

Standard Operating Procedure

Stand: 07.08.2023

Workspace: Production Workspace: Onsite
Activity: Driving two- and four-wheeled small vehicles

Scope

These operating instructions apply to the driving of all types of motor-driven small vehicles with a design-related top speed of more than 6 km/h

Hazard



- Starting up the vehicle with people or objects nearby,
- Tipping over of the vehicle, • Falling out of the vehicle,
- Being crushed by falling out of the vehicle,
- Endangerment due to power or fuel substances, batteries

Protective measures and behavioral rules:

- The driver must be at least 18 years old and possess a valid driver's license.
- The driver must be fit to drive.

Before starting or taking over the vehicle:

- Conduct a visual inspection for defects, especially safety features such as brakes, horn, lights, indicators, restraint systems, protective bars, tires, etc.

During use:

- Use the personal protective equipment prescribed by the manufacturer or the legislature (e.g., helmet).
- Adjust driving style to the terrain, visibility conditions, and surroundings; adhere to the prescribed maximum speed.
- Do not exceed the maximum number of passengers according to the manufacturer's specifications or available seating.
- Transport objects only as per the manufacturer's instructions with proper cargo securing.
- Secure the vehicle when parked to prevent rolling and remove the key.



Behavior in case of disruptions:



- Report defects, accidents, and damages immediately to the supervisor or fleet management.
- Park the vehicle and secure it against further use.
- Secure the accident scene and wear a high-visibility vest.

Behavior in case of accidents - First aid:



- Remain calm.
- Call for a first aider.
- Call emergency services and report the accident.

Emergency Call: +49 112

Maintenance / Inspection / Disposal:

- Maintenance should only be carried out by qualified personnel or specialized companies.