DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________ DATE: ____________

FIRST DAY ON THE JOB

COMPLETED

☐ 1. ISSUE KEYS, SIGN KEY REQUEST

☐ 2. ISSUE PAGER AND PAGER NUMBER

☐ 3. ASSIGN MAIL BOX

☐ 4. ASSIGN AREA

☐ 5. ORDER UNIFORMS

☐ 6. SAFE DRIVING TEST

☐ 7. HAZ-MAT ORIENTATION

☐ 8. INTRODUCTION TO DEPARTMENT EMPLOYEES AND SUPPORTING STAFF

☐ 9. MAKE SURE PAPER WORK IS COMPLETED WITH HUMAN RESOURCES OFFICE

EMPLOYEE SIGNATURE: ______________________________ DATE: ____________
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________ DATE: ____________

SECOND DAY ON THE JOB

COMPLETED
☐ 1. GIVE EMPLOYEE A CAMPUS TOUR
☐ 2. EXPLAIN PROCESS OF CHAIN OF COMMAND
☐ 3. EXPLAIN SAFETY REGULATIONS AND REQUIREMENTS
☐ 4. EXPLAIN THE EMPLOYEE’S REQUIREMENTS FOR THE FIRST THIRTY DAYS
☐ 5. CAMPUS SERVICES ORIENTATION HANDBOOK
☐ 6. STARTS PERFORMING DUTIES
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ____________

THIRD DAY ON THE JOB

COMPLETED

☐ 1. EMPLOYEE TRAINING AS DESIGNATED BY SUPERVISOR (FOUR PAGE NEW HIRE TRAINING CHECK LIST)

☐ 2. EXPLAIN POSITION HIRED FOR AND IT’S DUTIES
   EXPLAIN JOB DESCRIPTION TO EMPLOYEE

☐ 3. EMPLOYEE TO PICK UP ACTIVITY CARD
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE
DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________________ DATE: ___________

FOURTH DAY ON THE JOB

COMPLETED
☐ 1. DISCUSS SCHEDULE WITH EMPLOYEE
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE DEPARTMENT ORIENTATION

EMPLOYEE NAME: _______________________________ DATE: ___________

FIFTH DAY ON THE JOB

COMPLETED

☐ 1. FORK LIFT TRAINING

☐ 2. AERIAL LIFT TRAINING
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________________ DATE: ___________

THIRTY DAY EVALUATION

YES  NO

☐  ☐  1. KNOWLEDGE OF CHEMICAL COMMAND CENTER IN EMPLOYEE’S ASSIGNED BUILDING(S)

☐  ☐  2. KNOWLEDGE OF CHAIN OF COMMAND

☐  ☐  3. KNOWLEDGE OF MOST OF THE NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS

☐  ☐  4. SAFETY PRECAUTIONS/REQUIREMENTS

☐  ☐  5. NAMES AND POSITIONS OF EMPLOYEES IN ASSIGNED DEPARTMENTS

☐  ☐  6. KNOWLEDGE OF KEY STAFF IN ASSIGNED BUILDINGS

☐  ☐  7. FAMILIARITY WITH THE LOGS SET UP BY THE DEPARTMENT

☐  ☐  8. KNOWLEDGE OF VEHICLES, VEHICLE SCHEDULES, CLEANING AND SERVICING VEHICLE.
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE
DEPARTMENT ORIENTATION

EMPLOYEE NAME: _______________________________ DATE: ___________

SIX MONTH EVALUATION

YES NO
☐ ☐ 1. KNOWLEDGE OF NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS

☐ ☐ 2. KNOWLEDGE OF ALL LOGS SET UP BY THE DEPARTMENT

☐ ☐ 3. KNOWLEDGE OF JOB DUTIES AND EXPECTATIONS

☐ ☐ 4. BY THIS TIME, EMPLOYEE SHOULD FEEL MORE COMFORTABLE WITH JOB

☐ ☐ 5. GAINING KNOWLEDGE OF EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 50%)

☐ ☐  A - ______________________________

☐ ☐  B - ______________________________

☐ ☐  C - ______________________________

☐ ☐ 6. KNOWLEDGE OF ________________________________

____________________________________________________

(EXPECTED TO KNOW 50%)
DIXIE STATE COLLEGE VEHICLE FLEET/MAINTENANCE DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ____________

ONE YEAR EVALUATION

YES NO

☐ ☐ 1. EMPLOYEE SHOULD KNOW ALL OF THE LOGS SET UP BY THE DEPARTMENT

☐ ☐ 2. EMPLOYEE SHOULD KNOW ALL DUTIES

☐ ☐ 3. PRACTICING ALL SAFETY PROCEDURES

☐ ☐ 4. PRODUCING QUALITY AND THOROUGH ASSIGNMENTS

☐ ☐ 5. BE AN ASSET TO THE DEPARTMENT AND A TEAM PLAYER FUNCTION WELL WITH OTHER EMPLOYEES (THIS IS REQUIRED)

☐ ☐ 6. EMPLOYEE SHOULD KNOW EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 100%)

☐ ☐ A - ________________________________

☐ ☐ B - ________________________________

☐ ☐ C - ________________________________

☐ ☐ 7. KNOWLEDGE OF _____________________________________________________________

(EXPECTED TO KNOW 100%)

☐ ☐ 8. EMPLOYEE SHOULD KNOW ALL CHEMICALS,___________________________ETC...