Canadian Trucking
Human Resources Council
Conseil canadien des ressources humaines en camionnage

Professional Driver’s Workbook

Name: __________________________________________________

Location: ____________________________________________

Date: ________________________________________________
SkillPlan, the BC Construction Industry Skills Improvement Council, in collaboration with the Canadian Trucking Human Resources Council (CTHRC) have produced this Essential Skills product. We gratefully acknowledge financial assistance contributed by Workplace Partnerships, Human Resources and Social Development.

The Canadian Trucking Human Resources Council (CTHRC) is the leader in human resources practices for one of Canada’s most important industries, Trucking! Incorporated in 1994, our nationally recognized and not-for-profit sector council joins business and labour representatives with the Department of Human Resources and Social Development Canada to detect and tackle industry challenges, and apply enduring solutions. The Council and its Board of Directors are mandated to address national occupational standards, provide ongoing labour market information, promote career awareness and maintain a positive image of the trucking industry in general.

This workbook was designed by selecting and reformatting materials developed by SkillPlan and project partners for the website How do your skills Measure Up? at www.skillplan.ca. Permission is given to CTHRC to distribute this self assessment booklet and companion answer book as agreed.

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SkillPlan is a joint labour and management initiative of the construction industry in British Columbia. It was established as a not-for-profit society in March 1991. For more information, visit SkillPlan’s website: www.skillplan.ca.

For more information on the CTHRC’s research, programs or services, please contact us at:
Canadian Trucking Human Resources Council/
Conseil canadien des ressources humaines en camionnage
203-720, ch. Belfast Road
Ottawa (ON) K1G 0Z5
(613) 244-4800
www.cthrc.com
info@cthrc.com
Workbook Overview

Essential Skills are skills that allow workers in every occupation to get the job done. The nine Essential Skills are Reading Text, Document Use, Numeracy, Writing, Oral Communication, Thinking, Computer Skills, Working with Others and Continuous Learning.

Professional Drivers use these skills to work effectively and safely. Training materials have to be read and studied. There are equipment manuals, driver’s handbooks and operations manuals. The paperwork in the transportation industry seems to continually increase with bills of lading, log books and other entry forms that need to be completed. Using numbers is often a daily task. Most truck and tractor-trailer operators convert between fractions, decimals and percentages when they deal with money or plan a trip. Every work-related task involves a strong foundation in these Essential Skills.

This workbook will allow you to practice Reading Text, Document Use and Numeracy. When you are finished the booklet, a score sheet will help you to assess your skills and give you a good idea which areas are your strengths and weaknesses.

The questions are grouped with a document that Professional Drivers might encounter in a work situation. The documents include training material, application forms, a map, brochure and driver report.

Don’t rush, work carefully. Imagine yourself on the job in the situation suggested by the questions. The tasks are not meant to trick you but to allow you to show what skills you have. Remember that this is an assessment of Essential Skills. All the information to answer the questions is in the document samples. Complete all the tasks to the best of your ability.
Training Material

Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Material page.

1. What is the danger of hydroplaning?
   Reading Text

2. How does the driver dry the brakes if the brake drum has become wet?
   Reading Text

3. Ice and snow make driving more dangerous. Name 5 conditions or places where the driver must be cautious.
   Reading Text
Hydroplaning
Hydroplaning occurs when a vehicle drives through large amounts of water on the roadway and a cushion of water builds up under the tires. The result is a loss of traction and control. Hydroplaning is a rare occurrence on loaded vehicles travelling under 100 kilometres per hour (62 mph) because the weight on the wheels prevents it. Drivers transporting empty trailers should be aware that their vehicle has less traction than a loaded vehicle, and is subject to hydroplaning at lower speeds.

Flooding
Water on the roadway (for example, a pool of water or overflow) may hide a deep pothole that could cause damage to the wheel components and vehicle suspension.

Driving through large amounts of water at high speeds will soak the wheel components, and when water enters the brake drums, braking efficiency is reduced. If driving through deep water is unavoidable, lightly apply the brakes.

Test the brakes if you have been driving in extremely wet conditions or if you have driven through a large amount of water. It may be necessary to dry the brakes if the brake drum has become wet. This can be done by “dragging” the brakes for a short time. Simply place slight pressure on the brake pedal until the brake pads and drums have had a chance to dry.

Ice and Snow
Like driving on wet pavement, traction and braking ability is greatly reduced on ice and snow. When driving on packed snow, reduce vehicle speed by half. Slow to a crawl if driving on an icy road.

Watch the Freezing Point
Be aware that ice and snow are most treacherous around the freezing point, zero degrees Celsius. Ice melts slowly and freezes more rapidly, be especially aware of shaded spots. Bridges and overpasses are other places that ice may build up. Many drivers relate their experiences of “black ice,” spots of thin, transparent ice that appear black because the pavement can be seen through them.

Spring Road Conditions
As winter ends, load restrictions are often applied as the spring thaw begins. During this season, winter damage is accelerated by the freeze and thaw cycle, so drivers must watch for deteriorated sections of the road.
CVOR Application

Truck Drivers may require a Commercial Vehicle Operator’s Registration (CVOR) Certificate. Look at the CVOR Application.

4. What should the driver consult when completing this application?

5. What does “RIN” stand for?

6. If the driver wants to pay by cash or debit card, how can they do this?

7. Highlight, underline or circle the section that the driver does not complete.

8. Greg Raymond is a driver who has lost his CVOR Certificate. His RIN is 349 445 234. He is paying for a replacement using his credit card. Complete the application.
CVOR Application

Transportation Ministry
Carrier Transportation Office
Processing Section
317 King Street, 3rd Floor
St. Catharines ON L2R 7R4 Canada

Commercial Vehicle Operator’s Registration Application Individual
Telephone: 416-246-2133
Toll Free: 1-800-387-7552
Facsimile: 905-704-2120

ONLY CARRIERS THAT OPERATE COMMERCIAL MOTOR VEHICLES PLATED IN ONTARIO OR A STATE OF THE UNITED STATES OF AMERICA OR MEXICO SHOULD COMPLETE THIS APPLICATION

Please consult the accompanying GUIDE when completing this form. Print or type information.

CVOR #/Registrant Identification # (RIN) if it has been assigned: ____________ - ____________ - ____________

Name of Operator SURNAME GIVEN NAME

SECTION A. PURPOSE OF THIS APPLICATION – PLEASE CHECK THE APPLICABLE BOX BELOW.

☐ 1. Update (CVOR Certificate issued previously)
☐ 2. Original CVOR Certificate
☐ 3. Replacement of lost, stolen or damaged CVOR Certificate, see Section B
☐ 4. Voluntary Termination (Only complete the attached “Voluntary Termination” Form)

SECTION B. CVOR CERTIFICATE REPLACEMENT ONLY (LINE 3 ABOVE) – $5.00 FEE

5. Method of Payment (Check the appropriate box) 6. If paying by credit card, provide the following information:

☐ Credit Card Card No. ____________________________
☐ Cheque Expiry Date ____________________________
☐ Money Order Authorized Payment $________
☐ Cash Name of Cardholder ____________________________
☐ Debit Card Cardholder’s Signature ____________________________
(Payment by Cash or Debit Card – in person only) Authorized Signature ____________________________

FOR MINISTRY USE ONLY

Assigned to: ____________________________ District Code: ____________________________ Deposit Date: ____________________________
Approved to process by: ____________________________ on ____________________________ Transaction # ____________________________
Processed on: ____________________________ Office # _______ Op # _______ Amount Received $________
☐ Cheque returned – not required  ☐ Credit Card  ☐ Cheque
☐ Refund requested on ____________________________ for $________  ☐ Money Order  ☐ Cash  ☐ Debit Card
Trip Planning

Professional Drivers plan trips to estimate the time of trip, fuel usage and money needed. The trip planned is from Yarmouth to Sydney. Look at the Trip Planning page.

9 Estimate the driving time between Yarmouth and Bridgewater and between Halifax and Sherbrooke to the nearest hour. Use an average speed of 63 km per hour. Enter the estimated driving times on the table.

10 The weather conditions changed between Bridgewater and Halifax. The trip actually took 2 hours and 15 minutes. What was the actual average driving speed per hour?

11 The driver leaves Sherbrooke at 10:00 am. What is the time of arrival in Sydney with one 30 minute stop?

12 The tank capacity of the truck is 378 litres and averages 3.4 km per litre. The tank is full at the beginning of the trip. Estimate how much fuel will be left at the end of the trip.

