

## Temp Training SOP

1. Contact your Temp Driver at least the night before
2. Send them the Temp website link and the keys location video
3. Send the Do's and Don'ts's handout as well as any other temp material
4. Ask them to review the website videos and material and to text you a good time to call them
5. Go over the material, videos, and procedures prior to their arrival at the truck.
6. Emphasize our **55mph** speed limit, **13'6"** height clearances, smoking, & extended stops policies.
7. Once at the truck, have them call, walk them through the logging into XRS and Roadnet process.
8. Do a quick overview of their job duties, following the route, speed limit, taking photos, etc.
9. Remind them of the importance of starting and stopping on time and about extended stops.
10. Ask them to send you a couple photos so you can see how they're doing during the day
11. Constructively critique them if needed, send examples of the photos we're looking for.
12. Tell them to call or text you if they have any questions, but not while driving.
13. Have them call you at the end of their shift to help them log out.
14. Ask how their day went, tell them to call you in the morning when they arrive at the truck.
15. Remind them that the Samsara Camera system will alert OMT of any distracted driving issues (phone use or touching tablet while driving, etc.) or driving infractions (speeding, following distance, etc.).