

## **Appendix A**

### **WORK PROCESS SCHEDULE LOGISTIC TECHNICIAN**

**O\*NET-SOC CODE: 43-5061.00**

**RAPIDS CODE: 0856 (Material Coordinator)**

This schedule is attached to and a part of these Standards for the above identified occupation.

#### **1. QUALIFICATIONS FOR APPRENTICESHIP**

Applicants accepted and registered as Apprentices shall meet the following basic qualifications:

1. **WorkKeys Assessments:** Applicant must complete the WorkKeys Assessments; Applied Math, Graphic Literacy, and Workplace Documents, and obtain a National Career Readiness Certificate (NCRC) minimum Score of 4 (Silver NCRC) or better. A copy must be included in their application packet. Tests are timed (55 min. per test) at designated DOL Job Centers or authorized facility \*Career Ready 101 scores will be accepted for individuals not connected to the AK Highway System that do not have WorkKeys testing facilities in their rural community.
2. **Age:** Applicants shall be at least 18 years of age upon submission of the application. They shall be at least 19 years of age upon date of indenture.
3. **Education:** Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is required.
4. **Physical:** Shall be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, without endangering the health and safety of the individual or others.
  - i) Shall complete a Post Offer Health Questionnaire (POHQ) to be reviewed by the Occupational Health Medical Review Officer (**Only if selected into the apprenticeship program.** Approximate cost to applicant \$40).
  - ii) Shall pass and obtain a medical examiners certificate in accordance with the requirements of the U.S. Department of Transportation, USDOT (**Only if selected into the apprenticeship program.** Approximate cost to applicant \$110 depending on location).
  - iii) Shall pass a Post-offer Pre-placement Functional Fit Test performed by our affiliate clinic to determine if the person exhibits the abilities to perform the minimum functional demands of the job safely. (**Only if selected into the apprenticeship program.**)
5. **Drug & Alcohol:** Shall obtain and pass drug and alcohol screening (includes UA and Hair Follicle) test in accordance with the USDOT standards and remain in the random screening program. (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$233 depending on location.)
6. **Security Threat Assessment:** Shall be able to obtain and pass a federal background check in accordance with Hazmat Endorsement (HME) Threat Assessment Program (HTAP) and Transportation Worker Identification Credential (TWIC) to obtain those credentials and maintain them in the program.

7. **Driver License:** Shall have a minimum of one (1) year licensed driving experience, and possess a minimum class “D” Alaska driver license for at least thirty (30) days prior to application and maintain that license and any other obtained in the program.
8. **Alaska Resident:** Must be an Alaska resident for 30 days prior to the application period and intend to make Alaska your permanent home.
9. **Clean Driving Record:** Applicant must provide an Alaska Department of Motor Vehicle, Full Individual Driver Record, with application that indicates a clean driving history (Be certain to obtain the correct report from DMV. Approximate cost to applicant \$10.). Any one of the following list of violations, from date of conviction on a driving record to date of application, will disqualify you as an applicant for the apprenticeship program.
  - A total of 10 points on your driving record in the last two years.
  - A total of three citations in the last three years.
  - A citation for driving while using a wireless phone in the last three years.
  - Two traffic citations, 10 mph over the posted speed limit in a three-year period.
  - Any citation for 15 mph over the speed limit in a five-year period.
  - A suspension or revocation within a five-year period.
  - Any driving under-the-influence conviction within the last five years.
  - Any leaving the scene of injury/property damage/accident, racing, reckless driving, failure to submit to a breath test, or using a vehicle to commit a felony within the last five years.

**Note:** *If accepted into the program, all violations are subject to prospective employer hiring policy discretion prior to offer of employment. Many employers require a minimum 5-year clean driver history.*