



SOP 22-21CW February 25, 2021

John Deere Gator TX Operating Instructions

Price Enterprises Inc. has purchased a 2021 John Deere Gator 4X2 Utility Vehicle for Carwash808 Express Kapolei. This utility vehicle has been purchased to assist employees with cleaning and maintaining the carwash parking lot and adjacent areas. Employees using the utility vehicle are responsible for following all rules and guidelines outlined in this SOP. Misuse can lead to accidents, severe bodily injury, or death. Employees must always be aware of their surroundings to prevent such accidents.

The Gator Utility Vehicle is to be used for daily parking lot maintenance. This includes emptying of red trash bins, sweeping, etc. Gator cargo box may be filled with the cleaning supplies needed to maintain cleanliness of the parking lot. This includes but is not limited to brooms, dustpans, trash bags, cleaning supplies, etc.

Gator Utility Vehicle is only to be driven on Carwash808 Express property. This includes paved lanes and concrete driveways. DO NOT drive across grassy areas. There shall only be one (1) person in vehicle when in use, unless permitted by management to carry one (1) passenger.

Before operating, users must read, understand, and follow all instructions in the operator's manual and on the machine. Follow all affixed safety and warning placards. Users must also watch the safety video before operating the utility vehicle.

Operator must have a valid driver's license.

Operator must record his/her name, date and time with the approved sign out sheet prior to use.

The first operator of the day is to perform the daily operating checklist. This includes testing safety systems, check tire pressure, check fuel level, check engine oil level, tighten loose hardware, check area below machine for leaks, check brakes, check parking brake operation and check air filter dust unloader valve. They must also clean the foot platform if

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dirty, and remove any debris from around foot controls. Check all lights and front bumper safety shield.

DO NOT:

- Make sharp turns
- Speed
- Carry passengers in the cargo box
- Overload vehicle and avoid shifting loads
- Load above load guard
- Operate when distracted, fatigued, or impaired.
- Operate on highways.
- Use as a taxi, i.e. giving rides to parked vehicles, convenience store, etc.
- Fully depress the accelerator, as slight pressure on accelerator is sufficient power

Operators must:

- Before backing or turning, look behind and around the utility vehicle for children and adults
- Be alert at all times; drive forward and in reverse carefully.
- Use extra care when coming to blind corners in the parking lot and especially the carwash tunnel exit
- Use caution when operating in reverse; always look behind and use slow speeds

Stay alert for rocks, nails, and other hidden hazards

Be sure load is evenly distributed in cargo box

Use supplied elastic bungee cords to secure all loads in cargo box

Gator Utility Vehicle is to be covered at the end of every work day and to be parked in the loading area.

Horseplay of any kind is unprofessional & unacceptable and will not be tolerated.

Not following rules and guidelines for the John Deere Gator TX may result in disciplinary action.

Ricky e Price

Ricky E. Price

Owner/Chairman

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