

New Driver Practical Assessment

Manager:	
Trainee:	
Date:	
Location:	

Instructions:

- You will need one printed packet per trainee.
- **Paper assessments will need to be inputted into the New Driver Practical/Forklift Operator Practical in PODS U**, which includes:
  - Performance Level
  - Comments
  - Trainer Sign Off

For questions/support, please contact the Corp Ops Training Team at PODSU@pods.com.

Performance Level Key

<table>
<tr><td colspan="2">Outstanding: Consistently exceeds all job expectations. Demonstrates exceptional initiative, quality of work, and commitment.</td></tr>
<tr><td>Criteria:
Achieves results beyond defined goals and frequently seeks opportunities to go above and beyond.
Demonstrates leadership and innovation in tackling challenges.
Sets an example for others; regularly improves processes, and mentors peers.</td><td>Action:
Ask permission to give them public recognition, and then call them out in team meetings and morning huddles.
Ask that they train others on this topic.
Give them Blue Door recognition.</td></tr>
<tr><td colspan="2">Successful Plus: Frequently exceeds job expectations and occasionally goes beyond the typical requirements of the role.</td></tr>
<tr><td>Criteria:
Regularly meets and sometimes surpasses goals.
Shows initiative in taking on additional responsibilities or projects.
Often provides constructive input and demonstrates strong problem-solving skills.</td><td>Action:
Ask permission to give them public recognition, and then call them out in team meetings and morning huddles.
Give them Blue Door recognition.</td></tr>
<tr><td colspan="2">Successful: Consistently meets all job expectations. Performs at the expected level for the role</td></tr>
<tr><td>Criteria:
Accomplishes tasks as expected and on time.
Works effectively and collaboratively with team members.
Demonstrates a good understanding of responsibilities and shows reliability in execution.</td><td>Action:
Ask the new driver to continue doing the positive behavior.</td></tr>
<tr><td colspan="2">Needs Improvement: Occasionally falls short of meeting job expectations. Needs to improve performance in specific areas to meet standards and are not related to safety.</td></tr>
<tr><td>Criteria:
Completes most tasks but may be too slow or require additional guidance.
Struggles to consistently meet certain job requirements.
Needs to develop skills or adjust behaviors to improve performance.</td><td>Action:
Provide a clear direct to improve performance.
Offer additional resources and time to aid in performance improvement.</td></tr>
<tr><td colspan="2">Unacceptable: Consistently fails to meet job expectations that are not related to safety. Performance does not meet the basic requirements of the role. OR Occasionally falls short of meeting job expectations that are related to safety.</td></tr>
<tr><td>Criteria:
Regularly misses deadlines or produces substandard work.
Requires significant improvement to meet the expectations of the position.
May have received warnings or guidance on areas needing improvement but has not shown sufficient progress.</td><td>Action:
Do Not Sign Off on Items That Are Unacceptable
Provide a clear directive to improve performance.
Provide additional resources and time to aid in performance improvement.
Set a check in date and defer solo operations until the items in question are absolved.</td></tr>
</table>

Practical | Site Hazard Assessment

<table>
<tr><td>Identifies structures/ground-level accessories and ensure 4ft of clearance.
• Identifies structures such as residence, garage, carport, building, fence, retaining wall, support beam, etc.
• Identifies any ground-level accessories such as porches, bushes, mailboxes, sprinklers, etc.
• Measures 4ft from outermost edge of structures/ground-level accessories and places safety cone.
• Takes a photo of safety cone placement, including measuring tape extended to 4ft, and uploads to Cheetah.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
<tr><td>Ensures there is 15ft of overhead clearance in placement area.
• Identifies any tree limbs or power/utility lines in the placement area.
• Steps back 10ft from tree limb or power/utility line.
• Extends tape measure to 15ft to measure clearance without making contact with tree limb or powerline.
• Measures 4ft from the outermost edge of any overhangs, gutters, carports, etc.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
<tr><td>Identifies if the placement area/PODZILLA pathway includes a fragile/unpaved surface.
• Identifies any fragile surfaces such as pavers, stone, bricks, decorative concrete, tile, cobblestone, etc.
• Identifies any unpaved surfaces such as dirt, grass, gravel, crushed stone, shell, sand, pine straw, etc.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
<tr><td>Evaluate uneven surfaces.
• Identifies uneven surfaces and slopes—i.e. steep driveway, gutters, cracks, sinkholes, etc.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
</table>

<table>
<tr><td>Gets any required waivers signed.
If the placement is near a structure/ground-level accessory, on a fragile/non-paved surface, or otherwise challenging the associate:
Discusses an alternative placement area.
If customer insists, call Market Manager to get placement approval.
Presents any required waivers.
Upload photos of signed waivers to Cheetah.</td><td>Notes</td></tr>
<tr><td>Performance Level<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
☐</td></tr>
<tr><td>Outline operational pathway. The driver explains the plan for drop-off, outlining the operational pathway for both the PODZILLA and the truck and accounting for any structures/obstacles.</td><td>Notes</td></tr>
<tr><td>Performance Level<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
☐</td></tr>
</table>

New Driver Practical | PODZILLA – Placing a Container

<table>
<tr><td>Propper PPE: Driver has on all the correct PPE and is using them when necessary (for example, had gloves on when operating the equipment):
- Gloves
- Safety-toed shoes
- High Vis Vest</td><td>Notes</td></tr>
<tr><td>Performance Level
<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
☐</td></tr>
<tr><td>Site Arrival
Step 1: Park the PODS vehicle in a safe place adjacent to the customer’s premises.
Step 2: Turn on 4-way flashers (hazards) and strobe lights.
Step 3: Exit the vehicle using three points of contact and minding other vehicle traffic.
Step 4: Place DOT safety cones.</td><td>Notes</td></tr>
<tr><td>Performance Level
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☐</td></tr>
<tr><td>In-person customer interaction (if applicable):
Knock on the Door
• Eye contact and smile
• Quality verbal communication
• Introduce yourself by name and state that you are with PODS
• Explain the delivery process and review container placement/direction</td><td>Notes</td></tr>
<tr><td>Performance Level
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<tr><td>Review placement area for hazards
• Assess and measure any potential obstacles
• Determine if Fragile/Unpaved Surface, Street Placement, Placement Near Structure, or Parking Lot Waiver is needed.
• Place safety cones 4’ from any structure/obstacle.</td><td>Notes</td></tr>
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<table>
<tr><td>Cheetah Photos (Before Placement): Captures required cheetah photos:
Initial/Redelivery at Customer Site – 2 pics
• Any existing damage to customer property
• Measuring tape extending 4ft rule from structure with safety cone placed

