

Guidelines for Moving Vehicles in and out of the Lab Bays

I: Vehicle Operator Responsibilities:

- a. Students must always use a vehicle spotter (guide) when moving vehicles in and out of our lab service bays.
- b. Only students and instructors who possess a valid Florida driver's license can operate vehicles in the lab (students without valid licenses or vehicle permits are not allowed to operate vehicles).
- c. Bring the unit to a complete stop. Never be in a hurry when backing or moving vehicles.
- d. Roll window down completely.
- e. Make visual and verbal contact with the spotter. If you cannot see or hear the spotter, do not backup!
- f. When backing, the driver and spotter must establish and continue eye contact in the left rear view mirror at all times. The driver shall immediately stop if he or she loses sight of the guiding student or instructor and shall exit the vehicle to establish the spotter's location.
- g. The spotter shall use hand signals to indicate it is safe for movement in a certain direction. Verbal commands alone are not adequate.
- h. The driver gives a two blast warning on the horn just prior to backing.
- i. When parking a vehicle that later must be backed, the operator may place a cone behind the vehicle to maintain clearance and serve as a reminder to check behind the vehicle before backing.

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II. Vehicle Guide (Spotter) Responsibilities:

- a. Conduct a "circle of safety" and survey the backing area and all other sides of the vehicle checking for hazards, before proceeding to back unit (make sure to also check the overhead clearance).
- b. Communicate any observed hazards to the driver.
- c. Place yourself five to eight feet to the left rear of the unit.
- d. Establish visual and verbal contact with the driver and continue eye to eye contact. When backing, continue eye to eye contact in the left rear view mirror at all times.
- e. Stop the driver if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering.
- f. Stay clear of the vehicle's path.
- g. Never stand behind a reversing vehicle or in front of a vehicle moving forward.
- h. Avoid walking backward.
- i. Use standard hand signals to communicate with the driver. Immediately signal to the driver to stop if any person or object enters the vehicle's intended path.
- j. Signal to the driver to stop if you must change position, reposition, and when ready signal to the driver to continue..

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k. Be aware of blind spots and protect yourself.

l.

III. Safety Considerations:

a. Use a guide (spotter) even if backup warning devices are in place.

b. Minimize foot traffic. Cordon off an area if necessary.

c. If you must have students and vehicles working in the same area, consider establishing a traffic control system.

d. External students passing near the lab bays increase the risk of incident.

e. Never assume that new students know how to be safe around moving vehicles.

f. Consider the increased risk associated with an unplanned or unforeseen event.

g. Only students and instructors who possess a valid Florida driver's license can operate vehicles in the lab (students without valid licenses or vehicle permits are not allowed to operate vehicles).

h. Only instructors are allowed to test drive vehicles.

i. Students must obtain approval from their instructor when they need to move a vehicle.

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- j. Instructors are responsible for designating a guide (spotter) when a vehicle needs to be moved (college owned or privately owned).