

Worksheet 7: Vehicle Readiness Checklist

Indiana winters are serious — especially lake-effect snow in the northwest corridor (I-90/I-94). Tornado season runs April through June. Interstate truck traffic requires defensive driving year-round.

DAILY PRE-SHIFT CHECK

- ☐ Fuel level — minimum half tank (inter-city Indiana runs: Indy to Fort Wayne 120 mi, South Bend 140 mi)
- ☐ Waze loaded and updated — check I-465, I-65, I-70, I-69 for truck traffic and incidents
- ☐ Indiana 511 (in.gov/indot/511) checked for road conditions
- ☐ Phone fully charged + car charger connected
- ☐ Proof of insurance accessible (glove box)
- ☐ COI (Certificate of Insurance) PDF saved on phone
- ☐ Pharmaceutical specimens in temperature-controlled bag if applicable
- ☐ Weather check — tornado season (April-June): check NWS Indianapolis (weather.gov/ind)

WEEKLY CHECK

- ☐ Tire condition and pressure (winter: check weekly)
- ☐ Coolant / windshield washer fluid (winter-rated Nov-Mar)
- ☐ Wiper blades functioning — replace before November
- ☐ Vehicle interior and exterior clean and professional
- ☐ COI / insurance documents current

INDIANA WINTER CHECKLIST (November – March)

- ☐ All-season tires minimum; winter tires for northwest Indiana lake-effect corridor (I-90/I-94)
- ☐ Ice scraper + snow brush in vehicle
- ☐ Emergency kit: blanket, jumper cables, flashlight, water, first aid, traction aid
- ☐ Indiana 511 bookmarked — monitor before I-65/I-94 northwest runs
- ☐ Lake-effect snow alert: subscribe to INDOT alerts for I-90/I-94 closures
- ☐ Washer fluid rated for below-freezing temperatures

TORNADO SEASON (April – June)

- ☐ NWS Indianapolis (weather.gov/ind) bookmarked
- ☐ Weather alert app installed — check before long inter-city runs in spring
- ☐ Emergency kit updated and in vehicle
- ☐ Client communication plan for severe weather delivery delays

Worksheet 8: Daily Operations Log

Log every delivery. Eli Lilly, IU Health, and pharmaceutical clients require proof-of-delivery documentation. Note I-465 traffic conditions and any weather events.

Date:

Starting Location:

Weather / Traffic Conditions:

Note I-465 incidents, truck traffic, winter weather, tornado watches

#	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:	
Road / weather incidents:		Truck traffic delays:	
New client contacts made:		Follow-ups needed:	

Notes / Issues / Incidents today:
