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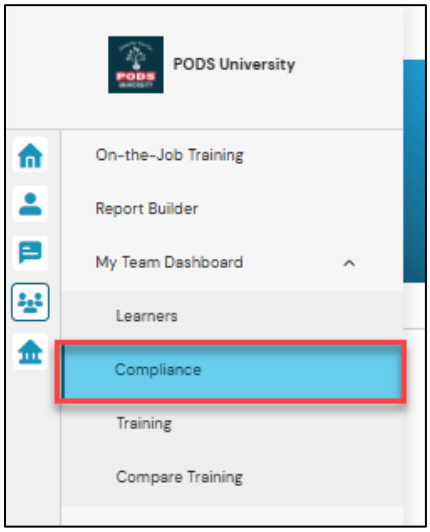
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How do I know if my team is 100% on Compliance?

1. From the PODS U homepage, click "**Go to My Team's Dashboard**."

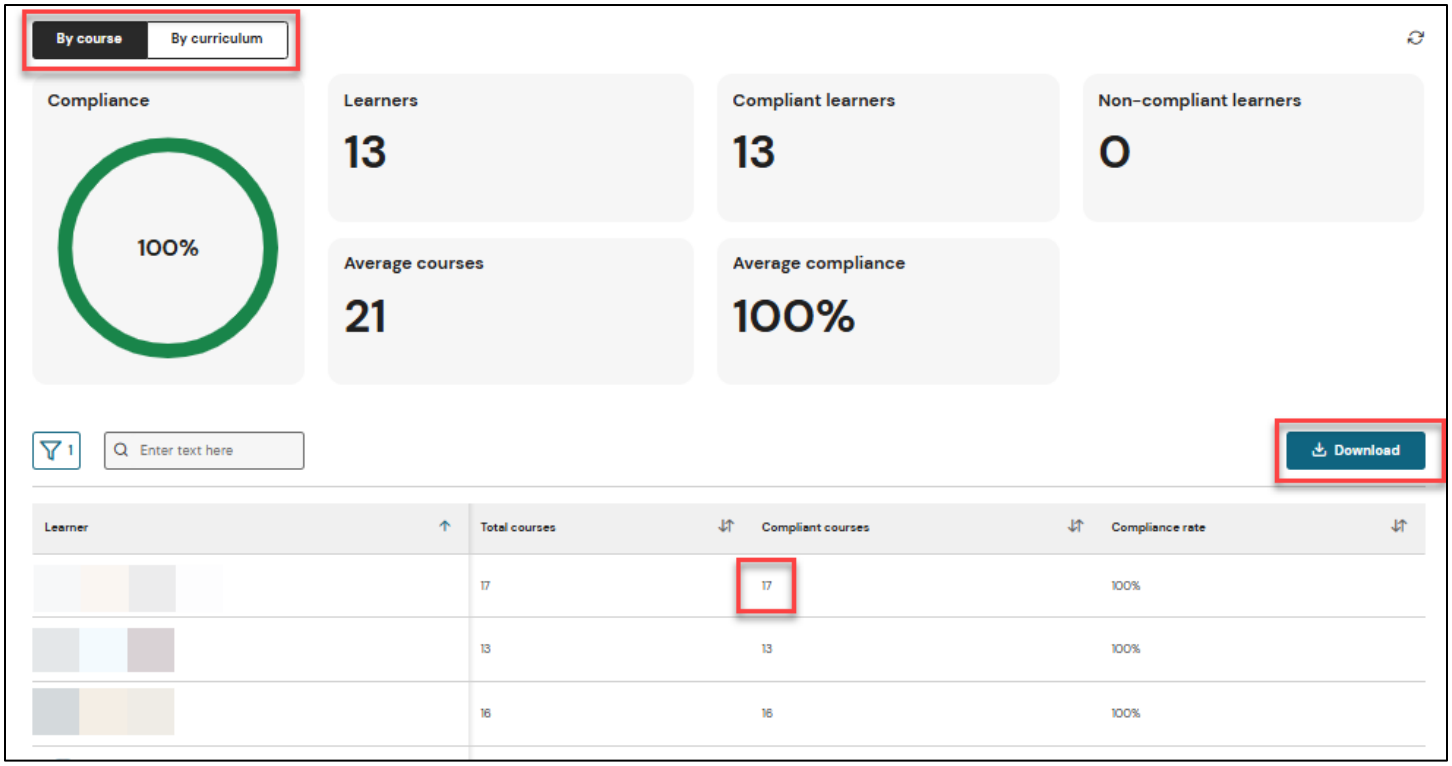


2. From the Team Dashboard page, select **Compliance** from the My Team Dashboard menu on the left.



3. From here, you'll get an overview of your teams Compliance training completions. Compliance courses are any course that is meets a federal or state level regulation, as well as role-based new hire training. **These courses are the "Training Gate" that must be completed before a new hire works solo.**

- Check both the "**By courses**" and "**By curriculum**" tabs. **Both should be at 100%.**
- Click "**Download**" to get a Compliance training report
- Click on the **number of courses** next to a specific associate to see which Compliance courses they need to complete.

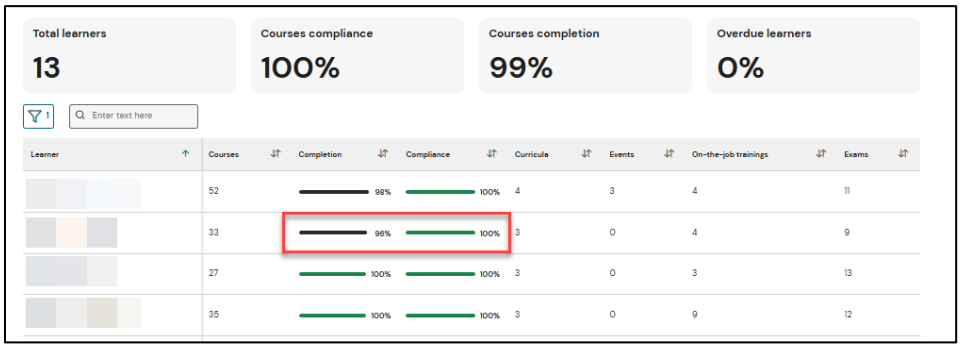


How do I see what a specific person on my team needs to complete?

1. From the PODS U homepage, click "**Go to My Team's Dashboard**."



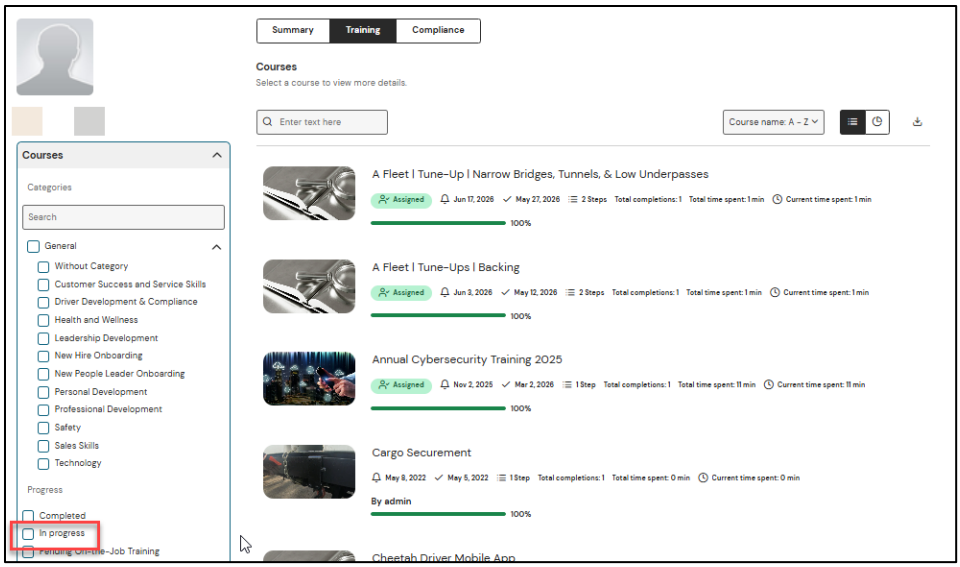
2. Click on the **progress bars** next to the name of the associate you want to take a look at.



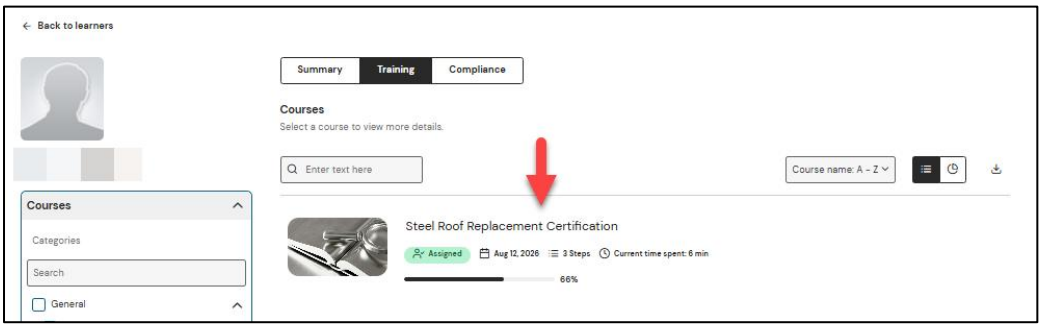
3. On the Associate's page, choose the **Training** tab.



