

Requirements Documents

HMIS-RD-SP-9237

Motor Vehicle Safety

Revision 0, Change 3

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Program: Worker Safety and Health Program (851) Implementing
Topic: Safety Programs

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Use Type: Administrative



- No USQ Required

JHA: Administrative
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Rev. 0, Chg. 3

Change Summary

Description of Change

Updates to ATV/UTV Course numbers.

1.0 PURPOSE AND SCOPE

This Level 1 Requirements Document establishes requirements as specified within 10 CFR 851, *Worker Safety and Health Program*, to protect the safety and health of all drivers and passengers in government-owned or leased motor vehicles. This document also establishes requirements to protect the safety and health of all drivers and is applicable as outlined in Section 2.0, requirement #1, while driving or operating any motor vehicle on the Hanford Site.

This document is applicable to Hanford Mission Essential Support Contract (HMESC) team employees, subcontractors and sub-tier contractors performing HMESC work scope when operating the above vehicles and performing related activities. This document is not intended to be all-inclusive.

This document partially implements the Integrated Environment Safety and Health Management System (ISMS) Guiding Principles #1 – Line Management Responsibility for Safety, #2 – Clear Roles and Responsibilities, #3 – Competence Commensurate with Responsibilities and Core Functions #4 – Perform Work within Controls, and #5 – Feedback and Improvement.

2.0 REQUIREMENTS

NOTE: For the requirement "type" column "V" means verbatim and "I" means interpreted.

#	REQUIREMENT	TYPE V or I	SOURCE
1.	Operators of motor vehicles will comply with the Motor Vehicle Laws of the state of Washington when driving on the Hanford Site and/or with site posted signage or directions.	I	RCW 46.08.030, as adopted by Benton County through Ordinance
2.	Traffic violations in a HMIS or client owned or leased vehicle must be reported by the HMIS driver to their immediate supervisor and Human Resources (HR) within 24 hours.	I	10 CFR 851 Appendix A Section 9 (b)
3.	Vehicle operators must have a current state/federal license/endorsement/certification and keep the license(s) with them at all times while driving/operating vehicles and be medically qualified if required under state/federal regulations to operate the involved vehicle. Subcontractors and sub-tier contractors shall operate only the mechanized (heavy construction) equipment for which they have been designated as a Competent Person and as authorized by their supervision.	I	10 CFR 851 Appendix A Section 9 (c)(1)

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4.	Operators and passengers in vehicles must wear seatbelts when present and utilize other safety devices as appropriate.	I	10 CFR 851 Appendix A Section 9 (c)(2)
5.	<p>Implement all-terrain vehicle (ATV)/utility vehicle (UTV) safety practices and requirements defined in work documents, procurement specifications and manufacturer operations manual. Line management will ensure that assigned employees operating ATV/UTV receive the following ATV/UTV training:</p> <ul style="list-style-type: none"> • ESH020 – Utility-Terrain Vehicle (UTV) Training OJT/OJE Card • ESH021 – All-Terrain Vehicle (ATV) Training OJT/OJE Card • ESH022 – ATV/UTV Operations and Training CBT <p>Operators of ATV/UTV will wear an approved helmet as specified by law or in the absence of an applicable law as recommended by the manufacturer.</p> <p>If it is not possible to wear a <i>U.S. Department of Transportation (DOT)</i>-approved helmet due to use of respiratory protection, an alternative vehicle should be used (UTV or a side-by-side vehicle) that does not require the use of a helmet.</p>	I	10 CFR 851 Appendix A Section 9 (c)(2)
6.	<p>It is expected that each time a vehicle is to be operated, the vehicle operator will conduct a thorough 360-degree inspection of both the vehicle and the immediate area surrounding the vehicle.</p> <p>Prior to driving the vehicle, identify and immediately report to management any vehicle damage or deficiencies (including deficient lights, horns, brakes and windshield wipers).</p> <p>Remove from service any vehicle found with deficiencies compromising safe operation such as brakes, tires, lights (turn signals, headlights, taillights, etc.).</p> <p>360-degree inspections will include, but not be limited to, verification that all vehicle doors and latches are properly shut.</p>	I	10 CFR 851 Appendix A Section 9 (c)(4)

