

Squire Training Modules



Student name:	Driver code:
Trainer name:	Driver code:

Training start date:
Training completion date:

Trainer instructions:

Clearly write trainer and trainees name and driver code on each page

Trainer and trainee must initial each proficiency once completed

Document at least 5 backs per week

Trainee must have a rating of 4 or better to be graduated to first seat

RATING SCALE: 1-Inadequate 2-Developing 3-Capable 4-Proficient 5-Skillful

WEEK 1

TRAINER First and Last Name:		Driver Code:		Date:	
STUDENT First and Last Name:		Driver Code:			
Performance Skill	Proficiency Expectation	INITIALS		Trainer Notes/Comments	
		Traine Rating	Trainer	Student	Trainer
CORE PROFICIENCIES					
Operation - Understand & Properly use Vehicle and Control Systems	Understand the basic function of the vehicle and control systems and be able to communicate issues to driver managers, safety managers and shop managers.	1 2 3 4 5			
Shifting	Use double clutching procedures, use proper shifting techniques for up/down shifting at recommended RPM's, and select proper gear when descending a grade.	1 2 3 4 5			
Hazard Awareness/Safety Proficiency	Learn and implement the fundamental principle for being safe, which is to identify potential hazards associated with the performance of your job and taking the necessary action to either 1) eliminate the hazard or; 2) minimize the hazard.	1 2 3 4 5			20
Driver Portal/Paperwork	Effectively navigate driver portal, properly fill out and use Transflo machine to submit paperwork.	1 2 3 4 5			22
Trip Planning/Time Management	Plan trips in advance of starting the trip. Must account for breaks, sleep, permits, money, fuel, weather, etc.	1 2 3 4 5			23
Pre-trip Inspection	Demonstrate a thorough pre-trip inspection and complete electronic inspection forms.	1 2 3 4 5			24
Accident Avoidance/Smith System	Use Smith System principles in daily driving and be able to take appropriate actions before dangers develop into an emergency.	1 2 3 4 5			25
Fatigue Management	Know the main causes and signs of fatigue, how to manage fatigue and when to stop and sleep.	1 2 3 4 5			26
Distracted Driving	Learn and understand the three main types of distractions, their primary causes and best methods for eliminating distractions.	1 2 3 4 5			28
Following Distance	Properly manage following distance required for safe vehicle operation and understand purpose and functionality of truck equipped Following Distance Monitoring Technology.	1 2 3 4 5			29
Speed for Conditions	Follow speed limits and adjust speed appropriately for various road/weather conditions encountered.	1 2 3 4 5			30
Lane Changes	Be able to consistently take the correct steps for making a safe lane change.	1 2 3 4 5			32
Production	Know how to achieve daily, safe production goals.	1 2 3 4 5			34
Professional Conduct/Customer Service	Be professional in both appearance and conduct and how to provide good customer service.	1 2 3 4 5			35
Equipment Care and Maintenance	Always involve driver manager in situations that require attention of Mgmt. 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			36
CSA	Have a basic understanding of CSA, most common violations and their causes, and how violations can be eliminated.	1 2 3 4 5			38
Electronic Logs	Understand the hours-of-service rules and importance of avoiding violations. Must know how to access, read, interpret and manage electronic logs.	1 2 3 4 5			39
Fuel Economy	Understand company's policies on fuel management, techniques to achieve MPG goals and how to earn quarterly fuel bonus.	1 2 3 4 5			40
Turning/Signaling	Understand all of the fundamentals of setting up a turn safely.	1 2 3 4 5			32
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			
Vehicle Handling/Size and Weight Restrictions	Know regulations on gross and axle weights per DOT. Must be able to adjust tandems to make weight and demonstrate proficiency at this task.	1 2 3 4 5			38
Night Driving	Adjust speed and following distance for night driving.	1 2 3 4 5			26/29
Mirror Adjustment	Understand how to check & adjust the vehicle's mirrors during pre-trip.	1 2 3 4 5			25
One Standard of Conduct	Understand the company's One Standard of Conduct and how it applies to decision making.	1 2 3 4 5			21
Cab Entry/Exit	Know how to properly get in and out of truck. (Always using 3 points of contact).	1 2 3 4 5			

