

Effective Date: 04/04/2018

## **Backing Policy Basics**

All employees will be held accountable for complying with the following practices:

- Mandatory 360 degree walk-around process before driving a vehicle/equipment using the high visibility flags as a reminder.
- Parking vehicles in a safe location when not occupied.
- Eliminating clustering of equipment in work zones and positioning equipment to reduce the need for backing as much as possible
- If backing is required due to the work operation, the use of spotters is mandatory if a spotter is available. A high level of awareness and care is to be used for this operation.
- Park away from main entrances and high traffic volume areas at convenience stores and other convenience stop locations.
- Attendance at Defensive Driving Training including preventing backing incidents
- Additionally, the following best practices will be followed:
  - A. Think about departure upon arrival by using “pull through” parking or “back in” first
  - B. Always consider “pull through” parking opportunities
  - C. After scanning the area first, employees may back into parking spaces when traveling alone and without the use of a spotter

### **Backing Incident Prevention**

Backing incidents continue to be a concern within City Operations. This type of incident is taking place in work zones, intersections, City parking lots, service bays, and also in private businesses.

Causes of backing incidents include:

- Objects hiding from the operator’s view within blind spots
- Poor use of side mirrors and spotters
- Poor parking selection in work zones and parking lots

- Inadequate mental preparation for backing. (Multi-tasking, cab distractions, etc...)
- Inadequate information while backing due to lack of a 360 walk around vehicle

Backing incidents can be prevented through simple techniques such as scanning the area before backing. The purpose of scanning while performing a 360 walk-around is to identify hazards, dimensions, and maneuvers needed to successfully back out of the location. The following is a list of additional pointers to keep in mind:

- Find ways to avoid backing. Best defense against backing incidents is to avoid backing
- Move the vehicle slowly, and move your eyes constantly by scanning all sides and using mirrors and backup camera when available.
- Avoid blind backing and use a spotter.
- When in parking lots, park away from the main entrance. This area is typically the most congested area of the parking lot.
- Seek pull thru parking first during your parking spot selection. Avoid pull through parking if the departure route will force the vehicle to go the wrong way on a one-way.
- If no pull through parking is available, after scanning the area, use the “back in first” approach by backing into parking spot. This allows you to drive out during departure as opposed to backing.