

**PROCEDURE 32 - Motor Vehicle Safety**

<u>Table of Contents</u>	<u>Page</u>
Synopsis .....	32-ii
Motor Vehicle Safety Checklist .....	32-iii
32 MOTOR VEHICLE SAFETY .....	32-1
32.1 Purpose and Scope .....	32-1
32.2 Definitions .....	32-1
32.3 Procedure .....	32-1
32.4 Responsibilities .....	32-8
32.5 References .....	32-9
32.6 Attachments .....	32-9
ATTACHMENT A .....	32-A-1
NWS Vehicle Inspection Checklist .....	32-A-1
ATTACHMENT B .....	32-B-1
NWS Snowmobile/Snow Cat Pre-Trip Checklist .....	32-B-1
ATTACHMENT C .....	32-C-1
Safe Driving Guidelines .....	32-C-1
ATTACHMENT D .....	32-D-1
FMR Bulletin B-2 (Wireless Phone Use in U.S. Government Vehicles) .....	32-D-1
ATTACHMENT E .....	32-E-1
ATV SAFETY CHECKLIST .....	32-E-1

## Synopsis

The purpose of this procedure is to provide guidelines related to potential hazards associated with on- and off-road motor vehicle operation. This procedure applies to all National Weather Service (NWS) facilities and employees that operate motor vehicles in the performance of their job duties.

### Initial Implementation Requirements:

- **Analyze Site Operations versus Requirements of the Procedure**
- **Designate Person to Administer the Motor Vehicle Safety Procedure Requirements**
- **Provide Local Training of Site Personnel (If Applicable)**
  - Personnel Awareness Training. (32.5.2, 32.5.4)
- **Inventory Material/Equipment (Procure as required)**
  - Safety Warning Devices (e.g., Reflective Triangles, etc.). (32.4.2b, 32.3.2c)
  - Emergency Equipment. (e.g., Flashlight, Jumper Cables, etc.) (32.4.2b, 32.3.3c)
  - Communication Devices. (32.4.2b, 32.3.1e, 32.3.4j)
  - Personal Protective Equipment. (32.4.2b, 32.3.4j)

### Recurring and Annual Task Requirements:

- **Perform Inspection/Assessment/Testing**
  - Conduct monthly inspections of all vehicles (32.3.1c & Attachment A)
  - Conduct Inspections of all vehicles prior to the long distance trips and driving off the road (32.3.1c & Attachment A)
  - Conduct pre-trip Inspections of Snowmobiles and Snow Cats (32.3.4, Attachment B)
  - Conduct pre-trip inspections of All Terrain Vehicles (ATVs) (32.3.5, Attachment E)
  - Conduct routine Inspections of vehicles during winter conditions (32.3.3)
  - Conduct routine Inspections of vehicles during hot weather conditions (32.3.6)
- **Review/Update Documentation/Information required for Site**
  - Monthly Vehicle Safety Inspection checklists (Attachment A)
  - Snowmobile and Snow Cats pre-trip checklists (Attachment B)
  - Snow Travel Logs (32.3.6d)
- **Provide Refresher Training of Site Personnel (If Applicable)**
  - Personnel Awareness Training. (32.5.2, 32.5.4)
- **Inspect/Replace/Recalibrate/Maintain Material/Equipment**
  - Safety Warning Devices (e.g., Reflective Triangles, etc.). (32.4.2b, 32.3.2c)
  - Emergency Equipment. (e.g., Flashlight, Jumper Cables, etc.) (32.4.2b, 32.3.3c)
  - Communication Devices. (32.4.2b, 32.3.1e, 32.3.4j)
  - Personal Protective Equipment. (32.4.2b, 32.3.4j)

**Motor Vehicle Safety Checklist**

<b>Requirements</b>	<b>Reference</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Is initial and annual review of this procedure conducted and documented?	32.4.2				
Have all individuals affected by this procedure read, understood and followed the procedure?	32.5.4				
Are all drivers familiar with general safe driving guidelines?	Attachment C				
Do all drivers have a valid driver's license?	32.3.1a				
Are all vehicles inspected monthly and prior to making a long distance trip?	32.3.1c, Attachment A				
Do employees follow motor vehicle accident reporting procedures?	32.3.2d				
Are drivers familiar with guidelines when driving at night and in rainy, foggy conditions?	Attachment C				
Are drivers familiar with guidelines when driving in winter conditions?	32.3.3a-c				
Are FAA safety driving rules followed when driving on airport grounds?	32.3.8				
Are drivers familiar with guidelines when driving in hot weather conditions?	32.3.5				
Are all vehicles equipped with the necessary emergency equipment?	32.3.3c. 1-7				

Requirements	Reference	YES	NO	N/A	Comments
Do all Drivers of Snowmobiles, Snow Cats, and All Terrain Vehicles (ATVs) comply with the requirements of this procedure?	32.3.4a-k, 32.3.5				
Are Snow Travel Plans filed with the Station Manager prior to initiating a trip?	32.3.4d				
Do all drivers comply with procedure when crossing Railroads?	32.3.7				
Do all drivers check the vehicle and inform the supervisor regarding the travel plans prior to driving off the road?	32.3.8, d Attachment A				
Do all drivers follow safety guidelines while driving off the road?	32.3.8				
Are all drivers aware of safety precautions relevant to car jacking and tailgating?	32.3.12a,b				
Do all personnel follow the guidelines concerning the use of Cellular Phones while driving including a ban for texting while driving per new Executive Order 13513?	32.3.13				
Are Safety Cages installed in work vans to reduce risk of flying equipment, parts and tools during sudden vehicle breaking or stopping?	32.3 14				

## **32 MOTOR VEHICLE SAFETY**

### **32.1 Purpose and Scope**

As part of its goal to provide a safe and healthful workplace, the National Weather Service (NWS) is promulgating this procedure related to potential hazards associated with on- and off-road motor vehicle operation. This procedure applies to all NWS facilities and to all employees who operate motor vehicles in the performance of their job duties.

### **32.2 Definitions**

Field Office. A Field Office may include the following: Weather Forecast Office (WFO), River Forecast Center (RFC), Weather Service Office (WSO), and a Data Collection Office (DCO).

Hydroplaning. The result of tires moving quickly across a wet surface, causing the tire(s) to be lifted off the road; most or all traction is lost.

Motor Vehicle. Any self-propelled mechanically or electrically powered vehicle designed to be operated for the transportation of property or passengers.

Operating Unit. For the purpose of this procedure, Operating Unit includes the National Centers for Environmental Prediction (NCEP), National Data Buoy Center (NDBC), NWS Training Center (NWSTC), National Reconditioning Center (NRC), Radar Operations (ROC), or the Sterling Field Support Center (SFSC).

Station Manager. For the purpose of this procedure, the Station Manager shall be either the NWS Regional Director; Directors of Centers under NCEP (Aviation Weather Center, NP6; Storm Prediction Center, NP7; and Tropical Prediction Center, NP8); Directors of the NDBC, NWSTC, and Chiefs of NRC, ROC and SFSC facilities; or Meteorologist in Charge (MIC), Hydrologist in Charge (HIC), or Official in Charge (OIC).

Stopping Distance. Reaction distance plus braking distance. At 55 MPH, reaction distance is 60 feet. At 55 MPH, the stopping distance is 225 feet for passenger cars and 335 feet for tractor trailers.

Driver. A NWS employee who holds a valid driver's license issued by a state or territory of the United States of America.

Snowmobile or Snow Cat. An off-road vehicle used to access remote areas in the winter.

### **32.3 Procedure**

#### **32.3.1 General Rules.** All drivers shall:

- a. Have a valid drivers' license.
- b. Obey the laws and regulations of the state/territory in which the vehicle is operated.

- c. Ensure that vehicles they drive are inspected by designated office personnel (at least monthly) in accordance with operator's manual and manufacturer's recommendations (see also Attachment A, NWS Vehicle Inspection Checklist). Additionally, it is recommended vehicles to be inspected prior to making a long trip or driving off-road.
- d. Have seat belts fastened when driving and ensure that passengers also fasten their seat belts.
- e. Carry a two-way radio or cellular phone, if available.
- f. Be prepared with the following emergency equipment in case the vehicle breaks down:
  - (1) Flashlight
  - (2) Jumper cables
  - (3) Flares or reflective triangles
- g. Inform management personnel and make a note in the station log if cell phone service is not available en route to and at the remote work location. Satellite phone should be carried (if available) in the areas where cell phone coverage does not exist.

32.3.2 Motor Vehicle Accidents. When an accident occurs, all drivers shall:

- a. Get vehicle to the side of the road, if possible.
- b. Put on flashers.
- c. Set out reflective triangles or road flares to warn other drivers.
- d. Notify authorities as soon as possible if an accident occurs and follow reporting procedures outlined in Procedure 18, "Accident/Illness Reporting and Recording."

32.3.3 Driving in Winter Conditions. The following guidelines are recommended for safe driving in winter conditions or where employees may drive on higher elevation roads having similar conditions:

- a. Ensure that the vehicle is in proper operating condition prior to each trip:
  - (1) Cooling system is full.
  - (2) Tires are inflated and have sufficient tread to handle slippery conditions.
  - (3) Heater and defrosters work.
  - (4) Wiper blades are in good condition, the windshield washer works and washer fluid reservoir is full.
  - (5) The battery is fully charged (e.g., by checking dashboard dial or indicator light).
- b. Follow safe-driving tips:
  - (1) Do not let ice and snow accumulate on the windshield, windows and mirrors.

- (2) Check tire chains for broken hooks, worn or broken cross links, and bent or broken side chains. Carry the right number of chains and extra cross links.
- (3) Start slowly in slippery conditions.
- (4) Avoid making any sudden changes in direction or speed.
- (5) Keep the headlights on.
- (6) Avoid using cruise control when the road conditions are wet or slick.
- c. Be prepared with the following emergency equipment in case the vehicle breaks down or becomes stuck in snow or ice:
  - (1) Flashlight
  - (2) Jumper cables
  - (3) Ice scraper
  - (4) Shovel
  - (5) Flares or reflective triangles
  - (6) Blanket
  - (7) Sand or other material to provide friction

32.3.4 Snowmobile and Snow Cat safety. Each snowmobile or snow cat operator will follow the following safety requirements:

- a. Possess a valid driver's license when required by State law.
- b. Be formally trained on snowmobile and/or snow cat operations and survival.
- c. Check the weather forecast and avalanche conditions for areas of planned travel. The operator has the final decision on whether to proceed with the trip based on the forecast and avalanche outlook.
- d. Enter route, name of passengers, time of departure and estimated time of return information into station log. Inform the WFO management or other personnel when you leave, expected time of travel, and when you reached your destination. This is to be repeated for the return trip. Note in the station log if cell phone service is not available en route to and at the remote work location. Satellite phone should be carried (if available) in the areas where cell phone coverage does not exist.
- e. Perform a pre-trip inspection of the snow cat and snowmobile using the owner's manual guidelines or checklist included in Attachment B of this procedure (whichever is more comprehensive).
- f. Perform a safety inspection of the snow cat and snowmobile after each use.
- g. Used snow cats and snowmobiles for official government duties only.
- h. Always drive snowmobiles and snow cats at a safe speed for the general weather conditions and the condition of the road/hill and terrain.
- i. Do not drive snowmobile and snow cat over the ice covered bodies of water.

- j. Use the following mandatory safety equipment provided by the NWS at no cost to employees:
- (1) Snowmobile
    - i Approved helmet
    - ii Face shield or goggles
    - iii Winter pants and jacket
    - iv Boots
    - v Snow Gloves
    - vi Personal Locator Beacon (PLB), Satellite phone or cellular phone
    - vii 72 hour survival kit or like
  - (2) Snow cat
    - i Winter pants and jacket
    - ii Boots
    - iii Snow Gloves
    - iv Personal Locator Beacon (PLB), Satellite phone or cellular phone. It is encouraged to install a two- way radio system for snow cat operations.
    - v 72 hour survival kit
- k. Training. Personnel are prohibited from operating a snowmobile or snow cat until they have completed formal training. Initial training for new drivers is required. Personnel will need to be retrained if new equipment is purchased. All training will be approved by Regional Headquarters.

32.3.5 All Terrain Vehicle Safety (ATV). To avoid serious ATV injuries (e.g. skull and facial fractures: spinal cord injuries, paralysis etc ) ATV operators must follow requirements below when operating an ATV:

- a. Have a valid driver's license.
- b. Have been trained on ATV operations and safety.
- c. Operate at a speed which is correct for the terrain, visibility and operating conditions and operator's experience.
- d. Check with local traffic laws, before riding on paved surfaces, to make sure it is legal.
- e. Perform a pre-trip inspection of the equipment using the owner's manual guidelines or Attachment E (ATV Safety Checklist) can be used to perform safety inspections of ATV (whichever is more comprehensive).
- f. Know speed limits for area of travel. Some counties have speed limits different from ATV speed limits established by the State.
- g. For specific ATV State laws visit <http://www.atvsafety.gov/state/state.html>.
- h. Use ATVs only for valid work related purposes with supervisor's approval.
- i. Ensure ATV maintenance is performed in accordance with manufacturer's recommendations.

