



EEI Office Phone: 718-855-1197

EEI Emergency Phone: 917-626-6486

CLT #1 DRIVER'S GUIDE

WHITE POSTAL
NY 36460-JJ

OVERALL VEHICLE HEIGHT:

9 feet 4 inches

TOTAL VEHICLE LENGTH:

15 feet

INSIDE BOX DIMENSIONS:

LENGTH: 10 feet 4 inches

WIDTH: 6 feet 4 inches

HEIGHT: 6 feet 8 inches

MILES OUT: _____

Fuel Tanks: 1

FUEL OUT: _____ Vehicle must be returned with a FULL tank.

THIS TRUCK USES

 EEI

DIESEL

Allow Glow Plug To Activate and Turn Off Before Starting – (refer to STARTING THE ENGINE)

Be sure to keep truck plugged in when parked – *ESPECIALLY DURING COLD WEATHER*

Make sure RED extension cord is plugged into RED outlet on truck

RED – Engine Heater YELLOW – Battery Charger

Please make sure the green light above the plug comes on – if the light is not on, the battery is not charging!

FUEL LEVEL

1. DO NOT ALLOW THE FUEL GAUGE TO DROP BELOW **HALF-A-TANK.**
KEEP THE VEHICLE FUELD UP AT ALL TIMES

****Eastern Effects, Inc. is not responsible if you allow your vehicle to run out of fuel****

 DRIVER'S INITIALS

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SAFETY

1. Before driving the truck, adjust all **MIRRORS** making sure they are clear and clean and that the rear of the truck is just barely visible.
2. Adjust the seat so the all pedals can be easily accessed. Seat adjustment bar is under the seat, on the left.
3. **ALWAYS USE** the **PARKING BRAKE** in addition with the transmission shift lever in gear when parking. The transmission cannot hold the weight of a heavy truck in place.
4. Make sure all gear is properly tied down, the rear door is closed and locked, and the lift gate is in the up and locked position.
5. Breakable gear (spare bulbs, practical bulbs, etc.) should be placed in the cab of the truck where they are less likely to bounce during transport.
6. Distribute gear evenly by not overloading the right or left side.
7. The **HAZARDS** are turned on by pulling the red knob on the right side of the dashboard. Push it in to turn them off.

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STARTING THE ENGINE

1. Place key in ignition.
2. Turn key one click to the right to engage battery and watch for glow plug light to turn on. (left side of instrument panel.)
3. **WAIT FOR GLOW PLUG LIGHT** to turn off.
4. Turn key to start engine.
5. If engine does not start first time, repeat steps 2-4 one more time.
6. If engine still fails to start – use the **GLOW PLUG SWITCH** on the front dashboard.
 - 6a. Hold **GLOW PLUG SWITCH** for **5 SECONDS**.
 - 6b. Let go of **GLOW PLUG SWITCH**.
 - 6c. Turn key to start engine.

If engine still fails to start –

Hold **GLOW PLUG SWITCH** and **TURN KEY** to start engine at the **SAME TIME**.

DO NOT HOLD THE GLOW PLUG SWITCH LONGER THAN 5 SECONDS

DRIVER'S INITIALS

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TROUBLE SHOOTING STARTING PROBLEMS

1. Make sure gearshift lever is in park or neutral.
2. Make sure you have diesel fuel – check your fuel gage.

DRIVER'S INITIALS

EEI **PARKING BRAKE**

1. Parking Brake is located to the left of the steering wheel under the dashboard.
2. Pull lever up to engage brake. Push lever down to disengage brake.
3. Turn lever tip to tighten and/or loosen Parking Brake tension.
4. **ALWAYS DISENGAGE BRAKE BEFORE DRIVING VEHICLE.**

