

## VEHICLE OPERATION CHECKLIST

<b>PRE-DRIVE CHECK</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
Are sanitizing supplies adequate?			
Inspect vehicle: is there damage? Take pictures and report damage in KeyTrak.			
Are tires properly inflated (per visual inspection only)?			
Is fuel at least 1/4 tank full?			
<b>Starting Mileage</b>			
<b>POST-DRIVE CHECK</b>	<b>NOTES</b>		
<b>Ending Mileage</b>			
<b>Ensure that vehicle is clean and fuel is more than 1/4 tank full.</b>			

### **VEHICLE OPERATION DO'S & DON'T'S**

1. Non hands-free cell phone usage strictly prohibited.
2. No eating, drinking, or tobacco products in Vehicle.
3. Minor accident/breakdown - Park vehicle in safe spot & call Vehicle Support.
4. Major accident - Contact Law Enforcement first and follow their instructions. Call Vehicle Support as soon as possible within 4 hours.
5. Fill gas tank if gauge is at or below 1/4 tank full.

### **IMPORTANT NUMBERS**

Law Enforcement (Off Base)	911
Law Enforcement (On Base)	(760) 725-3888
MCCS Vehicle Support	(760) 725-5022
After Hours Reporting to MCCS	(760) 277-1325