

**Idaho National Laboratory**

<b>MOTOR VEHICLE SAFETY</b>	Identifier: RD-1004
	Revision: 2
	Effective Date: 12/19/2012 <span style="float: right;">Page: 1 of 5</span>

Subcontractors	Program Requirements Document	eCR Number: 608949
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Manual: INL Subcontractor Requirements

Entire Document Changed

**1. PURPOSE**

This document provides requirements and a motor vehicle traffic safety enforcement policy to comply with 10 CFR 851 for the safe operation of motor vehicles on the INL Site roadways. This document highlights requirements referenced in the “Source Requirements” section, as well as Contractor requirements. Any applicable regulatory or Contractor requirements must be followed, with the most stringent requirement being met.

**2. APPLICABILITY**

This document applies to all subcontractors who operate government-owned or government-leased vehicles, or who use privately-owned or -leased vehicles during the performance of INL work, as specified in their contract with Contractor. Stricter requirements may be imposed by subcontractors upon their employees or subtier contractors. The requirements of this document must be followed by subcontractors; however, the means of implementation may vary as determined by the subcontractor.

**3. REQUIREMENTS****3.1 Motor Vehicle Traffic Safety Enforcement Policy**

3.1.1 In accordance with the provisions of this document, any subcontractor personnel operating a government or private motor vehicle on the INL Site controlled property is required to comply with all federal and state traffic laws and regulations and posted INL Site traffic rules.

3.1.2 Enforcement of compliance with these laws and regulations is accomplished by:

3.1.2.1 The use of “Traffic Boards” which are used to monitor vehicle speeds on INL Site roadways.

3.1.2.2 The use of calibrated “radar guns” operated by a member of the INL Safety Department or Integrated Transportation Services Department, certified in proper equipment use.

**NOTE 1:** Traffic Boards are calibrated periodically to ensure accuracy of the readings, radar guns are calibrated routinely; both are set up at random locations and time frames throughout the Site, or where dictated based on observation. Data, such as speed, time of day and license number recorded by the traffic board is observed and distributed to the appropriate subcontractor’s point of contact.

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- 3.1.3 Subcontractors will be notified of employees found to be in violation of the traffic policies at the INL Site. All moving violations occurring on the INL Site are potentially life-threatening situations and therefore will require the subcontractor to take immediate corrective action.

### 3.2 Administrative Activities

- 3.2.1 All vehicles used for subcontractor purposes shall be clearly marked with the Subcontractor's company name in letters at least one inch high on each side of the vehicle.

**NOTE:** Makeshift signs made of cardboard or similar non-permanent material, or markings using non-permanent lettering such as marking pen, will not be acceptable.

### 3.3 Motor Vehicle Operation

- 3.3.1 Employees shall not be permitted to operate motor vehicles when alertness is impaired by fatigue, illness, alcohol, or drugs, or otherwise unfit.
- 3.3.2 The use of cell phones or radios while operating motor vehicles is not permitted.
- 3.3.3 Vehicles with unsafe conditions shall not be operated until the unsafe condition is repaired.
- 3.3.4 No motor vehicle shall be operated if there are more than three persons in the front seat.
- 3.3.5 No motor vehicle shall be operated if the driver's view is obstructed to the front or sides of the vehicle (obstruction includes instances when the windshield or windows are coated with ice, snow, sleet, or dust to the extent that the driver's view is obstructed).
- 3.3.6 In vehicles that are equipped with seat belts, the driver and passengers shall properly fasten their seat belts before the vehicle is operated.
- 3.3.7 Vehicles shall be loaded in accordance with the following requirements:
- 3.3.7.1 Vehicles shall not be loaded in a manner that interferes with the operating controls of the vehicle.
- 3.3.7.2 Loads shall be secured to prevent movement that could cause injury to personnel or damage to the vehicle or load.
- 3.3.8 Employees shall not be permitted to mount or dismount a vehicle while it is in motion.

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- 3.3.9 Employees shall not be permitted to ride in the bed of a truck.
- 3.3.10 The operation of slow-moving vehicles shall be limited as follows:
- A. Acceptable hours of operation shall be from 30 minutes before sunrise until 30 minutes after sunset.
  - B. The acceptable maximum speed shall be 25 miles per hour or less.
  - C. Slow-moving vehicles shall not be operated in a manner that will obstruct the free movement of traffic on the highways.
- 3.3.11 Slow-moving vehicles shall be equipped with the following:
- A. a foot brake
  - B. a mechanical signaling device as required for similarly constructed vehicles
  - C. an emblem affixed to the rear of the vehicle identifying it as a slow-moving vehicle and complying with 29 CFR 1910.145(d)(10) specifications.
- 3.3.12 All subcontractor vehicles that will be traveling off paved roads during dry conditions shall be equipped with a fire extinguisher and a shovel.
- 3.3.13 Drivers traveling off paved roads during dry conditions shall make all attempts to park the vehicle in areas that are clear of weeds or other combustible materials.
- 3.3.14 The following steps shall be completed before leaving unattended motor vehicles:
- A. For commercial motor vehicles (covered by the Federal Motor Carrier Safety Regulations), the parking brake shall be securely set and all reasonable precautions shall be taken to prevent the movement of the vehicle per 49 CFR 392.20.
  - B. For all other motor vehicles,
    - 1. the engine shall be stopped unless vehicle is being used for an emergency power source, i.e., providing temporary power, lighting, or heat to a work area

**NOTE:** *If left running for emergency purposes the parking brake must be set, the transmission shall be placed in Park, or standard transmissions shall be*

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*placed in neutral when parked on a grade, the wheels shall be chalked, turned to the curb or side of the roadway.*

### **3.4 Professional Vehicle Operator Requirements**

- 3.4.1 For those employees identified by management as professional drivers requiring a commercial driver's license (CDL) in accordance with DOT requirements, physical examinations and medical evaluations shall be completed as required by Department of Transportation (DOT) on DOT driver medical certification.
- 3.4.2 Operators shall inspect equipment prior to use; remove defective or unsafe equipment from service and immediately report it to management.

### **3.5 Motor Vehicle Accidents**

- 3.5.1 In the event of a vehicle accident while on the INL the subcontractor shall:
- 3.5.1.1 The vehicle shall not be moved, and the driver shall not leave the scene until authorized to do so by investigating officials. The only exceptions to this requirement are when it is necessary to transport an injured person to a treatment facility, and when the vehicle position constitutes a traffic hazard.
- 3.5.1.2 The INL Warning Communications Center (6-1515) shall be notified of the accident.
- 3.5.1.3 The driver shall notify his or her immediate supervisor or manager and the Contractor Point of Contact (POC) of the accident.
- 3.5.2 Operators shall discuss the facts of the accident only with the investigating law enforcement officials, Contractor or DOE investigators, or their company's insurance carrier adjustor.
- 3.5.3 Subcontractors shall assist Contractor in conducting a review of the accident.

## **4. DEFINITIONS**

For definitions of terms used throughout the IL Subcontractor Requirements Manual, refer to LST-359.

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## 5. REFERENCES

### 5.1 Source Documents

29 CFR 1910.145, Specifications of Accident Prevention Signs and Tags 49 CFR Parts 383, 391-393, 395-397, and 399, Federal Motor Carrier Safety

Regulations DOE-76-45/7A, DOE Guide to Classification of Recordable Accidents DOE Order 3791.2A, Federal Motor Vehicle Safety Program DOE Order 5000.3A, Occurrence Reporting and Processing of Operations

10 CFR 851, Worker Safety and Health Program

Information Program Requirements

Identifier: RD-2019

### 5.2 Related Requirements

The following documents may also contain requirements that apply to this activity:

RD-2020, Heavy Industrial Vehicles