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**Appendix A**

**CONSTRUCTION DRIVER**  
**WORK PROCESS SCHEDULE**  
**AND**  
**RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE

#### CONSTRUCTION DRIVER

**O\*NET-SOC CODE: 53-3032.00    RAPIDS CODE: 1032HY**

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

#### **1. APPRENTICESHIP APPROACH**

Time-based                       Competency-based                       Hybrid

#### **2. TERM OF APPRENTICESHIP**

The term of the apprenticeship is approximately 2-3 years with an on-the-job learning (OJL) attainment of 3,000 – 3,750 hours, supplemented by the minimum required 361 hours of related instruction.

#### **3. RATIO OF APPRENTICES TO JOURNEYWORKERS**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site shall be as follows:

- 1:1 when there is one (1) apprentice(s) to one (1) Teamster journeyworker employed.
- 1:5 when there are five (5) Teamster journeyworkers employed.
- On hiring the sixth (6<sup>th</sup>) Teamster journeyworker, the employer may hire one (1) additional apprentice. The ratio shall not exceed 1:5 through the remainder of the job.
- When the employer reduces the force at the conclusion of the job, the employer may elect to return to the 1:1 ratio allowed at the beginning of the job.

#### **4. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate.

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

##### **Non-TAPS Agreement(s)**

Period	Wage Percentage	On-the-Job Hours
1 <sup>st</sup>	60%	0 – 1000 Hours
2 <sup>nd</sup>	70%	1001 – 2000 Hours
3 <sup>rd</sup>	80%	2001 – 3000 Hours
4 <sup>th</sup>	90%	3001 – 3750 Hours
End	100%	Complete

The current Non-TAPS Construction Diver journeyworker wage rate is \$41.55 \* per hour.

## TAPS Agreement

Period	Wage Percentage	On-the-Job Hours
1 <sup>st</sup>	80%	0 - 3750 Hours
End	100%	Complete

The current TAPS Construction Driver journeyworker wage rate is \$40.80 \* per hour.

\* The current journeyworker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

## 5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 750 hours.

## 6. SELECTION PROCEDURES

### APPLICATION PROCEDURES

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant tracking system that corresponds to the geographic jurisdiction recruitment area. Applications will be accepted throughout the recruitment cycle.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant tracking system so that all applications can be accounted for. Columns will be provided on the applicant tracking system to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

### SELECTION PROCEDURES

- A. The JATC will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. A separate ranking list will be maintained for each geographic jurisdiction recruitment area. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested, or an equivalent electronic delivery tracking method, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) - year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

### **DIRECT ENTRY PROCEDURES**

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section I.E. of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The direct entry of candidates and the credit for previous experience shall be awarded without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in these Standards, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- B. Technical School Graduate: Individuals who graduate from a Technical Training School that has been reviewed and approved by the Program Sponsor, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program.
- C. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures.
- ~~D.~~ An individual who signs an authorization card during an organizing effort wherein 51% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures.

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
  2. Have been employed by the employer before the organizational effort commenced;
  3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
  4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- ~~G.~~ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation

certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship.

- H. Union Members: General Teamsters Local 959, State of Alaska journeyworker members may request a change or revision to their classification and/or a change from their current apprenticeable occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union. For entry into the program, the applicant must:
1. Complete an application form and provide the required documentation.
  2. Additionally, to determine placement, the applicant should:
  3. Take the same skills and aptitude test used for evaluation and placement of apprentices into the program, if applicable.

## WORK PROCESS SCHEDULE

### CONSTRUCTION DRIVER

**O\*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 1032HY**

During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

#### **BASIC DRIVING**

Must possess a Class "A" Commercial Driver's License (CDL) for vehicles in excess of 26,001 lbs. with all endorsements to include Hazardous Materials and Passenger Bus. Receives on the job training in multiple trucks listed below, in on or off-road conditions to include construction sites coping with steep terrain and both controlled and uncontrolled traffic.

The term of the apprenticeship shall be 3,000 – 3,750 hours of on-the-job learning (OJL) learning and supplemented by the required hours of related technical instruction. The apprentice will receive a minimum of 1,200 OJL hours of the Core Equipment; 400 OJL hours on any combination of Non-Core Equipment areas; and 2,000 – 2,400 OJL hours on any combination of Advanced Equipment. Up to 400 hours of Optional Equipment may be substituted for Advanced Equipment hours.

#### **Core Equipment**

850-04 - Articulating Truck/ Rock Truck/Hard Tail  
850-05 - B-70 Truck  
850-06 - Commercial Semi-Tractor  
850-09 - Gator/Water Buffalo

#### **Advanced Equipment**

850-20 - End Dump Truck/ Pup Trailer  
850-21 - Equipment Transport Truck, Low Boy or Hook Truck  
850-22 - Fuel and Lube Truck  
850-23 - Mixer/Ready Mix Truck (Chip-Truck)  
850-24 - Semi-Dump, Maxi-Haul  
850-25 - Stringer Truck  
850-26 - Water Truck/Water Maxi/Big Barrel  
850-27 - Operation of Construction Equipment  
850-28 - Truck-Mounted Crane/Boom  
850-29 - Side Dump/Belly Dump Truck

#### **Non-Core Equipment**

850-07 - Construction Warehousing  
850-08 - Crew Bus  
850-10 - Straight Truck  
850-11 - Flat Bed Truck  
850-12 - Snow/Tundra Groomer  
850-13 - Pilot Car/Flagger

#### **Optional Equipment**

860-01 - Forklifts  
860-02 - Loaders  
860-03 - Tire Repair Truck  
860-04 - Vacuum Truck/Super Vac/Tornado  
860-05 - Rolligon

<b>Construction Driver On-the-Job Learning Outline</b>		<b>Apprenticeship OJL Hours</b>	<b>Task Proficiency Date/Initial</b>
<b>Duty A</b>	<b>Maintain Project Safety Awareness</b>	<b>150 - 185</b>	
A-1	Complete safety trainings (e.g., PPE, NSTC, MSHA)		
A-2	Participate in safety meetings (e.g., toolbox, weekly)		
A-3	Complete job task assessments (e.g., JSA, JHA, SETA)		
A-4	Perform work area inspections (e.g., overhead hazards, congestion)		
A-5	Monitor two-way radio communications		
A-6	Maintain compliance to company safety standards		
A-7	Maintain compliance to environmental standards		
<b>Duty B</b>	<b>Conduct Vehicle Inspections</b>	<b>150 - 185</b>	
B-1	Perform visual vehicle inspections (e.g., leaks, damage, air lines)		
B-2	Perform engine compartment inspections (e.g., belts, hoses, fluids)		
B-3	Perform operational system checks (e.g., engine, oil pressure, air pressure)		
B-4	Perform vehicle cab safety checks (e.g., mirrors, seat belt, seat)		
B-5	Verify vehicle tooling (e.g., binders, chains, winches)		
B-6	Inspect vehicle safety equipment (e.g., fire extinguisher, triangles, fuses)		
B-7	Perform functional light checks (e.g., hazard, head light, blinkers)		
B-8	Inspect tire/wheel assemblies (e.g., lug nuts, tread, hub seals)		
B-9	Perform visual trailer inspections (e.g., damage, under carriage, wheels)		
B-10	Inspect fuel tanks & components (e.g., caps, straps, levels)		
B-11	Verify 5th wheel is locked-in (e.g., airlines, electrical, mechanical)		
B-12	Perform vehicle hydraulic system checks (e.g., boom truck, end dump, tack truck)		



