Safely Managed and Responsible Team (S.M.A.R.T.)
Use of Motor Vehicles and Trailers

### SOME FACTERS TO CONSIDER
- Slippery road conditions (Heavy rain, Snow, Ice)
- Poor visibility (Fog, Dust, Heavy rain or Snow)
- Road obstacles and Condition (Animals, Trees, Debris, Surface, Camber etc.)
- Driver competence for circumstance
- Traffic congestion (heavy road use, radio usage)
- Distracted driving

### APPLICABLE SAFETY EQUIPMENT
- Seatbelts
- First aid kits (personal, basic)
- Fire extinguishers/Tools, Spill kits
- Flares, reflectors
- Spare tire
- High visibility apparel
- Two-way radios
- Appropriate footwear
- Tire chains
- Survival gear

### PRIOR TO DEPARTURE (PLAN)

Check weather and road conditions, change work plan if road conditions warrant. [http://www.drivebc.ca/](http://www.drivebc.ca/) Respect all passengers views, default to most cautious approach, and consider alternate travel systems.
Consider your mental, physical readiness to drive. Do not undertake any driving if you are not trained or comfortable with the vehicle.
Conduct an operator circle check of vehicle(s). Do not use open flame to check fluid levels. If deficiencies are observed rectify, arrange for vehicle to be maintained for others ASAP.
Secure all loose items in the cab, items that could be dangerous projectiles should be secured in cargo area.
Ensure driver floor mat will not interfere with vehicle operation.
Ensure the windshield, lights and other vehicle glass is clean.
Ensure vehicle is equipped appropriately for intended use and you are trained and able to use equipment safely (e.g. survival gear, first aid kit, spill kit, window clearing tools, shovel, tire chains, spare tire and changing tools etc.)
Plan your trip, know the radio protocols, road status and use, pre-identify any potential hazards and how these will be managed.
Ensure driver has appropriate licence for vehicle and number of passengers.
Review vehicle log book and other info to ensure status of vehicle is appropriate for intended use.
Preparing to drive:
  - Familiarize yourself with all controls and gauges prior to vehicle moving.
  - Upon entering the vehicle, adjust the mirrors, seat(s) and secure the seatbelt(s) into position prior to vehicle moving.
  - Turn your cell phone off or place it in a location so you won’t be tempted to answer.
Ensure passengers are ready to travel seat belts fastened and cargo secure.
PRIOR TO DEPARTURE (PLAN) CON'T

Using or towing a trailer:
- Conduct a walk around check tires, lug nuts (tight?), lights, license plate, safety cables or chains, ball hitch and light harness in good condition.
- Check the cargo to ensure it is properly placed to provide adequate hitch axle weight distribution during transport (about 10% of weight on trailer tongue/hitch, too much or too little will adversely affect handling.)
- Secure all cargo with appropriate straps rated equivalent or greater to the weight of the load being carried.
- Confirm the ball and hitch sizes are matched to trailer and load prior to hook-up.
- Ensure vehicle, trailer and hitch are adequate for the load and are appropriately matched for level towing.
- After hook up, lock the hitch and keeper pin in place. Connect the safety chains, leaving sufficient slack for turning.
- Test the brake control to ensure the trailer brakes are working properly.
- Check all trailer lighting (tail, stop, turn signal, perimeter).

On resource roads ensure road and road use is compatible with the intended towing to be done.

DURING TRAVEL (DO)

Always drive with care and attention, remember safety depends on you.
- Do not obstruct your hearing or attention (e.g. loud music).
- Drive according to road conditions and posted requirements.
- Ensure passengers remain seated and wearing safety belts.
- When backing up use spotter where possible or get out and look! Review path!
- If you need to have a conversation on cell or radio, clear the road and stop before commencing the conversation. Take breaks and stretch periodically during longer drives.
- Resource road and off road driving procedures and practices:
  - Turn lights on to activate tail lights.
  - Drive to conditions, assume traffic or hazard around every corner.
  - Gear down for steep grades and water bars, the gear to climb is the gear to descend.
  - Empty or smaller vehicles must clear the road for loaded or larger vehicles at designated pullouts, point headlights away from oncoming traffic if possible, and avoid being on outside corners when clearing road for long loads (sweepers).
  - Park where safe, do not obstruct traffic, position vehicle heading back to civilization or assistance. Leave in low gear opposite to grade. Block wheels if required and use emergency break when feasible. De-energize any system being inspected.
  - Be aware of fill slopes on roads which may give way under load. Especially when turning around, go to different location or use spotter.
  - Do not use winch, jack-all’s, or tire chains unless trained to do so.
  - Use radio call procedures for the road you are on:
    o Stop and read signs on road use or radio use.
    o Call accordingly and on correct frequency.
- Trailer towing:
  - Tow the unit at safe speeds.
  - Reduce speed when encountering slippery road surfaces.
  - Allow extra room for breaking or when cornering to compensate for the tracking of the trailer.
  - Know your route and where you can turn around.
## MONITOR/INSPECT (CHECK)

Continually monitor vehicle performance and investigate any concerns. On resource roads monitor general road condition and use as you progress, alter your driving to accommodate. Monitor weather and potential changes and alter your travel plans accordingly to avoid poor conditions or becoming stranded. Pull over and periodically check trailer and load where safe to do so, while on route. Keep windows and lights clear for visibility throughout trip. Ensure passengers remain in designated seats with secured seat belts. Return vehicle to pool fully fueled to support emergency response capacity of provincial government.

## IMPROVE/CORRECT (ACT)

Reposition and re-secure load if required. Install tire chains if required. Continue to keep glass and lights clean. Change travel plans to avoid poor weather if possible, report unsafe road conditions that require maintenance response to appropriate road maintainer and document. Report vehicle deficiencies to ensure repairs will be addressed. Do not continue to use an unsafe vehicle, make alternate arrangements and ensure the unsafe vehicle will not be used by others until repaired.