



**AUTO AUCTION**  
**Driver Safety**  
**RULES AND GUIDELINES**



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**Introduction to Auto Auction  
Driver Safety**

Driving vehicles for an automobile auction company is a serious responsibility. Whether you are a veteran driver or entirely new to the trade, you should carefully review these rules and guidelines to ensure the safety of people attending the auction as well as your own safety.

**Auto Auction Driver Safety  
RULES AND GUIDELINES**

**Off Premises:**

- 1.** Obey all traffic signals and laws.
- 2.** Seatbelts must be worn on and off premises.
- 3.** Accident Report Forms should be carried when vehicles are driven off premises.
- 4.** Owned and Non-owned vehicles will be driven on company business only. (Personnel assigned company autos will have specific regulations set forth on an individual basis by management.) Passengers are not allowed unless the passenger is a customer or on auction business.

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**5.** Inspect the vehicle prior to starting the vehicle. Test brakes prior to moving the vehicle. Always walk completely around the vehicle prior to entering the vehicle. Be aware of any obstacles or impairments to the vehicle or roadway.

**6.** Start vehicles with the automatic transmission in Park, or the manual transmission is disengaged, with driver's foot on the brake.

**7.** Never start a vehicle while outside of it.

**8.** An authorized driver must be behind the wheel if an engine is running.

**9.** Do not move a vehicle with the hood or any doors open.

**10.** Do not move a vehicle considered unsafe. Alert the drive team manager if a vehicle is not safe to operate.

**11.** Drivers should be alert, cautious and practice defensive driving measures at all times.

**12.** Direct routes to and from the point of pick up and delivery should be planned prior to driving on either leg.

**13.** Avoid congested thoroughfares if alternate routes are available.

**14.** Avoid known hazards such as construction zones and roadwork.

**15.** Prior to driving vehicle close all windows, sunroofs, T-tops or convertible tops.

**16.** Before backing, walk around vehicle, check mirrors and then back promptly, but slowly.

**17.** Use two-second rule when following a vehicle. Four seconds should be used if inclement weather or adverse driving conditions. (Review this rule often as following too closely is a primary cause of rear-end accidents).



**18.** When delivering multiple vehicles to or from the auction, drivers should not follow directly behind one another. Multiple non-auction related vehicles should be allowed to travel either in front or behind the auction vehicles. (We do not want auction vehicles involved in multiple car accidents with each other!).

**19.** Scan the road ahead.

**20.** Use extreme caution approaching intersections; many serious accidents occur at stoplights and stop signs.

**21.** Know who has the right of way – pedestrians, vehicles on right; be courteous.

**22.** Show your intentions – signal, brake.

**23.** Slow through the intersection – cover the brake, use extreme caution.

**24.** Go only when safe, clear.

**25.** Never “assume” other driver will stop.

**26.** Beware of “stale green” lights – these are stoplights that have been green for a long time and are due to change quickly.

**27.** LRL Rule: look Left-Right-Left before driving through intersections because vehicles from left will hit you first.

**28.** Adhere to posted speed limits at all times.

**29.** Communicate intentions to other vehicles on the road by tapping brakes to alert vehicles that you are preparing to stop.

**30.** Stop smoothly.

**31.** Stay away from tailgaters.

**32.** Back in or pull through parking space so that your first move is forward.

**33.** Upon parking a vehicle make certain the ignition is completely off and parking brake is engaged before leaving the vehicle.

**34.** Be prepared to stop the vehicle at all times.

**35.** Always be aware of customers and pedestrians, they have the right of way at all times.

**36.** Maintain at least one car length spacing from forward vehicle when running vehicles through the lanes.

**37.** Motorcycles should be operated only by authorized personnel with proper equipment, i.e., long pants, long sleeve shirt, and HELMET.

**38.** Smoking is not permitted within 50 feet of any gasoline or fuel dispensing.

**39.** Report all accidents and damage, regardless of however minor, to your supervisor immediately. An accident report will be provided and should be completed immediately.

**40.** Management will conduct an accident investigation and any disciplinary action deemed necessary will be taken.

#### **On Premises:**

**41.** Do not allow persons to “rev up” the engine from under the hood.

**42.** Pay attention at all times. Eating, drinking, smoking or chewing tobacco while driving a vehicle through the auction lanes is prohibited.

**43.** During auction while stopped and waiting in line, vehicles with automatic transmissions will be placed in park. Vehicles with manual transmissions will be placed in neutral. The driver will keep his foot on the brake.

**44.** Do not cut through lanes. Stay within the designated lanes while moving through the lot.

**45.** Stop at all intersections.

**46.** A disabled vehicle should be pushed with a “power pusher” or other powered device where available. If no powered unit is available it should be pushed by at least 3 individuals of proper size to ensure the vehicle can be moved without straining. A driver should be in place to maintain steering control and braking.

**47.** Riding on any vehicle except in a seat as designed by the manufacturer (golf carts, trailers, trucks, etc.) is strictly prohibited. Do not allow customers to ride on any vehicle except in a seat and in a safe manner.

**48.** Report all accidents and damage, regardless of however minor, to your supervisor immediately. An accident report will be provided and should be completed immediately.