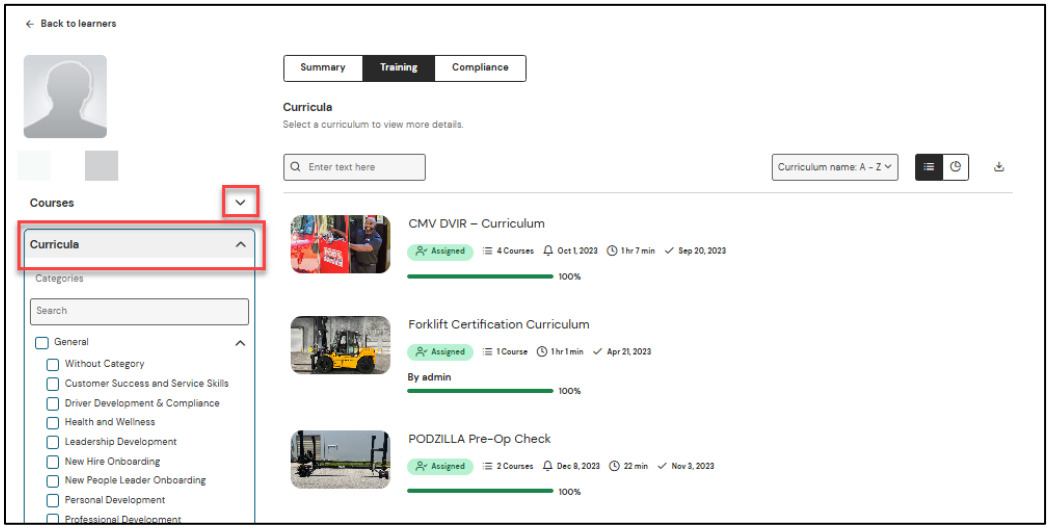
4. On the Associate's Training page, select "**In progress**" from the **side bar filter menu**.



5. You should then have a list of any course the associate is enrolled in that is Incomplete.



To see if your associate is complete on all of their curricula, close the Courses filter menu and click on the **Curricula filter menu.**

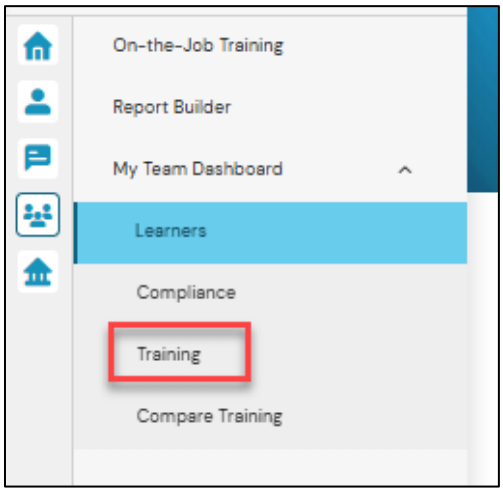


How do I see who has or has not completed a specific course?

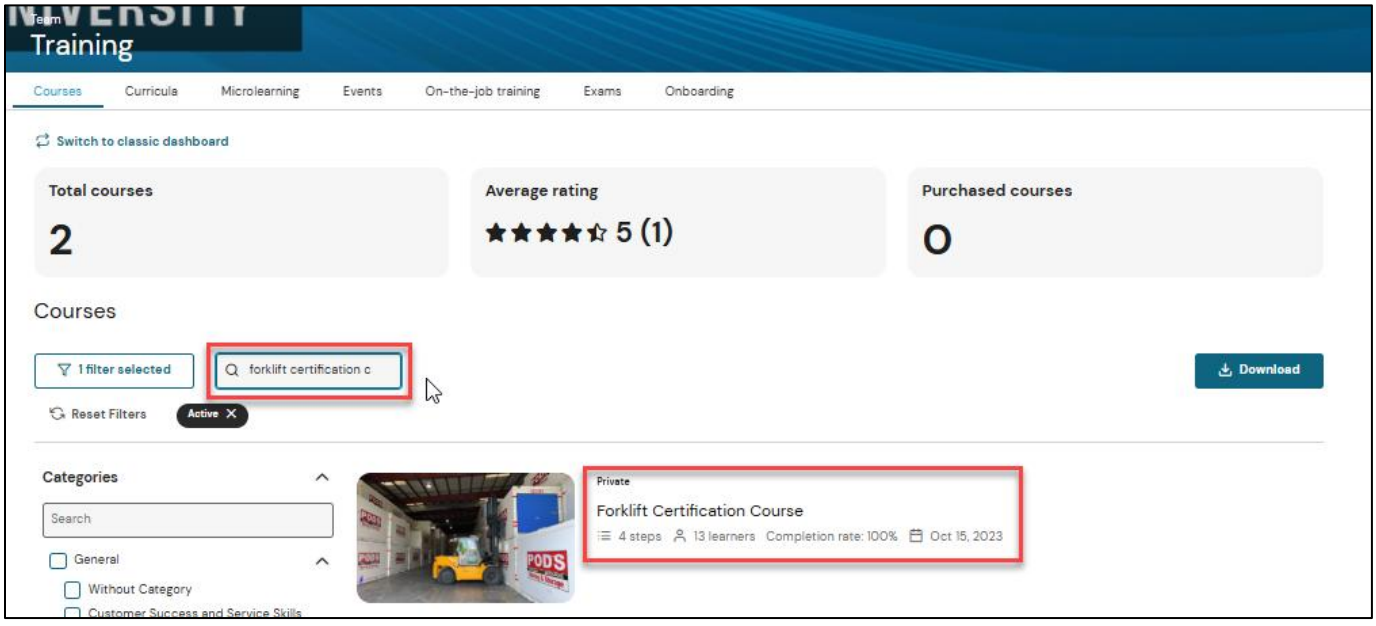
1. From the PODS U homepage, click "**Go to My Team's Dashboard**."



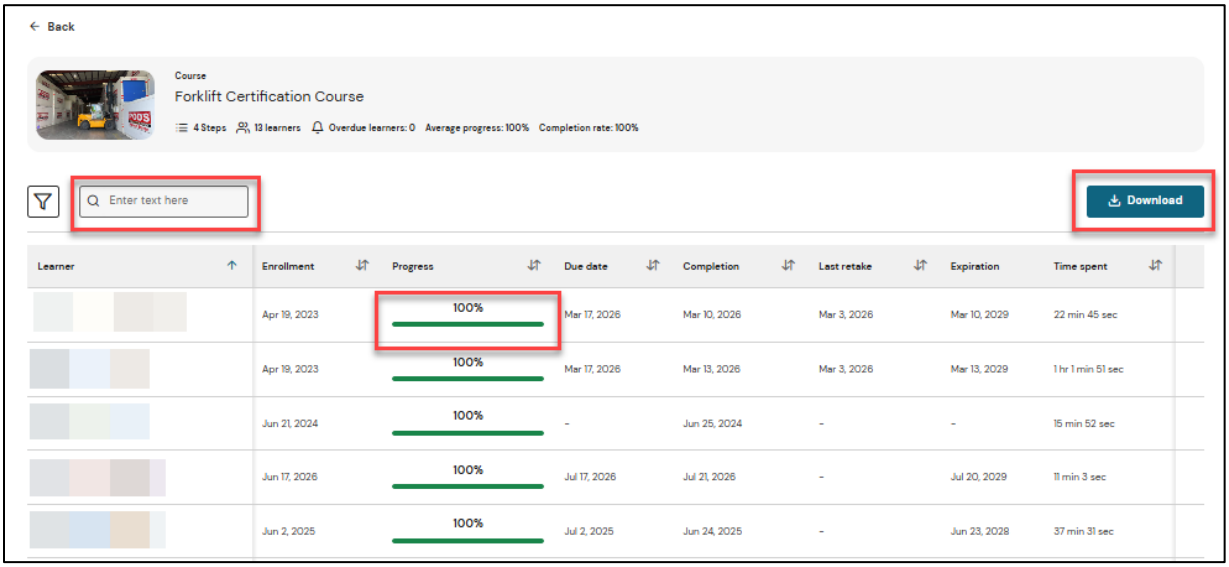
2. From the Team Dashboard page, select **Training** from the My Team Dashboard menu on the left.



3. In the **search bar under "Courses"** type in the name of the course you're looking for. Then **click on the title** of the course when it appears.



4. From here, you can see an overview of your team's completion on that course.
   - Use the **search bar** to look for a specific associate
   - Click "**Download**" to download a report for that course
   - Click on the **progress bar** next to the name of an associate to see more details/complete an evaluation upload or On-the-Job Training sign off.

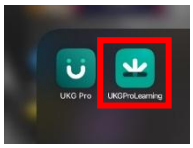


How do I complete the New Driver Training Practical?

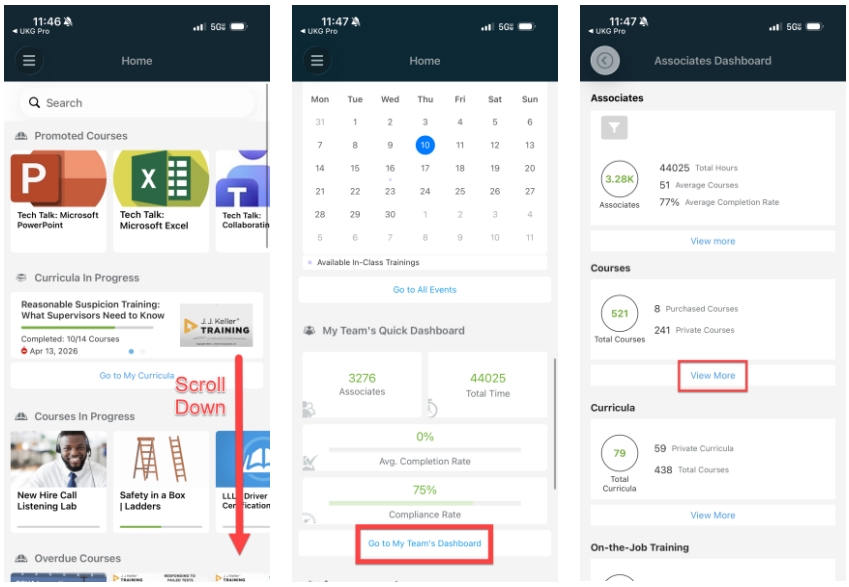
Completing the Practical on Your Phone

It is recommended that the Practical be completed using a phone and the "UKGProLearning" app. Follow the directions below to use the phone to complete the new driver practical while on a ride along:

Step 1: Open the **UKGProLearning** app and sign in using your **PODS single sign-on (SSO).**
Access Code: PODSENT

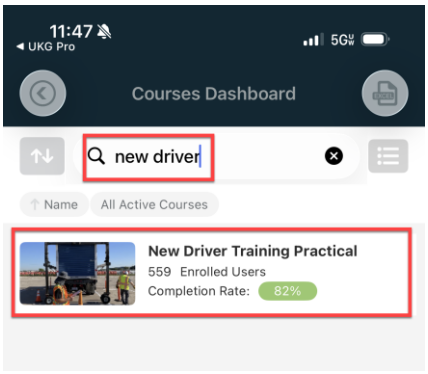


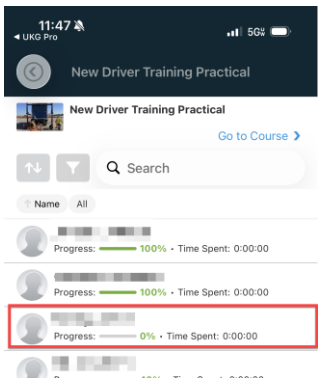
Step 2: From the home page, scroll down to "**My Team's Quick Dashboard**." Choose "**Go to My Team's Dashboard**." From the dashboard page, choose go to "**Courses**" and choose "**View More**."



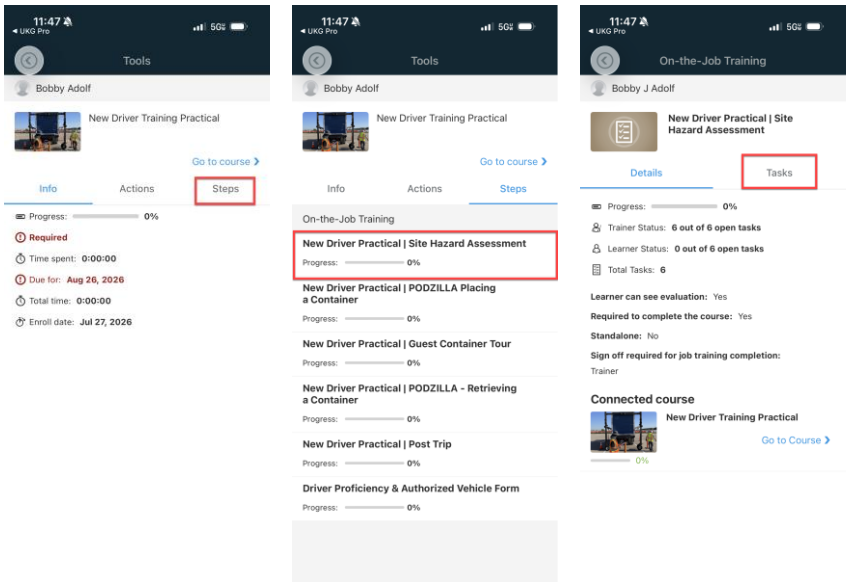
Step 3: From the Courses Dashboard, type "**new driver**" in the search bar. Choose the "**New Driver Training Practical.**"

Step 4: From the New Driver Training Practical screen, choose the associate who you're going to be riding along with.





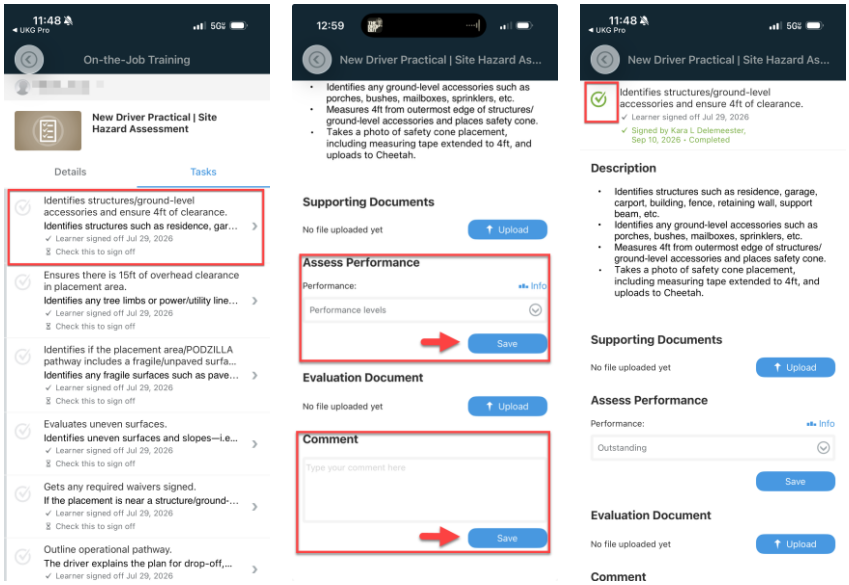
Step 5: On the Associate's page, go to Steps. On the Steps page, choose the On-the-Job Training you're ready to evaluate. From the On-the-Job Training, go to Tasks.



Step 6: Click on **each task** to open it and see the full description. From here you can:

- Choose a **Performance** rating (be sure to hit save after you select)
- Write in **Comments** (be sure to hit save)

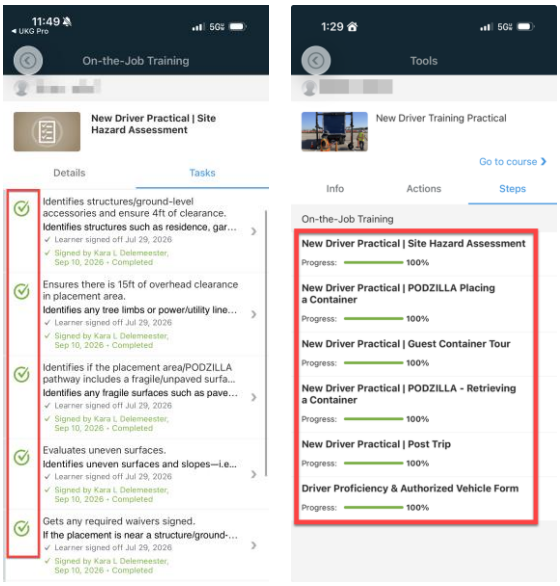
Tap the **check mark icon** to sign-off on the task. **If you miss this step, the task will not be marked complete.**



NOTE: Any bolded items are safety critical. If the driver misses these actions, then the task should be marked "Unacceptable." Note in the comments which task(s) were missed.

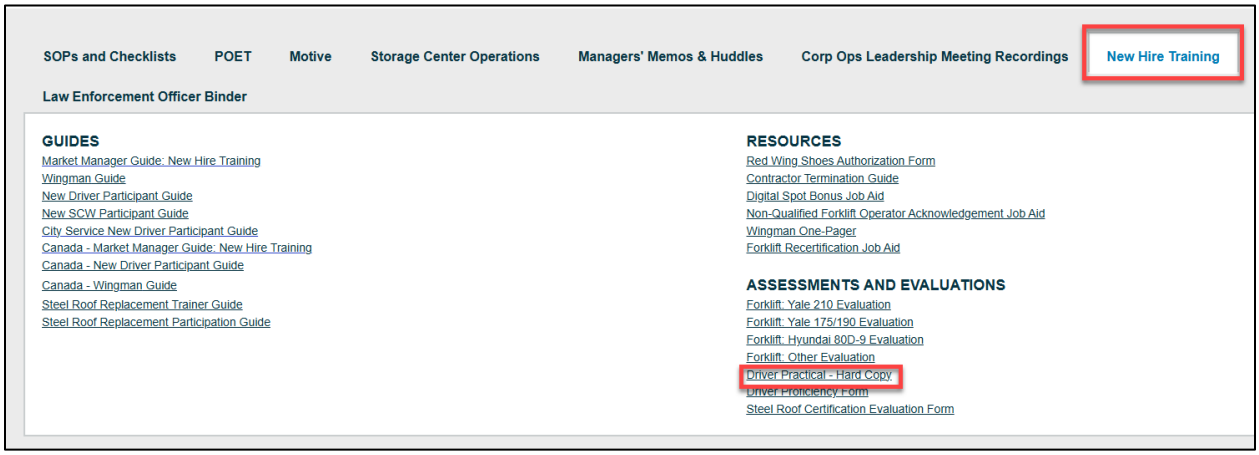
NOTE: If a driver performs at "Unacceptable" on a task, set that task's Performance Level to "Unacceptable," make any necessary notes, click "Save," but DOT NOT check off the task. You should then continue training that driver and reassess them, when ready, on the tasks they failed. When they are performing at an acceptable level you can then adjust the Performance Level and check off the task to complete their Practical.

Step 7: Repeat Step 6 for **each task** and **each On-the-Job Training** until all of the tasks are checked off and marked 100% complete.

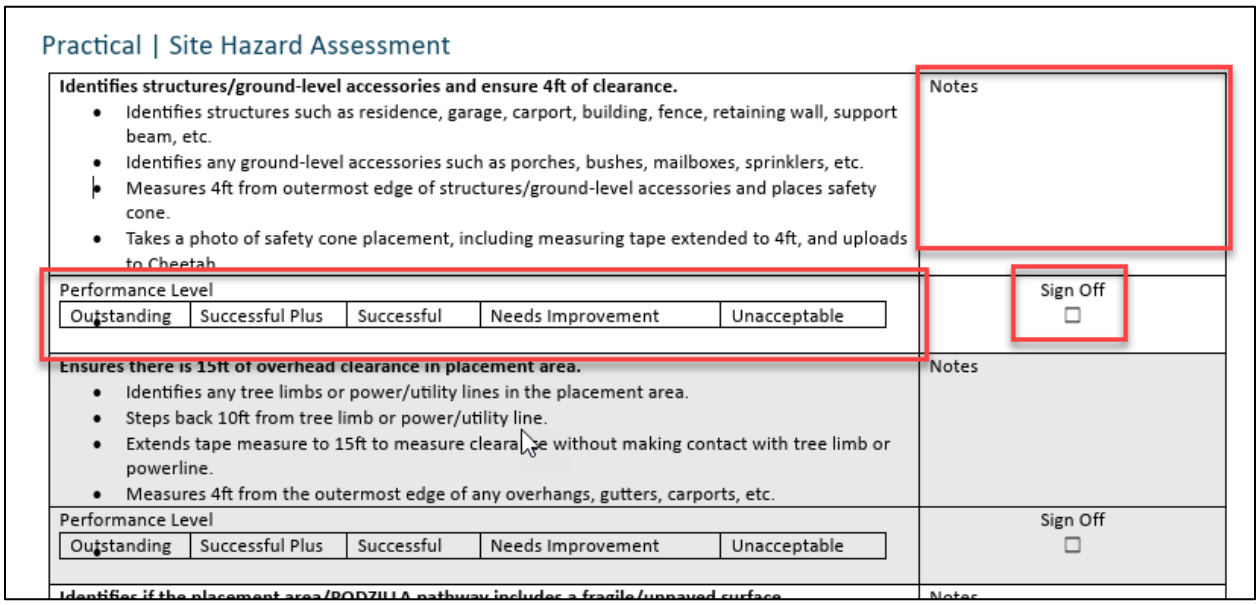


Completing the Practical on Paper

The Practical Assessment can be completed on paper and the values can be inputted into UKG. The hard copy can be found on the Intranet under **Corporate Operations > Market Managers > New Hire Training**.



Fill out the hard copy with **Notes**, **Performance Rating**, and a **Sign-off** (if the associate performs at Needs Improvement or above).



Practical | Site Hazard Assessment

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.

Notes

Performance Level

Outstanding	Successful Plus	Successful	Needs Improvement	Unacceptable

Sign Off ☐

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.

Notes

Performance Level

Outstanding	Successful Plus	Successful	Needs Improvement	Unacceptable

Sign Off ☐

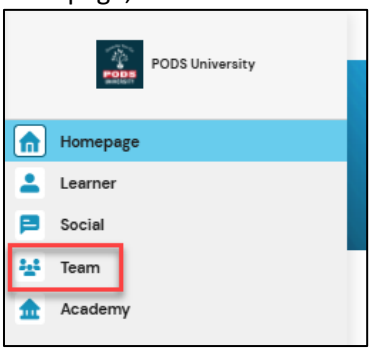
Identifies if the placement area/PODZILLA pathway includes a fragile/unpaved surface

Notes

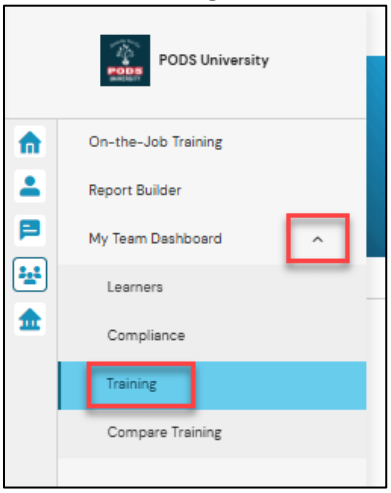
Once you have completed the ride along the results have to be manually entered by the manager into UKG. Follow the directions below to input the hard-copy practical into UKG:

Completing the Practical on The Computer

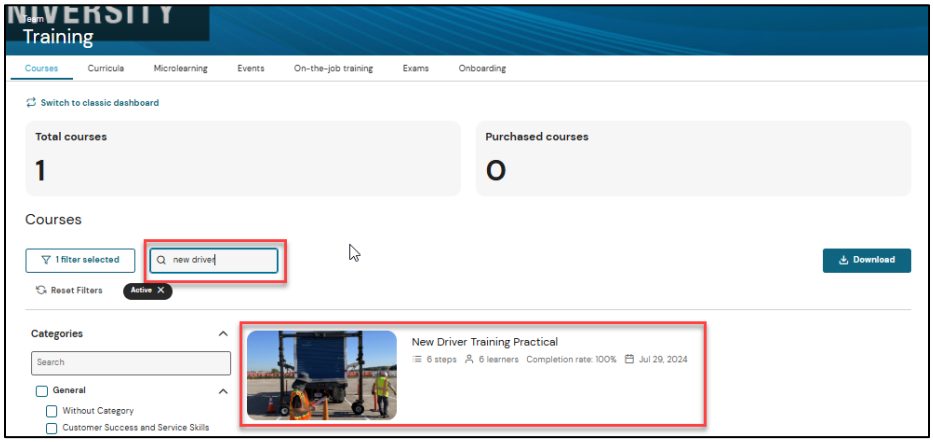
1. Go to **UKG > UKG Pro Learning**. From the home page, choose **Team**.



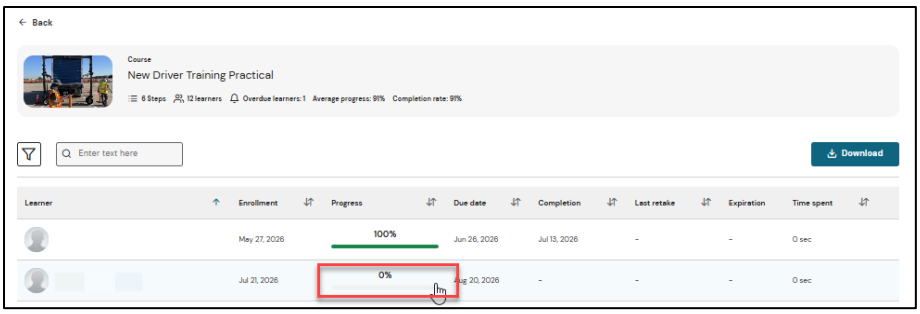
2. Open the **My Team Dashboard** drop down. Choose **Training**.



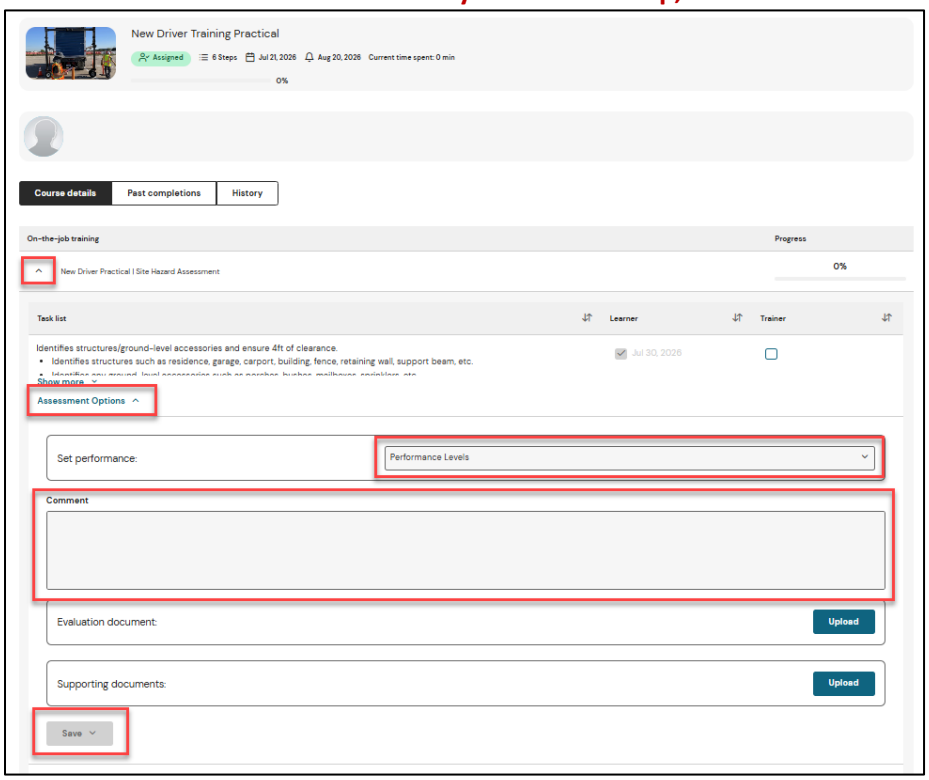
3. From the Training page, type "**new driver**" into the search bar under Courses. Choose the **New Driver Training Practical** course.



4. Click on the **progress bar** next to the associate whose evaluation you need to input.



5. Open each **On-the-Job Training**. Open the **Assessment Option**s drop down under each task. Complete the **Performance Level** and **Comments**. Then choose **Save & Sign-off** from the Save drop down. Make sure the check box next to each task gets checked under the Trainer column. **If you miss this step, the task will not be marked complete.**



Note: Any bolded items are safety critical. If the driver misses these actions, then the task should be marked "Unacceptable." Note in the comments which task(s) were missed.

NOTE: If a driver performs at "Unacceptable" on a task, set that task's Performance Level to "Unacceptable," make any necessary notes, click "Save," but DOT NOT check off the task. You should then continue training that driver and reassess them, when ready, on the tasks they failed. When they are performing at an acceptable level you can then adjust the Performance Level and check off the task to complete their Practical.

Completing the Driver Proficiency and Authorized Vehicles Form

This form is required for DOT compliance and must be uploaded within 10 days of the employee's start date. The form is located inside the New Driver Training Practical as the last On the Job Training step.

1. From the **Driver Proficiency & Authorized Vehicle Form Task**, click **Download Instructions** to download the form to complete.



2. Once you've completed the form, open up the **Assessment Options** dropdown. Click the **Upload** button next to **Evaluation document**. Upload the completed form. Then choose **Save & Sign-Off** from the Save drop down. Make sure the check box next to the task gets checked under the Trainer column. **If you miss this step, the task will not be marked complete.**

