

TRAINING TOOL



Entry-Level Training Curriculum Framework

DRIVING THE FUTURE



Entry-Level Training Curriculum Framework

This document sets out a framework for the curriculum and the learning outcomes for training delivered to individuals aspiring to enter the occupation of a commercial vehicle operator (truck driver). This framework is aligned with the National Occupational Standard (NOS) for Commercial Vehicle Operator (truck driver). The NOS defines the skills, knowledge and abilities required of today's professional drivers. Simply put, the NOS describes 'what a driver must be able to do' and 'what a driver must know' to perform the job safely, effectively and efficiently. The overall purpose of this curriculum framework is to provide consistent training within entry-level programs.

PURPOSE

This curriculum framework assumes that the individual being taught the curriculum will begin with only automobile driving experience. The curriculum concludes by preparing the learner to successfully challenge the government examinations to obtain a commercial class of driver licence (CDL), and also provides a base of competency that enables the individual to begin employment within the occupational field.

It is important to recognize that this curriculum framework only addresses the first stage of entry-level learning. The individual will continue

to acquire competency in the workplace. The goal of this workplace-based training is to reach the competency level defined in the National Occupational Standard for Commercial Vehicle Operator (truck driver).

This curriculum framework assumes that most learning/training takes place in two separate and distinct phases. The phases are not separated in all situations. In workplace-based driver training settings, the entry-level and workplace-based phases of training/learning are likely to have a greater degree of cross-over.

USING THE CURRICULUM FRAMEWORK

The Curriculum Framework for Entry-Level Training has two main uses:

USE 1: Developing *New* Entry-Level Training Programs

Successful entry-level training programs will prepare students for the employment in Canada's trucking and transportation workforce. The curriculum framework outlines the skills and knowledge that students need to acquire in the entry-level training phase to prepare them to successfully obtain a commercial driver's license (CDL).

USE 2: Assessing *Existing* Entry-Level Training Programs

There are several public and private training institutions across the country that provide entry-level training for commercial vehicle operators. To ensure that current training programs and curriculum are adequately preparing students for their commercial licensing assessments as well as entry into the workforce, the curriculum framework can be used to conduct a training gap analysis. A training gap analysis is a way for institutions to compare their current curriculum (including course objectives and course outcomes) with a national standard to identify areas that may not be addressed in their current program offering. Assessing existing training programs against the curriculum framework helps to ensure that students are receiving the most comprehensive training possible.

Potential Users:

- Curriculum Developers
- Training Program Administrators
- Provincial/Territorial Trucking Associations
- Provincial/Territorial Governments

FRAMEWORK COMPONENTS

COMPETENCE

CATEGORY:

Main duty area

LEARNING OUTCOME:

Defines what a learner will be able to do at the end of the training

LEARNING

INDICATORS:

The Knowledge that the trainee will be able to demonstrate (e.g. explain, describe)

PERFORMANCE

ELEMENTS:

The Skills that the trainee will be able to demonstrate.

SUB-TASKS (FOR SOME PERFORMANCE ELEMENTS):

The steps that the trainee will take to demonstrate the Skill identified in the Performance Element.

8		Competence Category	AIR BRAKE SYSTEMS
Learning Outcome	8.1	At the end of this training program the graduate will be able to inspect and operate a commercial vehicle with air brakes.	
	8.1.1	Explains the basic operating principles of air brakes. (H)*	
	8.1.2	Explains the general function of supply, service, parking/emergency and trailer sub-systems and related components. (H)*	
	8.1.3	Explains the visual characteristics, external components and basic function of foundation brakes. (H)*	
	8.1.4	Explains how speed, weight, vehicle specifications and downhill grades affect vehicle braking. (H)*	
	8.1.5	Describes conditions such as brake fade, and brake lag. (H)*	
	8.1.6	Identifies common brake types and recognize many of the components. (H)*	
	8.1.7	Explains the importance of proper brake pushrod stroke. (H)*	
	8.1.8	Uses an effective method for measuring brake pushrod stroke. (H)*	
	8.1.9	Explains that only qualified individuals may repair brakes. (H)*	
Performance Elements	8.1.10	Identifies brake component defects. (H)*	
		Identifying brake defects includes performing the following sub-tasks. <ol style="list-style-type: none"> 1) The driver will identify: <ol style="list-style-type: none"> a) damaged, missing or malfunctioning foundation brake components b) cracked, loose, missing, or contaminated brake lining, improper drum contact, or lining that is less than the required thickness c) audible air leaks, and visible evidence of cracks and non-manufactured holes in brake chambers d) mismatched brake chamber size and/or slack adjuster length on steering axles. e) cracked and/or broken brake drums or rotors f) leaks, damage, deterioration and improper fittings on readily visible brake hoses and air lines g) loose, cut or frayed compressor drive belt h) insecure air compressor mounts, brackets or fasteners 	
	Sub-tasks		

LEARNING OUTCOMES SUMMARY

1. Employment in the commercial vehicle industry

At the end of this training program the graduate will be able to:

- 1.1 describe the requirements for employers and workers in a workplace to comply with government regulations and develop standards. (18 Learning Indicators)
- 1.2 interact effectively and speak with coworkers, supervisors, customers, suppliers, enforcement officials and the general public. (2 Learning Indicators, 4 Performance Elements)
- 1.3 explain the importance of being “fit for work”, maintaining a healthy lifestyle, and balancing personal and work life. (3 Learning Indicators, 2 Performance Elements)
- 1.4 explain the purpose, fundamental structure, and basic content of regulations that apply to commercial vehicle operations. (18 Learning Indicators)

2. Vehicle components & systems

At the end of this training program the graduate will be able to:

- 2.1 operate commercial vehicle systems and controls. (11 Learning Indicators, 14 Performance Elements)

3. Basic driving techniques

At the end of this training program the graduate will be able to:

- 3.1 prepare and start to drive a commercial vehicle. (3 Learning Indicators, 12 Performance Elements)
- 3.2 comply with operational regulations that apply to commercial vehicles. (11 Learning Indicators, 7 Performance Elements)
- 3.3 drive a commercial vehicle in a safe manner and perform basic driving maneuvers. (3 Performance Elements)
- 3.4 operate a commercial vehicle in a safe manner and perform the required maneuvers for driving on urban, commercial, and industrial roads. (2 Performance Elements)
- 3.5 operate a commercial vehicle in a safe manner and perform the required maneuvers for driving on expressways. (2 Learning Indicators, 20 sub-tasks)

4. Professional driving habits

At the end of this training program the graduate will be able to:

- 4.1 apply defensive driving techniques. (3 Learning Indicators, 10 Performance Elements)
- 4.2 apply fuel efficient driving techniques. (2 Learning Indicators, 10 Performance Elements)

5. Tractor-trailer off-road tasks and maneuvers

At the end of this training program the graduate will be able to:

- 5.1 safely perform backing and parking maneuvers with a tractor-trailer. (4 Performance Elements)
- 5.2 safely perform tractor-trailer coupling and uncoupling tasks. (2 Performance Elements)

6. Documents, paperwork & regulatory requirements

At the end of this training program the graduate will be able to:

- 6.1 administer written workplace documents, and communicate effectively through written means. (4 Learning Indicators, 4 Performance Elements)
- 6.2 complete basic mathematical calculations required for commercial vehicle operation. (2 Learning Indicators, 6 Performance Elements)
- 6.3 use computers, electronic and communication devices common in commercial vehicle operations. (3 Performance Elements)
- 6.4 plan ahead, anticipate problems, and begin to deal with an emergency situation. (11 Learning Indicators, 9 Performance Elements)

7. Vehicle inspection activities

At the end of this training program the graduate will be able to:

- 7.1 inspect and maintain commercial vehicles. (3 Learning Indicators, 6 Performance Elements)
- 7.2 conduct required daily inspections and monitor a commercial vehicle's safe condition. (3 Learning Indicators, 10 Performance Elements)
- 7.3 inspect each component or system listed in NSC 13, Schedule 1 and conduct proper inspections to determine when a minor or major defect is present. (23 Performance Elements)

8. Air brake systems

At the end of this training program the graduate will be able to:

- 8.1 inspect and operate a commercial vehicle with air brakes. (9 Learning Indicators, 2 Performance Elements)

9. Hours of Service compliance

At the end of this training program the graduate will be able to:

- 9.1 comply with the requirements of the Hours of Service regulations. (27 Learning Indicators, 9 Performance Elements)

10. Cargo securement & loss prevention

At the end of this training program the graduate will be able to:

- 10.1 meet basic cargo securement requirements. (20 Learning Indicators, 5 Performance Elements)
- 10.2 prevent cargo loss claims, and follow required procedures to maintain secure facilities, prevent cargo loss and avoid damage. (1 Learning Indicator, 3 Performance Elements)

