



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-09

REFERENCE: HEALTH AND SAFETY

Date

November 27, 2023

Next Review Date:

November 2025

TITLE: VEHICLE OPERATION POLICY & PROCEDURE

1.0 POLICY STATEMENT

- 1.1 All City of Dryden employees shall be responsible to operate vehicles and equipment in a safe and courteous manner in compliance with City of Dryden Policies and Procedures, the Ontario Highway Traffic Act & Regulations and any other applicable legislation.

2.0 RESPONSIBILITIES

- 2.1 Managers shall be responsible for ensuring departmental compliance with this policy and procedure and shall ensure active participation and adherence by supervisors, lead hands and operators within their department.
- 2.2 All City of Dryden employees required to drive a municipal vehicle shall have and maintain a valid driver's license with the appropriate classification for the vehicle or equipment to be driven as a condition of employment.
- 2.3 All City of Dryden employees required to drive a municipal vehicle shall receive training that will include (at a minimum):
- (a) A review of this policy, HR-HS-09
 - (b) How to conduct circle checks and complete the Vehicle Inspection Booklet Form or Equipment log
 - (c) Fueling process
 - (d) Maintenance process

- (e) What to do in the event of an incident
- 2.4 Employees who drive standard passenger vehicles will receive orientation from the Health and Safety Coordinator or designate. Ongoing training will be provided by the department Manager/Supervisor.
- (a) Employees who are required to drive specialized equipment (example: vehicles that require a DZ license, rolling equipment, commercial vehicles, etc.) will receive specific training for each vehicle they must operate. This training will be provided by the Manager/Supervisor or designate.
 - (b) See Appendix A for the Standard Passenger Vehicle Orientation Documents.

3.0 DEFINITIONS

As used in these policies and procedures, the following terms shall have the meaning as indicated:

Commercial Vehicle Operator's Registration (CVOR): The CVOR is a registration system used to monitor and regulate the operation of commercial vehicles. See 5.7 for more information on CVOR requirements.

Driver's License: Means a license issued under the Highway Traffic Act Section 32 to drive a motor vehicle on a highway.

Driver/Operator: An employee who has been designated to operate a vehicle or equipment as defined below.

Employees: All paid employees of the City of Dryden i.e. full-time, part-time, seasonal, casual employees, volunteer Firefighters, summer students, co-op students.

Equipment: Refers to heavy-duty vehicles, specially designed for executing tasks such as road work, snow removal, earthwork, hauling, construction, etc. Heavy equipment functions through the mechanical advantage where the ratio between input force applied and force exerted is multiplied, usually through the use of hydraulics. Examples of equipment are graders, tractors, dozers, sweepers, snow plows, mowers, front end loaders, back hoes, bobcats and tracked or wheeled tractors with attachments for post hole diggers, compactors, sprayers, etc.

Incident: An event which is neither expected nor planned that could or does result in unintended harm or damage. Examples of loss are personal injury, illness, near misses, environmental, property or vehicle damage, workplace violence, security breaches and process loss.

Near Miss: An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

Proficiency Check: A scheduled observation by a competent person of an operator in control of a specified vehicle and/or equipment for the purposes of demonstrating practical skills as defined by manufacturers safe operating practices and/or departmental procedures.

Standard Passenger Vehicle: A motor vehicle primarily designed for the transportation of passengers but can also be used to transport equipment. The minimum license requirement for these vehicles is a Class G, and can be any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kilograms, provided the towed vehicle is not over 4,600 kilograms. These vehicles do not require a commercial vehicle operator's registration (CVOR).

Unattended Vehicle: An operator leaves a vehicle and/or equipment and does not have care and control of that unit.

4.0 LICENSING REQUIREMENTS:

When an employee is expected to operate a City motor vehicle or equipment, the City of Dryden will ensure that employees have a valid driver's license with appropriate classification by adhering to the following:

4.1 Driver Abstracts:

- (a) An uncertified driver's abstract will be required annually for all City of Dryden employees who operate company vehicles to ensure their required class of driver's license is current and valid. The Human Resources Manager or designate will process driver's abstracts and review annually to ensure validity.
- (b) During the annual review process if an employee's license was suspended or not valid within the year and they did not notify their Manager, or the Manager of Human Resources, the employee will be dealt with in accordance with the City's Discipline Policy (HR-DI-01) and the IBEW 1730 Collective agreement if applicable.

4.2 License Requirements for New Employees:

- (a) All new employees who are required to hold a valid driver's license for employment must provide proof of license to the Human Resources Department at time of hire.
- (b) An uncertified driver abstract shall be obtained at the expense of the new employee and is a requirement of the offer of employment.

4.3 Driver's License Reimbursements:

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union Agreement.

- (a) Employees who require an operating license as a condition of employment shall have driver's medicals as mandated by the Ministry of Transportation (MTO). The City shall cover the cost of medical fees only with a licenced Physician or Nurse Practitioner of the City's choice for those positions as approved by the City.
- (b) Original receipts shall accompany requests for reimbursement.

4.4 Change in Legal Status of License:

- (a) An employee's Manager/Supervisor shall be notified immediately by the employee of any change to the legal status of their driver's license (license change, suspension or loss, medical, etc.). Failure to inform your Manager/Supervisor or designate shall result in the employee being subject to the City's Discipline Policy (HR-DI-01).

5.0 APPLICATION OF PRINCIPLES

Every City of Dryden employee shall be safe and courteous when in control of a vehicle or equipment and shall adhere to the following:

5.1 Backing Up:

- (a) Unless indicated in a department SOG/SOP, no vehicle will back up without the aid of a spotter or a circle check.
- (b) Vehicles that must back up while conducting a specific operation, e.g.: snowbank removal, must do so slowly and safely.
 - i. The task must have a job hazard assessment and standard operating procedure that outlines the steps employees are required to take to complete the task, the hazards associated with each task, and the preventative measures to mitigate those hazards.
- (c) When the operator is alone and view is restricted, the driver shall circle the vehicle to ensure a clear path. If another employee is available, the driver shall request the employee to act as a spotter.
- (d) The operator shall be responsible to make use of the passenger to assist in backing up. At no time shall another employee refuse an operator's request for assistance.

- i. The spotter must position themselves at the rear of the vehicle where they can see the driver's blind spot and where the driver can see the spotter.
 - ii. The driver must ensure that the spotter understands the hand signals to be used. The hand signals are listed in Appendix B.
 - iii. If eye contact is lost with the spotter, stop immediately until contact is again established.
- (e) When operating vehicles or equipment in reverse on a construction project, the requirements of O. Reg. 213/19 section 104 must be complied with:
 - i. Every project shall be planned and organized so that vehicles, machines and equipment are not operated in reverse or operated in reverse as little as possible.
 - ii. Vehicles, machines and equipment at a project shall not be operated in reverse unless there is no practical alternative to doing so.
 - iii. Operators of vehicles, machines and equipment must be assisted by signallers if either of the following applies:
 - 1. The operator's view of the intended path of travel is obstructed;
 - 2. A person could be endangered by the vehicle, machine, or equipment or by its load.
- (f) When parking, vehicles and equipment shall be backed into parking spots whenever possible.
 - i. When backing up, the employee shall inspect the parking spot from inside their vehicle to make sure it is clear from any obstruction or obstacle. They must get out and conduct a circle check if there is inadequate lighting and/or the driver is unable to view 100% of the parking space.
 - ii. City vehicles may be parked in a forward-facing position for the purpose of connecting the vehicle to an electrical outlet.
- (g) Rear-view mirrors are provided on vehicles to enable the driver to see to the rear and down both sides of the vehicle without turning around in the driver's seat. However, mirrors have shortfalls which drivers must recognize.

The principal shortfalls of rear-view mirrors include:

- i. They do not give 100 per cent coverage of the area to the rear (there are blind spots);
 - ii. They tend to fog up and become dirty during damp and rainy weather;
 - iii. They may reflect light of the sun into the eyes of the driver;
 - iv. They are, at times difficult to see out of when backing into a building due to light conditions;
 - v. Special attention must be given to the proper use of the convex mirrors; the convex mirror must be used in conjunction with the standard (flat) mirror; and,
 - vi. The vehicle/equipment operator shall adjust the seat before adjusting and cleaning the mirrors and prior to operating the vehicle, to provide the best vision to the rear with the absolute minimum head and body movement.
- (h) Backing Aids, such as ultrasonic sensors and/or camera systems, are provided in some vehicles to enable the driver to detect objects behind a vehicle when it is in reverse. Just like rear-view mirrors, backing aids have shortfalls which drivers must recognize.

