



# 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: \_\_\_\_\_