TRAINING SQUADRON TEN INSTRUCTION 11240.1K

Subj: OPERATION OF GOVERNMENT VEHICLES

Ref: (a) NASPCLAIMINST 11240.3J

Encl: (1) Operator’s Inspection Guide and Trouble Report NAVFAC 11240/13 (Rev. 12-69)
(2) Fleet Fuel Card Log (Rev. 2-2012)

1. Purpose. To establish responsibilities and procedures applicable to utilization, administration, and management of government transportation equipment under references (a).

2. General. Training Squadron TEN is assigned a 2009 Dodge Caravan on a semi-permanent basis. This vehicle will be used exclusively for official purposes and only with permission of authorized persons. The purpose of each trip must be related to the performance of official duties or in connection with activities conducted under official authorization.

3. Cancellation. TRARONTENINST 11240.1J

4. Responsibility. The Command Services Office is responsible for the proper maintenance and use of all assigned vehicles.

5. Utilization and Maintenance

   a. The squadron duty vehicle may be checked out by VT-10 Staff or student in a duty status from the Squadron Duty Officer. Keys shall be signed out upon receipt and signed in upon return in the SDO key signout logbook.

   b. A vehicle mileage log is kept in each vehicle. The vehicle operator is responsible for proper completion of this log.

   c. A pre-operational inspection will be completed daily prior to vehicle usage, utilizing enclosure (1).

   d. Vehicle and equipment log books will be utilized at all times and maintained in the Command Services Office.

   e. Any person operating a government vehicle must have a valid driver’s license in his/her possession.

   f. Discrepancies will be reported immediately to the Command Services Office, or the Squadron Duty Officer after working hours.
g. The Command Services Office will ensure all routine and unscheduled maintenance and administrative reports are accomplished in accordance with reference (a).

M. E. YATES

Distribution:TRARONTENINST 5216.2AC
List I
OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT

REGISTRATION NO. | ODOMETER READING

Use this form as a guide when performing before and after operation inspections. Check (√) items that require servicing by maintenance personnel.

1. DAMAGE (Exterior/Interior/Missing Components)
2. LEAKS (Oil, Gas, Water)
3. TIRES (Check inflation, abnormal wear)
4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
5. BATTERY (Check water level, cables, etc.)
6. HORN
7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
8. INSTRUMENTS (Oil, Air, Temperature, etc.)
9. WINDSHIELD WIPER
10. CLEAN WINDSHIELD/VEHICLE INTERIOR
11. CARGO MOUNTED EQUIPMENT
12. STEERING
13. SAFETY DEVICES (Seat belts, flares, etc.)
14. DRIVE BELTS/PULLEYS
15. BRAKES (Drain air tank when equipped)
16. OTHER (Specify in “Remarks”)

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<tr>
<th>DATE</th>
<th>OPERATOR'S SIGNATURE</th>
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REMARKS

NAVFAC 9-11240 (Rev. 12-69)