DRIVER'S INITIALS

EEI **HEADLIGHTS**

1. Headlight knob is located to the left of the driver on the dashboard.
2. Pull knob out to turn on lights and push in to turn off.
3. High Beam switch is located on the floor to the left of the driver. Press button once with foot to turn on and press again to turn off.
4. Interior light switch located on the dash to the right side of the driver.
5. Cargo area light located on the dash to the right side of the driver.
6. **BE SURE ALL LIGHTS ARE OFF BEFORE LEAVING VEHICLE.**

DRIVER'S INITIALS

EEI **CAB KIT CONTENTS**

1. Under the seat or in the vehicle cab are emergency supplies
 - a. ___ 2 (TWO) CHOCK BLOCKS
 - b. ___ JUMPER CABLES
 - c. ___ BATTERY JUMPER PACK
 - d. ___ ENGINE OIL
 - e. ___ ROAD SAFETY MARKERS
 - f. ___ 2 (TWO) FAN BELTS
 - g. ___ FIRST AID KIT
 - h. ___ FLASHLIGHT.
2. The production will be held responsible for any missing or damaged equipment.
3. Registration and Insurance certificates are located in the vehicle cab.

DRIVER'S INITIALS

EEI **GATE OPERATION**

1. The gate uses battery power – When using the gate – either have the charger plug on the truck plugged into a power source or keep the truck motor on.
2. To operate the lift gate, the gate must **BE TURNED ON IN THE CAB**. The lift gate on/off switch is located to the right of the driver, on the dash. Toggle the switch to the **ON** position. Remember to **TURN IT OFF WHEN NOT IN USE**.
3. The switch to move the gate up and down can be found at the rear of the truck next to the gate. It's on the inner rail on the right side of the gate. The top button will move the gate up and the lower button will move it down.

4. **NEVER** overload the gate and always use 2-3 people when moving heavy equipment.

DRIVER'S INITIALS

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LOT/RETURN

1. For trucks that are being returned during non-business hours, please drop truck at **562 BALTIC STREET, BROOKLYN, NY**. Baltic is between 3rd and 4th AVE and trucks should **ENTER FROM 3rd AVE**.
2. **Pay attention to how the gate is locked.**
Park as far back and to the left side as possible. – Do not block gate access with your vehicle. If you need to move other vehicles in order to park your vehicle – obtain the keys from the key lock box in the storage shed – Enter through the swinging door on the right side of the shed.
Key Lock Box is mounted to the inside door of the shed.
3. Plug in the **YELLOW** battery charger and the **RED** engine heater.
4. **LEAVE** keys in the lock box in the storage shed – Enter through swinging door.
5. **Close the main gate and lock it securely.**

This lot is monitored 24/7 with a remote video system.

CLEAN and REFUEL VEHICLE BEFORE RETURN

CAB, CARGO BOX, GEAR CARTS, AND HAMPERS MUST BE CLEANED OF ANY GARBAGE.

VEHICLES RETURNED WITH GARBAGE WILL BE CHARGED A CLEANING SERVICE FEE.

VEHICLES RETURNED WITH LOW FUEL WILL BE CHARGED A REFUELING SERVICE FEE.

DRIVER'S INITIALS

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ALTERNATE DRIVER

1. **IT IS THE RESPONSIBILITY OF THE CURRENT DRIVER OF THIS EEI VEHICLE TO TRAIN ANY ALTERNATE DRIVERS USING THIS GUIDE.**

DRIVER'S INITIALS

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DISCLAIMERS

- 1. ANY TICKETS ACQUIRED DURING PERIOD OF RENTAL THAT ARE NOT ISSUES RELATED TO EEI, WILL BE THE RESPONSIBILITY OF THE PRODUCTION.**
 - 2. ANY DAMAGE THAT OCCURS TO THE TRUCK DURING THE PERIOD OF THE RENTAL SHALL BE THE RESPONSIBILITY OF THE PRODUCTION.**
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EEI VEHICLE KEY NUMBER: _____

EEI REP: _____

PRODUCTION OFFICE: _____

NAME OF PROJECT: _____

DRIVER SIGN: _____

DRIVER PRINT: _____

DRIVER CONTACT NUMBER: _____