

**Lily Transportation
Professional Driver Training
Academy**



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Mission

Our mission is to deliver a world-class driver training experience. Through a combination of classroom, experiential and on-hands training, we will consistently produce the industry's most skilled, safe and professional drivers. Our graduates will be prepared and positioned for a successful career at Lily Transportation.

Qualifications

A. Student Drivers

1. All new employees with less than one year of over-the-road experience are to be considered student drivers.
 - New employees with more than 6 months but less than one year experience would qualify for Lily's 3 week training program.
2. Anyone who has completed an approved truck driver training course or anyone who has tractor-trailer experience in a limited radius basis is eligible.
3. Additional student driver requirements:
 - Shall be at least 21 years of age
 - Shall have no more than three (3) moving violations over the past 24 months.
 - Shall have Hazardous Materials endorsement on CDL*
 - Shall meet the physical requirements set forth in the Essential Job Functions section of the Job Description.
 - Shall be professional in appearance and demeanor, and demonstrate a willingness to learn and promote the attributes of a professional truck driver.
4. The student driver will complete at least six weeks of instruction with a company Driver/Trainer before being allowed to drive solo. This instruction period may be extended if it is determined the student driver is in need of more instruction.
5. The pay schedule is as follows:
 - Week 1 - \$800/week
 - Week 2 - \$800/week
 - Week 3 - \$800/week
 - Week 4 - \$800/week
 - Week 5 - \$800/week
 - Week 6 - \$800/week
6. Prior to starting the program, the student driver must complete and sign the Student Driver Commitment Form.

*Hazardous Materials locations only

B. Driver/Trainers

1. Minimum of one (1) year continuous service with Lily Transportation in a driving position.
2. No moving violations on current state MVR.
3. No alcohol or drug-related convictions or a felony involving the use of a truck.
4. No accidents rated as preventable over the past 24 months.
5. No DOT-reportable accidents rated as preventable over the past five (5) years.
6. Possess the ability to get along with people and communicate well
7. Present an acceptable appearance and demeanor as a company representative.
8. All driver-trainers must be knowledgeable in the following systems and training:
 - Smith System
 - Drive Cam
 - E Logs
 - CSA Scores
9. Each driver/trainer must complete and sign the Trainer Agreement Form at the completion of their training.
10. All driver/trainers are responsible for following the Training Schedule and completing and turning in to the General Manager the Daily Student Driver Skills Evaluation Forms.
11. At the end of the sixth week, the Driver Trainer is responsible for completing the Student Driver Final Assessment Form.
12. The General Manager or designate will approve certification and graduation.
13. A post certification observation will be performed within two weeks of graduation

Orientation

Driver/Trainer Program – Day One

This eight-hour course covers the following topics in detail:

- 1. Introduction to Lily Transportation**
 - New Employee Handbook and Introduce Trainer
 - Lily History and Values
 - Operating Philosophy
 - Safety on the Job (Video)
 - Lily Safety Model

- 2. Entry Level Training Requirements (FMCSA 380.503)**
 - Qualification Requirements (391)
 - Hours of Service – Proper Completion of Log Books
 - Driver Wellness
 - Whistle Blower Protection

- 3. Smith System Training**
 - Interactive PowerPoint & Knowledge Check

- 4. Operation of Equipment – Hands On Participation and Observation**
 - Pre-Trip and Post Trip Inspection
 - DVIR
 - Safe Coupling and Uncoupling
 - 3-Point Contact
 - Drive Cam/People Net
 - All Other Required New Hire Training
 - Student to Make 5 Yard Moves – Drop, Hook & Reposition

- 5. Review of the Driver Trainer Process**
 - What the Student Driver Should Expect
 - What is Expected of the Student Driver
 - Training Schedule

Weekly Training Schedule

The following is a list of goals for each of the six weeks of the Student Training Program. This schedule should serve as a general outline of the student's progress.

Week One

Driving Restrictions: Avoid difficult or risky situations. Allow student driver to drive within Driver Trainer's comfort level.

1. *Day One* – 8-Hour Orientation and Training
2. *Day Two - First Trip* - Have the student driver observe only. Get to know the student driver. Keep in mind that this is a new experience, and it is up to you to pass on your experience and professionalism to the student driver. The student driver will see the trucking industry for the first time through you. Always have a positive, up-beat attitude about the company, customers, etc. End the day by observing the student driver make five yard moves – including drop, hook and reposition.
3. *Day Three - Second Trip* - Have the student driver continue to observe only. Make sure he/she is paying very close attention and can properly do a pre-trip equipment inspection, coupling/uncoupling, shifting, backing, etc. Keep in mind the student driver will not be as good as you to start with in any area. Make the student driver aware of any potential challenges throughout the trip. Five yard moves to end the day.
4. *Day Four - Over-the-Road Driving* - At the earliest safe opportunity, let the student driver drive. As he/she progresses, start to work on progressive shifting and proper use of the clutch. Point out different road signs, possible low overpasses, etc. Five yard moves to end the day. Explain the bills-of-lading and how they should be signed. Also, explain the use of a seal on the trailer. Have them watch piece counts and explain to them multi-stop seals.
5. *Day Five* – Continue to have the student driver operate the vehicle while providing on going coaching, guidance and affirmation. Make sure that logs are kept up-to-date daily and be certain that the student driver understands all four lines of the logs. Recap the importance of filling out the logs clearly. Five yard moves to end the day. Recap the week with the Trainer and General Manager. Identify focus areas for next week.

Week Two

Driving Restrictions: Avoid difficult or risky situations. Allow student driver to drive within Driver Trainer's comfort level.

Length of Trips: As assigned by dispatch.

1. Start to increase the student driver's driving time within his/her capabilities.
2. Make sure the student driver is involved in all coupling/uncoupling with emphasis on proper procedure.
3. Reinforce Smith System concepts throughout the trip.
4. Stress safety on right turns, left turns, and use of the mirrors.
5. Demonstrate and explain the proper method of determining following distance and the importance of maintaining a safe following distance under all conditions.
6. Praise the student driver for doing things correctly.
7. Five yard moves at the completion of each day- Drop, Hook & Reposition

Week Three

Driving Restrictions: None.

Length of Trips: As assigned by dispatch.

1. Continue to increase the student driver's driving time. The student driver should be doing almost all of the driving with the exception of situations as determined by the trainer.
2. Start to go over routing. Point out how to get to the destination by the shortest (safest) route.
3. Demonstrate and explain the proper operation of the vehicle to maximize fuel economy.
4. Stress safety on right turns, left turns, and use of the mirrors.
5. Stress time and space management and the vehicle's ability to stop and maneuver in traffic.
6. Five yard moves at the completion of each day – Drop, Hook & Reposition

Week Four

Driving Restrictions: None.

Length of Trips: As assigned by dispatch.

1. Continue to maximize the student driver's driving time.
2. So far, you and the student driver have had to log your trips as a two-person operation. However, explain how you are logging it and also show him/her how to log it solo.
3. Coach the student driver on how to interact with the customer.
4. Explain how dispatch works and why it is important to communicate closely
5. Five yard moves at the completion of each day – Drop, Hook & Reposition

Week Five

Driving Restrictions: None.

Length of Trips: As assigned by dispatch.

1. Start role reversal. Let the student driver start making the decisions.
2. Make sure the student driver knows the importance of properly getting all dispatch information, names, addresses, and phone numbers so they know where to pick-up and deliver.
3. Work on helping your student driver find his/her final destinations. Teach your student driver where he/she might go for directions.
5. Five yard moves at the completion of each day – Drop, Hook & Reposition

Week Six

Driving Restrictions: None.

Length of Trips: As assigned by dispatch.

1. The student driver should be comfortably doing all of the driving. If the Driver/Trainer is not satisfied with the driver's progress, the company must decide whether or not to extend the training schedule.
2. The student driver should handle and complete all paperwork regarding the shipment.
3. Let your student driver do his/her own logs, both team and solo. The student driver should log all trips as though he/she were running them solo for practice.
4. Your student driver should deal with shippers and receivers, handling bills-of-lading, piece counts, etc.
5. Your student driver should work with dispatch making check calls and taking orders.
6. Five yard moves at the completion of each day – Drop, Hook & Reposition

Student Driver Commitment

As a professional student driver, the following will be expected of you:

- Successfully complete the training program.
- Conduct yourself in a professional manner at all times
- Be prompt and willing to learn.
- Keep communication open with your trainer.
- Remember to respect the company's equipment and property.
- Follow all procedures and policies.
- Take advantage of the opportunity to become one of the elite!
- Be safe at all times!

With your help we can make this a safe and exciting learning environment. The goal is to make you a successful professional driver. Upon successful completion of the program the student driver commits to employment with Lily Transportation, in the role of a driver position, for a minimum of a 1 year period. The company reserves the right to terminate this program at any time in the event that student expectations are not met.

Student

Driver/Trainer Coordinator

Date

Driver/Trainer Agreement Form

The undersigned agrees and understands that assignment of a student driver shall be for the duration of the established six week training program and, barring unforeseen accident or illness, is charged with the fulfillment of all items listed for skill training and the evaluation of same as directed. Vacation time is to be scheduled with consideration given to not coinciding with training assignments.

All training and indoctrination will be conducted and communicated to the student driver within the Safety and Operational policies as declared by Lily Transportation, and by those State and Federal government entities which dictate the laws and standards under which the company must conduct all daily business.

The undersigned further agrees and understands that appearance and moral conduct are of utmost importance to Lily Transportation. The Driver Trainer will stress to the student driver the importance of appearance and hygiene and the relation each bears to customer relations and the responsibility inherent in the role of company representative.

In consideration for my participation as a Driver/Trainer, I understand that my compensation shall be \$200 per week of training in addition to my normal mileage and stop pay.

As a Driver/Trainer, I agree to the following:

- Conduct myself in a professional manner at all times.
- Take the student into as many different situations as six weeks will allow.
- Teach the student how to be a successful solo driver.
- Turn in completed evaluations daily.
- Follow the six week suggested training format.
- Advise the General Manager of any problems with a student, within 24 hours of identifying the problem.
- Take the time to explain to the student what he or she is doing wrong.
- Be a coach and build confidence in the student.

I have read completely and understand fully the above, and by notice of my dated signature below, accept and agree to the (Company Name) Driver/Trainer Program requirements as stated.

Driver/Trainer

Safety Director

Date

Student Driver Daily Skills Evaluation Form

Student: _____

Driver/Trainer: _____

Date: _____

Week: _____

Tractor #: _____ Destinations: _____

Miles Evaluated: _____

1 = Unsatisfactory 2 = Needs Improvement 3 = Satisfactory
 ✓ = Properly Done X = Improperly Done/Needs Improvement

<p>Pre-Trip Inspection: 1 2 3</p> <p>_____ Engine compartment & leaks</p> <p>_____ Steering</p> <p>_____ Suspension</p> <p>_____ Brake</p> <p>_____ Wheel</p> <p>_____ Slide under vehicle</p> <p>_____ Coupling area</p> <p>_____ Trailer front</p> <p>_____ Rear of trailer</p> <p>_____ Lights & Reflectors</p> <p>_____ Cab check/engine start</p>	<p>Trip Planning: 1 2 3</p> <p>_____ Plans route before departure</p> <p>_____ Considers traffic and weather</p> <p>_____ Plans breaks</p> <p>_____ Logs</p> <p>_____ Tolls</p> <p>_____ Anticipates any challenges</p>	<p>Shifting: 1 2 3</p> <p>_____ Correct gear selection</p> <p>_____ Upshifts smoothly</p> <p>_____ Downshifts smoothly</p> <p>_____ Downshifts to decelerate unit</p> <p>_____ Over-revs engine</p> <p>_____ Skip shifts</p> <p>_____ Does not shift on railroad tracks</p> <p>_____ Progressive shifts</p> <p>_____ Gear recoveries</p> <p>_____ Watches tachometer while shifting</p> <p>_____ Maintains "sweet spot"</p>
<p>Coupling: 1 2 3</p> <p>_____ Aligns unit until rear drive wheels are underneath nose of trailer</p> <p>_____ Visually inspects trailer height</p> <p>_____ Hooks air lines & electrical cord</p> <p>_____ Pressurizes air system</p> <p>_____ Backs under trailer slowly</p> <p>_____ Tests hookup-pull against pin</p> <p>_____ Cranks up dollies/secure properly</p> <p>_____ Visually checks jaws & locking pins</p>	<p>Customer Relations: 1 2 3</p> <p>_____ Calls shippers and receivers</p> <p>_____ Attitude</p> <p>_____ Appearance</p> <p>_____ Follows directions</p>	<p>Clutch: 1 2 3</p> <p>_____ Proper use of clutch brake</p> <p>_____ Double clutches</p> <p>_____ Fails to use clutch</p> <p>_____ Does not rest foot on clutch</p> <p>_____ Dumps clutch</p> <p>_____ Uses clutch to hold unit on hill</p>
<p>Uncoupling: 1 2 3</p> <p>_____ Checks ground surface/provides _ protection</p> <p>_____ Uncouples air lines/electrical cord & secures properly</p> <p>_____ Lowers landing gear</p> <p>_____ Pulls pin</p> <p>_____ Pulls from under trailer, stops after 5th wheel clears & secures tractor (checks for sinking)</p>	<p>Pullout: 1 2 3</p> <p>_____ Turns headlights on</p> <p>_____ Checks all gauge readings</p> <p>_____ Adjusts seat</p> <p>_____ Fastens seat belt</p> <p>_____ Releases brakes properly (red 1st)</p> <p>_____ Checks for air leaks</p> <p>_____ Pumps down air/checks low air devices</p> <p>_____ Warms up engine to proper temperature</p> <p>_____ Test hook-up (hand valve)</p> <p>_____ Rolls ahead/tests trailer brakes (hand valve)</p> <p>_____ Rolls ahead/tests all brakes (foot _ brake)</p> <p>_____ Starts without rollback</p>	<p>Accelerator: 1 2 3</p> <p>_____ Idles off</p> <p>_____ Advances steadily</p> <p>_____ Maintains steady road speed</p> <p>Communications: 1 2 3</p> <p>_____ Hours of service daily</p> <p>_____ Communicates with dispatch</p>
<p>Intersections & Turns: 1 2 3</p> <p>_____ Determines decision point _____</p> <p>_____ Looks left, right, left before entering</p> <p>_____ Signals in advance _____</p> <p>_____ Proper technique. Wheels _____ from curb</p> <p>_____ Button hooks</p> <p>_____ Proper gear before turning</p> <p>_____ Safe speed during turn</p> <p>_____ Yields right of way</p> <p>_____ Shifts gear while turning</p> <p>_____ Cancels signal after turn is completed</p> <p>_____ Watches mirrors</p>	<p>Slowing & Stopping: 1 2 3</p> <p>_____ Tests brakes</p> <p>_____ Checks mirrors</p> <p>_____ Uses engine deceleration to slow the vehicle</p> <p>_____ Applies steady brake pressure</p> <p>_____ Stops suddenly</p> <p>_____ Stops clear of crosswalk</p> <p>_____ Uses tractor protection valve properly</p> <p>_____ Stopped car length behind vehicle in front</p>	<p>Defensive Driving: 1 2 3</p> <p>_____ Proper input for vehicle control</p> <p>_____ 3 & 9 hand position on steering wheel</p> <p>_____ Watches mirrors 5-8 seconds _____</p> <p>_____ Exhibits high eye lead time</p> <p>_____ Establishes eye contact</p> <p>_____ Watches gauges every 6 seconds</p> <p>_____ Minimum 6 seconds following distance</p> <p>_____ Adjusts speed for road & traffic conditions</p>

