

Applies to: Sacramento (CA-S)

**Doc Owner:** Manager, Security/FSO

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## 1.0 Scope

This procedure describes the driving and parking policies for the Aerojet Sacramento facility (the "Facility"). For the purpose of this directive, vehicles are defined as trucks, automobiles, vans, motorcycles, golf carts, bicycles, or any other vehicle designed for the purpose of moving people.

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## 2.0 Requirements

1. All persons (including, but not limited to, Aerojet employees, and the employees of contractors, vendors, and tenants) that drive or park on the Facility must comply with all posted traffic, speed and parking signs and other Rules of the Road as set forth in the California Vehicle Code.
2. As a condition of allowing a person to drive or park a privately owned vehicle ("POV") on the Facility, such person consents to the removal and temporary impoundment of such POV if the vehicle: 1) is illegally parked for unreasonable periods; 2) interferes with traffic operations; 3) creates a safety hazard; 4) is disabled by accident or other causes; 5) is left unattended in, or adjacent to, a restricted, controlled, or off-limits area; or 6) is abandoned.
3. Persons allowed to drive or park a POV on the Facility also agree to reimburse Aerojet for any cost incurred for removal or impoundment of such vehicle.
4. Aerojet management shall ensure that employees operating Company-owned vehicles and employees operating POVs for Company use have a valid driver license.
5. Failure to comply with this procedure may result in disciplinary action up to and including termination.

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## 3.0 Procedure

### A: Rules

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#### 3.1 Traffic Signs and Roadway Markings

1. Persons operating a vehicle on the Facility must observe and comply with all posted traffic signs and roadway markings.
2. Parking is prohibited in designated parking spaces, which include motorcycle parking, customer/supplier parking, tenant parking, disabled parking, service/maintenance vehicle parking, and visitor parking, unless the driver has a proper permit.
3. Parking is prohibited in Fire Lanes and within 15 feet of fire hydrants, risers, or control valves. These areas are reserved for emergency and fire vehicles only.
4. Parking is prohibited in any areas that are NOT designated as parking areas.
5. The maximum speed limit on the Facility is 25 MPH unless otherwise

posted.

6. The maximum speed limit in a parking lot on the Facility is 10 MPH unless otherwise posted.

NOTE: Overnight or storage parking is not allowed on the facility. The only time a vehicle is allowed to stay overnight on plant is when an employee is on company travel. Then it has to be reported to Central Station.

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### **3.2 Vehicle Identification and Operation**

1. Except as posted or as provided by this Procedure, the California Vehicle Code, Division 11 Rules of the Road, shall be applicable to all vehicles operated on the Facility.
  2. All POVs driven on the Facility by Aerojet employees and Temporary workers must be registered with Security and each registered vehicle shall display an issued Aerojet decal. The decal for cars and trucks shall be placed in the lower left corner of the windshield. Motorcycles and motor scooters shall have the decal affixed to either the windshield or the left front fork.
  3. Aerojet visitors must obtain a *Visitor Parking Pass from Visitor Control before driving onto the Facility*. The parking pass shall be displayed on the dashboard of the vehicle and returned to Visitor Control or Gate 3 upon departure.
  4. Recreational vehicles, such as campers, boats, and trailers, and motor homes are not allowed on the Facility without prior written approval.
  5. The use of cell phones, “iPods” or “texting devices” while driving is prohibited.
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### **3.3 Special Parking Permits**

1. **Service Vehicles:** A “Service Vehicle” is a Company-owned vehicle or POV that has been authorized by the employee’s department manager to be used for Company business such as making deliveries, making service calls, picking up equipment, and transporting parts and equipment for the Company. Employees who use their POVs for Company use, i.e., as “Service Vehicles”, in the performance of their duties may be issued a “Service Vehicle Parking Permit”.
  2. **Aerojet Disabled Person Parking Permit:** Special parking permits for disabled persons may be requested through the Health Services Department and are issued by Security.
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### **3.4. Operating Company Vehicles**

1. All employees operating a Service Vehicle must have a valid driver license.
  2. All employees leaving and entering the Facility in a Company-owned vehicle must stop and provide their name, employee number, vehicle number, destination, and valid driver license to the gate sentry.
  3. All employees operating a Company-owned vehicle shall remove the keys and lock such vehicle when not in use, and secure all tools, equipment, etc. stored in or on the vehicle.
  4. Company-owned vehicles shall NOT be left running while unattended.
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**3.5 Enforcement**

1. Enforcement is the responsibility of Security and its designees and must be supported by Aerojet management.
2. Citations may be issued to an offender for violations of this Procedure, including, but not limited to, failure to stop or yield where posted or otherwise required; failure to heed traffic signs; unsafe driving for conditions present; and unauthorized parking.
3. Copies of citations issued to Aerojet employees shall be provided to Human Resources. Copies of citations issued to others authorized to drive or park on the Facility may be provided to other responsible management.
4. Security may stop and inspect vehicles at any location on the Facility when there is reasonable cause to believe it is necessary to enforce a traffic regulation or to address a safety issue or there is probable cause to suspect criminal activity.

**Resources**

**Definitions (should only refer to definitions that are actually used in the Procedure)**

**Term****Definition****Abandoned**

Deserted or discarded.

**Company**

Aerojet

**Designated Parking**

Parking spaces reserved for specific purposes identified by its marking and signs.

**Fire Lanes**

An area designated by (1) by a sign posted immediately adjacent to, and visible from, the designated place clearly stating in letters not less than one inch in height that the place is a fire lane, (2) by outlining or painting the place in red and, in contrasting color, marking the place with the words "FIRE LANE", which are clearly visible from a vehicle, or (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE."

**Fire Risers and Control Valves**

The red vertical pipes and valves of the sprinkler system.

**Disabled Parking**

Reserved for vehicles displaying either State of California or Aerojet approved Disabled Parking decals /permits/ passes. These spaces will be marked by either a blue curb, a sign, or a wheel chair painted in the space.

<b>No Parking Areas</b>	Parking is prohibited along roadways, near or adjacent to buildings, in hazardous areas or other areas that have not been designated as parking.
<b>Service / Maintenance Vehicle</b>	Reserved for Aerojet company vehicles, contractors and outside vendors providing goods and services. These areas are identified using white diagonal lines and posted signs stating "Service Vehicle Parking Only."
<b>Temporary Workers</b>	Those workers that work directly for Aerojet under a Purchase Agreement or Contract. Such as: (ProUnlimited, KEMTAH, Pinkerton, etc...)
<b>Unmarked Designated Parking</b>	Parking spaces available for employees on a first come basis
<b>Unreasonable Period of Time</b>	An unreasonable amount of time is 72 hours from the time contact is made with a vehicle.
<b>Visitor Parking</b>	Reserved for Aerojet or Tenant visitors, not for employee or company vehicles.

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**Acronyms**

<b>Acronym</b>	<b>Definition</b>
<b>MPH</b>	Miles Per Hour
<b>POV</b>	Privately Owned Vehicle

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**References**

<b>Identification</b>	<b>Title</b>
<a href="#"><u>HR-D100</u></a>	Standards of Conduct and Performance
<a href="#"><u>HR-D401</u></a>	Employment
<a href="#"><u>SEC-P001</u></a>	Sacramento Facility Access Control

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