OPF - Requirements and Safe Work Procedures for Vehicle Operations

Managers and Supervisors are responsible for ensuring that all vehicle/motorized equipment operators are properly trained and have a current valid vehicle Operator’s License to operate the type or class of vehicle they are to operate as required by the State of Hawaii Department of Motor Vehicles. Other procedures and requirements include:

1. Supervisors shall make a copy of each employee’s Operator License for Class II or above to keep on file. Copies shall also be provided to the OPF Personnel Office.

2. Students employed in the OPF are not to operate OPF motor vehicles unless they are given permission to do so in order to make deliveries and fulfill their work duties.

3. Where additional safety training and/or certification is required by OSHA, HIOSH or another agency, such training and certification will be documented and kept in a current file for each Operator. Copies of the training records shall also be provided to the OPF Personnel Office.

4. It is the responsibility of each Operator to conduct maintenance checks of the vehicle/equipment that is assigned to them to ensure safe operation and to check for damage. Maintenance checks will be conducted as follows:

   Weekly for equipment/vehicles that are permanently assigned to an Employee, or

   At the time of use for equipment/vehicles that are assigned to an Employee on a temporary/daily basis.

   These maintenance checks are to be documented on the appropriate maintenance check form supplied via their Supervisor, and the completed forms will be retained by the Manager or Supervisor.

5. All existing damage to a vehicle is to be listed on the maintenance check form. All new damage is to be both listed and reported.

6. Do NOT operate a vehicle which is not operating properly. Report all defective equipment to your Supervisor and turn in the vehicle to get it fixed immediately.

7. The vehicle Operator is responsible for the safety of his/her passengers and is to observe all motor vehicle laws.
8. Driver and passengers SHALL use seat belts if they are provided. The use of seat belts by all front seat occupants is MANDATORY. Exception: Riding mowers without roll bars.

9. When riding in a truck or utility vehicle with a truck/utility bed, passengers must first occupy all available empty seating inside the vehicle before riding within the truck/utility bed.

10. If transported in a truck/utility vehicle, passengers must remain seated on the floor of the truck/utility bed while the vehicle is in motion.

11. Arms or legs shall not extend beyond the sides, rear or cab of the vehicle.

12. Obey all posted speed limits on public roadways, 15 mph or less on University roadways and 10 mph on sidewalks. Drive at a safe speed for conditions (wet pavement, pedestrians, etc.).

13. Motor vehicles shall yield to pedestrians, persons in wheel chairs, or on bicycles.

14. Park properly using a designated parking space if one is available. DO NOT park in fire lanes or handicap parking places. Appeals and/or fines for these violations are the responsibility of the driver, NOT OPF. Always place vehicle in park, set the parking brake and remove keys. DO NOT LEAVE A VEHICLE WITH THE ENGINE RUNNING.

15. Use extreme caution when backing a vehicle. When visibility is limited, and there are two or more occupants in a vehicle, one individual will stand at the rear of the vehicle to direct the driver. When the driver is the only occupant in the vehicle, extreme caution is to be taken to ensure that the area is clear before starting to back the vehicle (i.e., get out and walk around the vehicle to observe obstacles, ask any person in the vicinity to assist in directing you to back safely, etc.).

16. Report all vehicle accidents immediately to your Supervisor, the Departmental Director or Branch or Section Manager, and Transportation Services. For accidents while on the UH Manoa campus, Campus Security must also be notified. For accidents that occur while on a public street, or while not on the UH Manoa campus, the Honolulu Police Department must be notified.

17. Cars, trucks, oversize vehicles and service vehicles are not to use service drives for shortcuts or convenience. Sidewalks shall be used only to provide access to a specific building entrance for delivery/pickup of materials or supplies. Parking shall be in designated parking slots whenever such are available. Parking on sidewalks or in fire lanes is not normally permissible; however, parking on non-fire lane sidewalks is acceptable in
extraordinary circumstances (e.g. moving office furniture).

18. No unnecessary driving or parking on grass areas is permitted. Driving or parking on grass areas are only permitted during active loading or unloading of materials, equipment, etc. Parking on grass areas is only permitted within temporary designated parking areas. Always consider ground conditions (e.g., wet, dry, sprinkler systems, etc.) when driving on grassy or other non-roadway areas.

19. Use rear entrances of buildings whenever possible.

20. DO NOT block fire lanes or trash pickup areas.

21. Vehicles are to be kept clean and free of clutter, inside and out. Smoking is not allowed while in a vehicle.

22. Cell phones or any other hand held electronic device(s) are not to be used, or held, while behind the wheel or operating a vehicle. Exception: The use of 2-way radios is allowed.

23. Shut off the motor when refueling.

24. NO SMOKING when operating a work vehicle, especially when refueling.

25. If a vehicle is difficult to maneuver in tight areas of the Campus, the driver should not force the vehicle into those areas. Use a different vehicle or park further away—or have a co-worker get out of the vehicle and help direct the maneuvering and warn passersby.

26. If a barricade is removed or a gate unlocked to gain access to a building or area it is the driver's responsibility to replace the barricade or lock the gate after driving through.

27. OPF Service Vehciles are not to be used for personal business and are not to be used off-campus except on official State business.

28. Citations received due to violations of this procedure, or the law, are the responsibility of the employee receiving the citation.

29. All non-supervisory persons MUST have a valid work order for being in a limited access area.

30. See OPF Procedure for Utility Cart (Golf Cart) for special precautions to be taken when operating this type of vehicle.