

New Jersey Transit Railroad - On The Job Training (OJT) Task List

Clearly print the required information in the spaces provided.

Course Name:				Course #:			
Student		<small>Last</small>		<small>First</small>		Employee #	
Occupation							
QP / DI Code #'s	Name of Qualified Persons (QP) & Designated Instructors (DI)			QP or DI	Employee #	Occupation	
	Last Name	First Name					
1							
2							
3							
4							
5							
Tasks			Observation or Final Evaluation	QP / DI Code #'s	Date of Observation or Final		
Task 1: Trainee reports at required time, participates in a safety job briefing, and understands the safety rule of the day.			Observation 1				
			Observation 2				
			Observation 3				
			Observation 4				
			D.I. Final Evaluation				
Number of Observations Required			3				
Task 2: Trainee locates themselves on station platform when passengers are boarding/detraining to render assistance and information to passengers.			Observation 1				
			Observation 2				
			Observation 3				
			Observation 4				
			D.I. Final Evaluation				
Number of Observations Required			3				
Task 3: Trainee knows the locations and proper use of emergency brake valves, hand brakes, emergency tools, and communicating signals.			Observation 1				
			Observation 2				
			Observation 3				
			Observation 4				
			D.I. Final Evaluation				
Number of Observations Required			3				
Task 4: Trainee is able to work in compliance with all revenue and seat check policies			Observation 1				
			Observation 2				
			Observation 3				
			Observation 4				
			D.I. Final Evaluation				
Number of Observations Required			3				
Task 5: Trainee understands how to handle emergency and medical situations.			Observation 1				
			Observation 2				
			Observation 3				
			Observation 4				
			D.I. Final Evaluation				
Number of Observations Required			3				

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See Reverse Side for Detailed Task List

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Trainee's Name		Last	First	Employee #	
Occupation					
QP / DI Code #'s	Name of Qualified Persons (QP) & Designated Instructors (DI)		QP or DI	Employee #	Occupation
	Last Name	First Name			
1					
2					
3					
4					
5					
			Observation or Final Evaluation	QP / DI Code #'s	Date of Observation or Final
Task 6:			Observation 1		
Trainee properly gets on and off equipment while maintaining and secure hand hold and proper footing in accordance to proper safety rules.			Observation 2		
			Observation 3		
			Observation 4		
			D.I. Final Evaluation		
			Number of Observations Required	3	
Task 7:			Observation 1		
At all final terminals trainee ensures all passengers have exited the train before closing doors and securing equipment.			Observation 2		
			Observation 3		
			Observation 4		
			D.I. Final Evaluation		
			Number of Observations Required	3	
Task 8:			Observation 1		
Trainee is able to follow remittance policies and can successfully complete the HOS.			Observation 2		
			Observation 3		
			Observation 4		
			D.I. Final Evaluation		
			Number of Observations Required	3	
Task 9:			Observation 1		
Trainee reports to work properly prepared for service. (Uniform, required supplies, required books, PPE, etc)			Observation 2		
			Observation 3		
			Observation 4		
			D.I. Final Evaluation		
			Number of Observations Required	3	
Task 10: Knows how to lock out doors on all equipment			Observation 1		
			Observation 2		
			Observation 3		
			Observation 4		
			Number of Observations Required	2	

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Number of Observations Required	3	D.I. Final Evaluation			
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Trainee's Name		Last		First		Employee #	
Occupation							
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	Last Name	First Name					
1							
2							
3							
4							
5							
				Observation or Final Evaluation	QP / DI Code #'s	Date of Observation or Final Evaluation	
Task 11: Trainee has reviewed bulletin board and ensured trainee has all proper published publications and has signed the employee register.				Observation 1			
				Observation 2			
				Observation 3			
				Observation 4			
				D.I. Final Evaluation			
Number of Observations Required				3			
Task 12: Trainee is able to properly read and line switches.				Observation 1			
				Observation 2			
				Observation 3			
				Observation 4			
				D.I. Final Evaluation			
Number of Observations Required				3			
Task 13: Trainee is able to use proper hand signals and radio communions.				Observation 1			
				Observation 2			
				Observation 3			
				Observation 4			
				D.I. Final Evaluation			
Number of Observations Required				3			
Task 14: Works as directed by mentor and accepts all reinstruction				Observation 1			
				Observation 2			
				Observation 3			
				Observation 4			
				D.I. Final Evaluation			
Number of Observations Required				3			
Task 15: Knows the fouling point of track				Observation 1			
				Observation 2			
				Observation 3			
				Observation 4			
				D.I. Final Evaluation			
Number of Observations Required				3			

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PLEASE GIVE HONEST COMMENTS SO WE CAN TRACK STUDENTS PROGRESS AND IMPROVE ALL WEAK AREAS:
