



REGISTERED APPRENTICESHIP PROGRAM APPLICATION
REQUEST FOR CREDIT
FORM A

Related Instruction Competencies Evaluation for

TRANSPORT DRIVER

Applicants for a Transport 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 Transport 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: _____

TRANSPORT DRIVER Related Instruction Competencies	Credit Requested <i>(BY APPLICANT)</i> 	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 PROPANE TRANSPORT DELIVERY OPERATIONS		
1. Safety		Initial: _____ Date: _____

DOT LICENSING AND DRIVING REQUIREMENTS

1. DOT Driver Qualifications

- a. Commercial Motor Vehicle Definition b. Personal Qualifications*
c. Documentation Requirements d. Other Requirements

Initial: _____ Date: _____

2. Commercial Driver's License (CDL) Information

- a. Requirements b. CDL Classifications*
c. CDL Endorsements d. Hazardous Materials Endorsement

Initial: _____ Date: _____

3. Drug and Alcohol Awareness

- a. Drug and Alcohol Restrictions b. Testing*
c. Post-Accident Drug and Alcohol Testing

Initial: _____ Date: _____

OPERATING A TRANSPORT TO DELIVER PROPANE

1. Loading a Transport Cargo Tank

- a. Ensuring the truck and appropriate equipment are prepared, properly positioned, and bulkhead is secured for loading*
b. Shutting down the engine and attaching the ground cable
c. Inspecting the condition of and preparing all hoses, valves, and connection for the loading process
d. Wearing proper Personal Protective Equipment (PPE)
e. Determining the proper setting for the cargo tank liquid level gauge for proper filling level based on temperature and specific gravity
f. Verifying proper conditions and locations of Emergency Shutdown Valves (ESVs) and remote emergency shutdown controls
g. Inspecting the condition of all transfer hoses including loading rack transfer hoses
h. Determining if the liquid and vapor cargo tank inlet valves are closed
i. Removing caps from the cargo tank loading connections and inspecting the conditions of ACME threads and the O-ring or gasket
j. Preparing for transfer using:
 - Plant pump • Plant compressor
 - Cargo Tank Motor Vehicle (CTMV) Pump*k. Verifying gas odorization*
l. Shutting down pumps, compressors, or Power Take-Off (PTO) and activating emergency controls
m. Detecting liquid propane at the fixed maximum level gauge or at a set point for the liquid level gauge
n. Shutting down the transfer pump, compressor, or PTO and vehicle engine and closing the ESVs, the hose-end valves, cargo tank valves, loading rack valves and bulk tank valves and piping valves
o. Venting gas trapped in the hose connections between the hose-end valves and cargo tank valves.
p. Replacing the dust covers on the cargo inlets and transfer hoses and properly stowing the transfer hoses and delivery hose assembly and any other equipment used in the loading process for transport and/or safe storage
q. Inspecting the vehicle and preparing it for movement
r. Completing Bill of Lading and Shipping Papers for the load as well as any other necessary documentation
s. Securing access gates, valve locks or other security controls accessed or opened during the loading operation

Initial: _____ Date: _____

APPLYING DRIVING TECHNIQUES FOR SAFE OPERATION OF A TRANSPORT

1. Operating the vehicle safely and making appropriate use of the vehicle's safety equipment, including the following: <ul style="list-style-type: none"> <i>a. Mirrors</i> <i>b. Traffic and Roadway Conditions</i> <i>c. Speed</i> <i>d. Advance Preparation, mirrors, and directional signals when making lane changes and turns</i> 		Initial: _____ Date: _____
2. Adjusting Driving Techniques for weather and traffic conditions		Initial: _____ Date: _____
3. Techniques for controlling skids and recovering from a tire blowout or pavement drop off		Initial: _____ Date: _____
4. Causes of vehicle roll-overs and how to avoid them		Initial: _____ Date: _____
5. Maneuvering the vehicle onto customer property in such a way to: <ul style="list-style-type: none"> <i>a. Avoid damage to the property</i> <i>b. Ensure not having to re-enter the roadway by backing into traffic</i> 		Initial: _____ Date: _____
6. Handling Accidents and Emergencies <ul style="list-style-type: none"> <i>a. When Accidents and Emergencies Happen</i> <i>b. Handling Accidents with No Propane Leak: Take Initial Precautions</i> <i>c. Handling Accidents with No Propane Leak: Ensure Safe Conditions</i> <i>d. Handling Emergencies with a Propane Leak</i> <i>e. Delivery Vehicle Emergencies: Accidents</i> <i>f. Delivery Vehicle Emergencies: Leaking Container</i> <i>g. Fire Extinguishers</i> <i>h. Non-Propane Fire Control Actions</i> <i>i. Hazard Warning Signal Flashers</i> <i>j. Warning Devices</i> <i>k. Warning Devices: Additional Guidelines</i> <i>l. DOT Notification Requirements</i> <i>m. Reporting Accident/Incident Details to Your Company</i> 		Initial: _____ Date: _____

IDENTIFYING COMPONENTS OF TERMINAL & BULK PLANT LOADING & UNLOADING SYSTEMS

1. Locating the Data Plate on Each Bulk Storage Tank and Identifying: <ul style="list-style-type: none"> <i>a. Working Pressure</i> <i>b. Water Gallon Capacity</i> <i>c. Outside Diameter</i> 		Initial: _____ Date: _____
2. Liquid and Vapor Piping Circuits from each Bulk Storage Tank to and from the: <ul style="list-style-type: none"> <i>a. Unloading Bulkhead</i> <i>b. Unloading Compressor</i> <i>c. Loading Pump & Bulkhead</i> <i>d. Commonly Used Flammable Liquids</i> 		Initial: _____ Date: _____
3. Avoid Overfilling Bulk Storage Tanks Inter-Connected at the Bottom Openings when Unloading: <ul style="list-style-type: none"> <i>a. Using a Compressor</i> <i>b. Using the Cargo Tank of Plant Unloading Pump</i> <i>c. Bulk Tanks of Different Diameters that are Interconnected but Maximum Liquid Fill Levels are Not at Same Height</i> 		Initial: _____ Date: _____
4. Verification and Inspection of Valve Integrity, Fittings and Bulk Plant Transfer Hoses		Initial: _____ Date: _____
5. Locating and Explaining How To Use the Bulk Plant Emergency Shutdown Controls		Initial: _____ Date: _____

UNLOADING A TRANSPORT CARGO TANK IN A NON-METERED DELIVERY SERVICE		
1. Locating the Vehicle and the Unloading Bulkhead		Initial: _____ Date: _____
2. Securing the Vehicle Against Movement: <i>a. Setting the Parking Brake</i> <i>b. Shutting Down Engine</i>		Initial: _____ Date: _____
3. Preparing for Transfer Using: <i>a. Compressor</i> <i>b. Cargo Tank Motor Vehicle Pump</i>		Initial: _____ Date: _____
4. Complete Transfer Using: <i>a. Compressor</i>		Initial: _____ Date: _____
5. Continue with the Transfer Using a Compressor		Initial: _____ Date: _____
6. Securing Access Gates, Valve Locks, and Security Control Measures		Initial: _____ Date: _____
7. Using a CTMV Pump for Transfer		Initial: _____ Date: _____
PERFORM A POST-TRIP INSPECTION OF A TRANSPORT		
1. Inspection <i>a. Engine</i> <i>c. Parking (Hand Brake)</i> <i>e. Rear-Vision Mirrors</i> <i>g. Windshield Wiper or Wipers</i> <i>i. Lighting Devices and Reflectors</i> <i>k. Additional Company Specified Items</i> <i>b. Service Brakes</i> <i>d. Steering Mechanism</i> <i>f. Emergency Equipment</i> <i>h. Horn</i> <i>j. Tires, Wheels, and Rims</i>		Initial: _____ Date: _____
2. Defects and Deficiencies Affecting Safe Operation of Vehicle		Initial: _____ Date: _____
3. Documentation of Inspection		Initial: _____ Date: _____
4. Procedures for Correcting Defect(s), Scheduling Repairs and Documenting Corrections		Initial: _____ Date: _____
PERFORM MONTHLY INSPECTION OF THE TRANSPORT DELIVERY HOSE ASSEMBLY(S)		
1. Identification Numbers of Delivery Hose Assembly		Initial: _____ Date: _____
2. Inspecting Delivery Hose Assembly Based on Rejection Criteria		Initial: _____ Date: _____
3. Documentation of Inspection		Initial: _____ Date: _____
4. Retrieving Delivery Hose Assembly and Securing on Vehicle		Initial: _____ Date: _____
5. Reporting Repairs, Testing, and Replacements		Initial: _____ Date: _____
PERFORM MONTHLY TESTS OF THE EMERGENCY DISCHARGE SYSTEM		
1. Inspection of Components of the Discharge System		Initial: _____ Date: _____
2. Recording Deficiencies		Initial: _____ Date: _____
3. Internal Self-Closing Stop Valve Inspections		Initial: _____ Date: _____
4. Emergency Shutdown Controls		Initial: _____ Date: _____
5. Documentation of Inspections and Tests		Initial: _____ Date: _____