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Passenger Van (9 or more PAX) Lesson Plan
Vehicle Management Codes: B190 – B192, B178, F185, F192



QUALIFICATION TRAINING PACKAGE

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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 training, **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 and evaluation, **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 4** as guides for vehicle inspection.

1.1.2.2.4. Takes performance test.

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. Answer questions for the trainee to ensure the required task knowledge has been gained to complete the task.

2.1.2.4. 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, hands-on driving session and a performance test, trainees will be able to perform operator's inspection and complete the performance test with zero instructor assists.

3.1.1.1. Train and qualify each trainee in safe operation and preventive maintenance of various passenger vans.

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

3.2. Desired Learning Outcomes.

3.2.1. Understand the safety precautions to be followed before-, during-, and after-operation of the passenger van.

3.2.2. Understand the purpose of the passenger van and its role in the mission.

3.2.3. Know the proper operator maintenance procedures of the passenger van, in accordance with (IAW) applicable technical orders and use of Air Force (AF) Form 1800, *Operator's Inspection Guide and Trouble Report*.

3.2.4. Safely and proficiently operate the passenger van.

3.3. Lesson Duration.

3.3.1. Recommended instructional and hands on training time is 3.25 hours:

Figure 3.1. Recommended Training Time for Training Activities.

Training Activity	Training Time
Trainee's Preparation	30 Minutes
Instructor's Lecture and Demonstration	45 Minutes
Trainee's Personal Experience (to build confidence and proficiency) <ul style="list-style-type: none">▪ Perform Operator Maintenance▪ Operate the Vehicle	1 Hour
Trainee's Performance Evaluation	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.

3.5. Instructional Training Aids and Equipment.

3.5.1. Passenger Van Lesson Plan.

3.5.2. Passenger van.

3.5.3. Applicable TO or manufacturer's operators manual.

3.5.4. AF Form 1800.

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 Passenger Van Lesson Plan.

4.2.2. Read AFMAN 24-306.

4.2.3. Read manufacturer's operator's manual for the vehicle being trained on.

Section 5—KNOWLEDGE LECTURE AND EVALUATION

5.1. Knowledge Overview (Lecture).

5.1.1. A van is a large-wheeled vehicle, intended to carry numerous persons in addition to the vehicle operator. The Air Force uses a variety of different passenger vans.

5.2. Overview of Training and Requirements.

5.2.1. Training objectives:

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

5.2.1.2. Train and qualify each trainee in safe operation and preventive maintenance of the various passenger vans.

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

5.2.2. Desired learning outcome:

5.2.2.1. Understand the safety precautions to be followed before-, during-, and after-operation of the passenger van.

5.2.2.2. Understand the purpose of the passenger van and its role in the mission.

5.2.2.2.1. Purpose is to transport personnel.

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 passenger van, IAW applicable technical orders and use of AF Form 1800.

5.2.2.2.4. Be able to safely and proficiently operate the passenger van.

5.2.2.2.4.1. Meet mission requirements.

5.2.2.2.4.2. Demonstrates a qualified trained professional operator.

5.2.3. Passenger Van Specifications. Passenger vans vary in size, shape and specifications, determined by make and model; it is imperative to know the specifications of the passenger van before operation. Specification information should be used together to determine the proper use and area in which the passenger van will be used. This information is best found in the appropriate TO or for quick reference, the information may be found on the vehicle data plate located on the passenger van.

5.2.3.1. Height: 7'

5.2.3.2. Width: 8'1''

5.2.3.3. Length: 19'10''

5.2.3.4. Fuel Type: E-85.

5.2.3.5. Fuel Capacity: 31 gallons.

5.2.3.6. Passenger Capability: 15 passengers.

5.2.3.7. Curb Weight: 4,965 lbs.

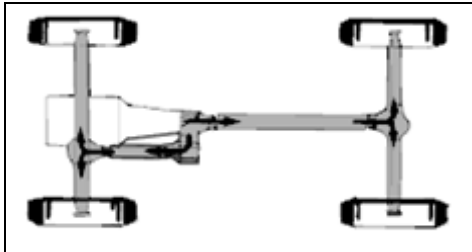
5.2.3.8. Gross Vehicle Weight Rating (GVWR): 9,600 lbs.

