**GUIDELINES - TRACTOR**

|  |  |
| --- | --- |
| **Make:** | John Deere |
| **Model:** | 5205 |
| **Purchased:** | 2004 |
| **Supplier:** | AgrowQuip, Pukekohe |
| **Location:** | Motuihe Tractor shed |
| **Used for:** | Mowing of tracks, transporting volunteers/plants/spray gear/camping equipment |
| **Who can operate:** | Motuihe volunteers who have undergone instructions and passed with authorised training instructor |
| **Training undertaken by:** | Murray Raynel DOC approved instructor |
| **Fuel Used:** | Diesel |
| **When is it fuelled:** | Checked and refuelled monthly |
| **How is it fuelled:** | Using hand dispensed fuel pump at DOC Ranger’s workshop |
| **Who fills up with fuel:** | Approved volunteer |
| **Serviced by:** | Ross Brown 0274-980245 |

**Safety**:

* Turn off motor and remove key from ignition when tractor left unattended
* Mounting tractor – Forward from the left side only
* Dismounting tractor – backwards – left side only. This is the correct safe way to dismount
* Leave hydraulics in the downward position when tractor not in use
* Raise hydraulics before tractor is in motion
* Keep well clear of PTO when in operation
* Engine must be turned off when connecting PTO to mower or spray tank
* Use low ratio gear for steep upward/downward tracks
* Only volunteers who have undergone and passed training with authorised training instructor are approved to use tractor
* No passengers permitted on tractor
* Drivers must hold full driver’s licence
* Safety chains must always be connected to the transport tray drawbar if towing trailer
* Earmuffs should be worn when mowing tracks
* Seatbelt provided should be worn
* The tractor rollbar must be kept in the upright position
* First Aid kit to be kept on the tractor at all times
* The tractor driver shall be solely responsible for the operation of the tractor and must ensure the tractor is operated within the specifications
* All accidents that result in injury to people or damage to tractor and/or equipment must be notified to the Team Leader and recorded in the Accident Report Form
* Tractors must be driven in a safe manner at all times.

**Tractor Loadings:**

***Hitchlift Capacity 1355kgs***

**Maintenance:**

**Monthly:**

* Check fuel level (visual check as fuel gauge is faulty)
* Check radiator coolant
* Check power steering fluid
* Check oil
* Check battery level

**Annually:**

* Three times per year spray/application of corrosion preventative product, (Lanocote or LPS3)

**How to Operate Equipment**: (for authorised volunteers only)

* Location of key (a. when the tractor is stored in tractor shed and b. when the tractor is left at Isthmus)
* Mounting tractor – forward from the left side only
* Dismounting – backwards – left side only
* Throttles – generally use foot throttle. Hand throttle for more fixed speed (mowing)
* To start – foot depressing clutch, ensure gears are in neutral, turn red key

(when tractor is left at Isthmus, other actions are taken to immobilise tractor – please ensure you are familiarised with this)

* Gearing:
	+ Use 1st gear(low ratio) when track steep incline/decline
	+ 2nd or 3rd gear for flat driving
* Hydraulic arm – Raise/lower – will only operate when engine is running
* Lower front and rear hydraulics (tractor tray & front end loader) for steep incline/decline or track level is angled
* Brakes – Ensure hand brake released before reversing/driving
* Return tractor to tractor shed after day’s use unless leaving at the Isthmus for returning group
* Turning off – Lower hydraulics, neutral gear, handbrake, turn off engine and remove/store key
* Any damage or mechanical fault should be reported to Team Leader. If this is a safety issue, the tractor should not be used until normal mechanical operation is possible.

**Training:**

* All volunteers that are using the Motuihe Tractor must have passed a tractor training course (Murray Raynel 0274-737175). Training will be arranged by a Team Leader and costs to be approved by the Trustees before training booked.

**General:**

* Volunteer drivers must be comfortable with the number of people or gear carried in the transport tray. The driver reserves the right to approve/deny if he/she believes there are too many people or too much gear.