

TIN Driver Pre-Trip Instructions



Advocates for Homeless
& Those in Need

1. **Walk around the vehicle, look for the following:** under-inflated tires; ANY new dents/scratches on the body; cracked or broken bulb covers, mirrors or windows. *Any damage to vehicle should be reported to Don Zeiser ASAP.*
2. **Turn on the headlights, 4 way flashers, and left turn signal.** Walk around the vehicle checking that all lights are lit.
3. **Turn on the right turn signal** and check that those lights are working also. Turn off all signal and sound the horn.
4. If a 2nd person is with you, check high beams, 4 way flashers & brake lights.
5. *Put the vehicle back into park, you are ready to begin your run!*

Driver's Post-trip Inspection

Check the gas gauge and fill the tank when it's approaching the half-full mark.

See instructions on how to fuel this vehicle inside this binder.

Post-trip Instructions

1. Make sure all trash is removed from vehicle and disposed of. Dumpsters at Emmaus church can be used for trash.
2. Close all windows
3. Wipe down seats, steering wheel and any other highly touched items in van.
4. Walk around vehicle and check again for items listed in #1 of Pre-trip Instructions.
5. **Be sure to lock ALL doors and return the key to the lock box** & turn the dial. Close the lock box door. *(See photo on how to return Key to lock box)*

IMPORTANT NOTE:

- Jumper cables are in the secret compartment inside the console.
- Owner's manual is in the glove compartment
- **DO NOT USE overhead buttons or the button on the Key Fob** to open the back gate or the driver/passenger side rear doors unless the engine is running. (Doing so runs down the battery)