1. Intent:
The ultimate goal of this policy is to insure the safety of the University at Albany Community and property during the operation of powered industrial trucks (PITs) on campus.

2. Scope and Limitations:
This policy pertains to powered industrial truck operators, their supervisors, the departments owning the vehicles and those departments serviced by these vehicles. This policy is in accordance with OSHA 1910.178 Powered Industrial Trucks, and does not include electric and Cushman carts.

3. Definitions:
**Powered Industrial Truck (PIT)** - A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. Vehicles that are commonly referred to as high lift trucks, counterbalanced trucks, rider trucks, forklift trucks, low lift trucks, low lift platform trucks, rough terrain forklift trucks, motorized hand trucks, pallet jack trucks, narrow aisle rider trucks, and high lift order picker trucks are included. Vehicles primarily used for earth moving, snow removal, salting, man-lifts, or over-the-road haulage are not included in this program.

**Rough Terrain Forklift Truck** - A wheeled-type truck which is designed primarily as a fork truck that has a vertical mast or pivoted boom, or both, which has variable fixed length reach and which may be equipped with attachments and that is intended for operation on unimproved natural terrain as well as the disturbed terrain of construction sites.

**Certified PIT Driver** – A University employee that has attended the University’s classroom and hands-on training program, and has passed both the written and practical tests given by a University representative.

4. Responsibilities:

**Responsibilities for those shops assigned vehicles** –  
1. It is the responsibility of each department owning and operating powered industrial trucks to maintain the vehicles in good working order through regular maintenance and prompt repairs, as prescribed by the manufacturer of that vehicle.
2. It is the responsibility of each department owning and operating a powered industrial truck to inspect (or have inspected) the vehicle before the first use of the day and document that inspection. Documentation is to be done via the completion of an Inspection Log, and maintained near the vehicle parking area, allowing easy access to subsequent drivers during the day.

3. It is the responsibility of each department owning and operating a powered industrial truck to insure that only individuals certified/authorized by the University at Albany be allowed to operate their vehicle and that the vehicle is operated in a safe and acceptable manner, as outlined in this policy.

4. It is the responsibility of each department owning and operating a powered industrial truck to secure that truck(s) during non-use hours, thus preventing operation by an illegal driver.

**Responsibilities of Vehicle Operators:**
1. All operators of powered industrial trucks on campus must be certified by the University at Albany for powered industrial truck operation.*

2. All powered industrial drivers must carry, on their person, proof of that certification while operating a powered industrial truck.

3. Powered industrial truck drivers must visually inspect the vehicle before operation. If they are the first driver of the day, then that driver is responsible for completing a written inspection log for the vehicle.

4. Powered industrial truck drivers are to operate their vehicle in a safe manner, as outlined in this policy.

**Responsibilities of EH&S:**
1. The EH&S Office is responsible for maintaining a list of powered industrial truck drivers currently authorized by the University at Albany.

2. The EH&S Office is responsible for conducting the classroom portion of driver training and administering a written test.

3. The EH&S Office is responsible for periodic program audits to insure compliance with 29CFR 1910.178, the OSHA regulation governing powered industrial trucks.

4. The EH&S Office shall oversee the PIT Program administration, including classroom training, hands-on training, driver certification requirements, and exceptions to stated requirements.

2. The EH&S Office shall review all complaints received from the University Community pertaining to the action of certified drivers. If, after review, the Office deems disciplinary action is needed, a recommendation will be made to driver’s supervisor.
5. The Program

1. **Pre-trip Requirements**

   a. All PITs are to be inspected by the operator, prior to use. The Inspection log shall be filled out by the first driver of the day and initialed by all subsequent drivers that day.

   b. If, at any time, a PIT is found to be in need of repair, defective, or in any way unsafe, the unit shall be taken **out of service until repairs are complete**.

   c. No truck shall be operated with a leak in the fuel system. Any unit suspected of leaking shall be tagged out of service until repairs can be made.

2. **Fueling Requirements**
   
   **LPG Procedures**
   
   a. Stop the vehicle in fuel storage area. Shut off the machine with forks down, in neutral and set the brake.

   *b. If not out of fuel, follow step a., but leave the engine running. Turn the valve on the tank off completely and allow engine to run out of fuel. When vehicle runs out of fuel, turn off ignition.

   c. With the LPG tank valve closed, remove the fuel hose from the tank.

   d. Remove the empty tank and replace with a full tank using good lifting techniques. Insure that tank position allows proper connection for the fuel hose and that straps can be fastened securely. Connect the fuel hose to the full tank. **HAND TIGHTEN ONLY!!**. Open the valve and check for leaks, both visually and audibly.

   e. Place empty tank in the correct storage location.

3. **Battery Connect/Disconnect**

   **Connecting procedures:**
   
   a. Park and secure vehicle with the ignition switch turned off and the battery lead disconnected.

   b. Make sure battery charger is turned off and is the proper voltage (check the name plate for proper voltage).

   c. If applicable, open any vent doors to the battery compartment.

   d. Check the battery and charger leads for corrosion, and inspect the cable for condition.

   e. Connect the charger lead to the battery.
f. Turn the charger on (per manufacturer direction) set the charger for the type of charge desired, if necessary.

g. If charging meter needle fluctuates, immediately discontinue charging and contact the unit supervisor.

Disconnecting procedures:
a. Make sure the ignition switch is in the off position.

b. Make sure the charger is off.

c. Close the vent doors, if applicable.

d. Disconnect the battery charger from the lead and store properly.

e. Connect the battery lead to the motor lead.

f. Check the battery charge meter.

3. Rules of the "Road"

1. All traffic regulations shall be observed, including stopping at Stop signs, and slowing down for Caution signs.

2. A safe following distance (~3 truck lengths) shall be maintained from the vehicle in front.

3. Pedestrians have the right of way and all fork lift truck drivers shall yield to foot traffic.

4. Do not pass a fork lift truck or Cushman cart traveling in the same direction as your vehicle.

5. All grades shall be ascended/descended slowly. When ascending/descending grades in excess of 10%, loaded trucks shall be driven with the load upgrade. The load shall be tilted back and forks raised only as far as necessary to clear the road surface.

6. Under all conditions, the truck will be operated at a speed that will allow the unit to be brought to a stop in a safe manner.

7. Stunt driving and horseplay shall not be permitted or tolerated.

8. All drivers shall be required to slow down for wet and slippery floors.
9. Dock plates shall be properly secured before they are driven over. Drivers are expected to visually inspect dock plate condition and position before use.

10. All trailer, flatbed and delivery truck floors are to be inspected for hazards, by the driver, before a fork lift is driven onto them.

11. Exiting and entering trailers at the loading dock shall be done so with extreme care and slowly.

12. All trailers shall be chocked before a forklift truck enters. NO EXCEPTIONS!

13. Running over loose objects/debris on the roadway surface shall be avoided.

14. All corners in the tunnel shall be negotiated at a reduced speed and with due care by the vehicle operator.

15. The driver shall have a clear view of the path of travel, while in motion.

16. No running vehicle shall be left unattended. The driver shall take the keys whenever he/she leaves the vehicle, regardless of the length of time or purpose for leaving the vehicle.

17. No forklift shall carry passengers.

18. No one will be permitted to stand or pass under the forks, whether loaded or empty.

19. Drivers will keep all arms and legs within the uprights of the mast, while operating a forklift.

20. No vehicle in need of repair shall be operated.

**NO Diesel or Gasoline Fueled PITs are allowed in the Tunnels**