

Truck Transportation

DEP 5791

Workbook



Industry and Training

860-301

Student's name: _____

Competency 01



SKILL 1 - TRADE AND TRAINING

This document will be useful throughout the training. You will be able to take notes on the three phases of Trade and Training. At the end of this section, these phases will allow you to complete the assessment questionnaire, where your participation in the skill 1 section will be evaluated.

Take control of your success!

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CURRICULUM SUMMARY

Number of skills: 10

Duration in hours: 615

Skill	Code:	Number	Total duration:	Units
TRADE AND TRAINING	360-301	1	15	1
POSSIBILITIES OF TRUCK SYSTEMS	360-313	2	45	3
Regulations	360-323	3	45	3
CONDITION OF THE TRUCK	360-333	4	45	3
BASIC DRIVING TECHNIQUES	360-346	5	90	6
Planning a trip	360-353	6	45	3
Loading and unloading	360-363	7	45	3
Driving in rural and highway areas	360-374	8	60	4
Travel with deliveries	360-389	9	135	9
Workplace integration	360-396	10	90	6

Educational Goals

The *Truck Transportation* program aims to develop attitudes and behaviours deemed necessary for practicing the trade:

- Preventative, economic behaviour, along with courtesy while driving;
- A sense of responsibility and professional conscience;
- The ability to manage one's time;
- Resourcefulness to face unexpected events and emergencies, and to quickly find solutions to problems encountered;
- Care to project a positive company image through thoughtful personal presentation and a clean vehicle.

Program Goals

The *Truck Transportation* program prepares students to work as professional truck drivers and gives them access to a class 1 license issued by the Société de l'assurance automobile du Québec (SAAQ).

Truck drivers are employed by transportation companies, wholesale and retail businesses, or are self-employed in a variety of economic sectors. Depending on the demand, they can provide local, provincial, national and transborder transportation. The main function of these workers is to transport goods by truck in urban areas and on highways or secondary roads of the various road networks. Job duties include trip planning, loading, driving the vehicle, delivery and closing the trip. In addition, to ensure safe and economical driving, the person must keep the vehicle in good condition. They are responsible for the goods they transport, for respecting the regulatory weight of the load and the delivery time. It must therefore manage its time and pay particular attention to the usual checks before departure, during loading and unloading and on return. All these work activities must be performed in accordance with applicable regulations and carrier guidelines. Truck drivers usually drive alone or team up with a second person. They must contact the company dispatcher prior to departure and throughout the trip to report any anomalies, incidents, or accidents. In some cases, they are in direct contact with the customer when the goods are delivered. A neat and professional presence is therefore sought after by employers. To accomplish their tasks, truck drivers generally work in semi-trailer trucks equipped with the on-board instrumentation necessary for communication and the trip itself. Additionally, they use various devices for handling and securing the load.

The *Truck Transportation* program aims to:

To make you effective in the practice of a trade, by:

- Enabling people to perform the roles, functions, tasks and activities associated with a trade upon entering the workforce;
- Enabling appropriate development in a work environment (involving technical and technological knowledge and skills in communication, problem solving, decision making, ethics, health and safety, etc.)

Promote your integration into professional life by:

- Knowing the general labour market and the specific context of the chosen trade;
- Knowing your rights and responsibilities as a worker.

Promote your development and the improvement of your professional knowledge by:

- Developing your autonomy and your ability to learn as well as to acquire work methods;
- Understanding the principles behind the techniques and technologies used;
- Developing your ability to express yourself, your creativity, your sense of initiative and your entrepreneurial spirit;
- Adopting attitudes essential to your professional success, develop your sense of responsibility and strive for excellence.

Ensure your professional mobility, by:

- Adopting a positive attitude towards change;
- Empowering you to manage your career, including entrepreneurship awareness.

Occupation and training curriculum

Trade and training

Code: 360301

Module 1 Total duration: 15 hr

Situation objective

Competency Statement

Situate yourself in relation to the trade and the training approach.

Competency elements

- Get to know the realities of the trade.
- Understand the training program.
- Confirm your career direction.
- Begin integrating yourself.

Set-up plan

Information phase

- Find out about the road transport job market: work environment (types of companies, goods), job prospects, remuneration, opportunities for promotion and transfer, selection of candidates.
- Learn about the nature and requirements of the truck driver's job: tasks, working conditions, health and safety risks, evaluation criteria, workers' rights and responsibilities, knowledge, skills and attitudes needed to perform the job, occupational ethics.
- Keep abreast of new trends and future developments in the trade.
- Find out about the training project: program of study, training approach, assessment methods and certification.

Realization phase

- Undertake self-reflection about your taste and aptitude for trucking.
- Take part in the activities offered: presentations by trade specialists, site visits, demonstrations, exhibitions, etc.
- Discuss your perceptions of the trade:
 - advantages and disadvantages;
 - requirements.
- Share your initial reactions to the program of study and the training approach.

Synthesis phase

- Produce a report presenting:
 - your opinion on the tasks and working conditions inherent to the trade;
 - a rationale for career orientation: comparing your tastes and aptitudes with those required for the trade.

Framework conditions

- Encourage discussion and the expression of each person's ideas.
- Motivate learners to carry out the proposed activities.
- Raise awareness about the realities of the job.
- Provide learners with the means to evaluate their career orientation honestly and objectively.
- Ensure access to documentation.
- Organize meetings with trade specialists or on-site company visits.
- Provide a report structure.

Participation criteria

Information phase

- - Gather relevant data on the road transport job market:
 - Gather relevant data on the tasks and working conditions of the truck driver:
 - Gather relevant data on the curriculum and training approach:

Realization phase

- Agree to undertake a personal reflection on your Qu'es and aptitudes.
- Participate in proposed activities:
- Express your perception of the job appropriately.
- Express your perception of the curriculum appropriately.

Synthesis phase

- Produce a report
- Explain your career orientation

Suggested competency-related knowledge

-
- The list below shows the scenario plan, the knowledge related to the phases and the milestones associated with the knowledge.
-

Information phase

- **Identify sources of information** → Various sources: Camo-route, trade association, transport companies, Ministère de l'Éducation, career guidance services, etc. Trade-related documents: analysis of the trade's work situation, trade brochures, etc. Curriculum documents.
- **Applying a research method Approach** → determine what you're looking for, identify information sources, select points to remember and compile information.

INFORMATION ABOUT THE TRADE

Professional truck drivers transport goods or materials on urban, interurban, provincial or international routes. Their duties require them to drive all types of trucks or combinations of vehicles weighing between 15,000 and 55,000 kilograms, with 3 or more axles.

Main tasks

- Verify compliance of vehicle before departure: tires, headlights, brakes, warning mechanisms, etc.
- Report any discrepancies and ensure that the vehicle is refueled with appropriate fuel grade.
- coupling and uncoupling the semi-trailer.
- If necessary, secure the load on the truck with straps, hooks, chains and bridles.
- Prepare slips for shipments or deliveries.
- Drive the truck to its destination, respecting safety and traffic rules.

Skills

- Ability to understand, learn and reason quickly.
- Ability to imagine and visualize geometric shapes and objects.
- Ability to coordinate sight, hand and finger movement quickly and accurately.
- Ability to move the hands skillfully and with ease.

Physical capabilities

- Have good health.
- Be able to regularly move a weight of 5 to 25 kg.
- Be able to do manual work.
- Be able to sit for long periods of time.
- Be able to adapt to irregular schedules.



Personal qualities required

- Independent, ability to cope with stress, and critical thinking skills.

Nearly 100% placement rate

- Above all, companies are looking for employees with life skills!
Driving a truck well is not everything. Many are hired for their expertise and fired for their lack of people skills.

Trade requirements

Q.1

What does a typical work shift for a local truck driver look like?
Provide 2 examples.

1-

2-



There are trade requirements!



Q. 2

In your opinion, does a long-distance truck driver work more hours per week than a local truck driver? Compare the two.

Q. 3

When you look at job postings, what does a regional truck driver mean?

Salary isn't everything! Having a passion for this job makes me happy to get up every morning and people around me say they love working with me!



Many people are hired for their skills and lose their jobs because of their lack of good behavior!



Q. 4

Does your family situation allow you to leave home for long, unspecified periods of time?

Q. 5

**Of the following trade requirements which one apply to the trucking?
A) Good physical fitness B) Sense of direction C) Independence D) Professionalism**

Answers:

Explain your answer:

Note :



Tasks and work conditions



Q. 6

Name 3 daily tasks that a truck driver must complete?

Q. 7

In the world of local transport, what would be acceptable working conditions for you?

Q. 8

What working conditions would cause you to refuse a job?

Note :



In asking these questions, we sometimes surprise ourselves with our own answers and remain open to others that might be unexpected, but push our reflections even further, if not to completely new places!

Lesson
1.1

Health and Safety



Q. 9

Aside from road accidents, what are the health risks that a truck driver could suffer?

Q. 10

Name two types of specialized transportation that require training for health and safety risks?

Lesson
1.1

Workers' rights and responsibilities



Note :

Each of us has rights, but sometimes we forget that we also have responsibilities.



Skills and attitudes required and work ethics

Q. 11

In the trucking industry, what are the attitudes sought by a transporter during a job interview?

Q. 12

In many job postings, we regularly find the expression “has a good work ethic”. What does this expression mean?

Note :

Description of the study program's ten competencies



Q. 13

The study program has several competencies. During your training, you will learn many things that will be useful when you enter the workforce. Name them?

Competency 01

Competency 02

Competency 03



Soft skills – knowledge – know-how

Description of the study program's ten Competencies

Competency 04

Competency 05

Competency 06



Description of the study program's ten Competencies

Competency 07

Competency 08

Competency 09

Lesson
1.2

Description of the study program's ten Competencies

Competency 10

Note :

Learning skills = knowledge and know-how.

Lesson
1.2

How the trainship works

Q. 14

What is the name of your trainship supervisor?

Q. 15

What are the dates of your integration trainship?

Lesson
1.2

Pedagogical planning versus pedagogical follow-up

Q. 16

On what date is the evaluation of competency 03? _____

Evaluation method

Q. 17

How will you be evaluated at the end of competency 07?

Q. 18

What is the difference in skill evaluation procedures for competency 02 and 05?



The evaluation for the certificate is a way to check if you have gained the competency.

Learn about the business types and merchandise

Q. 19

Explain the difference between medium, large and family businesses.

Q. 20

What would be the advantages and disadvantages of working for a medium or large business?

Q. 21

What would be the advantages and disadvantages of applying for a job at a family business?

Learn the types of transportation

Q. 22

Describe 5 types of transportation in your area?

1)	2)	3)
4)	5)	

Q. 23

All types of goods are transported locally, regionally or long-distance?

TRUE FALSE

Explain your answer:

Learn about employment opportunities and remuneration

Q. 24

What are the employment opportunities for the type of transportation that you plan to do?

Lesson
1.3

Learn about employment opportunities and remuneration

Q. 25

What are the types of remuneration for the various types of truck transportation?

Lesson
1.4

Learn about the opportunities for advancement and development

Q. 26

Do you have any ambition to pursue other positions in the area of truck transportation?

YES NO

Which one or ones?

Q. 27

After a few years of driving a truck within the same company, what other positions could you access? Name them.
























48% of employees have mentioned having a discussion with their employer about **opportunities for advancement** within the business. This percentage is a little higher in employees in management (57%).

Did you
know

?

