

Agency Name

Transit Policies and Procedures

Subject	Safety Reflectors
Section	Safety
Effective Date	
Approved By	
Approval Date	

Purpose

Create guidelines for the appropriate use of safety reflectors during emergencies.

Definitions

Safety reflector: A warning triangle made of red reflective material that is placed on the side of the road to warn other motorists of a breakdown or crash.

Procedure

Equip each Agency vehicle with three red triangle reflectors that are stored behind the Driver's seat. A reflective vest should be stored with the reflectors. Drivers should wear this vest any time they are in the roadway or whenever there is a roadside emergency. Instructions on proper placement of the safety reflectors should be displayed on the lid of the reflector container.

Drivers should place the reflectors as quickly as possible but within no more than ten minutes after a vehicle is stopped. When placing reflectors, Drivers should carry them with the reflective side facing oncoming traffic. Reflectors should be placed as follows:

- At the side of the vehicle on the roadway side.
- Approximately 100 feet (40 paces) to the rear of the vehicle. If there is a hill or curve, the distance should be greater but no more than 300 feet.
- Approximately 100 feet (40 paces) in front of the vehicle with greater distances if warranted by site conditions.

Responsibilities

The Transit Manager is responsible for equipping all Agency vehicles with safety reflectors and reflective vests. Drivers are responsible for ensuring that safety reflectors are used in accordance with this policy.