

## EQUIPMENT PREPARATION AND OPERATION

A. Enabling Acts

Michigan Vehicle Code. Act 300 of Public Acts, 1949; as amended by Act 39 of Public Acts 1978. Reference: Driver's License, Class I and/or Class II Endorsement.

Michigan Occupational Safety and Health Act 154 of Public Acts 1974. Reference: Part 21, Powered Industrial Trucks.

B. Policy

All equipment owned and/or operated by the Forest Management Division will comply with and be operated in compliance with the Michigan Vehicle Code and the Michigan Occupational Safety and Health Act. Management will assure the capability of the operation through training and license as required.

All new wheeled vehicles and trailers purchased by the division will be undercoated prior to issue to the field.

C. Explanation

The purpose of this policy is to assign responsibility for compliance with legal and division standards for the safe preparation, operation, and maintenance of department equipment.

D. Procedure

New vehicles shall be delivered to one of the <sup>two</sup> ~~three~~ regional shops. ~~Camp Pontiac~~, or the Forest Fire Experiment Station, as directed by the division. Each piece of equipment received from a vendor or manufacturer shall be checked immediately against the purchase order. Discrepancies from purchase order specifications will be reported to the Procurement Section with acknowledgement of receipt and a copy to the division.

Each piece of equipment, upon delivery, will be inspected for proper operation and compliance with legal and division standards. Exceptions found are to be corrected prior to field assignment.

It shall be the responsibility of each region and district to keep equipment assigned to them current with existing or new standards. Equipment illegal or unsafe to operate will be removed from service until modified.

Supervisors will not assign or allow an employee to operate any equipment until the employee has been certified, licensed and trained as required to be a qualified operator of the assigned unit. The only exception will be during the training of the employee under the direct supervision of a qualified operator.

It is the responsibility of the equipment operator to be familiar with the legal requirements of each piece of equipment he/she operates. The operator will inspect each unit assigned for legal and safety compliance and will not operate a unit unless the unit meets required standards.

The operator is responsible for the maintenance of equipment assigned for his/her use, whether the assignment is temporary or permanent. Equipment maintenance will be in conformance with manufacturer s specifications and all additional division standards.

Supervisors are to inspect and assure all legal. safety and maintenance standards are being met. The district will audit each motor vehicle log at least once annually as required by Administrative Policy No. 4.3.7.

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Approved Robert J. Compeau  
Robert J. Compeau (date)  
Deputy Director 6-29-81