Chapter 13: Traffic and Vehicular Safety

Quick Start

The requirements of Traffic and Vehicular Safety apply to workers, visitors, and supervisors; and subcontractors, SLAC Site Security, the SLAC fire marshal, Field Services, Human Resources, Fleet Services, and the Occupational Health Center. They cover the registration and operation of vehicles, pedestrian safety, and reporting of traffic accidents.

2 Why

Traffic accidents can cause serious injury or death and can destroy personal and government property. The requirements of this program are intended to avoid this.

3 What do I need to know

Everyone must

- Complete ESH Course 154, SLAC Traffic Safety Training (ESH Course 154) as part of obtaining a SLAC identification badge, by 15 January 2014
- Observe the California Vehicle Code and posted traffic regulations (including wearing seat belts and observing the default speed limit of 25 miles per hour)
- Report any vehicle accidents to SLAC Site Security and your supervisor (call 911 if an injury accident)

Vehicle operators must

- Have a driver’s license valid in California (registering your vehicle with SLAC Site Security is highly recommended to speed site access)
- Drive defensively and operate vehicles safely at all times, moderating speed and following distance for all conditions. Drivers are accountable for unsafe driving that causes or contributes to a vehicle accident. For SLAC employees, infractions or violations of any of the regulations and vehicle policies will be considered for disciplinary action.

4 When

The requirements of this chapter take effect 12 November 2013.

5 Where do I find more information

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 13, “Traffic and Vehicular Safety”

Or contact the program manager.
1 Purpose

The purpose of this program is to ensure traffic safety at SLAC. It covers the registration and operation of vehicles, pedestrian safety, and reporting of traffic accidents. It applies to workers, visitors, and supervisors; and subcontractors, SLAC Site Security, the SLAC fire marshal, Field Services, Human Resources, Fleet Services, and the Occupational Health Center.

2 Roles and Responsibilities

Functional roles and general responsibilities for each are listed below. More detailed responsibilities and when they apply are provided in the procedures and requirements.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved, and responsibilities may be delegated.

2.1 Worker and Visitor

- Follows all traffic and safety requirements
- Completes required training
- Immediately calls for emergency responders (call 911) to report any traffic or vehicular emergency situations involving injuries (see Traffic and Vehicular Safety: Accident Reporting Procedure)
- Promptly notifies SLAC Site Security (ext. 5555) and supervisor of any non-emergency traffic or vehicular accidents, or of any known or suspected violations of traffic regulations

When operating a vehicle

- Has a valid California driver’s license or a California-recognized license issued by another state or by a foreign jurisdiction of which the operator is a resident if driving on-site (see Traffic and Vehicular Safety: Traffic Safety Requirements)
- Presents license whenever requested by SLAC Site Security and notifies SLAC Site Security of any change in license status
- Has insurance for any privately owned vehicle. If a privately owned vehicle is being used for SLAC business, the driver is required to have insurance coverage to the level required by Stanford University (see SLAC Fleet Manual, “Personal Vehicles for SLAC Business”.)
- May register a private vehicle to speed up access to SLAC (this is highly recommended, see SLAC vehicle registration)
• Minimizes idling time and turns off the engine and removes and secures the key whenever a vehicle is to be left unattended for any length of time
• Performs a physical walk around the rear and sides of the vehicle to verify that there are no obstructions, pedestrians, or other vehicles in the backing path before putting the vehicle into reverse
• Uses a spotter who can safely observe and safely direct the path of reverse when operating a limited visibility vehicle (LVV), defined as any vehicle that has restricted vision to the rear and or sides
• Wears the required protective headgear if operating a motorcycle, scooter, moped, personal transporter, or bicycle on-site

When operating a government vehicle
• Complies with requirements for operating government vehicles in the SLAC Fleet Manual, including the following:
  – Must be at least 18 years old
  – Verifies accident form (SF-91), accident procedure, and Stanford insurance card is in the glove box (and contacts vehicle custodian for replacements)
  – Visually inspects vehicle to ensure safe operation. If deficiencies noted contacts vehicle custodian and Fleet Services before operating.
  – Visually inspects the exterior of the vehicle (360-degree inspection) for any physical damage to the vehicle. If the damage is not already recorded in the vehicle log, such damage must be reported to the vehicle custodian before operating the vehicle.
  – Notifies management when vehicles require major repair or modification

2.2 Supervisor

• Ensures that personnel comply with traffic and safety requirements
• Ensures personnel complete required training, and verifies before allowing them to use a government vehicle
• Confirms that any vehicle accident involving personnel or government property under his or her supervision has been reported properly to SLAC Site Security and department heads (see Traffic and Vehicular Safety: Accident Reporting Procedure)
• Notifies Fleet Services when modifying or repairing existing vehicles such as carts or mopeds, or requesting vehicle repair or maintenance
• Takes appropriate disciplinary action when personnel receive traffic citations issued by SLAC Site Security

2.3 Project Manager / Field Construction Manager / Service Manager / Point of Contact

• Notifies the organization or sponsor of a non-employee when a violation occurs
• Notifies the Purchasing Department buyer responsible for the contract with the affected subcontractor. Purchasing may take further appropriate action with the subcontractor(s) if warranted.
Determines whether a temporary traffic control plan is needed; prepares and implements for SLAC-performed work; ensures subcontractors do so for subcontractor-performed work; reviews plan; presents at Plan of the Week meeting; ensures approved plan is attached to site-specific safety plan and is available at the job site, and coordinates further review and notice if changes are required.

2.4 Subcontractor
- Complies with requirements of this chapter
- Prepares and implements temporary traffic control plans as required (see Traffic and Vehicular Safety: Temporary Traffic Control Plan Procedure)

2.5 Human Resources
- Working with the management, implements appropriate disciplinary actions

2.6 Fleet Services
- Is responsible for servicing, maintaining, and repairing all government vehicles
- Ensures that all carts, also known as low-speed vehicles (LSVs), comply with federal regulations (49 CFR 571.500) and SLAC specifications
- Prepares a formal General Services Administration (GSA) accident report for every accident involving a government vehicle on-site or off-site

2.7 SLAC Site Security
- Provides on-site traffic monitoring
- Issues traffic control violation citations to personnel who violate parking and traffic rules and provides copies of the citations to Human Resources, department managers, and supervisors
- Interacts with Human Resources, Fleet Services, field construction managers, and building managers in traffic and vehicular safety issues such as coordinating on-site transportation of large pieces of equipment, blocking off parking lots, and setting up road blocks
- Issues special parking permits, such as temporary disabled parking permits for on-site use only after the Occupational Health Center verifies medical need
- Provides traffic control to assist the Menlo Park Fire Protection District in safe operations at the scene of an accident
- Provides forms for reporting both on- and off-site vehicle accidents and provides assistance filling them out
- Prepares a SLAC Site Security incident report for every accident involving a vehicle on-site and for accidents off-site that are work-related or involve government vehicles
- Provides necessary information to Stanford Risk Management for cost recovery from private insurance in the case of government property damage caused by operation of privately owned vehicles
- Reviews temporary traffic control plans; provides the approved plan and signed approval form to PM/FCM/SM/POC; submits project-related traffic announcement to SLAC Today; forwards copy of
the approved plan and signed approval form to the Building Inspection Office; and maintains copies of record

2.8 Field Services
- Reviews temporary traffic control plans

2.9 SLAC Fire Marshal
- Reviews temporary traffic control plans

2.10 Occupational Health Center
- Verifies disabilities and notifies SLAC Site Security for the purpose of issuing temporary disabled parking permits
- Conducts fitness for duty evaluation and/or testing for illegal drugs or alcohol and reports results to Human Resources as soon as available

2.11 Traffic and Vehicular Safety Program Manager
- Oversees the traffic and vehicular safety program
- Coordinates the efforts of SLAC, SLAC Site Security, and ESHQ to ensure that safety goals are set and controls are implemented
- Analyzes vehicular accident and enforcement needs and presents findings and recommendations to the management

3 Procedures, Processes, and Requirements

These documents list the core requirements for this program and describe how to implement them:
- **Traffic and Vehicular Safety: Traffic Safety Requirements** (SLAC-I-720-0A21S-005). Describes requirements for registration of vehicles, operation of vehicles, including requirements for specific types, and pedestrian safety
- **Traffic and Vehicular Safety: Indoor Vehicle Use Requirements** (SLAC-I-720-0A21S-001). Describes requirements for vehicle use near and inside buildings at SLAC
- **Traffic and Vehicular Safety: Accident Reporting Procedure** (SLAC-I-720-0A21C-001). Describes process for reporting vehicle accidents
- **Traffic and Vehicular Safety: Temporary Traffic Control Plan Procedure** (SLAC-I-720-0A21C-004). Describes process for developing, approving, and implementing temporary traffic control plans

These documents provide useful guidance; their use is not mandatory:
- **Bicycle Safety, It’s no accident!** (SLAC-I-720-0A21T-001). Provides guidance on bicycle safety
4 Training

4.1 All Badged Staff

All staff issued a SLAC identification badge (SLAC employees, users, subcontractors) are required to take this course as part of the badging process

- ESH Course 154, SLAC Traffic Safety Training (ESH Course 154)

Note This training must be completed by 15 January 2014. Until then, persons requesting or renewing a badge have the option of completing the Traffic and Vehicular Safety: SLAC Motorized Vehicle Driving Privilege Form.

For details on the badging process, see Training: Badging Procedure (SLAC-I-720-0A04C-004).

4.2 Worker Involved in Vehicle Accidents

Workers involved in a vehicle accident may be required to take this course:

- ESH Course 160, Defensive Driving Training (ESH Course 160)

4.3 Cart Operator

Workers who operate carts for more than four hours a day are required to take this course:

- ESH Course 155APR, Electric/Gas Low Speed Vehicle Training (ESH Course 155APR)

5 Definitions

Spotter. Designated person assisting a vehicle operator / driver reverse his or her vehicle safely

Vehicle. A device by which any person or property may be propelled, moved, or drawn by (for example) human power, electrical or wind power, propane, diesel, bio-diesel, or gasoline power. A vehicle may have one or more wheels and may have one or more axles. This definition includes mopeds, bicycles, personal transporters, and rollerblades.

Vehicle, commercial motor. A commercial motor vehicle is defined as (1) a vehicle with a gross vehicle weight rating of 26,001 or more pounds, and/or (2) a vehicle designed to transport 16 or more passengers, including the driver, and/or (3) a vehicle designed to transport 11 or more passengers, including the driver, and used to transport students under twenty-one years of age to and from school, and/or (4) any vehicle transporting hazardous materials which is required to be placarded.

Vehicle, government. Any vehicle that has been purchased using government funds (local, state or federal funds) for carrying out official work. This definition of government vehicle includes vehicles leased from the federal General Services Administration (GSA).
Vehicle, limited visibility (LVV). Any vehicle that has restricted vision to the rear and or sides. This includes pick-up trucks (loaded beds, tool boxes, utility beds, camper shells, and so on limiting rear or side vision), tractor-trailers (with loaded beds where vision is impaired to the rear or side), mobile cranes, loaded stake bed trucks, tanker trucks, and vacuum trucks).

Vehicle, low-speed (LSV). According to 49 CFR 571.3, a motor vehicle (1) that is 4-wheeled, (2) whose speed attainable in 1.6 km (1 mile) is more than 32 kilometers per hour (20 miles per hour) and not more than 40 kilometers per hour (25 miles per hour) on a paved level surface, and (3) whose gross vehicle weight rating is less than 1,361 kilograms (3,000 pounds)

Vehicle, privately owned (POV). Any vehicle that is owned, leased, rented, or borrowed by an individual or company. This category includes vehicles, other than GSA vehicles, that have been leased or rented by SLAC or its staff members to be used in conducting official work (for example, rental cars, rented or leased trucks, forklifts).

Vehicle, unattended. Any vehicle the driver of which has left the seat

6 References

6.1 External Requirements

The following are the external requirements that apply to this program:

  - Section 218, “Motorcycle Helmets” (49 CFR 571.218)
  - Section 500, “Low-speed Vehicles” (49 CFR 571.500)
- California Vehicle Code (CVC)
- Stanford University Administrative Guide

6.2 Related Documents

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 24, “Training”
— Training: Badging Procedure (SLAC-I-720-0A04C-004)

Other SLAC

- SLAC Site Security
- SLAC Facilities Division (for Fleet Services)
- SLAC Fleet Manual (SLAC-I-708-703-001-00)
1 Purpose

The purpose of these requirements is to ensure traffic safety. They cover registration and operation of vehicles, including requirements for specific types, and pedestrian safety. They apply to workers, visitors, and supervisors; and SLAC Site Security, Fleet Services, and the Occupational Health Center.

2 Requirements

Driving one’s own personal vehicle at SLAC is a privilege, not a right. Individuals must follow all applicable rules in order to retain this privilege. The California Vehicle Code (CVC) applies in full at SLAC. Additional SLAC-specific requirements also apply, as described below. Violations of any of these requirements are subject to disciplinary action per Human Resources and the Stanford University Administrative Guide.

2.1 Traffic Safety Training

All staff issued a SLAC identification badge (SLAC employees, users, subcontractors) are required to take ESH Course 154, SLAC Traffic Safety Training (ESH Course 154) as part of the badging process. (See Training: Badging Procedure for more information on obtaining a badge.)

Note This training must be completed by 15 January 2014. Until then, persons requesting or renewing a badge have the option of completing the Traffic and Vehicular Safety: SLAC Motorized Vehicle Driving Privilege Form.

2.2 Registration

2.2.1 Driver’s License

Consistent with the CVC, SLAC requires operators of all motorized vehicles, including government cars, trucks, carts, motorcycles and scooters, to have a valid California driver’s license or a California-recognized license issued by another state or by a foreign jurisdiction of which the operator is a resident. Personnel must obtain a California driver’s license within 20 days of becoming a California resident. Drivers must present their license whenever requested by SLAC Site Security and most notify SLAC Site Security of any change in license status.
2.2.2 Insurance

Drivers must have insurance for any privately owned vehicle. If a privately owned vehicle is being used for SLAC business, the driver is required to have insurance coverage to the level required by Stanford University (see SLAC Fleet Manual, “Personal Vehicles for SLAC Business”.)

2.2.3 SLAC Vehicle Registration

It is strongly recommended that personal vehicles operated on-site be registered with SLAC Site Security (see SLAC vehicle registration). SLAC vehicle registration applies to vehicles belonging to SLAC employees, long-term users, subcontractors, and temporary workers. Registering vehicles with SLAC speeds up site access – drivers of registered vehicles can enter the site during business hours through the main gate without stopping to show personal identification – and makes it easier to contact vehicle owners when necessary.

Individuals can register their vehicles by bringing a valid driver’s license to the SLAC Site Security office and receiving a decal that will give them access through the main gate during business hours. The decal must be placed in a location visible when entering the main gate. After receiving the decal individuals can register their vehicle in the license plate reader (LPR) system. This system is used at main get to obtain inventory of vehicles on-site in case of emergency (see Vehicle Registration LPR system).

2.3 Operation

Every vehicle operator is responsible for the safe operation of the vehicle he or she is driving. Drivers are expected to exercise defensive driving skills and operate vehicles safely at all times, moderating speed and following distance for all conditions. Drivers are accountable for unsafe driving that causes or contributes to a vehicle accident.

2.3.1 Vehicle Condition

Operators must take precautions to ensure that they are operating a road-worthy vehicle. This includes making sure that tires are properly inflated, the rear-view mirror is properly positioned, visibility is good through all windows, and that any loads are properly secured.

2.3.2 Road Condition and Information

Operators must take precautions to ensure that the travel path is safe. Current information regarding on-site road traffic and safety is made available in the “Access Information” column of SLAC Today. Informational signs are posted along the road as necessary to remind drivers of such requirements as wearing seatbelts and reducing speed in certain areas.

Vehicles may only be operated on the existing road network (including fence line roads) on the SLAC site unless explicit permission is granted by the Facilities Division.

For vehicle operation requirements inside buildings, see Traffic and Vehicular Safety: Indoor Vehicle Use Requirements.
2.3.3 Traffic Rules

All vehicle operators must observe the CVC, posted traffic regulations, and the requirements of this program. On-site infractions are cited by SLAC Site Security.

2.3.3.1 Seat Belts

California seat belt law applies at SLAC, and not wearing a seat belt constitutes a moving violation.

*Note* Only passengers in a bus are not required to wear seat belts. Passengers in other types of vehicles may not sit or stand without proper restraining devices. Riding in the bed of a pick-up truck is prohibited.

2.3.3.2 Speed Limit

The default speed limit for all vehicles on SLAC property is 25 miles per hour (38 kilometers per hour). Lower speed limits may apply to the following areas:

- Areas with posted lower speed limits where congestion, foot traffic, or road configuration frequently present greater hazards
- Areas where temporary conditions such as road repair, foul weather, or congestion may warrant speeds below posted limits
- Areas where temporary conditions such as construction work along road ways, road repair, foul weather, or congestion may warrant speeds below posted limits
- In all areas when vehicles are being escorted by SLAC vehicles equipped with flashing lights
- All on-site construction areas

*Note* Speed control devices (radar guns) are used by SLAC Site Security officers to determine the speed of a moving vehicle. These devices are accurate to within one mile per hour. The instruments are calibrated at least daily and are fully serviced annually. A log of the calibrations is maintained on file. The instruments do not pose any type of radiation or other hazard to the operator of the instrument or the approaching vehicle’s occupants.

2.3.3.3 Backing Up

The operator/driver of any vehicle is required to perform a physical walk around the rear and sides of the vehicle to verify that there are no obstructions, pedestrians, or other vehicles in the backing path before putting the vehicle into reverse.

Limited Visibility Vehicles

When operating a limited visibility vehicle (LVV), for example a pick-up truck with a loaded bed limiting rear or side vision or a vehicle of excessive size or mass (mobile crane, loaded tractor-trailer, loaded stake bed truck, tanker truck, vacuum truck), the operator/driver is required to have a vehicle spotter positioned who can safely observe and safely direct the path of reverse.

The spotter must be within sight of the operator/driver at all times. If the spotter’s location cannot be observed by the operator/driver, the operator/driver will come to a complete stop until the spotter can again be seen. The spotter will be required to observe the path of reverse of the vehicle and keep pedestrians and
other vehicles out of the path of the reversing vehicle. The spotter will use appropriate hand signals (agreed upon by operator/driver and spotter) to give clear directions to the operator/driver at all times while the vehicle is in motion. The spotter is required to wear a reflective traffic vest or reflective jacket while performing spotter duties.

Any vehicle that has a rear back-up camera system or obstacle detection system will be exempt from having a spotter if the electronic devices provide full coverage of the path in rear of the vehicle. The device must be used in conjunction with performing a physical walk around the rear and sides and utilizing the rear view and side mirrors to verify no obstructions are present, before the vehicle is put into reverse. The spotter is required to wear a reflective traffic vest or reflective jacket while performing spotter duties.

2.3.3.4 Parking

Prohibitions

All state and local parking regulations apply at SLAC. Specifically, parking is prohibited

- Along red curbs
- In front of fire hydrants
- In fire lanes
- Where a vehicle may block building exits
- In zones marked NO PARKING
- In disabled parking spaces unless a valid permit is prominently displayed. If the placard is not displayed, SLAC Site Security will contact the owner and request that the vehicle be moved immediately.
- In spaces designated for government vehicles if the vehicle is privately owned
- In Areas not designated for parking.

Parking on Inclines

When parking on an incline, all vehicles must have their parking brakes set. Passenger vehicles and light duty trucks (for example, pick-up trucks) and electric carts must also properly curb their wheels when parked on inclines. All carts, construction haulage, and delivery vehicles parked on inclines must have their parking brake engaged and at least one wheel properly chocked.

Abandoned Vehicles

Privately owned vehicles parked on-site for longer than three days without permission from SLAC Site Security will be declared abandoned and treated in accordance with the applicable California regulations regarding abandoned vehicles on private property. The owners must pay for towing and storage to recover their vehicles. Vehicle storage is not allowed at SLAC.

Disabled Parking Permit

Disabled parking permits issued by the state of California are valid at SLAC. In addition, personnel who are temporarily disabled may request a special temporary disabled parking permit issued by SLAC Site Security that is valid for use at SLAC only. The Occupational Health Center must verify the disability.
2.3.3.5 No Idling

Idling of vehicles should be kept to a minimum, especially near buildings:

1. After starting the engine, minimize idling time and set the vehicle in motion immediately; be prepared to drive before turning the ignition key.
2. Turn the engine off whenever the vehicle is to be left unattended for any length of time (and remove and secure the key).

*Note*  Vehicles may be left idling if necessary to power accessories and tools. In such cases follow the *Fleet Services: Vehicle Procedure for Operating Exterior Accessories Requiring Vehicle to be Running*.

2.3.4 Traffic Hazards Due to Construction or Other Large-scale Projects

Additional traffic safety precautions for large vehicles or equipment include:

- Yielding the right-of-way to vehicles involved in the movement of heavy equipment or materials
- Only crossing a double yellow line to pass slow moving equipment and vehicles after being signaled by the driver or operator that it is safe to pass
- Only operating vehicles during the hours of darkness when there are sufficient lights, or lighted escort vehicles or persons

Temporary traffic control plans may be required for some projects (see *Traffic and Vehicular Safety: Temporary Traffic Control Plan Procedure* for details).

2.3.5 Government Vehicles

2.3.5.1 Vehicles

All government vehicles (Department of Energy and General Services Administration) must be:

- Operated in compliance with the requirements of the *SLAC Fleet Manual*
- Maintained in safe operating condition and returned to Fleet Services for maintenance and repair as necessary
- Tracked; a use log must be kept
- Visually inspected before use for any physical damage to the exterior or interior. If the damage is not already recorded in the vehicle log, such damage must be reported to the vehicle custodian and SLAC Site Security before operating the vehicle.
- Assigned to a department custodian

2.3.5.2 Driver Age

Drivers under the age of 18 are not permitted to drive any motorized government vehicle, nor are they permitted to work as an outside helper on a motor vehicle.
2.3.6 Carts

Carts, also known as low-speed vehicles (LSVs), used for transportation of personnel and cargo on SLAC property must be compliant with 49 CFR 571.500. This standard governs the specifications for the purchase of new carts, and the operation and maintenance of existing carts. Carts that are not compliant with this standard must be removed from service until they repaired or brought up to compliance with this standard.

Frequent (more than four hours a day) operators of carts must complete ESH Course 155APR, Electric/Gas Low Speed Vehicle Training (ESH Course 155APR).

2.3.7 Motorcycle, Moped, Personal Transporter, and Bicycle Operation

Appropriate protective headgear must be worn by anyone who operates a motorcycle, moped, personal transporter, or bicycle on-site, as follows:

- Motorcyclists and operators of a moped or scooter must wear a helmet that meets Department of Transportation standards (49 CFR 571.218).
- Cyclists and personal transporters operators must wear a Consumer Product Safety Commission-approved bicycle helmet (16 CFR 1203). Helmets can be purchased once approved by supervisor and for SLAC use only.

In addition to wearing the appropriate headgear, operators and cyclists must

- Obey all road signs and follow the CVC
- Use both hands for handle bar control
- Carry items in the vehicle basket or in a backpack or belt pack that does not hinder vehicle operation
- Drive defensively
- Never travel faster than road conditions warrant
- Watch for road hazards
- Ride on roads or other designated pathways and not on pedestrian pathways/sidewalks

Bicycle Parking

Bicycles must be parked in designated racks. Parked bicycles must not obstruct walkways, railings, doorways, or ramps intended for use by pedestrians or people with disabilities. Bicycles must be kept in good working order and must not be allowed to deteriorate or become otherwise derelict. If left unattended, a bicycle may be tagged as abandoned with a warning notice by SLAC Site Security.

A bicycle is determined to be abandoned when it is found in the same location over an extended period of time (generally two weeks or more) with any combination of missing parts, dust/cobwebs, flat tires, and rusted chain. SLAC Site Security will remove abandoned bicycles from racks in order to maintain an adequate number of secure parking spaces and discourage bicycle theft. Bicycles may also be removed from racks that are being relocated due to construction.

Bicycles identified for removal are posted with a notice informing the owner that he or she must remove the bicycle from its current location within 14 days or the bicycle will be impounded. Simply removing the notice will not stop the bicycle from being impounded: the bicycle must be removed from the rack.
SLAC Site Security is not responsible or liable in any way for lost, stolen, or damaged bicycles and is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of removing any bicycle.

2.3.8 Skateboarding and Rollerblading

Skateboarding is not allowed at SLAC. Rollerblading is allowed, but it is strongly recommended that persons using rollerblades wear protective headgear, knee and elbow pads, and gloves to protect themselves from injury in the event of an accident.

2.3.9 Pedestrian Safety

Pedestrians are subject to the CVC. Although they do have the right of way at marked crosswalks and unmarked intersections, they must not move into the paths of moving vehicles so suddenly as to constitute a hazard. At all other points on roadways, pedestrians must give way to vehicles.

3 Forms

The following are forms required by these requirements:

- Traffic and Vehicular Safety: SLAC Motorized Vehicle Driving Privilege Form (SLAC-I-720-0A21J-001). Form for documenting proof of driver’s license and driver acknowledgment of responsibilities
- Vehicle Registration LPR system. System for registering vehicles for automatic license plate reader used for gate access

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- SLAC Site Security will maintain the SLAC Motorized Vehicle Driving Privilege Form.
- SLAC Site Security will maintain vehicle registration records in the Vehicle Registration LPR system.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 13, “Traffic and Vehicular Safety”
  - Traffic and Vehicular Safety: Indoor Vehicle Use Requirements (SLAC-I-720-0A21S-001)
  - Bicycle Safety, It’s no accident! (SLAC-I-720-0A21T-001)
  - Traffic and Vehicular Safety: Temporary Traffic Control Plan Procedure (SLAC-I-720-0A21C-004)
- Chapter 24, “Training”
  - Training: Badging Procedure
Other SLAC Documents

- ESH Course 154, SLAC Traffic Safety Training (ESH Course 154)
- ESH Course 155APR, Electric/Gas Low Speed Vehicle Training (ESH Course 155APR)
- SLAC Today, “Access Information”
- SLAC Site Security
- SLAC Facilities Division (for Fleet Services)
- SLAC Fleet Manual (SLAC-I-708-703-001-00)
- Fleet Services: Vehicle Procedure for Operating Exterior Accessories Requiring Vehicle to be Running
- SLAC Occupational Health Center

Other Documents

- Section 218, “Motorcycle Helmets” (49 CFR 571.218)
- Section 500, “Low-speed Vehicles” (49 CFR 571.500)
- California Vehicle Code (CVC)
- Stanford University Administrative Guide
Any individual who will be on-site for more than 30 days or otherwise qualify to apply for a SLAC badge must read, sign, and submit this form to SLAC Site Security when obtaining or renewing a badge.

Those intending to operate a motorized vehicle (including government cars, trucks, carts, and scooters) on-site must at the same time present a driver’s license valid in California (a valid California driver’s license or a California-recognized license issued by another state or by a foreign jurisdiction of which the operator is a resident).

Whether operating a motorized vehicle or not, all individuals at SLAC must follow the requirements of Chapter 13, “Traffic and Vehicular Safety”.

Once signed, return this form to SLAC Site Security, Mail Stop 86.

☐ I intend to operate a motorized vehicle on the SLAC site. Accordingly, my signature below verifies that I currently possess a valid driver’s license recognized by the state of California and that any privately owned motorized vehicle I drive is insured. It also commits me to inform the SLAC Site Security if my driver’s license becomes invalid for any reason. I agree to produce upon request, in a timely and effective manner, a valid license and acknowledge that I must show a valid driver’s license each time I renew my SLAC badge. As an employee, I recognize that my failure to possess, show upon request, or report the invalidation of my license will result in discipline, up to and including termination. As a visitor, I recognize that my failure to possess, show upon request, or report the invalidation of my license will result in discipline, up to and including termination. As a visitor, I recognize that my failure to possess, show upon request, or report the invalidation of my license will result in discipline, up to and including termination. As a visitor, I agree to notify SLAC Site Security and Human Resources if my driver’s license is suspended for any reason after signing this form and obtaining my badge. I agree to present my driver’s license to SLAC Site Security and Human Resources if I am involved in any vehicle accident on-site. I acknowledge that any damage to government property caused by my negligence in the operation of a privately owned vehicle will be referred to Stanford Risk Management and my insurance company.

☐ I do not intend to operate a motorized vehicle on the SLAC site. I have read the above information, and recognize the requirements needed to operate a motorized vehicle. If I ever intend to operate one in the future, I will fill out a new form and inform SLAC Site Security of the change in my status.

Name  Signature  Date
Driver ____________________________  ____________________________  ____________

Badge office administrator ____________________________  ____________________________  ____________

Driver license expiration date ________________
Vehicle license number ________________
1 Purpose

The purpose of these requirements is to minimize hazards and air pollution due to the use of vehicles near and inside buildings. They cover all vehicle use near and inside buildings at SLAC. They apply to all workers at SLAC.

2 Requirements

Vehicle use near and inside buildings is restricted to specific vehicle types and areas due to indoor air quality concerns and safety considerations, as outlined in this exhibit. Listed below are buildings and vehicle types for which vehicle use is defined. For information concerning vehicles and buildings not listed below, contact Fleet Services. The vehicle maintenance shop, the riggers shop, and the fire station are exempt from these requirements.

Table 1  Allowed Use in or near Buildings, by Vehicle and Building Type

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Administration and office buildings, laboratories</th>
<th>Industrial buildings and warehouses, Collider Experimental Hall (CEH), End Stations A and B, Interaction Region Halls, Beam Switch Yard (BSY) Entrance</th>
<th>Klystron Gallery, Linac, Positron Electron Project (PEP), SLAC Linear electron-positron Collider (SLC), BSY, Stanford Positron-Electron Asymmetric Ring (SPEAR) Tunnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal motorized vehicle of any type</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Gasoline and diesel trucks</td>
<td>Loading only</td>
<td>Loading only</td>
<td>No</td>
</tr>
<tr>
<td>Cars, mopeds, and scooters (any fuel)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Gasoline and liquefied petroleum gas (LPG) forklifts</td>
<td>Loading only</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Diesel forklifts</td>
<td>Loading only</td>
<td>Yes²</td>
<td>Yes²</td>
</tr>
</tbody>
</table>
### Building Type

<table>
<thead>
<tr>
<th>Electric forklifts and carts(^1)</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline carts(^1)</td>
<td>No</td>
<td>Loading only</td>
<td>No</td>
</tr>
</tbody>
</table>

**Key to additional restrictions:**

1. Operators of these vehicles must carry a type ABC dry-chemical fire extinguisher.
2. An exhaust scrubber is required for operation of these vehicles.

### 2.1 Additional Requirements

- Before bringing a vehicle into a building, whether listed in Table 1 or not, get a release from the building manager or area manager. Advance notice will allow time to make necessary arrangements such as temporarily disabling smoke detectors.
- See Chapter 12, “Fire and Life Safety”, for information on keeping entry and exit paths, aisles, and emergency exits clear.
- Carry a type ABC dry-chemical fire extinguisher as indicated in the table.
- Charge electric carts only in well ventilated places such as outdoors, or indoors only under forced-air ventilation.
- Extended operation of any non-electric vehicle in the interior of buildings or tunnels requires carbon monoxide evaluation by the SLAC industrial hygiene program manager.

### 3 Forms

The following are forms required by these requirements:

- None

### 4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- None

### 5 References

- SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
  - Chapter 13, “Traffic and Vehicular Safety”
  - Chapter 12, “Fire and Life Safety”
Chapter 13: Traffic and Vehicular Safety

Accident Reporting Procedure

Product ID: 107 | Revision ID: 1515 | Date published: 31 May 2013 | Date effective: 31 May 2013

1 Purpose

The purpose of this procedure is to ensure the consistent, timely reporting of vehicle accidents. It covers the reporting of every vehicle accident involving injury or damage to a government vehicle, or private vehicle if on-site or off-site on SLAC business, or property. It applies to workers and visitors involved in vehicle accidents, their supervisors, and SLAC Site Security.

2 Procedures

Anyone involved in a vehicle accident must immediately report it

1. If on-site to SLAC Site Security
2. If off-site, and work-related or involving a government vehicle, first to local law enforcement, then to SLAC Site Security

2.1 Reporting On-site Accidents

The following steps must be completed for all on-site vehicle accidents.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person involved in accident</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Person involved in accident</td>
<td>Stops vehicle. Someone could be injured and need help.</td>
</tr>
<tr>
<td>2.</td>
<td>Person involved in accident</td>
<td>If anyone has been injured, calls 911 and provides aid and information to the best of training and ability</td>
</tr>
<tr>
<td>3.</td>
<td>Person involved in accident</td>
<td>Calls SLAC Site Security at ext. 5555 from any SLAC phone or 650-926-5555 from a non-SLAC phone and reports the accident immediately. Reports all accidents whether or not at fault. SLAC driving privileges will be suspended if the accident is not reported. Employees may be subject to further action depending on the circumstances and/or severity of the accident.</td>
</tr>
<tr>
<td>4.</td>
<td>Person involved in accident</td>
<td>Shows driver's license to SLAC Site Security. If in a private vehicle, will also be asked for proof of insurance.</td>
</tr>
<tr>
<td>5.</td>
<td>SLAC Site Security</td>
<td>If a parked vehicle or other property hit, contacts the owner; refers to Stanford Risk Management any damage to government property as a result of negligent operation of privately owned vehicles</td>
</tr>
</tbody>
</table>
### Step 6
Person involved in accident
Action: Completes SLAC Site Security Incident Report and provides to supervisor

### Step 7
Person involved in accident
Action: After notifying 911 (if appropriate) and SLAC Site Security, notifies supervisor immediately

### Step 8
Person involved in accident
Action: If government vehicle is involved, follows protocol for exchanging information with the other party and submitting full reports as required for government vehicles by Fleet Services (SLAC Fleet Manual)

### Step 9
Supervisor
Action: Confirms that any vehicle accident involving personnel or government property under his or her supervision has been reported properly to SLAC Site Security and department heads

### Step 10
SLAC Site Security
Action: Begins investigation process following requirements of Chapter 28, “Incident Investigation”

---

### 2.2 Reporting Off-site Accidents

The following steps must be completed for accidents off-site involving a government vehicle or a private vehicle being driven on SLAC business.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person Involved</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Person involved in accident</td>
<td>Stops vehicle. Someone could be injured and need help. Failure to stop may result in being charged with a hit and run and criminal prosecution.</td>
</tr>
<tr>
<td>2.</td>
<td>Person involved in accident</td>
<td>If anyone has been injured, calls 911 and provides aid and information to the best of training and ability</td>
</tr>
<tr>
<td>3.</td>
<td>Person involved in accident</td>
<td>Calls 911 and reports the accident immediately</td>
</tr>
<tr>
<td>4.</td>
<td>Person involved in accident</td>
<td>Moves vehicle out of the way of traffic, if no one is injured</td>
</tr>
<tr>
<td>5.</td>
<td>Person involved in accident</td>
<td>Shows driver's license and vehicle information to the other drivers, to any other persons involved in the accident, and to the responding police officer</td>
</tr>
<tr>
<td>6.</td>
<td>Person involved in accident</td>
<td>Does not discuss fault for the accident with others at the scene. It is SLAC and Stanford University policy that personnel do not admit to any fault for vehicle accidents. It is up to the university and its insurance carrier to determine or admit fault.</td>
</tr>
<tr>
<td>7.</td>
<td>Person involved in accident</td>
<td>If a parked vehicle or other property hit, contacts the owner, leaving a note with name and phone number in the car or securely attached to it, and reports the accident to the city police or, in unincorporated areas, to the California Highway Patrol</td>
</tr>
<tr>
<td>8.</td>
<td>Person involved in accident</td>
<td>Contacts and reports the accident to SLAC Site Security and supervisor immediately. A report must be filled with SLAC Site Security for all off-site accidents, even if the accident was reported to law enforcement. SLAC driving privileges will be suspended if the accident is not reported.</td>
</tr>
<tr>
<td>9.</td>
<td>SLAC Site Security</td>
<td>Completes SLAC Site Security Incident Report Form and provides to supervisor</td>
</tr>
</tbody>
</table>
Step | Person | Action
--- | --- | ---
10. | Person involved in accident | If government vehicle is involved, follows protocol for exchanging information with the other party and submitting full reports as required for government vehicles by Fleet Services (SLAC Fleet Manual)
11. | Supervisor | Confirms that any vehicle accident involving personnel or government property under his or her supervision has been reported properly to SLAC Site Security and department heads
12. | SLAC Site Security | Begins investigation process following requirements of Chapter 28, “Incident Investigation”

3 Forms

The following forms are required by this procedure:
- SLAC Site Security Incident Report Form (available from SLAC Site Security)

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:
- SLAC Site Security maintains completed incident report forms.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 13, “Traffic and Vehicular Safety”
- Chapter 28, “Incident Investigation”

Other SLAC Documents
- SLAC Fleet Manual (SLAC-I-708-703-001-00)
Resources for SLAC-owned bicycles

- **Bicycles.** Departments may purchase bicycles for use at SLAC. Check with your supervisor for departmental policy.
- **Safety helmets.** SLAC Stores issues safety helmets for on-site business use only.
- **Repairs.** The Facilities Department repairs SLAC-owned bicycles. Put in a service request by calling ext. 8901, filling out an online service request, or bringing the bike to the service bay on the east side of Building 81.

Need more info?

- For state regulations, see California Department of Motor Vehicles, “Bicycle Rules and Safety”, [http://www.dmv.ca.gov/about/bicycle.htm](http://www.dmv.ca.gov/about/bicycle.htm)
- For SLAC policy, contact the SLAC Site Security manager at ext. 2310 or see the ES&H Manual, Chapter 13, “Traffic and Vehicular Safety”, [http://www-group.slac.stanford.edu/esh/hazardous_activities/traffic_vehicular/](http://www-group.slac.stanford.edu/esh/hazardous_activities/traffic_vehicular/)
- For Stanford resources, see “Bicycling at Stanford”, [http://transportation.stanford.edu/alt_transportation/BikingAtStanford.shtml](http://transportation.stanford.edu/alt_transportation/BikingAtStanford.shtml)
- For copies of this brochure, contact the SLAC Site Security and Emergency Management Office at ext. 2310

Wear your helmet and obey traffic signs – it’s SLAC policy!

May 2011
Whether riding recreationally, commuting to SLAC, or riding on-site, being safe is especially important for cyclists. This guide helps you tune up on what you need to know, safety tips, inspection ABCs, and SLAC bicycle resources.

Did you know?
When riding at SLAC you must
- Wear a properly-fitted Consumer Product Safety Commission (CPSC)-approved bicycle helmet
- Obey all traffic signs, especially stop signs

Keep in mind that cyclists on SLAC and public roads have the same rights and responsibilities as motorists and are subject to the same rules and regulations.

Are you doing everything you can to stay safe on the road? Take a moment to review the following tips.

Be predictable
- Use proper hand signals when turning or changing lanes
- Ride with the traffic flow and ride to the right if you are moving slower than other traffic unless you are turning left, passing someone, or avoiding a hazard
- Ride in a straight line
- Do not ride on a sidewalk; walk the bike when using a crosswalk, and give pedestrians the right of way

Be visible
- Wear bright clothing
- Use your horn, bell, lights and voice as needed
- Establish eye contact with others to make sure you are seen – if the driver does not appear to see you, adjust your activity

Be prepared
- Choose a bike that fits: the seat height should allow you to touch the ground with one foot, leaning slightly, with your other foot on the pedal
- Attach a rear-view mirror to your helmet, glasses, or handlebars to see what’s behind you
- Secure anything you are transporting: use a backpack, or basket, or use panniers for heavier loads
- Make sure you have a forward-aiming white light, reflectors, and reflective clothing if you ride at dawn, dusk, or at night
- Make it a habit to inspect your bike before each ride; see inspection ABCs below

Be alert
- Anticipate what others will do and be prepared to respond: look for sudden stops or lane changes
- Look over your shoulder before changing lanes
- Allow extra time to stop when the road is wet and test your brakes often
- Avoid potholes, rocks and debris, ruts and cracks, or any obstacle that may throw you off balance
- Be especially vigilant at intersections and around driveways
- Keep a safe distance from parked cars to avoid running into a door that may open unexpectedly
- Keep your hands on the handlebars: do not use a hand-held cell phone or drink while riding
- Use your hearing to monitor traffic: do not wear headphones or earbuds on both ears
- Stay behind cars near an intersection so that you can react if a driver makes a turn unexpectedly

Inspection ABCs
In addition to any specific safety equipment you might need – such as a lamp and reflectors at night – check these items every time before you ride.

A is for Air
- Squeeze the tires and if they feel low, inflate with a hand pump or stop by the Facilities service bay at Building 81. Keep the pressure at the recommended maximum stamped on the tire.
- Check tires for damage and tread wear

B is for Brakes
- Try the brakes to make sure they grab well and snap back immediately when released

C is for Crank
- Check the crank by rotating the pedals
- Check the headset by turning the handlebars side-to-side
- Make sure that quick-release levers, if any, are tight
- If nothing appears loose, lightly bounce the bike to listen for loose parts
- If that checks out, take a test ride in an area free of traffic
- Check that the wheels are in true
1 Purpose

The purpose of this procedure is to ensure traffic safety for workers, motorists, bicyclists, and pedestrians within and around temporary work sites; protect equipment; minimize traffic disruption; and provide access for emergency response vehicles by defining the standards and specifications for temporary traffic control. It covers determining whether a temporary traffic control plan is needed and creating, reviewing, and executing a plan, for both subcontractor- and SLAC-performed work. It applies to SLAC points of contact (POCs), project managers (PMs), field construction managers (FCMs), service managers (SM) and subcontractors; and SLAC Site Security, Field Services, and the SLAC fire marshal.

2 Procedures

These procedures are intended to ensure temporary traffic control plans are documented when required, include needed standards and specifications, and are reviewed and approved by the required stakeholders before work begins that impacts traffic at SLAC.

2.1 When a Plan Is Required

A plan is required for any work that meets any of the following conditions:

- Closes a lane on any section of SLAC roads (alleys, driveways, including the north and south side of the klystron gallery road) for more than one hour
- Completely closes either lanes or the entire road on any section of SLAC roads (alleys, driveways)
- Affects the Main Gate or Alpine Gate
- Affects emergency (fire, medical, and/or law enforcement) access
- Affects pedestrian/bicycle pathways anywhere on the site
- Affects access to or causes a loss of parking spaces

If the work does not meet any of the above conditions, the SLAC fire marshal and SLAC Site Security must still be notified, via e-mail. A phone conversation is not evidence of notification.
2.2 Required Elements

If a traffic control plan is required it must

1. Comply with *California Manual on Uniform Traffic Control Devices for Streets and Highways*, Part 6, “Temporary Traffic Control” ([California MUTCD, Part 6](#)). Required distances as specified in MUTCD may be adjusted for SLAC’s specific roadway conditions.

2. Include the elements listed in Table 1. A traffic control plan that does not include all of the required elements listed below will be found incomplete and returned for revision and re-submittal.

3. Give equal consideration to construction work and the SLAC community and to all aspects of travel, pedestrian, bicycle, and vehicle, through the work zone.

Table 1 Detailed Temporary Traffic Control Plan Requirements

<table>
<thead>
<tr>
<th>Phase</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| Development    | ▪ Be legible: using either ink or computer generated graphics, Google images of the area, lane configuration, parking, and sidewalk relative to the proposed work area and the locations of traffic signs, barricades, cones, and location of the flaggers  
▪ Be provided in PDF format  
▪ Include a project schedule showing each phase affecting traffic and the planned method of handling traffic by phase, including dates and times of any closures of roadways  
▪ Include a description, including images, of emergency response vehicle access. If the road or area is completely blocked, preventing access by an emergency responder, a contingency plan must be included.  
▪ Show all streets in the work zone vicinity to ensure proper orientation  
▪ Show existing striping, pavement markings, painted crosswalks, and bike lanes, including total roadway widths, individual lane widths, bike lane widths, median dimensions  
▪ Indicate posted speed limits  
▪ Show location and dimensions of the construction work zone  
▪ Show staging area and materials storage area, as appropriate  
▪ Indicate locations of construction signs, barricades, and delineators, including cones  
▪ List all needed signage  
▪ Feature a legend defining all symbols, designated with Caltrans nomenclature (see [California MUTCD, Part 6](#))  
▪ Show all parking restriction zones and signs, as appropriate |
| Implementation  | ▪ Traffic control devices installed and maintained to ensure the safe movement of traffic and pedestrians/bicyclist/emergency vehicles through, or around, the work area and provide maximum protection and safety to workers  
▪ All delineators equipped with reflective bond at night time  
▪ Signs and barricades, shown on the plan, to direct pedestrians/bicyclist/emergency traffic through or around the work zone  
▪ All traffic control devices provided to conform to [California MUTCD, Part 6](#)  
▪ All traffic control devices removed from view when not in use  
▪ Flaggers provided as deemed necessary following [California MUTCD, Part 6](#) |
Phase Requirement

