

# **College of Agriculture, Human and Natural Sciences**

## **Policy and Procedure Manual**

**Number:** 1.02.02, Farm Equipment Operation

**Section:** Governance, Organization and General

**Subsection:** Facilities

**Date:** September 6, 2016

**Responsible Party:** Associate Dean of Research or Research Center Superintendent

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### **I. Purpose**

This section provides policy and procedure for the use of mechanized equipment at the CAHNS Agriculture Research and Education Centers.

### **II. Definitions**

**Mechanized equipment.** Any equipment powered by a gasoline or diesel engine or electric motor.

### **III. Policy**

- A. No one is permitted to use any mechanized equipment before receiving training on its proper operation from the Farm Manager (or designee). The Farm Manager may limit access to equipment based on the user's level of skill and/or experience in equipment operation, in which case the Farm Manager will assume responsibility for operation of the equipment.
- B. Mechanized equipment is not to be used after normal university business hours unless permission has been obtained in writing on a per-use basis from the Farm Manager (or designee).
- C. All equipment is to be returned clean, refueled and ready for use. Users of mechanized equipment are to immediately inform the Farm Manager of any problems, maintenance issues or safety concerns with the equipment.
- D. The Farm Manager is responsible for keeping records of training performed for personnel and for maintenance/repair of equipment.
- E. University owned equipment may only be used for official university business by employees and students of the college.

### **IV. Procedures**

- 1. Persons in need of training on proper equipment use shall provide at least two days notice to the Farm Manager to arrange a mutually agreeable time for the training.

### **V. Further Information**

Contact the Center Superintendent or Farm Manager.