# Vehicles for Worker Transport Meeting Kit

## WHAT’S AT STAKE

Employers use worker transport vehicles like trucks, buses, and vans to move crews around large sites, travel to multiple locations, and for carpooling purposes. When an employer uses a worker transport vehicle, it needs to meet specific safety requirements and operating procedures.

**WHAT’S THE DANGER**

**COMMON HAZARDS FOR WORKER TRANSPORT VEHICLES**

- New or inexperienced drivers driving work vehicles of any kind.
- The wrong vehicle, or “making do” with a vehicle that isn’t suitable for the job.
- A vehicle that isn’t properly maintained, MOT’ed, or insured.
- Allow members of staff to use a vehicle without assessing their abilities and providing suitable training.
- The health of the driver, which has an impact on their ability to drive or do the job safely.
- The activity of driving and other elements of the job can have an adverse effect on the health of the driver.
- Clear policies and procedures covering all work vehicles may not be clear on their roles and responsibilities when driving.
- Distractions.
- §Inappropriate speed.
- Driver fatigue.

# HOW TO PROTECT YOURSELF

**WORKER TRANSPORT VEHICLE PROTOCOL**

1. **PASSENGER CAPACITY.** The passenger capacity should be listed on the exterior near the door and must not be exceeded. Trucks and buses need entrance and exit doors with an unobstructed opening 24-inches wide and 60-inches high. The passenger interior should be in good condition with the seats secured in place.
2. **GUARDRAILS & HANDHOLDS.** If a transport vehicle has open passenger areas, a rail or enclosure at least 46-inches high should be provided on the sides and back to prevent falls. Employees may ride in the properly enclosed back of flat-bed trucks, pickups, or dump trucks only if they sit on the truck bed with the tailgate closed and secured. Two employees may be permitted to ride on beds of trucks if they stand or sit immediately behind the cab, holding on to suitable grab irons which are rigidly fastened to the truck. Employees may never ride on the top of side rails, top of cabs, running boards, fenders, the hood, or with their legs hanging over the end or sides.
3. **EMPLOYEE SEATING.** Buses used as employee transport have special requirements. They should provide a minimum of 18-inches of seat space for each passenger. The seats must have 36-inch backrests. If the bus seats face each other, the aisle way must be 24-inches wide.
4. **EMERGENCY EXITS.** Any bus or crew truck with an enclosed seating capacity of seven or more employees requires an emergency exit. Emergency exits should have a seven-square-foot opening with a width of 24 inches. Rear emergency windows must have openings of at least 16 inches by 54 inches. A sign reading “Exit” should be painted on the exterior and interior of the emergency exit. Exit signs should be in English and in the language of the employees being transported. Emergency exits should open outward from both the interior and exterior of the vehicle with controls operable from the exterior and the interior. The exits need

positive-locking devices to ensure that they stay closed, but handles should be readily opened in an emergency.

5. **DANGEROUS SUBSTANCES MATERIAL AND EQUIPMENT.** Transport vehicles must not carry explosives, injurious pesticides, or substances with a flashpoint below 150 degrees Fahrenheit (66 degrees Celsius) when carrying passengers. Such substances may be carried in properly designed safe containers outside of the driver or occupied passenger compartments.
6. **BUZZERS, HORNS, AND FIRE EXTINGUISHERS.** If the transport vehicle has a separate driver's cab, passengers should be able to communicate with the driver via buzzers, speaker horns, or other means in case of emergency.

**WORKER VEHICLE TRANSPORT TAKEAWAY**

- Workplace vehicles should only be operated by trained and qualified drivers or under appropriate instruction and monitoring during training.
- For new recruits, it is wise for employers to carry out checks to ensure their skills are up to the standard they have claimed. Implementation of additional training as necessary is vital.
- Additional training and monitoring of skills may also be necessary for existing staff, those who take on new responsibilities, or when vehicles change. A programme of reassessment for experienced drivers can help to inform any members of staff that may need more training. Keeping a training record for each driver will ensure that tasks are allocated to the most appropriate people.

# FINAL WORD

A lot of workers who are transported on employer sponsored vehicles take their security for granted. Workers must be aware of the stringent regulations regarding their transport to their designated workplace.