



# Truckers' Training Checklist

*Best Practice Series*  
BP-12

## Haulage Safety Task Force Training Checklist

The Best Practices for the Training of Truck Drivers is not a complete training program. However, if followed, you can help maintain a safe working environment for yourself and your coworker. It will provide you, the truck driver, with useful information on how to safely operate the truck. The following list of best practices gives you, the driver, a starting kit of the best tools some of the safest mining companies in the U.S. can put together to help keep you safe. Remember, there are possible differences that can prevent you from using some of the best practices listed here at your mine.

Training is an opportunity to transform a work force into a safe, cost-effective, efficient, and productive team. It is up to you to provide the opportunity to make it happen and turn mining into the safest industry possible for the miner.

Training should always be done before the driver starts production work at the mine. If possible, new drivers should be tested on their knowledge after the initial hands-on training, then rechecked periodically.

At intervals, drivers should be observed to ensure that they have not developed any bad habits and to reinforce the training. Separate lines conduct subsequent training as needed.

### General Safety

#### *Personal Safety Equipment*

- Wear appropriate protective equipment, such as hard hat, steel toe boots, safety glasses, gloves, hearing and dust protection.

#### *Seat Belts*

- Seat belts are required at all times when haul truck is in use.
- Seat and seat belt should be in good working order.

DATE: \_\_\_\_\_  
TRUCK #: \_\_\_\_\_  
OPERATOR: \_\_\_\_\_  
SHIFT: 1 2 3

ITEM #	PRE-OPERATION INSPECTION - CHECK BEFORE OPERATING	OK	NR	COMMENTS
1	Seat Belts			
2	Automatic Warning Device (Back-Up Alarm)			
3	Brakes (service/retarder, secondary, park)			
4	Low Air Warning Indicator			
5	Steering Joints / Emergency Steering System			
6	Engine Compartment			
7	Fire Suppression System (is system operative?)			
8	Emergency Monitoring System Stage III Alarm			
9	Tires (flats & lug nuts loose)			
10	Pins (hoist cylinder and body w/retainers)			
11	Auto Lube System (is truck lubricated?)			
12	Fluid Leaks (fuel, coolant, engine oil, transmission oil, hydraulic oil, steering, converter, and brakes)			
13	Lights (head, tail, brake, retarder, clearance, hazard, panel)			
14	Fire Extinguisher (portable)			
15	Glass / Mirrors (circle)			
16	Horn (does it work?)			
17	Wheel Chocks / Lurch Pail Rope (circle)			
18	Windshield Wipers			
19	Heater / Air Conditioner (circle)			
20	Rock Ejectors			
21	Handrails / Steps / Ladders (circle)			
22	Frame Cracks / Bed Cracks / Rear Hitch Pin Assembly (circle)			
23	Clean Working Place			
24	Drain Air Tanks (main, secondary, governor)			
25	Operator's Seat / Passenger's Seat (circle)			
26	Suspensions			
27	Doors			
28	Safety Chains & Cables			
29	Exhaust System			
30	Air Cleaners Plugged			
31	Hoist Cylinders (hard to dump)			
32	Canopy & Rock Guards			
33	Radio			
34	Emergency Monitoring System (test)			
35	Payload Monitoring System (list any fault codes)			
36	Traction Control System (TCS)			
37	Ducktail on Bed Intact?			
38	Does Automatic Retarder Work Correctly?			
39	Fuel Level			
	— ELECTRICAL—			
E 1	Slow Going Uphill Loaded			
E 2	Speedometer or Tachometer			
E 3	Gauges and All Other Warning Devices (overspeed monitor, etc.)			
E 4	Computer or Computer Light			
E 5	Starter			
E 6	Switches			

NR - Needs Repair    E - Electrical  
Immediately report any "NR" condition of above items to your Supervisor. Circle if repaired.  
HOUR METER READINGS - SHIFT START: \_\_\_\_\_ SHIFT END: \_\_\_\_\_

**Pre-Operation Inspection (Where applicable, all of the items below should be checked on every pre-operation inspection.) The machine should be in a safe location before conducting the pre-operation inspection.**

