

## **I. General Vehicle Handling Requirements**

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### **A. Security**

Facilities must be adequately secured to prevent trespassing, vandalism, and theft.

Security personnel must control all facility entrances and exits.

All personnel and visitors must be logged in and out of the facility.

All personal and commercial vehicles (including delivery trucks and repair vehicles) must be inspected prior to leaving the facility.

Personal vehicles are not allowed in the staging area.

### **B. Clothing, Footwear and Tools**

Personnel must wear clean clothing.

Personnel must wear clothing free of exposed metal or hard plastic buttons, buckles, or fasteners, or such items must be completely covered with a suitable non-abrasive material. Clothing that has exposed zippers, rivets, studs, etc. is prohibited.

Personnel must wear footwear free of exposed metal, including metal hooks or anything abrasive that could potentially cause a damage.

Personnel should not wear jewelry such as rings, watches, or bracelets. If worn, such items must be completely covered with a suitable non-abrasive material.

Pockets must not be used to hold parts, tools, or hard objects. If tool pouches are used, the material must be non-abrasive, adequately cover the tools, and provide adequate padding to prevent dents.

All tools must have protective coatings on handles.

Defective tools must be removed from service.

Personnel should carry tools in hand on opposite side from vehicle.

Personnel should avoid touching vehicles except for the purposes of entry and exit.

### **C. Staging Area**

Parking areas must be paved, have proper drainage, and be free of potholes, weeds, loose debris, and other defects.

Trash, debris, and especially oil/hydraulic spills must be cleaned up immediately and the refuse material disposed of in an environmentally appropriate manner.

Parking bays must be clearly marked with appropriate striping and lettering/numbering.

Parking bays must be wide enough to permit opening doors without contacting other vehicles or equipment.

All obstructions must be painted a bright color, such as "traffic yellow."

~~Adequate lighting must be maintained. All lights must be operable.~~

Fire extinguishers must be readily available, fully charged, and inspected.

Perimeter fence-line must be free of excessive weeds and vegetation.

## **D. Operating Vehicles**

Enter vehicles through driver's door only, opening door carefully to avoid damage by contact with other vehicles or equipment.

If gloves are worn outside the vehicles, they must be removed before touching vehicle interiors (place gloves in lap or on floor).

Refer to vehicle owner's manual for starting instructions, and note any dashboard warning lights.

Flat tires must be inflated or changed (if the tire will not maintain adequate air pressure) before moving vehicle.

Vehicle accessories such as headlights, defogger, and wipers may be used when necessary for safety purposes. (Activate the vehicle's windshield washer prior to using the wipers.) Do not operate the radio or any other unnecessary accessories.

Observe established driving patterns and posted speed limits.

Do not attempt to pass other moving vehicles.

Do not idle engines for extended periods of time.

Do not use vehicles for shuttling (transporting self or others about the yard).

Do not lounge, smoke, eat, or drink in vehicles.

Do not write on vehicles, including glass. All processing information (such as damage notices) must be on paper and hung from the inside rearview mirror or placed on the dashboard.

## **E. Parking Vehicles**

Vehicles must be parked only in designated parking bays/load lines. Staging of vehicles prior to rail/truck loading/unloading is not allowed.

Parked vehicles must be properly aligned, with left tires on left line of parking bay.

Parked vehicles must be no closer than 10" (front to rear) from other vehicles or obstructions. If bay markings include hash marks, park front left tire directly on top of hash mark, as long as there is still at least 10" of clearance.

Front tires must be straight.

## **F. Exiting Vehicles**

Vehicles must be parked with transmission in Park (for automatic transmissions) or 1st Gear (for manual transmissions), with the parking brake fully engaged.

Exit vehicles through driver's door only, opening door carefully to avoid damage by contact with other vehicles or equipment.

Place driver's seat in the rear-most position before exiting vehicle.

Seat protection must be present and centered on the driver's seat back and bottom.

Floor/carpet protection must be present on driver's floor area.

All lights and other electrical accessories must be off.

Ventilation system must be closed or in the recirculation mode.

Printed materials (manuals, labels, tags, etc.) must not be removed or tampered with.

All doors and windows, glove box, hood, and trunk/tailgate must be fully closed.

All doors must be unlocked.

Place door edge protector on the driver's door edge at the nearest point of contact with other vehicles or equipment.

Place keys/remotes in center console/cupholder. Keys must never be left in the ignition (even in the Off position), as this can drain the vehicle's battery.

All personnel entering vehicles must confirm that both key fobs are present.

If any keys are missing, the Vehicle Identification Number (VIN) must be communicated to the rail or truck origin. Replacement keys can be created based on the VIN.

## **G. Keyless Remotes**

To start a vehicle which uses a keyless remote instead of a standard ignition key, the remote must be inside the vehicle. Start the vehicle as follows:

- Place vehicle transmission in Park and depress brake pedal.
- When indicator light on power button turns green, press power button.

If the vehicle does not start, this may indicate a weak/dead battery in the remote or that certain fuses in the vehicle have been removed to prevent battery drain. In such cases, hold the back of the remote flush against the power button until the indicator light turns green (30-60 seconds), then press the power button.

To turn off the vehicle, place vehicle transmission in Park and press power button.

Pressing power button without depressing brake pedal will cycle ignition through the following sequence: Off → Accessories → On → Off.

**Ensure light on power button is off before exiting vehicle.** An amber light indicates the Accessories function is on and will drain the battery. Press the power button once or twice more, until the Accessories and the amber light are turned off.

Refer to vehicle owner's manual for complete operating instructions.

## **H. Jump-starting Vehicles and Charging Batteries**

### **1. Jump-starting Vehicles**

To jump-start a vehicle with a dead battery, use either a portable battery charger or jumper cables and a yard utility vehicle (never another new Toyota or Lexus vehicle).

Ensure vehicle(s) is(are) off and connect cables as follows:

- Portable battery charger:
  - Connect positive cable to positive battery terminal.
  - Connect negative cable to negative battery terminal.
- Utility vehicle:
  - Connect one end of first cable to positive terminal of dead battery.
  - Connect other end of first cable to positive terminal of good battery.
  - Connect one end of second cable to negative terminal of good battery.
  - Connect other end of second cable to engine block of vehicle with dead battery (an unpainted metal bolt or bracket).

Start the utility vehicle (unless using portable battery charger).

Start the vehicle with the dead battery.

Remove the cable connections in the reverse order that they were attached. Ensure the ends of the cables do not touch each other or other metal parts.

### **2. Charging Batteries**

Batteries should be recharged using an appropriate charging device, such as a portable battery charger (which plugs into a standard electrical wall outlet) or a permanent charging station.

If battery is still installed in vehicle, ensure vehicle's negative battery cable is disconnected.

Ensure power switch on battery charger is off when connecting or disconnecting cables.

Connect positive cable to positive battery terminal and negative cable to negative battery terminal.

Batteries should be charged overnight to ensure full charging has occurred.

If battery fails to charge, have battery and/or vehicle electrical system checked by a qualified technician.