



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) A Brief History of Tow Trucks
- b) Case Study
- c) Goal of This Training
- d) Standards
- e) Why Training?
- f) Training Outcome

2) Anatomy & Pre-Shift Inspections

- a) Vehicle Interior Checks
 - i. Operator's Manual
 - ii. Interior Decals
 - iii. Cab Floor
 - iv. Seats & Seatbelts
 - v. Fire Extinguishers
 - vi. Mirrors
 - vii. Windows
 - viii. Interior Controls
 - ix. Mobility Check
 - x. Backup Alarms & Lights
 - xi. Backup Camera
 - xii. Horn
 - xiii. Heating, Cooling, & Air Filters
- b) Vehicle Exterior Check
 - i. Exterior Labels
 - ii. Chassis
 - iii. Truck Body
 - iv. Tires & Wheels
 - v. Lights
 - vi. Engine
- c) Towing Components Check



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- i. Hydraulic Systems
- ii. Booms
- iii. Cables & Winches
- iv. Snatch Blocks
- v. Chains
- vi. Towing Devices
- vii. Dollies
- viii. Securing Devices
- ix. Flatbeds
- x. Outriggers
- xi. Test External Controls
- xii. A Few Reminders

3) Safe Operations: Pre-Towing

- a) Casual Drivers vs. Safe Operators
- b) Operator Prerequisites
 - i. Training & Retraining
 - ii. Licensing
 - iii. Reading the Operator's Manual
- c) Pre-Operating Requirements
 - i. Pre-Shift Inspections
 - ii. Personal Protective Equipment
 - iii. Reflective Safety Vests
 - iv. Gloves
 - v. Slip-Resistant Footwear
 - vi. Hearing Protection
 - vii. Eye Protection
 - viii. Additional PPE
 - ix. Gathering Dispatch Information
 - x. Jobsite Location
 - xi. Type of Tow
 - xii. Vehicle's Year, Make, & Model
- d) Safe Traveling Practices
 - i. Pre-Planning Your Route
 - ii. Reporting Your Departure
 - iii. Mounting & Dismounting Safely
 - iv. Following Traffic Laws
 - v. Driving Defensively
 - vi. Pulling Up to the Vehicle



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4) Safe Operations: Towing

- a) Loading a Vehicle
- b) Transporting a Vehicle
 - i. Carrying Passengers
 - ii. Reporting Your Departure
 - iii. Merging Into Traffic
 - iv. Monitoring the Disabled Vehicle
 - v. Other Driving Considerations
- c) Unloading a Vehicle
- d) Other Considerations
 - i. Communication
 - ii. Pedestrians
 - iii. Blind Spots
 - iv. Spotter
 - v. Variable Site Conditions
 - vi. Operating While Impaired

5) Common Hazards

- a) Struck by the Towed Vehicle
- b) Struck by Traffic
- c) Struck by Tow Truck
- d) Malfunctioning Equipment
- e) Maintenance-Related Incidents
- f) Worksite Hazards
- g) Tip Overs
- h) Falls
- i) Other Hazards
- j) Fatigue
- k) Heat & Cold Stress
- l) Emotional & Physical Health
- m) Case Studies

6) Conclusion