

PRACTICE PORTFOLIO



Centre
de services scolaire
de la Rivière-du-Nord
Québec 

Student name: _____

Group number: _____

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EMERGENCY MEASURE

In the event of an accident, your instructor will call for help.

If a person's life is in **danger**:

- Cardiac arrest;
- Respiratory arrest;
- Loss of consciousness;
- Abundant bleeding, hemorrhage;
- Other situations in which you consider the intervention of first aiders to be essential.

Call 911!

In the event that your instructor cannot call for help because he or she is involved in the accident, call;

1-877-435-0167 ext. 7217 (Garage between 6:30 a.m. and 11 p.m.)

or

1-877-435-0167 ext. 7101 (Reception between 7:30 a.m. and 9 p.m.)

COMPETENCY 4 - TRUCK CONDITION

Competency Statement

Keep the truck in good condition.

Competency elements

1 Gather the necessary information.

- Correct interpretation of vehicle and cargo instructions.
- Collection of relevant data from the documentation.

2 Diagnose the condition of the vehicle

- Careful examination of vehicle components.
- Adherence to verification steps:
- Correct identification of anomalies.
- Determination of the severity of faults.

3 Perform minor troubleshooting

- Determination of the work to be done.
- Proper selection of required materials:
- Methodical application of the techniques of
- Component replacement.
- Accurate topping up of fluids.
- Compliance with manufacturers' instructions.

4 Follow up on vehicle repairs and maintenance.

- Appropriate verification of the quality of work performed by the maintenance department.
- Careful verification of wheel tightening.
- Correct application of the brake readjustment technique from the cab.

5 Passing on information to the people concerned

- Fully completed form.
- Relevance of the information provided to the maintenance department.
- Accuracy and clarity of data provided.

Student responsibilities

You are responsible for tracking your learning. Your career success depends on your interest and involvement.

"Occupational Health & Safety" information



Here is the list of risk situations that may be encountered during this Competency

New

- Opening the hood
- Getting onto and off the truck (3 support points)
- Moving the truck / forgetting to apply the parking brake
- Moving around the yard and around the truck
- Fuel fill-up and fluid level adjustments
- Hitching and unhitching
- Reversing (respecting CFTR procedure)
- Accessing the platform or van



Reminder

- Make sure you have received information from your instructor about the risk situations that may be involved in this Competency. If necessary, check with your instructor before performing a manoeuvre to ensure that it is done safely.
- Wearing gloves outside the truck is important to avoid injury and getting dirty. This way, you'll have clean hands for the steering wheel and the various switches inside the cab.
- When getting into and out of the cab, face the truck and use three support points to avoid falls and injuries.
- Particular attention must be paid to applying the parking brake to prevent the vehicle from moving during the checks. Please pay attention to the movement of the vehicle during the brake test.
- Be sure to return the hammer to the storage box after use.

NOTE: Don't forget your vest and safety boots

Have a nice day!

In order to monitor your learning progress, please consult the daily tracking chart on the following page.

Learning tracking chart

Reference	Competency 4	Workshop No.	1	2	3	4	5	6	7	8	9	10	11	OK
		Dates												
Initiation Simulator														
Activity 1	Identification of vehicle parts													
Leather knob simulator														
Activity 2	Introduction to the circle check procedure and completion of a circle check report													
Bronze knob simulator														
Activity 3	Circle check application, report completion and minor troubleshooting 1													
Silver knob simulator														
Activity 4	Circle check application, vehicle condition diagnosis and minor troubleshooting 2													
Golden knob simulator														
Task 1	Complete circle check procedure with fault detection and reporting.													
Task 2	Minor troubleshooting													
Throughout the course														
Perform minor troubleshooting (Tightening of the wheels, greasing of the coupling, fluid top-up, etc.)														
Compliance with occupational health and safety regulations.														

Expected date of performance assessment: _____ Instructor's signature: _____

NOTE TO INSTRUCTOR: When you decide the student has completed the activity satisfactorily, please initial the "OK" column.

COMPETENCY 4
Activity 1
Gather the necessary information and diagnose the condition of the vehicle
Performance criteria and actions to be taken
<ol style="list-style-type: none"> 1. Locate and carefully examine all vehicle components. 2. Correct identification of anomalies 3. Determination of the severity of faults 4. Compliance with occupational health and safety regulations.
Additional information: The vehicle must not be started
Activity monitoring
Instructor's details (if necessary)

COMPETENCY 4
Activity 2
Introduction to the Circle Check procedure
Performance criteria and actions to be taken
<ol style="list-style-type: none"> 1. Demonstration of the circle check procedure in less than 20 minutes by the instructor. 2. Perform the circle check steps with the suggested procedure. 3. Perform the air brake system check. 4. Compliance with occupational health and safety regulations. 5. <u>Initiation to the simulator (leather knob)</u>
Additional information: The start-up and friction point procedure must be checked by the instructor.
Activity monitoring
Instructor's details (if necessary)

COMPETENCY 4

Activity 3

Circle check and perform minor troubleshooting 1

Performance criteria and actions to be taken

1. Apply the circle check procedure.
2. Compliance with the circle check procedure. The objective is to complete a circle check in less than 25 minutes and write up the worksheet.
3. Determine the severity of faults.
4. Recognition and levelling of fluids.
5. Compliance with occupational health and safety regulations.
6. Use of the simulator (silver knob).

Additional information: The clutch brake procedure must be checked by the instructor.

Activity monitoring

Instructor's details (if necessary)

COMPETENCY 4

Activity 4

Diagnose the condition of the vehicle and perform minor repairs 2

Performance criteria and actions to be taken

1. Apply the circle check procedure.
2. Compliance with the circle check procedure. The objective is to complete a circle check in less than 25 minutes and write up the worksheet.
3. Determine the severity of faults.
4. Tightening of the wheels and greasing of the coupling
5. Compliance with occupational health and safety regulations.
6. Use of the simulator (golden knob).

Activity monitoring

Instructor's details (if necessary)

COMPETENCY 4

Task 1

Perform a circle check in 20 minutes and fill in a circle check report on paper

Performance criteria and actions to be taken

1. Apply the circle check procedure with fault detection.

With fault box:

Yes

No

- Proper sequence of circle check steps in 20 minutes.
- All SAAQ points included.
- Accurate count of faults and violations.
- Complete write-up of the worksheet.
- Respect the recommended time of 60 minutes.
- Compliance with occupational health and safety regulations.
- Total time to complete this assignment: 35 minutes.

Circle check report provided by the instructor to be completed by the student.

Instructor's clarification (if necessary):

COMPETENCY 4

Task 2

(Perform minor troubleshooting)

Performance criteria and actions to be taken

1. Perform minor troubleshooting in a situation determined by the instructor.

- Correct determination of the right fluid and right level.
- Correct determination of the right lubrication procedure for the coupling.
- Correct determination of the right procedure for tightening wheel nuts.
- Complete write-up of the worksheet.
- Respect the recommended time of 20 minutes.
- Total time to complete this assignment: 40 minutes.
- Compliance with occupational health and safety regulations.

Worksheet provided by the instructor to be completed by the student

Instructor's clarification (if necessary):

Procedure - The circle check

Single unit vehicle (tractor)

Health and safety

During this exercise, it is important to always apply these basic rules.

- **Personal protective equipment required:** gloves, vest.
- **Parking Brake:** Always make sure you have the parking brake on before performing any checks around the vehicle.
- **Climbing up and down:**
 - use the devices provided for this purpose, when available;
 - always face the vehicle, with three (3) points of support;
 - do not jump down from the vehicle.
- **Checking tires:** prioritize the use of the hammer.
- **Opening and closing the hood:**
 - verify the weight of the part;
 - make sure you have good traction;
 - be sure to have enough space (in the front) to open the hood.
- **Getting onto the vehicle (e.g. tire):** avoid climbing onto an external part of the vehicle, but if it is necessary to do so, mount with great care.
- **Never work on the motor while it is running.**

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

-
- The inspection will be done visually for the majority of the elements with a few exceptions
 - At least one fault per item tested must be named (e.g. "the wheel is not broken").
-

- Step 1: Approach the vehicle
- Step 2: Check under the hood
- Step 3: Check the interior - Part 1
- Step 4: Check the exterior
- Stage 5: Check the interior - Part 2

- The inspection will be done visually for the majority of the elements with a few exceptions
- At least one fault per item tested must be named (e.g., "the wheel is not broken").

Step 1: Approach the vehicle

Liquid on the ground
Vehicle subsidence
Emergency equipment
Operation of the driver door
Make sure the parking brake is applied
Connect to the ISAAC tablet and start the Circle Check (security walkthrough)
Legal documents (registration, insurance and sticker)

Step 2: Check under the hood

Engine oil level
Antifreeze level
Power steering fluid level
Clutch fluid level (if applicable)
Windshield washer level
Engine oil leakage
Fuel supply system and filters
Air supply system
Alternator
Radiator, fan and belts
Steering box, column and linkage
High-pressure air compressor
Rails frame
Condition of the brake receivers
Suspension, including all mounting components
Tires and valves
Wheels and fasteners
Lubricant level and absence of leakage from the wheel bearing
Close the hood

Step 3: Check the interior – Part 1

Items in bold type can be done consecutively

Start the engine correctly

Release the parking brake by pressing lightly on the service brake

Lower air pressure to check for low-pressure alarms (55 psi)

Condition of the windshield and side windows

Image from rear-view mirrors

Windshield wiper and washer operation

Windshield defroster operation

No exhaust smell in the cab

Solidity of the steering wheel and its column

Power steering operation

Operation of the horn(s)

Seat

Seat belt function

Depress the service brake pedal fully

Check compressor efficiency (above 90 psi)

Check compressor stop (between 117 psi and 137 psi)

Stop the engine

Check air system for leaks (less than 6 psi in 1 minute)

Start the engine

Reduce pressure to at least 20 psi below compressor shut-off pressure

Check compressor start-up (above 80 psi)

Apply parking brake

Stop the engine

Turn on the position and low beam lights

Activate the right turn signal light

Step 4: Check the exterior

Fixed body parts (e.g. bumpers)
Left mirror
Fuel tank (solidity, presence of cap and absence of leakage)
Cab suspension
Rails and crossbars
Coupling mounting bolts
Coupling locking pins
Coupling condition
Suspension including all mounting components
Condition of the rear decks
Condition of the brake receivers and push rods
Tires and valves
Wheels and their fasteners
No oil leakage at the inner and outer hub
Mudguard
Position lights
Right turn signals
Solidity and no air leaks at all air bags
Tires and valves
Wheels and their fasteners
Suspension including all mounting components
Coupling mounting bolts
Coupling locking pins
Coupling condition
Rails and crossbars
Passenger door
Fuel tank (solidity, presence of cap and absence of leakage)
Fixed body parts (e.g. bumper)
Right mirror
Low beam headlights
Position and clearance lights
Right turn signals
Activate left turn signal light
Turn on the high beam
Apply the trailer brake (<i>Bendix</i>)
High beam lights
Left front and rear turn signals
Brake lights

Step 5: Check the interior – Part 2

Start the engine

Check the operation of the gas pedal

Check the effectiveness of the parking brake

Release the parking brake

Check the release of the parking brake

Check the operation of the clutch in motion

Check the operation of the service brakes

Complete and sign the Circle Check on the ISAAC tablet

Additional information

Brake readjustment procedure from the cab

If your vehicle has drum brakes with self-adjusting brake levers, there is a simple procedure to ensure that the slack adjustment or gap between the linings and drum is optimal. To proceed, while the brakes are cold, you must:

1. Disengage the parking brakes.
2. Increase air pressure to maximum (120 psi).
3. Depress the brake pedal fully for five seconds and release completely.
4. Perform this procedure four or five times in a row to allow for complete catch-up.

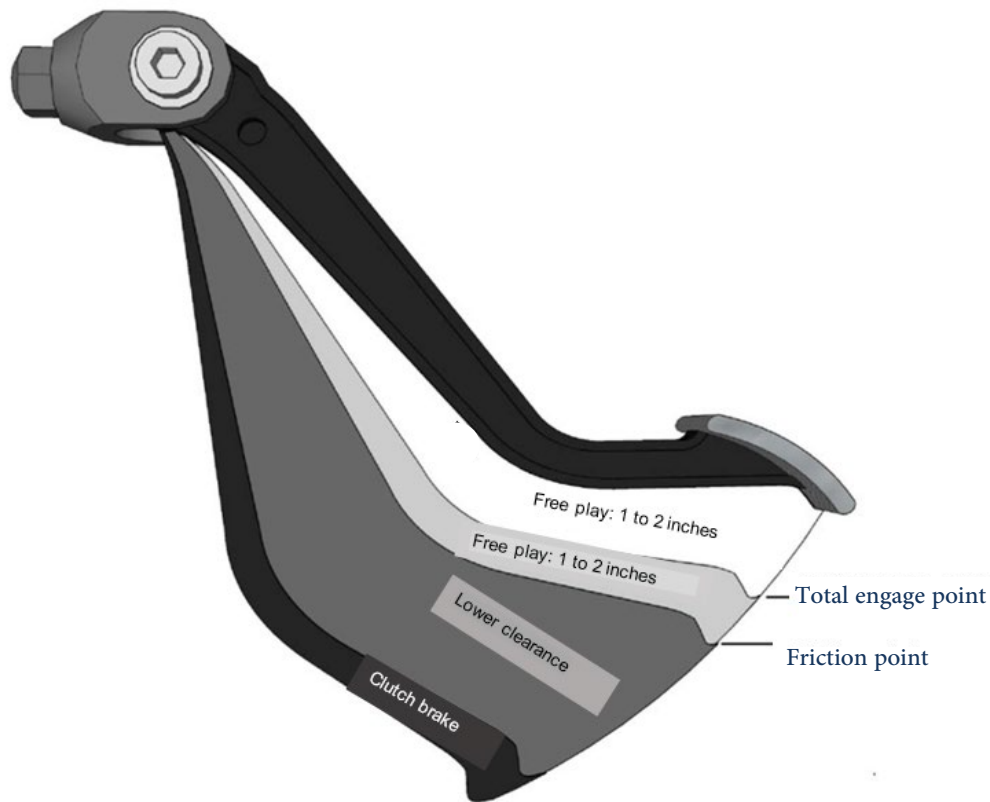
HAVE A NICE TRIP!

Brake test – Checklist ARAEMiSS

- **The truck must be stationary during the procedure.**
- **The steps are performed with the engine running or stopped and the parking brake released.**

<p>Low-pressure warning</p> <p style="text-align: center;"><u>55 psi</u></p> <p style="text-align: center;">MAJOR</p>	<ol style="list-style-type: none"> 1. Press the brake pedal repeatedly, lower the air pressure in the system until the audible and visual alarms activate.
<p>Performance</p> <p style="text-align: center;"><u>90 psi</u></p> <p style="text-align: center;">MAJOR</p>	<ol style="list-style-type: none"> 1. Keep pressure on the brake pedal. 2. Observe the pressure gauge and make sure that the pressure is sufficient and that it is compensated by the compressor (must increase or maintain the pressure).
<p>Compressor stop</p> <p style="text-align: center;"><u>117 psi 137 psi</u></p> <p style="text-align: center;">MINOR</p>	<ol style="list-style-type: none"> 1. Release the parking brake. 2. Maintain light pressure on the brakes. <u>The truck must not move.</u> 3. Make sure the compressor is in the pump cycle. 4. Wait until the pressure stops rising.
<p>Watertightness</p> <p style="text-align: center;"><u>6 psi 7 psi</u></p> <p style="text-align: center;">MAJOR</p>	<ol style="list-style-type: none"> 1. Hold the brake pedal <u>fully</u>, check the brake system for leaks by observing the gauge(s) and/or listening for leaks. 2. If there is a leak, hold the brake pedal down for one minute and calculate the loss.
<p>Start</p> <p style="text-align: center;"><u>80 psi</u></p> <p style="text-align: center;">MINOR</p>	<ol style="list-style-type: none"> 1. Lower the air pressure if necessary. 2. Observe the pressure gauge(s) to see if the pressure regulator is giving the signal to feed the air tanks.
<p>Parking brake</p> <p style="text-align: center;">MINOR</p>	<ol style="list-style-type: none"> 1. Tighten the parking brake. 2. Check the effectiveness of all parking brakes. 3. Release the parking brake and check that the indicator light (if applicable) goes out. 4. Check for looseness of all vehicle wheels.
<p>Service brake</p> <p style="text-align: center;">MAJOR</p>	<ol style="list-style-type: none"> 1. Check the operation of the service brake.

Clutch pedal travel



Procedure – Starting the engine

1. Make sure the parking brake is applied.
2. Place the transmission lever in NEUTRAL.
3. Depress the clutch pedal.
4. Turn the ignition key to "Ignition".
5. Press the start button or turn the ignition key. Continue to run the engine until it starts.
6. Make sure the oil pressure rises within 15 seconds, otherwise turn off the engine and see your instructor.

NOTE: A more elaborate procedure will be seen in Competency 2.

COMPETENCY 5 – Basic Driving Techniques

Competency Statement

The student must execute basic driving techniques.

Competency elements

1. Starting a truck

- Complete check of the truck.
- Correct interpretation of manufacturer and company guidelines.
- Respect the start-up techniques.

2. Coupling and uncoupling a semi-trailer

- Complete check of the trailer
- Compliance with the work steps
- Application of safety techniques.

3. Driving a truck

- Proper gear shifting.
- Mastery of turning techniques.
- Respect for stopping techniques.
- Appropriate and safe parking of the vehicle.

4. Reversing

- Correct handling of the steering wheel.
- Appropriate interpretation of signals.
- Proper gear selection.
- Correct verification of the rear field-of-view of the vehicle.
- Correct use of turn signals.

Student responsibilities

Throughout this Competency, you will be required to comply with the Highway Safety Code as well as occupational health and safety rules.

You are responsible for tracking your learning.

Your career success depends on your interest and involvement.

“Occupational Health & Safety” information



Here is the list of risk situations that may be encountered during this Competency	New
Opening the hood	
Getting on and off the truck (3 support points)	
Moving the truck / forgetting to apply the parking brake	
Moving around the yard and around the truck	
Refuel and adjust fluid levels	✓
Hitching and unhitching	✓
Reverse (Follow CFTR procedure)	✓
Access to the platform or van	✓






Reminder

- Make sure you have received information from your instructor about the risk situations that may be involved in this Competency. If necessary, check with your instructor before performing a manoeuvre to ensure that it is done safely.
- Some occupational health and safety concepts have already been applied, in Competency 4. It is your responsibility to continue to apply them throughout your training to develop good work habits.
- **Be careful not to hit your head under the chassis of the trailer.**

Have a nice day!

In order to monitor your learning progress, please consult the daily tracking chart on the following page.

	<p style="text-align: center;">Competency 5</p> <p style="text-align: center;">Basic driving techniques</p> <p style="text-align: center;">References to help learning:</p> <p style="text-align: center;">Driving a heavy vehicle</p> <p style="text-align: center;">CFTR procedure (included at the end of the document)</p> <p style="text-align: center;">Self-assessment: Assimilation of learning by student (this effort is then checked by the instructor)</p> <p style="text-align: center;">Comments on learning</p>		
Instructor evaluation			
Self-evaluation:			
Reference Procedure			
Date/units			

			Competency 5 Basic driving techniques References to help learning: Driving a heavy vehicle CFTR procedure (included at the end of the document) Self-assessment: Assimilation of learning by student (this effort is then checked by the instructor) Comments on learning
Instructor evaluation			
Self-evaluation:			
Reference Procedure			
Date/units			

			<p align="center">Competency 5 Basic driving techniques</p> <p align="center">References to help learning:</p> <p align="center">Driving a heavy vehicle CFTR procedure (included at the end of the document)</p> <p align="center">Self-assessment: Assimilation of learning by student (this effort is then checked by the instructor)</p> <p align="center">Comments on learning</p>
Instructor evaluation	Self-evaluation:	Reference Procedure	
Date/units			

“Reversing” Sheet

Date:	Name of the client and/or Work Area	Truck	Semi-trailer	
Student Self-Evaluation:				
Instructor Comments:				
Date:	Name of the client and/or Work Area	Truck	Semi-trailer	
Student Self-Evaluation:				
Instructor Comments:				
Date:	Name of the client and/or Work Area	Truck	Semi-trailer	
Student Self-Evaluation:				
Instructor Comments:				
Date:	Name of the client and/or Work Area	Truck	Semi-trailer	
Student Self-Evaluation:				
Instructor Comments:				

Procedure – Hitching a semi-trailer

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

Personal protective equipment required: gloves, vest, safety boots.

Parking Brake: Always make sure the parking brake is on before checking the vehicle combination.

Climbing up and down:

- use the devices provided for this purpose, when available;
- always face the vehicle, with three (3) points of support;
- do not jump down from the vehicle.

Moving around the vehicle:

- rotation – always face the hazard (e.g. traffic);
- do not cross under the trailer.

Safety reminder when reversing:

- the hazard lights must be activated;
- both side windows must be lowered.

Hoses: avoid stepping over hoses and electrical cable.

Landing gear: avoid quick movements that could cause injury.

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

In order to perform the hitch, your instructor will ensure that you know and have mastered the knowledge related to the following steps:

Step 1:	Approach and coupling
Step 2:	Circle check (Part 1)
Step 3:	Circle check (Part 2)
Step 4:	Interior
Step 5:	Associated documents



Step 1: Approach and coupling

Tractor:

- Place the tractor in a straight line with the trailer
- Stop the tractor when the wheels begin to enter under the trailer
- Turn off the engine if necessary
- Apply the parking brake

Coupling:

- Check the height of the trailer in relation to the height of the coupling
- Check the angle of the coupling
- Check the alignment of the kingpin to the coupling jaws
- Check the condition of the kingpin (section 1)*
- Check the condition of the coupling plate (section 1)
- Check the opening of the jaws
- Check the condition of the underside of the trailer and the cross members (section 2)

- **Board the tractor and restart the engine if necessary.**
- **Release the parking brake and engage the locking mechanism.**
- **Force forward, apply the parking brake, turn off the headlights, turn off the engine and get out of the truck.**
 - Check the position of the handle and the jaw (section 1)
 - Check other locking devices and indicators (section 1)

- Connect the hoses and the electric cable
- Restart the engine
- Push the red button to ensure air supply to the trailer
 - Ensure that the air pressure is at maximum (stop the compressor)
 - Ensure that the pressure in the system is stable
 - If necessary, allow the compressor to restart until it stops
(It may take more than one compressor pumping cycle to achieve this stability).

- Apply the parking brake on the trailer

- Turn off the engine

- Turn on the position lights if not already done, apply the right turn light

- Get off the truck

Items contained in this document that are marked in parentheses () refer to the Circle Check Guide and/or the Driving a Heavy Vehicle book

Step 2: Circle check (Part 1)

- Check the registration certificate and the SAAQ sticker
- Raise the landing gear and check that they are correctly raised on both sides

Check the following items:

- Fixed elements of the body (section 2)
- Top and bottom rails and cross members of the trailer (section 2)
- Fifth wheel slider and locking pins, when present (section 2)
- Tires and valves (section 9)
- Wheels and their fasteners (section 12)
- Wheel bearing lubricant (section 12)
- Suspension: balloons, blades and other components (section 14)
- Position lights and side lights (section 8)
- Right turn signal light (section 8)
- Licence plate light (section 8)
- Fixed elements of the body (section 2)
- Push rods (the position of the push rods should be approximately in the centre of the two visual marks on the guide)
- Securely fasten or immobilize the door – for semi-enclosed trailers (regulation 10)
- Close the door and make sure it is locked at the top and bottom (semi-trailer closed)

***Repeat the checks for
all of the above components on the right side***

Step 3: Circle check (Part 2)

Get on the tractor, apply the left turn signal and get off the tractor. Continue checking the following items

- All left turn signals (section 8)
- Brake lights of the semi-trailer with the brake pedal (section 8)

Step 4: Interior

Re-board the tractor and check the following

- Effectiveness of the trailer parking brake (section 19)
- Releasing of the trailer parking brake (section 19)
Safe place and space
- Effectiveness of the trailer's service brake (section 19)
Safe place and space
- With the parking brake on the vehicle combination released, **perform the compressor performance test and the leak test**
- Apply the parking brake on the vehicle combination

Step 5: Documents

- Complete the required documents (in paper or electronic format)

Procedure – Uncoupling a semi-trailer

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- **Personal protective equipment required:** gloves, vest and safety boots.
- **Parking Brake:** Always ensure that the parking brake on the vehicle combination is applied before uncoupling.
- **Climbing up and down:**
 - use the devices provided for this purpose, when available;
 - always face the vehicle, with three (3) points of support;
 - do not jump down from the vehicle.
- **Moving around the vehicle:**
 - rotation – always face the hazard (e.g. traffic);
 - do not cross under the trailer.
- **Safety reminder when reversing:**
 - the hazard lights must be activated;
 - both side windows must be lowered.
- **Hoses:** avoid stepping over hoses and electrical cable.
- **Landing gear:** avoid quick movements that could cause injury.
- **Coupling mechanism:** be in a stable position when unlocking to avoid falls and injuries.

