

# Commercial Transport Truck Operator TRAINING GUIDE On-Road Driving





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## **BACKGROUND**

Trucking HR Canada (THRC) publishes a National Occupational Standard for Commercial Transport Truck Operators (NOS-O). The NOS-O defines the knowledge, skills, and abilities ("competencies") required for this occupation.

This document is a supplemental resource to the NOS-O. For the full suite of supplemental resources visit **truckinghr.com**.







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## **PURPOSE OF THIS GUIDE**

The purpose of this training guide is to provide a standard approach to instructing **on-road tasks and maneuvers** to commercial transport truck operators based on the competencies of the National Occupational Standard for Commercial Transport Truck Operator (NOS-O).

## WHO CAN USE THIS GUIDE

This guide is designed to be used by instructors, trainers, mentors, and coaches to teach commercial transport truck operators at companies or at training facilities.

#### HOW TO USE THIS GUIDE

Use this guide during entry-level training and occupational-level training.

It lists the sub-tasks of backing with a focus on the correct order of sub-tasks and consistent identification of errors. The sub-tasks listed are consistent with what an operator's required to know to obtain a commercial driver's licence in many jurisdictions.

## LIMITATIONS OF THIS GUIDE

As vehicles and operational settings are different, you may need to make some alterations or additions to the sub-tasks listed in this document. Use this guide as a base and add or alter it as appropriate for your circumstances. If changes are made, you and/or your team may wish to review the NOS-O to ensure it continues to align with your updated version.

If you have questions or are interested in more information, contact info@truckinghr.com





## **BEFORE TRAINING BEGINS**

Review the training record of your trainee(s) before the lesson to ensure your training will meet their needs.

You can demonstrate and teach the skills in this guide in any off-road location that has adequate space and is reasonably free of distractions and hazards. A hard surface is preferred but not required.

Trainers and trainees need to wear clothing and footwear that is suitable for outdoor work and for weather conditions typical of the season. High visibility clothing or a safety vest over their clothing is also necessary to increase their visibility.

## TRAINING METHODS

Your goal is to help the learner develop effective, competent, and safe driving behaviours.

Instruction and feedback must be constructive and consistent.

During training, provide regular guidance and calmly deliver short messages. Don't distract, confuse, intimidate, or frustrate the trainee. Stop the task if necessary to provide more extensive feedback or instruction. Stop the lesson if the trainee needs to calm down or take a break. Resume the task when the trainee is ready.

## **DEMONSTRATING THE TASKS**

You may need to demonstrate a task, especially during entry-level training.

#### Elements to consider for demonstrations:

- The number of trainees that can reasonably and safely participate.
- Location in a yard with enough space for a tractor and trailer and one or more trainees.
- Location for trainees to stand where they can see and hear you during the demonstration.

Fully engage with the trainees and ensure that they understand all the steps being demonstrated.





# **ON-ROAD DRIVING TASKS**

The table below is organized to indicate sub-tasks, correct performance, and errors that require correction because they could result in risky procedures or unsafe conditions; these would be scored as errors on a road test scoresheet in many jurisdictions.

## **Driving Skill Development Task 1 - Use of Vehicle Controls**

SUB-TASK	CORRECT	ERRORS
1. Set up	Adjust seat to correct position.  Adjust mirrors to minimize blind spots.	Seat set out of position.  Mirror improperly set.
2. Gears and Shifting	Shift smoothly. Select proper gear.	Rough or erratic shifting.  Start in wrong gear.  Distracted by shifting.  Fail to gear up when required.  Fail to gear down when required.  Wrong gear when making a turn.  Wrong gear when descending a grad.  Shift gears while crossing railway track.  Fails to select appropriate gear for a turn.
3. Clutch	Engage smoothly.  Double-clutch (when necessary).	Stall.  Jerk or lug vehicle.  Release clutch (coasting).
4. Steering	Use two-handed grip (most of the time). Position hands properly.	Improper grip. Improper hand position. Free-wheel after a turn.
5. Acceleration	Accelerate smoothly and moderately.	Harsh acceleration.  Slow acceleration.  Improper acceleration when backing or turning.





SUB-TASK	CORRECT	ERRORS
6. Braking	Brake smoothly and on time.	Harsh braking.
	Use parking brake properly.	Late braking.
	Operate manual brake controls properly.	Improper use of parking or trailer brake.

# **Driving Skill Development Task 2 - Starting and Stopping**

SUB-TASK	CORRECT	ERRORS
1. Check	Check traffic and look for hazards before starting forward or backward.	Fail to check for traffic or other hazards before starting to move.
2. Roll	Prevent rolling backward or forward on a slope.	Allow vehicle to roll on a slope.
3. Signal	Signal before pulling out. Warn before backing.	Fail to signal. Fail to warn before backing.
4. Position	Stay back of stop lines and crosswalks.	Fail to observe stop line or crosswalk.





# **Driving Skill Development Task 3 - Driving Along**

SUB-TASK	CORRECT	ERRORS
1. Observe and Monitor	Scan the roadway and traffic conditions in front, beside, and behind on a regular basis (every 5 to 10 seconds).	conduct adequate checks of conditions in front, beside, or behind.     notice conditions or hazards.
2. React to Conditions	Notice conditions that may require a change in speed or lane position and adjust smoothly.	React too late to changing condition.  Over-react to changing condition.
3. Monitor Blind Spots	Check blind spots regularly and track vehicles entering and leaving blind spots.	Is not aware of blind spots.  Fail to check blind spots regularly.  Fail to adequately track vehicles in blind spots.
4. Monitor Vehicle	Scan the instrument panel at regular intervals (every 10 to 30 seconds).	Fail to conduct adequate checks of vehicle conditions.  Take eyes off road too long to check panel.
5. Drive Courteously	Demonstrate willingness to share workplace with the public.	Refuse to give space or be courteous toward other motorists.  Intimidate other motorists or fail to notice action that may be risky for others.
6. Manage Speed and Distance	Manage speed and following distance to allow adequate time to observe, react, and maneuver vehicle if necessary.	Follow too closely.  Drive too quickly or too slowly.  Fail to leave enough space when stopping behind another vehicle.
7. Road and Lane Position	Select the correct lane and stay near the center of the lane.  Drive in the right-most lane unless there is an obstruction or other need to move over.	Drive in the wrong lane or fail to stay right as much as possible.  Fail to drive near the center of the lane.  Drive in a prohibited lane.
8. Signs, Pavement Marking	Pay attention to road signs and pavement markings.	Fail to:  • notice road sign.  • notice pavement marking.





SUB-TASK	CORRECT	ERRORS
9. Integrate with Traffic	Avoid blocking other vehicles and operate at appropriate speed.	Impede other vehicles unnecessarily.
10. Smooth Operation	Operate vehicle controls smoothly.	Operate vehicle in a rough or erratic manner.
11. Steering Grip	Maintain two-handed grip on the steering wheel as much as practicable.	Use improper grip.





# **Driving Skill Development Task 4 - Driving Through a Curve**

SUB-TASK	CORRECT	ERRORS
1. Prepare	Conduct a visual assessment of the curve as soon as it is visible.  Check for signs and pavement markings.  Check traffic in front, beside, and behind.	Pail to:  notice curve ahead of time.  check for signs or pavement markings, or fail to read them correctly.  check traffic.
2. Travel Through	Adjust speed before the curve starts, manage speed and distance to vehicle in front.	Adjust speed too late or while in curve.  Exceed speed limit or speed advisory.  Travel too close to other vehicle.  Travel too fast for vehicle or road conditions.
3. Steer and Lane Position	Position vehicle to stay in lane.  Keep two hands on wheel.	Keep vehicle within lane markings.     maintain proper grip on steering wheel.
4. Traffic Check	Monitor traffic during curve.	Fail to:     conduct adequate checks of conditions in front, beside, or behind.





