



# Delivery Route Optimization Checklist: Vehicle, Driver & Load Security

## Vehicle Inspection

Pre-trip inspection of the delivery vehicle to ensure roadworthiness and safety.

### Last Inspection Date

### Odometer Reading

### Tire Condition

- ☐ Good
- ☐ Fair
- ☐ Poor

### Brake System

- ☐ Functional
- ☐ Needs Attention

### Fluid Levels (Oil, Coolant, Brake)

☐ Adequate

☐ Low

### Windshield Washer Fluid Level

Enter a number...

### Notes on Vehicle Condition

Write something...

## Driver Qualification & Readiness

Verification of driver licenses, training, and fitness for duty.

### Driver's License Number

Enter a number...

### License Expiration Date

Enter date...

### License Class

☐ A

☐ B

☐ C

☐ D

### Training Completion (Hazmat, etc.)

- ☐ Yes
- ☐ No
- ☐ N/A

### Scheduled Break Time

### Hours of Service Remaining

Enter a number...

### Any Health Concerns/Medications?

Write something...

## Load Security & Stability

Ensuring the load is properly secured to prevent shifting or damage during transit.

### Gross Vehicle Weight (GVW) (lbs/kg)

Enter a number...

### Load Weight (lbs/kg)

Enter a number...

**Load Type**

- ☐ Palletized Goods
- ☐ Loose Items
- ☐ Hazardous Materials
- ☐ Other


**Securing Methods Used**

- ☐ Straps
- ☐ Shrink Wrap
- ☐ Banding
- ☐ Blocking & Bracing
- ☐ Other

**Detailed Description of Load Securing**

Write something...

**Photo Evidence of Load Security**

 Upload File

**Load Distribution - Appears Even?**

- ☐ Yes
- ☐ No

**Route Planning & Optimization**

Review of planned route for efficiency, safety, and compliance with regulations.

### Estimated Route Distance (Miles)

Enter a number...

### Estimated Travel Time (Minutes)

Enter a number...

### Route Type

- ☐ Optimal - Fastest Route
- ☐ Safe - Avoidance of High-Risk Areas
- ☐ Cost-Effective - Minimizes Fuel Consumption

### Potential Hazards Along Route

- ☐ Construction Zones
- ☐ School Zones
- ☐ Low Bridges
- ☐ Narrow Roads
- ☐ Heavy Traffic Areas

### Route Planning Date

Enter date...

### Alternate Route Information (in case of unexpected delays)

Write something...

**Starting Point (GPS Coordinates)**

 [Set My Current Location](#)



**Ending Point (GPS Coordinates)**

 [Set My Current Location](#)



**Emergency Preparedness**

Checklist for emergency equipment and procedures in case of accidents or breakdowns.

### First Aid Kit Expiration Date (Month)

Enter a number...

### Fire Extinguisher Inspection Date?

- ☐ Within Last Year
- ☐ Outside Last Year

### Last Emergency Contact Update

Enter date...

### Emergency Equipment Present?

- ☐ First Aid Kit
- ☐ Reflective Triangles
- ☐ Warning Flares
- ☐ Jumper Cables
- ☐ Water

### Emergency Contact Person(s)

Write something...

### Brief Description of Emergency Procedure Review (Date/Participants)

Write something...

### GPS Tracking Device Functional?

- ☐ Yes
- ☐ No
- ☐ N/A

### Last Communication Test with Dispatch?

## Documentation & Compliance

Verification of necessary paperwork, permits, and adherence to relevant regulations.


### Last Permit Expiration Date

### Vehicle Registration Status

- ☐ Valid
- ☐ Expired
- ☐ Pending Renewal

### Vehicle Odometer Reading (for logbook compliance)

### Copy of Driver's License

 Upload File



### **Hazardous Materials Certification (if applicable)**

- ☐ Certified
- ☐ Not Applicable
- ☐ Expired

### **Notes on any compliance issues or actions taken**

Write something...

### **Date of Last Compliance Review**

Enter date...