

CITY OF SAN ANTONIO

VEHICLE BACKING & SPOTTER GUIDELINES

Purpose

The purpose of this document is to set policy for safe backing of COSA department vehicles.

Policy

It is COSA policy that all authorized drivers Get Out and Look (G.O.A.L) and use spotters to safely back vehicles out of parked spaces and other areas. This policy is effective August 28, 2018.

Policy Applies To

- External and Internal Applicants
- Current Full-Time Employees
- Current Part-Time Employees
- Current Paid and Unpaid Interns
- Current Temporary Employees
- Current Volunteers
- Current Grant-Funded Employees
- Police and Fire Academy Trainees

Definitions

Authorized Driver – COSA employee with an issued City employee SAP identification number, valid state driver license, appropriate endorsements, required certifications, and has completed a COSA-approved driver safety course prior to operating COSA vehicles or personal vehicle for COSA business. Non-COSA employees (municipalities being trained by COSA employees, Reserve Police Officers, temporary agency and contracted personnel training COSA employees or providing maintenance services, etc.) may be approved on an individual basis by the Director of Risk Management or their designee.

Spotter – A person designated to assist drivers in the safe backing of a vehicle when parking or maneuvering in reverse.

Vehicle – Any motor-driven or self-propelled vehicle with two or more wheels operated on the streets, highways or COSA property, whether or not required to be registered under the laws of Texas; A Privately-Owned Vehicle driven in the course and scope of conducting COSA business.

Policy Guidelines

1. Drivers shall position the vehicle to allow for driving forward rather than backing out of a space or other areas.
2. If a vehicle cannot be positioned so it can drive forward into and out of a parked space or area, then the driver shall use a mandatory spotter to assist in backing out safely. The driver shall maintain eye contact with the spotter at all times. If visual contact with the spotter is lost, then the driver must stop the vehicle immediately and reestablish visual sight and communication.
3. If a spotter is not available to assist in backing out of a parked space or area, the driver shall use **G.O.A.L** to gauge the movement needed and ensure the vehicle rear, sides, and overhead are clear from obstruction and hazards.

Roles & Responsibilities

Authorized Drivers shall:

1. Operate appropriately sized vehicle to conduct the assigned task. Make necessary adjustments to allow for clear front, sides and rearview vision.
2. Park the vehicle in a position to allow for driving forward rather than backing out of a space or other areas.
3. Never back a vehicle into an intersection or over a crosswalk except when guided by a spotter.
4. Never open the vehicle doors while the vehicle is in motion.
5. Be responsible for designating a passenger or nearby employee to be a spotter if the vehicle cannot be positioned to drive forward (mandatory).
6. Establish and maintain verbal and visual contact with the spotter at **“ALL TIMES.”** The driver shall **IMMEDIATELY STOP** if visual contact of the guiding spotter is lost. Movement will not resume until spotter location is re-established.
7. Completely roll down the window to better hear the spotter, but do not rely solely on verbal commands. The spotter must use hand signals.
8. Get Out and Look before backing out of a parked space or area to ensure vehicle rear, sides, and overhead are clear from obstruction and hazards when no spotter is available.
9. Use safety cones (if available) to mark nearby obstacles.
10. Honk the horn twice to warn pedestrians just prior to backing.
11. Back slowly and only when it is safe to do so (not exceeding 5 mph).
12. Check both sides as you reverse, using both rear view mirrors and turning your head around to look through the rear window.

13. Use pre-positioned wheel chocks (if available) between the vehicle and obstacles to prevent collision.
14. Place wheel chocks (if available) on rear vehicle wheel after it is parked.

Spotters shall:

1. Communicate any observed hazards or concerns to the driver before allowing backing to proceed. Use G.O.A.L to ensure the vehicle rear, sides, and overhead are clear from obstruction and hazards before proceeding to back the vehicle.
2. Be in a position to maintain visual and verbal contact with the driver at “**ALL TIMES.**” Avoid the blind spots of the vehicle.
3. Avoid walking backwards while spotting to prevent a slip, trip, or fall.
4. Keep a reasonable and safe distance between themselves, the vehicle, and surrounding objects. Never stand directly behind the vehicle.
5. Use hand signals (see Appendix A) to indicate it is safe for movement in a certain direction. Verbal commands alone are not adequate.
6. Stop the driver immediately if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering.
7. Direct the driver safely away from obstacles until the vehicle has finished reversing.
8. Use safety cones (if available) to mark nearby obstacles.
9. Pre-position wheel chocks (if available) between the vehicle and any obstacles to prevent collision.
10. Place wheel chocks (if available) on rear vehicle wheel after parking is complete if applicable.

Appendix A: Spotter Hand Signals

← TURNS →



Point one arm to indicate the direction to turn.



Bend monitoring arm repeatedly toward head to indicate continued turning.

DISTANCE TO STOPPING POINT



Face palms forward, with hands above head. Bring elbow forward and hand together.

FORWARD

PROCEED SLOWLY

BACKWARD



Always face palms in direction of desired travel.



Then bend both arms repeatedly head and chest, and then extend.

CLEAR TO LEAVE AREA



Point at the drive and gain eye contact.

STOP

EMERGENCY STOP



Cross both arms above head.



Start with hands clasped over head. Extend downward repeatedly until vehicles stops.



Turn and extend arms in desired direction.



CITY OF SAN ANTONIO

**EMPLOYEE ACKNOWLEDGMENT FORM
FOR
VEHICLE BACKING & SPOTTER POLICY**

Employee:

I acknowledge that on _____, 20____, I received information on COSA Vehicle Backing and Spotter Policy, and was given the opportunity to ask questions or contact my Supervisor if I have any questions.

Employee Name (Print)

Department

Employee Signature

Employee SAP ID Number