

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 permit and route survey are valid
- That the high pole is professional-grade
- 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 high pole has been set to the following height: _____

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

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: _____
- Identify emergency and backup communications
- Confirm that all team members have working two-way handheld communication devices
- Confirm how lanes will be called
- Review cell phone use policies
- 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
- Discuss emergency situations that may be likely to occur on route
- Identify safe havens
- 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 _____