

COMPETENCY-BASED OCCUPATIONAL FRAMEWORK FOR REGISTERED APPRENTICESHIP

Heavy and Tractor Trailer Truck Driver

ONET Code: 53-3032.00

RAPIDS Code:

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Work Process Schedule

WORK PROCESS SCHEDULE		ONET Code: 53-3032.00	
Heavy and Tractor Trailer Truck Driver		RAPIDS Code:	
JOB TITLE:			
LEVEL:		SPECIALIZATION:	
STACKABLE PROGRAM ___yes ___no			
BASE OCCUPATION NAME:			
Company Contact: Name			
Address:		Phone	Email
Apprenticeship Type: ___Competency-Based ___Time-Based ___Hybrid		Prerequisites	
JOB FUNCTION 1: Maintain a safe vehicle in good operating order and in compliance with legal and regulatory requirements		Core or Optional (Core)	
Level			
Competencies		Core or Optional	RTI
		OJT	
A. Check vehicle to make sure that mechanical, safety and emergency equipment is in good working order			
B. Maintain accurate logs of working hours, engine miles, vehicle service and repair status to ensure compliance with applicable state and federal regulations			
C. Complete a vehicle inspection report			

JOB FUNCTION 2: Properly and safely prepare vehicle, including loading	Core or Optional (Core)		Level
Competencies	Core or Optional	OJT	RTI
A. Conduct pre-trip inspection of critical vehicle components and complete Driver Vehicle Inspection Report			
B. Perform en route inspections to ensure proper and safe operation of vehicle			
C. Perform post-trip inspection and make notes of actual or suspected abnormalities or malfunctions			
D. Couple tractor and trailer safely and properly			
E. Uncouple tractor and trailer safely and properly			
F. Make efficient trip plans taking into account fuel use, ease of transport, hazards mitigation, and state regulations			
JOB FUNCTION 3: Safely travel and transport goods (if loaded) to correct location, meeting or exceeding deadlines	Core or Optional		Level
Competencies	Core or Optional	OJT	RTI
A. Enter and start the vehicle properly			
B. Put vehicle in motion and drive properly and safely			
C. Shift properly to maintain speed and motion			
D. Operate vehicle in reverse and dock in an appropriate and safe manner			
E. Bring vehicle to a stop, including parking			
F. Conduct preemptive visual search to stay alert to and enable appropriate defensive response to hazards			
G. Manage speed to ensure safe passage and conformance with state and federal laws and regulations			
H. Maintain proper vehicle spacing for safe operation and hazard response			
I. Exercise appropriate precautions at railroad crossings			

JOB FUNCTION 4: Pick up and deliver cargo on time and in good condition	Core or Optional		Level
Competencies	Core or Optional	OJT	RTI
A. Verify cargo types, nature, amount, and condition of cargo at pick-up and delivery			
B. Load, secure, and cover cargo as necessary and deliver to appropriate location			
C. Obtain necessary permits to transport cargo, if necessary			
D. Appropriately secure and protect high risk and high value cargo, obtaining necessary approvals and insurance coverage if necessary			
E. Accurately weigh loads and maintain weight distribution requirements			
JOB FUNCTION 5: Utilize appropriate vehicle communication devices; communicate with others regarding vehicle operation and maintenance, safe driving protocols, and cargo transportation and delivery	Core or Optional		Level
Competencies	Core or Optional	OJT	RTI
A. Use appropriate signals and vehicle communications technology to communicate with other drivers			
B. Communicate appropriately with company dispatch operators and others engaged in the loading and receiving of goods			
C. Report malfunctions, breakdowns, or maintenance needs accurately and promptly			
D. Document cargo transportation and delivery specifications and actions			
E. Seek manager authorizations when necessary			
F. Maintain positive customer relations			
G. Seek roadside assistance from appropriate sources, when necessary			

JOB FUNCTION 6: Maintain accurate and complete records related to travel times, distances, expenses, and delivery of products	Core or Optional		Level
Competencies	Core or Optional	OJT	RTI
A. Maintain accurate records regarding trip route, time, estimated fuel requirement and cargo			
B. Follow regulations and procedures to obtain special permits when necessary			
C. Correctly complete and submit cargo claims in the event of loss, damage, or refusal upon delivery			
D. Maintain records regarding load weights			
JOB FUNCTION 7: Drive truck during the day and at night, in a variety of weather situations and road conditions	Core or Optional		Level
Competencies	Core or Optional	OJT	RTI
A. Operate vehicle safely at night			
B. Operate vehicle safely in cold weather			
C. Operate vehicle safely in hot weather			
D. Operate vehicle safely in mountainous terrain			
E. Operate vehicle safely in wet conditions			
F. Operate vehicle safely in windy conditions			
G. Operate vehicle safely in construction zones			
H. Scan, detect, and respond properly to potential dangers in the driving environment			
I. Use emergency maneuvers to avoid or recover from skids			
JOB FUNCTION 8: Operate according to health, safety and environmental standards, best practices, and requirements	Core or Optional		Level
Competencies	Core	OJT	RTI
A. Comply with hours of service requirements			
B. Operate in a way that minimizes negative impact of transportation on environmental health and safety			

C. Respond appropriately and complete proper documentation in the event of an accident			
D. Manage life on the road to minimize stress and maintain health			

Specialization

Type of Specialization: _____

JOB FUNCTION 1:		Level
Competencies	RTI	OJT
JOB FUNCTION 2:		Level
Competencies	OJT	RTI
JOB FUNCTION 3:		Level
Competencies	OJT	RTI

JOB FUNCTION 4:		Level
Competencies	OJT	RTI
JOB FUNCTION 5:		Level
Competencies	OJT	RTI
JOB FUNCTION 6:		Level
Competencies	OJT	RTI

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Related Technical Instruction Plan

COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	

COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	

COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	

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