

Worksheet 7: Vehicle Readiness Checklist

Alabama's tornado season, brutal summer heat, and long inter-city corridors require year-round vehicle readiness. AC maintenance is non-negotiable.

DAILY PRE-SHIFT CHECK

- ☐ Fuel level — minimum half tank (inter-city AL runs are long)
- ☐ AC functioning — non-negotiable April through October in Alabama
- ☐ Waze loaded and updated — check I-65, I-20, I-59 incidents
- ☐ Phone fully charged + car charger connected
- ☐ Proof of insurance accessible (glove box)
- ☐ COI (Certificate of Insurance) PDF saved on phone
- ☐ Weather check — tornado season (March-November): check NWS Birmingham (weather.gov/bmx) daily
- ☐ Water and snacks for long inter-city runs

WEEKLY CHECK

- ☐ AC system functioning — refrigerant, compressor, cabin filter
- ☐ Tire pressure (heat expands tires — check cold pressure in AL summer)
- ☐ Coolant / radiator fluid level (AL heat stresses cooling systems)
- ☐ Waze and mapping apps updated
- ☐ Vehicle interior clean and professional
- ☐ COI / insurance documents current and accessible

TORNADO SEASON CHECKLIST (March 1 – November 30)

- ☐ NWS Birmingham (weather.gov/bmx) bookmarked — check daily during active weather periods
- ☐ NOAA Weather Radio or weather alert app downloaded
- ☐ Emergency kit in vehicle: water, flashlight, first aid, phone charger, battery pack
- ☐ Client communication plan — know who to call if a tornado watch delays deliveries
- ☐ Know shelter locations on your regular routes
- ☐ Business interruption reserve funded — budget for potential downtime during severe weather

SUMMER HEAT PROTOCOL (May – September)

- ☐ Personal hydration — minimum 1 gallon water per operating day
- ☐ Temperature-sensitive cargo: pharmaceuticals / biologicals need active cooling in AL summers
- ☐ Schedule outdoor stops for early morning or late afternoon when possible
- ☐ Know signs of heat exhaustion — dizziness, nausea, heavy sweating

Worksheet 8: Daily Operations Log

Log every delivery. NASA, Boeing, and Mercedes-Benz clients may require proof-of-delivery documentation. This log is your business record and dispute resolution tool.

Date: _____

Starting Location: _____

Weather / Road Conditions: *Note tornado watches, severe heat, I-65/I-20 incidents* _____

#	Pickup Address	Delivery Address	Client	Item/Type	Pickup Time	Delivery Time	Rate Charged	Photo Sent ✓
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

END OF DAY SUMMARY

Total deliveries completed:		Total miles driven:	
Total revenue collected:		Fuel cost today:	
Weather alerts today:		AC issues noted:	
New client contacts made:		Follow-ups needed:	

Notes / Issues / Incidents today: _____