

TLC Entry-Level Driver Training Evaluation

This form **MUST** be completed by the “Driver Trainer” and signed by a company representative after a new driver has finished either the four or eight (circle one) week training program. The form must be signed and faxed to TLC’s Safety Department with acknowledgement of receipt before the new driver can begin driving on their own. If there are any “No” answers, the driver must be retrained until they are knowledgeable and can perform said duties and procedures. All information must be completed and signed with no exceptions, otherwise they cannot be approved.

DRIVER’S NAME _____
(Please Print)

Training Start Date: _____ Training End Date: _____

Class Room Instruction

- Does the Driver understand medical certification & driver license disqualification offenses?
 Yes No
- Does the Driver understand the Hours of Service limitations and how to prepare a driver’s daily log accurately and during each trip?
 Yes No
- Does the Driver understand the importance of diet & exercise, and excessive alcoholic use should be avoided?
 Yes No
- Does the Driver understand that they can question the safety practices of the employer without risk of losing their job?
 Yes No
- Does the Driver know that Safety Belt usage is mandatory?
 Yes No

Billing & Payroll Paperwork

- Did the Driver properly fill out all necessary billing and payroll paperwork?
 Yes No
- Does the Driver understand Bills of Lading?
 Yes No
- Does the Driver understand how to recognize & report OS&D freight?
 Yes No
- Does the Driver understand all required documents & how to properly complete them?
 Yes No

Hazmat (if applicable)

- Does the Driver know where in the regulations to find the requirements for Placarding?
 Yes No

Trip Planning

- Can the Driver plan a trip in accordance with proper logging procedures?
 Yes No

Dispatch

- Does the Driver properly & efficiently communicate with dispatch?
 Yes No
- Does the Driver know who to call, when to call, what information to have, and understands company procedures?
 Yes No

Pre & Post Trip Inspections

- Did the Driver perform and properly follow Pre & Post trip inspection guidelines?
 Yes No
- Does the Driver know how to report mechanical problems in writing to the Maintenance Dept?
 Yes No

Coupling

- Does the Driver understand how to properly & safely couple and uncouple a trailer?
 Yes No

Entering & Exiting the Truck

- Does the Driver understand the proper way to enter & exit the truck using the 3 point method of contact and other safety precautions when performing this activity?
 Yes No

Mirrors

- Did the Driver properly align and use mirrors while in traffic and while backing?
 Yes No

Material Handling

- Does the Driver understand proper lifting procedures to minimize risk of injury?
 Yes No
- Does the Driver understand that they must be certified to use a forklift?
 Yes No

Load Securement

- Did the Driver properly and safely secure the load?
 Yes No
- Does the Driver understand how to properly strap and tarp a load? (if applicable)
 Yes No
- Does the Driver understand the special safety precautions during this activity? (if applicable)
 Yes No
- Does the Driver understand the special safety precautions when a crane is required?
 Yes No
- Yes No (if applicable)

Weight Limits

- Does the Driver understand weight limits and bridge law?
 Yes No
- Does the Driver understand how weight affects braking?
 Yes No
- Does the Driver know who to contact and the consequences for hauling overweight?
 Yes No

Space Management

- Did the Driver maintain adequate following distance between vehicles?
 Yes No

Defensive Driving

- Does the Driver understand the 5-Key points of the Smith System for defensive driving?
 Yes No

Safe Driving Performance

- Does the Driver safely & properly change lanes?
 Yes No
- Can the Driver safely & properly make right hand turns?
 Yes No

Safe Driving Performance (continued)

- Does the Driver know the proper precautions to be taken during adverse weather conditions?
 Yes No
- Has the Driver been instructed on the precautions with driving on rural roads?
 Yes No
- Does the Driver understand the precautions of winter driving including the use of chains or cables?
 Yes No
- Can the Driver safely & properly back the trailer, getting help from a spotter when needed?
 Yes No
- Does the Driver know the proper & safe driving procedures at intersections?
 Yes No
- Does the Driver know how to select the proper gear when driving in the mountains?
 Yes No

DOT Roadside Inspections

- Does the Driver understand the preparation & process of a DOT roadside inspection?
 Yes No
- Does the Driver know that all DOT inspection reports must be sent to company within 15 days?
 Yes No

Breakdowns & Repairs

- Can the Driver properly & safely handle breakdowns and schedule repairs?
 Yes No

Preventative Maintenance

- Does the Driver know proper preventative maintenance procedures?
 Yes No
- Does the Driver document unsafe vehicle condition(s) & turn into the person responsible at the shop for repairs prior to the next trip?
 Yes No

Miscellaneous

- Does the Driver know fuel stop procedures?
 Yes No
- Does the Driver have a good appearance, attitude & skills when dealing with customers?
 Yes No



**Training Certification
and
Certificate**

I, _____ (Trainer's Name), attest that I have spent the last 4 weeks / 8 weeks (circle one) training this driver _____ (Driver's Name), under the guidance of _____ (Company's Name) and according to TLC's Driver Training Program, and I have completed the Driver Training Evaluation form to the best of my ability.

I certify _____ (Driver Name) to be well trained in the competencies of the driving tasks and other policies and procedures specified in this training program and other company training activities, and that the driver has completed training in injury prevention, driver qualification requirements, hours of service of drivers, driver wellness, and whistle blower protection requirements.

I certify _____ (Driver Name) has completed training requirements set forth in the Federal Motor Carrier Safety Regulations for entry-level driver training in accordance with 49 CFR 380.503.

Trainer's Name

Trainer's Signature

Company Name

Company Representative Signature

Address of Company

Date of Certificate Issuance

This Certificate and the Entry-Level Driver Training Evaluation form must be faxed to the TLC Screening Department at (219) 926-9627. If you have any questions, please contact Bob Byrnes at (763) 585-7000.