



MINIMUM REQUIREMENT

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	WP/SEA MINIMUM REQUIREMENTS Driving Trucks and Hauling Materials	
MEMORY JOGGERS		
Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.		
<ul style="list-style-type: none"> ➤ Communicate the “RIGHT TO STOP WORK AUTHORITY POLICY” and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again. ➤ Ensure a proper walk-around of truck and trailer has been conducted. ➤ Ensure that there are no power lines in area where material is to be moved. ➤ Make sure dump bed and tarps are all the way down before driving vehicle away from site. ➤ Make sure that the ground, where truck is to be driven, is solid and can handle the weight of the truck and the load. ➤ Make sure the truck can fit under any overpasses before trying to go through. ➤ Ensure that all mirrors are properly adjusted before driving vehicle. ➤ Use portable cell phones as little as possible. Company policy dictates that to make an outgoing call, one must exit highway and park. 		
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<ol style="list-style-type: none"> 1) Verify All conditions identified in the “Memory Joggers” section are met (or are not applicable); if ANY are not met, STOP and add the necessary step to the WP/SEA to ensure the safest method possible. 2) Check vehicle by conducting a thorough walk-around of truck and trailer. 3) Start vehicle and let engine idle to build up air pressure. 4) Drive truck to loading area, staying inside of truck cab, and wait to be loaded. 5) When trailer is loaded, tarp material before moving truck and drive truck on top of scale pads and wait for signal before leaving. 6) Exit facility by looking in both directions on roadway. Flashers shall be on until reaching speed limit. 7) Drive to drop-off facility complying with all State and Federal Highway guidelines. (BE COURTEOUS!) 8) Enter location and drive to area where load is to be dumped. 9) Stop vehicle, un-tarp material and dump product at specified location. 10) Once the trailer has been fully emptied, return the bed to its full resting position. 11) Exit facility by looking in both directions. Flashers shall be on until reaching speed limit. 12) Repeat Steps 4 through 11 until complete. 13) Return truck to its designated parking area. 14) Complete Driver’s Vehicle Inspection Report and time sheet and turn in along with JSEA Minimum Requirement. 15) Leave company premises looking both ways on La. Hwy. 308 and drive safely. 		

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA