Traffic and Pedestrian Safety

**Brief**

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<tr>
<td>Publication date</td>
<td>8/29/2013</td>
</tr>
<tr>
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**BRIEF**

**Policy Summary**

The Traffic and Pedestrian Safety program ensures that drivers, Berkeley Lab shuttle bus users, cyclists, and pedestrians have a safe transportation experience at the Laboratory. The traffic and pedestrian safety requirements outlined here apply to government and personal vehicle use, Berkeley Lab shuttle bus use, bicycle use, and pedestrians at Berkeley Lab.

Operating a vehicle on the Berkeley Lab site is a privilege, not a right. Drivers or bicyclists who do not comply with the requirements of this policy could lose their privilege to drive a motor vehicle or ride a bicycle on the Berkeley Lab site. Because of the steep terrain, all skateboards, scooters, electric personal assistive mobility devices (such as Segways), and in-line skates are prohibited from operating on Laboratory property.

**Who Should Read This Policy**

Berkeley Lab employees, affiliates, subcontractors, and visitors

**To Read the Full Policy, Go To:**

The POLICY tab on this wiki page

**To Read the ES&H Program Details, Go To:**

http://www.lbl.gov/ehs/pub3000/CH60/CH60.html

**Contact Information**

Traffic & Pedestrian Safety SME  
EHS Division

**Policy**

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**POLICY**

**A. Purpose**

The Traffic and Pedestrian Safety program ensures that drivers, Berkeley Lab shuttle bus users, cyclists, and pedestrians have a safe transportation experience at Lawrence Berkeley National Laboratory (Berkeley Lab).

**B. Persons Affected**

Berkeley Lab employees, affiliates, subcontractors, and visitors
C. Exceptions

The Traffic and Pedestrian Safety program does not address the transportation of radiological (See the Radiation Protection policy) or hazardous materials (See the Hazardous Materials Transportation Policy).

D. Policy Statement

The traffic and pedestrian safety requirements outlined in this policy apply to government and personal vehicle use, Berkeley Lab shuttle bus use, bicycle use, and pedestrians at the Laboratory.

Operating a vehicle on the Berkeley Lab site is a privilege, not a right. Drivers or bicyclists who do not comply with the requirements of this policy could lose their privilege to drive a motor vehicle or ride a bicycle on the Berkeley Lab site. Because of the steep terrain, all skateboards, scooters, electric personal assistive mobility devices (such as Segways), and in-line skates are prohibited from operating on Laboratory property.

There are no specific training requirements for the Traffic and Pedestrian Safety program, but all employees, visitors, affiliates, and subcontractors should receive a traffic and/or pedestrian orientation from their manager, supervisor, or host as appropriate for their transportation activities.

The Traffic and Pedestrian Safety program ensures the safety of every employee, visitor, affiliate, and subcontractor at Berkeley Lab by:

1. Defining safe practices for pedestrians to ensure they integrate well with other traffic (Work Process B, Pedestrians)
2. Defining safe-use requirements for the operator of all vehicles (including bicycles) on site, but with a special focus on the use of government vehicles (Work Process C, Vehicle Use; and Work Process G, Bicycle Use)
3. Defining the specific roles and responsibilities for implementing the Traffic and Pedestrian Safety program at Berkeley Lab
4. Describing what to do when involved in a vehicle accident or after receiving a traffic violation (Vehicle Accidents Reporting policy and Work Process D, Vehicle Accidents and Violations)
5. Describing parking rules and designations (Work Process E, Parking)
6. Describing compliance with work-task-specific regulations (Work Process F, Complying with Work Task Specific Regulations)

E. Roles and Responsibilities

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| Berkeley Lab Employees, Users, Affiliates, Subcontractors, and Visitors | • Berkeley Lab employees, users, affiliates, subcontractors, and visitors who operate a motor vehicle on Berkeley Lab property must:  
  • Have an appropriate (for the class of vehicle operated) and valid California driver’s license or a California-recognized license issued by another state or by a foreign jurisdiction of which the operator is a resident  
  • Present their license whenever requested by Berkeley Lab Site Security, including when stopped for parking and moving violations or accidents  
  • Have insurance for any privately owned vehicle  
  • Follow all posted rules and directions and all state regulations for motor vehicle operation  
  • Park only in appropriate spaces, and ensure your vehicle does not impede or block pedestrian walkways or roadways  
  • Promptly (i.e., immediately after taking care of any life safety issue) notify Berkeley Lab Site Security (call 911 or ext. 6999) for any vehicle accident (an accident is any contact with another object that transfers paint or deforms any vehicle surface). Also complete and submit the Motor Vehicle Accident Report (see an example in the Appendix). The online form can be found through the Berkeley Lab A–Z Index, under Vehicle Accident Report.  
  • Have authorization to operate a government vehicle in accordance with the directions of his or her division director. Use of a government vehicle must be for official business only. Follow requirements in Work Process C, Vehicle Use.  
  • For other activities:  
    • Cyclists must wear a protective helmet when riding their bikes anywhere on Laboratory property  
    • Pedestrians must walk in designated pedestrian walkways and avoid walking in traffic whenever possible  
    • Pedestrians should stop and look before crossing any crosswalk, even though they have the right of way. |
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| Managers and Supervisors | • Ensure (through communications and observation of work) that personnel perform all duties required to comply with the traffic and pedestrian safety requirements of this program (Note: Manager and supervisors should engage in a dialogue with their staff to determine whether there are deficiencies in the overall program, specific Laboratory infrastructures, or other conditions, and then serve as an advocate for employees to help improve vehicle and pedestrian safety at the Laboratory. Communicating needed improvements to the Traffic and Pedestrian Safety Committee or through the Safety Concerns System is encouraged.)
• Must confirm that any vehicle accident involving personnel or government property under his or her supervision has been reported properly to Berkeley Lab Site Security (by completing and submitting the Motor Vehicle Accident Report) and appropriate division management
• Coordinate with Fleet Operations to modify or repair existing vehicles such as vehicles or GEMs, or request vehicle repair
• Prepare a Berkeley Lab Site Security Incident Report for every on-site accident involving a vehicle, and for off-site accidents that are work-related or involve government vehicles
• Participate in accident investigations, and complete the supervisor's portion of the Motor Vehicle Accident Report (see an example in the Appendix). The online form can be found through the Berkeley Lab A-Z Index, under Vehicle Accident Report. The supervisor will complete their portion of the report within 24 hours of the accident.
• Take appropriate disciplinary action when personnel receive traffic citations issued by Berkeley Lab Site Security |
| Berkeley Lab Security Manager | • Provides on-site traffic monitoring, and as the contracting official for the site security contract, provides direct interface for traffic control and enforcement
• Issues traffic control violation forms to personnel who violate parking and traffic rules, and provides copies of the citations to Berkeley Lab Human Resources Department, department managers, and supervisors
• Interacts with Berkeley Lab Human Resources, Fleet Operations, Berkeley Lab Strategic Communications, and building managers on traffic and vehicular safety issues such as blocking off parking lots and setting up road blocks
• Provides forms for reporting both on- and off-site vehicle accidents, assistance in filling them out, and digital images of on-site accidents
• Coordinates with appropriate law enforcement when there is an off-site accident involving a Berkeley Lab-owned, rented, or leased vehicle
• Issues special parking permits such as temporary disabled parking permits for on-site use only after Berkeley Lab Health Services verifies medical need
• Provides traffic control to assist the Berkeley Lab Fire Department in safe operations at the scene of an incident
• Prepares a Berkeley Lab Site Security Incident Report for every on-site accident involving a vehicle, and for off-site accidents that are work-related or involve government vehicles
• Serves as an active member of the Traffic and Pedestrian Safety Committee |
| Berkeley Lab Facilities Division, Fleet Operations Manager | • Is responsible for servicing, maintaining, and repairing all government vehicles
• Is responsible for tracking the number, general locations, and assignments of Berkeley Lab-owned, rented, or leased vehicles
• Periodically spot-checks documentation pertaining to vehicles (maintenance records, manifests, licenses) to ensure compliance
• Prepares a formal General Services Administration (GSA) accident report for every on-site or off-site accident involving a government vehicle
• With the EHSS Traffic and Pedestrian Safety Manager, manages the Government Vehicle Safety program by directly communicating requirements to government vehicle custodians, and through custodians to operators
• Participates as an active member in the Berkeley Lab Traffic and Pedestrian Safety Committee |
| Berkeley Lab Health Services Group Leader | • Verifies disabilities and notifies Berkeley Lab Site Security for the purpose of issuing temporary disabled parking permits
• Conducts impairment evaluation when requested by the University of California Police Department (UCPD) or Berkeley Lab Human Resources and/or testing for illegal drugs or alcohol, and reports results to Human Resources as soon as available |
| Berkeley Lab Facilities Division Director – Delegated to the Chief Engineer or Civil/Structural Engineer | • Ensures that all roads and pedestrian walkways are constructed and maintained in compliance with state requirements
• Ensures that all traffic control devices comply with the Manual on Uniform Traffic Control Devices and are functional
• Makes any repairs or improvements to roads, walkways, and/or traffic control devices needed to ensure the safe operation of Berkeley Lab transportation networks
• Serves as an active member of the Berkeley Lab Traffic and Pedestrian Safety Committee |
| Government Vehicle Custodians | • Maintain each government vehicle assigned as required by this program and division policies
• Maintain a use log for each vehicle and ensure the use log is available and used by vehicle users
• Ensure that each vehicle user has an appropriate driver's license and is briefed on the safety requirements for the operation of government vehicles |
| Berkeley Lab Traffic and Pedestrian Safety Committee | • As a subcommittee to the Safety Advisory Committee, serves as a Laboratory-wide forum to discuss issues and improvements needed to ensure the safety of those using Laboratory roads and pedestrian walkways
• Through a subcommittee, analyzes vehicular accident and enforcement needs and presents findings and recommendations to the full Traffic and Pedestrian Safety Committee, as needed
• As needed, sponsor specific improvements in traffic and pedestrian safety |
Traffic and Pedestrian Safety Program Manager

- As a member of the EHSS Division, serves as the subject matter expert (SME) for traffic and pedestrian safety and leads EHSS and Laboratory efforts to engage Laboratory staff and improve the safety for Laboratory vehicle operators and pedestrians
- Chairs the Traffic and Pedestrian Safety Committee Meeting, and through this committee engages Laboratory staff and key management to develop annual goals and implement improvement activities; reports regularly on progress to EHSS management and the Safety Advisory Committee
- With the Fleet Operations Manager, manages the Government Vehicle Safety program by directly communicating requirements to government vehicle custodians, and through custodians to operators
- Participates, as requested by management, in investigations of vehicle- and pedestrian-related accidents, near misses, and reports from employees, contractors, and Berkeley Lab users

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>Accident, Preventable</td>
<td>An accident that could have been prevented by the driver based upon reasonable and prudent judgment, adherence to normal traffic safety practices, and/or specific training for the employee's job position. A vehicle accident is considered to occur when a vehicle makes any unintended contact with another object that transfers paint or deforms any vehicle surface.</td>
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<tr>
<td>Accident, Nonpreventable</td>
<td>An accident to which the operator of the vehicle did not contribute. Such cases may result from natural forces, from acts by other than human agency, from a deliberate act by an outside party (for example, vandalism), from impact with an unperceivable object, or from impact while the vehicle is properly parked.</td>
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<tr>
<td>Commercial Driver's License (CDL)</td>
<td>A license that allows the holder to operate a commercial motor vehicle</td>
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<tr>
<td>Commercial Motor Vehicle (CMV)</td>
<td>A commercial motor vehicle is defined as (1) a vehicle with a gross vehicle weight rating of 26,001 or more pounds, and/or (2) a vehicle designed to transport 16 or more passengers, including the driver, and/or (3) a vehicle designed to transport 11 or more passengers, including the driver, and used to transport students under 21 years of age to and from school, and/or (4) any vehicle transporting hazardous materials which is required to be placarded.</td>
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<tr>
<td>Government Vehicle</td>
<td>Any vehicle purchased with government funds (local, state or federal funds) for carrying out official work. This definition of government vehicle includes vehicles leased from the U.S. General Services Administration (GSA).</td>
</tr>
<tr>
<td>Privately Owned Vehicle (POV)</td>
<td>Any vehicle that is owned, leased, rented, or borrowed by an individual or company. This category includes vehicles other than GSA vehicles that have been leased or rented by Berkeley Lab or its staff members to be used in conducting official work (for example, rental cars, rented or leased trucks, forklifts).</td>
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<tr>
<td>Vehicle</td>
<td>A device by which any person or property may be propelled, moved, or drawn by (for example) human power, electrical or wind power, propane, diesel, biodiesel, or gasoline power</td>
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G. Recordkeeping Requirements

None

H. Implementing Documents

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<tr>
<th>Document Number</th>
<th>Title</th>
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<tr>
<td>07.07.028.001</td>
<td>Traffic and Pedestrian Safety Program</td>
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<td>07.07.028.002</td>
<td>General Requirements</td>
<td>Work Process A</td>
</tr>
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I. Contact Information

Traffic & Pedestrian Safety SME
EHS Division

J. Revision History

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<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<td>1/2/2012</td>
<td>0</td>
<td>B. Lew</td>
<td>Rewrite for wiki (brief)</td>
<td>All</td>
<td>Minor</td>
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<tr>
<td>11/26/2012</td>
<td>1</td>
<td>R. DeBusk</td>
<td>Rewrite for wiki (policy)</td>
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Document Information

DOCUMENT INFORMATION

Title: Traffic and Pedestrian Safety

Document number: 07.07.028.000
Revision number: 1.1
Publication date: 8/29/2013
Effective date: 11/26/2012
Next review date: 11/26/2015
Policy Area: Industrial Hygiene and Safety
RPM Section (home): ESH
RPM Section (cross-reference): none
Functional Division: EHS
Prior reference information (optional): PUB-3000 Sections 5.8.1– 5.8.4, 5.8.6–5.8.7, 5.8.9–5.8.10; pre-wiki RPM 1.04

Source Requirements Documents

- California Vehicle Code (CVC), most current edition
- 10 CFR 851, Worker Safety and Health Program, Appendix A, Section 9, "Motor Vehicle Safety"
- 29 CFR 1910, OSHA General Industry Standards
- 29 CFR 1926, OSHA Construction Industry Standards
- 49 CFR 40, Procedures for Workplace Drug Testing Programs
- 49 CFR 382, Controlled Substances and Alcohol Use and Testing

Implementing Documents

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