

Ownership matrix	<b>RPP-27195</b>
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## **1.0 PURPOSE AND SCOPE**

This standard establishes the requirements and responsibilities for a transportation safety program to ensure the safe operation of government motor vehicles and private vehicles on the Hanford Site, or on official business off site. It also ensures compliance with U.S. Department of Energy (DOE) and Occupational Safety and Health Administration (OSHA) requirements and complies with the motor vehicle laws of the State of Washington. The requirements in this standard apply to all Washington River Protection Solutions, LLC (WRPS) employees and subcontractors.

All drivers, regardless of vehicle type (government or privately owned) are required to comply with the Motor Vehicle Laws of the State of Washington.

This standard applies to the operation of all government vehicles, private vehicles on official business, and traffic control through construction activities. This standard is based primarily on the requirements from 10 CFR 851, Appendix A9 and 29 CFR 1926, Subpart O.

## **2.0 IMPLEMENTATION**

This standard is effective on the date shown in the header.

## **3.0 STANDARD**

(5.1.1, 5.1.2, 5.1.3, 5.1.4)

The requirements of this standard are mandatory. Guidance, which may be given after a requirement is not mandatory.

### **3.1 General Requirements for all Vehicle Operators**

1. Comply with Washington State motor vehicle laws and follow established and accepted safe practices.
2. Possess a valid state driver's license. (5.1.4)
3. Give pedestrians the right-of-way.
4. Abide by direction given in TFC-POL-39, which states that WRPS personnel and affiliates shall not use any mobile communication device while driving a government or company-owned/provided vehicle, or when driving a personally-owned vehicle on company business. Driving includes the time spent in traffic or while stopped at red lights and stop signs.
5. Wear seat belts provided on all equipment.
6. Operate the vehicle in accordance with existing weather conditions.
7. Do not leave any vehicle unattended until the engine is shut off, the parking break securely set, and the gear selector placed in the "Park" position (on automatic transmissions) or the lowest gear position (on manual transmissions).

It is acceptable during the warm-up of the vehicle (running) to perform the necessary pre-use inspections/actions. This includes scraping windows in cold weather, allowing the

vehicle to cool inside during hot weather, checking headlights, tail lights, tires, etc. The vehicle operator shall not leave the immediate area until the vehicle is turned off and secured.

8. Remove ice, snow, mud, and dirt from all windows, headlights, tail lights, and sensor/backup cameras (if applicable) of motor vehicles before driving.
9. Do not move the vehicle unless all passengers are wearing their seat belts.
10. Perform a 360 degree plus pre-use walk-around inspection each time a motor vehicle is to be operated (see Section 3.1.2 for more details).
11. 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.
12. Exception: If there is a declared emergency, then you may transport others for a short distance in pickup truck bed. If this happens, then all passengers are to be kept seated on the truck bed floor at all times; secure the tailgate in the “up” position; drive 20 mph or slower; and make sure passengers are protected from tools and cargo.

### **3.1.1 Inspecting Vehicles**

Vehicle operator:

1. Conduct a 360 degree plus walk-around inspection each time a motor vehicle is to be operated. Prior to entering the vehicle, it is important to not only inspect the outside of the vehicle but to also identify potential hazards in the planned route of travel. A 360 plus reminder flag or 360 plus reminder magnetic banner shall be placed on the rear of all (GSA) government owned or leased vehicles upon being parked, and removed during the 360 degree plus pre-use walk-around inspection. During the 360 degree plus inspection, check for the following:
  - Location of people and vehicles
  - Top and side clearances (fence lines, electrical lines)
  - Obstructions (posts, bollards, fire hydrants, holes, signage)
  - Body and glass damage
  - Wheels and tire inflation.

The most important aspect of conducting an effective pre-use 360 degree plus inspection is situational awareness. When backing up, look at and beyond your path of travel for obstacles to ensure you do not bump into something.

If the government or leased vehicle you are operating does not have a 360 degree plus reminder flag or banner, inform your supervisor that the vehicle needs a replacement. Replacement flags and banners can be obtained from local Tool Cribs.

It is a best management practice to use a spotter when backing up in congested areas.

2. Inspect and test the essential controls and safety equipment before use. Report any unsatisfactory conditions or deficiencies to the vehicle/equipment custodians, including any newly identified unreported damage.

3. Do not drive a government vehicle if you believe the vehicle is found to be damaged or unsafe to drive.
4. See TFC-BSM-FPM\_PR-C-06 for the vehicle accident/damage reporting process.

