



## VEHICLE SAFETY RULES WORK INSTRUCTION VHM-W001

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### WORK INSTRUCTIONS

This work instruction outlines the vehicle safety rules prior to inspection and repair of any vehicle. All Vehicle Maintenance Mechanics who are inspecting or repairing a vehicle (bus, service vehicle and/or equipment) must adhere to the following safety guidelines:

- Park vehicle on level ground
- Apply parking brake
- Shut down engine
- Remove key from ignition
- Use 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 the CMCSS Personal Protective Equipment Program (Ref, RSK-PR06).

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

**Associated Documents:** RSK-A002 Employee Safety Training Policy

RSK-PR06 Personal Protective Equipment Program

#### REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/11		Initial Release
3/25/15	A	Update logo and formatting.

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