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STARTING THE ENGINE (Continued...)

- 4. Set the choke control to the appropriate position for a cold start; if the engine is warm the choke control should be in the off position.
5. Operate the ignition/starter switch. The first position operates the ignition, the second position operates the starter motor. There may be some variances on this procedure.
6. The operator may need to depress the accelerator when starting.
7. If the utility truck fails to start after a few seconds, switch the key to the off position for 15 seconds, then try again.
8. When the engine starts, release the key which will return to the first position.
9. Stop the engine by switching the key to the off position.

STOPPING THE ENGINE

- 1. Apply the handbrake.
2. Switch the ignition key to the off position.
3. To prevent unauthorised use, switch off, remove the ignition key and activate all the security devices.

USING THE UTILITY TRUCK

- 1. When using the utility truck, the operator must stay aware of what is happening all around. Do not assume that people or obstacles will get out of the way.
2. Authorised passengers must only be allowed to sit in proper seats. Passengers must not be carried in the cargo area.
3. Getting on and off the truck must be done properly. Do not reach the drivers' seat by climbing from the cargo area.

- 4. The operator must stay seated in the drivers' seat until the vehicle is parked up. They must not lean out to move obstacles or help other people.
5. Make sure the brakes are applied when the truck is stationary, or it may creep or roll without noticing.
6. Before the vehicle is driven in reverse, make sure the area is clear of people and obstructions.
7. Avoid hazardous areas such as soft ground, trenches, or overhead obstacles.
8. Take care on slopes. Go straight or down slopes slowly and carefully and never drive diagonally across them. Be aware that loose surfaces increase the risk of driving on slopes.
9. Never move the truck near to any trench or other area where men are working.
10. Apply the parking brake if the vehicle is stopped with the engine still running.
11. Always stop the utility truck on firm, level ground, away from pedestrians and other traffic.
12. If the vehicle has to be parked on a slope, chock the wheels as well as applying the parking brake, take care especially if the operator is carrying a load.
13. The operator should not attempt to load or unload the utility truck from the delivery truck/trailer unless they are authorised and fully experienced to do so.
14. If the utility truck does not work properly, do not try to repair it. Contact the hire company immediately.

Please keep this leaflet safely as it may be required for future reference



Hire Association Europe
2450 Regents Court
The Crescent
Birmingham Business Park
Solithull B37 7YE

Telephone: 44 (0) 121 380 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
website: www.hae.org.uk

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(Continued overleaf...)

- 1. No smoking.
2. If there is a designated fuel dispensing site follow the site instructions, otherwise follow the instructions below.
3. Drive the truck to a safe place away from the work area.
4. Stop the engine and let it cool down.
5. Clean the filter cap and the area around it to prevent dirt falling into the fuel tank.
6. Use clean petrol when refuelling. If there is no fuel pump available, use a funnel when refuelling. Care must be taken not to spill any fuel on the vehicle or the operator.
7. Wipe any fuel off the vehicle, dispose of any fuel soaked cloth carefully.
8. If any fuel is spilled on the ground, it must be wiped up or covered with soil.
9. If any fuel is spilled onto clothing, then they must be changed straight away.
10. Put all fuel cap back on properly and move the fuel can to a safe, cool place.
11. It is good practice to refill the fuel tank at the end of the day's shift, not at the start. This will help prevent condensation from building up in the fuel system.
STARTING THE ENGINE
1. If the hire company have given special instructions, then they must be followed. Otherwise, follow the instructions below.
2. Make sure other persons are at a safe distance.
3. Check that the handbrake is on and the gas lever is neutral.
REFUELLING
1. No smoking.
2. If there is a designated fuel dispensing site follow the site instructions, otherwise follow the instructions below.
3. Drive the truck to a safe place away from the work area.
4. Stop the engine and let it cool down.
5. Clean the filter cap and the area around it to prevent dirt falling into the fuel tank.
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INSURANCE
1. Under the terms of hire, the operator is responsible for the safe custody of the utility truck. It is important to indemnify the hire company against any loss or unreasonable damage, such as vandalism. The best way to do this is to take out appropriate insurance.
2. Some hire companies will offer insurance cover at no extra charge.
3. As well as taking out insurance, always insure the vehicle personally against theft or vandalism.
4. Always remove the ignition keys, lock the fuel cap and operate any other security device to prevent unauthorised use or theft.
5. If the operator causes damage to the property belonging to a third party, or if the vehicle is involved in a road accident, it is unlikely that normal insurance policies will give you protection.
6. In any doubt regarding insurance cover, check with the hire company or the insurer immediately.

- 1. The utility truck is fitted with a roll over protection frame (ROPS) then the seat belt must be worn whenever the truck is moving. A ROPS frame often increases the potential danger to the driver if the seat belt is not used.
2. The truck must be checked each time it is used. It will have been supplied in good condition and ready to use by the hire company. It is important to make sure it has not been damaged or altered since then.
3. Check the drivers' seat is secure and properly adjusted to allow the operator to work safely.
4. If the utility truck is fitted with a flashing amber beacon, then it must be used when operating the truck near or on a public highway, inside industrial premises or on a construction site.
5. Do not carry passengers except in properly constructed seats.
6. If the operator has not operated this type of utility truck before, they must carefully look and familiarise themselves with the controls before the engine is started.
7. The operator must understand all of the vehicle's controls before using the utility truck. Some vehicles have a clutch and brake system on the same pedal; others may have variable speed control with just one forward and one reverse gear.
8. Before work is undertaken, the operator must drive into a clear area and carefully practice all the steering and driving controls until familiar with them.
9. If the vehicle has seat belts fitted then they must be used.
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- 1. Do not drive the utility truck into areas where there is a danger of explosion, for example an LPG compound. It may ignite or turn from petrol or gas cylinders.
2. To reduce the risk of serious or fatal injury from breathing toxic fumes, do not drive the utility truck inside a building unless the area has good ventilation. Ensure that you have adequate ventilation when driving in any other confined area.
3. Never drive on any public road or highway unless the utility truck is insured for construction site.
4. BS240 standards when working on a construction site.
5. Safety boots that meet EN345 or BS1870/4972 standards or, as a minimum sturdy shoes.
6. A high visibility vest or similar reflective clothing may be required.
7. Any others working near to the operator will also have to wear the appropriate Personal protective Equipment.
UTILITY TRUCK
1. The utility truck must be checked thoroughly, including the engine and all the equipment, if anything is damaged, do not use the truck and contact the hire company immediately.
2. The truck must be checked each time it is used. It will have been supplied in good condition and ready to use by the hire company. It is important to make sure it has not been damaged or altered since then.
3. Check the drivers' seat is secure and properly adjusted to allow the operator to work safely.
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