

March 2006 Safety Meeting

Truck Paperwork

Drivers! When was the last time you checked to see that all your required paperwork resides in the cab of your truck? If you can't remember, now is a good time to discuss the importance of having this important material. After this meeting, carefully review your truck's paperwork before the official on your next roadside inspection does!

Keep in mind that during a roadside inspection, the first step in the process is for the driver to hand over paperwork to the compliance official. If paperwork is missing, out-of-date or in poor condition your roadside stop is not going to be very pleasant, in fact it could be downright messy! On the other hand, if the driver has all the paperwork, its neatly arranged, clean and well maintained the DOT official is going to have a good first impression of you and your company. Maybe, just maybe, the official will not look quite as hard for problems in other areas.

Listed below is partial listing of paperwork that typically drivers should have on-board:

- Shipping Papers
 - Ensure shipping paper is clearly visible in driver's door pouch or within reach of the driver while his seat belt is fastened.
 - If you are operating a bobtail, you should carry shipping papers that are designed for a bobtail. Likewise, cylinder trucks have their own unique shipping papers.
- Emergency response procedures
 - MSDS, ERG Guidebook, or information printed on the bottom or back of shipping paper
- Emergency discharge (operating) control procedures
 - Whether truck has RF shutdown or manual controls, these procedures must be available in printed form or as a decal on the cargo tank near the data plate
 - These procedures should be specific to your truck
 - Note, drivers should have a good working knowledge of what these procedures discuss.
- Daily driver's vehicle inspection report
 - Drivers should carry the previous day's report with them.
 - Note: your vehicle inspection papers should also include an area that documents that the driver tested the emergency discharge controls within 18 hours of the first delivery.
- Fuel tax decal and associated paperwork (if required)
- Vehicle registration
 - State vehicle registration

- City or county registration paperwork, if required
- Proof of insurance
- Annual vehicle inspection decal and/or paperwork
- Federal DOT hazmat registration
- Other company-specific material (as required), such as:
 - Post-accident procedures
 - Post-accident drug test kit
 - Disposable camera
 - Notepad with pencil
 - Emergency phone numbers

It goes without saying of course that the above paperwork must be current, legible and within easy reach by the driver.

Class Participation:

Hand out to the attendees a list of paperwork required by your company. Review all of the paperwork items needed by your company with the attendees. Conduct a mock audit-go out and inspect one or more trucks to see if all required paperwork is on-board. Look at the condition and how the material is stored in the truck. Be especially observant to see if the Shipping Papers are clearly displayed on the driver's door pouch or on the seat. Ask drivers if the paperwork in their trucks is good enough to withstand the scrutiny of an aggressive roadside inspection?

There is nothing more disconcerting than to be stopped on-highway and not have all your required paperwork. Or worse, know that you have the paperwork but can't find it or it is in such poor condition that it can't be read. Remember, you as the driver, are responsible to ensure that all paperwork is on-board before you begin your work duties.

Roadside inspections are never fun but they can be less nerve wracking by ensuring all your paperwork is in proper order and within all the various expiration dates. Inspectors from time to time will find mechanical problems with trucks, but they should never, never, never find paperwork-related problems. Drivers need to take the lead in this area because they have the ultimate control over their truck's paperwork.

One final note, when you're checking your paperwork, make sure only current paperwork is in the truck. Old, expired paperwork not only confuses you but also the compliance.

March 2006 Test

Truck Paperwork

Name: _____

Date: _____

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

1. Having good, clean and current paperwork in your truck is critical in surviving a roadside inspection.
 - a. True
 - b. False

2. Having an MSDS on-board is satisfactory as emergency response procedures
 - a. True
 - b. False

3. Concerning the daily vehicle inspection report, drivers should, as a minimum carry:
 - a. The previous day’s report with them
 - b. The previous month’s reports with them
 - c. The previous year’s reports with them
 - d. The previous 2 years reports with them

4. Radio Frequency (RF) remote controls should be tested on each bobtail so equipped within ____ of the first delivery
 - a. 1 day
 - b. 2 days
 - c. 12 hours
 - d. 18 hours

5. Purging old paperwork from a truck is a good idea;
 - a. True
 - b. False

6. Who is ultimately responsible for having current and complete paperwork in a truck?
 - a. Your mother
 - b. Supervisor
 - c. The driver
 - d. Compliance officer

7. Most propane companies use different shipping papers for bobtails and cylinder trucks
 - a. True
 - b. False

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Answer Sheet

1. a.
2. a.
3. a.
4. d.
5. a.
6. c.
7. a.