



TEAMSTERS LOCAL 804 OJS CHECKLIST

The company may try to use your OJS to inflate your numbers so they can try to hold you to a “demonstrated performance” that is not realistic or representative of a typical day. Keep a copy of this form for your records. And give a copy to your Business Agent.

YOUR NAME: _____

DATE: _____

SUPERVISOR: _____

CHANGES TO YOUR LOAD

Load condition Excellent Good Fair Poor

When was your load ready to go? _____ When is your load normally ready to go? _____

CHANGES TO YOUR ROUTE AND NORMAL ROUTINE

Time out of the building: _____ Normal time out of the building: _____

Number of NDAs on your car _____ Is this lower than your normal number of NDAs? Yes No

Driver Release pkgs ____ Normal # of DR pkgs ____ DIAD msgs received ____ DIAD msgs sent ____

Was any of your routine work missing? Over 70s Other bulk stops Drop stops ODS Other _____

Splits added: _____

Splits removed: _____

Did the supervisor instruct you not to use the restroom or discourage you from using it when you needed to?

Yes No

Did the supervisor instruct you when to take your lunch?

Yes No

Did the supervisor instruct you to release packages you would not normally release, in order to gain time?

Yes No

Did the supervisor make any harassing comments?

Yes No

SUPERVISORS WORKING

Note the stop number, time, and how the supervisor assisted you.

STOP	TIME	Supervisor Assistance			
		Handled Pkgs	Opened Doors	Gaining Attention	Other

COMMENTS Write down anything else to note, including changes to your route, weather, traffic conditions, supervisor comments, or unusual instructions from management. (Write additional comments on the back of this sheet.)

PRELOADER COMMENTS Talk to your preloader and ask them what changes were made to your load. Write down detailed notes about how your load was changed. (Put additional comments on the back of this sheet.)

Preloader Signature: _____