

February 19, 2008

**Division One**  
**DEADHEADING GUIDELINES**

In order to have an effective safety program and reduce accidents and occupational illnesses, each person must be responsible for safety. All employees are expected to take an active role in the safety program and its associated policies. These guidelines are a supplement to our Workplace Safety Manual.

The purpose of these Deadheading Guidelines is to aid Division One personnel in the effective implementation of these safety procedures in regard to Deadheading equipment. *Deadheading should be avoided altogether whenever possible.* Deadheading often exposes personnel to unnecessary hazards and causes unnecessary wear on equipment.

The following guidelines shall be followed whenever deadheading becomes absolutely necessary.

**Definition of Deadheading**

- To pilot or drive a vehicle, while not performing work from one location to another on roads open to traffic.
- Does not include movement within a signed workzone or signed work area.
- Vehicle is not used for intended purpose during travel unless it is a licensed on road vehicle.

**Prohibited Equipment** (Equipment that should never be deadheaded on any route)

1. Track equipment
2. Over width equipment according to motor vehicle laws.
3. Skidsteer equipment
4. Quickcut mowers
5. Any equipment that is not road worthy

**Prohibited Facilities** (Equipment should never be deadheaded on travel lanes of these facilities. Shoulders are acceptable if proper procedures are followed.)

1. Interstates
2. High volume facilities
3. Controlled and Limited Access Roadways and Freeways

**Procedure if you have to deadhead**

1. Obtain approval from Crew Leader or Supervisor in charge of the operation.
2. Use low volume roads and back routes to job sites.
3. A Shadow Vehicle shall be used whenever you are on a multi-lane highway facility or on the shoulder of the routes shown above. In all other situations a Shadow Vehicle should be used when practical.
4. If you are not using a shadow vehicle, the use of flashing strobes and other lights might distract other drivers from seeing your brake lights, headlights and turn signals when you are travelling to your destination.
5. Use of these devices should be restricted to travel speed that is substantially less (25 mph less than posted or prevailing speed). All indicator signals shall be functioning properly.
6. Warning Triangles for slow moving vehicles should be in place.
7. Use Equipment "Road" Gear for more appropriate vehicle speed.

**When Permitted**

- Time of day (allowed only during daylight hours)
- Weather events and emergencies.

### **Driving Tips**

1. Utilize Defensive driving techniques, not an aggressive driving attitude.
2. If traffic backs up behind deadheading equipment, pull to safe area occasionally and allow traffic to pass.
3. If you have to deadhead, then pay particular attention to the surrounding traffic (both on-coming and the traffic behind you). When you are turning across the road in a slower piece of machinery do not turn until you are clear of all on-coming vehicles AND you are sure that all the vehicles behind you are stopping AND that they are aware you are turning,

### **Implementation**

Guidelines should be reviewed with each operator and incorporated into orientation. Each employee will be held accountable for his or her actions. If any employee fails to abide by the above deadheading guidelines, disciplinary action will be followed in accordance with our Workplace Safety Manual.