

THE VALUEY VOICE

Special Edition

Merrimack Valley Works February, 1985

Parking Lot Rules

For reasons of safety, the following regulations are mandatory for all employees who operate or park their vehicles on company premises:

- 1. Employees shall park their vehicles in the specified parking lots and areas in the plot plans shown on pages 2, 3 and 4.
- 2. Employees who use the parking lots shall register their vehicles with the Plant Protection organization and be issued a sticker which shall be affixed to the back of the rear-view mirror so that it can be read through the windshield. If you do not have a sticker, see your supervisor.
- 3. Vehicles shall be parked at right angles to the driving lanes and between marked stall lines.
- 4. Employees shall back into parking stalls so that all vehicles face the driving lanes when parked.
- 5. Campers and vans shall not be parked in the three endmost stalls in any row.
- 6. Safe driving is expected at all times. Drivers shall not exceed 15 miles per hour while on company property.
- 7. Pedestrians shall be given the right of way, but they shall not impede traffic and must exercise care when walking in or across lanes and driveways.

- 8. Employees shall drive at the right side of the roadways until necessary to make turns, and shall not drive across driving lanes and stall areas.
- 9. Employees who have arranged to be picked up by non-employees on company premises shall advise drivers not to drive vehicles into the employee parking lots.
- 10. Non-employee drivers discharging or picking up employees must do so within the north or south visitors' parking areas or on the circular drive in front of the office building.
- 11. Employee drivers entering or leaving the premises shall not drive into the visitors' parking areas to discharge or pick up other employees.
- 12. The Plant Protection organization shall be responsible for enforcing these regulations.

STANDARD WORK SCHEDULES FIRST SHIFT 6:30 am - 3:00 pm Shop SECOND SHIFT Shop 3:00 pm - 11:30 pm THIRD SHIFT Shop 10:00 pm - 6:30 am THIRD SHIFT Shop 10:30 pm - 7:00 am FIRST SHIFT Office 7:30 am - 4:45 pm BTL 8:00 am - 4:45 pm





