



LAMPTON-LOVE, INC

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Date: January 8, 2021

To: All Branch Managers

From: Gene Maddox 
Safety Director

Subject: Branch Office Monthly Safety Meeting – January 2021

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 Eldridge.** *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 January 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (None)
2. Safety Meeting: (Pre- and Post-Trip Information)

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

JANUARY 2021 SAFETY MEETING

Pre- and Post-Trip Information

For the January Safety meeting we want to cover the attached Pre- and Post-Trip information and the Driver's Daily vehicle inspection Report with your employees.

I ask that you supply a copy of this safety meeting to each DOT driver and that you go through this training with your DOT employees.

Explain to them if they have a deficiency on their truck that it is supposed to be repaired before it is driven, and please remember that it is your responsibility to see that the repairs are made and the driver is not forced to drive the vehicle with a deficiency. Also make sure that the driver knows that he must complete these inspections each day before they drive the truck.

We are having too many violations written up from roadside inspections that should have been caught in our pre-trip inspection. I have attached a picture of a hose end valve that the safety latch was worn out and the latch was bent out of place and would not latch. As you can see in one of the pictures the valve could be opened without depressing the latch. In turn, overlooking this defective latch, one of our drivers has received severe liquid burns so his arm and upper body rendering him unable to drive for several days. There is also a picture of a new valve showing what the safety latch should look like.

Pre- and Post- Trip Information

DRIVER'S DAILY VEHICLE INSPECTION REPORT

Lampton-Love, Inc. Group of Affiliated Companies

Company: _____ Month/Year: _____

City/St: _____ 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.	Day 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 / Wipers	3						
☼ Mirrors	4						
☼ Tires	5						
☼ Wheels / Rings / Lugs	6						
☼ Suspension Springs	7						
☼ Fire Extinguisher / Seals	8						
☼ Cab Clutter	9						
☼ Seatbelts	10						
☼ Shipping Papers	11						
☼ Door Pouch / Paperwork	12						
☼ Warning Tags	13						
☼ Decals / Placards	14						
☼ Triangles	15						
☼ Horn	16						
☼ Gauges & Warning Devices	17						
☼ Battery / Wiring	18						
☼ Lights / Reflectors	19						
☼ Steering	20						
☼ Brakes, Parking / Service	21						
☼ Hose Reel / Switch / Motor	22						
☼ PTO / Pump	23						
☼ Meter / Seals	24						
☼ Emergency Shutdown System (Test @ 150 ft.)	25						
☼ Hose Condition	26						
☼ Hose End Safety Valve	27						
☼ Piping / Valves	28						
☼ Propane Leaks	29						
☼ Tank Bolts / Brackets	30						
☼ Chocks	31						
☼ Cargo Secured							
☼ Spare Bulbs / Fuses							
☼ Chassis / Tank Damage							
☼ Discharge System							
☼ Checked							
☼ Any condition that affects safe operation of vehicle.							
NOTE: All defects shall be immediately communicated to the Branch Manager.							

☼ 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 Manager'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: All defects shall be immediately communicated to the Branch Manager.

Weekly Inspections						
Inspection Date (Week)	Piping & Hose		Tires			Driver's Signature
	Pass	Fail	Pressure Okay	Front Tread Okay	Rear Tread Okay	
1 st						
2 nd						
3 rd						
4 th						
5 th						

Comments:

Inspect Vehicle's Fire Extinguisher Monthly	Branch Manager End of Month Review
Driver's Signature:	Manager's Signature:
Date:	Date:

LPGM Form: 03-2006

GENERAL REQUIREMENTS

Under federal regulations, inspection and maintenance has to be an integral part of every motor carrier's safety program. These regulations are designed to keep unsafe motor vehicles off our nation's highways, and to provide a sound basis for a good inspection and maintenance program.

APPLICABILITY

The inspection and maintenance rules in 49 CFR Part 396 are applicable to employers, employees, and commercial motor vehicles that transport property or passengers in interstate commerce. A "commercial motor vehicle" is defined in Sec. 390.5 as any self-propelled or towed motor vehicle used on a public roadway that:

- Has a gross vehicle weight rating or gross combination weight rating,* or gross vehicle weight or gross combination weight, of 10,001 pounds or more, whichever is greater; or
- Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- Is designed or used to transport more than 15 passengers (including the driver) NOT for compensation; or
- Is used in transporting hazardous materials in a quantity that requires placarding. >

Refer to Sec. 390.3 for details on applicability and the operations which are exempt from the rules.

The "gross combination weight rating" (GCWR) is the greater of:

1. The value specified by the power unit's manufacturer, if such a value is displayed on the Federal Motor Vehicle Safety Standard (FMVSS) certification label; or
2. The sum of the gross vehicle weight ratings (GVWRs) or the gross vehicle weights (GVWs) of the power unit and the towed unit(s), or any combination thereof, that produces the highest value.

Exception: The GCWR of the power unit alone will not be used to determine if a vehicle is a "commercial motor vehicle" when the power unit is not towing another vehicle.

Farm vehicle exemption — A broad exemption from Part 396, the inspection and maintenance requirements, applies to "covered farm vehicles" as defined in Sec. 390.5. Such vehicles are exempt from numerous other federal safety regulations as well. See Sec. 390.39 and Sec. 396.1(c) for details.

Intermodal equipment providers — Intermodal equipment providers (those who interchange intermodal equipment with a motor carrier under a written interchange agreement or who have a contractual responsibility for the maintenance of intermodal equipment) are subject to numerous inspection and maintenance requirements, including rules in parts 390, 393, and 396. Intermodal equipment is trailing equipment used in the commercial transportation of intermodal cargo containers over public highways. Such equipment mainly consists of container chassis interchanged to motor carriers and specifically designed to transport cargo containers.

Private passenger carriers — Two exemptions exist in Part 396 for non-business private motor carriers of passengers (including churches, scout groups, etc.) that operate vans or buses:

1. An exemption from the records required to be maintained in Sec. 396.3(b), and
2. An exemption from the driver's vehicle inspection report (DVIR) requirements of Sec. 396.11.

RESPONSIBILITY

In general, all carriers engaged in interstate and foreign commerce, and all intermodal equipment providers involved in the inspection or maintenance of intermodal equipment interchanged or offered for interchange to motor carriers, are subject to the vehicle inspection and maintenance requirements of Part 396. Many states have also adopted Part 396 for intrastate operations. As stated in Sec. 396.1:

"Every motor carrier, its officers, drivers, agents, representatives, and employees directly concerned with the inspection or maintenance of commercial motor vehicles must be knowledgeable of and comply with the rules of this part."

In a nutshell, Part 396 requires:

- "Systematic" inspection and maintenance;
- Daily vehicle inspections;
- Annual vehicle inspections; and
- Recordkeeping of inspection and maintenance activities.

In addition, the regulations authorize roadside inspections by the Federal Motor Carrier Safety Administration (FMCSA), contain inspection requirements specific to driveaway-towaway operations and intermodal equipment, and specify who is qualified to perform annual inspections and brake inspections.

UNSAFE OPERATION FORBIDDEN

Sec. 396.7 specifically forbids the operation of motor vehicles found (by inspection or operation) to be defective. A carrier may not permit or require drivers to operate defective vehicles, and drivers may not drive such vehicles. The prohibition includes vehicles en route that are found to be defective, and allows their operation ONLY to the "nearest place where repairs can safely be effected." Operation of a defective vehicle may only be conducted if it is less hazardous to the public than to permit the vehicle to remain on the highway. Finally, note that a driver who reports a safety-related vehicle defect and refuses to operate the unsafe equipment may fall under the protection of federal whistleblower laws, which protect the driver from retaliation.

CONSEQUENCES OF NONCOMPLIANCE

Failing to comply with the inspection and maintenance regulations can have serious consequences in terms of public safety, fines and penalties, and increased enforcement. Appendix B to Part 386 lists the potential fines that a carrier or driver can receive as a result of noncompliance, including the following civil penalties:

- **Recordkeeping violations:** \$1,239 per day, up to \$12,383, for failing to prepare or maintain a required record or preparing or maintaining a required record that is incomplete, inaccurate, or false.
- **Knowing falsification of records:** \$12,383 for knowingly falsifying, destroying, mutilating, or changing a required report or record, knowingly making or causing to be made a false or incomplete record about an operation or business fact or transaction, or knowingly making, preparing, or preserving a record in violation of a DOT regulation or order, if such action misrepresents a fact that constitutes a violation other than a reporting or recordkeeping violation.

