FORKLIFTS

WEX Fuel Cards.

- Make sure your Drivers are reminded the fuel cards have a *daily limit of 4 transactions*! We're seeing an increase in declined transactions resulting in the fuel card being put on hold due to numerous attempts.
- Make sure they know *the last 6 digits of their employee number are their fuel PIN*.

PM's - Keep up on your PM Services!

- Remember the intervals for all lifts is 250 hours or 90 days – *whichever comes first!* Even if they aren't being used! Our peak season is already on us in full swing, so make sure your forklifts are ready! And remember, regularly scheduled PM services are your best insurance against breakdowns!

Whip Around Inspections.

- All operational and serviceable forklifts must be inspected daily whether they are used or not. Only forklifts that are Out of Service for repairs and this includes lifts that are up For Sale do not need to be inspected daily. If they are OoS, make sure they are Red Tagged, and the keys are removed and stored with the MM.
- Make sure your operators are taking pictures that are *in focus.* Also, there are *4 tire* positions on forklifts, they need to take a picture of each one. These are examples of how the operators should be taking the pictures.





- When a "defect" is noted, we need more detail than just one word to describe what it is. Instead of "Leak", try "Leak under left side" or "Work light on right front of cab".