

Driver Afternoon Checklists

Driver: _____ Date: _____

___ **Every afternoon:** Run a reservation reports for the next day, review it and make sure all items are available.

___ **Every afternoon:** Work with dispatcher or a manager regarding deliveries and pickups for the following day.

___ **Every afternoon:** Call customers. Confirm following day's delivery reservations and/or pickups. Discuss project details (right equipment for the project), time desired, on site contact persons' name/phone numbers, and "delivery" address. Discuss deposit matters (Verify an open account for the reserving customer or verify that a deposit has been run) exact locations, contact persons, etc. (see below items)

___ **Every afternoon:** Make sure customers have a charge account or the deposit information is accurate

___ **Every afternoon:** Plan the next day's trip with a "directional path" and map of sites to visit. Map out deliveries and pickups in an efficient manner. Consider delivery times required and double up when possible. Consider pickups that can be made on same trip to avoid empty truck return trips. Schedule multiple activities for each road trip (i.e. load vehicle for multiple deliveries then, if possible, schedule pickups to be done before returning no empty trailer)

___ **Every afternoon:** Make sure vehicles to be used have adequate fuel levels for the trip

___ **Every afternoon:** Inspect and test equipment to make sure it operates properly,

___ **Every afternoon:** **PRELOAD** and **secure** the reserved equipment and accessories **BEFORE LEAVING** at the end of your work shift according to the established "directional path". This will allow us to get the truck on the road before any rush hour traffic.

___ **Every afternoon:** If a delivery before opening hours is possible & confirmed, process the deposit as needed, have contracts opened (or Pick Up Tickets), printed, available, accessible, & ready for the next morning's trip.