

# Self-Inspection Checklist

## ***Transportation of Employees and Materials***

Date Inspected \_\_\_\_\_ Date Completed \_\_\_\_\_

Checklist	Needs to be Addressed	Completed	Not Applicable
Do <b>employees</b> who operate vehicles on public thoroughfares <b>have valid operator's licenses</b> ?			
When seven or more employees are regularly transported in a van, bus or truck, is the <b>operator's license appropriate for the class of vehicle being driven</b> ?			
Is each van, bus or truck used regularly for employee transportation <b>equipped with an adequate number of seats</b> ?			
When employees are transported by truck, are provisions provided <b>to prevent their falling</b> from the vehicle?			
Are employee transportation vehicles equipped with <b>lamps, brakes, horns, mirrors, windshields and turn signals</b> and are they <b>in good repair</b> ?			
Are employee transportation vehicles provided with <b>handrails, steps, stirrups or similar devices</b> , so placed and arranged that employees can safely mount or dismount?			
Are <b>employee transportation vehicles</b> equipped at all times with <b>at least two reflective type flares</b> ?			
Is a full charged <b>fire extinguisher</b> , in good condition, with <b>at least 4 B:C rating</b> maintained in each employee transportation vehicle?			
When <b>cutting tools or tools with sharp edges</b> are carried in passenger compartments of employee transportation vehicles, are they <b>placed in closed boxes or containers</b> which are <b>secured in place</b> ?			
Are <b>employees prohibited from riding on top</b> of any load which can shift, topple, or otherwise become unstable?			

*This Transportation of Employees checklist is NOT all-inclusive. You should add to it or skip parts that are not applicable to your company. Carefully consider each item on transportation of employees, and refer to OSHA safety program requirements on OSHA transportation safety for complete and specific guidelines that may apply to your employee transportation system. This list is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for OSHA transportation safety training or safety supplies you may need.*