



TRUCK DRIVER, HEAVY  
(Time-Based)

APPENDIX A  
D.O.T. CODE 905.663-014  
O\*NET CODE 53-3032.00

This training outline is the current standard for Work Processes and Related Instruction. Changes in technology, regulations, and safety/health issues may result in the need for additional On-the-Job Training or classroom learning.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Vehicle Inspection</u>	80
1. Coupling tractor and trailer: a. Check condition of fifth wheel; b. Position trailer and check height adjustment; c. Properly connect Glad Hands and light cord; d. Demonstrate safe backing under trailer; e. Inspect coupling and ensure fifth wheel is locked; f. Check glad hands and seals for leaks; g. Raise and inspect landing gear and trailer ladder (where applicable); h. Inspect clearance between tractor and trailer.	
2. Proper equipment check: a. Check and adjust mirrors; b. Check brakes and brake connections; c. Check horn, wipers, tires, and fuel; e. Check lighting devices and reflectors; f. Check fire extinguisher and emergency equipment; g. Check coupling devices; h. Check steering mechanism.	
B. <u>Tracking and Management Systems</u>	40
1. Log-in and log-out procedures;	

2. Shuttles;
3. Trip tracking;
4. Downloading routes;
5. Hours of Service (HOS) service breaks and lunch regulations;
6. Paper log and log edit protocols.

C. Driving Skills

900

1. Proper engine start:
  - a. Demonstrate ability to depress clutch;
  - b. Demonstrate ability to shift gear into neutral position;
  - c. Let motor idle to warm up (do not rev engine);
  - d. Ensure parking brake is set.
2. Drive at proper speeds:
  - a. Obey all limits;
  - b. Do not impede traffic;
  - c. Reduce speeds for inclement conditions.
3. Approaching intersections:
  - a. Downshift when necessary;
  - b. Travel at proper speed required for intersections;
  - c. Look in all directions;
  - d. Manage traffic patterns;
  - e. Use horn when necessary;
  - f. Recognize blind spots;
  - g. Adhere to vehicles and speed limits on ramps.
4. Follow at proper distances:
  - a. Do not tailgate;
  - b. Allow enough distance for reaction time;
  - c. Increase space due to restrictions and inclement weather.
5. Making turns, curves, and changing lanes:
  - a. Demonstrate safe lane changes on highways and in traffic;
  - b. Use turn signals in advance of lane changes or turns;
  - c. Use proper preparatory lanes;
  - d. Demonstrate proper swing when turning.
6. Obey traffic signs and signals:
  - a. Adhere to vehicle and traffic laws and traffic control devices;
  - b. Demonstrate proper approach of cross-walks and understanding of laws;
  - c. Make proper stops;

- d. Yield correctly;
  - e. Stop at proper distances from traffic control devices.
7. Backing and parking:
    - a. Demonstrate straight and blind side backing;
    - b. Adhere to driver and spotter best practices;
    - c. Demonstrate appropriate use of spotter when available;
    - d. Demonstrate the proper use of mirrors when backing;
    - e. Demonstrate the proper use of turn signals;
    - f. Park in a safe location.
  8. Proper mechanical operation:
    - a. Demonstrate proper shifting under all conditions;
    - b. Demonstrate ability to use the proper gear for each road grade;
    - c. Ability to control engine to prevent revving or stalling.
  9. Operating the vehicle smoothly and courteously:
    - a. Use appropriate signals, when warranted;
    - b. Yield to right-of-way vehicles;
    - c. Recognize hazards;
    - d. Yield to pedestrians.

D. Driver and Delivery Document Preparation

80

1. Driver pay summary.
2. Load stop summary.
3. Stop manifest.
4. Hazardous materials.
5. Fuel trip report.
6. Special communications sheet.
7. Exception sheet.
8. Load quality report.
9. Load request change form.
10. Bill of landing (biomedical waste).
11. Manifest (hazardous waste).
12. Paper credits (if necessary).

E. Delivery Driver Hand-held Device

240

1. Understand how to use a hand-held delivery device.
2. Review Proof of delivery (Delivery Manifest).
3. Employ delivery sequence.
4. Identify container labels by item category.

5. Scan product.
6. Identify product using division load and stop codes.

F. Special Delivery Procedures 120

1. Food safety and quality assurance.
2. Labels
3. Labels and USST Pickups (if applicable)
4. Load close process.
5. Driver pick-up process.
6. Damage and returns pick-up process.
7. Credit process.
8. Backhauls.

G. Delivery Process 540

1. Follow proper ramp and set-up procedures.
2. Safely stack and store product.
3. Piece identification and count.
4. Proper delivery process.
5. Be courteous to customers and public.
6. Perform piece count with customer.
7. Do not prop door during delivery.
8. Knowledge of ethics code.
9. Demonstrate dock safety.
10. Safety and security:
  - a. Lock trailer between stops;
  - b. Use 360-degree approach when entering/exiting parking areas;
  - d. Recognize parking risks and hazards;
  - e. Use safety vest in low-light situations;
  - f. Use three-points of contact when entering/exiting tractor;
  - g. Use ladder when entering cooler and freezer compartments;
  - h. Driving ergonomics
  - i. Understand product delivery priorities
  - j. Demonstrate knowledge of safe stacking procedures.

Approximate Total Hours	2000
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*Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification*

*determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>*

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APPENDIX B

Safety & Health

Basic Industrial Safety or OSHA 10-Hour General Industry course

Trade Safety, including the following:

Federal Motor Carrier Safety Administration (FMCSA) safety regulations

Federal compliance, safety, and accountability (CSA)

Food safety security

Driver security awareness

Three dimensions of safe driving

Driver preparation and roll-over

Ramp safety

Load bar safety

Personal health/ergonomics

Preventing sprains and strains

Proper rest/wakefulness

HAZMAT (Hazardous Materials)

HAZCOM (Hazard Communication)

Knowledge of Health Insurance Portability and Accountability Act (HIPAA)

Electronic user security

Right-to-Know/Safety Data Sheets (SDS)

Workplace violence

Drug and alcohol awareness

First Aid – minimum 6.5 hours

Sexual Harassment Prevention Training - must comply with Section 201-g of the Labor Law

Trade Theory and Practice

New-hire orientation

Introduction

History

Equipment and uniforms

Driver training

Entry-level driver training

Defensive-driving training

Route training

Driver assignments

Beginning/ending the trip

Tracking and management

Video monitoring for safety training  
Pre-trip inspection  
Exiting the yard  
Rules of the road  
Backing  
Driver and spotter  
Canopies  
City driving  
Inclement and extreme weather awareness  
Theft and hijacking  
Making the delivery  
Check-in procedures  
Department Of Health (DOH) rules and regulations (if applicable)  
Special delivery procedures

Other Workplace Skills

Transportation drivers and safety committee meetings  
Customer service skills  
    Customer service foundations  
    Greetings  
    Listening and questioning  
    Responding to customers  
    Resolving conflicts/issues

Other Related Courses as Necessary

A Minimum of 144 hours of Related Instruction is Required for Each Apprentice for Each Year.