



**ONTARIO COLLEGE OF TRADES**  

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**ORDRE DES MÉTIERS DE L'ONTARIO**

Apprenticeship  
Training Standard

Schedule of Training

Tractor-Trailer  
Commercial Driver

Trade Code: 638A

Development Date: November 2005

# TRACTOR-TRAILER COMMERCIAL DRIVER

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<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
Preface .....	2
Definitions .....	3
Important Directions to the Apprentice.....	5
Important Directions for the Sponsor/Employer & Supervisor/Trainer.....	5
Notice/Declaration for Collection of Personal Information .....	6
Roles and Responsibilities of Apprentice, Sponsor/Employer and Supervisor/Trainer .....	7
Skill Set Completion Form.....	9
Learning Outcome Completion Form .....	9
Apprentice Completion Form.....	10
 <b><u>TRAINING CONTENT</u></b>	
A. Description/Duties .....	11
B. On-the-Job Training Performance Objectives	
1.0 Protect Self and Others.....	12
2.0 Trip Planning.....	14
3.0 Manage Information/Documentation .....	15
4.0 Vehicle Maintenance.....	16
5.0 Perform Trailer Operations .....	18
6.0 Reinforce Defensive Driving Skills .....	19
7.0 Reinforce Defensive Driving in Extreme Conditions .....	24
8.0 Cargo Handling and Load Securement .....	28
9.0 Communication .....	29
10.0 Manage Self.....	30
C. Learning Outcomes.....	31
Apprentice Record.....	33

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### **PREFACE**

This Schedule of Training was developed by the Workplace Training Branch of the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skills following each successful acquisition, unless a skill is marked shaded (optional).

**The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices acquisition of skills of the trade.**

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

**DEFINITIONS**

**ACA**

Apprenticeship and Certification Act, 1998

**Certificate of Apprenticeship (C of A)**

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

**Certificate of Qualification (C of Q)**

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

**Competence**

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

**Competency Analysis Profile**

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

**Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA**

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

**Journeyman or Equivalent**

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

**Mandatory**

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

**Optional**

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

**Sign-off**

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

**Skill**

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

**Skill Sets**

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

**Skill Set Completion Form (and Learning Outcome Completion Form)**

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

**Sponsor/Employer**

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

**Sponsor/Employer of Record**

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

**Supervisor**

An individual, who oversees the execution of a task, oversees the actions or work of others.

**Trainer**

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

**TQAA**

Trades Qualification and Apprenticeship Act.

**Training Standard**

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

**IMPORTANT DIRECTIONS**

**Apprentice**

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
  - change of sponsor/employer address;
  - change of apprentice name or address;
  - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

**Sponsors/Employers and Supervisors/Trainers**

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Training, Colleges and Universities  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084.

### **ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER**

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#### **Apprentice “Apprenticeship is Learning On-the-job”**

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

#### **Sponsor/Employer “Training is an Investment”**

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.



## TRACTOR-TRAILER COMMERCIAL DRIVER

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### **Supervisor/Trainer**

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

### **Suggestions for Assessing the Progress of the Apprentice in the Workplace**

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

**TRACTOR-TRAILER COMMERCIAL DRIVER**

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**SKILL SET COMPLETION FORM**

<b>SKILLS SETS</b>	<b>TITLE</b>	<b>SIGNING AUTHORITY</b>
<b>1.0</b>	<b>PROTECT SELF AND OTHERS</b>	
<b>2.0</b>	<b>TRIP PLANNING</b>	
<b>3.0</b>	<b>MANAGE INFORMATION / DOCUMENTATION</b>	
<b>4.0</b>	<b>VEHICLE MAINTENANCE</b>	
<b>5.0</b>	<b>PERFORM TRAILER OPERATIONS</b>	
<b>6.0</b>	<b>REINFORCE DEFENSIVE DRIVING SKILLS</b>	
<b>7.0</b>	<b>REINFORCE DEFENSIVE DRIVING IN EXTREME CONDITIONS</b>	
<b>8.0</b>	<b>CARGO HANDLING AND LOAD SECUREMENT</b>	
<b>9.0</b>	<b>COMMUNICATION</b>	
<b>10.0</b>	<b>MANAGE SELF</b>	

**NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:**

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

**LEARNING OUTCOMES COMPLETION FORM**

<b>Date of Completion</b>	<b>Organization Name(s)</b>	<b>SIGNING AUTHORITY</b>

## TRACTOR-TRAILER COMMERCIAL DRIVER

### APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Client ID	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed                      Yes ( )              No ( )              Not applicable ( )  
(Proof to be provided)

Hours completed as                      Yes ( )              No ( )              Not applicable ( )  
Per Contract:

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### A. DESCRIPTION/DUTIES

A **TRACTOR-TRAILER COMMERCIAL DRIVER** is licensed\* to drive a commercial tractor-trailer and manages the safe transportation of goods and materials by:

- Planning trips
- Inspecting equipment
- Conducting routine vehicle checks
- Reporting problems
- Preparing documentation including bills of lading, border crossing security and custom forms
- Practicing defensive driving techniques

\* **Licensed means that the driver holds a valid Ontario AZ license in accordance with the Highway Traffic Act.**

A **TRACTOR-TRAILER COMMERCIAL DRIVER** demonstrates knowledge of:

- Transportation and health and safety legislation, codes and agreements regarding the transport of products and materials over urban, interurban, provincial, and international routes.

### **BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES: (ON-THE-JOB AND OFF-THE-JOB):**

#### **2,000 hours**

Includes up to 12 weeks of mentor training; and up to 40 weeks of on-the-job training.

**B. ON-THE-JOB PERFORMANCE OBJECTIVES**

**1.0 PROTECT SELF AND OTHERS**

**1.1 Identify health and safety hazards in the workplace**, so that the potential for personal injury and damage to equipment, or the environment is minimized, and corrective action, as defined in government legislation, or company policies, is taken, and hazards are reported.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.2 Wear, maintain and adjust personal protective clothing**, including, eye, ear, hand and foot protection, to ensure correct fit and optimum protection for the wearer and task being performed, according to government legislation and company policy.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.3 Demonstrate an understanding of the operation of emergency safety equipment**, including: fire extinguishers, first aid kit, flares/safety triangles, respirators, and fire blankets, to combat different types of fires (load, engine, electrical, and tire), ensuring that procedures are carried out in a safe and efficient manner, according to government legislation and company policy.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

**1.4 Demonstrate safety focused workplace measures**, by: practicing safe personal lifting techniques; reporting accidents; maintaining focus/attention during operation of vehicle; and, ensuring safe and efficient operation of equipment; according to manufacturer's recommendations, government legislation, and company policy.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 1.0 PROTECT SELF AND OTHERS cont'd

- 1.5 **Mount and dismount tractor-trailer**, by: following recommended procedures, including maintaining three points of contact at all times; ensuring hand and foot holds are secure and free of debris (snow, ice); avoiding lateral movements; and, avoiding hazardous ground conditions when parking, or positioning the vehicle; according to government legislation and company policy.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

\_\_\_\_\_  
Supervisor/Trainer

- 1.6 **Comply with regulatory requirements**, including: hours of service requirements, highway safety codes and related regulations, occupational health & safety requirements, carriage of goods requirements, drug and alcohol regulations and policies; weights and dimensions regulations, labour code requirements, human rights requirements, dangerous goods requirements, environmental requirements, food safety requirements, customs and immigration requirements, company contracts and agreements, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

\_\_\_\_\_  
Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 2.0 TRIP PLANNING

- 2.1 Plan trips/make decisions,** by: planning a route which is optimal with respect to: travel time, fuel costs, and potential hazards; identifying and arranging for required permits (nature of vehicle, cargo, and selected route); calculating and budgeting trip money (miles, fuel use, and expenses); arranging a secure place for vehicles on layovers (especially for hazardous/dangerous goods); estimating travel time, and planning rest stops and layovers to ensure adequate rest; estimating fuel consumption and planning fuel stops; and documenting travel expenses, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 3.0 MANAGE INFORMATION/DOCUMENTATION

- 3.1 Maintain information/documentation** including the driver's daily log and trip data by; recording data electronically (on-board computers, fax, cellular); verifying accuracy of, recording changes to, and completing bills of lading; carrying personal documents for domestic and international trips; ensuring that documents provided by customers accompany the load; preparing expense reports, maintenance requests, customer documents to facilitate border crossings; ensuring dangerous goods documents are available; and submitting COD documents and money in a timely manner, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Apprentice

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Supervisor/Trainer



## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 4.0 VEHICLE MAINTENANCE

- 4.1 Perform vehicle inspections** by: inspecting and identifying the condition of various critical vehicle components, including: instruments and controls, engine and drive train, chassis and suspension, steering systems, air brake systems, hydraulic brake systems, air over hydraulic brake systems, tires, wheels, hubs, and rims, lighting and signaling systems, coupling system, emergency equipment, and load securement device(s); according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 4.2 Perform pre-trip inspections** in a regular and systematic sequence which is accurate, thorough, and time-efficient; ensuring cleanliness of vehicle; verifying valid vehicle inspection decals, verifying valid documentation for registration, licensing and insurance on-board, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 4.3 Perform en route inspections** by checking mirrors for signs of trouble, monitoring instruments, and using the various senses to detect malfunctions to connections, hoses and gauges; making periodic roadside inspections of critical components; according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United-States(Federal/State), and International regulations.

\_\_\_\_\_  
Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 4.0 VEHICLE MAINTENANCE cont'd

- 4.4 **Perform post-trip inspections** by making accurate notes of, and reporting actual and suspected component abnormalities, or malfunctions, and declining to operate a vehicle that does not meet CVSA standards (for vehicle, drivers, and other road users) operating condition, either prior to a trip, or en route, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 5.0 PERFORM TRAILER OPERATIONS

- 5.1 Back and dock tractor-trailer**, by: checking area for obstructions, position, and paths; judging paths and trailer clearances; activating warning flashers prior to moving into reverse gear (window open, radio off); positioning vehicle before beginning maneuver; backing slowly (idle speed) in straight and curved lines, alley dock; performing serpentine backing slowly at idle speed; backing into restricted space; constantly checking when reversing (mirrors, watching for anything that could tilt trailer, overhead obstructions, and behind tractor tires, judging side and rear; pulling up and starting over when situation dictates; parking trailer in jackknife, blind side, and parallel parking rig, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 5.0 PERFORM TRAILER OPERATIONS cont'd

- 5.2 Couple trailer** by checking and adjusting mirrors; ensuring trailer wheels are chocked; aligning tractor and trailer units, backing to position where 5<sup>th</sup> wheel plate touches trailer apron, checking alignment of kingpin and 5<sup>th</sup> wheel; connecting and checking air lines and electrical cable correctly; charging and securing trailer system; backing tractor slowly under trailer until 5<sup>th</sup> wheel locks to trailer kingpin, checking connection for security by pulling tractor forward gently; applying all brakes, performing any needed adjustments, retracting and securing landing gear, and removing any chocks; according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 5.3 Uncouple trailer** by: spotting the trailer on a surface capable of supporting weight, and ensuring trailer wheels chocked and trailer brakes applied; lowering landing gear to raise trailer to correct height, and checking support; releasing 5<sup>th</sup> wheel pin, pulling tractor ahead until 5<sup>th</sup> wheel tilts against the trailer; disconnecting and securing air lines and electrical units prior to uncoupling; pulling tractor partially clear of trailer; securing tractor, checking trailer supports, and brakes/chocks; pulling the tractor completely clear of the trailer; according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

**6.0 REINFORCE DEFENSIVE DRIVING SKILLS**

**6.1 Exercise basic control (carrying a load)** by: judging path and trailer clearances; executing controlled shifting and steering, sharp left and right turns, centering the vehicle, and manoeuvring in restricted areas; avoiding obstacles on both sides, front, and back; managing space required for safe vehicle operation, adjusting driving to road, weather, traffic and night driving conditions, smoothly accelerating and stopping; positioning rig to begin and negotiate turns in lane; executing emergency braking and steering techniques; assessing driving conditions of highways, expressways, mountain and urban roads, overhead obstructions, and behind tractor tires; using and adjusting for sliding tandems on trailers; shifting to maximize fuel efficiency; according to the official Ontario Ministry of Transportation Driver’s AZ Handbook, manufacturer’s recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

**6.2 Execute shifting**, by: smoothly shifting up and down through all gears; double-clutching, and time-shifting; selecting the correct gear for speed, terrain, turns, and highway conditions; avoiding riding the clutch; progressive shifting for maximizing fuel economy; performing gear recovery, and the ability to stop in any gear; matching shifting to engine speeds and safe operations for road conditions, according to the official Ontario Ministry of Transportation Driver’s AZ Handbook, manufacturer’s recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 6.0 REINFORCE DEFENSIVE DRIVING SKILLS cont'd

- 6.3 Manage and adjust vehicle speed** by: reading/identifying conditions; maintaining ramp speed; judging maximum safe speed at which a curve and off/on ramps may be entered, and adjust speed to below maximum; obeying legal speed limit; maintaining ramp speed 15 k/mph below posted speed maintaining speed to manage space around truck from other vehicles; performing lane changes; passing other vehicles; judging maximum safe speed that traction will permit, and adjust speed accordingly; recognizing and interpreting all types of driving conditions and road surfaces, and judging and adjusting the maximum safe speed at which vehicle control may be maintained under traffic conditions, crosswinds, road and weather conditions, and limited visibility, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 6.4 Perform visual search in various types of traffic**, noting potential hazards and critical objects by: correctly adjusting any type of rear view mirror; maintaining a minimum of 12 - 15 second eye lead time; scanning both sides of the road using quick glances to observe roadside activity, and nearby vehicles; checking mirrors for hazards every few seconds, and always before changing speed or direction; checking instrument panel frequently; looking ahead as far as possible during turns, and on curves; checking side to side before turning, or changing lanes; monitoring overtaking traffic to be aware of vehicles behind and in blind spots; avoiding diverting attention from the path ahead; maintaining a straight-line path to divert attention/eyes from the path ahead, and checking all intersections and crossings, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 6.0 REINFORCE DEFENSIVE DRIVING SKILLS cont'd

- 6.5 Identify and report malfunctions** by: visually checking (and listening to) components, and vehicle systems, for proper functioning; noting any deviations, and potential for imminent and/or serious consequences; describing symptoms of improper operation as completely, and accurately as possible to vehicle maintenance staff; reporting any breakdowns en route, and completing any required paperwork, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United-States(Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 6.6 Manage and adjust vehicle spatial relations** by: selecting a traffic lane offering the optimum mobility and least traffic interruption to cause minimum interference to other vehicles; assuring a safe gap before changing lanes, passing other vehicles, merging, and crossing, or entering traffic, and positioning vehicle correctly in the lane and relative to the crosswalk; positioning tractor-trailer before initiating and completing a turn to prevent other vehicles from passing on the wrong side, and to minimize encroachment on other lanes; maintaining a following distance, considering the traffic, road surface, visibility, and vehicle weight; maximizing separation from traffic when vehicle is disabled; judging clearances on all sides of truck in motion, especially avoiding structures having inadequate overhead clearance; according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States( Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

**6.0 REINFORCE DEFENSIVE DRIVING SKILLS cont'd**

**6.7 Read and interpret cab instrumentation and control systems,** by: identifying, locating and operating each of the vehicle's primary controls, including those required for steering, accelerating, shifting, braking, and parking; identifying, locating, and operating each of the secondary controls, including those required for control of lights, signals, windshield wipers and washers, interior climate control, engine starting and shut-down, suspension, and coupling; identifying, locating and operating, and indicating the acceptable reading range of various instruments required to monitor vehicle and engine speed, as well as status of: fuel, oil, air, cooling, exhaust and emissions, and electrical and air systems, and by augmenting displayed information from other sources as instruments and gauges may malfunction, or not be accurate; reading instruments/gauges accurately and according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 7.0 REINFORCE DEFENSIVE DRIVING IN EXTREME CONDITIONS

**7.1 Identify potential driving hazards and perform emergency manoeuvres** by: assessing alertness and fatigue levels regularly; adjusting to road, weather and traffic conditions for highways, expressways, mountain and urban roads; managing space required for safe vehicle operation; identifying and perceiving visible road conditions and other road users that pose a potential threat to the safety of the vehicle; matching and initiating prompt defensive, or evasive steering techniques to avoid skids and jack knives; using the brakes to stop vehicle in shortest possible distance while maintaining directional control; over-steering and counter-steering out of a skid to regain directional control, and avoid another skid; applying brakes to provide maximum stopping without loss of control; judging maximum safe speed for slippery (and icy) road conditions; handling blowout(s) with steering and braking; maintaining care and control, and responding to an emergency, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

**7.2 Adjust to difficult and extreme driving conditions (night conditions)**, by: judging and adjusting speed, distances, and separation; performing scanning techniques; using high beams, and/or dimming headlights; responding safely to other vehicle's glare; managing driver's fatigue, and signalling intention; according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 7.0 REINFORCE DEFENSIVE DRIVING IN EXTREME CONDITIONS cont'd

**7.3 Adjust to difficult and extreme driving conditions (cold conditions),** by: preparing for cold weather operation, including: snow and ice removal from windows, mirrors, brakes, lights, and hand holds; inspecting for cold weather operations, by checking coolant level and mixture, heater, defrosters, wipers, washers and washer fluid and level, tire tread, brakes, lights, reflectors, wiring, hoses, fuel, exhaust and emissions systems, and fifth wheel; ensuring moisture is expelled from air tanks prior to and after each trip; checking weather information before and during trips, and making adjustments; checking for ice accumulation (and removing it) on brakes, air hoses, electrical wiring, and radiator shutters during operation; adjusting vehicle to weather conditions, including: speed selection, braking, direction changes, and following distance; assuring safe operation of brakes; maintaining visibility; starting engine in cold weather; observing road surface for changes in conditions; adjusting rate of change in speed and direction to road conditions to avoid skidding; installing tire chains; coordinating acceleration and shifting to overcome the resistance of snow, ice, sand, and mud, and carrying emergency provisions for “stop” situations, according to the official Ontario Ministry of Transportation Driver’s AZ Handbook, manufacturer’s recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

**7.4 Adjust to difficult and extreme driving conditions (hot weather),** by: checking tires, lubrication, levels of cooling system operation, fan belts, fans, hoses, and radiator for debris; provisioning extra drinking water; inspecting tires, wheels, and rims often; according to the official Ontario Ministry of Transportation Driver’s AZ Handbook, manufacturer’s recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United-States(Federal/State), and International regulations.

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 7.0 REINFORCE DEFENSIVE DRIVING IN EXTREME CONDITIONS cont'd

**7.5 Adjust to difficult and extreme driving conditions (mountains),** by: checking brake adjustment prior to leaving; performing pre-inspection of brakes and critical equipment before descent; using right-hand lane, or special truck lane, going up grades; shifting transmission into gear for engine braking before beginning downgrades; using braking technique, and maintaining engine braking before starting downgrades; using special speed reduction devices (engine brakes); using truck escape emergency ramp when brakes fail on downgrade; observing temperature gauge frequently when pulling heavy loads up long grades, and using 4-way flashers, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United-States(Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

