



REGISTERED APPRENTICESHIP PROGRAM

Experience Competencies Evaluation for

TRANSPORT DRIVER

NPGA Registered Apprenticeship Program participants are expected to master all of the experience competencies listed below. The participant will earn credit by demonstrating on-the-job a thorough and complete mastery of each competency through evaluation by the company's designated employer contact.

Experience competencies for Transport Driver apprentices are broken down into 35 work areas. Each work area requires the designated employer contact to evaluate and affirm the progress of the apprentice over three periods, beginning with baseline training, followed by intermediate training, and finally completion.

Name of Apprentice _____

Program Start Date* _____

**Apprentice must complete all program competencies within 12 months from the start of the program.*
Form to be submitted to NPGA at least monthly or more often as requested by NPGA.

APPRENTICE CONFIRMATION

I, _____, attest that I have truthfully and completely mastered all the required related experience competencies for NPGA's Registered Apprenticeship Program for a Transport Driver.

Signature of Apprentice: _____ Date: _____

Name of Apprentice (Printed): _____

EMPLOYER VERIFICATION

I, _____, have evaluated _____ and verify that s/he has completed all the related experience components and mastered the required competencies for NPGA's Registered Apprenticeship Program for a Transport Driver.

Designated Employer Contact Signature: _____ Date: _____

Designated Employer Contact (Printed:) _____ Date: _____

NPGA Approval: _____ Date: _____

TRANSPORT DRIVER Experience Competencies	Competency Progress (BY EMPLOYER)		Verification (BY EMPLOYER)
	BASELINE	INTERMEDIATE	
1. Follow all safety policies and regulations.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
2. Obtain the necessary license and meet DOT requirements necessary to operate a commercial vehicle with a tanker and hazmat endorsement.	<i>Pass CDL test and receive license</i>		
3. Perform tests and inspections that are unique to the type of equipment being operated.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
4. Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
5. Inspect and maintain vehicle supplies and equipment, such as fuel, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
6. Follow appropriate safety procedures for hazardous materials.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
7. Inspect loads to ensure that cargo is secure.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
8. Maintain logs of working hours, vehicle service, and repair status, following applicable state and federal regulations.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
9. Secure cargo tank trailer to tractor.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
10. Maneuver trucks into loading or unloading positions.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
11. Report vehicle defects, accidents, traffic violations, or damage to the vehicles.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
12. Obtain receipts and/or signatures for delivered goods and collect payment for services when required by employer.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
13. Drive vehicles with capacities greater than 3 tons to transport and deliver bulk products.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____

Transport Driver Experience Competencies	<i>BASELINE</i>	<i>INTERMEDIATE</i>	Verification
14. Check all load-related documentation for completeness and accuracy.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
15. Read bills of lading to determine assignment details.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
16. Collect delivery instructions from appropriate sources, verifying instructions and routes.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
17. Drive vehicle along routes in compliance with state regulations.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
18. Drive commercial vehicles with trailers and be able to properly couple or uncouple trailers.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
19. Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
20. Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
21. Read and interpret maps to determine vehicle routes.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
22. Operate equipment, such as truck cab computers, phones, and global positioning systems (GPS), and other navigation devices safely and according to applicable regulations to exchange necessary information with bases, supervisors, or other drivers.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
23. Plan or adjust routes based on changing conditions using computer equipment, global positioning systems (GPS) or other navigation devices.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
24. Load or unload vehicle, using special loading-related equipment, or other equipment as necessary including pumps and compressors.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
25. Follow special cargo-related procedures related to bulk propane deliveries.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
26. Inventory and inspect goods to be moved to determine quantities and conditions.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____

Transport Driver Experience Competencies	<i>BASELINE</i>	<i>INTERMEDIATE</i>	Verification
27. Install or remove special equipment, such as tire chains.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
28. Perform emergency roadside repairs, such as changing tires, installing light bulbs, or replacing fuses.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
29. Operate trucks in inclement weather like rain and snowy conditions.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
30. Obey traffic laws and follow established traffic and transportation procedures.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
31. Turn in receipts and required paperwork from deliveries.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
32. Verify the contents of inventory loads against bill of lading.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
33. Use and maintain the tools or equipment found on commercial vehicles.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
34. Present bills, bill of lading, and receipts and collect payments for goods delivered or loaded.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
35. Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios.	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____