5.2.3.9. Gross Axle Weight Rating (GAWR) Front: 4,600 lbs.

5.2.3.10. GAWR Rear: 6,084 lbs.

5.2.4. The 4WD System. A vehicle equipped with 4WD has the ability to use all four wheels to power itself. This increases traction which may enable the vehicle to safely drive over terrain and road conditions that a conventional two-wheel drive vehicle cannot.

Figure 5.1. The 4WD System.



5.2.4.1. Power is supplied to all four wheels through a transfer case or power transfer unit. 4WD vehicles allow the operator to select different drive modes as necessary.

5.2.4.2. Refer to the manufacturer's operator's manual for information on shifting procedures and maintenance.

5.2.4.3. On some 4WD models, the initial shift from two-wheel drive to 4WD while the vehicle is moving can cause a momentary clunk and ratcheting sound. These sounds are normal as the front drivetrain comes up to speed and is not cause for concern.

5.3. Vehicle Inspection.

5.3.1. Types of Vehicle Inspection. **Note:** If discrepancies are found they must be reported to the 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. Cleanliness/damage/missing items.

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

5.3.1.1.4. Fluid Levels; ensure level is within limits:

5.3.1.1.4.1. Engine oil.

5.3.1.1.4.2. Coolant.

5.3.1.1.4.3. Power steering fluid.

5.3.1.1.4.4. Transmission fluid.

5.3.1.1.4.5. Antifreeze.

5.3.1.1.5. Battery; security, fluid, damage and corrosion.

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

5.3.1.1.7. All tires.

5.3.1.1.7.1. Proper inflation.

5.3.1.1.7.2. Sidewalls, tread to include depth, bulges.

5.3.1.1.7.3. Cuts and abrasions.

5.3.1.1.7.4. Lug nuts.

5.3.1.1.8. Transmission.

5.3.1.1.9. Drive belts; tension and fraying.

5.3.1.1.10. All hoses and wiring.

5.3.1.1.11. Differential, shocks and brakes for leaks.

5.3.1.1.12. Suspension, springs and shocks.

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

5.3.1.1.14. Horn operation.

5.3.1.1.15. Control panel.

5.3.1.1.16. Heater/defroster.

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

5.3.1.1.18. Mirrors.

5.3.1.1.19. Windshield and windshield wipers/washers.

5.3.1.1.20. Doors.

5.3.1.1.21. Windows.

5.3.1.1.22. Hood latches.

5.3.1.1.23. Seatbelts.

5.3.1.1.24. Fire Extinguisher.

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.

5.3.1.2.2. 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.

5.3.1.3. After-operation inspection.

5.3.1.3.1. Ensure the passenger van is cleaned (free of dirt, excess oil, and grease).

5.3.1.3.2. Refuel.

5.3.1.3.2.1. 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 4** 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.

5.4.1.1.4. Rollovers.

5.4.2. Safety clothing and equipment:

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

5.4.2.2. Inclement weather gear.

5.4.2.3. Hearing protection, if required

5.4.2.4. Warning triangles, if required.

5.4.2.5. First aid kit, if required.

5.4.2.6. Fire extinguisher.

5.5. Driving Safety and Precautions.

5.5.1. Passenger van safety and operator maintenance. Ensure trainee understands the importance of these safety items and procedures.

5.5.1.1. Never exceed the maximum allowance of passengers.

5.5.1.2. Properly load passengers and cargo. Avoid placing any cargo on top of the roof. Do not load passengers and cargo to one side. Ensure the combined weight of the occupants and cargo does not exceed the capacity listed in the operator's manual.

5.5.1.3. Be aware when driving under low hanging objects such as parking garages for clearance of the van's roof.

5.5.1.4. If a tire blow out does occur, remain calm and hold the steering wheel firmly while letting the foot off of the accelerator. Try to reduce the vehicle's speed safely. Pull the vehicle to the side of the road onto the shoulder.

5.5.1.5. Operator and passengers shall wear seat belts as provided.

5.5.1.6. No passengers shall be allowed to ride anywhere, except in the main cab of the van.

5.5.1.7. Minimize or eliminate the need for backing. Always check to the rear before backing, and use a spotter if needed/available.

5.5.1.8. Be aware of personnel in the work zone.

5.5.1.9. Van speed should be adjusted for load, traffic and weather.

5.5.1.10. Do not leave the van unattended with the engine running. Shut-off the engine and set the parking brake when the van is not in use.

5.5.1.11. Never refuel in a closed building.

5.5.1.12. Do not allow riders aboard while being towed.

5.5.1.13. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.

5.5.2. Tire changing safety.

5.5.2.1. Consider where the vehicle is located. If on a bridge, curve, road with no shoulder, etc.; it is safer to move a vehicle on a flat tire to a safe location.

5.5.2.2. Find a location with a firm and level surface for the jack.

5.5.2.3. Turn-on the four-way flashers.

5.5.2.4. Place warning triangles or flares.

5.5.2.5. Block the wheels. If changing a front tire, block the rear wheels. If changing a rear tire, block the front wheels.

5.5.2.6. Place the vehicle in "Park" if it has an automatic transmission and low gear if it has a standard shift. Set parking brake.

5.5.2.7. Ensure the jack is rated for the weight of the vehicle.

5.5.2.8. Ensure proper placement of jack.

5.5.2.9. If available, use jack stands after lifting the vehicle.

5.5.2.10. Once the vehicle is lifted; never at any time get under the vehicle.

5.5.2.11. Before removing lug nuts, ensure lug wedges are loose (double check).

5.5.2.12. After changing the tire, return the jack and lug wrench to the location recommended by the manufacturer (keep them from becoming flying projectiles and makes them available for future tire changes).

5.5.2.13. Secure the damaged tire and once it is repaired, return the spare tire back to its proper location.

5.5.3. Foreign Object Damage (FOD).

5.5.3.1. 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.

5.5.3.2. 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.

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

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

5.6. High Rollover Risk.

5.6.1. Rollover facts:

5.6.1.1. According to the United States Department of Transportation (DoT), traffic crashes are recognized as a major cause of death in the United States, claiming approximately 42,000 lives annually.

5.6.1.2. Some 41,821 traffic crash fatalities occurred in 2000, with occupants of passenger vehicles (passenger cars and light trucks) accounting for 31,910, about 76 percent of the total. Rollover crashes are a significant and growing contributor to this statistic. A rollover crash is particularly violent in nature.

5.6.1.3. Unrestrained occupants of a vehicle that rolls are subjected to a variety of forces and impacts that can result in severe injuries or death. In 2000, rollover crashes killed nearly 10,000 occupants, almost one-third of the total deaths of occupants of these types of vehicles.

5.6.1.4. All operators are expected to observe posted speed limits, use proper load distribution, check tire tread/inflation, and abstain from alcohol use while operating all vehicles.

5.6.1.5. Vehicles with high gross weight/high center of balance such as; passenger vans, 28/44 passenger buses, wreckers, and 7 ½ ton tractors and higher, are at especially high risk of a vehicle rollover accident.

5.6.2. Rollover prevention:

5.6.2.1. Always use proper engine speed and gear ratio.

5.6.2.2. Never exceed load or passenger limit.

5.6.2.3. One person per seatbelt.

5.6.2.4. Avoid excessive speed on curves.

5.6.2.5. Adjust the driving to meet road and weather conditions.

5.6.2.6. Always inspect the vehicle before-, during- and after-operation.

5.6.2.7. Ensure all tires are properly inflated and in good operating condition.

5.6.2.8. Avoid lateral shifts that can create a higher risk of rollovers. Lane changes should be smooth with clearance ahead of the vehicle and behind the vehicle.

5.7. Vehicle Operation.

5.7.1. Steering.

5.7.1.1. Keep proper hand positions on the steering wheel.

5.7.1.2. A more than normal turn may be necessary due to the length of the vehicle.

5.7.2. Turning.

5.7.2.1. Check traffic to the front, rear, and sides.

5.7.2.2. Check all mirrors, especially on the side next to the lane the vehicle is moving into.

5.7.2.3. Check blind spots. Turn the head to check for blind spots for vehicles or pedestrians. Passenger vans sit up higher than most sedans.

5.7.3. Braking.

5.7.3.1. Normal stopping is affected by: Speed, reaction time, inclement weather, condition of tires and brakes, type and condition of road surface and the weight of the van.

5.7.4. Backing.

5.7.4.1. Use a spotter. The operator must keep visual contact with the spotter at all times. If visual contact is lost, the operator must immediately stop the vehicle.

5.7.4.2. Check clearance, traffic movement, and surroundings.

5.7.4.3. Sound horn to ensure spotter is in position and use mirrors while backing.

5.7.4.4. Back slowly.

5.7.4.5. See AFMAN 24-306 for additional spotter safety guidance and standard AF spotter hand signals.

5.7.5. Transporting passengers.

5.7.5.1. Ensure the van is in safe working condition.

5.7.5.2. Exact number of serviceable seatbelts for passengers.

5.7.5.3. Allow for curbside loading.

5.7.5.4. Unload passengers with caution (on curbside, if possible). Use hazard lights.

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 passenger van 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 belt will be worn during hours of dark and on the flightline.

