

# Contractor Low Speed Vehicle Orientation

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# Introduction

This presentation does not replace any vehicle training your company provides. It is intended to provide information on Lockheed Martin (LM) expectations while operating low-speed vehicles while on LM premises.

Low speed vehicles (LSV) are classified by LM as motorized or non-motorized vehicles that operate at or below 25 mph and are not permitted to operate on public roadways without a valid state registration (contact your local fleet administrator with questions).

- Motorized vehicles are (Miles/Tiger) trucks, scooters, golf carts, and special purpose vehicles like material haulers, all-terrain vehicles, oiler carts, chariots, and mobility scooters.
- Non-motorized vehicles are manually powered vehicles like bicycles and tricycles.

A vehicle operator shall complete all company-required training on vehicle use prior to operating on LM premises. This orientation does not authorize you to operate LM-owned vehicles. If your company is authorized to operate LM-owned vehicles, you are only permitted to operate the vehicle specified in the PO. Refer to PM-8013 ESH Contractor Handbook for all contractor requirements. For more information on these requirements contact your LM POC.

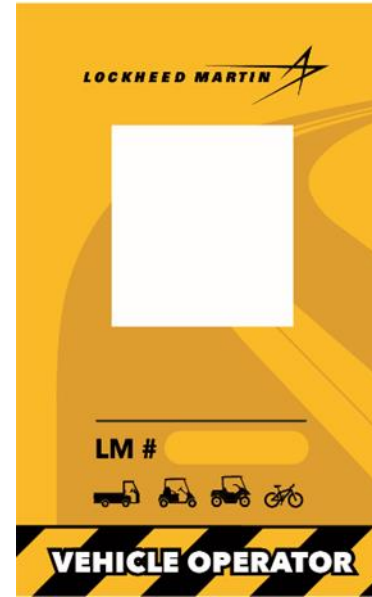
# Requirements

## Badge Requirements:

- Once information packet has been reviewed, sign company roster and include your name, driver's license number, and expiration date
- Bring completed roster and DMV-issued driver's license to Visitor Control to pick up operator badge
- Display badge at all times while operating

## The back of the operator badge has reporting numbers:

- Plant Protection Emergency Number: To report any incident/accident that resulted in potential injury to persons or damage to property
- Garage Number (if using LM-owned vehicle): To report abnormal findings during inspection and any issue that requires vehicle repairs
- ESH Helpline: To report any unsafe concern if you do not have access to Enablon



**Unsafe operation can result in badge removal and/or removal from site**

# Vehicle Operation

## Vehicle Movement

### DO

- Observe all posted traffic signs
- Always yield your right of way to pedestrians, aircraft, and emergency vehicles
- Use extreme caution while operating near pedestrians; slow speed and be prepared to stop to prevent an accident
- Reduce speed in congested areas
- Adhere to posted speed limits that include: 5 mph (slow walking pace) in buildings, 10 mph in parking lots, 15 mph through gates, 20 mph on roadways
- Wear seat belts in accordance with State motor vehicle laws, or when provided on equipment
- Signal all turns and stops either with mechanical devices or hand signals
- Report all in-plant traffic accidents involving property damage or personal injury immediately to the POC and Plant Protection (See back of operator badge for number)
- Use extreme caution when entering/exiting buildings

### DO NOT

- Ride in the bed of pickups or trailers
- Use electronic devices while operating vehicles unless using a handsfree device. Pull vehicle into safe legal space prior to using electronic devices
- Pass through hazardous areas enclosed by barricades or areas designated by signage as hazardous
- Overload your vehicle or trailer. Material that cannot be safely transported in a vehicle, on a trailer, or on a skid, shall not be carried by these means. Secure any material that has potential for movement prior to departing
- Operate vehicles during hours of darkness, inclement weather, or in poorly illuminated areas without operational headlights and taillights
- Drive vehicle into building without authorization from LM POC

