



LAMPTON-LOVE, INC.

P.O. BOX 1607 • JACKSON MISSISSIPPI 39215-1607  
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**Date:** February 7, 2023  
**To:** All Branch Managers  
**From:** Kelly Meeks *Km*  
Safety Director  
**Subject:** Branch Office Monthly Safety Meeting – February 2023

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill it out and e-mail or fax a copy to Lynn Mathis.** *Please keep the original for your records.*

**NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records is to be sent in.**

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of February 2023. You may add topics, but please document the following topics:

Safety Meeting: (Driver's Daily Vehicle Inspection Report)

It is recommended that you thoroughly read this material prior to your meeting.

**It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material should be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.**

**Be Smart...Be Safe and Be Courteous!!!**



**PROPANE**  
EXCEPTIONAL ENERGY

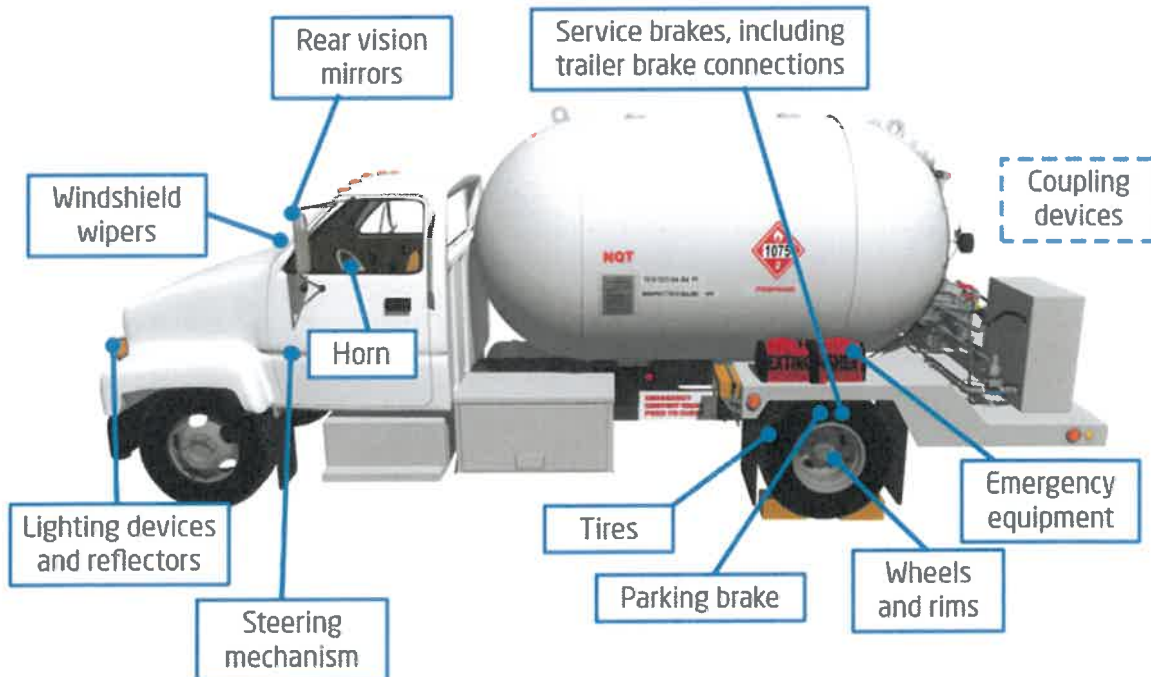
## FEBRUARY 2023 SAFETY MEETING

### Driver's Daily Vehicle Inspection Report

Conduct this safety meeting in the yard/parking lot while reviewing a DVIR with all employees.  
(Daily Vehicle Inspection Report)

Why are inspections important...they ensure safety. As a professional driver, you should care about the safety of everyone on the road. Completing these gives time to fix any problems before the truck goes on the road again.

### Regulation Requirements



Place wheel stops and review the DVIR with employees. If DVIR's are being done each day then we will have very little to find during truck inspections.

**DRIVER'S DAILY VEHICLE INSPECTION REPORT**  
**LAMPTON-LOVE, INC. GROUP OF AFFILIATED COMPANIES**

Company: \_\_\_\_\_ Month/Year: \_\_\_\_\_

City/State: \_\_\_\_\_ Vehicle #: \_\_\_\_\_ Odometer Start: \_\_\_\_\_

As required by the D.O.T Federal Motor Carrier Safety regulations (Part 396) start a new form each month.

