



Motor Carrier Attachment

Hansen Driver Training Outline and Syllabus

Greenville, Alabama, June 19, 2021

HWY21FH009

(7 pages)

Driver Training Outline and Syllabus

Training for 30 Days

- Week One:
 - Basic Principles of Loading and Unloading (5-6 Days)
 - Training on all types of equipment old as well as new trucks.
 - Classroom sessions (3-4 Hours each morning of first week)
- Week Two
 - Training exclusively with Driver trainers (3-5 Days)
- Week Three and Four
 - Ride along with driver (3-5 Days)
 - Shadow drivers (5-7 Days)
 - XRS practical training
 - Pay sheet training

Solo – 30 Day Probationary Period

- Review Performance after three weeks.
- Make Decision (decision must be made 5 days prior to 30 days outside of training:
 - Hire
 - Retrain & Extend Probation
 - Terminate

90 Day Evaluation

- Evaluate work habits to identify potential Safety & Damage issues.
- Complete second Training evaluation for driver who have completed the Probationary period.

Quarterly Evaluation

- Evaluate Work habits to identify potential Safety & Damage issues.
- Recommend that all of the new drivers are audited daily by loading Supervisor or Terminal Staff.
- Complete a review to assess all trainees' progress and solicit for any suggestions on how to improve productivity and reduce accident, damage, and injury frequencies.
- Meet with Trainee and conduct a review as well as discuss all progress or deficiencies noted.

In Yard Training

- When training drivers on the truck the ratio for trainers to trainees should never be greater than 1 trainer for every 5 trainees. You can have more than one trainer for the 5 trainees but never less than that ratio.

Secondary Trainers (More to come)

- A Secondary Driver Trainer is a trainer that takes the trainee after they have left the class setting and is based at the trainee's home terminal.
- This Trainer will be responsible for training the trainee a minimum of 55 hours a week.
- All Secondary Driver Trainers, as well as seasoned drivers for ride-a-longs, should be handpicked by Terminal Management, and approved by you the driver trainer. (These secondary trainers will be the mentor for these trainees moving forward)
- All Trainees need to be evaluated weekly and reviewed with the Terminal Manager on the following items:
 - Safety Practices
 - Injuries
 - Damage Prevention Practices
 - Damage Reports (Claims Paid)
 - Accidents
 - Productivity

Basic Principles of Loading and Unloading

Week 1

Day One

Office Instruction

- Welcome
- Overview of Training Program
- Rule, Regulations and Schedule of Training
- Company History
- Management Personnel / Emergency Phone List
- Teamwork
- Facility Tour
- OSHA Recordkeeping
- Defensive Driving Video
- Receive your XRS Device
- Introduction to XRS / Omnitrax
- Pre & Post Trip trucks
- Payroll (somebody from Payroll needs to come into class and explain what is required)
- Disciplinary Process and reasons for automatic Termination
- OSHA / Safety Regulations
- Safety Procedures for Training

Day Two

Office Instruction

- Morning Discussion and review Goals & Objectives for the day.
- Log in to XRS units (HOS)
- XRS & Work Flow training.
- Review of previous day's activities.
- Hotel Procedures [REDACTED]
- Road Fuel Purchasing [REDACTED]
- Work Center Safety Briefing
- Accident and Injury reporting procedures (Pictures, Handouts, etc.)
- Watch Distracted Driving Video
- Watch Defensive driving video
- Watch HOS Video (new video ordered)

Yard Instruction

- Equipment Familiarization
- Driving Empty Trucks
 - Right Turn Practice with different land configurations
 - Obstacle course to simulate backing in/out of dealerships
- Road Test
- Training on Characteristics of our equipment with Stinger Connections
- Backing and Driving Painted Lines
- Set-up of Equipment & Basic Operation of Hydraulics
- Backing and Driving onto Top Deck of Truck
- Backing and Driving onto Bottom Deck of Truck

Day Three

Office Instruction

- Morning Discussion and Review Goals & Objectives for the day.
- Log in to XRS units (HOS)
- XRS & Work Flow training.
- Tie-Down Bar Procedures and related safety practices
- Show Video It Only Takes A Second
- Vertical Alliance/ Load Logic Video
- Part 1: Returning Truck Set Up
- Part 2: 3 Points of Contact
- Part 3: Truck set up to receive load
- Part 4: Bay Inspection Procedure and Contra band
- Part 5: Loading First Unit on Trailer
- Part 6: Loading Head Rack with tie down
- Part 7: Loading Number 2 position with deck down
- Part 8: Pinning the Decks Cylinder Stress
- Part 9: Height Measurement and Load Spacing
- Part 10: Offloading at Customer location
- Part 11: Clean Dealer Inspection Procedure
- Part 12: Dealer Inspection Procedure with damage
- Company Polices (HR)
 - Sexual /Racial Harassment
 - Smoking Policy
 - Firearm Policy
 - Cell Phone Policy
 - Footwear Policy
 - Clothing Policy
 - Unauthorized Passengers Policy
 - Seatbelt Policy
 - Disciplinary Process and Reasons for automatic Termination

Yard Instruction

- Afternoon is spent with Damage Prevention Supervisor (Mira Loma)
 - In bay inspection
 - How to code a damage
 - How to inspect a vehicle
 - What to do if large damage is found
 - Cargo Damage

Day Four

Office Instruction

- Morning Discussion and Review Goals & Objectives for the day.
- Log in to XRS units (HOS)
- XRS & Work Flow training.
- Accident Reporting
- Injury Reporting
- Use of Camera for Taking Pictures of accidents (Cell Phones)
- Dispatch Orientation
- Maintenance Orientation
- Safety Test
- Driver Quiz
- Quality Quiz
- Review all quizzes and tests.
- How to design your load to fit on your truck (on load sheet)

Yard Instruction

- Pre-Trip Truck
- Load and Tie Down entire load.
- Take loaded truck for a lap around the yard. (do not take on public roads)
- Unload Truck
- Post Trip Truck

Day Five (Flexible)

Office Instruction

- Morning Discussion and Review Goals & Objectives for the day.
- Log in to XRS units (HOS)
- XRS & Work Flow training.
- How to design your load to fit on your truck (on load sheet)
- Discuss the Truck Handling
- Review the weeks Quizzes
- Review the weeks training

- Cover any topics not covered earlier in the week

Yard Instruction

- Load and Tie Down a different load than the previous day.
- Driver truck inside facility loaded. (do not leave the property)

Basic Principles of Loading and Unloading

Week 2

During week 2 you will start focusing your time on the practical side of loading and unloading the truck. You will start your day with a review of the previous day's activities, discuss challenges, and adjust your days training based on the progress of the previous day. Office activities will revolve around load set up, and XRS usage, and Payroll process.

Office Instruction

- Morning Discussion and Review Goals & Objectives for the day.
- XRS & Work Flow training.
- Review last week's training.
- Get load from Dispatch
- Work on Load Make up on Load Sheet
- XRS review
- Log In with XRS
- Fill out pay sheet for the day

Yard Instruction

- Truck Pre-trip
- Cargo unit in bay inspection
- Pull load to truck
- Load, Tie down load on truck
- Load Audit to be completed by loading supervisor, with documentation of load audit to be given to training class.
- Drive truck through the yard (to gain familiarization of vehicle handling)
- Unload truck and bay the cargo units
- Load, and tie down second load for the day
- Unload and park the cargo units
- Post Trip trucks.