



E EI Office Phone: 718-855-1197

E EI Emergency Phone: 917-626-6486

CLT #4 DRIVER'S GUIDE

NY – 94022-JT

OVERALL VEHICLE HEIGHT:

12 feet

TOTAL VEHICLE LENGTH:

26 feet 8 inches

INSIDE BOX DIMENSIONS:

LENGTH: 17 feet 8 inches

WIDTH: 7 feet 8 inches

HEIGHT: 7 feet 7 inches

WAREHOUSE:

479 Degraw St
(Dead End at Bond St)
Brooklyn

TRUCK LOT:

562 Baltic Street
Between 3rd/4th
Brooklyn

MILES OUT: _____

Fuel Tanks: 1

FUEL OUT: _____

Vehicle must be returned with a FULL tank.

THIS TRUCK USES

E EI

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.
4. **ALWAYS USE** the **PARKING BRAKE** when vehicle is stopped.
5. 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 and turned off.
6. 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.
7. Distribute gear evenly by not overloading the right or left side.
8. 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.
9. The gear shift is located on the steering column. Always keep in **PARK** when not moving.

 DRIVER'S INITIALS EEI

STARTING THE ENGINE

1. Place key in ignition to the left of the steering wheel.
2. Turn key to the left to the **ACCESSORIES** position (**NOT STARTING THE ENGINE**)
3. **WAIT** for the **ORANGE GLOW PLUG** light to illuminate and go off.
4. Turn the key to start engine.
5. If engine does not start first time, repeat, starting at step 2.

 DRIVER'S INITIALS EEI

TROUBLE SHOOTING STARTING PROBLEMS

1. Make sure gearshift lever is in **PARK**.
2. Try starting the engine in **NEUTRAL** with your foot on the **BRAKE**.
3. Check battery level on dashboard gage.
4. 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 right of the steering wheel on the floor.
2. Pull level up to engage brake. Push lever down to disengage brake.
 - a. Turning the tip of the handle right will tighten the brake tension when pulled.
 - b. Turning the tip of the handle left will loosen the brake tension when pulled.
 - i. Make sure the handle always has firm tension when being pulled.
3. **ALWAYS DISENGAGE BRAKE BEFORE DRIVING VEHICLE.**

 DRIVER'S INITIALS EEI

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 off.
3. Interior light switch located on the light.
4. **BE SURE ALL LIGHTS ARE OFF BEFORE LEAVING VEHICLE.**

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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. **Extensive use of the gate may drain the batteries if not maintained properly.**
2. 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 right of the driver, on the dashboard. It is a small red knob. **PULL** the switch toward you to power the gate.
3. Remember to **TURN IT OFF WHEN FINISHED OPERATING THE LIFT.**
4. The switch to move the gate up and down can be found at the rear, passenger side of the truck.
5. **NEVER** overload the gate and always use 2-3 people when moving heavy equipment.
CLOSE GATE WHEN NOT IN USE.

If gate is in constant use – plug in **YELLOW** charger. If a power source is unavailable – keep the engine running.

 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

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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 and/or DRIVER.

2. *ANY DAMAGE THAT OCCURS TO THE TRUCK DURING THE PERIOD OF THE RENTAL SHALL BE THE RESPONSIBILITY OF THE PRODUCTION and/or DRIVER.*

DRIVER'S INITIALS

EEI VEHICLE KEY NUMBER: _____

EEI REP: _____

PRODUCTION OFFICE: _____

NAME OF PROJECT: _____

DRIVER SIGN: _____

DRIVER PRINT: _____

DRIVER CONTACT NUMBER: _____