

ARKANSAS TECH UNIVERSITY  
HEALTH & SAFETY POLICY

- DATE:** March 9, 2022
- SUBJECT:** Equipment/Vehicle Inspection
- PURPOSE:** To ensure that all equipment/vehicles operated by Arkansas Tech University staff are safe to operate and meets minimum University, State of Arkansas and/or manufacturer requirements.
- SCOPE:** The Equipment/Vehicle Inspection Policy applies to all equipment/vehicles operated by University staff i.e. trucks, vans, cars, tractors, forklifts, backhoe, Kubota, golf cart, lawn mowers, etc.
- RESPONSIBILITY:** It shall be the primary responsibility of the equipment/vehicle operator to ensure the equipment/vehicle is inspected and in good working order.

Any University employee who operates a vehicle, or piece of equipment through the course of his/her employment at Arkansas Tech University shall ensure that the equipment/vehicle is in good operating condition before beginning his/her daily assigned task. This shall be done by thoroughly inspecting the equipment/vehicle to ensure that it is road worthy and in compliance with University, State of Arkansas and/or manufacturer's guidelines.

This inspection shall include, but is not limited to, the following: lights, horn, brakes, turn signals, wind shield wipers, seat belts, first aid kit, fire extinguisher, operator's manual, back up alarms, and strobe lights.

Once the inspection is complete the operator will indicate that the inspection has been completed by dating and initialing the vehicle inspection tag (green and white tag) which shall be displayed prominently on the equipment/vehicle.

On a weekly basis the vehicle/equipment's assigned operator will complete a more thorough inspection which will include check tire pressure/wear, engine oil, transmission fluid, hydraulic oil, belts, radiator hoses/fluid, air filter and cleanliness of the vehicle/equipment both inside and outside. Once this weekly inspection is completed a *Vehicle Inspection Form* will be formulated and turned in to the operator's supervisor. *Vehicle Inspection Forms* can be obtained from the Section Supervisor.

If during either inspection the operator finds any item not in compliance he/she will immediately report that to the Motor Pool Supervisor.

The Motor Pool Supervisor will be responsible for determining if the defect is severe enough to warrant taking the equipment/vehicle out of service or whether it is an item that can be scheduled for later repair.

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If the equipment/vehicle does not have an inspection tag or if the tag is full, the operator should contact the Section Supervisor or the Safety Coordinator for a tag or a new tag to replace the outdated tag.