


Work Instruction	
OPERATION OF MOTOR VEHICLES	

<b>Work description:</b> Operation of Motor Vehicles		
<b>Scope:</b> Operation of Motor Vehicles including light duty vehicles (i.e. passenger cars), medium duty passenger vehicles, light duty trucks and heavy duty vehicles		
<b>References:</b> <ul style="list-style-type: none"> <li>U.S. Occupational Safety and Health Administration (OSHA) Occupational Safety and Health Standards for General Industry contained in Title 29 of the Code of Federal Regulations Part 1910 (29 CFR 1910)</li> <li>State of Hawaii - Development Occupational Safety and Health Section (HIOSH) - Hawaii Administrative Rules Title 12, Department of Labor and Industrial Relations Subtitle 8, Hawaii Occupational Safety and Health Division Part 2, General Industry Standards Chapter 60 (§12-60-2(b) Safety and health programs.)</li> </ul>		
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licenses or permits required</b>
See Below	Relevant Licensing for class of vehicle	Relevant Licensing for class of vehicle
<b>Tools and equipment required</b>		
N/A		

		<b>Note</b> <i>Motor vehicles operated at the MOW shall be appropriately registered/licensed/insured, maintained in a roadworthy condition, and operated in a safe manner in accordance with manufacturer recommendations. HRH and its subcontractors shall ensure that each individual permitted to operate a motor vehicle is healthy, unimpaired, and properly licensed for the type of motor vehicle being operated.</i>
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<b>Operation of Motor Vehicles</b> All	<p>Motor vehicle operators are responsible for ensuring the following controls are implemented and enforced while operating a motor vehicle.</p> <ul style="list-style-type: none"> <li>Motor vehicles shall be inspected daily to ensure that all operating controls, steering mechanisms, lights, horns, brake systems, seat belts, tires, accessories (lights, turn signals, etc.), and safety devices (e.g. fire extinguishers (if fitted) etc.) are functioning properly.</li> <li>Motor vehicles that do not pass the daily inspection shall be immediately removed from service and not operated until necessary repairs have been completed.</li> <li>Motor vehicles shall be maintained and inspected on a scheduled maintenance program.</li> <li>Motor vehicles shall not be operated unless all occupants are wearing a seat belt.</li> <li>The motor vehicle operator is responsible for ensuring each passenger is wearing a seat belt prior to placing a vehicle in motion.</li> <li>Motor vehicles shall not be operated while talking on a cell phone unless the phone is equipped with a hands-free device. If a cell phone call must be made or answered and a hands free device is not used, the motor vehicle operator is to pull off the side of the road to a safe location, stop the vehicle, and put it in park before initiating or answering a cell phone call.</li> <li>Smoking is prohibited in all motor vehicles.</li> <li>Motor vehicles shall be operated within posted speed limits. Operators shall give due regard to weather, traffic, roadway, and any other existing condition that could affect the safe operation of the vehicle and reduce speed accordingly.</li> <li>Motor vehicles shall be operated at reduced speeds, as necessary, to ensure the operator can maintain control of the vehicle and be able to bring it to a complete stop within safe stopping distance.</li> <li>When backing or maneuvering a motor vehicle with limited or restricted view, operators shall use a spotter or perform a 360 degree walk around of the vehicle to view the area for possible hazards before backing the vehicle.</li> <li>Motor vehicles shall be operated following the principles of defensive driving.</li> <li>Motor vehicles shall not be loaded in a manner that obscures the driver's view ahead or to either side. In addition, motor vehicles shall not be loaded in a manner that interferes with the safe operation of the vehicle.</li> <li>Motor vehicles shall be shut down prior to and during fueling operations.</li> </ul>
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<b>Approved By:</b>	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
<b>Signature:</b>			
<b>Date:</b>			

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