New Driver Orientation Checklist & Record

Orientation details

Carrier / driver / trainer

Date / vehicle or assignment

Show the driver how the operation works

- ☐ Identify dispatch, safety, maintenance, after-hours, and emergency contacts.
- ☐ Review hours-of-service procedures, ELD login and data transfer, unassigned time, and malfunction response.
- ☐ Demonstrate the pre-trip check, defect reporting, parking, coupling if applicable, and safe use of assigned equipment.
- ☐ Review cargo securement, customer-site hazards, backing, spotter signals, and site-specific PPE.
- ☐ Explain distraction, seat-belt, fatigue, severe-weather, and authorized passenger procedures.
- ☐ Review accident and roadside-inspection reporting, emergency equipment, and applicable testing procedures.
- ☐ Practice a stop-work report: what the driver should say, whom to call, and how dispatch will respond.

Demonstrations or open training needs

Task / observation	Trainer / due date	Completed

Acknowledgment of orientation

Driver signature / date

Trainer signature / follow-up date

Record what was actually taught and demonstrated. A signature alone does not establish skill or complete legally required entry-level, hazardous-materials, or other specialized training.

49 CFR 390.3 49 CFR 392.7 49 CFR 395.22

Working resource. Confirm applicability and current requirements for your operation.