



## Aquila Bus Spotting Policy

### Spotter Responsibilities:

- Spotters are to wear safety vests at all times. Traffic wands are provided as an option.
- Conduct a "circle of safety" and survey the backing area and all other sides of the vehicle checking for hazards. Communicate any observed hazards to the driver.
- Spotters should stand at least 10 ft off to the back and driver side of the bus in line with the driver's side mirror. You must be able to see (1) the full side of the bus, (2) the full back bumper, and (3) the driver in their side mirror.
- Establish visual and verbal contact with the driver and continue "eye to eye" contact; actually look at the driver's face in the mirror to make "eye to eye". When backing, continue "eye to eye" contact in the rear-view mirror at all times. If you can't see the driver's face in the mirror, the driver can't see you.
- Stop the driver if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering.
- The spotter shall use hand signals to indicate it is safe for movement in a certain direction. Verbal commands alone are not adequate.
- The spotter must be able to see **BOTH SIDES** of the bumper of the bus while it is backing up (i.e. should not be standing beside one side of the bus, but rather to the back and side of the back bumper).
- The spotter is responsible for adjusting their position as they back up with the unit to ensure that they are walking safely.
- If the bus is moving too quickly for the spotter to keep sure footing and/or assess the area behind them as they walk backward, the spotter needs to motion the driver to stop, then the spotter can reposition or go to the door to instruct the driver.
- We must spot buses when they leave at the beginning and end of their tour
- Be mindful of other tour operator's buses and when they're leaving (we never spot another companies' buses). If you notice other tour operators not spotting their buses, please report to Cruise Manager.
- If the spotter is occupied at one end of the parking lot and another bus needs spotting, they can ask for assistance from other Transport Team members but as a general rule **only one** team member should be spotting buses for safety reasons.

### Driver's Responsibilities:

- If the driver has the advantage of a window, open it completely so that the spotter may be heard.
- Make visual contact with the spotter. If you cannot hear the spotter, or see the spotter in the rear-view mirror or window, do not back-up.

- When backing the vehicle, the driver and spotter must establish and continue eye contact, in the mirror. The driver must frequently glance at the other mirror, as well, to watch for hazards. Make visual contact with the spotter. If you cannot see or hear the spotter, **do not back-up**.
- The driver shall immediately stop if he or she loses sight of the spotter and shall stop, put the park brake on, and exit the vehicle to establish the spotter's location.
- The spotter shall use approved hand signals to indicate it is safe for movement in a certain direction. Verbal commands alone are not adequate.

### Hand Signals for Spotters



Point at the driver and gain eye contact.

### **BACKWARD**



Then bend both arms repeatedly toward head and chest, and then extend.

### **EMERGENCY STOP**



Start with hands clasped over head  
Extend downward repeatedly until vehicle stops.

### **STOP**



Cross both arms above head.