

A5/Crossover Development Track

Employee Number:		Date Started:	
Manager Name:		Store Number:	
Employee First Name:		Employee Last Name:	
Date Completed:			
Completion Note:			

Pre-Hire (If employee is a new hire)

Task	Date Completed	Trainee Signature	DM Signature
Interview with B&S Operation Manager			
New Hire Packet			
Assessment Test Kronos & PXT			
Handbook			
Uniform Setup			
Emission Pre-Test			

Before Beginning Work with the B&S Trainer

Task	Date Completed	Trainee Signature	Manager Signature
Introduction to Staff			
Store Tour/ Safety Tour			
New Hire HSSE Induction			
Orientation CBT (JLI_300)			
Safety First CBT & PE (JLI_302, JLI_303, JLI_304)			
HSSE CBT & PE part 1 (JLI_49, JLI_72) & part2 (JLI_50-54)			
Customer Experience CBT & PE (JLI_305, JLI_306)			
Signature Service Oil Change CBT & PE (JLI_301, JLI_310)			
Hybrid (JLI_450)			
Tire Pressure Monitoring System (JLI_454)			
Racking Systems (JLI_464)			
Vehicle Inspection Process (JLI_466)			
Battery Terminal Cleaning & Replacement (JLI_457-459)			
Lift Safety			
UBT 3, 4, 5 CBT			
UBT DTOG			
Brakes and Services Overview for the J-Team (JLI_312)			
Brakes and Services Overview for CSA's			
Jiffy Lube B&S Nationwide Limited Warranty (JLI_314)			
Tire Rotation CBT			
Tire Rotation DTOG			
POS Basics			
Brake Inspection Procedures CBT			
Brake Inspection DTOG			
Introduction to Alldata Pro and Manage Online			
Introduction to the Mighty Catalog			
Lubricar Inspection Process			

Day One with Brake Trainer

Task	Date Completed	Trainee Signature	Manager Signature
UBT DTOG			
Brake Lathe			
Brake Fluid Exchange (JLU_530)			
Brake Inspection DTOG			
Brake Fluid Exchange DTOG			
Perform at least one BFE and Brake Inspection using the 4 step Process			
Alldata Repair			
Alldata Manage Online (Build quotes and email estimates)			
Introduction to Car Car One			
Proper drum removal w/ brake parts cleaner			

Day Two with Brake Trainer

Task	Date Completed	Trainee Signature	Manager Signature
Brakes A5 (JLU_511-513, JLU_520-529)			
Brake DTOG			
Brake Inspection DTOG			
Brake Fluid Exchange DTOG			
Perform at least one BFE and Brake Inspection using the 4 Step Process			
Perform at least one Brake Repair with the lathe using the 4 Step Process			
Alldata Repair			
Alldata Manage Online (Build quotes and email estimates)			
Credit Application			
Proper drum removal w/ brake parts washer			

Day Three with Brake Trainer

Task	Date Completed	Trainee Signature	Manager Signature
Brakes A5 (JLU_511-513, JLU_520-529)			
Brake DTOG			
Brake Inspection DTOG			
Brake Fluid Exchange DTOG			
Perform at least one BFE and Brake Inspection using the 4 Step Process			
Perform at least one Brake Repair with the lathe using the 4 Step Process			
Customer Interaction (Approach to Sales)			
Bay / Time Management			
Alldata Repair			
Alldata Manage Online (Build quotes and email estimates)			
Proper drum removal w/ brake parts cleaner			

Day Four with Brake Trainer

Task	Date Completed	Trainee Signature	Manager Signature
Brakes A5 (JLU_511-513, JLU_520-529)			
Brake DTOG			
Brake Inspection DTOG			
Brake Fluid Exchange DTOG			
Perform at least one BFE and Brake Inspection using the 4 Step Process			
Perform at least one Brake Repair with the lathe using the 4 Step Process			
Customer Interaction (Approach to Sales)			
Alldata Repair			
Alldata Manage Online (Build quotes and email estimates)			
Proper drum removal w/ brake parts cleaner			

Day Five with Brake Trainer

Task	Date Completed	Trainee Signature	Manager Signature
Brakes A5 (JLU_511-513, JLU_520-529)			
Brake Proficiency Exam			
Brake Inspection Proficiency Exam			
Brake Fluid Exchange Proficiency Exam			
Ensure proficiency in Alldata and POS			
Ensure technician is comfortable with customer sales interaction			
Ensure proper drum removal procedure			

By the End of the 1st Full Month

Task	Date Completed	Trainee Signature	Manager Signature
Complete Brakes A5 (JLU_511-513, JLU_520-529)			
Logical Troubleshooting (JLU_515, JLU_516, JLU_517)			
Air Filtration System (JLI_80, JLI_81)			
Windshield Wiper Replacement			
Light Bulb Inspection / Replacement			
How to Perform the CV Axle Replacement Service			
How to Perform the Brake Service			
How to Diagnose a Brake Service "Comeback"			
How to Perform The Spark Plug Replacement Service			

