

FLEET SAFETY POLICY

I. PURPOSE:

The purpose of the fleet safety policy is to prevent vehicle accidents and promote safe driving practices while maintaining City of Menasha vehicles and heavy equipment in proper operating condition. This fleet safety policy also serves as the uniform best practice standard governing the privilege of operating City of Menasha vehicles and/or heavy equipment within the scope of employment.

This fleet safety policy applies to all City of Menasha full-time, part time, seasonal and volunteer employees. In addition to the provisions of this policy, all employees are required to comply with applicable Federal and Wisconsin DOT motor vehicle and local traffic laws, and the established City of Menasha driving safety work rules, best practices and procedures.

II. RESPONSIBILITIES:

Department Heads

Department Heads have the responsibility to implement the adopted fleet safety policy and overall fleet safety program by:

- A. Directing all supervisors and employees to endorse and comply with the adopted policy and program components.
- B. Identifying and setting fleet safety goals and priorities.
- C. Providing appropriate safety and financial resources.
- D. Providing support and interest in the fleet safety program.

Supervisors

Supervisors have the responsibility to:

- A. Provide training to employees so that they are fully qualified to drive and maintain all fleet vehicles and heavy equipment.
- B. Ensure the safe operation of fleet vehicles in compliance with the overall fleet safety program requirements.
- C. Enforce the established fleet safety policy's driving work rules, procedures, policies and best practices.
- D. Thoroughly investigate all vehicle accidents
- E. Demonstrate support and interest in the fleet safety program.
- F. Conduct both annual and random license checks.

EMPLOYEES

Employees have the responsibility to:

- A. Comply with the directives of this fleet safety policy and overall fleet safety program.
- B. Apply their education and training to the safe operation of assigned vehicles and heavy equipment.

- C. Immediately report any change in the status of their driver's license to their immediate supervisor.
- D. Conduct required pre-trip inspections and preventative maintenance on assigned vehicles and heavy equipment.
- E. Thoroughly complete all fleet-related inspection and maintenance forms.
- F. Report unsafe conditions and /or mechanical defects.
- G. Report all accidents immediately and thoroughly complete the accident report.

FLEET MAINTENANCE MANAGER

Fleet Maintenance Manager has the responsibility to:

- A. Develop, schedule and ensure implementation of the City of Menasha's preventative maintenance program on all vehicles and heavy equipment.
- B. Prepare specifications for purchased or leased vehicles and heavy equipment that ensure maximum safety features.
- C. Assist in the development of fleet safety rules, best practices, procedures and policies.
- D. Supervise the activities of the maintenance staff to ensure quality maintenance.
- E. Assist in providing training on preventative maintenance, inspection techniques, and best practices.

ACCIDENT REVIEW COMMITTEE

(The accident review committee consist of a representative from management, labor, and the vice chair of the personnel committee).

Accident Review Committee has the responsibility to:

- A. Conduct an accident review to establish accident preventability or non-preventability.
- B. Recommend and support post accident opportunities for improvement.

USE OF PERSONAL VEHICLES ON CITY OF MENASHA BUSINESS

The operation of personal vehicles on City of Menasha business is a privilege which may be withdrawn at any time at the sole discretion of the City of Menasha.

An employee must comply with the following stipulations in order to operate their personal vehicle on City of Menasha business:

- A. Prior approval of the employee's department head.
- B. **PROOF OF INSURANCE:** Minimum acceptable liability insurance limits are \$100,000 per occurrence and \$300,000 per incident. Additionally, uninsured motorists protection in the amount of \$25,000 and property damage coverage of \$25,000 is required. Acceptable proof of insurance, determined by the City of Menasha must be provided to the Department Head prior to using a personal vehicle on City of Menasha business.
- C. Motorcycles and/or mopeds are not acceptable and cannot be used to conduct City of Menasha business and are not eligible for mileage reimbursement. All personal vehicles must be suitable for the use for which employees receive mileage reimbursement.

