



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

### UTILITY/SERVICE 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 Utility/Service Driver apprentices are broken down into twelve 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 Utility/Service 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 Utility/Service Driver.

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

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

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

UTILITY/SERVICE DRIVER Related Instruction Competencies	Evaluation Date (BY EMPLOYER)	Verification (BY EMPLOYER)
<b>BASIC PRINCIPLES AND PRACTICES OF PROPANE</b>		
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: _____
<b>INITIAL OSHA/DOT TRAINING</b>		
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: _____
<b>INTRODUCTION TO UTILITY DELIVERY OPERATIONS</b>		
1. Safety	Date: _____	Initial: _____

<b>DOT LICENSING AND DRIVING REQUIREMENTS</b>		
<b>1. DOT Driver Qualifications</b> a. Commercial Motor Vehicle Definition    b. Personal Qualifications c. Documentation Requirements                d. Other Requirements	Date: _____	Initial: _____
<b>2. Commercial Driver's License (CDL) Information</b> a. Requirements                                b. CDL Classifications c. CDL Endorsements                        d. Hazardous Materials Endorsement	Date: _____	Initial: _____
<b>3. Drug and Alcohol Awareness</b> a. Drug and Alcohol Restrictions            b. Testing c. Post-Accident Drug and Alcohol Testing	Date: _____	Initial: _____
<b>VEHICLE INSPECTIONS, IDENTIFICATIONS, AND DOCUMENTATION</b>		
<b>1. Vehicle Inspections and Maintenance</b> 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: _____
<b>2. Vehicle Identification Requirements</b> a. Verifying Proper Vehicle Identification b. Utility Delivery Vehicle Identification Requirements	Date: _____	Initial: _____
<b>3. Vehicle Documentation Requirements</b> a. Shipping Papers b. Emergency Response Information c. Complying with Emergency Response d. Information Requirements e. Hazmat Certification of Registration	Date: _____	Initial: _____
<b>SAFELY HANDLING HAZARDOUS MATERIALS</b>		
<b>1. Methanol and Other Flammable Liquids</b> 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	Date: _____	Initial: _____

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

<p><b>3. Handling Accidents and Emergencies</b></p> <ul style="list-style-type: none"> <li>a. When Accidents and Emergencies Happen</li> <li>b. Handling Accidents with No Propane Leak: Take Initial Precautions</li> <li>c. Handling Accidents with No Propane Leak: Ensure Safe Conditions</li> <li>d. Handling Accidents with a Propane Leak</li> <li>e. Utility Delivery Vehicle Emergencies: Accidents</li> <li>f. Utility Delivery Vehicle Emergencies: Leaking Container</li> <li>g. Fire Extinguishers</li> <li>h. Non-Propane Fire Control Actions</li> <li>i. Hazard Warning Signal Flashers</li> <li>j. Warning Devices</li> <li>k. Warning Devices: Additional Guidelines</li> <li>l. DOT Notification Requirements</li> <li>m. Reporting Accident/Incident Details to Your Company</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>PARKING, SERVICING, AND SECURITY</b></p>		
<p><b>1. Parking and Servicing Requirements</b></p> <ul style="list-style-type: none"> <li>a. Parking Indoors at Public Garages or Buildings</li> <li>b. Parking Indoors at Non-Public Buildings</li> <li>c. Parking Outdoors</li> <li>d. Servicing the Engine/Chassis in a Public Garage—Vehicle Attended</li> <li>e. Servicing the Engine/Chassis in a Public Garage—Vehicle Unattended</li> <li>f. Servicing the Engine/Chassis in a Non-Public Building</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>2. Security of Propane Delivery Vehicles</b></p> <ul style="list-style-type: none"> <li>a. Importance of Vehicle Security</li> <li>b. Attending Your Vehicle</li> <li>c. Security Training and Communications</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>PREPARING CYLINDERS FOR FILLING</b></p>		
<p><b>1. Types and Features of Cylinders, Valves, and Gauges</b></p> <ul style="list-style-type: none"> <li>a. Cylinder Types</li> <li>b. Liquid and Vapor Service</li> <li>c. Valve Overview</li> <li>d. Cylinder Valves</li> <li>e. Cylinder Multivalve</li> <li>f. Types of Cylinder Gauges</li> <li>g. Overfilling Prevention Devices</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>2. Inspecting Cylinders</b></p> <ul style="list-style-type: none"> <li>a. Steps for Inspecting DOT/ICC Cylinders</li> <li>b. Requalification Methods</li> <li>c. Important DOT Requalification Terms</li> <li>d. Inspecting Cylinder Valves</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>3. Purging Cylinders of Air</b></p> <ul style="list-style-type: none"> <li>a. Importance of Purging Cylinders</li> <li>b. Steps for Purging Cylinders with Propane Vapor</li> <li>c. Steps for Purging Cylinders with a Vacuum Pump</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>

<p><b>4. Replacing Cylinder Valves</b></p> <ul style="list-style-type: none"> <li>a. Common Problems with Cylinder Valves</li> <li>b. Valve Exposure to Anhydrous Ammonia</li> <li>c. Inspecting Pressure Relief Valves</li> <li>d. Replacing Pressure Relief Valves</li> <li>e. Inspecting Service Valves</li> <li>f. Inspecting Filler Valves</li> <li>g. Safety Precautions for Valve Replacement</li> <li>h. Cylinder Evacuation and Vapor Flaring</li> <li>i. Procedures for Valve Replacement</li> <li>j. Servicing Float Gauges</li> <li>k. Installing Dip Tubes</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<b>FILLING CONTAINERS</b>		
<p><b>1. Filling Cylinders</b></p> <ul style="list-style-type: none"> <li>a. Characteristics of Cylinder Filling Stations</li> <li>b. Types of Cylinder Filling Stations</li> <li>c. Characteristics of Platform Scales</li> <li>d. Single and Double Beam Platform Scales</li> <li>e. Setting Scale Weight</li> <li>f. Cylinder Filling Precautions</li> <li>g. Filling Cylinders: Connections</li> <li>h. Automatic versus Manual Shutdown Systems</li> <li>i. Filling Cylinders by Volume</li> <li>J. Post-Filling Procedures</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>2. Filling Vehicle-Mounted ASME Tanks</b></p> <ul style="list-style-type: none"> <li>a. Propane Filling Operation Responsibilities</li> <li>b. Features of Vehicle-Mounted ASME Tanks</li> <li>c. Preparing to Fill Vehicle-Mounted ASME Tanks</li> <li>d. Tank Decals</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<b>DELIVERING CONTAINERS</b>		
<p><b>1. Features and Equipment of Utility Delivery Vehicles</b></p> <ul style="list-style-type: none"> <li>a. Types of Utility Delivery Vehicles</li> <li>b. Common Features of Utility Delivery Vehicles</li> <li>c. Service Beds</li> <li>d. Container Securing Devices</li> <li>e. Container Dollies</li> <li>f. Safely Using Container Dollies</li> <li>g. Lift Gates</li> <li>h. Safely Using Lift Gates</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>2. Delivering Containers to Residential Customers</b></p> <ul style="list-style-type: none"> <li>a. Loading and Securing Containers</li> <li>b. Delivering Containers to Residential Customers</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>
<p><b>3. Delivering Containers to Commercial Customers</b></p> <ul style="list-style-type: none"> <li>a. Inspecting Indoor Storage Facilities</li> <li>b. Inspecting Outdoor Storage Facilities</li> <li>c. Delivering Containers to Commercial Customers</li> </ul>	<p>Date: _____</p>	<p>Initial: _____</p>