This policy is intended to eliminate hazard potential and establish safety procedures for parking and starting Department owned, rented or leased vehicles and equipment. It is not intended to replace or supersede pre and post-trip operator requirements or completion of related reports.

PROPER PARKING PROCEDURES
Operators are responsible for properly parking vehicles and equipment and shall be parked in accordance with the following:

Equipment/Vehicles having standard transmissions:
When the vehicle is parked inside a facility, the vehicle shall be placed in neutral and the keys shall be left in the ignition. If the vehicle has a known or suspected brake problem or other serious mechanical deficiency, the keys shall be removed and the wheels chocked. An EM-3 shall be completed and a mechanic shall inspect and release the vehicle before it is operated.

For all other parking conditions, the vehicle shall be placed in reverse gear or lowest forward gear with the parking brake applied, and the keys removed. The same procedures described above shall be followed when serious mechanical deficiency is suspected.

Vehicles with auto-shift transmissions:
In all situations the operator shall select neutral on the shift control. (Note: If gear display does not show a solid “N”, neutral has not been obtained) set the parking brakes, turn off the ignition key and allow the vehicle to shut down. When in a facility the keys shall be left in the ignition, in all other parking conditions the keys shall be removed. If the vehicle has a known or suspected brake problem, or other serious mechanical deficiency, the keys shall be removed and the wheels chocked. An EM-3 shall be completed and a mechanic shall inspect and release the vehicle before it is operated.
Unattended/Idling Vehicles:
When leaving the vehicle unattended, operators shall not bypass the diesel engine auto shut down by not setting the parking brake, leaving the transmission in neutral and/or dropping the plow. This practice, whether in a plow truck or any other vehicle, must not be allowed because it is a serious violation of safety policy and violates both the V&T Law and DEC Law.

Parking on a Grade:
When the vehicle is parked facing down a grade, the front wheels shall be turned into the curb, or where there is no curb, turned away from the roadway. When the vehicle is facing up a grade, or anytime the grade is excessive, it may be appropriate for larger, heavier vehicles to chock the vehicle.

PROPER STARTING PROCEDURES:

Equipment/Vehicles having standard transmissions:
The engine of any motorized vehicle or piece of equipment shall not be started unless the operator is fully and properly in the driver/operator position (intended by the manufacturer), and ready to drive and/or operate the vehicle/equipment, seatbelts properly worn, and in all other respects prepared to drive/operate. The only exception to the seat belt requirement is for mechanics performing diagnostic work. The vehicle must be in neutral, the clutch depressed, and the parking brake engaged before starting a vehicle/piece of equipment.

In all cases Operators are required to follow the CDL 7 Step Air Brake Check procedure in any equipment or vehicle with air brakes prior to engaging the transmission.

Vehicles with auto-shift transmissions:
For all vehicles with auto-shift and fully automatic transmissions the manufacturer’s parking/starting procedures define the steps that need to be taken when starting/parking or when leaving the cab with the engine running. The manufacturer’s directions regarding these procedures must be followed in order to insure your safety and the safety of those around you.