



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
250 SAN CARLOS ROAD SUITE H
PENSACOLA, FLORIDA 32508-5502

TRARONTENINST 11240.1J
12000
16 August 2010

TRAINING SQUADRON TEN INSTRUCTION 11240.1J

Subj: OPERATION OF GOVERNMENT VEHICLES

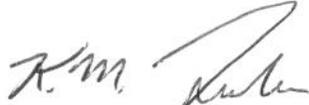
Ref: (a) NASPCLAINST 11240.3J

Encl: (1) Vehicle Repair/Discrepancy Sheet NAVFAC 11240/13
(Rev. 12-69)

1. Purpose. To establish responsibilities and procedures applicable to utilization, administration and management of government transportation.
2. General. Training Squadron TEN is assigned several vehicles on a semi-permanent basis. These vehicles are to be used for official business only.
3. Cancellation. TRARONTENINST 11240.1G
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 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 Squadron Duty Office.
 - e. Any person operating a government vehicle must have a valid state 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).

A handwritten signature in black ink, appearing to read 'K.M. Quarderer', with a stylized flourish at the end.

K. M. QUARDERER

Distribution:
TRARONTENINST 5216.2AA
List I

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
<p>Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.</p>	
	1. DAMAGE (<i>Exterior/Interior/Missing Components</i>)
	2. LEAKS (<i>Oil, Gas, Water</i>)
	3. TIRES (<i>Check inflation, abnormal wear</i>)
	4. FUEL, OIL, WATER SUPPLY (<i>Antifreeze in season</i>)
	5. BATTERY (<i>Check water level, cables, etc.</i>)
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS (<i>Oil, Air, Temperature, etc.</i>)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (<i>Seat belts, flares, etc.</i>)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (<i>Drain air tank when equipped</i>)
	16. OTHER (<i>Specify in "Remarks"</i>)
DATE	OPERATOR'S SIGNATURE
REMARKS	

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 Supersedes DD Form 1358
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