



Learning Activity

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Picking Up Equipment

Use the following guidelines when picking up equipment.

Locating Equipment

Drivers must check the area thoroughly to locate the equipment. Only call Dispatch after exhausting all search efforts. Do not contact customers directly without direct authorization from the Dispatcher.

Completing Return Tags

Drivers must complete the red Return Tag portion of the Ready for Rent tag and place it on the equipment before leaving the jobsite. Use the following guidelines when completing red return tags:

- Write legibly.
- Verify the correct equipment number is included on the red tag.
- Note any problems with damage to the equipment in the space provided on the red tag.
 - For more information, see: 14298 Reporting Customer Damage.
- Leave the full Ready to Rent tag on the machine. Do not detach the Return Tag.

For more information, see: 11073 Using the Ready for Rent Tag.

AHERN RENTALS
READY FOR RENT

The safety and performance of this equipment has been verified. I am responsible for routine service and cleaning. As use of this equipment, I understand the correct operation and function of the controls and confirm that I have received adequate instruction to enable myself and/or any person I have authorized to use the equipment in a safe and proper manner without risk to injury.

Customer Signature: *[Signature]*

☒ X

Contract #: _____ Checked-Out By: _____

License Plate #/State: _____ Meter/Measurement Out: _____

Serviced By: _____ Date Serviced: _____

Equip. # on Contract: *18346*

NEEDS SERVICE

Issues: _____ Return Date: _____

Checked-In By: _____ Meter/Measurement In: _____

Condition Found: _____

Mechanics: _____ Work Order #: _____

RETURN TAG

Fuel: _____ Meter/Measurement In: *718.8*

Return Date: *11-13-03* Return Time: *10:00*

Customer Damage: *0* Yes: ☐ No: ☒

Equip. #: *18346* Checked-In By: *Will Mink*

RETURN TAG

Fuel: _____ Meter/Measurement In: *718.8*

Return Date: *11-13-03* Return Time: *10:00*

Customer Damage: *0* Yes: ☐ No: ☒

Equip. #: *18346* Checked-In By: *Will Mink*

Bulk Items

When picking up bulk items (such as welding leads or hoses) ensure that you receive all of the equipment. For more information, see: 11723 Understanding the Bulk Rental Fleet.

Write the bulk items on the back of the return tag.

Example:

If you are picking up 100 feet of hose, verify that you have all 100 feet before loading it on the truck. Write “100 feet of hose” on the back of the return tag.

Checking for Red Fuel

Check for red fuel in all road vehicles, water trucks, dump trucks, and stake bed trucks. For more information, see: 11828 Checking for Red Fuel.

If you find any red fuel, contact Dispatch immediately. The Dispatcher notifies the Sales Rep and provides further instructions to the driver.

Dropping Off Equipment

When bringing equipment back to its assigned location, use the following guidelines:

- Drop equipment in the designated staging area.
- Double-check with yard personnel that all bulk items have been returned. Ensure he/she signs the red tag.

RETURN TAG	
Post:	Mezzanin Street 10
Return Date:	11-13-03
Return Time:	10:00
Customer Damage:	
<input checked="" type="radio"/> No	<input type="radio"/> Yes:
Equip. #	18346
Checked-In By:	Will [Signature]

Revision History

Rev.	Date	Change Description & Section	Approver/Contributor/Writer
001	Jan 11, 2008	Converted from short template.	Tim Lotspeich/Jimmy Ellis/Don Fitzgerald/ Libby Craver/Jillian Konst/ Abby Rotstein