***Truck/Equipment Prep – Trailer & Straight Truck***

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| Study Materials*This must be completed before other training in this section is started*Set up includes a computer or tablet that has internet access. Ability to print from the training materials. | * Study Job Procedure Skills located at *http://kmsprocedure.weebly.com/cm1-trng-1c-job-proc-skills.html*
* *Print and Pass Job Procedure Skills Test http://kmsprocedure.weebly.com/cm1-job-procedure-test.html*
 |  *Check off and initial as completed*    |  *Trainer Notes* |
| Doors Set up includes a fully equipped semi-trailer parked near an available warehouse bay | Have them open appropriate doors. Show them how to open and latch doors properly, Placing Locks back into the slot they came out of.* *Belly box doors*
* *Trailer doors*
 |  *Check off and initial as completed* **1 2 3** **1 2 3**  |  *Trainer Notes* |
| RampsSet up includes a fully equipped semi-trailer parked near an available warehouse bay |  Train on the following and have them practice: * Take splits out of belly boxes and set up out of the truck
* Operate a one inch ratchet strap properly
* Operate a logistics strap properly
* Set up a 4ft ramp into the nose of the trailer
* Set up an 8 ft ramp onto a stack of 6 pallets outside of trailer.
 |  *Check off and initial as completed***1 2 3**  **1 2 3 4 5** **1 2 3 4**  **5** 1. **2**

 **1 2**    |  *Trainer Notes* |
| Misc. EquipmentSet-upSet up includes a fully equipped semi-trailer parked near an available warehouse bay |  Train on the following and have them practice: * Strap/unstrap hand truck. Not on doors and not on padding.
* Strap/unstrap piano cart. Not on doors.
* Take tool box and place inside of front door and take house prep box and place outside of front door. *(For this exercise use a warehouse walk-thru door in place of a residential door.)*
 |  *Check off and initial as completed* **1 2 3 4 5**  **1 2 3 4 5**  **1 2 3 4 5**  |  *Trainer Notes* |
| Packing SuppliesPlace an assortment of packing supplies into trailer for this portion. Include 1.5, 3.0, 4.5, 6.0, WR, MP, Paper, Tape bag. Set up includes a fully equipped semi-trailer parked near an available warehouse bay.  | * Take packing supplies off of truck and line them up logically along a wall in the warehouse. *(for this exercise load an assortment of 1.5 3.0 4.5 6.0 WR MP Paper Tape bag boxes into the truck)*
 |  *Check off and initial as completed* **1 2 3 4 5**    |  *Trainer Notes* |
| PadsSet up includes a fully equipped semi-trailer parked near an available warehouse bay | Train on the following and have them practice: * Strap/unstrap stack of furniture pads. Show how to use bungy attached to the top of stack of pads; how to attach logistics strap to bottom of pad skid; how to cinch tight & secure excess strap.
* Take a stack of pads in & out of the trailer using a hand truck
* Take stack of pads and a stack of skins out of trailer and set up a pad station including spreading out 10 pads, bring out 10 sizes of each color of rubber band.
* After station has been set up take unfolded pads back onto the trailer by hand and throw into the nose of the truck. Take the stack of pads from pad station back to their proper position on the trailer.
 |  *Check off and initial as completed* **1 2 3 4 5**    **1 2 3**  |  *Trainer Notes* |
| Clean-upSet up includes a fully equipped semi-trailer. Unfold all pads in the trailer. Unstrap at least 50% of the equipment attached to the walls including some carts, ramps, and a ladder. Remove at least 50% of the items from the ‘House Prep’ box and strap box. Place an assortment of packing supplies onto the trailer. Basically trash the truck. | Train on clean up trailer by preparing for a realistic clean-up scenario including the following * Train how to properly fold a stack of furniture pads. Train on pads being very tightly folded and very evenly stacked. Do not allow sloppy. Have them fold all pads in the trailer.
* Have them attach equipment to the walls properly
* Have them properly organize ‘house prep box’ and ‘strap box’
* Have them take packing supplies back to the warehouse and place into the overflow area outside of box area.
* Deal with trash as follows: how to proper use trash bags; sweep out the trailer (explain it needs to be done at every job site and don’t sweep large trash items out the door); show them where to dispose of junk cardboard into recycle truck.
 |  *Check off and initial as completed*   |  *Trainer Notes* |
| Straight Truck Set up includes a fully equipped straight truck. This can be practiced anywhere on the lot. | Explain that all procedures are similar to the trailer. However train on the following:* Demonstrate the overhead door opening procedure and have them practice.
* Demonstrate the pull out ramp and have them practice.
 | *Check off and initial as completed* **1 2 3**    **1 2 3**  |  *Trainer Notes* |

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| Basic Home PrepSet up includes a house prep box with with floor tape, rug runners, door jam protector, and tape. Do training on stair well in south warehouse, tile floor of office, and door jam of break room. | Train on the following and have them practice: * Do a rug runner in the office haul way. Taping both ends properly. Rollup properly taking debris out of home to shake out trash.
* Do floor tape on stair case in south warehouse. Only demonstrate on 6 steps and have them do this only once to not waste.
* Do stair case with tape. Do 4 strips of tape per step. Have them do 6 stairs properly
* Do door jam protector on door jam of break room door.
 |  *Check off and initial as completed*  1 2   1 2 3  1 2 3  1 2 3  |  *Trainer Notes* |