B-13	Perform brake system functional tests		
B-14	Perform 5th wheel tug tests		
B-15	Perform vehicle housekeeping (e.g., debris, unsecure, clean cab)		
B-16	Perform vehicle post-trip inspections (e.g., tires, damage, mirrors)		
<b>Duty C</b>	<b>Mobilize Job Sites</b>	<b>650 - 750</b>	
C-1	Plan haul routes		
C-2	Coordinate security escorts		
C-3	Load lowboy trailers (e.g., loaders, excavators, dozers)		
C-4	Load flat trailers (e.g., small equipment, generators, materials)		
C-5	Load tanker trucks & trailers (e.g., fuel, tack, water)		
C-6	Install vehicle signage (e.g., oversize, placards)		
C-7	Tie down loads (e.g., materials, equipment, pipe)		
C-8	Haul materials & equipment to staging areas		
C-9	Unload lowboy trailers (e.g., loaders, excavators, dozers)		
C-10	Unload flat trailers (e.g., small equipment, generators, materials)		
C-11	Unload tanker trucks & trailers (e.g., fuel, tack, water)		
<b>Duty D</b>	<b>Support Construction Activities</b>	<b>750 - 950</b>	
D-1	Perform fueling operations (e.g., vehicles, generators, non-mobile equipment)		
D-2	Transport personnel to & from job sites		
D-3	Perform trailer coupling procedure		
D-4	Stage non-mobile equipment (e.g., light plants, generators)		
D-5	Load flammable liquids		
D-6	Haul flammable liquids		
D-7	Unload flammable liquids		
D-8	Load nonflammable liquids		
D-9	Haul nonflammable liquids		

D-10	Unload nonflammable liquids		
D-11	Load heavy equipment		
D-12	Haul heavy equipment		
D-13	Unload heavy equipment		
D-14	Load materials & supplies (e.g., pipe, valves, lumber)		
D-15	Haul materials & supplies (e.g., pipe, valves, lumber)		
D-16	Unload materials & supplies (e.g., pipe, valves, lumber)		
D-17	Load aggregate materials (e.g., snow, gravel, asphalt)		
D-18	Haul aggregate materials (e.g., snow, gravel, asphalt)		
D-19	Unload aggregate materials (e.g., snow, gravel, asphalt)		
D-20	Perform trailer uncoupling procedure		
D-21	Manage tools & materials inventory		
D-22	Perform tire maintenance (e.g., flats, repairs, change outs)		
<b>Duty E</b>	<b>Demobilize Job Sites</b>	<b>600 - 750</b>	
E-1	Determine load priorities (e.g., equipment, materials, non-mobile)		
E-2	Manage weights & load distributions		
E-3	Determine load destinations		
E-4	Perform load securements (shrink-rap, tie down, cleaning)		
E-5	Execute jobsite demobilization plans		
E-6	Conduct final jobsite clean-ups		
<b>Duty F</b>	<b>Perform Fluid Transfers</b>	<b>600 - 750</b>	
F-1	Determine tank capacities (e.g., fuel, tiger tank, stationary)		
F-2	Deploy fluid transfer safety equipment (e.g., ground wire, chocks, containments)		
F-3	Inspect fluid transfer hoses & fittings (e.g., leaks, damage, O-rings)		
F-4	Connect fluid transfer hoses & fittings		

F-5	Adjust fluid transfer control valves (e.g., fuel, vac truck water)		
F-6	Commence fluid transfer procedures (e.g., water, fuel, glycol)		
F-7	Monitor fluid transfers (e.g., level, leaks, foreign objects)		
F-8	Complete fluid transfer procedures (disconnect, clean lines, swap valves)		
F-9	Disconnect fluid transfer hoses & fittings		
F-10	Identify fluid dispersal locations		
<b>Duty G</b>	<b>Perform Administrative Tasks</b>	<b>150 - 180</b>	
G-1	Complete employee time cards		
G-2	Complete vehicle inspection reports		
G-3	Verify vehicle documentation (e.g., insurance, registration, annual inspection)		
G-4	Obtain vehicle load permits (e.g., oversize, height, weight)		
G-5	Complete load sheets (e.g., cargo, manifests)		
G-6	Monitor driver hours of service		
G-7	Document load deliveries (e.g., manifests, load sheets, permits)		
G-8	Prepare crew shift change notes		
G-9	Prepare employee leave requests		
G-10	Complete incident reports		
G-11	Complete accident reports		
<b>Duty H</b>	<b>Maintain Driver Qualifications</b>	<b>N/A</b>	<b>N/A</b>
H-1	Renew DOT medical card		
H-2	Maintain CDL & endorsements		
H-3	Maintain HAZMAT certifications (e.g., 49 CFR, 40-hour, refresher)		
H-4	Maintain TWIC		
H-5	Maintain MHSA new miner certification		
H-6	Maintain First Aid/CPR card		
H-7	Obtain OSHA general site worker certification		
H-8	Obtain vac truck certification		
H-9	Obtain forklift certification		

