

Equipment

The Maintenance program is the largest user of equipment owned by ODOT. Although ODOT owns much of the equipment used by the Maintenance program, the District Manager may rent other equipment, with or without operators, from private entities when the need exists. The District Manager may also enter into an agreement with another agency for use of equipment, as appropriate.

The Fleet Services Section of the Support Services Branch administers the equipment owned and rented by ODOT, including the equipment assigned to the District Manager or further assigned to the Transportation Maintenance Manager.

The Fleet Services Section maintains a website on the ODOT Intranet that contains much information about equipment. The website includes the *Fleet Guidelines Manual*, which includes most information and instructions about equipment that are needed by the District Manager and Transportation Maintenance Manager.

The District Manager and Transportation Maintenance Manager must assure that all ODOT equipment is properly operated and maintained, as described in the *Fleet Guidelines Manual*.

Among other things regarding equipment, the District Manager:

- Must assure that equipment is further assigned to, or stationed in, each area in the District on the basis of need.
- Must assure that equipment is operated and maintained according to recommendations of the manufacturer, the guidelines of the *Fleet Guidelines Manual*, and other appropriate guidelines.
- Where it is cost effective and efficient to have several areas in the District use a single piece of equipment, work with the Transportation Maintenance Managers to plan and coordinate the times that the equipment will be stationed in each area. The District Manager and Transportation Maintenance Managers should use information from the Workload Distribution process to plan and schedule the work.
- Where it is cost effective to have other Districts or Regions share a single piece of equipment, work with other District Managers to coordinate.
- Must assure that the Transportation Maintenance Manager accurately reports and charges the equipment allocation costs and usage on each piece of equipment in the area.
- Must assure that the Transportation Maintenance Manager:
 - Accomplishes all needed routine and minor maintenance on all equipment in the area.
 - Assures that all needed repairs are made.
 - Records and charges all costs, time, and usage to the proper equipment.

Assignment and Transfer of Equipment

The District Manager is responsible for all ODOT equipment assigned to the District. The District Manager has the authority to further assign any of that equipment to any area, crew, or location within the District.

When equipment is initially assigned to the District and when it is transferred to another District or to the Fleet Services Section, the District Manager must assure that the assignment or transfer is recorded in the Electronic Equipment Transfer System. Refer to Chapters 5 and 6 of the *Fleet Guidelines Manual*.

Choice of Equipment for Planned Activities

For any planned activity, the Transportation Maintenance Manager must assure that the appropriate number and types of equipment are available to most effectively and efficiently perform the planned activity.

Obviously, for a situation that requires immediate, unplanned response, use the equipment that is closest to the needed location and is best suited for the task until more effective, efficient equipment can be mobilized as needed.

Many activities require use of equipment that may not be regularly assigned to each maintenance area. For those activities, each Transportation Maintenance Manager must plan with the District Manager and other maintenance areas in the District or other Districts to assure that shared equipment is available when needed. Also refer to the discussion in the Planning, Budgeting, and Reporting Maintenance Activities section of this Guide.

The Transportation Maintenance Manager should use equipment that is the most efficient and cost effective for each planned activity. Considerations include:

- An efficient operation, in the perfect sense, would involve the number, type, and size of equipment that would allow the highest production with the least standby for any piece of equipment. An efficient operation, in the normal sense, requires the Transportation Maintenance Manager to match the number and types of available equipment in order to achieve the highest production with the least standby. An efficient operation may require the Transportation Maintenance Manager to borrow or rent a piece or pieces of equipment to achieve the best efficiency.
- A cost effective operation achieves the lowest cost per unit of production, even though the rate of production may not be the highest that could be achieved with different equipment. A cost effective operation requires the Transportation Maintenance Manager to “match” the number and types of equipment to achieve the lowest cost per unit. As also stated above, the Transportation Maintenance Manager should also consider borrowing or renting a piece or pieces of equipment to be cost effective. Although it may not be cost effective to borrow or rent for short term activities, it may be cost effective to do so for longer term activities or those with significant production.

In summary, the Transportation Maintenance Manager has several options for equipment needed, including:

- Having, in the maintenance area, all of the number and types of all equipment needed to perform all maintenance activities. Since that would require that ODOT own and maintain all of that equipment, that rarely is a viable option. It should be true, though, for the few types of equipment that will be used almost daily or for certain specialized equipment, such as heavy snow removal equipment.
- Working with the District Manager, as discussed above, to have limited numbers of specialized equipment and to plan the availability so that each maintenance area in the District has use of that equipment for required periods. The District Manager should utilize the performance budget and associated work planning methods to identify the needed work and timeframes for each maintenance area.
- Having more limited number and types of equipment and obtain use of other equipment for part-time use by renting, either with or without operators. For renting equipment, refer to ODOT *Procedure SUP 10-2* and discussion in Chapter 3 of the *Fleet Guidelines Manual*. Although the daily cost of renting equipment may be higher than using equipment owned by ODOT, the total cost to ODOT is usually less because the use period is fairly short and ODOT is not responsible for many repairs on the rented equipment.
- Using available equipment and methods that may be less effective and efficient, but do not justify obtaining other equipment or methods. This is often the best choice for unplanned activities that require quick response or for small, short-term operations. Do not use this choice, however, if there is a better, more cost effective way to perform the activity.

Considering those and other possible options, the Transportation Maintenance Manager must, with guidance and assistance from the District Manager, plan maintenance activities and acquire the use of needed equipment to appropriately accomplish the activity at the least cost to ODOT.

Pollution Control

In addition to other considerations, ODOT should operate all equipment in a manner that causes the least impact to the environment, including:

- Maintain equipment properly and according to manufacturer recommendations and guidelines in the *Fleet Guidelines Manual* to minimize repairs and emissions and to reduce breakdowns during operation. Assure that all emission controls are operating properly.

- When equipment breaks down during operation, use appropriate methods and devices to prevent leakage or to contain leaking materials, such as fuel, hydraulic oil, or radiator fluid, and prevent damage to the environment.
- Obviously, do not operate equipment in areas where activity could damage endangered species or impact the environment, as determined by the governing regulatory agency.

Rotobeams and Other Overhead Warning Lights

Many ODOT Maintenance vehicles are equipped with rotobeams or other overhead warning lights. Refer to general guidelines for their use in the Safety section of this Guide and in the Snow and Ice Maintenance Activity section of this Guide for related work.

A vehicle may only be equipped with and use emergency warning lights (for a designated emergency vehicle) if the Transportation Safety Section has approved a request from the Region Manager. Refer to Section 2.210 of the *Fleet Guidelines Manual* for appropriate lighting for incident response vehicles.

Items to be Carried in Equipment

Since vehicles (trucks, pickups, etc.) may encounter a variety of incidents on the roadway, each vehicle should carry the following supplies in addition to those normally supplied with the equipment:

- Fire extinguisher.
- First aid kit.
- *Employee Guide to Highway Incidents and Hazardous Material Response* handbook.
- *Emergency Response Guidebook*.
- Paper and pencil or pen to record information.
- Flares
- Camera

Since other types of equipment, such as mowers, may be operating alone, the Transportation Maintenance Manager may also choose to supply that equipment similarly.

As appropriate for selected activities involving several vehicles, a vehicle at the activity site should also carry:

- *Field Manual for Erosion and Sediment Control*.
- Supplies or material to control spills of fuel, oil, and similar material due to equipment failure or crash.

The District Manager or Transportation Maintenance Manager may also designate particular vehicles for responding to incidents. Refer to the *Emergency Operations Plan* or to the Emergency Operations/Incident Response section of this Guide for additional supplies to be carried in those vehicles.

Repairs and Maintenance

The District Manager and Transportation Maintenance Manager have several options for maintaining and repairing equipment, including:

- Having maintenance employees perform preventive maintenance and minor repairs.
- Having Fleet Services shops perform the work.
- Having field mechanics from the Fleet Services Section perform the work.
- Having local government shops perform the work.
- Having local commercial facilities perform the work.

Refer to further discussion in Chapter 9 of the *Fleet Guidelines Manual*.

The District Manager and Transportation Maintenance Manager, in conjunction with the Fleet Services Section, should use the most cost-effective method to accomplish repair and maintenance work and assure proper maintenance and repair.

Reporting/Reports on Use and Costs of Equipment

The Transportation Maintenance Manager must record and report all use, repairs, and maintenance of equipment that is owned or leased by ODOT.

When equipment is used to perform activities under the Maintenance program, enter that information on the Daily Time Card form and enter that information into the Automated Time Card (ATC) System.

If maintenance personnel perform work related to the transport, maintenance, or repair of equipment, enter personnel and equipment information on the Daily Time Card form and enter that information into the ATC System. When maintenance personnel purchase parts or supplies to maintain or repair equipment, charge those costs properly as described in Chapters 9, 10, and 14 of the *Fleet Guidelines Manual*. Properly pay vendors and enter the information into the accounting system.

If personnel from the Fleet Services Section perform transport, maintenance, or repair work, they will appropriately charge all costs incurred.

If commercial facilities perform transport, maintenance, or repair, pay them properly and enter the information into the accounting system.

The Fleet Services Section provides information on equipment costs and use on the Support Services Branch website on the ODOT intranet. Refer to Chapter 4 of the *Fleet Guidelines Manual*.

Replacement or New Equipment

Chapter 3 of the *Fleet Guidelines Manual* discusses this subject.

The Fleet Services Section of the Support Services Branch uses the Fleet Advisory Committee, including representatives from each District and the Fleet Services Section, to address issues on acquiring equipment. The District Manager should submit issues,

recommendations, and questions to the Fleet Advisory Committee or representatives of the Fleet Services Section.

The District Manager should review long-term needs for equipment and changes in the types and number of equipment needed to accomplish maintenance activities. Provide input on those needs and changes to the Fleet Advisory Committee and the Maintenance Leadership Team as appropriate. This will allow the Fleet Services Section to accommodate changes in the Maintenance program.

Costs of Equipment Ownership and Use

The website for the Fleet Services Section provides current information on allocation rates and cost of ownership and operation for equipment owned by ODOT. Allocation rates are not a rental rate, but are used for estimating costs of budgeted and planned work. The responsible unit pays the actual costs incurred for each piece of equipment.

The District Manager and Transportation Maintenance Manager should consult that information to:

- Estimate equipment costs when estimating the cost of a proposed or planned activity.
- Determine actual costs of ownership and operation of selected equipment.

The accounting system will reflect the cost of equipment that was charged to each activity, based on actual costs for each piece of equipment. For each piece of equipment, the accounting system will show the actual costs that have been incurred for maintenance, repairs, and operation of that equipment.

Annually, the Financial Services Section will adjust the allocation rate, for each equipment class, to reflect the difference between actual ownership costs and the costs that had been charged under established allocation rates.

When annually preparing the performance budget, the District Manager should use the current equipment rates, or projected changes to those rates, to calculate estimated equipment costs for Crew Day Cost for each activity.

Crashes Involving ODOT Equipment

The *Fleet Guidelines Manual* provides guidelines to follow if ODOT equipment is involved in a crash. The Safety and the Crashes, Injuries, and Damage to Property sections of this Guide also address general guidelines for crashes, both vehicle and personal injury.

Each vehicle should carry an Employee Vehicle Report packet of instructions and forms. If the vehicle is involved in a crash, the driver or involved employees must properly complete and submit the proper forms.

The Transportation Maintenance Manager:

- Should assure that each vehicle carries the packet of instructions, forms, pen or pencil to record information, and possibly other paper to record other information.
- Should provide training and reminders to each employee about what to do if the employee is involved in a crash or encounters a crash.
- Must assure that each crash and injury is properly reported and investigated.
- Should assure that each injured employee receives appropriate medical attention.
- If equipment is damaged, must work with the District Manager and the Fleet Services Section to repair the damage or replace the equipment and to attempt to recover costs from other responsible parties, as appropriate.