# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

**FLEET OPERATIONS**

**BACK UP POLICY FOR LARGE TRUCKS**

**PROCEDURE #F&P-4830-09**

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| **PURPOSE** |
| To provide a uniform policy statement and procedure to be utilized when backing up large trucks. Large trucks are defined as all box trucks and trash compactor trucks. |
| **OBJECTIVE** |
| To establish a uniform set of procedures that will provide safety benefits to the University community. |
| **POLICY** |
| Operation of University-owned vehicles will follow the laws set forth in the Pennsylvania Vehicle Code and Drivers Manual and the following procedures established by the Facilities and Planning Department and the Safety Department. |
| **PROCEDURE** |
| 1. When backing up these large vehicles, the helper or passenger must assist the operator.
2. The helper or passenger must be out of the vehicle, in a position where they are able to determine a safe path for the vehicle and able to be seen by the operator. The helper or passenger is never to position themselves directly in back of the vehicle.
3. The vehicle operator is responsible for the safe operation of the vehicle and must not proceed with backing up until the helper or passenger is in position to assist.
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