

Peaceful Valley Donkey Rescue, Inc.



300 Vehicles and Trailers

301 Maintenance

PVDR trucks will be serviced as follows:

- Oil and oil filter changed every 7500 miles (diesel) and 5000 miles (gasoline) Fuel filter changed every 15000 miles
- Air filter changed as needed
- All other scheduled maintenance per the owner's manual
- Tire tread and air pressure should be checked regularly
- PVDR Trailers will be serviced as follows:
- Bearings checked and packed annually
- Flooring, lighting and gates will be inspected by an accredited shop annually
- Tire tread and pressure must be checked prior to each trip
- Stop lights and markers must be checked prior to each trip
- All maintenance must be recorded in Lightspoke.

302 Repairs

All repair issues are to be addressed as soon as possible. The repairs, when not fixable by a staff member, should be taken to a pre-approved repair facility. Check with the Chief Operations Officer, Regional Manager or Yard Manager for a list of approved vendors. All repairs must be approved by the Chief Financial Officer or Executive Director prior to their commencement.

Repairs requiring immediate attention are: Dashboard warning lights on strange noises or vibrations excessive exhaust smoke, temperature running hot, lights not working, poor or uneven tread wear,

303 Cleanliness

All PVDR equipment is to be kept in a clean and orderly condition. Trucks are to be washed and vacuumed regularly. Trash is to be removed daily. Failure to maintain the vehicle in a professional state will result in the termination of your privileges.

All PVDR trailers should be washed to remove any mud or dirt accumulated on the exterior. The inside of all stock trailers must be power-washed with bleach after each use.

304 Operation and Usage

PVDR trucks and trailers are to be operated in a legal and courteous manner at all times.

1. Speed limits will not be exceeded for any reason.
2. Turn indicators will be used for all turns and lane changes.
3. PVDR drivers are delegated to the far right lane except to pass.
4. Headlights will be used at all times.

An IRS Recognized 501(c)(3)
Non-Profit Charitable Organization
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PVDR drivers are limited to 11 hours drive time for long, state to state hauls in a 24 hour period. If at anytime a driver feels that they are too tired to continue, they are expected to pull off at a safe location and rest until they feel refreshed.

Only approved staff members are covered on the organization's insurance. Allowing family members, friends or volunteers to drive a PVDR vehicle will result in the termination of your privileges and the organization will hold you civilly liable for any damage caused by non-PVDR staff.

PVDR trucks and trailers are to be used in accordance with the PVDR Code of Conduct. It is against PVDR Policies to use a handheld device while operating a company vehicle. Any accident, even if the PVDR driver is not at fault, that happens during the use of a handheld phone will result in immediate termination.

All trucks are outfitted with GPS trackers that are inserted into the OBD-II port under the dash. These are often removed when the trucks are taken into the mechanics for service and repairs. It is the driver's responsibility to make sure the trackers are reinstalled when the trucks are picked up. Removing the trackers for any reason other than repair or diagnostics is an offense punishable by immediate termination.

305 Trailing

Only approved PVDR personnel are permitted to haul PVDR trailers. All haulers must have a clean driving record and prove the skill to back long trailers in narrow conditions. A recognized 501(c)(3) Charitable Organization

Drivers are responsible to check the trailer each time they hook up. Safety Inspections must be performed before each driving day. Brakes, lighting and safety equipment must be in place and fully operational. If any problems are found they must be fixed prior to using the trailer.

Maintenance records and scheduling is the responsibility of the Transportation Captain. When two or more trailers are used in convoy, all drivers must maintain visual contact with each other at all times.

Deliveries of donkeys, especially to adaptors and Satellite Adoption Centers must be done in daylight hours.