PRE-TRIP SAFETY CHECKLIST

This checklist is designed to be completed by military service member for all planned trips away from the local area while on leave or in a liberty status. It will assist the service member and their chain of command in planning a safe trip and in reducing the possibilities of a fatal mishap or personal injuries. This form is to be filled out by the service member, reviewed by the supervisor and returned to the service member.

TRIP INFORMATION

- o Point of origin/destination: _____ to _____
- o Travel route planned in advanced: ☐ YES ☐ NO
- o Travel distance (one-way):
- o Departure date/time:
- o Expected arrival date/time:
- o Mode or travel:
- o Number of drivers:
- o Planned rest stops:
- o Anticipated weather conditions:

RETURN INFORMAITON

- o Departure date/time:
- o Expected arrival date/time:
- o Travel route planned in advanced: ☐ YES ☐ NO
- o Anticipated weather conditions:

ADDITIONAL INFORMATION

- o Vehicle condition: ☐ New ☐ Excellent ☐ Good ☐ Poor
- o Does member have his leave papers and emergency phone numbers? (NCTC QD (228)871-2131/2132) ☐ YES ☐ NO
- o Proper vehicle safety equipment? (Flashlight, road maps, reflective triangle, good spare tire, working jack) ☐ YES ☐ NO
- o Did member get a good night sleep? ☐ YES ☐ NO

ADDITIONAL REMARKS:

Service Member's Signature:	Service Member's Name (print):	Date:
Supervisor's Signature:	Supervisor's Name (print):	Date: