

**TRUCK DRIVER, HEAVY  
(Time-Based)**

**APPENDIX A**

O\*NET CODE 53-3032.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

**WORK PROCESSES**

**Approximate Hours**

**A. Vehicle Inspection**

**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. Tracking and Management Systems**

**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.
2. Demonstrate ability to depress clutch.
3. Demonstrate ability to shift gear into neutral position.
4. Let motor idle to warm up (do not rev engine).
5. Ensure parking brake is set.
6. Drive at proper speeds:
  - a. Obey all limits.
  - b. Do not impede traffic.
  - c. Reduce speeds for inclement conditions.
7. 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.
8. Follow at proper distances:
  - a. Do not tailgate.
  - b. Allow enough distance for reaction time.
  - c. Increase space due to restrictions and inclement weather.
9. 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.
10. Obey traffic signs and signals:

- a. Adhere to vehicle and traffic laws and traffic control devices.
  - b. Demonstrate proper approach of crosswalks and understanding of laws.
  - c. Make proper stops.
  - d. Yield correctly.
  - e. Stop at proper distances from traffic control devices.
11. 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.
12. 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.
13. 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. Drivers 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). 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.
  - c. Recognize parking risks and hazards.

- d. Use safety vest in low-light situations.
- e. Use three-points of contact when entering/exiting tractor.
- f. Use ladder when entering cooler and freezer compartments.
- g. Driving ergonomics.
- h. Understand product delivery priorities.
- i. Demonstrate knowledge of safe stacking procedures.

**Approximate Total Hours      2000**

*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 <https://dol.ny.gov/public-work-and-prevailing-wage>*

## **TRUCK DRIVER, HEAVY**

### **APPENDIX B**

#### **RELATED INSTRUCTION**

##### **Safety & Health**

1. Basic Industrial Safety *or* OSHA 10-Hour General Industry course
2. Sexual Harassment Prevention Training - must comply with Section 201-g of the Labor Law
3. First Aid – minimum 6.5 hours
4. Drug and alcohol awareness
5. Workplace violence
6. Trade Safety, including the following:
  - a. Federal Motor Carrier Safety Administration (FMCSA) safety regulations
  - b. Federal compliance, safety, and accountability (CSA)
  - c. Food safety security
  - d. Driver security awareness
  - e. Three dimensions of safe driving
  - f. Driver preparation and roll-over
  - g. Ramp safety
  - h. Load bar safety
  - i. Personal health/ergonomics
  - j. Preventing sprains and strains
  - k. Proper rest/wakefulness
  - l. HAZMAT (Hazardous Materials)
  - m. HAZCOM (Hazard Communication)
  - n. Knowledge of Health Insurance Portability and Accountability Act (HIPAA)
  - o. Electronic user security
  - p. Right-to-Know/Safety Data Sheets (SDS)

##### **Trade Theory and Practice**

1. New-hire orientation
2. Introduction
3. History

4. Equipment and uniforms
5. Driver training
6. Entry-level driver training
7. Defensive-driving training
8. Route training
9. Driver assignments
10. Beginning/ending the trip
11. Tracking and management
12. Video monitoring for safety training
13. Pre-trip inspection
14. Exiting the yard
15. Rules of the road
16. Backing
17. Driver and spotter
18. Canopies
19. City driving
20. Inclement and extreme weather awareness  
Theft and hijacking
21. Making the delivery
22. Check-in procedures
23. Department Of Health (DOH) rules and regulations (if applicable)
24. Special delivery procedures

### **Other Workplace Skills**

1. Transportation drivers and safety committee meetings
2. Customer service skills
  - a. Customer service foundations
  - b. Greetings
  - c. Listening and questioning
  - d. Responding to customers
  - e. Resolving conflicts/issues

### **Other Related Courses as Necessary**

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

Appendix B topics are approved by New York State Education Department.