



Department: Vehicle Maintenance  
Policy Number: VHM-A004  
Effective Date: 9/23/19

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### VEHICLE SAFETY RULES PRIOR TO INSPECTION AND REPAIR OF VEHICLE

It is the policy of CMCSS that all Vehicle Maintenance mechanics who are inspecting or repairing a vehicle (buses, service vehicle and/or equipment) adhere to the following the safety guidelines:

- Park vehicle on level ground
- Apply parking brake
- Shut down engine
- Block wheels with wheel chocks
- Remove key from ignition
- Use a lockout tag and secure the key to the outside of the passenger side mirror
- Wear safety glasses and any/all personal protective equipment as outlined in CMCSS Personal Protective Equipment Program (ref. RSK-PR06).

Implementing Procedures: None

Associated Documents: [RSK-A002](#) Employee Safety Training Policy  
[RSK-PR06](#) Personal Protective Equipment Program

#### Revision History:

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
9/12/19	IR	Initial Release

**\*\*\* End of Policy \*\*\***