# Vehicle Operation

## Operating in Buildings

### DO

- Use extreme caution when passing through doors that lead to the inside/outside of buildings and when passing personnel doors that exit into traffic aisles
- Except on aisles equipped with “Stop” signs at the intersection, vehicles traveling on north-south aisle have the right-of-way over other vehicles. However, north/south vehicle operators shall continue to watch for pedestrians and slow down at intersections
- When your vehicle is equipped, stop and honk as you enter/exit buildings and at intersections that cross pedestrian walkways—ensure your path is clear of pedestrians prior to moving
- Adhere to 5 MPH speed limit while driving in buildings— this is equivalent to a slow walking pace

### DO NOT

- Ensure vehicles do not enter buildings unless approved by the POC or other authorized LM Aero representative
- Vehicles shall not be refueled inside any building. This does not apply to the exchange of propane cylinders on propane-fueled vehicles

# Vehicle Operation

## Miscellaneous Operation

### DO

- Ensure passengers ride only in manufacturer approved seat
- Ensure internal combustion engines are vented outside except with movement to and from work areas
- Turn off internal combustion engines to reduce air pollution
- Only park in designated parking stalls; use parking placard when parking in contractors spaces
- Display operator badge at all times while operating on site
- Report any unsafe observation to ESH by placing a close call in Enablon or by calling the ESH Helpline (number on the back of badge)
- Ensure vehicle is properly maintained
- If you note liquid under your vehicle while watering the battery, immediately report the potential HazMat spill by contacting Plant Protection, 911 on a plant phone, or 661-572-2010 (on badge) through a cell phone
- Fully charge batteries prior to adding water

### DO NOT

- Transport material in a bicycle if you are unable to secure it in a basket. Both hands shall remain on handlebars at all times, except when providing hand signals
- Stand or allow others to stand on vehicle while it is moving
- Water battery while vehicle is on dirt
- Park vehicle on dirt
- Add water prior to charging batteries

**Only proceed to next section if you will be operating LM-Owned vehicles onsite**

# Vehicle Types & Differences

Vehicle Type	Key Differences
ATV	<ul style="list-style-type: none"><li>• Equipped with seatbelts (required to be worn while in operation)</li><li>• Can exceed 20 mph – be mindful of speed as it is not equipped with a speedometer</li></ul>
Bicycle/Tricycle	<ul style="list-style-type: none"><li>• May or may not be equipped with lights (do not operate during hours of darkness without proper lights)</li><li>• Be aware these vehicles can have hand or pedal brakes</li><li>• Do not transport material unless it can be securely stored in a basket</li></ul>
Golf Cart	<ul style="list-style-type: none"><li>• Keep back seat flipped down to protect leather when seats are not in use</li><li>• Horn is in steering wheel or foot pedal (left corner)</li><li>• Only two riders are permitted to sit on back seat</li></ul>
Miles/Tiger Truck	<ul style="list-style-type: none"><li>• Equipped with seat belts that shall be worn while operating</li><li>• Equipped with speedometer to monitor speed</li></ul>
Scooter	<ul style="list-style-type: none"><li>• Equipped with adjustable hand brakes– twist to the right to increase tension/stopping force</li><li>• Be mindful of unique blind spots</li></ul>

**Be aware of unique vehicle differences prior to use**

# Vehicle Inspection

Operators must confirm:

- Periodic maintenance has been performed
- Vehicle operates properly
- No defects or concerns present that could make the vehicle unsafe to operate

Operators are responsible for inspecting the vehicle prior to each use:

- Windshield (If equipped) free of cracks with clear visibility
- Obvious signs of damage on the exterior
- Abnormal battery odor
- No visible damage on charging cord
- No exposed electrical wires
- Tires full and not damaged
- Brake pedal properly stops vehicle
- Adjust mirrors as needed to improve visibility
- Horn (If equipped) working properly
- Lights in good working order
- Bicycles Only: Are the tires properly inflated? Are the brakes working to stop vehicle? When equipped, do the lights function normally?



