

**Subject: Operating the Utility Tractor**

Approved: Patrick Bohlen

PROCEDURE:

**Operating the Utility Tractor**

INTENDED AUDIENCE: LNR personnel with access to the Utility Tractor.

PURPOSE: To train LNR person to operate and maintain the Utility Tractor safely and efficiently.

- I. Knowledge** – Before operating the equipment, the employee must be familiar with the Operations Equipment Manual (OEM) for the equipment being used.
- II. Safety** – At a minimum, follow the safety requirements listed in the OEM for the equipment being used. It is the employee’s responsibility to determine if added Personal Protective Equipment is needed and therefore must consult with their Supervisor prior to starting the task.
- III. Pre-Operating Steps for Equipment-**
  - a. PPE: Eye protection and Hearing protection.

**CAUTION:** Operator should be aware that loose clothing, long hair and jewelry could be caught in/on various parts of the equipment.

- b. Visually inspect unit for loose parts.

**Note:** Before starting engine, check all fluid levels per OEM.

- c. Check the oil level.

**CAUTION:** Only request oil when the dipstick level shows the “Add Oil” mark or is below the “add oil” mark. LNR Maintenance Team will add

- d. Check the hydraulic oil level.

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**CAUTION:** Only request hydraulic oil when oil indicator is showing the “Add Oil” mark or is below the “Add Oil” mark. LNR Maintenance Team will add the hydraulic oil.

- e. Check the fuel level.

**Note:** If fuel is needed, secure gas key from Traka box, fuel equipment to proper level and return key to Traka box.

- f. Check all tire pressures.

**Note:** Low or under inflated tires are to be filled or repaired by LNR Shop Maintenance Team.

- g. Check that all lights and safety features are present and working properly.

**Note:** If unit is not working properly take unit to LNR Maintenance Shop for repairs.

- h. Start unit to ensure proper operation.

**Note:** Dead batteries are to be jumped or replaced by LNR Shop Maintenance Team.

- i. If an accessory is used with the tractor (batwing, bush hog etc.), grease unit per OEM.

#### IV. Operation Steps for Utility Tractor

**CAUTION:** Be aware of your surroundings. Check for debris, branches, rocks and people. Also check for any wet areas to prevent damage to turf.

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- a. Run tractor in safe gear to ensure a safe operation.
- b. Run tractor in low gear with 4 wheel drive engaged when necessary.

**Note:** If mechanical failure is encountered during tractor operation, LNR Maintenance Team will be dispatched to the location to make repairs. If repairs cannot be made on site, equipment will be towed to shop and Supervisor will assign another tractor for use. Supervisor will be notified by the shop when unit repairs are complete.

**V. After Operation-Steps for Equipment**

- a. Using compressed air, blow off radiator, hood screen, transmission cooler and engine.
- b. Clean debris off and in machine including air filter element.
- c. Check fuel level.

**Note:** If fuel is needed, secure gas key from Traka box, fuel equipment to proper level and return key to Traka box.

- d. Wash unit, including battery.
- e. Check for any damage that may have occurred during work day. If damage is noticed notify supervisor.
- f. Park unit in staging area for future use.
- g. Fill out equipment logs.