

WINDROW LOADER

This Evaluation Guide for Skills Demonstration is to be used in the evaluation of an operator for certification on the specific piece of equipment stated above. It is intended that this Guide be followed closely during an evaluation, and the operator is expected to demonstrate competency in each of the items listed. However, variances may be made in some situations when, in the opinion of an evaluator, site conditions, operational constraints or the demonstrated skill of the operator requires that an item(s) be deleted or added to ensure a comprehensive evaluation.

The below signatures indicate the operator has successfully completed the skills demonstration.

Signature of
Evaluator: _____ Date: _____

Signature of
Operator: _____ Date: _____

Reference: New York State Department of Transportation

1. Performs a thorough pre-op inspection and routine maintenance, as needed

- Visually inspects exterior of machine for loose, leaking, hanging, or broken parts
- Enters cab using steps and grab handles for safety (3 point climbing procedure)
- Removes keys from ignition for safety
- Ensures that parking brake is applied
- Ensures that transmission is in neutral, as per policy
- Ensures that battery disconnect is turned off
- Performs general safety checks including unsecured objects
- Inspects the following machine components:
 - Engine
 - * Checks Fluid Levels/Filters
 - * Radiator
 - * Crank case
 - * Battery
 - * Fuel tank
 - * Transmission
 - * Hydraulic fluid (with all cylinders collapsed as much as possible)
 - * Fuel/oil/hydraulic/air filters clean, not leaking
 - * Differentials
 - * Checks springs and spring hangers for presence and condition
 - * Checks that shocks are properly attached, are not damaged and are not leaking
 - * Inspects pitman arm, drag link and tie rod ends for tightness

- * Checks tires for tread depth, proper inflation and obvious defects
 - * Checks wheels/rims for tightness, cracks, valve stem alignment, slippage or any damaged, broken or missing parts
 - Rear Axle and Suspension
 - * Checks oil level on rear wheel torque hub (planetary)
 - * Makes sure planetaries are engaged
 - * Checks condition of tires for proper inflation and obvious defects
 - * Checks wheels/rims for tightness, cracks, slippage or any damaged, broken or missing parts
 - Exterior
 - * Checks fuel tank for damage or leaks and fuel levels
 - * Checks lights, warning lights, low moving vehicle emblems, and reflectors are clean and intact, properly attached and operating correctly
 - * Checks exhaust system for presence and condition
 - * Checks rollers, roller bearings, and belt for presence, condition and excess materials daily and greases as necessary
 - * Checks for proper belt, belt alignment, and tension for material to be picked up (e.g.: sod; snow)
 - * Checks moldboard cutter edges for presence and condition
 - * Checks paddles for wear, missing bolts and overall condition; checks tightness of chain; if equipped with sod teeth, checks condition of teeth
 - Cab Interior
 - * Describes functions of controls
 - * Inspects presence and condition of seat belts and other safety equipment, including horn, backup alarm, charged and secured fire extinguisher, first aid kit and emergency triangles
 - * Inspects for excessive free play in the steering wheel
 - * Inspects for clean and undamaged glass and mirrors, working wipers/washers and heater/defroster
 - * Starts vehicle to check condition of feeder and conveyor
 - ~ Checks that parking brake is on and fastens seat belt
 - ~ Places transmission in neutral with foot pedal control
 - ~ Starts by turning key to On position and pushing Start button
 - ~ Checks all instrument panels and gauges
 - ~ Checks conveyor belt skirting for tears and objects between skirt and belt
 - ~ Checks for proper operation of all functions & controls
 - ~ Checks all brake controls
 - Verifies that vehicle is safe to operate
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- States all safety warning for machine

2. Picks up material using equipment effectively

- * Places vehicle in low gear with H/L Range Lever
- * Releases parking brake with electric switch
- * Lowers mold board to the ground (this drops feeder too)
- * Checks that truck is in position and adjusts height of conveyor to safely clear back of dump truck
- * Sets throttle to at least 2/3 RPM
- * Starts conveyor and varies speed based on amount and type of material picked up and where in the dump truck material is to be placed
 - when conveyor is working too fast material may hit the cab
 - when convey is working too slow material builds up at feeder
- * Starts feeder
- * Moves forward using foot pedal control
- * Adjusts ground and feeder speed according to amount and type of material (without overloading)
- * Places material where desired in dump truck - from front to back
- * Adjusts conveyor belt as necessary

3. Shuts down machine using proper procedure

- * Stops ground speed by moving foot pedal to neutral
- * Stops feeder
- * Allows conveyor to clear
- * Stops conveyor
- * Lifts moldboard
- * Lowers conveyor
- * Moves machine off road to a secure site
- * Applies parking brake
- * Uses proper engine shutdown procedure (idles machine for 3 - 5 minutes)
- * Lowers moldboard (ideally on a block of wood)
- * Turns machine off, secures as appropriate

4 Cleans the machine after use

- * Checks conveyor for damage and cleans conveyor of all loose material
 - * Checks feeder paddles for damage and cleans material from trough between feeder paddles
 - * Checks air filters and cleans as necessary
 - * Cleans restricted radiator if necessary
 - * Completes Post Operational check
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