

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.06.020	PAGE 1 of 3
	EFFECTIVE DATE December 14, 2015	
SUBJECT Equipment Safety	SUPERSEDES DPDR 11.06.020	DATED April 2, 1996
CHAPTER State Equipment Fleet	SECTION Safety and Environment	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on establishing minimum requirements for the safe operation of state-owned vehicles and equipment.

POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) to maintain and operate state owned vehicles and equipment in a safe and reliable manner.

PROCEDURE

A. Compliance With Law

All vehicles and equipment are to be operated in a safe manner in accordance with manufacturer's recommendations, established laws and regulations, and generally accepted safe operating practices.

B. Safety Belt Use Mandatory

Safety Belt use is required for both operators and passengers in state-owned or leased vehicles and equipment.

C. Speed Limits

Vehicles and equipment shall not be operated in excess of legal speed limits, recommended speeds established by the manufacturer, or speeds safe for existing road conditions.

D. CDLs

Operators covered by Commercial Driver License (CDL) regulations shall adhere to

driving safety requirements outlined in the State of Alaska Commercial Driver License Manual.

In accordance with 49 CFR 392.80, CDL operators may not text while driving.

E. Vehicle and Equipment Maintenance

All state-owned equipment shall be maintained in safe and reliable operating conditions at all times.

1. Vehicles and equipment that are determined to be unsafe shall be removed from service (deadlined) in accordance with SEF P&P 11.06.021.
2. All state-owned vehicles and equipment will follow P&P 11.04.031 for preventative maintenance. Failure to ensure safe operation of equipment by following these procedures may cause the equipment to be removed from service.
3. Vehicles and equipment that have been damaged or in an accident that compromises the integrity of the frame, body, safety equipment, or installed equipment required by law (such as headlights or missing bumpers) must be inspected and repaired prior to continued operation to preclude further damage and ensure capability of safe operation.

F. Safety Equipment

1. Fire Extinguishers

- a. SEF will provide the appropriate size fire extinguisher for all equipment defined as commercial vehicles in 49 CFR 390.5, AS 19.10.399, and/or equipment being used in gravel pits/screening areas, when the equipment is first issued.
- b. The user is responsible for the monthly and annual inspections as well as replacement when the extinguisher used or is otherwise no longer serviceable. SEF will have sufficient new extinguishers on hand to support an exchange program for those units identified in paragraph (a) above. Inspection of the fire extinguisher should be incorporated into the operator's daily inspection.
- c. All other users who wish to have fire extinguishers mounted in their equipment will be responsible for providing them to SEF. The user will still be responsible for all inspections and replacement.

2. First Aid Kits

- a. First aid kits are provided for all new vehicles and equipment.

- b. The user is responsible for maintaining the product within the first aid kit and replacing it if lost or stolen.
3. Recommended Safety Equipment Provided by Users
 - a. It is recommended that state vehicles be equipped with ice scrapers, snow brushes, local area maps, triangles and emergency flares. It is the user's responsibility to provide and maintain these items.

AUTHORITY

49 CFR 393.95
30 CFR 56.4230

IMPLEMENTATION RESPONSIBILITY

SEF headquarters, SEF district and office managers, and SEF user agencies

DISTRIBUTION

All department employees via the DOT&PF website