11. Handling emergencies

At the end of this training program the graduate will be able to:

- 11.1 assess and adapt to changing conditions. (4 Learning Indicators, 12 Performance Elements)
- 11.2 handle minor emergency incidents in a professional manner. (5 Learning Indicators, 1 Performance Element)

1		Competence Category	EMPLOYMENT IN THE COMMERCIAL VEHICLE INDUSTRY
Learning Indicators	Learning Outcome	1.1	At the end of this training program the graduate will be able to describe the requirements for employers and workers to comply with government regulations and develop standards.
		1.1.1	Explains that employers must comply with government regulations. (H)*
		1.1.2	Identifies employer standards that apply to occupational health and safety, employment, transportation, and business operations as: Canada Labour Code, National Safety Code, Transportation of Dangerous Goods Act, provincial Occupational Health and Safety acts, etc. (M)
		1.1.3	Explains that workers must comply with government regulations and standards. (M)
		1.1.4	Identifies that standards may apply to worker obligations, rights and responsibilities; employment; health and safety; labour agreements; etc. (H)*
		1.1.5	Explains that there are requirements for gaining and sustaining employment within the occupation. (M)
		1.1.6	Identifies that employment requirements may include: security screening and background checks; regular appraisals and performance reviews; pre-employment, periodic, or post-incident drug and alcohol testing; etc. Workers may also need to acknowledge that they understand and accept workplace standards and policies. (M)
		1.1.7	Identifies that employment requirements may also require medical clearance based on a specific type of driver's license, and may also involve a physical assessment or fitness screening. (M)
		1.1.8	Identifies some of the medical conditions that may prohibit a driver from holding specific types of commercial drivers' licenses, such as: heart conditions, epilepsy, some types of diabetes, etc. (M)
		1.1.9	Explains that expectations of worker performance are usually defined through workplace practices, procedures and policies that may include: corrective action processes, consequences for failing to adhere to requirements, and steps that can lead to dismissal. (H)*
		1.1.10	Explains that specific workplace practices, procedures and policies vary in scope and application, and may be written or unwritten. (L)
		1.1.11	Explains that workers are sometimes expected to rely heavily on their personal knowledge of regulatory or compliance requirements. (M)
		1.1.12	Explains the need to identify workplace hazards according to workplace practices, procedures and policies. (L)

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(H, M and L) – Indicates that the graduate will have a high (H), moderate (M) or low (L) level of acquirement of the competency. (*) – Indicates the curriculum will include validation (knowledge testing, task demonstration) of the Learning Indicator.

1

Learning Indicators

	1.1.13	Identifies that hazards are communicated through methods such as Workplace Hazardous Materials Information System (WHMIS), and labels and Safety Data Sheets (SDS), used in the system known as the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Workplace Chemicals. (L)
	1.1.14	Explains that some cargo is defined through regulations as “dangerous goods.” (L)
	1.1.15	Explains that dangerous goods can only be handled and transported by workers who have been specifically trained and certified. (L)
	1.1.16	Identifies the symbols and methods used to identify “dangerous goods.” (H)*
	1.1.17	Explains the need for developing a clear understanding of workplace practices, procedures and policies. (L)
	1.1.18	Explains the need to take steps to recognize and resolve situations in which a worker’s understanding is unclear about instructions, expectations, procedures or policies. (M)
Learning Outcome	1.2	At the end of this training program the graduate will be able to effectively interact and speak with coworkers, supervisors, customers, suppliers, enforcement officials and the general public.
Learning Indicators	1.2.1	Explains that interactions involving spoken words include specific words as well as the accompanying tone of voice, context, gestures and body language. (L)
	1.2.2	Describes gestures and body language that convey messages without exchanging spoken words. (L)
Performance Elements	1.2.3	Greets a person or group before interacting on any issue. (L)
	1.2.4	Adheres to regulations that require employers and workers to provide a workplace in which everyone feels secure and free of unnecessary conflict. (M)
	1.2.5	Practices sensitivity to cultural diversity, and uses a gentle and careful approach when encountering any misunderstanding. (L)
	1.2.6	Uses techniques for social, verbal and electronic interactions that positively impact the graduate’s success. (M)*
Learning Outcome	1.3	At the end of this training program the graduate will be able to explain the importance of being “fit for work”; maintaining a healthy lifestyle, and balancing personal and work life.
Learning Indicators	1.3.1	Explains that that some types of driving require significant amounts of time away from home, and that this schedule can cause work-related and personal stress, and can affect family relationships. (L)

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1

Learning Indicators	1.3.2	Explains that lifestyle and dietary factors can influence fatigue, performance, physical fitness and agility. (L)
	1.3.3	Describes occupational factors which can contribute to health-related challenges such as obstructive sleep apnea, back strain, injuries caused by slips, trips and falls, etc. (L)
Performance Elements	1.3.4	Practices stretching and proper lifting methods to prevent workplace injuries. (L)
	1.3.5	Practices personal hygiene habits that positively affect workplace relationships. (L)
Learning Outcome	1.4	At the end of this training program the graduate will be able to explain the purpose, fundamental structure, and basic content of regulations that apply to commercial vehicle operations.
Learning Indicators	1.4.1	Describes the National Safety Code is a model for Canadian jurisdictions to regulate the safe operation of commercial vehicles. (M)*
	1.4.2	Explains that legislation and regulations may affect operations within each jurisdiction, and that applicable rules can vary, even during the same workday, depending on where a driver is working. (M)
	1.4.3	Explains that commercial vehicles are generally defined by weight and that individual Canadian jurisdictions can set unique weight thresholds. (M)
	1.4.4	Explains that different classes of drivers' licenses apply to different types of vehicles and the required license classes vary between Canadian jurisdictions. (M)
	1.4.5	Explains that a driver's license may require specific endorsements for certain types of commercial vehicles and operations. (M)
	1.4.6	Explains that personal driving history can affect the status of a worker's commercial license and ability to drive commercial vehicles. (M)
	1.4.7	Explains that government agencies develop and retain records of driver incidents and infractions. (M)*
	1.4.8	Explains that government agencies develop and retain records of commercial motor carrier incidents and infractions. (M)*
	1.4.9	Explains that medical condition and history affect the type of license a driver can hold. (M)
	1.4.10	Explains that regulations apply to the movement of vehicles on all public roads and highways. (M)
	1.4.11	Explains that regulations apply to the mechanical condition of commercial vehicles. (M)*

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1

Learning
Indicators

1.4.12	Explains that regulations apply to the allowable weights and dimensions of commercial vehicles. (M)*
1.4.13	Explains that regulations apply to the securing of cargo transported by commercial vehicles. (M)
1.4.14	Explains that regulations apply to the air brake systems used on commercial vehicles. (M)
1.4.15	Explains that regulations apply to the daily inspection of commercial vehicles. (M)
1.4.16	Explains that regulations apply to the transport of materials and products that are defined as “dangerous goods.” (M)*
1.4.17	Explains that regulations apply to the hours a person is permitted to drive a commercial vehicle, be on duty, and be off duty. (M)
1.4.18	Explains that commercial vehicles may be restricted from operating on certain routes, or at particular times, due to their weight, license, size or commodity being transported. (M)*

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2

Competence
Category

VEHICLE COMPONENTS & SYSTEMS

Learning Outcome	2.1	At the end of this training program the graduate will be able to operate commercial vehicle systems and controls.
Learning Indicators	2.1.1	Describes the general layout of a typical commercial vehicle engine compartment. (M)
	2.1.2	Describes the general layout and function of major body, frame and external vehicle components and systems. (M)
	2.1.3	Explains the differences between single, tandem, tridem and other multi-axle configurations. (H)*
	2.1.4	Describes the basic types, features and function of tires and wheels. (H)*
	2.1.5	Describes the physical features and operation of common types of suspension systems. (H)*
	2.1.6	Describes the physical features and basic operation of drum and disc brake systems. (M)
	2.1.7	Describes how steering control is lost when tires skid during heavy brake use or when braking with poor traction. (H)*
	2.1.8	Describes the way that Anti-Lock Brake Systems (ABS) keep wheels from locking, but may not shorten vehicle stopping distance. (H)*
	2.1.9	Describes how stability control systems operate and affect vehicle operation. (H)*
	2.1.10	Describes the physical features, indicators, warnings, and the basic operation of hydraulic brake systems. (M)
	2.1.11	Describes the basic operation of portable or on-board cargo heating equipment. (L)
Performance Elements	2.1.12	Locates and operates all typical primary and secondary controls, gauges and instruments. (H)*
	2.1.13	Reads the instrument panel indicators displaying important vehicle operating information, warnings and safety system status. (H)*
	2.1.14	Operates one or more typical manual transmission and clutch, automated manual transmission and/or automatic transmission. (H)*
	2.1.15	Operates a differential and inter-axle differential used in tandem drive axles. (M)
	2.1.16	Locates fuel tanks and filler caps, and practices proper fueling methods. (M)

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2**Performance Elements**

2.1.17	Identifies important commercial vehicle service items, and locates operating fluid check points. (M)
2.1.18	Identifies the correct operating fluids required for a vehicle and properly re-fills and maintains fluid levels. (M)
2.1.19	Operates a differential lock or inter-axle differential lock. (M)
2.1.20	Operates engine brake or retarders, and describes how and when to appropriately use these systems to control vehicle speed. (M)
2.1.21	Operates vehicle heating, defrosting and air-conditioning systems. (H)*
2.1.22	Operates vehicle lamps and accessories. (H)*
2.1.23	Operates windshield wiper and washer systems. (H)*
2.1.24	Carries, secures, stores and uses, or operates required emergency equipment. (M)
2.1.25	Operates different types of trailer coupling devices. (M)

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3 Competence Category		BASIC DRIVING TECHNIQUES
Learning Outcome	3.1	At the end of this training program the graduate will be able to prepare and start to drive a commercial vehicle.
Learning Indicators	3.1.1	Explains the importance of being fully alert when driving. (H)
	3.1.2	Describes ways to check and remove vehicle restraints and other loading dock devices. (L)
	3.1.3	Explains the importance of proper start-up and/or warm-up procedures. (M)
Performance Elements	3.1.4	Applies a method for confirming that they are fully alert and their judgment is not impaired in any way before they begin to drive. (H)
	3.1.5	Confirms every time before leaving the driver's seat that the vehicle is secured by the vehicle's parking brake, wheel chocks or suitable blocks. (H)*
	3.1.6	Enters and exits the cab, or the vehicle cargo area maintaining 3-point contact, and recognizes the risks of improperly climbing onto or jumping from equipment. (H)*
	3.1.7	Confirms all required vehicle and cargo documents are valid and correct. (M)
	3.1.8	Locates required vehicle documents such as permit books, vehicle registration, insurance, bills of lading, etc. (M)
	3.1.9	Confirms that cargo handling equipment and devices are returned to their proper place when in a loading dock. (L)
	3.1.10	Checks and/or adjusts air suspension settings and controls, axle spacing, and 5th wheel position – when operating a tractor-trailer. (L)
	3.1.11	Adjusts the driver's seat to the correct position before driving. (H)*
	3.1.12	Inspects, wears and properly adjusts seatbelts before driving. (H)*
	3.1.13	Scans all controls and instruments before driving. (M)*
	3.1.14	Monitors the engine, instrument panel and indicator lamps. (H)*
	3.1.15	Listens for normal vehicle sounds while starting the vehicle's engine and avoids unnecessary idling. (M)*
	3.2	At the end of this training program the graduate will be able to comply with operational regulations that apply to commercial vehicles.
Learning Indicators	3.2.1	Explains the need to know the height of their vehicle before driving on any road. (H)*

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3

Learning Indicators	3.2.2	Explains the need to know the approximate empty and loaded weight of their vehicle before driving on any road. (M)*
	3.2.3	Explains how to comply with specific requirements for using toll routes and bridges. (M)
	3.2.4	Explains the location and proper use of truck emergency runaway lanes. (M)*
	3.2.5	Explains the times, days and/or weeks when commercial vehicle operations are restricted in certain urban areas. (M)*
	3.2.6	Explains standard highway height and weight limits and restrictions. (H)*
	3.2.7	Explains the need to carry and know how to use the emergency equipment required for certain commercial vehicle operations. (M)
	3.2.8	Explains how and when to properly set up emergency warning devices such as triangle reflectors. (M)*
	3.2.9	Explains the importance of immediately recognizing and responding to an unexpected situation in which their vehicle weight or height is greater than what is permitted to operate on a particular road or highway. (M)
	3.2.10	Explains the importance of respecting local bylaws restricting vehicle loading and unloading activities, parking and idling. (M)
	3.2.11	Identifies routes that prohibit commercial vehicles. (H)*
	Performance Elements	3.2.12
3.2.13		Takes extra care when crossing railway tracks and, before crossing, determines the space available for vehicles. (H)*
3.2.14		Shifts gears while crossing the railway tracks only when it is necessary.
3.2.15		Enters vehicle inspection facilities, or pulls off the roadway, when instructed by an officer or highway sign. (H)*
3.2.16		Watches for potential hazards of unmarked overhead obstructions such as: canopies, roof overhangs and other building protrusions, signs, utility lines, tree limbs, doorway entries, etc. (M)*
3.2.17		Watches for snow build-up, debris or road construction that can change vehicle height, weight or clearances. (M)*
3.2.18		Identifies and reads all road signs indicating the weight capacity of roadways or bridges – including seasonal weight restrictions. (H)*

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3	Learning Outcome	3.3	At the end of this training program the graduate will be able to operate a commercial vehicle in a safe manner and perform basic driving maneuvers.
	Performance Elements	3.3.1	Drives a commercial vehicle in a safe manner along typical roads and highways (H)*
	Sub-tasks		<p>Driving-along includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Practice continual observation and monitoring of road conditions 2) Interpret traffic and road conditions 3) Monitor vehicle blind spots 4) Drive defensively 5) Monitor vehicle behavior and operating conditions 6) Recognize their responsibilities for sharing a workplace with the public 7) Manage speed and following distance to allow adequate time to observe, react and manoeuver vehicle if necessary 8) Maintain proper road and lane position 9) Observe road signs and pavement markings 10) Integrate with traffic 11) Operate vehicle controls smoothly 12) Maintain two-handed grip on the steering wheel as much as practicable 13) Operate a manual transmission if necessary, selecting gears correctly and shifting smoothly
	Performance Elements	3.3.2	Drives a commercial vehicle through curves in a safe manner. (H)*
	Sub-tasks		<p>Driving through curves includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Prepare for the curve as it becomes visible by completing the following steps: <ol style="list-style-type: none"> a) conduct a visual assessment b) conduct a sign check c) conduct a pavement marking check d) conduct a traffic check 2) Travel through the curve by completing the following steps: <ol style="list-style-type: none"> a) manage speed and following distance to allow adequate time to observe, react and manoeuver vehicle if necessary b) steer through the curve following a proper path, based on vehicle off-tracking and clearance requirements c) conduct a traffic check d) maintain two-handed grip on the steering wheel as much as practicable

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3

Performance Elements	3.3.3	Changes lanes in a commercial vehicle in a safe manner. (H)*
Sub-tasks		<p>Lane changes include performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Prepare for the lane change by completing the following steps: <ol style="list-style-type: none"> a) conduct a traffic check b) conduct a pavement marking check c) manage speed and following distance to allow adequate time to observe, react and manoeuver vehicle if necessary d) activate turn signal correctly and on time 2) Execute the lane change by completing the following steps: <ol style="list-style-type: none"> a) steer vehicle into the correct position in the new lane b) manage speed and following distance to allow adequate time to observe, react and manoeuver vehicle if necessary c) cancel turn signal within about 4 seconds after completion
Learning Outcome	3.4	At the end of this training program the graduate will be able to operate a commercial vehicle in a safe manner and perform the required maneuvers for driving on urban, commercial, and industrial roads.
Performance Elements	3.4.1	Crosses intersections in a commercial vehicle in an urban setting in a safe manner (H)*
Sub-tasks		<p>Crossing an intersection includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Prepare for crossing the intersection as it becomes visible by completing the following steps: <ol style="list-style-type: none"> a) conduct a visual assessment b) conduct a sign check c) conduct a pavement marking check d) conduct a traffic control signals check e) conduct a traffic check 2) Approach the boundary of the intersection while completing the following steps: <ol style="list-style-type: none"> a) read and respond to sign b) read and respond to traffic control signals c) conduct a traffic check d) plan a crossing path 3) Stop at an intersection when required by completing the following steps: <ol style="list-style-type: none"> a) read and respond to sign b) read and respond to traffic control signals c) stop the vehicle in the correct location d) drive vehicle forward when necessary 4) Proceed across the intersection after stopping, or when no stop is necessary, by completing the following steps: <ol style="list-style-type: none"> a) conduct a traffic signal light check b) conduct a traffic check c) steer the vehicle through the proper path d) manage speed and following distance to allow adequate time to observe, react and manoeuver vehicle if necessary

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3	Performance Elements	3.4.2 Turns at intersections in a commercial vehicle in an urban setting in a safe manner. (H)*
	Sub-tasks	<p>Turning at intersections includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Select the correct lane for starting the turn 2) Activate turn signal correctly and on time 3) Conduct a continuous traffic check while turning 4) Manage speed and following distance throughout the turn to allow adequate time to observe, react and manoeuver vehicle if necessary 5) Interpret right-of-way obligations correctly 6) Steer through the intersection following a proper path, based on vehicle off-tracking and clearance requirements 7) Select the correct lane for travel after the turn 8) Cancel turn signal within about 4 seconds after completion
	Learning Outcome	3.5 At the end of this training program the graduate will be able to operate a commercial vehicle in a safe manner and perform the required maneuvers for driving on expressways.
	Performance Elements	3.5.1 Enters an expressway in a commercial vehicle in a safe manner. (H)*
	Sub-tasks	<p>Entering an expressway includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Conduct a traffic check 2) Manage vehicle speed according to conditions, posted advisories and speed limit 3) Manage following distance to allow adequate time to observe, react and manoeuver vehicle if necessary 4) Activate turn signal correctly and on time 5) Interpret right-of-way obligations correctly 6) Conduct a pavement marking check and stay within markings 7) Negotiate the ramp at appropriate speed and change lanes or merge as necessary 8) Adjust vehicle speed within the acceleration ramp to facilitate merge into traffic 9) Merge onto expressway maintaining suitable distance from other vehicles and adjusting speed as needed 10) Cancel turn signal within about 4 seconds after completion

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3	Performance Elements	3.5.2	Exits an expressway in a commercial vehicle in a safe manner. (H)*
	Sub-tasks		<p>Exiting an expressway includes performing the following sub-tasks. The driver will:</p> <ol style="list-style-type: none"> 1) Conduct a traffic check 2) Manage following distance to allow adequate time to observe, react and manoeuver vehicle if necessary 3) Reduce speed as appropriate (neither too soon nor too late) 4) Activate turn signal correctly and on time 5) Conduct a pavement marking check and stay within markings 6) Drive onto exit ramp as soon as space is available 7) Decelerate as necessary within deceleration ramp 8) Manage vehicle speed according to conditions, posted advisories and speed limit 9) Negotiate the ramp at appropriate speed and change lanes or merge as necessary 10) Cancel turn signal within about 4 seconds after leaving expressway

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4

Competence Category		PROFESSIONAL DRIVING HABITS
Learning Outcome	4.1	At the end of this training program the graduate will be able to apply defensive driving techniques.
	4.1.1	Explains the importance of defensive driving habits. (M)
	4.1.2	Explains their “duty of care” – to proactively protect other road users from harm. (H)
Learning Indicators	4.1.3	Explains their responsibility to share their workplace with the public, and how the additional size and weight of their vehicle may be perceived by other road users. (H)*
	4.1.4	Observes and critiques personal driving techniques to identify ways to improve. (M)
Performance Elements	4.1.5	Monitors the actions of other drivers, changing weather and changing road surfaces. (M)
	4.1.6	Adjusts driving techniques to match the vehicle configuration, cargo weight, center of gravity, and driving experience. (M)
	4.1.7	Recognizes and takes steps to avoid situations that might cause anger, hostility or danger. (M)
	4.1.8	Is courteous, and yields to other motorists, cyclists, pedestrians and slow-moving vehicles. (M)
	4.1.9	Scans mirrors, instruments and gauges regularly and systematically. (H)*
	4.1.10	Explains the visual cues and other signs of potentially hazardous traffic situations. (H)
	4.1.11	Maintains an appropriate following distance in all driving conditions. (H)*
	4.1.12	Avoids sources of distraction while driving. (H)*
	4.1.13	Maintains vehicle speed that is appropriate for road and traffic conditions, and adheres to regulations. (H)*
	Learning Outcome	4.2
Learning Indicators	4.2.1	Explains the importance of fuel efficient driving methods. (M)
	4.2.2	Explains the use of auxiliary power units and “shore power.” (M)

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4

Performance
Elements

4.2.3	Describes the use of different fuel types, vehicle technology, fuel additives, etc. to help reduce fuel consumption. (L)
4.2.4	Accelerates at a smooth and gradual rate. (M)*
4.2.5	Anticipates when most changes in speed, gear selection and surrounding space will be necessary. (M)*
4.2.6	Operates the engine and transmission close to the fuel-efficient rpm range whenever possible. (M)
4.2.7	Practices progressive shifting and selects the engine rpm and gear that are best for the vehicle speed and load, when driving a vehicle with manual transmission. (M)
4.2.8	Controls shift points by adjusting the throttle, when driving a vehicle with an automated manual transmission. (M)
4.2.9	Looks ahead continually, anticipates the need to change speed, and gradually changes speed. (H)
4.2.10	Uses cruise control whenever possible and appropriate for driving conditions. (M)
4.2.11	Idles a vehicle's engine as little as possible. (M)
4.2.12	Sets up vehicle to minimize the gap between tractor and trailer. (L)

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5

Competence
CategoryTRACTOR-TRAILER OFF-ROAD TASKS
AND MANEUVERS

Learning Outcome	5.1	At the end of this training program the graduate will be able to perform backing and parking maneuvers with a tractor-trailer.
Performance Elements	5.1.1	Performs straight-line backing maneuvers with a tractor-trailer unit in a safe manner. (H)*
		Maneuver Space – straight-line backing maneuvers will be in a space that is between 3.5 and 3.7 meters wide, and 30 meters long.
Sub-tasks		<p>Completion of straight-line backing maneuvers includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Check mirror set up 2) Set up the tractor-trailer for the backing maneuver 3) Examine the maneuver space from outside the tractor and check vehicle position 4) Activate warning flashers and sound vehicle horn briefly 5) Drive slowly backwards into the space 6) Pull up the vehicle no more than once to align it during the maneuver 7) Exit the tractor to examine space and vehicle alignment no more than once during the maneuver 8) Complete the reverse movement while staying entirely within the maneuver space 9) Stop tractor-trailer movement upon reaching the desired position 10) Stop the tractor-trailer gently when backing up to a solid fixture 11) Complete the entire backing maneuver in a reasonable period of time
Performance Elements	5.1.2	Performs offset backing maneuvers with a tractor-trailer in a safe manner. (H)*
		Maneuver Space – offset backing maneuvers will be from a space that is between 3.5 and 3.7 meters wide, and at least as long as the tractor-trailer, into an adjacent space of the same dimensions. The pull-up space in front of the two spaces described must be at least one and one half time the length of the tractor-trailer. The maneuver can be performed from either side.
Sub-tasks		<p>Completion of offset backing maneuvers includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Check mirror set up 2) Drive the tractor-trailer forward out of the starting position 3) Align the tractor-trailer with the target space while driving forward into the pull up area

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Sub-tasks		<ol style="list-style-type: none"> 4) Examine the maneuver space from outside the vehicle and check vehicle position if necessary 5) Activate warning flashers and sound vehicle horn briefly 6) Drive slowly backwards steering to align the rear of the trailer into the target space 7) Pull up the tractor-trailer no more than once to align it during the maneuver 8) Exit the tractor to examine space and vehicle alignment no more than once during the maneuver 9) Complete the reverse movement while staying entirely within the maneuver space 10) Stop tractor-trailer movement upon reaching the desired position 11) Stop the tractor-trailer gently when backing up to a solid fixture 12) Complete the entire backing maneuver in a reasonable period of time
Performance Elements	5.1.3	<p>Performs alley-dock backing maneuvers with a tractor-trailer in a safe manner. (H)*</p> <p>Maneuver Space – alley-dock backing maneuvers will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer, starting with the vehicle positioned perpendicular to the space and with the front of the tractor directly in front of it. The pull-up space in front of the backing target space must be no deeper than the length of the vehicle. The maneuver can be performed from either side.</p>
Sub-tasks		<p>Completion of alley-dock backing maneuvers includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Check mirror set up 2) Drive the vehicle forward out of the starting position 3) Align the trailer with the target space while driving forward into the pull up area 4) Examine the maneuver space from outside the vehicle and check vehicle position if necessary 5) Activate warning flashers and sound vehicle horn briefly 6) Drive slowly backwards steering to align the trailer into the target space 7) Pull up the vehicle no more than twice to align it during the maneuver 8) Exit the vehicle to examine space and vehicle alignment no more than twice during the maneuver 9) Complete the reverse movement while staying entirely within the maneuver space 10) Stop vehicle movement upon reaching the desired position 11) Stop the vehicle gently when backing up to a solid fixture 12) Complete the entire backing maneuver in a reasonable period of time

