



REGISTERED APPRENTICESHIP PROGRAM APPLICATION
REQUEST FOR CREDIT
FORM A

Related Instruction Competencies Evaluation for

BOBTAIL DRIVER

Applicants for a Bobtail Driver apprenticeship may request that credit be applied toward the completion of the program for related instruction.

To request credit for related instruction, an applicant must:

- Indicate with a checkmark below which competencies s/he seeks credit
- Sign and submit this form along with their *Individual Enrollment Form* to NPGA

Once an applicant has been hired by a participating company, NPGA will submit the request for credit form to the employer. The employer’s designated program contact person will be responsible for evaluating and verifying each of the applicant’s requested credits. The evaluation and verification must be done within an applicant’s employment probationary period (the first 500 hours).

APPLICANT REQUEST

I, _____, am requesting credit for the following related instruction competencies as part of NPGA’s Bobtail Driver Registered Apprenticeship Program, in accordance with the NPGA Apprenticeship Standards. I understand that I must demonstrate mastery of the competencies noted below before credit may be awarded.

Signature of Apprentice: _____ Date: _____

Name of Apprentice (Printed): _____

EMPLOYER VERIFICATION *Upon completion of attached form*

I, _____, have assessed _____ and verify that s/he has mastered the required knowledge through prior learning. There may be continued related instruction in these competencies as appropriate as part of the overall program.

Designated Employer Contact: _____ Date: _____

NPGA Approval: _____ Date: _____

BOBTAIL DRIVER Related Instruction Competencies	Credit Requested (BY APPLICANT) 	Verification (BY EMPLOYER)
BASIC PRINCIPLES AND PRACTICES OF PROPANE		
1. Organizations that Influence, Publish or Enforce Codes and Standards		Initial: _____ Date: _____
2. Introduction to Basic Principles and Practices of Propane		Initial: _____ Date: _____
3. Propane Customer Applications and Customer Service		Initial: _____ Date: _____
4. Sources and Physical Properties of Propane		Initial: _____ Date: _____
5. Odorants and Service Interruptions		Initial: _____ Date: _____
6. Complete and Incomplete Combustion Characteristics		Initial: _____ Date: _____
7. DOT Cylinders, Propane Piping, and Residential Systems		Initial: _____ Date: _____
8. National Fire Protection Association (NFPA) Regulations		Initial: _____ Date: _____
9. Updated or New Federal, State, and Local Regulations and Policies		Initial: _____ Date: _____
INITIAL OSHA/DOT TRAINING		
1. Introduction to OSHA and DOT Training		Initial: _____ Date: _____
2. OSHA Hazard Communication		Initial: _____ Date: _____
3. DOT General Awareness HAZMAT Training		Initial: _____ Date: _____
4. Emergency Response		Initial: _____ Date: _____
5. Loading and Unloading		Initial: _____ Date: _____
6. CMV Driver Requirements		Initial: _____ Date: _____
7. Vehicle Inspection		Initial: _____ Date: _____
8. Cylinder Safety		Initial: _____ Date: _____
9. Materials of Trade		Initial: _____ Date: _____
10. Security		Initial: _____ Date: _____
INTRODUCTION TO BOBTAIL DELIVERY OPERATIONS		
1. Safety		Initial: _____ Date: _____
DOT LICENSING AND DRIVING REQUIREMENTS		
1. DOT Driver Qualifications <ul style="list-style-type: none"> a. Commercial Motor Vehicle Definition b. Personal Qualifications c. Documentation Requirements d. Other Requirements 		Initial: _____ Date: _____