- j. The following safety equipment, as a minimum, is required when operating an ATV. Equipment should be obtained using the standard regional procurement process.
  - (1) Approved helmet (ANSI Z90.1, DOT Standard No. 218, or Snell Safety Standards for headgear in accordance with state regulations)
  - (2) Eye Protection
  - (3) Long sleeve shirt or jacket
  - (4) Boots
  - (5) Gloves
  - (6) Cell Phone and either a PLB or Satellite Phone
  - (7) First Aid Kit
- k. A person is not permitted to operate an ATV until he/she has completed an approved ATV training class. Training is required initially and whenever new equipment is purchased. All training will be approved by regional headquarters.

32.3.6 Driving in Hot Weather. When driving in hot weather conditions all drivers should:

- a. Check the tire mounting and air pressure.
- b. Check to determine if air conditioning system is in operating condition.
- c. Periodically check the water temperature or coolant temperature gauge.

32.3.7 Railroad Crossings. Railroad crossings, especially unprotected crossings in remote areas, can pose a hazard to drivers. At railroad crossings all drivers shall:

- a. Slow the vehicle to allow time to look in both directions of the crossing for an oncoming train.
- b. Listen for the sound of a train whistle. This may require turning down or turning off the vehicle's radio and/or interior fan.
- c. Proceed through the crossing with caution.

32.3.8 Driving off the Road. The following guidelines are for drivers when driving off-road:

- a. Inspect vehicles in accordance with operator's manual and manufacturer's specifications prior to the trip (see attachment A).
- b. If carrying a load, be sure that the load is properly balanced. Heavy items should be placed forward of the rear axle for better traction. Avoid using roof racks as this could lead to vehicle instability in steep terrain.
- c. If available, acquire a map of the area in which you will be traveling.
- d. Alert the supervisor about the travel plans including time of departure, estimated time of arrival and planned route.
- e. When conditions appear difficult, stop and park the vehicle. Get out and survey the area on foot to help in determining the safest route.
- f. When negotiating slopes, keep the use of the clutch (if applicable) and brake to a minimum. This reduces chances of sliding and losing control of the vehicle.

- g. When descending steep slopes, use first gear. Braking should be provided by the engine. Apply the accelerator carefully so that you do not cause the wheels to spin.
- h. Avoid any existing wheel ruts and obstacles which may not be cleared by the chassis. Be aware of the need to maintain ground clearance.
- i. If the ground is soft, you may reduce the tire pressure to a minimum and clear clogged tire treads to improve traction.
- j. As a rule, do not take chances in dangerous terrain. Choose another route or turn back.

32.3.9 Driving on Airport Grounds. While driving on airport grounds, the FAA Guide entitled “The Airport Ground Vehicle Operation” must be followed. (e.g., at airports with a traffic control tower, a driver of the vehicle must get controller’s permission before going onto a runway or taxiway).

32.3.10 Emergency Flashers, Horns, and Signaling. To ensure proper communication of actions to other drivers or pedestrians, follow the guidelines below:

- a. Signal before making a turn.
- b. Signal before changing lanes.
- c. Use emergency flashers when parked at the side of the road.
- d. Use headlights when driving during daylight and night-time hours.
- e. Use horn to warn other drivers of the dangerous situation.

32.3.11 Leaving the Road. When leaving the road all drivers should follow these guidelines where possible:

- a. Avoid braking. If possible, avoid using the brakes until speed has dropped to about 20 mph.
- b. Keep one set of wheels on pavement if possible.
- c. Stay on the shoulder.
- d. Signal and check your mirrors before pulling back onto the road.

