

VR-53INST 1600.1M
JUN 3 2009

DUTY DRIVER INDOCTRINATION CHECKLIST

From: _____
To: Senior Watch Officer
Via: Enlisted Watchbill Coordinator

Subj: VR-53 DUTY DRIVER INDOCTRINATION CHECKLIST

1. The following items shall be completed prior to standing the watch as VR-53 Duty Driver.

<u>ITEM</u>	<u>INITIALS</u>
(1) Watchstander responsibilities	_____
(2) Vehicle daily inspection procedures	_____
(3) Vehicle fueling procedures	_____
(4) Cell phone procedures	_____
(5) Valid driver's license	_____
(6) Accident reporting procedures	_____
(7) Know location of frequent Duty Driver Destinations aboard Andrews Air Force Base	_____
(8) Know location of frequent Duty Driver destinations in Washington, DC	_____
(9) Maryland Gate entry procedures	_____
(10) Inventory Duty Driver cell phone	_____

2. I have been fully indoctrinated in the aforementioned duties and responsibilities of the Duty Driver and I understand the governing directives.

Signature/Date