

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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VEHICLE/EQUIPMENT BACKING PROCEDURES	Effective Date December 29, 2017		

1. PURPOSE

- 1.1. To ensure all employees/volunteers who drive/operate City vehicles/equipment or other vehicles/equipment on City business are appropriately trained in backing procedures prior to their driving assignment.
- 1.2. Drivers/operators frequently have accidents while performing the backing maneuver, despite the use of vehicle backing cameras and other types of assistance. The backing maneuver is abnormal and awkward for drivers/operators, and may be the most dangerous practice when operating a vehicle/equipment. While most backing accidents involve minor damage, there is a possibility of serious injury or death.

2. SCOPE

- 2.1. This regulation applies to all City employees/volunteers who drive/operate any vehicle/equipment on City business.
- 2.2. San Diego Police, San Diego Fire Rescue, and Environmental Services Departments will follow their Department Instructions (D.I.), Standard Operating Procedures (SOPs), or any other form of documentation of department policies and procedures as it relates to instructions on backing of vehicles and industrial equipment.

3. DEFINITIONS

- 3.1. CET – City Equipment Trainer
- 3.2. RMSEHD – Risk Management Department, Safety & Environmental Health Division
- 3.3. Backer – Employee/volunteer who is responsible for safely directing (through hand signals) the vehicle’s drive/operator. If there are one or more passengers in the vehicle, they are required to guide the driver/operator from a position on the ground at the rear of the vehicle/equipment.

4. POLICY

- 4.1. All employees/volunteers who drive/operate vehicles/equipment on City business must be

(New Administrative Regulation 75.05, Issue 1, effective December 29, 2017)

Authorized

[Signature on File]

CHIEF OPERATING OFFICER

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properly trained in accordance with City-wide regulations, departmental policies and procedures, including the City's Driver/Operator Manual (DOM), prior to their driving assignment. Risk Management Department's Safety & Environmental Health Division (*RMSEHD*) and the City Equipment Trainer (*CET*) are available training resources. This policy incorporates several required practices which may help reduce the danger of backing accidents. Most importantly, drivers/operators should avoid backing whenever possible. Drivers/operators should park the vehicle/equipment in a position where backing will not be necessary.

- 4.2. If backing becomes necessary, backup the shortest distance possible. While backing, the driver/operator shall use both mirrors and camera, if applicable, and check for blind spots to ensure there are no objects or pedestrians. Avoid backing into traffic or around pedestrians without assistance. Avoid backing into intersections or around corners.
- 4.3. When backing a vehicle/equipment while alone, if a vehicle/equipment has hindered rearward visibility, the driver/operator:
 - a. MUST get out of the vehicle/equipment and walk completely around it to check for any hazards such as children, soft or muddy areas, potholes, tire hazards, low-hanging trees and wires or other clearance related problems. If backing is delayed, the driver/operator shall once again walk around the vehicle/equipment. Backing within a few seconds after checking the surroundings will allow very little time for people or obstacles to change behind the vehicle. This procedure also applies to vehicles equipped with backing sensors when the sensor tone is sounding (activated) and there is nothing visible in the side or rearview mirrors.
 - b. Drivers/operators should check both mirrors and rearward camera (if equipped) and ensure there are no objects or pedestrians.
 - c. Back slowly at a creep/idle speed and cover the brake, and if needed, stop the vehicle/equipment to check on how close the vehicle/equipment is to other objects.
 - d. Back to the driver's side of the vehicle.
 - e. If available, the driver/operator shall ask (non-passenger) co-workers for backing assistance.

The exception is for vehicles/equipment with functional rear-view cameras and/or equipment operating in a clearly identified, controlled work area.

- 4.4. When backing a vehicle/equipment with hindered rear visibility, with one or more passengers, it is required of a person not driving/operating to guide (as a backer) the driver/operator from a position on the ground at the rear of the vehicle/equipment. In the case of an accident the driver/operator and/or the *Backer* may be charged with the accident if it occurs during the backing maneuver.
- 4.5. The driver/operator and the *Backer* shall discuss the proper hand signals for backing and stopping prior to engaging in the maneuver. The driver/operator shall not commence

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backing until the *Backer* signals him/her to do so. The *Backer* shall signal to the driver/operator to initiate the stopping of the vehicle/equipment no less than ten feet from any object to allow the driver/operator to completely stop the vehicle/equipment without making contact with the object.

- 4.6. If at any time, the driver/operator loses eye contact with the *Backer*, he/she shall stop the vehicle/equipment immediately. Drivers/operators shall bring the vehicle/equipment to a complete stop when looking from one mirror to another when backing.
- 4.7. In cases when there is a backing accident, and the vehicle has a rearview camera, supervisors are required to check whether it is functioning and shall note this in the Supervisor Vehicle/Industrial Accident Investigation Report (RM-1555). This should be followed by checking to see if the camera noted is functional in the Vehicle Operations Daily Inspection Report commonly known as the “Pre/Post Trip Inspection form (GS-152) for that day if applicable.

5. RESPONSIBILITY

- 5.1. Departments/Divisions (With the exception of San Diego Police, San Diego Fire Rescue, and Environmental Services Departments, see 2.2)
 - 5.1.1. Departments are encouraged to develop a D.I. with specific policies and procedures on backing department equipment (vehicles and industrial).

APPENDIX

Legal Reference

City of San Diego Driver/Operator Manual (DOM)
Administrative Regulation 75.85 “Driving on Areas Not Designated for Vehicular Usage”

Forms

RM – 1555, Supervisor Vehicle/Industrial Accident Investigation Report
GS – 152, Vehicle Operations Daily Inspection Report

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Risk Management