

DAILY TRUCK LOG

One page, one truck, one day — fill it at day's end, sign it, hand it up.

Truck #: _____

Date: _____

Driver: _____

Crew Lead: _____

Odometer: _____

A • MORNING — BEFORE YOU ROLL

Quick check that the truck was left right. Any box unchecked = fix before you leave the yard, and note it in Section C.

- | | |
|--|--|
| ☐ Cab clean, floor clear | ☐ No loose tools or straps in cab |
| ☐ Both toolboxes stocked to layout | ☐ Rigging count correct (straps / chains / binders) |
| ☐ Safety kit present (first-aid, extinguisher, triangles) | ☐ Trash empty |
| ☐ Fuel at least ½ tank | ☐ Windshield & mirrors clean |

B • END-OF-DAY RESET — CHECK EACH AS DONE

- | | |
|---|---|
| ☐ Trash removed, fresh bag in | ☐ All tools back in their homes (no empty spots) |
| ☐ Straps coiled & banded, chains stowed | ☐ Cab wiped (dash, console, seats, wheel) |
| ☐ Glass & mirrors cleaned | ☐ Floor cleared & swept |
| ☐ Deck cleared, cones nested, nothing loose | ☐ Consumables restocked (paint / flags / water) |
| ☐ Paperwork turned in (fuel receipts, DVIR, tickets) | ☐ Fueled for tomorrow |
| ☐ Truck locked, keys in the box | ☐ Daily Truck Log signed |

C • FLAGS — WRITE IT DOWN

Missing or damaged items: _____

Restock needed: _____

Anything the next crew must know: _____

D • CLEANLINESS SCORE — CREW LEAD CIRCLES

1 2 3 4 5

1 = unacceptable, do not roll 3 = passable 5 = showroom

Driver sign: _____

Crew Lead sign: _____