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	<p>Prior to entering the vehicle, identify all obstacles including, but not limited to pedestrians, bollards, T-posts, fire hydrants, poles (light, telephone, etc.), equipment, structures, terrestrial obstructions such as holes, ditches and boulders and other vehicles within the immediate area.</p> <p>Plan a route of travel based upon the results of the 360-degree inspection that avoids contact with observed obstacles.</p> <p>When necessary, employ other methods such as use of spotters or visual cues which may include cones, flags, and sleeves that enhances the detection/visibility of the obstacle.</p> <p>If vehicle operation is delayed after original 360-degree inspection, another 360-degree inspection shall be completed.</p>		
7.	<p>Operators of vehicles will not operate vehicles off-road unless required to perform assigned work and authorized by line management. Off-road is defined as areas other than a paved or maintained gravel/dirt roadway.</p> <p>Adhere to “Off-Road Vehicle Travel” - Fire Marshall Advisory Bulletin AB07-001, current revision, when driving off-road.</p>	I	10 CFR 851 Appendix A Section 9 (b)
8.	<p>Line management will ensure that when operating vehicles off-road, they are equipped with a two-way communication device (radio, cell phone, etc.), fire extinguisher, and a shovel.</p>	I	10 CFR 851 Appendix A Section 9 (b)
9.	<p>Operators of vehicles will not drive or park over vegetation unless the vehicle's exhaust system is located or relocated to minimize the potential for inadvertent ignition of the vegetation. Vehicles that are used in areas of vegetation shall have their exhaust systems and areas of rotating equipment periodically inspected by removing skid plates or covers and checking for vegetation accumulations, with any noted accumulation removed once the system has cooled.</p>	I	10 CFR 851 Appendix A Section 9 (b)
10.	<p>Operators will immediately report any grass/brush fire whether extinguished or not to the Hanford Fire Department.</p>	I	10 CFR 851 Appendix A Section 9 (b)

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11.	Except for emergencies and operational necessity, operators will park vehicles in designated parking areas.	I	10 CFR 851 Appendix A Section 9 (b)
12.	Fleet Services will establish the routine maintenance and inspection requirements for government-owned and -leased vehicles. Vehicles and/or equipment operated by subcontractors and sub-tier contractors shall be maintained in accordance with instructions and specifications of the manufacturer.	I	10 CFR 851 Appendix A Section 9 (c)(4)
13.	Line management will ensure that all government vehicles are maintained, serviced and inspected as prescribed by Fleet Services requirements. Line management will ensure vehicles and/or equipment operated by subcontractors and sub-tier contractors shall be maintained and inspected in accordance with the instructions and specifications of the manufacturer and meet Washington Department of Transportation requirements.	I	10 CFR 851 Appendix A Section 9 (c)(4)
14.	Interface and Integration Services, with concurrence from the Benton County Traffic Engineer, will establish appropriate speed limits and other regulatory traffic rules for site roadways.	I	10 CFR 851 Appendix A Section 9 (c)(6)
15.	Line management will promote safe driving through awareness campaigns and incentive programs as necessary to maintain and improve traffic safety performance.	I	10 CFR 851 Appendix A Section 9 (c)(7)

