Standard Operating Procedure (SOP)

Traffic Cone Deployment for Roadside CMV Stops

1. Purpose

This SOP establishes standardized steps for the safe deployment and retrieval of traffic cones by drivers when a Commercial Motor Vehicle (CMV) is parked on the side of the road. The procedure is designed to reduce struck-by incidents, improve vehicle visibility, and protect drivers working in close proximity to moving traffic.

This SOP supports and must be followed in conjunction with the Company's **Traffic Cone Use & Roadside Safety Policy** and **Distracted Driving Policy**.

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2. Applicability

This SOP applies to:

- All drivers operating Company CMVs
- All roadside stops, including breakdowns, inspections, temporary work, and deliveries
- Public roadways where cone placement is permitted and conditions allow safe execution

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3. Responsibilities

Drivers

- Follow this SOP when cones are used during roadside stops
- Maintain full situational awareness at all times
- Comply with all distracted driving requirements

Supervisors

- Verify drivers are trained on this SOP
- Monitor field compliance and address unsafe practices

4. Pre-Deployment Safety Check

Before exiting the CMV to deploy cones, the driver shall:

1. Bring the CMV to a complete stop in the safest available location
2. Activate beacons and hazard warning lights
3. Assess traffic speed, volume, shoulder width, lighting, and visibility
4. Determine if cone deployment can be performed safely
    - If conditions are unsafe relocate if possible
5. Secure all mobile devices and complete any necessary communications while seated in the cab

Cone deployment shall not proceed if performing the task would place the driver in immediate danger.

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5. Distracted Driving Controls

To align with the Company's Distracted Driving Policy:

- No handheld electronic device use is permitted while outside the CMV
- No headphones, earbuds, or similar devices may be worn
- Drivers must remain fully alert and continuously scan traffic
- Any communication or navigation tasks must be completed before exiting the vehicle

Failure to follow these controls during cone activity is considered a distracted driving violation.

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6. Cone Deployment Procedure

When conditions permit safe deployment:

1. Maintain visual contact with approaching traffic at all times
2. Deploy cones beginning near the rear of the CMV
3. Place cones to:
    - Create a visible buffer between traffic and the CMV
    - Clearly signal motorists to keep distance
4. Place cones 10-15 feet to the rear of the truck and as close to the middle of the road as possible.
5. If using more than one cone, space cones evenly and orient them toward approaching traffic

6. Do **not** step into active travel lanes to place cones

Cones are intended to supplement — not replace — required emergency warning devices.

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7. Activities While Cones Are Deployed

While cones are in place, the driver shall:

- Remain alert to traffic conditions
- Avoid unnecessary movement around the CMV
- Limit time spent outside the vehicle
- Reposition if changing conditions create increased risk

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8. Cone Retrieval Procedure

When preparing to depart:

1. Confirm it is safe to retrieve cones
2. Retrieve cones in the **reverse order of placement**
3. Maintain constant awareness of approaching traffic
4. Do not rush or allow distractions during retrieval
5. Secure cones properly on the CMV
6. Re-enter the vehicle fully before deactivating hazard lights or moving

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9. Post-Activity Responsibilities

After cone use:

- Inspect cones for damage or loss
- Report damaged or missing cones per company procedures
- Report any near-miss or unsafe condition encountered

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10. Non-Compliance

Failure to follow this SOP may result in:

- Coaching or retraining
- Formal corrective action
- Review under the Company's safety and distracted driving programs

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11. SOP Review

This SOP will be reviewed:

- A minimum of every three years.
- Following a roadside struck-by incident or near-miss.
- When policy, regulatory guidance, or process changes.