



Pre-Loadout Daily Checklist for success



Professional Appearance

- ☐ **Personal Presentation:** Maintain a clean-cut and well-rested appearance.
- ☐ **Outfit:** approved uniforms and work shoes.
- ☐ **Necessary badges**



Compliance Documents (Glove compartment)

Vehicle & Business Documentation

- ☐ Valid Vehicle Registration
- ☐ Valid COI & Declaration page
- ☐ Business Certificate : Tax ID number
- ☐ DOT & MC# documents

Personal Legal Documentation

- ☐ Valid Social Security Card
- ☐ Driver's License / Government ID



Vehicle Condition (Crucial for safety)

- ☐ **Tires:** Inspect for wear, proper inflation, and damage.
- ☐ **Engine:** Perform a standard engine check.
- ☐ **Liftgate Safety:** Conduct a thorough safety check of proper functionality and integrity.
- ☐ **Cleanliness:** Ensure that the truck is clean, both inside and outside.
- ☐ **DOT# Display:** Verify visible DOT# on both sides of the truck.



Safety & Emergency Equipment

- ☐ **Safety Equipment :** wheel chocks / safety vest / orange cones / first aid kit
- ☐ **Emergency Equipment :** Fire extinguisher



White Glove Equipment

- ☐ **Standard Equipment :** blankets, dolly / shoe covers / load straps / gloves
- ☐ **Service-Specific Equipment**



Work Tools

- ☐ **Clipboard**
- ☐ **Essentials needed to fulfill contracted services**
- ☐ **Service-Specific :** Assembly tools

NOTES

- **Safety First:** Prioritize the safety of yourself and others.
- **Professionalism:** Maintain a high level of professionalism and represent your brand and clients with integrity and pride.
- **Courtesy & Respect:** Be courteous and respectful to all clients and coworkers.
- **Compliance:** Always stay compliant with all legal and company requirements to avoid any inconvenience or legal issues.
- **Efficiency & Support:** Assist teammates promptly and efficiently in all tasks, ensuring smooth and professional service delivery.