- D. If an employee's regular vehicle is out of service or otherwise unavailable, it is the employee's responsibility to provide an alternate vehicle if the City of Menasha does not have a vehicle available for assignment.
- E. Employees required to provide their own vehicle will be reimbursed on a per mile basis at a rate that is determined by the City of Menasha. All maintenance, operating, insurance and other vehicle expenses are the responsibility of the employee. It is also the employee's responsibility to maintain their personal vehicle in such a manner as to ensure safe operation. The employee's insurance shall be considered primary.
- F. It is the employee's responsibility to inform their insurer of the circumstances under which the vehicle is operated in the City of Menasha.
- G. Employees are required to submit a mileage reimbursement form on a monthly basis. This City of Menasha form must be completely filled out following the adopted procedures. These mileage reimbursement forms are subject to audit. The provisions of this fleet safety policy shall apply whether or not an employee seeks reimbursement for the use of a non-city.
- H. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor. Failure to report a status change in licensing such as: restriction, suspension or revocation of driving privileges will result in disciplinary action up to and including termination of employment.
- I. Failure to comply with the City of Menasha fleet safety policy, a loss of driving privileges, or fraudulent reporting of vehicle use could result in disciplinary action and/or loss of the privilege to operate a vehicle on City of Menasha business. A loss of driving privilege will be reviewed on a case-by-case basis.
- J. The City of Menasha will review the driving records of all employees that are required to drive in the course of their employment on a periodic basis.

USE OF CITY OF MENASHA VEHICLES – FLEET SAFETY DRIVING RULES AND BEST PRACTICES

The operation of City of Menasha owned or leased vehicles and/or heavy equipment is a privilege which may be withdrawn at any time at the sole discretion of the City of Menasha. An employee must comply with the following fleet safety driving rules and best practices in order to continue to operate vehicles and heavy equipment:

- A. Maintain an approved and valid WI DOT-MV driver's license with the applicable classifications and endorsements at all times. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor. Failure to report a status change in licensing such as: restriction, suspension or revocation of driving privileges will result in disciplinary action up to and including termination of employment.

- B. Maintain a satisfactory driving record both on and off the job. The City of Menasha will be reviewing driver records on both a random and routine basis.
- C. Employees are required to obey all Federal DOT, Wisconsin DOT-MV, local and City of Menasha traffic regulations.
- D. Seat belts and shoulder harnesses SHALL BE WORN while operating or riding in City of Menasha owned commercial and fleet vehicles, personal vehicles while on duty, and when operating heavy equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the supervisor. The vehicle or equipment shall not be operated until the repairs have been made.
- E. Employees who operate fleet automobiles, light trucks, and medium trucks SHALL conduct a quick visual pre-trip inspection of the tires, brakes, headlights, taillights, directional lights, 4-way flashers, wipers, heater, and defroster on the vehicle prior to operating.
- F. Employees who operate commercial vehicles SHALL conduct the required "PRE-TRIP INSPECTION" prior to operating on public roadways as required by federal DOT regulations.
- G. Engines SHALL BE stopped and ignition keys removed when parking or leaving City of Menasha vehicles and/or heavy equipment.
- H. Individuals not employed by the City of Menasha are NOT PERMITTED as passengers in fleet vehicles unless authorized by a supervisor or Department Head.
- I. While fueling fleet vehicles and/or heavy equipment:
 - 1. Smoking is PROHIBITED within 25' while fueling.
 - 2. Engines SHALL BE turned OFF during the fueling operation. Leaving the vehicle unattended while fueling is PROHIBITED.
 - 3. Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is PROHIBITED.
 - 4. Fuel leaks and/or spills (gasoline, diesel fuel, and hydraulic oil) over one gallon SHALL BE reported immediately to the person responsible for safety so that an internal spill report can be completed.
- J. Non-emergency vehicles are PROHIBITED from parking in fire lanes or in front of fire hydrants while on jobsites.
- K. Traffic cones are to be used as a warning and control measure for crews and vehicular traffic. Traffic cones SHALL BE placed at the vehicle and trailer corners when parked on public roadways, in public parking lots, busy job sites and narrow residential streets to create a safe work zone area.
- L. Report any fleet vehicle and heavy equipment mechanical problems immediately. NEVER drive a fleet vehicle and /or operate heavy equipment that does not appear safe.