13 The driver will stop for meals every 4 hours during a trip and on arrival in Sydney. A claim of $15.00 is allowed for each meal. Calculate the total meal claim for this trip.
### Driving Distances for Nova Scotia

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<tr>
<th>Cities/Towns</th>
<th>Distance Between</th>
<th>Estimated Driving Time</th>
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<tbody>
<tr>
<td>Yarmouth – Bridgewater</td>
<td>196 km</td>
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<tr>
<td>Bridgewater – Halifax</td>
<td>108 km</td>
<td>1 hour 30 minutes</td>
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<tr>
<td>Halifax – Sherbrooke</td>
<td>195 km</td>
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<tr>
<td>Sherbrooke – Port Hastings</td>
<td>120 km</td>
<td>2 hours</td>
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<tr>
<td>Port Hastings – Sydney</td>
<td>142 km</td>
<td>2 hours 15 minutes</td>
</tr>
</tbody>
</table>

![Map of Nova Scotia showing distances between major cities and towns.]
Training Instruction

Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Instruction page.

14. What tool does a driver need to use to release tension?

15. Drivers need to be careful when releasing straps. What is one safety precaution they should take?

16. Drivers need to use different types of strapping. Compare webbing and steel strapping. List 3 considerations for each type.
Winch Type

- A hook or ring at the end of the strap is anchored to the vehicle.
- Often attached by a reel that cranks and stores the strap assembly.
- Tend to be permanent fixtures on some truck frames.

Cargo such as heavy loads of lumber might be secured with this type of strapping. To use it, first, pull the webbing to eliminate any slack. Then, apply a wrench to the shaft nut and tighten it until proper tension is achieved. When it is time to unload, you will need to use a screw driver to release the tension.

Webbing is easier to use and cheaper than chains. It can be used on a variety of load sizes and weights. It is, however, subject to chafing and is not as durable as chain. It cannot be used to secure machinery and certain other metal products because of the possibility of its being sliced by sharp edges and releasing the load.

Typical edge protectors that are used with nylon strapping include old rubber tire sections, old pieces of web strap, or commercially available corners used on cargo edges. These edge protectors are also used to protect cargo from damage caused by chains.

Steel strapping is used to reinforce cartons and to secure cargo to pallets. It is not strong enough to secure loads to a flatbed, however. Vibration has a tendency to tear steel strapping. When using steel strapping, know its limitations and ensure that it is protected from sharp edges and chafing.

There are other drawbacks to using steel strapping. Strapping must be joined properly: If it is at least one inch wide, it must have two pairs of crimps for each join. End-over lap joints must have two seals. Steel strapping will come loose easily if its crimps and seals are not installed correctly.
Professional Driver’s Workbook

Registration Form

Professional Drivers who transport dangerous goods require training and certification. Look at the Registration Form.

17 Which institution is offering the training?

18 Which website has information about available dates?

The truck driver is registering for TDG 101 and Fire Extinguisher Training.

19 Enter an X in the boxes for these courses.

20 What is the total amount owing?

21 The driver’s company will pay half the total amount. Calculate the amount the truck driver pays.

22 If a driver needs to recertify for Transportation of Dangerous Goods, which course is needed?

23 Highlight, underline or circle the name of the person to contact if the driver is unable to attend as registered.
Please fill this form in completely. **INCOMPLETE FORMS WILL BE RETURNED.**

Name: ____________________________  Home Phone: __________________
Department/Company: ____________________________  Work Phone: __________________
Mailing Address: ____________________________  Fax: __________________
E-mail Address: ____________________________  Driver’s Lic. No: __________________

Select the course(s) you wish to take by checking the boxes below. Please visit our website for a course calendar including intake dates for each of the courses listed below at [www.hdsdriving.net/cc/index.htm](http://www.hdsdriving.net/cc/index.htm). If you have any questions about course content, or which course would be most appropriate for you, please contact our registrar, Ted Heatherington: (905) 495-3974, extension 108, or registrar@hdsdriving.net.

Once your registration form has been accepted and you are registered for any of the courses you have selected, our registrar will contact you via e-mail, if you provided an e-mail address, or by Canada Post. Similarly, if the courses you would like to take have become unavailable, you will be contacted.

<table>
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<tr>
<th>Course</th>
<th>Fees</th>
<th>Course</th>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td>Air Brakes Course</td>
<td>$95.00</td>
<td>Transportation of Dangerous Goods (TDG)</td>
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<tr>
<td>Dates to be announced. Contact Alex Siskind</td>
<td></td>
<td>[TDG101] Basic 6-hr. course</td>
<td>$135.00</td>
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<tr>
<td>for more information at (905) 495-3974, extension 103</td>
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<td>[TDG102] Extended 10-hr. course</td>
<td>$180.00</td>
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<td>Computer Logging Systems</td>
<td>$125.00</td>
<td>[TDG201] Recertification only</td>
<td>$80.00</td>
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<tr>
<td>Load Securement Refresher</td>
<td>$75.00</td>
<td>Fire Extinguisher Training</td>
<td>$90.00</td>
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<td>Drivers responsible for providing own gear.</td>
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<td>See course calendar on website for details</td>
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<tr>
<td>Professional Driver Improvement Course (PDIC)</td>
<td>$175.00</td>
<td>First Aid – SELECT ONE ONLY</td>
<td></td>
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<tr>
<td>Course will remove 3 demerits from your</td>
<td></td>
<td>CPR refresher/recertification</td>
<td>$70.00</td>
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<tr>
<td>driving record. Valid for two years.</td>
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<td>CPR complete</td>
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<td>Standard First Aid I</td>
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<td>Standard First Aid II</td>
<td>$130.00</td>
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</table>

Please mark (x) payment method: **KEEP A COPY OF THIS FORM FOR YOUR ACCOUNTING**

- Enclosed is payment of registration fee(s)
- personal funds ☐ approved HRDF or ☐ INDENT

Total Amount $ □ Charge to Speedcode#

Payment is required in advance of your intake date and is non-refundable. If there are any problems with your intake date, or you will not be able to attend a class you have registered for, please call the registrar at 495-3974, extension 108, with at least 48 hours notice to arrange another starting date.

Authorized Signature for expense:

Signature of registrant: ____________________________  Date: ____________________________
or supervisor

Mail completed form to Halpin Driving School, 3947 Garner Ave., Brampton, ON, L6T 1V3
Standard Operating Procedures

Truck Drivers refer to Standard Operating Procedures (SOPs) to locate company policy and procedures on operating, health, safety and other issues. Look at the Standard Operating Procedures sheet.

24 Who is considered warehouse personnel?

Reading Text

25 What should be used to secure product on each pallet?

Reading Text

26 How should the person who assembled the pallet verify their work?

Reading Text

27 Highlight 3 conveyances used to ship or transport products.

Reading Text
### Loading & Unloading CS 100

<table>
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<th>Title</th>
<th>Loading &amp; Unloading</th>
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<tr>
<td>Document #: SOP-CS100</td>
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</tr>
<tr>
<td>Record Location: HACCP office</td>
<td>Verified by: HACCP Coordinator</td>
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</table>

#### 1.0 Purpose:
To prevent incoming and outgoing damages from entering or leaving the warehouse. To prevent and document any possible cross contamination that may happen or has happened.

#### 2.0 Definition of Terms:
Warehouse personnel: Company personnel, who select orders, build pallets, deliver, pick-up and load products onto conveyances to be shipped.

#### 3.0 Equipment:
- Tractors, trailers, 5-tons, refrigeration systems (in warehouse and on trucks or trailers)
- Forklifts, pallet jacks, and dollies.

#### 4.0 References:
- Company Policies
- Employee Handbook
- WCB Regulations

#### 5.0 Procedure:
- All orders will be built in a way as to not damage the product (not too tall and within the confines of the pallet as to not overhang.)
- Each pallet shall be clearly labeled as to its location. If more than one pallet is going to the same location all pallets shall also be numbered (1 of 4, 2/4 etc.) and clearly labeled.
- All product on each pallet shall be secured with shrink wrap.
- Any shortage or damage found while building a pallet shall be reported immediately and documented.
- All orders will have at the top of the bill of lading the person(s) signature verifying who assembled that pallet.

#### 5.1 Deviation:
- If a deviation occurs then the Supervisor or Dispatcher on call will correct.

#### 5.2 Verification:
- The HACCP coordinator must perform scheduled record reviews and verify that corrective action has been taken.
- Another designated person may also perform other verification activities deemed necessary.

#### 5.3 Records:
- Coldstar bill of lading
- PODS
Drivers are restricted to a certain number of hours on duty for safety reasons. They keep careful records on the hours they are on duty each day to calculate how many hours are available. Look at the Driver Report page.

28. Which numbers did the driver use to calculate 36.5?

29. For March 1, calculate the driver’s total hours on duty for the last 6 days.

30. At the end of the shift on March 7, the driver calculates the total hours available for the next day. Enter this amount.
A driver has partly completed the *Monthly Summary Sheet* reporting the following hours for the first seven days of the month.

- March 1 – 11 hours
- March 2 – 9.5 hours
- March 3 – 10.5 hours
- March 4 – off
- March 5 – 9 hours
- March 6 – off
- March 7 – 10 hours

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<th>LAST DAYS OF PRECEDING MONTH</th>
<th>HOURS WORKED TODAY (TOTAL OF LINES 3 &amp; 4 ON DAILY LOG)</th>
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<th>B</th>
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<td><strong>Your score</strong></td>
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<td><strong>10</strong></td>
<td><strong>10</strong></td>
<td><strong>10</strong></td>
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</tbody>
</table>

**Total Possible** 10 10 10
SkillPlan, the BC Construction Industry Skills Improvement Council, in collaboration with the Canadian Trucking Human Resources Council (CTHRC) have produced this Essential Skills product. We gratefully acknowledge financial assistance contributed by Workplace Partnerships, Human Resources and Social Development.

The Canadian Trucking Human Resources Council (CTHRC) is the leader in human resources practices for one of Canada’s most important industries, Trucking! Incorporated in 1994, our nationally recognized and not-for-profit sector council joins business and labour representatives with the Department of Human Resources and Social Development Canada to detect and tackle industry challenges, and apply enduring solutions. The Council and its Board of Directors are mandated to address national occupational standards, provide ongoing labour market information, promote career awareness and maintain a positive image of the trucking industry in general.

This workbook was designed by selecting and reformatting materials developed by SkillPlan and project partners for the website How do your skills Measure Up? at www.skillplan.ca. Permission is given to CTHRC to distribute this answer book and companion self assessment as agreed.

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SkillPlan
BC Construction Industry Skills Improvement Council
Suite 405 – Hastings Street,
Burnaby, BC
V5C 2H6

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SkillPlan is a joint labour and management initiative of the construction industry in British Columbia. It was established as a not-for-profit society in March 1991. For more information, visit SkillPlan’s website: www.skillplan.ca.

For more information on the CTHRC’s research, programs or services, please contact us at:
Canadian Trucking Human Resources Council/
Conseil canadien des ressources humaines en camionnage
203-720, ch. Belfast Road
Ottawa (ON) K1G 0Z5
(613) 244-4800
www.cthrc.com
info@cthrc.com
Answer Book Overview

The CTHRC Professional Driver’s Workbook tests 3 Essential Skills: Reading Text, Document Use and Numeracy. Each of the 3 Essential Skills has 10 questions for a total of 30 questions.

Mark your answers using the Answer Key page and the Score Sheet. Total the number of questions you got correct at the bottom of each column.

Your goal is to score at least 8 out of 10 for each of the Essential Skills. If you score below 8 for any of the 3 Essential Skills, you may need more practice or require upgrading in that skill.

This answer book provides the correct answers to the questions as well as a suggested strategy to find each answer. The strategies are titled One way to get this answer. As the title suggests, the strategies presented are only one of many ways to arrive at the correct answer. They model the type of thinking that can be learned and applied to other situations.

For further practice with Reading Text, Document Use and Numeracy skills, and strategies to arrive at solutions, visit the How do your skills Measure up? website at www.skillplan.ca.
<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training Material</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>loss of traction and control</td>
</tr>
<tr>
<td>2</td>
<td>“dragging” the brakes or place slight pressure on the brake pedal until the brake pads and drums have had a chance to dry</td>
</tr>
<tr>
<td>3</td>
<td>Any 5 of the following: on packed snow, on an icy road, around freezing point, zero degrees Celsius, shaded spots, bridges, overpasses, other places that ice may build up, “black ice”, or spots of thin transparent ice that appear black</td>
</tr>
<tr>
<td><strong>CVOR Application</strong></td>
<td></td>
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<tr>
<td>4</td>
<td>the Guide</td>
</tr>
<tr>
<td>5</td>
<td>Registrant Identification Number</td>
</tr>
<tr>
<td>6</td>
<td>in person only</td>
</tr>
<tr>
<td>7</td>
<td>For Ministry Use Only; see the CVOR Application Question #7 answer page</td>
</tr>
<tr>
<td>8</td>
<td>See the CVOR Application Question #8 answer page</td>
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<tr>
<td><strong>Trip Planning</strong></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>3 hours each</td>
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<tr>
<td>10</td>
<td>48 km per hour</td>
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<tr>
<td>11</td>
<td>2:45 pm</td>
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<tr>
<td>12</td>
<td>154 litres</td>
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<td>13</td>
<td>$45.00</td>
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<tr>
<td><strong>Training Instruction</strong></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>screw driver</td>
</tr>
<tr>
<td>15</td>
<td>never stand on the load when releasing the straps</td>
</tr>
<tr>
<td>16</td>
<td>any 3 of the following for each type:</td>
</tr>
<tr>
<td></td>
<td>Webbing</td>
</tr>
<tr>
<td></td>
<td>- easier to use</td>
</tr>
<tr>
<td></td>
<td>- cheaper than chains</td>
</tr>
<tr>
<td></td>
<td>- used on a variety of load sizes and weights</td>
</tr>
<tr>
<td></td>
<td>- subject to chafing</td>
</tr>
<tr>
<td></td>
<td>- not as durable as chain</td>
</tr>
<tr>
<td></td>
<td>- cannot be used to secure machinery and certain other metal products</td>
</tr>
<tr>
<td></td>
<td>- possibility of its being sliced by sharp edges</td>
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<tr>
<td>#</td>
<td>Answer</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>17</td>
<td>Halpin Driving School</td>
</tr>
<tr>
<td>18</td>
<td><a href="http://www.hdsdriving.net/cc/index.htm">www.hdsdriving.net/cc/index.htm</a></td>
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<tr>
<td>19</td>
<td>See the Registration Form Question #19 answer page</td>
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<tr>
<td>20</td>
<td>$225</td>
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<td>21</td>
<td>$112.50</td>
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<td>22</td>
<td>TDG201</td>
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<td>23</td>
<td>Ted Heatherington; see the Registration Form Question #23 answer page</td>
</tr>
<tr>
<td></td>
<td><strong>Standard Operating Procedures</strong></td>
</tr>
<tr>
<td>24</td>
<td>Company personnel, who select orders, build pallets, deliver, pick-up and load products onto conveyances to be shipped</td>
</tr>
<tr>
<td>25</td>
<td>shrink wrap</td>
</tr>
<tr>
<td>26</td>
<td>have at the top of the bill of lading the person(s) signature</td>
</tr>
<tr>
<td>27</td>
<td>Any 3 of the following: Tractors, trailers, 5-tons, refrigeration systems, forklifts, Pallet jacks, and dollies</td>
</tr>
<tr>
<td></td>
<td><strong>Driver Report</strong></td>
</tr>
<tr>
<td>28</td>
<td>10, 8, 9, 0, 0, 9.5</td>
</tr>
<tr>
<td>29</td>
<td>37.5</td>
</tr>
<tr>
<td>30</td>
<td>21</td>
</tr>
</tbody>
</table>
Training Material

Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Material page.

1 What is the danger of hydroplaning?

Answer loss of traction and control

One way to get this answer

1. Scan the page and headings using the keywords danger and hydroplaning.

2. Locate the heading Hydroplaning.

3. Decide to find words that mean the same as danger or describe danger since the word danger does not appear in this section.

4. Locate The result is a loss of traction and control in the third line from the top.

5. Decide that loss of traction and control describes a danger.

6. Decide that loss of traction and control is the danger of hydroplaning.

Level Reading Text, Level 2

CLB 5, 6 & 7 (estimated performance)
Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Material page.

How does the driver dry the brakes if the brake drum has become wet?

Answer “dragging” the brakes or place slight pressure on the brake pedal until the brake pads and drums have had a chance to dry.

One way to get this answer

1. Scan the page and headings using the keywords dry, brake drum and wet.

2. Locate the heading Flooding.

3. Decide that flooding could cause the brake drum to become wet.

4. Locate ...dry the brakes if the brake drum has become wet. This can be done by “dragging” the brakes...Simply place slight pressure on the brake pedal until the brake pads and drums have had a chance to dry under the heading Flooding.

5. Decide that “dragging” the brakes or to place slight pressure on the brake pedal until the brake pads and drums have had a chance to dry is how the driver can dry the brakes if the brake drum has become wet.

Level Reading Text, Level 2

CLB 5, 6 & 7 (estimated performance)
Training Material

Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Material page.

Ice and snow make driving more dangerous. Name 5 conditions or places where the driver must be cautious.

Answer

Any 5 of the following:
on packed snow, on an icy road, around freezing point, zero degrees Celsius, shaded spots, bridges, overpasses, other places that ice may build up, “black ice”, or spots of thin transparent ice that appear black

One way to get this answer

1. Scan the page and headings using the keywords ice, snow and cautious.

2. Locate the heading Ice and Snow and When driving on packed snow, reduce vehicle speed by half. Slow to a crawl if driving on an icy road.

