Procedure Name: City Service Liftgates Operating Guidelines	
Policy Applies to: All Associates in City Service Markets	
Prepared by	**Effective Date**
Safety, Corp Ops, Product Team	7/15/25

Operational Guidelines

1. Storage Center Preparation Before Departure:

1.1 Pre-Trip Inspection: The driver must perform a full inspection of the truck, with a specific focus on the liftgate's functionality, following these steps:

1.1.1 Battery Check: Ensure the battery powering the liftgate is fully charged.

1.1.2 Guard Rails and Safety Features: Verify that guard rails and all other safety components are intact and functional.

1.1.3 Visual Inspection: Look for any visible signs of wear or damage that might affect operation.

1.2 Documentation: Log any issues found in the pre-trip DVIR and notify the Fleet team if any repairs or checks are needed before departure.

1.3 Verify Equipment: Confirm that the truck is equipped with:

1.3.1 Safety Cones: Minimum of four cones to section off the work area.

1.3.2 High-Visibility (Hi-Vis) Gear: Reflective vest, gloves, and other necessary PPE. Click here for a link to our PPE Policy on the Corp Ops Intranet.

1.3.3 Guard Rails and Tool Kit: Guard rails for the liftgate (if removable) and tools needed for installation or adjustment.

1.3.4 Liftgate Manufacturer's Manual: Keep a copy in the truck in case emergency operating instructions are needed.

1.4 Review Safety Protocols: Review with your Market Manager any new updates to safety protocols or tips before starting the day. Familiarize yourself with the specific safety protocols for operating in an urban environment. These include guidance on:

1.4.1 Traffic Awareness: Be vigilant about high pedestrian and vehicle traffic around the truck.

1.4.2 Working Area Boundaries: Understand where cones should be placed to create a visible, safe work zone.

Commented [AV1]: Add link to PPE policy

Commented [AV2R1]: Once Jamie has finalized it, we will add it or link it here

Commented [AV3R1]: Matt to provide

1.5 Verify Customer Location and Plan: Before leaving, review any special notes or requirements for the customer's location, such as:

1.5.1 Parking Restrictions: Be aware of any parking limitations or permits required.

1.5.2 Access Points: Identify the ideal loading/unloading points.

1.5.3 Special Instructions: Note any location-specific instructions for unloading.

2. Arrival at the Service Location

2.1 Parking and Safety Setup:

2.1.1 Position the truck to allow easy access to the container while minimizing disruption to traffic.

2.1.2 Place safety cones at each corner of the truck to visually mark the boundaries of the work area.

2.1.3 Check for Hazards: Survey the area for any additional hazards (e.g., uneven pavement, construction areas) and address them if within control.

2.1.4 Engage Wheel Chocks: Use wheel chocks to stabilize the truck, unless specified otherwise in equipment manuals.

2.2 Wear Safety Gear: Always wear high-visibility gear, including a reflective vest and gloves, to increase visibility and reduce risk while working in busy environments.

3. Liftgate Operation and Cargo Handling

3.1 Guard Rails:

3.1.1 Ensure that guard rails are secured on both sides of the platform to create a safe barrier.

3.1.2 If **items are oversized** and require guard rail removal, ensure a waiver is signed by the customer, acknowledging the adjusted safety setup.

3.1.2.1 If the guardrails need to be removed, nobody must ride the liftgate. It is recommended that one person stays up on the truck with the container and one person stays on the ground while the container contents are loaded or unloaded.

3.2 Liftgate Usage:

3.2.1 Driver-Only Operation: Only the driver is authorized to operate liftgate controls, ensuring consistent handling by trained personnel.

Commented [AV4]: TBD per notes from last meeting

Commented [AV5R4]: Lori: If we remove the guardrails, people must not ride the liftgate. Recommend one person or more on the truck bed and one person on the ground to stabilize the load.

3.2.2 Platform Positioning: When not actively loading or unloading, ensure the platform is fully raised (vertical) or fully lowered to the ground. This prevents it from creating a tripping hazard or unintended step for anyone around the truck.

3.2.3 Customers, movers, and loaders are permitted to stand on the liftgate for loading and unloading.

3.2.4 Safety Briefing with Customers and Loaders: Before operating, provide a quick safety overview to anyone assisting in the loading/unloading, which should include:

- Standing at least 15 feet away from the liftgate when it is in motion.
- Never use the liftgate as a seat or step and never lean on the guard rails.

4. Monitoring Customer Loading or Unloading

4.1 Cargo Placement and Security: Ensure that cargo is positioned securely on the platform before lifting or lowering. If you use a dolly, stabilize it by chocking the wheels before lifting.

4.1.1 Temporary Moves: If the truck needs to be temporarily moved (e.g., circling the block while loading continues), inform the customer that they are responsible for securing items in the container. Make sure the liftgate and platform are properly stowed for travel.

4.2 Periodic Check-Ins:

4.2.1 As a **lone worker safety measure**, complete check-ins with your Market Manager every two hours and at job completion.

4.2.2 Call, text or SMS your Market Manager with your **check-ins**. If the job is expected to exceed the allotted 4-hour window, contact your Market Manager immediately.

5. Responding to Situations

5.1 Weather Conditions: Follow adverse weather guidelines:

5.1.1 High Wind: Stop operations if sustained winds exceed 35 mph.

5.1.2 Severe Weather: In lightning or other dangerous conditions, halt operations until safe to resume. Use common sense, stay safe.

5.2 In the event of a liftgate malfunction, contact your Market Manager to report on the issue and request support if necessary. Document the malfunction in the post-trip DVIR.

6. Job Completion and Post-Service Tasks

6.1 Post-Trip Inspection: Conduct a post-trip inspection similar to the pre-trip checklist:

6.1.1 Battery and Controls: Confirm they are in good working order.

Commented [AV6]: Lori: One of the manuals indicates customers must wear steel toe boots. We need to verify and potentially add to guidelines.

