

TRUCK DRIVER'S SAFETY AND HEALTH INSTRUCTION

I. GENERAL PART

1. A person at least 18 years of age, holding a driver's license valid for driving an appropriate vehicle and trained according to the following instructions may hold a truck driver's job:
 - Introductory employee safety and health instruction;
 - General fire safety instruction;
 - Structural division fire safety instruction;
 - Employee safety and health (by workplace) instruction;
 - Employee safety and health instruction for other than electro-technical personnel.
2. During the first year in a new job the employee shall be regularly trained twice a year.
3. During the second and subsequent years the employee shall be regularly trained at least once a year.
4. The employee shall be additionally trained at workplace if a new employee safety and health instruction is approved or the relevant instruction is amended; if the employee is shifted to a new workplace (another work is performed); if state labour inspector or employee safety and health officer or immediate supervisor finds that employees safety knowledge is insufficient; upon change of working conditions that may affect employee's safety and health; in the event of incident, accident or occupational illness.
5. All types of operated vehicles –trucks and trailers – shall be in good technical shape, complete, ensure safe operation, comply with the requirements of Vehicle Technical Operation and Road Traffic Rules.
6. A truck driver must be aware of:
 - General load transportation requirements;
 - Major types of dangers;
 - Preventive and protective measures by the type of hazard;
 - How to behave in the event of incident (first aid, road safety, basic knowledge on the use of protective measures etc.);
 - Marking and labelling of material hazardousness;
 - What the driver must do and must not do during the transportation of hazardous load;
 - Purpose and operation of the vehicle's technical equipment;
 - Course of actions of a vehicle carrying tanks and tank-cars, including movements of the load;
 - Numbers of special services and persons in charge.
7. To ensure safe driving, truck drivers have to comply with the following work and rest periods:
 - The driver's uninterrupted driving period shall not exceed 4 hours, and the driving time during the days shall not exceed 9 hours.
 - The driver's driving time during a week shall not exceed 48 hours and 92 hours if driving two weeks in a row, keeping within the limits of monthly working time.

- The driver's working shift may be interrupted; however the break shall be not shorter than 2 hours and not longer than 6 hours including the lunch break.
- After 3 hours but not later than after 4 hours of uninterrupted driving the driver shall have at least 30 minutes rest, however not longer than 2 hours.
- Uninterrupted daily rest shall be at least 10 hours and during interrupted shift – at least 9 hours.
- Uninterrupted weekly rest shall be at least 32 hours with at least 11 hours daily rest before or after the weekly work.
- Work and rest time shall be recorded by a special mileage control meter installed in the truck; in the absence of the control meter the duration of driving and rest periods shall be recorded in the crew members log to be filled by each crew member.
- If the driving distance during one shift is longer than 500 km, the vehicle shall be driven by two drivers interchangeably.
- The total driving time of two drivers shall not exceed 17 hours per shift.

8. Requirements for truck cabin:

- The windscreen and side windows must bear no cracks or dark spots that may deteriorate visibility. Side windows shall be evenly moved by hand or glass lifting mechanism;
- Wipers must move freely without any stops and clean the windscreen properly;
- The seat and backrest must be free of any dints, cuts, protruding springs and sharp edges;
- The seat and backrest must have adjusting mechanism so that the driver can regulate the seat to a comfortable position;
- The cabin must be equipped with a properly functioning heating device installed by the manufacturer; using exhaust gas for cabin heating is prohibited; using of self-made heaters in the cabin is prohibited;
- The cabin floor must be neat and tidy and covered with rubber mat.

9. The driver must not drive when:

- The steering wheel looseness exceeds the values specified in the vehicle passport (measuring on the steering wheel);
- The steering column is bent or dented or damaged in other manner and obstructs the movements of the wheel axle;
- Slackened pivoting of the steering column and damaged fixing elements;
- Slackened steering lever fixing on the axle;
- Disordered steering side and cross rods and parts (bends, cracks, damaged thread, damaged end, broken pins etc.);
- Loose rod joints.

10. Operation of a vehicle with disordered pneumatic system pressure-gauge is prohibited.

11. Condensate from pneumatic brake system air container shall be discharged regularly, especially when the temperature is below zero.

12. Technical condition of brakes shall ensure timely braking of the vehicle (road train) and simultaneous arrest of all wheels.