The principal shortfalls of backing aids include:

- i. Can be poor at detecting people;
- ii. Have a high nuisance factor (false alarm);
- iii. Some camera systems do not alert the driver;
- iv. Conditions such as rain, darkness, glare, or dirt on the camera can make viewing difficult;
- v. Effectiveness depends on the drivers reversing slowly enough (less than 3 km/h) to give the driver enough reaction time;
- vi. Effectiveness also depends on the driver. Looking over your shoulder, checking the display image and mirrors frequently, improves the chances of detecting obstacles.

- (i) Get the whole picture, even if it means getting out and walking around your vehicle:
 - i. Back slowly (while reversing, the driver shall not drive faster than normal walking speed, 5 km/h);
 - ii. Check both sides as you back up (use both rear-view mirrors as you back up to see if something has moved into your path), if in doubt, get out and check it;
 - iii. If backing over a sidewalk, stop before the sidewalk to ensure the area is clear of obstacles and pedestrians; and,
 - iv. Avoid backing up as much as possible (where you can, plan a route that will eliminate backing up).

5.2 Special Precautions:

- (a) In dead end lanes, streets or other places where the vehicles and equipment cannot turn around after entering, the procedure shall be to back into the area of low traffic flow and drive out into heavy traffic flow.

5.3 Unattended Vehicle or Equipment:

- (a) Vehicles and/or Equipment left unattended can be considered a hazard to employees and the public.

Rationale:

- i. To ensure against a vehicle being accidentally set in motion, no person shall park or stand a vehicle on a highway unless [they have] taken such action as may be reasonably necessary in the circumstances to prevent the vehicle from moving or being set in motion (Highway Traffic Act, R.S.O. 1990)
- ii. Such action as may be necessary to prevent an unattended vehicle, machine or equipment from being started or set in motion by an unauthorized person should be taken (O. Reg. 213/91 section 101(2)).
- iii. An unattended vehicle, machine and/or equipment shall have its brakes applied and its wheels blocked to prevent movement when the vehicle, machine or equipment is on sloping ground or is adjacent to an excavation (O. Reg. 213/91 section 101 (3)).

- iv. No operator shall leave unattended the controls of (O. Reg. 213/91 section 102):
 - 1. A front-end loader, backhoe or other excavating machine with its bucket raised;
 - 2. A bulldozer with its blade raised;
 - 3. A forklift truck with its forks raised; or,
 - 4. A crane or other similar hoisting device with its load raised.

(b) Procedure:

- i. When leaving the vehicle/equipment unattended the operator shall park on level ground where possible, put the transmission in lowest gear if standard, or in park position if automatic, set the parking brake, block or angle the wheels. The driver shall also lower all attachments as to ensure the proper immobilization of that vehicle/equipment for which the operator is in care and control of.
- ii. With the exception of the Dryden Fire Service, unattended vehicles shall be shut off with keys from ignition where possible and lock doors.
 - 1. Exemption: during cold weather seasons, vehicles are permitted to idle in the parking lot for a few minutes before driving.
- iii. When any vehicle/equipment is parked all hydraulic attachments shall be lowered to the ground unless they are supported.
- iv. Anytime an operator leaves the vehicle/equipment for fuelling purposes the same procedures apply and include shutting down of the engine.

5.4 Cellular Phones or Mobile Radios:

- (a) It shall be the responsibility of the driver to be in complete control of vehicle(s) and equipment at all times. To avoid driver distraction, the driver shall only answer calls when the vehicle is equipped with a hands-free unit or may be safely pulled over to the side of the road and parked. The driver shall only initiate outgoing calls when the vehicle is parked. If there is a passenger in the vehicle, the passenger shall be responsible for receiving and initiating calls.
- (b) It is against the law to use hand-held communication (e.g. phones) and electronic entertainment devices (e.g. iPads) while driving. Even the act of holding a phone or other device while driving is against the law.