**This form must be carried in the vehicle.**

| Inspect each applicable item daily. Note any defects on the reverse side of this form. | Date Of Month | Vehicle Safe to Operate |    | Pre-Trip Inspection (Initials) | Odor Verification (Note #3) | Post-Trip Inspection (Driver's Signature) | Number of Miles Driven Today |
|----------------------------------------------------------------------------------------|---------------|-------------------------|----|--------------------------------|-----------------------------|-------------------------------------------|------------------------------|
|                                                                                        |               | Yes                     | No |                                |                             |                                           |                              |
| Oil, Coolant Leaks                                                                     | 1             |                         |    |                                |                             |                                           |                              |
| Fluid Levels                                                                           | 2             |                         |    |                                |                             |                                           |                              |
| Windshield                                                                             | 3             |                         |    |                                |                             |                                           |                              |
| Mirrors                                                                                | 4             |                         |    |                                |                             |                                           |                              |
| Tires                                                                                  | 5             |                         |    |                                |                             |                                           |                              |
| Wheels/Rims/Lugs                                                                       | 6             |                         |    |                                |                             |                                           |                              |
| Suspension Springs                                                                     | 7             |                         |    |                                |                             |                                           |                              |
| Fire Extinguisher/ Seals                                                               | 8             |                         |    |                                |                             |                                           |                              |
| Cab Clutter                                                                            |               |                         |    |                                |                             |                                           |                              |
| Seatbelts                                                                              |               |                         |    |                                |                             |                                           |                              |
| Shipping Papers                                                                        | 9             |                         |    |                                |                             |                                           |                              |
| Door Pouch/Paperwork                                                                   |               |                         |    |                                |                             |                                           |                              |
| Warning Tags                                                                           |               |                         |    |                                |                             |                                           |                              |
| Decals/Placard                                                                         |               |                         |    |                                |                             |                                           |                              |
| Triangles/First Aid Kit                                                                | 10            |                         |    |                                |                             |                                           |                              |
| Horn                                                                                   | 11            |                         |    |                                |                             |                                           |                              |
| Gauges & Warning Devices                                                               | 12            |                         |    |                                |                             |                                           |                              |
| Windshield Wipers                                                                      | 13            |                         |    |                                |                             |                                           |                              |
| Lights/ Reflectors                                                                     | 14            |                         |    |                                |                             |                                           |                              |
| Steering                                                                               | 15            |                         |    |                                |                             |                                           |                              |
| Brakes, Parking/Service                                                                | 16            |                         |    |                                |                             |                                           |                              |
| Hose Reel/Switch/Motor                                                                 | 17            |                         |    |                                |                             |                                           |                              |
| PTO/Pump                                                                               | 18            |                         |    |                                |                             |                                           |                              |
| Meter/Seals                                                                            | 19            |                         |    |                                |                             |                                           |                              |
| Emergency Shutdown System (Test @ 150 ft.)                                             | 20            |                         |    |                                |                             |                                           |                              |
| Hose Conditions                                                                        | 21            |                         |    |                                |                             |                                           |                              |
| Hose End Safety Valve                                                                  | 22            |                         |    |                                |                             |                                           |                              |
| Plumbing                                                                               | 23            |                         |    |                                |                             |                                           |                              |
| Propane Leaks                                                                          | 24            |                         |    |                                |                             |                                           |                              |
| Tank Bolts                                                                             | 25            |                         |    |                                |                             |                                           |                              |
| Chocks                                                                                 | 26            |                         |    |                                |                             |                                           |                              |
| Cargo Secured                                                                          | 27            |                         |    |                                |                             |                                           |                              |
| Spare Bulbs/Fuses                                                                      |               |                         |    |                                |                             |                                           |                              |
| Body/Tank Damage                                                                       | 28            |                         |    |                                |                             |                                           |                              |
| Discharge System Checked                                                               | 29            |                         |    |                                |                             |                                           |                              |
| Any condition that affects Safe operation of vehicle                                   | 30            |                         |    |                                |                             |                                           |                              |
| <i>Note: All defects shall be immediately communicated to the Branch Manager</i>       | 31            |                         |    |                                |                             |                                           |                              |

These items must be in good working order to use.

- Note #1: Retain this report for 90 days in the appropriate file in the Branch Manger's office.
- Note #2: See reverse side for description of defects and authorized signatures.
- Note #3: Insert the following for Odorant Verification sniff test: (W = Weak, M = Moderate, S = Strong)
- Note #4: All defects shall be immediately communicated to the Branch Manager.

[illegible]

**FEBRUARY 2023**  
**MONTHLY SAFETY MEETING**  
**MINUTES & ATTENDANCE RECORD**

**Company Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Started:** \_\_\_\_\_ **Time Finished:** \_\_\_\_\_

**Instructed By:** \_\_\_\_\_ **Number Attending:** \_\_\_\_\_

**Subject Covered and Comments:**

Safety Meeting: Driver's Daily Vehicle Inspection Report \_\_\_\_\_

**By my signature below, I certify that I attended and participated in this Safety Meeting, and I understand the material presented.**

| Employee Name (Please print) | Employee Signature | License Expires * | Endorsements** | DOT Physical Expires*** |
|------------------------------|--------------------|-------------------|----------------|-------------------------|
| 1.                           |                    |                   |                |                         |
| 2.                           |                    |                   |                |                         |
| 3.                           |                    |                   |                |                         |
| 4.                           |                    |                   |                |                         |
| 5.                           |                    |                   |                |                         |
| 6.                           |                    |                   |                |                         |
| 7.                           |                    |                   |                |                         |
| 8.                           |                    |                   |                |                         |
| 9.                           |                    |                   |                |                         |
| 10.                          |                    |                   |                |                         |
| 11.                          |                    |                   |                |                         |
| 12.                          |                    |                   |                |                         |
| 13.                          |                    |                   |                |                         |
| 14.                          |                    |                   |                |                         |

*\*List driver's license expiration date in this column.*

*\*\*Check licenses for proper endorsements and re-testing (For example: "HazMat") List endorsements in this column.*

*\*\*\*List DOT physical expiration date in this column.*

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulation and curriculum for this monthly safety meeting.

**E-Mail or fax this sheet only to: Lampton-Love, Inc.**

**Instructor's Signature:** \_\_\_\_\_

**Kelly Meeks/Lynn Mathis**

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

P. O. Box 1607, Jackson, MS 39215-1607

Fax #:601-933-3417