

■ Password: DELAWARE2026

Worksheet 7: Vehicle Readiness Checklist

Delaware's compact geography is an operational advantage, but I-95 through Wilmington is one of the most congested corridors on the East Coast. Professional appearance is non-negotiable for legal and financial clients.

DAILY PRE-SHIFT CHECK

- ☐ Fuel level — minimum half tank (quick runs but I-95 delays can be significant)
- ☐ Waze loaded and updated — check I-95 Wilmington, Route 202 (Concord Pike), and US-13
- ☐ Delaware 511 checked (deldot.gov) for road conditions and incidents
- ☐ Phone fully charged + car charger connected
- ☐ Proof of insurance accessible (glove box)
- ☐ COI (Certificate of Insurance) PDF saved on phone
- ☐ Vehicle exterior clean — Wilmington legal and financial clients notice
- ☐ Proof-of-delivery app ready — all legal and financial clients require photo confirmation

WEEKLY CHECK

- ☐ Tire condition and pressure
- ☐ Coolant / windshield washer fluid (winter-rated Dec-Feb)
- ☐ Wiper blades functioning
- ☐ Vehicle interior and exterior clean and professional
- ☐ COI / insurance documents current and accessible

DELAWARE WINTER CHECKLIST (December – February)

- ☐ All-season tires minimum for Delaware winters
- ☐ Ice scraper + snow brush in vehicle
- ☐ Emergency kit: blanket, jumper cables, flashlight, water, first aid
- ☐ Delaware 511 (deldot.gov) bookmarked — check before I-95 runs in winter weather
- ☐ Black ice awareness on I-95 and Route 202 during freezing temps
- ☐ Salt air awareness for coastal Delaware operators — rinse undercarriage regularly

WILMINGTON PROFESSIONAL STANDARDS

- ☐ Vehicle washed and clean exterior — law firms and banks are image-conscious
- ☐ Professional attire for in-person client contact in downtown Wilmington
- ☐ Proof-of-delivery photo + timestamp on EVERY run — legal clients require documentation
- ☐ LinkedIn profile active and professional — Delaware's legal community is LinkedIn-driven
- ☐ DocuSign awareness — know which clients still require physical delivery vs. electronic