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Performance Elements	5.1.4	Performs parallel parking maneuvers with a tractor-trailer in a safe manner. (H)*
		Maneuver Space – parallel parking maneuvers will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 1.5 times the length of the tractor-trailer. The maneuver can be performed from either side.
Sub-tasks		<p>Completion of parallel parking maneuvers includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Check mirror set up 2) Drive the tractor-trailer forward into the starting position 3) Examine the maneuver space from outside the vehicle and check vehicle position if necessary 4) Activate warning flashers and sound vehicle horn briefly 5) Drive slowly backwards steering to align the rear of the trailer into the target space 6) Pull up the tractor-trailer no more than once to align it during the maneuver 7) Exit the tractor to examine space and vehicle alignment no more than once during the maneuver 8) Stop tractor-trailer movement upon reaching the desired position 9) Complete the reverse movement while staying within 1 meter of the curb or curb markers 10) Complete the entire backing maneuver in a reasonable period of time
Learning Outcome	5.2	At the end of this training program the graduate will be able to safely perform tractor-trailer coupling and uncoupling tasks.
Performance Elements	5.2.1	Couples a tractor-trailer unit in a safe manner. (H)*
Sub-tasks		<p>Completion of coupling tasks includes performing the following sub-tasks.</p> <p>The driver will:</p> <ol style="list-style-type: none"> 1) Start the coupling task: <ol style="list-style-type: none"> a) inspect couplers and connectors before coupling b) approach the trailer with the tractor as straight in line as possible, overcome any challenges involving ground surface conditions 2) Continue coupling with a tractor with fixed suspension: <ol style="list-style-type: none"> a) align the tractor and trailer, backing up until the 5th wheel is just ahead of trailer, touching the trailer or slightly under, but not against the kingpin b) exit the tractor and check that the kingpin is no more than 10 cm (4 in.) from the center of the 5th wheel lower coupler, adjust height if necessary so that contact of the upper coupler will be on the bottom half of the 5th wheel lower coupler c) monitor the trailer's position during coupling using the mirrors to confirm proper alignment d) reverse the tractor, gently but firmly engaging the 5th wheel e) listen for and feel the 5th wheel latch into its locked position

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5

<i>Sub-tasks</i>		<ol style="list-style-type: none"> 3) Continue coupling with a tractor having air suspension offering a suspension drop feature: <ol style="list-style-type: none"> a) back up to the trailer until the 5th wheel just touches the trailer, or is about to touch it b) exit the tractor and check vehicle heights c) return to the tractor and dump the tractor air suspension, then reverse the tractor until the 5th wheel lower coupler is fully under the front of the trailer, but still ahead of the king pin d) restore the tractor air suspension to its normal height e) monitor the trailer's position during coupling using the mirrors to confirm proper alignment f) reverse the tractor, gently but firmly engaging the 5th wheel g) listen for and feel the 5th wheel latching into its locked position 4) Complete the coupling for all suspension types: <ol style="list-style-type: none"> a) attempt to move the tractor forward (perform a "tug test") b) connect the air and electrical lines properly, and confirm normal operation c) raise the trailer landing gear fully and stow the handle into its retainer d) get back in the tractor and supply air to the trailer with the trailer supply valve, monitor the air pressure gauges, and confirm air pressure gauges show normal pressure levels e) pull forward a short distance and apply either the trailer service brakes only, or the full service brakes to test brake operation
Performance Elements	5.2.2	Uncouples a tractor-trailer in a safe manner. (H)*
<i>Sub-tasks</i>		<p>Completion of uncoupling tasks includes performing the following sub-tasks. The driver will:</p> <ol style="list-style-type: none"> 1) Start the uncoupling task: <ol style="list-style-type: none"> a) confirm the location is suitable and safe for uncoupling b) park the trailer in the selected location and apply the trailer parking brakes c) secure the tractor d) place any required wheel chocks and blocks, or engage locks into position e) place adequate support material under the landing gear if necessary f) Lower the trailer landing gear until it just touches the ground, but does not raise the trailer from the 5th wheel g) disconnect air and electrical connections and stow them h) release the 5th wheel coupler lock by means of the release handle i) operate trailer air suspension controls as required 2) For a tractor with fixed suspension <ol style="list-style-type: none"> a) drive slowly forward, until the 5th wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer b) watch the trailer in the mirrors or out of the rear window, when confident the trailer is stable, drive slowly forward until the tractor is clear of the trailer

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5*Sub-tasks*

- 3) For a tractor with air suspension having suspension drop feature:
 - a) drive forward slowly far enough to unlatch the 5th wheel coupler and stop
 - b) operate the control to drop the tractor suspension
 - c) watch the trailer in the mirrors or out of the rear window, when confident the trailer is stable, drive slowly forward until the tractor is clear of the trailer, and raise the tractor suspension to the normal position
 - d) drive slowly forward while confirming that the trailer is stable until the tractor is clear of the trailer
- 4) Complete the uncoupling for all suspension types:
 - a) secure the trailer before driving away

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6

Competence Category		DOCUMENTS, PAPERWORK & REGULATORY REQUIREMENTS
Learning Outcome	6.1	At the end of this training program the graduate will be able to administer written workplace documents, and communicate effectively through written means.
Learning Indicators	6.1.1	Identifies workplace forms that are needed to establish and sustain employment. (L)
	6.1.2	Identifies and describes the meaning of messages and symbols on cargo packaging and cargo documents such as way-bills, packing lists, delivery documents, instructions, workplace hazard information, etc. (L)
	6.1.3	Identifies and describes the basic purpose, importance and proper condition of vehicle related documents such as vehicle registration, insurance, program registry, fuel tax reporting, permits, etc. (H)*
	6.1.4	Explains the need to access written workplace information such as practice, procedure and policy documents related to cargo securement, job task analysis, hazard assessment, etc. (L)
Performance Elements	6.1.5	Seeks clarification and assistance when they do not fully understand any written workplace documents. (L)
	6.1.6	Composes and delivers basic written information and messages relating to driving activities. (L)
	6.1.7	Accesses information and reference tables such as those related to vehicle weights and dimensions. (L)
	6.1.8	Records some basic information onto cargo related documents such as way-bills. (L)
Learning Outcome	6.2	At the end of this training program the graduate will be able to complete basic mathematical calculations required for commercial vehicle operation.
Learning Indicators	6.2.1	Describes information needed for fuel tax reports. (L)
	6.2.2	Converts simple imperial and metric measurements using tables, mathematical formulas, or conversion programs. (M)
Performance Elements	6.2.3	Calculates route and trip distances. (L)
	6.2.4	Estimates fuel consumption rates, and how far a vehicle can travel on a particular quantity of fuel. (L)*
	6.2.5	Determines allowable axle weights. (M)*

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6

Performance Elements	6.2.6	Determines basic vehicle dimension and axle spacing requirements, and completes calculations to identify compliance with vehicle requirements such as “bridge formulas,” etc. (L)*
	6.2.7	Calculates trip durations to determine arrival times and plans departure times. (L)
	6.2.8	Estimates and records cargo weight. (L)
Learning Outcome	6.3	At the end of this training program the graduate will be able to use computers, electronic and communication devices common in commercial vehicle operations.
Performance Elements	6.3.1	Uses a calculator or computer to complete some simple tasks. (L)
	6.3.2	Operates a hand-held electronic or communication device for basic tasks and describes when and where such use is permitted. (L)
	6.3.3	Completes basic data-entry, form-filling and online search tasks. (L)
Learning Outcome	6.4	At the end of this training program the graduate will be able to plan ahead, anticipate problems, and begin to deal with an emergency situation.
Learning Indicators	6.4.1	Explains the risk of traveling to an unfamiliar location without first confirming facilities and preferred routes. (L)
	6.4.2	Identifies some special requirements relating to a vehicle, load, routing or commodity. (M)*
	6.4.3	Identifies sources of reliable information about weather and road conditions. (M)*
	6.4.4	Describes the need to carry required emergency equipment on or inside the vehicle. (M)
	6.4.5	Describes how and when to use emergency equipment carried on the equipment. (M)
	6.4.6	Describes typical workplace risks and hazards. (M)
	6.4.7	Describes the basic operation of emergency equipment such as a fire extinguisher, safety warnings (triangles, flares), spill kits, etc.(M)*
	6.4.8	Explains the need to carry first aid supplies. (M)
	6.4.9	Explains personal limitations in administering first aid. (M)
	6.4.10	Explains the need to protect oneself against potential falling cargo when opening doors. (H)*
	6.4.11	Explains the driver’s obligations in regulation to deal with a build-up of snow or ice on their vehicle(s). (M)*

