Truck Fleet Driver Orientation Checklist

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|  | Topic | Supervisor/Trainer | Date |
|  | Personnel Introductions* Immediate Supervisor
* Management
* Dispatch
* Co-Workers
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|  | Company Documentation* Completing Trip Paperwork
* Parking & Fueling
* Documenting Hours
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|  | 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
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|  | Rules and Regulations* FMCSRs
* Logs/HOS
* State Regulations
* Local Rules/Regulations
* Company Safety Rules
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|  | Routes and Driving Schedules* Road Conditions
* Hazardous or Congested Routes
* Height/Width Clearances
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|  | Pre-Trip and Post-Trip Vehicle Inspections* Inspection Procedures
* DVIRs
* Correcting Defects
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|  | Equipment Familiarization & Maintenance* Operator Controls
* Emergency Equipment
* Air Brakes
* Equipment Specifications
* Review Preventive Maintenance Program
* Maintenance & Repair Records
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|  | Special Equipment* Tie Downs
* Pumps & Hoses
* Winches or Hoists
* Specialized Safety Equipment
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|  | Handling Cargo* Shippers & Consignees
* Bills & Manifests
* Hazardous Materials
* Safety/Security Precautions
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|  | Emergency Procedures* Breakdowns
* Vehicle Accident Reporting & Handling Procedures
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|  | 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):
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|  | In-Vehicle Training (Ride Alongs)Number of hours:  |  |  |

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Driver Name Driver Signature Date

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Supervisor/Trainer Name Supervisor/Trainer Signature Date