**7.6 Deal with and report collisions** by: stopping the truck and parking in a safe location; notifying police and/or paramedic services; placing warning devices; rendering assistance to any injured parties, e.g. applying first aid and CPR procedures (if certified and current, re: shock, resuscitation, bleeding ); protecting self from blood-borne pathogens, and protecting injured persons from others; guarding the collision scene; extinguishing fires (cargo, engine, electrical, and tire); obtaining all information needed for collision reports to police/employer/insurance carrier, including photographs; directing traffic prior to arrival of police; discussing collision details only with authorized officials; ensuring any truck cargo that is spilled is cleaned up, e.g. hazardous materials; making any special arrangements for clean-up, and staying at the scene until police and/or company gives approval to leave, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 7.0 REINFORCE DEFENSIVE DRIVING IN EXTREME CONDITIONS cont'd

7.7 **Deal with environmental issues** by: identifying hazards associated with certain cargoes; checking hoses, couplings, and other vehicle components related to environmental hazards; monitoring diesel engine idle time, and making adjustments; checking regularly for any signs of leaks; fuelling carefully to avoid spills, and recognizing and reporting any spills en route, according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 8.0 CARGO HANDLING AND LOAD SECUREMENT

- 8.1 **Document cargo on a bill of lading (cargo list)**, by: preparing a manifest; verifying cargo type(s), including dangerous goods, nature, amount, and condition on pick-up and delivery; covering cargo; verifying seals; obtaining signatures; verifying information on bill of lading, and recording any discrepancies and/or damage according to company policy and procedures. (others?)

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Date Completed

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Apprentice

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Supervisor/Trainer

- 8.2 **Secure the load** by operating common types of cargo handling equipment; securing load with chains, cables, webbing, or strapping, using the binding system; blocking and bracing the cargo; stopping to inspect the cargo; verifying that load distribution on the trailer complies with regulations; verifying that placards match the load; according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 9.0 COMMUNICATION

- 9.1 Communicate with others while driving**, by: signalling intentions, including: lane changes, hazards, and backing up vehicle; using horn, headlights, and other lights; establishing, and using eye contact with drivers and pedestrians as a warning; avoiding making decisions based upon only another's signal; using on-board communication devices when stationary; conveying clear intentions so message receiver knows intention; receiving and sending clear messages from/to dispatcher with on-board devices; applying etiquette in using on-board communication devices according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 9.2 Use communication techniques** by: applying active listening techniques; asking effective questions, including clarifying questions; presenting a professional public image and attitude; applying negotiation and conflict resolution techniques; using industry terminology and jargon; according company policy and procedures to establish and maintain productive relationships and work productively as a team member.

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Date Completed

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Apprentice

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Supervisor/Trainer

- 9.2 Practice customer relations (internal and external)**, by: demonstrating professionalism with customers, associates including other drivers, dispatcher and other company officials; following customer's site protocol; handling enquiries; confirming pick-up and delivery of shipments; sharing information about client's expectations and needs with company staff; reporting service and safety concerns; keeping customer and company business information confidential; advising internal and external customers of unforeseen delays according to the official Ontario Ministry of Transportation Driver's AZ Handbook, manufacturer's recommendations, specifications, safety requirements, company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards, Canadian (Federal/Provincial), United States (Federal/State), and International regulations.

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

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### 10.0 MANAGE SELF

**10.1 Work effectively to build and maintain relationships** by: collaborating with others in and outside the organization; getting the cooperation of peers and customers; having a positive attitude and not alienating others in order to build and maintain a productive business relationship.

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Date Completed

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Apprentice

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Supervisor/Trainer

**10.2 Exhibit sensitivity and responsiveness to customer needs and priorities** by: inspiring the respect and loyalty of customers, both internal and external; maintaining company and customer confidentiality in order to build and maintain a productive business relationship.

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Date Completed

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Apprentice

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Supervisor/Trainer

**10.3 Employ fatigue-reducing strategies** by: maintaining physical fitness, maintaining a healthy diet, engaging in recreational activities and scheduling layovers according to company policy and procedures, the Commercial Vehicle Safety Alliance (CVSA) standards and transportation and health and safety legislation, codes and agreements.

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Date Completed

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Apprentice

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Supervisor/Trainer

**10.4 Practice stress management** by: employing stress-reducing techniques, engaging in recreational activities, balancing family and work commitments, managing time, maintaining physical fitness to maintain own well-being.