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

In order to perform the coupling, your instructor will ensure that you know and have mastered the knowledge related to the following steps

- | | |
|----------------|----------------------------------|
| Step 1: | Parking and checking the trailer |
| Step 2: | Uncoupling |
| Step 3: | Towing the tractor |



Step 1: Parking and checking the trailer

- Park the equipment in an appropriate location
- Apply the parking brake to the vehicle combination
- Turn off the engine

Perform the following checks and actions starting with the passenger side:

- Wheels and tires
- Suspension elements: balloons, supports, arms and anchors
- Position and side lights
- Hazard lights
- Plate light
- Deflate the trailer suspension – if necessary
- Drain compressed air tanks
- Repeat the check for applicable items on the other side of the semi-trailer
- Lower the landing gear to approximately 2-3 centimetres from the ground and ensure that both are down
- Disconnect hoses and electrical cable
- Unlock the coupling mechanism

Step 2: On board the tractor – Unhitching

Prepare to set the tractor in motion:

- Release the parking brake, engage the transmission in the lowest gear
- Locate the tractor suspension air pressure gauge and the control to lower the suspension pressure
- **Operate** the control to lower the tractor suspension and wait until the pressure is approximately 5 to 10 psi (generally acceptable pressure differential when a tractor is not attached)
- When the pressure is approximately 5 to 10 psi, move forward to release the kingpin from the coupling and stop at half wheel
- Check the stability of the trailer
- Slowly move the tractor away and reactivate the tractor air suspension

Step 3: Parking the tractor

- Park the tractor in the proper place, turn off the engine and apply the parking brake

Check the following items:

- Wheels and tires
- Suspension elements: balls, supports, blades and anchors
- Position lights
- Hazard lights
- Low beam headlights
- Any other visible anomalies
- Drain the tanks
- Turn off all lights
- Close windows and lock doors with the key

COMPETENCY 7 – LOADING AND UNLOADING

Competency Statement

Manage the loading and unloading of a truck.

Competency elements

1 Prepare the work.

- Correct interpretation of vehicle and cargo instructions.
- Correct planning of the lashing material.

2 Position the vehicle.

- Correct verification of the back area.
- Mastery of reversing and stopping techniques.

3 Perform loading and unloading manoeuvres.

- Correct interpretation of the symbols on the merchandise labels.
- Proper and safe handling of goods.
- Precise calculation of authorized loads.
- Appropriate arrangement of the load.
- Rigorous verification of the integrity and quantity of the goods.

4 Perform weighing and adjustments.

- Mastery of approach and stop techniques.
- Mastery of weighing techniques.
- Proper adjustment of axles and coupling.

5 Securing and detaching the goods.

- Proper handling of tools and equipment.
- Application of appropriate techniques.
- Safe and acceptable installation of sideboards and a tarp depending on the merchandise.
- Compliance with the manufacturer's regulations and standards for tie-downs.

6 Communicate information.

- Correctly completed documents.
- Accuracy of information and terms used.
- Appropriate transmission of information to the person concerned.

Student responsibilities

Throughout the Competency, you will be required to comply with occupational health and safety rules. You are responsible for tracking your learning.

Your career success depends on your interest and involvement.

“Occupational Health & Safety” information



Here is the list of risk situations that may be encountered during this Competency	New
Getting on and off the truck (3 support points) Moving the truck / forgetting to apply the parking brake Moving around the yard and around the truck Hitching and unhitching Reverse (Follow CFTR procedure) Access to the platform or van Handling Handling of tie-down tools Tension on the tie-downs Moving the axles and the coupling	✓ ✓ ✓ ✓

Reminder

- Make sure you have received information from your instructor about the risk situations that may be involved in this Competency. If necessary, check with your instructor before performing a manoeuvre to ensure that it is done safely.
- Some occupational health and safety concepts have already been applied, in Competencies 4, 5 and 8. It is your responsibility to continue to apply them throughout your training to develop good work habits.
- Be careful not to hit your head under the chassis of the trailer.

NOTE: Don't forget your helmet, vest, gloves and safety boots

Have a nice day!

In order to monitor your learning progress, please consult the daily tracking chart on the following page.

Procedure – Moving the axles

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- **Personal protective equipment required:** gloves, vest and safety boots.
- **Parking Brake:** Always ensure that the parking brake on the vehicle combination is applied before moving the axles.
- **Climbing up and down:**
 - use the devices provided for this purpose, when available;
 - always face the vehicle, with three (3) points of support;
 - do not jump down from the vehicle.
- **Moving around the vehicle:**
 - rotation - always face the hazard (e.g. traffic);
 - do not cross under the trailer.
- **Avoid quick movements that could result in injury.**

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

To move the axles, your instructor will make sure that you know and master the knowledge related to these manoeuvres.

EFFECT OF DIFFERENT AXLE POSITIONS

- Distribute the load to equalize the weight on each axle.
- Facilitate tighter turns with a long trailer.

ENSURE THAT THE PARKING BRAKE OF THE VEHICLE COMBINATION IS ALWAYS APPLIED BEFORE EXITING THE VEHICLE.

Movement of the axles

- Align and park vehicles on level, adherent ground
- Apply the parking brake to the vehicle combination
- Unlock the locking pins of the trailer axles
- Deflate the trailer suspension if necessary
- Check that the pins are properly disengaged on both sides
- Ensure that the air hoses under the trailer can be deployed in the event that the axles need to be moved
- Plan the strategy for establishing the displacement distance before execution (blocking bar, marks on the sliding train track and/or roadway, etc.).
- Release the tractor parking brake and move the truck forward or backward in the lowest gears to adjust the axles to the desired location, then reset the parking brake on the vehicle combination
- Lock the axle locking mechanism of the trailer again
- Check that the pins are properly engaged on both sides
- Inflate the trailer suspension
- Check the load distribution on the axles – ideally on a scale

Procedure – Moving the coupling

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- **Personal protective equipment required: gloves, vest and safety boots.**
- **Parking Brake: Always ensure that the parking brake on the vehicle combination is applied before moving the axles.**
- **Climbing up and down:**
 - use the devices provided for this purpose, when available;
 - always face the vehicle, with three (3) points of support;
 - do not jump down from the vehicle.
- **Moving around the vehicle:**
 - rotation – always face the hazard (e.g. traffic);
 - do not cross under the trailer.
- **Avoid quick movements that could result in injury.**

*These elements are part of the Competency to be developed
and will be checked regularly throughout your training.*

In order to move the coupling, your instructor will make sure that you know and master the skills related to these manoeuvres.

EFFECT OF THE DIFFERENT DISPLACEMENT POSITIONS

- Distribute the load according to the load standards.
- Reduce steering effort, although this can reduce traction.
- Increase steering effort, which helps control the vehicle on slippery roads by increasing traction.

ENSURE THAT THE PARKING BRAKE OF THE VEHICLE COMBINATION IS ALWAYS APPLIED BEFORE EXITING THE VEHICLE.

