


**TO:** Chief District Engineers  
Safety Coordinators  
Directors

**FROM:** Valerie Januski   
Executive Director  
Secretary's Office of Safety

**DATE:** December 17, 2025

**SUBJECT:** Department of Highways Backing Policy

To address the growing number of backing incidents and improve safety, a standardized backing policy has been established. This policy has full support from the Secretary's Office and is intended to reduce risk of injuries and property damage caused by collisions with people or objects that are not recognized or overlooked during backing, parking, or initial movements after being parked. Employees will be required to sign an acknowledgment form confirming they have read the policy, reviewed the video, and fully understood policy contents. Please ensure all Acknowledgement Forms are completed by January 31.

**ATTACHMENTS:** Policy  
Backing Hand Signals flyer  
Spotter & Hand Signals Poster  
Spotter "Must Do's"  
Video Link

VJ

**Cc:** Jim Gray  
Mike Hancock  
Jamie Emmons

## **KYTC Backing Policy**

*Ref. KYTC Safety and Health Administration Guide SHA-1714 Parking, SHA-1731 Backing*

This policy is intended to reduce risk of injuries and property damage caused by collisions with people or objects that are not recognized or overlooked during backing, parking, or initial movements after being parked.

***All employees shall use the following safety policies. Disregard for, or failure to comply with these policies will be subject to disciplinary action.***

### **1. Backing vehicles or equipment**

- a) Avoid unnecessary backing
- b) Back no further than you must.
- c) Check all mirrors and unobstructed windows before beginning to back.
- d) Sound vehicles horn as warning prior to backing if vehicle is not equipped with a backup alarm.
- e) If equipped, ensure backup alarm is functioning
- f) Back slowly and carefully looking to the rear while backing.
- g) Remain aware of the blind areas and changing conditions. **\*Remember backup cameras have blind spots.**
- h) If backing is required due to work operation, the use of spotters is mandatory.

### **2. User of Spotters / Guides**

- a) Driver / operator must ask for a coworker to act as a spotter if a person is nearby and available.
- b) Any employee in the immediate area/and or riding as a passenger is expected to volunteer to spot for the driver or comply with a request from the driver to do so.
- c) Uniform hand signals and safe spotter practices shall be utilized.
- d) If the spotter does not perform these operations correctly, they will also be subject to disciplinary action.

### **3. When parking vehicle**

- a) Always think about departure upon arrival, and as much as possible, park so that your initial movement to leave is moving forward rather than backing.
- b) Use a pull-through parking spot whenever possible. If none are available, you may back into a parking space. If you must back in, follow all relevant guidance in this policy.
- c) When in a parking lot, only park in designated spot or safe area away from other vehicles.

- d) Eliminate clustering of equipment in work zones and position equipment to reduce the need for backing as much as possible.
- e) Park away from main entrances and high traffic volume areas at convenience stores and parking lots.
- f) If parking, drive past the area to back into and view any obstacles you may encounter.
- g) After scanning the area first, employees may back into parking spaces when traveling alone without the use of a spotter.
- h) Once parked, place magnetic ribbon on front passenger side and rear driver side.
- i) Apply Defensive Driving Training related to preventing backing incidents.
- j) Try to avoid parking in another vehicle's blind spot.

**4. *Prior to moving any parked vehicle or equipment:***

- a) Perform a 360 degree walk around of the vehicle prior to driving/operating any equipment or vehicle
- b) Remove magnetic ribbons during walk around.,

**5. *Supervisors shall:***

- a) Own primary responsibility for communicating, encouraging, and enforcing compliance with this policy and safe driving, parking, and backing practices.
- b) Review current parking availability and configure employee parking areas so that employees can back in or pull through the spaces.