



# Mobile Career Center Bus Operations Guide & Set-up Procedure

The Alabama Career Center System is an equal opportunity agency partnership.  
Auxiliary aids and services are available upon request to individuals with disabilities.

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**Governor's Office of Workforce Development**

Field Services Division  
649 Monroe Street  
Montgomery, Alabama 36131

Mrs. Susan (Miller) Norman, Associate Director

**Phone: (334)353-2961**

**Fax: (334)353-2146**

**Alabama Career Center System  
Mobile Career Center Bus (MCCB) Operations Guide**

The MCCB is housed (stationed) at the Alabama Department of Transportation (ADOT) complex at 1409 Coliseum Blvd, Montgomery, Alabama when not in use.

To schedule the MCCB, the following course of action must be followed:

1. An approval for the use of the MCCB must be obtained in advance by contacting one of the Field Services Representatives listed below. The MCCB Calendar of Events will be verified to make certain the Bus is available and determine if the function qualifies (meets the criteria) for the use of the MCCB.

	Work:	Cell:
Ms. Elaine Webster	(334)353-2961	(334)595-2526
Mr. Richard Williams	(334)277-5456	(334)590-0955

2. After availability of the MCCB has been verified, complete the Mobile Career Center Bus Request Form and mail or fax to:

**Ms. Elaine Webster  
Governor's Office of Workforce Development  
Field Services Division  
649 Monroe Street  
Montgomery, Alabama 36131  
Fax: (334)353.2146**

3. The MCCB Request Form will be sent back to the contact person (requester) when the request form has been officially approved.
4. The driver must sign and date the MCCB Acknowledgment Statement indicating they have reviewed and understand the MCCB Operations Guide/Set-up Procedure and Owner Manual prior to taking possession of the MCCB for the first time.

5. Before taking possession of the MCCB, the driver must present his/her Commercial Drivers License (CDL) and verify/complete the following:
  - Make certain the mileage on the Inventory Checklist matches the odometer
  - Make certain the gas tank registers full
  - Inspect the MCCB and report any damages\*
  - Inspect and report missing equipment (see MCCB Inventory Checklist)\*
  - Make certain to secure ALL chairs, computer equipment, and loose items before putting the MCCB in motion

\***NOTE:** Missing equipment, damages, and or concerns should be reported to the Field Service Representative prior to taking possession of the Bus. Unreported damages and/or missing items may be charged to your agency/department.

6. **COMPUTERS.** Computer problems should be reported to the Field Services Representative. The Requester will be responsible for supplying batteries for cordless mouses and key boards if they choose to use them.
7. **DIESEL FUEL ONLY!** While operating the MCCB, make certain the service station will accept the *Wright Express Credit Card* **BEFORE** pumping **DIESEL** Fuel. The tank should be maintained at a minimum of half (1/2) full at all times. The Generator automatically shuts down when the tank falls below one-fourth (1/4) full. Gas receipts should be placed in the Key Ring Wallet to be given to Richard when the Bus is returned.
8. In the event of an emergency (vehicle failure), contact **WW Williams** for assistance by calling **1.800.592.3413**. Give them the **Maintenance P.O. Number: 3355962**. If asked, the **Serial Number is: 0906576113**.
9. The MCCB is to be locked when unattended.
10. The MCCB is to be kept clean and returned in the same condition as received (cleaning supplies can be found in the kitchen area at the back of the MCCB); **RETURNED WITH A FULL TANK OF GAS**, and ALL keys returned.
11. When returning the MCCB to its station (ADOT), please contact one of the Field Services Representative listed on Page 2 with an estimated time of arrival. A representative will meet the driver at ADOT to check in the MCCB and examine the vehicle for any mechanical, computer, or janitorial deficiencies.

After the MCCB has been examined, the driver will need to sign and date the MCCB Inventory Checklist acknowledging the completion of the check-in process.

**NOTE:** The ADOT has been kind enough to allow us to park the MCCB in their facility. Please be respectful of ADOT operations, staff, and personal vehicles while operating the Bus.

## **MOBILE CAREER CENTER BUS (MCCB) SET-UP PROCEDURE**

### **Rear Camera Activation:**

1. Crank engine
2. If backing, push POWER button on left side of monitor to activate camera
3. MCCB does not have to be in Reverse for the camera to work, but the camera must be on for all backing operations
4. Push REVERSE button and back up carefully

**NOTE:** If at all possible, a spotter should be used in all backing operations.

**NOTE:** **Objects on the video monitor may be closer than they appear.**

### **Step Activation and Retrieval:**

#### **TO EXTEND:**

1. Switch IGNITION key to ACCESSORY position (to the left)
2. Push top portion of the MASTER STEP button down (located on the left side of the Driver's Console)
3. Push the STEP button (located to the left of the MASTER STEP button) OUT to extend the steps
4. Push bottom portion of the MASTER STEP button down (located on the left side of the Driver's Console)
5. Switch IGNITION key to OFF position (to the right)

#### **TO RETRIEVE:**

6. Switch IGNITION key to ACCESSORY position (to the left)
7. Push top portion of the MASTER STEP button down (located on the left side of the Driver's Console)
8. Push the STEP button (located to the left of the MASTER STEP button) IN to retrieve the steps
9. Push bottom portion of the MASTER STEP button down (located on the left side of the Driver's Console)
10. Switch IGNITION key to OFF position (to the right)

**NOTE:** If you do not turn the MASTER STEP button OFF, when you turn the ignition key ON, a warning buzzer will activate. Check the MASTER STEP button for proper position.

## **Generator Startup and Shut Down:**

### **START UP:**

1. The Bus engine can be ON or OFF when starting the generator
2. The GENERATOR button is located above the driver's side window on the upper right hand corner
3. Push the top portion of the GENERATOR button and hold it until the generator starts, then release

### **SHUT DOWN:**

4. Push the bottom portion of the GENERATOR button, then release

**NOTE: If there is less than one quarter of a tank of fuel, the generator will automatically shut down.**

## **Leveling Activation and Retrieval:**

### **ACTIVATION:**

1. The Bus engine must be OFF when activating the leveler
2. Switch ignition key to ACCESSORY position (to the left)
3. The AUTO-LEVEL button is located above the driver's side window on the upper left hand corner
4. Push the AUTO-LEVEL button and release
5. Check the lights to ensure that the levelers are deploying
6. Go out side and visually check that the levelers are extended
7. Switch ignition key to OFF position (to the right)

### **RETRIEVAL:**

8. The Bus engine must be OFF when activating the leveler
9. Switch IGNITION key to ACCESSORY position (to the left)
10. Push the AUTO-STORE button and release
11. Check the lights to ensure that the levelers are retracting
12. Go out side and visually check that the levelers are retracted
13. Switch IGNITION key to OFF position (to the right)

**NOTE:** It will take a few minutes for the levelers to extend and retract, since they extend and retract one at a time.

### **Side Extension and Retrieval:**

**NOTE: Before extending the sides, perform a visual check to ensure that there is sufficient room for the sides to extend.**

#### **EXTENSION:**

1. The Bus engine should be ON when activating the side extenders
2. The SIDE EXTENSION buttons (Driver's Side Slide-out and Pass Side Slide-out) are located above the driver's side window
3. Check the labels for each side
4. Perform the operation for each side individually
5. Turn the key on for each side and then push and hold the EXTEND button until the side is in place
6. Turn the SIDE EXTENSION key OFF for each side after they have been extended

#### **RETRIEVAL:**

7. The Bus engine should be ON when activating the side extenders
8. The SIDE EXTENSION buttons (Driver's Side Slide-out and Pass Side Slide-out) are located above the driver's side window
9. Turn the key on for each side and then push and hold the RETRACT button until the side is retrieved
10. Turn the SIDE EXTENSION key OFF for each side after they have been retracted

### **Awning Deployment and Retrieval:**

**NOTE: Before extending the awning, perform a visual check to ensure that there is sufficient clearance for the awning to extend.**

1. The POWER button for the awning is located in the cabinet above the counter to the left of the MCCB's rear door
2. Open the cabinet door, push and hold the EXTEND button until fully deployed
3. Perform a visual check to ensure that the awning is fully deployed
4. Awning will automatically adjust for wind and rain weight
5. To retrieve the awning, push and hold RETRACT button

### **Satellite Deployment and Retrieval:**

**NOTE: Before extending the satellite, perform a visual check to ensure that there is sufficient clearance for the dish to extend.**

#### **DEPLOYMENT:**

1. The satellite equipment is located in the lower right hand portion of the right rear cabinet located across from the MCCB's rear door
2. Turn ON the computer next to the D3 Modem
3. Inside the cabinet, press the POWER button to activate the satellite system (**NOTE:** the iDirect modem should be flashing orange before turning power on D3 modem)

4. Press and release the SEARCH button on the system unit
5. The satellite dish will extend and when fully extended begin searching for the satellite
6. Once it has acquired the satellite, the computer system will have internet accessibility
7. Use **192.168.1.250** as the Internet contact to log on to the computer

**For problems with the Satellite, call: 757.312.8300.**

**RETRIEVAL:**

8. To stow the satellite dish, press and release the STOW button and the satellite will begin to stow itself. When stowing the satellite receiver is completed, turn off power to D3
9. Visually check the satellite dish to ensure it is fully retracted
10. Push and release the POWER button to turn the system OFF

**Wheel Chair Lift Operations:**

**NOTE: Before extending the wheel chair Lift, perform a visual check to ensure that there is sufficient clearance for the Lift to extend.**

**EXTEND:**

1. Open the rear door of the MCCB and use the key attached to the remote control unit for the Lift and unlock the Lift storage door
2. Move the toggle switch to the UP position to turn the wheel chair Lift on (the switch is located on the master control unit located on the floor to the right of the MCCB's rear door)
3. Press and hold the UP button on the remote control unit and the Lift will extend
4. Press and hold the DOWN button for the Lift to go to the ground
5. After the Lift has reached the ground, remove the locking pins located on the lower front of the Lift and extend the sides
6. When the sides are fully extended, replace the locking pins so the sides will stay fully extended
7. The Lift is now ready for wheel chair Lift operations
8. Use the UP and DOWN buttons to Lift or return wheel chairs or equipment

**STOWING:**

9. At the ground level, remove the locking pins located on the lower front of the Lift and fold the sides down
10. When the sides are folded down, replace the locking pins so the sides will stay in place
11. Press and hold the UP button for the Lift to return to the PRE-STOW position
12. Press and hold the STOW button for the Lift to return to STOWED position
13. Use the key attached to the remote control unit for the Lift to lock the Lift storage door

**NOTE:** During stowing operations, the Lift will adjust its height with the MCCB to ensure proper stowing height.

The Lift can be operated manually in the event that the power to the Lift goes down. The Lift is operated by its own battery which is supposed to be recharging with the generator working. Manual Lift operations are slow and tedious. It is probably a good idea to not operate the Lift manually unless there is an emergency or no other way to get someone or something out of the MCCB. The instructions for the manual operation of the Lift are located on the front of the Lift power unit by the back door.

**RADIO:**

89.1 FM is the radio frequency

**This guide is not all inclusive; therefore, any guidance not addressed therein, will be resolved by the Local Office Management Team and the Area Managers with the focus on how best to serve our customers.**