



NE-TF1 Logistics Activation Procedure

Reviewed/Updated 12/14/15

Task: D6 - NE6, 24' Van Truck

Category: Vehicle Drivers

Group: Logistics

TF Position: CDL Support Specialist

Assigned To: _____

Procedures to be completed:

- Complete Vehicle Operational Readiness Check
 - Complete Daily Vehicle Inspection Report
 - Check Shipment Bill of Lading
 - Check Hazardous Materials Load List
 - Check All Fluids – Fuel, Oil, Coolant, Trans Fluid, Power Steering, Window Washer
 - Lights – Vehicle and Emergency Lighting
 - Siren – Siren System
 - Tires – Check Pressure
 - Documentation – Registration, Insurance Certificate
 - Fuel Cards – City of Lincoln, Fleet Card
 - Accessory Items – Hitches, Trailer Adapters, Spare Bulbs, Tire Cables, Tow Strap, Jumper Cables, Flashlight, Fuel Funnels and Spout
 - Fuel Containers – Filled
 - Communication Systems – Review US&R Radio Operation, Review Qualcomm System Operation (if operational)
 - Check Loading of Items – Ensure Items are Properly Loaded and Secured for Transport, Ensure Load Straps are Properly Secured
 - Prepare Driver's Daily Log and IFTA Fuel Report
 - Check Maps and Obtain Route Information
- Completed by: (print name) _____ Time: _____