicle in line with the middle of the rear doors if the nose is in (see Figure 2).
4. Place one cone adjacent to vehicle in line with the middle of the front bumper if backed in (see Figure 2).

Figure 2

Circle Check of Vehicle

PARALLEL PARKING

- | | | |
|-------------------|----|---|
| | 1. | Pick up front cone and place on keeper. |
| Driver of Vehicle | 2. | Walk to rear of vehicle facing traffic and pick up cone. Then complete "Circle Check" by returning on curb side and placing cone on keeper. |

DIAGONAL, 90 DEGREE AND COMPOUND PARKING

3. Nose In - Pick up rear cone and walk to the front and place cone on keeper. Complete "Circle Check" by checking opposite side.
4. Back In - Pick up front cone and place on keeper. Complete "Circle Check" by walking around entire vehicle.

ALL PARKING

5. In unusual parking situations complete as much of the "Circle Check" as possible (e.g. parked against a wall or loading platform).
6. Perform "Circle Check" immediately prior to moving out.
7. Secure cones on bumper. Place "tie-down" cord around the cones and hook on bumper (see Figure 3).

Figure 3