





## Safety Rules: Motor Vehicle Operation & Inspection

Checklist or Form	 <b>Go to</b>  Form J - Motor Vehicle Inspection
Revision No:	1
Date effective:	July 2012
Revision date:	July 2015

### Purpose

This document outlines the rules for the safe operation of motor vehicles.

### Scope

This document applies to all workers required to drive motor vehicles.

### Rules

1. Persons driving motor vehicles must hold appropriate licenses
2. Vehicles must be fully maintained. All vehicles must be roadworthy, even if used only on Parish grounds.
3. Vehicles used for grounds work must be examined daily for combustible materials on areas that could ignite such material e.g. exhaust, tail shaft
4. Vehicles must be cleaned (interior and exterior) regularly so as to remove dust, pollen or any allergy affecting substance.
5. Vehicles must be inspected on a regular basis or as deemed necessary by the Manager/Supervisor using the Motor Vehicle & Inspection Form (as above).
6. When driving in Parish grounds, always remain vigilant for people.
7. If grounds contain traffic signs, obey those signs including speed limits and restrictions.
8. If no traffic warning signs are on the grounds, drive cautiously and with consideration for other users of the grounds. Where possible, apply standard traffic rules such as driving on the left so as to avoid confusion.
9. Take regular breaks from driving.
10. All occupants to wear seat belts when vehicle is moving.