### Trucks' Training Checklist

#### General Safety

- Seat belts are required at all times when on the job.
- Seat belt should be in good working order.
- Wear appropriate protective equipment such as hard hats, safety glasses, gloves, and other protective clothing as needed.

#### Personal Self Protection Equipment

- Maintain a safe working environment.
- Keep any hazardous materials at a safe distance from the work area.
- Keep the work area clean and organized.

#### Training:

- Training should be conducted on the job.
- Training should be conducted on a weekly basis.
- Training should be reviewed periodically.
- Training should be reviewed at least once a year.

#### Customer Service

- Always be polite and professional with customers.
- Answer questions clearly and concisely.
- Always follow up with any customer issues.

#### Maintenance

- Keep the vehicle clean and well-maintained.
- Replace any worn-out parts immediately.
- Regularly check the vehicle's oil levels.

#### Rules

- Always follow the rules and regulations set by the company.
- Never drive under the influence of alcohol.
- Never drive with a cell phone in hand.

#### Checklist

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### Operation Inspection - Check Before Operating

- Check all fluids levels.
- Check the tire pressure.
- Check the brakes and lights.
- Check the mirrors.
- Check the steering wheel.

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### Comments

- Any additional comments or notes.

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**BP 12**

**Best Practice Series**

**Haulage Safety Task Force Training Checklist**

The best practices for the training of Truck Drivers is not complete. If implemented, however, if followed, it can provide you with a safe working environment and a productive team. It is important to identify the best practices that can be used from your own experience and adapt them to your workplace. It will provide you with the knowledge and skills you need to be a successful driver.