## Use this list for New Drivers and Monitors at your terminal

* Introduce yourself and the office and shop staff at your terminal
* Make a point of introducing other drivers and stress working as a TEAM
* Introduce them to your Veteran Ride Along Driver
* Walk the driver through the operational procedure that is specific to your terminal
	+ Parking procedure in the yard
	+ Fueling procedure (if a fuel code is needed- get them one)
	+ Snow procedures- how they are notified, two hour delay procedures

Explain in detail the following items:

* When given a report time…*the best practice is* *to* be 5 minutes early
* Pick up your trip card and review for notes or changes to assignment, review any trip directions
* You must check in with someone in the office when you arrive, and should check in when completed on trips, or routes when weather is bad.
* Make sure they know to read trip directions and understand them before they leave
* If they are doing a trip, they should stay at the location, unless told otherwise by dispatch and follow company protocols
* Remind them of ***sleeping child check*** and importance
* Remind of no child in PK, Kindergarten or 1st grade to be left ANYWHERE without a known responsible parent or guardian – observe for apprehension, and question if noted
* Explain how to fill out a DVIR and where to turn in defect sheets, and if it’s a safety defect should be checked by shop before leaving – they may need to take another bus.
* Checking the board at the end of the day (if possible)
* Confirmation procedures and what you expect as far as commitment
* Pay Policy
* Contact Harvey to add this person to Green Rd and get a key assigned
* Explain standby times, expectations, pay, On call
* Have them read thru and sign off on Memo book during their first day at terminal
* Make a point of asking them ….Do you understand? Do you have any questions?

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have gone over the above items with my Terminal Manager and understand the procedures expected of me.

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Signature Date