

CLOVIS UNIFIED SCHOOL DISTRICT

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Transportation Department

# Power Industrial Truck

*Utility Cart, Golf Cart, Forklift, etc.*

## PIT Driver Handbook

Revised: 3/2007

## Introduction

As Clovis Unified School District (CUSD) continues to grow, so does the demand for alternate forms of on site transportation. Power Industrial Trucks (PIT) have now become an integral part of CUSD's daily operation. The Transportation Department has been delegated the authority, through Board Policy #8501, to develop, administer, and maintain a safe and effective PIT program district wide. Implementation of the procedures outlined in this handbook will give employees and site supervisors not only an overview of state and federally mandated programs, but fulfills the safety requirements outlined in Board Policy as well. This handbook clearly outlines individual employee and site supervisor responsibilities including training, licensing, accident reporting and recordkeeping. Only through strict adherence to these guidelines and consistent application of good judgment can CUSD provide the highest standard of safety and efficiency in the operation of PIT vehicles. We appreciate your contributions and wish you infinite miles of safe driving.



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## Powered Industrial Truck Program

CUSD employees and volunteers operate over 160 Powered Industrial Trucks (PIT vehicle) throughout the district. To ensure safety and district compliance, of both state and federal OSHA regulations, the Transportation Department not only maintains an inventory of all PIT vehicles but, coordinates driver training as well. Anyone that wishes to operate a CUSD PIT vehicle must first receive “**Operator Safety Training**”. This training includes classroom instruction and successful completion of both a written and driving skills test. Successful candidates will be issued a **PIT Operators Permit** – good for three years from date of completion. *Operator Safety Training must be repeated at least every three years to maintain a PIT operators permit.* Records of training must be maintained by both the CUSD PIT Coordinator and the employees’ site supervisor. Please contact the transportation department *Vehicle Control Technician (327-9668)* if your department intends to purchase or rent a PIT, as additional training may be needed.

**All powered industrial trucks shall be operated and maintained in accordance with Board Policy No. 8501.**

### Definition:

A PIT is defined by OSHA as any mobile power-propelled truck or cart (LPG, gas, or electric powered) used to carry, push, pull, lift, stack or tier materials. Examples include personal burden carriers, utility carts, golf carts, fork lifts, pallet jacks, etc.



Personal Burden Carrier

Pallet  
Jack



Utility Cart

## Responsibilities

### Transportation Department PIT Coordinator:

1. Maintain compliance of CUSD by reviewing State, Federal laws and CUSD Board policy
2. Maintain documentation of training session attendance and completion
3. Provide guidance to departments on PIT vehicle usage, training requirements and record keeping
4. Coordinate and provide training
5. Ensure that site supervisors inspect the daily *Safety Inspection Reports* on a monthly basis; and forwards compliance documentation to PIT Coordinator by the 5<sup>th</sup> day of each month
6. Maintain training records of all operators
7. Maintain an inventory of all PIT vehicles used District wide
8. Quarterly site inspections (documentation and equipment)
9. File quarterly reports to the Assistant Superintendent of Business Services

### District/School Site Supervisors:

1. Limit use to only authorized users (*only those with a PIT operators permit*)
  - a) All PIT vehicle operators must possess a valid California Driver's License
2. Ensure employees attend required training and operate PIT vehicles in a safe manner
  - a) Provide the PIT Coordinator (327-9676) a current list of employees that will include records of "Utility Cart PIT Training Documentation"
  - b) Track changes in department personnel and notify PIT Coordinator (327-9676)
3. Maintain required documentation
  - a) Ensure PIT safety inspection form is completed daily (*by each PIT operator and for each cart used*)
    - ❖ Confiscate keys of any PIT vehicle found that has not been inspected prior to use (*as reported in the daily inspection log*)
4. Provide an accurate and updated inventory of PIT vehicles to the Transportation Department *Vehicle Control Technician (327-9668)*
5. Schedule maintenance and repairs for PIT vehicles by notifying the Transportation Department *Vehicle Control Technician (327-9668)*

## Supervisor's Note:

Forklift maintenance and repairs will be scheduled by the department where they are operated

## PIT Operators:

1. Must obtain a PIT operators permit prior to operation of any PIT vehicle
  - a) Operators must possess a valid California Drivers License
  - b) Attend, complete, and pass a CUSD authorized training program, including *on-line* examination and practical (behind the wheel) testing
2. Employees, contractors and volunteers must carry with them at all times, while operating a PIT vehicle, a valid PIT operators permit
3. Perform a daily inspection of each PIT used prior to operation
4. Must operate PIT vehicles in a safe manner and as required by the manufacturer, OSHA, and Board Policy
5. Report malfunctioning equipment to their supervisor at once
6. Report any incident, near miss or accident to their supervisor at once

## Suspensions of PIT Operators Permit:

Immediate suspension or revocation of your PIT operators permit will occur when:

1. You are involved in a preventable accident where contact is made with any pedestrian, any non-district vehicle or property
2. It is determined that negligence or horseplay has caused the accident
3. You are involved in 2 or more preventable accidents in one calendar year

Actions against your Operators Permit may include

1. Immediate suspension (minimum 30 days)
2. Permanent revocation
3. Disciplinary action

*NOTE: Failure to comply with permit suspension will result in revocation of PIT Operators permit and possible disciplinary action*

## Training

Employees and volunteers designated to operate PIT vehicles shall be required to participate in, and successfully complete, a PIT vehicle training program coordinated through the Transportation Department. This will ensure the operator is proficient at operating a PIT vehicle safely, before assuming their responsibilities.

Training consists of Classroom and Practical / Behind-The-Wheel (BTW) instruction and demonstration. ASCIP provides the On-line instruction and testing. Records of On-line training are accessed and maintained by the PIT Coordinator.

### PIT On-line Training Instructions

To complete the classroom portion of your training *on-line* go to: <http://www.ascip.org/>

1. Select On-line training
2. Register At this point, either log on (if you have registered before) or if you have not registered in the past do so now. (using your home site information)
3. After log-in Select (in the category section) Environmental Health and Safety
4. Select Search
5. Select Power Industrial Truck, Utility Cart

*After completing and successfully passing the on-line test you will need to contact your Site supervisor or the PIT Coordinator to schedule the Practical (BTW) portion of your training.*

### Practical Training (BTW)

Practical training includes demonstrations performed by the trainer, practical exercises performed by the trainee, and evaluation of the operator's performance with a skills driving test.

Trainees may operate a PIT vehicle only:

1. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence
  - a) Where such operation does not endanger the trainee, other employees, students, parents or visitors

## **Curriculum:**

The curriculum of the training program shall, at a minimum, address the following topics:

1. Pre-operation safety inspection
2. Work place hazards
3. Safe driving and operating procedures
4. Operation and safe driving practical
5. Final evaluation and testing

## **Retraining:**

PIT operators shall be required to participate in refresher training *at least* once every three years.

Retraining may also be deemed necessary when:

1. It has been documented that the operator has been observed operating the PIT vehicle in an unsafe and/or inappropriate manner
2. The operator is involved in an accident or near miss incident
3. The operator is assigned to drive a different type of PIT vehicle
4. Conditions change in the workplace, in a manner that could affect safe operation of the PIT vehicle as directed by this policy and according to CAL OSHA regulations.

***Curriculum for retraining shall cover the same topics as the initial training***

## Utility Cart PIT Training Documentation *(Example)*

PLEASE PRINT

Department: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Site: \_\_\_\_\_ Trainer Name: \_\_\_\_\_

Training: Original  Renewal  Date of Training: \_\_\_\_\_

Type of PIT employee will use: Electirc  Gasoline  LPG  Diesel

Did your training include:	Yes	No	Comments
Operating instructions, warning precautions for the type of PIT the operator will use?			
Will the employee be working under the direct supervision of persons already certified in PIT?			
PIT controls and instrumentation			
Engine/motor operation			
Steering and maneuvering			
Visibility (including restrictions due to loading			
Fork attachment adaptation, operation, and use limitations			
Vehicle capacity			
Vehicle stability			
Vehicle inspection by operator			
Refueling and/or charging of batteries			
Operator limitations			
Any other operating instructions, warnings, precautions listed in owners manual			
Work place related topics			
Surface conditions where vehicle will be operated			
Composition of loads to be carried and load stability			
Load manipulation, stacking, un-stacking			
Pedestrian traffic in areas of operation			
Narrow aisles, ramps, slopes or roadways on campus that could affect vehicle stability			
Restricted PIT places on campus and commercial streets			
Closed environments and other areas where insufficient ventilation could cause carbon monoxide or diesel exhaust build up			
Other unique or potentially hazardous conditions in workplace that can affect safe operation			
Classified hazard locations where vehicle will be operated			

By signing this checklist, I acknowledge that the employee receiving the Utility Cart operator training is competent to operate this particular powered industrial truck safely.

Trainer Signature

Date

# PIT Operating Procedures

## Operating Procedures:

*Implementation of the following CUSD PIT Vehicle Operating Procedures ensures compliance of Governing Board Policy #8501*

When operating a PIT vehicle lift (forklift), always travel with the forks approximately four inches from the ground so they clear any uneven surfaces. Always survey the area ahead and to the sides, as you travel. Always travel in reverse or use a "spotter" when the load you are carrying obstructs your view.

Some factors that could cause a PIT vehicle to tip over:

1. Overloads
2. Unstable loads
3. Load not centered on forks
4. Traveling with the load raised
5. Sudden stops and starts
6. Making sharp turns
7. Stunt driving and horseplay
8. Traveling across a ramp or incline

The following safety practices shall be adhered to at all times:

1. Wear seatbelts whenever the PIT vehicle is equipped with them
2. Keep all body parts inside the vehicles interior compartment
3. Drive at appropriate speeds
4. Do not carry more passengers aboard the PIT vehicle than it is designed to accommodate
5. No person shall be permitted to stand or pass under elevated portions of any PIT vehicle, whether loaded or empty
6. All PIT vehicle operators working on platforms that are six feet above a lower level shall wear appropriate fall protection devices
7. When traveling behind other vehicles (including PIT vehicles), always maintain at least three vehicle lengths from the vehicle or PIT ahead, and maintain control of the PIT vehicle at all times
8. Slowly approach ramps and inclines straight, not at an angle
9. Never turn the PIT vehicle while on a ramp or incline
10. When parking a PIT vehicle and prior to dismounting or leaving the unit, shut-off the power. The operator shall never leave a running PIT vehicle unattended

11. When the PIT vehicle is left unattended, the load shall be fully lowered, controls shall be neutralized, power shut off, parking brake set, and wheels blocked if parked on an incline
12. Never park a PIT vehicle in front of any fire protection equipment, emergency exits, or in a manner that would obstruct a person from exiting the area
13. Keys will be taken with the PIT vehicle operator when leaving the vehicle unattended from or out of sight
14. If at any time during the operation a PIT vehicle is found to be in need of repair, defective, or in any way unsafe, it shall be immediately removed from service. The site supervisor shall be notified, so he or she can notify the Transportation *Vehicle Control Technician* for repairs
15. Students **shall never** operate any PIT vehicle
16. Refueling and recharging areas equipped with emergency eyewash stations shall be inspected on a weekly basis

## Fuel Handling and Storage:

The handling and storage of liquid fuels such as gasoline shall be in accordance with the National Fire Protection Association (NFPA) Flammable and Combustible Liquids Code (NFPA 30).

The handling and storage of liquefied petroleum gas fuel shall be in accordance with the Storage and Handling of Liquefied Petroleum Gases Code (NFPA 58).

