



**REGISTERED APPRENTICESHIP PROGRAM APPLICATION**  
**REQUEST FOR CREDIT**  
**FORM B**

*Experience Competencies Evaluation for*

**UTILITY/SERVICE DRIVER**

Applicants for a Utility/Service Driver apprenticeship may request that credit be applied toward the completion of the program for prior experience.

To request credit for prior experience, 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 experience competencies as part of NPGA’s Utility/Service Driver 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 competencies through prior experience. There may be continued related instruction in these competencies as appropriate as part of the overall program.

Designated Employer Contact: \_\_\_\_\_ Date: \_\_\_\_\_

NPGA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

UTILITY/SERVICE DRIVER EXPERIENCE COMPETENCIES	Credit Requested (BY APPLICANT)  ✓	Competency Observation (3x) (BY EVALUATOR)			Verification (BY EVALUATOR)
1. Follow all safety policies and regulations.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
2. Obtain the necessary license and meet DOT requirements necessary to operate a commercial vehicle with a tanker and hazmat endorsement.	Pass CDL test and receive license				
3. Perform tests and inspections that are unique to the type of equipment being operated.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
4. Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	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: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
6. Follow appropriate safety procedures for hazardous materials.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
7. Inspect loads to ensure that cargo is secure.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
8. Maintain logs of working hours, vehicle service, and repair status, following applicable state and federal regulations.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
9. Secure cargo to vehicle using ropes, blocks, chains, binders, or covers.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
10. Maneuver trucks into loading or unloading positions.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	Date: _____
11. Report vehicle defects, accidents, traffic violations, or damage to the vehicles.		Initial: _____	Initial: _____	Initial: _____	Initial: _____
		Date: _____	Date: _____	Date: _____	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: _____	Initial: _____ Date: _____
13. Drive vehicles with capacities to transport and deliver bulk products.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
14. Check all load-related documentation for completeness and accuracy.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
15. Read shipping papers to determine assignment details.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
16. Collect delivery instructions from appropriate sources, verifying instructions and routes.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
17. Drive trucks along routes in compliance with state regulations.		Initial: _____ Date: _____	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: _____	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: _____	Initial: _____ Date: _____
20. Read and interpret maps to determine vehicle routes.		Initial: _____ Date: _____	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: _____	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: _____	Initial: _____ Date: _____
23. Load or unload vehicle, using special loading-related equipment, or other equipment as necessary.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
24. Follow special cargo-related procedures related to bulk propane deliveries.		Initial: _____ Date: _____	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: _____	Initial: _____ Date: _____
26. Secure loads and containers using load bars, chains, or straps.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
27. Install or remove special equipment, such as tire chains.		Initial: _____ Date: _____	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: _____	Initial: _____ Date: _____
29. Operate trucks in inclement weather like rain and snowy conditions.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
30. Obey traffic laws and follow established traffic and transportation procedures.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____
31. Verify the contents of inventory loads against shipping papers.		Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____

32. Use and maintain the tools or equipment found on commercial vehicles.		Initial: _____ Date: _____	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: _____	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: _____	Initial: _____ Date: _____