



## REGISTERED APPRENTICESHIP PROGRAM *Related Instruction Competencies Evaluation for*

### TRANSPORT 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 Transport Driver apprentices are broken down into eleven 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 Transport Driver.

Signature of Apprentice: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Apprentice (Printed): \_\_\_\_\_

### EMPLOYER VERIFICATION

I, \_\_\_\_\_, have evaluated \_\_\_\_\_ 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 Transport Driver.

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

Designated Employer Contact (Printed: ) \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

### 3. Drug and Alcohol Awareness

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

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

## 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 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

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

<b>APPLYING DRIVING TECHNIQUES FOR SAFE OPERATION OF A TRANSPORT</b>		
<b>1. Operating the vehicle safely and making appropriate use of the vehicle's safety equipment, including the following:</b> a. Mirrors b. Traffic and Roadway Conditions c. Speed d. Advance Preparation, mirrors, and directional signals when making lane changes and turns	Date: _____	Initial: _____
<b>2. Adjusting Driving Techniques for weather and traffic conditions</b>	Date: _____	Initial: _____
<b>3. Techniques for controlling skids and recovering from a tire blowout or pavement drop off</b>	Date: _____	Initial: _____
<b>4. Causes of vehicle roll-overs and how to avoid them</b>	Date: _____	Initial: _____
<b>5. Maneuvering the vehicle onto customer property in such a way to:</b> a. Avoid damage to the property b. Ensure not having to re-enter the roadway by backing into traffic	Date: _____	Initial: _____
<b>6. Handling Accidents and Emergencies</b> 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 Emergencies with a Propane Leak e. Delivery Vehicle Emergencies: Accidents f. Delivery Vehicle Emergencies: Leaking Container g. Fire Extinguishers h. Non-Propane Fire Control Actions i. Hazard Warning Signal Flashers j. Warning Devices k. Warning Devices: Additional Guidelines l. DOT Notification Requirements m. Reporting Accident/Incident Details to Your Company	Date: _____	Initial: _____
<b>IDENTIFYING COMPONENTS OF TERMINAL &amp; BULK PLANT LOADING &amp; UNLOADING SYSTEMS</b>		
<b>1. Locating the Data Plate on Each Bulk Storage Tank and Identifying:</b> a. Working Pressure                      b. Water Gallon Capacity c. Outside Diameter	Date: _____	Initial: _____
<b>2. Liquid and Vapor Piping Circuits from each Bulk Storage Tank to and from the:</b> a. Unloading Bulkhead                      b. Unloading Compressor c. Loading Pump & Bulkhead              d. Commonly Used Flammable Liquids	Date: _____	Initial: _____
<b>3. Avoid Overfilling Bulk Storage Tanks Inter-Connected at the Bottom Openings when Unloading:</b> a. Using a Compressor b. Using the Cargo Tank of Plant Unloading Pump c. Bulk Tanks of Different Diameters that are Interconnected but Maximum Liquid Fill Levels are Not at Same Height	Date: _____	Initial: _____
<b>4. Verification and Inspection of Valve Integrity, Fittings and Bulk Plant Transfer Hoses</b>	Date: _____	Initial: _____
<b>5. Locating and Explaining How To Use the Bulk Plant Emergency Shutdown Controls</b>	Date: _____	Initial: _____

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