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The safety of electric tow trucks

Objective:

Defining the basic rules of safe operation of electric tow trucks and promoting compliance with these rules at the company's site.

Scope of validity:

Applies for drivers of tow trucks operating on the territory of Schaeffler Savaria Ltd.

The policy shall be valid until withdrawal.

Vált.szám	Index	Változás rövid leírása	Dátum	Létrehozta/ módosította	Ellenőrizte	Jóváhagyta
	00	Creation of the document	2019.02.18.	Kámán Gabriella	Gazdag András	Szigeti Tibor
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1. Objective:

Defining the basic rules for safe operation of electric tow trucks and promoting compliance with these rules at the company's site.

2. Scope of validity

Applies for drivers of tow trucks operating on the territory of Schaeffler Savaria Ltd.

The policy shall be valid until withdrawal.

3. Definitions

Electric tow truck: Electrically propelled non-lane track-laying material that is capable of moving loads on a horizontal track. The Lifting Machine is not covered by the Safety Regulations.

Truck driver: A person with a valid medical certificate and a truck driver's license.

Hoist log: Mandatory, regularly issued operating document for the truck, required by the law.

4. Description

The truck driver is responsible for observing the regulations for working with the truck, instructions for the truck and regulations detailed below.

Truck can only be driven with

- required qualification,
- valid medical certificate, and
- valid power of attorney.

4.1. Truck driver's duties before the work:

- perform checks written in the hoist log
- documentation of the checks
- The fact of the fault must be recorded in the hoist log by the operator and the immediate superior must be notified
- If there is a risk of accident due to a technical fault (eg. brake, steering wheel), the operation of the truck must be discontinued.
- Loading and unloading on the tow must be carried out with special care, due to the risk of over tipping, the truck driver is responsible for the safety of the loading.

4.2. Progress with the truck

- Exceeding the load capacity of the towing truck or the trailer is banned.
- Loads can only be transported if the towing vehicle is intact and stable, properly fixed, and there is no risk of disintegration, collapse or overturning.

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- On sloping sections or slippery surfaces, drive carefully and slowly
 - Turning on slopes is prohibited due to the risk of over tipping 129/0/70153770
 - The tow truck can only travel on routes that are closed from fork lift trucks
 - You can only drive on the pedestrian lane of mixed traffic sections if justified
 - Following the instructions of the traffic safety signs located on the factory site is mandatory.
 - Consume food or drink, record data or use a telephone on the towing truck while driving is banned.
 - Carriage of persons is prohibited
 - You have to orientate in the mirrors placed at the intersections
 - Do not carry out any movement operations while the truck is within range of the truck
 - Reversing with trailer is banned.
- In case of turning with a long trailer or with more trailer you have to take care of shortening the turning angle and reduce the chance of risks.

Speed

- The speed must be selected within the speedlimits in a way that the truck could stop safely in case of danger.

Priority rules:

- Priority should be given to pedestrians on mixed road sections, mixed traffic zones and zebra crossings.
- Priority traffic signs on two-way truck routes apply to fork lift trucks and tow trucks. The priority shall be treated in accordance with the provisions of these indications.
- Orientating in the mirrors placed at the intersections is mandatory.
- Foot truck / tow truck („small train”): pedestrian priority
- Foot truck / tow truck: tow truck priority
- Forklift truck / tow truck: tow truck priority
- Other self-propelled device , vehicle / tow truck: tow truck with trailer has priority

Either party may surrender its priority depending on the situation.

4.3. Truck parking rules:

- Parking must be provided in a way, that free access to traffic and escape routes and to the objects important because of the fire protection be ensured.
- In case of leaving the truck's operating range, the machine must be switched off and unauthorized use prevented.
- The driver's position can only be left, after the truck has stopped.

4.4. Maintenance, service

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- The fact of the fault must be recorded in the hoist log by the operator and the superior must be notified.
- If a technical fault can cause an accident (eg brake, fork, hydraulics), the truck must be stopped and the supervisor must be notified.
- The superior must inform Schaeffler Savaria's forklift repair specialists and the forklift administrator
- The technical fault can only be rectified by a truck service technician

4.5. Behavior in case of accident and technical fault:

- The fact of the fault must be recorded in the hoist log by the operator and the superior must be notified.
- If a technical fault can cause an accident (eg brake, fork, hydraulics), the truck must be stopped and the supervisor must be notified.
- Schaeffler Savaria's forklift repair specialists and the forklift administrator must be informed by the superior.
- The technical fault can only be rectified by a truck service technician

4.6 What to do in case of damage

- Damage or accidents must be reported immediately both for the superior and the security service
- The machine causing the damage must be stopped immediately and it is forbidden to change the location until the arrival of the security service.
- After an accident, the truck driver who caused the damage must be tested for intoxication
- All incidents are recorded by the security service and must be signed by the person who caused the damage.

5. Process and jurisdiction

Direct supervisors (and, in the case of an outsider, supervisors, and contacts) are responsible for implementing and enforcing these work instructions. It is also the duty of the workplace community to warn those who break the rules.

Violation of work instructions may result in disciplinary action.

6. Information and comment

6.1. Connecting documents

T-U.29.0299.0039 Work Instruction of Traffic Safety at Schaeffler Savaria Ltd.

T-U.29.0299.0041 Safety of forklift trucks

T-U.29.0299.0042 Safety of Electric foot trucks

T-U.29.0299.0035 Safe handling of tipping containers

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6.2. Bibliography

- Decree on the issuance of Lifting Safety Regulations 47/1999. (VIII. 4.) GM
- Truck operating instructions