Section 7. Motor Vehicle Operation, Procedure for Reporting Motor Vehicle Accidents

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7.1 Maintenance and Operation of Motorized Vehicles and Equipment

- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always be seated when riding authorized vehicles (unless they are designed for standing).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your foreman or supervisor.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.
- Always inspect your vehicle or equipment before and after daily use.
  - You must maintain all motor vehicles and their parts in good repair and safe condition.
  - You must not use tires that are worn beyond the point of safety.
  - Employees must report to you any motor vehicle or other farm equipment that is in unsafe operating condition. You must ensure that the vehicle or equipment is removed from service and repaired before use.
  - Before an employee performs service or repair work under hydraulic or mechanical raised dump truck beds, blades, discs, or other equipment, the raised portion of the equipment must be manually pinned or blocked to prevent falling.
- Never mount or dismount vehicles or equipment while they are still in motion.
• Do not dismount any vehicle without first shutting down the engine, setting the parking brake, and securing the load.

• Do not allow other persons to ride the hook or block, dump box, forks, bucket, or shovel of any equipment.

• Each operator must be knowledgeable of all hand signals and obey them. Each operator is responsible for the stability and security of the load.

• Anyone driving WSU- or other state-owned vehicles must be an employee of WSU or otherwise associated with the University by means of a contract or other type of agreement.

• Drivers must have a valid and appropriate motor vehicle operator's license and be responsible for knowing and following current departmental, university, and State of Washington driving directives and laws. Drivers must also be at least eighteen years old.

• Non-state employees authorized to ride in state vehicles must not be allowed to share in the driving.

• WSU personnel are not to provide rides for other non-WSU personnel who are not authorized to be passengers.

7.2 Procedures for Changing, Charging, or “Jump Starting” Lead Acid Batteries

Three different hazards exist when working with lead-acid batteries. First is the possible exposure to sulfuric acid, second, if a battery is changed or otherwise handled there is the danger of foot injury if the battery is dropped and the last hazard would be a battery explosion. The following procedures are designed to prevent exposure to these hazards.

7.2.1 PPE for Battery Handling

When changing or otherwise handling a battery the following PPE should be worn:

• Acid resistant gloves (22 mil neoprene)

• Apron

• Steel-toed boots with acid resistant shoe covers

• Indirect vented goggles

• A face shield

If you need to remove and/or transport a battery, utilize a battery strap or other approved devise to remove the battery then place it in a covered plastic container, place the container in the bed of a pickup and secure the container so it will not slide around. Use the same procedure to transport new batteries from the supplier to TFREC.

If electrolyte is spilled, treat with an acid neutralizer, absorb it (supplies are in the spill cabinet) and double bag before disposal.

7.2.2 Supplies and Precautions for Charging a Battery

If you are connecting a battery to a charger and will not handle the battery, then acid resistant gloves and indirect vented goggles should be worn. If PPE is contaminated with battery
electrolyte flush it thoroughly with water and soap. Wear appropriate PPE during the process of decontamination.

### 7.2.2.1 Supplies
The battery charging area should have the following:

- A battery charging area is a non-smoking area
- Precautions should be taken to prevent sparks, flames, or any other ignition source away from the charging area
- Means to flush and neutralize spilled electrolyte
- Means to extinguish a fire
- Adequate ventilation to prevent a buildup of fumes

### 7.2.2.2 Precautions
- An eye wash/safety shower must be readily available
- Leave vent caps on the battery while charging
- Water must not be poured into concentrated battery (sulfuric) acid

### 7.2.3 Charging a Battery
- First connect charger cables to the correct battery terminals then plug in the charger’s 120-volt cord to a receptacle that is at least a few feet away from the battery
- To disconnect a battery from a charger, first unplug the charger’s 120-volt power source and then disconnect the charger cables from the battery terminals
- Remember to keep all sparks or other sources of ignition away from the battery
- While the battery is exposed check it for cracks or other defects, if the battery fluid is low fill with distilled water and prevent metal objects from short circuiting the battery terminals
- Follow any additional manufacturer’s instructions or procedures for battery charging

### 7.2.4 “Jump Starting” a Vehicle
- First connect positive leads to both the charged and discharged batteries.
- Second, connect one end of the negative lead to the charged battery
- Third, connect the other end of the negative lead to a good ground that is not close to the battery. (usually on the engine)

### 7.3 Motor Vehicle Accident (SPPM 7.20)
In the event of an accident involving a state vehicle driver, first obtain medical attention for anyone injured, then contact the appropriate law enforcement agency and obtain the following information from each of the others involved, including witnesses:

- Name
- Address
• Telephone number
• Involved vehicle descriptions and license numbers
• Insurance company name and address

In the glove compartment of each WSU vehicle is a guide telling employees what to do in the event of an accident. Included here is relevant insurance information.

• Immediately notify appropriate WSU officials as follows:
  - Immediate departmental supervisor
  - Risk Management : telephone (509) 335-4589, email: riskmanagement@wsu.edu
  - WSU Motor Pool must be notified if a motor pool vehicle is involved (509) 335-9085

• Complete a Washington State Vehicle Accident Report (SF-137). This form can be obtained from the Health & Safety Committee Chairperson and should be completed within two days of the accident.

• If the property damage exceeds $700 (very easy to do) and/or bodily injury is involved, complete a Washington State Motor Vehicle Collision Report (WSP-161). This form is provided by the investigating law agency and it can also be obtained from any police agency.

• In the event of bodily injury to WSU employees, follow procedures as outlined above for on-the-job accidents.

• Even if no one was injured, the property damage must be reported to WSU.

• Follow procedures as outlined above for equipment and facilities damage.