**Policy/procedure template**

**Driver’s seat and mirror adjustments**

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**Instructions**

This template is intended to help you build a procedure that is rightfor your organization. Save the template to your device. Think about the situations and risks your employees encounter when they are driving or riding in a work vehicle. Edit the template so it explains what your organization expects its employees to do / not do. Replace items **written in orange** with your own information. Delete “Policy/procedures template”, the disclaimer, and these instructions when done.

***[Organization]* seat and mirror adjustments procedures**

**Why we have this procedure**

***[Organization]*** is committed to ensuring the health and safety of our employees when they drive or ride in a work vehicle. Applying this policy is intended to help prevent musculo-skeletal injuries, and to help drivers see all of their driving environment and respond to it in ways that help reduce crash risks.

**Who needs to follow this procedure**

All *[****Organization****]* employees must follow these procedures whenever they are driving or riding in a work vehicle.

**Employer responsibilities**

As part of our responsibilities to ensure the health and safety of our employees,we will support all our employees to implement this procedure and help reduce road safety risks.

**Supervisor responsibilities**

Your supervisor is responsible to provide you with a copy of this procedure, explain and/or demonstrate it to you, and answer your questions so that you understand what you’re required to do. Your supervisor will periodically check to see that you continue to correctly apply this procedure.

**Employee responsibilities**

Employees are responsible to know and follow these procedures whenever they are driving or riding in a work vehicle.

**Safe work procedures**

**Adjusting the seat**

**Start with the seat in the initial set up position. Using the seat adjustment buttons or levers:**

* Set the seat height at its lowest. Move the seat all the way back
* Recline the back rest to about 30 to 40 degrees from vertical
* Tilt seat cushion so the front edge is in lowest position. Back off the lumbar support adjustment
* Tilt the steering wheel fully upwards, and push it fully forward (away from you)

**Raise the seat as high as is comfortable to improve your view of the road**

* Your hip should be about level with your knees.
* You need enough clearance between your head and the roof, but if you are craning your neck to see stoplights, you seat is set too high.

**Move the seat ahead until you can easily depress the accelerator and brake pedals (and operate the clutch if there is one) without pulling your back away from the backrest**

* Adjust the seat so you can fully depress the pedals and still have a slight bend in your right leg. This enables you to contact the pedals with the balls of your feet – the strongest and most sensitive parts of the soles.

**Tilt the seat cushion up so it contacts your thighs and supports them along the length of the cushion**

* There should be at least a 2-finger gap between the back of your knee and the seat.

**Adjust the backrest so it provides support along the length of your back**

* Try for an angle of about 100 to 110 degrees.
* The backrest should provide support all the way up to your shoulders.

**Adjust the lumbar support so that you feel even pressure along the length of the back cushion**

* Fine-tune the lumbar support so there are no gaps or pressure points.

**Adjusting the steering wheel**

**Pull wheel towards you and tilt it slightly downwards to minimize reaching**

* ****Position the steering wheel so there’s a 25- to 30-cm gap between the centre of the steering wheel and your chest. This distance provides proper leverage and flexibility to turn the wheel, and allows the air bag to properly deploy with minimal risk of injuring the driver.
* Keep elbows slightly bent when you grasp the steering wheel with both hands and wrists straight. Your shoulders should have a more or less neutral posture (i.e., arms by side).
* Check for clearance (knees don’t contact steering column, console, or underside of dash when operating pedals). Make sure you have clear view of the panel display.

**Adjusting the mirrors**

**Adjust the rear-view and side mirrors so you see your surroundings without stretching or straining your neck or upper body**

* With your seat properly adjusted and sitting in the normal driving position, adjust the rear-view mirror so that it gives you a view straight out the rear window. Don’t tilt it to one side or the other to help you see traffic to either side of your vehicle. That’s what the side mirrors do.
* Adjust the driver-side mirror outwards so it’s just past the point at which you can see the left rear corner of your vehicle. You should not be able to see the side of your vehicle until you tilt your head so it is almost touching the driver’s side window.
* Adjust the passenger-side mirror outwards so it’s just past the point at which you can see the right side of your vehicle. If you tilt your head towards the centre of the vehicle you should be able to just see the right side of your vehicle.

**Employee acknowledgment**

Your signature below certifies that you agree to comply with this policy/procedure. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

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Employee name (print)

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Supervisor signature Date

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Supervisor name (print)