

INSTRUCTIONS FOR COMPLETING FORM

GENERAL INSTRUCTION

THIS REPORT FORM SHOULD SHOW DAILY VEHICLE USE OR IDENTIFY WHY VEHICLES ARE IDLED ON SCHEDULED WORK DAYS. CERTAIN PARTS OF THE REPORT FORM MAY BE COMPLETED BY VEHICLE DRIVERS WHILE OTHER PARTS MAY BE COMPLETED BY SUPERVISORS, DISPATCHERS OR PROJECT LEADERS. A SINGLE LINE OF EMPTY DATA ON THE FORM SHOULD SHOW ACTIVITY DATA FOR EACH VEHICLE CHARGE CYCLE. ALL DATA ELEMENTS NOT CHANGED FROM DAY TO DAY MAY BE OVERPRINTED.

SPECIFIC INSTRUCTION

FILL OUT TOP OF REPORT FORM BY ENTERING VEHICLE NUMBER, SITE OPERATOR NAME AND LOCATION.

ENTER COLUMN 1 THE MONTH, DAY AND YEAR (ONE ENTRY PER CHARGE CYCLE ON VEHICLE WORK DAY IS REQUIRED).

ENTER COLUMN 2 THE TIME VEHICLE STARTS OUT AFTER BEING REMOVED FROM CHARGE AND THE TIME WHEN THE VEHICLE IS RETURNED TO BE PLACED ON CHARGE (USE A 24 HOUR CLOCK. FOR EXAMPLE, FOR 4 PM, RECORD 16 HOURS, OR MINUTES IN APPROPRIATE COLUMNS).

ENTER COLUMN 3 THE VEHICLE ODOMETER READING AT LEAST ONCE EACH WORK DAY AND EACH TIME THE VEHICLE IS PLACED ON CHARGE OR REMOVED FROM CHARGE DURING A WORK DAY.

ENTER COLUMN 4 THE STATE OF CHARGE METER READING AT LEAST ONCE EACH WORK DAY, AND EACH TIME THE VEHICLE IS PLACED ON CHARGE OR REMOVED FROM CHARGE DURING A WORK DAY. (OUT IS THE READING AT THE TIME THE VEHICLE IS REMOVED FROM CHARGE. IN, IS THE METER READING BEFORE THE VEHICLE IS PLACED ON CHARGE).

ENTER COLUMNS 5-10 A CODE SHOWN ON THE FORM THAT BEST DESCRIBES THE VEHICLE MISSION AND VEHICLE ENVIRONMENTAL AND DRIVING CONDITIONS FOR EACH BATTERY DISCHARGE PERIOD.

ENTER COLUMN 11 THE ESTIMATED OR ACTUAL NUMBER OF VEHICLE FULL STOPS FOR EACH BATTERY DISCHARGE PERIOD. USE THE KEY COLUMN TO IDENTIFY IF THE STOP/START DATA ENTERED IS ACTUAL (ENTER "A") OR ESTIMATED (ENTER "E").

COLUMN 12 MAY BE USED BY SITE OPERATOR TO RECORD DRIVER IDENTITY.

ENTER COLUMN 13 GALLONS OF FUEL PUMPED INTO VEHICLE TANKS. (OVERID VEHICLE ONLY)

ENTER COLUMN 14 AC-KILOWATT HOUR METER READING WHEN THE VEHICLE IS PLACED ON CHARGE AND WHEN THE VEHICLE IS REMOVED FROM CHARGE. THE OFF-CHARGE READING AFTER AN OVERNIGHT CHARGE SHOULD BE RECORDED NEXT TO THE PREVIOUS DAYS ON-CHARGE READING.

ENTER COLUMN 15 HOURS ON CHARGE.

ENTER COLUMN 16 ONE CODE NUMBER FOR EACH WORK DAY THE VEHICLE IS IDLED.

COLUMN 17 MAY BE USED BY SITE OPERATORS THAT HAVE VEHICLES CHANGED IN ASSIGNED VEHICLE PARKING SPACES.

VEHICLE MISSION CODES*

- 1 FIELD SUPERVISION
- 2 FIELD INSPECTION
- 3 METER TEST & INSTALLATION
- 4 PART PICK-UP & DELIVERY
- 5 COMPUTER SERVICE
- 6 PUBLIC RELATIONS/VEHICLE
- 7 METER READER
- 8 TELEPHONE INST/REPAIR
- 9 SUBSTATION MAINTENANCE
- 10 MAIL SERVICE
- 11 METER MAID SERVICE
- 12 PART SERVICE
- 13 BAKERY PRODUCTS DELIVERY
- 14 INSTRUMENT TRANSPORTATION
- 15 MOBILE ELECTRIC LABORATORY
- 16 VAN POOL
- 17 MACHINE SHOP TRANSPORTATION
- 18 TAXI SERVICE

*ADDITION MISSION CODES MAY BE OBTAINED BY CONSULTING THE "SANY DEMONSTRATION PROJECT REQUIREMENTS & GUIDELINES FOR DEMONSTRATION OPERATORS."