



RELATED INSTRUCTION COMPETENCIES EVALUATION *for*

BOBTAIL DRIVER

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

Related instruction competencies for Bobtail Driver apprentices are broken down into fourteen course areas. Each course includes a series of lessons designed to help the apprentice learn and master the competencies required by the program. Most lesson information can be found in PERC’s Certified Employee Training Program (CETP).

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 instruction competencies for NPGA’s Registered Apprenticeship Program for a Bobtail Driver.

Signature of Apprentice: _____ Date: _____

Name of Apprentice (Printed): _____

EMPLOYER VERIFICATION

I, _____, have assessed _____ and verify that s/he has completed all the related instruction components and mastered the required competencies for NPGA’s Registered Apprenticeship Program for a Bobtail Driver.

Designated Employer Contact Signature: _____ Date: _____

Designated Employer Contact (Printed:) _____ Date: _____

NPGA Approval: _____ Date: _____

BOBTAIL DRIVER Related Instruction Competencies	Evaluation Date (BY EMPLOYER)	Verification (BY EMPLOYER)
BASIC PRINCIPLES AND PRACTICES OF PROPANE		
1. Organizations that Influence, Publish or Enforce Codes & Standards	Date: _____	Initial: _____
2. Introduction to Basic Principles and Practices of Propane	Date: _____	Initial: _____
3. Propane Customer Applications and Customer Service	Date: _____	Initial: _____
4. Sources and Physical Properties of Propane	Date: _____	Initial: _____
5. Odorants and Service Interruptions	Date: _____	Initial: _____
6. Complete and Incomplete Combustion Characteristics	Date: _____	Initial: _____
7. DOT Cylinders, Propane Piping, and Residential Systems	Date: _____	Initial: _____
8. National Fire Protection Association (NFPA) Regulations	Date: _____	Initial: _____
9. Updated or New Federal, State, and Local Regulations and Policies	Date: _____	Initial: _____
INITIAL OSHA/DOT TRAINING		
1. Introduction to OSHA and DOT Training	Date: _____	Initial: _____
2. OSHA Hazard Communication	Date: _____	Initial: _____
3. DOT General Awareness HAZMAT Training	Date: _____	Initial: _____
4. Emergency Response	Date: _____	Initial: _____
5. Loading and Unloading	Date: _____	Initial: _____
6. CMV Driver Requirements	Date: _____	Initial: _____
7. Vehicle Inspection	Date: _____	Initial: _____
8. Cylinder Safety	Date: _____	Initial: _____
9. Materials of Trade	Date: _____	Initial: _____
10. Security	Date: _____	Initial: _____
INTRODUCTION TO BOBTAIL DELIVERY OPERATIONS		
1. Safety	Date: _____	Initial: _____
DOT LICENSING AND DRIVING REQUIREMENTS		
1. DOT Driver Qualifications a. Commercial Motor Vehicle Definition b. Personal Qualifications c. Documentation Requirements d. Other Requirements	Date: _____	Initial: _____

2. Commercial Driver's License (CDL) Information a. Requirements b. CDL Classifications c. CDL Endorsements d. Hazardous Materials Endorsements	Date: _____	Initial: _____
3. Drug and Alcohol Awareness a. Drug and Alcohol Restrictions b. Testing c. Post-accident Drug and Alcohol Testing	Date: _____	Initial: _____
VEHICLE INSPECTIONS, IDENTIFICATIONS, AND DOCUMENTATION		
1. Vehicle Inspections and Maintenance 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	Date: _____	Initial: _____
2. Vehicle Identification Requirements a. Verifying Proper Vehicle Identification b. Bobtail Identification Requirements c. Bobtail Placards d. Placarding Methods e. Bobtail Product Shipping Name f. Bobtail Data Plates	Date: _____	Initial: _____
3. Vehicle Documentation Requirements a. Shipping Papers b. Emergency Response Information c. Complying with Emergency Response d. Information Requirements e. Hazmat Certification of Registration f. Documentation Requirements	Date: _____	Initial: _____
SAFELY HANDLING HAZARDOUS MATERIALS		
1. Methanol and Other Flammable Liquids 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	Date: _____	Initial: _____

<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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</p>

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

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

BOBTAIL EQUIPMENT AND SYSTEMS

<p>1. Cargo Tank and Connections</p> <ul style="list-style-type: none"> a. Common Bobtail Equipment and Systems b. Different Bobtail Equipment and Systems c. Cargo Tank d. Data Plate e. Gauges, Valves, and Connections f. Fixed Maximum Liquid Level Gauge g. Float Gauge h. Rotary Gauge i. Temperature and Pressure Gauges j. The Importance of Understanding Cargo Tank Gauges k. Pressure Relief Valves l. Liquid Fill Connection m. Vapor Equalizing Connection n. Internal Valves o. Manual Internal Valves p. Pressure Differential Internal Valves q. Excess Flow Valves 	<p>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</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>Date: _____</p>	<p>Initial: _____</p>
<p>3. Other Loading Methods</p> <ul style="list-style-type: none"> a. Vapor Compressor b. Auxiliary Pump Inlet 	<p>Date: _____</p>	<p>Initial: _____</p>

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

