

Staircase Truck

Vehicle Management Codes: C604 and C605



QUALIFICATION TRAINING PACKAGE

Section 1 OVERVIEW	3
1.1. Overview	3
1.2. Objectives.....	3
1.3. Duration.....	3
1.4. Instructional Training Aids and Equipment.....	4
Section 2 RESPONSIBILITIES	5
2.1. Responsibilities	5
Section 3 KNOWLEDGE OVERVIEW	7
3.1. Knowledge Overview	7
3.2. Inspections.....	11
3.3. Staircase Truck Operation	16
Section 4 DEMONSTRATION	19
4.1. Demonstration Preparation.	19
4.2. Trainer Demonstration.....	20
4.3. Trainee Demonstration.	21
Attachment 1 GLOSSARY OF REFERENCES	23
Attachment 2 STAIRCASE TRUCK PERFORMANCE TEST	25
Attachment 3 STAIRCASE TRUCK VISUAL AID	27
Attachment 4 STAIRCASE LTI FOR PRE/POST POTUS AND VPOTUS	28

Section 1

OVERVIEW

1.1. Overview.

1.1.1. This publication implements Air Force standardized vehicle training in accordance with (IAW) AFI 24-301, *Ground Transportation*. This publication is applicable to all authorized users of Air Force Government Motor Vehicles (GMV) regardless of service affiliation to include Air National Guard and Air Force Reserve, as well as Civil Air Patrol and non-appropriated fund activities.

1.1.2. This Qualification Training Package (QTP) will be used in the training of individuals to operate Staircase Trucks.

1.1.3. 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.GroundTrans@us.af.mil.

1.2. Objectives.

1.2.1. Provide comprehensive training plan and performance evaluations to ensure the trainer adequately qualifies the trainee. Upon completion, trainees will be prepared for licensing and certification.

- Trainee becomes proficient and qualified to inspect and operate the Staircase Truck.
- Understand the before, during, and after operation safety precautions for a staircase truck.
- Know the proper operator maintenance procedures of the staircase truck, in accordance with applicable Technical Orders (T.O.) and use of AF Form 1800, *Operator’s Inspection Guide and Trouble Report*.

1.3. Duration.

1.3.1. Recommended instructional and hands on training time is six (6) hours.

Training Activity	Training Time
Trainer’s Lecture	1 Hour
Trainer’s Demonstration	1 Hour
Trainees Hands-On Experience <ul style="list-style-type: none"> ▪ Perform operator maintenance ▪ Operate the vehicle 	3 Hours
Trainee’s Performance Evaluation	1 Hour

QTP24-3-C604

1.4. Instructional Training Aids and equipment:

1.4.1. QTP 24-3-C604, *Staircase Truck*.

1.4.2. Staircase Truck.

1.4.3. Manufacturer's Operator's Manual.

1.4.4. AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.

1.4.5. Applicable Technical Orders. (See **Attachment 1**, Glossary of References)

1.4.6. AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

1.4.7. Controlled training area.

Section 2

RESPONSIBILITIES

2.1. Responsibilities.

2.1.1. Trainee shall:

- Understand trainee's role IAW DAFI 36-2670, *Total Force Development*.
- Wear proper Personal Protective Equipment (PPE).
 - Safety-toed boots. **Note:** For safety-toed boots, only use shoes meeting or exceeding the requirements found in ANSI Z41 impact standard, as derived from DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.
 - Hearing protection when required.
 - Reflective belts/vest during low visibility.
 - Remove all jewelry when inspecting or performing tasks.
- Possess a valid vehicle operator's license IAW AFMAN 24-306, Chapter 3.
- Possess a valid AF Form 483, *Certificate of Competence* or be escorted by a vehicle operator that possesses a valid AF Form 483 IAW AFI 13-213, *Airfield Driving*.
- Complete Section 1 and 2 of AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers*, IAW AFMAN 24-306, Chapter 3.
- Be qualified and familiar with spotter hand signals IAW the Defense Transportation Regulation 4500.9R, Part III, Appendix X, and AFMAN 24-306.
- Review AFMAN 24-306, Chapters 4, 6, 7, 9, and 10.
- Read QTP 24-3-C604, *Staircase Truck*.
- Read Manufacturer's Operator's Manual for the specific Staircase Truck model being trained on.
- Ask questions when training lecture or materials are unclear.

QTP24-3-C604

- Conduct performance demonstration until proficient and confident.
- Complete Staircase Truck Performance Test, **Attachment 2** of this QTP.

2.1.2. Trainer Shall:

- Understand trainer's role IAW DAFI 36-2670.
- Wear and ensure trainee is wearing PPE IAW para 2.1.1.2 of this QTP.
- Validate trainee's AF Form 483, IAW AFI 13-213.
- Validate trainee's vehicle operator's license, IAW AFMAN 24-306, Chapter 3.
- Verify completion of Section 1 and 2 of AF Form 171, IAW AFMAN 24-306, Chapter 3.
- Validate trainee is qualified on spotter hand signals IAW the DTR 4500.9R, Part III, Appendix X and AFMAN 24-306.
- Provide Lectures:
 - AFMAN 24-306, Chapters 4, 6, 7, 9, and 10.
 - QTP 24-3-C604.
 - Manufacturer's Operator's Manual for the specific Staircase Truck model being trained on.
- Explain and Demonstrate vehicle capabilities, Section 4.2. of this QTP.
- Observe and Guide Trainee Demonstration, Section 4.3. of this QTP and provide feedback.
- Administer Staircase Truck Performance Test, **Attachment 2** of the QTP.
- Annotate training IAW DAFI 36-2670 and AFMAN 24-306.

Section 3

KNOWLEDGE OVERVIEW

3.1. Knowledge Overview.

3.1.1. The AF uses a variety of different Staircase Truck to accomplish its mission, they range from multiple manufacturers with vehicle specific driving and operational characteristics. Refer to Applicable Technical Order and Manufacturer's Operator's Manual.

3.1.2. Safety and Precautions. Ensure trainee understands safety operations and hazards to include but not limited to:

- Overhead clearance. Staircase trucks have a very high profile and the operator is responsible for knowing the height of the vehicle and ensuring overhead clearance.
- Crushing Hazard.
 - Do NOT drive towards anyone standing in front of a fixed object.
 - Never allow anyone to stand on the staircase when it is being raised or extended.
 - Never stand between the truck frame and the stabilizer arms when the stabilizer arms are in the stowed position. Stabilizer retaining pins must be installed by reaching over the stabilizer arm.
 - Never allow anyone to stand directly behind the truck while the staircase is being raised.
- Pinch Hazard. Keep fingers and other body parts away from cables and stair extending mechanisms when in operations.
- Roll Over. Vehicle has a high center of gravity.
 - The staircase truck is not for highway use. The front suspension is solid and care must be taken when driving on rough toads. Do not drive off hard surfaces.
 - Do not raise the stairs if wind conditions are over 35 knots.
- Limited Visibility. Utilize spotter(s) IAW DTR 4500.9R and AFMAN 24-306.
- Fall Hazard.

QTP24-3-C604

- Never allow anyone to stand on the staircase when it is being raised or extended.
- Ensure the platform side guard rails are forward before stairs are used.
- Ensure staircase treads have non-skid tape applied to the walking surface.

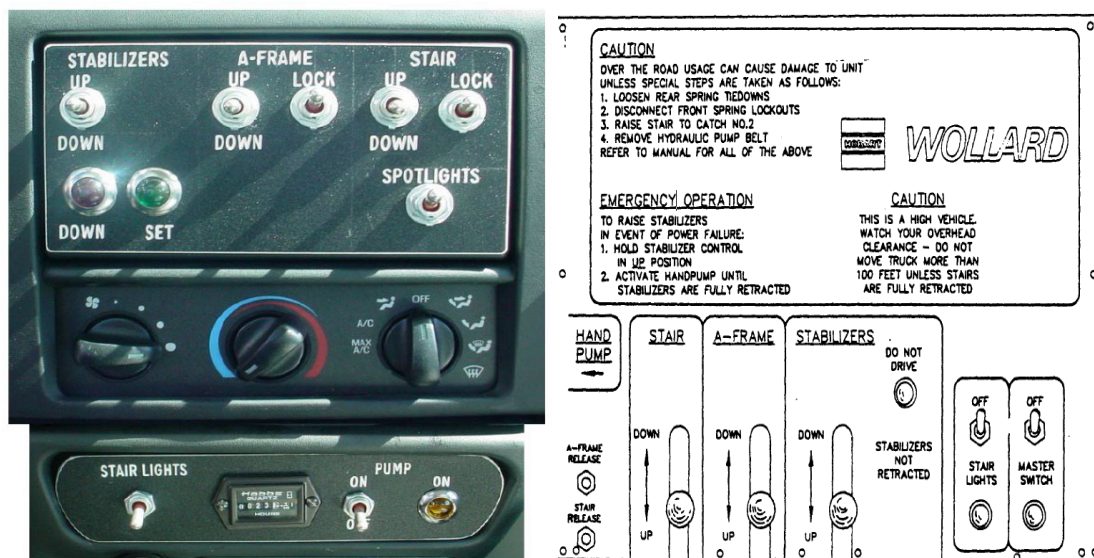
3.1.3. Design. Staircase trucks can also be called step trucks and they vary in size, shape, and specifications—determined by particular make and model. It is imperative to know the specifications before use. Specifications and staircase operations information should be used together to determine the proper use and area in which the staircase truck will be used. This information is found in the appropriate T.O., or for quick reference, the information may be available on the vehicle data plate located on the staircase truck.

3.1.4. Specifications. Describe the equipment dimensions/weight; engine/drive train information; turning radius; and engine/drive train fluid types. Staircase Truck specifications can be found on the vehicle's data plate, and the Manufacturer's Operator's Manual.

3.1.5. Cab Components.

- Power Take-Off (PTO). Two-position lever designed to supply power to the outriggers/stabilizers and boom.
- Cab Controls and Indicators. Cab controls on the Stinar SPS-7256-B and Wollard. Control configuration may vary with different models at each location.

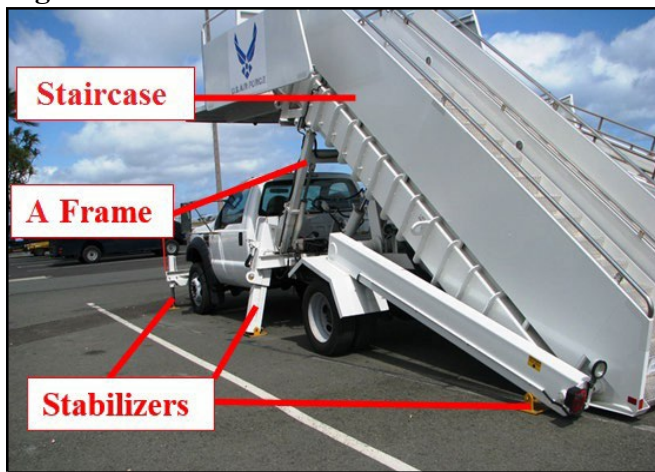
Figure 3.1. Cab Controls and Indicators.



3.1.6. Chassis Components.

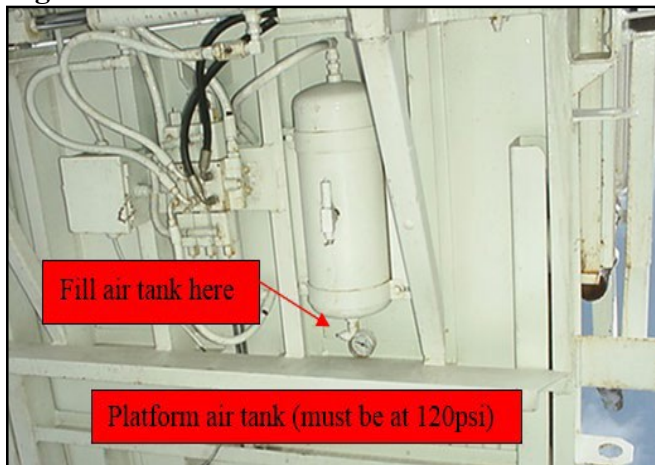
- Staircase. The component where the stairs are located and used by passengers to embark and disembark an aircraft.
- A Frame. The vertical mount of the main support frame that supports the upper end of the main stair section.
- Stabilizers. Extend from the main body of the truck and maintain the vehicles center of gravity while the staircase is in operation.

Figure 3.2.



- Fire Extinguisher. Mounted securely and charged.
- Air Tank. Some models may have an air tank. The air tank provides pneumatic support to the staircase. Check the platform air tank, if applicable.

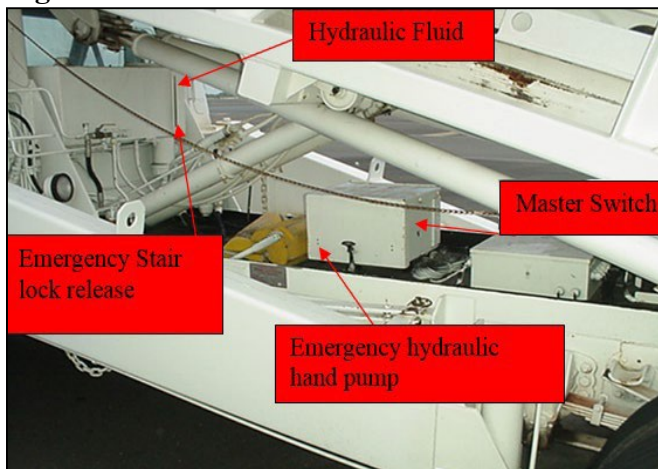
Figure 3.3. Air Tank.



QTP24-3-C604

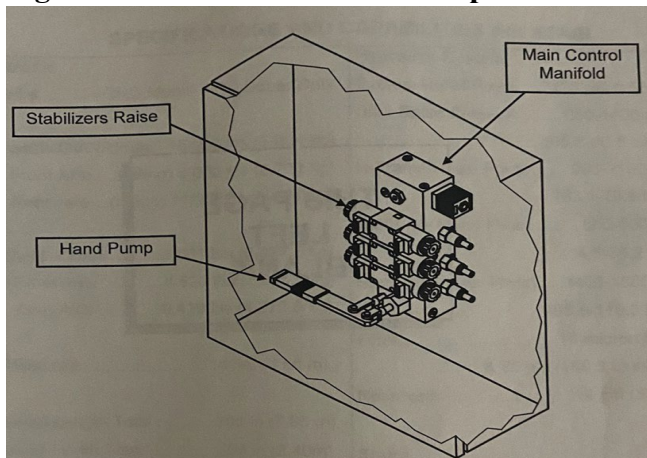
- Hydraulic Tank. In most models the hydraulic reservoir (tank) is installed within the main frame under the main stair section near the forward end. Working capacity is 15 gallons (56.78 liters). A dipstick is attached to the filler cap for determination of hydraulic oil level.
- Emergency Stair lock release. In case of an emergency where there is no power to the staircase, engage the emergency stair lock release to lower the stairs.
- Emergency Hydraulic hand pump. Operates stabilizers when there is no power to drive main hydraulic pump.
- Master Switch. Controls power to all stair electrical control circuits.

Figure 3.4. Under the Staircase.



- Lift-A-Loft Hand Pump. Operates stabilizers when there is no power to drive main hydraulic pump.

Figure 3.5. Lift-A-Loft Hand Pump.



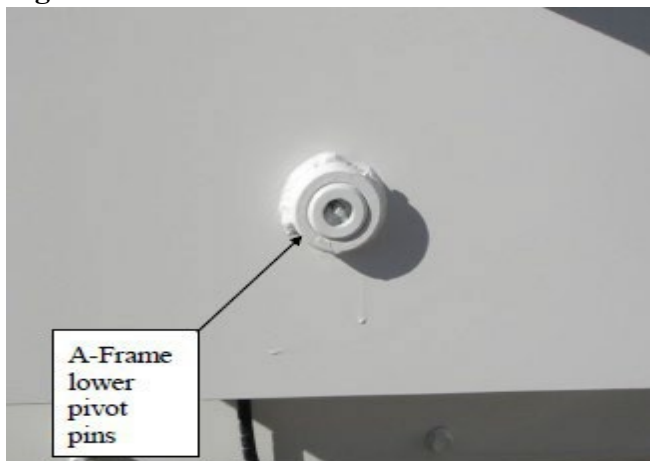
- Boom Op. Assists in raising and lowering the staircase.

Figure 3.6. Boom Op



- Pivot Pin. Using standard automotive lubricants, lubricate the pivot pins with oil every 30 days.

Figure 3.6. Pivot Pin.



3.2. Inspections.

3.2.1. The inspection will be performed by the operator IAW T.O. 36-1-191-WA-1, *Technical & Managerial Reference for Vehicle Maintenance*, Table 3-1. Document inspection on the AF Form 1800.

3.2.2. The inspection is a visual and functional inspection performed by the operator prior to use. The inspection is designed to discover if anything is apparently wrong with a Staircase Truck before the operator performs the function tests. **Note:** If discrepancies are found the

QTP24-3-C604

operator must be document the discrepancy on the AF Form 1800 and report them to the Vehicle Control Official (VCO), supervisor, and/or vehicle maintenance.

3.2.3. Inspection Areas.

- Engine Compartment.
 - Leaks/Hoses. Looks for puddles on the ground under the engine. Inspects engines hoses for condition of leaks.
 - Oil Level. With the engine off, check that the oil is above the refill mark, in a safe operating range.
 - Coolant Level. Looks at sight glass on radiator or coolant reservoir; adequate level will show in sight glass. If no sight glass is available, you must describe what the trainee would look for after removing radiator cap.
 - Power Steering. Look at the sight glass or reservoir or check that the fluid is above the refill mark.
 - Hydraulic Level. Check that the hydraulic fluid is above the refill mark, in a safe operating range.
 - Engine Belts. Check the following belts for snugness (1/2 to 3/4 inch play at center of belt), cracks, frays, loose fibers or signs of wear.
 - Alternator. Securely mounted with all wires securely fastened.
 - Water pump. Securely mounted, not leaking.
 - Battery. Ensure it is hooked-up properly, there is no excessive corrosion and wires are not damaged/frayed.
 - Wiring. Ensure there are no hanging, cracked, frayed, or exposed wires.
- Exterior.
 - Inspect the fire extinguisher for damage and serviceability (mounted, charged, and safety pin/seal).
 - Overall check for:
 - Cracks in welds or structural components.

QTP24-3-C604

- Excessive rust, corrosion or oxidation.
- Dents or damage to Staircase Truck.
- Cleanliness.
- Window above cab. Check that it is clean and not cracked or damaged.
- Data Plate and Warning labels. All Staircase Truck information and decals are legible and in place.
- Lights. Check all lights are secured are not missing, cracked, and are clean. Refer to the Manufacturer's Operator's Manual for specific color and function.
- Doors. Check that door(s) are not damaged and that they open and close properly from the outside.
- Mirrors. Check that mirror(s) and mirror brackets are not damaged and are mounted securely with no loose fittings.
- Electrical lines and cables. Electrical lines are not cut, chafed, spliced, or worn (steel braid should not show through).
- Hydraulics. Hoses, fittings, cylinders and manifolds are securely mounted, not missing pieces, and not leaking.
- Frame. Look for cracks, broken welds, holes or other damage to the longitudinal frame members, and cross members.
- Boom/A Frame/Stabilizers. Look for cracks, dents, holes, or other damage to the components or housing.
- Staircase.
 - Check that carpet/and or tread tape is secured to each tread, that it is not torn, loose, excessively worn, or missing
 - Check the side guard rails extend and retract smoothly, are free of obstructions and are secure.
 - Check the handrails are properly secured, are free of sharp or jagged obstructions, and not damaged or missing.

- Tires.
 - Tire condition: Check that tread is evenly worn and look for cuts or other damage to tread or sidewalls.
 - Tire inflation: Check for proper inflation by using a tire gauge.
 - Valve caps and stems are not missing, broken, or damaged.
- Muffler/exhaust system. Check that it is securely mounted and not leaking.
- Pivot Pin. Check that it is present and not damaged.
- Cab Check/Engine Start.
 - Safety Belt. Check that the safety belt is securely mounted, adjusts; latches properly and is not ripped or frayed.
 - Horn. Check that the horn works.
 - Instrument Panel. A permanently lit or flashing warning light, with the engine running, is the sign of an operating fault. The lighting of some lights may be accompanied by an audible signal. Do not ignore these warnings. If one of the warning lights comes on while the staircase truck is in motion, stop the vehicle under the safest possible conditions. Refer to Manufacturer's Operator's Manual for specific warning lights and signal guidance.
 - Oil Pressure Gauge. Make sure oil pressure gauge is working. Check that pressure gauge shows increasing or normal oil pressure or that the warning light goes off. If equipped, oil temperature gauge should begin a gradual rise to the normal operating range.
 - Temperature Gauge. Make sure the temperature gauge is working. Temperature should begin to climb to the normal operating range or temperature light should be off.
 - Ammeter/Voltmeter. Check that gauges show alternator and/or generator is charging, or that warning light is off.
 - Mirrors and Windshield. Mirrors should be clean and adjusted properly from the inside. Windshield should be clean with no obstructions, or damage to the glass.

QTP24-3-C604

- Wipers/Washers. Check that wiper arms and blades are secure, not damaged, and operate smoothly. If equipped, windshield washers must operate correctly.
- Emergency Equipment. If required, check that the fire extinguisher is properly charged and securely mounted.
- Heater/Defroster. Test that the Heater and defroster work.

3.2.4. Function Check procedures. Refer to this QTP, the specific vehicle manufacturer's operator's manual or applicable T.O.

- Prior to function test.
- Trainee properly adjust seat position, mirrors and secures safety belt.
- Trainer and trainee ensures training area is safe and free of hazards.
- Turn on the power take-off (PTO) and lower the outriggers/stabilizers to ensure functionality. Check the outriggers/stabilizers and boom operations to ensure functionality (fully deploy and retract). **Note:** When in direct support of 89th Airlift Wing, Joint Base Andrews assigned aircraft, staircase truck vehicle operators will refer to, and follow guidance outlined in AFI 11-289 for specific requirements related to diplomatic support.
- Set parking brake prior to raising the A-Frame and stairs.
- Raise the A-Frame all the way, followed by the staircase.
- Ensure parking brake is set. Turn on the stair lights. Have a coworker go up the stairs to check for all lights, anti-skid paper, safety rails and side rail levers. Side rails should lock into place. Safety rails should slide smoothly, be secure and undamaged. **Note:** Do NOT check if wind conditions are over 35 knots.
- After the spotter is off the steps, raise the outriggers/stabilizers, lower the stairs and set the A-Frame into position. Turn off the step lights.
- Transmission Check.
 - Put the vehicle in "D" for drive and move forward.
 - Put the vehicle in "R" for reverse and move backward using a spotter.
- Brake Test.

- Parking Brake. With parking brake set, attempt to pull forward to ensure the parking brake holds.
- Service Brake. Release parking brake and pull forward 5 mph. Press the service brake pedal firmly to come to a complete stop.

3.3. Staircase Truck Operation.

3.3.1. Operators must be thoroughly familiar with the safety precautions, principles of operation, location, use of controls, accessories, and handling characteristics of the vehicle before attempting any operation or service procedure. Much of this was covered in lecture and during vehicle inspection. For more detailed information, including vehicle characteristics, refer to the specific vehicle manufacturer's operator's manual or applicable T.O.

3.3.2. Drive vehicle to the aircraft with stabilizers, staircase, and A-frame in the stowed position.

3.3.3. Position the staircase truck near the aircraft, outside the circle of safety, adjusting the stairs to the desired height; positioning the chock on the ground at the aircraft and extending the outriggers (if applicable). **Note:** Extending the outriggers is only applicable to specific C-5 staircase truck models. For all other models, do not extend until the staircase truck is in the position at the aircraft.

3.3.4. With pre-positioned chock in place, follow spotter's signals to drive slowly to aircraft. If necessary, spotter will stop before reaching the aircraft for minor adjustments. Do not contact aircraft with platform. If you are close, the bumper may rest gently once stabilizers are in place. **Note:** Coordinate with aircraft representative for commercial aircraft for fueling requirements. As fuel is added, the aircraft door will lower. You may need to position stairs lower than the door to account for this.

3.3.5. Final adjustments.

- Extend deck extension (5-ton models).
- Lower stabilizer jacks.
- Final deck extension adjustment (5-ton models).
- Turn on staircase lights during inclement weather or hours of darkness.

QTP24-3-C604

- Once final chock adjustments are made, the spotter or teammate will climb stairs and put side rails in place.
- Vehicle can be turned off and left at the aircraft.
 - **CAUTION:** Due to the variety of staircase trucks models, ground spotters and drivers must be aware of the operating parameters of their specific vehicle. This is especially important when positioning the staircase truck at smaller airframes (i.e., C-40/B-737). If heights of aircraft door are lower, platform adjustments on certain staircase trucks could result in uneven step distances. Brief aircrew and passengers to watch their step and utilize the handrail at all times.

3.3.6. Procedures to move the stairs away from the aircraft.

3.3.7. Retract side guardrails.

3.3.8. Retract deck extension (5 ton models)

3.3.9. Raise stabilizer jacks.

3.3.10. Using spotters, back the staircase away from the aircraft and out of the circle of safety.

3.3.11. Retract and lower the stairs.

3.3.12. Lower the A-Frame.

3.3.13. Stow outriggers/stabilizers (5-ton model). On 5-ton models, never stand between the outriggers/stabilizers and the truck frame.

3.3.14. Parking. Parking the Staircase Truck has a few more added requirements than parking a passenger vehicle. Never leave Staircase Truck in a condition that can cause damage and injury.

- Find a level area to park staircase truck.
- Stop the staircase truck and place transmission control in neutral and apply the parking brake IAW the Manufacturer's Operator's Manual.
- Turn-off all lights and accessories.
- Turn ignition switch to the OFF position.

QTP24-3-C604

- If applicable turn the master switch to the OFF position.
- Remove all personal belonging and ensure it is clean.
- Drain air tanks, if applicable.
- If Staircase Truck must be parked on an incline or flight line, chock the drive wheels.
- Perform a walk around inspection of vehicle.

Section 4

DEMONSTRATION

4.1. Demonstration Preparation.

4.1.1. Trainer Preparation

- Schedule/reserve a staircase truck.
- Establish a safe training location.
- Gather applicable T.O. references and Manufacturers Operator's Manual.
- Validate that the trainee has an AF Form 171 on-hand.

4.1.2. Trainer and Trainee Preparation. The following safety items should be followed by both the trainer and trainee:

- Always ensure safety. **Note:** trainer must stop training when safety items are violated. Proceed only when the trainee fully understands how to avoid repeating the safety infraction(s).
 - Chock wheel (if required) when staircase truck is parked.
 - Remove all jewelry and identification tags.
 - Wear PPE.
 - Steel-toed boots.
 - Gloves (when required).
 - Hearing protection (when required).
 - Reflective belt/vest (when required).
 - Ensure the wear of seat belts.
 - Properly adjust driver's seat and mirrors.
- Walk around the vehicle to become familiar with warning labels and signs.
 - Pay particular attention to the cautions and warnings listed in the Manufacturers Operator's Manual.

- Follow staircase truck safety items/procedures.
- Understand the driving scenarios that will be performed.
- Allow for questions throughout the training process.
- Conduct during/after-action reviews (demonstrations may need to be re-accomplished).
- Always observe speed and safety precautions. Obey local law/policy if different from below.
 - On the flightline and access roads – 10 miles per hour (mph).
 - Within 50 feet of an aircraft – 5 mph.
 - All other areas – obey posted speed limits.

4.2. Trainer Demonstration.

4.2.1. With trainee, accomplish vehicle inspection using AF Form 1800. This QTP, the Manufacturers Operators Manual, Technical Orders, the data plate, and **Attachment 3** will be used to ensure all areas of the staircase truck are covered during the “Operation Demonstration” procedures below:

- Vehicle capabilities.
- Vehicle controls. Understand all gauges, switches, levers, and buttons.
- Vehicle starting procedures.
- Aircraft approach procedures.
- Parking during operations.
- Staircase operation.
- Use of outriggers/stabilizers.
- Manual pump use procedures.
- Backing away from aircraft.
- Shutdown procedures.

QTP24-3-C604

- After-operation procedures.
- Parking when complete.
- Perform a walk-around inspection of the vehicle.

4.2.2. Conduct after-action reviews (demonstrations may need to be re-accomplished).

4.3. Trainee Demonstration.

4.3.1. The trainee must demonstrate staircase truck operations in the same manner as demonstrated by the trainer in paragraph 4.2.1 of this QTP:

- Vehicle capabilities.
- Vehicle controls. Understand all gauges, switches, levers, and buttons.
- Vehicle starting procedures.
- Aircraft approach procedures.
- Parking during operations.
- Staircase operation.
- Use of outriggers/stabilizers.
- Manual pump use procedures.
- Backing away from aircraft.
- Shutdown procedures.
- After-operation procedures.
- Parking when complete.
- Perform a walk-around inspection of the vehicle.

4.3.2. Conduct after-action reviews (demonstrations may need to be re-accomplished).

4.3.3. Trainee Performance Evaluation

- Trainee will be rated against the evaluation form found in **Attachment 2**.

- Instructor and trainee will review **Attachment 2** and **Attachment 3** prior to the Performance Evaluation.
- Instructor will answer the trainee's questions, if any, prior to the evaluation.
- Prior to officially conducting the performance evaluation, instructors must ensure that trainees adhere to safety and PPE wear. Note: If available, mark the vehicle with magnetic signs indicating "Driver-in-Training" or "Trainee Operator".
- Trainees must pass the evaluation by passing all areas listed the evaluation form found in Attachment 2.

4.3.4. Conduct after-action reviews with the trainee.

- Retrain trainee on all failed areas annotated by the Instructor on **Attachment 2**. Trainee is not allowed any instructor assists to pass the performance evaluation.
- Trainee must re-perform all failed areas items until they show proficiency in the identified area(s).
- Re-accomplish the performance evaluation for the previously failed areas when the trainer believes that the trainee is ready.
- Trainees must pass the previously failed evaluation areas.

Attachment 1

GLOSSARY OF REFERENCES

References

DTR 4500.9R Part III, Appendix X, *Standard Hand Signals for Loading & Unloading Aircraft*

DAFI 13-213, *Airfield Driving*, 4 February 2020

DAFI 36-2670, *Total Force Development*, 12 October 2021

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022

AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*, 25 November 2020

AFI 24-301, *Ground Transportation*, 21 October 2019

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

T.O. 35A3-11-1 T.O. 35A3-11-1-WA-1, *Operation, Service, and Repair Instruction -- Aircraft Boarding Staircase, Truck Mounted, Type AS32S-3 (Space Corp)*

T.O. 35A3-16-1, *Operation and Maintenance Manual with IPL -- For Passenger Stair, Model Tlph-252-Smt (Wollard)*

T.O. 35A3-16-11, *Operation and Maintenance Manual with Parts List—Passenger Stair, Model TLPH-252-2MT*

T.O. 35A3-18-1-WA-1, *Operation and Maintenance Instruction--Staircase, Aircraft Boarding Truck Mounted, Pn 7749425-1 (Space Corp)*

T.O. 35A3-21-1, *Operation, Maintenance, and Overhaul Instructions with IPb -- Passenger Stairway, Model SPS-2513 (Stinar Corporation)*.

T.O. 35A3-22-1, *Operation, Maintenance, and Overhaul Instructions with Parts Breakdown-- Passenger Stairway, Model SPS-3518 (Stinar Corporation)*

T.O. 35A3-23-1, *Operation, Maintenance, and Overhaul Instruction with IPB Aircraft Boarding Staircase Model Sps-7026 (Stinar Corp)*

T.O.35A3-27-1, *Operation and Maintenance Manual, Passenger Stairway Model SPS-7526-B (Stinar)*

T.O. 36-1-191-WA-1, *Technical & Managerial Reference for Vehicle Maintenance*

Adopted Forms

SF 91, *Motor Vehicle Accident Report*

DD Form 518, *Accident/Identification Card*

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*

AF Form 483, *Certificate of Competence*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1800, *Operator's Inspector Guide and Trouble Report*

Abbreviation and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

QTP—Qualification Training Plan

QTP24-3-C604

FOD—Foreign Object Damage

IAW—In Accordance With

MPH—Miles per Hour

PSI—Pounds per Square Inch

PTO—Power take-off

TO—Technical Order

Attachment 2

STAIRCASE TRUCK PERFORMANCE TEST

A2.1. Introduction.

A2.1.1. This attachment serves as the performance test for Staircase Truck.

A2.2. Instructions.

A2.2.1. Trainer will brief the trainee on the scenario to be accomplished. The trainee will be given additional directions and instructions as needed.

A2.2.2. Trainer will score the trainee on vehicle inspection criteria and safe driving practices using Figure A2.1. in Attachment 2 of this QTP.

A2.2.2.1. Instructions will be given to the trainee in sufficient time to execute a maneuver. The trainee will not be asked to drive in an unsafe manner.

A2.2.2.2. Trainer will stop the performance test at any time safe Staircase Truck operations are not being followed or as deemed necessary for safety concerns. Any unsafe act will result in an automatic failure.

A2.2.3. Trainee must be able to complete all performance tests with a passing score;

A2.2.3.1.1. Complete Vehicle Inspection by passing all areas on the Staircase Truck Performance Test (Figure A2.1.).

A2.2.3.1.2. Complete Operations Test by passing all areas on the Staircase Truck Performance Test (Figure A2.1.).

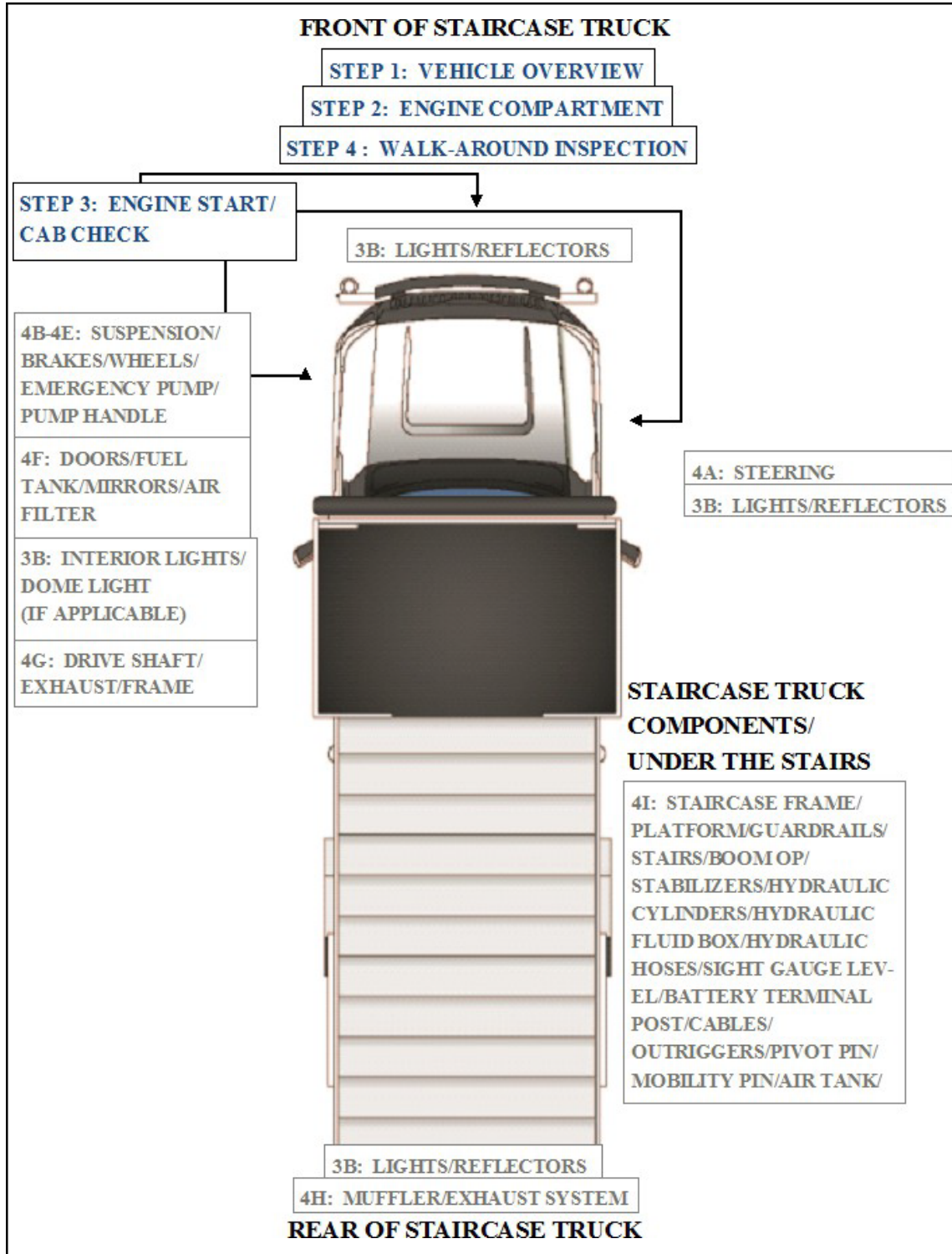
Figure A2.1. Staircase Truck Performance Test:

Item #	Procedure	☑	☒
Verification of Documentation			
	Ensure Operator possesses a valid civilian driver’s license		
	Ensure Operator possesses a valid government driver’s license or AF Form 171		
Evaluation Tasks			
1	Did Operator have and use proper PPE?		
2	Did Operator check/complete all items listed on the vehicle’s AF Form 1800?		
3	Did Operator locate and use the cab controls (stabilizers, outriggers, staircase, A-frame, lights, and parking brake)?		
4	Did Operator safely start the vehicle and check for control functionality?		
5	Did Operator obey flightline rules and speed limit?		
6	Did Operator ensure handrails were retracted and locked in the rear most position before approaching the aircraft?		
7	Did Operator properly and safely approach the aircraft?		
8	Did Operator properly operate the outriggers/stabilizers?		
9	Did Operator demonstrate proper parking procedures once the vehicle was is in place?		
10	Did Operator demonstrate proper shutdown procedures?		
11	Did Operator remove the vehicle from the aircraft with the use of spotters?		
12	Did Operator use proper procedures when operating the manual hand pump?		
Note: Trainer and trainee will review/retrain/correct all deficient items together until trainee shows proficiency/passes.			

Attachment 3

Staircase Truck Visual Aid

Figure 3.1. Staircase Truck Visual Aid.



Attachment 4

Staircase Truck: Shipping and Adjustment Checklist for POTUS/VPOTUS Support

This checklist is a supplemental guide to the AFTO91 (Limited Technical Inspection (LTI) – Motor Vehicle) and is specifically tailored for supporting POTUS/VPOTUS aircraft servicing. It focuses on critical steps for moving (shipping) the Staircase Truck safely, paying particular attention to key equipment positions and adjustment checks, including the crucial 2-inch tail clearance.

I. Safety Precautions (Movement and Positioning)

- **Qualified Spotter:** A qualified spotter is *always* required during any movement or positioning of the Staircase Truck.
- **Situational Awareness:** Carefully observe the entire operating area, paying close attention to potential hazards
- **Electrical Hazards:** Ensure the operating crew is aware of any power lines or other electrically charged hazards in the vicinity.
- **Hand Signals:** The use of standardized hand signals is *mandatory* while the Staircase Truck is being positioned or moved
- **Retracted Hand Rails:** Vehicle stairway platform hand rails must be fully retracted at all times during operation.

II. Pre-Shipping/Movement Checklist

These checks ensure the Staircase Truck is properly configured and safe for transport.

- **Adequate Clearance:** Verify that there is sufficient clearance around the vehicle to allow for safe movement.
- **Critical Position Checks:** Before driving, *ensure* the following conditions are met.
- **A-Frame:** The A-frame *must* be in the down and stowed position.
- **Stairway:** The stairway *must* be fully retracted and in the stowed position.
- **Platform Side Rails:** The stairway platform side rails *must* be fully retracted and locked.
- **Stabilizers:** The stabilizers *must* be fully raised. Confirm that the "Down" and "Set" indicator lights are extinguished.
- **Tail Position:** The tail *must* be raised completely. Verify that the green tail "Up" light is illuminated.
- **Parking Brake:** Ensure the parking brake is released *before* attempting to move the vehicle.

III. Tail Adjustment Procedure (Important Check)

This procedure is crucial for proper operation and aircraft safety:

QTP24-3-C604

- **Ensure the Parking Brake is Released:**
- **Verify Hydraulic Pump is Activated:** *Turn on the hydraulic pump by placing the "Pump" switch to the up position. The amber light will illuminate.
- **Lowering the Tail:** Lower the tail of the stair until the tail stops automatically, and the red "Down" indicator illuminates.
- **Critical Clearance Check:** The rear pads of the stair *should* be approximately 2 inches off the ground.
- **If Adjustment is Required:**
 - If the rear pads are higher than 2 inches
 - Set the parking brake. (*Note:* The vehicle's engine RPMs will increase.)
 - Lower the tail *carefully* until the rear pads are 2 inches off the ground. The stabilizer "Down" and "Set" lights should be off.
 - Release the parking brake after the 2-inch clearance is achieved.
 - **Deactivate Hydraulic Pump:** *Place the "Pump" switch to the down position. The amber light will extinguish, indicating the hydraulic pump is off.
 - **Reverse and Drive test** *Depress the brake and place the gear selector into Reverse.
*Depress the brake and place the gear selector into Drive
*Place the gear selector in Park.

IV. Post-Operation/Shipping Considerations

After use, ensure the Staircase Truck is returned to its "shipping" configuration by following the "Pre-Shipping/Movement Checklist" in reverse order, as applicable. This ensures safe transport and storage.

V. Serviceability Caution

Engine Stall: If the engine automatically shuts off when the gear selector is placed into Reverse, *the vehicle is not serviceable.* (Source: SPS-5519-B LTI for POTUS VPOTUS Support (Draft With Tail Position Switch Extract).pdf) A qualified technician *must* inspect the Passenger & Driver tail position switches for proper alignment before any further operation is attempted. **DO NOT ATTEMPT TO OPERATE THE STAIRCASE TRUCK UNTIL AN INSPECTION OR REPAIR HAS BEEN ACCOMPLISHED.**\