



**A STANDARD OPERATING PROCEDURE
for**

**BANNISTER COMPLEX INDOOR-
VEHICLE SAFETY**

July 2001

U.S. General Services Administration
Safety and Environmental Management Team
1500 E. Bannister Road
Kansas City, MO 64131

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INDOOR-VEHICLE OPERATION STANDARDS

Bannister Federal Complex
1500 E. Bannister Road
Kansas City, Missouri 64131

INTRODUCTION

This Standard Operating Procedure (SOP) has been developed for the purpose of outlining the requirements the safe operation of vehicles within buildings located at Bannister Federal Complex, 1500 E. Bannister Road, Kansas City, MO.

The success of in-plant vehicle safety depends upon you and other vehicle operators. Please take a few minutes and review this information before using your vehicle.

All operators (Federal agencies and contractors) of vehicles operated within buildings located at the Bannister Federal Complex shall abide by the following requirements. Failure to comply with these standards could result in the revocation of driving privileges at the Complex.

**Use of motorized vehicles within our buildings
is a
Privilege, NOT a right!**

1. BASIC REQUIREMENTS

1. **Before** individuals are allowed to operate vehicles within the buildings of the Bannister Federal Complex, they are to attend a short classroom driving instruction session. Each Federal agency operating vehicles within buildings at the Bannister Federal Complex will be responsible for providing this training for their employees and any contractors they utilize.
2. Operators shall read and understand the regulations covered within this document. Questions regarding any issues should be clarified before the individual begins driving. Any individual who cannot, or will not, agree to abide by the regulations within this document shall not be permitted to operate a vehicle within any of the buildings of the Bannister Federal Complex.

2. DRIVING REQUIREMENTS

1. Before individuals are allowed to operate vehicles within the buildings of the Bannister Federal Complex, they are to read and understand the regulations covered within this document. Questions regarding any issues should be clarified before the individual begins driving. Any individual who cannot, or will not, agree to abide by the regulations within this document shall not be permitted to operate a vehicle within any of the buildings of the Bannister Federal Complex.
2. When operated within buildings, vehicles shall drive only at speeds that are reasonable and prudent under the conditions then existing, but never in excess of **6 MPH**. This speed is approximately twice the speed of normal walking. Lower speed limits, outlined below, are imposed when towing objects or when in the proximity of pedestrians.
3. Operators who require corrective lenses for automobile driving shall use the appropriate eyewear when driving in-plant vehicles, as well.
4. Operators and passengers shall utilize seatbelts on such equipped vehicles.
5. Vehicle operators shall look in the direction of, and keep a clear view of, the path of travel at all times.
6. When approaching intersections, the operator shall slow the vehicle to approximately **4 MPH** (slightly faster than normal walking speed). Turning vehicles shall give the right-of-way to oncoming traffic.
7. When lane marking are present, drive only between such markings. When lane markings are not present, vehicles should drive slightly to the right of center of hallways.
8. All grades shall be ascended or descended slowly.
9. Pedestrians have the right-of-way at all times.
10. Vehicles shall not be driven up to within **6 feet** to the front or rear of a pedestrian.
11. When passing a pedestrian, the vehicle shall slow to approximately **4 MPH** (slightly faster than normal walking

speed) and shall not approach closer than **3 feet** to the side of the pedestrian.

12. During inclement weather (snow or rain), vehicles will **not** be driven into the building from the outside until they have been dried. Vehicles which are wet should be left just inside the building entrance until all moisture to dry off. This is to prevent carrying water in onto walking surfaces within the building, thus creating slipping hazards.
13. Convex mirrors are installed in critical locations in the building. These mirrors allow the driver and pedestrians to see each other when approaching dangerous intersections. All drivers should practice observing these mirrors to check for oncoming traffic.
14. Passengers are not permitted on vehicles where proper seating is not provided.
15. Vehicles shall not be used for personal convenience.
16. The vehicle operator shall keep the vehicle under control at all times.
17. Elevators shall be approached slowly and entered squarely after the elevator car is properly leveled. Once in the elevator, the vehicle controls shall be neutralized, power turned off, and the brake set.
18. Operators must be aware of vehicle weight before entering elevators. Do not exceed elevator capacity.
19. The proper minimum following distance to be observed is 3 vehicle lengths from the rear of the lead vehicle.
20. Do not attempt to pass another vehicle at intersections, blind spots, or other dangerous locations.
21. Stunt driving and horseplay are not permitted at any time.
22. Operators shall bring the vehicle to a complete stop at all stop lines/signs prior to proceeding (no California stops).
23. Towed equipment must be secured with appropriate restraining devices and positive locking hitches.

24. When towing objects, the vehicle shall not exceed **4 MPH** (slightly faster than normal walking speed).
25. Operators shall not carry food, drinks, or hand-carry objects while operating vehicles. Both operator's hands shall be kept free to drive.
26. All unsteady loads must be secured prior to moving vehicles.
27. Operators and passengers shall keep their arms and legs within the running lines of the vehicle.
28. A safe distance shall be maintained from the edges of ramps, platforms, ledges, etc. while on any elevate surface.
29. Vehicles shall not be used to open or close freight doors.

3. VEHICLE ACCIDENTS / INCIDENTS

1. Operators shall inform their managers of all vehicle accidents, incidents, and near misses.
2. All damage to vehicles, which affects safe operation, shall be repaired before those vehicles are put back into service.

4. VEHICLE REQUIREMENTS

1. **No** gasoline-, diesel-, or propane-powered vehicles are allowed to be operated within the buildings.
2. (**Note:** *In special cases, a written exemption can be provided from the GSA Safety Office for this prohibition. One requirement for internal combustion engines operated within our buildings will be for the vehicle to be equipped with an operating carbon monoxide scrubber on its exhaust. Other requirements may be imposed upon internal combustion engines as deemed appropriate by the GSA Safety Office.*)
3. Vehicles shall be equipped with a pedestrian warning light (yellow strobe light) if it is to be operated within the building. The pedestrian warning light shall be operational any time the vehicle is in motion.
4. Vehicles shall be equipped with an audible back-up warning alarm. This alarm shall be ready whenever the vehicle is operated within the building.

5. Vehicles shall be equipped with an audible warning device (horn) to allow the operator a means of warning other traffic of his/her presence. This horn will be used when turning blind corners where avoidance by the vehicle or others is not possible.
6. If, at any time, a vehicle is found to be in need of repair, is defective, or is in any way unsafe, the vehicle shall be taken out of service **immediately** until it has been restored to a safe operating condition. No exceptions to the rule are allowed.
7. Only replacement parts meeting original manufacturer's specifications shall be used in vehicles.

5. VEHICLE INSPECTIONS

1. Operators are required to complete an inspection on their vehicles prior to use on each shift. If, at any time, a vehicle is found to be in need of repair, is defective, or is in any way unsafe, the vehicle shall be taken out of service **immediately** until it has been restored to a safe operating condition. No exceptions to the rule are allowed. The basic parameters of this inspection shall include:
 - ◆ Back-Up Alarm – Able to be heard plainly at 25'
 - ◆ Battery – Not leaking
 - ◆ Brakes – Can stop vehicle safely within 6 feet of application. Parking brake can hold the vehicle stationary.
 - ◆ Coolant System – Not leaking
 - ◆ Electrical Wiring – Wires intact, not frayed or broken
 - ◆ Fuel System – Not leaking; propane tanks properly secured to vehicle
 - ◆ Horn – Able to be heard plainly at 25'
 - ◆ Hydraulic System – Not leaking
 - ◆ Mirrors – Intact and adjusted properly
 - ◆ Pedestrian Warning Light – Able to be seen plainly at 25'
 - ◆ Steering – Tight, not sloppy or swervy
 - ◆ Tire Pressure – Tires inflated to manufacturer's specs
 - ◆ Vehicle Controls – All are operating properly and as designed

2. No repairs to vehicles shall be made in explosive or flammable locations.

6. VEHICLE PARKING

1. Do not park or leave a vehicle unattended in front of emergency exits or fire doors.
2. Vehicles shall not be parked where they could hinder or block access to stairways, fire equipment, electrical equipment controls, or emergency equipment.
3. Barrier signs must be in place if overhead work is performed in an occupied area, such as from high lift, scissors lift, etc.).

7. FORK TRUCKS

1. All operators of fork trucks shall be trained and certified as required by the Occupational Safety and Health Administration (OSHA) as found in the Code of Federal Regulations, Title 29, Part 1910.178 (29 CFR 1910.178). Personnel shall **not** operate fork trucks if they have not been so trained and certified.
2. If the load being carried obstructs forward view, the operator shall travel with the load trailing.
3. The operator shall ensure there is sufficient headroom under overhead installations (lights, piping, sprinklers, etc.).
4. When unattended, vehicles will be turned off, brakes set, load engaging means lowered, and controls neutralized. If parked on an incline, the wheels must be chocked. (**Note:** A vehicle is considered "unattended" if the operator is 25 feet or further away from the vehicle or at any time the operator cannot see the vehicle).
5. No person shall be permitted to be lifted or transported on fork lift forks.
6. Drums of materials, transported on pallets, shall be secured to prevent spillage.

7. 55-Gallon drums must be shipped and received on skids or pallets.
8. No person shall be allowed to stand or pass under the elevated portion of any vehicle, whether loaded or empty.
9. Prior to dismounting the fork lift, the operator must set the brakes, lower the load, and neutralize the controls.
10. All fork trucks/high lifts shall be equipped with overhead guards, unless exempted. Fork trucks without an overhead guard shall **not** lift loads more than **6 feet** from the ground.
11. A load backrest extension shall be used to minimize the possibility of the load, or any portion of it, from falling rearward.
12. When ascending or descending grades of 10% or more, loaded fork trucks shall be driven with the load upgrade.
13. The load engaging means shall be placed under the load as far as possible; the mast tilted back to stabilize the load and raised only as far as necessary to clear the road surface (no more than 3 inches from the floor).
14. Fork trucks equipped with attachments shall be operated as partially loaded when not handling a load.
15. Additional counter-weighting of the fork trucks shall not be done unless approved, in writing, by the truck manufacturer.
16. Modification of a vehicles' basic design must be approved, in writing, by the manufacturer and the GSA Heartland Region Safety Office.

8. VEHICLE REFUELING

1. Do **not** refuel a vehicle with the engine running.
2. Refueling of vehicles (gasoline, diesel, propane) shall **only** be performed out-of-doors.
3. Keep electric vehicles away from vehicles being refueled with gasoline or propane.

4. Spillage of oil or fuel shall be cleaned up and the fuel cap replaced **before** starting the engine.
5. No vehicle shall be operated with a leak in the fuel system.

9. EXPLOSION HAZARDS

1. Electric motors, like the ones used in electric carts, can create sparks that can ignite fumes or dust. Likewise, mufflers on internal combustion engines can become hot enough to ignite fumes or dust. Therefore, do not operate any vehicle where flammable or combustible fumes may be present or high amounts of dust are being generated. Stay out of chemical storage areas and away from chemical spills.
2. No repairs to vehicles shall be made in explosive or flammable locations.

10. ASSISTANCE

Additional assistance or questions regarding these standards should be addressed to:

**General Services Administration
Safety and Environmental Management Team (6PMF)
1500 E. Bannister Road
Kansas City, Missouri 64131
Fon: 816-823-2219
Fax: 816-926-1779**

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There's always time for safety.