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Baggage Conveyor Belt Vehicle

Vehicle Management Codes: E925

QUALIFICATION TRAINING PACKAGE

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Section 1—OVERVIEW

1.1. Overview.

1.1.1. Send comments and suggested improvements on Air Force (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. 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 Package (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.

2.1.1.5. Pass HQ Air Mobility Command (AMC) CBT # VC01.

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. 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 baggage conveyor belt vehicles.

3.1.1.2. This training will ensure the trainee becomes a qualified baggage conveyor belt vehicle operator; an operator who has the knowledge and skills to operate a baggage conveyor belt vehicle in a safe and professional manner.

3.1.1.3. Pass HQ AMC CBT # VC01 found on the Advanced Distributed Learning Service (ADLS) https://golearn.adls.af.mil/ under the AMC Course List.

3.2. Desired Learning Outcomes.

3.2.1. Understand the safety precautions to be followed before-, during-, and after-operation of the baggage conveyor belt vehicle.

3.2.2. Understand the purpose of the baggage conveyor belt vehicle and its role in the mission.

3.2.3. Know the proper operator maintenance procedures of the baggage conveyor belt vehicle, in accordance with (IAW) applicable technical orders (TOs) and use of AF Form 1800.

3.2.4. Safely and proficiently operate the baggage conveyor belt vehicle.

3.3. Lesson Duration.

3.3.1. Recommended instructional and hands on training time is 5 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	1 Hour
Trainee's Personal Experience (to build confidence and proficiency) ▪ Perform Operator Maintenance ▪ Operate the Vehicle	1 Hour
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. Baggage Conveyor Belt Vehicle Lesson Plan.

3.5.2. Baggage Conveyor Belt Vehicle.

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 Driver's License* IAW Air Force Instruction (AFI) 24-301, *Ground Transportation*.

4.1.3. Applicable local licensing jurisdiction requirements.

4.2. Required Reading.

4.2.1. Read Baggage Conveyor Belt Vehicle Lesson Plan.

4.2.2. Read AFMAN 24-306.

4.2.3. Read Manufacturer's Operator's Manual for the baggage conveyor belt vehicle being trained on.

Section 5—KNOWLEDGE LECTURE AND EVALUATION

5.1. Knowledge Overview (Lecture).

5.1.1. A baggage conveyor belt vehicle is a vehicle designed to load and unload baggage on/off aircraft. The Air Force uses a variety of baggage conveyor belt vehicles.

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 baggage conveyor belt vehicle.

5.2.1.3. This training will ensure the trainee becomes a qualified baggage conveyor belt vehicle operator—an operator who has the knowledge and skills to operate a baggage conveyor belt vehicle 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 baggage conveyor belt vehicle.

5.2.2.2. Understand the purpose of the baggage conveyor belt vehicle and its role in the mission.

5.2.2.2.1. Purpose is to load and unload baggage on/off aircraft.

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 baggage conveyor belt vehicle IAW applicable TOs and use of AF Form 1800.

5.2.2.2.4. Be able to safely and proficiently operate the baggage conveyor belt vehicle.

5.2.2.2.4.1. Meet mission requirements.

5.2.2.2.4.2. Demonstrates a qualified trained professional operator.

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

5.3. Vehicle Inspection.

5.3.1. Types of Vehicle Inspection. **Note:** If discrepancies are found they must be to Vehicle Control Officer/Vehicle Control Non Commissioned Officer (VCO/VCNCO), 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, DD Form 518, airfield diagram.

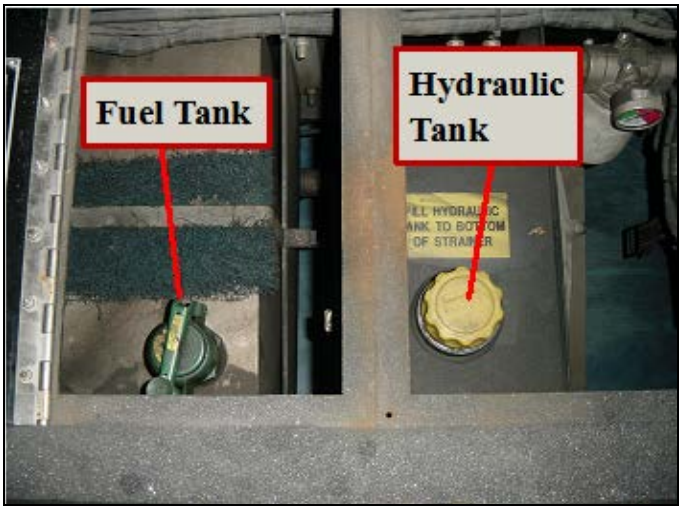
5.3.1.1.3. Cleanliness/damage/missing items.

