



# Transporting Employees and Materials

Download additional self-inspection checklists at <http://engineering.tamu.edu/safety/>

Date \_\_\_\_\_  
 Inspector \_\_\_\_\_  
 Faculty/PI \_\_\_\_\_

Room No. \_\_\_\_\_  
 Location \_\_\_\_\_  
 Dept. \_\_\_\_\_

Items for evaluation	Yes	No	Comments	Action to be taken
Do employees who operate vehicles on public thoroughfares have valid operator's licenses?				
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?				
Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?				
When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?				
Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?				
Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?				
Are employee transport vehicles equipped at all times with at least two reflective type flares?				
Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?				
When cutting tools or 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?				
Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?				
Is special safety training available/conducted for drivers of 15-passenger vans?				