

Contractor Low Speed Vehicle Orientation

Lockheed Martin Expectations



Introduction

This informational packet 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	Do Not
<ul style="list-style-type: none">• Do: Observe all posted traffic signs• Do: Always yield your right of way to pedestrians, aircraft, and emergency vehicles• Do: Use extreme caution while operating near pedestrians; slow speed and be prepared to stop to prevent an accident• Do: Reduce speed in congested areas• Do: 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• Do: Wear seat belts in accordance with State motor vehicle laws, or when provided on equipment• Do: Signal all turns and stops either with mechanical devices or hand signals• Do: 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).• Do: Use extreme caution when entering/exiting buildings	<ul style="list-style-type: none">• Do Not: ride in the bed of pickups or trailers• Do Not: use electronic devices while operating vehicles unless using a handsfree device. Pull vehicle into safe legal space prior to using electronic devices.• Do Not: Pass through hazardous areas enclosed by barricades or areas designated by signage as hazardous.• Do Not: 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.• Do Not: Operate vehicles during hours of darkness, inclement weather, or in poorly illuminated areas without operational headlights and taillights• Do Not: Drive vehicle into building without authorization from LM POC

Operation

Operating in Buildings

Do	Do Not
<ul style="list-style-type: none">• 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• Do: 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.• Do: 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• Do: Adhere to 5 MPH speed limit while driving in buildings– this is equivalent to a slow walking pace	<ul style="list-style-type: none">• Do Not: Ensure vehicles do not enter buildings unless approved by the POC or other authorized LM Aero representative• Do Not: 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	Do Not
<ul style="list-style-type: none">• Do: Ensure passengers ride only in manufacturer approved seat• Do: Ensure internal combustion engines are vented outside except with movement to and from work areas• Do: Turn off internal combustion engines to reduce air pollution• Do: Only park in designated parking stalls; use parking placard when parking in contractors spaces• Do: Display operator badge at all times while operating on site• Do: 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)• Do: Ensure vehicle is properly maintained• Do: 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• Do: Fully charge batteries prior to adding water	<ul style="list-style-type: none">• 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• Do Not: Stand or allow others to stand on vehicle while it is moving• Do Not: Water battery while vehicle is on dirt• Do Not: Park vehicle on dirt• Do Not: Add water prior to charging batteries

Only proceed to next section if you will be operating LM-owned vehicles on site

Vehicle Types & Differences

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

Be aware of unique
vehicle differences
prior to use

Vehicle Inspection

Operators are responsible for confirming the following:

- Periodic Maintenance has been performed,
- the vehicle operates correctly,
- and there are no defects or concerns that could make the vehicle unsafe to operate.
- Operators are responsible for inspecting the vehicle, prior to each use.

The operator should verify the following:

- Is the windshield free of cracks with clear visibility?
- Are there any new obvious signs of damage on the exterior?
- Do you notice any abnormal battery odor?
- Is the charging cord free of visible damage?
- Are there any exposed electrical wires?
- Are the tires full and damage free?
- Are any mirror adjustments needed to improve visibility?
- Does the brake pedal compress to stop the vehicle?
- When equipped: Is the horn working properly? Are 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?



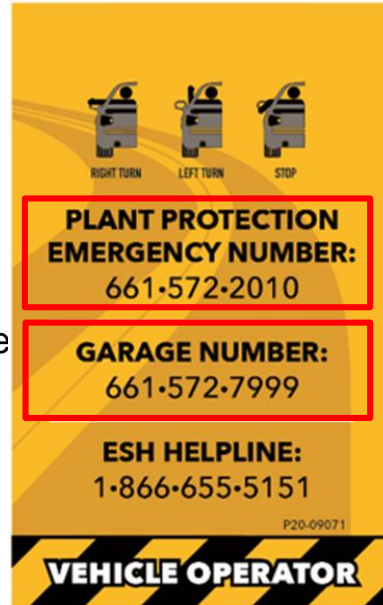
Report any unsafe findings to the garage and ensure vehicle is not used

Battery Watering & Maintenance

Vehicle operators are responsible for ensuring the batteries are watered weekly

Watering guide:

1. Ensure vehicle has been fully charged
2. Find your water source
3. Locate watering tube on vehicle
4. Connect the vehicle water tube to the watering source
5. Turn water on and keep running until the flowmeter stops
6. Turn water off and disconnect tubing



If you note water under your vehicle during this process, stop the water and contact Fleet Personnel/Garage (see number on badge). If Fleet Personnel are unavailable, report the hazardous spill by calling 911 on a plant phone, or by calling the Plant Protection number on the back of your badge

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.

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