



EEI Office Phone: 718-855-1197

EEI Emergency Phone: 917-626-6486

CLT #3 DRIVER'S GUIDE

NY-76638-JS

OVERALL VEHICLE HEIGHT:

11 feet 4 inches

TOTAL VEHICLE LENGTH:

24 feet 10 inches

INSIDE BOX DIMENSIONS:

LENGTH: 15 feet 10 inches

WIDTH: 7 feet 8 inches

HEIGHT: 7 feet 7 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 – Driver's side below cab door

YELLOW – Battery Charger – Driver's side below cab door

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

DRIVER'S INITIALS

FUEL LEVEL

1. DO NOT ALLOW THE FUEL GAUGE TO DROP BELOW **HALF-A-TANK**. KEEP THE VEHICLE FUELED UP AT ALL TIMES.
2. THIS VEHICLE HAS ONE (1) FUEL TANK.

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

DRIVER'S INITIALS

EEI 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.
3. Adjust the seat so the all pedals can be easily accessed. Seat adjustment bar is under the seat, on the left.
4. **PUMP LEVER** is located on the **RIGHT** of the driver. Use the lever to pump the seat up to a good visibility level and reduce shock vibration.
5. **PUSH LEVER DOWN** to release air and lower the seat.
6. **ALWAYS USE** the **PARKING BRAKE**
7. 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.
8. 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.
9. Distribute gear evenly by not overloading the right or left side.
10. The **HAZARDS** are turned on by pulling a small lever underneath the turn signal bar. Pull it out to turn them on and use the turn signal lever to turn them off.

DRIVER'S INITIALS

EEI STARTING THE ENGINE

1. Place key in ignition.
2. Turn key one notch 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 fully to start engine.
5. If engine does not start first time, repeat steps 2-4 until it starts.

DRIVER'S INITIALS

EEI

TROUBLE SHOOTING STARTING PROBLEMS

1. Make sure gearshift lever is in NEUTRAL.
2. Check battery level on dashboard gage.
3. Check fuel level on gage. **AND** - Physically check fuel level in the fuel tank bay going outside the cab – opening the cap on the fuel tank and looking in the fuel tank.

*** DO NOT USE AN OPEN FLAME NEAR AN OPEN FUEL TANK***

DRIVER'S INITIALS

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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

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HEADLIGHTS

1. Headlight switch is located to the left of the driver on the dashboard.
2. High Beam switch is located on the turn signal handle. Pull forward to turn on and push to turn off.
3. Interior light switch located on the light itself.
4. Cargo area light located on the dash on the right side of the driver.
5. **BE SURE ALL LIGHTS ARE OFF BEFORE LEAVING VEHICLE UNATTENDED.**

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

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GATE OPERATION

1. To operate the lift gate, the gate must **FIRST BE TURNED ON IN THE CAB.**
The lift gate on/off switch is located to the left of the driver, at the bottom of the dash panel. It is a small red knob. Pull knob out (away from dash) to activate.
2. Remember to **TURN IT OFF AFTER YOU ARE FINISHED.**
3. The switch to move the gate up and down can be found at the rear of the truck – passenger side.
4. To use gate –

3 SWITCHES

TOP SWITCH: Moves gate **UP** and **DOWN.**

MIDDLE SWITCH: POWERS the **FOLD** and **UNFOLD** function.
GATE MUST BE PARTIALLY DOWN TO UNFOLD AND FOLD

BOTTOM SWITCH: **LEFT – UNFOLD**
RIGHT – FOLD

*Switch **MUST** be **PRESSED LEFT** the same time as the **BOTTOM SWITCH.***

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

CLOSE GATE WHEN NOT IN USE

IF NO POWER AT GATE:

- Check **BREAKER FLIP** switch located on rear, passenger side battery cover – in-between the lift gate the rear wheel.
- Check **BREAKER PUSH BUTTON** located on the main truck, underneath the driver’s side **OPEN DOOR.**
- Check **IN-LINE FUSE**, located in the wires going from the **MAIN PULL KNOB**, inside the cab.

DRIVER’S INITIALS

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LOT/RETURN

1. For trucks that are being returned during non-business hours, please bring the truck to **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

EEI **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

EEI **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.

DRIVER'S INITIALS

EEI VEHICLE KEY NUMBER: _____

EEI REP: _____

PRODUCTION OFFICE: _____

NAME OF PROJECT: _____

DRIVER SIGN: _____

DRIVER PRINT: _____

DRIVER CONTACT NUMBER: _____