Commented [AV7R6]: Britney mentioned the CS Customer Guide doc will advise to not wear open-toed shoes

Commented [AV8]: Waiver?

Commented [AV9]: Bathroom policy to be defined by Corp Ops and added to Situations section

6.1.2 Guard Rails and Safety Features: Ensure guard rails and other safety features are accounted for and in good condition.

6.1.3 Report any issues or maintenance needs to Fleet team.

6.2 Documentation and Reporting:

6.2.1 Cheetah Pictures: Follow the guidelines in the City Service Cheetah Picture Guide to document the setup at the start and end of the job and upload them in Cheetah for record-keeping.

6.2.2 Logging Equipment or Safety Issues: Log any equipment issues in Samsara, report delays to your Market Manager, and call the Ops Support line at 855-640-4853 for any urgent customer issues.

7. Bathroom Policy for City Service Drivers

7.1 Pre-Service Planning:

7.1.1 Always use the restroom before leaving for a job, especially for long-distance or extended services where stops may be inconvenient or unsafe.

7.1.2 Plan restroom breaks at gas stations or rest areas en route whenever possible.

7.2 On-Site Restroom Stops:

7.2.1 Notify the customer and your Market Manager before securing and leaving the truck.

7.2.2 Avoid leaving the truck unattended for extended periods unless absolutely necessary.

7.2.3 In unsafe neighborhoods, **prioritize personal safety** by limiting stops and only using secure locations.

7.3 Truck and Equipment Security:

7.3.1 Lock both cab doors before stepping away from the vehicle with keys in the driver's possession.

7.3.2 Ensure the liftgate is secured to prevent unauthorized use or tampering. Stow the liftgate when unattended on roadway with heavy traffic.

General Safety Instructions

Commented [AV10]: Transcribe this and remove irrelevant items

⚠ WARNING ⚠

To avoid serious bodily injury or death, the operator must use appropriate work clothes. NEVER wear loose-fitting clothes that may be trapped in the moving parts of the tail lift. ALWAYS wear professional safety-toe shoes, protective gloves, and eye protection. Use of hardhat is recommended.

Must wear:



Recommended:



Slipping (and falling) can result in serious bodily injury and death. To prevent injury by slipping:



- ALWAYS wear professional safety-toe shoes with a good non-slip sole.
- DO NOT use the tail lift if it is covered with snow, mud, dirt, debris, liquids, or other substances.
- DO NOT run on the platform.

Tripping (and falling) can result in serious bodily injury and death. To prevent injury by tripping:



- DO NOT use tail lift platform as a step. NEVER leave the tail lift unattended in partially deployed position.
- Pay attention to protruding items on the platform surface at all times (e.g., platform lights, roll stops, and their levers, foreign objects, etc.).
- DO NOT run on the platform.

Falling from the platform can result in serious bodily injury and death. To prevent injury by falling:



- Make sure your footing is solid, and you maintain 3 points of contact.
- Use guard rails where available.
- NEVER move the vehicle while a person is standing on the platform or inside the vehicle body.
- NEVER use the platform as an elevated working platform.

Continued next page

To prevent people from being hit by the platform, by objects falling off the platform or being caught in pinch points or being pinched by the moving parts of the tail lift:



- Keep visual control over the entire working area of the tail lift and its platform at all times, including the area DIRECTLY BEHIND and UNDER the platform.



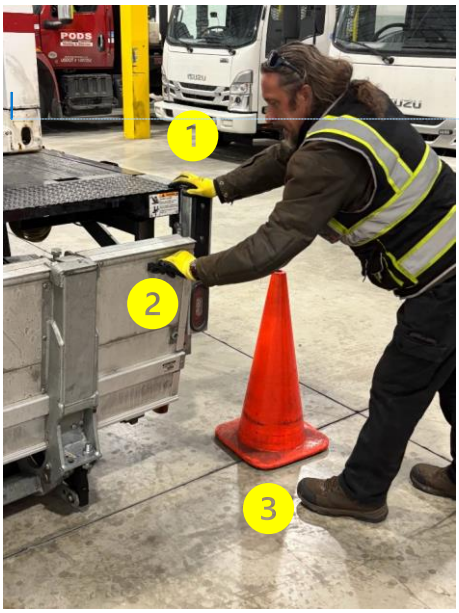
- DO NOT allow any other person to stand in the proximity of the tail lift and its platform. ENSURE AT ALL TIMES THAT NOBODY STANDS UNDER OR WITHIN REACH OF THE MOVING PLATFORM.



- Depending on your physical condition and on the maintenance of the tail lift, the manual deployment and stowage of the platform can put serious strain on the operator's back. To prevent a back injury, seek 3 points of support to fold and unfold the platform. Place your free hand on the top side or outside of the floor plate to support your upper body.



- While doing so, prevent crushing or shearing. Keep your hands clear from the pinch point between the rotating platform and the underside of the floor plate or vehicle body.



Commented [AV11]: Can we find a picture of a driver wearing gloves for this section?

Commented [AV12R11]: @Cass Taylor This model does not reflect our current equipment. Photo needs to be updated using PODS equipment.

Image 1: Liftgate in down position. Guard rails and Warning cones around the work area



Image 2: Liftgate in up position



Image 3: Ramps are prohibited



Commented [AV13]: Still need real life pictures

Commented [AV14R13]: Work with Britney on updated pictures

Commented [AV15R13]: @Alejandro Velarde Schedule time with Ed / Angel from Chicago and ask them for new pictures showing our PODS CS trucks

Appendix 1 - Anthony Liftgates, Inc.

Follow these guidelines and procedures for liftgates manufactured by Anthony Liftgates, Inc.
Maximum capacity/weight – 1500 lbs.



General Operating Safety Instructions

7. Operation Section

7.1 General Operating Safety Instructions

⚠WARNING

Crush Hazard
Do not stand in the platform's work area while operating the liftgate. Serious injury or death could result if the load shifts or is unstable on the platform.

