

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:

- | | |
|--|--|
| <input type="checkbox"/> That the measurements of the load in traveling configuration are consistent with those on the permit and route survey | <input type="checkbox"/> 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 |
| <input type="checkbox"/> That the permit and route survey are valid | <input type="checkbox"/> That the high pole has been set to the following height: _____ |
| <input type="checkbox"/> That the high pole is professional-grade | |

Initial here: Driver _____ Front P/EVO _____ Rear P/EVO _____

Route and communications**Review and discuss the route:**

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

If movement includes a steerable trailer, discuss:

- | | |
|---|---|
| <input type="checkbox"/> Trailer features: pinning, unpinning, pony motor | <input type="checkbox"/> Positioning on steerable turns |
|---|---|

Communications planning:

- | | |
|--|---|
| <input type="checkbox"/> Channels and alternates to be used: _____ | <input type="checkbox"/> Confirm how lanes will be called |
| <input type="checkbox"/> Identify emergency and backup communications | <input type="checkbox"/> Review cell phone use policies |
| <input type="checkbox"/> Confirm that all team members have working two-way handheld communication devices | <input type="checkbox"/> Review communications protocols (Call-Response-Confirmation, sterile channel, STOP! STOP! STOP!) |

Emergency planning

- | | |
|--|--|
| <input type="checkbox"/> Ensure that team knows what to do if there is a mechanical breakdown or issue | <input type="checkbox"/> Identify safe havens |
| <input type="checkbox"/> Discuss emergency situations that may be likely to occur on route | <input type="checkbox"/> 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 _____