



SPORTS STORES –James Braden Ford F150 TRUCK USAGE 2023 (SOP)

Effective Date --- January 3rd, 2023

Aim: The aim of this operating procedure is to ensure that the CFB Kingston Knights --PSP Sports—James Braden Ford F150 Truck is booked, maintained and returned in proper working order after usage.

To view truck availability complete the following steps

1. (a) Check facilities booking at <https://bkk.cfmws.com/kingstonpub/> to see if the truck is available for the date and time for your booking.
 (b) Click **“Book A Facility”**
 (c) Click **“View Facility Availability”**
 (d) Under *Facilities List* click on **“ONLINE BOOKING NOT AVAILABLE FOR YOUR ORGANIZATION”** then click on **“Truck Reservation”** and place a check mark in the small box.
 The calendar on the right will show current bookings. Click on the date you are looking for to check availability for that day and time. Scroll over dates to see availability.
 (f) In order to reserve the truck, please contact Paul Couture at Sports Stores work # 541-5010 x 3577 or cell #613-985-6590 to provide date and time you would like to request a reservation. Paul will reserve the truck for you. email: couture.paul@cfmws.com
2. Show your valid drivers license to obtain keys for the truck at Sports Stores once you are ready to use the truck. Truck is parked at the front parking lot near the tall advertising billboard.
3. Do a walk around before getting into the truck to make sure it hasn't been vandalized, that the tires are good and there's no debris in the pickup bed that will fly out when driving. Remove all snow, ice or debris from all windows.
4. To start, step on brake and press the ignition button to start the truck. Be sure to check fuel level and all other gauges. Adjust seat and mirrors.
5. Before departure, record the millage, date and time of use on clipboard provided on passenger seat. Sample provided below...

NAME	DATE	TIME IN	KM start	TIME OUT	KM end	GAS	DESTINATION
Ricky Bobby	Jan. 3rd, '23	10:00	107			full	Arrowhead Beach

6. Upon return of truck, park in same location and complete **TIME OUT** and **KM END** on clipboard.
 - a. Remove any garbage, cups or personal belongings from interior.
 - b. Complete a walk around the truck to look for any damage or tire issues. You must complete the Truck Damage Report even if you do not locate any damages.
 - c. Check the pickup bed to make sure items have been removed.
7. Return truck keys to Sports Stores.