



# COASTAL TRANSPORT CO., INC

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## DRIVER TRAINING PROGRAM Documentation of Petroleum Transport Training

TERMINAL: \_\_\_\_\_

DATE: \_\_\_\_\_ TRAINING DAY \_\_\_\_\_ OF TEN (10) DAYS, ON TRUCK

DRIVER TRAINEE NAME \_\_\_\_\_ EMPLOYEE NUMBER \_\_\_\_\_  
 (Print Name)

DRIVER TRAINER NAME: \_\_\_\_\_ EMPLOYEE NUMBER \_\_\_\_\_  
 (Print Name)

LOADING RACKS TRAINEE LOADED TODAY: \_\_\_\_\_

This form is to be completed for each day the trainee is in training. Each task is to be checked **Satisfactory** if the trainee fully understands the trained material and checked **Needs Improvement** if the trainee was not trained, or did not fully understand the trained material. Send the completed original documentation to San Antonio area Office to be filed and also make copies for the terminal employee file. All line items apply and must be checked **Satisfactory**, **Needs Improvement**. The **YES** and **NO** questions Must be answered accurately. The Trainer is to stay with his her Trainee at all times throughout the entire training process to observe the entire process as it is being done.

<b>COMPANY ROAD TEST</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
PART 1 - PRE-TRIP INSPECTIONS AND EMERGENCY EQUIPMENT		
PART 2 - PLACING VEHICLE IN MOTION & USE OF CONTROLS		
PART 3 - COUPLING / UNCOUPLING / LANDING GEARS		
PART 4 - BACKING AND PARKING		
PART 5 - SLOWING AND STOPING		
PART 6 - OPERATING IN TRAFFIC / PASSING AND TURNING		
PART 7 - GENERAL DRIVING ABILITY & HABITS		
PART 8 - POST TRIP & CARE OF EQUIPMENT		
PART 9 - PHYSICAL NATURES OF LIQUID SERGE		
PART 10- SPEED AND SPACE MANAGEMENT		
PART 11- DRIVING INTO CORNERS AT A SAFE SPEED		

DAILY DRIVER TRAINING STATUS REPORT : \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT

TERMINAL MANAGERS SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

TRAINER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

TRAINEE SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

( Must have signatures)

**COASTAL TRANSPORT CO., INC  
DRIVER TRAINING PROCESS  
Petroleum Transport Training Documentation**

Petroleum Transport Training Documentation Loading Rack Procedures / Driver Trainer Work Sheet / Gas, Diesel, Light Oils	Task Satisfactory		Needs to Improve	
1. At the safety line, shut off all lights, Electrical Accessories as well as Radios prior to entering the loading rack. (Static, Ignition sources)				
2. Is the parking brake applied? (Vehicle Movement)				
3. Shut off motor before exiting Vehicle as well as performing your SPSA & PPE.				
4. If waiting to load behind the stop line, is the Trainer and Trainee with the vehicle. (Vehicle attendance)				
5. Was the SCULLY connected prior to the vapor hose or other loading devices. (Static, Source of Ignition)				
6. Connects vapor hose and inspects the hose for the integrity checking for leaks.				
7. Opens all compartment internals and cross checks sight glass to insure all compartments were empty / Bucket Test?				
8. Does the trainee understand that plastic buckets are <u>NOT</u> to be used for any reason, any time. (PERIOD!)				
9. Were product ID markers used to identify each type of product loaded in the compartments as a cross check for loading.				
10. Does the trainee understand that he needs to slide the alignment sleeve forward prior to locking the loading head in place.				
11. Were meter counters set properly and did the trainee <u>cross check</u> the paper work amounts / Proper loading arm alignment and compartment size, alignment prior to meter start up.				
14. Are dust covers replaced on each loading head after the corresponding compartment/s have been loaded.				
15. Did the trainer and trainee stay in the loading area of operation on the right side of the vehicle while loading. (Trainee needs to understand the distraction rule)				
16. Were internal valves closed prior to disconnecting the loading arms?				
17. Were all loading arms returned to the proper position?				
18. Were vapor recovery hose/s returned to the proper position?				
19. Was the scully high level, bonding cable removed and placed back in the proper position. (Cross check entire disconnect process prior to exiting the rack)				
20. Did the driver trainee make a quick walk around inspection of the vehicle before entering the cab from the rear to insure all loading devices were disconnected and that no other hazards existed.				
21. Explain to the trainee that loading and unloading during an electrical thunderstorm is dangerous (Source of ignition / chance of being Struck) Was this explained?	YES		NO	
22. All mechanical problems are to be reported at once and NO mechanical work of any kind will be performed on the rack at all.				
23. Preloading is discouraged. Was the trainee advised as to why?				
24. Wait five (5) minutes after loading to lower any measuring or conductive devices into a compartment. Does the trainee understand why?				
32. If Gasoline and a Distillate are loaded on the same load, is there an empty compartment separating the gas from the distillate? (Double Bulkhead) Consider an empty compartment when loaded forward of the last compartment.				
33. After obtaining the (BOL) Customer Invoice, did the trainee verify the Gallons loaded with the Gallons dispatched along with other vital information?				
34. Was a route information obtained for site information?				
35. Does the trainee understand the dangers of inhaling hydrocarbon Vapors?				
36. Were all spills, leaks and abnormal Loading conditions reported as well as contained and cleaned. (Explain the dangers of product release) Dome Out/Spill				
37. Does the trainee understand that all Incidents, Accidents and customer service errors need to be reported to dispatch and the Terminal manager ASAP!				
Where are the (EMG SHUT DOWN SYS) Located, does the trainee know where they are?	YES		NO	

# COASTAL TRANSPORT CO., INC

## DRIVER TRAINING PROCESS

### Petroleum Transport Training

Unloading Procedures / Driver Trainer Worksheet / Gas, Diesel, light Oils	Task Satisfactory	Needs Improvement
38. Does the trainee understand that splitting compartments are prohibited by law and against company policy.		
39. Did the trainee observe and verify the correct location (Cross Check Address)		
40. Was the vehicle positioned to minimize interference with customer operations		
41. Was backing avoided when possible?		
42. Were proper backing techniques explained (cones, 360', help)		
43. Was the parking brake applied, <u>Wheels Chocked</u> (Note: upon customer request) and were all log entries updated.		
44. Was an SPSA performed prior to cab exit ( Safe Performance Self Assessment)		
45. Were proper body mechanics explained and followed		
46. Were the ignition keys pulled from the cab and the vehicle LOCKED (Security)		
47. Was the offloading area checked for hazards such as Open Flames, Welding, Smoking, Stove type vehicles, Ignition Sources, 'ect' Before Unloading		
48. Did the trainee check in with the customer <u>attendant</u> (Note: Customer Request)		
49. If customer requested, did the trainee obtain an electronic readout of the storage to verify tank capacity, Lay out and 90% ullage to be verified with stick readings and chart conversions as company policy dictates.		
50. Were (3 to 5) cones strategically placed to separate the 25' <u>SAFE DROP ZONE</u> from outside sources of distraction and hazards.		
51. Was positive Identification for each tank made regardless of the number of products being delivered		
<b>PUMP TRAINING</b> <b># 52 thru 58</b>	Training Complete Satisfactory	Training Done <u>YES</u> Training Not Done <u>NO</u>
52. Product Pump unloading (Review JSA) Transferring		
53. Product Pump ( Station Pump Out into Trailer) Requires 2 Drivers		
54. Product Pump (Tank to Tank Transfer) 1 Driver		
55. Using proper Pump Hoses		
56. Disconnecting hoses to realign vehicle		
56. Proper hose purging prior to disconnect.		
57. Using plugs and caps on Pump hoses		
58. Pumping into above ground storage, proper valving and product Identification.		
NOTE: The training must be done to show (Yes Training was Done and Training Complete Satisfactory) If the training is <u>not</u> done mark (Training Not Done, No)		
59. If water was detected, was it reported to the customer and dispatch as well as written up on an (ABNORMAL DELIVERY CONDITION REPORT) Was (COLOR KUT) used to check for water.		
60. (NOTE: <u>DO NOT</u> Use any form of powder on gauge stick) Report evidence of use (A.D.C.R)		
61. Was the fill box and vapor box clean and dry prior to delivery, if not the water or product found needs to be cleaned up and reported to customer and Dispatch as well as written up on (A.D.C.R)		
62. Were all components of the fill box and vapor box intact and in good condition i.e. Leak free, no damage, clean. (Report all hazardous conditions) (A.D.C.R)		
63. Did the trainee close all the tank caps and lids that were gauged and not being delivered into?		
64. Proper safe connect procedures are in place to protect the environment as well as the Safety of the off load operation. It is necessary to follow written policy and procedures in order to meet or exceed this expectation.		

# COASTAL TRANSPORT CO., INC DRIVER TRAINING PROCESS

## Unloading Procedures / Driver Trainer Worksheet / Gas, Diesel, Light Oils

### CHECK ALL ITEMS

	CHECK ALL ITEMS	
	Task Satisfactory	Needs Improvement
66. <b>VAPOR</b> (1) connect at the tank trailer outlet (Vapor vents Closed) check for leaks (2) connect hose and adaptor at the storage tank (Vapor Vents Closed) check for leaks, Report all malfunctions (A.D.C.R)		
67. <b>PRODUCT</b> (1) connect at the storage tank outlet adaptor and hose (Look at TAG) (2) connect at the properly marked product compatible outlet valve (3) cross check for proper tight connections and product compatibility (4) Engage Internals and vents (Cross Check Air Pressure Gauge) (5) Cross Check entire process for flaws		
68. Start Product Flow by opening the proper outlet valve @ 50% flow rate to check for leaks in product and/or vapor hoses/adaptors, Open to 100% when determined that all is 100% OK for Fully Safe Operational Status.		
69. The 25' Safety Zone needs to be attended in the area of the outlet valves for the duration of the off loading process. Do not do paper work in or by the Cab or dual tires of the tractor. <b>STAY BY THE OUTLET VALVES</b>		
70. While changing from tank to tank, did the trainee make sure that all product flow was stoped manually prior to change over and did the trainee make sure that prior to changing over to make sure the compartment is empty by cross checking the SIGHT GLASS and empty all hoses while still connected.		
71. Was proper body mechanics used throughout the process.		
72. Is the trainee aware that 90% capacity with a 10% outage is company and customer policy.		
73. Was overfill protection bypass explained and discouraged, overfill protection bypass can result in damage to customer property and spills as well as the potential of polluting the environment and fire.		
74. Was re-positioning the vehicle while connected or with hoses near the vehicle explained and discouraged. (Property damage, hose and adaptor damage, etc)		
75. Was the entire operation cross checked and evaluated periodically to ensure all was safe, spill free and vapor leak free.		
76. Were dust covers repositioned on the empty compartment after determining the compartment was completely empty.		
77. At bulk plants were all product lines traced and properly identified from the pump outlet to the storage tank and were all valves checked for proper opening		
78. Was proper tank volume determined to insure the product would fit and leave a 10% outage for safe fill to avoid spillage.		
79. Note: With Vapor recovery, no off loading of product can be made while gauging		
80. Note: All gauging needs to be done prior to establishing product flow regardless of product type and a NO PRODUCT FLOW system shut down needs to be done if gauging is necessary during the off loading process.		
81. For multiple storage tanks that have a manifold flow system, the manifold valves need to be closed so product drift to adjoining storage tanks does not happen. This will cause faulty readings in initial gauge readings and may cause a spill.		
82. Check all above ground storage tanks for one way check valves so that flow back during the disconnect stage does not cause a spill, if one way valves do not exist, all lines need to be properly purged of product and tank inlet valves need to be closed and pump shut off prior to a careful disconnect.		

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	Task Satisfactory	Needs Improvement
84. Was a full cross check of the entire hose system, Valve system, product lines prior to Disconnect.		
85. Were all hoses, valves and lines purged of product prior to disconnect.		
86. When disconnected from storage, were all hoses capped and/or plugged. As well were all storage tank adapter plugs and/or caps replaced and were valves closed		
87. When disconnecting below ground storage hoses was the proper sequence for disconnect observed.		
(1) completely purge compartment and product hose of product prior to doing disconnect, check sight glass at compartment outlet and storage inlet adaptor. Cross Check the AIR PRESSURE indicator to ensure the internal valve did not close prematurely.		
(2) Using proper body mechanics in rolling the hose empty, disconnect product hose and adapters and return the equipment to the proper safe storage compartments.		
(3) Gauge Storage Tank's), replace caps and covers at tank. Do Not leave covers upside down. (Record Readings)		
(4) Close Internal Valves and disconnect Vapor recovery at storage tank first then at the trailer vapor outlet. Replace all cap and/ or plugs.		
(5) Cross check the entire disconnect procedure for flaws and stow adaptors and vapor hoses to the proper positions.		
(6) Replace caps and/or plugs as well as covers (Not Upside Down)		
88. Was the paper work done as customer and company policy is written.		
89. Was the trainee courteous to the customer and their customers.		
90. Was proper PPE utilized and an SPSA performed as well as a visual inspection of the off loading area and Vehicle prior to exiting the customer site.		
91. Were all inspections and log up dates performed.		
92. Did the trainee enter the cab using proper body mechanics / 3 PT mount		
93. Did the trainee exit the customer site at a safe speed and through the proper exit. Using caution entering the roadway.		
94. Were all communications with dispatch done prior to entering the roadway and subsequent communication done while stoped in a safe area.		

Positive Training Comments: