

Equipment Operation by
Non-Equipment Operators:
*Mechanized Equipment
Operation Standards*

Agenda

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Purpose of Policy

Eliminate the existing confusion as to whom is allowed to operate what type of equipment.

Identify appropriate operation of mechanized equipment by non-SPEOs according to class specs.

Ensure that SPEOs are utilized appropriately.

Reduce liability for the Department.

Provide hands on experience for upward mobility.

Ensure that mechanized equipment is used by qualified personnel only.

Develop standards for the demonstration of skills and verification of proficiency.

Allow district/unit maximum flexibility in order to meet the Department's mission.



General Information

Implementation date: January 1, 2016.

This policy supersedes all prior memorandums and the DAM Section 0210.61.

This policy does not include the operation of motorcycles, ATVs, ROVs, UTVs, Boats, etc.

This policy applies to all equipment regardless of ownership (e.g., department owned, rental, foundation owned, etc.).

Over the road vehicles, including trailers, are not limited to Bargaining Unit 12 employees.

Per DAM 02610.61, it is not appropriate for a Park Aid or Senior Park Aid to operate mechanized equipment or vehicles requiring a commercial class A or B CDL.

Volunteers are not considered employees, and are only allowed to operate vehicles under 10,000 GVWR and mowers below 40hp.



Matrix

Each category in the following matrix identifies the appropriate verifier level:

- **AT (Approved Trainer)**
- **SPEO (State Park Equipment Operator)**
- **SEM (Statewide Equipment Manager or Designee)**
- **OSHA (OSHA Approved Trainer only)**

Employees must demonstrate proficiency within each equipment category to the appropriate verifier level.

See handout for matrix.



Matrix

Group	1	2	3	4	5	
	State Park Equipment Operators (SPEO) (Requires valid Class A CDL)	² Park Employees no CDL required	² Park Employees possessing valid basic Class C CDL	² Park Employees possessing valid commercial Class B CDL	² Park Employees possessing valid commercial Class A CDL	⁴ Use for non-SPEO operators only when SPEO not available
Tractors 40 HP & below , incl. mowers	3	AT	AT	AT	AT	
Tractor (Loader) 41 HP to 80 HP, incl. mowers	3		SPEO	SPEO	SPEO	
Tractor (Loader) 81 HP to 120 HP	3			SEM	SEM	✓
Tractor (Loader) 121 HP & above	3					
Excavator 35 HP & below	3		SPEO	SPEO	SPEO	
Excavator 36 HP to 50 HP	3			SEM	SEM	✓
Excavator 51 HP & above	3					
Backhoe up to 80 HP (all tractors with backhoe attachment)	3		SPEO	SPEO	SPEO	
Backhoe 81 HP to 120 HP (all tractors with backhoe attachment)	3			SEM	SEM	✓
Backhoe 121 HP & above (all tractors with backhoe attachment)	3					
Roller Compactors 60 HP & below	3		SPEO	SPEO	SPEO	
Roller Compactors 61 HP to 120 HP	3			SPEO	SPEO	
Roller Compactors 121 HP & above	3					
Road Grader 60 HP & below	3		SPEO	SPEO	SPEO	
Road Grader 61 HP & above	3					
Crawler Tractor (Dozer)	3					
Crawler Tractor (Loader) 80 HP & below	3			SEM	SEM	✓
Crawler Tractor (Loader) 81 HP & above	3					

Matrix

Group	1	2	3	4	5	
	State Park Equipment Operators (SPEO) (Requires valid Class A CDL)	² Park Employees no CDL required	² Park Employees possessing valid basic Class C CDL	² Park Employees possessing valid commercial Class B CDL	² Park Employees possessing valid commercial Class A CDL	⁴ Use for non-SPEO operators only when SPEO not available
Skid Steer (Compact Loader) 80 HP & below (Tire or Track)	3		SPEO	SPEO	SPEO	
Skid Steer 81 HP to 120 HP (Tire or Track)	3			SEM	SEM	✓
Skid Steer 121 HP & above (Tire or Track)						
Sweco type (trail) Dozer 60 HP and below	3		SPEO	SPEO	SPEO	
Sweco type (trail) Dozer 61 HP to 85 HP	3			SEM	SEM	✓
Sweco type (trail) Dozer 86 HP & above	3					
Articulating Front End Loaders up to 80 HP	3		SPEO	SPEO	SPEO	
Articulating Front End Loaders 81 HP & above	3					
Articulating Front End Loaders all HP - Snow Removal use only	3			SEM	SEM	✓
¹ Vehicles 14,000 to 26,000 Gross Vehicle Weight (GVW)	3		SPEO	SPEO	SPEO	
¹ Vehicles 26,001 GVW & over	3			SPEO	SPEO	
Any Trailers Under 10,000 GVW (not limited to BU12 employees)	3		SPEO	SPEO	SPEO	
15th Wheel Trailers 10,000 GVW & over	3				SPEO	
15th Wheel Trailers under 10,000 GVW	3		SPEO	SPEO	SPEO	
¹ Trailers 10,000 GVW & over	3				SPEO	
Self-Propelled Personnel Lifts	OSHA	OSHA	OSHA	OSHA	OSHA	
¹ Vehicle Mounted Personnel Lifts	OSHA	OSHA	OSHA	OSHA	OSHA	
Fork Lifts (including reach lifts & fork attachments on any equipment)	OSHA	OSHA	OSHA	OSHA	OSHA	
Any Other Equipment not specifically listed 60 HP & below	3		SPEO	SPEO	SPEO	
Any Other Equipment not specifically listed 60 HP & above	3					

Matrix

Footnotes Abbreviations – See handout back page



- 1. Commercial CDL requirements; driving proficiency and BIT files, Hazmat endorsements.**
- 2. Employee definition, etc.**
- 3. SPEO experience and knowledge.**
- 4. Equipment use limited to when SPEO is not available only and not project based.**



Approved Trainer Level

Situations: Lawn mowing, spreading wood chips, work on trails, etc.

This level is for tractors under 40hp, including mowers, category only.

- **Approved Trainer:**
 - **Must be knowledgeable and experienced on the District's mowers and under 40hp tractors;**
 - **Must be approved by District or Unit management in order to verify employee's proficiency.**
- **To operate these mowers and under 40hp tractors, employees must:**
 - **Demonstrate their proficiency on the equipment to an Approved Trainer;**
 - **Read and agree to the Mechanized Equipment User Responsibilities in the Departmental Notice;**
 - **No California Driver License is required to operate this equipment.**

If the Approved Trainer determines that the employee is proficient on the equipment, it will be recorded in ETMS.



SPEO Verification Level

Situations: normal maintenance tasks such as spreading wood chips, leveling a campsite, tree trimming & removal (using utility type equipment).

This level is for small mechanized equipment only (e.g., excavators under 36hp, backhoes under 81hp, etc.).

- **To operate this equipment, employees must:**
 - **Be in Bargaining Unit 12 (non-supervisory);**
 - **Demonstrate their proficiency on the equipment to the SPEO;**
 - **Read and agree to the Mechanized Equipment User Responsibilities in the Departmental Notice;**
 - **Possess a valid Class C California Driver License (at minimum) to operate this equipment.**

If the SPEO determines that the employee is proficient on the equipment, it will be recorded in ETMS.

If SPEO is uncomfortable verifying proficiency on the specific equipment, verification to be elevated to SEM Verification Level



SEM Verification Level

Situations: Non-project-based tasks such as broken sewer/water line, storm damage, flooding, fallen tree, etc., when SPEO is not available

This level is for mid-sized mechanized equipment only (e.g., excavators 36hp to 50hp, backhoes 81hp to 120hp, etc.).

- **To operate this equipment, employees must:**
 - **Possess a valid commercial class A or B CDL and be enrolled in the Federal Drug and Alcohol Random Testing Pool to operate equipment in Group 4 or Group 5;**
 - **Be in Bargaining Unit 12 (non-supervisory);**
 - **Demonstrate their proficiency on the equipment to the SEM or designee;**
 - **Read and agree to the Mechanized Equipment User Responsibilities in the Departmental Notice.**

If the SEM or designee determines that the employee is proficient on the equipment, it will be recorded in ETMS.

A differential is available for employees operating mechanized equipment at this level.



Mechanized Equipment User Responsibilities

Non-SPEO employees possessing valid commercial class A or B CDLs are not required to operate mechanized equipment in the performance of their jobs, unless it is stated in their duty statement.

Users of mechanized equipment, including SPEOs, should not operate equipment if they:

- **believe the equipment is unsafe to operate;**
- **have any doubts as to its proper and safe operation;**
- **do not believe they have been properly trained on the equipment;**
- **do not believe they are currently capable to properly operate the equipment (e.g., illness, injury, drowsiness, medications, and/or other temporary situations that may affect the user's mental or physical ability to properly operate the equipment, etc.);**
- **believe the requested job is inappropriate for the equipment;**
- **believe the operating conditions (e.g., terrain, weather, proximity to employees and/or public visitors and/or property, etc.) are unsafe.**



Supervisor Responsibilities

Supervisors are to use additional diligence to ensure appropriate safety measures, equipment handling, etc., are followed by employees, especially non-SPEO employees, operating any of the equipment as outlined in the matrix.

Supervisors are to use additional diligence to determine which jobs and terrain are suitable for non-SPEO operators.

Supervisors are responsible to ensure the protection of resources, the adherence to environmental policies, etc.



Verification of Proficiency

Verification certification is limited to each district only and will be tracked in ETMS.

Handouts will be available to outline the knowledge, skills and abilities needed to demonstrate proficiency for each matrix category, such as:

- **Proper use of all functions;**
- **Proper use in varied terrain found within the district;**
- **Legal restrictions;**
- **Backing;**
- **Safety features and Hazmat procedures;**
- **Record keeping and requirements.**

Training classes will be held throughout the state for larger equipment.

Recertification of non-SPEO operators is required every five years, upon transfer to another District, or when new equipment is brought into the District.

ETMS will house training records. Employee may elect to carry a DPR161 card.

Note: BIT regulations require proficiency documentation to be filed in the employee's BIT file.



Q&A and Wrap Up



Questions

If you have questions regarding the content of this presentation, please contact Case Belltawn at case.belltawn@parks.ca.gov.