

## Minnesota State University, Mankato Trailer Usage Guidelines

Minnesota State Mankato owns two trailers available to our passenger fleet for approved university functions. Reservation requests are handled through our Facilities Services web site: <http://www.mnsu.edu/vehicles/>

Individuals that reserve a trailer need to meet with the Minnesota State Mankato mechanics prior the departure of your trip.

### Specific Guidelines:

- ✓ Minnesota State Mankato trailers are not allowed to be used unless there has been a meeting with Minnesota State Mankato Garage Staff during normal business hours (7:30 A.M. - 4:00 P.M., M-F).

**Customer's  
Initials**

- I have received instruction on proper trailer/vehicle hook-up. \_\_\_\_\_
  
- I have been made aware of these safety tips when using a trailer \_\_\_\_\_
  - Reduce speed while traveling with trailer.
  - Use wider turns to allow proper trailer turns.
  - Do not stop abruptly.
  - Use side mirrors at all times.
  - Be aware of road conditions – ice and wind may cause “fishtailing” to happen.
  - Periodically check lights, tires and hitch hook-up when traveling.
  
- I know how to securely park a trailer including how to extend the two rear stabilizer jacks. \_\_\_\_\_
  
- I know about the proper distribution of the trailer’s loaded contents – weight distribution is important for easier handling when traveling the road. \_\_\_\_\_
  
- I understand about safety devices and how they work:  
E-tracking, D-rings, tie-downs, dividers, and cargo bar. \_\_\_\_\_

- ✓ Minnesota State Mankato trailers are only allowed to be used with a Minnesota State Mankato passenger fleet approved 7 passenger vehicle. No personal vehicle usage is allowed with the Minnesota State Mankato trailers.

Minnesota State Mankato Facilities Services has provided safety equipment with the trailers. Missing materials will be charged to user if lost or damaged.

Merchandise	Quantity per Trailer	Replacement Costs
E-Track (follows along 2 sides of trailer)	2	\$30 each
D-Rings	2	\$10 each
Cargo Bar Ratchet	1	\$35 each
Metal Divider Bracket	2	\$5 each
10' Tie-Down Strap	2	\$10 each
Plate Jack	1	\$50
Padlock for Back Door	1	User Provides

The customer has hereby completed the trailer safety course under supervision of the Minnesota State University Garage Staff.

\_\_\_\_\_

Garage Staff Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Customer's Name (Please Print)

\_\_\_\_\_

Signature of Customer