Moving the coupling

- Align the vehicles on flat, adherent ground
- Lower the landing gear from the trailer
- Lower the tractor suspension
- Unlock the coupling locking mechanism by turning the switch on the instrument panel to “unlock”
- Check that the pins are unlocked on both sides
- Check that the trailer parking brake is on, and release the tractor parking brake
- Move the truck forward or backward at low speed to adjust the coupling to the desired position
- Lock the coupling locking mechanism by turning the switch to the “lock” position
- Apply the parking brake to the vehicle combination
- Step out of the vehicle and check that the pins are locked on both sides
- Inflate the tractor suspension
- Raise the landing gear of the trailer

		Competency 7 Learning tracking chart Competency Statement: Ensure the loading and unloading of a truck																	
Independent work																		Acceptable work	Performance Assessment/Expected Date:
Supervised work																			
Elements of Competency worked on	Learning dates																		
➤ Accurate analysis of document information																			
➤ Proper use of guides																			
Securing/detaching section																			
➤ Choice of equipment																			Instructor:
➤ Device compliance																			
➤ Handling of the equipment																			
➤ Securement compliance																			
Axle/ coupling section																			
➤ Vehicle weighing technology																			
➤ "Axle" adjustment procedure																			
➤ "Coupling" adjustment procedure																			
➤ Load compliance																			
➤ Enrichment																			

			Competency 7 LOADING AND UNLOADING
			References to help learning:
			<ul style="list-style-type: none"> ➤ Standard 10 on Cargo securement ➤ Road Vehicle Load and Size Limits Guide ➤ Appendix 1: Axles and coupling
			Self-assessment: awareness of the student's learning (this process is then checked by the instructor)
			Comments on learning
Instructor evaluation	Self-evaluation:	Reference Procedure	
Appendix No. / Date/units			

			Competency 7 LOADING AND UNLOADING
Instructor evaluation			<p style="text-align: center;">References to help learning:</p> <ul style="list-style-type: none">➤ Standard 10 on Cargo securement➤ Road Vehicle Load and Size Limits Guide➤ Appendix 1: Axles and coupling <p style="text-align: center;">Self-assessment: awareness of the student's learning (this process is then checked by the instructor)</p> <p style="text-align: center;">Comments on learning</p>
Self-evaluation:			
Reference Procedure			
Appendix No. / Date/units			

Procedure – Moving the axles

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- **Personal protective equipment required:** gloves, vest and safety boots.
- **Parking Brake:** Always ensure that the parking brake on the vehicle combination is applied before moving the axles.
- **Climbing up and down:**
 - Use the devices provided for this purpose, when available;
 - Always face the vehicle, with three (3) points of support;
 - Do not jump down from the vehicle.
- **Moving around the vehicle:**
 - Rotation – always face the hazard (e.g. traffic);
 - Do not cross under the trailer.
- **Avoid quick movements that could result in injury.**

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

In order to move the axles, your instructor will ensure that you know and have mastered the knowledge related to the following steps:

EFFECT OF DIFFERENT AXLE POSITIONS

- Distribute the load to equalize the weight on each axle.
- Facilitate tighter turns with a long trailer.

ENSURE THAT THE PARKING BRAKE OF THE VEHICLE COMBINATION IS ALWAYS APPLIED BEFORE EXITING THE VEHICLE.

Axle movement
➤ Line up and park vehicles on level, adherent ground.
➤ Apply the parking brake to the vehicle combination.
➤ Deflate the trailer suspension if necessary.
➤ Unlock the locking pins on the trailer axles.
➤ Check that the pins are disengaged on both sides.
➤ Ensure that the air hoses under the trailer can be deployed in the event that the axles need to be moved.
➤ Plan the strategy for establishing the displacement distance before execution (blocking bar, marks on the sliding train track and/or roadway, etc.).
➤ Release the tractor parking brake and move the truck forward or backward in the lowest gears to adjust the axles to the desired location, then reset the parking brake on the vehicle combination.
➤ Lock the axle locking mechanism of the trailer again.
➤ Check that the pins have engaged on both sides.
➤ Inflate the trailer suspension.
➤ Check the load distribution on the axles, ideally by using a scale.

Procedure – Moving the coupling

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- **Personal protective equipment required:** gloves, vest and safety boots.
- **Parking Brake:** Always ensure that the parking brake on the vehicle combination is applied before moving the axles.
- **Climbing up and down:**
 - Use the devices provided for this purpose, when available;
 - Always face the vehicle, with three (3) points of support;
 - Do not jump down from the vehicle.
- **Moving around the vehicle:**
 - Rotation – always face the hazard (e.g. traffic);
 - Do not cross under the trailer.

Avoid quick movements that could result in injury.

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

In order to move the coupling, your instructor makes sure that you know and have mastered the knowledge related to the following steps

EFFECT OF THE DIFFERENT DISPLACEMENT POSITIONS

- Distribute the load according to the load standards. Reduce steering effort, although this can increase steering effort, which helps control the vehicle on a slippery road by increasing traction.

ENSURE THAT THE PARKING BRAKE OF THE VEHICLE COMBINATION IS ALWAYS APPLIED BEFORE EXITING THE VEHICLE.

Moving the coupling
➤ Line up the vehicles on a flat surface with good traction.
➤ Lower the landing gear from the trailer.
➤ Lower the tractor suspension.
➤ Unlock the coupling locking mechanism by turning the switch on the instrument panel to "unlock".
➤ Check that the pins are unlocked on both sides.
➤ Check that the trailer parking brake is on and release the tractor parking brake.
➤ Move the truck forward or backward at low speed to adjust the coupling to the desired location.
➤ Lock the coupling locking mechanism by turning the switch to the "lock" position.
➤ Apply the parking brake to the vehicle combination.
➤ Step out of the vehicle and check that the pins are locked on both sides.
➤ Inflate the tractor suspension.
➤ Reassemble the landing gear of the trailer.
➤ Check the load distribution on the axles – ideally on a scale.

COMPETENCY 8 – Rural and Highway Driving

Competency Statement

Drive a truck in rural and highway areas.

Competency elements

1 Prepare the trip.

- Verification and accurate interpretation of the dispatcher's instructions.
- Proper preparation of regulation documents.
- Verification of the presence of the necessary equipment according to the type of vehicle.

2 Check and start the truck.

- Compliance with the pre-departure verification steps.
- Mastery of start-up techniques.
- Safe coupling of the semi-trailer to the tractor.

3 Driving the truck

- Good handling.
- Proper application of techniques according to the driving situation.
- Correct use of the different truck systems.

4 Report to a weigh station.

- Mastery of approach and stop techniques.
- Mastery of weighing techniques.

5 Park the vehicle.

- Compliance with safety standards.
- Mastery of reverse techniques to park the semi-trailer.
- Proper vehicle check.
- Correct uncoupling of the semi-trailer.
- Appropriate parking for the type of vehicle according to the instructions received.
- Cleanliness of the vehicle.

6 Transmit the documents.

- Clarity and accuracy of information.

Student responsibilities


Throughout the Competency, you will be required to follow road safety rules as well as occupational health and safety rules. You are responsible for tracking your learning.

