**TRANSPORTING EMPLOYEES AND MATERIALS**

🞏 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 and are there enough seats?

🞏 Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals, and are they in good repair?

🞏 Are transport vehicles provided with handrails, steps, stirrups, or similar devices, placed and arranged to allow employees to safely mount or dismount?

🞏 Are employee transport vehicles equipped at all times with at least two reflective-type flares?

🞏 Is a fully charged fire extinguisher, in good condition, with at least a 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 that are secured in place?

🞏 Are employees prohibited from riding on top of any load that could shift, topple, or otherwise become unstable?