	RIGHT OF WAY	SOP Name	WHEELED/TRACKED TRAILER LOADING / UNLOADING
		Revision #	001
		Implementation Date	11/21/18
		Last Reviewed/Update Date	March 2020
SOP Owner	ROW Manager	Approval	<i>General Manager</i>

Standard Operating Procedure

1. Purpose


To ensure that the machines are properly and safely loaded and unloaded on the transporting trailer in accordance with the Federal Motor Carrier Safety Regulations.

2. Scope

This procedure applies to any person whom shall be designated, by the Right of Way Coordinator, as that day's operator, spotter, and truck driver of trailered wheeled or tracked equipment.

3. Procedure

- A. The driver and operator will visually inspect each of the four chains for the following:
 1. No elongation of the chain links has occurred on any of the four chains.
 2. Each of the four chain ends have the hook secured properly with the bolt and cotter pin.
 3. No visible sign of welds in the chain coming loose or weakening.
- B. The driver and operator will visually inspect each of the four ratchet chain binders for the following:
 1. Securing hooks on each end are free of any damage.
 2. The ratcheting action on each binder is properly working to tighten and loosen.
 3. The main body of the binder has no major denting or marring that could prevent the binder from fully tightening.
- C. The operator will not start moving the equipment on or off the trailer prior to having the spotter make eye contact and guide them on/off said trailer.
- D. The spotter will remain off the trailer and at a 45 degree angle out to the front of the machine, at a minimum of ten (10) feet away from the trailer, while the equipment is being loaded and unloaded.
- E. When securing the piece of equipment to the trailer, the operator and truck driver shall ensure that the securing chains are through the designated tie down points on the machine.

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1. Any vehicle under 10,000 pounds gross weight will be secured with at least two chains to prevent forward and backwards motion, and two binders.
 2. Any vehicle over 10,000 pounds gross weight will be secured with at least four chains and four binders.
- F. After the appropriate amount of chains and binders have been applied to the equipment, the driver and operator shall walk around to each securing point to double check for the following items:
1. The chain hooks are properly placed and fully secured in the tie down locations.
 2. The chain binders are securely taught and the excess chain is not left loose to hang.

4. References

Bobcat T870 Owner's Manual
 John Deere Owner's Manual
 Federal Motor Carrier Safety Regulations §§393.130

My Signature above indicates that I have received this SOP and that I understand that I am encouraged to discuss any concerns with my supervisor.