

DRIVER TRAINING
Backing Procedures

I. **Before Backing**

- A) Check/ adjust mirrors
- B) Roll down window/turn off radio
- C) Do a visual sweep of area noting location of potential hazards, including overhead obstructions
- D) Clarify direction signals with round guide

II. **Ground Guide**

- A) ALWAYS use ground guide if available (your passenger seat should be empty)
- B) Ground guide must maintain eye contact with driver
- C) Hand signals are always from driver's perspective
- D) Ground guide must stay in driver's line of sight
- E) Ground guide must stay out of vehicle path
- F) Ground guide must look in all directions (including UP!)

III. **Hand Signals**

A variety of hand signals may be used however, the standard signals are as follows:

- A) Back: Wave straight back
- B) Stop: Close fist or Crossed arms
- C) Right/ Left: Point arm in desired direction of travel while continuing to wave vehicle back
- D) Straight: Hold hands apart, palms facing in, at eye level
- E) Forward: With both hands, point forward

IV. **Be Aware!**

STAFF MEETING TRAINING SIGN-IN

TOPIC BACKING PROCEDURES

Date: 1-14-2015

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