



SCSA - ILA 1771

Casual Clerk OJT Program

1. **Safety Refresher (30 min classroom, Reinforced Field OJT)**
 - a) PPE
 - b) Awareness of surroundings
 - c) No cell phone use
 - d) Seat belts
 - e) Driving on terminal
 - f) Danger zones
 - g) Transtainer parking

2. **Accountability (15 min classroom, Reinforced Field OJT)**
 - a) Come ready to work
 - b) What is expected of the trainee
 - c) Calling for a replacement
 - d) Missing a call

3. **Basic Terminology (15 min Classroom)**
 - a) See separate file

4. **Discharge/Loading (1 % hr classroom, Ongoing Field OJT)**
 - a) RAYGO/RTG Skills
 - b) Load planning
 - c) Field layout
 - d) Reading load plans
 - e) Hand-held equipment
 - f) Field safety
 - g) Proper PPE
 - h) Lead checking
 - i) Clerk work
 - j) Timekeeping
 - k) Timesheet
 - l) Plan Clerk

5. **Terminal Operations (30 min OJT, Ongoing Field OJT)**
 - a) Terminology
 - b) TIR
 - c) OTR Relations
 - d) Computer literacy /typing
 - e) Accountability
 - f) Safety

6. **CFS/Stuffing & Stripping (Jo min Classroom, Ongoing Field OJT)**
 - a. Receiving and Delivery
 - b. Chief Clerking
 - c. CFS Documentation
 - i.) Receipts
 - Time sheets
7. **General Casual "A" guidelines**
8. Receiving & Delivering TIR Gate Clerk
See attached outline

The above will consist of One day Classroom and 14 days Job Site Training consisting of, at minimum, the noted days of "mirrored" On the Job Training:

- A. **One (1) day Classroom instruction** (includes self and ILA member evaluation to date)
- B. **Two (2) days Clerk work**, Time Keeping, Time Sheets, Lead & Planning Clerk, Load Planning
- C. **Three (d) 3 days** Raygo/RTG Skills, Reading Load plans, load planning, and hand-held equip.
- D. **Two (2) days TIR**
- C. **Two (2) days CFS**
- E. **Five (5) 5 days** as deemed appropriate by ILA 1771 officers incorporating any trainers and/or management input applicable to each trainee.