

# RED-TAG

## STANDARD OPERATING PROCEDURE (SOP)

### Purpose:

To establish a standardized process for identifying and addressing vehicle defects that require a vehicle to be placed out of service using a red-tag and lock-out/tag-out system. Additional guidelines on how to deal with vehicle defects that do not render the vehicle Out of Service (OOS).

### Procedure:

#### 1. Inspection and Defect Identification

- The driver will conduct their 15-minute pre-trip or post-trip inspection.
- Upon discovering a vehicle defect, the driver will document the defect within their Driver Vehicle Inspection Report (DVIR) in Geotab.
- The driver will proceed to the dispatch desk to report the defect to a supervisor.

#### 2. Supervisor Verification and Red-Tag, Lock-Out/Tag-Out Placement

- The supervisor on duty will physically inspect the reported defect along with the driver.
- If the defect is deemed severe enough to put the vehicle out of service, the supervisor will affix a red-tag to:
  - The driver's side mirror or door handle of the vehicle.
  - The vehicle's binder. (The tag used on the binder does not need to be filled out).
- Red tags on the vehicle should have the correct information filled out including the date the defect was discovered, and what the defect is.

#### 3. Lock-Out/Tag-Out

- When a vehicle has had a red-tag affixed, the next step is to Lock-Out/Tag-Out
- Transportation Supervisors will proceed with the following:
  - Locking mechanism that will wrap around the steering wheel and clip into seatbelt.
  - Only the Fleet Team or Mechanic can remove the lock-out/tag-out device.
  - Defects that are deemed to put a vehicle out of service:
    - Tires that are flat or leaking air or any exposed fabric/braiding
    - Defective Brakes
    - Inoperative headlights/turn signals/brake lights/marker lights

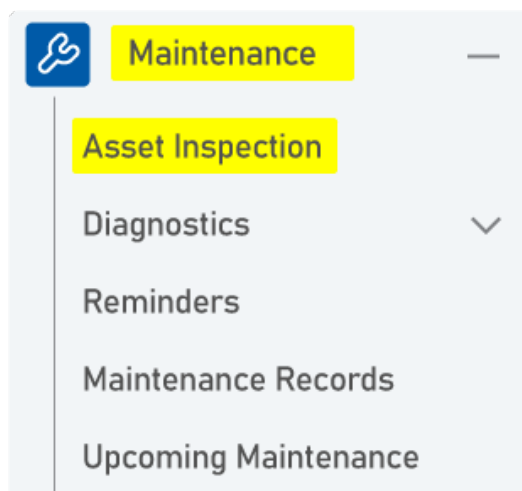
- Inoperative wipers/no washer fluid
- Air brake line tubing exposed material
- Chips/cracks in windshields that are larger than ¾” in diameter, two cracks within 3” of each other, intersecting cracks, or cracks directly in the drivers view
- Drive/Passenger side windows must operate correctly
- Mirrors must be in good condition
- Trailer air bags/leveling valves/leaf spring cracks, loose
- Steering wheel shaft loose
- Leaking hubs/loose lug nuts
- 5th wheel not latching/locking from pull test or observation
- See complete defect list for more details

#### 4. Reporting the Defect

- The supervisor will log into the Fleet Services Support Portal at: <https://support.gwaz.org/plugins/servlet/desk/portal/85>.
- Select the Automotive Support Portal Widget to report the defect.
- This process ensures the Fleet Team is notified and can respond promptly.

#### 5. For Defects That Do Not Require a Red-Tag

- If upon supervisor inspection it is determined that the reported defect will not require the vehicle to be OOS (applying a red-tag) the following will occur:
  - The driver will have already entered the defect into the DVIR.
  - The supervisor will still report the defect via the Jira ticket as described above
  - Once the non-OOS defect has been entered into Jira, the supervisor will go into Geotab and perform the following: Click Asset Inspection on left side of screen



- This will open the options where you can select today. Run report by defective only; then search for the Vehicle # in the Vehicles Drop-Down. You can search all or just the one you are looking for. Finally, hit “apply changes”

122100 Transportation X

Options ^ Sort by: Asset v Add Defect Lists Report v

**Date Period**

- Today
- Yesterday
- This week
- Last week
- This month
- Last month
- Custom

**Display Options**

Run report by Only Defective

Include archived (historical) data Yes No

Vehicles Search vehicles... v

Selected: 071-681 Box Truck

Reset selection

Trainers Search trainers... v

Selected None

Reset selection

Apply changes

- The below menu will populate. Click on the date and time below the vehicle number

Groups filter 122100 Transportation X			
<input type="text" value="Search"/> Options v Sort by: Asset v Add Defect Lists Report v			
Date & Time	Asset Name	Driver	Status
071-680 Box Truck			
04/03/25 08:45:23 am	071-680 Box Truck	Frederick Norman (frederick.norman@g...)	Needs Repair
294932 Box Truck			

- This will open the “edit inspection screen”. Scroll down to the “defects section and under repair status, select “Repair not necessary for the safe operation of the vehicle.
- Enter any additional information about your findings in the “Repair Remark” section
- Finally, click SAVE in the top left corner

Groups filter 122100 Transportation X

Save Print Return

## Edit Inspection

This vehicle was inspected in accordance with regional and/or federal regulations.

### DEFECTS

Other - Other (Minor)

Inspection remark

Priestley reporterte

Have reported the damage

Have reported the damage

Repair status

Not repaired

Resolved

☒ Repair not necessary for the safe operation of the vehicle

Repair remark

Supervisor will write a comment here based on what was found

This will now remove the vehicle from the defects list, but Fleet will still have visibility to the issue in order to set up repairs, but the vehicle can be operated safely.

## 6. Updating and Communication

- The Idealease sheet will be updated by the Fleet Team or Mechanics.
- Once a red-tagged unit has been repaired, the Fleet Team or mechanic will remove the lock-out/tag-out device from the vehicle and transportation will be notified that vehicle can be put in service again.

## Compliance:

All drivers and supervisors must adhere to this SOP to ensure vehicle safety and efficiency in defect resolution.