# **Driving Skill Development Task 5 - Lane Change**

SUB-TASK	CORRECT	ERRORS
1. Traffic Check	Monitor traffic before lane change.	Conduct adequate checks of conditions in front, beside, or behind.      notice another vehicle that must be monitored or may be affected by the lan change.
2. Turn Indicator	Activate turn indicator at least 2-3 seconds before lane change.	Turn indicator is not activated.  Turn indicator is activated too late.  Turn indicator does not remain activated during entire lane change.
3. Vehicle Spacing	Maintain safe following distance in current lane and accurately judge distance needed in target lane.	Allow following distance to get too short before lane change.  Slow down unnecessarily before lane change.  Start lane change without adequate space in target lane.  Impede another vehicle during the lane change.  Cause other motorists to react in a risky manner.
4. Execute Turn Indicator	Change lane where it is safe and legal to do so.  Make a smooth and deliberate lane change.	Fail to see lane markings prohibiting a lane change.  Change lane where it is prohibited.  Change lane in intersection, near crosswalk, or railway crossing.  Execute lane change too quickly.  Take too long to change lane.  Steering is jerky.  Get too close to another vehicle during lane change.  Fail to adjust speed after lane change.  Move too far to either side within the target lane.
5. Cancel Turn Indicator	Cancel turn indicator within 4 seconds of completing lane change.	Leave turn indicator on too long.





# **Driving Skill Development Task 6 - Intersection with No Stop or Turn**

SUB-TASK	CORRECT	ERRORS
1. Prepare	Conduct a visual assessment of the intersection as soon as it is visible.  Check for signs and pavement markings.  Check sight lines.	notice intersection.     check for signs or pavement markings.     read signs or pavement markings correctly.
2. Traffic Check	Observe traffic in front, to the left, right, and to the rear through the vehicle mirrors.  Scan for cross traffic.	<ul> <li>Fail to:</li> <li>turn head far enough to observe traffic.</li> <li>use mirrors to check traffic to rear.</li> <li>scan for cross traffic.</li> </ul>
3. Traffic Control Signal	Watch and observe traffic signals carefully.	<ul> <li>Fail to:</li> <li>notice traffic control signal.</li> <li>react to traffic control signal.</li> <li>obey traffic control signal.</li> </ul>
4. Manage Gap and Distance	Manage gap, following distance, and space to allow adequate time to observe, react, and maneuver vehicle if necessary.	Follow too closely.  Get too close to other vehicles.  Fail to "cover" brake pedal.
5. Crossing Speed	Cross intersection at appropriate speed.	Travel too quickly. Slow down unnecessarily.
6. Road and Lane Position	Stay in the correct lane and near the center of the lane.	Cross in the wrong lane or fail to stay near the center of the lane.





# **Driving Skill Evaluation Task 7 - Intersection Stop**

SUB-TASK	CORRECT	ERRORS
1. Traffic Control Signal	Watch and observe traffic signals carefully.	<ul><li>Fail to:</li><li>notice traffic control signal.</li><li>obey traffic control signal.</li></ul>
2. Stop and Position	Maintain distance to other vehicles (able to see the rear tires of the vehicle in front).  Manage distance to pavement markings.  Make a smooth stop.  Prevent rolling forward or backward.	Fail to leave enough space when stopping behind another vehicle.  Leave too much space in front.  Block crosswalk or impede a pedestrian or other road user.  Make a harsh or sudden stop.  Allow vehicle to roll.
3. Traffic Check and Proceed	Check to left and right to make sure way is clear before entering intersection.	Fail to check before proceeding.  Delay more than 4 seconds to proceed.  Harsh acceleration.
4. Space and Clearance	Proceed smoothly within 4 seconds when way is clear.  Check for adequate space on other side of intersection.	Enter intersection when there isn't room on other side of intersection.





# **Driving Skill Development Task 8 - Roadside Stop**

SUB-TASK	CORRECT	ERRORS
1. Traffic Check	Observe traffic in front, to the left, right, and to the rear through the vehicle mirrors.	turn head far enough to observe traffic.     use mirrors to check traffic to rear.
2. Gap and Speed	Maintain appropriate speed and distance from other vehicles.	Allow following distance to get too short.  Impede other vehicle during the stop.
3. Turn Indicator	Activate correct turn indicator.	Activate wrong turn indicator.  Activate turn indicator too early.  Activate turn indicator too late.
4. Stop Position	Stop on the right side of the road.	<ul> <li>Fail to:</li> <li>stop far enough to the right.</li> <li>prevent the vehicle from rolling.</li> <li>avoid obstructing other vehicle.</li> <li>Stops farther than 0.6 m from the curb.</li> </ul>
5. Secure Vehicle	Apply parking brakes.	Fail to apply parking brake.
6. Turn Indicator	Deactivate turn indicator lamps.  Activate hazard warning lamps.	Fail to:     deactivate turn indicator lamps.     activate hazard warning lamps.
7. Start	Start moving forward smoothly as soon as space is clear.	Start moving forward too soon.  Start moving forward to late.  Rough or aggressive start.
8. Turn Indicator	Activate correct turn indicator.	Activate wrong turn indicator lamps.  Activate turn indicator too early.  Activate turn indicator too late.





SUB-TASK	CORRECT	ERRORS
9. Traffic Check	Observe traffic in front, to the left, right and to the rear through the vehicle mirrors.	<ul> <li>Fail to:</li> <li>turn head far enough to observe traffic.</li> <li>use mirrors to check traffic to rear.</li> </ul>
10. Gap and speed	Maintain appropriate speed and distance from other vehicles.	Get too close to other vehicle. Impede other vehicle.
11. Turn Indicator	Deactivate turn indicator lamps.	Fail to deactivate turn indicator lamps.
12. Traffic Check	Observe traffic in front, to the left, right and to the rear.	Fail to observe traffic.





# **Driving Skill Development Task 9 - Intersection Turn**

SUB-TASK	CORRECT	ERRORS
1. Prepare	Conduct a visual assessment of the intersection as soon as it is visible, check for signs and pavement markings and checks sight lines.	notice intersection.     check for signs or pavement markings.     read signs or pavement markings correctly.
2. Traffic Check on Approach	Observe traffic in front, to the left, right and to the rear through the vehicle mirrors.  Scan for cross traffic.	<ul> <li>Fail to:</li> <li>turn head far enough to observe traffic.</li> <li>use mirrors to check traffic to rear.</li> <li>scan for cross traffic.</li> </ul>
3. Lane Change	Wait for safe gap before moving into new lane.  Comply with lane markings.	Fail to wait for safe gap before lane change.  Change lanes over solid pavement markings.
4. Turn Indicator	Activate correct turn indicator.  Provide clear indication of turn location.	Activate wrong turn indicator.  Activate turn indicator too early.  Activate turn indicator too late.
5. Speed	Slow down on approach.  Brake smoothly and evenly.	Fail to slow down in time.  Use brakes harshly or unevenly.
6. Intersection Entry	Turn from correct lane.  Drive over lane marking only when necessary to complete a turn.	Fail to start turn from proper lane position.  Unnecessarily drive over lane marking.
7. Traffic Check on Intersection Entry and Crossing	Observe traffic in front, to the left, right, and to the rear through the vehicle mirrors.  Scan for cross traffic.  Check blind spots.	<ul> <li>Fail to:</li> <li>turn head far enough to observe cross traffic.</li> <li>use mirrors to check traffic to rear.</li> <li>check blind spot.</li> </ul>





