

After reading this document and successfully completing a driving test, you will be able to:

- Demonstrate a working knowledge of each control
- Understand all safety rules and guidelines as presented in the Operator's Manual
- Know how to properly load and unload cargo
- Know how to properly park this personnel
- Recognize an improperly maintained vehicle
- Demonstrate ability to handle this vehicle in all conditions

Only those who have successfully completed the Operator Training program are authorized to drive these vehicles.

Vehicle Controls

The following describes the use of each control on the vehicle. Note that some controls are optional equipment and may not be installed on your vehicle.

Key Switch

A key switch located on the right side of the dash panel starts the vehicle. Rotate the key clockwise to turn the vehicle on, and counterclockwise to turn the vehicle off.

This switch is also designed to secure and disable the vehicle. You can remove the key **ONLY** when the key switch is in the **OFF** position.

WARNING -- The key switch should be in the off position and the key removed whenever the driver is off of the vehicle

Forward/Off/Reverse Switch

The forward/off/reverse rocker switch, located on the front right side of the dash panel, determines the direction of travel (forward or reverse) of the vehicle. Push the top of the switch to make the vehicle go forward. Push the bottom of the switch to go in reverse. Position the switch in the center for off.

CAUTION -- DO NOT SHIFT from forward to reverse or vice-versa while the vehicle is in motion. Make sure the vehicle is completely stopped before shifting

Accelerator Pedal

The accelerator pedal, located in the drive area, to the right of the brake pedal, controls the speed of the vehicle, and is designed for right foot operation. It operates the same way as the accelerator in an automobile. Depress the pedal to increase the vehicle's speed; release the pedal to stop increasing the speed.

Use the brake pedal to slow the vehicle on down grades.

WARNING -- DO NOT use the accelerator to keep the vehicle from rolling on a grade. The brake should always be used to stop or hold the vehicle on a grade. Using the accelerator will result in motor damage

Steering

The steering system is a multiple sprocket and chain configuration. Turn the steering wheel clockwise to turn to the right, and turn the steering wheel counterclockwise to turn to the left.

Foot Brake Pedal

The foot brake pedal, located to the right of the steering column, is for operation with the right foot only. Apply pressure to the brake pedal to slow the vehicle down. The brake pedal slows the vehicle according to the amount of pressure you apply. Removing your foot from the pedal releases the braking action.

Park Brake Lever

The park brake is actuated with a hand lever, which is located to the right of the steering column. To set the park brake, pull the lever up until it locks. To release the park brake, push the lever completely forward.

Horn Button

The horn button is located on the dash tray, to the left of the steering column. Depress the button to sound the horn and release the button to turn it off.

Headlight Switch (optional)

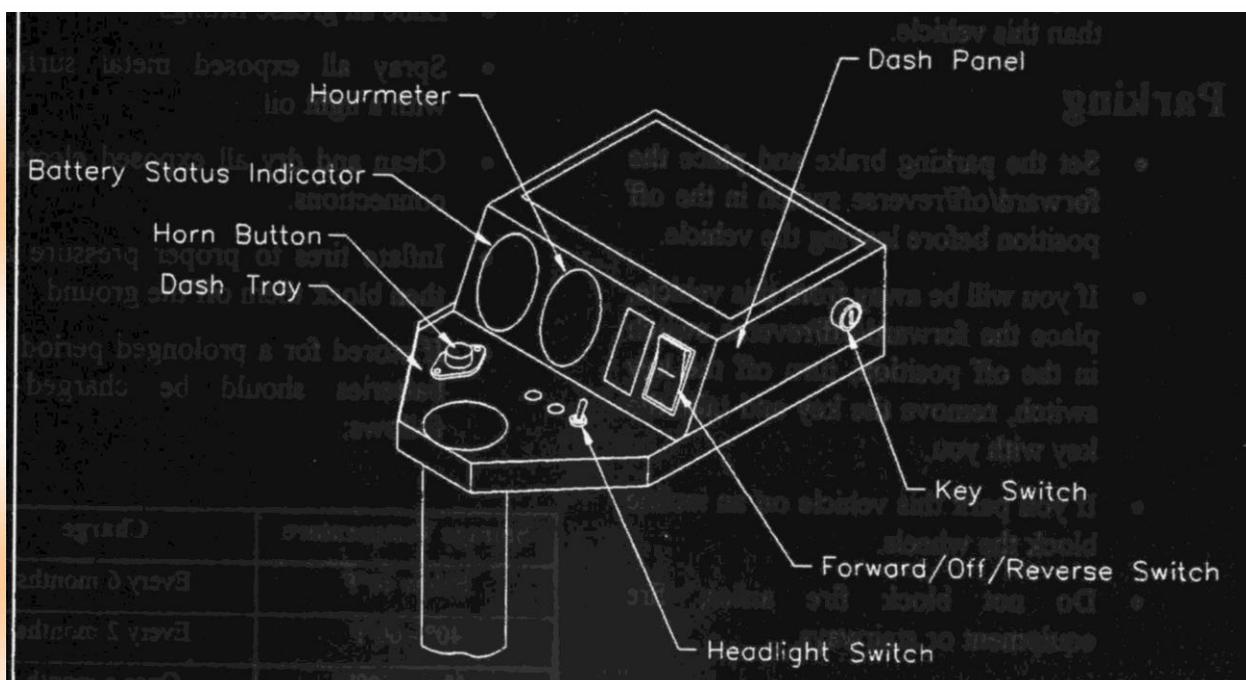
The headlight switch is located on the dash tray, directly in front of the steering column. Any accessory switches are located inline and to the left of the headlight switch.

Hour Meter (optional)

The hour meter is located on the dash panel to the right of the battery status indicator. This tracks the number of hours the vehicle has been in operation.

Battery Status Indicator

The battery status indicator is located on the left side of the dash panel. The normal operating range is in the green zone. The vehicle needs charging if it is in the yellow zone to the left. If it is in the red zone to the left, the vehicle should be taken out of service immediately to be charged.



Driving

- Slow down and sound the horn when approaching a corner or other blind intersection.
- No horseplay or dangerous driving.
- Do not drive this vehicle in hazardous areas unless this vehicle is approved and labeled for such operation.
- Immediately report any accident or vehicle problem to your supervisor.

Loading and Unloading

- Do not load cargo that can easily fall off this vehicle.
- Do not exceed the cargo load capacity of this vehicle.
- Do not carry more than the maximum number of passengers allowed for this vehicle.
- Be extra careful when handling cargo that is longer, wider or higher than this vehicle.

Parking

- Set the parking brake and place the forward/off/reverse switch in the off position before leaving the vehicle.
- If you will be away from this vehicle, place the forward/off/reverse switch in the off position, turn off the key switch, remove the key and take the key with you.
- If you park this vehicle on an incline, block the wheels.
- Do not block fire aisles, fire equipment or stairways.

Towing

- To tow this vehicle, attach the strap to the front of the frame and place the forward/off/reverse lever in the off position.
- Use another driver to steer the vehicle while it is being towed and be sure the driver uses the brakes when the towing vehicle slows or stops.

WARNING -- Do not exceed 5 MPH or carry any passengers while towing this vehicle

Storing and Returning to Service

Storage

- Do not store batteries in a discharged conditions. Fill, charge, and clean batteries fully before putting them in storage.
- Lubricate all grease fittings.
- Spray all exposed metal surfaces with a light oil.
- Clean and dry all exposed electrical connections.
- Inflate tires to proper pressure and then block them off the ground.
- If stored for a prolonged period, batteries should be charged as follows:

Storage Temperature	Charge
Below 40°F	Every 6 months
40° - 60°F	Every 2 months
Above 60°F	Once a month

Returning to Service

- Check state of charge of batteries and charge if necessary.
- Perform **ALL** maintenance checks in the periodic check list in Section 3.
- Test drive before putting into normal service.

Certification

I certify that I have read and understand the information in the foregoing document, and that I will not be qualified to drive subject vehicle until I pass a driving test.

[Press to Certify](#)