

WEEK 1

			Date		
Trainer full name and driver code					
Student full name and driver code			INITIALS		
Performance Skill	Proficiency Expectation	Trainee Rating	Trainer	Student	Trainer Notes/Comments
Core Competencies					
Basic Operation - Understand and Properly use Vehicle and Control Systems	Driver must understand the basic function of the vehicle control systems and be able to communicate issues to driver managers, safety managers, and shop managers.	1 2 3 4 5			
Introduction to Elogs	avoiding violations. Driver should know how to access, read, interpret and manage Elogs, including understanding how to change duty statuses when appropriate.	1 2 3 4 5			
Backing	Complete multiple backing scenarios safely and efficiently (See the backing sheet for details)	1 2 3 4 5			
Shifting	shifting / down -shifting. Ensure up-shifting/ down-shifting occurs at the recommended RPM's	1 2 3 4 5			
Speed and Space Management	Driver must be able to properly manage the speed and space required for safe vehicle operation. <u>Do not tailgate.</u> Maintain 7 second following distance at highway speed.	1 2 3 4 5			
Pre-trip Inspection	Driver must be able to demonstrate a thorough DOT pre-trip inspection and fill out electronic inspection forms. Prior to beginning the trip, driver <u>MUST</u> ensure the equipment is compliant with the regulations to ensure safe operation and to avoid CSA violations, especially those related to brakes, tires and lights.	1 2 3 4 5			
Turning/Signaling	Driver must understand all of the fundamentals of setting up a turn safely.	1 2 3 4 5			
Trip Sheets/Paperwork	Driver must be able to properly fill out trip sheets and turn in all necessary paperwork.	1 2 3 4 5			
Trip Planning/Time Mgmt./Productivity	Driver must be able to plan trips in advance of starting the trip. The driver must account for breaks, sleep, permits, money, fuel, weather, etc.	1 2 3 4 5			
Professional Conduct/Customer Service	Driver must be professional in both appearance and conduct. Always involve driver manager in situations that require the attention of management.	1 2 3 4 5			
Basic Equipment Care and Operation	Driver must be able to describe tractor/trailer preventive maintenance intervals and understand requirement to report new damage to claims dept immediately.	1 2 3 4 5			
Fuel Economy	Driver must understand company's policies on fuel management and techniques to achieve MPG goals. Driver <u>MUST</u> understand how the fuel bonus program works and what it takes to earn the quarterly fuel bonus.	1 2 3 4 5			
Accident Avoidance/Defensive Driving/Smith System	Driver must understand how to use Smith System principles in their daily driving; (Get the big picture/Keep your eyes moving/ Aim high in steering/ Leave yourself and out/ Make sure the other driver sees you)	1 2 3 4 5			
Hazard Awareness and Adjustment	Driver will be able to recognize potential dangers in the driving environment and be able to take appropriate actions before the dangers develop into an emergency.	1 2 3 4 5			
Week 1 FOCUS SUBJECTS -BASIC OPERATION					
Coupling/Uncoupling	Demonstrate safe coupling/uncoupling to trailer to include electrical & air line hook ups	1 2 3 4 5			
Difficult and Extreme Driving Conditions	decisions. Driver must adjust speed to conditions and increase following distance in bad weather.	1 2 3 4 5			
Vehicle Handling/Size and Weight Restrictions	be able to adjust tandems to make weight and demonstrate proficiency at this task.	1 2 3 4 5			
Night Driving	Driver should adjust speed and following distance for night driving.	1 2 3 4 5			
Mirror Adjustment	Driver must understand how to check & adjust the vehicle's mirrors during pre-trip.	1 2 3 4 5			

