

Travel Safety

MSC-PRAC-30457

Revision 0

Effective Date: January 8, 2010

Topic: Safety and Health

Travel Safety

PURPOSE This practice identifies a key aspect of the Safety and Health (S&H) program, and establishes the requirements and responsibilities for the safe operation of company-, client-, or privately-owned motor vehicles on the worksite, or on official business travel (applies to Mission Support Alliance only).

SCOPE This practice includes the following major sections:

- General Requirements
- Employee Responsibilities
- Off-Road Light Vehicles
- Liftgates
- Traffic Through Construction Activities
- Operating Oversize/Overweight Loads
- Bicycle Safety

The requirements of this practice are consistent with the requirements published in the Hanford Mission Support Contract (MSC) Safety and Health virtual manual.

APPLICATION This practice applies to Mission Support Alliance (MSA) construction personnel.

This practice applies to the operation of all vehicles, including bicycles, mechanized equipment (such as bulldozers, or scrapers), private vehicles on official business (MSA Construction only), and traffic control through construction activities.

GENERAL REQUIREMENTS Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package*.

Refer to the Hanford Site Hoisting and Rigging Manual, [DOE-RL-92-36](#), for requirements pertaining to applicable operations, conditions, and equipment (such as forklifts, crane hoisting, and rigging).

Refer to practice [MSC-PRAC-30476](#), *Motorized Equipment* for requirements pertaining to motorized equipment (heavy construction equipment).

Vehicle operators comply with established and accepted safe procedures, including this practice and the following statutory

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requirements and consensus standards:

- State motor vehicle laws, including having a valid state driver's license in their possession.

NOTE 1: *Employees in anti-contamination clothing need not carry their drivers' licenses.*

NOTE 2: *The Benton County Sheriff's office has jurisdiction on Hanford Site roadways.*

- U.S. Department of Transportation (DOT) regulations.

Operators of company vehicles notify their immediate Construction Supervisor/Superintendent upon suspension or revocation of their state driver's licenses.

Drivers of special purpose motor vehicles, or drivers transporting hazardous waste, obtain proper training and certification to operate such equipment. A state commercial driver's license with proper endorsements for the class of vehicle driven is acceptable proof of training.

Building trades professional drivers receive the required preemployment physical and a DOT physical every 2 years.

Government-owned and leased vehicles are maintained in accordance with manufacturer's requirements/recommendations.

Refer to practice [MSC-PRAC-30467](#), *Event Investigating and Reporting* for the vehicle accident reporting process.

Employee Responsibilities

Employees are responsible for the following.

Inspect and test essential controls and safety equipment before use and report any unsatisfactory conditions or deficiencies to supervision.

CAUTION

Do not drive a motor vehicle if it is believed the vehicle is unsafe to drive

Before entering a motor vehicle, walk completely around the vehicle to check for the following:

- Obstructions (such as posts, fire hydrants, and holes)

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- Top and side clearances
- Body and glass damage
- Tire inflation
- Obvious mechanical defects

Do not wear any device that restricts or impairs hearing or vision (such as radio headphones or eyeglass side shields made of opaque material).

Do not load any vehicle in a manner that obscures the driver's view or that interferes with operating the vehicle safely. Ensure that vehicles with obstructed views to the rear are fitted with sideview mirrors. Do not operate vehicles with materials on the dashboard.

Ensure that motorized heavy equipment is equipped with a reverse signal alarm distinguishable from the surrounding noise level, or that a signal person directs the reverse motion. Use a signal person whenever such equipment is used in tight quarters or in areas that are congested with personnel, material, utilities, or equipment, regardless of whether an alarm is provided.

Ensure that vehicle loads are secure and that vehicles are not loaded beyond their rated capacity.

Inspect load-securing material (such as straps, chains and binders) before use on each load to ensure a safe operating condition and that materials are adequately rated for the size and weight of the load.

Tag "out-of-service" or mark and properly dispose of damaged or defective load-securing materials.

Vehicle operators shall not converse on/use hand-held cellular telephones when vehicles are in motion.

NOTE: *It is recommended that a safe area be identified to pull off the roadway prior to entering into a discussion.*

Park vehicles in designated parking areas except in emergencies or out of operational necessity.

Do not leave any motor vehicle unattended until the engine is shut off, the parking brake securely set, and the gear selector placed in the "park" position (on automatic transmissions) or the lowest gear position (on manual transmissions). Remove the keys and lock the vehicle when vehicle is not in use.

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During periods of poor weather or deteriorated road conditions, vehicle operators reduce speed, increase following distances, and use other defensive driving measures appropriate to the situation.

During inclement weather or when road conditions are poor, remove ice, snow, mud, and dirt from all windows, headlights, mirrors, and tail lights of motor vehicles before driving.

Do not move vehicles until passengers are wearing their seat belts.

Do not permit any person to ride on equipment that is not specifically designed for carrying passengers. Do not carry people in the back of a pickup truck.

Nonemergency vehicles give the right-of-way to pedestrians.

OFF-ROAD LIGHT VEHICLES

Operators are responsible for the following:

- Do not drive vehicles off-road, unless required by job assignment.

NOTE: *Off-road means off hard-paved, hard-surfaced, or improved roads.*

- Ensure that any vehicle used for off-road driving has a radio transmitter/receiver (or cellular telephone), fire extinguisher, and shovel.
- Minimize any adverse impacts to the environment.
- Do not park vehicles equipped with catalytic converters over dry grass or brush.
- Check periodically for lodged grass or brush underneath the vehicle and near the exhaust system and remove it.

LIFTGATES

Operators are responsible for the following:

- When hydraulic tailgates are used, make sure that obstacles and working spaces are clear.
- Check load capacity of lift; do not exceed liftgate capacities.
- Before each use, inspect the gate assembly and attaching points for broken welds, bent rods, or any abnormalities that may otherwise create an unsafe operation.

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Check for possible pinch points before starting the unit.

Include in a job-specific job safety analysis any operation requiring employees to ride on a liftgate.

TRAFFIC THROUGH CONSTRUCTION ACTIVITIES

During construction or maintenance that causes a detour, restriction, or otherwise affects access to facilities or traffic on roads, MSA or Construction Supervisors/Superintendents are responsible for the following:

- At least 2 weeks before the start of an operation:
 - Ensure that affected site personnel are notified.
 - Ensure that any required written plan has been submitted for approval by the client, and (as applicable) the agency having jurisdiction.
 - Ensure that personnel who are designing and setting up traffic control devices have been properly trained (Construction Supervisors/Superintendents should consider requesting certification/documentation from subcontractors).
- Specify and ensure proper and effective location(s) for temporary traffic control signs, devices, signals, and barricades in accordance with the U.S. Department of Transportation, Federal Highway Administration [Manual on Uniform Traffic Control Devices](#).

Construction Supervisors/Superintendents are responsible for the following:

- Ensure that warning signs are erected facing in all directions when construction activities are adjacent to the roadway or intersection.
- Ensure that signs intended for hazard warning during hours of darkness are illuminated or have reflectors.
 - Flagging personnel are required to be trained and equipped to direct traffic.
 - Flaggers are required to wear an orange or lime green warning garment (vest) and a protective helmet at all times. At night, reflective garments are required.

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- Remove or cover any existing control devices that drivers should not obey while construction or maintenance activities are being performed.

Restore regular traffic control signs and devices and cover or remove temporary traffic control signs and devices when the construction or maintenance is complete and before a roadway or area is restored to unrestricted use.

OPERATING OVERSIZE/ OVERWEIGHT LOADS

Construction Supervisors/Superintendents are responsible for requiring vehicle operators to obtain required license(s) and/or permit(s) when the vehicle or load exceeds the following dimensions or weights (or both):

- Width 2.6 meters (8 feet, 6 inches)
- Height 4.25 meters (14 feet)
- Length 12.2 meters (40 feet) (single unit)
16.1 meters (53 feet) (single trailing unit)
18.6 meters (61 feet) (2-trailer combination)
22.8 meters (75 feet) (truck and trailer combination)
- Weight 9070 kilograms (20,000 pounds) (single axle)
15 400 kilograms (34,000 pounds) (tandem axle)

Tire size (inches) x 600 pounds per inch of width
(steering axles)

or

Tire size (inches) × 10.7 kilograms per millimeter of
width (steering axles)

NOTE: *On the Hanford Site, compliance with the “Oversize/Overweight Load Procedure,” is required (refer to “Hanford Site Transportation Services Guide” on the Hanford Intranet).*

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BICYCLE SAFETY Users are responsible for the following:

- Wear approved bicycle helmets while using bicycles.
- Operate bicycles on hard surfaced roadways within the fenced area boundaries.
- Ride bicycles with the flow of traffic.

Recreational bicycle riding is not permitted on the Hanford Site North of the "Wye" barricade or in the fenced areas of the 300 and 400 areas, (except on MSA approved routes to accommodate bicycle commuting South of the "Wye" barricade).

FORMS None

RECORDS IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
None		

REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*

[MSC-PRAC-30467](#), *Event Investigating and Reporting*

[MSC-PRAC-30476](#), *Motorized Equipment*

U.S. Department of Energy, Richland Operations Office (DOE-RL)
[DOE-RL-92-36](#), *Hanford Site Hoisting and Rigging Manual (HSHRM)*

U.S. Department of Transportation, Federal Highway Administration
[MUTCD](#), *Manual on Uniform Traffic Control Devices*