

**DRIVER ROAD TEST (391.31)
TRAINING CHECKLIST FOR DRIVERS**

Driver Name: _____

Branch: _____

PLACING VEHICLE INTO OPERATION

Initial

_____ Completes Vehicle Pre-Trip Inspection Satisfactory

_____ Aware of and Observes No Smoking Policy and Rules

LOADING THE BOBTAIL

_____ Places Vehicle in Proper Position for Loading

_____ Shuts Off Engine

_____ Manual Transmission, Leaves in Gear, Sets Park Brake

_____ Auto Transmission, Leaves in Park, Sets Park Brake

_____ Places Chock Blocks in Front and Behind Rear Wheel

_____ Assures Pressure of Plant Fire Extinguisher is Ok

_____ Assures Area is Safe for Product Transfer, No Ignition Source

_____ Gets Plant Readings Before Loading Bobtail

MAKING LIQUID CONNECTIONS

_____ Use Hand Protection Gloves and Eye Protection

_____ Checks Gauges and Prepares Truck Cargo Tank for Loading

_____ Visually Inspect Plant Transfer Hose

_____ Checks for Pressure and Condition of Gaskets/O'Rings

_____ Checks Hose Ends and Truck Fitting for Debris

_____ Checks Plant ESV for Proper Closure from Remote Location

- _____ Connects Liquid Transfer Hose to Truck using Spanner Wrench
- _____ Check for Leak Free Connection
- _____ Opens Liquid Fill Valve on Cargo Tank

VAPOR HOSE CONNECTIONS

- _____ Visually Inspect Transfer Hose
- _____ Check Presence and Condition of Gaskets/O'Rings
- _____ Check Hose End and Valves for Debris
- _____ Connects Vapor Line to Truck Valve
- _____ Check ESV for Proper Closure from Remote Location
- _____ Slowly Opens Vapor Hose End and Check for Leaks
- _____ Opens Vapor Internal Valve on Truck Tank
Must Be Closed When Not In Use
- _____ Opens all Vapor Valves in Truck Tank and Hose
- _____ Notes and Understands Pressure Difference between Truck Tank and Storage

OPERATION OF PLANT TRANSFER SYSTEM

- _____ Opens all Valves Needed for Product Transfer Starting with Tank Belly Valve and Work Out to Truck
- _____ Opens Emergency Shut Off Valves
- _____ Assures ESV's are Connected to Remote
- _____ Assures ESV's are Operable

PRODUCT TRANSFER

- _____ Starts Pump
- _____ Monitors Liquid Level Rise in Truck Cargo Tank
- _____ Opens Vapor Return Valve when Pressure Equalizes

- _____ Fills Cargo Tank to Maximum Fillings Density Not to Exceed 85%
- _____ Remains at Back of Truck While Loading

TRANSFER COMPLETED

- _____ Closed all Liquid and Vapor Valves on Truck Tank, Hoses, Piping, ESV and Belly Valves on Plant
- _____ Bleed Down Liquid and Vapor Between Connections
- _____ Perform and Document Odorant Sniff Test
- _____ Disconnect all Hoses and Secure in Proper and Safe Location
- _____ Complete all Required Loading Documentation
- _____ Pick Up and Secure Chock Blocks
- _____ Move Vehicle from Loading Position
- _____ Lock Gate And Secure Plant

INSPECTION OF TRUCK VALVE EMERGENCY CONTROLS & DELIVERY HOSE

- _____ Checks Electronic Remote from 150' Away at Beginning of Each Work Day
- _____ Confirms Closing of Internal Vapor Valves Remote Monthly
- _____ Confirms Closing of Main Liquid Valve Remote Monthly
- _____ Performs Complete Inspection of Delivery Hose Monthly
- _____ Documents Above on Monthly Report

PRODUCT DELIVERY

- _____ Drives with Caution to Customer Tank
- _____ Positions Vehicle Correctly for Product Delivery (If Another Vehicle or any Object is in Driveway, ask Customer to Move for Safe Access to Make Delivery. Do Not Attempt to Go Around)
- _____ Remains in Customers Driveway
- _____ Places Chock Blocks when Exiting Cab

- _____ Checks for Source of Ignition
- _____ Checks Container Conditions and All Fittings
- _____ Carries Hoses End Valve Safely
- _____ Checks Container Contents before Filling
- _____ Determines if Out of Gas or New Account
- _____ Performs Delivery in Accordance with Safe Filling
- _____ Filled to No More than Max Permitted – 85%
- _____ Checks Hose Condition Each Time While Reeling Back Up
- _____ Removes Delivery Ticket from Printer and Leaves Customer a Copy
- _____ Walks Around Bobtail and Removes Chock Blocks before Entering Cab

OUT OF GAS PROCEDURE

- _____ Understands an Adult must be at Home Before Delivery
- _____ Test Gauges Available on Truck – Block Test Gauge, Low Pressure Gauge with Presto Tap Adaptor; 30# Presto Tap Test Gauge
- _____ Hand Tools Available on Truck
- _____ Employee Knows and Performs Procedure using all Types of Test Gauges
- _____ Paperwork Documented on Out of Gas/New Customer and Document on Proper Paperwork not on Gas Ticket
- _____ System Inspected for Approved Appliances and Uncapped Outlets
- _____ Documents – Out-of-Gas and Leak Test

NEW CUSTOMER PROCEDURE

- _____ Performs Leak Test
- _____ Checks out Visible Gas System, Gas Appliances, Venting, Caps any Uncapped Outlets

- _____ Takes Customer to Tank and Shows How to Turn Gas Off and Familiarizes Customer with Odor of Gas
- _____ Gives the New Customer "New Customer Information Packet" and has Customer Sign Knowledge that Packet was Received
- _____ Documents Test and Other Pertinent Information on System Check Form, Driver and Customer signs

SAFETY

- _____ Uses Protective Gloves and Eye Protection
- _____ Wears Proper Clothing and Footwear
- _____ Understands All Accidents are to be Reported Immediately

DRIVING

- _____ Checks that Shipping Papers, Insurance Cards and Other Needed Paperwork is in Pouch of truck
- _____ Has Valid CDL with Required Endorsements
- _____ Has State LP Gas Delivery License
- _____ Do Propane Pre-Trip Inspection
- _____ Wears Seat Belt
- _____ Checks Side Mirror Position
- _____ Use of Proper Gear when Starting Out
- _____ Does Not Over-Wind Engine before Shifting Gear
- _____ Proper Use of Turn Signals
- _____ Signals Turns and Lane Changes well in Advance (Min. 100') Before Making Changes
- _____ Remains Alert when Truck is Moving, Watches Ahead for other Traffic and Monitors Mirrors
- _____ Approaches Railroad – Turns on 4-Way in Advance of Stop

- _____ Stops at Railroad at Required Distance (15 – 50) Feet
- _____ Maintains Safe Speed for Road Conditions
- _____ Uses 6 – 9 Second Driving Rule – Depending on Weather and Driving Conditions
- _____ Applies Brakes Evenly and Consistently, Slows Vehicle other than Braking
- _____ Uses Safe Passing Habits
- _____ Gets Out and Checks Area Before Backing
- _____ Backs Only when Necessary
- _____ Monitors Rear View Mirrors every 3 to 5 Seconds when Driving
- _____ Locks Doors and Remove Keys from Truck when Unattended
- _____ Keeps Truck and Equipment Clean and Cab Orderly

DATES EMPLOYEE RECEIVED ON THE JOB TRAINING

<u>TRAINING OPERATIONS</u>	<u>DATE</u>	<u>TRAINER'S SIGNATURE</u>
1) Placing Vehicle into Operation	_____	_____
2) Loading the Bobtail	_____	_____
3) Making Liquid Connections	_____	_____
4) Vapor Hose Connections	_____	_____
5) Operation of Plant Transfer System	_____	_____
6) Product Transfer	_____	_____
7) Transfer Completed	_____	_____
8) Inspection of Truck Valve Emergency Controls and Delivery Hose	_____	_____
9) Product Delivery	_____	_____
10) Out of Gas Procedure Attach Copy of Work Order	_____	_____
11) New Customer Procedure	_____	_____
12) Safety	_____	_____
13) Driving	_____	_____

OK to RELEASE YES NO

Branch Manager Signature: _____

Date: _____