*Questions regarding Fuel Handling and Storage: Contact your Site Supervisor*

The following procedures shall be followed:

1. When refueling or recharging the batteries of a PIT vehicle, the operator shall ensure that the vehicle is shut-off, parking brake is engaged, keys removed
  - a. Always turn off your cell phone while fueling any vehicle
2. Refueling and recharging shall be completed in areas that are **designated for refueling and recharging**. These areas must be **well ventilated**
3. Proper personal protective equipment (approved face shield, goggles, gloves, etc.) shall be worn during all refueling and battery recharging operations as defined in training for each type of fuel
4. Open flames shall be prohibited in refueling and recharging areas. Fuel vapors and gases, which can escape from the fuel vents and batteries, are extremely flammable
5. Tools and other metallic objects shall be kept away from the top of uncovered batteries
6. An ABC rated fire extinguisher shall be present in all refueling or recharging areas

## Workplace Hazards:

Many hazards exist in workplaces that are easily detectable, if a quick survey of the area is conducted. These hazards include, but are not limited to, the following:

1. Overhead obstructions such as fire protection sprinkler piping, ventilation ducts, lighting fixtures, power lines. If the load you are moving is carried too high or the PIT vehicle mast is raised too high, damage can occur to the overhead obstruction and possibly cause injury to the operator or people in the immediate area
2. Co-workers or pedestrians traveling to and from certain areas within the facility
3. Poor housekeeping such as debris left on the floor and wet floors
4. Poor condition of the floor surface such as uneven concrete, potholes and cracks
5. Poor visibility around corners. The operator's view from a PIT vehicle can be blocked or obstructed by the load. If there is not a clear view, drive in reverse or have a co-worker, "spotter", direct you
6. Operating a PIT vehicle in a confined area with poor ventilation can allow the PIT vehicle exhaust gases to accumulate. This creates a hazard not only for the PIT operator, but also for others within the area or building. Plant Operations shall be contacted to determine air quality if concerns should arise
7. For those individuals who wear eyeglasses, a hazard may exist when entering a warm atmosphere from a cold atmosphere (driving into a building from the outside) causing your eyeglasses steam up
8. Driving too fast for the conditions of the area. When operating a PIT vehicle, always remain alert and cautious

*Note existing and potential hazards and conditions that do or could exist in your work environment. Whenever a hazard is discovered which requires action such as housekeeping, poor floor condition or poor ventilation, immediately notify your supervisor to ensure the proper procedures are followed to address the hazards.*

## PIT Operators Mandated Protocols

Major modifications and structural changes to high lift trucks, industrial trucks and rider trucks that affect the capacity and safe handling of the vehicles shall not be performed by the employer or user without prior written approval from the manufacturer unless the modification is designed, manufactured, and installed in accordance with recognized good engineering and manufacturing principles. The capacity, operation and maintenance instruction plates shall be changed accordingly.

PIT vehicles shall be operated in a safe manner in accordance with the following operating rules:

1. Only drivers authorized by the employer and trained in the safe operations of PIT vehicles, pursuant to **CCR Section 3668**, shall be permitted to operate such vehicles.
2. Stunt driving and horseplay while driving are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. PIT operators shall not ride on the forks of lift trucks.
5. PIT operators shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. PIT operators shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to your Site Supervisor, and the vehicle shall not be put in service again until it has been made safe. *Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).*
8. No PIT vehicle shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all *established traffic regulations shall be observed.*
10. For PIT vehicles traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse 3 seconds passing the same point.
11. PIT vehicles traveling in the same direction shall not pass at intersections, blind spots, or dangerous locations.

12. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
15. Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade. The forks shall always be carried as low as possible, consistent with safe operations.
16. When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
  - a) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
  - b) The power may remain on provided the wheels are blocked, front and rear.
17. When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.
  - a) Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
18. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
21. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
22. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

23. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
24. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
25. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
26. Trucks shall not be loaded in excess of their rated capacity.
27. A loaded vehicle shall not be moved until the load is safe and secure.
28. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.
29. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking, backward tilt shall be limited to that necessary to stabilize the load.
30. The load engaging device shall be placed in such a manner that the load will be securely held or supported.
  - a) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
31. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
  - a) A device specifically designed for opening or closing doors shall be attached to the truck.
  - b) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
  - c) The entire door opening operation shall be in full view of the operator.
  - d) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
32. If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

*CAL OSHA Title 8, Section 3650*

## Daily Inspection Report

### 29 CFR 1910.178(q) (7)

Industrial trucks shall be examined before being placed in service and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after (or before) each shift. Defects, when found, shall be immediately reported (to your supervisor) and corrected.

