

PARKING COMPANY VEHICLES AND CIRCLE OBSERVATION CHECK

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1. GENERAL

1.01 This practice is reissued to duplicate procedures contained in the Safety Series CTSP 610-600-010, PARKING COMPANY VEHICLES AND CIRCLE OBSERVATION CHECK. Due to major revisions in format and content, brackets indicating changes and/or additions are omitted. **Remove from the file and destroy all copies of CTSP 400-800-012, Issue 1, 1971.**

1.02 This practice provides procedures for parking Company vehicles and for making the circle observation check when leaving a parked position.

1.03 The procedures in this practice must be followed by all Continental Telephone employees when driving Company vehicles.

1.04 The purpose of this practice is to help eliminate backing-up accidents involving Company vehicles.

2. PARKING COMPANY VEHICLES

2.01 When parking a Company vehicle on the street or other public thoroughfare, park in a parallel position if at all possible.

2.02 If it will be necessary to back up the vehicle, do so when parking and not when leaving the parked position. Any other Company employee present should act as a guide outside and to the rear of the vehicle.

2.03 When the vehicle is in the desired parked position:

- Put it in the proper gear.
- Engage the hand brake.
- Turn the wheels into the curb and/or use wheel chocks (if available).

d. Shut off the engine before leaving the vehicle.

2.04 With the exception of passenger cars, all Company vehicles are equipped with traffic cones. When these vehicles are parked, a traffic cone will be placed at the left front and another traffic cone at the left rear of the vehicle.

2.05 Unless specifically prohibited or otherwise not feasible, **all Company vehicles shall be backed into parking lot spaces.** (Accidents occur frequently when two or more vehicles are being backed out of parking spaces at the same time.)

3. CIRCLE OBSERVATION CHECK

3.01 When preparing to leave a parked position, all operators of Company vehicles shall check for hazardous conditions around, behind and under the vehicle. It is important to check for the presence of children or animals, or hazards such as posts, other parked vehicles, etc.

3.02 In addition to making the circle observation check, operators of Company vehicles that require the placing of traffic cones (paragraph 2.04), will proceed in the following manner:

- Pick up the traffic cone at the left front of the vehicle.
- Cross in front of the vehicle from the left to the right; then along the right side to the right rear of the vehicle.
- Go from the right rear to the left rear of the vehicle and pick up the second traffic cone.
- Place the traffic cones in their proper storage place in the vehicle.
- Get into the vehicle and leave the parked position immediately.

CAUTION: If there should be a delay in leaving the parked position for any reason, the operator shall get out of the vehicle and make the circle observation check again; the situation may have changed.