**The Interco Administrator is responsible for ensuring that all BRT Group trucks contain a folder in them at all times, which includes:**

* Ownership, Insurance & Picture for the Truck
* Ownership, Insurance & Picture of ALL trailers
* Copy of the CVOR
* Copies of the Deal Plate Licenses
* Copies of the current Safety Inspections for the Truck and ALL trailers

***\*\*If the folders become old or torn replace with new one so that documents are not lost***

There will be a checklist that is maintained by the Interco Administrator, listing each truck and trailer, showing the renewal dates for both ownership and insurance for each. This checklist will be updated each time the slips are replaced in the folders and old copies removed. The checklist should be printed, signed and submitted to Phil Burrett for final approval.

***\*\*\*Checklist should also be updated each time a new truck/trailer is added to fleet, or should any be sold or disposed of throughout the year.***

Checklist can be found in the following location:

G:/Chris/Truck Fleet – “Book Update 20.12.17”

Signed:

Name (print) Title Signature Date

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