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Subcontractors	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 01/11/17
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Manual: Subcontractor Requirements

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1. PURPOSE

This document provides requirements for safe operation of motor vehicles, in order to minimize hazards to subcontractor employees and property. This document implements requirements from codes and standards along with contractor requirements. Any applicable regulatory or contractor requirements must be followed, with the most stringent requirement being met.

2. APPLICABILITY

This document applies to all subcontractors who use privately-owned, leased, or government owned/leased vehicles during the performance of Idaho Cleanup Project (ICP) work, as specified in their contract with contractor. Stricter requirements may be imposed by subcontractors upon their employees or subtier contractors. The requirements of this document must be followed by subcontractors; however, the means of implementation may vary as determined by the subcontractor.

3. REQUIREMENTS

3.1 Administrative Activities

- 3.1.1 All vehicles used for subcontractor purposes shall be clearly marked with the Subcontractor's company name in letters at least one inch high on each side of the vehicle.

NOTE: *Makeshift signs made of cardboard or similar non-permanent material, or makings using non-permanent lettering such as marking pen, will not be acceptable.*

3.2 Motor Vehicle Operations

- 3.2.1 Operators of motor vehicles must have a valid state driver's license.

3.2.1.1 Any subcontractor employee whose state driver's license is suspended or revoked shall immediately notify supervision.

- 3.2.2 Subcontractor employees shall not be permitted to operate motor vehicles when alertness is impaired by fatigue, illness, alcohol, or drugs, or otherwise unfit.

- 3.2.3 Vehicle operators shall inspect motor vehicles before use daily. (Appendix A, Vehicle Inspection Guidelines, is provided for guidance.)

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- 3.2.4 Operators shall inspect equipment prior to use; remove defective or unsafe equipment from service, and immediately report it to management.
- 3.2.5 Vehicles with unsafe conditions shall not be operated until the unsafe condition is repaired.
- 3.2.6 A 360 degree inspection around the vehicle must be completed before moving the vehicle after being parked and unattended to ensure there are no obstacles, equipment, personnel, or other obstructions in the vehicle's path.
- 3.2.7 No motor vehicle shall be operated without an available seat belt for each person, the driver and passengers shall properly fasten their seat belts before the vehicle is operated.
- 3.2.8 No motor vehicle shall be operated if the driver's view is obstructed to the front or sides of the vehicle (obstruction includes instances when the windshield or windows are coated with ice, snow, sleet, or dust to the extent that the driver's view is obstructed).
- 3.2.9 Speed limits on roadways and inside facilities must be observed and vehicle must not be driven at a speed greater than is legal, reasonable, and proper with due regard for weather, traffic, intersections, width and character of the roadway, type of motor vehicle, and any other existing conditions.
- 3.2.10 Vehicles shall be loaded in accordance with the following requirements:
- 3.2.10.1 Vehicles shall not be loaded in a manner that interferes with the operating controls of the vehicle.
 - 3.2.10.2 Loads shall be secured to prevent movement that could cause injury to personnel or damage to the vehicle or load.
 - 3.2.10.3 Loads shall be within the safe capacity of the vehicle.
- 3.2.11 Persons shall not be permitted to mount or dismount a vehicle while it is in motion.
- 3.2.12 Persons shall not be permitted to ride in the bed of a truck.
- 3.2.13 All subcontractor vehicles that will be traveling off paved roads during dry conditions shall be equipped with a fire extinguisher and a shovel.
- 3.2.14 Drivers traveling off paved roads during dry conditions shall make all attempts to park the vehicle in areas that are clear of weeds or other combustible materials.

