



Truck Inventory Policy

Purpose:

To ensure each company vehicle is properly stocked and ready for daily operations, all assigned trucks must be inventoried on a regular basis. This process supports operational efficiency, accountability, and safety compliance.

Policy Guidelines:

1. Monthly Inventory Requirement

Each **Crew Lead** and/or **Supervisor** is responsible for completing a **Truck Inventory Form once per month** for **each individual truck** they operate or supervise.

Note: This means if you are in Truck 2410 today and Truck 2411 tomorrow, you must complete a Truck Inventory Form for **both** trucks. However, **each truck only needs to be inventoried once per month.**

2. Additional Inventories

If a Crew Lead or Supervisor becomes aware of missing, damaged, or unaccounted-for equipment, they must **immediately** complete an updated Truck Inventory Form to document the discrepancy.

3. Form Access and Submission

Truck Inventory Forms are located in the **Assignar app**. To access:

- Open the **Assignar** app
- Tap the **three lines** in the **bottom right corner**
- Tap **“Forms”**
- Search for **“Truck Inventory”**
- Complete and submit the form

4. Responsibility and Oversight

- Only **one submission per truck per month** is required, unless an issue is identified.
- The assigned Crew Lead or Supervisor is responsible for ensuring this requirement is met for the vehicle(s) they operate or oversee.