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. See **Figure 5.1.**

Figure 5.1. Fuel Tank.



5.3.1.1.5.2. Seatbelts.

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. Fire Extinguisher.

5.3.1.1.6. Fluid Levels; ensure level is within limits.

Note: WARNING – Before working under any raised item, ensure the mechanical safety bar is installed and in use. Ensure the engine is cool and coolant system is not under pressure before removing cap. Ensure that the conveyor is on maintenance stands before checking fluid levels. If any fluids are low, proceed to vehicle maintenance to have it filled.

5.3.1.1.6.1. Brake fluid.

5.3.1.1.6.2. Engine oil.

5.3.1.1.6.2.1. Locate the oil dipstick.

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

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

5.3.1.1.6.3. Coolant. See **Figure 5.2.**

Figure 5.2. Coolant.

5.3.1.1.6.4. Windshield washer fluid.

5.3.1.1.6.5. Power steering fluid.

5.3.1.1.6.6. Transmission fluid.

5.3.1.1.6.7. Hydraulic fluid.

5.3.1.1.7. Batteries.

5.3.1.1.7.1. Security.

5.3.1.1.7.2. Fluid.

5.3.1.1.7.3. Damage and corrosion.

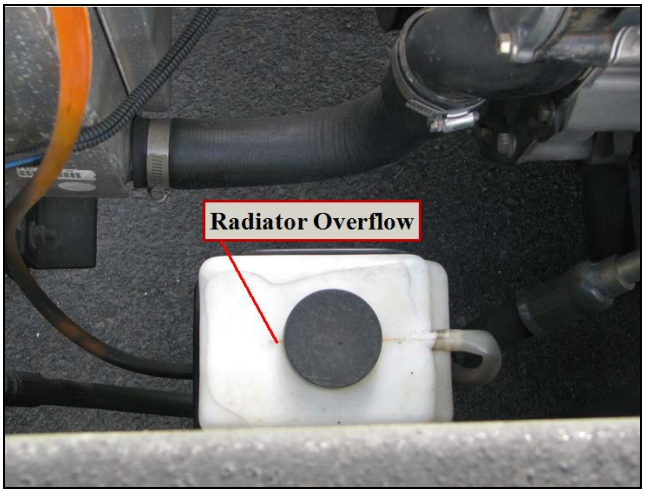
5.3.1.1.7.4. Good connections.

5.3.1.1.8. Under hood light, if applicable.

5.3.1.1.9. Radiator fan.

5.3.1.1.10. Radiator overflow. See **Figure 5.3.**

Figure 5.3. Radiator Overflow.



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

5.3.1.1.12. All tires.

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

5.3.1.1.12.2. Tread, depth and bulges.

5.3.1.1.12.3. Cuts and abrasions.

5.3.1.1.12.4. Lug nuts.

5.3.1.1.12.5. Foreign Object Damage (FOD). FOD safety will be discussed in more detail later in this lesson plan. Remove any FOD on the spot.

5.3.1.1.12.6. FOD bag available and secured.

5.3.1.1.13. Transmission.

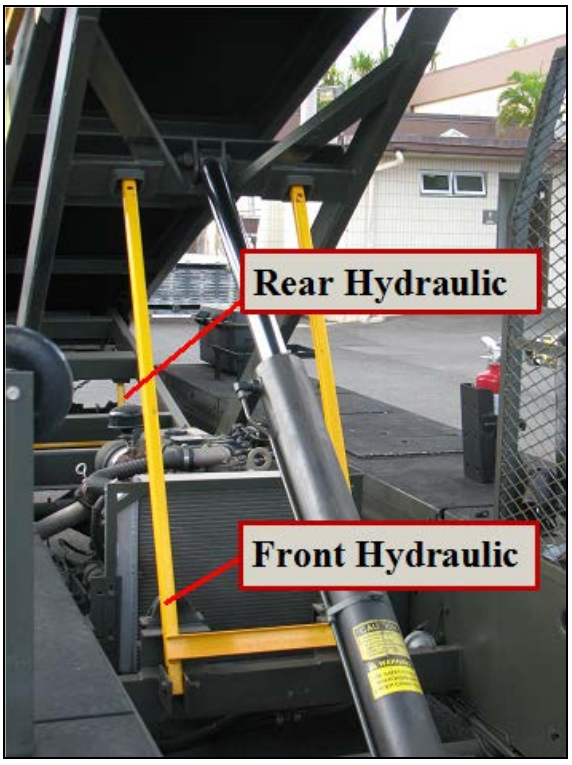
5.3.1.1.14. Drive/serpentine belts (tension, fraying and cracking).

5.3.1.1.15. Rear and front hydraulics. See **Figure 5.4.**

5.3.1.1.15.1. Hydraulic tank. See **Figure 5.1.**

5.3.1.1.15.2. Hydraulic hoses (damages or leaks).

Figure 5.4. Hydraulics (Rear/Front).



5.3.1.1.16. All hoses and wiring.

5.3.1.1.17. Differential, shocks and brakes for leaks.

5.3.1.1.18. Suspension, springs and shocks.

5.3.1.1.19. Belt conveyor.

5.3.1.1.20. Elevator linkage.

5.3.1.2. During-operation:

5.3.1.2.1. All gauges and warning lights for proper operations. See **Figure 5.5.**

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.

Figure 5.5. Control Panel.

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 accelerate. 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.

5.3.1.3. After-operation inspection.

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

5.3.1.3.2. Ensure the baggage conveyor belt vehicle is cleaned (free of dirt, excess oil, and grease).

5.3.1.3.3. Refuel the vehicle.

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. Backing.

5.4.1.1.2. 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. Light wands during operation of low visibility.

5.4.2.6. Raingear, cold weather gear, etc.

5.4.2.7. First Aid Kit.

5.4.2.8. Fire Extinguisher.

5.4.2.9. AF Form 1800, Operator's Inspection Guide and Trouble Report. **Note:** A separate AF Form 1800 will be used for the tractor and the trailer, respectively.

5.5. Driving Safety and Precautions.

5.5.1. Overhead clearance. The operator must assure that there is sufficient overhead clearance (with no potential obstructions or safety hazards) before raising the baggage conveyor belt.

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. Foreign Object Damage (FOD).

5.5.3.1. Vehicle operators will remove FOD from tires during the daily 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.

5.5.3.2. 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.

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

5.5.3.4. FOD picker will be annotated on vehicle inspection form.

5.5.3.5. FOD containers will be identified with the letters "FOD" and will be emptied daily.

5.5.3.6. 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 baggage conveyor belt vehicle. Additionally, refer to AFMAN 24-306 and local policies and procedures for further laws and regulations pertaining to the operation and use of the baggage conveyor belt vehicle.

5.6.1.1. Hand throttle control.

5.6.1.1.1. Before starting the vehicle, a preventative maintenance check will be performed.

5.6.1.1.1.1. Identify the hand throttle control. Hold the throttle control knob between the index and middle finger.

5.6.1.1.1.2. Push the lock release button with the thumb and hold in position.

5.6.1.1.1.3. Pull the throttle control knob outward to obtain the approximate throttle opening desired.

5.6.1.1.1.4. Release the knob.

5.6.1.1.1.5. The desired throttle opening or engine speed may be achieved by turning the knob clockwise to increase the engine or counterclockwise to decrease engine speed.

5.6.1.1.1.6. The throttle control is released by pushing the lock button.

5.6.1.2. Start the engine:

5.6.1.2.1. Identify and make certain the parking brake is set.

5.6.1.2.2. Identify and make certain the transmission selector is in neutral.

5.6.1.2.3. Pull out and set hand throttle to a fast engine speed.

5.6.1.2.4. If the engine is cold, or in cold weather, pull the choke control out to its fullest extent.

5.6.1.2.5. Depress the foot throttle control a few times to inject raw fuel into engine.

Note: If engine is hot or in hot weather, omit pulling out and setting the hand throttle to a fast engine speed and pulling the choke control out to its fullest extent in order to avoid excessive raw fuel intake and a “flooded” condition.

5.6.1.2.6. Turn the ignition key to the right to the on position.

5.6.1.2.7. Crank the engine by pushing the starter button and hold it in the start position.

5.6.1.2.8. As soon as the engine starts release the starter button and adjust the choke and the throttle controls. Allow the engine to idle unit normal operating temperature is reached.

5.6.1.2.9. If the engine fails to start in a few revolutions to release the starter switch button, turn the ignition switch to the off position. Wait about 1 minute and repeat the above steps.

Note: If the engine fails to start in a few revolutions, release the starter switch button and turn and turn the ignition off. Wait 1 minute and repeat the above procedures.

5.6.1.3. Mobile operations. Demonstrate and explain mobile operations. Excluding the belt conveyor and hydraulic lifting controls, the operation of the vehicle is similar to the operation of a conventional truck.

5.6.1.3.1. Start the engine and allow it to warm up enough to avoid stalling.

5.6.1.3.2. Select the speed range desired on the gear selector.

5.6.1.3.3. Make sure of a cleared operating area.

5.6.1.3.4. Release the parking brake.

Note: CAUTION – Avoid sudden starts, which subject entire vehicle to unnecessary stress.

5.6.1.3.5. Increase engine rpm gradually, using the foot control until the desired traveling speed is attained.

5.6.1.3.6. Start and drive the vehicle in a cleared area to become familiar with the steering and performance characteristics of the vehicle.

Note: It requires the baggage conveyor belt vehicle requires more space for maneuvering than a conventional vehicle. Be aware of the overhang of the conveyor at the front and rear of the vehicle. Maintain space as necessary.

5.6.1.4. Conveyor Belt. Demonstrate and explain raising and lowering the rear and front ends of the conveyor.

5.6.1.4.1. Rear end.

5.6.1.4.1.1. The right control lever is for raising and lowering the rear end of the conveyor.

5.6.1.4.1.2. To elevate, pull the lever right lever backward.

5.6.1.4.1.3. To lower, push the right lever forward.

5.6.1.4.1.4. Hold the lever in each position until the desired height is achieved. Releasing the lever stops the upward or downward movement of the rear end of the conveyor.

5.6.1.4.2. Front end.

5.6.1.4.2.1. The left control lever is for raising and lowering the front end of the conveyor.

5.6.1.4.2.2. To elevate, pull the right lever backward.

5.6.1.4.2.3. To lower, push the right lever forward.

5.6.1.4.2.4. Hold the lever in each position until the desired height is achieved. Releasing the lever stops the upward or downward movement of the front end of the conveyor.

Note: Do not work or stand under the conveyor or the lifting linkage unless safety bars are installed.

5.6.1.4.3. Conveyor belt warning device. An electrically operated warning device gives a continuous buzzing signal when the belt conveyor hydraulic controls are in a position to lower either end of the conveyor.

5.6.1.4.3.1. There are push type button control stations mounted on the belt conveyor frame that are located one at each end so that the belt may be started and stopped. The direction may also be reversed by an operator at either end of the vehicle.

5.6.1.4.3.2. The forward control station is portable and is connected to the vehicle by a 10-foot long cable. The portable station provides a facility for controlling the belt travel by personnel within the aircraft storage area.

5.6.1.4.3.3. The belt speed is controlled directly by engine speed and is limited by flow control valves. Speed range of the belt is approximately 30 feet per minute.

5.6.1.4.4. Conveyor belt operation.

5.6.1.4.4.1. To start the belt in forward travel, push the control switch button marked forward.

5.6.1.4.4.2. To stop the belt operation, push the control switch marked stop.

5.6.1.4.4.3. To start the belt in reverse travel, push the control switch marked reverse.

5.6.1.4.4.4. Always stop the belt before changing directions of travel.

5.6.1.4.5. Aircraft baggage conveyor positioning. Demonstrate and explain how the aircraft baggage conveyor is positioned at an aircraft. Pre-positioned chocks and a spotter must be used to prevent the conveyor from hitting the aircraft.

5.6.1.4.6. Guide rail operations. When guide rails are not in use, they will be folded in the down position. During operation of the conveyor belt, the rails will be installed in the up position.

5.6.1.4.6.1. Lift upward on the guide rail and push it inward allowing it to rotate around the mounting pins. When the guide rail has reached the vertical position and the lower end of the mounting arms are disengaged from the slots in the conveyor side rails, slide the guide rails rearward on the mounting pins. Compression springs will hold the guide rail in this position.

5.6.1.4.6.2. After operation of the conveyor belt, fold the guide rails. Push forward on each guide rail until the lower end of the mounting arms is opposite the slots in conveyor side rails. Pull outward at the top of the guide rail and fold downward, allowing the guide rail to rotate around the mounting pins. The lower end of the mounting arms will enter the slots in the conveyor side rails, and the guide rail will be in its folded position.