Student Driver Weekly Assessment Form

Week #: ____ Co./App. Miles: ____ Period of Time with Driver/Trainer: from ____ to ____
 Name of Driver/Trainer: _____ Name of Student: _____

Instructions: The student shall evaluate himself/herself and the driver/trainer shall rate the areas and note the strengths and weaknesses. **Student to complete self-assessment then driver-trainer will discuss evaluation with student.**

(T) Trainer
 (S) Student

1.	How would you rate the student's abilities? (Shifting, instrument check, mirror check, turn signals, recommended RPM's, distance economy, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
2.	How would you rate the student's night driving abilities? (Speed, alertness, lane usage, high-beam usage, merging with traffic, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
3.	How would you rate the student's defensive driving abilities? (Aim high steering, sees "big" picture, keeps eyes moving, leaves an out, proper use of mirrors, adjusting speed, 4-second following, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
4.	How would you rate the student's backing abilities? (Proper lineup, gets out if unsure, 4-way flashers, backs slowly, mirror usage, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
5.	How would you rate the student's mountain driving ability? (Proper gear, Jake brake, adverse weather adjustments, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						

6.	How would you rate the student's city driving? (Lane selection, pedestrians, traffic lights, crosswalks, intersection safety, turn signals, mirror usage, rush hour, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
7.	Rate your student's customer relations.	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
8.	What is your student's level of confidence?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
9.	Evaluate the student's paperwork. (Logs, trip pack, expense envelope, delivery receipts, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
10.	What was the level of the student's personal hygiene?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
11.	How would you rate the student's physical stamina?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
12.	What is the student's ability to couple and uncouple?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						

13.	What are the student's trip planning abilities? (City, country, 2 or 4 lanes, following distance, mountains, weather, etc.)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
14.	What are the student's abilities with loading procedures? (Count, placement, back safety)	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
15.	What is the level of the student's housekeeping in the truck?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
16.	How would you rate the overall attitude of the student?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
17.	How would you rate the student's willingness to learn?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
18.	How would you rate the student's professionalism?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
19.	In what areas did the student demonstrate above average aptitude?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Strengths:						
Weaknesses:						
20.	In what areas did the student demonstrate weakness?	S	Excellent	Good	Fair	Poor
		T	Excellent	Good	Fair	Poor
Trainers Signature						
Student's Signature						

Student Driver Program Evaluation

Name of Student Driver: _____

Name of Trainer: _____

Instructions: The student shall evaluate the overall effectiveness of the Program and offer any comments and/or suggestions for improvement.

1.	How do you rate the overall effectiveness of the training program in preparing you as a professional driver and one positioned for a successful career at Lily Transportation?		Excellent	Good	Fair	Poor
Comments:						
2.	How do you rate the overall professionalism and effectiveness of your trainer?		Excellent	Good	Fair	Poor
Comments:						
3.	How do you rate the value and effectiveness of the Daily Skills Evaluation process?		Excellent	Good	Fair	Poor
Comments:						
4.	How do you rate the effectiveness of the Weekly assessment process?		Excellent	Good	Fair	Poor
Comments:						
5.	Did your training experience extend for the full 30 days as outlined in the program? (if no please explain)		Yes			NO
Comments:						

Certificate of Completion

A certificate of completion will be awarded upon graduation. Please send an email to: pcrowley@lily.com two weeks prior to anticipated completion with the name of the graduate as you would like it to appear on the certificate