

Commercial Fleet Yard Speed And Traffic Flow Safety Rules

1.0 Objective & Scope

The objective of this SOP is to establish mandatory speed limits and traffic flow rules for all vehicles operating within commercial fleet yards, including loading docks, maintenance bays, fuel islands, and parking areas. This procedure applies to all fleet drivers, yard personnel, visitors, and subcontractors entering the yard. The Fleet Yard Supervisor is responsible for enforcing these rules and conducting periodic audits.

2.0 Required Equipment & Tools

- Site-specific yard map showing designated traffic lanes, pedestrian walkways, and no-go zones
- Speed limit signage (minimum 10 km/h in active work zones, 5 km/h near fuel islands and docks)
- Convex mirrors at blind intersections and loading dock corners
- Wheel chocks for all parked trailers and vehicles
- High-visibility safety vests for all personnel on foot
- Two-way radios or hand signals for communication between drivers and ground guides
- Mobile tablet with SiteQueue application for digital sign-off and incident reporting

3.0 Site Safety & Hazard Assessment

- All personnel must wear high-visibility safety vests and steel-toed boots when in the yard. Hard hats are required within 5 meters of any overhead load or active loading dock.
- Conduct a pre-shift yard walk to identify hazards: standing water, loose gravel, poor lighting, obstructed sightlines, or damaged signage.
- Pedestrians must use designated walkways and cross at marked crossing points only. No pedestrian traffic is allowed in active reversing zones without a spotter.
- All vehicles must yield to pedestrians and obey posted speed limits at all times. Reversing vehicles must use a ground guide unless equipped with a functioning backup camera and 360-degree proximity sensors.
- No unauthorized vehicles or personnel are permitted in the fuel island area during fueling operations.

4.0 Step-by-Step Execution Procedure

1. Upon entering the fleet yard, all drivers must reduce speed to the posted limit (maximum 10 km/h in active work zones, 5 km/h near fuel islands and loading docks).
2. Drivers must follow designated one-way traffic lanes and directional arrows. No cutting across parking rows or driving against the flow of traffic.
3. Before reversing, the driver must perform a 360-degree walk-around to check for obstacles, pedestrians, and other vehicles. If a ground guide is available, the driver must establish clear hand signals or radio communication before moving.

4. When approaching a blind corner or intersection, the driver must come to a complete stop, sound the horn once, and proceed only when the path is clear.
5. At loading docks, the driver must align the vehicle with the dock plate, set the parking brake, and chock the wheels before any loading or unloading begins. The engine must be turned off unless required for refrigeration or hydraulic operation.
6. Pedestrians must use designated walkways and cross at marked crossing points only. No pedestrian traffic is allowed in active reversing zones without a spotter.
7. In the fuel island area, the driver must stop the engine, turn off all electrical accessories, and remain with the vehicle during fueling. No smoking or open flames are permitted within 10 meters.
8. All vehicles must be parked in designated parking spots with the parking brake engaged. No parking in fire lanes, blocking access roads, or within 3 meters of a fuel island or emergency equipment.
9. Any near-miss, collision, or safety violation must be reported immediately to the Fleet Yard Supervisor and documented in SiteQueue using the incident reporting module.

5.0 Verification, Sign-off & Reporting

1. At the end of each shift, the Fleet Yard Supervisor must conduct a yard sweep to verify that all vehicles are properly parked, wheel chocks are in place, and no hazards remain.
2. All drivers must complete a digital sign-off in SiteQueue confirming they have read and understood the yard speed and traffic flow rules for that shift.
3. Any incidents or violations must be logged in SiteQueue with photos, witness statements, and corrective actions taken. The report must be reviewed by the Fleet Manager within 24 hours.
4. Monthly yard safety audits must be conducted by the Fleet Manager, with results recorded in SiteQueue and shared with the safety committee.

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