

Document List

CLASS B EVOC



FIRST DAY	
Textbook Tracking Form	document what textbooks were assigned, the date, and a student initial
Course Contact Information	obtain emails, mobile phone numbers, and station contacts for each student
Driver's License Photocopy	each student; verify age, expiration, non-provisional
Motor Vehicle Records	request each student provide a non-certified copy by the start of the 2 nd day of class
THROUGHOUT THE CLASS	
Daily Attendance Sheets	sign-in sheets for each session
MCFR Pre-Trip Inspection PAGES	each student, keep at least one successful, keep negatives if a pattern or counseling was needed
MCFR Air Brake Test PAGES	each student, keep at least one successful, keep negatives if a pattern or counseling was needed
MCFR Road Driving Behavior Evaluation	each student, keep at least one successful, keep negatives if a pattern or counseling was needed
Practical Skills Card	each student
Training Status Report (interim)	as needed for individual students
Student Counseling Report	as needed for individual students
FINAL DAY	
Exam Answer Form	Scored scantron forms from final exam for each student
Course Evaluations	for each student
Textbook Tracking Form	Document returned textbooks
COURSE CLOSE-OUT	
Course Attendance Summary	ensure session #s are filled in
Course Completion Letter	fill out grades, summary document
Training Status Report (final)	for each student
Verification of Make-up Session	for each student who missed a session and completed a make-up
Instructor Hours Report	document instructor hours for each session using PSTA spreadsheet