
Winter Preparedness

TITLE: Procedure

DEPT.: Maintenance

WI#: WI-MNT-002

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JOB TITLES: Operations Manager, Regional Manager, Operations Coordinator, Driver Manager, Customer Service Manager, Customer Service Coordinator, Customer Service Representative

Annually at the change of the season from fall to winter, the mechanics will instruct each driver to:

- Drain water out of air tanks and make sure drain valves are working
 - Check coolant to make sure it is at the correct freeze point. Supply drivers with fuel additives
 - Check tire pressure and tread depth
 - Supply drivers with air brake antifreeze
 - Check heated mirrors
 - Change windshield wipers to winter blades
 - Check windshield washer sprayers
 - Check batteries and all battery connections
 - Check air dryers to make sure they are working correctly
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- Trucks must be plugged into engine heaters while parked during off duty periods when temperatures are expected to be below 32 degrees.
 - Drivers must idle their trucks when temperatures are expected to be below 0 degrees or at the discretion of the maintenance department.
 - Drivers must drain all air tanks of the tractor to expel all moisture content at least once per day.
 - Drivers must maintain the follow supplies:
 - a. Airline anti-freeze
 - b. Engine oil (ISW-40)
 - c. Engine Coolant/Anti-Freeze (Purple)
 - d. Diesel fuel anti-gel
 - e. Windshield washer fluid
 - f. Emergency survival kit
 - i. Blanket

II, Non-perishable food
111. Candle for keeping fingers warm
1v. Appropriate dress for weather conditions

- Drivers must complete thorough vehicle Inspections and correct any defects prior to operation of vehicle through communication with the maintenance department.
- Monitor all weather forecasts, anticipate any adverse driving conditions and adjust driving behavior accordingly.
- Communicate all delays to operations immediately.
- Landlords for all of our yards facilitate snow removal. In the event they are not able to execute, we have outside vendors on standby to handle.

Revision History:
