



## 10-85 (Request to back up) Procedure

Before backing up your vehicle, you must call in a 10-85. Wait for Dispatch to approve before proceeding.

**ALWAYS** do the following

1. Call into base with a 10-85 and give your location
2. Wait for permission from Base to back up
3. **Check behind your vehicle before moving**
4. Use a spotter whenever possible
5. Keep your hazard lights on
6. Honk your horn before moving
7. Only back up as far as needed. Remember... you are moving in the direction of your largest blind spot.

**EXCEPTIONS** for calling in a 10-85

1. When backing on the Blacksburg Transit lot (this does not include the circle in front of BT)
2. When backing out of the Ascot Lane timecheck (Harding Avenue off-campus timecheck)
3. If backing is needed while servicing the Fairfax circle timecheck (Main Street- Airport Rd off-campus timecheck)