

**(UNIT NAME HERE) UNIT VEHICLE & TRAILER QUALIFICATION JQR**

<b>NAME:</b>	<b>RANK/RATE:</b>
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- Ref:** (a) Non-Standard Boat Operator’s Handbook, COMDTINST M16114.28 (series)  
(b) Defender Class Operator’s Handbook, COMDINST M16114.37 (series)  
(c) Naval Engineering Manual, COMDINST M9000 (series)

This JQR is the minimum requirement for any person assigned to the unit that will operate a government vehicle, with/without a trailer in tow, in performance of their official duties.

I. Read, Understand and Prepare to discuss the following sections pertaining to references (a) thru (c):

<b>CHAPTER/SECTION</b>	<b>SUBJECT</b>	<b>DATE READ</b>
REF (A) CH. 6, SECTION C	LAUNCH & RECOVERY	
REF (A) APPENDIX D, PG D-14	BOAT TRAILER INSPECTION	
REF (B) CH. 3, SECTION L	TRAILER SYSTEM	
REF (C) CH. 077, SECTIONS E, F & G	SAFETY	
REF (C) CH. 081, SECTIONS C & E	MAINTENANCE OF CUTTERS & BOATS	
REF (D) STANDING ORDER #20	OPERATION OF GOVERNMENT VEHICLES	
REF (D) STANDING ORDER #29	ENGINEERING STANDING ORDERS	

II. Provide and complete the following:

<b>TASK TO BE COMPLETED</b>	<b>INSTRUCTOR’S INITIALS</b>
Provide Vehicle Manager a copy of current/valid state driver’s license	
Complete the U.S. Government Motor Vehicle Operator’s ID Card (OF-346)	

III. Perform, Demonstrate or Explain the following task pertaining to references (a) thru (d) with a qualified engineer:

<b>TASK TO BE COMPLETED</b>	<b>INSTRUCTOR’S INITIALS</b>
Explain the types of fuel used in the unit’s trucks & vans	
Explain how to use the government fuel card	
Explain when/how to use emergency lights, sirens & radio (urgent response, etc.)	
Demonstrate correct hooking & unhooking trailer to GV procedures	
Explain how to change a flat tire on trailer/GV with trailer	
Locate all fire extinguishers & first aid equipment on all vehicles	
State overall height/max. weight (full of fuel and outfit) of boats & trailers	
Explain the procedures of reporting an automobile accident	
Demonstrate familiarity with forms carried in GV	
Explain how to PMS & fill fluids on the trailer (i.e. bearings, oil, brake fluid, etc.)	
Explain how to PMS & fill fluids on the GVs	
Explain how to change a trailer light bulb	
Explain notification requirement is there is a problem with a truck and/or trailer	
Make a proper round of the truck & trailer prior to getting underway	
Know the proper size hitch used on all trucks & trailers	
Explain what emergency breaks are on the trailer & how each functions	

Explain the dangers of towing a trailer (i.e Stopping Distance, Jack Knife, Wrecks)	
Explain/Demonstrate safe & defensive driving techniques to use at all times	
Explain the dangers concerning green slime on a boat ramp	
Explain the dangers regarding extreme low tide for launch & recovery	
Explain the dangers posed regarding sudden drop-offs of a boat ramp (end or side)	
Explain/Demonstrate the proper configuration of tie-down straps for launching, and recovering boats, and why it is important to have the winch strap hooked for both evolutions.	
Demonstrate proper use/positioning of a Safety Observer for trailering operations	

IV. Demonstrate proficiency in maneuvering the truck & trailer under supervision of a fully qualified instructor for the following:

TASK TO BE COMPLETED	INSTRUCTOR'S INITIALS		
	1.	2.	3.
Back into a Parking Area (unconfined) <i>(3 evolution minimum)</i>			
Back into Parking Spot/Slip at the Unit (confined) <i>(3 evolution minimum)</i>			
Back truck & trailer (unloaded) down a boat ramp (Recover Boat) <i>(3 evolution minimum) (Ensure proper tie-down strap configuration for recovery of boat)</i>			
Back truck & trailer (loaded) down a boat ramp (Launch Boat) <i>(3 evolution minimum) (Ensure proper tie-down strap configuration for launching boat)</i>			

I have read, understood and completed the requirements set forth above needed for the safe operation of government vehicles with and without trailers in tow.

<b>MEMBER SIGNATURE:</b>		<b>DATE:</b>	
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**RECOMMENDED FOR QUALIFICATION:**

<b>INSTRUCTOR SIGNATURE:</b>		<b>DATE:</b>	
<b>EPO SIGNATURE:</b>		<b>DATE:</b>	
<b>CO SIGNATURE:</b>		<b>DATE:</b>	

**UNIT RECERTIFICATION REVIEW/EPO CHECK RIDE WITH MEMBER (EVERY 6 MONTHS)**

1. Date: \_\_\_\_\_ EPO Signature: \_\_\_\_\_
2. Date: \_\_\_\_\_ EPO Signature: \_\_\_\_\_
3. Date: \_\_\_\_\_ EPO Signature: \_\_\_\_\_
4. Date: \_\_\_\_\_ EPO Signature: \_\_\_\_\_
5. Date: \_\_\_\_\_ EPO Signature: \_\_\_\_\_
6. Date: \_\_\_\_\_ EPO Signature: \_\_\_\_\_