

GENERAL POLICIES & PROCEDURES FOR LOADING AND UNLOADING

PERSONNEL

- ◆ Personnel are to wear clean clothing, free of exposed objects that could potentially cause damage to a vehicle interior or exterior.
- ◆ Tools are to be carried in a manner that would not cause damage to a vehicle and must be removed from clothing before handling MMNA vehicles.
- ◆ Lounging, eating, drinking or smoking in vehicles is strictly prohibited.
- ◆ Never place objects (tools, clipboards, etc.) on vehicle surfaces.

VEHICLE HANDLING

- ◆ Vehicles are never to be used for any shuttle purposes.
- ◆ Drivers are to enter and exit through the driver's door only.
- ◆ If necessary to clean windshield of dry dirt or dust, always use the vehicle's washer unit prior to operating the wipers.
- ◆ Writing on vehicle glass is strictly prohibited.
- ◆ All lights and other electrical accessories are to be turned off. All doors, hoods, trunks, sunroofs, windows and glove box doors must be fully closed and secured. Lower all antennas where possible.

- ◆ The driver's seat must be moved to the full rearward position.
- ◆ Do not operate any buttons or switches other than those required in the normal operation of Mitsubishi vehicles. Radios are not to be turned on at any time.
- ◆ Vehicles are to be started, loaded and unloaded under their own power. Dead batteries must be recharged or replaced.

- ◆ Vehicle speed is not to exceed 15 mph (24km/h) in storage lots.
- ◆ When vehicles are parked, drivers are to uniformly align the left tires of their vehicle on the left stripe.
- ◆ Parking brake must be engaged and keys placed in the center console storage compartment.
- ◆ All protective seat and floor coverings are to be repositioned if necessary before entering and after exiting a vehicle.
- ◆ Convertible tops must be fully closed and latched.
- ◆ When vehicles are parked, there is to be a minimum 10" (254 mm) clearance between any portion of the vehicle and the nearest point of contact.

LOADING RAMPS

- ◆ Loading ramps are to be maintained in good condition.
- ◆ The ramp design must not have an approach angle greater than 6°.

- ◆ Vehicle speed is not to exceed 5 mph (8km/m) on loading ramps.