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6

Performance
Elements

6.4.12	Accesses sources of maps and electronic route information. (M)*
6.4.13	Accesses sources of information about commercial vehicle routes, road construction, road closures, height clearances, weight restrictions, permit requirements, etc. (M)*
6.4.14	Prepares a route plan that considers vehicle size and weight. (M)*
6.4.15	Demonstrates use of some basic hand tools. (L)
6.4.16	Properly wears or otherwise uses appropriate Personal Protective Equipment. (M)*
6.4.17	Locates emergency contact information. (M)*
6.4.18	Adjusts a vehicle's 5th wheel setting, axle position, or suspension system. (M)
6.4.19	Uses a safe method for operating cargo access doors. (M)
6.4.20	Practices safe driving technique when proceeding through construction zones and detours. (H)*

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7

Competence Category		VEHICLE INSPECTION ACTIVITIES
Learning Outcome	7.1	At the end of this training program the graduate will be able to inspect and maintain commercial vehicles.
Learning Indicators	7.1.1	Explains the need for every workplace to establish a system, and keep a written record, for periodically inspecting and maintaining vehicles. (M)
	7.1.2	Explains that every commercial vehicle must meet prescribed performance standards while operating on a highway. (H)
	7.1.3	Explains the importance of enforcement and audit programs to ensure that inspection and maintenance is adequate. (M)
Performance Elements	7.1.4	Inspects the condition of vehicles and operating components. (H)*
	7.1.5	Uses Personal Protective Equipment during maintenance and inspection activities. (M)*
	7.1.6	Confirms that every commercial vehicle being operated displays valid evidence that regulatory periodic inspections and workplace-specific inspections have been conducted. (M)*
	7.1.7	Inspects the level of operating fluids including fuel, engine oil, engine coolant, power steering oil, windshield washer, diesel exhaust fluid (DEF), etc – and tops up when necessary. (H)*
	7.1.8	Inspects basic vehicle components, such as drive belts, hoses, tires, etc. (H)*
	7.1.9	Completes minor vehicle repairs such as: repair minor electrical connection problem, replace lamp, gladhand seal or wiper blade, reset circuit breaker, etc. (L)*
Learning Outcome	7.2	At the end of this training program the graduate will be able to conduct required daily inspections and monitor the vehicle's safe condition.
Learning Indicators	7.2.1	Explains their responsibility for the safe condition of each commercial vehicle they operate. (H)*
	7.2.2	Explains that Schedule 1 of National Safety Code Standard 13 (NSC 13) lists all minor and major defects that the driver is expected to identify. (H)*
	7.2.3	Explains that NSC 13 Schedule 1 includes the most common defects/unsafe conditions that a driver may encounter. (H)*
Performance Elements	7.2.4	Conducts daily inspections and identifies each of the 75 minor and major defects listed in NSC 13 Schedule 1. (H)*
	7.2.5	Identifies when a minor or major defect listed in NSC 13 Schedule 1 is present on their vehicle. (H)*

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Performance Elements	7.2.6	Completes and signs written or electronic daily inspection reports that declare the vehicle's condition. (H)*
	7.2.7	Monitors vehicle condition on a continuous basis, according to NSC 13 Schedule 1, while driving or otherwise being responsible for the vehicle, and updates the inspection report as required. (H)*
	7.2.8	Records on an inspection report every minor defect found during an inspection or while operating a vehicle, and reports the minor defect according to workplace practices, procedures and policies. (H)*
	7.2.9	Records immediately on an inspection document and reports every major defect found during an inspection, or while operating a vehicle, and stops operating the vehicle. (H)*
	7.2.10	Maintains a vehicle's out-of-service status whenever a major defect is identified, until the condition is corrected. (H)*
	7.2.11	Conducts regular enroute and post-trip vehicle inspections. (M)*
	7.2.12	Adheres to the regulations whenever accepting an inspection report from another worker. (M)*
	7.2.13	Carries a valid inspection report for each vehicle operated and a copy of NSC 13 Schedule 1, and produces these items when required by an enforcement officer. (H)*
Learning Outcome	7.3	At the end of this training program the graduate will be able to inspect each component or system listed in NSC 13 Schedule 1.
Performance Elements	7.3.1	Inspects the air brake system. (H)*
Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ol style="list-style-type: none"> a) audible air leak b) slow air pressure build-up rate 2) The driver will inspect for the following major defects: <ol style="list-style-type: none"> a) pushrod stroke of any brake exceeds the adjustment limit b) air loss rate exceeds the prescribed limit c) inoperative towing vehicle (tractor) protection system d) low air warning system fails or system is activated e) inoperative service, parking or emergency brake
Performance Elements	7.3.2	Inspects the cab. (H)*
Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) occupant compartment door fails to open

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Sub-tasks		2) The driver will inspect for the following major defect: a) any cab or sleeper door fails to close securely
Performance Elements	7.3.3	Inspects cargo securement. (H)*
Sub-tasks		Completing inspection includes performing the following sub-tasks. 1) The driver will inspect for the following minor defect: a) insecure or improper load covering (e.g. wrong type or flapping in the wind) 2) The driver will inspect for the following major defect: a) insecure cargo absence, failure, malfunction or deterioration of required cargo securement device or load covering
Performance Elements	7.3.4	Inspects coupling devices. (H)*
Sub-tasks		Completing inspection includes performing the following sub-tasks. 1) The driver will inspect for the following minor defect: a) coupler or mounting has loose or missing fastener coupler is insecure or movement exceeds prescribed limit 2) The driver will inspect for the following major defects: a) coupling or locking mechanism is damaged or fails to lock b) defective, incorrect or missing safety chain/cable
Performance Elements	7.3.5	Inspects dangerous goods. (H)*
Sub-tasks		Completing inspection includes performing the following sub-tasks. 1) The driver will inspect for the following major defect: a) dangerous goods requirements not met
Performance Elements	7.3.6	Inspects driver controls. (H)*
Sub-tasks		Completing inspection includes performing the following sub-tasks. 1) The driver will inspect for the following minor defect: a) accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly
Performance Elements	7.3.7	Inspects driver seat. (H)*
Sub-tasks		Completing inspection includes performing the following sub-tasks. 1) The driver will inspect for the following minor defects: a) seat is damaged or fails to remain in set position b) seatbelt or tether belt is insecure, missing or malfunctions

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7	Performance Elements	7.3.8	Inspects electric brake system. (L)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) loose or insecure wiring or electrical connection 2) The driver will inspect for the following major defects: <ol style="list-style-type: none"> a) inoperative breakaway device b) inoperative brake
	Performance Elements	7.3.9	Inspects emergency equipment and safety devices. (M)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) emergency equipment is missing, damaged or defective
	Performance Elements	7.3.10	Inspects exhaust system. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) exhaust leak 2) The driver will inspect for the following major defect: <ol style="list-style-type: none"> a) leak that causes exhaust gas to enter the occupant compartment
	Performance Elements	7.3.11	Inspects frame and cargo body. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) damaged frame or cargo body 2) The driver will inspect for the following major defect: <ol style="list-style-type: none"> a) visibly shifted, cracked, collapsing or sagging frame member(s)
	Performance Elements	7.3.12	Inspects fuel system. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) missing fuel tank cap 2) The driver will inspect for the following major defects: <ol style="list-style-type: none"> a) insecure fuel tank b) dripping fuel leak
	Performance Elements	7.3.13	Inspects a vehicle's general condition. (M)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following major defect: <ol style="list-style-type: none"> a) serious damage or deterioration that is noticeable and may affect the vehicle's safe operation

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7	Performance Elements	7.3.14	Inspects glass and mirrors. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ol style="list-style-type: none"> a) required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted b) required mirror or glass has broken or damaged attachments onto vehicle body
	Performance Elements	7.3.15	Inspects heater/defroster. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) control or system failure 2) The driver will inspect for the following major defect: <ol style="list-style-type: none"> a) defroster fails to provide unobstructed view through the windshield
	Performance Elements	7.3.16	Inspects horn. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) vehicle has no operative horn
	Performance Elements	7.3.17	Inspects hydraulic brake system. (M)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ol style="list-style-type: none"> a) brake fluid level is below indicated minimum level 2) The driver will inspect for the following major defects: <ol style="list-style-type: none"> a) parking brake is inoperative b) brake boost or power assist is not operative c) brake fluid leak d) brake pedal fade or insufficient pedal reserve e) activated (other than ABS) warning device f) brake fluid reservoir is less than ¼ full
	Performance Elements	7.3.18	Inspects lamps and reflectors. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ol style="list-style-type: none"> a) required lamp does not function as intended b) required reflector is missing or partially missing 2) The driver will inspect for the following major defects – that can only be present when use of lamps is required: <ol style="list-style-type: none"> a) failure of both low-beam headlamps b) failure of both rearmost tail lamps

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Sub-tasks		<p>3) The driver will inspect for the following major defects – that can be present at all times:</p> <ul style="list-style-type: none"> a) failure of a rearmost turn-indicator lamp b) failure of both rearmost brake lamps
Performance Elements	7.3.19	Inspects steering. (H)*
Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ul style="list-style-type: none"> 1) The driver will inspect for the following minor defect: <ul style="list-style-type: none"> a) steering wheel lash (free-play) is greater than normal 2) The driver will inspect for the following major defects: <ul style="list-style-type: none"> a) steering wheel is insecure, or does not respond normally b) steering wheel lash (free-play) exceeds prescribed limit
Performance Elements	7.3.20	Inspects suspension system. (H)*
Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ul style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ul style="list-style-type: none"> a) air leak in air suspension system b) broken spring leaf c) suspension fastener is loose, missing or broken 2) The driver will inspect for the following major defects: <ul style="list-style-type: none"> a) damaged or deflated air bag ['damaged' means – patched, cut, bruised, cracked to braid, mounted insecurely] b) cracked or broken main spring leaf or more than one broken spring leaf c) part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component d) loose U-bolt
Performance Elements	7.3.21	Inspects tires. (H)*
Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ul style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ul style="list-style-type: none"> a) damaged tread or sidewall of tire b) tire leaking (if leak can be felt or heard, tire is to be treated as flat) 2) The driver will inspect for the following major defects: <ul style="list-style-type: none"> a) flat tire b) tire tread depth is less than wear limit c) tire is in contact with another tire or any vehicle component other than mud-flap d) tire is marked "Not for highway use" e) tire has exposed cords in the tread or outer side wall area

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7	Performance Elements	7.3.22	Inspects wheels, hubs and fasteners. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ol style="list-style-type: none"> a) hub oil below minimum level (When fitted with sight glass) b) leaking wheel seal 2) The driver will inspect for the following major defects: <ol style="list-style-type: none"> a) wheel has loose, missing or ineffective fastener b) damaged, cracked or broken wheel, rim or attaching part c) evidence of imminent wheel, hub or bearing failure
	Performance Elements	7.3.23	Inspects windshield wiper/washer. (H)*
	Sub-tasks		<p>Completing inspection includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will inspect for the following minor defects: <ol style="list-style-type: none"> a) control or system malfunction b) wiper blade damaged, missing or fails to adequately clear driver's field of vision 2) The driver will inspect for the following major defect – that can only be present when use of wipers or washer is required: <ol style="list-style-type: none"> a) wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper

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8

Competence Category		AIR BRAKE SYSTEMS
Learning Outcome	8.1	At the end of this training program the graduate will be able to inspect and operate a commercial vehicle with air brakes.
Learning Indicators	8.1.1	Explains the basic operating principles of air brakes. (H)*
	8.1.2	Explains the general function of supply, service, parking/emergency and trailer sub-systems and related components. (H)*
	8.1.3	Explains the visual characteristics, external components and basic function of foundation brakes. (H)*
	8.1.4	Explains how speed, weight, vehicle specifications and downhill grades affect vehicle braking. (H)*
	8.1.5	Describes conditions such as brake fade and brake lag. (H)*
	8.1.6	Identifies common brake types and recognizes many of the components. (H)*
	8.1.7	Explains the importance of proper brake pushrod stroke. (H)*
	8.1.8	Uses an effective method for measuring brake pushrod stroke. (H)*
	8.1.9	Explains that only qualified individuals may repair brakes. (H)*
Performance Elements	8.1.10	Identifies brake component defects. (H)*
Sub-tasks		<p>Identifying brake defects includes performing the following sub-tasks.</p> <ol style="list-style-type: none"> 1) The driver will identify: <ol style="list-style-type: none"> a) damaged, missing or malfunctioning foundation brake components b) cracked, loose, missing, or contaminated brake lining, improper drum contact, or lining that is less than the required thickness c) audible air leaks, and visible evidence of cracks and non-manufactured holes in brake chambers d) mismatched brake chamber size and/or slack adjuster length on steering axles e) cracked and/or broken brake drums or rotors f) leaks, damage, deterioration and improper fittings on readily visible brake hoses and air lines g) loose, cut or frayed compressor drive belt h) insecure air compressor mounts, brackets or fasteners

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8**Performance
Elements**

8.1.11

Tests air brake system operation. (H)*

Sub-tasks

Testing air brake operation includes performing the following sub-tasks.

1) The driver will:

- a) check the system for audible air leaks
- b) test the low air pressure warning device
- c) measure air pressure build-up time
- d) identify air compressor governor cut-out and cut-in pressure settings
- e) test the air loss rate of an air brake system
- f) test the tractor (towing vehicle) protection valve
- g) test automatic-application of the trailer spring (parking/emergency) brakes
- h) test spring (parking/emergency) brakes
- i) test the function and condition of air tank drain valves
- j) identify insecurely mounted air tanks
- k) test spring brake operation

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9

Competence
Category

HOURS OF SERVICE COMPLIANCE

Learning
Outcome

9.1	At the end of this training program the graduate will be able to comply with the requirements of the Hours of Service regulations.
9.1.1	Explains that the Hours of Service regulations apply to operating any commercial vehicle. (H)*
9.1.2	Explains that they are on-duty when driving, in care and control of a vehicle, and performing other types of work. (H)*
9.1.3	Explains that in normal conditions they must take 10 hours off-duty each day, and have one 24-hour period off-duty within the previous 14 days. (H)*
9.1.4	Explains that driving a commercial vehicle is prohibited after being on-duty for 14 hours in a day. (H)*
9.1.5	Explains that driving a commercial vehicle is prohibited after accumulating 13 hours of driving in a day. (H)*
9.1.6	Explains that driving a commercial vehicle is prohibited when 16 hours have elapsed since their work shift began. (M)*
9.1.7	Identifies that a commercial vehicle may be operated for personal use, and for up to 75 km in a day when: the vehicle is empty and no trailer is being towed; no work of any sort is being done for a motor carrier; and the starting and ending odometer readings are recorded in the driver's daily log. (M)*
9.1.8	Explains that a work shift begins when they return to on-duty after being off-duty for at least 8 consecutive hours. (H)*
9.1.9	Identifies they are still considered to be on the previous work shift when returning to on-duty after less than 8 hours off-duty, and they may be prohibited from driving. (M)*
9.1.10	Explains that a 7-day cycle is called "Cycle 1" and allows a driver to be on-duty for 70 hours in a 7-day period. (M)*
9.1.11	Identifies that a 14-day cycle is called "Cycle 2" and allows a driver to be on-duty for 120 hours in a 14-day period. (M)*
9.1.12	Explains that a new cycle can start only after taking the required minimum number of hours off-duty, and this period is called a "reset." (H)*
9.1.13	Explains that resetting Cycle 1 requires at least 36 hours off duty. (H)*
9.1.14	Identifies that resetting Cycle 2 requires at least 72 hours off duty. (M)*

Learning
Indicators

9

Learning
Indicators

9.1.15	Identifies that up to 2 hours of the required minimum daily off-duty time can be deferred from one day to the next as long as the deferred time is properly added to the correct portion of off-duty time in the following day. (M)*
9.1.16	Identifies that when encountering specifically defined adverse driving conditions, driving up to 2 hours beyond the daily limit is permitted, when remaining within the 16-hour work shift rule. (M)*
9.1.17	Identifies that, when adverse conditions cause a driver to be on-duty longer than is normally permitted, the off-duty period on the following day must be increased by a similar amount. (M)*
9.1.18	Identifies that they must maintain and carry a daily log whenever they: operate beyond 160 km of their home terminal; return to a location other than their home terminal at the end of the day; or work for an employer who does not maintain a record of the driver's duty status. (M)*
9.1.19	Identifies that the "day" shown on a daily log is a 24-hour period which generally begins at midnight, but can start at any time set by an employer. (M)*
9.1.20	Explains that the "home terminal" is determined by the employer and is normally associated with the location where a worker begins to drive a commercial vehicle. (H)*
9.1.21	Identifies reasons that driver's daily logs may also need to be retained for tax purposes such as meal deductions, etc. (L)*
9.1.22	Identifies that a driver may be exempt from the requirements to complete and carry a daily log when: they drive within a radius of 160 km from their home terminal; return to their home terminal at the end of the day; and work for an employer who maintains a record of their duty status. (M)
9.1.23	Identifies that a record of each driver's duty status must track the driver's activities within each day, within the work shift, and within a duty cycle. (M)
9.1.24	Identifies that a driver using a record of duty status instead of a daily log must still comply with all of the driving restrictions. (M)
9.1.25	Identifies that proper use of the sleeper berth allows the off-duty period to be split. (M)
9.1.26	Identifies that off-duty periods can be split into shorter periods in certain conditions. (M)
9.1.27	Identifies that Canadian HOS requirements differ from those in the U.S.(M)

9

Performance
Elements

9.1.28	Calculates when they can begin to drive, and how many hours are available for driving each day. (H)*
9.1.29	Stops driving when any one of the on-duty limits is reached. (H)*
9.1.30	Stops driving a commercial vehicle after being on-duty for 14 hours in a day. (H)*
9.1.31	Stops driving a commercial vehicle after accumulating 13 hours of driving in a day. (H)*
9.1.32	Stops driving a commercial vehicle when 16 hours have elapsed since their work shift began. (M)*
9.1.33	Tracks their status within each day as defined on the daily log and tracks the duty status within their work shift, which can start at any time of day. (M)*
9.1.34	Maintains a complete, legible, and accurate driver's daily log (in a written or electronic format) that fully complies with the regulations. (H)
9.1.35	Carries daily logs that apply to the preceding 14 days, whenever operating a commercial vehicle requiring the driver to carry a log. (H)
9.1.36	Retains daily logs as required by the regulations. (M)

10**Competence
Category****CARGO SECUREMENT & LOSS PREVENTION****Learning
Outcome****10.1****At the end of this training program the graduate will be able to comply with basic cargo securement requirements.**

10.1.1

Explains that every commercial vehicle transporting cargo must have the cargo secured according to the regulations. (H)*

10.1.2

Explains that the requirement to secure cargo includes any material, equipment or other loose article carried on the vehicle, including dunnage, blocking, tarps, tools, equipment, spare materials, etc. (H)*

10.1.3

Explains that all cargo must be secured so that it cannot fall off the vehicle, or in any way be lost. (H)*

10.1.4

Explains that articles of cargo must be secured to prevent forward, rearward and sideways movement, and in some cases must also be secured to prevent upward movement. (H)*

10.1.5

Explains that all cargo must be secured so that it cannot shift in a way that can affect a vehicle's stability or maneuverability in a negative way. (H)*

10.1.6

Explains that cargo must be loaded in such a way that it does not interfere with the driver's ability to drive the vehicle safely, and does not block vehicle entry or exit. (H)*

10.1.7

Explains that articles of cargo are generally secured against the vehicle's structure and by using devices such as tiedowns, blocking and bracing. (H)

10.1.8

Describes methods for rating the strength of devices used to secure cargo and recognizes that most cargo requires a minimum number of tiedowns with particular working load limit ratings. (H)

10.1.9

Explains that cargo tiedowns are specifically designed and rated for particular use, and must have a means to be tightened, and must be used according to the manufacturer instructions. (M)

10.1.10

Explains that tiedown ratings are determined by manufacturers, are expressed as a "working load limit" (WLL), and marked on the tiedowns. (H)

10.1.11

Describes how the combined strength of individual tiedowns used together to restrain cargo is called the "aggregate working load limit." (H)

10.1.12

Explains how friction between cargo and vehicle surfaces, and friction between different articles of cargo that are in contact, helps to keep some types of cargo secure. (M)

10.1.13

Describes how the size, shape and weight of cargo generally dictates the required number, strength and placement of tiedowns. (L)

10.1.14

Explains how the aggregate working load limit of tiedowns used to secure cargo must equal at least 50% of the cargo weight. (L)

**Learning
Indicators**con't 

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Learning Indicators	10.1.15	Explains how cargo fully enclosed within a vehicle structure will not generally require tiedowns, but may require blocking, bracing or devices to increase friction between the vehicle and cargo. (M)
	10.1.16	Explains how individual pieces of cargo are “unitized” into larger units of cargo. (M)
	10.1.17	Explains that drivers are not required to inspect cargo if a vehicle has been sealed to prevent access and they have been instructed by their employer not to remove the seal. (M)*
	10.1.18	Explains that some cargo can be secured according to general regulatory requirements. (M)
	10.1.19	Explains how certain commodities require specific securing methods, devices and equipment to comply with specific regulatory requirements. (M)
	10.1.20	Identifies that specific securement methods are required for: logs, dressed lumber and similar building materials, metal coils, paper rolls, concrete pipe, inter-modal containers, automobiles, light trucks and vans, heavy vehicles equipment and machinery, flattened or crushed cars, roll-on/roll-off and hook-lift containers, boulders, etc. (M)
Performance Elements	10.1.21	Confirms that cargo securing methods or devices are the proper type, and are being properly used, strong enough, and in good condition. (M)
	10.1.22	Inspects cargo and methods used to secure the cargo before driving, to confirm everything is properly secured to comply with regulations. (L)
	10.1.23	Inspects cargo and related articles at specific intervals during the trip to ensure everything remains properly secured to comply with regulations. (L)
	10.1.24	Confirms that proper methods and devices have been used to secure cargo; that they are in good condition, and are in the proper locations. (L)
	10.1.25	Conducts inspection of the condition and integrity of tiedown devices, and adjusts tiedowns as necessary to keep cargo secure during transport. (L)
Learning Outcome	10.2	At the end of this training program the graduate will be able to prevent cargo loss claims, and follow required procedures to maintain secure facilities, prevent cargo loss and avoid damage.
Learning Indicators	10.2.1	Identifies that operation of cargo handling equipment must be performed in the proper manner, and only when a person is fully trained and authorized. (L)
Performance Elements	10.2.2	Handles and loads cargo carefully and describes basic ways to confirm that all cargo is properly packaged, unitized, arranged and secured inside facilities and vehicles. (L)
	10.2.3	Uses appropriate Personal Protective Equipment properly and recognizes that such use may be required, inside or outside of every workplace, shipper facility and customer facility. (L)*
	10.2.4	Uses cargo seals, pin locks and similar vehicle security devices. (L)

11**Competence
Category****HANDLING EMERGENCIES**

Learning Outcome	11.1	At the end of this training program the graduate will be able to assess and adapt to changing conditions.
Learning Indicators	11.1.1	Describes common workplace hazards and risks and how such hazards and risks can change. (L)
	11.1.2	Explains the role and importance of workplace practices, procedures and policies which are used to manage hazards and risks. (L)
	11.1.3	Locates and understand workplace practices, procedures and policies which are used to manage hazards and risks. (L)
	11.1.4	Explains the visual cues and other signs of potentially hazardous traffic situations. (M)*
Performance Elements	11.1.5	Reviews and understands documented job task analyses and hazard assessments. (L)
	11.1.6	Adapts to the presence of other motorists, pedestrians, cyclists and slow-moving vehicles which share the road with commercial vehicles. (M)
	11.1.7	Watches for wildlife or livestock which can enter the space around a vehicle, particularly on routes known for collisions involving animals. (L)
	11.1.8	Sets up mirrors to minimize a vehicle's "blind spots." (H)*
	11.1.9	Monitors and adheres to highway speed advisories. (H)*
	11.1.10	Maintains a high level of alertness while driving. (H)*
	11.1.11	Scans conditions around the vehicle by looking ahead and using mirrors regularly and systematically. (H)*
	11.1.12	Monitors vehicle conditions by scanning instruments and gauges regularly and systematically. (H)*
	11.1.13	Monitors the movement and actions of other motorists while passing or being passed. (H)*
	11.1.14	Diffuses any situation that could cause anger, hostility or danger. (L)*
	11.1.15	Exits the vehicle whenever necessary to inspect clearances and identify potential obstructions. (H)*
	11.1.16	Secures a vehicle properly before exiting the cab or vacating the driver seat. (H)*

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Learning Outcome	11.2	At the end of this training program the graduate will be able to handle minor emergency incidents in a professional manner.
Learning Indicators	11.2.1	Describes the typical kinds of incidents that must be reported to employers, police and other reporting agencies. (M)*
	11.2.2	Explains the importance of following the specific requirements of workplace practices, procedures and policies regarding collisions, close calls, injuries or other similar incidents. (L)
	11.2.3	Explains the importance of workplace practices, procedures and policies relating to obligations and limitations in administering first aid. (L)
	11.2.4	Describes the importance of conducting themselves according to workplace practices, procedures and policies in any emergency situation when speaking to police, media, other motorists and the public. (L)
	11.2.5	Describes the importance of following workplace practices, procedures and policies when engaging emergency support such as: towing and recovery service, vehicle repair, breakdown, tire repair, etc. (L)
Performance Elements	11.2.6	Uses warning devices and other emergency equipment in compliance with regulations. (L)