SUB-TASK	CORRECT	ERRORS
8. Speed and Right-of- way	Start turn within 5 seconds when road is clear.  Maintain smooth, even acceleration.  Yield to traffic and pedestrians.	Fail to start turn within 5 seconds.  Stop unnecessarily.  Accelerate harshly or unevenly.  Fail to yield right-of-way.
9. Wide Turn/ Short Turn	Follow correct path.  Cross over lane markings or curb boundary only when necessary.	Tire contact with curb.  Turn too far from median or curb.  Encroach unnecessarily into oncoming traffic.  Cause traffic to back up.
10. Traffic Check on Intersecting Road	Observe traffic in front, to the left, right, and to the rear through the vehicle mirrors.  Check blind spots.	<ul> <li>Fail to:</li> <li>turn head far enough to observe cross traffic.</li> <li>use mirrors to check traffic to rear.</li> <li>check blind spot.</li> </ul>
11. Turn Completion	Turn into correct lane.  Drive over lane marking only when necessary to complete a turn.	Fail to complete turn in proper lane position.  Unnecessarily drive over lane marking.
12. Turn Indicator	Cancel signal after completing turn.	Fail to cancel signal within 4 seconds after completing turn.
13. Move to the Right	Move to the right lane as necessary after completing a left turn.	Fail to move to right lane as soon as traffic permits.  Move to the right lane while impeding traffic.  Fail to signal lane change.





# **Driving Skill Development Task 10 - Circular Intersection**

SUB-TASK	CORRECT	ERRORS
1. Prepare	Conduct a visual assessment of the intersection as soon as it is visible.  Check for signs and pavement markings.  Check sight lines.	notice intersection.     check for signs or pavement markings.     read signs or pavement markings correctly.
2. Traffic Check	Observe traffic in front, to the left, right, and to the rear through the vehicle mirrors.  Scan for cross traffic.	<ul> <li>Fail to:</li> <li>turn head far enough to observe traffic.</li> <li>use mirrors to check traffic to rear.</li> <li>scan for cross traffic.</li> </ul>
3. Traffic Control Signs	Watch and observe traffic signs carefully.	<ul><li>Fail to:</li><li>notice traffic control sign.</li><li>respond to traffic control sign.</li></ul>
4. Manage Gap and Distance	Manage gap, following distance, and space to allow adequate time to observe, react, and maneuver vehicle if necessary.	Follow too closely.  Get too close to other vehicles.  Fail to "cover" brake pedal.
5. Speed	Travel through intersection at appropriate speed.	Travel too quickly. Slow down unnecessarily.
6. Road and Lane Position	Enter and exit in the correct lane.  Straddle the lanes only when necessary.	Use the wrong lane. Straddle lanes when it isn't necessary.





# **Driving Skill Development Task 11 - Expressway Entry**

SUB-TASK	CORRECT	ERRORS
1. Traffic Check	Monitor traffic in front, beside, and behind.	<ul> <li>Fail to:</li> <li>conduct adequate checks of conditions in front, beside, or behind.</li> <li>notice another vehicle that must be monitored or may be affected by the lane change.</li> </ul>
2. Turn Indicator	Activate turn indicator at least 4 seconds before lane change.	Turn indicator is not activated.  Turn indicator is activated too late.  Turn indicator does not remain activated during entire lane change.
3. Vehicle Speed and Spacing	Maintain safe following distance on acceleration ramp.  Accelerate to expressway speed.  Align with gap in traffic.	Get too close to other vehicles.  Fail to accelerate adequately.  Exceed speed limit.
4. Merge	Merge as soon as space and speed allow.  Avoid driving over solid lane marking.	Merge too quickly.  Merge too slowly.  Drive over solid lane marking during merge.
5. Turn Indicator	Cancel turn indicator within 4 seconds of completing lane change.	Leave turn indicator on too long.





## **Driving Skill Development Task 12 - Driving Along on Expressway**

SUB-TASK	CORRECT	ERRORS
1. Traffic Check	Scan the roadway and traffic conditions in front, beside, and behind on a regular basis (every 5 to 10 seconds).	conduct adequate checks of conditions in front, beside, or behind.     notice conditions or hazards.
2. React to Conditions	Notice conditions that may require a change in speed or lane position and adjust smoothly.	React too late to changing conditions.  Over-react to changing conditions.
3. Monitor Blind Spots	Check blind spots regularly and track vehicles entering and leaving blind spots.	Not aware of blind spots.  Fail to check blind spots regularly.  Fail to adequately track vehicles in blind spots.
4. Monitor Vehicle	Scan the instrument panel at regular intervals (every 10 to 30 seconds).	Fail to conduct adequate checks of vehicle conditions.  Take eyes of road too long to check panel.
5. Drive Courteously	Demonstrate willingness to share workplace with the public.	Refuse to give space or be courteous toward other motorists.  Intimidate other motorists or fail to notice action that may pose risks for others.
6. Manage Speed and Distance	Manage speed and following distance to allow adequate time to observe, react, and maneuver vehicle if necessary.	Follow too closely.  Drive too quickly or too slowly.  Drive directly beside another vehicle when it isn't necessary.
7. Road and Lane Position	Select the correct lane and stay near the center of the lane.  Drive in the right-most unless there is an obstruction or other need to move over.	Drive in the wrong lane or fail to stay right as much as possible.  Fail to drive near the center of the lane.  Drive in a prohibited lane.
8. Signs, Pavement Markings	Pay attention to road signs and pavement markings.	Fail to:     notice road sign.     notice pavement marking.





SUB-TASK	CORRECT	ERRORS
9. Integrate with Traffic	Avoid blocking other vehicles.  Operate at appropriate speed.	Impede other vehicles unnecessarily.
10. Smooth Operation	Operate vehicle controls smoothly.	Operate vehicle in a rough or erratic manner.
11. Steering Grip	Maintain two-handed grip on the steering wheel as much as practicable.	Use improper grip.





# **Driving Skill Development Task 13 - Expressway Exit**

SUB-TASK	CORRECT	ERRORS
1. Traffic Check	Monitor traffic in front, beside, and behind.	<ul> <li>Fail to:</li> <li>conduct adequate checks of conditions in front, beside, or behind.</li> <li>notice another vehicle that must be monitored or may be affected by the lane change.</li> </ul>
2. Turn Indicator	Activate turn indicator at least 4 seconds before lane change.	Turn indicator is not activated.  Turn indicator is activated too late.  Turn indicator does not remain activated during entire lane change.
3. Vehicle Speed and Spacing	Stay at expressway speed until exit.  Maintain safe following distance on deceleration ramp.	Get too close to other vehicles.  Slow down before exit ramp.  Fail to decelerate adequately.
4. Turn Indicator	Cancel turn indicator within 4 seconds of completing lane change.	Leave turn indicator on too long.





# **Driving Skill Development Task 14 - Railway Crossing**

SUB-TASK	CORRECT	ERRORS
1. Traffic Check	Scan traffic in front, to the left, right, and to the rear through the vehicle mirrors.	turn head far enough to observe traffic.     use mirrors to check traffic to rear.
2. Gap and Speed	Maintain appropriate speed and distance from other vehicles.	Allow following distance to get too short.  Impede other vehicle during the crossing.
3. Hazard Indicator	Activate hazard indicator when reducing speed.	Activate hazard indicator too early.  Activate hazard indicator too late.
4. Attention	Silence audio systems, radio, etc.  Open driver side window or both side windows to look and listen.	<ul><li>Fail to:</li><li>silence audio sources.</li><li>open one or more window.</li></ul>
5. Signs and Signals	Respond correctly to signs and signals.	Disobey any sign or signal.
6. Stop Position (if required)	Stop at least 5 m from railway track or gate but close enough to see and hear.	Stop closer than 5 m from track or gate.  Stop too far away to be able to see and hear.
7. Traffic Check	Scan traffic in front, to the left, right, and to the rear through the vehicle mirrors.	turn head far enough to observe traffic.     use mirrors to check traffic to rear.
8. Gap and Speed	Maintain appropriate speed and distance from other vehicles.	Allow following distance to get too short.  Impede other vehicle during the crossing.
9. Hazard Indicator	Cancel hazard indicator upon reaching traffic speed.	Cancel hazard indicator too early.  Cancel hazard indicator too late.









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