CUSD utilizes a PIT vehicle **Daily Safety Inspection Report** (*See example on next page*) as a means of tracking daily inspections and vehicle defects. All operators of PIT vehicles shall complete this form each day and for each PIT vehicle operated.

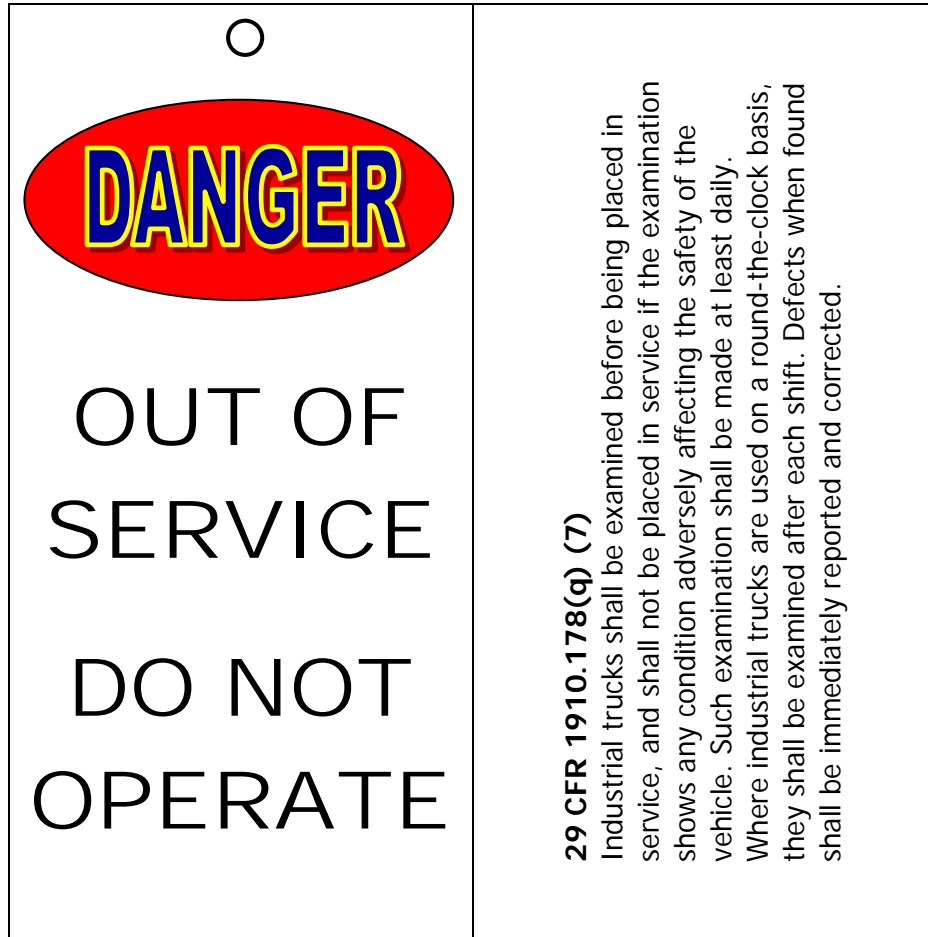
1. Each form must include (across the top)
  - a) Vehicle number
  - b) Week of inspection
  - c) Site of Inspection (location)
  - d) Site Supervisor's name
2. Inspect items 1 – 12 (PIT Utility Cart form) or 1 – 20 (PIT Vehicle form) (*See example on next page*)
  - a) If **NO** defects are found – place a check in the **YES** column.
  - b) If defects **ARE** found – print your initials in the **NO** column, and give brief explanation in the remarks section on the bottom of the form. Notify the Site Supervisor of defect.
    - ❖ If safe operation of the vehicle is affected by defects, repairs are to be made and documented **PRIOR** to vehicle operation
3. Sign form in the space corresponding to the day of the week the cart was inspected
4. This procedure must be followed by **each PIT operator**, and for **each cart used** during **each shift**

