

# Pre-Trip Meeting Sheet

Today's date \_\_\_\_\_ Time of meeting \_\_\_\_\_

Company name \_\_\_\_\_ Carrier dispatch # \_\_\_\_\_

Origin point \_\_\_\_\_ Delivery point \_\_\_\_\_

## Team members and roles

**Load driver** Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

**Front P/EVO** Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

**Rear P/EVO** Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

**Steerperson** Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

## OTHER PERSONNEL

Role \_\_\_\_\_ Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

Role \_\_\_\_\_ Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

Role \_\_\_\_\_ Name \_\_\_\_\_ Cell # \_\_\_\_\_ Vehicle \_\_\_\_\_

- Team members can identify each other by voice
- Team members are carrying proper certifications, licenses, insurance
- Team members are wearing correct PPE  
(boots, hard hats, vests, safety glasses, or other required apparel or equipment)

## Inspection, measurement, and documentation

- Load is free of damage, or damage has been documented
- Load is secure
- Vehicle and equipment check has been completed for all vehicles:

### Radios

- All radios are working and compatible
- Backup communication devices and power sources are present

### Pilot/Escort Vehicles

- Licenses and tags are current on all vehicles
- Vehicles and trailer are in good mechanical condition, including lights, tires, and all other systems
- All signs and other required warning devices are in good condition and in place
- High pole is of proper type and in good condition
- All other required equipment is present and in working order

### Tractor

- Lockout equipment is complete and in working order
- Wheel chocks
- Cone(s) or other visual indicators

### Steerable trailer (if applicable)

- Axle pins are present and in good condition
- Pony motor is working and has fuel
- Remote is working and has backup batteries, if needed

Pre-trip meeting sheet continues on other side.

**Loaded dimensions:**

Max. height: \_\_\_\_\_ Max. width: \_\_\_\_\_  
Rear overhang: \_\_\_\_\_ Front overhang: \_\_\_\_\_  
Weight: \_\_\_\_\_ Min. ground clearance: \_\_\_\_\_ Overall length: \_\_\_\_\_

**By initialing below, I confirm:**

- That the measurements of the load in traveling configuration are consistent with those on the permit and route survey
- That the route survey is no more than 30 days old, OR has been in continued use by the carrier since the survey was completed
- That the permit and route survey are valid
- That the high pole has been set to the following height: \_\_\_\_\_
- That the high pole is professional-grade

**Initial here:** Driver \_\_\_\_\_ Front P/EVO \_\_\_\_\_ Rear P/EVO \_\_\_\_\_

**Route and communications**

**Review and discuss the route:**

- Confirm team member roles, responsibilities, and positions during each portion of the route
- Construction zones and railroad crossings, if any
- Determine safe and lawful distances between P/EVOs and load for each section of the route
- Special restrictions (such as curfews)
- Turns, obstructions, and hazards
- Fuel stops, breaks, re-fueling
- Review crush zone procedures, including visual indicators to be used by load driver

**If movement includes a steerable trailer, discuss:**

- Trailer features: pinning, unpinning, pony motor
- Positioning on steerable turns

**Communications planning:**

- Channels and alternates to be used: \_\_\_\_\_
- Confirm how lanes will be called
- Identify emergency and backup communications
- Review cell phone use policies
- Confirm that all team members have working two-way handheld communication devices
- Review communications protocols (Call-Response-Confirmation, sterile channel, STOP! STOP! STOP!)

**Emergency planning**

- Ensure that team knows what to do if there is a mechanical breakdown or issue
- Identify safe havens
- Discuss emergency situations that may be likely to occur on route
- Discuss railroad emergencies, if applicable

If there is an emergency, the number to call is: \_\_\_\_\_

Team members who have first aid training: \_\_\_\_\_

Fire extinguishers are in these vehicles: \_\_\_\_\_

**Team members sign here to verify that the pre-trip meeting has been properly conducted.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_