# Trainee Bridge Inspector Time Log

As a trainee bridge inspector keeping track of the time spent with the bridge crew is an important part of becoming a certified team leader. The time logs are meant to help the trainee and MDT keep track of time inspecting bridges. This time log is intended to track each day a trainee is inspecting bridges. This sheet consists of multiple different items including log number, Name, Trainee Number, Team leader name, date, bridge ID, and time spent with bridge crew.

Log Number:

A Log Number is a number unique to each sheet. This number will start at 1 and with continually increase by 1 until a team leader status is obtained.

Trainee Number:

The trainee number is a number unique to each trainee bridge inspector. This number is the beginning part of the trainee MDT email. For example, an employee with an email of FLAST@mt.gov would have a trainee number of FLAST.

Team Leader:

The team leader is the name of the team leader the trainee was working with that day.

Date:

The date is the date the inspection was done.

Bridge ID:

The bridge ID is the 5-digit MDT bridge ID assigned to the bridge. This number can be found in the attributes section on SMS for each bridge.

Time with Bridge Crew:

The time recorded with the bridge crew shall include any time spent in the office, driving to and from bridges, and inspection work done with the bridge crew. Note that a minimum of 6 hours must be spent with the bridge crew in any given day to count as one full day.

Once the form is filled or when requested by the Bridge Inspection Coordinator the trainee and a certified team leader shall sign the form electronically and send it to the Bridge Inspection Coordinator for review.