

Subject: Operating the Utility Vehicles

Approved: Patrick Bohlen

PROCEDURE:

Operating the Utility Vehicles

Utility vehicles (e.g. Kawasaki Mule and John Deere Gator Carts)

INTENDED AUDIENCE: LNR personnel with access to utility vehicles.

PURPOSE: To train LNR person on maintaining utility vehicles before and after arriving at assigned work area.

- 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. Proper Outcome** – Checking the utility vehicle equipment is safe to operate prior and during daily usage.

WARNING *Keep hands and feet inside the utility vehicle at all times during operation!*

IV. Pre Operation of the Utility Vehicle

- a. Check oil level daily before starting engine.

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 oil.

- b. Check tires for air pressure and wear.

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

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- c. Check all lights, battery and safety features are present and working properly.

Note: If unit is not working properly take unit to LNR Maintenance Shop for repairs. Dead batteries are to be jumped or replaced by the LNR Shop Maintenance Team.

V. During Operation Step for Utility Vehicles

- a. 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.

- b. Check to ensure any tow-behind equipment is secure.
- c. Proceed to designated area.

Note: If mechanical failure is encountered during the 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 utility vehicle for use. Supervisor will be notified by the shop when unit repairs are complete.

VI. After Operation Steps for Utility Vehicles

- a. Remove any dirt or debris from the unit. If needed, wash utility vehicle as trained.
- b. Check fuel level.

Note: Secure gas key from Traka box, fuel equipment to proper level and return key to Traka box.

- c. Walk around equipment visually inspecting for loose or worn parts or any damage that may have occurred during work day. If damage is noticed notify supervisor.
- d. Park utility vehicle in designated area.
- e. Fill out utility vehicle equipment log.