Truck Fleet Driver Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | Topic | Supervisor/Trainer | Date |
|  | Personnel Introductions   * Immediate Supervisor * Management * Dispatch * Co-Workers |  |  |
|  | Company Documentation   * Completing Trip Paperwork * Parking & Fueling * Documenting Hours |  |  |
|  | Company Policies and Standards   * Duties & Responsibilities * Written Policy/Handbook * Substance Abuse * Benefits * MVR Review Procedures * Disciplinary Programs * Performance Evaluations/Annual Reviews * Award Program * Bonuses/Incentives |  |  |
|  | Rules and Regulations   * FMCSRs * Logs/HOS * State Regulations * Local Rules/Regulations * Company Safety Rules |  |  |
|  | Routes and Driving Schedules   * Road Conditions * Hazardous or Congested Routes * Height/Width Clearances |  |  |
|  | Pre-Trip and Post-Trip Vehicle Inspections   * Inspection Procedures * DVIRs * Correcting Defects |  |  |
|  | Equipment Familiarization & Maintenance   * Operator Controls * Emergency Equipment * Air Brakes * Equipment Specifications * Review Preventive Maintenance Program * Maintenance & Repair Records |  |  |
|  | Special Equipment   * Tie Downs * Pumps & Hoses * Winches or Hoists * Specialized Safety Equipment |  |  |
|  | Handling Cargo   * Shippers & Consignees * Bills & Manifests * Hazardous Materials * Safety/Security Precautions |  |  |
|  | Emergency Procedures   * Breakdowns * Vehicle Accident Reporting & Handling Procedures |  |  |
|  | Accident Investigation and Records   * Accidents Investigation * Accident Reports and Documentation * Accident Review * Accident Review Committee |  |  |
|  | Additional Training Materials   * Videos (list topics): * Podcasts (list topics): * Articles (list topics): * Quizzes (list topics): |  |  |
|  | In-Vehicle Training (Ride Alongs)  Number of hours: |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Driver Name Driver Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor/Trainer Name Supervisor/Trainer Signature Date