32.3.12 Personal Safety.

- a. The following precautions are recommended to reduce the risk of *carjacking*:
  - (1) Do not stop to help a disabled motorist unless involved in a vehicle accident. A safer alternative is to contact a service station or the police.
  - (2) Keep your doors locked and windows rolled up (at least part-way, if it is hot and you don't have air conditioning), no matter how short the distance or how safe the neighborhood that you are traveling in may appear.
  - (3) When stopped at a red light, leave enough room between you and the car in front so that you won't be blocked in and can get away if necessary.
  - (4) Be suspicious of anyone approaching the car with brochures/papers, etc., asking for change or directions. Be ready to leave, even if it means running a red light or a stop sign.

- (5) While driving, if struck from behind or in any suspicious way, stay in your vehicle with the doors locked and windows closed until the police arrive. Activate your vehicle's emergency flashers. Be aware of "road rage" and its implications. Make every attempt to be a courteous driver and do not stop or leave the vehicle to confront an angry driver.
  - (6) If you think you are being followed, drive immediately to an area with good lighting and people. If possible, drive to the nearest police station.
  - (7) If you have one, use your cellular phone to call for help.
- b. To help ensure personal safety when being *tailgated* follow these guidelines:
- (1) Avoid quick changes.
  - (2) Never speed up.
  - (3) Avoid tricks such as braking quickly to "signal" the tailgater to back off.
  - (4) When possible, give appropriate signal and pull off the road at a safe area to allow the tailgating driver to pass.

32.3.13 Cellular Phone Use. Cellular phones can be a lifesaver in case of automobile accidents, vehicle breakdown or when personal safety is in danger. However, unsafe operation of a cellular phone in a non-emergency situation may become a cause of an accident. To ensure safety while operating the phone, practice the following guidelines:

- a. Avoid using the phone while driving, unless an emergency call must be made. Do not use the phone when driving under hazardous conditions.
- b. Do not take notes or look up numbers while driving. If necessary, pull off to a safe area and make the necessary notes or check needed numbers.
- c. Do not engage in stressful or distracting conversations while driving. Let the other party know you are driving and, if necessary, suspend the conversation until later time.
- d. Become familiar with all the features and operations of the phone. Read the instruction manual and learn the use of valuable features such as one-touch dialing, auto re-dial and memory dial. Work to memorize the keypad so that you can dial without taking your eyes off of the road.
- e. Keep your phone within easy reach. Keep it where you can reach it without taking your eyes off the road.
- f. When available, use hands-free devices. A number of hands-free phone accessories are readily available.
- g. Dial 911 if assistance is needed in an emergency.
- h. FMR GSA Bulletin B-2, Wireless Phone Use in U.S. Government Vehicles, (Attachment D) provides guidance to Federal agencies concerning the use of hand-held wireless phones while driving motor vehicles owned or leased by the Federal government. However, if there are local restrictions on the cell phone use, personnel should adhere to them as required.
- i. To comply with Federal Executive Order 13513 of October 1, 2009, Federal Leadership on Reducing Text Messaging While Driving, NWS employees will not

engage in text messaging (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving. This requirement should also apply to NWS contractors traveling on official government business. It is recommended to reference **Executive Order 13513** in the contracts.

32.3.14 Safety Cages Use. Potential risk for equipment, tools, and parts shifting or flying during sudden vehicle breaking and stopping exists and presents a significant risk for personnel injuries and/or equipment damage. Based on risk analysis performed during NWS Environmental and Safety Coordinators workshop, conclusion was made that use of safety partitions/cages/safety nets in utility vehicles used to transport parts, equipment and tools will improve employee safety and reduce the likelihood of employee injuries/permanent disabilities and associated workers' compensation costs. This can be achieved by taking the following actions:

- a. Requirement to use safety partitions/cages/safety nets in all utility vehicles leased from GSA will be implemented at all NWS Regions and Operating Units.
- b. NWS Field Office Managers will:
  - (1) Ensure that safety partitions/cages/safety nets are used at all GSA leased utility vehicles.
  - (2) Identify currently leased GSA vehicles that lack safety partitions/cages/safety nets and procure contract services for installation. Coordination with GSA may be required to get approval for installation.
  - (3) For all new GSA vehicle lease contracts, ensure that only vehicles with safety partitions/cages are obtained. If not possible, partitions/safety cages will be installed within 30 days of receiving vehicle from GSA.
- c. Employees will:
  - (1) Avoid sudden breaking and stopping as much as possible especially if safety partitions/cages/safety nets are not installed in utility vehicles.
  - (2) Report lack of safety partitions/cages/safety nets to their supervisors.

## **32.4 Responsibilities**

### **32.4.1 Regional or Operating Unit Environmental/Safety Coordinators**

- a. Will monitor and promote compliance with the requirements of this procedure at field offices or Operating Unit facilities.
- b. Will ensure that applicable procedures are implemented at regional headquarters or Operating Unit facilities.

### **32.4.2 Station Manager**

- a. Will have oversight over the implementation of this procedure, and ensure that the requirements of this procedure are followed by individuals at the NWS facility.
- b. Will ensure that initial and refresher awareness training are provided, as required.

- c. Will review, or delegate review, of this procedure on an annual basis to ensure that the facility is complying with its requirements. Confirmation of this review shall be forwarded to the Regional or Operating Unit Environmental/Safety Coordinator.
- d. Will ensure that initial and periodic inventory of safety warning devices, emergency equipment, PPE and other safety equipment is accomplished and adequate stock is maintained.

32.4.3 NWS Headquarters (NWSH)

- a. The NWS Safety Office will provide assistance to Regional Headquarters, Operating Units, and field personnel to ensure that NWS facilities comply with requirements of this procedure
- b. NWSH will coordinate with NOAA SECO, as necessary, regarding compliance issues related to this procedure.

32.4.4 Safety or Environmental/Safety Focal Point

- a. Will ensure that any responsibilities delegated to them by the Station Manager are implemented in accordance with the requirements of this procedure.

32.4.5 Employees

- a. Individual employees affected by this procedure are required to read, understand and comply with the requirements of this procedure and report unsafe or unhealthful conditions and practices to their supervisor or safety focal point.

**NOTE:** Reference NWS PD 50-11 for complete list of responsibilities  
<http://www.weather.gov/directives/050/pd05011c.pdf>

**32.5 References**

Incorporated References. The following list of references is incorporated as a whole or in part into this procedure. These references can provide additional explanation or guidance for the implementation of this procedure.

32.5.1 NWS Occupational Safety and Health Procedure 18, "Accident/Illness Reporting and Recording."

32.5.2 FAA Guide, The Airport Ground Vehicle Operation.

32.5.3 Federal Executive Order 13513 of October 1, 2009, "Leadership On Reducing Text Messaging While Driving."

**32.6 Attachments**

Attachment A: NWS Vehicle Inspection Checklist

Attachment B: NWS Snowmobile/Snow Cat Pre-Trip Checklist

Attachment C: Safe Driving Guidelines

Attachment D: FMR Bulletin B-2 (Wireless Phone Use in U.S. Government Vehicles)

Attachment E: ATV Safety Checklist



**ATTACHMENT A  
NWS Vehicle Inspection Checklist**

**Directions:** Complete this checklist by checking the “OK” or “Deficient” column for each item. All NWS vehicles must be inspected at least monthly. It is recommended that NWS vehicles also be inspected prior to any long trip or trip off the road. (**Note: Prior to inspection, set the parking brake and release the hood.**)

Item	OK	Deficient
<b>Outside of Vehicle</b>		
No mysterious puddles or leaks underneath vehicle		
No unreported body damage		
Windshields, windows and mirrors are clean and undamaged		
Windshield wiper are in good condition		
All four tires are properly inflated		
Spare tire is available and properly inflated		
<b>Engine Compartment</b>		
Power Steering and automatic transmission fluid level check		
Oil is within one (1) quart of full		
Coolant level in expansion bottle is “full” or “max”*		
<b>Horn, Lights, and Emergency Flashers</b>		
Horn is functioning properly		
Lights and emergency flashers are working properly		
<b>Belts and Batteries</b>		
Belts and hoses are in good condition (proper adjustment to be checked routinely by servicing facility)		
No excessive corrosion around battery terminals		
<b>Emergency Equipment</b>		
First aid kit is fully stocked and ready for use		
Flares, road reflectors, or roadside triangles are available for use		
Winter or summer emergency equipment/supplies		

Item	OK	Deficient
<b>Optional Equipment</b>		
Tire chains (if needed for winter driving)		
Cellular telephone (for emergency use)		
Fire extinguisher is properly secured and ready for quick use		

\* Recommend to have a specific gravity test done before winter and summer season driving.

\_\_\_\_\_  
Name of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vehicle Odometer Reading

**ATTACHMENT B**

**NWS Snowmobile/Snow Cat Pre-Trip Checklist**

**Directions:** Complete the below checklist by answering the “OK” or “Deficient” column before starting of trip. All must be OK before trip may begin.

<b>Item</b>	<b>OK</b>	<b>Deficient</b>
2 sets of screw drivers		
Rags and Litter Bags		
Adjustable wrench		
Black electrical tape		
Split and open end wrenches		
Starter cord		
Vise grips		
Mechanics wire		
Extra key		
First aid kit		
Pocket knife		
Trail map		
Compass		
Waterproof matches		
Candy bars or other high energy food		
Flashlight		
Flares		
50 feet nylon rope		
Emergency blanket		
Emergency shelter		
Fuel		
Oil		
Cell phone/CB		

\_\_\_\_\_  
Name of Inspector

\_\_\_\_\_  
Date

**ATTACHMENT C**  
**Safe Driving Guidelines**

**1. General**

- a. Look ahead of the vehicle and be aware of the following:
  - i. Vehicles entering the highway or into your lane
  - ii. Brake lights from slowing vehicles
  - iii. Road conditions
  - iv. Traffic signs and signals
  - v. Vehicles on either side and in back of the vehicle
- b. Apply the parking brake when leaving vehicle
- c. Never attempt to pass a vehicle indicating a left turn
- d. Slow down and take precautions when:
  - i. Driving through a work and/or school zones
  - ii. Doing drop offs
  - iii. Entering off-ramps and on-ramps.
  - iv. Approaching pedestrians.
  - v. Driving through a wildlife area.
- e. Schedule trips during daylight hours, if possible; and
- f. Do not take medications that may cause drowsiness before a trip.

**2. Driving at Night.**

- a. Avoid looking directly at bright lights when driving.
- b. Get off the road and rest if tired and sleepy.
- c. Reduce speed when lighting is poor or confusing.
- d. Use headlight high beams when not in view of other vehicles (unless foggy conditions are present). Drivers shall dim lights within 500 feet of an oncoming vehicle and when following another vehicle within 500 feet.

**3. Driving in the Rain.**

- a. Reduce normal speed of driving.
- b. Test brakes periodically.
- c. Allow more distance than normal between your vehicle and the vehicle ahead.

- d. If hydroplaning occurs, do not apply brakes and avoid steering in any direction but straight ahead.
- e. Do not drive through standing water unless it can be verified that it is shallow enough to cross safely.

**4. Driving in Foggy Conditions.**

- a. Use low beam lights.
- b. Use wipers to clear condensation from the windshield.
- c. Use the right side of the road for guidance.

**ATTACHMENT D**  
**FMR Bulletin B-2 (Wireless Phone Use in U.S. Government Vehicles)**

**FMR Bulletin B-2**

**Motor Vehicle Management**

To: Heads of Federal Agencies.

Subject: Use of Hand-held Wireless Phones while Driving Motor Vehicles Owned or Leased by the Federal Government.

*1. What Is the Purpose of This Bulletin?*

This bulletin provides guidance to Federal agencies concerning the use of hand-held wireless phones while driving motor vehicles owned or leased by the Federal government.

*2. What Is the Effective Date of This Bulletin?*

This bulletin is effective March 1, 2002.

*3. When Does This Bulletin Expire?*

This bulletin will remain in effect until specifically cancelled.

*4. What Is the Background?*

- a. Over 110 million people use wireless phones in the United States. A recent National Highway Traffic Safety Administration (NHTSA) survey found that 54 percent of motor vehicle drivers in the United States usually have a wireless phone in their vehicle. Federal and State policymakers have been weighing the benefits of wireless phone use in vehicles against the growing evidence of their potential to increase driver distraction and the risks to safety. The recent ban of hand-held wireless phones while driving in New York State and pending legislation in at least 27 other states has received significant publicity in 2001. In addition, 23 countries now restrict or prohibit wireless phones in motor vehicles.
- b. It is appropriate that the Federal government assume a leadership role in promoting the safe use of wireless telephones by its employees when they are engaged in official Government business. Accordingly, Federal agencies should address the issue of wireless phone use in their internal policies. Additionally, many agencies have requested guidance from the General Services Administration's Office of Government-wide Policy (OGP), Federal Vehicle Policy Division on wireless phone use in government owned and leased vehicles.

