



PURPOSE:

To provide consistent guidelines for all employees required to operate Town vehicles or equipment.

STATEMENT OF POLICY:

The leading cause of preventable vehicle or equipment incidents is reversing. Employees fail to check the rear and side mirrors or back up cameras prior to reversing and do not use rear view mirrors correctly or they put too much faith in the mirrors without utilizing a spotter, when available. Employees often put their vehicles or equipment in situations where backing up could have been avoided and take unnecessary risks. The driver of a vehicle or equipment that is reversing is ultimately responsible for the vehicle or equipment and the consequences of his or her actions.

PROCEDURE:

- At the start of an employee's shift, they are to perform pre-use inspections on vehicles and equipment to ensure all reverse lights, audible warning devices, and back up cameras are functioning properly and are clear of debris. Report any deficiencies.
- Upon approaching or returning to your vehicle, whether parked or stopped, the driver must complete a circle of safety prior to moving the vehicle or equipment to ensure it is free of obstructions or hazards. This is especially important in tight or restriction areas or when there is poor visibility.
- The circle of safety includes ensuring that all mirrors and cameras are cleared, walk around the truck to ensure there are no obstructions blocking the path (at all angles), and know and make note of items within the vehicle or equipment's blind spots.
- Any time a vehicle or equipment is to be reversed, determine if a spotter is needed, where possible, and if it is the best location to back up. Can the vehicle or equipment be moved into a different location for better ease of backing up? Is it safe to reverse in this area?
- Backing up is NOT permitted on intersections or over crosswalks, unless the area has been properly blocked off and considered a construction zone or is not open to the public. Certain Public Works operations (snow clearing, waste collection) are exempted from this, if they require reversing, but extreme caution must be demonstrated.



- Back slowly and only when it is safe to do so, ensuring the speed is not faster than the normal walking speed.
- Check both sides as you reverse. Use both rear-view mirrors and the backup camera, where provided, as you reverse to see if something has moved into your blind spot.
- Avoid reversing as much as possible. Whenever possible, position your Town vehicle or equipment so as you can drive forward rather than having to reverse.
- Where a vehicle cannot be turned around after entering a roadway (e.g. dead-end lanes), it is to be backed in whenever practical. This will avoid having to back out into traffic (this would not apply to certain Public Works operations).
- Under abnormal conditions, the drivers are to use judgment and when in doubt, stop and recheck.
- Remember, the public often fails to notice or chooses to ignore warnings on the rear of large vehicles. Do not assume anything - BACK UP ONLY WHEN IT'S SAFE TO DO SO.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date:
0	Daphne Fitzpatrick	Initial issue of Document	July 29, 2004
1	Denise Stirling	Change layout, change some wording and add in information on back up cameras and circle of safety checks	February 8, 2023