13. Technical condition of tyres shall ensure safe driving.

14. Use of tyres is prohibited if:

- They are not in accordance with the vehicle model by size and allowable load;
- Air pressure in the tyre does not correspond to the specified pressure.

15. Use of tyres with different tread patterns, coupling of old tyres with worn out tyres is prohibited.

16. Wheel discs shall be fixed to the hubs. Rim flanges shall be in properly mounted. Wheel discs shall bear no cracks or dents.

17. Technical condition of electric equipment shall ensure good road lighting, proper operation of alarm and electric control equipment; also prohibit any short-cuts in wires and clamps. Insulation of all wires shall be intact and reliable. The battery shall be fixed. The battery container shall not leak electrolyte.

18. Each vehicle, irrespective of its model and purpose, shall be equipped with rear view mirrors providing good view of the road behind the driver.

19. Each vehicle shall have a proper lighting system (high beam lights, low beam lights and fender lights). Two fog lights of yellow or white colour are allowed (only factory produced); the lights shall be adjusted so that opposite lane drivers are not dazzled.

20. The vehicle shall not leave the garage if lane change and fender lights are out of order.

21. Vehicles shall be equipped with a proper kit of tools and devices in accordance with technical specifications: relevant power jack, portable lamp or torch, air pump for inflating of tyres and blowing engine power system, wrenches.

22. All vehicles shall have at least 4 wedges to immobilize the.

23. Vehicles making trips shall be additionally equipped with metal supporters, spade, towing line and non-skid chains.

24. Power, cooling and lubricating systems shall be free of fuel, oil, antifreeze or water leakages; sealed connections shall not leak exhaust gas.

25. Exhaust pipe shall be tightly joined to the engine discharge pipe. Discharge manifold and mufflers shall be free of cracks and holes.

26. Technical condition of driving equipment shall ensure easy and reliable movement of front wheels at any speed.

27. Load vehicle shall comply with the following additional requirements:

- Side platform for cargo shall be free of broken beams and planks; the technical condition of the boards shall prohibit the cargo falling off the platform;
- Side and end boards shall be opened (turned) with reliable loops and latches that would not open unexpectedly;
- Van trucks shall have:
 - A trim tilt without splits, cracks etc.;
 - Orderly doors opening outside in the rear or on the right side (the door locks shall be in proper order so that they do not open while driving);
 - With open door stoppers;
 - With steps under doors for people to get in and out and for cargo loading.

28. Single and double axis trailers and vehicles for transporting long cargo shall be equipped with posts and shields (the later are installed between the cabin and the cargo) and extra turning wheels with lifting devices to immobilize them when driving without cargo.

29. Trailer's turning wheels shall have proper immobilizing equipment. Use of haphazard means (crows, sticks etc.) for immobilization is prohibited.

30. Immobilization of the trailer's turning wheel in the driving position while driving forward is prohibited.

31. The coupling device shall ensure that the trailer does not break away from the truck. The vehicle shall be equipped with security (emergency) chains or lines connecting the trailer to the truck to ensure secure connection in the event of coupling device failure.

32. All trailers shall have a reliable parking brake that should disengage the brake system when it is disconnected from the truck.

33. During tilt maintenance only stocked and tested ladders or stile shall be used.

34. When the tilt is repaired using ladders, the allowable height for a person to stand is 1 m below the top of the ladder.

35. The ladder shall be placed at 75° angle to horizontal surface.

36. The stile bias shall not exceed 1: 3.

37. All used ladders and stile shall have the following markings:

- Stock number;
- Date of the next testing;
- Name of the company (vehicle) it belongs to.

38. The following actions are prohibited while standing on the ladder or stile:

- Standing on the last or one but last step if the ladder is not equipped with handrails or supports;
- Load lifting and lowering;
- Working at or under operating vehicles;
- Using power or air devices.

39. The brake system shall be free of:

- Fluid leakage from hydraulic brake system or air entering into the system;
- Air release or entrance into brake air system;
- Air release from the brake air system, which may cause the pressure drop below the manufacturers technical specifications;
- Brake pad seizing in any of the brakes;
- Replacing of brake fluid with mineral or any other oil or surrogate fluids.

40. Single axis trailers shall be equipped with:

- Orderly devices used as a front support when trailers are detached from the truck;
- Orderly skid plate, ensuring the fixed position of the locks "Free lock", "Closed lock";
- Parking brake for stopping single axis trailers while hooking, unhooking or standing.

41. During transportation of hazardous loads the driver shall receive written instructions giving concise and precise description of:

- Type of hazard caused by transported hazardous substances and safety measures to avoid the hazard;
- Actions and first aid in the event people are exposed to the hazardous cargo or substances that may fall out of it;
- Fire fighting measures in the event of fire, especially unsuitable fire fighting measures;
- Measures that should be taken in the event of damage of hazardous substances packaging, especially when hazardous substance is scattered on the road.

42. Working under the influence of intoxicant, use of alcohol, drugs and toxic substances at work is prohibited.

43. Employee suffered in an accident or acute occupational illness shall immediately address the nearest medical institution, inform his immediate supervisor, employer, employee safety and health office. A person witnessing an accident or having learned about an accident shall immediately provide first aid to the injured and inform immediate supervisor, employer, employee safety and health office. If necessary, the ambulance should be called. The work place and equipment shall remain in the same status as it was during the accident until the accident investigation is started. In the event of threat to life and health of the people around the most necessary changes are permitted only upon drawing a specific statement of the status.

44. Personal hygiene requirements:

- Not to keep and eat food in the workplace;
- Not to go to public catering establishments dressed in work clothes;
- Rinse hands with soap after work and before breaks;
- Not to keep personal things and work clothes in the same place.

45. Fastening work clothes with pins and needles, keeping sharp things in the pockets, using work clothes for not intended purpose is prohibited.

46. In the event of running high temperature inform the immediate supervisor and address a medical institution.

47. Upon failure to comply with the above requirements the employee is liable by the law of the Republic of Lithuania.

II. OCCUPATIONAL RISK FACTORS. SAFETY MEASURES PROTECTING FROM THE IMPACT OF RISK

48. Hazardous and harmful factors:

- Vehicles and pedestrians moving on the road;
- Slippery and potholed roads, dangerous turns and throats;
- Steep slopes and hillsides, dangerous shoulders;
- Foreign objects on the driving lane;
- Cross roads and train crossings;
- Possible appearance of children, cattle and wild animals on the driving lane;
- Driving mistakes (lack of quick perception, failure to assess the situation quickly and correctly, not evaluated suitability of a person for the work, insufficient eyesight sensitivity to visual information etc.);
- Driving impaired by alcohol, drugs or other toxic substances;
- Inability or unwillingness to choose safe speed;
- Vehicle construction failures, manufacturing defects;
- Infringements of work safety requirements during vehicle repairs on the road or in the garage;
- Nervous stress caused by the responsibility for the vehicle and cargo;
- Fatigue and sleepiness caused by the swinging while driving;
- Exposure to fuel fumes, exhaust gas containing different concentrations of carbon oxide;
- Danger of fall (inspecting and repairing the tilt);
- Fire and explosion hazard;
- Vehicle produced noise containing low frequency elements (may cause headaches, affect peripheral nerve system);
- Prolonged sitting in the cabin (may cause rheumatism);
- Above the norm vibration caused by improper shock absorbers, uncomfortable seat (affect central nerve system);
- Electrolyte may cause burns.

49. Appropriate technical and safety measures are required to avoid or to reduce the affect of the above-mentioned hazardous and harmful factors:

- Operation of a vehicle not dully registered and without a relevant national technical check-up is prohibited;
- Technical conditions of the vehicle shall be inspected, all equipment and devices shall be in proper order and comply with the manufacturer's requirements for operation;
- Windshield and side windows shall be transparent, free of cracks and holes. Side windows shall be moved easily by turning or pressing the opening mechanism; Wipers must move freely without any stops and clean the windscreen properly;
- Door locks shall be in proper condition and ensure that the door do not open while driving. The vehicle's heating device shall function properly;
- The vehicle's fuel, heating and lubricating systems shall not leak fuel, oil or water. The exhaust pipe shall be tightly joined to the gas discharge pipe;
- Brake fluid may not be replaced by mineral or other oil and surrogates;

- Technical condition of tyres shall ensure safe driving;
- Tyre size and allowable load shall correspond to the model of the vehicle. Diagonal and radial tyres as well as tyres with different tread patterns should not be mounted on the wheels of same axle. Mounting of radial tyres on the front axle and diagonal tyres on the rear axle is prohibited;
- Wheel discs should be securely tightened to the hubs. Drilling holes in discs that would reduce tightening reliability is prohibited;
- Condition of electric equipment should ensure the start of the engine with a starter, trouble-free functioning of lighting, signalling and control equipment, not cause sparking of wires and terminals. The battery should be properly fixed and not leak electrolyte;
- The vehicle should be equipped with rear-view mirrors giving good view of the road behind the driver;
- The vehicle's lighting system shall be in good order with properly functioning high beam lights, low beam lights, fender and parking lights, turning lights etc.;
- When the rear gear is on, rear lights shall automatically switch on;
- The vehicle should be equipped with first-aid kit, emergency fire fighting equipment, emergency stop sign or blinking red lantern. The first-aid kit and fire extinguisher shall be placed in an easily accessible location.

50. The employer shall equip the driver with personal protective equipment free of charge subject to hazardous and harmful physical, chemical, biological and other factors. Mandatory equipment:

- Work clothes;
- Work footwear;
- Head cover;
- Protective goggles;
- Protective helmet for working in the pit;
 - Warm overalls;
 - Boots;
 - Work gloves.

51. Each personal protective equipment shall be:

- Protected from possible hazardous and harmful factors in the working environment without posing any risk to employee safety and health;
- Comply with ergonomic requirements and employee's current health condition;
- Fit (be properly suitable to) the employee.

52. Personal protective equipment shall be used when it is impossible to avoid risk in the working environment or restrict the risk by collective safety or work arrangement measures, methods and ways.

53. The employer shall:

- If necessary, free of charge provide more personal protective equipment than provided for in the list of personal protective equipment;
- Control whether personal protective equipment supplied to employees carry the mandatory compliance marking or certificate proving that they are in accordance with the requirements of applicable work safety norms;

- Free of charge provide employees with washing and antinoxious substances for employees doing the work which may expose their skin to harmful substances;
- Ensure that personal protective equipment are stored, used, cleaned, technically maintained and, if necessary, supplied with spare parts pursuant to with the procedure set forth in the manufacturer's manual;
- Supply with alternative sets of personal protective equipment during cleaning, laundering or maintenance and repair time;
- Control the compliance with hygiene requirements if, under certain circumstances, the same personal protective equipment are shared by several persons;
- Assess the working conditions and set forth the duration of personal protective equipment use pursuant to the manufacturers' information.

54. Personal protective equipment is owned by the employer therefore the employee shall return it when leaving the job, changing jobs in the same company where the personal protective equipment is not required according to the risk of working environment. Personal protective equipment shall be replaced after normal wear and tear.

55. The employee shall:

- Before using personal protective equipment inspect whether it is not damaged, impaired, dirty or expired (against the date on the seal);
- Use personal protective equipment supplied to him;
- Carefully maintain and use personal protective equipment for intended purpose; inform his immediate supervisor about the run-out, dirtiness or impracticability of personal protective equipment and about the expiration of the validity date in due time;
- Compensate the damage for losing or ruining his personal protective equipment at his fault.

56. Use of expired personal protective equipment or under testing is prohibited.

III. EMPLOYEE'S ACTIONS BEFORE STARTING WORK

57. Receive the task from immediate supervisor; acquaint with work performance procedure and safe working methods.

58. Dress in orderly and proper size working clothes, button them, put on working footwear, check personal protective equipment and use them for the intended purpose.

59. Carefully inspect the workplace, remove all foreign objects that may hinder the working process, make sure if the floor is dry, not slippery, whether walking passages are not blocked, visually inspect if the lighting is sufficient.

60. Inspect electric equipment: whether the wires connecting the equipment to the power source are intact, whether insulation is undamaged, whether the wires are protected from incidental mechanical impact.

61. While leaving for a trip have the driver's license, technical passport of the vehicle, and vehicle technical inspection certificate; if hazardous cargo is to be transported – a relevant certificate issued by competent authorities.

62. The driver is responsible that all persons present in the vehicle or servicing the vehicle would comply with occupational safety requirements.

63. The driver shall check the technical condition of the vehicle:

- Inspect the vehicle from outside and make sure whether the body is not damaged, whether oil, fuel, cooling, brake and shock absorbers' fluid is not leaking; if the vehicle is gas driven – check the sealing of gas containers and fittings;
- Clean the vehicle's license plates, windows, lighting and emergency lamps, make sure whether door and bonnet locks are in proper shape;
- Check if there is oil in the engine's crankcase (if necessary, add oil to the required level);
- Check if there is sufficient fluid in the radiator, brakes, hydraulic gear unit, electrolyte in the battery and fuel in the tank;
- Check whether clutch pedal and brake pedal free movement complies with that specified in the vehicle's technical specification, whether the hand brake is functioning;
- Check the steering wheel free movement;
- Check the pressure in the tyres and whether the wheels are properly fixed;
- Check the completeness and orderliness of the tool kit;
- Check if the vehicle is equipped with first-aid kit, fire extinguisher, towing line and safety belts;
- In winter time check the functioning of the cabin heating system.

64. In winter time clean the iced parts of the vehicle (steps, bumpers etc.).

65. Acquaint with the task, route and features of the cargo to be transported.

66. During transportation of hazardous substances the following documents shall be in the vehicle along with other mandatory documents:

- Transportation documents for all hazardous substances;
- Copy of a special agreement if the cargo is transported under such agreement (contract);
- Instructions for each hazardous substance or class of substances, drawn by the manufacturer or sender in the national language of his country. If the languages of the cargo sender's and receiver's languages are different, instructions shall be drawn in both languages; the set of instructions shall be kept in the cabin;
- Instructions for the shipping company shall be submitted along with the shipping order so that the shipping company could take all measures to acquaint its employees and ensure the compliance with the instructions.

67. During the transportation of hazardous cargo comply with the instructions and requirements of Transport Emergency Card.

68. Upon noticing any failure, disorder or risk involving factor inform the immediate supervisor. Not commence working until all drawbacks are eliminated.

IV. EMPLOYEE'S ACTIONS DURING WORK

69. Comply with internal code, on-duty and off-duty periods, rest, eat and smoke only in designated places, perform only the work delegated by the immediate supervisor and only being aware of all safe methods of performing the work.

70. Keep the workplace neat and tidy.

71. Not to work if the workplace is not properly lighted.

72. The driver is prohibited to:

- Drive under impairment of alcohol, drugs or toxic substances, feeling ill or tired;
- Pass the driving to another person or take passengers (other than employees);
- Use the vehicle for personal errands without permission;
- Transport liquids and powdery materials in improper packaging;
- Move frozen or stuck in soil loads by hammering them or pushing with a truck;
- Discharge oil products or oil polluted water into the sewerage or onto the ground;
- Drive a vehicle with people or cargo on the bumper or fenders;
- Smoke in close proximity of a gas container or gas systems;
- Heat the vehicle components with open fire;
- Use open fire while checking or repairing the vehicle's battery;
- Use primus or gas stoves;
- Stand in front of the opened side of the vehicle;
- Use a mobile phone while driving if the cabin is not equipped with hands-free system;
- Repair or adjust gas systems with the vehicle's engine switched on (except for adjustment of idle running);
- Repair compressed air systems with air present in the system (when the engine is switched on, the air is not released from the compressed air system);
- Use random spare parts for minor repairs;
- Start the engine and work when the gas system is not in proper order or gas leaks from the supply line;
- Perform any repairs or replace any apparatus or main elements of the vehicle with gas present in the supply line;
- Release gas close to the parking place of other vehicles, sources of fire or people;
- Operate the vehicle with petrol when the main vent in the spider and container vents are open;
- Leave discharge vents half open. To avoid gas leakage the vents shall be either fully opened or fully closed;
- Impact gas equipment and fittings under pressure;
- Operate vehicles without filters because mechanical impurities may harm gas distribution valve elements and impair their functions;
- Independently repair and adjust gas equipment and fittings;
- Fill containers without regular inspection and relevant labelling with gas;
- Fill vehicle's containers with gas after detecting improper sealing of gas lines or connections;
- While filling containers with gas stand in close proximity of the filling hose or containers;

- Disconnect filling hose under pressure (the pressure is dropped automatically);
- Tighten screws and connections when the system is under pressure;
- Perform sideline work;
- Take passengers.

73. Keeping containers with petrol or other easily inflammable liquids, fuel or oil polluted cloths in the cabin is prohibited.

