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Backhoe
Vehicle Management Code: D626



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 overview, **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 test evaluation, **Section 7**.

1.1.2.2. Trainee:

1.1.2.2.1. Reads this entire lesson plan prior to starting lecture.

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

1.1.2.2.3. Uses **Attachment 2** and **Attachment 3** 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 trainee's responsibilities.

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

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

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).

Section 3—INTRODUCTION

3.1. Objectives.

3.1.1. Given lectures, demonstrations, and a hands-on driving session, 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 the backhoe.

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

3.2. Desired Learning Outcomes.

3.2.1. Understand the purpose of the backhoe and its role in the mission.

3.2.2. Understand the safety precautions to be followed for pre-, during- and post-operation inspections of the backhoe.

3.2.3. Know the proper operator maintenance procedures of the backhoe IAW applicable technical manual(s) and use of AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

3.2.4. Be completely familiar with the safety features of the backhoe.

3.2.5. Safely and proficiently operate the backhoe.

3.3. Lesson Duration.

3.3.1. Recommended instructional and hands on training time is 25.5 hours:

Figure 3.1. Recommended Training Time for Training Activities.

Training Activity	Training Time
Trainee's Preparation	30 Minutes
Instructor's Lecture	1 Hour
Instructor's Demonstration	2 Hours
Trainee's Personal Experience (to build confidence and proficiency) <ul style="list-style-type: none">▪ Perform Operator Maintenance▪ Operate the Vehicle	20 Hours
Trainee's Performance Evaluation	2 Hours

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 IAW Air Force Pamphlet (AFPAM) 90-803, *Risk Management (RM) Guidance and Tools*.

3.4.2. Applicable technical manual(s) or Manufacturer's Operator's Manual (see Vehicle Management for technical manual(s) number for vehicle being used in training).

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

3.4.4. AF Form 1800.

3.4.5. Air Force Instruction (AFI) 91-203, *Air Force Consolidated Occupational Safety Instruction*.

3.4.6. AFI 24-302, *Vehicle Management*.

3.4.7. 3E251-02-EC02 (CDC Volume 2).

3.5. Instructional Training Aids and Equipment.

3.5.1. Backhoe Lesson Plan.

3.5.2. Backhoe.

3.5.3. Applicable technical manual or manufacturer's operator's manual.

3.5.4. AF Form 1800.

3.5.5. Suitable training area.

Section 4—TRAINEE PREPARATION

4.1. Licensing Requirements.

- 4.1.1. Trainee must have in his/her possession a valid state driver's license.
- 4.1.2. AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers* in accordance with (IAW) AFI 24-301, *Ground Transportation*.
- 4.1.3. Applicable local licensing jurisdiction requirements.

4.2. Required Reading.

- 4.2.1. Read this entire 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. Overview of Training and Requirements.

5.1.1. Training objectives:

- 5.1.1.1. Given lectures, demonstrations, hands-on operating session(s), the trainee must be able to perform operator's inspection and complete the performance evaluation with zero instructor assists.
- 5.1.1.2. Train and qualify each trainee in safe operation and preventive/operational maintenance of the backhoe.
- 5.1.1.3. This training will ensure the trainee becomes a qualified backhoe operator—an operator who has the knowledge and skills to operate a backhoe in a safe, proficient and professional manner.

5.1.2. Desired learning outcomes:

- 5.1.2.1. Understand the principals of operation, the purpose of the backhoe and its role in the mission.
 - 5.1.2.1.1. The primary use of a backhoe is to dig below ground level. It has the capability to excavate very hard material through using the weight of the boom and the power of the hydraulic system to force the bucket into the material. It is limited in digging depths by the length of its boom and dipper stick.

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

5.1.2.2. Understand the importance of efficient operation and performance of preventative maintenance on the backhoe to meet mission requirements. Preventative maintenance ensures safe operation and availability for daily and emergency use.

5.1.2.3. Understand the safety precautions to be followed pre-, during- and post-operational inspection of the backhoe.

5.1.2.4. Be completely familiar with the safety features of the backhoe.

5.1.2.5. Safely and proficiently operate the backhoe.

5.1.3. Backhoe design. The design of a backhoe varies depending on the vehicle manufacturer. Refer to the manufacturer's operator's manual(s) for additional information on the specific backhoe being operated.

5.1.4. The operator must know the location and function of all controls and indicators prior to operating the vehicle.

Table 5.1. Controls and Indicators.

Control/Indicator	Description
Engine oil pressure gauge	Indicates engine oil pressure when the engine is running.
Clutch pressure warning light	Indicates low pressure in the transmission.
Coolant temperature gauge	Indicates engine coolant temperature.
Voltmeter	Indicates the charging level of the electrical system.
Low charging warning light	Activated when the charging level is low
Fuel gauge	Indicates the amount of fuel in the fuel tank. Caution – Always visually inspect the fuel level. Never solely check the fuel gauge.
Parking brake warning light	Activated when the parking brake is applied
Converter temperature gauge	Indicates converter oil temperature
Ignition switch	Turns the electrical system on/off and engages the starter.
Light switch	Operates the work lights and drive lights.
Windshield wiper/washer control knob	Operates the windshield wipers and windshield washer.
Shift lever	Enables gear selection of the automatic transmission.
Horn button	Activates the horn.
Forward/reverse lever	Selects the direction of the power shuttle transmission.