H-10	Obtain flagger/pilot car certification		
H-11	Obtain boom truck certification		
H-12	Obtain qualified rigger/signal person certification		
<b>Total Hours</b>		<b>3,000 - 3,750</b>	

## RELATED INSTRUCTION OUTLINE

### CONSTRUCTION DRIVER

**O\*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 1032HY**

Source: Program Sponsor

Method: Classroom and Field Training

Cheri Lipps, Associate Director  
Alaska Teamster-Employer Service Training Trust  
520 East 34th Avenue, Suite 201  
Anchorage, AK 99503  
Phone: 800-478-4233  
E-mail: [clipps@akteamsterstraining.com](mailto:clipps@akteamsterstraining.com)  
Website: [www.akteamsterstraining.com](http://www.akteamsterstraining.com)

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

#### CONSTRUCTION DRIVER RELATED INSTRUCTION

##### YEAR ONE - TOTAL 361 HOURS

This program is based upon a related instruction curriculum of approximately 361 hours of technical instruction during the first year. This includes 215 hours of basic CDL driver training which meets the Federal Motor Carrier Safety Regulations curriculum standards for Entry Level Drivers. The apprentice will be assigned approximately 146 hours of additional related instruction in industry specific construction hazard and safety technical instruction.

##### BASIC DRIVER TRAINING

**215 HOURS**

Related instruction would conform to Federal Motor Carrier Safety Regulations curriculum standards for Entry Level Drivers. Program would include 113 hours of classroom/lab and 102 hours of vehicle training.

##### BASIC OPERATIONS

- Orientation to Trucking
- Read and Interpret Control Systems
- Perform Vehicle Inspections
- Exercise Basic Control
- Execute Shifting
- Backing and Docking Tractor-Trailer
- Coupling and Uncoupling Tractor-Trailer

**SAFE OPERATING PRACTICES FOR BASIC OPERATION**

- Visual Search
- Vehicle Communication
- Speed Management
- Space Management

**ADVANCED OPERATING PROCEDURES**

- Night Operations
- Extreme Driving Conditions
- Hazard Awareness
- Emergency Maneuvers
- Skid Control and Recovery
- Railroad Crossing

**VEHICLE SYSTEMS AND REPORTING PROBLEMS**

- Vehicle Systems - Identification and Maintenance
- Recognizing and Reporting Malfunctions
- Preventative Maintenance & Servicing

**NON-VEHICLE ACTIVITIES**

- Handling Cargo and Cargo Documentation
- Transportation Technology
- Transportation Security
- Hazardous Materials
- Driving International Routes
- Hours of Service Requirements
- Accident Procedures
- Trip Planning
- Public Relations and Job Search

**GENERAL, HEALTH, AND SAFETY**

- Driver Health, Safety, and Security
- Whistle Blower Protection for Professional Drivers
- Compliance, Safety, Accountability (CSA)
- DOT 49 CFR 172.704 Transportation Awareness for HazMat
- First Aid/CPR
- Forklift

**OTHER SPECIFIC INDUSTRY SPECIALIZED TRAINING**

Introduction to the Construction/Pipeline Industry	<b>128 HOURS</b> (80 hours)
OSHA Safety, Construction/General Industry	(10 hours)
Mine Safety and Health Administration (MSHA)	(16 hours)
North Slope Training Cooperative (NSTC)	(6 hours)
ATSSA Flagger/Pilot Car Program	(4 hours)
Qualified Rigger/Signalperson	(12 hours)

<b>OTHER SPECIFIC CONSTRUCTION EQUIPMENT</b>	<b>18 HOURS</b>
Side Dump Trailer	(4 hours)
Articulating Truck	(4 hours)
Passenger/Crew Bus	(10 hours)

**YEAR TWO - TOTAL 104 HOURS**

This year will provide required refresher or recertification courses.

Mine Safety and Health Administration (MSHA)	Refresher	(8 hours)
Truck Mounted Crane/Boom		(16 hours)
Advanced Construction/Pipeline Industry		(80 hours)