

## Worksheet 7: Vehicle Readiness Checklist

*Missouri weather is genuinely variable — summer heat and humidity, tornado season (spring), and winter ice storms. The I-70 corridor between KC and St. Louis is exposed to all of it.*

### DAILY PRE-SHIFT CHECK

- ☐ Fuel level — minimum half tank (KC to St. Louis is 250 miles; I-70 corridor runs require planning)
- ☐ AC functioning — non-negotiable June through August in Missouri
- ☐ Waze loaded and updated — check I-435 (KC beltway), I-70, I-35, I-270 (STL beltway), I-64
- ☐ Missouri 511 ([traveler.modot.org](http://traveler.modot.org)) checked 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
- ☐ Weather check — tornado season (April-June): NWS Kansas City or NWS St. Louis alerts

### WEEKLY CHECK

- ☐ AC system functioning (critical June-August)
- ☐ Coolant / radiator fluid level
- ☐ Tire condition and pressure
- ☐ Vehicle interior and exterior clean and professional
- ☐ COI / insurance documents current

### MISSOURI WINTER CHECKLIST (November – March)

- ☐ All-season tires — Missouri ice storms can coat roads quickly
- ☐ Ice scraper + snow brush in vehicle
- ☐ Emergency kit: blanket, jumper cables, flashlight, water, first aid, traction aid
- ☐ Missouri 511 bookmarked — monitor I-70 before corridor runs in winter weather
- ☐ Ice storm alert: Missouri gets more ice than snow — black ice on I-70 is a real hazard
- ☐ Windshield defroster and rear defroster fully functional

### TORNADO / SEVERE WEATHER SEASON (April – June)

- ☐ NWS Kansas City ([weather.gov/eax](http://weather.gov/eax)) or NWS St. Louis ([weather.gov/lx](http://weather.gov/lx)) bookmarked
- ☐ Weather alert app with push notifications configured
- ☐ Client communication plan for weather-related delivery delays
- ☐ Emergency kit updated and in vehicle

# Worksheet 8: Daily Operations Log

Log every delivery. BJC HealthCare, Boeing Defense, Children's Mercy, and major Missouri corporate clients all expect proof-of-delivery documentation on every run.

Date: \_\_\_\_\_

Starting Location: \_\_\_\_\_

Weather / Traffic Conditions: *Note I-70 ice, I-435/I-270 beltway delays, tornado watches, summer heat*

| #  | 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 / road incidents:   |  | AC issues noted:    |  |
| New client contacts made:   |  | Follow-ups needed:  |  |

Notes / Issues / Incidents today: