



Pre & Post JOB Meeting Checklist

Client:	Origin:	Destination:
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Check the following items:	Pre-Job Convoy			Post-Job Convoy		
	Yes	No	N/A	Yes	No	N/A
CONVOY ITEMS – ALL TRIPS						
Will any of the trips be made in the dark?						
If so, has the manager given approval for the trip?						
Pre-Departure inspections done and documented on all vehicles?						
*Driver's DOT logs checked and legal?						
Vehicles assigned place in convoy? Leader specified?						
Driver experience matched to place in convoy?						
Load tickets and MSDS included on trucks? Manifest and shipping papers complete? Cab Paperwork (cab card/registration, etc.....)						
Logged on to IWI? Logs current and legal?						
Speed limits reviewed for trip?						
Review phone usage – turn them off while driving.						
Remember – LIGHTS ON?						
**Weather hazards discussed?						
Do you have tire chains? Are they in working condition?						
Can large meals be delayed until the end of the trip?						
Have seatbelts been discussed?						
24 Hour Lifestyle discussion (early am/pm danger times)?						
Review spacing/following distance?						
Route defined (out and back)?						
Hazards on route discussed?						
***Planned stops defined?						
Regrouping spot defined in case of convoy separation?						
Review "IF YOU ARE TIRED – STOP"						
All loads and equipment secured?						
Arkoma DOT signage reviewed and checked?						
All RA sources secured and locked?						

Supervisor Signature

Date

Supervisor (printed)

of CDL Drivers

of Shuttle Drivers

