



Risk Management *Tips*

Transportation Rules and Procedures Checklist

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| Are drivers prohibited from operating a vehicle while under the influence of alcohol or drugs, including prescription drugs that can make them drowsy? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are drivers prohibited from smoking, playing loud music, and wearing earphones? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are drivers prohibited from leaving children unattended in a vehicle? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are drivers required to make a daily physical inspection of the vehicle and record their findings in the Driver's Vehicle Condition report? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are vehicles equipped with reflective Danger signs (the triangle)? (In case of an on-road emergency, the driver can use these signs to alert other drivers of the situation.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Does each vehicle have a radio, cell phone, or other communication device? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does each vehicle have a fully stocked first-aid kit? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does each vehicle have emergency identification and contact information for each child being transported? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the facility director approve each driver, and are only approved drivers allowed to operate vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the director keep all vehicle keys in one central location? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers always follow agreed-on routes, or get approval from the director to change them? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all passengers seated and secured, and do children use approved child-restraint devices or seatbelts? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers check to make sure all doors are properly closed and locked? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers make sure passengers do not put their heads, hands, arms, or other body parts outside the windows? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers prohibit horseplay and rowdy behavior? | <input type="checkbox"/> | <input type="checkbox"/> |
| If the vehicle can carry more than 6 passengers, is there an adult onboard who is trained in safety procedures and group management? | <input type="checkbox"/> | <input type="checkbox"/> |
| For child care centers, are there enough adults (not including the driver) to supervise the children and maintain the same adult-to-child ratio that is used at the center? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers always strictly obey all traffic laws? | <input type="checkbox"/> | <input type="checkbox"/> |

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| Do drivers always check the oil, tire pressure, and battery when they buy gas? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers always leave vehicles in Park, with the emergency brake on? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers always shut off the motor before loading or unloading children? | <input type="checkbox"/> | <input type="checkbox"/> |
| If the driver can't shut off the motor, is the vehicle equipped with flashing lights similar to a school bus to warn oncoming traffic that the vehicle is loading/unloading? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the vehicle air conditioned when the temperature is above 75°F, and heated when the temperature is below 50°F? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are drivers instructed to call an authorized service station for flat tires and other on-the-road vehicle problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the facility replace its vehicles regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you use rented vehicles, are the drivers experienced in using the vehicle and approved by the director or other lead person in the organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| If you use chartered buses, is the driver a professional provided by the bus owner or charter company? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do drivers always check the vehicle before garaging to make sure no passengers, especially children, were left onboard? | <input type="checkbox"/> | <input type="checkbox"/> |
| If required to back up a large vehicle, is a spotter used to make sure backing up can be done safely? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have a safety or risk management question or a suggestion for a topic, please contact Markel's Risk Management Department at safety1st@markelcorp.com.