

Vehicle Log Book

| | |
|----------------|--|
| Licence Number | |
| Vehicle Make | |
| Driver 1 | |
| Driver 2 | |
| Driver 3 | |
| | |
| Workshop Tel | |
| Office Tel | |
| Emergency Tel | |

General Vehicle Information

VEHICLE IDENTIFICATION

| | |
|----------------|--------|
| Licence Number | |
| Make | |
| Model | |
| Chassis Number | |
| Engine Number | |
| Year of Make | |
| Colour | |
| Petrol | Diesel |
| Fuel Injection | Turbo |

TECHNICAL SPECIFICATIONS

| Oil | Type | Capacity |
|-----------------------|--------|----------|
| Engine Oil: | | |
| Gear Box Oil: | | |
| Transfer Box Oil: | | |
| Front /Rear Axle Oil: | | |
| Steering Box: | | |
| Brake /Clutch Fluid: | | |
| Tyre Pressure: | Front: | Rear: |
| Vehicle Loads | Max: | |

VEHICLE INVENTORY

| Item | Unit | 1 st Driver | 2 nd Driver | 3 rd Driver |
|---------------------|------|------------------------|------------------------|------------------------|
| Spare Tyre(s) | | | | |
| Tyre Jack | | | | |
| Foot Pump /Inflator | | | | |
| Tyre Plug Set | | | | |
| Wheel Spanner | | | | |
| Valve Key | | | | |
| Pliers | | | | |
| Adjustable Spanner | | | | |
| Screwdriver Set | | | | |
| Hammer | | | | |
| Spanner Set | | | | |
| Life Hammer | | | | |
| First Aid Kit | | | | |
| Fire Extinguisher | | | | |
| Starter Cables | | | | |
| Working Gloves | | | | |
| Shackles | | | | |
| Recovery Straps | | | | |
| Hi Lift Jack | | | | |
| | | | | |
| | | | | |

Driver Responsibility

A DRIVER'S RESPONSIBILITY

As a driver you are responsible for the security of the passengers, the cargo and the condition of the vehicle you are driving. Make sure you take all safety steps to ensure this.

- 1. Carry Out Daily Inspections** thoroughly.
- 2. Following traffic regulations and wear your seat belt.** The safe operation of the vehicle is your responsibility, so obey the traffic rules and the highway code.
- 3. Maintaining the driver's logbooks.**
- 4. The cleanliness of the vehicle.** Keep your vehicle clean inside and out. It reflects the professionalism of yourself and your organisation.
- 5. Reporting mechanical problems of the vehicle.** If you notice any mechanical problems or strange noises, immediately inform your supervisor. It may be a problem that needs to be looked at by a mechanic at once. Your alertness helps keep the vehicle in a safe running order.
- 6. Ensuring the security of the tools in the vehicles.** Make sure the tools and equipment that you have signed for do not get lost and are in good working order.
- 7. Report all vehicle accidents immediately.** Make sure you report an accident immediately to your supervisor, so the legalities and claims can be made by the appropriate people.
- 8. Always carry your driver's licence.** Good rule. Otherwise you may be calling your supervisor from the police station.
- 8. Regularly check the insurance /registration date.** You don't want to forget this one or again you may be pulled over and have to explain it to the police.

SPEED LIMITS

For this vehicle, the maximum acceptable speed for safe driving is:

On roads:

On tracks:

In urban areas:

When going through villages

On crowded roads

In case of rain, the speed must be reduced by at **least 10 km /hour**.

If your passengers ask you to slow down when they doubt the safety and control of the situation, you should oblige immediately. In the opposite case, when a passenger asks you to go faster and you feel it is unsafe or it is too exceed the speed limit - do not oblige and report the incident to your supervisor.

Daily Routine

A VEHICLE CHECK UP (Every Morning)

Check the vehicle when it's cold; first thing in the morning is best. Ensure that the vehicle is parked on level ground, otherwise, you won't get a true reading of some of the fluid levels. Park on a clean area or take note of any previous oil stains. This helps identify any fresh leaks when you approach the vehicle.

• **BEFORE STARTING THE VEHICLE, CHECK:**

- 1. The engine oil level.** It should be just below the maximum mark. Over filling, under filling or using the incorrect oil may damage the engine.
- 2. The coolant level.** Make sure the coolant levels are between the minimum and maximum marks. Use only straight water in an emergency. Coolant is important to use because it contains anti corrosion properties which prevent premature wear of the water pump and the cooling system.
- 3. The brake /clutch fluid levels and condition.** Make sure the levels are correct, the cap is on tight and the bottle is kept clean. Brake fluid is a type of hydraulic fluid that absorbs moisture. That means it gets contaminated easily.
- 4. The windscreen washer fluid levels.** Make sure the level is kept high. An unobstructed vision is very important to safe driving.
- 5. Check battery levels and battery security.**
- 6. Check power steering fluid level.**
- 7. Check condition and tension of drive belts.**
- 8. The tyre pressures and condition of tyres.** Check the sidewall for any signs of damage. Check tread depth level for legality (2mm) and evidence of uneven wear. Check pressures and set to vehicle manufacturer's recommended pressure. Don't forget to do the spare tyre.
- 6. Leaks under the vehicle.** If you find any leaks, inform your supervisor. Leaks may indicate a serious fault which needs immediate mechanical attention.

• **AFTER STARTING THE VEHICLE, CHECK:**

- 1. For abnormal noises (open bonnet).** If you hear any strange noises, inform your supervisor so he can have it followed up. The noise may be indicating a serious fault which needs immediate mechanical attention.
- 2. The wipers, lights, indicators, and horn.** Make sure they are all working - for obvious reasons.

Vehicle Maintenance

GENERAL POINTS TO FOLLOW

These are a few tips to help keep the vehicle in a good running order, lessen the wear and tear you may put on the vehicle, and generally just good points to follow.

- When starting a cold diesel engine, wait until the pre-heat light has gone off first.
- When turning off a turbo charged vehicle wait 2 minutes before shutting off. This is to allow the turbo to cool down first.
- The engine should not be subjected to high revving immediately after starting.
- Avoid driving with your foot on the clutch (known as riding the clutch). This causes rapid wear of the clutch plate and engine.
- When having just driven through water (high enough to affect the brakes) dry the brakes by slightly braking until they work properly.
- Respect the maximum load of your vehicle. This is to prevent damage to the suspension system and /or unreliable steering and /or poor braking time. Load adjustments should also be made depending on the road conditions.
- Always place the load as low as possible with the heaviest charge in the middle.
- Always ensure the load is correctly secured with ropes or belts.
- When washing the vehicle, always be careful with electrical parts. Do not spill water on the alternator, the relays, under the dashboard or inside the vehicle.

IMPORTANT WARNING LIGHTS

- **Oil pressure light.** Stop the vehicle immediately. Check the oil level, do not start the engine again before knowing the origin of the problem.
- **Water temperature gauges** in the red maximum zone stop immediately. Check cooling system.
- **Diesel filter light.** Stop drain the water sediment.
- **Battery warning light.** Stop the car. Check the alternator belt as well as the connections between the alternator and the battery.
- **Brake warning light** Make sure the hand brake is completely released and check the brake fluid level.

MAINTENANCE PLANS AND WHAT ARE THEY

We have chosen a maintenance period of 3,500 kilometres which corresponds to Uganda road conditions and climate. Your supervisor may adjust the frequency of the servicing, if the vehicle is working in harder conditions, for example, very difficult tracks, much sand, frequent use of 4wd, etc.

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|-----------|-----------|-----------|-----------|-----------|
| Service A | Service B | Service C | Service D | Service A |
| 3,500 km | 7,000 km | 17,500 km | 35,000 km | 38,500 km |

| Service A | Service B (incl. A) | Service C (incl. A., B) |
|--|---|---|
| <ul style="list-style-type: none"> • change oil /filter • change air filter • change fuel filter • top up battery level. • top up windscreen fluid • top up brake fluid, clutch fluid and ATF. • lubricate hinges, etc.. • check oil, fuel, coolant system for leaks • check fan belt(s) /adjust tension • check lights /wipers /horn • check hand brake /foot brake operation • check /adjust tyre pressures • check condition of tyres • check shocks for leaks • drain fuel sediment | <ul style="list-style-type: none"> • top up gearbox, transfer box, diff, steering box oil • top up swivel housings • grease all points • lubricate accelerator central linkage • check /clean change spark plugs • check engine /gearbox mountings • check brake hoses • check steering system leaks • check brake /clutch pipes • check exhaust system for tightness • check steering damper /tie rod ends • check suspension bushes • check steering unit joints /relays /gaiters • check steering rack • check brake linings /drums | <ul style="list-style-type: none"> • check and adjust valve clearances • clean engine breather filter • empty /clean /refill air cleaner oil bath • compression test engine • clean axle breathers • drain /flush cooling system • clean fuel sediment unit • lubricate propshaft sealed sliding joint. |

