

## TLC Training Evaluation for Driver Trainees

This form **MUST** be completed by the “Driver Trainee 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/emailed 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.

TRAINEE’S NAME \_\_\_\_\_  
(Please Print)

Training Start Date: \_\_\_\_\_ Training End Date: \_\_\_\_\_

### Class Room Instruction

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

### Billing & Payroll Paperwork

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

### Hazmat (if applicable)

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

### Trip Planning

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

### Dispatch

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

### Pre & Post Trip Inspections

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

### Coupling

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

### Entering & Exiting the Truck

- Does the Trainee 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 Trainee properly align and use mirrors while in traffic and while backing?  
 Yes    No

**Material Handling**

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

**Load Securement**

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

**Weight Limits**

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

**Space Management**

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

**Defensive Driving**

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

**Safe Driving Performance**

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

**Safe Driving Performance (continued)**

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

**DOT Roadside Inspections**

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

**Breakdowns & Repairs**

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

**Preventative Maintenance**

- Does the Trainee know proper preventative maintenance procedures?  
 Yes    No
- Does the Trainee 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 Trainee know fuel stop procedures?  
 Yes    No
- Does the Trainee 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 Trainee \_\_\_\_\_ (Trainee's Name), under the guidance of \_\_\_\_\_ (Company's Name) and according to TLC's Trainee Training Program, and I have completed the Trainee Training Evaluation form to the best of my ability.

I certify \_\_\_\_\_ (Trainee 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 Trainee has completed training in injury prevention, driver qualification requirements, hours of service of drivers, driver wellness, and whistle blower protection requirements.

\_\_\_\_\_  
Trainer's Name

\_\_\_\_\_  
Trainer's Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
Date of Certificate Issuance

**This Certificate and the Trainee 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.**