Your career success depends on your interest and involvement.

“Occupational health & safety” information

Hello friends!
I am Jean Courage!



Here is the list of risk situations that may be encountered during this Competency	New
Opening the hood Getting on and off the truck (3 support points) Moving the truck / forgetting to apply the parking brake Moving around the yard and around the truck Refuel and adjust fluid levels Hitching and unhitching Reverse (Follow CFTR procedure) Access to the platform or van Fatigue at the wheel	

Reminder

- Make sure you have received information from your instructor about the risk situations that may be involved in this Competency. If necessary, check with your instructor before performing a manoeuvre to ensure that it is done safely.
- Some occupational health and safety concepts have already been applied, in Competencies 4 and 5. It is your responsibility to continue to apply them throughout your training to develop good work habits.
- **Apply the preventive driving behaviour you were taught in Lesson 8.1.**

Have a nice day!

HEALTH & SAFETY

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- **Personal protective equipment required:** gloves, vest and safety boots.
- **Parking Brake:** Always ensure that the parking brake on the vehicle combination is applied before performing any checks around the vehicle.
- **Climbing up and down:**
 - use the devices provided for this purpose, when available;
 - always face the vehicle, with three (3) points of support;
 - do not jump down from the vehicle.
- **Checking tires:** prioritize the use of the hammer.
- **Opening and closing the hood:**
 - verify the weight of the part;
 - make sure you have good traction;
 - be sure to have enough space (in front) to open the hood.
- **Get on the vehicle (e.g. tire):** avoid climbing onto an external part of the vehicle, but if it is necessary to do so, mount with great care.
- **Never work on the motor while it is running.**

These elements are part of the Competency to be developed and will be checked regularly throughout your training.

5-step circle check for hitching

IT IS ESSENTIAL TO ALWAYS APPLY THESE BASIC RULES:

- Step 1:** Approach the vehicle
- Step 2:** Check under the hood
- Step 3:** Check the Interior – Part 1
- Step 4:** Check the exterior
- Left side
 - Rear part (semi-trailer)
 - Right side
 - Front part (of the tractor)
 - Front and rear end section
- Stage 5:** Check the interior – Part Two

The inspection will be done visually for the majority of the elements (with some exceptions). At least one fault per item checked must be named (e.g. wheel is not broken).

Step 1: Approach the vehicle

Fluids on the ground

Vehicle subsidence

Emergency equipment

Operation of the driver side door

Ensure that the parking brake is applied on the vehicle combination

Connect to the ISAAC tablet and start the circle check inspections

Legal documents (registration, insurance and sticker)

Step 2: Check under the hood

Engine oil level

Antifreeze level

Power steering oil level

Clutch oil level (if applicable)

Windshield washer fluid level

Engine fluid leakage

Fuel supply system and filters

Air supply system

Alternator

Radiator, fan and belts

Steering box, column and linkage

High-pressure air compressor

Rails

Status of the brake receivers

Suspension including all mounting components

Tires and valves

Wheels and their fasteners

Lubricant level and absence of leakage from wheel bearings

Check the strength of the bumper on each side

Close and secure the hood

Step 3: Interior Check - Part 1

Items in bold type can be done consecutively

Start the engine correctly

Release the parking brake on the vehicle combination by pressing the service brake

Lower the air pressure to check for low-pressure alarms (55 psi)

Condition of the windshield and side windows

Image from the rear-view mirrors

Windshield wiper and washer operation

Operation of the windshield defroster (blower)

No exhaust smell in the cab

Solidity of the steering wheel and its column

Power steering operation

Operation of the horn(s)

Seat

Seat belt function

Depress the service brake pedal fully

Check compressor efficiency (above 90 psi)

Check compressor stop (between 117 psi and 137 psi)

Stop the engine

Check the tightness of the pneumatic system (more than 7 psi in 1 minute)

Start the engine

Reduce pressure to at least 20 psi below compressor shut-off pressure

Check compressor start-up (above 80 psi)

Increase pressure until the compressor stops (between 117 and 137 psi)

Apply the parking brake on the vehicle combination;

Stop the engine

Turn on the position and low beam lights

Activate the right turn signal light

Step 4: Exterior Check - Left Side

Left mirror and convex mirror(s)

Fuel tank (solidity, presence of cap and absence of leakage)

Cab suspension

Sills and crossbars

Coupling mounting bolts

Coupling locking pins

Checking the position of the handle and other coupling locking devices and indicators

Suspension, including all mounting components (blades, balloons, mounting flanges, shock absorber)

Condition of the rear decks

Status of brake receptors and push rod travel (where possible)

Tires and valves

Wheels and their fasteners

Fixed part of the body (air deflectors, running boards, mudguards)

No leakage at the hubs (inside and outside)

Position lights (rear of tractor)

Right rear turn signal light (tractor)

Solidity and absence of air leakage at all suspension balloons

Checking the closure of the coupling jaw

Check the cross members of the trailer

Legal documents for the semi-trailer (registration and sticker)

Check the upper front clearance light of the trailer

Longitudinal members (upper and lower) and cross members of the semi-trailer

Check that the landing gear is properly mounted

Fixed body components (air deflectors if applicable)

The spare wheel support and fastening elements - if the trailer is equipped with one

Sliding gear spar and its locking pins

Tires and valves

Wheels and their fasteners

Wheel bearing lubricant

Suspension: inflated balloons, blades, arms, brackets and hangers

Step 4 (continued): Exterior check - Rear end of semi-trailer

Position lights
Clearance lights
Right turn signal light
Plate light
Fixed body parts (fenders, bumpers, etc.)
Status of brake receptors and push rod travel (if applicable)
Cargo Securement

Step 4 (continued): Exterior Check - Right Side

Sliding gear spar and its locking pins
Tires and valves
Wheels and their fasteners
Wheel bearing lubricant
Suspension: inflated balloons, blades, arms, brackets and hangers
Upper and lower side rails and cross members of the semi-trailer
Right side turn signal and upper front clearance light of the trailer
Tractor suspension including all components and attachments
Coupling mounting bolts
Coupling locking pins
Sills and crossbars
Tires and valves
No oil leakage at the hubs (inner and outer)
Wheels and their fasteners
Fixed part of the body (air deflectors, running boards, mudguards)
Exhaust pipe (if applicable)
Passenger door
Fuel tank (solidity, presence of cap and absence of leakage)
Right mirror and convex mirror(s)

Step 4 (continued): Exterior Check - Front of Tractor

Low beam headlights
Position and clearance lights
Rear turn signal light

Step 4 (continued): Exterior Check – Final parts of Front and Back Ends

Activate the left turn signal light
Turn on the high beam
Checking the high beams
Front and rear left turn signals of the tractor, as well as the side and rear lights of the trailer
Tractor and trailer brake lights using the service brake pedal

Step 5: Interior Check - Part 2

Start the engine correctly

Check the operation of the gas pedal

Check the effectiveness of the tractor parking brake

Check the effectiveness of the trailer's parking brake

Check the tractor's service brake

Check the service brake on the trailer

Check the release of the parking brake on vehicles

Check clutch operation (if applicable)

Replace or place the vehicle in a suitable location

Failure to apply the parking brake on the vehicle combination;

Complete and sign off on the ISAAC tablet or in the handwritten document

Assessment in support of learning Class 1

Evaluation Class 1

As stated in item 4 of your reference guide:

The Class 1 assessment is a service that CFTR provides to its students, but is not included in the EPD.

