



Portable Loading Dock Training

Portable Loading Dock CheckRide

Class #00164354

Administering the Portable Loading Dock CheckRides

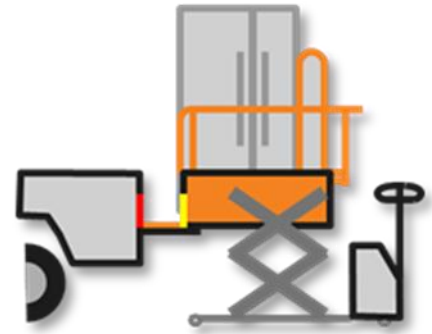
Guidelines

Trainers follow these guidelines to administer the CheckRides:

- Associates must complete a CheckRide for Portable Loading Dock (PLD).
- Associates must receive a score of 100% on the PLD CheckRide.
- Trainers decide how many attempts associates may have to pass, but the CheckRide.
- Trainers record the associate's results by checking off whether the associate performs each step on the CheckRide.
- If the associate does not perform all of the steps in the CheckRide, he/she must repeat the entire CheckRide. Associates may participate in on-the-job training and be coached before taking the CheckRide the second time.
- If the associate does not successfully complete the CheckRide before 60 days are over, he/she should retake the entire Portable Loading Dock Training Program again.
- Otherwise, after the associate performs all steps on the CheckRide
 - He/She receives a score of 100% for the CheckRide
 - Trainer prints the associate's name in the designated space and signs/dates the CheckRide to verify that the associate successfully completed the CheckRide.
 - Trainer then gives the CheckRide to the Store ASDS (administrator).
- The administrator manually marks the associate complete for course #00164354 in the associate's learning plan in Knowledge Depot.

Portable Loading Dock CheckRide

Instructor—Print the associate's name in the designated space. Observe as the associate demonstrates how to operate the Portable Loading Dock. Use the table below to check whether the associate performs each step. After the associate has completed the CheckRide with a score of 100%, sign and date this form in the designated space at the bottom of the page. Your signature verifies that the associate successfully completed this CheckRide.



Associate Name (Print) _____ Instructor _____

Step	Action	Yes	No	Comments
1	Conduct pre-operational visual safety inspection tasks. Walk around the unit and check for discrepancies, demonstrate “tagging the vehicle out” of service, verify that the battery is adequately charged to perform the job, and check all controls.			
2	Demonstrate how to lift and lower the unit.			
3	Demonstrate how to steer the PLD.			
4	Locate and explain the proper usage of all of the vehicle-specific controls (thumb control, raise/ lower, deadman push switch, security stop switch, wired remote control).			
5	Knows the capacity of the equipment: 1500 lb.			
6	Ensure that all lines of sight are clear of pedestrians, obstacles, and debris, then move the platform.			
7	Utilizes the window to align the PLD with the truck trunk.			
8	Knows the operation space for PLD (HD Rental exterior and Pro Canopy) and the areas to avoid (slopes, parking lot, inside of the store)			
9	Drive to and park the unit safely in a designated appropriate location.			
10	Shut down the equipment according to the vehicle specific standards: leave the platform all the way down resting in the floor.			
11	Correctly connect the battery to the charger. Plug in the unit and ensure it is charging.			

Signature _____

Date _____