BACKING

WEEK 1 2 3 4 5 6

DATE		LOCATION		CITY					
ANGLE		DAY	NIGHT	RATING	1	2	3	4	5

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WEEK 2

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Core Competencies					
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Introduction to Elogs	Driver must understand the hours-of-service rules and the importance of avoiding violations. Driver should know how to access, read, interpret and manage Elogs, including understanding how to change	1 2 3 4 5			
Backing	Complete multiple backing scenarios safely and efficiently (See the backing sheet for details)	1 2 3 4 5			
Shifting	Use double clutching procedures and review proper shifting techniques for up-shifting / down -shifting. Ensure up-shifting/ down-shifting occurs at the recommended RPM's	1 2 3 4 5			
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Fuel Economy	Driver must understand company's policies on fuel management and techniques to achieve MPG goals. Driver MUST understand how the fuel bonus program works and what it takes to earn the quarterly fuel	1 2 3 4 5			
Accident Avoidance/Defensive Driving/Smith System	Driver must understand how to use Smith System principles in their daily driving; (Get the big picture/Keep your eyes moving/ Aim high in steering/ Leave yourself and out/ Make sure the other driver	1 2 3 4 5			
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FOCUS SUBJECTS- SAFE DRIVING					
Fatigue Management	Driver must be able to recognize fatigue and know when to stop and sleep.	1 2 3 4 5			
Adverse Weather Conditions	Driver must be able to safely drive in adverse weather. Driver must know when to increase following distance and adjust speed for conditions. Driver must also determine when it is too dangerous to drive.	1 2 3 4 5			
Cab Entry/Exit	Driver must know how to properly get in and out of truck. (Always using 3 points of contact).	1 2 3 4 5			
Passing	Driver must understand the procedures for safely passing another vehicle.	1 2 3 4 5			
Pedestrians	Driver must be aware of pedestrians and exercise appropriate caution when pedestrians are present.	1 2 3 4 5			
Two Lane Highway	Driver must understand the safety risks of two lane highways.	1 2 3 4 5			
Railroad Crossings	Driver must abide by the railroad crossing policy in the Team Rules. (See Team Rules attached)	1 2 3 4 5			
Truck Stops/ Parking Lot Safety	Driver must understand the hazards at truck stops and how to avoid them.	1 2 3 4 5			
Roadside Inspections	Driver must understand how to conduct themselves at roadside inspections. Drivers must report inspection results immediately to Safety.	1 2 3 4 5			
Fuel Spills	Driver must know the procedures for containing and reporting fuel spills.	1 2 3 4 5			
Know and Understand Team Rules	Driver must know the Team Rules and have a copy with him/her while on duty. Driver must be able to present the Team Rules document upon request.	1 2 3 4 5			
Safe Lifting	Driver must understand how to use safe lifting techniques to avoid injury.	1 2 3 4 5			
Safe Parking	Driver must understand where to park their truck safely.	1 2 3 4 5			

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WEEK 3

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FOCUS SUBJECTS- COMPANY POLICY					
3-Star Driver	Driver must understand all aspects of being a 3 star driver: Production, Safety, Service, Communication and Equipment	1 2 3 4 5			
Personal use of Company Equipment	Driver must understand company policy regarding personal use of company equipment.	1 2 3 4 5			
Breakdown Procedures	Driver must know to call Breakdown for equipment problems. 1-800-489-7467	1 2 3 4 5			
Communication	Driver must understand that the DM and the DDM are resources for them. Driver needs to know their names and PH. numbers.	1 2 3 4 5			
Payroll / Driver Portal	Driver must understand how payroll works. They must also understand how to check payroll on the Driver Portal.	1 2 3 4 5			
Tractor/Trailer Washes	Must know company policies regarding washing tractor and trailer.	1 2 3 4 5			
Un-Authorized passengers	Driver must understand company policy on passengers.	1 2 3 4 5			
Drug and Alcohol Policy	Driver must know company policy on drugs and alcohol.	1 2 3 4 5			
Fighting/Workplace Violence	Driver must be able to maintain control in unstable situations	1 2 3 4 5			
Harrasment	Driver must understand company policy on harrasment.	1 2 3 4 5			
Equipment interchanges	Driver must understand procedures for properly filling out equipment interchanges.	1 2 3 4 5			

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FOCUS SUBJECTS- NON DRIVING ACTIVITIES					
Chains	Driver must know what states require chains and how to put them on and take them off.	1 2 3 4 5			
Avoiding and Resolving Conflicts	Driver must be able to avoid conflict with other drivers, operations and customers.	1 2 3 4 5			
Transflo	Driver must understand how to properly use Transflo machine.	1 2 3 4 5			
Permits	Driver must know which permits they are required to carry. Must also know who to contact when in need of a permit.	1 2 3 4 5			
Tolls	Driver must understand ways to avoid toll roads when possible. Must also understand on which roads EZ pass works.	1 2 3 4 5			
Reporting Accidents/and Dealing with Accident Scenes	Driver must be able to follow procedures at an accident scene and report accidents to Safety immediately. 1-888-489-0911	1 2 3 4 5			
Manage Personal Resources/Managing Life on the Road	Driver must be able to manage his/her own resources, life on the road and plan in advance for home time.	1 2 3 4 5			

