

**University of Oregon
Facilities Services
Vehicle Backing/Spotting Policy**

When operating any vehicle equal in size or larger than a pickup truck or mini-van, while on Facilities Services business, the following considerations must be made:

- If two or more passengers are present at the time that a backing maneuver is needed, regardless of the distance, one non-driving passenger must act as a spotter outside of the vehicle to ensure safety during the maneuver.
- Spotters should also be used any time when driving forward involves movement in the vicinity of lateral, overhead, or other obstructions.
- Passengers/spotters should provide visual assistance to their drivers during all driving situations, including those involving lane changes, poor visibility, and the close proximity of pedestrians and bicyclists.
- All employees, regardless of whether they are certified to drive on University business, are required to perform spotting duties where necessary.
- If the only passenger is the driver of the vehicle, s/he may make the backing maneuver without the assistance of a spotter while taking reasonable precautions to ensure the safety of the maneuver. Backing maneuvers should not be made if the driver does not reasonably believe that s/he can make the maneuver in a safe manner. Precautions may include, but are not limited to:
 - exiting vehicle and making a visual inspection of the surrounding area,
 - checking rear view mirrors, and
 - honking warning horn prior to commencing the backing maneuver.
- Employees, not in a backing vehicle, who observe another vehicle backing should offer assistance as a spotter to the driver of the backing vehicle.

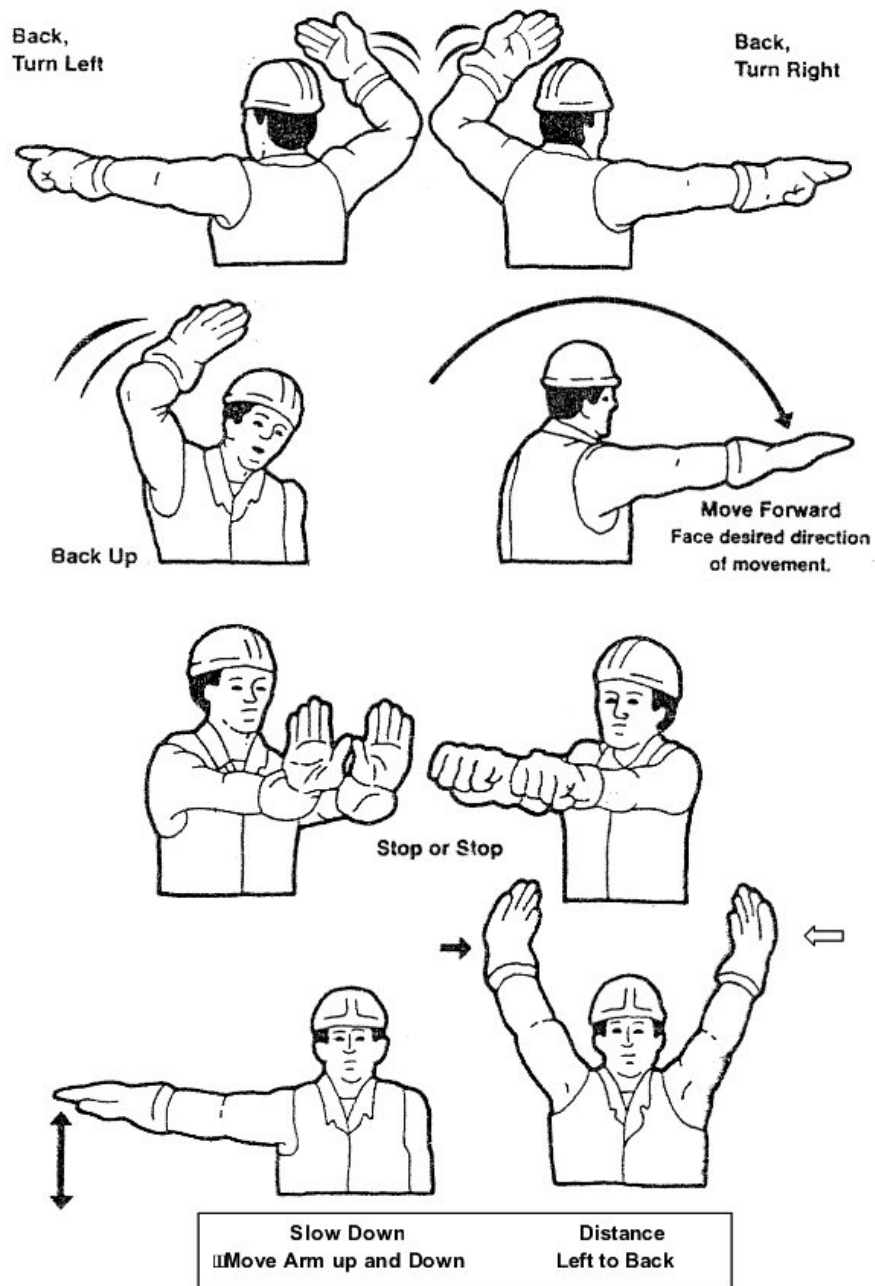
The driver's successful completion of his/her maneuver depends largely upon active and attentive spotting and use of signals. The following considerations should be kept in mind whether driving or spotting:

- Use highly visible and obvious hand signals at all times. Continue to signal even when the driver's maneuver is unchanging or proceeding normally (don't signal just when something different needs to happen or when the driver needs to stop).
- Discuss the proposed maneuver/direction(s) before the driver begins. Additionally hand signals should be agreed upon prior to the commencement of the maneuver. (See Appendix for recommended signals.)
- Maintain eye contact with the driver's eyes in the mirror, even if you have to change position frequently to do so.
- If the spotter needs to stop spotting momentarily for any reason, first make sure that the driver stops the vehicle. Resume the maneuver only after you've resumed spotting.

- Maintain a safe distance or position from the vehicle while spotting and make sure there aren't any obstructions to your walking path prior to beginning the maneuver. Use hand signals, not verbal signals. However, in the event that the spotter needs to convey a message in haste or hand signals are inadequate, the spotter should supplement hand signals with verbal or other audible messages such as a bang on the side of the vehicle with an open palm to get the driver's attention.
- If the driver is unclear at any point about the spotter's signals, the vehicle should be stopped immediately. Never assume what the spotter is signaling, if there is any doubt. Resume the maneuver when the driver and spotter have clarified the signals. Additionally, the vehicle should be stopped while the driver is looking away from the spotter for any reason, including to check the other mirror.
- When spotting, concentrate on spotting – not talking to someone in the vicinity.

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Approved by: Steve Pelkey, Safety Manager

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Adapted From:
Standards for Safe Backing and Hand Signals
City and County of Honolulu
Department of Human Resources