

JOURNEY MANAGEMENT OFFICER TRAINING CHECKLIST

**TRAINEE
NAME**

**ACADEMIC
LEVEL**

SIGN

DATE

ITEM	DESCRIPTION	YES/NO	SUPERVISOR'S REMARKS
1	Trainee has knowledge in Microsoft Excel		
2	Trainee has knowledge in saving files in folders		
3	Trainee has knowledge in using emails and using a smart phone		
4	Trainee has been trained in accurate planning of Journey management from point A (point of origin) and can adequate, Track, Monitor, Evaluate, Score and close D+1 Journeys		
5	Trainee has been taken through how to interpret a journey plan both hard and soft copy		
6	Trainee has been taken through how to locate the position of a truck using the Tracking system		
7	Trainee is able to run all violations from the tracking system i.e: overspeeds, deviations/off-routes, night drives, harsh braking, harsh acceleration, freewheeling		
8	Trainee can track back a truck and get its past trail		
9	Trainee can send detailed reports to clients at appropriate scheduled time intervals i.e daily reports, weekly and end month reports both via whatsapp and email		

10	Trainee can spot stoppages from the tracking system		
11	Trainee can multitask i.e issue journey plans to drivers and engage them in conversations		
12	Trainee can communicate effectively with both drivers and client sites staff, reacts positively to feedback and can swiftly adapt to changes		
13	Trainee can deliver toolbox talks		
14	Trainee has been punctual and has adaptability to work across various client sites		

SUPERVISOR'S NAME
SIGNATURE

APPROVED BY:
NAME:
DESIGNATION
SIGNATURE