Use this tracking sheet to document every OJS ride. Keep a copy so you have the records you need in case management tries to hold you to a “demonstrated performance” that is not representative of a typical day.

<table>
<thead>
<tr>
<th>YOUR NAME:</th>
<th>DATE:</th>
<th>SUPERVISOR:</th>
</tr>
</thead>
</table>

**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:** ___________

**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: _______________________________