RATING SCALE: 1-Inadequate 2-Developing 3-Capable 4-Proficient 5-Skillful

BACKING

WEEK 1 2 3 4 5

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COMMENTS					

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Refer to page 37 of your trainer's workbook for additional techniques on how to teach backing and close quarter maneuvering

WEEK 2

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STUDENT First and Last Name:		Driver Code:			
				INITIALS	Trainer Workbook Ref. Page
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WEEK 2 FOCUS SUBJECTS -SAFE DRIVING					
Passing	Understand the procedures for safely passing another vehicle.	1 2 3 4 5			29/32
Pedestrians	Be aware of pedestrians and exercise proper caution when pedestrians are present.	1 2 3 4 5			25
Two Lane Highway	Understand the safety risks of two lane highways.	1 2 3 4 5			32
Railroad Crossings	Abide by the railroad crossing policy in the Team Rules. (See Team Rules attached)	1 2 3 4 5			
Truck Stops/ Parking Lot Safety	Understand the hazards at truck stops and how to avoid them.	1 2 3 4 5			33
Roadside Inspections	Understand proper conduct at roadside inspections. Must report inspection results immediately to Safety.	1 2 3 4 5			38
Fuel Spills	Know the procedures for containing and reporting fuel spills.	1 2 3 4 5			
Know and Understand Team Rules	Know the Team Rules and have a copy with him/her while on duty.	1 2 3 4 5			28
Safe Lifting	Understand how to use safe lifting techniques to avoid injury.	1 2 3 4 5			
Safe Parking	Understand where to park the truck safely.	1 2 3 4 5			33

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WEEK 3 FOCUS SUBJECTS - COMPANY POLICIES					
Personal use of Company Equipment	Understand company policy regarding personal use of company equipment.	1 2 3 4 5			
Breakdown Procedures	Know to call Breakdown for equipment problems. 1-800-489-7467	1 2 3 4 5			
Payroll	Understand how payroll works and how to check payroll on the Driver Portal.	1 2 3 4 5			22
Tractor/Trailer Washes	Know company policies regarding washing tractor and trailer.	1 2 3 4 5			
Passenger Policy	Understand company policy on passengers.	1 2 3 4 5			
Drug and Alcohol Policy	Know company policy on drugs and alcohol.	1 2 3 4 5			
Fighting/Workplace Violence	Must be able to maintain control in unstable situations.	1 2 3 4 5			
Harassment	Understand company policy on harassment.	1 2 3 4 5			
Equipment interchanges	Understand procedures for properly filling out equipment interchanges.	1 2 3 4 5			36

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WEEK 4 FOCUS SUBJECTS -NON-DRIVING ACTIVITIES									
Chains	Know what states require chains and how to put them on and take them off.	1 2 3 4 5							
Avoiding and Resolving Conflicts	Know techniques for avoiding conflict with other drivers, operations and customers.	1 2 3 4 5							
Permits	Know which permits are required and who to contact when in need of a permit.	1 2 3 4 5						24	
Tolls	Understand ways to avoid toll roads when possible and which roadways on which EZ pass works.	1 2 3 4 5							
Accident Reporting/Accident Scenes	Follow procedures at an accident scene and report accidents to Safety immediately. 1-888-489-0911	1 2 3 4 5							
Manage Life on the Road	Manage personal resources, life on the road and plan in advance for home time.	1 2 3 4 5							

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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. Fully depressing the foot brake a few times (3 to 5 times) will adjust your brakes and keep them even.

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.

****See Page 35 in your Trainer's Workbook for additional techniques on how to teach mountain driving.****

PRACTICAL SKILLS DEMONSTRATION

[illegible]

Final Assessment

TRAINER First and Last Name:	Driver Code:
STUDENT First and Last Name:	Driver Code:

Please use this space for any additional feedback regarding students strong points or areas for continued development

Compliance Safety Analysis (CSA)

What is CSA?

CSA was developed by the Federal Motor Carrier Safety Administration (FMCSA) to evaluate the Motor Carrier's 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 it employs. In addition, each driver will have a CSA score within Knight Transportation to rate and compare within their fleet.

How is CSA Scored?

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

These inspection violations and crash data are 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, etc.
- **Fatigued Driving** (Hour of Service)-Violations dealing with logs, on-duty hours, etc.
- **Driver Fitness**-CDL, CDL restrictions, medical card, medical disqualifications.
- **Controlled Substances**- DUI (Alcohol-Drugs), Possession of Alcohol/Drugs, etc.
- **Vehicle Maintenance**-Brakes, lights, tires, etc.
- **Hazmat-Load**- Load securement, HM placarding, HM paperwork, emergency equipment.
- **Crash Indicator**-DOT recordable collisions whether the driver's at fault or not.

As a motor carrier accumulates violation or clean inspection data, a percentile ranking is assigned to each BASIC. Exceeding the percentile thresholds below can result in FMCSA intervention, including audits, fines, etc.

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

CSA not only rates motor carriers about their safety and performance issues, but compiles performance data on individual drivers as well. The violations, accidents and roadside inspection results of an individual driver will have a strong impact on his/her desirability in the marketplace. Drivers with good records will be in strong demand.

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

A. Eliminate the following violations:

Speeding- Violations have high point values: 6-10 mph=**12 points**; 11-14 mph=**21 points**; 15+/-construction zones=**30 points**

Failure to Obey Traffic Control Devices-15 points: Bypassing Ports of Entry (POE), Weigh Stations, and Prohibited truck Routes, Driving in Restricted Lanes, Stop Signs, and Traffic Signals.

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 violations are Brakes, Tires, Lights related! Quality pre-trip each day and on each trailer critical! Make sure all defects are corrected.

Driver Fitness

- Ø **CDL**- Current and in possession at all times.
- Ø **CDL Restrictions** (glasses, hearing aids)-Must be followed when CMV in operation.
- Ø **Medical Card**-Current and in possession at all times.
- Ø **Self-Certification**- Must meet the respective state DMV requirement for medical/self certification.

Knight Transportation's Driving Associate Team Expectations

We value you and your safety. We want you to be successful. And, we want and expect you to be a strong contributor to the success of our team. You have many responsibilities as a commercial driver for Knight Transportation. The purpose of this communication is to ensure that you have the opportunity to acknowledge, understand, and commit to the "Team Expectations" outlined below. These expectations are critical to your success and the "Team's" and we expect all Knight Driving Associates to follow them. These Team Expectations are not exhaustive; please refer to the Driver or Employee manuals, found online in the driver portal, for more a more complete list and explanations regarding Knight Policies and procedures. You are also encouraged to talk to your Driver Manager, Service Center Manager, or Driver Development Manager if you have any questions or concerns.

Team Expectations:

1. A Knight Driving Associate will always maintain a proper Following Distance.
2. A Knight Driving Associate will always drive at Speeds Safe for Conditions
3. A Knight Driving Associate will never Drive Distracted. Never use a handheld phone or device while driving. *Though regulations may allow you to use a hands free phone to make and receive calls, the company strongly discourages this while driving.*
4. A Knight Driving Associate will always observe the Company's Drug and Alcohol Policy and the Federal Regulations regarding Drug and Alcohol use.
5. A Knight Driving Associate will never receive a citation for "Failing to Obey a Traffic Control Device".
6. A Knight Driving Associate will properly wear a Seat Belt any time the truck is moving.
7. Though we expect you not to be involved in collisions, a Knight Driving Associate will immediately report any/all Accidents, Incidents or Injuries from the scene (888-489-0911)
8. A Knight Driving Associate will inspect all equipment prior to operating it daily. He will not operate it if there is a defect or problem that would make it unsafe to operate and will communicate the findings of the inspection using the electronic inspection process (DVIR). For example: a Knight Driving Associate would never drive on Steer Tires that have
9. A Knight Driving Associate will always lock and seal every load, never drop the load anywhere other than a secure Knight yard or at the Customer after it is signed for. The following areas are prohibited for any parking other than at our Terminals: DALLAS, LAS VEGAS, ATLANTA, MEMPHIS and FLORIDA.
10. A Knight Driving Associate will always drive in a Safe and Courteous manner. Knight Driving Associates do not make U-Turns on public roadways.
11. A Knight Driving Associate does not stop/park on the side of the road ("sitting duck") unless disabled (an emergency situation) with warning devices deployed.
12. A Knight Driving Associate will always have a valid CDL and Medical Card with them and will immediately report every citation or action that affects either.
13. All Pets and Passengers must be approved and authorized prior to transport.

I acknowledge, understand and agree to follow these Team Expectations at all times.

Signed: _____

Printed Name: _____ **DATE:** _____

Driver Manager's Signature: _____