



LAMPTON-LOVE, INC.

P.O. BOX 1607 • JACKSON MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: August 14, 2026
To: All Branch Managers
From: Kelly Meeks
Safety Director 
Subject: Branch Office Monthly Safety Meeting – August 2026

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 August 2026. You may add topics, but please document the following topics:

DVIR & Pre-/Post-Trip Vehicle Inspections

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!!!

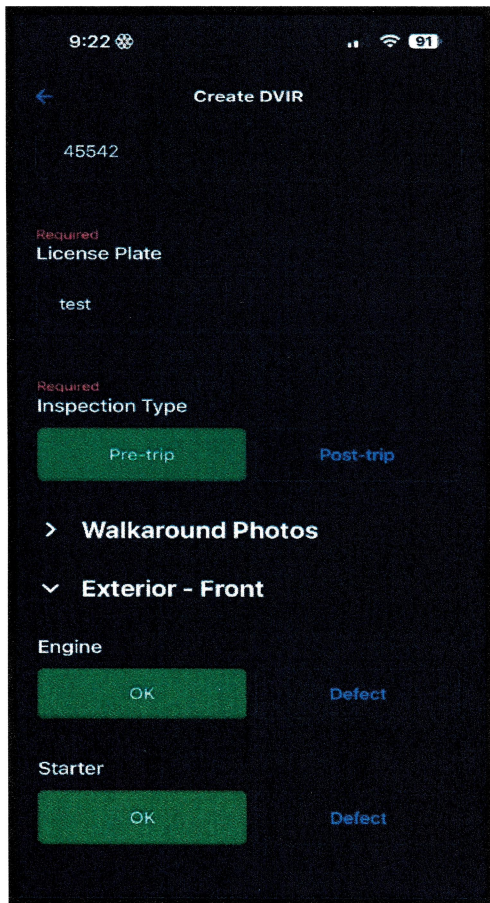


PROPANE
EXCEPTIONAL ENERGY

DVIR Process

Employees will now complete their DVIR through the Samsara app.

1. **Log into the Samsara app.**
2. **Select Vehicle and go on duty.**
 - At this time, it will ask you to complete a DVIR and take your 4 pictures



9:22 91

← Create DVIR

45542

Required License Plate

test

Required Inspection Type

Pre-trip Post-trip

> Walkaround Photos

▼ Exterior - Front

Engine

OK Defect

Starter

OK Defect

3. **Follow the inspection checklist provided in the app.**
 - Make sure to report any defects found during the walk-around so they can be addressed before they lead to bigger problems.
4. **Once all boxes have been checked, hit Submit.**
 - You are then ready to begin your workday, provided the vehicle is in safe operating condition.

Important: Completing the Samsara DVIR does not replace the physical inspection of the vehicle. The app is a tool for documenting inspection and reporting defects. Drivers must still physically inspect the vehicle.

Federal Requirements

Federal Motor Carrier Safety Regulations require drivers to make sure the vehicle is in safe operating condition before driving. Under **49 CFR §396.13**, before operating a motor vehicle, the driver must be satisfied that the vehicle is in safe operating condition and must review the previous DVIR when required.

The purpose is to identify problems **before they cause an accident, breakdown, or unsafe condition**.

The four Samsara photos and the specific Samsara checklist are required. They are being used to help document that the required inspection process is being completed.

Also remember: The DVIR/vehicle inspection process is separate from **Hours of Service (HOS)** compliance. Drivers must continue to properly follow all HOS requirements in addition to completing their required vehicle inspections.

Pre-Trip & Post-Trip Inspections

The DVIR in the app is only part of the inspection. Drivers are still responsible for physically walking all the way around the truck and checking the vehicle before and after each trip.

During your inspection, pay close attention to:

- **Lights:** Headlights, brake lights, turn signals, marker lights, and any other required lighting.
- **Tires:** Check for proper condition, visible damage, low tread, or anything that appears unsafe.
- **Fluids:** Look for leaks and check for any obvious fluid issues.
- **Propane System:** Inspect the propane system for damage, leaks, loose connections, or anything that does not look or smell right.
- **Body & Equipment:** Look for damage, loose components, or anything that could create a safety hazard.
- **Under and Around the Vehicle:** Take the time to walk completely around the truck rather than only checking the areas that are easy to see.

Remember

Don't just complete the checklist—actually inspect the truck.

If you find a safety issue during your pre-trip or post-trip inspection, **do not operate the vehicle until the issue has been reported and you have followed company procedures for getting the issue addressed.**

Safety First

Take the time to do a complete inspection. A few extra minutes before and after a trip can help prevent an accident, breakdown, or equipment failure.

The goal is not just to complete the DVIR—the goal is to identify and correct problems before they become a safety issue.

AUGUST 2026
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:

DVIR & Pre-/Post-Trip Vehicle Inspections

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: _____

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

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

Date: _____

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

Fax #:601-933-3417