- All conflicting signs covered or removed
- CAUTION STEEL PLATES AHEAD and/or ROUGH ROAD signs in advance of steel plate bridging
- A minimum of twelve (12) foot wide travel lanes maintained at all times
- Work impacting traffic flow restricted to between 9:00 AM to 3:00 PM. In special circumstances the work may start earlier or go later only if additional pathways for vehicle traffic are created during rush hour.
- For complete road closure, immediate emergency access provided if needed to fire department and SLAC Site Security

2.3 Schedule

Plans must be

4. Submitted five working days before the start of work
5. Reviewed and approved within two working days (that is, approval must be complete three working days before start of work)
6. Be publicized in SLAC Today two days before work begins and presented at the earliest available Plan of the Week meeting (on Mondays)

2.4 Subcontractor-performed Work

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | PM/SM/POC | Determines whether a plan is required (see threshold logic above)  
| | | - If needed indicates on the [Subcontractor Safety: Work Classification Form](#) and/or [Subcontractor Safety: Site-specific Safety Plan Content and Approval Form](#) (SSSP) |
| 2.   | Subcontractor | Develops plan following detailed requirements (Table 1)  
| | | - Submits plan to the PM/FCM/SM/POC |
| 3.   | PM/FCM/SM/POC | Reviews the plan  
| | | - If deemed unacceptable, provides comments and requests revision  
| | | - If deemed acceptable, completes and documents approval on the [Traffic and Vehicular Safety: Temporary Traffic Control Plan Approval Form](#) and coordinates the additional reviews and approvals |
| 4.   | Field Services representative, fire marshal, and SLAC Site Security | Reviews the plan  
| | | - If deemed unacceptable, provides comments  
| | | - If deemed acceptable, documents approval on the Temporary Traffic Control Plan Approval Form |
| 5.   | SLAC Site Security | Provides the approved plan and signed approval form to PM/FCM/SM/POC  
| | | - Submits project-related traffic announcement to SLAC Today |
### Chapter 13 | Temporary Traffic Control Plan Procedure

#### 2.5 SLAC-performed Work

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | PM/SM/POC | Determines whether a plan is required (see threshold logic above)  
 Ensures plan is completed, following detailed requirements (Table 1)  
 Submits plan and Traffic and Vehicular Safety: Temporary Traffic Control Plan Approval Form for review and approval |
| 2.   | Field Services representative, fire marshal, and SLAC Site Security | Reviews the plan  
 If deemed unacceptable, provides comments  
 If deemed acceptable, documents approval on the Temporary Traffic Control Plan Approval Form |
| 3.   | SLAC Site Security | Provides the approved plan and signed approval form to PM/SM/POC  
 Submits project-related traffic announcement to SLAC Today |
| 4.   | PM/SM/POC | Ensures the plan and approval form are included in the work integration plan or work planning and control folder (see Chapter 2, “Work Planning and Control”) and they are available at the job site  
 Forwards copy of the plan and form to the Building Inspection Office  
 Reviews project and traffic control plan at the Plan of the Week meeting |
| 5.   | PM/SM/POC | Implements the approved plan |
| 6.   | PM/SM/POC | Informs SLAC Site Security of all proposed changes to the approved plan  
 If changes to the plan are required, coordinates reviews and approvals |
| 7.   | PM/SM/POC | Notifies SLAC Site Security when work approved by plan is completed |
3 Forms

The following forms are required by this procedure:

- Traffic and Vehicular Safety: Temporary Traffic Control Plan Approval Form (SLAC-I-720-0A21J-004). Form for documenting the approval of temporary traffic control plans

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- Completed plans and forms will be kept available on the job site. SLAC Site Security will maintain copies of record.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 13, “Traffic and Vehicular Safety”
- Chapter 2, “Work Planning and Control”
- Chapter 42, “Subcontractor Safety”
  - Subcontractor Safety: Work Classification Form (SharePoint)
  - Subcontractor Safety: Site-specific Safety Plan Content and Approval Form (SLAC-I-730-0A21J-025)

Other SLAC Documents

- SLAC Today, “Access Information”

Other Documents

This form is required to document the approval of temporary traffic control plans. The form is to be completed by the project manager (PM)/field construction manager (FCM)/service manager (SM)/point of contact (POC) responsible for the project, who attaches the plan to this form. The completed form is to be kept on the job site, with one copy kept by SLAC Site Security and one forwarded to the Building Inspection Office (BIO). (See Traffic and Vehicular Safety: Temporary Traffic Control Plan Procedure [SLAC-I-720-0A21C-004].)

<table>
<thead>
<tr>
<th>Building number/project location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project name</td>
<td></td>
</tr>
<tr>
<td>BIO authorization number (if applicable)</td>
<td>Requisition/service request number</td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Contact name</td>
<td>Phone number</td>
</tr>
<tr>
<td>SLAC PM/FCM/SM/POC name</td>
<td>Cell phone number</td>
</tr>
<tr>
<td>SLAC Field Services rep name</td>
<td>Cell phone number</td>
</tr>
<tr>
<td>Description of portion of work for which this traffic safety plan is issued</td>
<td></td>
</tr>
</tbody>
</table>

**For implementation**

<table>
<thead>
<tr>
<th>Beginning time/date</th>
<th>Completion time/date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of presentation at Plan of the Week meeting</td>
<td></td>
</tr>
<tr>
<td>Date posting to appear in SLAC Today (SLAC Site Security to complete)</td>
<td></td>
</tr>
</tbody>
</table>

**Approvals**

The signatures below are required for approval.

<table>
<thead>
<tr>
<th>SLAC PM/FCM/SM/POC name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLAC Field Services rep name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>SLAC fire marshal name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>SLAC Site Security name</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Notes/conditions of approval**

- [ ] SLAC Field Services rep
- [ ] SLAC fire marshal
- [ ] SLAC Site Security