TRANSPORTING EMPLOYEES

	Hazard	Satisfactory	Needs Attention	Not Applicable	Target Date for Completion	Date Completed
1	Do employees who operate vehicles on public thoroughfares have valid operator's licenses?	○	○	○		
2	When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?	○	○	○		
3	Is each van, bus, or truck used regularly to transport employees, equipped with an adequate number of seats?	○	○	○		
4	When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?	○	○	○		
5	Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields, and turn signals in good repair?	○	○	○		
6	Are transport vehicles provided with handrails, steps, stirrups, or similar devices, so placed and arranged that employees can safely mount or dismount?	○	○	○		
7	Are employee transport vehicles equipped at all times with at least two reflective type flares?	○	○	○		
8	Is a fully charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?	○	○	○		
9	When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed containers that are secured in place?	○	○	○		
10	Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?	○	○	○		
11		○	○	○		
12		○	○	○		
13		○	○	○		
14		○	○	○		

_____   _____
                Name   Date

Actions Taken to Correct Items Checked as "Needs Attention"

Hazard #	
Hazard #	
Hazard #	
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Hazard #	

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