

WORKSHEET 7

Vehicle Readiness Checklist

Complete before every shift to prevent mid-route problems — Chapter 9

■ courierbusinessinsider.com/florida-worksheets — Download all 9 fillable worksheets free. Password: FLORIDA2026

Run through this at the start of each shift. In Florida, pay special attention to A/C and SunPass balance. Two minutes now prevents mid-route breakdowns.

Pre-Shift Check Item	Status
■ Fuel level adequate for today's planned routes	✓ / ✗ / N/A
■ Tire pressure checked (weekly minimum)	✓ / ✗ / N/A
■ Vehicle registration current and in glove box	✓ / ✗ / N/A
■ Proof of insurance (COI) in vehicle	✓ / ✗ / N/A
■ Phone fully charged / car charger plugged in	✓ / ✗ / N/A
■ SunPass account balance adequate for today's routes	✓ / ✗ / N/A
■ Waze / Google Maps loaded with today's stops	✓ / ✗ / N/A
■ Route optimization app loaded (Circuit, etc.)	✓ / ✗ / N/A
■ Cargo equipment present: blankets, straps, dolly	✓ / ✗ / N/A
■ Dash camera powered on and recording	✓ / ✗ / N/A
■ Any warning lights on dashboard? (Do NOT depart if yes)	✓ / ✗ / N/A
■ A/C working properly (essential in Florida heat)	✓ / ✗ / N/A

Date

Starting Mileage

Notes / Issues Found