- Fluid levels - engine oil, hydraulic oil, steering oil, brake oil, coolant, and fuel
- Steering components
- Tires, lug nuts, wheels, and flanges
- Frame and bed for cracks and damage
- Mirrors, cameras, windows, windshield wipers, etc.
- Power train - engine, torque converter, transmission, differential, and final drive
- Electric drive alternators and wheel motors
- Hoist cylinders - mounts, pins, and pin keepers
- Rear hitch pin assembly - cracks, proper lubrication, missing bolts, and looseness
- Brakes - test all brakes to ensure they hold to manufacturer's specifications
- Warning devices - gauges, lights, buzzers, and backup alarm
- Fire suppression system/extinguishers - pins and keepers in place, tags current, hoses, etc.
- Wheel chocks available for use
- Ladders, handrails, and steps
- Headlights, clearance, turn signals, tail, and brake
- Heaters and defrosters
- Cab doors open and close properly
- Loose objects secured in cab
- Operator's manual
- Low air warning indicator
- Belts and guards
- Radio

**Know the Controls (Location and Operation) - All Brakes, Signals, Accessories, Instrumentation, and Warning Devices**

- Know how they work, normal and abnormal readings, and what should be done if alarm sounds. (All international symbols should be explained to the operator.)

**Proper Start-Up and Shut-Down Procedures**

- Before starting engine, ensure that all is clear. (Do not proceed if visibility is impaired.)
- Warn others before starting engine.

- Warn others before moving (sound horn).
- Warn others before exiting ready-line (sound horn).
- Follow prescribed procedures for cold or warm engine starting.
- Allow time to warm up before operating.
- Choose safe location to park truck.
- Allow time to cool down before shutdown.
- Set park brake and turn off lights.
- Set wheel chocks if necessary.

**Truck Operation**

**Truck Operation**

- Sit in an upright position with the seat belt fastened at all times.
- Test all braking systems to ensure proper function before operating truck (check operator's manual for correct procedure for your truck).
- Do a function test of the braking system on a grade after the truck is loaded.
- Follow all traffic procedures signs and speed limits posted at the mine.
- Test all steering functions prior to operation (check operator's manual for correct procedure for your truck).

**Working Procedures**

**Operator's Responsibilities**

- Safe, productive operation of the equipment with a minimum amount of down time due to mechanical failure.
- Elimination of property damage and accidents by using care and consideration around other equipment and operators.
- Reporting unsafe conditions immediately.

**Speed Control**

- Throttle, retarder, brakes.
- Speed should be determined by the road conditions or traffic control signs.

**Spotting at Loading Equipment**

- Check clearances.
- Visually check loading area on approach to be sure that no equipment or persons are behind your truck before reversing.
- Pay close attention to highwall areas.
- Watch closely for other equipment, persons, small vehicles, etc.

**Spotting at Dump Locations**

- Check approach, berm height/thickness (reminder: when backing up to a dump, use the berm as a guide only).
- Look for cracked ground/settling/bulges.
- Report any unsafe conditions immediately to the supervisor and other drivers.
- If spotters are provided, have direct communication with them.

**Operating on Grades**

- Use correct gear when descending grades.
  - Follow manufacturer's grade profile charts.
  - Gear down before descending the grade.
  - Use retarder to maintain proper speed.
  - Electric drive units - check for proper voltage prior to descending grade.
- (Note: To ensure dynamic braking on electric drive trucks, the operator must check before starting down the grade to see that proper voltage is being supplied to the wheel motors. This voltage will vary between truck types, so the manufacturer's specifications must be checked and adhered to. Improper voltage will cause loss of dynamic braking.)

**Right-of-Way Procedures**

- Follow all traffic procedures, traffic signs and speed limits posted at the mine.
- Loaded truck generally has right-of-way.
- When in doubt, YIELD!

**Reduction of Component Damage**

- Engine - maintain proper rpm, oil pressure, coolant temperature.
- Tires - avoid rocks in the road, know where the blind side of the truck is, maintain proper speeds and loads.
- Reduce speed when turning or traveling over rough terrain.
- Operate within the design limits of the truck.

**Machine Systems**

- Know the difference between proper operation and possible malfunction. Operators should know about the truck's
- Brake systems
- Steering systems

- Warning systems
- Accessories
- Emergency Shut-Down Procedures
- Fire-Suppression System
- Other vehicle-specific systems

**Housekeeping**

- Keep the driver's compartment of the haul truck free of combustible materials.
- Secure all loose items in cab.
- Keep ladders, walkways and cabs clear of extraneous material and tripping hazards.

These truck training guidelines have been developed to assist in building a knowledge and awareness of safe haul truck operation. They were designed to give the basic "How-To" operation parameters and are not a complete training program.

Note: It is important that every truck operator read and understand the truck operator's manual and use good common sense when operating any piece of equipment. Always report any changes, such as unusual sounds and operating responses, in your equipment (Anything your senses can pick up).

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