

The following checklist is a guide. It may be used in its entirety or be modified to the specific user's needs by adding or subtracting items from the checklist. For questions concerning any item, contact the Office of Environmental Health and Safety.

(42) TRANSPORTING EMPLOYEES/PASSENGERS & MATERIALS BY VEHICLES

Name: _____ Date : _____

Location of Inspection: _____

1. Do employees who operate vehicles on public thoroughfares have valid operator's licenses?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
3. Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
4. When employees are transported by truck, are provision provided to prevent their falling from the vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
5. Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
6. Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
7. Are employee transport vehicles equipped at all times with at least two reflective type flares?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____

8. Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____ _____
9. When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____ _____ _____
10. Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____