- **Non-recordkeeping violations:** \$15,040 each.
- **Non-recordkeeping violations by drivers:** \$3,760 (for the driver).

Compliance, Safety, Accountability (CSA) — Under the FMCSA's CSA enforcement program, vehicle maintenance is one of seven categories on which motor carriers and drivers are "scored" based primarily on their roadside performance. Those seven categories are known as the Behavior Analysis Safety Improvement Categories, or BASICS. Violations of federal inspection and maintenance regulations (including cargo securement regulations) found during roadside inspections can lead to a poor score on the Vehicle Maintenance BASIC, which in turn can result in a variety of enforcement actions — called "interventions" — from the FMCSA. Such interventions can include warning letters, increased roadside inspections, off-site or on-site audits, and other enforcement actions. In addition, your vehicle maintenance violations are available to the public, including your customers, your insurance carrier, and others, which can have consequences of its own.

Under the Vehicle Maintenance BASIC, the CSA program tallies your performance on about 375 specific regulations from 49 CFR Parts 385, 392, 393, 396, 398, and 399 and then (every 30 days) compares your performance with that of your peers. A violation of any of those 375 requirements reported on a roadside inspection form in the past two years — even if it's only a warning — will factor into your score on the Vehicle Maintenance BASIC (note that drivers' scores are based on three years of data rather than two). Violations that occurred recently are weighted more heavily against your scores (i.e., recent violations and inspections count more than older violations and inspections).

Each violation is assigned a "severity" in the scoring system, from 1 to 10. The following are among the vehicle maintenance violations with the highest severity:

VIOLATION	SEVERITY
Driving an out-of-service vehicle or towing/pushing a loaded bus	10
Tire defects	8
Improper load securement	7
Suspension defects	7
Required lights not working or obscured	6
Steering defects	6
Brake defects	4
Inspection report violations	4

Your CSA scores are currently hidden from public view but are available by logging in to the following website:

<http://ai.fmcsa.dot.gov/SMS>

If the site shows an "alert" symbol for the Vehicle Maintenance BASIC, now is the time to reexamine your inspection, maintenance, and cargo securement programs and make changes that will lead to better compliance (and hopefully prevent accidents)!

PRE-TRIP INSPECTIONS

Although most inspection requirements are in Part 396, other inspection requirements appear in Secs. 392.7, 392.8, and 392.9, and apply to the driver before any trip begins.

Vehicle condition — Sec. 392.7 requires the driver to “satisfy” himself/herself that basic parts and accessories are “in good working order” prior to driving the vehicle. Although not required to be in writing, this pre-driving determination must include the following parts and accessories:

1. Service brakes, including trailer brake connections
2. Parking (hand) brakes
3. Steering mechanism
4. Lighting devices and reflectors
5. Tires
6. Horn
7. Windshield wiper(s)
8. Rear-vision mirror(s)
9. Coupling devices
10. Wheels and rims
11. Emergency equipment

Intermodal equipment — Sections 390.42 and 392.7 require drivers preparing to transport intermodal equipment to inspect the equipment and to be “satisfied” it is in good working order before the equipment is operated over the road. The equipment provider must give the driver enough space to perform this pre-trip inspection, and must repair any defects or replace the equipment before the driver leaves. The inspection must include the following components:

1. Service brake components that are readily visible to a driver performing as thorough a visual inspection as possible without physically going under the vehicle, and trailer brake connections
2. Lighting devices, lamps, markers, and conspicuity marking material
3. Wheels, rims, lugs, tires
4. Air line connections, hoses, and couplers
5. King pin upper coupling device
6. Rails or support frames
7. Tiedown bolsters
8. Locking pins, clevises, clamps, or hooks
9. Sliders or sliding frame lock

Under the Compliance, Safety, Accountability (CSA) enforcement program, if a driver conducts a pre-trip inspection on intermodal equipment but that equipment is later found to have a violation that should have been caught during the pre-trip inspection, the violation will be attributed to the motor carrier. The list of intermodal equipment violations that may be attributed to the motor carrier may be found at: <http://1.usa.gov/TY1HZD> (Excel file).

Emergency equipment — Sec. 392.8 requires a driver to be “satisfied” that the required emergency equipment (Sec. 393.95) is in place and ready for use. This includes:

1. Fire extinguishers
2. Spare fuses
3. Warning devices (triangles, fusees, and/or flares)

Cargo securement — Sec. 392.9 requires the driver to make sure, before driving the vehicle, that:

- The vehicle’s cargo is “properly distributed and adequately secured,” according to the federal cargo securement rules in Part 393, Subpart I;
- The vehicle’s tailgate, tailboard, doors, tarpaulins, spare tire, and other equipment used in its operation, and the means of fastening the vehicle’s cargo, are secured; and
- The vehicle’s cargo or any other object does not obscure the driver’s view ahead or to the right or left sides (except for drivers of self-steer dollies), interfere with the free movement of his/her arms or legs, prevent his/her free and ready access to accessories required for emergencies, or prevent the free and ready exit of any person from the vehicle’s cab or driver’s compartment.

DVIR review — The final pre-driving requirement is in Sec. 396.13, requiring a driver to review the last post-trip vehicle inspection report (see below) and sign it if defects or deficiencies were reported. If no defects were reported, then a signature is not required during the pre-trip review.

Documenting a pre-trip inspection

Federal regulations do not require specific documentation for a pre-trip inspection. Also, the regulations do not specify how long a pre-trip inspection should take. However, drivers do need to:

- Review and possibly sign the last DVIR (as noted above); and
- Log all inspection time as “on duty/not driving” on their record of duty status or time record (but there is no need to specify that the time was used to perform a pre-trip inspection).

Motor carriers may choose to require their drivers to prepare a pre-trip inspection form under company policy.

POST-TRIP INSPECTIONS

The inspection requirements of Part 396 include a written vehicle inspection report (Sec. 396.11) to be prepared and signed by the driver at the completion of each day's work on each vehicle operated, when required. In this case, "vehicle" includes both units in a combination: power unit *and* trailer.

How often a Driver's Vehicle Inspection Report (DVIR) must be prepared depends on the type of vehicle involved:

- Drivers of passenger-carrying vehicles must prepare a DVIR for each vehicle operated, whether a defect exists or not.
- Drivers of all other commercial vehicles must prepare a DVIR whenever a defect is discovered by or reported to the driver, or when company policies otherwise require it. Having these drivers prepare a DVIR every day (whether there is a defect to report or not) is seen as a "best practice" to help ensure that inspections are being performed and documented, and risk is being minimized.

The DVIR must cover at least the following parts and accessories:

1. Service brakes including trailer brake connections
2. Parking (hand) brake
3. Steering mechanism
4. Lighting devices and reflectors
5. Tires
6. Horn
7. Windshield wipers
8. Rear-vision mirrors
9. Coupling devices
10. Wheels and rims
11. Emergency equipment

A separate report must be prepared for each power unit operated during one day's work, but a single report may cover both vehicles in a combination. No specific format is required, but there must be space for three signatures:

1. The signature of the driver who prepared the report;
2. The signature of the "motor carrier or its agent" (such as a supervisor or mechanic) certifying that the reported defects or deficiencies have been corrected or that no correction is necessary (this signature must appear on all copies of the report); and
3. On reports listing defects or deficiencies, the reviewing driver's signature acknowledging the corrective action taken by the carrier. This final signature is not required if the report lists defects on a towed unit which is no longer part of the vehicle combination.

Since there is no specific form required, the format of the DVIR is at the carrier's option. However, these reports can be a very important part of the carrier's overall inspection, repair, and maintenance program, because the driver is in an excellent position to spot little problems before they become major ones. Therefore, don't "just comply" — give serious consideration to the part you want the driver reports to play in your overall program and utilize a format most suited to your operation.

Retention — Motor carriers must maintain the original of each DVIR (including certification of repairs) for at least three months. A copy of the last vehicle inspection report does *not* have to be carried on the power unit. However, the next driver driving the vehicle must still review the last vehicle inspection report and sign it if defects were noted.

Exemptions — Driver vehicle inspection reports are not required of the following operations:

- Private motor carrier of passengers (nonbusiness),
- Driveaway-towaway operations as specified in Sec. 396.15, or
- A motor carrier operating only one motor vehicle.

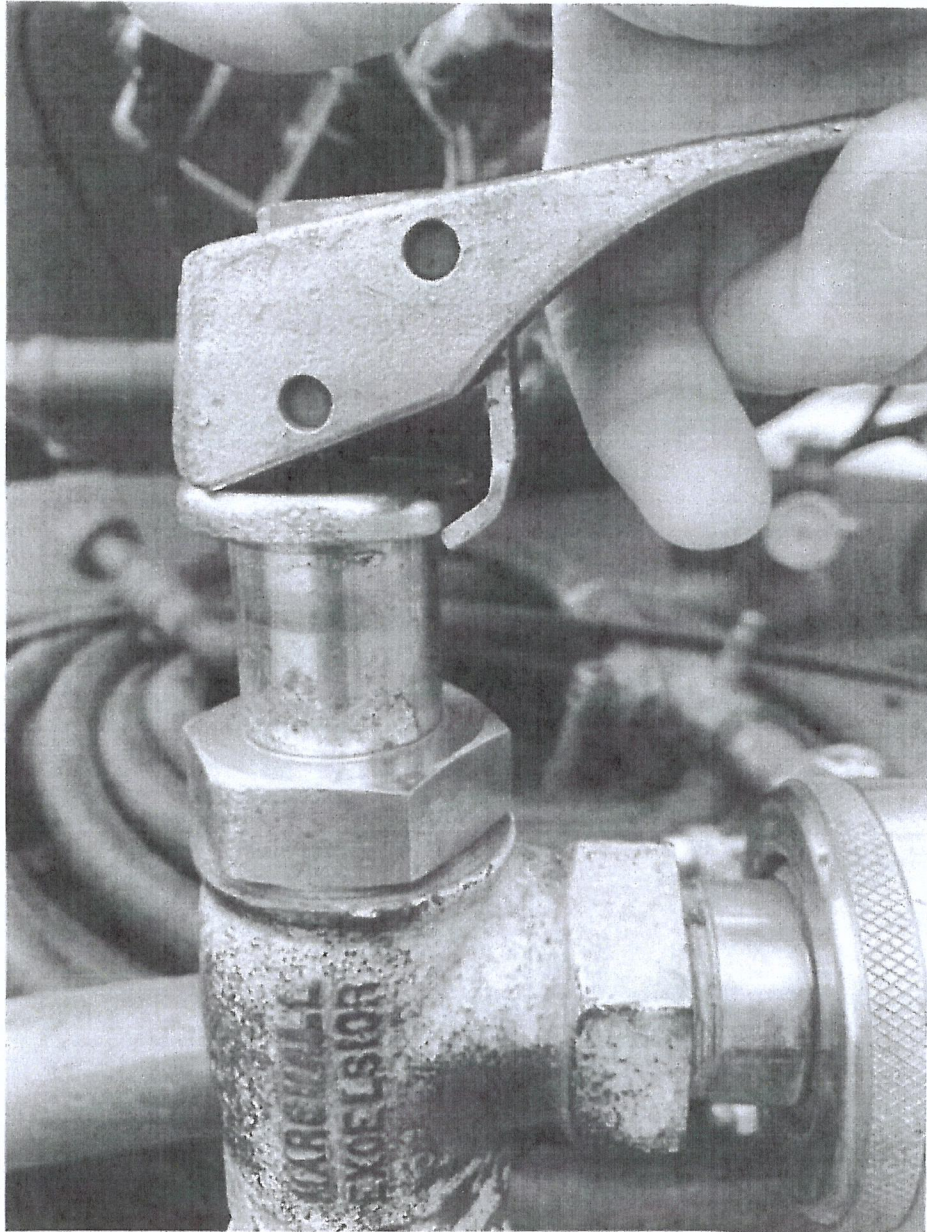
Note that **driveaway-towaway operations** are subject to additional pre-trip and post-trip requirements, although the vehicles that are being towed/delivered are not subject to maintenance recordkeeping requirements, annual inspections, or the post-trip inspection report. See Sec. 396.15 for details.