3. Decide to find words that mean the same as cautious or describe cautious actions since the word cautious is not in this section.

4. Decide that to reduce vehicle speed by half and slow to a crawl are both cautious actions and that packed snow and an icy road are two conditions or places where the driver must be cautious.

5. Continue to scan the page and headings using the keywords ice, snow and cautious.

6. Locate the heading Watch the Freezing Point.
7. Understand that the freezing point is a condition where ice is formed.

8. Locate Be aware that ice and snow are most treacherous around the freezing point, zero degrees Celsius.

9. Locate Ice melts slowly and freezes more rapidly, be especially aware of shaded spots. Bridges and overpasses are other places that ice may build up. Many drivers relate their experiences of “black ice,” spots of thin, transparent ice that appear black because the pavement can be seen through them.

10. Decide that all of these conditions or places have ice or snow and that the driver must be cautious.

11. Decide that packed snow, an icy road, around freezing point, zero degrees Celsius, shaded spots, bridges, overpasses, other places that ice may build up, “black ice”, or spots of thin transparent ice that appear black are conditions or places where the driver must be cautious.

Level Reading Text, Level 2
CLB 5, 6 & 7 (estimated performance)
CVOR Application

Truck Drivers may require a Commercial Vehicle Operator’s Registration (CVOR) Certificate. Look at the CVOR Application.

What should the driver consult when completing this application?

**Answer**  the Guide

**One way to get this answer**

1. Scan the page and headings using the keywords *consult* and *completing*.

2. Locate *Please consult the accompanying GUIDE when completing this form*.

3. Decide that the driver should consult the Guide when completing this application.

**Level**  Document Use, Level 1

**CLB**  3, 4 & 5 (estimated performance)
CVOR Application

Truck Drivers may require a Commercial Vehicle Operator’s Registration (CVOR) Certificate. Look at the CVOR Application.

What does “RIN” stand for?

Answer: Registrant Identification Number

One way to get this answer

1. Scan the page and headings using the keyword RIN.
2. Locate CVOR #/Registrant Identification # (RIN) if it has been assigned.
3. Recognize that # means number.
4. Decide that Registrant Identification Number is what RIN stands for.

Level: Document Use, Level 2
CLB: 5 & 6 (estimated performance)
CVOR Application

Truck Drivers may require a Commercial Vehicle Operator’s Registration (CVOR) Certificate. Look at the CVOR Application.

6 If the driver wants to pay by cash or debit card, how can they do this?

**Answer** in person only

**One way to get this answer**

1. Scan the headings and form for keywords *pay*, *cash* and *debit card*.
2. Locate *(Payment by Cash or Debit Card – in person only)*.
3. Decide that if the driver wants to pay by cash or debit card, they can pay in person only.

**Level** Document Use, Level 2

**CLB** 5 & 6 (estimated performance)
CVOR Application

Truck Drivers may require a Commercial Vehicle Operator’s Registration (CVOR) Certificate. Look at the CVOR Application.

Highlight, underline or circle the section that the driver does not complete.

Answer
For Ministry Use Only
See the CVOR Application answer page.

One way to get this answer
1. Scan the page and headings using the keywords *does not complete*.
2. Locate the heading *For Ministry Use Only*.
3. Recognize that “_____ use only” means applicants cannot write in that section.
4. Decide that the driver is not part of the Ministry.
5. Decide that the driver will not complete the *For Ministry Use Only* section.

Level
Document Use, Level 2

CLB
5 & 6 (estimated performance)
**CVOR Application**

**Transportation Ministry**

Carrier Transportation Office  
Processing Section  
317 King Street, 3rd Floor  
St. Catharines ON L2R 7R4  
Canada

**Commercial Vehicle Operator’s Registration Application Individual**

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>416-246-2133</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Free:</td>
<td>1-800-387-7552</td>
</tr>
<tr>
<td>Facsimile:</td>
<td>905-704-2120</td>
</tr>
</tbody>
</table>

**ONLY CARRIERS THAT OPERATE COMMERICAL MOTOR VEHICLES PLACED IN ONTARIO OR A STATE OF THE UNITED STATES OF AMERICA OR MEXICO SHOULD COMPLETE THIS APPLICATION**

Please consult the accompanying GUIDE when completing this form. Print or type information.

<table>
<thead>
<tr>
<th>CVOR #/Registrant Identification # (RIN) if it has been assigned:</th>
</tr>
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<tbody>
<tr>
<td>__________ - __________ - __________</td>
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</table>

<table>
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<tr>
<th>Name of Operator</th>
<th>SURNAME:</th>
<th>GIVEN NAME:</th>
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</table>

**SECTION A. PURPOSE OF THIS APPLICATION – PLEASE CHECK THE APPLICABLE BOX BELOW.**

1. Update (CVOR Certificate issued previously)
2. Original CVOR Certificate
3. Replacement of lost, stolen or damaged CVOR Certificate, see Section B
4. Voluntary Termination (Only complete the attached “Voluntary Termination” Form)

**SECTION B. CVOR CERTIFICATE REPLACEMENT ONLY (LINE 3 ABOVE) – $5.00 FEE**

5. Method of Payment (Check the appropriate box)
   - [ ] Credit Card  
   - [ ] Cheque  
   - [ ] Money Order  
   - [ ] Cash  
   - [ ] Debit Card

6. If paying by credit card, provide the following information:
   - Card No. __________________________
   - Expiry Date ________________________
   - Authorized Payment ____________________
   - Name of Cardholder ________________________
   - Cardholder’s Signature ________________________

(Payment by Cash or Debit Card – in person only)  
Authorized Signature ________________________

**FOR MINISTRY USE ONLY**

Assigned to: ___________________________  
District Code: ___________________________  
Deposit Date: ___________________________

Approved to process by: ________________________  
on ___________________________  
Transaction #: ___________________________

Processed on: ________________________  
Office # ________  
Op # ___________________________  
Amount Received $ ___________________________

- [ ] Cheque returned – not required
- [ ] Refund requested on ___________________________ for $ ___________________________

- [ ] Credit Card  
- [ ] Cheque  
- [ ] Money Order  
- [ ] Cash  
- [ ] Debit Card
CVOR Application

Truck Drivers may require a Commercial Vehicle Operator’s Registration (CVOR) Certificate. Look at the CVOR Application.

8

Greg Raymond is a driver who has lost his CVOR Certificate. His RIN is 349 445 234. He is paying for a replacement using his credit card. Complete the application.

Answer

See the CVOR Application answer page.

One way to get this answer

1. Scan the form for the place to enter the applicant’s name using the keyword *driver*, or words meaning name or applicant.

2. Locate *Name of Operator*.

3. Decide that Operator means driver.

4. Locate *Surname* and *Given Name*.

5. Recognize that surname is the second name and given name is the first name.


7. Decide that the surname is Raymond and enter *Raymond* under *Surname*. 
8. Decide that the given name is Greg and enter **Greg** under **Given Name**.

9. Scan the headings and form using the keyword **RIN**.

10. Locate **CVOR #/Registrant Identification # (RIN)** if it has been assigned.

11. Decide this is the row to enter the **RIN**.

12. Locate from question 8 the RIN **349 445 234** and enter it on the form.

13. Continue to scan the form using the keyword **replacement** or similar words.

14. Locate **Section A. Purpose Of This Application – Please Check The Applicable Box Below** and locate **3. Replacement of lost, stolen or damaged CVOR Certificate, see Section B**.

15. Decide a check ✓ must be entered in the applicable box and enter a check next to 3.

16. Locate **Section B. CVOR Certificate Replacement Only (Line 3 Above) – $5.00 Fee**.

17. Decide that a $5.00 fee must be paid.

18. Locate **5. Method of Payment (Check the appropriate box)**.

19. Locate **credit card** from question 8.

20. Locate **Credit Card** in Section B and enter a check ✓ in the box.

21. Understand that when paying by credit card, other information must be provided.

22. Locate **6. If paying by credit card, provide the following information**.

23. Locate **Card No.** and recognize that **No.** means number.

24. Locate the card number from question 8: **4501 1234 5678 9012** and enter it in the **Card No.** row.
25. Locate *Expiry Date*.

26. Locate *Good Thru 02/09* from question 8.

27. Decide that expiry date means the same as Good Thru.

28. Enter the expiry date *02/09*.

29. Locate *Authorized Payment $* and decide it is the CVOR Certificate replacement fee.

30. Locate the section heading *CVOR Certificate Replacement Only (Line 3 Above) – $5.00 Fee*.

31. Decide that the fee is $5.00 and enter it in the space next to *Authorized Payment*.

32. Locate *Name of Cardholder*.

33. Locate in question 8 *Greg Raymond* and enter the name in the *Name of Cardholder* space.

34. Understand that if Greg Raymond completed this application he would sign in the *Cardholder’s Signature* space.

35. Locate *Authorized Signature*.

36. Recognize that *Authorized Signature* is the signature of a person with the authority to sign documents such as credit card slips.

37. Understand that if Greg Raymond were authorized to use a company credit card, he would sign in the *Authorized Signature* space.

38. Decide this card is not a company credit card and Greg Raymond does not sign in the *Authorized Signature* space.

**Level**  
Document Use, Level 3  

**CLB**  
7 & 8 (estimated performance)
CVOR Application

ONLY CARRIERS THAT OPERATE COMMERCIAL MOTOR VEHICLES PLATED IN ONTARIO OR A STATE OF THE UNITED STATES OF AMERICA OR MEXICO SHOULD COMPLETE THIS APPLICATION

Please consult the accompanying GUIDE when completing this form. Print or type information.

| CVOR #/Registraiton Identification # (RIN) if it has been assigned: | 3 4 9 - 4 4 5 - 2 3 4 |
| Name of Operator | SURNAME: Raymond | GIVEN NAME: Greg |

SECTION A. PURPOSE OF THIS APPLICATION – PLEASE CHECK THE APPLICABLE BOX BELOW.

- [ ] 1. Update (CVOR Certificate issued previously)
- [ ] 2. Original CVOR Certificate
- [X] 3. Replacement of lost, stolen or damaged CVOR Certificate, see Section B
- [ ] 4. Voluntary Termination (Only complete the attached “Voluntary Termination” Form)

SECTION B. CVOR CERTIFICATE REPLACEMENT ONLY (LINE 3 ABOVE) – $5.00 FEE

5. Method of Payment (Check the appropriate box)  
   - [X] Credit Card  
   - [ ] Cheque  
   - [ ] Money Order  
   - [ ] Cash  
   - [ ] Debit Card

(Payment by Cash or Debit Card – in person only)  
Authorized Signature: Greg Raymond

6. If paying by credit card, provide the following information:
   - Card No. 4501 1234 5678 9012
   - Expiry Date 02/09
   - Authorized Payment $5.00
   - Name of Cardholder Greg Raymond
   - Cardholder’s Signature: Greg Raymond

FOR MINISTRY USE ONLY

Assigned to:  
District Code:  
Deposit Date:  

Approved to process by:  
on  
Transaction #  

Processed on:  
Office #  
Op #  
Amount Received $ 

- [ ] Cheque returned – not required
- [ ] Refund requested on for $
Trip Planning

Professional Drivers plan trips to estimate the time of trip, fuel usage and money needed. The trip planned is from Yarmouth to Sydney. Look at the Trip Planning page.

9

Estimate the driving time between Yarmouth and Bridgewater and between Halifax and Sherbrooke to the nearest hour. Use an average speed of 63 km per hour. Enter the estimated driving times on the table.

Answer 3 hours each

One way to get this answer

1. Identify what is required: the estimated driving times.

2. Scan the page using the keywords Yarmouth, Bridgewater and driving times.

3. Locate the row Yarmouth – Bridgewater and the heading Estimated Driving Time and where they intersect, locate a blank space.

4. Decide that the estimated driving time must be calculated from other information given.

5. Scan across the row Yarmouth – Bridgewater and locate 196 km under the heading Distance Between.

6. Set up the problem to find the estimated driving time: Distance ÷ Speed = Time

7. Locate Use an average speed of 63 km per hour from question 9.

8. Calculate: 196 km ÷ 63 km/hour = 3.11 hours

9. Decide that estimated times are not exact, so 3.11 hours can be estimated to 3 hours.
10. Decide that 3 hours is the estimated driving time between Yarmouth and Bridgewater.

11. Enter *3 hours* in the blank space where the row *Yarmouth – Bridgewater* and column heading *Estimated Driving Time* intersect.

12. Scan the page using the keywords *Halifax* and *Sherbrooke*.

13. Locate the row *Halifax – Sherbrooke* and the column heading *Distance Between* and where they intersect, locate *195 km*.

14. Set up the problem to find the estimated driving time:
   \[ \text{Distance} \div \text{Speed} = \text{Time} \]

15. Calculate: \[ 195 \text{ km} \div 63 \text{ km/hour} = 3.095 \text{ hours} \]

16. Decide that 3.095 hours can be estimated to 3 hours.

17. Decide that 3 hours is the estimated driving time between Halifax and Sherbrooke.

18. Enter *3 hours* in the blank space where the row *Halifax – Sherbrooke* and the column heading *Estimated Driving Time* intersect.

19. Decide that 3 hours is the estimated driving time between Yarmouth and Bridgewater and between Halifax and Sherbrooke.

**Level**
Numeracy, Level 2
Trip Planning

Professional Drivers plan trips to estimate the time of trip, fuel usage and money needed. The trip planned is from Yarmouth to Sydney. Look at the Trip Planning page.

The weather conditions changed between Bridgewater and Halifax. The trip actually took 2 hours and 15 minutes. What was the actual average driving speed per hour?

**Answer** 48 km per hour

**One way to get this answer**

1. Identify what is required: the average driving speed per hour.
2. Scan the page using the keywords Bridgewater and Halifax.
3. Locate the row Bridgewater – Halifax.
4. Scan across the row Bridgewater – Halifax and where it intersects with the column heading *Distance Between*, locate 108 km.
5. Set up the problem to find the average driving speed per hour: 
   \[
   \text{Distance} \div \text{Time} = \text{Speed}
   \]
6. Recognize that the time must be converted to one unit of measurement.
7. Set up the problem to convert minutes to hours:
   number of minutes \(\div 60 = \) hours
8. Calculate: 15 minutes \(\div 60 = 0.25\) hours
9. Set up the problem to find the total hours:
   hours + minutes converted to hours = total hours.
10. Calculate: 2 hrs + 0.25 hours = 2.25 hours
11. Set up the problem to find the average driving speed per hour:
   Distance ÷ Time = Speed

12. Calculate 108 km ÷ 2.25 hours = 48 km per hour

13. Decide that the actual driving speed was 48 km per hour.

**Level**  Numeracy, Level 2
Trip Planning

Professional Drivers plan trips to estimate the time of trip, fuel usage and money needed. The trip planned is from Yarmouth to Sydney. Look at the Trip Planning page.

The driver leaves Sherbrooke at 10:00 am. What is the time of arrival in Sydney with one 30 minute stop?

Answer 2:45 pm

One way to get this answer

1. Identify what is required: the time of arrival.

2. Scan the page and headings using the keywords Sherbrooke and Sydney.


4. Decide that Port Hastings is between Sherbrooke and Sydney.

5. Decide that to estimate the driving time between Sherbrooke and Sydney, the estimated total driving time between Sherbrooke and Port Hastings, and Port Hastings and Sydney are needed.

6. Locate the row Sherbrooke – Port Hastings and the heading Estimated Driving Time and where they intersect, locate 2 hours.

7. Decide that the estimated driving time between Sherbrooke and Port Hastings is 2 hours.

8. Locate the row Port Hastings – Sydney and the heading Estimated Driving Time and where they intersect, locate 2 hours 15 minutes.

9. Locate the stop time from the question: 30 minute stop.
10. Set up the problem to find the estimated driving time for each unit (hours and minutes) separately:
   \[ \text{time} + \text{time} = \text{total time} \]

11. Calculate:
   \[ 2 \text{ hours} + 2 \text{ hours} = 4 \text{ hours} \]
   \[ 15 \text{ minutes} + 30 \text{ minutes} = 45 \text{ minutes} \]

12. Decide that 4 hours 45 minutes is the total driving time.

13. Locate the start time from the task: \textit{10:00 am}.

14. Decide that 10:00 is in the morning and it is 10 hours after midnight.

15. Set up the problem to calculate the estimated time of arrival:
   \[ \text{start time} + \text{time elapsed} = \text{end time} \]

16. Calculate: 10 hours after midnight + 4 hours 45 minutes = 14 hours and 45 minutes after midnight.

17. Recognize that this is more than 12 hours, and the time has changed from am to pm.

18. Set up the problem to calculate the time:
   \[ \text{hours after midnight} - 12 \text{ hours} = \]
   \[ \text{hours after midnight the next day or noon} \]

19. Calculate: 14 hours 45 minutes − 12 hours = 2 hours 45 minutes

20. Decide that 2 hours and 45 minutes after noon or 2:45 pm is the estimated time of arrival in Sydney.

\textbf{Level}  
Numeracy, Level 2
Trip Planning

Professional Drivers plan trips to estimate the time of trip, fuel usage and money needed. The trip planned is from Yarmouth to Sydney. Look at the Trip Planning page.