Vehicle/equipment custodians shall ensure that all (GSA) government or leased motor vehicles are maintained, serviced, and inspected as required.

### **3.2 Vehicle Incidents, Accidents and Injuries**

1. Worker shall immediately notify supervisor when involved in any vehicle event.
2. Supervisor shall notify the Traffic Safety SME as identified on the safety and health web page.
3. Supervisor shall also notify the Shift Office.
4. Notify property management of all accidents and incidents that result in property damage, and follow steps outlined in TFC-BSM-FPM\_PR-C-06.
5. For all events that result in any injury, complete injury event investigation/reporting in accordance with TFC-ESHQ-S\_CMLI-C-02.
6. Consult TFC-BSM-HR\_EP-C-03 to determine if drug testing is required following vehicle contact event.
7. All vehicle contact events shall be evaluated by the areas Safety Professional and Traffic Safety SME to identify potential cause of accident and track corrective actions (if any) that should be implemented to prevent reoccurrence. Corrective actions will be provided to the Area Manager and Industrial Safety Manager.

### **3.3 Safety Awareness**

(5.1.1)

Safety and Health will sponsor through safety initiatives and safety councils a vehicle safety awareness and incentive program to encourage safe driving practices.

### **3.4 Off-Road Motor Vehicle Travel**

Off-Road is defined as any natural-terrain surface or any road surface including dirt, gravel, or pavement that is not being maintained in a way that prevents the underside of the vehicle from coming in contact with natural vegetation.

Specific criteria must be met (see Table 2) for off-road vehicle travel depending on the fire danger level at the time.

Most diesel-powered trucks manufactured after 2006 are equipped with catalytic converters similar to gasoline-powered units. These catalytic converters have the same potential for fire as gasoline-powered vehicles.

1. Do not drive vehicles off-road anywhere on the Hanford Site unless required by job assignment.
2. The Hanford Fire Department (HFD) on-duty Battalion Chief (373-3856) must be notified prior to any off-road vehicle travel when the fire danger level is “high” or above.
3. Ensure that any vehicle used for off-road driving has a fire extinguisher, shovel, and radio transmitter/receiver or cellular telephone.
4. Minimize any adverse impacts to the environment.
5. Do not park vehicles equipped with catalytic converters over dry grass, bushes, etc.
6. Immediately notify the HFD if a grass fire occurs (even when the fire has been extinguished) so that they can check for possible rekindling.

### **3.4.1 Off-Road Light Utility Vehicles**

Off-road light utility vehicles such as, but not limited to, John Deere, Cub Cadet, Kubota RTV900, have unique operating characteristics separate from highway capable motor vehicles.

1. A training qualification course (356629 or equivalent) must be completed prior to operating any off-road light utility vehicle.
2. Off-road light utility vehicles must only be driven as required by job assignment.
3. Do not operate in areas where natural vegetation or other debris could come in contact with engine housing or exhaust system components.
4. Limit operations to areas in or around tank farms and associated facilities.

### **3.5 Telemetry and Vehicle Log**

1. Telemetry has been installed in all government motor vehicles. Stickers notifying operators of the telemetry installation are on all WRPS government vehicles. The telemetry has the ability to record both location and speed of the vehicle.
2. Vehicle operator is required to sign-out the vehicle using the vehicle sign-out log (A-6007-612) prior to each use and sign it in upon return. The vehicle logs will be maintained by the vehicle Manager or delegate for each government/leased vehicle. The Vehicle Manager or delegate will collect and forward completed vehicle logs to ^WRPS Scanning (WRPSSCAN@RL.gov) at the beginning of the following month.
3. Reports for excessive speed in government vehicles will be issued to Level 1 Managers on a monthly basis. Level 1 Managers will review the reports and contact the Vehicle Managers to address instances of excessive speed compared to the vehicle sign-out log. Any issues regarding conduct in government vehicles are to be referred to Human Resources.

## **4.0 DEFINITIONS**

### Vehicle Accident.

- a. Vehicle contact event that causes damage and takes place on a designated road, or any vehicle event on non-designated road that results in damage to other vehicle, facility, or equipment (e.g., vehicle contact with other vehicle, facility, forklift, light post, etc.).
- b. Any vehicle contact event resulting in injury, regardless of damage to vehicle.

Vehicle Incident. Vehicle contact event that causes damage and takes place on a non-designated road. Incident causes no damage to other vehicles, facilities or equipment. No Injury (e.g., vehicle bumps into t-post, bollard, eco-block).

## **5.0 SOURCES**

### **5.1 Requirements**

- 5.1.1 10 CFR 851, Appendix A, Section 9, “Motor Vehicle Safety.”
- 5.1.2 29 CFR 1926, Subpart O, “Motor Vehicles, Mechanized Equipment, and Marine Operations.”
- 5.1.3 49 CFR Part 40, “Procedures for Transportation Workplace Drug and Alcohol Testing Programs.”
- 5.1.4 RCW 46.20.001, “License Required - Rights and Restriction.”

### **5.2 References**

- 5.2.1 29 CFR 1926, Subpart G, “Occupational Health and Environment Control.”
- 5.2.2 TFC-BSM-FPM\_PR-C-06, “Government Motor Vehicle and Equipment Management.”
- 5.2.3 TFC-ESHQ-S\_CMLI-C-02, “Injury and Illness Events.”
- 5.2.4 TFC-POL-39, “Distracted Driving – Mobile Communication Devices.”
- 5.2.5 WRPS Standards of Conduct – November 2015.
- 5.2.6 WRPS Traffic and Parking Enforcement Guide – 2019

**ATTACHMENT A – MEDICAL AND TRAINING REQUIREMENTS FOR VEHICLE**

<b>Vehicle</b>	<b>GENERAL REQUIREMENTS</b>
PRIVATE VEHICLES	<b>Operators of Private Vehicles must possess:</b> <ul style="list-style-type: none"><li>• A valid State Driver's License.</li></ul>
GOVERNMENT VEHICLE OPERATOR	<b>All Government Vehicle Operators must possess:</b> <ul style="list-style-type: none"><li>• A valid State Driver's License.</li></ul>
OFF ROAD LIGHT UTILITY VEHICLE	<b>Operators of Off-Road Light Utility Vehicle must:</b> <ul style="list-style-type: none"><li>• Have a valid state driver's license</li><li>• Complete training course 356629 (TOC – Off Road Light Utility Vehicle)</li></ul>

## ATTACHMENT B – OFF-ROAD VEHICLE ACTIVITIES BASED ON FIRE DANGER LEVELS

Fire Danger Level	LOW	MODERATE	HIGH*1&4	VERY HIGH*1&4	EXTREME*1&4
Gasoline-Powered or Diesel Vehicle produced in 2007 or newer *3	OK	OK	Not Normally Permitted	Not Permitted	Not Permitted
Diesel-Powered Vehicle produced in 2006 or older *3	OK	OK	OK	OK	Determined by the on-duty BC *2
Battalion Chief (BC) Concurrence	N/A	N/A	Required	Required	Required

**RED FLAG WARNING** - A term used by fire-weather forecasters to call attention to weather that may result in extreme burning conditions. It is issued when the fire-weather forecaster has a high degree of confidence that Red Flag criteria will exist within 24 hours after the warning is issued. Red Flag criteria can occur whenever the National Fire Danger Rating system is high, very high, or extreme. Meteorological conditions that may contribute to a Red Flag warning are the following:

- High winds
- Low humidity
- High temperatures
- Lighting potential.

**NOTE:** The above requirements are strictly for off-road travel and do not include consideration for any work that is being planned in the field. Based on the planned work, additional requirements (permits, etc.) may also be required. In all cases of off-road travel, a hand shovel, fire extinguisher (minimum 2A rated), and communications (radio or cell phone) must always be provided in the vehicle.

- \*1 – Additional considerations for off-road travel during high, very high, and extreme fire danger levels may include but not be limited to a BC review of the planned path, having a water truck wet down the area immediately before travel, or having a water truck immediately available.
- \*2 – In “Extreme” fire danger conditions, diesel vehicles may be allowed off-road prior to 10 a.m. only as determined by the on-duty BC. Each case needs to be evaluated and other considerations may need to be taken.
- \*3 – Most diesel-powered vehicles produced in 2007 and newer are equipped with catalytic converters and pose the same fire danger as gasoline powered vehicles. If you are not sure if your diesel vehicle has a catalytic converter, please have it checked by Fleet Operations and maintain documentation of this review in the vehicle.
- \*4 – When a “Red Flag Warning” is in effect, all off-road activities (except for emergent activities) will be suspended unless approved by the on-duty BC (373-3856), with compensatory measures as the BC directs.