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16.	<p>Line management will ensure assigned employees operating government vehicles and attached specialty equipment receive appropriate training and are licensed/certified to operate the same.</p> <p>Specialty equipment is equipment which is not typically found on standard cars or pickups and supports the operation for which the vehicle is used (i.e., hydraulic tailgates on delivery trucks, compactors on garbage trucks, and pumps on fire trucks).</p> <p>Line management will ensure that assigned employees operating ATV/UTV receive the following ATV/UTV training:</p> <ul style="list-style-type: none"> • ESH020 – Utility-Terrain Vehicle (UTV) Training OJT/OJE Card • ESH021 – All-Terrain Vehicle (ATV) Training OJT/OJE Card • ESH022 – ATV/UTV Operations and Training CBT 	I	<p>10 CFR 851 Appendix A Section 9 (c)(1)</p> <p>10 CFR 851 Appendix A Section 9 (c)(3)</p>
17.	<p>Line management will implement traffic-related engineering requirements as noted in the <i>U.S. Department of Transportation “Manual on Uniform Traffic Control Devices”</i> when conducting construction or maintenance activities affecting site roadways, access lanes to facilities or parking lots.</p>	I	10 CFR 851 Appendix A Section 9 (c)(5)
18.	<p>Flagging activities and flaggers will meet the requirements specified in Section 296-155-305 of the <i>Washington Administrative Code (WAC)</i>.</p>	I	10 CFR 851 Appendix A Section 9 (c)(5)
19.	<p>Line management will ensure load authorization is obtained when moving oversized loads on Hanford roadways.</p> <p>NOTE: Refer to HMIS-PRO-TRANS-521, <i>Oversize/Overweight Moves</i>, for guidance and requirements derived from <i>Washington State Commercial Vehicle Guide (M 30-39.03)</i> and the <i>Washington Administrative Code (WAC) 468-38</i>, “<i>Vehicle Size and Weight – highway restrictions – equipment.</i>”</p>	I	10 CFR 851 Appendix A Section 9 (c)(6)

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20.	Heavy Equipment Operators will exercise caution when operating heavy equipment below overhead hazards and comply with the requirements in the <i>Hanford Site Hoisting and Rigging Manual</i> (DOE-RL-92-36), and DOE-0359 , <i>Hanford Site Electrical Safety Program</i> .	I	10 CFR 851 Appendix A Section 9 (c)(6)
21.	Movements of heavy equipment off Hanford paved roadways will be covered by a hazard analysis meeting the requirements of HMIS- PRO-WP-079 , <i>Job Hazard Analysis</i> , that specifically addresses the hazards associated with overhead transmission /communication lines as well as other structures such as steam lines, water lines and fences.	I	HMIS Contract, Section C.2.1.1.1
22.	Refer to HMIS-POL-WP-62103, <i>Slow Moving Vehicles</i> , for requirements and responsibilities for employees and subcontractors who may have a need to operate and manage slow moving vehicles on the Hanford Site (onsite).	I	Revised Code of Washington; RCW 46.61.427, Slow- moving vehicles DOE/RL-2001-36, Hanford Sitewide Transportation Safety Document
23.	The Benton County Sheriff's Office or other law enforcement agency as appropriate will enforce traffic laws of the state of Washington on applicable site roadways.	I	10 CFR 851 Appendix A Section 9 (c)(8)
24.	Drivers are prohibited from holding cell phones or other electronic devices while driving, including while in traffic or waiting for a traffic light to change. <i>NOTE: Exempted are a person operating an authorized emergency vehicle and a driver who is using a personal electronic device to contact emergency services.</i>	I	10 CFR 851 Appendix A Section 9 (c)(6) RCW 46.61.672 RCW 46.61.673

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25.	<p>Line Management will ensure that a Vehicle Accountability Log (A-6000-408) is utilized for each assigned government vehicle, and that employees operating government vehicles complete a log sheet entry each time the vehicle is checked out.</p> <p>Exempted from this requirement are Hanford Patrol and Hanford Fire Emergency vehicles which utilize existing organizational accountability processes.</p>	I	10 CFR 851 Appendix A Section 9 (c)(8)

3.0 RECORD IDENTIFICATION

All records generated by this procedure are processed and maintained in accordance with HMIS-PRO-RM-10588, *Records Management Processes*.

4.0 SOURCES

4.1 Requirements

DOE-RL-92-36, *Hanford Site Hoisting and Rigging Manual*
[Revised Code of Washington](#) (RCW), 46.61.672 and 46.61.673 (as adopted by Benton County through Ordinance)
Washington Administrative Code (WAC), Section 296-155-305, "Signaling and Flaggers"
Worker Safety and Health Program, 10 CFR 851, Appendix A, Section 9, "Motor Vehicle Safety"

4.2 References

DOE-0359, *Hanford Site Electrical Safety Program (HSESP)*
[Manual on Uniform Traffic Control Devices](#) (MUTCD), United States Department of Transportation, Federal Highway Administration, December 2009
 HMIS-PRO-SP-079, *Job Hazard Analysis*
 HMIS-PRO-RM-10588, *Records Management Processes*