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- 3.2.15 Drivers may not operate vehicles while texting or using a cellular phone unless the phone is provided with a hands-free device. Otherwise the vehicle must be stopped in a safe location.
- 3.2.16 Drivers shall ensure that engine emissions are not within 25 feet of building ventilation intakes.
- 3.2.17 Vehicle operators towing trailers or other equipment must use the towing hitch installed on the motor vehicle and use tow bars, couplers, hitch pins, or locking pins to make connections.
- 3.2.18 When coupling a trailer or other equipment to a motor vehicle, personnel shall be clear of the space between units until the vehicle is stopped.
- 3.2.19 When towing, personnel shall ensure that the rated capacity of the motor vehicle and towed equipment is within the safe operating limits.
- 3.2.20 Use of tow straps must be made within the safe load capacity and is limited to vehicle extractions or movement of another vehicle to a safe location. Tow straps are not to be used for substitution for proper trailer towing.
- 3.2.21 Vehicles transported or used near power lines and electrical hazards must be mitigated using the requirements of NFPA 70E, 2004, and PRD-2011, “Electrical Safety,” to maintain clearances distances and requirements listed in 29 CFR 1910.333(c)(3)(iii), “Vehicular and Mechanical Equipment.”
- 3.2.22 Operators and job supervisors shall ensure safe operation of *slow-moving vehicles* (see def.) in accordance with the following:
- 3.2.22.1 Operation of slow-moving vehicles shall be limited to the following conditions:
- A. From 30 minutes before sunrise to 30 minutes after sunset
 - B. At a speed of 25 miles per hour or less
 - C. In a manner that will not obstruct the free movement of traffic on the highways.
- 3.2.22.2 Slow-moving vehicles shall be equipped with the following items:
- A. A foot brake

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- B. A mechanical signaling device as required for similarly constructed vehicles
 - C. An emblem identifying them as slow-moving vehicles and complying with 29 CFR 1910.145(d)(10) specifications affixed to the rear of the vehicle.
- 3.2.23 The following steps shall be completed before leaving unattended motor vehicles:
- A. For commercial motor vehicles (covered by the Federal Motor Carrier Safety Regulations), the parking brake shall be securely set and all reasonable precautions shall be taken to prevent the movement of the vehicle per 49 CFR 392.20.
 - B. All other motor vehicles which do not meet above requirement
 - 1. Stop the engine
 - 2. Place the automatic transmission in park or standard transmission in gear
 - 3. Set the parking brake
 - 4. When parked on a grade, turn the wheels to the curb or side of the roadway, and set the parking brake
 - 5. Remove the key from the ignition.
 - 6. **EXCEPTION:** The following are the only exceptions to Section 3.2.23, there is no exception for short duration, stopping and moving:
 - a. During inclement weather when atmospheric conditions obstruct the operators view such as when windshields and/or windows are coated with ice, snow or sleet, the vehicle may be left unattended, with the engine running, while the operator clears visual obstructions.
 - b. Vehicles may be left running and unattended when the vehicle provides a warming or cooling shelter for subcontractor employees to use at remote operations. A determination must be made by the cognizant IH per the requirements of PRD-2701, “Heat and Cold Stress,” to justify this exception.

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- c. Vehicles may be left running and unattended to protect the integrity of sensitive equipment that use vehicle power as their power sources.
 - d. Vehicles may be left running and unattended to prevent freezing of equipment when air temperatures are below 10°F and the activity is for more than 30 minutes and it is needed to prevent malfunction or compromise of the equipment.
- C. For conditions that meet the requirements stated in the above exceptions section. The following conditions must be met before leaving a vehicle running and unattended:
- 1. Automatic transmission in park and parking brake is set
 - 2. Standard transmission in neutral/parking brake is set
 - 3. Parked on a grade- wheels are turned toward curb or side of roadway (transmission is in appropriate position and parking brake is set)
 - 4. Both the front and rear of at least one wheel is chocked (chocks are not required for removing obstructions from a windshield)
 - 5. Operator is cognizant of security, safety, nearby personnel and running time of vehicle
 - 6. Professional Vehicle Operator Requirements.
- 3.2.24 For those subcontractor employees identified by management as professional drivers requiring a commercial driver's license (CDL) in accordance with Department of Transportation (DOT) requirements, physical examinations and medical evaluations shall be completed as required by DOT on DOT driver medical certification.

3.3 Motor Vehicle Accidents

- 3.3.1 In the event of a vehicle accident while on the Idaho National Laboratory (INL) the subcontractor shall:

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- 3.3.1.1 Not move the vehicle, and the driver shall not leave the scene until authorized to do so by investigating officials. The only exceptions to this requirement are when it is necessary to transport an injured person to a treatment facility, and when the vehicle position constitutes a traffic hazard.
- 3.3.1.2 The INL Warning Communications Center (6-1515) shall be notified of the accident.
- 3.3.1.3 The driver shall notify his or her immediate supervisor or manager and the contractor *Point of Contact* (POC; see def.) of the accident.
- 3.3.2 Operator shall discuss the facts of the accident only with the investigating law enforcement officials, contractor or DOE investigators, or their company's insurance carrier adjustor.
- 3.3.3 Contractors shall assist subcontractor in conducting a review of the accident and completion of required forms, Form SF-91, "Motor Vehicle Accident Report," and a SF-94, "Statement of Witness," as needed.

4. DEFINITIONS

Point of contact. Individual identified in the subcontract documents as the duly authorized representative for overseeing subcontractor work activities.

Slow-moving vehicle. Any vehicle including, but not limited to, construction equipment, street sweepers, tow motors, fork lifts, etc., that are not capable of attaining and sustaining a speed greater than 25 mph.

5. REFERENCES

5.1 Source Documents

10 CFR 851, "Worker Safety and Health Program"

29 CFR 1910.145, "Specifications of Accident Prevention Signs and Tags"

49 CFR Parts 383, 391-393, 395-397, and 399, Federal Motor Carrier Safety Regulations

DOE-76-45/7A, "DOE Guide to Classification of Recordable Accidents"

DOE Order 3791.2A, "Federal Motor Vehicle Safety Program"

DOE Order 5000.3A, "Occurrence Reporting and Processing of Operations Information"

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National Safety Council's Safe Driver Program, Administrative Guidelines Handbook

State of Idaho Code, Title 49, "Motor Vehicles"

5.2 Related Requirements

The following document may also contain requirements that apply to this activity:

PRD-2011, "Electrical Safety"

PRD-2020, "Heavy Industrial Equipment"

PRD-2701, "Heat and Cold Stress"

6. APPENDIXES

Appendix A, Vehicle Inspection Guidelines

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Appendix A**Vehicle Inspection Guidelines**

COMPONENT	INSPECTION CRITERIA
Brakes	Brakes must be adequate to control the vehicle at all times. The emergency or parking brake must be able to hold the vehicle stationary on a hill when parked.
Headlights	Two headlights (with high and low beams) are required and must be aimed to light the road without blinding oncoming drivers.
Taillights	At least two red lights mounted on the left and right rear, visible at least 500 feet to the rear.
Stop or brake lights	All motor vehicles must have functioning red or amber brake lights visible for at least 100 feet to the rear in normal sunlight.
Turn signals	Functioning left-turn and right-turn signals on the front and rear of the vehicle.
Horn	Adequate for producing a sound sufficiently loud to serve as a danger warning. Must not be unnecessarily loud or harsh.
Tires	Must be free of a visual break, cut in excess of one inch, bump, bulge, ply or cord exposure, tread design completely worn, or tread depth (when measured) must not be less than 2/32 of an inch. Tires must be properly inflated.
Windshields and windows	No damage that hampers the driver's view. Kept free of anything that obscures driver's visibility.
Windshield wipers	Every vehicle must be equipped with suitable wipers, in good repair, which clears a sufficient area of the windshield to provide reasonable driving vision.
Windshield defrosting device	Must be in good working order, to keep the windshield in front of the operator clear.
Mirrors	Center, left, and right mirrors must provide a view of the highway for at least 200 feet to the rear.
Mufflers	Mufflers and exhaust system must be in good working order to prevent loud or unusual noise.
Seat belts	The vehicle must be equipped with at least one safety belt system for each passenger seat position, with each in good working order.
Driver's area	Must be kept clear of freight or other items that may interfere with the operation of the vehicle.
Hardware	Hood, door, and trunk latches must be in good repair and operate as intended.
Fire extinguisher	If installed, a fire extinguisher must be mounted to the vehicle and inspected monthly as noted on an inspection tag.