The tank capacity of the truck is 378 litres and averages 3.4 km per litre. The tank is full at the beginning of the trip. Estimate how much fuel will be left at the end of the trip.

Answer 154 litres

One way to get this answer

1. Identify what is required: the amount of fuel left.
2. Scan the page and headings using the keywords litres and fuel.
3. Decide that information on litres and fuel is only in the task question.
4. Recognize that the total distance travelled and the number of litres used are needed to calculate the amount of fuel left.
5. Decide that the cities and distance of the trip are needed to calculate the total distance.
6. Locate the cities from the question: Yarmouth to Sydney.
7. Notice that the table lists Yarmouth first and Sydney last and understand that the table shows a route from Yarmouth to Sydney in sections from Yarmouth to Bridgewater to Halifax to Sherbrooke to Port Hastings to Sydney.
8. Locate the column heading Distance Between and the list 196 km, 108 km, 195 km, 120 km, and 142 km under this column.
9. Decide that these are the distances from Yarmouth to Bridgewater to Halifax to Sherbrooke to Port Hastings to Sydney.

10. Set up the problem to calculate the total distance travelled:
\[
\text{distance 1} + \text{distance 2} + \text{distance 3} + \text{distance 4} + \text{distance 5} = \text{total distance travelled}
\]

11. Calculate:
\[
196 \text{ km} + 108 \text{ km} + 195 \text{ km} + 120 \text{ km} + 142 \text{ km} = 761 \text{ km}
\]

12. Set up the problem to find the number of litres used:
\[
\text{total distance} \div \text{km/litre} = \text{litres used}
\]

13. Locate the average km per litre from the question: 3.4

14. Calculate: 761 km ÷ 3.4 km/litre = 224 litres used

15. Set up the problem to find how much fuel will be left:
\[
\text{number of litres at the beginning of trip} - \text{number of litres used} = \text{number of litres left}
\]


17. Decide that 154 litres of fuel will be left.

Level Numeracy, Level 3
Trip Planning

Professional Drivers plan trips to estimate the time of trip, fuel usage and money needed. The trip planned is from Yarmouth to Sydney. Look at the Trip Planning page.

The driver will stop for meals every 4 hours during a trip and on arrival in Sydney. A claim of $15.00 is allowed for each meal. Calculate the total meal claim for this trip.

Answer $45.00

One way to get this answer

1. Identify what is required: the total meal claim.

2. Scan the page and headings using the keywords total meal claim.

3. Decide that information on the total meal claim is only in the question.

4. Decide that the number of meal stops is needed to calculate the total meal claim and that the total hours for the trip is needed to calculate the number of meal stops.

5. Scan the page and headings using the keywords from step 4: total hours.

6. Locate the column heading Estimated Driving Time and the list of times starting with 1 hour 30 minutes.

7. Decide that the Estimated Driving Time column lists the times for each part of the trip.

8. Set up the problem to find the estimated driving time for each unit (hours and minutes) separately:
   driving time part 1 + driving time part 2 + driving time part 3 + driving time part 4 + driving time part 5 = total hours
9. Calculate:
   \[
   3 \text{ hours} + 1 \text{ hour} + 3 \text{ hours} + 2 \text{ hours} + 2 \text{ hours} = 11 \text{ hours} \\
   30 \text{ minutes} + 15 \text{ minutes} = 45 \text{ minutes}
   \]

10. Decide that 45 minutes is less than an hour.

11. Decide that the total hours for the trip is 11.

12. Set up the problem to calculate the number of meal stops:
   \[
   \text{total hours} \div 4 \text{ hours} = \text{number of meal stops}
   \]

13. Calculate: \(11 \div 4 = 2.75\)

14. Decide that meal stops can only be counted as whole numbers and the driver has enough hours to give him 2 stops but not enough for 3.

15. Decide that the driver gets 2 meal stops during the 11 hour trip.

16. Recognize from the question that the driver stops for a meal on arrival in Sydney.

17. Set up the problem to calculate the total number of stops for meals:
   \[
   \text{Number of stops every 4 hours} + \text{stop on arrival} = \text{total number of stops}
   \]

18. Calculate: \(2 + 1 = 3\)

19. Decide that the driver makes 3 stops during the trip.

20. Locate the amount of meal claim from the question:
   \[$15.00 \ldots \text{for each meal.}$

21. Set up the problem to calculate the total meal claim for this trip:
   \[
   \text{number of meal stops} \times \text{meal claim amount} = \text{total meal claim}
   \]

22. Calculate: \(3 \times 15.00 = 45.00\)

23. Decide that $45.00 is the total meal claim for this trip.

**Level**

Numeracy, Level 2
**Training Instruction**

Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Instruction page.

What tool does a driver need to use to release tension?

**Answer** screw driver

**One way to get this answer**

1. Scan the page using the keywords *tool* and *release tension*.

2. Locate *you will need to use a screw driver to release the tension*, in the first paragraph.

3. Decide that a driver needs to use a screw driver to release tension.

**Level** Reading Text, Level 2

**CLB** 5, 6 & 7 (estimated performance)
Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Instruction page.

Drivers need to be careful when releasing straps. What is one safety precaution they should take?

**Answer**

Never stand on the load when releasing the straps.

**One way to get this answer**

1. Scan the page using the keywords *releasing straps*.

2. Locate *Be very careful when releasing straps.... Never stand on the load when releasing the straps* inside the box with words.

3. Decide that one safety precaution drivers should take is to never stand on the load when releasing the straps.

**Level**

Reading Text, Level 2

**CLB**

5, 6 & 7 (estimated performance)
Training Instruction

Drivers must take approved courses to get their training and certification before they can work as Professional Truck Drivers. Look at the Training Instruction page.

Drivers need to use different types of strapping. Compare webbing and steel strapping. List 3 considerations for each type.

Answer

Any 3 of the following for each type

<table>
<thead>
<tr>
<th>Webbing</th>
<th>Steel Strapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>- easier to use</td>
<td>- used to reinforce cartons</td>
</tr>
<tr>
<td>- cheaper than chains</td>
<td>- to secure cargo to pallets</td>
</tr>
<tr>
<td>- used on a variety of load sizes and weights</td>
<td>- not strong enough to secure loads to a flatbed</td>
</tr>
<tr>
<td>- subject to chafing</td>
<td>- vibration has a tendency to tear steel strapping</td>
</tr>
<tr>
<td>- not as durable as chain</td>
<td>- ensure that it is protected from sharp edges and chafing</td>
</tr>
<tr>
<td>- cannot be used to secure machinery and certain other metal products</td>
<td>- must be joined properly</td>
</tr>
<tr>
<td>- possibility of its being sliced by sharp edges</td>
<td>- will come loose easily if its crimps and seals are not installed correctly</td>
</tr>
</tbody>
</table>

One way to get this answer

1. Scan the page using the keywords webbing and steel strapping.

2. Locate Webbing is easier to use and cheaper than chains. It can be used on a variety of load sizes and weights. It is, however, subject to chafing and is not as durable as chain. It cannot be used to secure machinery and certain other metal products because of the possibility of its being sliced by sharp edges and releasing the load.

3. Decide that easier to use, cheaper than chains, used on a variety of load sizes and weights, subject to chafing, not as durable as chain, cannot be used to secure machinery and certain other metal products, and possibility of its being sliced by sharp edges are all considerations of webbing.
4. Continue to scan the page using the keywords *webbing* and *steel strapping*.

5. Locate *Steel strapping is used to reinforce cartons and to secure cargo to pallets. It is not strong enough to secure loads to a flatbed, however. Vibration has a tendency to tear steel strapping. When using steel strapping, know its limitations and ensure that it is protected from sharp edges and chafing.*

6. Decide that *used to reinforce cartons, to secure cargo to pallets, not strong enough to secure loads to a flatbed, vibration has a tendency to tear steel strapping, and ensure that it is protected from sharp edges and chafing* are all considerations of steel strapping.

7. Continue to scan the page using the keywords *webbing* and *steel strapping*.

8. Locate *There are other drawbacks to using steel strapping. Strapping must be joined properly…. Steel Strapping will come loose easily if its crimps and seals are not installed correctly.*

9. Decide that *must be joined properly and will come loose easily if its crimps and seals are not installed correctly* are considerations of steel strapping.

**Level Reading Text, Level 2**

**CLB** 5, 6 & 7 (estimated performance)
Registration Form

Professional Drivers who transport dangerous goods require training and certification. Look at the Registration Form.

Which institution is offering the training?

Answer  Halpin Driving School

One way to get this answer

1. Scan the page and headings using the keywords *institution* and *training*.

2. Locate *Halpin Driving School* at the top left side of the page.

3. Decide that School is an institution and Halpin Driving School is offering the training.

Level  Document Use, Level 1

CLB  3, 4 & 5 (estimated performance)
Registration Form

Professional Drivers who transport dangerous goods require training and certification. Look at the Registration Form.

18 Which website has information about available dates?

Answer www.hdsdriving.net/cc/index.htm

One way to get this answer

1. Scan the page and headings using the keywords website and available dates.

2. Locate the sentence Please visit our website for a course calendar including intake dates...at www.hdsdriving.net/cc/index.htm.

3. Decide that www.hdsdriving.net/cc/index.htm is the website with information about available dates.

Level Reading Text, Level 2
CLB 5, 6 & 7 (estimated performance)
Registration Form

Professional Drivers who transport dangerous goods require training and certification. Look at the Registration Form. The truck driver is registering for TDG101 and Fire Extinguisher Training.

19 Enter an X in the boxes for these courses.

20 What is the total amount owing?

21 The driver’s company will pay half the total amount. Calculate the amount the truck driver pays.

Answer 19) See the Registration Form answer page.
20) $225.00
21) $112.50

One way to get this answer

Steps for 19)

1. Scan the page and headings using the keywords TDG 101 and Fire Extinguisher Training.

2. Locate Transportation of Dangerous Goods and TDG 101 in the table.

3. Decide that TDG is short for Transportation of Dangerous Goods.

4. Locate Fire Extinguisher Training.

5. Decide that these are the courses and enter an X in the boxes beside these courses.

Level Document Use, Level 2
CLB 5 & 6 (estimated performance)
**Steps for 20)**

1. Identify what is required: the total amount owing.

2. Scan the page and headings using the keywords *TDG 101* and *Fire Extinguisher Training*.

3. Locate *TDG101* and *Fees $135.00*.

4. Locate *Fire Extinguisher Training* and *Fees $90.00*.

5. Set up the problem to calculate the total amount:
   \[
   \text{cost of course} + \text{cost of course} = \text{total cost}
   \]

6. Calculate: \(135 + 90 = 225\)

7. Decide that the total amount owing is $225.00

**Level**  Numeracy, Level 1

**Steps for 21)**

1. Identify what is required: the amount the driver pays.

2. Locate the total amount owing from the answer to question 20: $225.00.

3. Set up the problem to calculate half the total amount:
   \[
   \text{total amount} \times \frac{1}{2} = \text{amount the driver pays}
   \]

4. Calculate: \(225 \times \frac{1}{2} = 112.50\)

5. Decide that the driver pays $112.50.

**Level**  Numeracy, Level 1
### Registration Form

**Halpin Driving School**
3947 Garner Ave.
Brampton, ON, L6T 1V3

**Phone:** (905) 495-3974  
**Fax:** (905) 997-4128  
**E-mail:** registrar@hdsdriving.net

Please fill this form in completely. **INCOMPLETE FORMS WILL BE RETURNED.**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Home Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Company:</th>
<th>Work Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th>Driver’s Lic. No:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
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</table>

Select the course(s) you wish to take by checking the boxes below. Please visit our website for a course calendar including intake dates for each of the courses listed below at [www.hdsdriving.net/cc/index.htm](http://www.hdsdriving.net/cc/index.htm). If you have any questions about course content, or which course would be most appropriate for you, please contact our registrar, Ted Heatherington: (905) 495-3974, extension 108, or registrar@hdsdriving.net.

Once your registration form has been accepted and you are registered for any of the courses you have selected, our registrar will contact you via e-mail, if you provided an e-mail address, or by Canada Post. Similarly, if the courses you would like to take have become unavailable, you will be contacted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Air Brakes Course</td>
<td>$95.00</td>
</tr>
<tr>
<td>Dates to be announced. Contact Alan Siskind for more information at (905) 495-3974, extension 103</td>
<td></td>
</tr>
<tr>
<td>□ Transportation of Dangerous Goods (TDG)</td>
<td>$135.00</td>
</tr>
<tr>
<td>[TDG101] Basic 6-hr. course</td>
<td></td>
</tr>
<tr>
<td>□ [TDG102] Extended 10-hr. course</td>
<td>$180.00</td>
</tr>
<tr>
<td>□ Computer Logging Systems</td>
<td>$125.00</td>
</tr>
<tr>
<td>□ Load Securement Refresher Course</td>
<td>$75.00</td>
</tr>
<tr>
<td>Drivers responsible for providing own gear. See course calendar on website for details</td>
<td></td>
</tr>
<tr>
<td>□ Professional Driver Improvement Course (PDIC)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Course will remove 3 demerits from your driving record. Valid for two years.</td>
<td></td>
</tr>
<tr>
<td>□ First Aid – SELECT ONE ONLY</td>
<td></td>
</tr>
<tr>
<td>CPR refresher/recertification</td>
<td>$70.00</td>
</tr>
<tr>
<td>□ CPR complete</td>
<td>$100.00</td>
</tr>
<tr>
<td>□ Standard First Aid I</td>
<td>$130.00</td>
</tr>
<tr>
<td>□ Standard First Aid II</td>
<td>$130.00</td>
</tr>
<tr>
<td>□ Fire Extinguisher Training</td>
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Please mark (x) payment method: **KEEP A COPY OF THIS FORM FOR YOUR ACCOUNTING**

- □ Enclosed is payment of registration fee(s)  
  □ personal funds □ approved HRDF or □ INDENT

<table>
<thead>
<tr>
<th>Total Amount $</th>
<th>□ Charge to Speedcode#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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Payment is required in advance of your intake date and is non-refundable. If there are any problems with your intake date, or you will not be able to attend a class you have registered for, please call the registrar at 495-3974, extension 108, with at least 48 hours notice to arrange another starting date.

Signature of registrant: ___________________________ Date: ___________________________

or supervisor

Mail completed form to Halpin Driving School, 3947 Garner Ave., Brampton, ON, L6T 1V3
Professional Drivers who transport dangerous goods require training and certification. Look at the Registration Form.

If a driver needs to recertify for Transportation of Dangerous Goods, which course is needed?

**Answer**  
TDG201

**One way to get this answer**

1. Scan the page and headings using the keywords *recertify* and *Transportation of Dangerous Goods*.

2. Locate [TDG 101], [TDG 102] and [TDG201] *Recertification only* in the table.

3. Locate the heading *Transportation of Dangerous Goods (TDG)* in the first row.

4. Decide that *TDG* means Transportation of Dangerous Goods.

5. Decide only one course is for recertification.

6. Decide that TDG201 is the course the driver needs to recertify for Transportation of Dangerous Goods.

**Level**  
Document Use, Level 2

**CLB**  
5 & 6 (estimated performance)
Registration Form

Professional Drivers who transport dangerous goods require training and certification. Look at the Registration Form.

Highlight, underline or circle the name of the person to contact if the driver is unable to attend as registered.

Answer  
Ted Heatherington  
See the Registration Form answer page.

One way to get this answer

1. Scan the page and headings using the keywords unable to attend as registered.

2. Locate you will not be able to attend a class you have registered for, please call the registrar in the last row of the table at the bottom of the page.

3. Scan the page for registrar.

4. Locate please contact our registrar, Ted Heatherington at the end of the first paragraph.

5. Decide that the person to contact is Ted Heatherington.

Level  
Document Use, Level 2

CLB  
5 & 6 (estimated performance)
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<td></td>
<td>Fees: $125.00</td>
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<td>[TDG201] Recertification only</td>
<td></td>
<td>Fees: $80.00</td>
</tr>
<tr>
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<td>Drivers responsible for providing own gear. See course calendar on website for details</td>
<td>Fees: $75.00</td>
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<tr>
<td>First Aid – SELECT ONE ONLY</td>
<td>CPR refresher/recertification CPR complete Standard First Aid I Standard First Aid II</td>
<td>Fees: $70.00</td>
</tr>
</tbody>
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Authorized Signature for expense:

Signature of registrant:______________________________ Date: ____________________________

or supervisor

Mail completed form to Halpin Driving School, 3947 Garner Ave., Brampton, ON, L6T 1V3
Standard Operating Procedures

Truck Drivers refer to Standard Operating Procedures (SOPs) to locate company policy and procedures on operating, health, safety and other issues. Look at the Standard Operating Procedures sheet.

Who is considered warehouse personnel?

**Answer**  
Company personnel, who select orders, build pallets, deliver, pick-up and load products onto conveyances to be shipped.

**One way to get this answer**

1. Scan the page using the keywords *warehouse personnel*.

2. Locate *Warehouse personnel* under the heading 2.0 Definition of Terms.

3. Locate *Company personnel, who select orders, build pallets, deliver, pick-up and load products onto conveyances to be shipped*.

4. Decide that Company personnel, who select orders, build pallets, deliver, pick-up and load products onto conveyances to be shipped are considered warehouse personnel.