Move to Move – Drop Off – 1 pic
• Existing damage to delivery customer property PRIOR to container placement.</td><td>Notes</td></tr>
<tr><td>Performance Level
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☐</td></tr>
<tr><td>Starting the Lift:
• Check the area around the truck and the lift in order to ensure the path is clear and safe.
• Pull the choke on the lift engine, turn ignition key to start the engine, and then close the choke once the engine starts.
• Adjust to half – ¾ speed for lift operation.</td><td>Notes</td></tr>
<tr><td>Performance Level
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<tr><td>Lift Container from the Truck | Part I:
• Extend the PODZILLA legs in the following order to lift the container: #1, #2, then #5
• Extend the spreader bar until the inside drive wheel clears the truck’s back tires (approx. 1’).
• Extend leg #4 until drive wheel makes contact with the ground.
• Retract leg #5 until the drive wheel is at least 12” from the ground.
• Extend the spreader bar until the inside drive wheel clears the truck’s back tires (approx. 1’).</td><td>Notes</td></tr>
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<table>
<tr><td>Lift Container from the Truck | Part II:
• Extend leg #5 until the drive wheel makes contact with the ground.
• Slide chain brackets in front of the lift points and hook chains to the container with hooks facing out (opposite directions).
• Retract legs #1 and #4 to at least 6” off the ground.
• Extend the spreader bar completely.
• Extend legs #1 and #4 until the wheels touch the ground.
• Extends front and rear legs evenly (alternating levers #1 & #2 and #4 & #5), lifting container to 12” above the truck bed.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
<tr><td>Remove the Truck from
• Drive the truck straight ahead until the bed is out from under the lift (without making contact).
• Park the truck in a safe place adjacent to the customer property.
• Set parking break.
• Exit the vehicle using three points of contact and minding other vehicle traffic.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
<tr><td>Traveling with a Container:
• Do not travel with a container more than 12’’ off the ground.
• Do not allow excessive swaying.
• Keep all wheels on the ground at all times.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
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<table>
<tr><td>Placing a Container
Alternate retracting legs #1 & #2 together and #4 & #5 together to lower the container gently to the ground without swaying.
Lower the lift completely until the spreader wheels are on the ground.
Retract leg #5 until the drive wheel is off the ground.
Retract the Spreader Bar until the driver’s side drive wheel is approximately 1 inch from the container.
Extend leg #5 until the drive-wheel contacts the ground.
Retract leg #4 until the control side drive wheel is off the ground.
Retract spreader bar until the control side drive wheel is 1 inch from the container.
Remove chains from the container, stow chains, and slide chain brackets aside (must reach UNDER the spreader bar).</td><td>Notes</td></tr>
<tr><td>Performance Level<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
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<tr><td>Removing Lift
Spread the PODZILLA to create a 4-6-inch gap between the container and the guide wheel.
Extend leg #4 until the drive wheel is on the ground.
Retract leg #5 until the drive wheel is off the ground.
Extend the driver’s side of the lift until there’s a 4-6-inch gap between the container and the guide wheel.
Extend leg #5 until the drive wheel contacts the ground.
Alternate extending legs #1 & #2 together and legs #4 & #5 together until the spreader bar is 4-6 inches from the container.
Lower the lift’s engine to 5 feet above the ground and slowly pull the drive levers to remove the lift from the container.</td><td>Notes</td></tr>
<tr><td>Performance Level<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
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<tr><td>Loading the Lift onto the Truck
• Raise the lift to approx. 12” above the truck bed.
• Back the truck under the lift without making contact.
• Alternate retracting legs #1 & #2 together and legs #4 & #5 together until the lift is 1’ above the bed and 2-4 inches from the cab.
• Retract legs #4 & #5 until the lift rests squarely on the nylon pads, then retract the legs completely.
• Adjust legs #1 & #2 for 6” of tab clearance.
• Retract spreader bar completely.
• Retract legs #1 & #2 completely.
• Push forward on all valves in sequence to ensure life is completely closed.
• Turn off motor.
• Adjust PODZILLA spikes and secure chains.
• Spin and lock caster wheels into travel position.</td><td>Notes</td></tr>
<tr><td>Performance Level
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<tr><td>Purchased Blankets (If applicable): Driver folds any blankets purchased and stacks them neatly in the opening of the container with any purchased locks on top. Driver takes photo of blankets and locks in container and uploads to Cheetah.</td><td>Notes</td></tr>
<tr><td>Performance Level
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☐</td></tr>
<tr><td>Cheetah Photos (After Placement):
Captures required cheetah photos:

Initial/Redelivery at Customer Site – 3 pics
• Side view with container number
• Left side of container placement area
• Right side of container placement area
Move to Move – Drop Off – 2 pics
• Left side of container placement area
• Right side of container placement area
Ancillary Items – 1 pic
• Ancillary items placed inside delivered container</td><td>Notes</td></tr>
<tr><td>Performance Level
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<table>
<tr><td>Driver Adequality Did the Following
• Wore PPE, including gloves, at all times while directly operating heavy equipment or while around heavy equipment operations.
• Finished the job in Cheetah.
• Maintained and enforced the 25 feet rule for the heavy equipment.
• Had all necessary waivers signed.</td><td>Notes</td></tr>
<tr><td>Performance Level
• Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
<tr><td>Driver Avoided the Following
• All pinch points.
• Reaching in between the container and the PODZILLA.
• Being downhill from the PODZILLA or other heavy equipment.
• Traveling with a container more than 12’’ off the ground.</td><td>Notes</td></tr>
<tr><td>Performance Level
Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable</td><td>Sign Off
☐</td></tr>
</table>

