

# LOW MOUNTAIN CHAPTER CHAPTER HEAVY EQUIPMENT AND MOTOR VEHICLE



## POLICIES AND PROCEDURES

**LOW MOUNTAIN CHAPTER**

**P.O. BOX 4416**

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ATTACHMENT I

**CHAPTER HEAVY EQUIPMENTS AND MOTOR VEHICLE  
POLICIES AND PROCEDURES**

**I. PURPOSE:**

This Chapter Heavy Equipment and Motor Vehicle Policy and Procedure is hereby established to strengthen, to prevent misuse of the equipment and to acknowledge the policy guidelines for better management.

**II. DESCRIPTION OF EQUIPMENTS:**

The Low Mountain Chapter equipment are described as:

<b>MAKE/MODEL:</b>	<b>DESCRIPTION:</b>	<b>SERIAL #:</b>
A. MF 261	Tractor	C166020
B. MF 236	Front End Loader	124208
C. EAGLELINE	2-Bottom Plow	0013870
D Water Tank.	1000 Gallon Water Tank	
E. 2008 GMC SK3 ITPU	White EXT CAB 4x4	IGTHK39KX8E164454
F. 12' Flat bed		
G. Welding Machine	Generator with Welding Machine	

**III. OWNER OF EQUIPMENTS:**

The Low Mountain Chapter is the sole owner of the described heavy equipment and/or motor vehicle. The heavy equipment and motor vehicle shall not at any time become the property of any individual or any group(s) with the Chapter, unless an individual or group legally purchases it from the Low Mountain Chapter. Any disposal of equipment shall be made in accordance to the Low Mountain Chapters Property Policy and Procedures.

**IV. RESPONSIBILITIES:**

A. The Low Mountain Chapter Officials/Administrative Staff shall have full responsibility of the heavy equipment and motor vehicle. They shall ensure the heavy equipment and motor vehicle are used for a valid purpose, as set forth in this Policy and Procedure.

B. Any registered community member or department employee requesting the usage of the heavy equipment, with the exception of the motor vehicle, shall notify the Chapter Administration three (3) days prior to rental and usage for approval. Chapter Equipment Rental Form shall be completed and approved with appropriate signatures.

C. The Chapter Vice-President and/or Chapter Maintenance/Operator shall be responsible to keep all equipment(s) and vehicle in good, working, and running conditions.

D. The Chapter Maintenance/Operator shall be the only operator of all chapter heavy equipment.

E. The assigned Chapter Vehicle operator shall have a valid Driver's License.

F. The Chapter Administrative staff(s) shall be included in the operation of the chapter motor vehicle with an approved Navajo Nation drivers permit, unless the vehicle is assigned to one staff by a chapter resolution.

G. The Maintenance/Operator shall not operate a chapter heavy equipment or vehicle while under the influence of alcohol or other controlled substance (except when controlled substance is prescribed). In doing so shall be caused for immediate removal.

H. The maintenance/operator shall be held responsible and shall provide written justification on any accidents, and same shall be reported to proper authorities.

I. Any damages occurred on any equipment rentals by any community members during the operation of the equipment shall be held responsible for all damage cost. For refusing to pay damage cost will prohibit future rental.

J. The maintenance/operator shall forward Usage Log (Exhibit "A"), Vehicle Inspection Report (Exhibit "B") and Preventative Maintenance Service Intervals (Exhibit "C") to the Chapter Administration Office after each usage and maintenance.

K. The Chapter Vice President with the Chapter Maintenance/Operator shall perform a thoroughly monthly inspection of all Chapter heavy equipment and motor vehicle,

L. After each usage, the heavy equipment and motor vehicle shall be parked in a designated area within the chapter compound, unless an agreement is authorized and approved by chapter official or Community Services Coordinator.

**V. PRIORITY USAGE:**

Before any heavy equipment and motor vehicle can be used for any projects, the Chapter must authorize and approve the usage. The priorities are as follows:

- A. Chapter Emergency Projects
- B. Community Projects
- C. Special Project
- D. Individual/Private Projects (Tractor Rental/Water Tank)

**VI. RENTAL FEE AND PAYMENTS:**

A. It will be the authority of the Community Services Coordinator to approve or disapprove the rental or leasing any heavy equipment to an individual, department, or organization (Exhibit "D"). The Chapter Officers shall be authorized to approve/disapproved in the event the Community Services Coordinator is unavailable.

B. With the exception of the motor vehicle, the following heavy equipment rental fee including the current Navajo Nation Sales Tax shall be used:

<u>TYPE OF EQUIPMENT:</u>	<u>DESCRIPTION OF WORK:</u>	<u>AMOUNT OF FEE:</u>
1. Tractor	Home site Leveling	\$60.00 per acre + NN S/Tax
2. Tractor	Cornfield Plowing	\$60.00 per acre + NN S/Tax
3. Tractor	Other (Roadway to Residential)	\$60.00 per day + NN S/Tax
4. Water Tank	Other	\$25.00 per day + NN S/Tax

C. All equipment Rental shall begin from 9:30 a.m. to 3:30 p.m., where enough time is given to the operator to inspect in the morning and its return back to the chapter by 4:30 p.m.

D. It shall be the responsibility of lessee to provide diesel fuel to the tractor.

E. A rental fee payment shall be made in cash or money order form. Money Order shall be made payable to the LOW MOUNTAIN CHAPTER P.O. BOX 4416 BLUE GAP AZ 86520.

F. Upon approval for tractor services, all heavy equipment shall at all times remain within the Low Mountain Chapter within ten (10) miles radius of the grazing boundary.

**VII. ACCOUNTING OF FUNDS. AND RECORDS:**

A. The Accounts Maintenance Specialist shall be responsible for all accounts, funds and fees. The Accounts Maintenance Specialist shall be responsible for all heavy equipment and motor vehicle service records.

B. The Accounts Maintenance Specialist shall be responsible to establish an account ledger and deposit any and all fees.

**VIII. INSURANCE:**

The Low Mountain Chapter Administration shall carry the Liability, Collision and Comprehensive Insurance as long as the heavy equipment and motor vehicle are registered with appropriate agency. The insurance shall be carried by Risk Management through Navajo Nation Tribal Insurance Policy.

**IX. CODE OF ETHICS:**

The Maintenance/Operator of the heavy equipment and motor vehicle shall maintain a high standard of conduct in operating all heavy equipment and motor vehicle. He/she shall observe and comply with all applicable laws and regulations as set-forth in this Policy and Procedure and Operator's Manual.

**X. AMENDMENT:**

The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Heavy Equipment and Motor Vehicle. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called chapter planning meeting

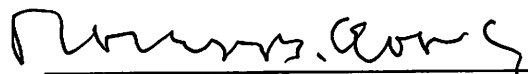
**C-E-R-T-I-F-I-C-A-T-I-O-N**

We, hereby certify that the foregoing Chapter Equipment and Motor Vehicle Policies and Procedures was duly considered at a duly called Low Mountain, Chapter Meeting in Low Mountain, Arizona, Navajo Nation, at which a quorum was present and that same was passed by a vote of 04 in favor, 00 opposed, and 01 abstained, on this 16th day of October, 2020.

MOTIONED BY: Rose Ann Charley

SECONDED BY: Roger B. George

  
Ben Gonnig, Chapter President

  
Roger B. George, Chapter Vice-President

  
Rose Ann Charley, Chapter Secretary/Treasurer