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 baggage conveyor belt vehicle is parked.

6.2.1.2. Remove all jewelry and identification tags.

6.2.1.3. Wear steel-toed boots.

6.2.1.4. Personal protective equipment and equipment items.

6.2.1.4.1. Reflective belt will be worn during times of low visibility and darkness.

6.2.1.4.2. Hearing protection will be required when on the flightline.

6.2.1.4.3. Fall protection as applicable IAW OSHA 1910.62, 1926.500, AFI 91-304 and manufacturer's operator's manual.

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

6.2.1.6. Ensure trainee wears seatbelts.

6.2.1.7. Properly adjust driver's seat and all mirrors.

6.2.1.8. Throughout demonstration, baggage conveyor belt vehicle safety:

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

6.2.1.8.2. Keep loads within the rated capacity of the baggage conveyor belt vehicle.

6.2.1.8.3. Always check the rear before backing. Use a spotter if necessary. See additional instruction for use of a spotter later in this lesson plan.

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 baggage conveyor belt 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 Manufacturer's Manual.

6.4.2. For the baggage conveyor belt vehicle, 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 baggage conveyor belt vehicle.

6.4.2.2. Go over the baggage conveyor belt vehicle controls and warning lights.

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

6.4.2.4. Demonstrate mobile operations (forward/turning/parking).

6.4.2.5. Demonstrate backing.

6.4.2.5.1. Many injuries and deaths have occurred from improper use of spotters.

6.4.2.5.1.1. The trainee and trainer will need to go over hand signals. See AFMAN 24-306 for standard AF hand signals and additional spotter safety.

6.4.2.5.1.2. The operator must keep visual contact with the spotter at all times. If at any point the operator is unable to see the spotter or if he/she is unclear about the hand signals, the operator will immediately stop the vehicle.

6.4.2.5.1.3. Have a trainee serve as the spotter. Keep a spotter in sight at all times. Explain and demonstrate how to back the baggage conveyor belt vehicle without a spotter.

6.4.2.5.1.4. Approach slowly.

6.4.2.5.2. Demonstrate and explain how to raise and lower the rear and front ends of the conveyor.

6.4.2.5.3. Explain the purpose of the warning device.

6.4.2.5.4. Demonstrate and explain the operation of the conveyor belt.

6.4.2.5.5. Demonstrate and explain how the aircraft baggage conveyor belt is positioned at an aircraft.

6.4.2.5.6. Identify and explain the use of the hand throttle control.

6.4.2.5.7. Explain the procedures to follow if the engine fails to start.

6.4.2.5.8. Demonstrate and explain guide rail operation.

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 neutral.

6.4.3.4.3. Apply the parking brake (adjust if necessary).

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 baggage conveyor belt vehicle 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.

7.1.1.2.2. Wear steel-toed boots.

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 seatbelts.

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

7.1.1.6. Baggage conveyor belt vehicle safety items/procedures.

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 baggage conveyor belt vehicle operations (use spotter when backing) until they can safely and efficiently perform:

7.1.2.3.1. Go over the capacities of the baggage conveyor belt vehicle.

7.1.2.3.2. Go over the baggage conveyor belt vehicle 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 mobile operations (forward/turning/parking).

7.1.2.3.5. Demonstrate backing.

7.1.2.3.6. Go over hand signals. Have a trainee serve as the spotter. Keep a spotter in sight at all times. Explain and demonstrate how to back the baggage conveyor belt vehicle without a spotter.

7.1.2.3.7. Approach slowly.

7.1.2.3.8. Demonstrate and explain how to raise and lower the rear and front ends of the conveyor.

7.1.2.3.9. Explain the purpose of the warning device.

7.1.2.3.10. Demonstrate and explain the operation of the conveyor belt.

7.1.2.3.11. Demonstrate and explain how the aircraft baggage conveyor belt is positioned at an aircraft.

7.1.2.3.12. Identify and explain the use of the hand throttle control.

7.1.2.3.13. Explain the procedures to follow if the engine fails to start.

7.1.2.3.14. Demonstrate and explain guide rail operation.

7.1.2.4. Perform after operation inspection and report.

7.1.2.4.1. Ensure vehicle cleaned.

7.1.2.4.2. Refuel vehicle.

7.1.2.4.3. Following manufacturer’s shut-down procedures.

7.1.2.4.4. Park.

7.1.2.4.4.1. Place transmission control in neutral.

7.1.2.4.4.2. Apply the parking brake.

7.1.2.4.5. Perform a walk-around inspection.

7.1.2.4.6. 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*, 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

ADLS—Advanced Distributed Learning Service

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFQTP—Air Force Qualification Training Plan

AMC—Air Mobility Command

FOD—Foreign Object Damage

IAW—In Accordance With

RM—Risk Management

SF—Standard Form

TO—Technical Order

VCNCO—Vehicle Control Non Commissioned Officer

VCO—Vehicle Control Officer

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 Baggage Conveyor Belt Vehicle.

A2.1.2. Understand the purpose of the Baggage Conveyor Belt Vehicle and its role in the mission.

A2.2. Inspection During-Operations. The operator must ensure the following items are checked after starting the Baggage Conveyor Belt Vehicle and during operations.

GENERAL

STEP 1. VEHICLE OVERVIEW

☐ Paperwork
- AF Form 1800
- Discrepancy Correction Complete (VM Annotation)

☐ Vehicle Approach
- Damage
- Vehicle Leaning
- Fresh Leakage of Fluids
- Hazards Surrounding Vehicle

INTERNAL

STEP 2. ENGINE COMPARTMENT

☐ Transmission
☐ Radiator Fan
☐ Leaks/hoses/Electrical Wiring Insulation
☐ Oil Level
☐ Coolant Level
☐ Power Steering Fluid
☐ Windshield Washer Fluid
☐ Battery Fluid Level
☐ Automatic Transmission Fluid Level

STEP 3. ENGINE START/CAB CHECK (LEFT/FRONT/RIGHT)

☐ Safe Start
☐ Gauges
- Oil Pressure Gauge
- Air Pressure Gauge
- Temperature Gauge (Coolant/Engine Oil)
- Ammeter/Voltmeter

☐ Warning Lights & Buzzers
☐ Mirrors & Windshield
☐ Wipers/Washers
☐ Emergency & Safety Equipment
- First Aid Kit
- Fire Extinguisher
- FOD Bag

☐ **3B** – Lights/Reflectors/Reflector Tape Condition (Front/Sides/Rear)
(Dash Indicators for:)
- Left Turn Signal
- Right Turn Signal
- Four-Way Emergency Flashers
- High Beam Headlight

(Reflective Clean & Functional Light & Reflector Checks Include:)
- Headlights
- Taillights
- Turn Signals
- Four-Way Flashers

☐ Horn
☐ Heater/Defroster
☐ Brakes
- Parking Brake Check
- Safety Belt

(TURN-OFF ENGINE/TURN-ON HEADLIGHTS *LOW BEAM* AND FOUR-WAY FLASHERS)

STEP 4. WALK-AROUND INSPECTION

☐ **4A** – Steering
☐ **4B** – Battery
☐ **4C** – Drive/Serpentine Belts
☐ **4D** – Suspension
- Springs/Air/Torque
- Shock Absorbers

☐ **4E** – Brakes
☐ **4F** – Wheels
- Rims
- Tires
- Hub Oil Seals/Axle Seals
- Lug Nuts
- Spacers & Budd Spacing

