

For Employee Reference

Tailboard Appendix Listing Close-Quarters Driving Requirements Under Relevant PG&E Standards; and Associated Corrective Action Program (CAP) Revisions Being Considered

- **PG&E Code of Safe Practices – Section 3**

- 309. Movement of Vehicles

- (a) **Prior to moving a vehicle**, the area around **the vehicle shall be inspected (Circle of Safety/360 Walk-around)** to ensure that chocks or other vehicles and drivers.
- (b) **Before starting to move a vehicle either forward or backward**, drivers shall **determine that no person or object is in the path of the vehicle**. Alert others of your intention to move the vehicle either forward or backward by **using the horn** as an additional means of communication.
- (c) **Before backing a vehicle**, drivers shall **request a passenger or other nearby Company employees (if available) to observe during the backing of the** other devices and equipment have been put back on the vehicle and that no hazards exist that will impact the employees, the vehicle third party property or **vehicle**. Vehicles equipped with **back-up cameras shall utilize the camera as a tool in addition to rear and/or side mirrors as well as observers** (when available). Additionally, when looking over your shoulder (and utilizing mirrors, cameras, etc.), does not clearly depict potential backing hazards, **drivers shall park and get out to visually verify the area is free of hazards before proceeding to back**. Cameras shall not be used as the sole means of vision behind a vehicle while backing.
- (d) **Drivers shall ensure a vehicle's headlights are on at all times during the vehicle's operation**. (Note: parking lights and daytime run lights cannot be used in lieu of headlights.)

- 311. Turning, Stopping, and Required Signals

Drivers shall not turn a vehicle from a direct course or move right or left unless (and until) such movement can be made safely, and then only after giving an appropriate signal using the turn signal. In the event that the turn signals become inoperable, hand and arm signals shall be used.

- 312. U-Turns

Drivers shall plan routes to avoid U-turns, if possible. When such turns cannot be avoided, appropriate signaling requirements shall be observed. Drivers shall comply with state and local requirements governing U-turns.

- 313. Parking and Securing Vehicles

- (a) Drivers shall comply with state and local parking regulations except when exemption from these regulations has been granted for work involving construction, operations, removal, or repair of utility facilities. Vehicles parked under these special conditions shall be protected by warning devices specified in the regulations.
- (b) For a vehicle to be "parked and secured" the vehicle must be in gear or the transmission placed in the "park" position, the parking brake set and the ignition turned to the off position. Simply stopping a vehicle, either at the side of the roadway or in a parking lot and using the brake only does not secure or "park" a

vehicle. It is the responsibility of the driver to make sure the vehicle is “parked” or “secured” prior to performing any other duties or activities.

Prior to leaving the controls of a vehicle or mobile equipment, drivers shall turn one wheel against the curb when parked on a hill or incline, set the parking brake, place the transmission in the “park” position, and **shut off the engine ignition (unless the engine is needed to power auxiliary equipment or to keep the battery charged during extended use of the vehicle's lights)**.

Power Generation Exception: When outside temperatures are at or below freezing or if the windshield is visibly frosted over, a driver may exit his/her vehicle with the engine left running/idling to warm up, defrost the windshield, etc., provided the following is done prior to exiting the vehicle:

- One wheel has been effectively chocked;
- The vehicle is on substantially level ground;
- The vehicle’s transmission is placed in the “park” position;
- The emergency brake is securely engaged.

Whenever possible, the driver must remain in line-of-site with the unattended vehicle and at no time should a vehicle be left unattended for a period greater than 10 minutes.

Vehicles left idling to defrost, warm-up, etc., shall have a driver at the controls at all times until the ignition is shut off. (Diesel vehicles 10,001 pounds (lbs.) gross vehicle weight rating (GVWR) and greater must comply with the Diesel Idling Rules which can be found on the Environmental Services Website.) See ENV-1003S - Vehicle Idling Standard.