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Date Completed

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Apprentice

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Supervisor/Trainer

**C. LEARNING OUTCOMES**

**1. Manage Self**

The apprenticeship will have demonstrated an understanding of personal and professional management strategies

- stress management techniques
- time management techniques
- physical and mental health practices
- the relationship between driver fatigue and safe operation
- communication techniques including active-listening, negotiation, conflict resolution, and industry terminology

**2. Defensive Driving Skills**

The apprentice will have demonstrated an understanding of defensive driving strategies in accordance with safety legislation and company policies and procedures including,

- recognize potential dangers and hazards in the driving environment
- assess driving conditions and adapt vehicle and driving in adverse conditions
- search and scanning techniques
- sound communication, speed, space and search techniques
- overhead requirements
- speed and safe driving
- speed and vehicle positioning and stopping distance

**3. Compliance Requirements**

The apprentice will have demonstrated an understanding and application of the relevant laws, codes and agreements as they pertain to the transportation of products and materials including,

- International Registration Plan (IRP) and Canadian Agreement on Vehicle Registration (CAVR)
- International Fuel tax Agreement (IFTA)
- Environmental Protection Act (EPA)
- Hours of service regulations (Canadian and U.S.)
- Federal and Provincial Transportation of Dangerous Goods legislation
- Occupational Health and Safety legislation
- Load securement regulations
- Provincial motor vehicle legislation
- Federal Highways Administration regulations
- Regulations governing weights and dimensions
- Canadian and U.S. customs and immigration
- Criminal Code of Canada



**C. Learning Outcomes continued:**

**4. Documentation**

The apprentice will have demonstrated documentation planning and completion required for the safe, effective transportation of products and materials including,

- Personal documentation for domestic and international trips
- Trip inspection documentation
- Pick-up and delivery documentation for domestic and international trips
- Requirements for accidents, dangerous incidents, violations
- Electronic methods
- Transportation of dangerous goods
- Trans-border documentation
- Log book

**5. Trip Planning, Vehicle Inspection and Maintenance**

The apprentice will have demonstrated preparedness to transport goods to ensure the safe, effective transportation of products and materials including,

- Select and use reference sources to be used in determining routes
- Determine permit and licenses for the type of vehicle and cargo
- Estimate travel time, fuel consumption requirements and expenses
- Demonstrate an understanding of the operation of equipment including,
  - Identify the basic vehicle operating components
  - Identify the components and functions of truck engines, brakes, systems relating to brakes, air lighting, tires, wheels, electrical and hydraulics, fluid levels, coupling devices, controlling attachments, landing gear, lift axle, specialized equipment
- Demonstrate an understanding of monitoring vehicle performance and mechanical fitness
- Explain the impact of speed, weight, brake adjustment conditions and anti-lock braking systems on braking
- Describe driver limitations with respect to repair and maintenance procedures

**6. Cargo Handling**

The apprentice will have demonstrated the ability to manage cargo requirements to ensure the safe and undamaged transportation of products and materials including,

- Apply load securement standards
- Describe weight distribution principles and techniques
- Demonstrate an understanding of transporting dangerous goods including, pressurized tanks, flammable compressed gases, hazardous routes through cities and towns

**TRACTOR-TRAILER COMMERCIAL DRIVER**

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**APPRENTICE RECORD**

<b>APPRENTICE NAME (Print):</b>
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<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

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Date Completed

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Apprentice

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Supervisor/Trainer

**TRACTOR-TRAILER COMMERCIAL DRIVER**

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**APPRENTICE RECORD**

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Date Completed

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Apprentice

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Supervisor/Trainer

## TRACTOR-TRAILER COMMERCIAL DRIVER

### APPRENTICE RECORD

**APPRENTICE NAME (Print):**

<b>SPONSOR/EMPLOYER INFORMATION</b>	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

<b>SUMMARY OF TRAINING</b>	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

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Date Completed

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Apprentice

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Supervisor/Trainer

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system.

For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.