# **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:** [x]  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
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| 1. Maintain accurate logs of working hours, engine miles, vehicle service and repair status to ensure compliance with applicable state and federal regulations
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| 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
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| 1. Perform en route inspections to ensure proper and safe operation of vehicle
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| 1. Perform post-trip inspection and make notes of actual or suspected abnormalities or malfunctions
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| 1. Couple tractor and trailer safely and properly
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| 1. Uncouple tractor and trailer safely and properly
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| 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
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| 1. Put vehicle in motion and drive properly and safely
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| 1. Shift properly to maintain speed and motion
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| 1. Operate vehicle in reverse and dock in an appropriate and safe manner
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| 1. Bring vehicle to a stop, including parking
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| 1. Conduct preemptive visual search to stay alert to and enable appropriate defensive response to hazards
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| 1. Manage speed to ensure safe passage and conformance with state and federal laws and regulations
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| 1. Maintain proper vehicle spacing for safe operation and hazard response
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| 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
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| 1. Load, secure, and cover cargo as necessary and deliver to appropriate location
 |  |  |
| 1. Obtain necessary permits to transport cargo, if necessary
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| 1. Appropriately secure and protect high risk and high value cargo, obtaining necessary approvals and insurance coverage if necessary
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| 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
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| 1. Communicate appropriately with company dispatch operators and others engaged in the loading and receiving of goods
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| 1. Report malfunctions, breakdowns, or maintenance needs accurately and promptly
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| 1. Document cargo transportation and delivery specifications and actions
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| 1. Seek manager authorizations when necessary
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| 1. Maintain positive customer relations
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| 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
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| 1. Follow regulations and procedures to obtain special permits when necessary
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| 1. Correctly complete and submit cargo claims in the event of loss, damage, or refusal upon delivery
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| 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
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| 1. Operate vehicle safely in cold weather
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| 1. Operate vehicle safely in hot weather
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| 1. Operate vehicle safely in mountainous terrain
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| 1. Operate vehicle safely in wet conditions
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| 1. Operate vehicle safely in windy conditions
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| 1. Operate vehicle safely in construction zones
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| 1. Scan, detect, and respond properly to potential dangers in the driving environment
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| 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
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| 1. Operate in a way that minimizes negative impact of transportation on environmental health and safety
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| 1. Respond appropriately and complete proper documentation in the event of an accident
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| 1. Manage life on the road to minimize stress and maintain health
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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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