- (c) Drivers of Company vehicles (10,001 lbs. GVWR and greater) shall always use **wheel chock blocks** in addition to setting the appropriate parking system to secure the vehicle. For single-axle vehicles 10,001 lbs. GVWR and greater, a minimum of two-wheel chocks are required. Operators of equipment (e.g., trailers, tractors, backhoes, loaders, etc.) shall (as appropriate for the equipment) ensure front buckets and/or auxiliary buckets and outriggers are down to secure the equipment or use wheel chock blocks.
- (d) **Wheel chocks** are not a CSP requirement for vehicles (below 10,001 GVWR), which include passenger vehicles, sport utility vehicles and pick-up trucks (3/4 ton or less with a regular truck bed). Several PG&E department operational manuals indicate organizations can and do require chocks to secure vehicles. It is acceptable for organizations to go above and beyond what is detailed in the CSP. The requirement is the driver/operator effectively park/secure the vehicle/equipment before leaving the controls. Once the vehicle is parked/secured the controls can be left and appropriate chocks then put in place. Consult with local supervision or local PG&E department operations manual(s) to determine what is or is not required for your specific organization.
- (e) **Drivers shall park vehicles in a safe, secure location to the extent possible under existing conditions. Whenever possible, employees shall pull through or back into parking stalls if safe to do so. Employees who park vehicles in areas other than a roadway shall park the vehicle without damaging property**

- **TRAN-1002S - Requirements for Driving a Company Vehicle**



Utility Standard: TRAN-1002S
Publication Date: 10/15/2020 Rev: 10

Requirements for Driving a Company Vehicle

- 7 Daily Vehicle Inspection Requirements
 - 7.1 Prior to getting behind the wheel and driving off a Company vehicle (backing up or driving forward), all employees and contractors are required to perform a vehicle inspection to ensure that the vehicle is safe to operate.
 - 7.2 The method for the daily vehicle inspection is based on a vehicle's weight rating given below:
 - 1. Vehicles with a weight rating of 10,000 lbs. or less
 - a. Drivers must perform a 360-degree walkaround prior to driving a Company vehicle. This requires a driver to completely walkaround the vehicle to look for obvious defects or signs of issues that need to be addressed and resolved.
 - b. Failure to perform a 360-degree walkaround may lead to an unsafe operating condition and non-compliance with the Company policy.

- **SAFE-1002S – Motor Vehicle Safety Standard**



Utility Standard: SAFE-1002S
Publication Date: 2/25/2021 Rev: 12

Motor Vehicle Safety Standard

Appendix B, PG&E Rules of the Road for Employees

Employees must comply with the following requirements for driving a vehicle on Company business:

- Code of Safe Practices Motor Vehicle Operation Section.
 - The Code of Safe Practices (CSP) details the specific rules that must be followed when operating a motor vehicle.
- 360 Degree Walk-Arounds
 - Inspect the vehicle for any defects and the area around the vehicle immediately prior to moving the vehicle to ensure that no hazards (e.g. low tire pressure, broken headlight, stationary objects, animal(s), small child) exist and equipment is properly secured. For PG&E vehicles, report any defects to your local garage.
- Backing
 - Whenever possible, employees should back into perpendicular parking stalls or "pull through" by driving through one parking space into the connecting space. Do not pull through angled (echelon) parking stalls. When backing a vehicle is required, employees must request another employee, if available, to observe during the backing of the vehicle. Back-up technology is to be used as a tool in addition to rearview/side mirrors and observers.

- **Key relevant Corrective Action Program (CAP) items submitted for consideration to revise standards (information only, decisions pending):**

CAP 000121573667 - Revise Section 309 of the Code of Safe Practices:

- i. An agreement of the stop signals between the diver and spotter, prior to relying on that as a mitigation.
- ii. Revise to include the following consideration for the 360-degree walkdown validity:
 1. Any interruptions during or distractions following 360 walk-around, require the walkdown to be reperformed to re-engage in the hazard mitigation for moving a vehicle.

CAP 000121573997 - Revise Section 311 of COSP to include driving through gates. The intent of 311 seems to be to validate proper clearance before turning. This should include driving through gates and/or narrow openings.

- i. Add instruction to open both legs of the gate when the opening is less than 10' in width.
- ii. Add detail to ensure the vehicle is clear and past the gate or narrow opening prior to making a turn.
- iii. Add detail to ensure gate(s) are latched/secured open before driving through gate(s).
- iv. Add instruction to consider a spotter for gate clearance.

CAP 000121573428 - Revise PG-1025-P01, Job Safety Analysis.

- i. Plan parking to eliminate or minimize backing during the driving JSA process. Additional mitigations for loan workers can be discussed where spotters are unavailable. Section 8 of the procedure needs to include parking as a consideration when planning the day for driving tasks. It is on the Excel printed version as a checkbox, but there is nothing about this in Section 8.

CAP 000121573885 - Ensure Project/Outage Management teams develop a parking plan for work site locations as part of the project/outage planning milestones.

- iii. Consider clearly identifying the roles and responsibilities for parking management of an outage/project.
- iv. Consider who maintains the oversight, and maintenance parking signage and/or striping or other controls when utilized for the duration of the project/outage