New Driver Practical | Container Tour

<table>
<tr><td>Container Features: Explain container use and features to the customer, including:
Tie Downs
Latch (how to open/close/lock)
Roll door
Container # (tell them to take a picture)</td><td>Notes</td></tr>
<tr><td>Performance Level<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
☐</td></tr>
<tr><td>How to Load: Explain how to pack the container safely and securely:
Weight evenly distributed—heavy items on the bottom and in the middle.
Use ratchet straps or rope, not bungie chords, for tie downs.
Use the tie downs that are four feet back from the door to pull belongings away from the door.
When possible, load furniture vertically.
Use small items (like pillows and cushions) to fill in small spaces—this will help minimize shifting.
Keep clearance at the top of the roll door.
Pack your mattress on the side, not on the top, so that it doesn’t shift and block the door.
In the last section, use a box spring/large sheet of cardboard/four extra-large flattened boxes taped together to create a barrier. This will prevent objects from falling against the door and jamming it.</td><td>Notes</td></tr>
<tr><td>Performance Level<table><tr><td>Outstanding</td><td>Successful Plus</td><td>Successful</td><td>Needs Improvement</td><td>Unacceptable</td></tr></table></td><td>Sign Off
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</table>

New Driver Practical | PODZILLA - Retrieving a Container

Proper PPE: Driver has on all the correct PPE and is using them when necessary (for example, had gloves on when operating the equipment): - Gloves - Safety-toed shoes - High Vis Vest	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Site Arrival: Step 1: Park the PODS vehicle in a safe place adjacent to the customer's premises. Step 2: Turn on 4-way flashers (hazards) and strobe lights. Step 3: Exit the vehicle using three points of contact and minding other vehicle traffic. Step 4: Place DOT safety cones.	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
In-person customer interaction (if applicable) Knock on the Door • Eye contact and smile • Quality verbal communication • Introduce yourself by name and state that you are with PODS • Explain the delivery process and review container placement/direction	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Review placement area for hazards • Assess and measure any potential obstacles • Determine if **Fragile/Unpaved Surface, Street Placement , Placement Near Structure, or Parking Lot Waiver** is needed. • **Place safety cones 4' from any structure/obstacle.**	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐

<table>
<tr><td>Cheetah Photos (Before Retrieval)
Captures required cheetah photos:
Return to Storage (WRT) – 1 pic
• Existing damage to customer property PRIOR to container pickup
Final Pickup – 1 pic
• Existing damage to customer property PRIOR to container pickup
Move to Move – Pickup – 1 pic
• Existing damage to pickup customer property PRIOR to container pickup</td><td>Notes</td></tr>
<tr><td>Performance Level
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☐</td></tr>
<tr><td>Starting the Lift
• Check the area around the truck and the lift in order to ensure the path is clear and safe.
• Pull the choke on the lift engine, turn ignition key to start the engine, and then close the choke once the engine starts.
• Adjust to half – ¾ speed for lift operation.</td><td>Notes</td></tr>
<tr><td>Performance Level
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<tr><td>Removing Lift from the Truck
• Extend the legs #1 & #2 until sidebar tabs clear the truck bed and caster wheels are on the ground.
• Extend leg #5 until drive wheel is on the ground.
• Extend the spreader bar until the inside drive wheel clears the truck’s back tires (approx. 1’).
• Extend leg #4 until drive wheel makes contact with the ground.
• Retract leg #5 until the drive wheel is at least 12” from the ground.
• Extend the spreader bar until the inside drive wheel clears the truck’s back tires (approx. 1’).
• Extend leg #5 until the drive wheel makes contact with the ground.
• Extend leg #4 & #5 until the lift is 1’ above the truck bed.
• Extend legs #1 & #2 together until lift is horizontally even.</td><td>Notes</td></tr>
<tr><td>Performance Level
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Remove the Truck from under the Lift • Drive the truck straight ahead until the bed is out from under the lift (without making contact). • Park the truck in a safe place adjacent to the customer property. • Set parking break.	Notes
Performance Level • Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Walk the Lift onto the Container • Align the lift so the guide wheels are 4-6” away from each side of the container. • **Alternate extending legs #1 & #2 together and legs #4 & #5 together until the spreader bar is 4-6” from the container.** • Drive the lift over and around the container while maintain 4-6” distance between container and guide wheels. • **Walk to the rear of the lift to check that the spreader bar will clear container when lowered.** • **Alternate retracting legs #1 & #2 together and legs #4 & #5 together until the spreader wheels are 1” from the ground.**	Notes
Performance Level • Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Retrieving the Container • Retract leg #4 until the drive wheel is off the ground. • Close the spreader until the spreader wheel is 1” from the container. • **Extend leg #4 until the drive wheel is on the ground.** • Retract leg #5 until the drive wheel is off the ground. • Close the spreader until the spreader wheel is 1” from the container. • **Slide the lift chain brackets in front of the lift points and hook the chains to the container with the hooks facing out (opposite directions).** • Ensure container eyelets and chains are parallel. • Spread lift until the lift chains are tight on each side or the lift is expanded fully. • **Extend leg #5 until the drive wheel is on the ground.;** • **Alternate extending legs #1 & #2 together and legs #4 & #5 together, keeping the container level and with minimal swaying, until the lift is fully extended.**	Notes
Performance Level • Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐

Back the Truck under the Lift • Back the truck straight back until the bed is under the lift (without making contact). • Set the parking brake. • Exit the vehicle using three points of contact and minding other vehicle traffic.	Notes
Performance Level • Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Loading the Lift and Container Part I • **Alternate retracting legs #1 & #2 together and legs #4 & #5 together, keeping the container level and with minimal swaying, until the container is squarely on the truck bed.** • Retract legs until the lift is 1' above the bed and 2-4 inches from the cab. • Retract legs #4 & #5 until the front of the lift rests squarely on the nylon pads. • Retract leg #5 until drive wheel is 1' off the ground. • Retract the spreader until there is enough slack in the chains to remove them. • Unhook and stow chains, slide chain brackets out of the way of container lift points.	Notes
Performance Level • Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Loading the Lift and Container Part II • Adjust legs #1 & #2 for 6" of tab clearance. • Retract spreader bar completely. • Retract legs #1 & #2 completely. • Retract legs #4 & #5 completely. • **Push forward on all valves in sequence to ensure life is completely closed.** • Turn off motor. • **Adjust PODZILLA spikes and secure chains.** • **Spin and lock caster wheels into travel position.**	Notes
Performance Level • Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐

<table>
<tr><td>Secure the Container
For each lift point:
• Wear protective gloves.
• Ensure each tie down strap is not twisted.
• Place the hook of the tie down strap through the lift point of the container (hook facing out).
• Tighten the strap by turning the strap wheel towards the ground.
• Slide the breaker bar into one of the holes on the strap wheel.
• Push down on the break bar to secure the strap.
• Make sure the metal catch secures the tightened wheel.</td><td>Notes</td></tr>
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☐</td></tr>
<tr><td>Cheetah Photos (After Retrieval)
Captures required cheetah photos:
Return to Storage (WRT) – 2 pics
• Left side of truck with container secured
• Right side of truck with container secured

Final Pickup – 3 pics
• Left side of truck with container secured
• Right side of truck with container secured
• Driveway or area where container was picked up

Move to Move – Pickup – 2 pics
• Left side of truck with container secured
• Right side of truck with container secured</td><td>Notes</td></tr>
<tr><td>Performance Level
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</table>

Practical | Post Trip

Post Trip CMV DVIR: Have participant complete the CMV DVIR process using Samsara while you evaluate them based on their attention to detail and the accuracy of their assessment of the CMV's condition and road readiness.	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Bottom Line: Does the trainee operate within the safety guidelines By checking this box, you confirm that you believe the driver will follow all safety guidelines.	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
Bottom Line: Do you have confidence that the trainee will operate up to the standard? By checking this box, you confirm that you believe the driver will follow all operations guidelines.	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
What did the trainee do exceptionally well?	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐
What does the Participant need to work on?	Notes
Performance Level Outstanding | Successful Plus | Successful | Needs Improvement | Unacceptable	Sign Off ☐