

ROUND ROCK CHAPTER
Round Rock, Arizona

HEAVY EQUIPMENT
POLICIES AND PROCEDURE

AMENDED ON June 16, 2023

ROUN2306-07



ROUND ROCK CHAPTER HEAVY EQUIPMENT POLICES AND PROCEDURES

I. ESTABLISHMENT

The Round Rock Chapter (Chapter) adopts these polices to regulate the use and maintenance of the Chapter's Heavy Equipment. This policy is to be consistent with other applicable Navajo Nation (NN) Laws and Chapter Policies and Procedures, according to the Chapter's Five Management System (FMS) and the Local Governance Act (LGA).

II. PURPOSE AND SCOPE

The purpose is to benefit and guide the Community Membership on the use and maintenance of the Chapter's heavy equipment. These Policies and procedures shall be applicable to all accessories used in conjunction with, or as part of, the heavy equipment, which is the property of the NN.

III. AUTHORITY

Community Services Coordinator (CSC), or the Chapter Manager (CM), shall administer and enforce this policy. This policy and the authority of the CSC/CM, hereunder, are applicable to the use of the heavy equipment, as approved by the Chapter Officials.

IV. OWNER AND INSURANCE COVERAGE

Chapter has sole custody and control of all heavy equipment, including the responsibility to maintain annual insurance coverage. The heavy equipment shall at all times have full-coverage (liability, collision, comprehensive) insurance from the NN Risk Management Department (RM).

V. EQUIPMENT DESCRIPTION

The CSC/CM shall inventory the equipment or vehicle providing a general description, including the make, model, and serial number. The value of each unit will be provided to RM.

DESCRIPTION	MAKE/MODEL	SERIAL NO.	MONTH & YEAR PURCHASE
Motor Grader	2020 Caterpillar 140-15 Motor Grader	0EB200267	June 2021
Frontend Loader/Backhoe	2021 JD 310 HL Backhoe Loader	1T0310HLLMF409164	August 2021
Frontend Loader/Backhoe	580SUPERL	VIN: JJG0270411	1995
Fork Lift	2021 JD 324G Skid Steer	1T0324GMVMJ40666 2	September 2021
Farm Tractor	283 Massey Ferguson	5469000172	1996

Flatbed trailer #1		3A6GF4M1009872	
Flatbed trailer #2		1UN20NE23A1007536	

VI. SCOPE OF USE

a. Authorized Use

- i. Equipment is to be operated only by the Chapter's heavy equipment Operator due to liability;
- ii. Chapter's heavy equipment will only be used within the Round Rock Community. Except for transporting the heavy equipment to remote areas affected by natural disasters in accordance with NN travel policy;
- iii. NN state of emergency declared projects or activities;
- iv. Burial Assistance;
- v. Chapter approved projects (i.e., irrigation Systems, land improvements for beautification, repairing broken earthen dams for livestock, erosion control and loss of forages, etc.).
- vi. Daily Operations are from Monday to Friday, 8:00 am to 5:00 pm.
- vii. Weekend Projects or Emergency Declared Projects are subject to the approval of the CSC/CM

b. Unauthorized use of heavy equipment

- i. Using the Equipment for the benefit of any organization or activity which would reflect badly on the image and character of the Chapter;
- ii. Using or operating the heavy equipment in violation of any Navajo Nation, Federal, State, or local laws is prohibited.

VII. RESPONSIBILITIES:

a. Chapter Administration:

- i. The Chapter Manager or Community Service Coordinator (CM/CSC) is primarily responsible for ensuring the equipment and vehicles are being properly used in accordance with these policies and procedures;
- ii. CSC/CM and Vice-President with the Operator shall perform a thorough monthly inspection of all Chapter heavy equipment and submit a report to the Administrative Service Center (ASC), Senior Program Project Specialist (SPPS);

- iii. CSC/CM shall approve usage requests with concurrence of the chapter officials based on the following priorities:
 - 1. Priority #1: To address officially declared emergencies or other severe conditions including mitigation, preparedness for adverse weather conditions and unforeseen situations;
 - 2. Priority #2: Chapter projects;
 - 3. Priority #3: Chapter residents (physical residence required) within the community area upon formal request.

b. Operator:

- i. Operator shall operate the heavy equipment(s) and at all times comply with the following:
 - 1. Be alert and physically capable of operating the equipment;
 - 2. Maintain certifications, including but not limited to: CDL and heavy equipment certification(s), etc.
 - 3. Not be under the influence of any drugs or toxicants.
- ii. The Operator shall forward the following to the CM/CSC and/or the Chapter Administration:
 - 1. Equipment Daily Report (Exhibit “A”);
 - 2. Field Daily Report (Exhibit “B”); and
 - 3. Vehicle Inspection Report (Exhibit “C”).
- iii. Unless authorized differently by the CM/CSC, all equipment shall be returned to the Chapter by 4:30 p.m. to allow time for post inspection.
- iv. Operator shall maintain a high standard of conduct and comply with all applicable laws and regulations.
- v. Caution road work signs will be placed in appropriate areas during working time.
- vi. Appropriate safety work attire will be adhered to at all times.
- vii. Absolutely no unauthorized passenger(s) are allowed in or on the equipment.
- viii. Operator shall be individually liable for any violation of the policy and shall be individually accountable and responsible for any Chapter liability as a result of Operator neglect of this policy.

- ix. In the event of an accident or emergency, the Operator shall:
 - 1. Notify the Navajo Nation police or other proper authorities;
 - 2. Notify the CSC/CM and Chapter Officials; and
 - 3. Be ready to provide the following information: Name, Location of accident, nature of accident, information about injury to any person, whether ambulance or police, is necessary.
 - x. Conduct a Scene Accident:
 - 1. Operator shall not move the heavy equipment until authorized to do so by the investigating officer or as necessary to prevent compounded injury or death;
 - 2. Operator shall secure names and addresses of all available witnesses;
 - 3. Operator shall not engage in any argument or discussion as to who was responsible for the accident, nor express an opinion as to whom or what's at fault.
- c. Chapter Officials:
- i. Generally, Chapter Officials are policy makers and are prohibited from the direct involvement and management of the Chapter Administration. As such, Officials are not involved in the decision-making process regarding equipment/vehicle use.
 - ii. The Chapter Official shall report any misuse of heavy equipment to the CM/CSC.
 - iii. If the CM/CSC and/or Chapter Staff is engaging in the alleged misuse of the heavy equipment, the Chapter Officials shall report the matter to the Navajo Department of Justice for further guidance.

VIII. MAINTENANCE AND CARE

- a. Before each project, the Operator shall carry out routine oil checks, fixtures, lubrications, winter-anti-freeze, total fluid checks, and other minor maintenance as recommended by the heavy equipment manual.
- b. The Equipment shall be kept in the Warehouse on the Chapter House premises or at another safe location as designated and approved by the CSC/CM.
- c. Maintenance services of the heavy equipment and vehicles shall be completed at 3,000 miles or according to the Operator's Manual. The first-year maintenance will be covered under warranty and serviced by vendor.

- d. The heavy equipment shall be washed regularly and interiors shall be kept clean.
- e. The Chapter will approve funds for repair and services based on the availability of funds under the Chapter budget and in accordance with applicable Chapter and Navajo Nation fiscal policies and procedures.

IX. SERVICE FEES:

Round Rock Chapter's heavy equipment will be provided to the community at the discretion of the Chapter based on the following:

- a. Fees
 - i. Daily Rate is six (6) hours for any heavy equipment. If a project is less than six hours the fee remains;
 - ii. Farm Tractor: \$60.00 per day plus applicable Navajo Nation tax;
 - iii. Front End Loader/Backhoe/Fork lift/Motor Grader: \$100.00 per day plus fuel with applicable Navajo Nation Tax;
 - iv. Flatbed: \$40.00 per day plus fuel with applicable Navajo Nation Tax;
- b. Processing
 - i. Requestor must complete a service request form and submit to CSC/CM for review.
 - ii. CSC/CM and the Maintenance/Operator will assess the requested project.
 - iii. Requestor must pay the fees to the Chapter Accounts Maintenance Specialist (AMS) or CSC/CM. All fees will be **Cash Only**. No credit card or request for payment at the end. Payment is paid upfront. A receipt will be provided to the requestor.
 - iv. CSC or Operator will schedule a time for the Requestor to begin use of heavy equipment.
 - v. AMS or CSC/CM will deposit the service fees into the Chapter's heavy equipment maintenance/service account.

X. REPORTS

- a. The CSC/CM shall provide a report of the Operator's documented activities (monthly reports) at the Chapter Planning Meeting. *See Exhibit F: Monthly report form to Chapter completed by CSC.*

- b. Operator shall complete the mileage or hourly log to detail the date, time, destination, purpose, and shall submitted to CSC/CM on a weekly basis.
- c. CSC/CM shall maintain all pertinent information on the equipment use, operation and maintenance as documented on an approved equipment form.

XI. PROPERTY DISPOSITION

Chapter shall properly dispose of its property and equipment in accordance with the Chapter's FMS and/or NN's Property Policies and Procedures.

XII. OTHER APPLICABLE LAW AND POLICIES

Nothing herein shall relieve the Chapter of the obligation to comply with all applicable NN laws and Chapter policies and procedures, including but not limited to the Division of Community Development Heavy Equipment Policy, and the NN Fleet Management and Property Policies.

XIII. AMENDMENTS

Chapter membership may amend this policy when deemed necessary, at a duly called Chapter Meeting, with an approved chapter resolution.

XIV. APPENDIX

Exhibit A. Request for Service form completed by Requestor

Exhibit B. Equipment Use Form completed by requestor and CSC/CM

Exhibit C. Equipment Inspection/Daily Report completed by Maintenance/Operator

Exhibit D. Field Daily Report completed by Maintenance/Operator

Exhibit E. Vehicle Return Inspection Form completed by CSC

Exhibit F. Monthly report form to Chapter completed by CSC