<p>2. Commercial Driver's License (CDL) Information</p> <ul style="list-style-type: none"> a. Requirements b. CDL Classifications c. CDL Endorsements d. Hazardous Materials Endorsements 		<p>Initial: _____ Date: _____</p>
<p>3. Drug and Alcohol Awareness</p> <ul style="list-style-type: none"> a. Drug and Alcohol Restrictions b. Testing c. Post-accident Drug and Alcohol Testing 		<p>Initial: _____ Date: _____</p>
VEHICLE INSPECTIONS, IDENTIFICATIONS, AND DOCUMENTATION		
<p>1. Vehicle Inspections and Maintenance</p> <ul style="list-style-type: none"> a. Importance of Vehicle Maintenance b. Preparing for Inspections c. Types of Inspections d. Types of Daily Inspections e. Pre- and Post-Trip Inspections f. Pre-Trip Inspection Requirements g. Post-Trip Inspection Requirements h. Annual/Periodic Inspections and Maintenance 		<p>Initial: _____ Date: _____</p>
<p>2. Vehicle Identification Requirements</p> <ul style="list-style-type: none"> a. Verifying Proper Vehicle Identification b. Bobtail Identification Requirements c. Bobtail Placards d. Placarding Methods e. Bobtail Product Shipping Name f. Bobtail Data Plates 		<p>Initial: _____ Date: _____</p>
<p>3. Vehicle Documentation Requirements</p> <ul style="list-style-type: none"> a. Shipping Papers b. Emergency Response Information c. Complying with Emergency Response d. Information Requirements e. Hazmat Certification of Registration f. Documentation Requirements 		<p>Initial: _____ Date: _____</p>
SAFELY HANDLING HAZARDOUS MATERIALS		
<p>1. Methanol and Other Flammable Liquids</p> <ul style="list-style-type: none"> a. Commonly Used Flammable Liquids b. Methanol c. Hazards of Methanol d. Personal Protective Equipment (PPE) e. Indoor Storage Requirements f. Outdoor Storage Requirements g. Labeling Storage Containers h. Transferring Flammable Liquids i. Transferring Flammable Liquids as Materials of Trade j. Other Flammable Liquids 		<p>Initial: _____ Date: _____</p>

<p>2. Verifying Propane Odorization</p> <ul style="list-style-type: none"> a. Propane Odorization Requirements b. The Sniff Test c. Handling Unodorized Propane 		<p>Initial: _____ Date: _____</p>
<p>3. Out-of-Gas Calls and Leak Checks</p> <ul style="list-style-type: none"> a. Potential Causes of an Interruption of Service b. Minimizing Out-of-Gas Calls c. Handling Out-of-Gas Situations d. Handling Out-of-Gas Situations: Appliance Access e. Handling Out-of-Gas Situations: No Appliance Access f. Leak Check g. Performing a Leak Check h. Appliances with 100% Safety Shutoff Valves i. Appliances Without 100% Safety Shutoff Valves j. Leak Check Instruments k. Leak Check Methods l. Using a manometer m. Performing a Leak Check Using a Manometer n. Using a Test-Block Gauge o. Performing a Leak Check Using a Test-Block Gauge p. Using a High-Pressure Gauge q. Performing a Leak Check Using a High-Pressure Gauge r. Discovering a Leak s. Restoring Gas Appliance to Service t. Lighting Appliance Pilots u. Lighting a Standing Pilot 		<p>Initial: _____ Date: _____</p>
<p>4. Restoring Service</p> <ul style="list-style-type: none"> a. Steps for Lighting Pilots Without Pilot Safety Devices b. Steps for Starting Up Electronic Control Ignition Systems 		<p>Initial: _____ Date: _____</p>
DRIVING DEFENSIVELY AND HANDLING ACCIDENTS AND EMERGENCIES		
<p>1. Driving Defensively</p> <ul style="list-style-type: none"> a. Safe Driving Practices b. Defensive Driving Tips c. Maintaining Vehicle Control d. High Center of Gravity e. Load and Suspension Shifts f. Tire Condition g. Re-inflating Tires h. Blowouts i. Blind Spots j. Weather and Road Conditions k. Skids l. Preventing Collisions m. Control of Your Vehicle/Rollover Awareness 		<p>Initial: _____ Date: _____</p>
<p>2. Selecting the Safest Delivery Route and Protecting Property</p> <ul style="list-style-type: none"> a. Routing CMVs and Protecting Property b. Routing Bobtails c. Railroad Crossings d. Bridges and Culvert Crossings on Customer Property e. Protecting Landscaping and Structures 		<p>Initial: _____ Date: _____</p>

