## 12) BACKING

Remember the following backing tips:

1. Avoid backing whenever possible-
park where you can pull through
2. Back in when you first arrive at
your destination - scan the area,
including overhead, as you prepare
to back
3. Use a spotter
4. If no spotter is available, get out
and assess the situation prior to
backing
5. Back slowly

## 12) VEHICLE BACKING

A) When parking, the vehicle shall be
positioned to allow for driving forward
rather than backing out of a space or
other areas.
   - If pull-through parking is not an
     option, backing into parking space
     shall be performed when you first
     arrive.
   - If these options are not safe at the
current space, the driver may
choose to park at an entirely
different location

B) If a vehicle cannot be positioned so it
can drive forward into and out of a
parked space or area, it is mandatory
the driver designate a spotter (when
applicable) to assist in backing out
safely.

C) The driver shall maintain eye contact
with the spotter at all times. If visual
sight with the spotter is lost, then the
driver must stop the vehicle
immediately and reestablish visual sight
and communications before continuing
to back.

D) If no spotter is available to assist in
backing out of a parked space or area,
the driver shall use “Get Out and Look
(G-O-A-L)” to gauge the movement
needed and ensure the vehicle rear,
sides, and overhead are clear from
obstruction and hazards.

E) Visibility must not be restricted by
cargo, dirty windows, or dirty mirrors.

F) Prior to backing, the driver shall honk
the horn twice to alert nearby
pedestrians.
G) Check both sides as you reverse, using both rear view mirrors and turning your head to look through the rear window.

H) Never back a vehicle into traffic, around corners, into an intersection, or over a crosswalk except when guided by a spotter.

I) Never open the vehicle doors while the vehicle is in motion.

J) Never back up over long distances, unless absolutely necessary.

K) Never rely solely on back-up cameras or sensors when backing (if equipped). If the equipped items are not working, then the vehicle must be placed out of service until repaired.

L) Use perimeter cones (if available) to mark nearby obstacles.

M) Use pre-positioned wheel chocks (if available) between the vehicle and obstacles to prevent collision.

N) Back up slowly and only when it is safe to do so (not exceeding 5 mph).

O) Once backing is completed, ensure the vehicle is properly shut off and secured.

15) SPOTTER SAFETY

A) A spotter is a person designated to assist drivers in the safe backing of a vehicle when parking or maneuvering in reverse.

B) The spotter must communicate face to face with the driver on the use of hand signals/verbal cues, observed obstacles/hazards, or safety concerns to the driver before allowing backing to proceed.

C) Use “Get Out and Look (G-O-A-L)” to ensure the vehicle rear, sides, and overhead are clear from obstruction and hazards before proceeding to back the vehicle.

D) The spotter shall be in a position to maintain visual and verbal contact with the driver at all times. Avoid the blind spots of the vehicle.

E) The spotter shall avoid walking backwards while guiding a vehicle to prevent a slip, trip, or fall.
| 5  | Incident: An event in which City equipment makes unintentional contact with another vehicle, object or person and results in no bodily injury or property damage; A work task in which City equipment is being operated but was not being driven as a transit vehicle during the time of contact. Examples include the operation of backhoes, booms, etc., when the equipment is not being driven and is stationary. |
| 7  | N/A |
|    | Incidents resulting in injury and/or property damage will not be assessed points but will be remanded to the department to work with their HR representative for appropriate action. |