

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE TRUCKS ½ TON THROUGH 3-AXLE**

**KEY TEACHING POINTS**

**SAFE OPERATING PROCEDURES**

- **Review safe practice rules for applicable equipment (including rental equipment) and perform pre-operational checks.**
- **Keep windshield, side windows, and mirrors clean.**
- **Make sure slack adjusters on air brakes are properly adjusted. Watch for air loss.**
- **Keep tires properly inflated.**
- **Check brake connections, pintle hook, and safety chain before towing trailer.**
- **Mounting and dismounting: face machine, use handholds, steps and ladders.**
- **Allow engine to reach operating temperature before using full capacity operation.**
- **When operating truck, keep engine below governed speed.**
- **Keep pyrometer (when equipped) at proper operating levels.**
- **Check instruments for overheating, loss of oil pressure, proper RPM and road speed.**
- **Do not overload truck. There is a set of scales at Wastewater Management that can be used if in doubt. Check with supervisor to make arrangements.**
- **Make sure cargo is properly loaded and secured.**
- **Always use proper engine speed and gear ration.**
- **Do not coast downhill. Use lower gears.**
- **When parking, set hand brake, put truck in gear (trucks with automatic transmissions put vehicle in park). Use blocks when potential of roll away exists.**
- **Truck equipped with air brake, the air tanks should be drained at the end of shift.**
- **Use the lube chart when servicing equipment. If in doubt, call the shop for the most current procedure.**
- **Trucks 1 ton and above shall be equipped with automatic backup alarms.**
- **Operator and passenger must wear seat belt and harness as vehicle is equipped.**
- **Use vehicle ladders to access truck beds. Do not climb on tires.**

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Mounting and dismounting: face machine, use handholds, steps and ladders.		
2 It is OK to climb on the tires of a vehicle		
3 Truck equipped with air brake, the air tanks should be drained at the end of shift.		
4 Operator and passenger must wear seat belt and harness as vehicle is equipped.		
5 When operating truck, keep engine below governed speed.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE

1 T 2 F 3 T 4 T 5 T