Gear selector lever	Selects the desired gear.
Parking brake	Keeps vehicle from rolling.
Hand throttle	Controls engine rpm for backhoe operations.
Bucket lift lever	Lifts and lowers the front bucket.
Bucket curl lever	Curls and dumps the bucket.
Fuel shut off lever	Shuts off the fuel supply to the engine.
Right control lever	Raises and lowers the boom.
Middle control lever	Retracts and extends the dipstick (if applicable).
Left control lever	Curls and dumps the bucket.
Stabilizer control lever	Controls the stabilizers.
Foot pedals	Swings the boom left and right.

5.2. Vehicle Inspection.

5.2.1. Pre-operation vehicle inspection test. Use AF Form 1800 as a walk-around guide for vehicle inspection.

5.2.2. 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.

5.2.3. Types of Vehicle Inspection. If discrepancies are found the operator must report them to Vehicle Control Officer/Vehicle Control Non-Commissioned Officer (VCO/VCNCO), the supervisor, and/or vehicle maintenance:

5.2.3.1. Pre-operation inspection – identify items/problems that could cause accidents or breakdowns.

5.2.3.1.1. Vehicle Maintenance may authorize continued use for all other maintenance discrepancies.

5.2.3.1.2. Cleanliness/damaged/missing items.

5.2.3.1.3. Leaks (fuel/oil/coolant/air).

5.2.3.1.4. Fluid levels; ensure levels are is within limits:

5.2.3.1.4.1. Engine oil.

5.2.3.1.4.2. Coolant.

5.2.3.1.4.3. Power steering fluid.

5.2.3.1.4.4. Transmission fluid.

5.2.3.1.4.5. Hydraulic fluid.

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

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

5.2.3.1.7. All tires.

5.2.3.1.7.1. Proper inflation.

5.2.3.1.7.2. Sidewalls, tread, to include depth, bulges.

5.2.3.1.7.3. Cuts and abrasions.

5.2.3.1.7.4. Lug nuts.

5.2.3.1.8. Transmission.

5.2.3.1.8.1. Differential(s). Damage, wear and leaks.

5.2.3.1.8.2. Drive train. Damage, wear and leaks.

5.2.3.1.9. Drive belts; tension and fraying.

5.2.3.1.10. Air filter(s).

5.2.3.1.11. All hoses and wiring.

5.2.3.1.12. Frame bolts and other fasteners, visual inspection for damage.

5.2.3.1.13. Welds visual inspection for cracks.

5.2.3.1.14. Visual and auditory warning devices.

5.2.3.1.15. Storage bin doors properly latched, if applicable.

5.2.3.1.16. Fuel tank(s) assembly for damage.

5.2.3.1.17. Wiring/lights/reflectors (interior/exterior).

5.2.3.1.18. Mirrors.

5.2.3.1.19. Windshield and windshield wipers/washers.

5.2.3.1.20. Doors.

5.2.3.1.21. Windows.

5.2.3.1.22. Seatbelts.

5.2.3.2. During-operation inspection.

5.2.3.2.1. Ensure master switch is turned to the ON position.

5.2.3.2.2. Ignition to accessory position.

5.2.3.2.3. Check all gauges and warning lights/indicators for proper operations.

5.2.3.2.4. Ignition to start.

5.2.3.2.5. Check for unusual conditions (interior).

5.2.3.2.5.1. Sounds.

5.2.3.2.5.2. Odors.

5.2.3.2.5.3. Vibrations.

5.2.3.2.6. Conduct 360 walk-around; check for unusual conditions (exterior).

5.2.3.2.6.1. Sounds.

5.2.3.2.6.2. Odors.

5.2.3.2.6.3. Vibrations.

5.2.3.2.6.4. Leaks.

5.2.3.2.6.5. Light function.

5.2.3.2.7. Conduct function check of all controls.

5.2.3.2.7.1. Steering wheel.

5.2.3.2.7.2. Shift selector.

5.2.3.2.7.3. Parking brake.

5.2.3.2.7.4. Windshield wipers.

5.2.3.2.7.5. Climate control.

5.2.3.2.8. Sign AF Form 1800. Verify Standard Form (SF) 91, Motor Vehicle Accident Report, SF 94, Statement of Witness, and Department of Defense (DD) Form 518, Accident Identification Card are on-hand.

5.2.3.3. Post-operation inspection.

5.2.3.3.1. Check fuel level ($< \frac{3}{4}$ tank, refuel).

5.2.3.3.2. Ensure vehicle and components are cleaned.

5.2.3.3.3. Park vehicle. Ensure transmission in neutral, apply parking brake.

5.2.3.3.4. Ground buckets. Back bucket can either be grounded or packed away in travel position.

5.2.3.3.5. Follow manufacturer's shut-down procedures.

5.2.3.3.6. Shut off lights and accessories.

5.2.3.3.7. Ensure master switch is turned to the OFF position

5.2.3.3.8. Post 360 walk-around. Check for leaks and damage.

5.3. Vehicle Safety and Equipment.

5.3.1. Hazards and human factors:

5.3.1.1. Traffic due to size and weight.

5.3.1.2. Jerky starts and stops.

5.3.1.3. Traveling too fast and turning too sharply.

5.3.1.4. Slip hazards.

5.3.1.4.1. Always maintain three-points of contact when mounting/dismounting the vehicle.

5.3.1.5. High rollover risk.

5.3.1.6. Restricted visibility.

5.3.2. Safety clothing and equipment:

5.3.2.1. Safety toed boots must be worn.

5.3.2.2. Leather gloves.

5.3.2.3. Hearing protection.

5.3.2.4. Inclement weather gear, if required.

5.3.2.5. Reflective belt during hours of reduced visibility and on flightline.

5.3.2.6. First aid kit.

5.3.2.7. Cones.

5.3.2.8. Tire gauge.

5.3.2.9. Fire extinguisher.

5.3.2.10. AF Form 1800, SF 91 and DD Form 518.

5.4. Driving Safety and Precautions.

5.4.1. Overview safety and precautions. The following are safety items and procedures to be followed during backhoe operations. The manufacturer's operator's manual will also provide safe operating procedures and the vehicle itself may have warnings, cautions and danger stickers that the vehicle operator should be aware of.

5.4.2. Vehicle data plate. Be familiar with the location and information found on the data plate.

5.4.3. Plan the route.

5.4.3.1. Overhead clearance. Check the clearance height of the vehicle relative to the overhead obstructions such as power lines, trees, and bridges. Clearance from overhead lines change with voltage; consult OSHA CFR 1926.1408, Table A (Minimum Clearance Distance).

5.4.3.2. Width restrictions/construction zones, over-the-road.

5.4.3.3. Weight restriction (roads, bridges, off-road conditions).

5.4.3.4. Inclines.

5.4.3.5. Uneven ground.

5.4.3.6. Soft surfaces.

5.4.4. Over the road operation.

5.4.4.1. Greater vehicle weight. The operator needs to consider the combined weight of the backhoe and the load. This will affect the following:

5.4.4.1.1. Operator's ability to stop. Do not tailgate the vehicle in front. Allow more distance between vehicles in order to increase reaction time.

5.4.4.1.2. Vehicle's ability to accelerate/follow the flow of traffic. Accelerate smoothly and gradually so the vehicle does not jerk. Rough acceleration causes unnecessary, premature mechanical damage to the vehicle's drive train. Maintain a safe speed.

5.4.4.2. Downgrades/upgrades. The operator will use lower gears more frequently to climb hills or mountains with increasing grade steepness, length and/or heavy load weight. Plan ahead to identify downgrades/upgrades on the route of travel. If possible, talk to other drivers who are familiar with the grades to find out what speeds are safe. When encountering downgrades/upgrades as described, the operator will need to address:

5.4.4.2.1. Speed. On downgrades, gravity causes the speed of the vehicle to increase. The operator must select an appropriate safe speed, use a low gear, and proper braking techniques. The operator must go slow enough so as to not overheat the vehicle's brakes.

5.4.4.2.2. Stopping. If the brakes become too hot, they may start to "fade". Brake fade will cause partial or complete loss of brakes.

5.4.4.3. Sharp turns. Slow down before entering the turn. During the turn, avoid sharp sudden movements with the steering wheel. This reduces the chance of the vehicle weight shifting, and also prevents the possibility of tipping over due to the higher center of gravity.

5.4.4.4. Surroundings. Operating a backhoe requires the operator's constant attention. Many situations can be avoided by simply paying close attention to the surrounding conditions. Road signs such as "steep grade", "low overhead clearance", "sharp turn ahead", and special speed limits are posted for the driver's safety.

5.4.4.5. Blind spots. Operators must know where there will be limited or no visibility surrounding the vehicle being operated.

5.4.4.6. Size. The operator must take into account, the size/width of the attachment assembly when operating the vehicle.

5.4.5. Backing.

5.4.5.1. Use a spotter and hand signals.

5.4.5.2. Back slowly and keep the spotter in view at all times. If the operator loses sight of the spotter, the operator must immediately stop the vehicle.

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

5.4.6. General operation.

5.4.6.1. Walk around the vehicle to ensure the area is clear before moving.

5.4.6.2. Before operating, the operator must understand all controls. He/she should ASK, if they do not understand!

5.4.6.3. Never attempt to start or operate the vehicle from any location other than the operator's seat.

5.4.6.4. Never drive close to the edge of a ditch or excavation.

5.4.6.5. Never leave the vehicle running unattended.

5.4.6.6. Do not attempt to get on or off of the machine while it is moving.

5.4.6.7. Always use extreme caution when disconnecting the hydraulic hoses from the backhoe.

5.5. Vehicle Operation.

5.5.1. General vehicle operations.

5.5.1.1. Complete a pre-operation vehicle inspection.

5.5.1.2. Sign the current AF Form 1800.

5.5.1.3. Climb into the vehicle. Use three points of contact.

5.5.1.4. Adjust the seat and mirrors as needed; fasten seat belt.

5.5.2. Starting the vehicle.

5.5.2.1. Ensure all hydraulic controls are in neutral.

5.5.2.2. Assure the power shuttle transmission is in neutral.

5.5.2.3. Turn ignition switch to the start position.

Caution: Do not engage the starter for more than 30 seconds at a time. If the engine does not start within 30 seconds, allow the starter two minutes to cool-off.

5.5.2.4. When the engine starts, release the ignition switch. Monitor all warning gauge lights.

5.5.2.5. Allow the engine at least three minutes, without a load, in order to reach operation temperature.

5.5.2.6. Assure the backhoe is in the traveling position.

5.5.2.7. Raise the bucket high enough to clear any ground obstacles.

5.5.2.8. Place the power shuttle transmission into the desired direction.

5.5.2.9. Release the parking brake.

5.5.3. Operation of the front bucket.

5.5.3.1. The right control lever controls the raising and lowering of the bucket.

5.5.3.2. Pull the lever backwards to raise the bucket, push the lever forward to lower the bucket.

5.5.3.3. Push the lever all the way forward for the float position.

5.5.3.4. When the lever is in the float position, the boom moves freely up or down as the bucket follows the contour of the ground.

