# Sample Animal Transport Report

|  |  |
| --- | --- |
| Start Date: | End Date: |
| Source Organization: | Destination Organization: |
| Vehicle Number: | Driver’s Names: |
| END Parking Location: | Was truck washed during transport? Yes No  Date of wash: |
| Starting Mileage: | Ending Mileage: |
| Warning Lights/Messages: | |
| *DIESEL VEHICLES ONLY*  Date of DEF (Diesel Emissions Fluid) top off (should be topped off at the beginning of the transport week)— | |
| Were all crates in good condition? Yes No    *If no, please note number and size:* | |
| Please note any changes to vehicle condition or areas that need attention (i.e. wrap peeling) | |

# Record of Transport

**Time Task**

|  |  |
| --- | --- |
| *7:00 AM* | *Arrive @ ABC Humane Society* |
| *11:00 AM* | *Stopped for animal welfare check* |
| *3:00 PM* | *Refueled and animal welfare check* |
| *5:00 PM* | *Arrived at XYZ Animal Shelter* |
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# Sample Pre-Transport Safety Checklist

*To be completed* ***before*** *each transport*

***Exterior:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the exterior of vehicle clean? |
|  |  | Is the exterior of vehicle free of marks or damage? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Cab:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the cab free of trash and are surfaces in cab clean? |
|  |  | Is the floor of cab clean and free of debris? |
|  |  | Are the interior windshield and interior windows clean? |
|  |  | Is there a working odor absorber present? |
|  |  | Are both sets of keys present in vehicle? |
|  |  | Is communication device present, charged and functioning (e.g. cell phone)? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Rear of Vehicle:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Are crates free of debris, urine, feces, and hair, including corners and doors? |
|  |  | Are crates dry? |
|  |  | Is the exterior of crates clean? (e.g. no tape or marks left on crates?) |
|  |  | Are all water bowls clean? |
|  |  | Are all water bowls in good condition and able to be disinfected? (e.g. no excessive chew marks) |
|  |  | Are the floors, shelves, walls, and ceilings clean and free of debris? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Vehicle:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the fuel tank full? |
|  |  | Is tire pressure correct (see inside of driver door)? |
|  |  | Is the oil level between high/low markers on dipstick? |
|  |  | DIESEL VEHICLE ONLY  Is the DEF gauge displaying ‘OK’? (If not, add more Diesel Exhaust Fluid) |
|  |  | Is windshield wiper fluid at least ¾ full? |
|  |  | Is the coolant level at maximum? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Rooftop HVAC (if applicable):****Please note: Animal transport vehicles should be upfitted with supplemental air conditioning able to maintain an ambient temperature between 65*°*F & 80*°*F.*

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the rooftop HVAC system operational? |
|  |  | Are both remote thermometers present, working, and accurate? (e.g. Acurite Thermometer) |
|  |  | Is there a spare, new backup thermometer in the vehicle’s glove compartment? |
|  |  | Are extra batteries for the thermometers in the vehicle’s glove compartment? |
|  |  | Does the temperature reading on the thermostat agree with the other thermometers in the vehicle (within 2 degrees)? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supplies:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is there a cooler with crushed ice on board? (required only if air temp. outside is over 70° F) |
|  |  | Is the fire extinguisher present with pin and plastic safety ring in place? If present, please list expiration date listed on extinguisher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Are all needed supplies in the vehicle and in working order? *See example supply list.* *If NO and the supplies are needed immediately, please stop and purchase enough for this transport at the nearest retail store.* |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sample Post-Transport Safety Checklist

*To be completed* ***after*** *each transport*

***Exterior:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the exterior of vehicle clean? |
|  |  | Is the exterior of vehicle free of marks or damage? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Cab:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the cab free of trash and are surfaces in cab clean? |
|  |  | Is the floor of cab clean and free of debris? |
|  |  | Are the interior windshield and windows clean? |
|  |  | Is there a working odor absorber present? |
|  |  | Are both sets of keys present in vehicle? If hidden, please note location below. |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Rear of Vehicle:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Are crates free of debris, urine, feces, and hair, including corners and doors? |
|  |  | Are crates dry? |
|  |  | Is the exterior of crates clean? (e.g. no tape or marks left on crates?) |
|  |  | Are the water bowls clean? |
|  |  | Are all water bowls in good condition and able to be disinfected? (e.g. no excessive chew marks) |
|  |  | Is the climate control air filter clean and free of debris? Date rinsed with hose (at least every 2 weeks) \_\_\_\_\_\_\_\_\_\_ |
|  |  | Are the floors, shelves, walls, and ceilings clean and free of debris? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Vehicle:****Please note: Nothing should be added/poured into the vehicle without the express permission of \_\_\_\_\_*

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Is the fuel tank full? |
|  |  | Is tire pressure correct? (see inside of driver door)? |
|  |  | Is spare tire present and accounted for? |
|  |  | DIESEL VEHICLE ONLY  Is the DEF gauge displaying ‘OK’? If not, add more Diesel Exhaust Fluid. |
|  |  | Is windshield wiper fluid at least ¾ full? |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supplies:***

|  |  |  |
| --- | --- | --- |
| ***YES*** | ***NO*** |  |
|  |  | Are all needed supplies in the vehicle and in working order*? See example supply list* |

If NO to any of the above, please elaborate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*ACKNOWLEDGEMENT\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

**Driver #1:**

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I confirm that the information given in this form is true, complete, and accurate.**

**Driver #2:**

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I confirm that the information given in this form is true, complete, and accurate.**

**Additional Comments:**