

**State of Nebraska
Department of Roads**



**BACKING AND PARKING
GUIDELINES - PROCEDURES**

REVIEWED 2/15/06

NEBRASKA DEPARTMENT OF ROADS (NDOR) BACKING AND PARKING GUIDELINES

Purpose: This policy contains safety requirements relating to the parking and backing of all NDOR vehicles and equipment used for the purpose of construction and/or maintenance operations. The intent of this policy is to prevent injuries and damage to property resulting from unsafe vehicle backing practices.

Scope: Employees can help prevent backing accidents during the course of their duties which make operators responsible for compliance with the following procedures and the safe backing of their equipment. This applies to any State vehicles, including motorized equipment, and other vehicles used to conduct State business.

General

Operators shall visually insure it is safe to back. Blind spots can extend up to 16 feet in front and 160 feet behind a vehicle. Operators must remember that mirrors can never give the whole picture while backing.

If there are two employees in the vehicle, or another employee is close by, one will act as a guide. This does not relieve the operator of the responsibility of having the vehicle under control at all times.

Operators or drivers have the final responsibility for safe backing. If the person is not sure whether the area behind the vehicle is clear, the person shall stop the vehicle and get out to check the area.

Operators shall not put themselves into unnecessary backing situations. Park defensively. Operators must choose easy-exit parking spaces that avoid other vehicles and park their vehicle in the center of the parking space.

The adoption of the following procedures below by all involved in backing accidents will greatly assist in achieving zero backing incidents.

1. Have employees involved in the backing accidents discuss their actions and compare their practice with the NDOR Backing and Parking Guidelines for the best practices in a safety meeting.
2. Have them also propose specifics of what to do in the future to prevent a reoccurrence of similar accidents.
3. Include discussions with solutions on the next Safety Meeting Report, DR Form 326.
4. Forward discussion points with the best solutions to your District Engineer or Division Head to assist in the possible implementation of the best backing and parking practices for respective districts/divisions.

Spotting and/or Supervising

Even after a walk-around inspection, it is often advisable to have someone watch and signal for change of direction and for slowing and stopping. The signals to be given by the helper or spotter shall be hand signals, not shouted directions.

Helpers will discuss the backing plan with the operator/driver before proceeding. The communication/warning process will be agreed upon prior to backing.

Helpers will render assistance to guide an operator backing a vehicle when requested by the operator. While giving guidance to a backing vehicle, stand on the ground at the rear driver's side of the vehicle whenever possible. Helpers must stand far enough behind the vehicle to observe the backing path and any obstructions, including pedestrians, and to allow for sufficient stopping distance in an emergency.

Helpers will use hand signals to communicate to the operator backing a vehicle. Avoid using voice communication for this purpose.

Helpers will remain in clear view of the driver at all times. Helpers will refrain from moving back and forth behind the moving vehicle

Supervisory personnel will pay attention to their employees' driving habits to insure that they drive safely and reasonably, and follow the guidelines and rules contained in this policy.

Supervisory personnel will ensure that operator and helper employees comply with the requirements of this policy

Parking Maneuvers

Plan ahead to minimize or eliminate the need for backing. Always check to the rear before backing. Choose the safest location possible to park vehicles. Avoid parking in other vehicle's blind spots.

Many parking accidents could be avoided if drivers would practice defensive parking. This requires alertness and foresight.

1. Park defensively by choosing your parking spot as prudently as you can, not too close to a corner or driveway, not too close to a road, or construction site, and not where your vehicle will block or crowd other vehicles.
2. Park in the direction traffic is moving and center your vehicle in the parking space. If parked on an incline, turn front wheels to wedge into the curb on the downhill side.
3. Avoid parking behind a vehicle in a 'blind spot' and make every effort to avoid potential accidents by planning both the route into and out of the job site or parking area.

The driver who practices defensive parking will never take any situation for granted, but will observe and judge each parking requirement on its own. Even though backing into a particular parking spot a dozen times, look and evaluate the same spot each time to be sure of clearances and to make certain no new obstacles are in the way.

When parking vehicles, considerations shall be given to the parking position so that subsequent backing will be eliminated, or at least, minimized.

1. Vehicles should be positioned in a manner that maximizes visibility to the rear and critical areas adjacent to the vehicle.
2. Consideration shall be given to vehicles being backed up against the fence or into bays when being parked for the night in all yards.
3. If parking a vehicle that may require backing at a later time, consideration shall be given to placing an orange cone or other visible object beside the rear wheels on the driver's side to insure that a proper check of the rear of the vehicle is done prior to backing.

Backing Techniques

If the driver has any doubt on backing, the vehicle driver shall STOP, set the parking brake and/or put the vehicle in "Park," get out, and walk to the rear and LOOK. Make a 360 degree survey of the area around their vehicle to determine if any obstructions are present.

When vehicles must be backed, know where other vehicle traffic exists, the vehicles emergency lights and backup alarms shall be operating. The rear-view mirrors shall be properly mounted and adjusted to maximize the area being backed into.

When using a ground guide, the vehicle shall not be backed until the guide is in position and communicates their approval to start backing. Guides shall remain visible at all times to the driver. If the driver loses sight of the guide at any time, stop immediately until the guide is visible and communicates that backing is safe to proceed.

A co-worker or another employee (if available) shall be designated as signal person to guide the driver back safely.

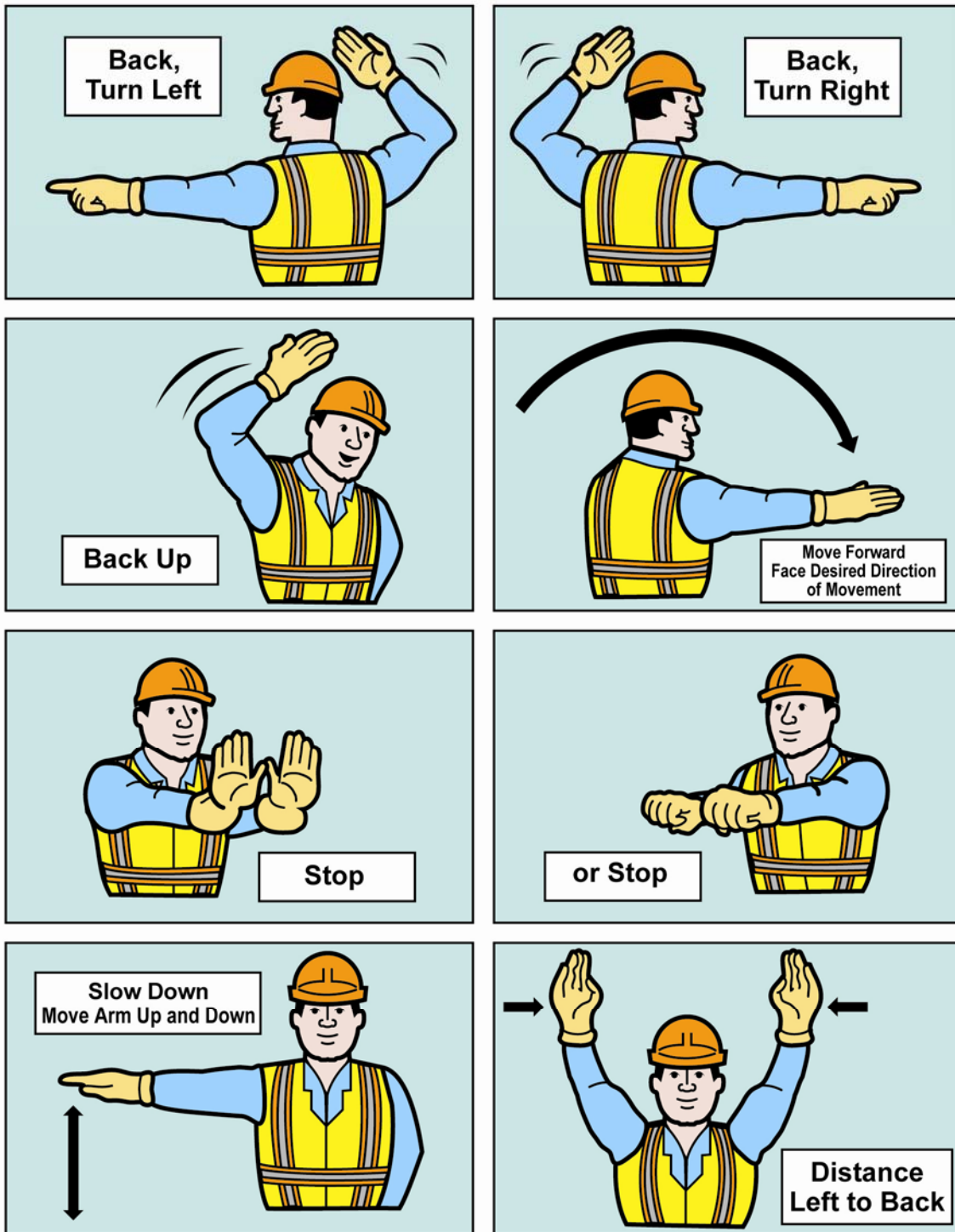
Always backup **slowly** so that the vehicle can stop immediately, if necessary.

Avoid backing into traffic and making "Y" turns in driveways or roads.

If the driver is not sure if it is clear to back or cannot account for any members of the crew, the driver shall STOP the vehicle immediately. (Always keep the signal person or helper in view while backing.)

Hand signals for communication shall be worked out in advance of all operations. Signals shall be uniform for all drivers, helpers, and spotters.

The driver and signal person shall use the standard hand signals shown.



Vehicle windows shall be rolled down prior to backing whenever possible. All interior noise distractions shall be eliminated as much as possible such as radios, conversations, etc. Your primary focus is the safe backing of the vehicle.

Even though you are backing, don't forget about the vehicle in the back and on the sides.

1. Look again especially when you are unsure.
2. Check top clearances and the width the vehicle in relation to the size of the space being backed into.
3. Watch for other vehicles backing up and pulling ahead in the work area.

When backing from a proper position, follow these steps below:

1. Get as straight as possible before reaching your backing target.
2. Be sure of the distance to go to the stop point.
3. Use a fixed point on the left side of the vehicle against an external object such as a pole; point on the ground or on an adjacent vehicle that would be an indication of the approximate stopping position.
4. Complete your backing with the wheels straight and back as straight as possible to your backing target.

If you are turning while backing, check the vehicle's front fender opposite your turn to make sure you have clearance.

Prior to backing, if other personnel are present, the driver shall sound the horn in three (3) short blasts to clearly signal their intention to the surrounding operators / personnel.

Make sure your vehicle is in the proper gear. Start and stop in an even and smooth motion. Backing shall be done slowly (i.e. normal walking speed / 3 mph or slower) and with the driver constantly checking both mirrors and communicating (direct eye contact, acknowledgement of signals) with the ground guide if one is used.

Moving activities such as snow removal, armor coating, shouldering, etc. require extreme caution when backing due to possible vehicle congestion or adverse weather.

Operating Instructions Superseded

This supersedes any NDOR-Backing or Parking Procedures or Guidelines dated December 31, 2005 or before, **NDOR BACKING AND PARKING GUIDELINES**.