6.2.1.4. The trainer should walk around vehicle to familiarize themselves and the trainee with all warning labels and signs.

6.2.1.5. Ensure trainee wears seat belt.

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

6.2.1.7. Throughout demonstration, practice passenger van safety:

6.2.1.7.1. Always observe speed and safety precautions while carrying loads.

6.2.1.7.2. Keep loads within the rated capacity of the passenger van.

6.2.1.7.3. Conduct passenger loading/unloading from the curbside to the maximum extent possible.

6.2.1.7.4. Always check the rear before backing.

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. The vehicle inspection will follow the seven-step method as described in **Attachment 4**. An inspection guide (**Attachment 2**) can be used to ensure all areas of the passenger van 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 all passenger vans, 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 passenger van.

6.4.2.2. Go over the van controls and warning lights.

6.4.2.3. Explain parking brake as they apply to passenger van being used.

6.4.2.4. Demonstrate steering.

6.4.2.5. Demonstrate turning.

6.4.2.6. Demonstrate changing lanes.

6.4.2.7. Demonstrate entering and exiting highways.

6.4.2.8. Demonstrate loading and unloading the passenger van.

6.4.2.9. Demonstrate backing.

6.4.2.9.1. Go over hand signals, have trainee serve as the spotter. Keep a spotter in sight at all times. Explain and demonstrate how to back the van without a spotter. Refer to AFMAN 24-306 for standard spotting signals.

6.4.2.9.1.1. Approach slowly.

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 passenger van 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. Hearing protection, if required.

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 belt.

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

7.1.1.6. Passenger van safety items/procedures.

7.1.1.7. Ensure the operator 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 Form 1800 is properly documented.

7.1.2.2.1. Establish a road course with turns and stops signs.

7.1.2.2.2. Backing. Serve as the trainee's spotter, 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 passenger van operations (use spotter when backing) until they can safely and efficiently perform:

7.1.2.3.1. Operate passenger van forward and backward. Continue until trainee can show proficiency in operating.

7.1.2.3.2. Explain the capacities of the passenger van.

7.1.2.3.3. Explain the van controls and warning lights.

7.1.2.3.4. Explain parking brake as they apply to passenger van being used.

7.1.2.3.5. Demonstrate steering.

7.1.2.3.6. Demonstrate turning.

7.1.2.3.7. Demonstrate changing lanes.

7.1.2.3.8. Demonstrate entering and exiting highways.

7.1.2.3.9. Demonstrate loading and unloading the passenger van.

7.1.2.3.10. Demonstrate backing.

7.1.2.3.10.1. Go over hand signals, have trainee serve as the spotter. Keep a spotter in sight at all times. Explain and demonstrate how to back the van without a spotter.

7.1.2.3.10.2. Approach slowly.

7.2. Performance Evaluation.

7.2.1. Trainee will perform performance evaluation found in **Attachment 3**.

7.2.1.1. Instructor and trainee will review **Attachment 3**.

7.2.1.2. Instructor will answer trainee's questions.

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

7.2.2. Instructor will:

7.2.2.1. Ensure safety at all times.

7.2.2.1.1. Place wheel chocks (if required) when passenger van is parked.

7.2.2.1.2. Remove all jewelry and identification tags.

7.2.2.2. Personal protective equipment and other items.

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

7.2.2.4. Ensure trainee wears seat belt.

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

7.2.2.6. Passenger van safety items/procedures.

7.2.3. Explain driving techniques.

7.2.4. Ensure the driver is aware of driving situations.

7.2.5. Conduct after-action reviews with the trainee.

7.2.6. Trainee is not allowed any instructor assists to pass performance evaluation.

7.2.7. Evaluation checklist provided in **Attachment 3**.

7.2.8. Retraining; retrain No-Go's.

7.2.8.1. Re-demonstrate "No-Go" items.

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

7.2.8.3. 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 Driver's License*, 1 November 2018

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFQTP—Air Force Qualification Training Package

DoT—Department of Transportation

FOD—Foreign Object Damage

GAWR—Gross Axle Weight Rating

GVWR—Gross Vehicle Weight Rating

IAW—In Accordance With

RM—Risk Management

TO—Technical Order

VCO—Vehicle Control Official

4WD—Four Wheel Drive

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 passenger van.

A2.1.2. Understand the purpose of the passenger van and their role in the mission.

A2.2. Inspection During-Operations. The operator must ensure the following items are checked after starting the passenger van 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
- ☐ Leaks/hoses/Electrical Wiring Insulation
- ☐ Oil Level
- ☐ Coolant Level
- ☐ Power Steering Fluid
- ☐ Windshield Washer Fluid
- ☐ Battery Fluid Level
- ☐ Automatic Transmission Fluid Level
- ☐ Engine Compartment Belts

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
 - Reflective Triangles
- ☐ **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** – Suspension
 - Springs/Air/Torque
 - Shock Absorbers
- ☐ **4C** – Brakes
- ☐ **4D** – Wheels
 - Rims
 - Tires
 - Hub Oil Seals/Axle Seals
 - Lug Nuts

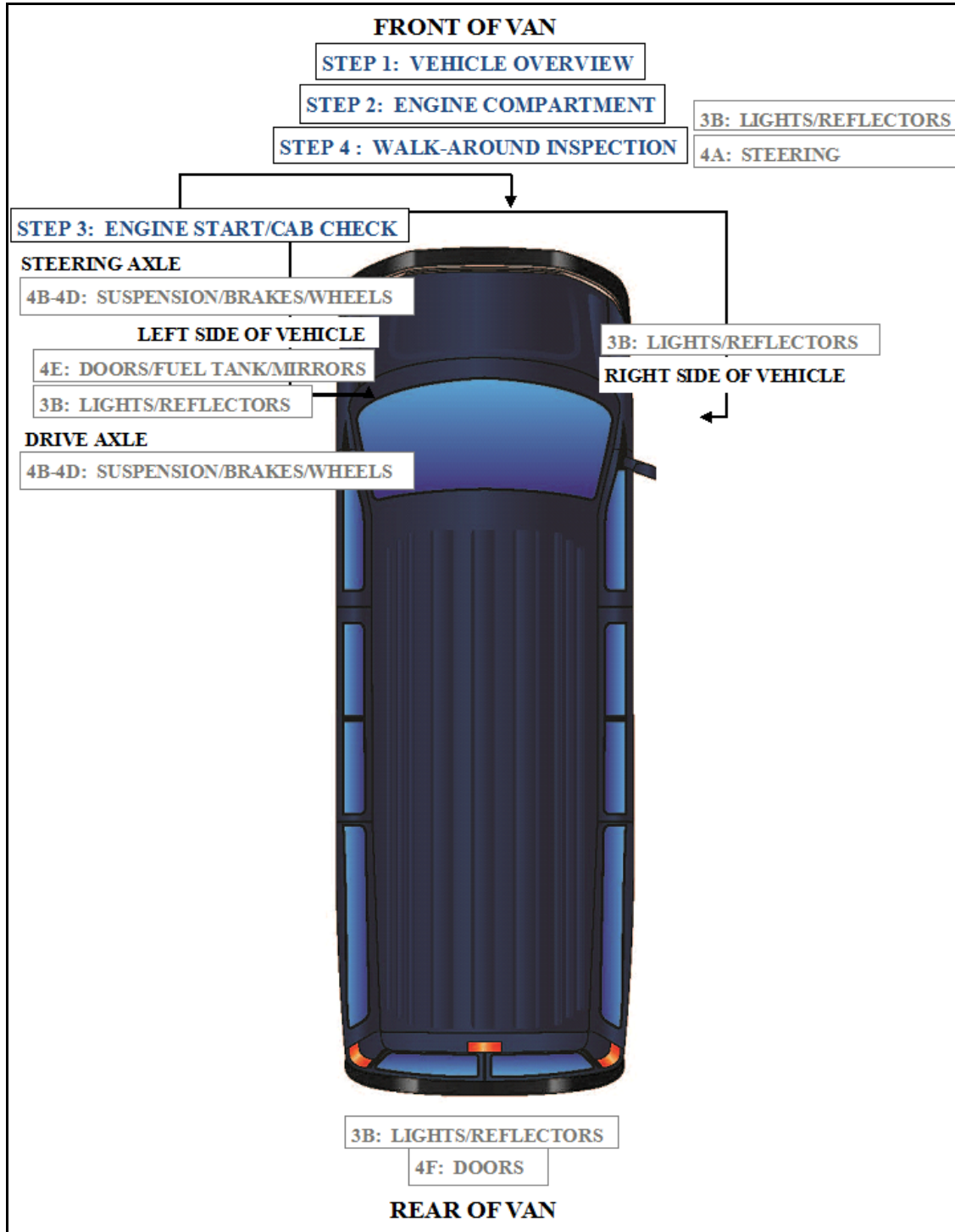
SIDE OF VEHICLE

- ☐ **4E** – Doors
- ☐ **4E** – Mirrors
- ☐ **4E** – Fuel Tank
- ☐ **4E** – Battery

REAR OF VAN

- ☐ **4F** DOORS

Figure A2.1. Passenger Van Inspection Guide.



Attachment 3

PERFORMANCE TEST

A3.1. Desired Learning Outcome.

A3.1.1. Understand the safety precautions to be followed before-, during-, and after-operation of the passenger van. Understand the purpose of the passenger van and their role in the mission.

A3.1.2. Know the proper operator maintenance procedures of the passenger van, IAW applicable technical orders (TOs) and use of AF Form 1800.

A3.1.3. Safely and proficiently operate the passenger van.

A3.2. Instructions. Before beginning the performance test, the trainer will brief the trainee on the scenario he/she will need to accomplish. The trainee will be given additional directions and instructions as needed as they proceed through the scenario.

A3.3. Scoring.

A3.3.1. The trainer examiner will be scoring the trainee on passenger van operations and also the general safe driving practices. The examiner will give directions and instructions to the trainee in sufficient time to execute a driving maneuver. The trainee will not be asked to drive in an unsafe manner.

A3.3.2. The examiner will be making various marks on the performance test checklist. This does not necessarily mean they have done anything wrong. It is in the best interest to concentrate on the operation of the passenger van. The trainer will explain the test results to the trainee at the conclusion of the performance test.

A3.3.3. Tasks being graded are listed on the following page; the trainee will be required to successfully pass all items.

A3.3.4. The instructor will stop the test at any time safe passenger van operations are not being followed or as deemed necessary for safety concerns.

Figure A3.1. Performance Test Checklist.

PERFORMANCE TEST			
Trainees Name:		Date:	
Event	Go	No Go	Notes
1. PRE, DURING, AND POST- OPERATION INSPECTION			
1.1. Operator has required Personal Protective Equipment.			
1.2. Operator checks to ensure all necessary forms are in packet.			
1.3. Follows general condition while approaching vehicle.			
1.4. Checks all items listed on AF Form 1800.			
1.5. Signs AF Form 1800 to signify accomplishment of complete inspection.			
1.6. Checks for proper operation of controls/instruments during operations.			
1.7 Performs post trip inspection and reports malfunctions to Vehicle Management.			
Event	Go	No Go	Notes
2. ON-ROAD DRIVING COURSE			
2.1. General- Safety belt is used; obeys all traffic signs, signals, and laws; complete test without an accident or moving violation.			
2.2. Turns- Checks traffic in all directions; uses turn signals and safely gets into the lane needed for the turn; slows down smoothly, checks mirrors to ensure proper clearance; vehicle should not move into oncoming traffic.			
2.3. Intersections- Checks traffic in all directions; decelerates gently, brakes smoothly and, if necessary; comes to a complete stop behind any stop signs, signals, sidewalks, or stop lines.			

2.4. Urban/Rural Straight- Makes regular traffic checks and maintains a safe following distance; makes necessary traffic checks, uses proper signals, safely and smoothly changes lanes.			
2.5. Expressway- Checks traffic, uses proper signals; merges smoothly into the proper lane of traffic; maintains proper lane positioning, vehicle spacing, and vehicle speed; continue to check traffic thoroughly in all directions; exits using proper signals, decelerates smoothly.			
2.6. Stopping- Decelerates smoothly, brakes evenly, bring vehicle to a full stop.			
2.7. Curves- Before entering the curve; reduces speed and keeps vehicle in the lane; continue checking traffic in all directions.			
2.8. Bridge/Overpass/Sign- Can identify the posted clearance or height, the posted weight limit when going over bridge and explain any traffic sign which may appear on the route.			
Event	Go	No Go	Notes
3. UNIQUE HANDLING CHARACTERISTICS			
3.1. Improper vehicle loading:			
Understands how overloading can affect the handling. Understands gross vehicle weight (GVW). Understands weight balance. Knows where to find GVW information.			
Event	Go	No Go	Notes
4. TRANSPORTING PASSENGERS			
4.1. Uses seat belts.			
4.2. Loading and unloading. Activates warning lights, communicates safety procedures to passengers.			
4.3. Curbside mounting and dismounting.			

Event:	Go	No Go	Notes
5. BACKING AND PARKING			
5.1. Backing.			
Check surroundings before backing. Use spotter, if needed. Uses mirrors properly. Controls speed.			
CERTIFIER COMMENTS:			

Attachment 4

SEVEN-STEP INSPECTION PROCESS

Figure A4.1. Seven-Step Inspection Process.

Seven-Step Inspection Process	
Step	Procedure
1. Vehicle Overview	<ul style="list-style-type: none">● Review the AF Form 1800.○ Ensure any discrepancy has been corrected.○ Vehicle Management annotated the discrepancy was completed.○ Approaching the vehicle.<ul style="list-style-type: none">▪ Damage or vehicle leaning to one side.▪ Fresh leakage of fluids.▪ Hazards around vehicle.
2. Check Engine Compartment	<ul style="list-style-type: none">● 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:<ul style="list-style-type: none">○ Engine oil level.○ Coolant level in radiator; condition of hoses.○ Power steering fluid level; hose condition (if so equipped).○ Windshield washer fluid level.○ Battery fluid level, connections and tie-downs (battery may be located elsewhere).○ Automatic transmission fluid level (may require engine to be running).○ Check belts for tightness and excessive wear (alternator, water pump, air compressor)--learn how much "give" the belts should have when adjusted right.

	<ul style="list-style-type: none"> ○ 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)	<ul style="list-style-type: none"> ● 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. ○ <u>Oil pressure</u>. Should come up to normal within seconds after engine is started. ○ <u>Ammeter and/or voltmeter</u>. Should be in normal range(s). ○ <u>Coolant temperature</u>. Should begin gradual rise to normal operating range. ○ <u>Engine oil temperature</u>. Should begin gradual rise to normal operating range. ○ Check Condition of Controls. Check all of the following for looseness, sticking, damage, or improper setting: <ul style="list-style-type: none"> ■ Steering wheel. ■ 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.

	<ul style="list-style-type: none"> ○ Inspect mirrors and windshield for cracks, dirt, illegal stickers, or other obstructions to seeing clearly. Clean and adjust as necessary. ● Check emergency equipment. ○ Check for safety equipment: <ul style="list-style-type: none"> ▪ Spare electrical fuses (unless vehicle has circuit breakers). ▪ Three red reflective triangles, 6 fuses or 3 liquid burning flares. ▪ Properly charged and rated fire extinguisher. Check for optional items such as: <ul style="list-style-type: none"> ▪ Chains (where winter conditions require). ▪ Tire changing equipment. ▪ List of emergency phone numbers ○ Accident reporting kit (packet). ○ Check safety belt. Check that the safety belt is securely mounted, adjusts; latches properly and is not ripped or frayed.
4. Turn-off Engine	<ul style="list-style-type: none"> ● Turn-on headlights (low beams) and four-way emergency flashers, and get out of the vehicle.
5. Do Walk-Around Inspection	<ul style="list-style-type: none"> ● General. <ul style="list-style-type: none"> ○ Go to front of vehicle and check that low beams are on and both of the four-way flashers are working. ○ Push dimmer switch and check that high beams work. ○ Turn-off headlights and four-way emergency flashers. ○ Turn-on parking, clearance, side-marker, and identification lights. ○ Turn-on right turn signal, and start walk-around inspection. ○ Walk around and inspect. <ul style="list-style-type: none"> ▪ Clean all lights, reflectors, and glass as while doing the walk-around inspection. ● Left front side. <ul style="list-style-type: none"> ○ Driver's door glass should be clean. ○ Door latches or locks should work properly. ● Left front wheel.