**Report any unsafe findings to the garage and ensure vehicle is not used**



# Battery Watering & Maintenance

Vehicle operators are responsible for ensuring the batteries are watered weekly

Watering guide:

- Ensure vehicle has been fully charged
- Find your water source
- Locate watering tube on vehicle
- Connect the vehicle water tube to the watering source
- Turn water on and keep running until the flowmeter stops
- Turn water off and disconnect tubing

If water is noted under the vehicle during the watering process:

- Stop watering and contact Fleet Personnel/Garage
- If Fleet Personnel/Garage are unavailable, call
  - Plant Protection number on badge OR
  - 911 on a plant phone




# Battery Watering & Maintenance



**BATTERY WATERING**


Your team should water your scooter/cart batteries once per week. Battery watering is an important maintenance practice that increases battery life, reduces waste, and decreases the chance of safety hazards.

**HOW TO WATER YOUR BATTERY:**

1. Make sure your cart/scooter battery has been fully charged.



2. Find your water source. You have two options:
  1.  Go to Fleet Management (Bldg. 617). They have a watering station set up on the East side of the building (between the two garage doors).
  2.  Ask Fleet Management for a portable water jug. This jug can be filled at your building.

3. Find your cart/scooter watering tube. 
4. Connect the cart/scooter water tube to the water tube attached to Bldg. 617 or to your water jug.  
5. Turn on the water. Keep the water running until the flowmeter stops or the water in the tube stops. 
6. Turn off the water and then detach the water tubes. Your battery is now watered for the week!

**MONTHLY WATERING LOG**

**MONTH:** \_\_\_\_\_

**Week 1:** \_\_\_\_\_

**Week 2:** \_\_\_\_\_

**Week 3:** \_\_\_\_\_

**Week 4:** \_\_\_\_\_

**QUESTIONS OR NEED HELP? CALL FLEET MANAGEMENT AT 2-4952.**

**NOTE: IF YOU SEE WATER SPILLING FROM THE BATTERIES, SEEK ASSISTANCE FROM FLEET PERSONNEL OR CALL 911 TO REPORT A HAZARDOUS SPILL.**

# Vehicle Operation Requirements

Vehicle operators are defined as any person(s) who operate motorized and non-motorized vehicles while on Lockheed Martin (LM) premises, as well as those who operate Lockheed Martin-owned vehicles. Vehicle operators are required to adhere to all applicable federal, state, and local laws, as well as Lockheed Martin policies, including but not limited to:

- State specific DMV Rules of the Road,
- Company policies and procedures as outlined in the Employee Handbook

**LM Employees:** Are required to take the Palmdale Vehicle and Pedestrian Safety Course annually (employees: 226443WPL00, leaders: 226457WPL00). Failure of employees to adhere to these requirements can result in traffic violation issuance, numerical point assignment based on the Traffic Violation Point-Based System (see Figure 1), escalation to leadership (see Figure 2), and potential corrective action.

**Non-LM Employees:** Failure of non-employees to adhere to these requirements can result in traffic violation issuance, escalation to corresponding Point of Contact (POC), and potential site access removal at Security Emergency Service’s discretion.

Traffic Violations	Points Issued For Violation
Parking Violation Minor (No Parking zone, incorrect parking stall)	2
Parking Violation Major (fire lane, blocking emergency exit, causing safety hazard)	4
Failure to obey regulatory traffic signs requiring stop, yield, denied entry, or one-way	4
Operating a vehicle during hours of darkness, inclement weather, or in poorly illuminated areas without proper headlights and taillights	4
Speeding	4
Use of cell phones and other electronic devices without a hands-free device while operating any type of vehicle	4
Use of cell phone and other electronic devices while operating a bicycle/tricycle	4
Operating vehicle in unapproved area	4
Failure of operator or occupants to use available restraint system devices while moving	4
Operating a vehicle in an unsafe manner	6
Failure to pull over, stop and wait when meeting a moving aircraft	8
Failure to yield right of way to emergency vehicles, pedestrians, or aircraft	8
Fleeing the scene of an accident (hit and run)	8
Operating a motor vehicle while under the influence of alcohol or drugs	8
Reckless driving (willful and irresponsible disregard for the safety of persons and property)	8
Unauthorized possession and use of vehicle placard	8

# Escalation Process

When a traffic violation occurs, an investigation will be completed and a numerical point value will be assigned based on the Traffic Violation Point-Based System.

- The following escalation process will occur following Traffic Violation Notification for individuals who accrue the following points over a one calendar year period of time
- Corrective actions will be implemented following the violation investigation if needed

Note: Points assigned to contractors will be assigned to the contractor company POC, not the individual and will follow the escalation process below for non-employees.

Numerical Points	Employees	Non-Employees
2 Points	Traffic Violation Notification will be issued to employee, a copy will be emailed to employee's leader	Traffic Violation Notification will be sent to vehicle operator, contractor company POC, and LM-POC
4 Points	Traffic Violation Notification will be issued to employee, a copy will be emailed to employee's leader	Traffic Violation Notification will be sent to vehicle operator, contractor company POC, and LM-POC
6 Points	Traffic Violation Notification will be issued to employee, a copy will be emailed to employee, leader, HRBP / Labor Relations	Traffic Violation Notification will be sent to vehicle operator, contractor company POC, LM-POC, SCM POC, Facilities Director, and ESH Senior Manager
8 Points	Traffic Violation Notification will be issued to employee, email will be sent to leader, HRBP / Labor Relations, ESH Senior Manager, employee's Director, and site Vice President	Traffic Violation Notification will be sent to vehicle operator, contractor company POC, LM-POC, SCM POC, Facilities Director, ESH Senior Manager, and Site Vice President



# Plant Vehicle Operator Rules and Notice Summary

## NOTICE

FAILURE TO COMPLY WITH COMPANY POLICIES INVOLVING VEHICLE OPERATION WILL RESULT IN TRAFFIC VIOLATION NOTIFICATION ISSUANCE, AND POTENTIAL **ESCALATION** TO SITE EXECUTIVE LEADERSHIP, **DISCIPLINARY ACTION** AND/OR **REMOVAL FROM SITE**


For more information:

**Employees:** See AC-1521 How To Manage Vehicle Operations, Employee Handbook, and California Aeronautics Vehicle and Pedestrian Safety Course in Atlas (employees: 226443WPL00, leaders: 226457WPL00)

**Non-Employees:** See PM-8013 ESH Contractor Handbook, Security External Site, VisitLM

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# Plant Vehicle Operator Rules and Notice Summary

