# **Work Process Schedule**

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| Heavy and Tractor Trailer Truck Driver | |
| **Job Description:** Provide safe transportation and delivery of goods, provide supply chain support, and support economic productivity. | |
| **RAPIDS Code:** 2072CB | **O\*NET Code:** 53-3032.00 |
| **Estimated Program Length:** 1.5 - 2.25 years | |
| **Apprenticeship Type:**  Competency-Based  Time-Based  Hybrid | |

Suggested On-the-Job Learning Outline

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| Maintain a safe vehicle in good operating order and in compliance with legal and regulatory requirements | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Check vehicle to make sure that mechanical, safety and emergency equipment is in good working order |  |  |
| 1. Maintain accurate logs of working hours, engine miles, vehicle service and repair status to ensure compliance with applicable state and federal regulations |  |  |
| 1. Complete a vehicle inspection report |  |  |

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| Properly and safely prepare vehicle, including loading | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Conduct pre-trip inspection of critical vehicle components and complete Driver Vehicle Inspection Report |  |  |
| 1. Perform en route inspections to ensure proper and safe operation of vehicle |  |  |
| 1. Perform post-trip inspection and make notes of actual or suspected abnormalities or malfunctions |  |  |
| 1. Couple tractor and trailer safely and properly |  |  |
| 1. Uncouple tractor and trailer safely and properly |  |  |
| 1. Make efficient trip plans taking into account fuel use, ease of transport, hazards mitigation, and state regulations |  |  |

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| Safely travel and transport goods (if loaded) to correct location, meeting or exceeding deadlines | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Enter and start the vehicle properly |  |  |
| 1. Put vehicle in motion and drive properly and safely |  |  |
| 1. Shift properly to maintain speed and motion |  |  |
| 1. Operate vehicle in reverse and dock in an appropriate and safe manner |  |  |
| 1. Bring vehicle to a stop, including parking |  |  |
| 1. Conduct preemptive visual search to stay alert to and enable appropriate defensive response to hazards |  |  |
| 1. Manage speed to ensure safe passage and conformance with state and federal laws and regulations |  |  |
| 1. Maintain proper vehicle spacing for safe operation and hazard response |  |  |
| 1. Exercise appropriate precautions at railroad crossings |  |  |

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| Pick up and deliver cargo on time and in good condition | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Verify cargo types, nature, amount, and condition of cargo at pick-up and delivery |  |  |
| 1. Load, secure, and cover cargo as necessary and deliver to appropriate location |  |  |
| 1. Obtain necessary permits to transport cargo, if necessary |  |  |
| 1. Appropriately secure and protect high risk and high value cargo, obtaining necessary approvals and insurance coverage if necessary |  |  |
| 1. Accurately weigh loads and maintain weight distribution requirements |  |  |

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| Utilize appropriate vehicle communication devices; communicate with others regarding vehicle operation and maintenance, safe driving protocols, and cargo transportation and delivery | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Use appropriate signals and vehicle communications technology to communicate with other drivers |  |  |
| 1. Communicate appropriately with company dispatch operators and others engaged in the loading and receiving of goods |  |  |
| 1. Report malfunctions, breakdowns, or maintenance needs accurately and promptly |  |  |
| 1. Document cargo transportation and delivery specifications and actions |  |  |
| 1. Seek manager authorizations when necessary |  |  |
| 1. Maintain positive customer relations |  |  |
| 1. Seek roadside assistance from appropriate sources, when necessary |  |  |

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| Maintain accurate and complete records related to travel times, distances, expenses, and delivery of products | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Maintain accurate records regarding trip route, time, estimated fuel requirement and cargo |  |  |
| 1. Follow regulations and procedures to obtain special permits when necessary |  |  |
| 1. Correctly complete and submit cargo claims in the event of loss, damage, or refusal upon delivery |  |  |
| 1. Maintain records regarding load weights |  |  |

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| Drive truck during the day and at night, in a variety of weather situations and road conditions | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Operate vehicle safely at night |  |  |
| 1. Operate vehicle safely in cold weather |  |  |
| 1. Operate vehicle safely in hot weather |  |  |
| 1. Operate vehicle safely in mountainous terrain |  |  |
| 1. Operate vehicle safely in wet conditions |  |  |
| 1. Operate vehicle safely in windy conditions |  |  |
| 1. Operate vehicle safely in construction zones |  |  |
| 1. Scan, detect, and respond properly to potential dangers in the driving environment |  |  |
| 1. Use emergency maneuvers to avoid or recover from skids |  |  |

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| Operate according to health, safety and environmental standards, best practices, and requirements | | |
| **Competencies** | **Date Completed** | **Initial** |
| 1. Comply with hours of service requirements |  |  |
| 1. Operate in a way that minimizes negative impact of transportation on environmental health and safety |  |  |
| 1. Respond appropriately and complete proper documentation in the event of an accident |  |  |
| 1. Manage life on the road to minimize stress and maintain health |  |  |

Suggested Related Instruction Outline

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| Provider | |
| **Name:** | |
| **Address:** | |
| **Email:** | **Phone Number:** |
| **Suggested Related Instruction Hours:** 216-324 | |

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| **Course Number** | **Course Title** | **Contact Hours** |
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