

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

Clearly print the required information in the spaces provided.

<b>Course Name:</b>	ACTP		<b>Course #:</b>	21-03	
<b>Student</b>	Last	First	<b>Employee #</b>		
<b>Occupation</b>	Ticket Collector				
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	
<b>Task 1:</b>		Observation 1			
Trainee reports at required time, participates in a safety job briefing, and understands the safety rule of the day.  <b>Number of Observations Required</b>		Observation 2			
		Observation 3			
		Observation 4			
		D.I. Final Evaluation			
		3			
<b>Task 2:</b>		Observation 1			
Trainee locates themselves on station platform when passengers are boarding/detraining to render assistance and information to passengers.  <b>Number of Observations Required</b>		Observation 2			
		Observation 3			
		Observation 4			
		D.I. Final Evaluation			
		3			
<b>Task 3:</b>		Observation 1			
Trainee knows the locations and proper use of emergency brake valves, hand brakes, emergency tools, and communicating signals.  <b>Number of Observations Required</b>		Observation 2			
		Observation 3			
		Observation 4			
		D.I. Final Evaluation			
		3			
<b>Task 4:</b>		Observation 1			
Trainee is able to work in compliance with all revenue and seat check policies.  <b>Number of Observations Required</b>		Observation 2			
		Observation 3			
		Observation 4			
		D.I. Final Evaluation			
		3			
<b>Task 5:</b> Trainee understands how to handle emergency and medical situations.		Observation 1			
Observation		Observation 2			
		Observation 3			
		Observation 4			
		D.I. Final Evaluation			
		3			

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See Reverse Side for Detailed Task List

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

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

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