⚠CAUTION

Anthony Liftgates recommends not riding the liftgate, however, if the delivery operation requires it, make sure your footing is stable before raising or lowering platform. Always stand away from the edge. When on the ground, always stand clear of liftgate when it is operating.

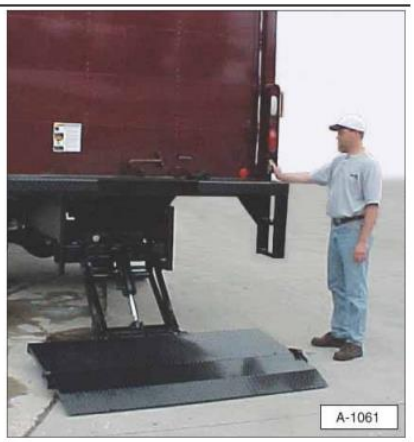
Always use/set the truck's parking brake before operating the liftgate. Failure to follow this recommendation can result in injury.

Do not place hands or feet in pinch points.

Do not place your feet under the liftgate.

SAFETY INSTRUCTIONS

To prevent possible injuries due to improper operation, make sure all decals are attached to the liftgate and/or truck and are legible at all times.



Proper operating position.

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The following is a list of Do's and Don'ts for the operation of the liftgate.

✓ Do's

- ✓ Read and follow warning decals, operating decals, and owners manual.
- ✓ Keep all decals in place and legible and retain the owners manual with the vehicle or all Warranties are void.
- ✓ Make sure the vehicle is properly and securely braked before using the liftgate.
- ✓ Keep yourself clear of all moving parts.
- ✓ Make sure the area in which the platform will open and close is clear before opening, closing, raising, or lowering the platform.
- ✓ Make sure the platform area, including the area in which loads may fall from the platform, is clear before, during, and at all times while operating the liftgate.
- ✓ Always place the load as close to the center of the platform as possible. Also, position the load as close to the center of the truck's rear sill as possible.
- ✓ Only operate the liftgate with the switch controls mounted on the truck body unless an optional handheld remote is installed.
- ✓ Check the fluid level in the hydraulic reservoir monthly. Fill as required with Dexron VI, Dexron III or Hyken Glacial Blue. Change the fluid if it is contaminated or dirty.
- ✓ Visually inspect your liftgate frequently and keep it properly adjusted.
- ✓ Repair any damage to the liftgate to prevent accidents.
- ✓ When placing the liftgate in the storage position (folding), slowly fold the platform until it contacts the wheel arm assembly.
- ✓ Lock the liftgate into the storage position with the latch pin when the liftgate is not in use.

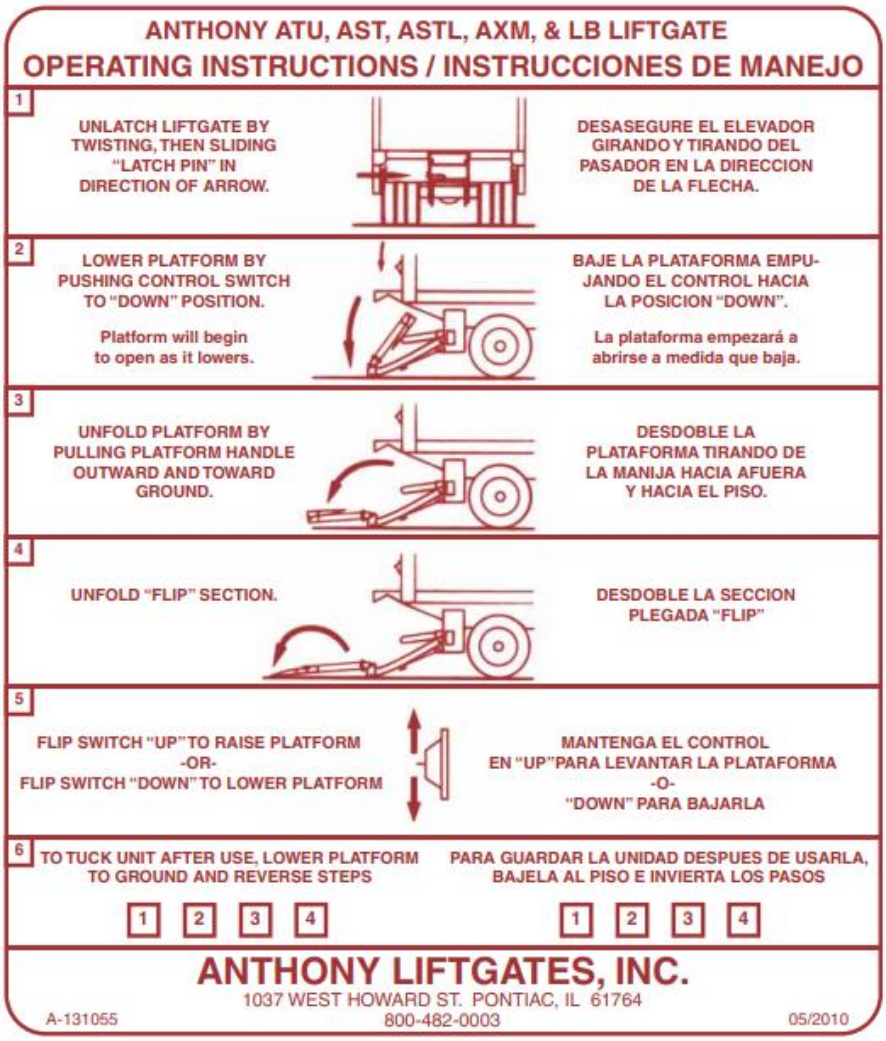
× Don'ts

- × Do not overload the platform. The maximum rated capacity is based on an evenly distributed load on the platform's flat surface.
- × Anthony Liftgates recommends not riding the liftgate. However, if the delivery operation requires it, make sure your footing is stable before raising or lowering, platform. Always stand away from the edge. When on the ground, always stand clear of the liftgate when it is operating.
- × Do not allow children to play around or operate the liftgate.
- × Do not allow the liftgate to be used by persons not familiar with its operation.
- × Do not use the liftgate if it shows signs of abuse or fails to operate freely.
- × Do not allow the motor/pump to run after the liftgate is closed, or in the up position.
- × Do not use brake fluid in the hydraulic reservoir.
- × Do not bounce the platform by pushing and releasing the control switch abruptly.
- × Do not use the liftgate for anything other than its intended use of loading and unloading cargo.
- × Do not operate lift trucks on or over any part of the platform.
- × Do not stand under or place any object under the liftgate work area.

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7.2 Operating Instructions

1. Twist and slide the latch pin toward the curbside of the liftgate.
2. Stand clear of the platform and lower the liftgate by pressing "Down" on control switch.
3. Open the platform.
4. Open the flipover ramp.
5. Press the "Up" switch to raise platform or the "Down" switch to lower the platform.
6. To place the liftgate into its storage position after use, reverse Steps 1 2, 3, and 4 from ground level.

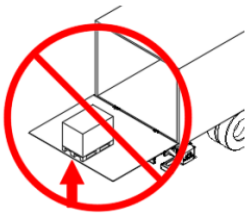


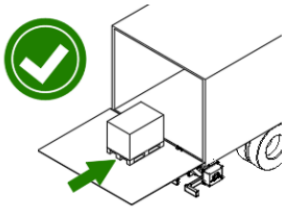
Appendix 2 - Dhollandia Liftgates

Follow these guidelines and procedures for liftgates manufactured by Dhollandia

- The **maximum rated capacity** is the maximum weight that the tail lift can carry under the following best possible circumstances:
  - → The center of gravity of the **load** stands no further than the designated center point of maximum load of the **tail lift**, marked on the platform surface.
  - → The load stands mid-point between the lift arms and is at equal distance from both platform sides.

NOT OK
NEVER position the load at the outboard platform edge.

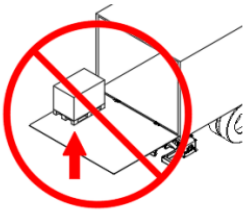


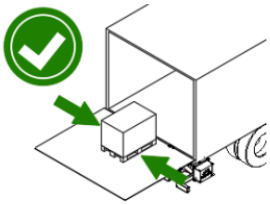


OK
ALWAYS position the load as close as possible to the rear of the vehicle, near the inboard platform edge.

- Uneven loading on one side of the platform should be avoided. Limit the load to 50% of the maximum rated capacity when loading on one side of the platform only.

NOT OK
NEVER load on one side of the platform only. Or limit load to 50% of maximum rated capacity.

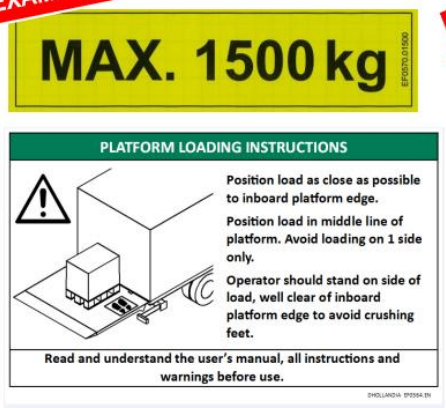




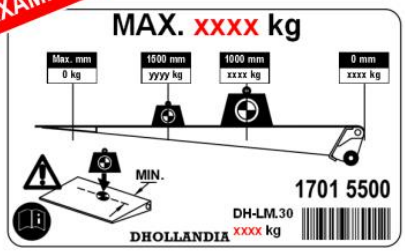
OK
ALWAYS position the load mid-point between the lift arms.

- The maximum **safe working load** GOES DOWN according to the load charts. The following type of load chart decals are supplied with the tail lift and must be duly observed.

EXAMPLE



EXAMPLE



1500 kg = 3,307 lbs.

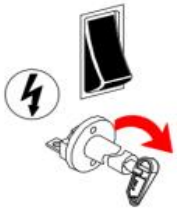
1 kg = 2.2 lbs.

Operation

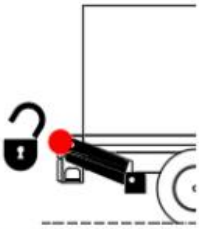
Deploying the platform



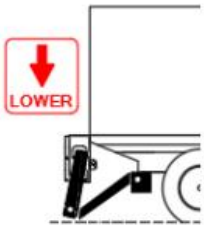
Consult the operation manual before getting started. Follow **ALL** safety and operation instructions.



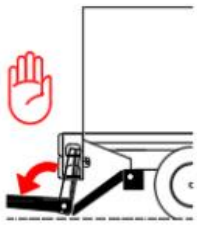
Switch on the electrical power to the tail lift (cabin switch or main battery disconnect switch in the external control box, or both if both are available).



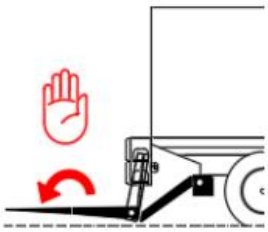
Observe all safety instructions and open the platform lock (if so equipped).



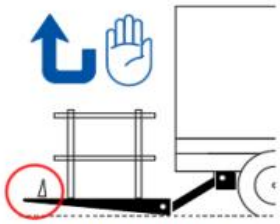
LOWER the platform to the ground. The platform opener will rotate the platform to almost vertical position, to make the manual unfolding easier.



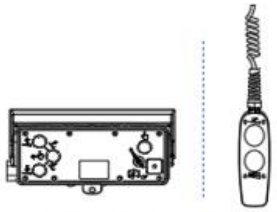
Pull back the complete, folded platform into horizontal position. Stand ON THE SIDE of the platform (not behind) and keep hands clear from the inside faces of the extension plate and side steps.



