**Field Trip**

**Safety:**

Safety is defined as the condition of being free from danger, risk, or injury. The vital importance of all activities must be safety. Below are Safety Field Procedures that are important for everyone to abide by since they are designed to make the trip as safe as possible.

**Safety Field Procedures:**

(A)- Before getting on the road, make sure that your vehicle is ready to go by checking the following items:

* Condition of the tires
* Whether or not all the lights work
* All gages (Oil, Temperature, Voltages, etc.)
* Amount of gas
* Condition of the brakes
* Car Registration
* A first-aid kit
* Map and Book (State gas location)
* Cellular Phone (optional)
* Odometer

(B)- Make sure you also have the following equipment for your trip:

* Beacon
* Meter (with manual) for the car
* Rod
* Level or hand level
* Jake stick
* Tape (50' or 100')
* Wheel
* Safety vest
* Video Camera, if needed
* Camera, if needed
* Rain suit, if needed
* Bush axe and safety gloves, if needed to clear a site to take the shots
* Orange hats (Optional)

(C)- The following materials should be in your possession during the trip:

* Map and directions to the project
* Pen or Pencil
* Calculator
* Notebook
* 1/2 size copy of the plan
* "S" dimension worksheet, if shooting the "S" dimension

(D)- The next items apply to driving:

* Everybody in the vehicle must fasten their seat belts
* Drive according to the speed limit
* The driver is responsible for any traffic violation
* If the driver is sleepy, stop the car at a safe location (rest area) and change the driver or have some fresh air and a cup of coffee or soda.

(E)- The following regulations deal with the signing projects:

* If checking the existing signs requires two people, one must drive and keep their eye on the road while the other passenger should take notes. Try to bring a video camera or camera as well to take pictures or video of the existing road (signs).
* When you are at the field, location, and may drive with irregularity, turn the headlight, beacon, and hazard lights on.
* Try to stay away from traffic as much as you can, especially avoid trucks.
* If driving outside of the pavement, be careful of objects and holes on the road.
* If shooting the "S" dimensions for supports (Ground Mounted or Overhead) or cross-sections require three people, one should take the shots while another carries the rod and the third person takes notes and watches traffic. **The Division should provide the “S” dimensions and cross section, especially for full span overhead sign assembly.**
* **Working beside a highway is very dangerous**; thus, you must park the vehicle in a safe location away from traffic. Never stop, stand, or park the vehicle in the gore area. Be careful to avoid poison ivy or other dangerous vegetation.

(F)- In case of any accident (Hopefully this section will not be needed):

* If involved in any accident, call your supervisor or office.
* If involved in a major accident, call 911.
* Write every single detail of the accident; you will come to the office and fill out the accident form. ([**See Transportation Mobility and Safety Division Safety Manual for detail**](http://www.ncdot.org/doh/preconstruct/traffic/TEPPL/topics/W-32/w-32.html)).

(G)- When your field trip is complete and you are heading back to the office, make sure you do the following:

* Report any maintenance that the vehicle needs
* Fill up the gas tank; you never know if someone needs the vehicle the next morning.
* Sign and write the odometer reading on the log sheet
* Park the vehicle in its assigned lot and if the lot is not available then write the location of where you park the car.
* Return the keys and log book to the secretary