(A) Columbus State Community College is committed to ensuring the safe handling and use of powered industrial trucks (PIT) by Columbus State Community College employees. These are defined as forklift trucks, tractors, platform lifts, and motorized hand trucks/skid steers.

(B) In order to be permitted to drive PIT employees must have a valid Ohio driver's license and be insurable under the College's insurance policy. Events that impact an employee’s driving privileges, including but not limited to the assessment of points against their driving record as determined by the Ohio Bureau of Motor Vehicles, must be brought to the attention of the employee’s supervisor. Supervisors must make a determination of the impact of the driving violation on the employee’s ability to safely operate a PIT. The supervisor’s determination must be recorded and placed with the employee’s file. Employees are required to notify their supervisor immediately upon the loss of their driver’s license. Failure to notify the immediate supervisor in a timely manner will be considered insubordination. Supervisors may periodically verify that an employee has a valid Ohio Driver’s license by contacting Human Resources. The College will verify insurability of all employees on a regular basis.

(C) Only currently trained and authorized employees shall be permitted to drive powered industrial trucks. Employees shall be trained prior to operation of a powered industrial truck. In the event of an accident or near miss, the departmental manager will review the circumstances of the event and determine whether immediate suspension of PIT operating privileges is warranted. If operating privileges are suspended, the operator must attend a training session, complete the written test and demonstrate driving ability before the individual is permitted to operate a PIT. Accident free drivers may have their license renewed upon approval of their immediate supervisor for a period of three successive years. After three years, refresher training is required.

(D) All operators shall follow established regulations and safety practices below for pre-operational checks (see Appendix A) of vehicles. No vehicles shall be operated if unsafe for any reason. Unsafe vehicle shall be taken out of service by means of removal and securing of keys and the placement of a lockout tag on or near the ignition. Attempts must be made to alert all operators via verbal or electronic communication of the removal of the PIT from service. The manager shall be notified in writing on appropriate form (Appendix B). Failure to follow established safety practices could result in disciplinary action up to and including discharge (per College Policy No. 3-17).
(E) The following rules shall be adhered to regarding safe operation of vehicles:

1. Trucks must be operated in a safe courteous manner. Employees must complete a “Pre-Use Inspection” form.

2. Trucks shall not be driven up to anyone standing in front of a fixed object.

3. No person shall stand or pass under the elevated portion of the truck.

4. Riders are not permitted.

5. Arms or legs are not to be outside the truck or between the uprights of the masts.

6. When an operator is out of sight of his/her vehicle or more than 25 feet away, the load must be fully lowered, controls in neutral, power shut off, and brakes set. If parked on an incline, the wheels must also be blocked.

7. When an operator is off the vehicle within 25 feet, and the vehicle is in view, the load must be fully lowered, controls in neutral and the brakes set.

8. Maintain a safe distance from edges of ramp or platforms.

9. Do not use trucks to open or close freight doors.

10. Overhead guards are to be used when there is danger of falling objects.

11. Personnel are only to be lifted with safety platforms securely fastened to the truck.

12. Personnel being lifted in a safety platform must be able to shut off the power to the truck.

13. Safety platforms must be lowered to the ground prior to repositioning the PIT.

14. All traffic regulations must be observed.

(F) The following rules shall be adhered to regarding loading and unloading of trucks:

1. Brakes shall be set and wheel blocks in place during all loading and unloading.

2. Flooring shall be checked for weaknesses or damage before entering.

Reviewed/Revised: 7/2008
Prior to use, the operator using the form developed for each PIT must check the equipment. The form at a minimum must conform to the daily or pre-use inspection items stipulated in the operator’s manual. Inspection records should be saved in chronological order and kept for as long as Columbus State maintains the PIT. If the user does not find an inspection record for a period of time when they believe the PIT has been operated, they are to report their suspicion to their supervisor. The supervisor should review with all operators the importance of completing pre-use inspection records. Failure on the part of an operator to complete pre-use inspections can result in the revocation of the operators’ certificate for operating PIT.

**CAUTION**
Do not operate a vehicle if unsafe for any reason. Take the vehicle out of service and submit the Vehicle Out of Service Report to department manager (see Appendix B).
COLUMBUS STATE COMMUNITY COLLEGE

VEHICLE OUT OF SERVICE REPORT

Taken out of service by (name) ________________________________

Reason: ___________________________________________________

_________________________________________________________________

_________________________________________________________________

Did the vehicle have an out of service tag placed on it? Y/N

Manager's Signature ________________________________

Staff Member's Signature ________________________________

Date: __________________________

Action taken: ___________________________________________________

_________________________________________________________________

_________________________________________________________________

Date placed back in service: ________________________________

Manager's Signature ________________________________