**Level**  
Reading Text, Level 1

**CLB**  
3, 4 & 5 (estimated performance)
Standard Operating Procedures

Truck Drivers refer to Standard Operating Procedures (SOPs) to locate company policy and procedures on operating, health, safety and other issues. Look at the Standard Operating Procedures sheet.

What should be used to secure product on each pallet?

Answer shrink wrap

One way to get this answer

1. Scan the page and headings using the keyword secure.

2. Locate the heading Procedure.

3. Decide that securing a pallet is part of a procedure.

4. Scan the procedure using the keywords secure product.

5. Locate All product on each pallet shall be secured with shrink wrap.

6. Decide shrink wrap should be used to secure product on each pallet.

Level Reading Text, Level 2
CLB 5, 6 & 7 (estimated performance)
Standard Operating Procedures

Truck Drivers refer to Standard Operating Procedures (SOPs) to locate company policy and procedures on operating, health, safety and other issues. Look at the Standard Operating Procedures sheet.

How should the person who assembled the pallet verify their work?

Answer  

have at the top of the bill of lading the person(s) signature

One way to get this answer

1. Scan the page using the keyword verify.

2. Locate the heading 5.2 Verification and HACCP coordinator and designated person.

3. Decide that this section is for the supervisor verifying the employees’ work.

4. Scan the page and headings using verify and similar words.

5. Locate the heading Procedure.

6. Decide that verifying work is a procedure.

7. Locate All orders will have at the top of the bill of lading the person(s) signature verifying who assembled that pallet.

8. Decide that the person who assembled the pallet verifies their work by having their signature at the top of the bill of lading.

Level  Reading Text, Level 2
CLB  5, 6 & 7 (estimated performance)
Standard Operating Procedures

Truck drivers refer to Standard Operating Procedures (SOPs) to locate company policy and procedures on operating, health, safety and other issues. Look at the Standard Operating Procedures sheet.

Highlight 3 conveyances used to ship or transport products.

Answer

Any 3 of the following: tractors, trailers, 5-tons, refrigeration systems, forklifts, Pallet jacks, and dollies

See the Standard Operating Procedures answer page.

One way to get this answer

1. Scan the page using the keyword conveyances and ship or transport products.

2. Decide there are no headings with the keywords.

3. Locate 2.0 Definition of Terms.

4. Recognize that Definition means a word or term is explained.

5. Decide the meaning of conveyances is in this section.

6. Locate load products onto conveyances to be shipped.

7. Decide that conveyances are what products are put on to be shipped.

8. Locate the heading Equipment.

9. Decide that equipment is what is used for shipping.

10. Locate Tractors, trailers, 5-tons, refrigeration systems (in warehouse and on trucks or trailers) forklifts, Pallet jacks, and dollies.

11. Decide that tractors, trailers, 5-tons, refrigeration systems (in warehouse and on trucks or trailers) forklifts, Pallet jacks, and dollies are conveyances used to ship or transport products.

Level

Reading Text, Level 3

CLB

7, 8 & 9 (estimated performance)
1.0 Purpose:
To prevent incoming and outgoing damages from entering or leaving the warehouse. To prevent and document any possible cross contamination that may happen or has happened.

2.0 Definition of Terms:
Warehouse personnel: Company personnel, who select orders, build pallets, deliver, pick-up and load products onto conveyances to be shipped.

3.0 Equipment:
- Tractors, trailers, 5-tons, refrigeration systems (in warehouse and on trucks or trailers)
- Forklifts, Pallet jacks, and dollies.

4.0 References:
- Company Policies
- Employee Handbook
- WCB Regulations

5.0 Procedure:
- All orders will be built in a way as to not damage the product (not too tall and within the confines of the pallet as to not overhang.)
- Each pallet shall be clearly labeled as to its location. If more than one pallet is going to the same location, all pallets shall also be numbered (1 of 4, 2/4 etc.) and clearly labeled.
- All product on each pallet shall be secured with shrink wrap.
- Any shortage or damage found while building a pallet shall be reported immediately and documented.
- All orders will have at the top of the bill of lading the person(s) signature verifying who assembled that pallet.

5.1 Deviation:
- If a deviation occurs, then the Supervisor or Dispatcher on call will correct.

5.2 Verification:
- The HACCP coordinator must perform scheduled record reviews and verify that corrective action has been taken.
- Another designated person may also perform other verification activities deemed necessary.

5.3 Records:
- Coldstar bill of lading
- PODS
Driver Report

Drivers are restricted to a certain number of hours on duty for safety reasons. They keep careful records on the hours they are on duty each day to calculate how many hours are available. Look at the Driver Report page.

Which numbers did the driver use to calculate 36.5?

Answer 10, 8, 9, 0, 0, 9.5

One way to get this answer

1. Identify what is required: the numbers used to calculate 36.5.

2. Scan the page using the keyword 36.5.

3. Locate 36.5 under the column headings A and Total Hours On-Duty Last 6 Days.

4. Decide that 36.5 is a total that was calculated using the hours on-duty for the last 6 days.

5. Recognize that numbers in a column above a total, or numbers in a row to the left of a total, are the numbers added to get that total.

6. Locate the row heading Last Days of Preceding Month and the list of numbers 10, 8, 9, 0, 0, 9.5.

7. Decide that the numbers in the column to the left of 36.5 could be the numbers added to get that total.

8. Set up the problem to calculate and check the total of the list of numbers:
   number + number + number + number + number + number = total

9. Calculate: 10 + 8 + 9 + 0 + 0 + 9.5 = 36.5

10. Decide that these numbers add up to 36.5.

11. Decide that 10, 8, 9, 0, 0, and 9.5 are the numbers the driver used to calculate 36.5.

Level Numeracy, Level 2
Drivers are restricted to a certain number of hours on duty for safety reasons. They keep careful records on the hours they are on duty each day to calculate how many hours are available. Look at the Driver Report page.

29 For March 1, calculate the driver’s total hours on duty for the last 6 days.

Answer 37.5

One way to get this answer

1. Identify what is required: the total hours for the last 6 days.

2. Scan the page and headings using the keywords March 1 and total hours.

3. Locate the column heading Day of Mo.

4. Decide that Mo. means the same as month, and that this column lists the days of the month.

5. Locate 1 under the column heading Day of Mo.

6. Decide that 1 means the same as the first of the month.

7. Decide that the hours worked for the last 6 days before March 1 and including March 1 are needed to get the total.

8. Locate the column heading Hours Worked Today and where it intersects with the row 1, locate 11.

9. Decide that 11 is the number of hours worked on March 1.

10. Notice the list of numbers 10, 8, 9, 0, 0, 9.5 above 11 under the column heading Hours Worked Today.
11. Decide that these numbers are the hours worked for the last days of the preceding month.

12. Decide that the hours for March 1 and the preceding 5 days are needed to get the total for the last 6 days.

13. Decide that the hours worked for March 1 and the preceding 5 days are 11, 9.5, 0, 0, 9, and 8.

14. Set up the problem to calculate the total hours for the last 6 days:
   \[ \text{hours} + \text{hours} + \text{hours} + \text{hours} + \text{hours} + \text{hours} = \text{total hours} \]

15. Calculate: \[11 + 9.5 + 0 + 0 + 9 + 8 = 37.5 \text{ hours}\]

16. Decide that 37.5 is the total hours on duty for the last 6 days.

**Level**

Numeracy, Level 2
Driver Report

Drivers are restricted to a certain number of hours on duty for safety reasons. They keep careful records on the hours they are on duty each day to calculate how many hours are available. Look at the Driver Report page.

At the end of the shift on March 7, the driver calculates the total hours available for the next day. Enter this amount.

Answer 21

One way to get this answer

1. Identify what is required: the total hours available for the next day.
2. Scan the page and headings using the keywords *March 7* and *total hours available*.
3. Locate the column heading *Day of Mo*.
4. Decide that *Mo.* means the same as month, and that this column lists the days of the month.
5. Locate 7 under the column heading *Day of Mo*.
6. Decide that 7 means March 7.
7. Locate the column heading *Total Hours Available Tomorrow (60 Hours Minus Col. A)*.
8. Locate from the question: *the next day*.
9. Decide that *the next day* means the same as tomorrow.
10. Decide that the total hours available for the next day can be calculated using: *60 Hours Minus Col. A*.
11. Decide that Col. A means the same as Column A.
12. Locate the column heading A, and the row 7, and where they intersect, locate 39.

13. Set up the problem to find the total hours available for the next day:
   \[ 60 \text{ hours} - \text{number in Column A} = \]
   \[ \text{total hours available for the next day} \]

14. Calculate: \[ 60 \text{ hours} - 39 = 21 \text{ hours} \]

15. Decide that 21 is the total hours available for the next day.

**Level**

Numeracy, Level 2