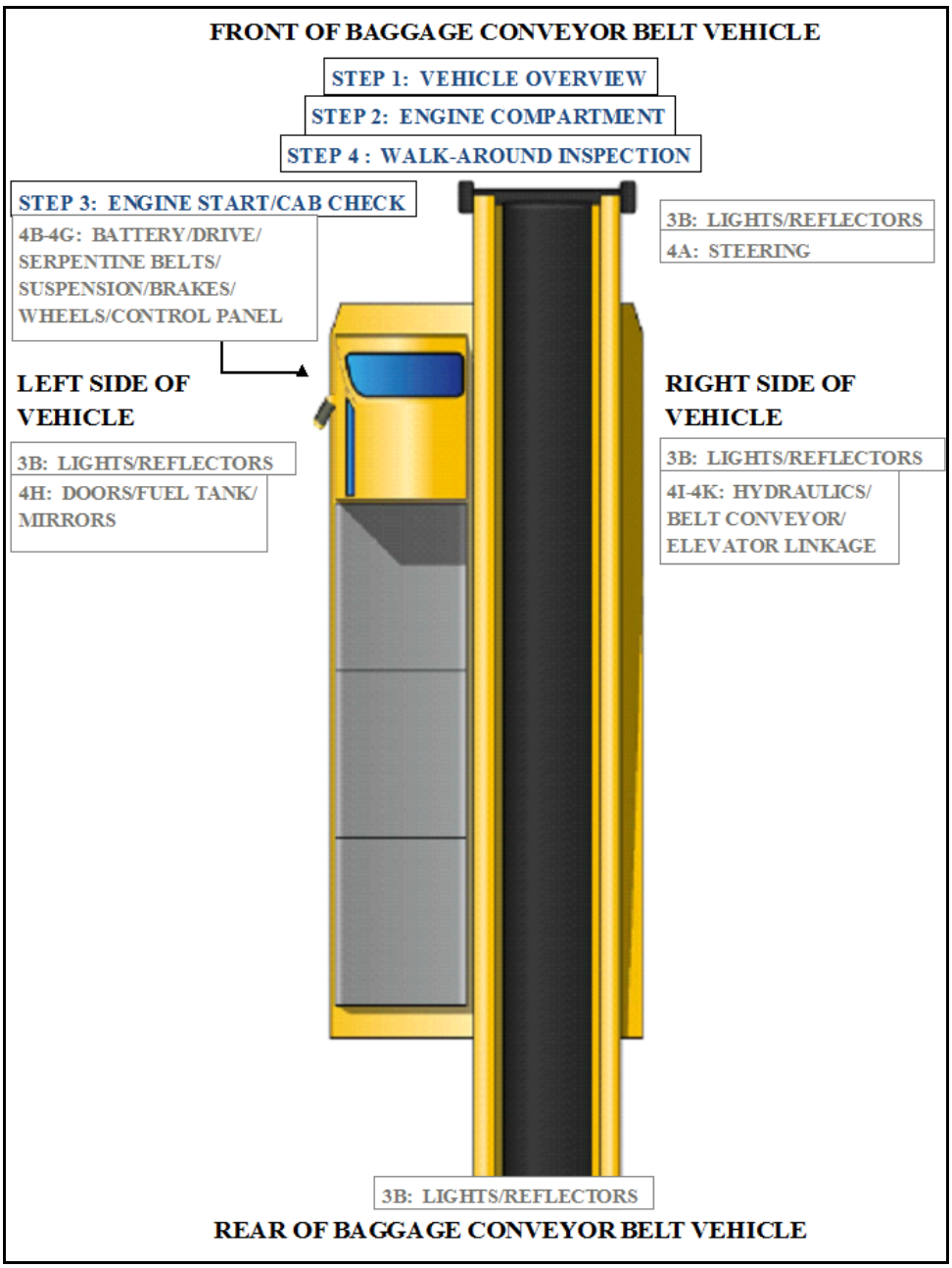
☐ **4G** – Control Panel

SIDE OF VEHICLE

☐ **4H** – Doors
☐ **4H** – Mirrors
☐ **4H** – Fuel Tank
☐ **4I -** Hydraulic Tank and Hoses and Fuel Level
☐ **4J** – Belt Conveyor
☐ **4K** – Elevator Linkage

REAR OF BAGGAGE CONVEYOR BELT VEHICLE

Figure 2A.1. Baggage Conveyor Belt Inspection Guide.



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. • 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 Air pressure. Pressure should build from 50 to 90 psi within 3 minutes. Build air pressure to governor cut-out (usually around 120 – 140 psi. Know the vehicle's requirements. 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.

	▪ 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: ▪ Spare electrical fuses (unless vehicle has circuit breakers). ▪ 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. • 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 Mustgrabsteering 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 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 Powered axle(s) not leaking lube (gear oil). Condition of torque rod arms, bushings. o Condition of shock absorber(s). o If retractable axle equipped, check condition of lift mechanism. If air powered, check for leaks. o Condition of air ride components. o Brakes. o Brake adjustment. 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 The pedal should not move. If it does, there may be leak or other problem. If pedal moves operator should annotate in 1800 and immediately take in to Vehicle Maintenance for service o If the trainee finds anything unsafe during the vehicle inspection, get it fixed. Federal and state laws forbid operating an unsafe vehicle. • 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 If the trainee sees, hears, smells, or feels anything that might mean trouble, he/she should check it out. • Safety inspection. • Document any discrepancy on AF Form 1800. Sign-off AF Form 1800 to signify accomplishment of inspection.