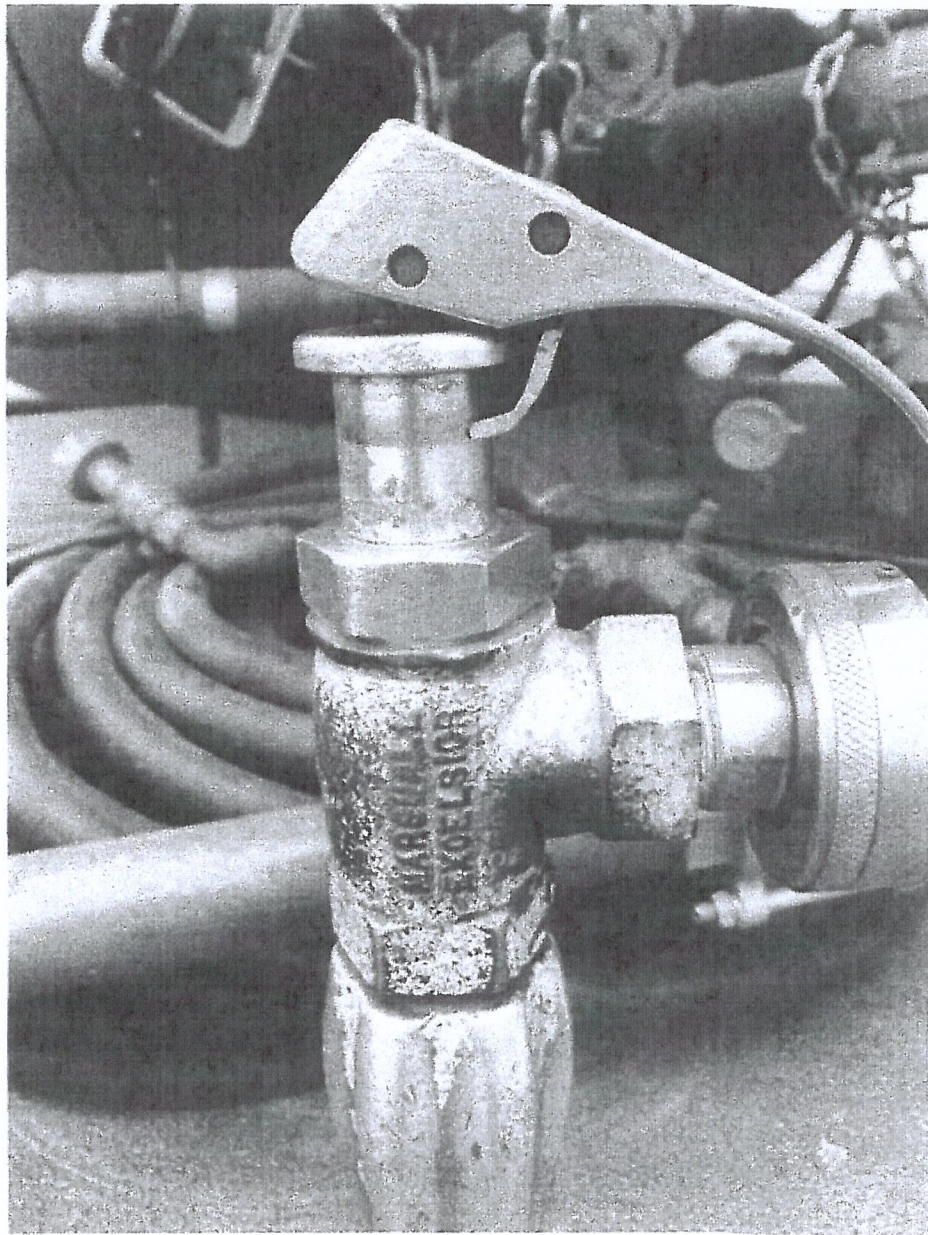
Intermodal equipment — Drivers or motor carriers transporting intermodal equipment must report to the intermodal equipment provider, or its designated agent, any known damage, defects, or deficiencies in the intermodal equipment at the time the equipment is returned to the provider or agent. The provider must have a process in place to receive these reports and correct any identified problems that might affect operational safety, following the procedures in Sec. 396.12. Each report must cover at least the following:

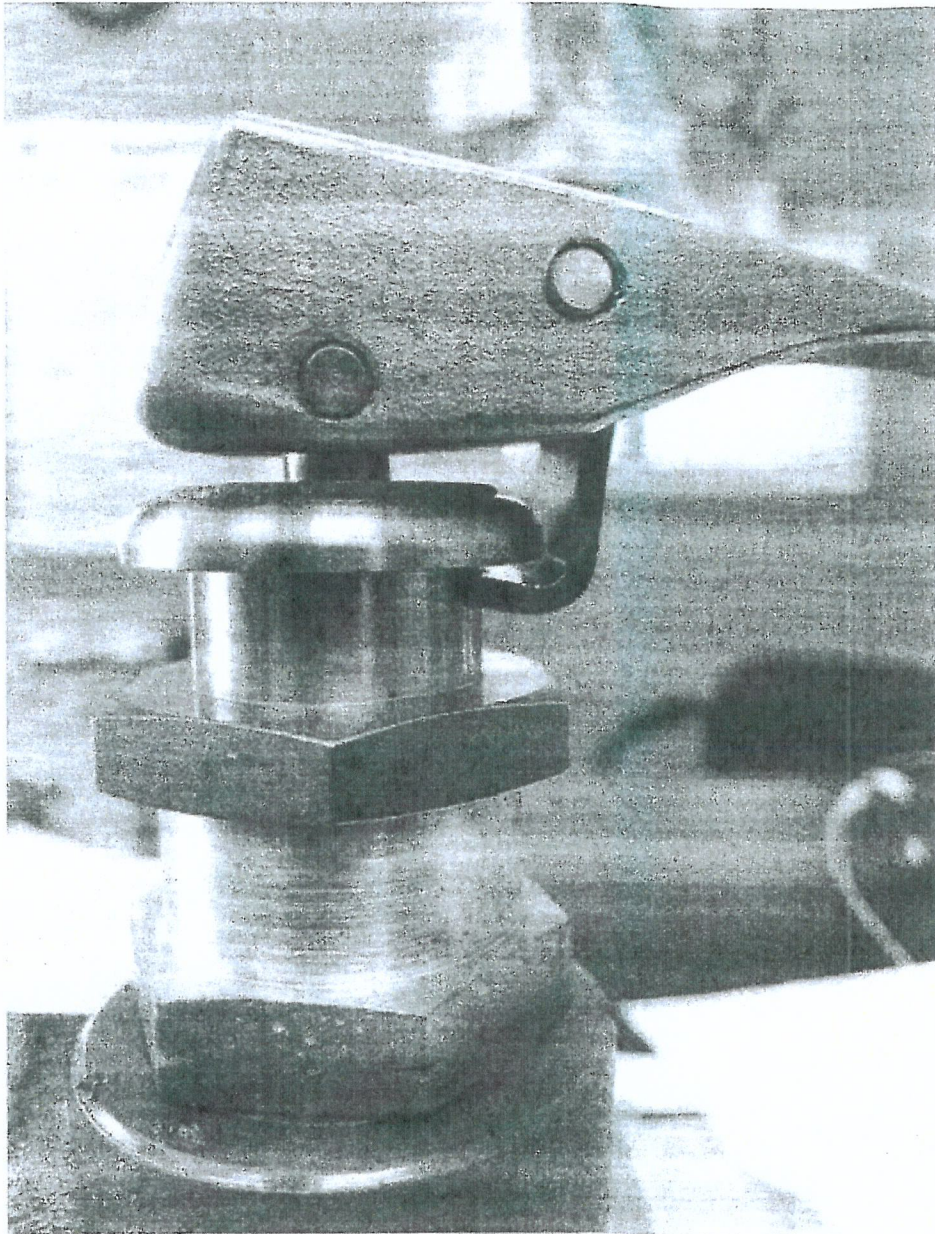
- Brakes
- Lighting devices, lamps, markers, and conspicuity marking material
- Wheels, rims, lugs, tires
- Air line connections, hoses, and couplers
- King pin upper coupling device
- Rails or support frames
- Tiedown bolsters
- Locking pins, clevises, clamps, or hooks
- Sliders or sliding frame lock

The driver has to sign the report, and the provider has to certify that the defects have been repaired or do not need repair.

Drivers who find no defects in their intermodal equipment are *not* required to prepare a DVIR.







JANUARY 2021
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

1. Briefs: None _____
2. Safety Meeting: Pre- and Post-Trip Information _____

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.

Instructor's Signature: _____

Date: _____

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

Gene Maddox/Lynn Eldridge

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