



City of St. John's Corporate and Operational Policy

Policy: 03-10-14 Vehicle Reversing Policy

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Index: 03 Human Resources

Section: 10 Vehicles

Title: 14 Vehicle Reversing Policy

Purpose

THE LEADING CAUSE OF THESE PREVENTABLE ACCIDENTS IS REVERSING

Operators fail to check the rear and side mirrors of their vehicles prior to reversing. Operators do not use rear view mirrors correctly or they put too much faith in the mirrors without utilizing a spotter, when available, or doing a circle check. Operators often put their vehicles in situations where backing up could have been avoided and take unnecessary risks.

In our ongoing efforts to improve safety standards, and for the protection of our operators, fellow employees and the general public we want to remind all drivers of the City's policy on reversing.

Please note: the operator of a vehicle which is reversing is ultimately responsible for his vehicle and the consequences of his actions.

Policy Statement

RULES FOR REVERSING

A Walk Around Vehicle (Circle Check)

Upon approaching or returning to your vehicle, whether parked or stopped, the

driver must 'walk around the vehicle' prior to moving the unit to ensure it is free of obstructions or hazards. Please take the time to look around. It will be well worth the effort.

B Rules for Reversing

A City Driver shall:

1. At no time back a City Vehicle into an intersection or over a crosswalk except in a non-public work area, construction area or when guided by a spotter.

Note: Certain snow clearing operations are exempt from this if they require reversing, but extreme caution must be demonstrated.

2. Walk around the vehicle before reversing to get the whole picture of the surroundings.

3. Check to ensure all reverse lights and audible warnings are functioning.

4. Back slowly and only when it is safe to do so, ensuring the speed is not faster than 5 km/hr (3 m/hr), the normal walking speed.

5. Check both sides as you reverse (use both rear view mirrors as you reverse to see if something has moved into your blind spot).

6. **Avoid reversing** as much as possible (whenever possible position your City vehicle so as you can drive forward rather than having to reverse).

C Reversing Guide

Driver's Responsibility: **The driver is ultimately responsible for his vehicle.**

- A driver must be particularly careful when reversing any vehicle or equipment. If the driver has to reverse he/she must, whenever possible, use a signaller (spotter), guide or other person to assist the driver in reversing if one is available. The use of the signaller **does not relieve** the driver of all responsibility when carrying out this manoeuvre.

When the driver has a passenger in a city-owned vehicle, it is the driver's responsibility to determine when to utilize the passenger as a signaller. At such time the driver shall request the passenger to leave the vehicle to act as a signaller. The passenger's refusal to comply to this request may result in disciplinary action.

Signaller's Responsibility:

- The passenger of a vehicle shall adhere to the request by the driver to act as a

signaller. Refusal to comply to this request may result in disciplinary action.

- The signaller shall select a position at the rear of the vehicle where they can see the City driver's blind spot and where the driver can see them.

Driver's and Signaller's Responsibility:

- The signals to be used between the driver and the signaller must be understood by both parties and the signaller should not return to the cab or leave the scene until the reversing operation is complete. The Occupational Health and Safety Manual discusses this procedure.

D Special Precautions for Reversing

1. Where a vehicle cannot be turned around after entering a roadway (e.g. dead end lanes) it is to be backed in. This will avoid having to back out into traffic (this would not apply to certain snow clearing and sanitary operations as directed by management).

2. Under **abnormal** conditions, the drivers are to use their own judgement and when in doubt **stop and recheck**.

3. Remember, the public often fails to notice or chooses to ignore warnings on the rear of large vehicles. When doing your circle check at the start of your tour of duty, always insure all reversing lights and audible signals are operational. Report any deficiencies.

4. Do not assume anything - **BACK ONLY WHEN IT IS SAFE TO DO SO.**

FAILURE TO ADHERE TO THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.

Application

Responsibilities

All employees, Department of Human Resources.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - July 13, 2001; Regular Meeting of Council - July 23, 2001.

Review Period**Available to Public**

- ☐ Yes
- ☐ No