### Supervisor's Note:

*Supervisor is to notify the Vehicle Control Technician (327-9668) as to the vehicle status and whether the PIT is to be placed out of service. PIT vehicles placed out of service will have an "**Out of Service**" tag (see page 17) placed on steering wheel and are not to be used, for any reason, until repairs are completed and vehicle is placed back in service by the mechanic in charge of maintaining the vehicle.*



## Out of Service Tag *(Example)*



## Accident Reporting

In the event you are involved in an accident. The form, "Accident Scene Worksheet" shall be completed **the day of the accident** and turned in to your Site Supervisor, by the end of your shift. This form must be filled out for any accident, no matter how serious or minor the accident may be.

### Accident Reporting Procedures:

Notify your Site Supervisor IMMEDIATELY; be sure to include the following information:

1. Vehicle number
2. Exact location (site and location at the site)
3. Are there any students involved (pedestrians or students in cart)?
4. Is medical assistance needed?
  - a) Render assistance and **call 911** if necessary

Collect information and fill out Accident Scene Worksheet

1. Witness information (names, addresses, contact numbers etc.)
2. Accident diagram
3. Narrative (how accident happened)
4. Turn form in to your Site Supervisor

**Remember** all accidents no matter how minor shall be reported to your Site Supervisor immediately.

### Supervisor's Note: (accident reporting)

*The PIT Coordinator shall be notified within 24 hours of a PIT vehicle accident (327-9676). The form "Accident Scene Worksheet" shall be turned in to the Transportation Department within 72 hours of the accident. If damage is caused to a **non-district vehicle** or there is **injury** as a result of a PIT vehicle accident, notify the Transportation Department immediately (327-9700 x3) (After hours, holidays or weekends (327-9700 x9) and fill out the "Accident Scene Worksheet", and fax it to the Transportation Department (327-9679).*

*Copies of the **Accident Scene Worksheet** can be requested from the Transportation Department. (327-9676)*



## Record Keeping

### Daily Safety Inspection Reports:

1. Reports are to be filled out each day, by each PIT operator, for each PIT vehicle used
2. Reports are to be kept on file, with Site Supervisor where the vehicle is operated, for a period of not less than 30 days
3. Inspection reports are to be forwarded to the transportation PIT Coordinator by the 5<sup>th</sup> day of each month (*via district mail*)

### Supervisor's Responsibilities:

#### Accident Reporting (*in-house accident without injury*)

1. Notify the PIT Coordinator (327-9676) within 24 hours of a PIT vehicle accident
2. Turn in "Accident Scene Worksheet" to the Transportation Department within 72 hours of the accident
3. If the vehicle is damaged and in need of repair notify the Vehicle Control Technician (327-9668)

#### Accident Reporting (*involving injury or damage with non-district vehicle or property*)

1. Notify the Transportation Department immediately (327-9700 x3) (After hours, holidays or weekends (327-9700 x9))
2. Complete and FAX "Accident Scene Worksheet" to the Transportation Department, same day of the accident (327-9679)
3. If the vehicle is damaged and in need of repair notify the Vehicle Control Technician (327-9668)

#### Employee Records

1. Provide the PIT Coordinator (via district mail), a list of current employees and records of "Utility Cart PIT Training Documentation"
2. Track changes in department personnel and notify PIT Coordinator
3. Ensure PIT vehicle safety inspection form is completed daily (*by each PIT operator and for each cart used*)
4. Inspect daily log books on a monthly basis; and forward compliance documentation to PIT Coordinator (via district mail) by the 5<sup>th</sup> day of each month