74. While driving the driver shall:

- Continually observe indications of controls and operation of all mechanisms;
- Depending on the driving speed, prevailing weather and road conditions keep a safe following distance from the vehicle in front to avoid collision in the event of braking;
- Stop immediately in the event of vehicle failure;
- Regularly check the wheels and take measures to remove stones and other objects stuck between wheel tyres.

75. Use a sound signal:

- When starting to back;
- In all other cases of possible contact with people and other vehicles.

76. Repair work, resting and sleeping in the cabin with switched on engine is prohibited.

77. When the vehicle is stopped the hand brake shall be activated.

78. While crossing the railway:

- Drive only on marked crossings;
- Drop the speed before the crossing;
- Cross the railway at the straightest possible angle;
- Drive across the crossing only being sure of the traffic safety.

79. While loading:

- Not overload the vehicle or the trailer above the designed capacity and clearance;
- Not walk and not stand under the loaded cargo;
- Transport the cargo exceeding the vehicle's body by 2 meters on a special trailer;
- Transportation of cargo wider than the vehicle's body is prohibited;
- Driving the vehicle with open doors is prohibited;
- Using the mobile phone while driving without hands-free equipment is prohibited;
- While loading (unloading) the vehicle in close proximity of the buildings, the distance between the vehicle and the building shall be at least 0.5 m and the distance between the cargo stack and the vehicle – at least 1 m;
- While loading (unloading) the cargo the vehicle may lean against the trestle, platform or ramp the height of which corresponds to the height of the vehicle's board;
- Having finished the loading work, inspect the stowage and the fastening to make sure if the driving will be safe.

80. When stopping the vehicle on dark roads put on parking or low beam lights and the red rear light. A red signal in the back and extra size labelling shall be used while transporting extra size cargo. The vehicle shall be parked on the shoulder of the road.
81. When the vehicle is parked with improper lighting devices, a torch shall be fixed to the left side of the platform body and emergency sign shall be placed on the road. The driver shall take precautions to protect the vehicle from theft (close the windows, lock the doors, take the ignition key).
82. Drop the speed and put on the lights while driving under conditions of limited visibility (less than 20 m, fog, rain, dust, snow).
83. While working with truck-trains, the coupled train must be attended by three persons: the driver, the coupling assistant and the coordinator. The driver shall back at the lowest possible speed taking all precautions to ensure the safety of the coupling assistant's work.
84. A reasonable turning radius shall be maintained while making turns. Special devices shall be used to fix the front axle of the trailer while backing.
85. The trailers shall be loaded evenly to avoid the overload on the front axle.
86. The tow of a loaded trailer by an empty (unloaded) vehicle is prohibited.
87. While working the driver shall observe the condition of the trailer and towing equipment.
88. The procedure of transporting extra size cargo is specified by the road police.
89. Coupling and uncoupling shall be performed only on an even horizontal site with hard covering. Steering and driving axle of the truck and the single axle of the trailer shall be in one line.
90. Coupling and uncoupling on a slippery site is prohibited. During coupling the sides of single-axis trailers shall be closed.
91. Before coupling check the condition of the skid plate; the single-axis trailer shall be immobilized by the parking brake; the front part of a single-axis trailer shall be positioned in such a manner that the front edge of the supporting plate shall lie on the rail or on the skid plate. If necessary, the front part of the single-axis trailer may be lifted or lowered.
92. To assist the coupling the coupling hoses and cables shall be hooked on the front side of the trailer and pulled by the spring. Stacking of pallets, partitions and other tackle on single-axis trailer's sides is prohibited.
93. The front part of a single-axis trailer shall be loaded first (to avoid overturn).
94. During repair work on the trip the driver shall comply with safety rules applicable to repair and maintenance work in the garage. Repair work without proper tools and devices is prohibited. While repairing the vehicle parked on the road shoulder the driver may not stand on the driving lane.
95. If foreign objects are stuck in the tyre, the tyre must be deflated and replaced. Pulling and picking of trapped objects from the inflated tyre is prohibited.
96. The driver may not give permission for other people (loaders, agents, attending persons etc.) to repair the vehicle.
97. Broken vehicles shall be towed by special towing vehicles equipped with trailing and hooking devices. The following rules shall be observed while towing:

- While towing the brakes of the towed vehicle shall be in operable condition; if the brakes are out of order, the vehicle shall be towed by rigid hooking;
- The towed vehicle's front axle and steering mechanism shall be in operable condition; if they are out of order, the vehicle shall be transported on the platform of another vehicle;
- Only the driver may sit in a towed vehicle; the presence of other persons in a towed vehicle is prohibited;
- The horn shall be operable in the towed vehicle;
- The towed vehicle shall be connected to the towing vehicle by a required length metal bar or fast steel rope, line or chain (in accordance with the traffic rules) with a coloured flag in the middle.
- When towing is performed with a flexible coupling, the coupling length shall be within 4-6 meters. The rigid coupling shall not exceed 4 meters.
- Towing on mountain roads is allowed only with rigid coupling of one vehicle.
- While backing the driver shall make sure that there are no passing vehicles, people or other obstacles. When visibility behind is poor (cargo on board, gates etc.) a standby person shall be appointed to give signals.

98. Before backing the driver shall give a sound or light signal.

99. If the driver (attending persons) finds himself in a hazardous or harmful situation (the loading and unloading sites and access roads do not comply with the specified requirements, mechanical equipment for loading heavy cargo are missing, the vehicle is not appropriate for transportation of the cargo, there is no safe room for loaders during loading work) he shall stop working without delay and inform his immediate supervisor.

100. Upon detecting failures in the vehicle that may endanger traffic and vehicle safety, the driver shall take measures to eliminate the failures and if that is not possible – call a specialized repair service.

101. Vehicles transporting hazardous cargo shall be not left unattended or shall be parked in an opened isolated space, safe warehouse or safe industrial premises. In the event such conditions cannot be met, the vehicle may be parked pursuant to the following requirements:

- In the guarded parking lot giving information to the guard about the type of cargo and the driver's location;
- Public or private site where the vehicle is not endangered by other vehicles;
- A detached open space away from public roads, buildings and people.

V. EMPLOYEE'S ACTIONS IN EMERGENCY (EXTREME) CASES

102. In the event of accident at work, on the way to work or home from work:

- Immediately call the ambulance or address the nearest medical institution;
- Provide first aid;
- Inform immediate supervisor;
- Leave the work place and equipment in the same state as it was during the accident until the accident investigation is started. In the event of threat to life and health of the people around the most necessary changes are permitted only upon drawing a specific statement of the state.

103. After the traffic accident the driver involved shall:

- Stop immediately and remain in the place of accident, put on the emergency lights or place an emergency sign (in residential areas within the distance of 15 – 20 meters from the vehicle, beyond residential areas within the distance of 30 – 40 meters), not to move the vehicle and objects related with the accident;
- Take all measures to provide first aid to the injured, call the ambulance or, if impossible, take the injured by another vehicle or the driver's vehicle to the nearest hospital and return to the place of accident;
- Report the accident to the police on the number 02, put down witnesses' names and wait for the police officers;
- Take measures to retain tracks of the accident and make it possible for other vehicles to pass the accident place.

104. If people were not injured during the accident and damages are insignificant, if the drivers reach a consensus regarding the accident circumstances and the vehicles have no failures hindering the driving, the drivers may go to the nearest police station and register the accident under the established procedure after drawing the accident scheme and signing under it.

105. In the event of fire in the vehicle pull down immediately, disconnect the fuel supply and the battery. Extinguish the fire with a fire extinguisher, sand, soil or flameproof cloth. If necessary call the fire brigade on the number 01. In the event the vehicle gets on fire in the garage, immediately tow the vehicle out of the garage. In all cases inform immediate supervisor.

106. In the event of accident inform immediate supervisor, address the medical station, if necessary – call the ambulance and keep the place of accident in unaltered state until the investigation if human life is not endangered.

VI. EMPLOYEES ACTIONS AFTER COMPLETING WORK

107. Park the vehicle in the garage in the place designated by the immediate supervisor.

Not to leave oil and fuel polluted cloths on the engine or in the cabin.

108. Inspect the vehicle for damages, leakage of petrol, oil, cooling, brake and shock absorbers fluids.

109. Clean the dirt (dust, snow) from the vehicle, wash the windows, lamps, license plates.

110. Put the tools in order and lock the vehicle.

111. Take off work clothes, check if they are clean and place them in a designated location.

112. Inform immediate supervisor about detected failures influencing safe performance of the work.