BACKING

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MOUNTAIN DRIVING SKILLS

One type of roadway a professional driver must be familiar with is mountain driving. When driving mountain roads, you must be prepared for the unusual to safely descend the mountain when loaded or empty. When driving in the mountains, **YOU MUST DO** the following:

Make sure your brakes are evenly adjusted before heading down the mountain. Use the foot brake to complete a brake check and make the adjustment. Do a complete a AIR BRAKE test and this will keep your brakes properly adjusted for descending all grades.

Slowdown before descending a grade and make sure you are using the correct gear. A rule of thumb is to descend the grade in the same gear used to climb the grade.

NEVER attempt to upshift, downshift or coast in neutral when descending a grade. Do not hold the clutch in to coast when descending a grade. Do not turn off the ignition when descending a grade.

Using the correct gear descending the grade allows full use of the engine brake or compression of the engine to keep speed in a safe range. The general guideline for maintaining a safe speed is to stay approximately 5 to 10 MPH under the speed limit.

Engaging the engine brake allows for the driver to use the foot brake sparingly. The goal is to maintain a safe speed (5 to 10 under the speed limit) as you descend a grade. Use the foot brake to slow the vehicle to the desired speed and release the brake. Apply again as you begin to build up speed and then release. Once you have returned to the desired safe speed. Repeat technique as needed.

When descending remember to stay on your side of the road and avoid the temptation to pass slower vehicles.

Always maintain a greater space cushion (following distance) behind other vehicles when descending a hill. The ability to stop is greatly diminished when going downhill.

PRACTICAL SKILLS DEMONSTRATION

DATE	LOCATION	TOTAL TIME	% OF GRADE	TRAINER SIGNATURE

Productivity –
Safety –
Fuel Management –
Customer Service –
Equipment Care and Operation –
Communication –

1. You must inform us immediately, as outlined in your Company Driving Associate Manual (manual), of any/all accidents, incidents, injuries in which you are involved – regardless of fault or severity. The definition of

3. You must wear your seat belt at all times. You may not receive a citation or inspection violation for failure to wear your seat belt

5. You may not drive on steer tires that are worn to the steel cords.

6. You must not drive in a reckless or dangerous manner at any time.

7. You may not be observed nor must you receive a citation/violation for driving while talking on a hand held cellphone or “texting”.

8. You may not receive a citation, violation, or be observed following too closely “tailgating”.

9. You may not receive a citation for failing to obey a traffic control device.

10. You may not receive more than two speeding citations and/or warnings resulting in violation points on a roadside inspection in any two-year period.

11. You must observe the company's Drug and Alcohol policy and the federal regulations regarding drug/alcohol use at all times.

12. You must inform us immediately of any citation or action taken by the DMV or licensing authority in your state that has an effect on your commercial license, including suspensions, disqualifications, and citations.

You may experience problems or challenges that result in actions against your CDL. We are here to help you resolve those concerns and issues before they escalate into greater problems. Many of these issues can be affecting you or your ability to drive for Knight. However, you are responsible for ensuring that you are licensed and medically qualified at all times while driving a commercial vehicle for Knight. And, you must have a valid CDL at all times while operating a commercial vehicle for Knight Transportation companies.

I acknowledge and agree to follow these Team Rules at all times. Signed:

Print Trainee Name / Date: _____

Trainees Signature: _____

Compliance Safety Analysis (CSA)

What is CSA?

CSA was developed by the Federal Motor Carrier Safety Administration (FMCSA) to evaluate the Motor Carriers safety, based on the on-road performance of its drivers. The ultimate goal is to identify Motor Carriers that are a high safety risk for violations and collisions.

The CSA scoring is complex but the concept is simple: driver violations, vehicle violations and collisions, while on duty, will be documented with a comparison score for the motor carriers. As a result, the motor carrier's rating will be a direct reflection of the drivers whom they employ. Each driver will additionally have a CSA score within Knight Transportation to rate and compare within their safety fleet.

How is CSA Scored?

Information will come from roadside inspections with violations of FMCSA regulations and on-road DOT reportable collisions. Any driver who gets documented violations or involved in collisions will be assigned points that impact both the driver and motor carrier score, on a monthly basis. And it's not just moving violations, but vehicle maintenance, hours of service, CDL, medical card, drugs/alcohol, and hazardous materials transportation issues that will raise the overall score.

These inspection violations and crash data are then categorized into Behavioral Analysis Safety Improvement Categories or **BASICS**. These categories include:

- **Unsafe Driving**- Violations as speeding, failure to obey traffic control, following too closely, lane change-movement, cell phone usage, no seat belt violations, and so forth.
- **Fatigued Driving** (Hour of Service)-Violations dealing with logs, on-duty hours and so forth.
- **Driver Fitness**-CDL, CDL restrictions, Medical Card, medical disqualifications.
- **Controlled Substances**- DUI (Alcohol-Drugs), Possession of Alcohol/Drugs, and so forth.
- **Vehicle Maintenance**-Brakes, lights, tires and so forth.
- **Hazmat-Load**- Load securement, HM placarding, HM paperwork, emergency equipment.
- **Crash Indicator**-DOT reportable collisions whether driver fault or not.

These categories are weighted on perceived severity, which will be used in calculating the final score.

As a motor carrier accumulates violation or clean inspection data, a safety rating will be assigned using a formula developing a BASIC score. The FMCSA has developed thresholds that identify poor carrier performance from acceptable.

Exceeding the threshold can result in FMCSA intervention including warning letters, on-site audits, fines, loss of DOT number. The current thresholds are listed below:

Unsafe Driving **65%**
Crash Indicator **65%**
Fatigued Driving **65%**
Driver Fitness **80%** Drugs/Alcohol **80%**
Vehicle Maintenance **80%**
Hazardous Materials **80%**

Compliance Safety Analysis (CSA)

CSA, will not only rates motor carriers about their safety and performance issues, but individual drivers as well.

What Can Our Drivers Do To Lower Company/Driver CSA BASIC Scores?

Eliminate the following violations:

Unsafe Driving

Speeding- Violations have high point values- 2013 we had nearly 300 violations

6-10 mph=12 points

11-14 mph=21 points

15+/Construction Area=30 points

Failure to Obey Traffic Control Devices-Bypassing Ports of Entry (POE), Weigh Stations, and Prohibited truck Routes, Driving in Restricted Lanes, Stop Signs, Traffic Signals. 2013 200 violations

Failure to Obey Traffic Control Device- 15 points

Failure to Wear Seat Belt- 21 points Drivers must wear their seat belts properly all the time (To the point the law enforcement official acknowledges).

Operating CMV Using Cell Phone- 30 points Prohibited by state/federal law and a team rule that results in termination. Hands Free Usage Only!!

Vehicle Maintenance

85% of BASIC violations **Tires, Lights, Brakes**

- Quality Pre-Trips on Tractor and Trailer every load
- Regular participation in Inspection Lanes to identify and repair vehicle maintenance issues

Driver Fitness

- **CDL**- Current and in possession at all times.
- CDL Restrictions (glasses, hearing aids)-Must be followed when CMV in operation.
- **Medical Card**-Current and in possession at all times.
- Self-Certification- Assure that all drivers have met the respective state DMV requirement regarding this change and medical information is DMV database.

MAIN MACRO LIST 2014

MACRO	DISCRIPTION
0	FREE FORM MESSAGE
1	ARRIVED AT SHIPPER
2	LOADED CALL
3	ARRIVED AT STOP #
4	LEAVING/COMPLETED STOP #
5	ARRIVED AT CONSIGNEE
6	EMPTY CALL FINAL/ONLY STOP
8	NEED DIRECTIONS
10	PREPLAN COMMITMENT
14	BREAKDOWN
18	PO#/COMCHECK REQUEST
21	DROPPED LOAD FOR RELAY
22	WARNING DETENTION
24	PICKED UP/DROP TRAILER
29	NEED EMPTY TRAILER
37	RESEND DISPATCH
48	PRETRIP TRACTOR (DVIR)
49	PRETRIP TRAILER (DVIR)
50	PRETRIP CONTAINER (DVIR)
56	LOG IN/OUT E-LOGS
58	DUTY STATUS LINE CHANGE
59	SWITCH DRIVERS
60	REQUEST/APPROVE LOGS
61	ATTACH TRAILER TO E-LOGS