

Vehicle/Equipment Use and Operation Policy

It is the intent of this policy to establish use and operating guidelines for motorized vehicles and equipment owned or operated at the Santa Cruz County Fairgrounds.

Definitions:

Employee:

Any person who performs work for the Santa Cruz County Fairgrounds in either a paid or unpaid status. Court referrals, persons performing community status and minor children are not considered employees.

Vehicle:

Any motorized equipment intended for used to transport personnel or equipment to, from and on the Santa Cruz County Fairgrounds.

Equipment:

Any motorized apparatus intended for the use or operation by personnel to complete work on the Santa Cruz County Fairgrounds, to include tractors, golf carts, riding lawn mowers, construction equipment, and any hand held gasoline, electric or any other fuel source powered tools.

Certification:

A documented process required or mandated by statute or law that establishes a person's ability to safely operate equipment or vehicles.

Training:

A documented process that teaches safe working and operating techniques for the use and operation of equipment and vehicles by a qualified instructor.

Supervision:

A process in which a person receiving training is in the direct and immediate control of a qualified instructor.

Accident:

An unintentional conveyance of movement resulting in injury or property damage.

Pre-use inspection:

A process of determining the safe working condition of equipment or vehicles conducted by the operator prior to use.

Policy:

It is the policy of the Santa Cruz County Fairgrounds that only properly trained, authorized employees shall operate Fairgrounds and Fairgrounds Foundation equipment and vehicles.

The Fairgrounds Manager shall ensure that employees are properly trained by a qualified trainer prior to using specific equipment or vehicles. The Fairgrounds Manager will maintain training records for each employee and will ensure only employees who have successfully completed a training program for each piece of equipment prior to the use any equipment or vehicle shall use such equipment.

Under no circumstances will any person, whether trained or not, operate any equipment or vehicles requiring certification or specific licensing prior to completing the certification or licensing requirements. Training exercises under the direct supervision of a qualified trainer are allowed provided that the training does not occur within close proximity or other persons who are not involved in the training exercise.

When an accident occurs involving any equipment or vehicle the accident will be investigated to determine the cause of the accident and what if any change in procedures will reduce the risk of future accidents.

The Fairgrounds manager will convene a committee of persons to include one Fairboard member to review all accidents and make recommendations to reduce the risk of future accidents.

Any properly trained employee assigned duties that require the use of any equipment or vehicle shall conduct a pre-use inspection of the equipment or vehicle prior to use or operation. The pre-use inspection will include checking fluid levels, signs of damage, missing safety devices or guards and the general condition of the equipment. Any equipment with missing or inoperable safety features or guards will not be used until appropriate repairs are made. Any such equipment shall be immediately reported to the Fairgrounds Manager.

Violations of this policy may result in corrective action up to and including termination.