

Dronfield Town Council

Vehicle Reversing Policy (September 2020)

1.0 Background

Nearly a quarter of all deaths involving vehicles at work occur during reversing. Many other reversing accidents do not result in injury but cause costly damage to vehicles, equipment and premises. Most of these accidents can be avoided by taking simple precautions, such as those below.

2.0 Purpose

To establish policy and procedures for vehicle reversing. This will prevent incidents and accidents caused by failure to:

- Use rear view mirrors,
- Perform circle checks,
- Physically face in the direction of reversing
- Utilize a spotter.

3.0 Responsibility

All employees of Dronfield Town Council when driving work vehicles.

4.0 Policy

Drivers must be particularly careful when reversing any vehicle or equipment. If the driver has to reverse, they must follow the listed procedures and, whenever possible, use a spotter, guide or other person to assist the driver in reversing. The driver is ultimately responsible for the safe operation of his vehicle.

5.0 Procedures

- *Avoid reversing* – Whenever possible, position your vehicle so you can drive forward rather than reverse. If a vehicle cannot be positioned so it can drive forward into and out of a parked position, it must be backed in with a spotter so it will not have to back into traffic later.
- *Parking* – Always attempt to park in a location and in a manner that avoids reversing. If reversing is required it is preferable to reverse into parking spaces to avoid reversing out.
- *Walk around vehicle (Circle Check)* – Upon approaching a parked vehicle, the driver must “walk around the vehicle” prior to moving the unit to ensure it is free of obstructions or hazards. Please take the time to look around. It will be well worth the effort.
- *Check to ensure all reverse lights and audible warnings are functioning properly.*
- *Use a spotter* – It is up to the driver to designate a passenger to be a spotter.
 - The spotter must be in a position where they can see the driver’s blind spot
 - The spotter must stay out of the vehicle and direct the driver safely and away from obstacles until the vehicle is finished reversing.
 - The driver must obey the spotter’s directions but use reasonable precaution and their own good judgment to prevent incidents/accidents.

- *Other rules for reversing* – A driver of a town council owned vehicle shall:
 - At no time reverse a vehicle into a road junction or over a pavement except in a non-public work area, construction area, or when guided by a spotter.
 - Back slowly and only when it is safe to do so, not exceeding a speed of 5mph.
 - Check both sides as you reverse (use both rear view mirrors and turn your head around)

When in doubt, stop your vehicle and check for hazards.

If you have any questions regarding this policy please contact the Town Council using the details below;

Dronfield Town Council, Civic Hall, Civic Centre, Dronfield, S18 1PD
Tel: 01246 4185273 or Email: townclerk@dronfield.gov.uk