

# WMM - Work Methods Modules

## Driver Training Modules

### Paperwork Control

A-1 Driver Check In ok

### P&D Paperwork

B-1 Driver Delivery Manifests ok

B-2 Visual: Driver Delivery Manifests ok

B-3 Delivery Receipt ok

B-4 Visual: Delivery Receipt ok

B-5 Driver City Pick Up Manifest ok

B-6 Visual: Driver City Pick Up Manifest ok

B-7 Bill of Lading ok

B-8 Visual: Bill of Lading ok

B-9 Packing Lists & Export Papers ok

B-10 OS&D Exception Reports ok

B-11 Visual: OS&D Exception Reports ok

B-12 Driver Vehicle Inspection Report ok

B-13 Visual: Driver Vehicle Inspection Report ok

B-14 Call In Delivery Exceptions ok

### Equipment Appearance & Control

C-1 Equipment and Freight Appearance ok

C-2 Visual: Appearance 1 ok

C-3 Visual: Appearance 2 ok

C-4 Visual: Appearance 3 ok

C-5 Visual: Equipment Appearance Visual ok

C-6 Securing Tools on Trailer ok

C-7 Visual: Securing Tools on Trailer ok

C-8 En Route Security ok

C-9 Vehicle Inspection Stickers ok

### Point of Pick Up

D-1 Picking Up Freight ok

D-2 Check Packaging & Labeling ok

## Driver/Dock Videos

E-1 Video: Securing the Load - Discussion Points

## Dock Training Modules

### Dock Paperwork/Bill Control

Outbound Door Clipboard N-1 ok

Unloading Manifest & Dock Handling Copy N-2 ok

Visual: Unloading Manifest N-3 ok

Visual: Dock Handling Copy N-4 ok

Unmanifested Freight Records N-5 ok

Visual: Unmanifested Freight Records N-6 ok

OS&D Exception Report (Dock) N-7 ok

Reweighs N-8 ok

When Taken Off the Unloading N-9 ok

Bar Coded Trailer Cover Sheets N-10 ok

Pros Flagged for Inspection N-11 ok

### Knowledge of Dock Layout / Equipment

Dock Layout O-1 ok

Proper Forklift Operating Techniques O-2 ok

Recoup Freight O-3 ok

Dunnage Circulation O-4 ok

### Stacking Freight

Stacking Freight P-1 ok

Visual: Stacking Freight P-2 ok

Loading Logistic Beam Trailers P-3 ok

Visual: Loading Logistic Beam Trailers P-4 ok

### Special Handling

Special Handling Q-1 ok

Visual: Special Handling Q-2 ok

Loading Drums Q-3 ok

Visual: Loading Drums Q-4 ok

Loading Pallets of Bags Q-5 ok

Visual: Loading Pallets of Bags Q-6 ok

Handling Totes Q-7 ok

Loading Forklifts Q-8 ok

Unpackaged Freight Q-9 ok

Handling Appliances - Basiloid Attachment Q-10 ok

Handling Tires Q-11 ok

Fork Extensions Q-12 ok

### Securing Loaded Freight

Secure Freight R-1 ok

Visual: Secure Freight R-2 ok

HazMat Load Securement R-3 ok

Visual: HazMat Load Securement R-4 ok

### Final Loading & Close Out

Loading Last Quarter S-1 ok

Trailer Close Out Procedure S-2 ok

Bar Coded Trailer Cover Sheets S-3 ok

Trailer Cube S-4 ok