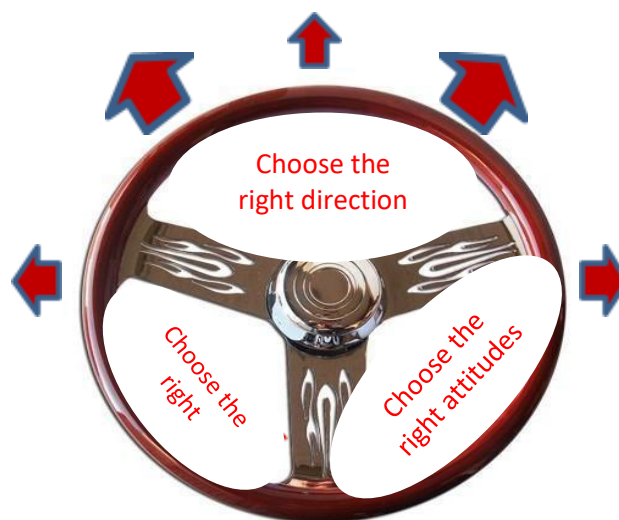
Professional attitudes

HENRI BOUDREAU 2004

<p>1 ACCEPTANCE OF CRITICISM Be able to receive comments and feedback to improve your work.</p> 	<p>7 TEAM SPIRIT Work with others in a supportive manner, contributing ideas and effort to the team's work.</p>	<p>13 JUDGEMENT Decide, when faced with a set of facts, the appropriate actions to take.</p> 	<p>19 RESPECT FOR WORK HOURS Take into account instructions to ensure a functional presence in your workplace, on a regular and sustained basis.</p> 
<p>2 ATTENTIVENESS Regular and sustained active presence in the place where you have obligations to fulfill.</p> 	<p>8 ORAL EXPRESSION Use speech in a style and tone appropriate to the person and the circumstances.</p> 	<p>14 SELF-CONTROL Be able to deal with specific situations calmly, without becoming overly emotional or defensive.</p> 	<p>20 RESPECT FOR EQUIPMENT Handle and store equipment, machinery and tools carefully and according to their capacity and manufacturer's standards.</p> 
<p>3 AUTONOMY Self-empower, according to one's responsibilities, so as to take action at the right time in a given context.</p> 	<p>9 PERSONAL HYGIENE Take care of your personal hygiene.</p> 	<p>15 WORK ORGANIZATION Prepare work to meet quality, efficiency and scheduling requirements.</p> 	<p>21 RESPECT FOR THE WORKPLACE Observe the regulations governing the use and order of work areas.</p> 
<p>4 COMMUNICATION Use style, tone and terminology appropriate to the person and the circumstances.</p> 	<p>10 INITIATIVE Propose or undertake work, either for its completion or its advancement, and judge its quality in accordance with the rules of the trade.</p> 	<p>16 PERSEVERANCE Put in the effort needed to successfully complete the work required.</p> 	<p>22 COMPLIANCE WITH RULES Comply with regulations, administrative procedures and operating rules.</p> 
<p>5 RESOURCEFULNESS Be able to solve a new and unforeseen problem using your own resources in accordance with the rules of the job.</p> 	<p>11 INNOVATION Introduce novelty into problem-solving.</p> 	<p>17 PREVENTION Constantly strive for quality, anticipate needs and demonstrate curiosity about the job's tasks.</p> 	<p>23 APPROPRIATE ATTIRE Adopt general dress codes and decorum in accordance with the rules of the trade.</p> 
<p>6 EFFICIENCY Be able to distinguish between the service offered and the customer's expectations, your personal expectations, work expectations and economic consequences.</p> 	<p>12 PROFESSIONAL INTEGRITY Carry out your work without seeking to deceive, abuse, harm or hurt others.</p> 	<p>18 PROTECTION Adopt safe behaviour habits, for yourself and others.</p> 	<p>24 VIGILANCE Closely observe the progress of work tasks in order to control the expected result.</p> 

Self-assessment (at the end of the skill)

Check the appropriate boxes and enter your comments as needed	Student self-assessment			Teacher evaluation		
	Excellent	Very good	Good	Excellent	Very good	Good
1. Punctuality						
2. Courtesy						
3. Dress code						
4. Positive attitude						
5. Demonstrated interest						
6. Participation						
7. Communication						
8. Language						
9. Respect for the right to speak						



It is possible to improve our skills every day!

Lesson
1.4

Industry ambassador (Activity related to the industry)

Date of Activity: _____

Did you enjoy the activity?

Yes No

Explain your answer.



Number	Name of the skill	Evaluations
1	TRADE AND TRAINING	
2	Possibilities	
3	Regulations	
4	Condition of the truck	
5	Basic driving techniques	
6	Planning a trip	
7	Loading and unloading	
8	Driving in rural and highway areas	
9	Travel with delivery	
10	Workplace integration	
Legend for education planning		
	T=Theory	
	TR=Theory review	
	TS=1 teacher in theory + 1 teacher in simulator	
	WS=Workshop C7	
	AS_=C-4 workshop + 1 teacher in the simulator	
	EX-F=SAAQ Apprentice exam class 1 + air brake	

Glossary and translated terminology

(if necessary, please translate into your language)

<u>French</u>	<u>English</u>	<u>Your language</u>	<u>French</u>	<u>English</u>	<u>Your language</u>
La ronde de sécurité	Circle check		Chargement / chargé	Loading / loaded	
RDS	CCR		La direction	Steering system	
Camion	Truck		Tubulure d'admission d'air	Air intake ducting	
Clignotant	Signal, flasher		Air de suralimentation	Charge air	
Capot	Hood		Refroidisseur	Air cooler	
Lumières/ phares	Lights / headlights		Boîte de vitesse	Transmission	
Compartiment moteur	Engine compartment		Attelage	Trailer coupling, hitching	
Moteur	Engine		Pivot	King pin	
Longeron	Frame		Plaque d'accouplement	Upper plate	
Remorque	Trailer switch		Une cabine	Cab	
Changement de remorque	Switch trailer		Habitacle	Cab interior	
Pare-brise	Windshield		Couchette	Sleeper berth	
Le volant	Steering wheel		Compartiment couchette	Sleeper compartment	
Pédale d'embrayage	Clutch pedal		Bouton de commande de freinage	Brake control knob	
L'accélérateur	Fuel pedal		Rétroviseur	Mirror	
Débrayer	Disengager		Manomètre	Pressure gauge	
Embrayer	Engage		Tachymètre	Tachymeter	
Le rétroviseur	Rear view mirror		Compte-tours	Revolution counter, RPM	
Témoin d'alerte	Warning indicator		Témoin	Indicator	
Roue	Wheel		Commande	Control	
Jante	Rim		Essuie-glaces	Wipers	

<u>Français</u>	<u>Anglais</u>	<u>Votre langue</u>	<u>French</u>	<u>English</u>	<u>Your language</u>
Pneu	Tire		Tracteur	Tractor	
Boulon	Bolt		Semi-remorque	Semi-trailer	
Écrou	Nut		Une béquille	Landing gear	
Suspension pneumatique	Air suspension		Diabolo	Dolly	
Sellette d'attelage	Fifth wheel		Train routier	Road train	
Châssis	Frame		Semi-remorque surbaissée	Drop deck	
Traverse	Crossmember		Semi-remorque Semi-surbaissée	Single drop fram semi-trailer	
Radiateur	Radiator		Un train double	Double road train	
Transmission	Transmission		Déchargement	Unloading	
Suspension	Suspension		Une charge (poids)	Payload	
Amortisseur	Shock absorber		Poids à vide	Tape weight	
Réservoir	Tank		Tableau de bord	Dash	
Carburant	Fuel		PNBV Poids nominal brut du véhicule	GVWR Gross vehicle weight rating	
Essieu	Axle		Mise en portefeuille	Jackknife	
Essieu porteur	Load carrying axle		Carrosserie	Body	
Essieu moteur	Drive axle		Plateau	Flat bed	
Essieu directeur	Steering axle		Semi-remorque plateau	Flat bed semi-trailer	
Essieu tandem	Tandem axle		Semi-remorque frigorifique	Refrigerated semi-trailer	
Essieu triple	Tri-axle		Frein	Brake	
Entretoise	Spacer		Tambour de frein	Brake drum	
Roue à disque	Disc wheel		Récepteur de frein	Brake actuator	

<u>French</u>	<u>English</u>	<u>Your language</u>	<u>French</u>	<u>English</u>	<u>Your language</u>
Roues motrices	Drive wheel		Tuyau flexible	Brake hose	
Roues jumelées	Dual wheels		Pédale	Pedal	
Appareil	Device		Compresseur	Air compressor	
Réservoir d'air comprimé	Air brake reservoir/tank		Régulateur de pression	Air compressor governor	
Réservoir d'alimentation	Supply reservoir		Air comprimé	Pressure brake	
Système de freinage pneumatique	Air braking system		Système de freinage hydraulique	Hydraulic braking system	
Servofrein	Power brake		Servocommande	Servo control	
Frein de stationnement	Park brake		Liquide de refroidissement	Cooling liquid	
Gaz d'échappement	Exhaust gas		Pression d'huile	Oil pressure	
Suspension à lames métalliques	Spring suspension		Défectuosité	Defects	
Rapport de transmission	Transmission gear		Basse pression	Low pressure	
Arrimage	Load securement		Frein ABS	Anti-lock braking system	
Batterie	Battery		Accélérateur	Accelerator	
Quai de chargement	Dock		Urgent	Rush	

Quebec Expressions

Braker	Freiner	
Barrer	Verrouiller	
S'accoter	Aller toucher doucement	
Se ravancer	Avancer à nouveau	
Enclencher	Allumer, actionner	
Checker	Vérifier	
L'huile à power steering	L'huile de la servodirection	
Pèser su'l brake	Appuyer sur la pédale de frein	
Tenir le brake	Garder son pied sur la pédale de frein	
Shifter	Bouger le levier et changer de rapport de transmission	



