

Standard Operating Procedure (SOP)

Transportation Arrangement and Vehicle Inspection

Purpose:

This SOP details **transportation arrangement and vehicle inspection** procedures, covering the scheduling of transport logistics, coordination with drivers and carriers, vehicle maintenance checks, safety inspections prior to departure, compliance with regulatory standards, documentation and record-keeping, and protocols for handling emergencies or breakdowns. The objective is to ensure safe and efficient transportation operations while minimizing risks associated with vehicle use.

Scope:

This SOP applies to all employees and contractors involved in organizing, operating, inspecting, or managing company vehicles or hired carriers for business-related transportation.

Responsibilities:

- **Transportation Coordinator:** Oversees all logistics, scheduling, and compliance aspects.
- **Drivers/Carriers:** Ensure vehicles are properly inspected, safe, and compliant.
- **Maintenance Personnel:** Perform and document vehicle maintenance and inspections.

Procedures

1. Scheduling & Coordination

- Confirm transportation requirements, including destination, dates, cargo, and any special needs.
- Assign appropriate vehicle and driver/carrier.
- Communicate itinerary and requirements to all involved parties.

2. Vehicle Maintenance & Inspection

- Review maintenance log to confirm service is up-to-date.
- Conduct a pre-departure vehicle inspection covering:
 - Tires (pressure, tread)
 - Brakes
 - Lights and signals
 - Fluid levels (oil, coolant, brake, fuel)
 - Safety equipment (first aid kit, extinguisher, reflective triangle)
 - General cleanliness and roadworthiness
- Complete and sign the Vehicle Inspection Checklist.

3. Compliance

- Ensure all vehicle documents (registration, insurance, permits) are valid and onboard.
- Verify driver licenses and qualifications.

4. Safety Checks

- Review emergency procedures and contact numbers with drivers.
- Inspect seat belts and ensure all safety features are functioning.

5. Documentation

- Maintain transport logs, inspection records, and incident reports.
- Keep records in accordance with company policy and regulatory requirements.

6. Emergency & Breakdown Protocols

- Instruct drivers on steps in case of breakdown or accident: secure vehicle, alert authorities if needed, contact coordinator.
- Report incidents immediately and complete an incident form.

Vehicle Inspection Checklist (Sample)

| Item | Check | Remarks |
|--------------------------|--------------------------|---------|
| Tires (Pressure & Tread) | <input type="checkbox"/> | |

| | | |
|-------------------|--------------------------|--|
| Brakes | <input type="checkbox"/> | |
| Fluid Levels | <input type="checkbox"/> | |
| Lights/Indicators | <input type="checkbox"/> | |
| Safety Equipment | <input type="checkbox"/> | |
| Documents Onboard | <input type="checkbox"/> | |

References:

- Company Vehicle Management Policy
- Local transportation and road safety regulations

Review & Revision History:

| Version | Date | Description | Author |
|---------|------------|---------------------|--------|
| 1.0 | 2024-06-01 | Initial SOP Release | [Name] |