



REGISTERED APPRENTICESHIP PROGRAM

Experience Competencies Evaluation for

UTILITY/SERVICE 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 Utility/Service Driver apprentices are broken down into 34 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 Utility/Service Driver.

Signature of Apprentice: _____ Date: _____

Name of Apprentice (Printed): _____

EMPLOYER VERIFICATION

I, _____, have assessed _____ 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 Service/Utility Driver.

Designated Employer Contact Signature: _____ Date: _____

Designated Employer Contact (Printed:) _____ Date: _____

NPGA Approval: _____ Date: _____

| UTILITY/SERVICE 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 vehicle using ropes, blocks, chains, binders, or covers. | 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: _____ |

| Utility/Service Experience Competencies | <i>BASELINE</i> | <i>INTERMEDIATE</i> | Verification |
|---|-------------------------------|-------------------------------|-------------------------------|
| 13. Drive trucks with capacities to transport and deliver bulk products. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 14. Check all load-related documentation for completeness and accuracy. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 15. Read shipping papers 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 trucks 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. Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 20. Read and interpret maps to determine vehicle routes. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 21. 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: _____ |
| 22. 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: _____ |
| 23. Load or unload vehicle, using special loading-related equipment, or other equipment as necessary. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |

| Utility/Service Experience Competencies | <i>BASELINE</i> | <i>INTERMEDIATE</i> | Verification |
|---|-------------------------------|-------------------------------|-------------------------------|
| 24. Follow special cargo-related procedures related to bulk propane deliveries | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 25. Inventory and inspect goods to be moved to determine quantities and conditions | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 26. Secure loads and containers using load bars, chains, or straps | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 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. Verify the contents of inventory loads against shipping papers. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 32. Use and maintain the tools or equipment found on commercial vehicles. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 33. Present bills, bill of lading/shipping papers, and receipts and collect payments for goods delivered or loaded. | Initial: _____ Date: _____ | Initial: _____ Date: _____ | Initial: _____ Date: _____ |
| 34. 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: _____ |