	<ul style="list-style-type: none"> ○ Condition of wheel and rim--missing, bent, broken studs, clamps, lugs, or any signs of misalignment. ○ Condition of tires--properly inflated, valve stem and cap OK, no serious cuts, bulges, or tread wear. ○ Hub oil level OK, no leaks. Left front suspension. ○ Condition of spring, spring hangers, shackles, ○ U-bolts. ○ Shock absorber condition. ● Left front brake. ○ Condition of brake drum or disc. ○ Condition of hoses. ● Front. ○ Condition of front axle. Condition of steering system. <ul style="list-style-type: none"> ○ No loose, worn, bent, damaged or missing parts. ○ Must grab steering mechanism to test for looseness. ○ Condition of windshield. ○ Check for damage and clean if dirty. ○ Check windshield wiper arms for proper spring tension. ○ Check wiper blades for damage, "stiff" rubber, and securement. ○ Lights and reflectors. ○ Parking, clearance, and identification lights clean, operating, and proper color (amber at front). ○ Reflectors clean and proper color (amber at front). ○ Right front turn signal light clean, operating, and proper color (amber or white on signals facing forward). ● Right side ○ Right front: check all items as done on left front. ○ Right fuel tank(s). ○ Condition of visible parts. Rear of engine--not leaking. Transmission--not leaking.
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	<ul style="list-style-type: none"> ○ Exhaust system--secure, not leaking, not touching wires, fuel. ○ Frame and cross members--no bends or cracks. ○ Spare tire and/or wheel securely mounted. ○ Cargo/passengers properly secured. ○ Spare tire and wheel adequate (proper size, properly inflated). ○ If oversize, all required signs (flags, lamps, and reflectors) safely and properly mounted and all required permits in driver's possession. ● Right rear. ○ Condition of wheels and rims--no missing, bent, or lugs. ○ 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. ○ Tires same type, e.g. ○ Tires evenly matched (same sizes). ○ Wheel bearing/seals not leaking. ○ Suspension. ○ Condition of spring(s), spring hangers, shackles, and U-bolts. ○ Axle secure. ○ Powered axle(s) not leaking lube (gear oil). Condition of torque rod arms, bushings. ○ Condition of shock absorber(s). ○ Brakes. ○ Brake adjustment. ○ Condition of brake drum(s) or discs. ○ Lights and reflectors. ○ Side-marker lights clean, operating, and proper color (red at rear, others amber). ○ Side-marker reflectors clean and proper color (red at rear, others amber). ● Rear. ○ Lights and reflectors.
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	<ul style="list-style-type: none"> ○ Rear clearance and identification lights clean, operating, and proper color (red at rear). ○ Reflectors clean and proper color (red at rear). ○ Taillights clean, operating, and proper color (red at rear). ○ Right rear turn signal operating, and proper color (red, yellow, or amber at rear). ○ License plate(s) present, clean, and secured. ○ Splash guards present, not damaged, properly fastened, not dragging on ground, or rubbing tires. ○ Rear doors securely closed, latched/locked. ● Left side. ○ Check all items as done on right side, plus: ○ Battery (batteries) (if not mounted in engine compartment). ○ Battery (batteries) secured against movement. Battery (batteries) not broken or leaking. ○ Fluid in battery (batteries) at proper level (except maintenance-free type). ○ Cell caps present and securely tightened (except maintenance-free type). ○ Vents in cell caps free of foreign material (except maintenance-free type).
6. Check Signal Lights	<ul style="list-style-type: none"> ● 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.

	<ul style="list-style-type: none"> ○ Turn-off lights not needed for driving. ○ Check for all required papers, trip manifests, permits, etc. ○ Secure all loose articles (they might interfere with operation of the controls or hit the operator in a crash). ○ Start the engine.
7. Start the Engine and Check Test for Hydraulic Leaks	<ul style="list-style-type: none"> ● Test for hydraulic leaks. ○ If the vehicle has hydraulic brakes, pump the brake pedal three times. ○ Then apply firm pressure to the pedal and hold for five seconds. ○ The pedal should not move. If it does, there may be a leak or other problem. ● Brake system. ● Test parking brake. ○ Fasten safety belt. ○ Set parking brake (power unit only). Release trailer parking brake (if applicable). Place vehicle into a low gear. ○ Gently pull forward against parking brake to make sure the parking brake holds. ○ Repeat the same steps for the trailer with trailer parking brake set and power unit parking brakes released (if applicable). ○ If it doesn't hold vehicle, it is faulty; get it fixed. ● Test service brake stopping action. ○ Go about 5 miles per hour. ○ Push brake pedal firmly. ○ "Pulling" to one side or the other can mean brake trouble. ○ Any unusual brake pedal "feel" or delayed stopping action can mean trouble. ○ 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:

	<ul style="list-style-type: none"> ○ Instruments. ○ Temperature gauges. ○ Pressure gauges. ○ Ammeter/voltmeter. ○ Mirrors. ○ Tires. ○ Cargo, cargo covers. Lights, etc. ○ 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.
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