

DTE Vehicle Out Of Service Policy

1.0 Purpose

This procedure establishes a uniform DTE Energy Fleet tagging policy to prevent the use of vehicles and equipment that have been removed from Service by an Authorized Fleet Person.

2.0 Scope

This procedure applies to all vehicles and mobile equipment within DTE Energy.

3.0 Definitions

- 3.1 Out Of Service – Shall not be operated or leave the location when the fleet Out Of Service tag is applied.
- 3.2 “Qualified Mechanic” means a person who possesses a recognized degree, certificate, professional standing, or skill and who, by knowledge, training, and experience, has demonstrated the ability to deal with problems relating to subject matter, the work, or the project.
- 3.3 “Authorized Fleet Person” means a person who is approved and assigned to perform specific fleet duties by the employer. Individuals who are qualified or authorized to facilitate repair process.

4.0 Responsibilities

- 4.1 Central authority for administration of this procedure is the responsibility of Facilitator for Safety & Technical Standards. Regional authority is the responsibility of the Service Center leadership (Gas & Electric Business Units) in conjunction with supervision directly overseeing vehicle repair facilities (FM&S, Supply Chain, Gas Operations, and Fossil Generation).
- 4.2 This procedure is intended to ensure that vehicle/equipment when tagging out of service shall be rendered “out of service” for any purposes other than the repair process until authorized fleet persons (4.5) make needed repairs and compliancy inspections that ensure safe operation.
- 4.3 A qualified mechanic will remove a vehicle/equipment from service based on information such as: DOT Inspection Forms, Maintenance Order Tickets, Safety Bulletins, scheduled maintenance repairs, recall from manufactures, CARs, PM Inspection Intervals, Load Test and Electrical Test.
- 4.4 The authorized fleet person removing a vehicle/equipment from service is responsible for properly tagging it out of service. The tag must be placed in a location that is visible (such as: trailer tung, steering wheel, shift lever, Glad Hand) creating a job order, informing the user department that the vehicle/equipment is out of service.
- 4.5 The authorized fleet person returning vehicle/equipment into service is responsible to ensure the vehicle/equipment is in safe operating condition based on supporting documentation. The authorized fleet person is to notify user department of vehicle/equipment status.

5.0 Use of Tags

DTE Energy Fleet Operations Notice Tags are to be used to ensure vehicles that are deemed to be Out Of Service pending repairs, are not utilized for work operations by any operating unit for any reason. The – tag on a vehicle or piece of equipment indicates an order to everyone NOT to operate noted vehicle or equipment.

Note: All tags must be filled out completely, legibly and accurately.

Distribution of tag will be as followed:



Nick Bitner
Manager, Fleet Administration and Operations
DTE Energy



Todd Kolp
Manager, Fleet Administration and Operations
DTE Energy

White-Supervision
Yellow-Customer
Orange-Vehicle

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NOTE: Any disagreement with the DTE Vehicle procedure should be referred to the next level of supervision. The authorized fleet person who has jurisdiction over the vehicle /equipment will have final say on the disposition of such vehicles/equipment. Removal of out of service tag without proper authority could result in discipline up to and including discharge.

VEHICLE # _____

DTE ENERGY
FLEET OPERATIONS
NOTICE

This equipment has had a

Load Test
 Electrical Test
 P.M. Inspection
 D.O.T.
 OUT OF SERVICE...

DO NOT USE !
DO NOT USE UNTIL REPAIR IS COMPLETE.

① _____

② _____

③ _____

Tagged by _____
I.D.# _____
Date _____

FOR CLARIFICATION CALL (313) 897-0360
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