DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, D.C. 20330-1030

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Lavatory Service Truck

Vehicle Management Codes: C603

QUALIFICATION TRAINING PACKAGE

CONTENTS

Section 1—OVERVIEW

1.1. Overview.

1.1.1. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication through Air Force Installation and Mission Support Center (AFIMSC) functional managers via e-mail at AFIMSC.IZSL.VehicleOps@us.af.mil.

1.1.2. How to use this plan:

1.1.2.1. Instructor:

1.1.2.1.1. Provide overview of training, **Section 2** and **Section 3**.

1.1.2.1.2. Instructor's lesson plan for trainee preparation, give classroom lecture, **Section 4**.

1.1.2.1.3. Instructor's lesson plan for knowledge test, **Section 5**.

1.1.2.1.4. Instructor's lesson plan for demonstration, **Section 6**.

1.1.2.1.5. Instructor's lesson plan for performance, **Section 7**.

1.1.2.2. Trainee:

1.1.2.2.1. Reads entire lesson plan prior to classroom lecture.

1.1.2.2.2. Follows along with lecture using this lesson plan and its attachments.

1.1.2.2.3. Takes Lavatory Service Truck knowledge test.

1.1.2.2.4. Uses **Attachments 2 and 3** as guides for vehicle inspection.

Section 2—RESPONSIBILITIES

2.1. Responsibilities.

2.1.1. The trainee shall:

2.1.1.1. Ensure the trainer explains the Air Force Qualification Training Plan (AFQTP) process and the responsibilities.

2.1.1.2. Review the AFQTP/Module/Unit with the trainer.

2.1.1.3. The trainee should ask questions if he/she does not understand the objectives for each unit.

2.1.1.4. Review missed questions with the trainer.

2.1.2. Instructor shall:

2.1.2.1. Review the AFQTP with the trainee.

2.1.2.2. Conduct knowledge training with the trainee using the AFQTP.

2.1.2.3. Grade the review questions using the answer key.

2.1.2.4. Review missed questions with the trainee to ensure the required task knowledge has been gained to complete the task.

2.1.2.5. Sign-off the task(s).

2.1.3. The Certifier shall:

2.1.3.1. Evaluate the Airman's task performance without assistance.

2.1.3.2. Sign-off the task(s).

Section 3—INTRODUCTION

3.1. Objectives.

3.1.1. Given lectures, demonstrations, and hands-on driving session, trainees will be able to perform operator's inspection and complete the performance operation with zero instructor assists.

3.1.1.1. Train and qualify each trainee in safe operation and preventive maintenance of various Lavatory Service Trucks.

3.1.1.2. This training will ensure the trainee becomes a qualified Lavatory Service Truck operator; an operator who has the knowledge and skills to operate a Lavatory Service Truck in a safe and professional manner.

3.2. Desired Learning Outcome.

3.2.1. Understand the safety precautions to be followed before-, during-, and after-operation of the Lavatory Service Truck.

3.2.2. Understand the purpose of the Lavatory Service Truck and its role in the mission.

3.2.3. Know the proper operator maintenance procedures of the Lavatory Service Truck, in accordance with (IAW) applicable technical orders (TOs) and use of Air Force (AF) Form 1800.

3.2.4. Safely and proficiently operate the Lavatory Service Truck.

3.3. Lesson Duration.

3.3.1. Recommended instructional and hands on training time is 8 hours:

Figure 3.1. Recommended Training Time for Training Activities.

Training Activity	Training Time
Trainee's Preparation	1 Hour
Instructor's Lecture	1 Hour
Instructor's Demonstration	2 Hours
Trainee's Personal Experience (to build confidence and proficiency) ▪ Perform Operator Maintenance ▪ Operate the Vehicle	3 Hours
Trainee's Performance Operation	1 Hour

Note: This is a recommended time; training time may be more or less depending how quickly a trainee learns new tasks.

3.4. Instructional References.

3.4.1. Risk Management (RM) and Safety Principles.

3.4.2. Applicable TOs or Manufacturer's Operator's Manual (see vehicle maintenance for TO number for vehicle being used in training).

3.4.3. Air Force Manual (AFMAN) 24-306, *Operation of Air Force Government Motor Vehicles*.

3.4.4. AF Form 1800, *Operator's Inspection Guide and Trouble Report* (General Purpose Vehicles).

3.5. Instructional Training Aids and Equipment.

3.5.1. Lavatory Service Truck Lesson Plan.

3.5.2. Lavatory Service Truck.

3.5.3. Applicable TO or Manufacturer's Operator's Manual.

3.5.4. AF Form 1800, *Operator's Inspection Guide and Trouble Report* (General Purpose Vehicles).

3.5.5. Videos (if locally produced).

3.5.6. Suitable training area.

3.5.7. Traffic cones or suitable markers.

Section 4—TRAINEE PREPARATION

4.1. Licensing Requirements.

4.1.1. Trainee must have in his/her possession a valid state driver's license.

4.1.2. AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers* IAW Air Force Instruction (AFI) 24-301, *Ground Transportation*.

4.1.3. Applicable local licensing jurisdiction requirements.

4.2. Required Reading (Testable Material).

4.2.1. Read Lavatory Service Truck Lesson Plan.

4.2.2. Read AFMAN 24-306.

4.2.3. Read Manufacturer's Operator's Manual for the lavatory service truck being trained on.

Section 5—KNOWLEDGE LECTURE AND EVALUATION

5.1. Knowledge Overview (Lecture).

5.1.1. A lavatory service truck is a vehicle designed to service the lavatories of aircraft. The vehicle is a commercial chassis modified with tanks and pumping systems used to accomplish the servicing of aircraft lavatories. The Air Force uses a variety of different lavatory service trucks.

5.2. Overview of Training and Requirements.

5.2.1. Training objectives:

5.2.1.1. Given lectures, demonstrations, and a hands-on driving session, trainees will be able to perform operator's inspection and complete the performance operation with zero instructor assists.

5.2.1.2. Train and qualify each trainee in safe operation and preventive maintenance of the lavatory service truck.

5.2.1.3. This training will ensure the trainee becomes a qualified lavatory service truck operator—an operator who has the knowledge and skills to operate a lavatory service truck in a safe and professional manner.

5.2.2. Desired learning outcomes:

5.2.2.1. Understand the safety precautions to be followed before-, during-, and after-operation of the lavatory service truck.

5.2.2.2. Understand the purpose of the lavatory service truck and its role in the mission.

5.2.2.2.1. Purpose is service aircraft lavatories.

5.2.2.2.2. Role in the mission (Unit/Base/Community (during natural disasters)/Air Force).

5.2.2.2.3. Know the proper operator maintenance procedures of the lavatory service trucks IAW applicable technical orders and use of AF Form 1800.

5.2.2.2.4. Be able to safely and proficiently operate the lavatory service truck.

5.2.2.2.4.1. Meet mission requirements.

5.2.2.2.4.2. Demonstrates a qualified trained professional operator.

5.2.3. Lavatory service truck design and specifications. Lavatory service trucks vary in size, shape and specifications, determined by make and model; it is imperative to know the specifications of the lavatory service truck that will be operated before use. Specification information should be used together to determine the proper use and necessary precautions to take prior to operating the lavatory service truck. This information is best found in the appropriate TO or Manufacturer's Operator's Manual for the specific lavatory service truck being operated.

5.2.4. Major systems and components:

5.2.4.1. Module.

5.2.4.1.1. Service module structure.

5.2.4.1.2. Sheet metal sides.

5.2.4.1.3. Doors.

5.2.4.1.4. Tanks.

5.2.4.1.5. Top deck.

5.2.4.1.6. Rear bumper.

5.2.4.1.7. Tank drain valve handle.

5.2.4.2. Tanks.

5.2.4.2.1. Waste tank. This tank is used to hold the waste from the aircraft lavatories.

5.2.4.2.2. Flush tank. This tank is used for the rinsing and replenishing of aircraft lavatories.

5.2.4.3. Pumping systems. Used for rinsing and replenishing of chemicals for the aircraft lavatory.

5.2.4.3.1. Water pump.

5.2.4.3.2. Hose reel.

5.2.4.3.3. Flow meter.

5.2.4.3.4. Relief valve.

5.2.4.3.5. Drain back valve.

5.2.4.4. Hydraulic system. Used to operate the pumping system.

5.2.4.4.1. Hydraulic pump.

5.2.4.4.2. Hydraulic reservoir.

5.2.4.4.3. Hydraulic motor.

5.2.4.4.4. Pressure relief valve.

5.2.4.5. Electrical system. Used to power the operation of the service function, power all function controls and to lower/lift the platform (if applicable).

5.2.4.5.1. Vehicle ignition circuit.

5.2.4.5.2. Hydraulic pump clutch.

5.2.4.5.3. Working lights.

5.2.4.5.4. Hot water heater.

5.2.4.5.5. Cold weather heater.

5.2.4.6. Cold weather equipment (if installed).

5.2.4.6.1. Heater.

5.3. Vehicle Inspection.

5.3.1. Types of Vehicle Inspection. **Note:** If discrepancies are found they must be reported to Vehicle Control Official (VCO), the supervisor, and/or vehicle maintenance:

5.3.1.1. Pre-trip inspection – find items/problems that could cause accident or breakdown.

5.3.1.1.1. Vehicle maintenance to authorize continued use for all other maintenance discrepancies.

5.3.1.1.2. Ensure correct documentation is in the packet: AF Form 1800, waiver card, Standard Form (SF) Form 91, Department of Defense (DD) Form 518, and airfield diagram.

5.3.1.1.3. Cleanliness/damage/missing items.

5.3.1.1.4. Leaks (fuel/oil/coolant/hydraulic/air).

5.3.1.1.5. General.

5.3.1.1.5.1. Fuel door and fuel cap; intact, not broken, or damaged.

5.3.1.1.5.2. Seat belts.

5.3.1.1.5.3. Horn operation.

5.3.1.1.5.4. Control panel.

5.3.1.1.5.5. Wiring/lights/reflectors (interior and exterior).

5.3.1.1.5.6. Mirrors.

5.3.1.1.5.7. Windshield and windshield wipers/washers.

5.3.1.1.5.8. Doors.

5.3.1.1.5.9. Windows.

5.3.1.1.5.10. Hood latches.

5.3.1.1.5.11. Fire Extinguisher.

5.3.1.1.6. Fluid Levels; ensure level is within limits (cab closed). Cab must be down and locked into place.

5.3.1.1.6.1. Brake fluid.

5.3.1.1.7. Open the cab. To open cab perform the following steps. See **Figure 5.1.**

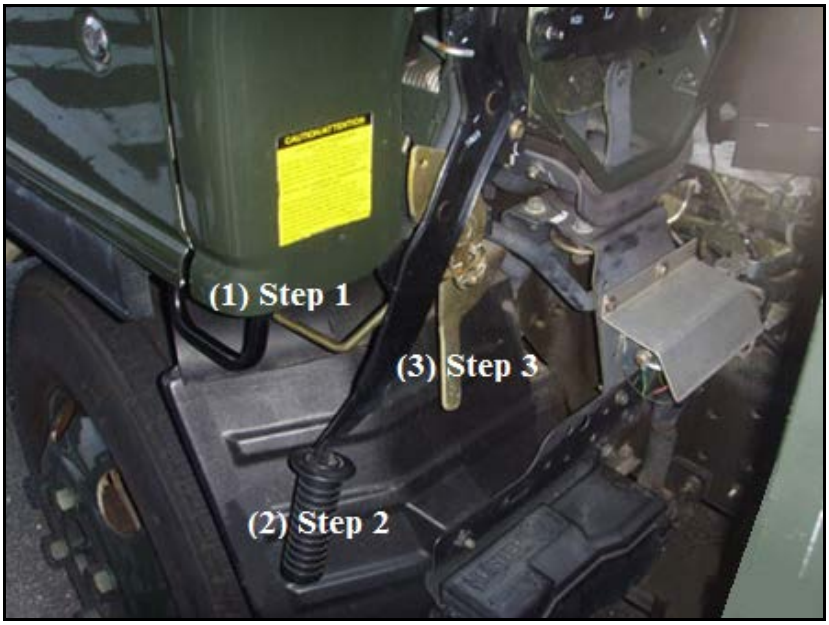
5.3.1.1.7.1. Step 1. Pull and hold handle shown (1).

5.3.1.1.7.2. Step 2. Continue to hold handle. Pull lever shown (2) until it locks.

5.3.1.1.7.3. Step 3. Pull lever shown (3). Lift the cab.

5.3.1.1.7.4. Step 4. Ensure that the cab is lifted to the fullest extent so that it locks into place. Ensure the safety pin is in place as shown (4).

Figure 5.1. Opening the Cab.



5.3.1.1.8. Fluid Levels; ensure level is within limits (cab open). Ensure engine is off.

5.3.1.1.8.1. Engine oil.

5.3.1.1.8.1.1. Locate the oil dipstick.

5.3.1.1.8.1.2. Pull the dipstick out, and wipe off any oil.

5.3.1.1.8.1.3. Place the dipstick back in; then remove once again to get an accurate reading.

5.3.1.1.8.2. Coolant.

5.3.1.1.8.3. Windshield washer fluid.

5.3.1.1.8.4. Power steering fluid.

5.3.1.1.8.5. Transmission fluid.

Note: If any fluids are low, proceed to vehicle maintenance to have it filled.

5.3.1.1.9. Batteries.

5.3.1.1.9.1. Security.

5.3.1.1.9.2. Fluid.

5.3.1.1.9.3. Damage and corrosion.

5.3.1.1.9.4. Good connections.

5.3.1.1.10. All wheel rims (cracks, splits, etc.); check for loose or missing lug nuts.

5.3.1.1.11. All tires.

5.3.1.1.11.1. Proper inflation. **Note:** Notify VCO, the supervisor, and/or vehicle maintenance if split rim is completely flat.

5.3.1.1.11.2. Sidewalls, tread to include depth, bulges.

5.3.1.1.11.3. Cuts and abrasions.

5.3.1.1.11.4. Lug nuts.

5.3.1.1.11.5. Foreign Object Debris (FOD). Remove any FOD on the spot. FOD safety will be discussed in more detail later in this lesson plan. Refer to **Section 5.5.3.** and follow all procedures.

5.3.1.1.11.6. FOD bag available and secured.

5.3.1.1.12. Transmission.

5.3.1.1.13. Drive belts (tension, fraying and cracking).

5.3.1.1.14. Hydraulic tank. Located on the passengers' side and marked "HYDRAULIC TANK COMPARTMENT."

5.3.1.1.14.1. Hydraulic hoses (damages or leaks).

5.3.1.1.14.2. Hydraulic fluid level.

5.3.1.1.15. All hoses and wiring.

5.3.1.1.16. Differential, shocks and brakes for leaks.

5.3.1.1.17. Suspension, springs and shocks.

5.3.1.2. During-operation:

5.3.1.2.1. All gauges and warning lights for proper operations.

5.3.1.2.1.1. Warning lights.

5.3.1.2.1.2. Gauges. (Oil pressure, fuel gauge, water temperature, voltage).

5.3.1.2.1.3. Indicators.

5.3.1.2.1.4. Heater/defroster/air conditioner.

5.3.1.2.2. Listen for exhaust and air leaks. Listen for any unusual sounds.

5.3.1.2.3. Stay alert for any unusual smells or odors.

5.3.1.2.4. Stay alert for any abnormal vibrations or handling problems.

5.3.1.2.5. Steering.

5.3.1.2.6. Gas pedal. Engine should rev. Ensure the pedal is not worn or damaged.

5.3.1.2.7. Emergency brake. Release the emergency brake. Push the brake and hold; try to move the vehicle.

5.3.1.2.8. Windshield wipers.

5.3.1.2.9. Window operation.

5.3.1.2.10. Lights.

5.3.1.2.10.1. Cab running lights.

5.3.1.2.10.2. Front and rear spot lights (parking lights must be on for these to work).

5.3.1.2.10.3. Front (hi/low/left/right/flashers).

5.3.1.2.10.4. Rear (brake/reverse/left/right/flashers).

5.3.1.2.10.5. Beacon light/hazards.

5.3.1.2.10.6. Cab interior lights.

5.3.1.2.11. Rear lavatory. Perform the following steps to ensure proper rear lavatory operation:

5.3.1.2.11.1. Turn on all compartment lights.

5.3.1.2.11.2. Check both control panels for full operation.

5.3.1.2.11.3. Pull water hose out full length (inspect for damage and leaks).

5.3.1.2.11.4. Run water through the hose. Also check to make sure water gauge works (using both lavatory solution switches on main control and panel on lift).

5.3.1.2.11.5. Check lavatory hose for any holes or cracks.

5.3.1.2.11.6. Run lavatory pump using switches on main control and control panel on lift (parking brake must be set for lavatory pump to operate).

Note: Before using lift controls on both panels to raise the lift disconnect the hose from its harness then proceed to listen for strange noises and look for leaks.

5.3.1.2.11.7. Kill vehicle with kill switch on both panels.

5.3.1.2.11.8. Ensure all lights, kill switch are returned to the original position.

5.3.1.3. After-Operation Inspection.

5.3.1.3.1. Check the entire vehicle for any damage or leaks.

5.3.1.3.2. Ensure the Lavatory Service Truck is cleaned (free of dirt, excess oil, and grease).

5.3.1.3.3. Refuel.

5.3.1.3.3.1. For all types of fuel and charging: Use refueling area or charging area, turn-off engine and use parking brake, and do not smoke or use electronic devices.

5.3.1.4. Pre-trip vehicle inspection test. Use **Attachment 2** as a walk around guide along with AF Form 1800.

5.3.2. A Seven-Step Inspection Method will help ensure the inspection is the same each time it is conducted, and that nothing is left out. See **Attachment 3** for the Seven-Step Inspection Method.

5.4. Vehicle Safety and Equipment.

5.4.1. Hazards and human factors.

5.4.1.1. Common mishap types.

5.4.1.1.1. Blind spots.

5.4.1.1.2. Backing.

5.4.1.1.3. Clearance.

5.4.2. Safety clothing and equipment:

5.4.2.1. Working gloves.

5.4.2.2. Steel-toed boots.

5.4.2.3. Reflective belts/vests during operation of low visibility and on the flightline.

5.4.2.4. Hearing protection.

5.4.2.5. Raingear, cold weather gear, etc.

5.4.2.6. Warning triangles.

5.4.2.7. First aid kit.

5.4.2.8. Fire extinguisher.

5.5. Driving Safety and Precautions.

5.5.1. Overhead clearance. If the vehicle is equipped with a pedestal lift for servicing an aircraft, the operator must assure that there is sufficient overhead clearance (with no potential obstructions or safety hazards) before raising the pedestal lift.

5.5.2. Payload capacity. Do not exceed the vehicle's payload capacity found on the vehicle data plate or in the Operator's Manufacturer's Manual.

5.5.3. Waste spills/exposure to wastes/blood borne pathogens. Refer to manufacturer's operator's manual, local, state and DoD guidance.

5.5.4. Fall protection. Ensure fall protection is provided IAW OSHA 1910.62, 1926.500, AFI 91-203 and the manufacturer's operator's manual.

5.5.5. FOD.

5.5.5.1. Vehicle operators will remove FOD from tires during daily the vehicle inspection. Before entering the airfield, a physical check for loose/unsecured objects and an inspection of the tire treads for FOD will be accomplished, with the exception of emergency vehicles responding to actual situations.

5.5.5.2. Any vehicle which has been driven on an unpaved surface will have a tire FOD inspection accomplished prior to re-entering the airfield area. Vehicles that frequent the flight line will be equipped with a FOD picker and a covered FOD container.

5.5.5.3. FOD picker will be etched with the vehicle number painted on red or orange (or have a red streamer attached).

5.5.5.4. FOD picker will be annotated on vehicle inspection form, AF Form 1800.

5.5.5.5. FOD containers will be identified with the letters "FOD" and will be emptied daily or IAW local SOP.

5.5.5.6. FOD checks are performed so that aircraft damage can be kept at a minimum.

5.6. Vehicle Operation.

5.6.1. Refer to the Operator's Manufacturer's Manual for detailed, vehicle-specific operation of the lavatory service truck. Additionally, refer to AFMAN 24-306 and local policies and procedures for further laws and regulations pertaining to the operation and use of the lavatory service truck.

Section 6—EXPLANATION AND DEMONSTRATION

6.1. Instructor's Preparation.

6.1.1. Establish a training location.

6.1.2. Obtain appropriate Manufacturer's Operator's Manual.

6.1.3. Schedule/reserve a vehicle.

6.1.4. Ensure trainee completes AF Form 171.

6.2. Safety Procedures and Equipment.

6.2.1. The following safety items should be followed by both the instructor and trainee:

6.2.1.1. Chock wheel (if required) when lavatory service truck is parked.

6.2.1.2. Remove all jewelry and identification tags.

6.2.1.3. Personal protective equipment and equipment items.

6.2.1.3.1. Reflective belts/vests during operation of low visibility.

6.2.1.3.2. Hearing protection.

6.2.1.3.3. Waterproof gloves with tear resistance.

6.2.1.4. Walk-around vehicle to become familiar with and to familiarize the trainee with all warning labels and signs.

6.2.1.5. Ensure trainee wears seat belts.

6.2.1.6. Properly adjust driver's seat and all mirrors, if available.

6.2.1.7. Throughout demonstration, practice lavatory service truck safety:

6.2.1.7.1. Always observe speed and safety precautions while operating the vehicle. Know local policies regarding airfield operations.

6.2.1.7.2. Keep loads within the rated capacity of the lavatory service truck.

6.2.1.7.3. Always check the rear before backing. Use a spotter if necessary.

6.2.2. Practice basic AF RM process during demonstration:

6.2.2.1. Identify hazards.

6.2.2.2. Assess hazards.

6.2.2.3. Develop controls and make decisions.

6.2.2.4. Implement controls.

6.2.2.5. Supervise and evaluate.

6.3. Operator Maintenance Demonstration.

6.3.1. With trainee, accomplish vehicle inspection using AF Form 1800, *Operator's Inspection Guide and Trouble Report.* The vehicle inspection will follow the seven-step method as described in **Attachment 3**. An inspection guide (**Attachment 2**) can be used to ensure all areas of the lavatory service vehicle are covered in addition to the "Operation Demonstration" guidelines provided below.

6.4. Operation Demonstration.

6.4.1. Throughout demonstration.

6.4.1.1. Allow for questions.

6.4.1.2. Repeat demonstrations as needed.

6.4.1.3. For more information refer to the vehicle data plate and the operator's manual.

6.4.2. For all lavatory service truck within the training area, demonstrate and explain the following. **Note:** Use information contained on the data plate and/or the operator's manual:

6.4.2.1. Go over the capacities of the lavatory service truck.

6.4.2.2. Go over the lavatory service truck controls and warning lights.

6.4.2.3. Explain parking brake as they apply to vehicle being used.

6.4.2.4. Demonstrate steering.

6.4.2.5. Demonstrate turning.

6.4.2.6. Demonstrate backing.

6.4.2.6.1. Many injuries and deaths have occurred from improper use of spotters. Go over spotter safety hand signals. See AFMAN 24-306 for standard spotting signals.

6.4.2.6.2. The operator will keep the spotter in sight at all times. The operator will stop the vehicle immediately if he/she loses sight of the spotter at any time.

6.4.2.6.3. Demonstrate operation of the waste tank, flush tank, pumping systems and hydraulic system.

6.4.2.6.4. Demonstrate operation of the pedestal lift, if applicable.

6.4.2.6.5. Demonstrate use of cold weather equipment, if applicable.

6.4.3. Show trainee the after operation inspection and report.

6.4.3.1. Ensure vehicle cleaned.

6.4.3.2. Refueled.

6.4.3.3. Following manufacturer's shut-down procedures.

6.4.3.4. Park.

6.4.3.4.1. Level area.

6.4.3.4.2. Place transmission control in park.

6.4.3.4.3. Apply the parking brake.

6.4.3.5. Perform a walk around inspection.

6.4.3.6. Annotate any discrepancies found on AF Form 1800.

6.4.4. Conclude by allowing time for questions and any requested re-demonstrations.

Section 7—TRAINEE PERFORMANCE AND EVALUATION

7.1. Trainee Performance.

7.1.1. Instructor will:

7.1.1.1. Ensure safety at all times. **Note:** Stop training when safety items are violated. Proceed only when the trainee fully understands how to avoid repeating the safety infraction(s).

7.1.1.1.1. Chock wheel (if required) when lavatory service truck is parked.

7.1.1.1.2. Remove all jewelry and identification tags.

Note: If available, mark vehicle with magnetic sign indicating “Driver-in-Training” or “Trainee Operator”.

7.1.1.2. Personal protective equipment and other items.

7.1.1.2.1. Reflective belt/vest during low visibility times.

7.1.1.3. Pay particular attention to the cautions and warnings listed in the operator's manual.

7.1.1.4. Ensure trainee wears seat belts.

7.1.1.5. Properly adjust driver’s seat and all mirror.

7.1.1.6. Lavatory service truck safety items/procedures. Refer to **Paragraph 6.2.1.7.**

7.1.1.7. Ensure the driver is aware of driving situations he/she is to perform.

7.1.1.8. Conduct during/after-action reviews with the trainee (demonstration may need to be re-accomplished).

7.1.2. Trainee Performance:

7.1.2.1. Conduct operator maintenance (have trainee explain items being inspected). **Note:** Allow trainee to use **Attachment 2** as a guide while performing inspection.

7.1.2.1.1. Pre-inspection.

7.1.2.1.2. During inspection.

7.1.2.2. Ensure AF From 1800 is properly documented.

7.1.2.2.1. Establish a road course.

7.1.2.2.2. Backing. Serve as the trainee's spotter when needed, or if available, have another trainee be the spotter.

7.1.2.2.3. Continue until trainee can show proficiency in operating.

7.1.2.3. Have trainee practice the following lavatory service operations (use spotter when backing) until they can safely and efficiently perform:

7.1.2.3.1. Explain the capacities of the lavatory service truck.

7.1.2.3.2. Explain and identify the lavatory service truck controls and warning lights.

7.1.2.3.3. Explain parking brake as they apply to vehicle being used.

7.1.2.3.4. Demonstrate turning.

7.1.2.3.5. Demonstrate backing.

7.1.2.3.6. Demonstrate operation of the waste tank, flush tank, pumping systems and hydraulic system.

7.1.2.3.7. Demonstrate operation of the pedestal lift, if applicable.

7.1.2.3.8. Demonstrate use of cold weather equipment, if applicable.

7.1.2.4. Perform after operation inspection and report.

7.1.2.4.1. Place in park if the vehicle is an automatic.

7.1.2.4.2. Ensure vehicle cleaned.

7.1.2.4.3. Refuel vehicle.

7.1.2.4.4. Following manufacturer's shut-down procedures.

7.1.2.4.5. Park.

7.1.2.4.5.1. Place transmission control in neutral.

7.1.2.4.5.2. Apply the parking brake.

7.1.2.4.6. Perform a walk around inspection.

7.1.2.4.7. Annotate any discrepancies found on AF Form 1800.

7.1.2.5. Conduct after-action reviews with the trainee.

7.1.2.5.1. Have trainee re-perform until they show proficiency in operating, critique weaknesses as observed.

7.1.2.6. Re-evaluate.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 24-301, *Ground Transportation*, 1 November 2018

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

Adopted Forms
AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers License*, 1 November 2018

AF Form 847, *Recommendation for Change of Publication,* 22 September 2009

AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 1 April 2010

Abbreviations and Acronyms
AF—Air Force
AFI—Air Force Instruction
AFIMSC—Air Force Installation Mission Support Center
AFMAN—Air Force Manual
AFQTP—Air Force Qualification Training Plan
DD—Department of Defense
FOD—Foreign Object Damage
IAW—In Accordance With
RM—Risk Management
SF—Standard Form
TO—Technical Order
VCO—Vehicle Control Official

Attachment 2

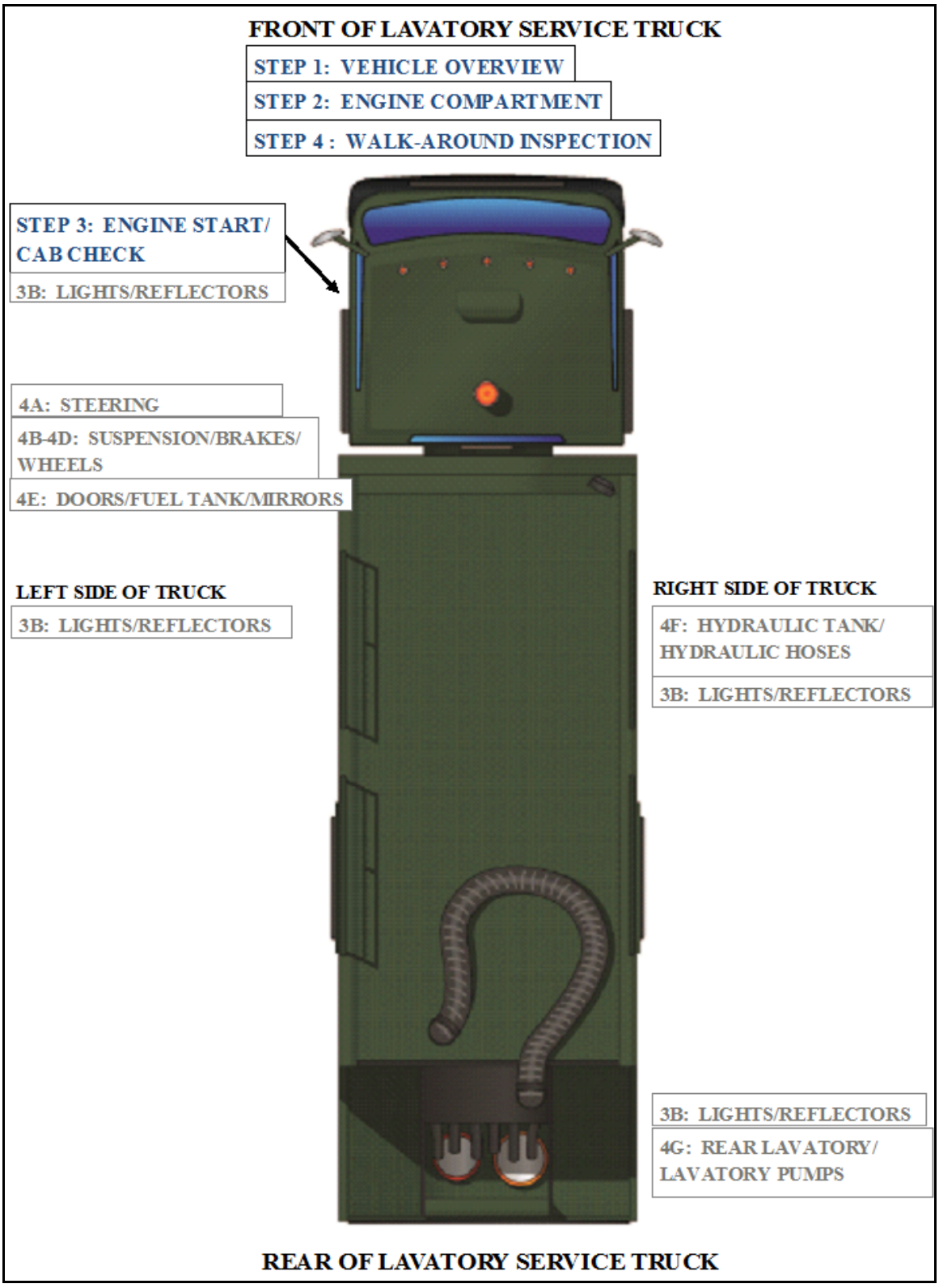
VEHICLE INSPECTION GUIDE

A2.1. Desired Learning Outcome.

A2.1.1. Understand the safety precautions to be followed before-, during-, and after-operation of the Lavatory Service Truck.

A2.1.2. Understand the purpose of the Lavatory Service Truck and its role in the mission.

A2.2. Inspection During-Operations. The operator must ensure the following items are checked after starting the Lavatory Service Truck and during operations.



Attachment 3

SEVEN-STEP INSPECTION PROCESS

Figure A3.1. Seven-Step Inspection Process.

Seven-Step Inspection Process	
Step	**Procedure**
1. Vehicle Overview	• Review the AF Form 1800. o Ensure any discrepancy has been corrected. o Vehicle Management annotated the discrepancy was completed. o Approaching the vehicle. ▪ Damage or vehicle leaning to one side. ▪ Fresh leakage of fluids. ▪ Hazards around vehicle.
2. Check Engine Compartment	**Note:** Check that the parking brakes are on and/or wheels chocked. The operator may have to raise the hood, tilt the cab (secure loose things so they don't fall and break something), or open the engine compartment door. **Note:** Engine will be turned off when checking these items. • Check the following: o Engine oil level. o Coolant level in radiator; condition of hoses. o Power steering fluid level; hose condition (if so equipped). o Windshield washer fluid level. o Battery fluid level, connections and tie-downs (battery may be located elsewhere). o Automatic transmission fluid level (may require engine to be running). o Check belts for tightness and excessive wear (alternator, water pump, air compressor)--learn how much "give" the belts should have when adjusted right.

	o Leaks in the engine compartment (fuel, coolant, oil, power steering fluid, hydraulic fluid, battery fluid). Cracked, worn electrical wiring insulation.
3. Start Engine and Inspect Inside the Cab (Get in and Start Engine)	• Make sure parking brake is on. • Put gearshift in neutral (or park if automatic). Start engine; listen for unusual noises. • If equipped, check the Anti-lock Braking System (ABS) indicator lights. Light on dash should come on and then turn-off. If it stays on the ABS is not working properly. • Look at the gauges. o Oil pressure. Should come up to normal within seconds after engine is started. o Ammeter and/or voltmeter. Should be in normal range(s). o Coolant temperature. Should begin gradual rise to normal operating range. o Engine oil temperature. Should begin gradual rise to normal operating range. o Warning lights and buzzers. Oil, coolant, charging circuit warning, and antilock brake system lights should go out right away. o Check Condition of Controls. Check all of the following for looseness, sticking, damage, or improper setting: ▪ Steering wheel. ▪ Clutch. ▪ Accelerator (gas pedal). ▪ Brake controls. ▪ Foot brake. ▪ Parking brake. ▪ Transmission controls. ▪ Interaxle differential lock (if vehicle has one). ▪ Horn(s). ▪ Windshield wiper/washer. ▪ Lights.

	▪ Headlights. ▪ Dimmer switch. ▪ Turn signal. ▪ Four-way flashers. ▪ Parking – clearance – identification – marker switch (switches). • Check mirrors and windshield. o Inspect mirrors and windshield for cracks, dirt, illegal stickers, or other obstructions to seeing clearly. Clean and adjust as necessary. • Check emergency equipment. o Check for safety equipment: ▪ Properly charged and rated fire extinguisher. Check for optional items such as: ▪ Chains (where winter conditions require). ▪ Tire changing equipment. ▪ List of emergency phone numbers Accident reporting kit (packet). o Check safety belt. Check that the safety belt is securely mounted, adjusts; latches properly and is not ripped or frayed.
4. Turn-off Engine	• Make sure the parking brake is set, turn-off the engine, and take the key with you. **Note:** Except during flightline operations. • Turn-on headlights (low beams) and four-way emergency flashers, and get out of the vehicle.
5. Do Walk-Around Inspection	• General. o Go to front of vehicle and check that low beams are on and both of the four-way flashers are working. o Push dimmer switch and check that high beams work. o Turn-off headlights and four-way emergency flashers. o Turn-on parking, clearance, side-marker, and identification lights. o Turn-on right turn signal, and start walk-around inspection. o Walk around and inspect.

	▪ Clean all lights, reflectors, and glass as while doing the walk-around inspection. • Left front side. o Driver's door glass should be clean. o Door latches or locks should work properly. • Left front wheel. o Condition of wheel and rim--missing, bent, broken studs, clamps, lugs, or any signs of misalignment. o Condition of tires--properly inflated, valve stem and cap OK, no serious cuts, bulges, or tread wear. o Hub oil level OK, no leaks. Left front suspension. o Condition of spring, spring hangers, shackles, o U-bolts. o Shock absorber condition. • Left front brake. o Condition of brake drum or disc. o Condition of hoses. • Front. o Condition of front axle. Condition of steering system. o No loose, worn, bent, damaged or missing parts. o Must grab steering mechanism to test for looseness. o Condition of windshield. o Check for damage and clean if dirty. o Check windshield wiper arms for proper spring tension. o Check wiper blades for damage, "stiff" rubber, and securement. o Lights and reflectors. o Parking, clearance, and identification lights clean, operating, and proper color (amber at front). o Reflectors clean and proper color (amber at front). o Right front turn signal light clean, operating, and proper color (amber or white on signals facing forward). • Right side.

	o Right front: check all items as done on left front. o Primary and secondary safety cab locks engaged (if cab-over-engine design). o Right fuel tank(s). o Securely mounted, not damaged, or leaking. Fuel crossover line secure. o Tank(s) contain enough fuel. Cap(s) on and secure. o Condition of visible parts. Rear of engine--not leaking. Transmission--not leaking. o Exhaust system--secure, not leaking, not touching wires, fuel, or air-lines. o Frame and cross members--no bends or cracks. o Air-lines and electrical wiring--secured against snagging, rubbing, wearing. o Spare tire carrier or rack not damaged (if so equipped). o Spare tire and/or wheel securely mounted in rack. o Spare tire and wheel adequate (proper size, properly inflated). • Right rear. o Condition of wheels and rims--no missing, bent, or broken spacers, studs, clamps, or lugs. o Condition of tires--properly inflated, valve stems and caps OK, no serious cuts, bulges, tread wear, tires not rubbing each other, and nothing stuck between them. o Tires same type, e.g., not mixed radial and bias types. o Tires evenly matched (same sizes). Wheel bearing/seals not leaking. o Suspension. o Condition of spring(s), spring hangers, shackles, and U-bolts. o Axle secure. o Condition of shock absorber(s). o Condition of air ride components. o Brakes.

	o Condition of brake drum(s) or discs. o Condition of hoses--look for any wear due to rubbing. o Lights and reflectors. o Side-marker lights clean, operating, and proper color (red at rear, others amber). o Side-marker reflectors clean and proper color (red at rear, others amber). • Rear. o Lights and reflectors. o Rear clearance and identification lights clean, operating, and proper color (red at rear). o Reflectors clean and proper color (red at rear). o Taillights clean, operating, and proper color (red at rear). o Right rear turn signal operating, and proper color (red, yellow, or amber at rear). o License plate(s) present, clean, and secured. o Splash guards present, not damaged, properly fastened, not dragging on ground, or rubbing tires. • Left side. o Check all items as done on right side, plus: o Battery (batteries) (if not mounted in engine compartment). o Battery box (boxes) securely mounted to vehicle. Box has secure cover. o Battery (batteries) secured against movement. Battery (batteries) not broken or leaking. o Fluid in battery (batteries) at proper level (except maintenance-free type). o Cell caps present and securely tightened (except maintenance-free type). o Vents in cell caps free of foreign material (except maintenance-free type).

6. Check Signal Lights	• Get in and turn-off all lights. • Turn-on stop lights (apply trailer hand brake or have a helper put on the brake pedal). • Turn-on left turn signal lights. • Get out and check lights. • Left front turn signal light clean, operating and proper color (amber or white on signals facing the front). • Left rear turn signal light and both stop lights clean operating, and proper color (red, yellow, or amber). • Get in vehicle. o Turn-off lights not needed for driving. o Check for all required papers, trip manifests, permits, etc. o Secure all loose articles in cab (they might interfere with operation of the controls or hit the operator in a crash). o Start the engine.
7. Start the Engine and Check Test for Hydraulic Leaks	• Test for hydraulic leaks. o If the vehicle has hydraulic brakes, pump the brake pedal three times. o Then apply firm pressure to the pedal and hold for five seconds. o The pedal should not move. If it does, there may be a leak or other problem. • Brake system. • Test parking brake. o Fasten safety belt. o Set parking brake (power unit only). Release trailer parking brake (if applicable). Place vehicle into a low gear. o Gently pull forward against parking brake to make sure the parking brake holds. o Repeat the same steps for the trailer with trailer parking brake set and power unit parking brakes released (if applicable). o If it doesn't hold vehicle, it is faulty; get it fixed.

	• Test service brake stopping action. o Go about 5 miles per hour. o Push brake pedal firmly. o "Pulling" to one side or the other can mean brake trouble. o Any unusual brake pedal "feel" or delayed stopping action can mean trouble. o If the trainee finds anything unsafe during the Vehicle inspection, get it fixed. Federal and state laws forbid operating an unsafe vehicle. o The operator will annotate any findings on the AF Form 1800 and turn the vehicle into Vehicle Management for service if a leak is detected. • Check vehicle operation regularly: o Instruments. o Air pressure gauge (if the vehicle has air brakes). Temperature gauges. o Pressure gauges. Ammeter/voltmeter. o Mirrors. o Tires. o Cargo, cargo covers. Lights, etc. o If the trainee sees, hears, smells, or feels anything that might mean trouble, he/she should check it out. • Document any discrepancy on AF Form 1800. Sign-off AF Form 1800 to signify accomplishment of inspection.