Plant Vehicle Operator Rule Summary																																			
<p><b>VEHICLE OPERATORS:</b></p> <ul style="list-style-type: none"> <li>• Cellphones use is only permitted when using hands free mode for voice calls only.</li> <li>• Cellphone use is prohibited while operating bicycles and tricycles.</li> <li>• Follow all posted speed limits:               <ul style="list-style-type: none"> <li>-5 mph inside buildings when authorized</li> <li>-5 mph through security gates</li> <li>-10 mph in parking lots</li> <li>-20 mph on plant roadways</li> </ul> </li> <li>• Vehicle operators shall comply with all posted signage including Stop, Yield, Pedestrian Crossing, and speed limit signage.</li> <li>• Seatbelts shall be worn when vehicle is equipped.</li> <li>• Keep all body parts inside of vehicle while in operation. Note: the only exception to this is when using hands to signal turns.</li> <li>• During hours of darkness, running lights and headlights are required for operation</li> <li>• Stop and yield for pedestrians: make eye contact and waive them on. Do not proceed past pedestrians until they have fully crossed.</li> <li>• Stop and yield to emergency response vehicles. Note: Not all Security vehicles are equipped with sirens, be prepared to yield to amber lights only.</li> <li>• Parking: do not park in designated spaces unless authorized, do not park in areas marked "No Parking" or fire lanes.</li> <li>• Do not cross double yellow lines to pass slow vehicles; wait for them to move to the righthand side and waive you on before passing. Do not pass vehicles stopped at crosswalks.</li> </ul> <p><b>PEDESTRIANS:</b></p> <ul style="list-style-type: none"> <li>• Keep phone down and eyes up while walking on site.</li> <li>• Do not walk in front of a moving vehicle.</li> <li>• Be prepared to stop and yield for vehicles not paying attention.</li> <li>• Maintain situational awareness, be cautious while walking near cracks or uneven pavement.</li> </ul>	<table border="0"> <thead> <tr> <th style="text-align: left;">INFRACTIONS</th> <th style="text-align: right;">POINTS</th> </tr> </thead> <tbody> <tr> <td>• Parking Violation Minor (No Parking zone, incorrect parking stall).....</td> <td style="text-align: right;">2</td> </tr> <tr> <td>• Parking Violation Major (fire lane, blocking emergency exit, causing safety hazard).....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Failure to obey regulatory traffic signs requiring stop, yield, denied entry, or one-way.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Operating a vehicle during hours of darkness, inclement weather, or in poorly illuminated areas without proper headlights and taillights.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Speeding.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Use of cell phones and other electronic devices without a hands-free device while operating any type of vehicle.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Use of cell phone and other electronic devices while operating a bicycle/tricycle.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Operating vehicle in unapproved area.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Failure of operator or occupants to use available restraint system devices while moving.....</td> <td style="text-align: right;">4</td> </tr> <tr> <td>• Operating a vehicle in an unsafe manner.....</td> <td style="text-align: right;">6</td> </tr> <tr> <td>• Failure to pull over, stop and wait when meeting a moving aircraft.....</td> <td style="text-align: right;">8</td> </tr> <tr> <td>• Failure to yield right of way to emergency vehicles, pedestrians, or aircraft.....</td> <td style="text-align: right;">8</td> </tr> <tr> <td>• Fleeing the scene of an accident (hit and run).....</td> <td style="text-align: right;">8</td> </tr> <tr> <td>• Operating a motor vehicle while under the influence of alcohol or drugs.....</td> <td style="text-align: right;">8</td> </tr> <tr> <td>• Reckless driving (willful and irresponsible disregard for the safety of persons and property).....</td> <td style="text-align: right;">8</td> </tr> <tr> <td>• Unauthorized possession and use of vehicle placard.....</td> <td style="text-align: right;">8</td> </tr> </tbody> </table>	INFRACTIONS	POINTS	• Parking Violation Minor (No Parking zone, incorrect parking stall).....	2	• Parking Violation Major (fire lane, blocking emergency exit, causing safety hazard).....	4	• Failure to obey regulatory traffic signs requiring stop, yield, denied entry, or one-way.....	4	• Operating a vehicle during hours of darkness, inclement weather, or in poorly illuminated areas without proper headlights and taillights.....	4	• Speeding.....	4	• Use of cell phones and other electronic devices without a hands-free device while operating any type of vehicle.....	4	• Use of cell phone and other electronic devices while operating a bicycle/tricycle.....	4	• Operating vehicle in unapproved area.....	4	• Failure of operator or occupants to use available restraint system devices while moving.....	4	• Operating a vehicle in an unsafe manner.....	6	• Failure to pull over, stop and wait when meeting a moving aircraft.....	8	• Failure to yield right of way to emergency vehicles, pedestrians, or aircraft.....	8	• Fleeing the scene of an accident (hit and run).....	8	• Operating a motor vehicle while under the influence of alcohol or drugs.....	8	• Reckless driving (willful and irresponsible disregard for the safety of persons and property).....	8	• Unauthorized possession and use of vehicle placard.....	8
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