

SAFETY CHECKLIST
CONVOY OPERATIONS

Planning Procedures:

- 1. Conduct a risk assessment on the convoy operations with senior NCO & Officers.
- 2. Do tactical vehicle drivers and assistant drivers have a valid Government Motor Vehicle Operator's Identification Card, Optional Form (OF) 346 for that vehicle?
- 3. Have screened all drivers' to ensure they don't have multiple driving offenses, disciplinary problems, or are high risk soldiers. (DD 348)
- 4. Select the most experience drivers for long convoys, especially redeployment convoys.
- 5. Driver/assistant knows defensive driving techniques? Taken a defensive driving course?
- 6. Have drivers and assistant drivers been trained to drive in adverse weather (ice, snow, rain, fog) and difficult terrain?
- 7. Do drivers know the meaning of traffic control signs, signals, devices, and markings used by civilian and military police?
- 8. Do drivers and assistant drivers know ground guide arm/hand signals?
- 9. Are convoy drivers provided 8 hours rest for each 10 hours of driving a tactical vehicle within a 24 hour time period? Suggest a separate sleeping tent for the drivers the night before the convoy.
- 10. Are vehicle basic issue items, pioneer tools, highway warning devices, first aid kits, and fire extinguishers present on every wheeled convoy vehicle?
- 11. RAWLs are used on lead, middle, trail, wrecker, and oversized vehicles?
- 12. Tactical vehicles will properly display:
 - a. Movement number?
 - b. Convoy flags- blue, black & white, and green?
 - c. "Convoy Follows" and "Convoy Ahead" signs?
- 13. Trail escort vehicle (TEV) a 2 1/2-T vehicle or larger, not a tracked vehicle?
- 14. If a wrecker is not in the convoy, does a vehicle have a tow bar?
- 15. TEV will not carry Haz-Mat or troops?
- 16. Are troops, ammunition, and POL cargos transported separately?
- 17. Are drivers of bulk fuel transporters instructed on emergency procedures for fuel leaks?
- 18. Do vehicles carrying hazardous cargo have assistant drivers?
- 19. Are vehicles that transport hazardous materials or dangerous cargo (ammunition, gasoline, flammable liquids):
 - a. Personnel have the haz-mat training and special vehicle operator's license for that vehicle and haz-mat?
 - b. Appropriately posted with placards and loaded to meet hazard classification and compatibility requirements?
 - c. Inspected using DA Form 626 Motor Vehicle Inspection?
 - d. Equipped with two fire extinguishers appropriate for the cargo?
- 20. Has the route been checked for hazards through the G2, police/MPS, advance/recon party, or units in that area?
- 21. Does the convoy have a medic, EMT, or combat lifesaver?
- 22. Have convoy packets been prepared for each vehicle in the convoy?

Convoy Packets:

Will be given to the senior occupant of each convoy vehicle during the Convoy/Safety Briefing.

The packet will contain:

- OPLAN information
- Convoy operations
- Emergency measures: accidents, breakdowns, and separations from the convoy
- Command & signal: Call signs & frequencies
- Safety
- Strip map
- Medevac request format
- Risk assessment of each phase of the mission
- Situational awareness information

Prior to SP:

- 1. Do convoy commanders give all drivers, assistant drivers, and senior occupants, prior to the march, a comprehensive safety briefing on risk analysis of the convoy operation and hazardous areas or conditions to be encountered:
 - a. Have a roster of all drivers, asst. drivers, and occupants in each vehicle.
 - b. Each vehicle given an order of march (more experienced drivers will be in the lead vehicles.)
 - c. Safe intervals between vehicles-usually 100 m. (cities, Autovon, highways, & reduced visibility/weather may increase or decrease the interval)
 - d. Proper convoy speed & catch-up speed (under para. 1c conditions)
 - e. Obey traffic laws, signs, and lights- don't run lights to stay with the convoy.
 - f. Slow down in congested areas, accidents, work crews, farm machinery, kids, etc.
 - g. Route (driver given a strip map)
 - h. Try to maintain visual contact with convoy vehicles in front and behind.
 - i. Radio frequencies & call signs
 - j. Emergency actions, and signals (ambush, mines, & sniper)
 - k. Check points along the route
 - l. Rally point(s)
 - m. Rest periods (at least a 15 minute break after every 2 to 3 hrs of driving or after driving 100-150 miles?)
 - n. Refueling stops & procedures
 - o. Emergency pull-off procedures (accident or vehicle break-down)
 - p. Weapons unloaded, no magazines in weapons, on safe, & cleared before mounting vehicles. (In a tactical situation- weapons cleared, magazines in, no round chambered, and weapons on safe.)
 - q. Drivers and occupants do not exit the vehicle on the drivers' side on the highway or rest area. (3 soldiers have been killed by oncoming traffic.)
- 2. Driver knows to use a ground guide in the motor pool area, assembly area, troop contonment area, confined space, or when backing?
- 3. Has senior occupant supervised:
 - a. All occupants wear seat belts, helmets, (flack jackets) LBE, & have a weapon.
 - b. Maximum load of personnel & equipment.
 - c. Conduct ground guiding
 - d. Ensure the driver has had at least 8 hrs of sleep the night before.
 - e. Check the driver's condition throughout the road march- sleepy, angry, etc.
 - f. Before, during, and after operator maintenance (PMCS)
 - g. Ensure the cargo is loaded and secured IAW load plans?
- 4. Ensured each vehicle has communication with each other and higher HQ?
- 5. All drivers and occupants know they can not eat, drink, or **smoke** in a military vehicle?

- 6. Drivers/TCs can not wear headphones or earplugs while driving?
- 7. All occupants wear seat belts and helmets as required.
- 8. Ensured assistant drivers remain awake & alert?
- 9. Before transporting personnel, do drivers:
 - a. Walk to rear of the vehicle before starting to secure the tailgate and safety strap and ensure all passengers are seated?
 - b. Ensure that passengers do not exceed vehicle seating capacity?
 - c. Ensure soldiers are not transported with cargo?
 - d. Secure baggage and other small loads safely and not in the way of passengers?
 - e. Prevent personnel from riding on outside of wheeled and tracked vehicles?
- 10. Do drivers clean off their windshields, head lights, and side mirrors at all short breaks?
- 11. Do drivers inspect their vehicle and loads during rest breaks?
- 12. Not to overload a trailer? (Jack-knifing could result.)
- 13. Have vehicles/equipment been secured and overhanging loads been marked with some type of reflective material?
- 14. When operating on paved roads are radio whip antennas tied down to not less than 7 feet from the ground and antenna tips covered with protective balls?
- 15. Are service drive lights used (low) at all times on paved public roads?
- 16. When parked ensured:
 - a. A pair of 8" chock blocks carried on the vehicle are used (rear wheel)?
 - b. The transmission is in neutral, for diesel engine vehicles?
 - c. The key is turned off, removed, and engine start switch is turned off, when unattended?
 - d. Windshields, lights, and side mirrors are cleaned before departure.

Accident response:

1. Main column does not stop (unless specified in the initial convoy safety brief.
2. Next vehicle following the accident vehicle provides immediate assistance.
3. First officer or NCO on the scene takes charge.
4. Warning triangles set out 300' behind the last stopped vehicle and 100' in front of the first stopped vehicle.
5. Maintenance and road guard personnel will wear reflective vests.
6. Trained medic, EMT, or combat lifesaver will provide first-aid treatment.
7. Radio for medevac.
8. MP/police will handle traffic control
9. SITREP/Incident report sent to higher headquarters.

Separation from convoy:

1. Use FM secure to advise the convoy commander of where you are, what happened, and when you are able to move on. (check points or rally points are used to reassemble the convoy)
2. If you're lost, remain there until a vehicle comes for you.

Breakdown:

1. Main column does not stop (unless specified in the initial convoy safety brief)
2. Maintenance vehicle provides immediate assistance.
3. Warning triangle set out 300' behind the last stopped vehicle and 100' in front of the first stopped vehicle.
4. Maintenance and road guard personnel will wear reflective vests.
5. Repair if possible or tow.
6. Radio a SITREP to the Convoy Cdr for a rally point with the rest of the convoy and/or any additional instructions.

**SAFETY CHECKLIST
RAIL LOADING & UNLOADING**

1. Does the ramp OIC ensure that all vehicles are inspected before loading (brakes, lights, turn signals, fire extinguishers)?
2. Are windows and windshields covered with cardboard to prevent damage during deployment/redeployment?
3. Have loading teams been instructed in rail loading and unloading procedures?
4. Before loading the railcar:
 - a. Have rocks, leaves, and other trash been removed from railcar channels so chain anchors will slide freely?
 - b. Have all chains needed for tiedowns been pulled out of the channels, and have chain anchors been moved along the bottom of the channel to their required locations?
 - c. Has the turnbuckle body been turned until the threaded ends are fully extended?
5. While loading and unloading:
 - a. Are vehicles driven only by qualified drivers?
 - b. Are vehicles mounted or dismounted only when stopped?
 - c. Are personnel prohibited from riding on moving vehicles?
 - d. Are ground guides used during all loading and unloading operations? (The ground guide will stay one car length away from the vehicle being ground guided and will never walk backwards while ground guiding).
 - e. Have antennas been removed or tied down as appropriate?
6. Have tiedowns been inspected for breaks, cracks, gouges, open welds, or deformed components? (Remove all defective chains).
7. Has inspections been made of the connector link that attaches the chain to the anchor fitting?
8. Are chains kinked or twisted?
9. Have chains been tightened in a manner that will maintain equal tension on all tiedowns?
10. Has the load attachment hook end of the chain assembly been secured so it cannot swing freely?
11. After unloading, are all tiedowns, shackles, and rings securely stowed on the railcar?
12. Are personnel instructed to use personal protective gear (gloves, safety glasses, etc)?

BRIGADE REDEPLOYMENT SAFETY PROGRAM

1. Purpose. To provide commanders with the necessary information to conduct a safe redeployment to home station and keep accidents/injuries at an absolute minimum.

2. Responsibilities. Commanders will brief and enforce the following control measures:

a. Camp Breakdown.

- Ensure the use of ground guides when maneuvering vehicles/equipment.
- Ensure soldiers are provided with the proper tools and personal protective equipment (gloves, kevlar helmet, etc).
- Enforce proper lifting techniques (use of forklift, two man carry).
- Only trained personnel will operate forklift/cranes.
- Personnel will not be allowed to stand under any loads.
- Crane and bridge truck operators must be reminded to be alert of objects above (power lines).
- Crane outriggers will be engaged.
- Ensure environmental protection practices are enforced. Make sure personnel know the location of hazardous waste disposal areas and other material collection points.

b. Convoy.

- The use of ground guides will be enforced.
- Ground guides will be used when loading equipment/vehicles on a trailer. Vehicles/equipment will be secured and overhangs (blades, wide loads) will be marked with some type of reflective material before convoy departs.
- Ensure communication channels are effective before departure.
- Enforce the use of kevlar helmet and seat belts.
- Every vehicle will have a TC who will have a strip map of the route and emergency telephone numbers in the event they loose contact with the convoy.
- Ensure crew rest is observed for the drivers.
- Brief minimum and maximum speeds and spacing between vehicles.
- Remind soldiers of the need to be alert and use good defensive driving skills.
- RAWL's will be used.
- Convoy signs and flags will be used.
- Ensure vehicles are equipped with safety equip (reflective vest, chem lites) and warning devices. This equipment will be used in the event of a breakdown.
- See enclosure 1 for additional risk control considerations.

c. Rail Operations.

- Ensure power is cut off to all overhead electrical lines when loading & unloading.
 - Personal protective equipment & clothing (gloves, kevlar helmet, etc.) will be used during loading & unloading.
 - OIC will wear a white head band and be in control of rail load & unloading ops.
 - Enforce the use of ground guides and reflective vests.
 - Crane operator will be licensed and trained. Crane outriggers will be engaged. Personnel will not stand under load.
 - Make sure there are sufficient materials to adequately block and brace the loads.
 - Inspections will be made to ensure vehicles/equipment is properly secured.
 - Antennas will be removed.

- Personnel must be reminded of other rail traffic passing by during enroute stops.