



EEI Office Phone: 718-855-1197

Emergency Phone: 917-626-6486

# VAN DRIVER'S GUIDE

NY-11269-JX

**OVERALL VEHICLE HEIGHT:**

7 feet

**TOTAL VEHICLE LENGTH:**

18 feet

**INSIDE BOX DIMENSIONS:**

**LENGTH: 9 feet 4 inches**

**WIDTH: 6 feet**

**HEIGHT: 4 feet 5 inches**

**WAREHOUSE:**

479 Degraw St  
(Dead End at Bond St)  
Brooklyn

**TRUCK LOT:**

562 Baltic Street  
Between 3<sup>rd</sup>/4<sup>th</sup>  
Brooklyn

MILES OUT: \_\_\_\_\_

FUEL OUT: \_\_\_\_\_

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## FUEL LEVEL

**THIS VEHICLE USES REGULAR UNLEADED GASOLINE!!!**

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\*\***

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## 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 tied down and the rear and passenger side doors are closed and locked.
6. Breakable gear (spare bulbs, practical bulbs, etc.) should be placed in the cab 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 pushing the button on the steering column.
9. The gear shift is located on the steering column. Always keep in **PARK** when not moving.

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## STARTING THE ENGINE

1. Place key in ignition to the right of the steering wheel.
2. Turn key to the right to start the engine.

**COME TO A COMPLETE STOP BEFORE SHIFTING GEARS!!!**

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## 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 fuel level.
4. Check battery level on gage.

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## PARKING BRAKE

1. Parking Brake pedal is located on the floor – left side.
2. Step on pedal to engage brake.
3. Pull brake release handle to disengage brake – left side – bottom of dashboard.
4. **ALWAYS DISENGAGE BRAKE BEFORE DRIVING VEHICLE!!!**

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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 off.
3. Interior cab 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. \_\_\_ JUMPER CABLES
  - b. \_\_\_ BATTERY JUMPER PACK
  - c. \_\_\_ ENGINE OIL
  - d. \_\_\_ ROAD SAFETY MARKERS
  - e. \_\_\_ 2 (TWO) FAN BELTS
  - f. \_\_\_ FIRST AID KIT
  - g. \_\_\_ 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.

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## RAMP OPERATION

1. **USE EXTREME CAUTION WHEN USING THE REAR CARGO RAMP.**
2. Open the rear cargo doors and pull out the folded ramp.
3. Carefully unfold the ramp – Be extremely careful of PINCH POINTS one your fingers.
4. Place notched end of ramp on the inside of the open cargo doors.
  - Pull ramp further into cargo bay in order to attach the safety chains underneath.
  - Attach both safety chains on ramp to the hooks underneath the bumper.
5. Pull ramp so the notched end rests securely on the rear cargo bay with chains attached.

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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 3<sup>rd</sup> and 4<sup>th</sup> AVE and trucks should **ENTER FROM 3<sup>rd</sup> AVE**. **Pay attention to how the gate is locked.**

2. 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. Leave keys in the lock box in the storage shed – Enter through swinging door.
4. Close the main gate and lock it securely.

**This lot is monitored 24/7 with a remote video system.**

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***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.**

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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.**

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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.*

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**EEI VEHICLE KEY NUMBER:** \_\_\_\_\_

**EEI REP:** \_\_\_\_\_

**PRODUCTION OFFICE:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**DRIVER SIGN:** \_\_\_\_\_

**DRIVER PRINT:** \_\_\_\_\_

**DRIVER CONTACT NUMBER:** \_\_\_\_\_