

Post-trip meeting sheet

Use the lists on this sheet to guide your post-trip discussion at the end of each day.

Step 1: Review today's activities

- What went well?**
Tell each other what you are doing well. Compliment each other where deserved.
- What went wrong?**
If anything went wrong, have an honest discussion about the cause or multiple causes. Do not look for who to blame—look for what can be done differently to keep it from happening again.
- What could go better?**
Share your ideas for improvement.
- How were communications?**
Was everyone transmitting loud and clear? Was everyone communicating in a clear manner?
- How was spacing?**
Was everyone comfortable with the spacing between vehicles? Does anything need to be adjusted next time?
- Did anyone notice mechanical issues?**
Examples might include pulling to the left or right, intermittent rear steering problems, or unusual noises during transport.
- What do other teams need to know about this route?**
Were there any hazards or other issues that were not noted on the route survey? The load driver should communicate these points back to their carrier management so other teams can be warned in advance.

Step 2: Plan for tomorrow's activities

- Is anyone leaving or joining the team? When and where?**
This might include personnel such as a different P/EVO or a law enforcement escort.
- What time do we need to depart?**
- What is tomorrow's weather forecast?**
- Does everyone have copies of tomorrow's permits and route summary?**
- Does anyone need any help getting their equipment ready for tomorrow?**
- Does any equipment need to be repaired or replaced before we depart tomorrow?**