

6.1 - BOBTAIL LOADING AND UNLOADING PROCEDURES

1.0 POLICY STATEMENT

The following procedures listed in this policy outline the minimum requirements, standards and practices for loading and unloading a Bobtail (CTMV). As part of driver training, each driver will receive hands-on training regarding these procedures and it shall be documented.

2.0 SCOPE

This policy applies to all TOWN ENERGY locations and operating areas. Safety is the number one consideration when performing these steps, and each driver is expected to follow all safety precautions, including wearing the proper personal protective equipment (PPE) at all times during loading and unloading operations.

3.0 LOADING PROCEDURES

Before the filling operation, the person loading the Bobtail (CTMV) should review the bulk plant layout and operating procedures.

3.1 Startup

1. Complete a Pre-Trip inspection on the Bobtail (CTMV) prior to loading.
2. Before moving the vehicle to the loading bulkhead, check for any obstacles that might create an unsafe condition.
3. Remove the chock blocks from the wheels and store them temporarily on the vehicle.
4. Check the PTO to ensure it is disengaged.
5. After starting the engine, ensure all instrumentation indicates normal operation.
6. Position the Bobtail (CTMV) at the loading bulkhead in a way that maximizes the shearing effect of the hoses and piping should a pull-away occur. The fill connection on the cargo tank should be at least ten (10) feet from the nearest bulk storage container.
7. Engage the parking brake and turn off the engine.
8. Place chock blocks in front and behind a rear wheel to prevent movement.

3.2 Operation

1. After positioning the vehicle at the loading bulkhead, set and/or determine the liquid level gauges on the Bobtail (CTMV).

Effective Date: December 15, 2017