*5. What Is the Recommended Policy We Should Follow When Issuing Guidance on the Use of Wireless Phones While Driving Motor Vehicles Owned or Leased by the Federal Government?*  
Federal agencies should:

- a. Discourage the use of hand-held wireless phones by a driver while operating motor vehicles owned or leased by the Federal government.
- b. Provide a portable hands-free accessory and/or a hands-free car kit for government owned wireless phones.
- c. Educate employees on driving safely while using hands-free wireless phones. See

Appendix A for "Cellular Phone Driving Tips" published by the National Highway Traffic Safety Administration (NHTSA).

6. *Are Federal Employees Exempt from Local or State Laws Prohibiting or Limiting the Use of Wireless Phones While Driving?*

Generally, Federal employees are not exempt from state and local laws governing operation of a motor vehicle. If adhering to state and local laws would impede your agency's mission, consult your General Counsel for advice.

7. *Could Federal Agencies be Held Liable for Injuries or Damages Caused by Employees Who Use Wireless Phones While Driving Motor Vehicles Owned or Leased by the Federal Government?*

Federal agencies should be aware of the potential for increased liability from accidents that occur if directly caused by the use of wireless phones while driving motor vehicles owned or leased by the Federal government.

8. *What Future Actions Should We Expect?*

NHTSA has over a dozen new studies planned during the next two years regarding driver distractions such as wireless phone use. As these reports are published, the General Services Administration's Federal Vehicle Policy Division will keep agencies abreast of the current research and recommendations on whether wireless phones, or any other device, should be used while driving.

9. *Who Should We Contact for Further Information and/or To Direct Comments to on the Issue of Limiting the Use of Wireless Phones While Driving Motor Vehicles Owned or Leased by the Federal Government?*

General Services Administration  
Office of Government-wide Policy  
Federal Vehicle Policy Division (MTV)  
Washington, DC 20405  
Telephone Number: 202-501-1777  
E-mail Address: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

Dated: February 25, 2002.

G. Martin Wagner,  
Associate Administrator,  
Office of Government-wide Policy.

**Appendix A (to Attachment D)**

**Cellular Phone Safe Driving Tips**

Safe driving is your first priority. Always buckle up, keep your hands on the wheel and your eyes on the road.

Make sure that your phone is positioned where it is easy to see and easy to reach. Be familiar with the operation of your phone, so that you're comfortable using it on the road.

Use a hands-free microphone while driving. Make sure your phone is dealer-installed to get the best possible sound quality.

Use the speed dialing feature to program in frequently called numbers. Then you can make a call by touching only two or three buttons. Most phones will store up to 99 numbers.

When dialing manually without the speed dialing feature, dial only when stopped. If you can't stop, or pull over, dial a few digits, then survey traffic before completing the call. (Better yet, have a passenger dial.)

Never take notes while driving. Pull off the road to jot something down; if it's a phone number, many mobile phones have an electronic scratchpad that allows you to key in a new number while having a conversation.

Let your wireless network's voice mail pick up your calls when it's inconvenient or unsafe to answer the car phone. You can even use your voice mail to leave yourself reminders.

Be a cellular Samaritan. Dialing 9-1-1 is a free call for cellular subscribers; use it to report crimes in progress or other potential life-threatening emergencies, accidents or drunk driving.

*Source:* Department of Transportation, National Highway Traffic Safety Administration: An Investigation of the Safety Implications of Wireless Communications in Vehicles November 1997.

ATTACHMENT E

ATV SAFETY CHECKLIST

NFC ID# \_\_\_\_\_  
 AG000 \_\_\_\_\_ LICENSE # \_\_\_\_\_ LOCATION \_\_\_\_\_  
 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

Yes ✓      OK      No ✓

Brakes operational		
Clutch operational		
Accelerator/throttle operating properly		
Kill switch operating properly		
Head lights work		
Tail lights work		
Steering – sway or drifting		
Horn operational		
Tires and wheels		
Instrument panel and controls		
Fuel and oil tanks checked		
Drive chain		
Check Helmets, Visors, or Goggles for Lost or Damage		
<b>Current Odometer – Hours/miles (if available)</b>		

Assigned Driver \_\_\_\_\_ Date Completed \_\_\_\_\_

Signature of Person Conducting Inspection \_\_\_\_\_

Remarks - (include overall condition of the ATV)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_