

Driver Assignment Checklist

Driver Name

Date

Vehicle/Equipment Assigned

Assignment Time

Before Assignment

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Driver's license verified

☐

Medical certificate confirmed

☐

Vehicle inspection completed

☐

Insurance checked

☐

Assignment instructions given

During Assignment

☐

Communication maintained

☐

Route compliance monitored

☐

Incident reporting reviewed

After Assignment

☐

Vehicle returned/checked

☐

Assignment report submitted

☐

Issues reported