- M. Protective guards, deflectors and shields SHALL BE in place before starting and operating any heavy equipment.
- N. Heavy equipment SHALL BE properly maintained and inspected prior to each use.
- O. Employees SHALL BE properly trained on specialty and heavy equipment prior to its use.
- P. Always use metal vehicle jack stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position. Never exceed the rated capacity of jack stands.
- Q. The **“3-Point Contact”** concepts SHALL BE used when mounting and dismounting commercial vehicles, large specialty equipment, and heavy equipment. Jumping off vehicles and heavy equipment is PROHIBITED.
- R. Employees ARE NOT ALLOWED to tamper, over-ride or disconnect any manufacturer installed safety features and devices.
- S. All heavy or specialty equipment SHALL BE turned OFF under the following field conditions:
 - 1. Changing attachments.
 - 2. Manually loading or unloading equipment.
 - 3. Adjusting attachments.
 - 4. In proximity to the general public.
- T. Vehicle interiors are to be kept clean and free of rubbish.
- U. Excess material and debris SHALL BE CLEANED OFF after trailers and trucks are loaded prior to moving (i.e. trailer wheel fenders, bumpers, side panels, truck bed ledges, etc).
- V. Riders and/or passengers ARE NOT ALLOWED on heavy equipment while it is moving.
- W. Vehicle and equipment steps, platforms, and deck plates SHALL BE kept clear of grease, oil, ice and mud.
- X. Loading and unloading trailers:
 - 1. Loading and unloading of heavy or specialty equipment on trailers SHALL BE done on a level surface area.
 - 2. The **“4-Point Tie Down”** practice and application of the emergency brake SHALL BE done when transporting large riding landscape and construction-type equipment on trailers. The combined strength of all cargo tie-downs (straps, chain, ropes, tensioning devices) must be strong enough to lift half the weight of the piece of cargo tied down.
 - 3. Cargo on trailers SHALL NOT exceed the lead capacity of the trailer.
 - 4. Equipment attachments SHALL BE lowered and secured on trailers while transporting.

NOTE: "FLEET SAFETY DRIVING RULES AND BEST PRACTICES" are listed separately for use as an independent supplement or handout (See Appendix A).

PRE-EMPLOYMENT DRIVING STANDARDS

The following driving standards will be applied uniformly applied by the City of Menasha prior to an offer of employment. These driving standards are subject to change at any time at the discretion of the City of Menasha. A copy of the applicant's driving record will be obtained from the WI DOT-MV.

The following driving standards will apply in order to meet the minimum requirements for employment with the City of Menasha for a position that requires the operation of a motor vehicle:

1. Applicants must possess and produce a valid Wisconsin Driver's License which meets the required classification (i.e. Class A, B, C or D) before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment.
2. Applicants, for certain positions that require a CDL, shall possess a valid Wisconsin DOT-MV CDL with the appropriate classifications, and with a no air brake restriction before starting employment. Other required endorsements must be obtained prior to the end of the probationary period.
3. Applicant's driving record will be reviewed using the following review criteria. Failure to meet these review criteria may result in the applicant's rejection.
 - A. Possess the required Wisconsin DOT-MV Driver's License for the position.
 - B. Must have no more than **two** moving violations in the last 18 months, and no more than **three** moving violations in the last 36 months.
 - C. No more than **one** chargeable accident within the last 18 months or more than **two** chargeable accidents within the past 36 months.
 - D. No more than six (6) points within the past 12 months.
 - E. No drunk driving or reckless driving convictions within the past five years.

DRIVER ORIENTATION AND TRAINING

Orientation and training is provided to new employees to assure these new employees have the knowledge and skills necessary to perform the job in the manner expected, as well as to review the City of Menasha policies and practices with each new employee. The orientation and the type and amount of training that is needed will vary directly with the complexity of the job assignments, and the knowledge and experience level of the new employee. Immediate supervisors are responsible for orienting and training both new and current employees regarding the proper use, maintenance and operation of City of Menasha vehicles and heavy equipment. These are the general areas that are to be covered during the orientation process:

VEHICLE SAFETY RULES, POLICIES, PROCEDURES AND PRACTICES

Employee will be instructed before using the vehicles and/or heavy equipment for the first time on the following:

- A. Approved uses of City of Menasha vehicles.
- B. Vehicle accident procedures.
- C. Maintenance repair reporting process, procedures and mandatory forms.
- D. Vehicle and/or heavy equipment field breakdown procedures.
- E. Proper storage and parking procedures.
- F. Fueling practices and mandatory forms.
- G. Substance Abuse Policy.
- H. Fleet safety driving rules and best practices.

VEHICLE OPERATION (OFF ROAD)

Employee will be instructed on the proper use of the vehicle and/or heavy equipment off road on the following:

- A. Proper use of the vehicle and/or heavy equipment's controls, features and attachments.
- B. Procedures for operating the vehicle or heavy equipment on the roadway.
- C. Required inspection techniques and preventative maintenance practices.
- D. Completing the mandatory inspection and maintenance forms.
- E. Proper use of safety features and equipment.
- F. Cargo loading, unloading, and tie-down practices.
- G. Backing procedures and use of spotters.

VEHICLE ROAD TEST (ON THE ROAD)

- A. Following the orientation, the supervisor, shall conduct a road test for the purpose of verifying the employee's skill and ability to operate the vehicle and/or heavy equipment in a safe and competent manner. And the road test shall include a review of the employee's ability to operate the vehicle and/or heavy equipment controls and attachments. All road tests should be conducted on routes that include a variety of job-related driving and operating conditions.

In addition, the City of Menasha will provide on-going in-service training programs which address the knowledge and skills necessary for all employees to perform in a satisfactory and safe manner, and will attempt to bridge the gap between the employees' existing level of knowledge and that required for the job.

ACCIDENT REPORTING PROCEDURE

Employees involved in an accident with a City of Menasha owned or leased fleet vehicle shall follow these steps:

- A. Stop immediately.
- B. Take precautions to prevent further accidents.
- C. Render reasonable assistance to injured persons.
- D. Call for the assistance of the Police and advise the Police Department that it involves a City of Menasha vehicle or equipment.

- E. Provide all information requested by the Police.
- F. Exchange names, addresses, telephone numbers, vehicle license plate numbers, insurance information, and driver's license information with the other party involved in the accident.
- G. Report the accident to a supervisor as soon as possible.
- H. Wait for the City of Menasha representative to arrive at the accident scene. If required, the City of Menasha representative will take the employee for drug and alcohol testing.
- I. Employee who was driving the vehicle or piece of heavy equipment shall complete and submit the City of Menasha accident report form within 24 hours for their supervisor's review.

NOTE: Employees **SHOULD NOT** discuss the accident with anyone other than a representative from the City of Menasha, or the Police Department. Employees **SHOULD NOT** apologize, admit guilt, or indicate that the City of Menasha will take responsibility or will pay any accident-related bills. If a citizen wishes to file a claim against the City of Menasha they should be referred to the City Attorney.

ACCIDENT REVIEW PROCEDURE

All accidents involving City of Menasha vehicles and/or heavy equipment shall be promptly reviewed. A determination whether a fleet accident shall be made and classified as preventable or non-preventable. The review process shall be as follows:

- A. The determination shall be made by the accident review committee using the following guidelines:
 - 1. An accident shall be judged preventable if the driver "failed to exercise every reasonable precaution" to avert the accident.
 - 2. A thorough investigation and review of the accident report, employee's driving record, driver statements, witness statements, and any supplemental information (i.e. drawings, etc.) shall be determining factors.
 - 3. Admission of "fault" by either driver, "blame placing" by another, mechanical failure, cost of repairs and damages, or other such factors are not definitive considerations in determining whether an accident is preventable.
- B. The employee shall be given written notification of the determination.
 - 1. The notification shall include the employee's accident history for the previous two years.
 - 2. A copy of the notification shall be sent to the employee, their department head and the city personnel department.
- C. The employee shall have an appeal process concerning the determination as to whether or not an accident should be classified as preventable. (Refer to the city's Discipline /Grievance Policy and Procedure)

NOTE: Possible disciplinary action may be warranted based on the employee's past driving record, current work record, and the severity of the accident. However, any potential disciplinary action must be in accordance with applicable City of Menasha established personnel policies.

VEHICLE AND HEAVY EQUIPMENT MAINTENANCE AND CARE

It is the responsibility of each department or division head to ensure that all City of Menasha owned or leased vehicles and heavy equipment assigned to their respective departments are in proper working condition at all times. The Department head shall ensure that a written orientation and training program is developed for vehicles and heavy equipment in their respective department. Routine checklists shall be developed and utilized for the vehicles and heavy equipment.

All supervisory personnel are accountable for the City of Menasha assigned vehicles and heavy equipment. This accountability includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicle inspections are performed on the pre-use basis and that inspection forms are completed and submitted in accordance with the established procedure.

Employees, who are assigned a vehicle and/or piece of heavy equipment, are responsible for the daily inspection of the vehicle and/or heavy equipment and completing the required forms. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is their responsibility to request information and instructions on the proper procedures from their immediate supervisor.

VEHICLE EMERGENCY BREAKDOWN PROCEDURE

Employees are responsible for following the breakdown procedures whenever a vehicle becomes disabled in a public roadway:

- A. Get completely off the traveled roadway. Avoid curves, hills or where the view may be obstructed.
- B. Shut down the vehicle.
- C. Set the parking brake to prevent movement.
- D. Turn on the 4-way flashers. If reflective triangles are available, set them near the vehicle and at approximately 100' to warn approaching traffic.
- E. Call for assistance.
- F. Stay in and with the vehicle.

