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Approved by:	C. Peoples	Date Issued:	December 2022

## SAFE OPERATING PROCEDURES

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# Truck, Field Mechanic

# SOP 12A-31

Hazard Review		
Traffic	Mounting/Dismounting	Backing
Flammable Liquids		
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Vest	Safety Shoes	Gloves
Safety Glasses/Goggles		

1. All drivers shall be properly licensed.
2. Supervisors shall verify that drivers are capable and qualified on each type of equipment before allowing the equipment to be operated unsupervised.
3. Operators shall perform a pre-operational check of their equipment. Be familiar with operator’s manual. Report all needed repairs promptly. Do not use any equipment that is unsafe.
4. Operators and passengers shall wear seat belts and shoulder harnesses as provided.
5. Keep all windows, mirrors, headlights, taillights, and license plate clean.
6. When mounting or dismounting equipment, use steps and handholds provided. Do not jump from equipment.
7. No personnel shall be allowed to ride anywhere, except in the cab, when the vehicle is in motion.
8. Plan to minimize/eliminate the need for backing. Utilize a spotter when backing is required. If no spotter is available, operator must physically check behind the vehicle before backing using the GOAL (Get Out and Look) method before backing.
9. Make sure back-up alarm is working properly.
10. Choose safest location possible to park equipment. Avoid parking in other equipment’s blind spot.
11. Vehicles shall be backed into parking spaces whenever practicable.
12. A reflective vest is required when servicing vehicles on shoulder of road.
13. Be aware of fire extinguisher locations and make sure they are properly charged.
14. Operators should be aware of employees and others on foot in work zones.
15. Truck speed should be adjusted for load and weather. Tire chains should be utilized as dictated by weather conditions.
16. When operating vehicle off the roadway, be aware of hidden objects in grass and unstable terrain.
17. Do not smoke around flammable liquids.
18. Remove regulator valves and install tank caps on oxygen and acetylene tanks when transporting.

19. Remove key from unattended vehicles.
20. If vehicles are left running unattended to power warning lights or other tools/equipment, the driver must do the following for:
  - a. Manual Transmission Vehicles – Put vehicle in neutral, engage parking brake and place wheel chocks in front and back on the same tire.
  - b. Automatic Transmission Vehicles – Put vehicle in "Park" with the parking or emergency brake firmly engaged.
21. Field mechanic's truck and equipment being serviced should be completely off roadway. If this is not possible, determine traffic control needs from Work Zone Safety Handbook.
22. Make sure cargo is properly loaded and secured. Check for loose material on truck body and chassis.
23. Secure any loose items prior to moving truck.
24. Operators must keep vehicles clean with all trash removed daily.

<b>Related SOP's</b>			
General SOPs .....	Chapter 10	Hand Tools (Power and Manual).....	12B-13
Mechanic Operations .....	11A-22	Roadside Equipment Repair.....	11B-68