

OJS CHECKLIST

Produced by Teamsters for a Democratic Union (TDU)



Document your OJS or one-day ride so you have the records you need if the company tries to harass or discipline you for production.

Load Quality

- | | Yes | No |
|--|--------------------------|--------------------------|
| Were any supervisors in your truck before your start time? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have your regular pre-loader? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was your load manicured? | <input type="checkbox"/> | <input type="checkbox"/> |

AM Routine

- | | | |
|--|--------------------------|--------------------------|
| Did you verify your air? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you pre-trip the vehicle? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was anything done to expedite AM procedure? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were cars moved next to you or in front of you? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was traffic guided for your or other vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was your vehicle moved to an easier position to get out? | <input type="checkbox"/> | <input type="checkbox"/> |

Normal Work & Delivery Area

- | | | |
|---|--------------------------|--------------------------|
| Did you have your NDA's? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have any commercial work missing, or added? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were any schools or regular drop stops missing? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was volume lighter for schools due to vacation or summer break? | <input type="checkbox"/> | <input type="checkbox"/> |
| Was delivery area more condensed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were any of your P/U's removed or swept/pre-hit? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you have OCA's? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were any OCA's diverted to another driver? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you do pick-ups on schedule? | <input type="checkbox"/> | <input type="checkbox"/> |

Routine & Breaks

- | | | |
|--|--------------------------|--------------------------|
| Were you able to take normal bathroom breaks without issue or being told to code off as a break? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you able to go to the store for water without coding it as a break? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you allowed a full meal break? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did supervisor instruct you when to take lunch? | <input type="checkbox"/> | <input type="checkbox"/> |

Misloads & Off-Routes

- | | Yes | No |
|---|--------------------------|--------------------------|
| Did you have misloads/off-routes? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did supervisor call someone to pick them up? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you allowed to deliver your misloads/off-routes? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were any misloads/off-routes dropped off to you? | <input type="checkbox"/> | <input type="checkbox"/> |

Supervisor's Instructions

- | | | |
|---|--------------------------|--------------------------|
| Did you receive any instructions that violated any state or federal laws? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did supervisor tell you to do anything that violates UPS policies, procedures or DIAD training? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you given unsafe instructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you allowed to get help from another driver with over 70s? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you help any other drivers in your loop with their over 70s? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you instructed to use CIR without making customer contact? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you told to overload the hand truck? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you not allowed to use a hand truck when needed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you told to walk on lawns or other non-walkways? | <input type="checkbox"/> | <input type="checkbox"/> |

C.O.D. & Driver Release

- | | | |
|---|--------------------------|--------------------------|
| With a C.O.D., did supervisor tell you to leave the package and return later for the check? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were you allowed to follow proper driver-release methods? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you use release bags when necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you leave an info notice when | <input type="checkbox"/> | <input type="checkbox"/> |

continued on reverse

releasing out of sight?

Yes **No**

Yes **No**

Supervisor Interference

-
- Did the supervisor hold traffic when you crossed streets?
- Did the supervisor hold doors for you?
- Did they push elevator buttons?
- Did they open or close the cab door?
- Did they open or close gates to houses?
- Did they allow you to work as you normally do?
- Were you allowed to follow Orion?
- Were you allowed to use elevators?
- Did they point out packages in the cargo area?
- Did they tell you the next stop?
- Did they tell you how many pieces there were for a stop?
- Did they tell you what route to take to deliveries?
- Did they tell you the shelf number or location of packages?
- Did supervisor carry packages or

- assist you in any way when making deliveries?
- Did supervisor walk ahead of you at stops?
- At any time did supervisor remain in vehicle while you made deliveries?
- Did they greet customers at deliveries?
- Did supervisor walk behind you or kick your heels as you were walking?

PM Routine

- Did you fuel up?
- Did you do post trip?
- Did you follow normal PM routine?

General

- During the OJS, at any time, did you feel intimidated, harassed or coerced?
- Did supervisor act professionally?
- Were you rushed?
- Were you overly supervised?
- Was the ride fair?

Notes:
