



Ride the Ducks authorized high risk safety sign off sheet

PRE-TRIP DUCK INSPECTION TRAINING SIGN OFF FORM

DATE: 04/17/2007

UP-DATED:

PURPOSE: To ensure a safe mechanical condition of each Duck before it is used in service.

DIRECTIONS: The pre-trip inspection form is to be completed daily by each Captain prior to carrying passengers. Once completed, the Pre-Trip inspection form is to be submitted to the operations manager on duty.

Items to be checked are listed on the left side of the page and descriptions are on the right.

There are two main areas for both USCG and DOT that must be inspected by the Captain. The exterior inspection checks the lighting systems, tires, and body damage. The interior inspection checks the operating condition of the major mechanical systems such as the brakes, steering, radio, and the cleanliness of the Duck.

The Driver/Captain of the Duck should also ensure he or she understands the emergency procedures for the Duck he or she is operating. Review all placards and emergency procedures and locations of all functional emergency and mechanical devices.

EXTERIOR INSPECTION

The exterior inspection can be completed more effectively by two people but it should not take long for a single person to do the work.

DOT EXTERIOR INSPECTION

Headlights	Both high and low beams must be checked
Turn Signals	Front and back pairs of signals must work. In addition, hazard lights must be operational
Back-up Lights	Back-up lights and alarm must work if transmission is shifted into reverse. (Should be inspected by another individual if possible.) <i>Listen FOR BACK UP ALARM / REVERSE ACTUATOR</i>
Mirrors	All mirrors must be present, unobstructed, and adjusted to the driver who will be driving the Duck
Windshield	
Wipers	Windshield wipers must work at all settings and blades are in good condition
Curtains	Must be secure and in good operating condition
Tires/Wheels including lug	<i>TIRES INFLATED TO 90# CHECK LUG NUTS FOR RUST STREAKS. INDICATORS ALL IN SAME DIRECTION</i>
Body Damage	Any body damage should be reported even if the director of maintenance and personnel are already aware of the problem
Cleanliness	Outside of Duck should be inspected for accumulated dirt and grime



USCG EXTERIOR INSPECTION

Rudders	Rudder nuts should be tight & cotter pin is in place. No cracks or fractures should be visible on rudders or mounting devises. Check for excessive wear on bushings
Drive Line Boots	Ensure all drive line boots are not pinched, cracked, or leaking. Ensure all clamping devises are tight and the boots are drawn up to the proper location
Axel Boots	Ensure all axle boots are not pinched or cracked. Check to ensure no oil is leaking from the axle boots. Make sure clamps are light and boots are drawn up to the proper location
Drive Tube Hinges	Ensure tubes and hinge assemble are not in a bind. Check to ensure all cotter pins, washers, & main pivot pins are installed properly. Check hinge pivot points for cracks or fractures.
Hull Plugs	All hull plugs and drive tube plugs should be in place
Hatches	Rubber seals should be in place and not cracked or torn. Check to ensure hatch doors close and latch properly
Stairway	Stairway should close and latch properly. No signs or fraying should be visible on the helper spring cables. Ensure the pivot hinge is not worn or damaged
Ring Buoy	You should have two ring buoys in place- one aft, outside the passenger compartment, and one forward, above the captain's station. Ensure the throw ropes are in place and secured properly
Hull damage	Any hull damage should be reported even if the director of maintenance and personnel are already aware of the problem
Lighting	Ensure all port, starboard, and center rear navigational lights work properly

DOT INTERIOR INSPECTION

Log Book	Review work request log book to ensure work has been completed
Brakes	Brakes should be checked by putting the Duck in gear without acceleration and applying the brakes. Ensure hand brake light and alarms are working properly. Check electrical back up brake system by switching off the ignition and applying the brakes; you should hear the electrical back up brake motor running
Steering	Steering wheel should have full range of motion and effectively turn the front wheels from stop to stop without bottoming out the rudder or helm station
Gauges & Indicators	Gauges and indicators should be tested and visually inspected to make sure they are operational
Transmission Select	The Duck should be capable of being shifted into any gear
Radio	A radio check should be conducted with dispatch
Wheelchair Lift	Wheelchair lift must be checked and fully operational prior to putting into service
Road Assist Box	Ensure the emergency road side assistance equipment is on board and all items are identified

USCG INTERIOR INSPECTION

Emergency Procedures	Read over the emergency procedure and familiarize yourself with the Captain's station
Vapor Detector	Test detector after you have ran the engine blower 3 minutes. The indicator light should cycle to   green
Fire Ext.	Your should have (2) fire extinguishers on board. (1) located in the Captains station and (1) located aft of the passenger compartment.
Heat Sensor	On the box labeled heat sensor box hold down the test button until alarms sound off
Bilge Alarms	On the box labeled bilge alarm hold down the test button until alarms sound off
Emergency Lighting	Ensure interior dome lighting is working properly
Placards & Stickers	<i>PFD PLACARD ON HATCH</i> All emergency placards should be in place and visible to the passengers
Horn & PA	Check to ensure horn is functioning properly & check PA sound system
Curtains	All curtains should be working properly including emergency release devises <i>PINS IN PLACE</i>
First Aid	Ensure you have a First Aid Kit on board and it is up to date and not missing any items
Mirrors	From the Captain's seat, ensure you can visibly see the full load reference marks located on both port and starboard sides aft of the Duck
Hull	No water should be inside the hull cavity <i>PULL UP FLOORBOARD & CHECK HIGGINS KEY</i>
Seating	All seats should be clean of debris and bolted down properly <i>BACK SUPPORTS SECURED</i>
Life Jackets	Ensure you have the proper amount of adult and child life jackets on board
Cleaning	Ensure no debris is on the passenger compartment or Captain's station flooring

My signature indicates that I have been trained and have demonstrated my ability to correctly perform the Pre-Trip Duck inspections on Ride The Ducks amphibious vehicles.



Employee Signature

Employee ID

Date

3-13-09

My signature indicates that the above employee has been trained and is certified to perform the Pre-Trip inspections on Ride The Ducks amphibious equipment.



Trainer

Employee ID

Date

3-13-09