



DIESEL BOX TRUCK FIRST-TIME USE CHECKLIST

Vehicle Familiarization & DVIR Training

Pass

Fail

IC/Driver Name: _____

Trainer/Manager: _____

Date: _____ Vehicle/Unit #: _____

1. VEHICLE DOCUMENTS & REQUIRED ITEMS

- Locate registration and insurance card
- Locate fuel card and explain fueling process
- Review emergency/roadside contact procedure
- Review accident reporting expectations
- Locate reflective triangles and fire extinguisher

Trainer Initials: _____

2. UNDER HOOD / FLUIDS

Driver physically identifies location of the following:

- Windshield washer fluid
- DEF fill location
- Identify signs of leaks or damage under vehicle

Driver understands:

- Diesel fuel only (NO gasoline)
- DEF goes in DEF tank only

Trainer Initials: _____



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3. CAB / DRIVER CONTROLS

- Adjust seat and mirrors properly
- Locate headlights, hazards, and wiper controls
- Demonstrate heat/AC/defrost operation
- Demonstrate parking brake operation
- Review dashboard warning indicators
- Test horn and backup camera (if equipped)
- Review GPS/ELD use (if applicable)

Trainer Initials: _____

4. EXTERIOR WALKAROUND (DVIR)

Driver demonstrates what to inspect:

- Headlights, brake lights, turn signals, marker lights
- Windshield and mirrors for visibility/damage
- Tires – inflation, tread, visible damage
- Wheels/lug nuts – no visible issues
- Steps and handholds secure
- Cargo box and roll-up door secure
- Liftgate operation (if equipped)
- Check for fluid leaks or vehicle damage

Trainer Initials: _____

5. OPERATIONS & SAFETY

- Demonstrate safe startup procedure
- Explain vehicle height/clearance awareness
- Demonstrate parking brake and brake response check
- Review backing expectations and surroundings awareness
- Review temperature-control unit (if applicable)
- Verify Celsius vs. Fahrenheit settings for temp shipments

Trainer Initials: _____



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6. END OF SHIFT EXPECTATIONS

- Return vehicle with minimum required fuel level
- DEF checked/topped off if needed
- Cab and cargo area reasonably clean
- Report vehicle damage/issues immediately
- Complete DVIR and return keys/items properly

Trainer Initials: _____

TRAINING ACKNOWLEDGEMENT

I acknowledge I have been trained on the vehicle, understand inspection expectations, and know the location and operation of required vehicle components.

IC/Driver Signature: _____ **Date:** _____

Trainer/Management Signature: _____ **Date:** _____