

Standard Operating Procedure (SOP)

Safe Vehicle Operation and Parking Guidelines

This SOP details **safe vehicle operation and parking guidelines**, covering proper vehicle handling techniques, adherence to speed limits, use of safety measures such as seat belts, protocols for loading and unloading, designated parking areas, procedures for parking on inclines, and steps to ensure pedestrian safety. The objective is to minimize accidents, protect personnel and equipment, and maintain an organized and secure environment for all vehicle operations on site.

1. Scope

This SOP applies to all personnel operating, loading, unloading, or parking vehicles **on site**.

2. Responsibilities

- **All drivers:** Must comply with the guidelines outlined in this SOP.
- **Supervisors:** Ensure staff adherence and report any breaches or incidents.
- **Site Security:** Monitor adherence to parking and driving guidelines.

3. Procedure

- Vehicle Operation**
 - Only authorized and licensed personnel are permitted to operate site vehicles.
 - Conduct a pre-operation inspection (tires, lights, brakes, signals, fuel, mirrors).
 - Observe all posted site speed limits and traffic signage.
 - Headlights must be used in low visibility conditions.
- Use of Safety Equipment**
 - Drivers and passengers must wear seat belts at all times when the vehicle is moving.
 - DO NOT use mobile phones while driving unless a hands-free system is employed.
- Loading and Unloading Protocols**
 - Engage the parking brake before loading or unloading.
 - Use wheel chocks if required, especially on inclines.
 - Ensure the area is free from obstructions and bystanders before commencing.
 - Do not exceed the vehicle's load limits.
- Parking Guidelines**
 - Vehicles must be parked only in designated parking areas.
 - If parking on an incline:
 - Turn wheels towards the curb (downhill) or away (uphill) as appropriate.
 - Apply the parking brake securely.
 - Use wheel chocks if necessary.
 - Shut off the engine and remove the key when unattended.
- Pedestrian Safety**
 - Always yield to pedestrians on site.
 - Use designated crossing areas.
 - Sound horn at blind spots or congested areas.
 - Extra caution at intersections, unloading zones, and near building entrances.
- Incident Reporting**
 - Report all vehicle-related accidents, near-misses, or hazards immediately to a supervisor.

4. Related Documents

- Site Map (designated parking areas)
- Vehicle Inspection Checklist
- Accident/Incident Report Form

5. Revision History

Version	Date	Description	Approved By
1.0	2024-06-16	Initial version	_____

This SOP must be reviewed annually and updated as necessary.