- (c) If a job hazard assessment deems a task to be a critical task, operators are not allowed have personal hand-held devices on their person (cell phones, wireless communication devices, etc.). Personal hand-held devices must be stored away from the driver (trunk, back seat, etc.).
- (d) Exemption:
 - i. The Dryden Fire Service may use display screen and hand-held wireless communication device in the performance of their duties (Highway Traffic Act, R.S.O 1990, section 78 (3) and 78.1 (4))
 - ii. The Fire Chief and Deputy Fire Chief may drive and hold or use a two-way radio while performing their duties (O. Reg. 366/09 section 10.4). They may also drive with a computer display screen visible to the driver (O. Reg. 366/09 section 3.4)
 - iii. Public Works may drive and hold or use a two-way radio while engaged in road patrol, repair, maintenance, or construction activities (O. Reg. 366/09 section 11 (2))
 - iv. The Municipal Law Enforcement Officer may drive and hold or use a two-way radio while performing their duties (O. Reg. 366/09 section 10.2). They may also drive with a computer display screen visible to the driver (O. Reg. 366/09 section 3.2)

5.5 Circle Check (O. Reg. 199/07)

- (a) Drivers shall conduct a daily inspection their vehicles and/or equipment. All vehicles and/or equipment are provided with a Schedule 1 Vehicle Inspection Booklet. or Equipment Inspection Log. Each daily inspection must be recorded. Any identified hazards, concerns or deficiencies shall be reported on the Vehicle Inspection Booklet Form or the Equipment log with a copy being forwarded to the immediate Manager or Supervisor promptly.
 - i. Drivers must always have the daily inspection in their possession while driving.
 - ii. At the end of the day, the top copy of the daily inspection must be removed, provided to the manager, and kept on file for at least six months.
 - iii. If any deficiencies are noted, the employee must immediately notify the manager, who will then notify Fleet. The daily inspection, with identified deficiencies, must be filed with Fleet.
 - iv. If another person conducts the daily inspection, the second person can accept the first person's inspection and co-sign at the bottom of the daily

inspection record. The second person can also choose to perform their own daily inspection.

(b) Exemptions (O. Reg. 199/07 section 4)

- i. An emergency vehicle while responding to or returning from an emergency.
- ii. A commercial vehicle providing relief from an emergency (flood, fire, etc.,) by transporting passengers or goods.

(c) The inspection must include (O. Reg. 199/07 section 7 (1))

- i. The licence plate number and plate jurisdiction of the vehicle.
- ii. The operator's name.
- iii. The date and time of inspection.
- iv. The city, town, village, or highway location where the inspection was conducted.
- v. The printed name of the person who conducted the inspection.
- vi. For a commercial motor vehicle, the odometer reading of the vehicle.
- vii. Any major and minor defects found during the inspection or, if none were found, a statement that no major or minor defects were found.
- viii. A statement, signed by the person who conducted the inspection, that the vehicle was inspected in accordance with the Ontario Regulation.

5.6 Annual Safety Inspections:

- (a) All City vehicles will have an annual inspection by a certified Mechanic/Technician.

5.7 Commercial Vehicle Operator's Registration (CVOR)

- (a) Drivers and Supervisors, before operations, shall ensure vehicles display a yellow sticker on the bottom left-hand side of the windshield that will have the inspection month and year punched out to indicate the time of the inspection. The safety certificate is to be kept with the CVOR slip, registration and insurance slips.
- (b) The following vehicles must have a CVOR:
 - i. Trucks with a registered gross weight over 4,500 kg;

- ii. Pick-up trucks registered to a business or with a manufacturer's gross vehicle weight rating over 6,500 kg;
- iii. Buses with a seating capacity of 10 or more passengers;
- iv. Concrete pumps and mobile cranes;
- v. Tow trucks, including vehicles with a flatbed that can tilt to load and are used exclusively to tow or transport other motor vehicles; and
- vi. Any motor vehicle designed, modified, configured or equipped to tow another motor vehicle.

5.8 Seat Belts:

- (a) Seat belts shall be used in the correct manner at all times while driving a municipal vehicle. The use of seat belts is required under the *Highway Traffic Act* and there is no exemption for City of Dryden vehicles, including the Dryden Fire Service. Audible seat belt alarms will not be turned off or tampered with.

5.9 Smoking and Vaping in Vehicles and Equipment:

- (a) Smoking and vaping shall not be permitted at any time in vehicles or on equipment owned or leased by the City of Dryden as per City Policy HR-HS-02.

5.10 Vehicle First Aid Kits & Fire Extinguishers:

- (a) All City of Dryden vehicles and equipment shall be equipped with a first aid kit and fire extinguisher. The fire extinguishers must be secured in a correct fitting bracket. It is the driver's responsibility to ensure that the first aid kit and fire extinguisher are inspected on a monthly basis. If a first aid kit requires supplies or a fire extinguisher is used or in need of servicing, it must be reported to the Manager/Supervisor immediately.
- (b) Fire extinguishers will be inspected annually by a third party, as arranged by the Facilities Manager; see HR-HS-28, Workplace Inspections.

5.11 Vehicle and Equipment Incident Reporting:

- (a) Any incidents or near miss event involving City of Dryden vehicles and equipment must be reported immediately to the Manager/Supervisor. The employee must also submit an employee incident report. See HR-HS-08,

Incident Investigations for further information.

- (b) Employees are personally responsible for violations of speed limits, CVOR requirements, and other traffic laws.

5.12 The City of Dryden promotes and supports safe and courteous driving by adhering to the following:

- (a) Supervisors have the right to monitor driver safety and technique. Employees may be required to take a proficiency check from time to time at the request of their Supervisor. The Health and Safety Coordinator may schedule these checks with an outside agency or with a designated City of Dryden Manager/Supervisor.
- (b) Each employee required to drive as a condition of their employment, shall have and maintain a valid driver's license with appropriate classification and is responsible to ensure that they have it in their possession at all times when operating a municipal vehicle.

5.13 Authorized Personnel:

- (a) Only authorized City of Dryden employees may operate a City of Dryden vehicle after providing proof of approved classification of license.
- (b) City vehicles are not to be used for personal use at any time, except as authorized by a Manager/Supervisor for the purpose of on call duty.
- (c) Only City of Dryden employees can drive or be a passenger in a city vehicle. At no time are non-City employees permitted to ride in a city vehicle except for business related purposes and has been authorized by a Manager/Supervisor.
 - i. Exceptions: MyLift and the Dryden Fire Service's Duty Officer.
- (d) Whenever possible, student employees are to be passengers in a vehicle if accompanied by a permanent City employee.

6.0 INVESTIGATION ROLES AND RESPONSIBILITIES

6.1 Employees must report a vehicle incident or near miss immediately following the occurrence to their Manager, Supervisor or designate. The incident reporting will follow the same requirements as outlined in the Incident Investigation policy, HR-HS-08.

6.2 Where the incident is deemed to have been preventable by the Manager/Supervisor

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union Agreement.

and Human Resources Manager, the employee will be subject to disciplinary action under the City of Dryden Discipline Policy HR-DI-01. The CAO will be included in the final decision if deemed necessary.

- 6.3 Incidents that involve Police or Ministry of Labour, Labour Canada, Transport Canada investigations supersede any internal review.

7.0 FORMS / RECORDS

- 7.1 All incident forms will be reviewed by the Health & Safety Coordinator.
- 7.2 All training documents will be maintained by the Human Resources department.
- 7.3 All vehicle and equipment inspection forms will be reviewed, and maintained if there is a hard copy, by the Department Manager.
- 7.4 All records will be kept for a minimum of 7 years as identified on the approved Records Retention Schedule for the Corporation.

8.0 DISCIPLINE

- 8.1 Users found to be acting in contravention to this policy and procedure shall be dealt with in accordance with the City's Code of Conduct Policy (HR-CO-01) and (HR-DI-01) Discipline Policy.

History			
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Appendix A

Standard Passenger Vehicle Orientation

The City of Dryden provides employees with the use of company owned vehicles. The use of these vehicles is a privilege and employees are expected to maintain the vehicles in safe and roadworthy conditions at all times. Employees are also expected to maintain the cleanliness of these vehicles while they are in their care.

All City of Dryden employees who drive standard passenger vehicles will receive orientation from the Health and Safety Coordinator or designate. Ongoing training will be provided by the department Manager/Supervisor.

Any employee who is required to drive specialized equipment or vehicles, such as vehicles that require a DZ license, lawn maintenance equipment, commercial vehicles, etc., will receive specific training for each vehicle they operate. This training will be provided by the Manager, Supervisor, or designate.

Guidelines

It is the expectation of the City of Dryden that all employees will maintain the cleanliness and maintenance of company owned vehicles while it is in their possession. The following guidelines must be adhered to for the use of a company owned vehicle:

- Complete circle checks daily.
- Employees may be asked to wash the exterior of company vehicles.
- Employees are expected to maintain the cleanliness of the interior of the vehicle as well; no accumulation of garbage shall be permitted.
- In the event that damage occurs to a company owned vehicle, the employee must report the damage immediately to their direct supervisor. An investigation as to the cause of damage will be conducted.

Classroom

The initial orientation will include a one-hour theory review of the vehicle policy; the pre and post circle check procedure; how to be a spotter; who to contact for maintenance related issues; fuel card and the fueling process; and how to report an incident.

Practical Orientation

The practical orientation will provide the employees with a demonstration, and then require them to practice what they have learned. The orientation will include conducting circle checks; how to be an effective spotter; using a spotter while backing up; and backing up without a spotter. All employees must successfully complete the driving obstacle course.

Vehicle Circle Checklist

The Schedule 1 Vehicle Inspection Booklet is to be filled out daily before using the vehicle. See Section 5 for further information and exemptions. The following checklist

will be used to familiarize new employees with the requirements of the Schedule 1 daily inspection. This checklist can be used by employees if they wish, however they must always complete a Schedule 1 daily inspection report as required in this policy.

Yes	No	Record Defects Beside Items
		Windows/windshield not severely cracked
		Windshield wipers work
		Heating/air conditioning and windshield defogging systems work
		Interior lights work
		Headlights (high beam/low beam) work
		Taillights/brake lights work
		Horn works
		Tires in good shape (no damaged or bald tires; properly inflated)
		No unusual oil/grease leaks (at wheel seals or under the vehicle)
		Copy of the annual safety inspection (either sticker or form) available
		Mirrors are in good position and are properly adjusted
		There are no visible fuel leaks, and the odour of gasoline is not detected
		Emergency brake is in good working order
		Brakes are in good working order
		Seat belts work and are free of damage / excessive wear
		Exhaust system is in good working order
		Wheels and fasteners are fitted tightly
		The vehicle has no warning lights on
		Fuel levels are sufficient
		Oil level is sufficiently high
		Washer fluid levels are sufficiently high
		Emergency roadside supplies are properly stocked and located in vehicle
		Suspension is in good working order
		Turn signals work
		Radiator fluid levels are sufficient
		Vehicle is free of excessive damage

		All loads are fastened/secured appropriately
		All doors, hatches and tailgates are in good working order
		Vehicle condition (including cleanliness) is satisfactory
		Defects reported

Inspection Performed By:

City of Dryden Employee Name: _____

Signature: _____

Date: _____

Time: _____

Appendix B

Backing Up Process

Any deviation to this appendix will be written in a department operating procedure or guideline.

When visibility and/or lighting is low, the spotter will hold a flashlight, turned on, to use to help guide the driver.

The spotter will position themselves behind the vehicle, behind the driver side mirror. At any time that the driver can no longer see the spotter through the driver side mirror, the driver will stop the vehicle. The spotter will stand where they can have full view of the intended path of travel and will stay out of the vehicle's path.

If the spotter has to relocate their position, the driver will stop the vehicle. Once the spotter has relocated, the spotter will give the driver the "BACK-UP" signal to indicate they are ready.

At no time will the spotter be performing other duties while assisting the driver. Signalling requires full concentration.

When assisting a staff member with reversing, the following hand signals are to be used. The signaller will have both hands free to signal; they will not have their hands in their pockets while signalling. The signaller will use two hands.

If no spotter is available, the driver must get out and conduct a circle check. This requires the driver to assess at the area where the vehicle must back up to ensure there is nothing in the way. If required, for example: when backing into a tight space, the driver will have to get out every 3-5 feet to ensure they are backing up on intended path.

Hand Signals

BACK-UP

The signaller will start with their arms at a 90-degree angle in front and lower their arms to be perpendicular with their body. They will repeat this motion as long as it is safe for the driver to back up.

STOP

The signaller will hold their hands straight and still out in front of them. If needed, the signaller will approach the driver to communicate why they needed to stop.

DIRECTION – LEFT OR RIGHT

The signaller will use both hands to point to direct the driver which way to turn the wheels; the direction of the hands will depend on the direction of travel. If the driver needs to turn to the spotters right, the spotter will point their hands to the right, and vice versa.