

DAILY TRAINING LOG

Trainee: _____

Week of: _____

Trainer: _____

Plant: _____

Rate the trainee by putting a **✓** for passed items or **X** for non-proficient items.
If an item is not applicable to your trainee put *N/A*

TASKS	Date:					
	MON	TUE	WED	THU	FRI	SAT
Reports on time , properly dressed						
Completes thorough pre-trip truck inspection and report						
Ensures necessary mixer truck maintenance						
Safely places mixer under plant for loading						
Determines authorized route to jobsite before leaving plant						
Adequately washes down mixer after loading has been completed						
Properly adjusts slump to order specifications						
Properly adjusts assist/bridge/tag axles						
Drives safely, following all traffic laws						
Checks with customer or contractor to determine placement location						
Inspects jobsite to identify safest placement location for mixer truck (G.O.A.L.)						
Completes ticket and has it signed by customer or representative						
Moves truck safely into position to unload product						
Ensures proper chute control						
Safely positions mixer truck in a designated location for washout						
Returns to plant following authorized route and obeys all traffic laws						
Fuels mixer truck safely and remains with truck during refueling						
Maneuvers slowly and safely while on plant yard						
Properly disposes of returned concrete						
Uses proper & safe procedures while washing truck						
Follows directions for properly using Delvo / Recover						
Parks in designated parking area						
Completes thorough post-trip truck inspection and report						
Properly completes daily paperwork						
Secures mixer truck and key						
Uses 3-points of contact while entering or exiting truck						
Uses G.O.A.L. before backing vehicle						
Properly wears appropriate/required PPE						

Trainee Statement:

I acknowledge receipt of the above daily feedback. My trainer has explained how I can improve in the areas that are non-proficient and highlighted the areas that I passed.

Trainee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

Plant Manager Signature _____ Date: _____

Comments (Trainer explanation/corrective action for deficiencies):
