Transportation Checklist

When shipments are not on your own vehicles:

☐ Goods require any special or unique handling requirements?

Check to see if carrier is qualified in general and/or for special needs:

- ☐ Check the Internet and yellow pages
- ☐ Check references

☐ As them about their qualifications

☐ Ask them about their motor truck cargo liability coverage

☐ Ask them about their security measures

☐ Package your product so that it will not be damaged from normal handling

☐ Keep accurate records of what was shipped, when, by which carrier, value of the items, and to shipping destination

☐ Confirm with documents that the consignee (receiver) received all the goods shipped

☐ Have the carrier tell you how long it should take to arrive at your customer's business

☐ Find out if the carrier (transportation company) plans to place the goods with another carrier to complete the delivery

☐ Be sure all loads are properly secured

When delivering your own goods, do all of the above as well as the following:

☐ Padlock the truck's loading door (s)

☐ Always remove the ignition key when exiting the vehicle

☐ Lock all the vehicle doors when leaving the vehicle

☐ Carry sufficient manpower and equipment to safely unload the delivery

☐ Park the vehicle so as not to block vehicular or pedestrian traffic

☐ Do not leave your delivery unless it is signed for by an authorized representative of the customer

☐ Protect your delivery from the environment and from theft

☐ Separate coverage is needed for items such as, but not limited to: jewelry, precious stones, precious metals, art, antiques, furs, money & securities, and property held in storage, and mail shipments in custody of U.S. Postal Service.

☐ Equip your vehicle with a security location device

☐ Select your route based on the gross vehicle weight and the overall height of the load

☐ Review your coverages with your agent to be sure they meet your needs