

JSC Safety and Health Requirements	JPR No.	1700.1
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Chapter 5.3 Driving, Walking, Bicycling, using motorized or non-motorized conveyances, and Ellington Field Safety

5.3.1 Applicability of this chapter

You are required to follow this chapter if you work at JSC, Ellington Field, or Sonny Carter Training Facility. If you work at a field site, see your site traffic rules. NOTE: Ellington Field may include additional traffic rules. White Sands Test Facility personnel shall follow local and state traffic laws in lieu of Texas laws.

5.3.2 Operating a motor vehicle at JSC

5.3.2.1 Employees shall follow these requirements whenever operating a private or government motor vehicle, such as a car, truck, van, motorcycle, or forklift:

- a. Follow JPR 1600.3, "JSC Traffic Regulations," which you can find at:
<https://cdms.nasa.gov/assets/docs/centers/JSC/Dir/JPR/JPR1600.3A.pdf>.
- b. Use a ground guide to help when backing up if you can't see out the back of the vehicle.
- c. Yield to pedestrians crossing streets:
 - (1) Stop for pedestrians in or pedestrians approaching crosswalks.
 - (2) Don't pass a vehicle stopped at a crosswalk.
 - (3) Be courteous to others. Remember, you are both a driver and a pedestrian at one time or another.
 - (4) If you are driving an emergency vehicle, such as an ambulance or fire truck, you have the right-of-way, but you still have to drive with due caution.

Pedestrians at JSC have the right-of-way when they cross streets after they stop and look both ways to make sure it is safe to cross. They shall respect the vehicle's presence because drivers may not see them or may not have time to react and stop.

Pedestrians and vehicles shall yield to emergency vehicles.

- d. Follow these traffic regulations:
 - (1) Observe JSC's 25-miles-per-hour (mph) speed limit unless another limit is posted.
 - (2) Comply with all traffic signs, barriers, or cones.
 - (3) Observe a 15-mph speed limit in parking lots and through all gates.
 - (4) Report all traffic accidents immediately to JSC Security, (281) 483-3333 or (281) 483-4658.
- e. Follow local, state, and federal traffic laws at all times.
 - (1) While driving on NASA business, never exceed:
 - a. 10 hours of continuous driving, including personal driving.
 - b. 12 hours of combined work and driving in a 24-hour period without at least 8 continuous hours of rest.

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5.3.3 Carrying passengers

- a. Come to a complete stop before loading or unloading passengers.
- b. Don't put the vehicle in motion until everyone in the vehicle is properly seated, has his or her lap or shoulder belt on, and all doors are closed.
- c. Don't carry people in the backs of trucks unless:
 - (1) The truck has sides.
 - (2) Everyone is seated in a seat with seatbelts meeting 49 CFR 571.207.
 - (3) The load will not shift during an emergency maneuver injuring passengers.
 - (4) Everyone keeps his or her arms and legs completely inside the bed.
 - (5) You close the tailgate.
 - (6) You drive no faster than 25 mph.
- d. Don't carry anyone on a trailer or on an attachment to a vehicle.

5.3.4 Walking or crossing streets

- a. Cross streets at marked crosswalks.
- b. Follow Chapter 10, of JPR 1600.3, "JSC Traffic Regulations."
- c. Even though a vehicle should yield the right-of-way to a pedestrian, don't stake your life on a driver whose attention may be elsewhere. Don't cross unless the vehicle gives you the right-of-way. Remember, a crosswalk isn't an extension of the sidewalk. It is an intrusion into the traffic and requires caution on your part. You shall:
 - (1) Stay on the sidewalk until you look both ways to make sure it's safe to cross the street.
 - (2) Defer to Space Center Houston trams and give them an extra margin of safety. It is hard for them to stop quickly. Sudden movements can cause injury to the guest passengers.
 - (3) Remember, emergency vehicles always have the right-of-way. Yield to them.
 - (4) Be courteous to others. Remember, you are both a driver and a pedestrian at one time or another.

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- d. Sidewalks and crosswalks may be slick when wet or in the winter. Walk carefully. Flat-soled shoes are the best footwear when walking outside in wet or icy conditions.

5.3.5 Bicycles, motorized or non-motorized conveyances, and motorcycles

5.3.5.1 Employees who ride a private or government bicycle, motorized or non-motorized conveyances, or motorcycle shall follow these requirements in addition to the traffic rules in paragraph 5.3.2:

- a. Follow Chapter 10, of JPR 1600.3, "JSC Traffic Regulations."
- b. Wear a helmet when riding a motorcycle or other motorized conveyance.
- c. Observe these practices when riding bicycles or other non-motorized conveyances:
 - (1) Follow all state and local traffic rules and laws for bicycle riders.
 - (2) Stop at pedestrian crosswalks, stop signs, and red lights.
 - (3) Avoid riding on sidewalks if possible.
 - (4) Limit your speed.
 - (5) Yield to pedestrians at all times. Warn pedestrians before passing them.
 - (6) Park in bicycle racks or other locations designated by the Facility Manager.
 - (7) Avoid riding near doorways and through breezeways.
 - (8) Walk bicycle or other non-motorized conveyance in pedestrian crosswalks.

5.3.6 Protective equipment for bicycles

5.3.6.1 Organizations with government bikes or other non-motorized conveyances shall:

- a. Provide helmets to riders on request.
- b. Install handlebar bells or other warning devices.

5.3.7 Other requirements for government vehicles (Government-owned and GSA-leased)

5.3.7.1 Employees who operate any motorized government vehicle shall follow these requirements in addition to those in paragraphs 5.3.2 and 5.3.3:

- a. Be trained to operate the vehicle effectively and safely, to include periodic refresher training. This applies if the vehicle operation requires any special skills beyond operating a normal motor vehicle. Your training will depend on the kind of vehicle you operate:
 - (1) Drivers shall have an initial briefing from your supervisor to orient them to the vehicle and introduce the peculiarities of the vehicle, as needed.
 - (2) If the vehicle requires special skills, you may need formal classroom training and road testing. Contact your supervisor for more details.

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(3) Continued operation of a government vehicle requires safe and sensible driving on your part.

- b. Display a “slow moving vehicle” emblem on any vehicle with a maximum speed of 25 mph or less, as described in Section 139B of the Texas Traffic Laws.
- c. Make sure the vehicle is inspected yearly if it is licensed for road use. Government vehicles used off site shall have a current state inspection sticker. GSA-leased vehicles (2 years and older) only require an annual emissions inspection.
- d. The Transportation Branch shall keep maintenance records on government-owned vehicles. GSA keeps records on their leased vehicles.
- e. Check the vehicle daily or before each use to make sure safety devices are in good condition. If you find any defective safety devices on the vehicle, report the problems to your supervisor and don’t use the vehicle until it is repaired. Check the following:
 - (1) Tires and brakes.
 - (2) Head lamps, tail lamps, stop lights, and turn signal lights.
 - (3) Windshield wipers.
 - (4) Horn.
 - (5) Steering.
 - (6) Lap and shoulder belts or harnesses.
 - (7) Fuel, cooling, and oil systems.
 - (8) Backup warning devices.
 - (9) Rearview mirror.

5.3.8 Carrying hazardous materials

Employees who carry hazardous materials in a government vehicle shall follow the requirements in Chapter 9.1, “Hazardous Materials Safety and Health.”

5.3.9 Other requirements and regulations to follow for transportation

5.3.9.1 In addition to the above requirements, JSC employees shall follow these traffic and transportation requirements and regulations:

- a. Everyone shall follow the JSC Vehicle Code. Contact the Security Branch.
- b. JSC’s Security Branch shall escort any vehicle:
 - (1) Having a WIDE LOAD sign
 - (2) Wider than a traffic lane even if it doesn’t have a WIDE LOAD sign
- c. JSC’s Transportation Branch shall escort cranes and other equipment for which it is responsible.

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- d. Traffic control devices or road markings shall follow ANSI D6.1, “Manual on Uniform Traffic Control Devices.”
- e. Vehicle operation and transportation shall follow:
 - (1) Department of Transportation requirements that apply.
 - (2) Other federal, state, and local requirements and regulations that may apply.

5.3.10 Ellington Field flight line safety

5.3.10.1 When coming to Ellington Field for official business, or to visit, please remember the flight line can be very hazardous. It is not intended for untrained people and personnel to tour without the accompaniment of a trained AOD guide. Remain clear of the aircraft ramp and flight line unless being escorted by an AOD guide. The following are just a few examples of hazards typically associated with aircraft ramps and flight lines:

- a. The pilots’ range of vision is restricted and limited – they may not see you.
- b. Aircraft directors and maintenance crews are focused on the safety of the aircraft and flight crew – they may not see you.
- c. The noise level is extremely high, certainly too high to communicate verbally and severe enough to cause hearing loss if you are not wearing hearing protection. Additionally, it may be difficult to determine where the noise is coming from; it could be numerous aircraft.
- d. Both jet intake and exhaust can be very dangerous, so use extreme caution around aircraft.
- e. Aircraft fueling, servicing with liquid oxygen, charging high pressure systems, and a multitude of other tasks could be underway.
- f. An aircraft, upon landing, could unknowingly be cleared to taxi to parking on the ramp with extremely hot brakes. Should brakes “blow” along with a tire, fragmented metal parts could be propelled hundreds of feet.