FLEET SAFETY EQUIPMENT AND SUPPLIES

VEHICLE PURCHASING

The City of Menasha will consider and make every effort to upgrade safety features when developing specifications for the purchase of automobiles, vans, light trucks, medium trucks, heavy trucks, specialty vehicles and heavy equipment. The following items will be considered where available, practical and functional to enhance safety and protection:

All Vehicles

1. Additional or upgraded right-side mirror.
2. Additional fog/road lights.
3. Wiring for hands-off 2-way radio or cellular phone use.
4. Daytime running lights.
5. Anti-lock brakes, where possible.

6. Ergonomic seats (adjustable, lumbar support).
7. Dual airbags, where possible.

Trucks and Commercial Trailers

1. Liberal use of reflective tape for improved visibility.
2. Work lights for hookup or cargo loading in the dark.
3. Upgraded steps and grab rails on cabs, rear panels and trailers.
4. Rear-view vision systems.
5. Convex mirrors mounted at front and rear of vehicle.
6. Bulkheads to protect employees from shifting cargo.
7. Side racks and equipment boxes.
8. Hydraulic tailgate lifts.
9. Walk-up ramps.
10. Hazard lights (strobe, rotational) or light bars.
11. Back-up alarm devices.

EMERGENCY EQUIPMENT AND SUPPLIES

Supervisors and employees are required to maintain and ensure that all commercial vehicles are carrying the following emergency equipment: 1) Reflective triangles, if operating outside the limits of Menasha 2) Basic first aid kit, 3) Small multi-purpose dry fire extinguisher, and the 4) Vehicle "Glove-box" accident reporting kit (Proof of Insurance, vehicle and trailer registration cards, accident report form, witness cards and disposable camera (optional)).

In addition, all vehicle and trailer combination units must carry a minimum of 5 – traffic cones for use in establishing a minimum tapered work zone when loading and unloading trailers, or abandoning a trailer on public roadways or in parking lots.

APPENDIX A

USE OF CITY OF MENASHA VEHICLES – FLEET SAFETY DRIVING RULES AND BEST PRACTICES

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- I. While fueling fleet vehicles and/or heavy equipment:
 1. Smoking is PROHIBITED within 25' while fueling.
 2. Engines SHALL BE turned OFF during the fueling operation. Leaving the vehicle unattended while fueling is PROHIBITED.
 3. Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is PROHIBITED.

4. Fuel leaks and/or spills (gasoline, diesel fuel, and hydraulic oil) over one gallon SHALL BE reported immediately to the person responsible for safety so that an internal spill report can be completed.
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 - L. Report any fleet vehicle and heavy equipment mechanical problems immediately. NEVER drive a fleet vehicle and /or operate heavy equipment that does not appear safe.
 - M. Protective guards, deflectors and shields SHALL BE in place before starting and operating any heavy equipment.
 - Y. Heavy equipment SHALL BE properly maintained and inspected prior to each use.
 - Z. Employees SHALL BE properly trained on specialty and heavy equipment prior to its use.
- AA. Always use metal vehicle jack stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position. Never exceed the rated capacity of jack stands.
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 - CC. Employees ARE NOT ALLOWED to tamper, over-ride or disconnect any manufacturer installed safety features and devices.
 - DD. All heavy or specialty equipment SHALL BE turned OFF under the following field conditions:
 1. Changing attachments.
 2. Manually loading or unloading equipment.
 3. Adjusting attachments.
 4. In proximity to the general public.
 - EE. Vehicle interiors are to be kept clean and free of rubbish.
 - FF. Excess material and debris SHALL BE CLEANED OFF after trailers and trucks are loaded prior to moving (i.e. trailer wheel fenders, bumpers, side panels, truck bed ledges, etc).
 - GG. Riders and/or passengers ARE NOT ALLOWED on heavy equipment while it is moving.
 - HH. Vehicle and equipment steps, platforms, and deck plates SHALL BE kept clear of grease,

oil, ice and mud.

II. Loading and unloading trailers:

1. Loading and unloading of heavy or specialty equipment on trailers SHALL BE done on a level surface area.
2. The **“4-Point Tie Down”** practice and application of the emergency brake SHALL BE done when transporting large riding landscape and construction-type equipment on trailers. The combined strength of all cargo tie-downs (straps, chain, ropes, tensioning devices) must be strong enough to lift half the weight of the piece of cargo tied down.
5. Cargo on trailers SHALL NOT exceed the load capacity of the trailer.
6. Equipment attachments SHALL BE lowered and secured on trailers while transporting.