



## Landscape Services

## Safety Standard Operating Procedure

(Revised 1/2023)

### Vehicle & Pike Pass

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This SSOP provides guidance on the use of Landscape Vehicle & Pike Pass for travel. All DOT traffic laws are to be followed. With the new plate pay system on toll roads the vehicle information must match the pike pass registration. Failure to do so can result in fines or traffic violation tickets.

**Hazards:** Fatigue, muscle and joint soreness, poor posture, inadequate lighting, sharp objects, blue light exposure, slip, trips, falls, electrical, heavy lifting, stress, and fire.

**Scheduled:** Vehicle & Pike pass is used anytime staff is making a trip for conferences, material pickups, or site visits where a toll road must be taken to reach destination.

**Location:** Pike pass is held in Landscape Services Shop Support Supervisor's office. Please return once trip is completed.

**Planning:** Trips need to be scheduled, vehicle checked over for pre-trip, (if needed) trailer pre trip inspection, and route mapped out.

Pre-Trip: Vehicle fluids, tires condition & pressure, secured material.

**Charges:** Toll roads charge by the number of axles. For this the pike pass must be updated at least one day before trip is made.

- Contact procurement services current pike pass handler Melissa Moody [melissa.j.morris@okstate.edu](mailto:melissa.j.morris@okstate.edu)
- Provide make, model, vin number, tag number, color, and the number of axles.

*Example:* vehicle two axle plus tandem trailer 2 axles equals 4 axles. See below.

*Melissa,*

*I need to get the pike pass changed to the truck below and for 4 axles instead of 2. They will be pulling a double axel trailer.*

Pike pass number 510 193 08544

2011 Chevy Silverado 1500 extended cab.

Vin: 1GCRKPE70CZ167314

Tag: 15910

Color: white

**Pike pass location in vehicle:** Pike pass should be placed on the dash visible to the scanners.

**Toll road signage:** Watch for signage along the road to use proper pike pass lanes. There is a light when you go through that will show thank you if the pike pass reads correctly. Also, may say balance low. Do not worry about that. Procurement will address the balance.