<p>3. Handling Accidents and Emergencies</p> <ul style="list-style-type: none"> a. <i>When Accidents and Emergencies Happen</i> b. <i>Handling Accidents with No Propane Leak: Take Initial Precautions</i> c. <i>Handling Accidents with No Propane Leak: Ensure Safe Conditions</i> d. <i>Handling Accidents with a Propane Leak</i> e. <i>Fire Extinguishers</i> f. <i>Non-Propane Fire Control Actions</i> g. <i>Accidents and Emergencies</i> h. <i>Hazard Warning Signal Flashers</i> i. <i>Warning Devices</i> j. <i>Warning Devices: Additional Guidelines</i> k. <i>DOT Notification Requirements</i> l. <i>Reporting Accident/Incident Details to Your Company</i> 		<p>Initial: _____ Date: _____</p>
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PARKING, SERVICING, AND SECURITY

<p>1. Parking and Servicing Requirements</p> <ul style="list-style-type: none"> a. <i>Parking Indoors at Public Garages or Buildings</i> b. <i>Parking Indoors at Non-Public Buildings</i> c. <i>Parking Outdoors</i> d. <i>Servicing Cargo Tanks and Piping Systems</i> e. <i>Servicing the Engine/Chassis in a Public Garage—Vehicle Attended</i> f. <i>Servicing the Engine/Chassis in a Public Garage—Vehicle Unattended</i> g. <i>Servicing the Engine/Chassis in a Non-Public Building</i> h. <i>Servicing Requirements</i> 		<p>Initial: _____ Date: _____</p>
<p>2. Security of Propane Delivery Vehicles</p> <ul style="list-style-type: none"> a. <i>Importance of Vehicle Security</i> b. <i>Attending Your Vehicle</i> c. <i>Security Training and Communications</i> 		<p>Initial: _____ Date: _____</p>

BOBTAIL EQUIPMENT AND SYSTEMS

<p>1. Cargo Tank and Connections</p> <ul style="list-style-type: none"> a. <i>Common Bobtail Equipment and Systems</i> b. <i>Different Bobtail Equipment and Systems</i> c. <i>Cargo Tank</i> d. <i>Data Plate</i> e. <i>Gauges, Valves, and Connections</i> f. <i>Fixed Maximum Liquid Level Gauge</i> g. <i>Float Gauge</i> h. <i>Rotary Gauge</i> i. <i>Temperature and Pressure Gauges</i> j. <i>The Importance of Understanding Cargo Tank Gauges</i> k. <i>Pressure Relief Valves</i> l. <i>Liquid Fill Connection</i> m. <i>Vapor Equalizing Connection</i> n. <i>Internal Valves</i> o. <i>Manual Internal Valves</i> p. <i>Pressure Differential Internal Valves</i> q. <i>Excess Flow Valves</i> 		<p>Initial: _____ Date: _____</p>
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<p>2. Pumps and Associated Systems</p> <ul style="list-style-type: none"> a. Bobtail Pump b. Power Take-Off (PTO) Assembly c. Engine Pumping Speeds d. Pump Bypass System 		<p>Initial: _____ Date: _____</p>
<p>3. Meters, Hoses, and Emergency Discharge Control Equipment</p> <ul style="list-style-type: none"> a. Liquid Meters b. Liquid Delivery Hoses c. Emergency Discharge Control Equipment 		<p>Initial: _____ Date: _____</p>
BOBTAIL INSPECTIONS		
<p>1. Walk-Around and Pre-Transfer Inspections</p> <ul style="list-style-type: none"> a. Walk-Around Inspection b. Pre-Transfer Inspection c. Cargo Tank Discharge System: Rejection Criteria d. Delivery Hose and Assembly: Rejection Criteria e. Emergency Discharge Control Equipment: Rejection Criteria 		<p>Initial: _____ Date: _____</p>
<p>2. Monthly, Annual, and Five-Year Inspections</p> <ul style="list-style-type: none"> a. Monthly Inspections b. Inspecting the Delivery Hose and Assembly c. Documenting the Monthly Inspection d. Annual and Five-Year Cargo Tank Inspections 		<p>Initial: _____ Date: _____</p>
LOADING BOBTAILS		
<p>1. Bulk Plant Loading Systems and Equipment</p> <ul style="list-style-type: none"> a. Bulk Plant Design Variations b. Single and Multiple Tank Bulk Plants c. Understanding Bulk Plant Transfer Operations d. Liquid Transfer Pumps and Vapor Compressors e. Transfer Hoses f. Emergency Shutdown Systems g. Systems and Equipment 		<p>Initial: _____ Date: _____</p>
<p>2. Filling a Bobtail Using a Plant Pump</p> <ul style="list-style-type: none"> a. Prepare for Loading Operation b. Check the Liquid Level Gauges c. Ensure Valves are Closed and Check Hoses d. Connect the Transfer Hoses e. Perform the Sniff Test f. Fill the Cargo Tank g. Disconnect Hoses and Prepare Bobtail for Travel 		<p>Initial: _____ Date: _____</p>
<p>3. Other Loading Methods</p> <ul style="list-style-type: none"> a. Vapor Compressor b. Auxiliary Pump Inlet 		<p>Initial: _____ Date: _____</p>

UNLOADING BOBTAILS		
1. Transfer Site Hazards <i>a. Inspect the Transfer Site</i> <i>b. Hazards at Residential Customer Sites</i> <i>c. Hazards at Commercial, Industrial, and Agricultural Sites</i> <i>d. Containers and Installations</i>		Initial: _____ Date: _____
2. Filling Propane Storage Containers at Customer Location <i>a. Unloading Safety Precautions</i> <i>b. Containers at Customer Locations</i> <i>c. Unloading the Bobtail at the Bulk Plant</i>		Initial: _____ Date: _____
INJECTING METHANOL AND EVACUATING CONTAINERS		
1. ASME Tank Requirements <i>a. DOT and ASME Containers</i> <i>b. ASME Tank Size</i> <i>c. ASME Tank Design Information</i> <i>d. Valves and Gauges on ASME Stationary Tanks</i> <i>e. Aboveground ASME Tanks</i> <i>f. Underground ASME Tanks</i> <i>g. Parts, Valves, and Gauges on ASME Vehicle Mounted Tanks</i>		Initial: _____ Date: _____
2. Examining Customer Containers and Installations <i>a. Inspect the Supporting Foundation</i> <i>b. Inspect Container Location: Aboveground ASME Tanks</i> <i>c. Inspect Container Location: Underground ASME Tanks</i> <i>d. Inspect Container Location: DOT Stationary Cylinders</i> <i>e. Inspect Container Information</i> <i>f. Inspect Overall Fitness</i> <i>g. Inspect Valves</i> <i>h. Inspect Pressure Regulator(s)</i>		Initial: _____ Date: _____
3. Injecting Methanol into Containers <i>a. Methanol Hazards</i> <i>b. Preparing to Inject Methanol</i> <i>c. Preparing to Inject Methanol into a Negative Pressure Container</i> <i>d. Steps for Injecting Methanol into a Negative Pressure Container</i> <i>e. After Injecting Methanol into a Negative Pressure Container</i> <i>f. Preparing to Inject Methanol into a Positive Pressure Container</i> <i>g. Steps for Injecting Methanol into a Positive Pressure Container</i> <i>h. After Injecting Methanol into a Positive Pressure Container</i>		Initial: _____ Date: _____
4. Evacuation Equipment <i>a. Portable Compressors</i> <i>b. Bobtail Pumps</i> <i>c. Liquid Transfer Hose</i> <i>d. Vapor Hose</i> <i>e. Liquid Withdrawal Valves</i> <i>f. Liquid Transfer Valves</i> <i>g. Additional Equipment</i>		Initial: _____ Date: _____
5. Evacuation Procedures <i>a. Pre-Transfer Review</i> <i>b. Evacuation Safety Precautions</i> <i>c. The Portable Compressor Method</i> <i>d. The Bobtail Pump Method</i>		Initial: _____ Date: _____