5.5.3.5. Pull the lever to the left to curl the bucket. Push the lever to the right to dump the bucket.

Figure 5.1. Loading the front bucket.



5.5.4. Loading with the front bucket. Loading a dump truck with a backhoe requires a safety-oriented, skilled operator. Always keep the following safety precautions in mind:

5.5.4.1. Never load a truck with the operator sitting inside of the cab. Have the operator place the truck in neutral or park. Set the parking brake and leave the truck. This will prevent injury to the operator if a large object should crush the cab of the truck during loading operations.

Caution: Prevent electrical shock by never loading trucks under or near power lines.

5.5.4.2. Always attempt to load the truck on the side opposite the fuel tanks. If the truck has multiple fuel tanks, be cautious that the material does not spill out onto the fuel tanks.

5.5.4.3. Approach the dump truck and slowly raise the bucket to a height just above the bed of the dump truck.

5.5.4.4. Move the backhoe forward so that the bucket is positioned over the center of the truck bed. Roll the bucket forward until all of the material is out of the bucket. To keep from damaging the dump body, dump the first load gradually, a little bit at a time.

5.5.4.5. Take care so that the material is loaded into the center of the bed and the truck is not overloaded. Placing the material on one side of the bed causes the truck to lean to the side and makes it difficult to steer. An overloaded truck puts excessive stress on the frame of the truck. This can cause a traffic hazard if material falls off of the truck onto roadways.

5.5.4.6. Once the bucket is empty, back away from the dump truck. Lower the bucket and return to the stockpile for another load of material.

Figure 5.2. Excavating with the back bucket.



5.5.5. Excavating with the back bucket.

5.5.5.1. Make sure that there is an approved AF Form 103 for the area to be excavated.

5.5.5.2. Perform operator's maintenance.

5.5.5.3. Stabilize the front of the backhoe.

5.5.5.3.1. With the backhoe in-line with the proposed trench, level and lower the front bucket on the ground just enough to take the pressure off of the front tires.

5.5.5.3.2. Rotate the seat 180 degrees. Rotate the seat in order to face the rear of the machine with the controls in front.

5.5.5.4. Stabilize the rear of the backhoe. Lower the rear stabilizers with only enough down pressure to slightly lift the rear tires off of the ground.

5.5.5.5. Level the backhoe.

5.5.5.5.1. Ensure that the backhoe is level by raising and lowering the stabilizers, as necessary.

- 5.5.5.5.2. If the stabilizers are not long enough to level the machine, it may be necessary to place dunnage under the pad to assist in leveling.
- 5.5.5.6. Set the hand throttle to the revolutions per minute (rpm) that is recommended in the operator's manual.
- 5.5.5.7. Depending on the digging conditions and obstructions in the area, the throttle may be increased or decreased, as needed.
- 5.5.5.8. The more throttle, the less chance of "feeling" any hidden obstructions.
- 5.5.5.9. Position the boom for digging. Unlock the boom according to the guidance in the operator's manual. Fully extend the dipper while keeping the bucket close to the ground.
- 5.5.5.10. Make a marking pass to outline the trench.
- 5.5.5.11. Curl the bucket 3 to 5 inches before placing it on the ground.
- 5.5.5.12. Bring the dipper in and raise the boom simultaneously to cut an even trench.
- 5.5.5.13. The first cut is to dig just deep enough to outline the trench.
- 5.5.5.14. When the dipper has been pulled back and is at a 90 degree angle with the ground, the marking pass is complete.
- 5.5.5.15. Curl the bucket at the end of the pass.
- 5.5.5.16. When the dipper reaches the end of the pass: curl the bucket, lift the dipper and boom and swing the bucket to the outside of the trench.
- 5.5.5.17. Evenly place the spoil on the side of the trench by uncurling the bucket. If loading into a dump truck, raise the boom and swing to the center of the dump bed. Uncurl the bucket and load into the dump truck.
- 5.5.5.18. Make continuous cuts until the desired depth is achieved.
- 5.5.5.19. Use the same procedures as the marking pass, except allowing the bucket to dig into the ground without exceeding the digging capability of the backhoe.
- 5.5.6. Loading with the back bucket.
- 5.5.6.1. Obtain a full bucket. Follow the above steps for excavating to obtain a full bucket of material.
- 5.5.6.2. Load the dump truck. **Note:** The following functions are done simultaneously and take considerable time to accomplish.

5.5.6.3. Position the dump truck next to the backhoe where the bucket can reach the center of the bed.

5.5.6.4. Ensuring that the bucket is kept curled, swing/raise the boom and extend the dipper stick in order to position the bucket over the bed.

5.5.6.5. Once in position, uncurl the bucket slowly to unload the material.

5.5.6.6. Swing the boom back over the trench and continue until the job is complete.

5.5.7. Backfill with back bucket.

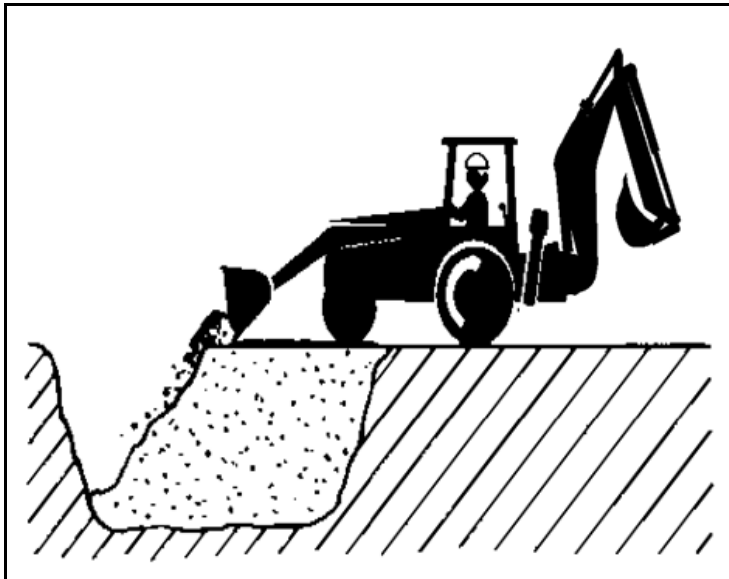
5.5.7.1. Obtain a full bucket. Follow the steps above for excavating in order to obtain a full bucket of material.

5.5.7.2. Swing the boom over the excavated trench.

5.5.7.3. Extend the boom away from the backhoe. As the boom extends out, open the bucket gradually while extending the boom and dipper in the opposite method of excavating. Material will gradually release from the bucket. Continue to do this until the trench is full and level.

Note: Backfill should be compacted in 3-inch lifts with the compactor.

Figure 5.3. Backfill with the front bucket.



5.5.8. Backfill with the front bucket.

5.5.8.1. Approach the spoil material area.

5.5.8.2. Level the bucket on the ground and proceed forward in low gear, perpendicular to the trench, until the material has been penetrated.

5.5.8.3. Limit the amount of material to about half a bucket.

5.5.8.4. Raise the engine speed just high enough to push the material ahead without spinning the tires.

5.5.8.5. Push the material into the center of the trench, stop, and uncurl the bucket.

5.5.8.6. Look behind the machine and back up.

5.5.8.7. Continue backfilling the trench, while compacting the material in layers with proper compaction equipment (not backhoe tires) as required.

5.5.9. Clean up the area.

5.5.9.1. Once the trench is compacted, straddle the filled trench and back-drag to smooth any ridges.

5.5.9.2. As the machine nears the end of the trench, gradually lift the bucket to feather the material.

5.5.9.3. Back-drag the rest of the area with the front bucket in the float position to flatten any windrows.

5.5.10. Shutdown procedures.

Caution: The vehicle should not be placed in gear until the cool down/idle sequence is complete.

5.5.10.1. Select the correct gear. (neutral when on the flat and 1st gear or reverse when on hills or steep gradients).

5.5.10.2. Apply parking brake.

5.5.10.3. Lower all attachments to the ground.

5.5.10.4. Allow engine three to five minutes to cool down.

5.5.10.5. Turn the key to the OFF position.

5.5.10.6. Check for damage.

5.5.11. End of duty day.

5.5.11.1. Perform post-operation procedures as described in **Paragraph 5.2.**

5.5.11.2. Cleaning air intake filters. There are generally two elements, the inner and the outer. Under dusty operating conditions, clean outer elements daily (even more often if working conditions are extremely dusty). The inner filter will be replaced during regular scheduled maintenance. For cleaning procedures, use guidelines stated in the operator's maintenance manual.

5.5.11.3. Lubricating the vehicle according to intervals listed in the maintenance chart. If operating the machine in severe conditions, lubricate the machine more frequently.

5.5.11.4. Fuel the backhoe at the end of each working day to prevent moisture from condensing and forming droplets of water within the fuel tank. Contact base fuels to come to the job site if the equipment cannot be driven to the service station (i.e., extreme distances, tracked vehicles, no drivable support equipment, etc.). Ensure the vehicle has a minimum of three-fourths tank of fuel at the end of the duty day.

Section 6—EXPLANATION AND DEMONSTRATION.

6.1. Instructor's Preparation.

- 6.1.1. Establish a training location.
- 6.1.2. Obtain appropriate vehicle 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 backhoe is parked.
 - 6.2.1.2. Remove all jewelry and identification tags.
 - 6.2.1.3. Personal protective equipment (PPE) and equipment items.
 - 6.2.1.3.1. Safety toed boots must be worn.
 - 6.2.1.3.2. Gloves will be worn during pre-operation inspection, post-operation inspection and while performing maintenance/adjustments to the attachment.
 - 6.2.1.3.3. Hearing protection, if required
 - 6.2.1.3.4. Eye protection, if required.

- 6.2.1.3.5. Inclement weather gear.
- 6.2.1.3.6. Reflective belt during hours of reduced visibility or on the flightline.
- 6.2.1.3.7. Warning triangles.
- 6.2.1.4. The trainer and the trainee should conduct a 360 walk-around the vehicle to become familiar with all warning labels and signs.
- 6.2.1.5. Ensure that the vehicle is properly parked and the brakes are set before accomplishing the walk-around inspection.
- 6.2.1.6. Properly adjust driver's seat and all mirrors.
- 6.2.1.7. Ensure trainee wears seat belts.
- 6.2.1.8. Throughout demonstration, practice backhoe operational safety.
- 6.2.2. Practice basic AF RM process during demonstration:
 - 6.2.2.1. Identify the hazards.
 - 6.2.2.2. Assess the 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 3**. An inspection guide can be used to ensure all areas of the backhoe 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.

6.4.2. Demonstrate/discuss pre-operation and during-operation inspection requirements.

6.4.3. Describe the operation and location of the following items:

6.4.3.1. Foot brake pedal.

6.4.3.2. Steering wheel.

6.4.3.3. Horn button.

6.4.3.4. Gear selector.

6.4.3.5. Parking brake.

6.4.3.6. Bucket controls.

6.4.4. Discuss the following important operational notes:

6.4.4.1. Radiator checks. When cold, the coolant level should be approximately 1 inch from the top of the filler neck and the full cold mark on the reservoir.

6.4.4.2. Typically, transmission fluid must be checked with the transmission warm, engine running and gear selector in the neutral position. Backhoe transmissions vary from model to model and may require different fluid checking procedures. Check the operator's manual prior to checking the fluid.

6.4.4.3. Engine oil must be at the full mark on the oil dipstick.

6.4.4.4. Do not operate the starter for more than 30 seconds. If the engine does not start within 30 seconds, allow the starter motor to cool for 2 minutes before attempting to restart the engine.

6.4.5. Demonstrate the following for the backhoe.

6.4.5.1. Vehicle/equipment checkout.

6.4.5.2. Proper mounting and dismounting procedures.

6.4.5.3. Engine start up, including proper safety precautions.

6.4.5.4. Instrument use and their indications.

6.4.5.5. Proper use of backhoe controls.

6.4.5.6. Proper movement with and without a load.

6.4.5.6.1. Forward.

6.4.5.6.2. Turning. (at various speeds).

6.4.5.6.3. Braking.

6.4.5.6.4. Backing, (use spotter when backing).

6.4.5.6.5. Parking.

6.4.5.7. Backhoe operations. **Note:** Refer to the technical manual for additional guidance pertaining to the vehicle being operated. Demonstrate:

6.4.5.7.1. Explain safe handling of loads and discuss potential hazards associated with it (off-centered loads, overloading, etc.).

6.4.5.7.2. Understand wing radius hazards provided in CFR 1926.1424, *Work Area Control*.

6.4.5.7.3. Describe and demonstrate loading/dumping with front bucket.

6.4.5.7.4. Describe and demonstrate excavating with the back bucket.

6.4.5.7.5. Describe and demonstrate backfill the back bucket.

6.4.5.7.6. Describe and demonstrate backfill with the front bucket.

6.4.5.7.7. Demonstrate area clean-up.

6.4.5.7.8. Demonstrate shutdown procedures

6.4.6. Demonstrate/discuss post-operation requirements.

6.4.6.1. Ensure vehicle is clean.

6.4.6.2. Refuel vehicle.

6.4.6.3. Following manufacturer's shut-down procedures.

6.4.6.4. Perform a 360 walk-around inspection.

6.4.6.5. Annotate any discrepancies found on AF Form 1800.

6.4.7. 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 backhoe 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. PPE and other items:

7.1.1.2.1. Safety toed boots must be worn.

7.1.1.2.2. Gloves will be worn during pre-operation, post-operation inspection and while performing maintenance/adjustments to the attachment.

7.1.1.2.3. Hearing protection, if required.

7.1.1.2.4. Eye protection, if required.

7.1.1.2.5. Reflective belt during hours of reduced visibility or on the flightline

7.1.1.2.6. Warning triangles.

7.1.1.2.7. Inclement weather gear, if required.

Note: Discuss when it is required that applicable PPE should be worn/utilized.

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

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

7.1.1.5. Ensure trainee wears seat belt.

7.1.1.6. Backhoe safety items/procedures.

7.1.1.7. Ensure the trainee is aware of tasks to be performed.

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).

7.1.2.1.1. Pre-operation inspection.

7.1.2.1.2. During-operation inspection.

7.1.2.2. Ensure AF Form 1800 is properly documented.

7.1.2.2.1. Identify and explain backhoe gauges, switches, levers and buttons.

7.1.2.2.2. Establish a road course that will have the following: (if the course does not have one of the following, then the trainee should be able to explain the correct operating techniques).

7.1.2.2.2.1. Forward.

7.1.2.2.2.2. Turning.

7.1.2.2.2.3. Braking.

7.1.2.2.2.4. Backing (use spotter when backing).

7.1.2.2.2.5. Parking.

7.1.2.2.2.6. Backhoe operation. **Note:** Refer to the technical manual for additional guidance pertaining to the vehicle being operated.

7.1.2.2.2.6.1. Loading/dumping with front bucket.

7.1.2.2.2.6.2. Excavating with the back bucket.

7.1.2.2.2.6.3. Backfill with the back bucket.

7.1.2.2.2.6.4. Backfill with the front bucket.

7.1.2.2.2.6.5. Area clean-up.

7.1.2.2.2.6.6. Shutdown procedures.

7.1.2.2.3. Perform post-operation inspection.

7.1.2.2.3.1. Ensure vehicle components are cleaned.

7.1.2.2.3.2. Check fuel level. If there is $< \frac{3}{4}$ tank, refuel the vehicle.

7.1.2.2.3.3. Following manufacturer's shut-down procedures.

7.1.2.2.3.4. Park.

7.1.2.2.3.4.1. Place transmission in neutral.

7.1.2.2.3.4.2. Apply parking brake.

7.1.2.2.3.5. Perform a 360 walk-around inspection checking for leaks and damage.

7.2. Performance Evaluation.

7.2.1. Trainee will perform performance evaluation found in **Attachment 2**.

7.2.1.1. Instructor and trainee will review **Attachment 2**.

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 backhoe is parked,

7.2.2.1.2. Remove all jewelry and identification tags.

7.2.2.2. PPE and other items.

7.2.2.2.1. Safety toed boots must be worn.

7.2.2.2.2. Gloves will be worn during pre-operation inspection, post- operation inspection and while performing maintenance/adjustments to the attachment.

7.2.2.2.3. Hearing protection, if required.

7.2.2.2.4. Eye protection, if required.

7.2.2.2.5. Reflective belt during hours of reduced visibility or on the flightline.

- 7.2.2.2.6. Warning triangles.
- 7.2.2.2.7. Inclement weather gear, if required.
- 7.2.2.3. Ensure trainee wears seat belt.
- 7.2.2.4. Properly adjust driver's seat and all mirrors.
- 7.2.2.5. Backhoe safety items/procedures.
- 7.2.3. Explain operating techniques.
- 7.2.4. The trainee will demonstrate and be evaluated on the following procedures:
 - 7.2.4.1. Vehicle/equipment checkout.
 - 7.2.4.2. Pre-operation inspection/preventative maintenance.
 - 7.2.4.3. Start-up procedures.
 - 7.2.4.4. Forward.
 - 7.2.4.5. Turning.
 - 7.2.4.6. Braking.
 - 7.2.4.7. Backing (use spotter when backing).
 - 7.2.4.8. Parking.
 - 7.2.4.9. Backhoe operation. **Note:** Refer to the technical manual for additional guidance pertaining to the vehicle being operated
 - 7.2.4.9.1. Loading/dumping with front bucket.
 - 7.2.4.9.2. Excavating with the back bucket.
 - 7.2.4.9.3. Backfill with the back bucket.
 - 7.2.4.9.4. Backfill with the front bucket.
 - 7.2.4.9.5. Area clean-up.
 - 7.2.4.9.6. Shutdown procedures.

7.2.4.10. Perform post-operation inspection.

7.2.4.10.1. Ensure vehicle components are cleaned.

7.2.4.10.2. Check fuel level. If there is $< \frac{3}{4}$ tank, refuel the vehicle.

7.2.4.10.3. Following manufacturer's shut-down procedures.

7.2.4.10.4. Park.

7.2.4.10.4.1. Place transmission in neutral.

7.2.4.10.4.2. Apply parking brake.

7.2.4.10.5. Perform a 360 walk-around inspection checking for leaks and damage.

7.2.5. Ensure the driver is aware of operating situations.

7.2.6. Conduct after-action reviews with the trainee.

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

7.2.8. Evaluation checklist provided in **Attachment 2**.

7.2.9. Retraining; retrain No-Go's.

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

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

7.2.9.3. Re-evaluate.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 13-213, *Airfield Driving*, 1 June 2011

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

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

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

AFPAM 90-803, *Risk Management (RM) Guidance and Tools*, 11 February 2013

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

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFQTP—Air Force Qualification Training Plan

DD—Department of Defense

IAW—In Accordance With

PPE—Personal Protective Equipment

PSI—Pounds per Square Inch

RM—Risk Management

SF—Standard Form

VCNCO—Vehicle Control Non Commissioned Officer

VCO—Vehicle Control Officer

Attachment 2

PERFORMANCE TEST

A2.1. Desired Learning Outcome.

A2.1.1. Understand the safety precautions to be followed pre-, during-, and post-operation of the backhoe.

A2.1.2. Understand the purpose of the backhoe and its role in the mission.

A2.1.3. Know the proper operator maintenance procedures of the backhoe, IAW applicable technical orders and use of Air Force (AF) Form 1800.

A2.1.4. Safely and proficiently operate the backhoe.

A2.2. Instructions. Before beginning the performance test, the trainer will brief the trainee on the scenario that will need to be accomplished. He/she will be given additional directions and instructions as needed throughout the scenario.

A2.3. Scoring.

A2.3.1. The trainer examiner will be scoring the trainee on backhoe operations and also the general safe driving practices. The examiner will give directions and instructions to the trainee in sufficient time for him/her to execute a driving maneuver. They will not be asked to drive in an unsafe manner.

A2.3.2. The examiner will be making various marks on the performance test checklist. This does not necessarily mean anything has been done wrong. It is in the best interest to concentrate on the operation of the backhoe. The trainer will explain the test results at the conclusion of the performance test.

A2.3.3. Tasks being graded are listed on the following page; the trainee will be required to successfully pass all items.

A2.3.4. The instructor will stop the test at any time safe operations are not being followed or as deemed necessary for safety concerns.

Figure A2.1. 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. Follows general pattern of pre-trip checklist.			
1.3. Performs brake component check			
1.4. Signs AF Form 1800 to signify accomplishment of complete inspection.			
1.5. Cleans windshield, windows, mirrors, lights and reflectors			
1.6. Continues during operations inspection checks.			
1.7. Knows use of jacks, tools, emergency devices, tire chains, fire extinguishers, etc.			
1.8. Performs post trip inspection and reports malfunctions to Vehicle Management.			
Event	Go	No Go	Notes
2. BASIC CONTROL AND VEHICLE OPERATION			
2.1. Safety belt is used; obeys all traffic signs, signals, and laws; completes test without an accident or moving violation.			
2.2. Avoids jerky starts and stops.			
2.3. Does not cut corners sharply.			
2.4. Maintains proper speed and space.			
2.5. Ensure proper backhoe safety practices. List safety violations.			

2.6. Turns:			
Checks traffic in all directions; uses turn signals and safely get into the lane needed for the turn; slows down smoothly, changes gears as needed to keep power; checks mirrors to ensure proper clearance; vehicle should not move into oncoming traffic.			
2.7. Stopping - decelerates smoothly, brakes evenly, changes gears as necessary; brings vehicle to a full stop without coasting.			
2.8. Starting - checks traffic, avoids jerky starts.			
Event	Go	No Go	Notes
3. KNOWLEDGE OF VEHICLE AND USE OF CONTROLS			
3.1. Engine:			
Uses proper starting procedures			
Allows proper warm-up.			
Understands all gauges.			
Uses proper shutdown procedures.			
Basic knowledge of engines.			
3.2. Brakes and Braking Techniques			
Proper use of parking brake.			
Performs brake check before pulling out.			
Event	Go	No Go	Notes
4. BACKING/PARKING			
4.1. Backing.			
Positions properly.			
Inspects before backing.			
Uses spotters properly.			
Uses mirrors properly.			
Avoids blind side backing.			
Controls speed.			
4.2. Parking.			
Checks traffic position before parking.			
Secures vehicle properly.			
Parks legally and safely.			
Uses emergency warning devices, if required.			

Event	Go	No Go	Notes
5. BACKHOE OPERATIONS			
5.1. Loading/dumping with the front bucket.			
5.2. Excavating with the back bucket.			
5.3. Backfill with the back bucket.			
5.4. Backfill with the front bucket.			
5.5. Area clean-up.			
5.6. Shutdown procedures.			
CERTIFIER COMMENTS:			

Attachment 3

SEVEN-STEP INSPECTION PROCESS

Figure A3.1. 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.○ 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. <ul style="list-style-type: none"> ○ <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. ○ <u>Warning lights and buzzers</u>. Oil, coolant, charging circuit warning, and antilock brake system lights should go out right away. ○ Check Condition of Controls. Check all of the following for looseness, sticking, damage, or improper setting: <ul style="list-style-type: none"> ○ Steering wheel. ○ Clutch. ○ Accelerator (gas pedal). ○ Brake controls. ○ Foot brake. ○ Parking brake. ○ Transmission controls. ○ Interaxle differential lock (if vehicle has one). ○ Horn(s). ○ Windshield wiper/washer. ○ Lights.

	<ul style="list-style-type: none"> ○ Headlights. ○ Dimmer switch. ○ Turn signal. ○ Four-way flashers. ● Check mirrors and windshield. ○ 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: ○ 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: ○ 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"> ● 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.
 - 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.
 - Clean all lights, reflectors, and glass as while doing the walk-around inspection.
- Left front side.
 - Driver's door glass should be clean.
 - Door latches or locks should work properly.
- Left front wheel.
 - 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.
 - Use wrench to test rust-streaked lug nuts, indicating looseness.
- Left front brake.
 - Condition of brake drum or disc.
 - Condition of hoses.
- Front.
 - Condition of front axle. Condition of steering system.
 - 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.

	<ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Right front: check all items as done on left front. ○ Fuel tank(s). ○ Securely mounted, not damaged, or leaking. Fuel crossover line secure. ○ Tank(s) contain enough fuel. Cap(s) on and secure. ○ Condition of visible parts. Rear of engine--not leaking. Transmission--not leaking. ○ Exhaust system--secure, not leaking, not touching wires, fuel, or air-lines. ○ Frame and cross members--no bends or cracks. ○ Air-lines and electrical wiring--secured against snagging, rubbing, wearing. ○ Spare tire carrier or rack not damaged (if so equipped). ○ Spare tire and/or wheel securely mounted in rack. ○ Spare tire and wheel adequate (proper size, properly inflated). ○ Curbside cargo compartment doors in good condition, securely closed, latched/locked and required security seals in place. ● Right rear. <ul style="list-style-type: none"> ○ Condition of wheels and rims--no missing, bent, or broken spacers, studs, clamps, 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.
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	<ul style="list-style-type: none"> ○ Tires same type, e.g., not mixed radial and bias types. ○ Tires evenly matched (same sizes). Wheel bearing/seals not leaking. ○ Suspension. ○ Powered axle(s) not leaking lube (gear oil). Condition of torque rod arms, bushings. ○ Condition of shock absorber(s). ○ If retractable axle equipped, check condition of lift mechanism. If air powered, check for leaks. ○ Condition of air ride components. ○ Brakes. ○ Brake adjustment. ○ Condition of brake drum(s) or discs. ○ Condition of hoses--look for any wear due to rubbing. ○ 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. ○ 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. ○ End gates free of damage, properly secured in stake sockets. ○ Rear doors securely closed, latched/locked.
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	<ul style="list-style-type: none"> • Left side. ○ Check all items as done on right side, plus: ○ Battery (batteries) (if not mounted in engine compartment). ○ Battery box (boxes) securely mounted to vehicle. Box has secure cover. ○ 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. ○ Turn-off lights not needed for driving. ○ Check for all required papers, trip manifests, permits, etc. ○ Secure all loose articles in cab (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.

	<ul style="list-style-type: none"> ○ 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). Place vehicle into a low gear. ○ Gently pull forward against parking brake to make sure the parking brake holds. ○ 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: ○ Instruments. ○ 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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