Unfold the flip-over point to transform the platform into one single, flat load surface.



LOWER the platform to get easy access. If so equipped, deploy the roll stops and guard rails.



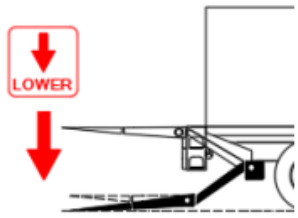
Select between main external control box or auxiliary control to continue [see 9.2-9.3 from page 29 onwards].



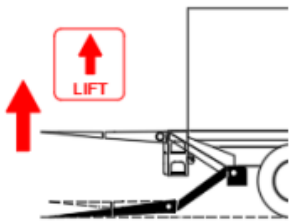
This is an operation to be executed manually (as opposed to an electrical function controlled by means of one of the control units).

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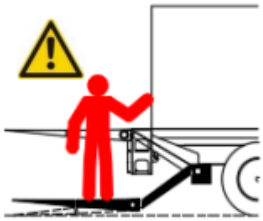
Loading and unloading



LOWER the platform to the ground. If tail lift is level-ride, allow the automatic tilt to reach ground level.



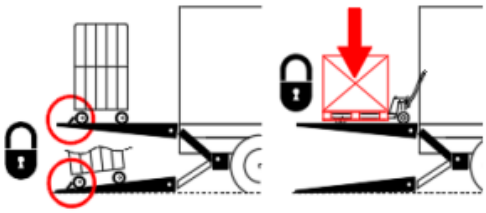
LIFT the platform off the ground. If tail lift is level-ride, allow the automatic tilt to return the platform to level orientation.



When riding on the platform, make sure you stand min. 25 cm away from the inboard platform edge, make sure your footing is solid, and ALWAYS maintain 3 points of contact. [see 7.4 from page 18 onwards].



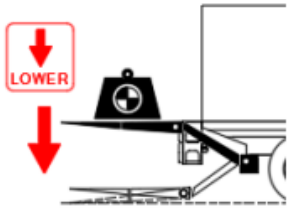
NEVER pull the load from the vehicle onto the platform. ALWAYS push it out. Pulling the load from the vehicle can result in a fall from the platform and cause serious injury or death.



Before lifting or lowering loads, make sure the loads are secured on the platform surface. Deploy the platform roll stops (if so equipped), lower loads on a pallet jack down on the platform surface or immobilise the load via equivalent securement device.

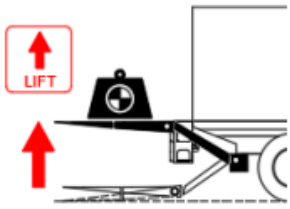


Make sure you comply with load charts and instructions at all times



LOWER the platform to the ground.

- If tail lift is level-ride, the AUTOMATIC TILT will decline the platform to the ground while you hold the LOWER buttons
- If tail lift is standard ramping ride, the platform will tilt down progressively as it is LOWERED.



LIFT the platform off the ground.

- If tail lift is level-ride, the AUTOMATIC TILT will return the platform to level orientation while you push the LIFT buttons
- If tail lift is standard ramping ride, the platform will tilt up progressively as it is LIFTED.

Appendix 3 - WALTCO Liftgates

Follow these guidelines and procedures for liftgates manufactured by WALTCO

SAFETY INFORMATION

Liftgates with Tilt Function

- Proper use of the Control Switches is of extreme importance.
- Improper use of Tilt Switch could cause load to fall from the Platform or damage the liftgate.
- Platform should be in a generally horizontal position when raising or lowering with a load.
- In any tilt position, the Platform may vary from level while raising or lowering the Platform.

Liftgates equipped with spring operated Cam Closer

- Replace Cam Release Spring every five (5) years or 15,000 cycles, whichever comes first.

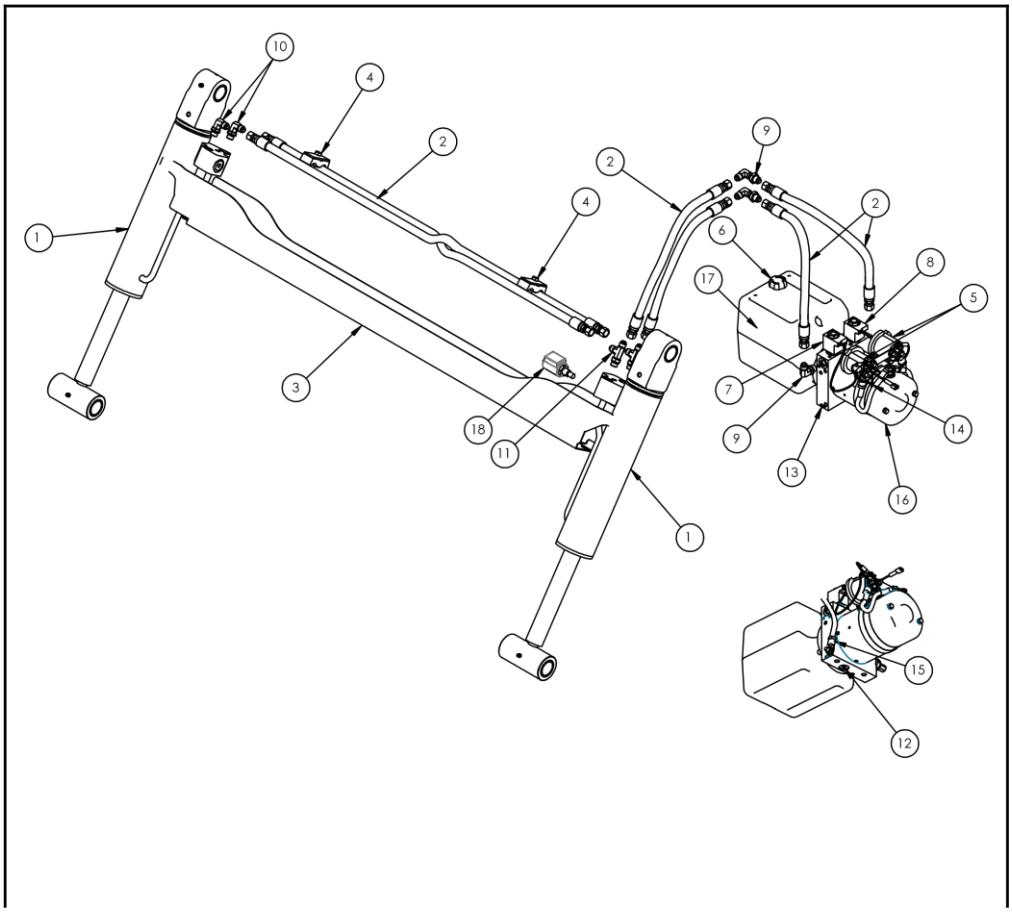
RGL-Series Liftgates

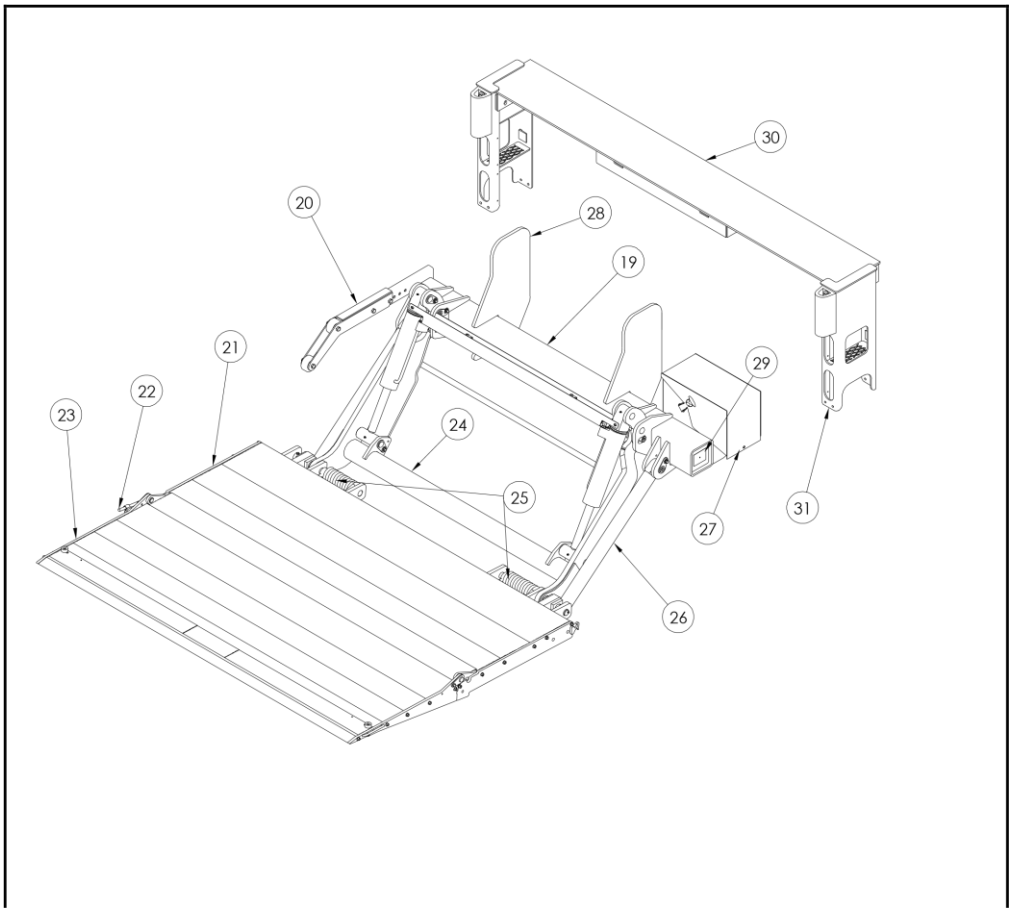
- Make certain Platform Brake mechanisms are operating properly.
- The Runners are always to remain powered up against the Upstops Pins when in transit.
- Inspect Cables every three (3) months or 750 cycles, whichever comes first. Cables must be replaced if they show signs of wear, distortion, kinking or if any broken wires are visible
- Replace cables every five (5) years or 10,000 cycles, whichever comes first.

LIFTGATE TERMINOLOGY

1. Hydraulic Cylinder 2. Hose Assembly 3. Hose Guard 4. Dual Hose Clamp 5. Pump Unit Starter Solenoid 6. Breather Cap 7. Lowering Valve Coil 8. Raise Valve Coil 9. Bulkhead Elbow, 90 Deg.	10. 90 Deg. Hose Fitting 11. Tee, Hose Fitting 12. Drain Plug 13. Pump 14. Thermal Switch (Inside Motor) 15. Ground Cable 16. Pump Unit Motor 17. Pump Unit Reservoir 18. Lock Valve

19. Mount Tube Assembly 20. Parting Bar Assembly 21. Deck Assembly 22. Torsion Bar 23. Deck Extension Assembly 24. Lift Arm Assembly 25. Folding Assist Springs 26. Parallel Arm	27. Pump Box 28. Mount Plate 29. Spec Tag 30. Bed Extension 31. Dock Bumper


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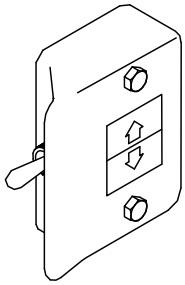

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OPERATING THE LIFTGATE

TO OPERATE LIFTGATE

Use Raise and Lower Toggle Switch to raise and lower platform.

Load platform as close to vehicle and towards middle of platform as possible. Maximum rated capacity is based on an evenly distributed load on platform flat surface.



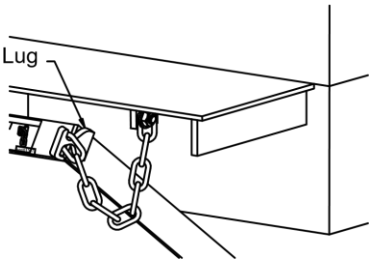
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IF EQUIPPED WITH OPTIONAL LATCH CHAIN

Rotate and remove transit chain off of transit chain lug.

Never force Latch Chain if platform weight is on chain.
To slacken chain, push Raise Switch.

NOTE: All HLF liftgates are secured in the stored position hydraulically by a lock valve at the cylinder.



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Appendix 4 - MAXON Liftgates

Follow these guidelines and procedures for liftgates manufactured by MAXON

WARNINGS

1. Incorrect operation of this Liftgate can result in serious personal injury. Comply with **WARNINGS** and Liftgate operating instructions in this manual. Do not allow untrained persons or children to operate the Liftgate. If you need to replace an **Operation Manual**, additional copies are available from:

MAXON Lift Corp.
11921 Slauson Ave Santa Fe Springs, CA 90670 (800) 227-4116
NOTE: For latest version manuals (and replacements), download manuals from Maxon's website at **www.maxonlift.com.**

2. Do not exceed rated load capacity of the Liftgate which is **2000 LB for model TE-20, 2500 LB for model TE-25 and 3000 LB for model TE30**.
3. Do not allow any part of your body to be placed under, within, or around any portion of the moving Liftgate or its mechanisms, or in a position that would trap them between the platform and the fl oor of truck body (or between platform and the ground) when Liftgate is operated.
4. Consider the safety and location of bystanders and location of nearby objects when operating the Liftgate. Stand to one side of platform while operating the Liftgate. Be certain that the area the Liftgate will move through during operation is clear of all obstacles.
5. Comply with all attached instruction decals and warning decals.
6. Keep decals clean and legible. If decals are illegible or missing, have them replaced. **Get free replacement decals** from **Maxon.**
7. **Never drive a forklift on the Liftgate platform.**
8. Do not move vehicle unless Liftgate is correctly stowed.
9. **Correctly stow platform when not in use. Extended platforms could create a hazard for people and vehicles passing by.**
10. A correctly installed Liftgate will operate smoothly and reasonably quiet. The only noticeable noise, during Liftgate operation, is from the power unit while the platform is raised. Listen for scraping, grating and binding noises and have the problem corrected before continuing to operate the Liftgate.
11. Above all, **USE GOOD COMMON SENSE** when operating this Liftgate.
12. Never use a cell phone while operating the Liftgate.

OPERATION

WARNING

Never operate control switch while unfolding (and folding) platform and flipover. Always use handle on side of flipover to unfold (and fold) flipover. Holding the flipover any other way can create a hazard and injure operator.

1. Push the toggle switch to **DOWN** position **(FIG. 15-1A)** until shackles touch the ground.

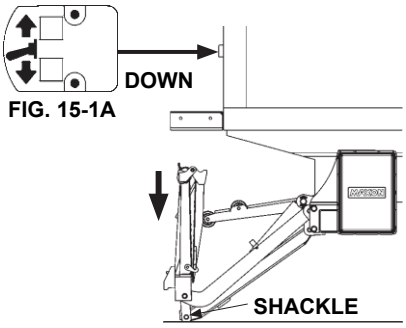


FIG. 15-1A

LOWERING PLATFORM

2. Use handle on bottom of platform **(FIG. 15-2A)** to unfold the platform and flipover **(FIG. 15-2).**

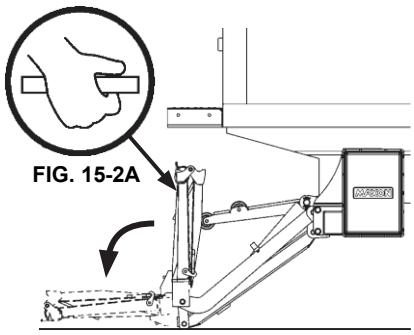
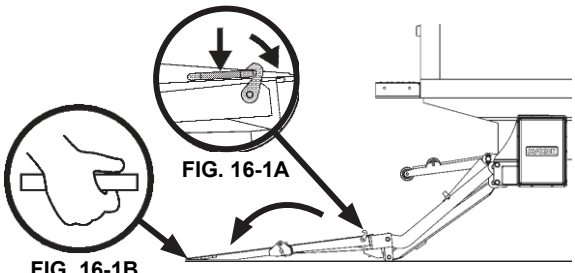


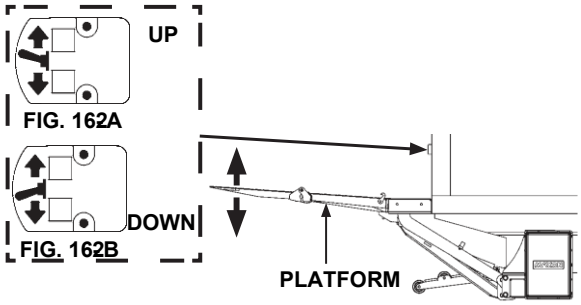
FIG. 15-2A

3. Unhook (if equipped) and unfold the flipover as follows. If equipped with hook, press down on the flipover and rotate hook away from the handle **(FIGS. 16-1 and 16-1A)**. Then, use handle **(FIG. 16-1B)** to unfold the flipover.



NOTE: While operating the Liftgate, release toggle switch to stop the platform.

4. Raise the platform **(FIG. 16-2)** by pushing the toggle switch to the **UP** position **(FIG. 16-2A)**. If loading (or unloading) the platform, wait a second before releasing the toggle switch, after platform reaches bed height. To lower the platform, push the toggle switch to the **DOWN** position **(FIG. 16-2B)**.

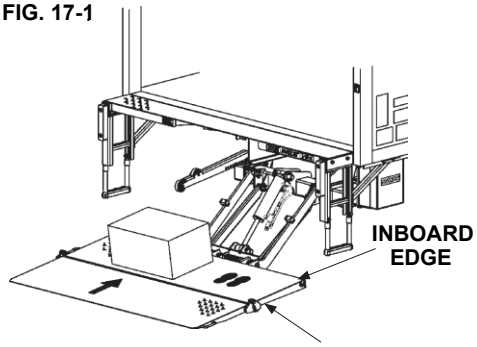


⚠ WARNING

A load should never extend past the edges of the platform. Do not place unstable loads on platform and do not allow load to exceed the lifting capacity of the Liftgate. If standing on platform, do not allow your feet to extend beyond the inboard edge of the platform.

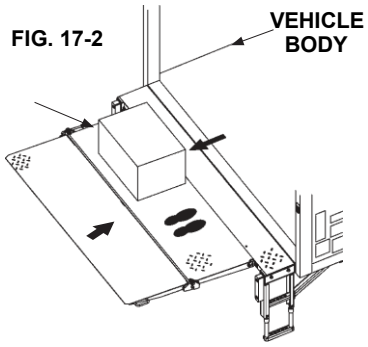
5. Load the platform at ground level as shown in **FIG. 17-1**

FIG. 17-1



6. Raise the platform to bed height **(FIG. 17-2).** Move the load of platform into vehicle **(FIG. 17-2).**

FIG. 17-2

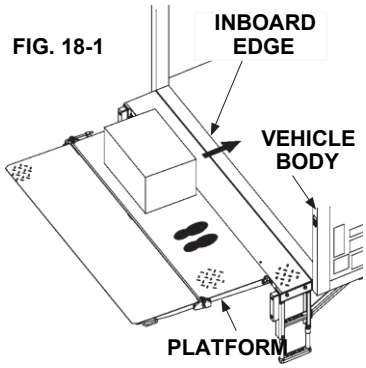


⚠ WARNING

Pulling the load from vehicle to platform can result in a fall from platform and serious injury. When unloading vehicle, always push the load out on the platform.

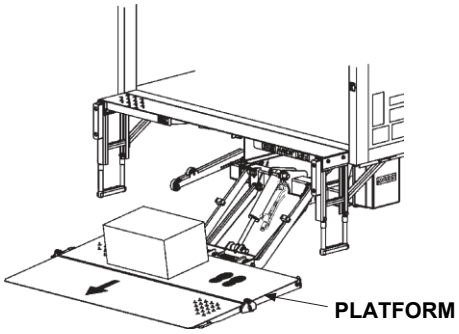
7. Load the platform at bed height **(FIG. 18-1)** as follows. Push load out of the vehicle to correct position on the platform. Place all loads as close as possible to the inboard edge of the platform with heaviest part toward the truck body as shown in **FIG. 18-1**. If standing on platform with the load, stand in the footprint area shown and comply with the **WARNING** on previous page.

FIG. 18-1



8. Lower the platform to ground level **(FIG. 18-2)**. Move load off the platform **(FIG. 18-2)**.

(FIG.18-2)



⚠WARNING

Never move the vehicle unless the Liftgate is properly stowed.

NOTE: Platform raised off the ground makes it easier to grasp and fold the flipover.

9. Before moving the vehicle, prepare the Liftgate as follows. Make sure load is removed from platform. If the platform is at bed height, push the toggle switch to the **DOWN** position as shown in **FIG. 19-1A**. Release toggle switch when platform 2" off the ground **(FIG 19-1).**

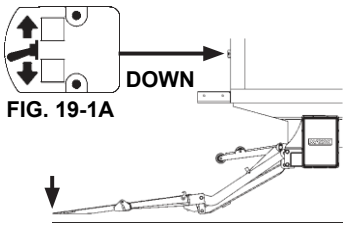
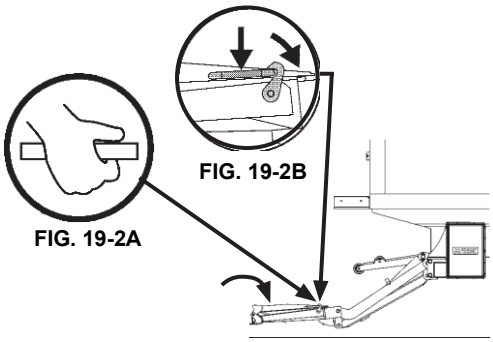
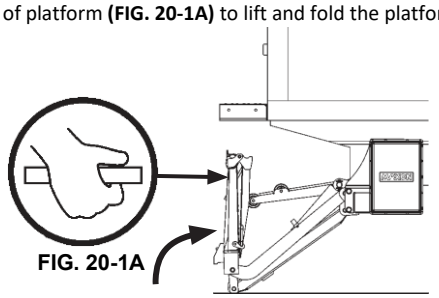


FIG. 19-1A

10. Fold flipover on the platform using handle on the flipover **(FIG 19-2A).** If equipped, hook the platform to handle on flipover **(FIG. 19-2B).**



11. Use handle on bottom of platform **(FIG. 20-1A)** to lift and fold the platform and flipover **(FIG. 20-1).**


FIG. 20-1A

12. Stow the platform **(FIG. 20-2)** by pushing the toggle switch to the **UP** position **(FIG. 20-2A)**. Wait a second, after platform is stowed all the way, before releasing toggle switch.

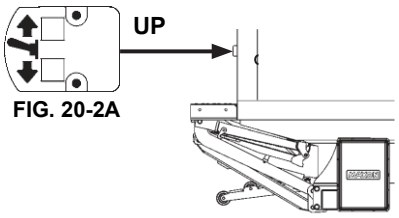


FIG. 20-2A

CORRECTLY STOWED PLATFORM

13. Liftgate is ready for transport.

Questions/Comments

Any questions or comments surrounding this policy should be forwarded to the Corporate Operations & Safety Departments.