Class 1 assessments are offered to students within the instructional plan.

Access to Class 1 assessments and independent driving (follower) is contingent upon successful completion of the learning assistance assessment (formative assessment) for Class 1.

Comply with the requirements of the Société de l'assurance automobile du Québec (SAAQ).

You will be entitled to the evaluation and 2 more times, if you fail again at the 3rd Evaluation, you will have to present yourself by your own means to the SAAQ.

Bravo! Your Competency 5 is successful!

You are now progressing to the objectives of Competency 8 and Class 1, although successful completion of Competency 8 is not a prerequisite for the SAAQ assessment for Class 1, it is suggested that the objectives of Competency 8 be SUCCESSFULLY completed before you take the Class 1 assessment. Achieving the skills covered in Competency 8 will ensure that you are well prepared for independent driving.

NOTE

For students who have already passed Class 1, achievement of the objectives described in the document "**ASSESSMENT IN LEARNING ASSISTANCE CLASS 1**" is essential for independent driving.

Assessment in support of learning Class 1

Assessment in support of learning Class 1							
Objectives	Instructor approval		Date		Objectives	Instructor approval	Date
Hitch circle check in 20 minutes					Continued		
➤ Name the components aloud during the audit.					STOP AT A MANDATORY STOP SIGN Procedure 27		
➤ Perform brake tests with description					ANTICIPATION OF A TRAFFIC LIGHT (RED)		
	Manual trans.	Automated Trans.			STOP AT A TRAFFIC LIGHT Procedure 38		
➤ SHARP RIGHT TURN Procedure 24					STOP BEHIND ANOTHER VEHICLE Procedure 34		
➤ SINGLE AND MULTI-LANE LEFT TURN Procedures 22 and 23					CROSSING A LEVEL CROSSING Procedure 39		
➤ RIGHT TURN WITH YIELD Procedure 25					COMPLIANCE WITH SPEED LIMITS		
					COMPLIANCE WITH THE HIGHWAY SAFETY CODE		
➤ ROAD OBSERVATION USING MIRRORS					SELF-CONTROL		
➤ LANE CHANGE					REVERSE AT AN ANGLE TO A DOCK		
➤ APPLICATION OF THE DIRECTION CHANGE LIGHTS					AUTOMATED TRANSMISSION OPERATION (IF APPLICABLE)		
➤ ROAD HANDLING Procedures 30 and 35							
➤ GEAR UPSHIFT Double clutch							
➤ DOWNSHIFT Double clutch							

Instructions for the Accompanying Trucks

(COMPETENCIES 8 AND 9)

1. Follow the lead truck (instructor) at all times and at a safe distance.

- Avoid using cruise control.
- Use the engine brake (if you have one) with respect and civility.

2. If you lose visual contact with the lead truck, notify your instructor with the (FM) radio transmitter and continue to follow the route you and your instructor determined at the start.

- At all times, **it is forbidden** to make U-turns in unauthorized areas such as: shopping malls, shipping companies or any other private property, even if there is enough space to make a turn.
- **You must stay on public roads.**

3. If you have been given permission by your instructor to continue your route and you arrive at your destination before the lead truck:

- Make sure you always have radio communication with your instructor.
- Do not enter any company yard without your instructor present.
- Wait for your instructor on the public road, park a short distance away and put on the emergency flashers.
- Report to your instructor that you have arrived at your destination.
- Do not backtrack to a company without a instructor present.

4. If you are lost and cannot contact your instructor, go to the rendezvous address decided on before departure or return to your point of service (CFTR yard) and wait for your instructor to return.

OTHER IMPORTANT INFORMATION

- You are responsible for your actions on the roads.
 - Before entering a roadway, make sure no restrictions apply to your vehicle (e.g. NO TRUCK or TRANSIT).
 - If a weigh station is open (lights are flashing), you must enter and drive onto the scale.
 - The pretext that we are a training centre does not exempt from fines that may be issued by the police or traffic controllers.
 - We ask you to respect these rules for the benefit and safety of all.
- Signature of student.

Signature of student: _____ Date: _____

Instructor's signature: _____ Date: _____

Thank you and have a good trip.

			Competency 8 Driving in rural and highway areas	
			References to help learning: Driving a heavy vehicle CFTR procedure (included at the end of the document) Self-assessment: Assimilation of learning by student (this effort is then checked by the instructor)	
Instructor evaluation	Self-evaluation:	Reference Procedure		
		Date/units		

				<p align="center">Competency 8 Driving in rural and highway areas References to help learning: Driving a heavy vehicle CFTR procedure (included at the end of the document) Self-assessment: Assimilation of learning by student (this effort is then checked by the instructor) Comments on learning</p>
Instructor evaluation	Self-evaluation:	Reference Procedure	Date/units	

Driving and working hours

In **Competency 8**, one of the things you must develop is the the application of driving hour and rest regulations.

At the end of this Competency, this element will be verified by checking for **clarity** and **accuracy of information**.

- **Clarity of Information:** Clear and readable document with remarks related to the hours chart.
- **Accuracy of Information:** All general information (*i.e.*, above and below the chart) on the document, information from previous days, and signature.

Here is an example of a completed form from a student who is alone in his truck during practice in the yard.

Information	Date 2015 10 16		N° d'imm./Licence plate L610190 Qc N° 3115	
	<input checked="" type="checkbox"/> Cycle 1 (7 jours - 7 days) <input type="checkbox"/> Cycle 2 (14 jours - 14 days)		N° d'imm./Licence plate RF7183 Qc N° 5351	
	Heures de début, autre que minuit Day start time, other than midnight		Odomètre fin/Ending odometer 117212 km	
	Adresse de l'établissement principal/Principal place of business CFTR 17000, rue Aubin, Mirabel (Québec) J7J 1B1		Odomètre début/Starting odometer 117200 km	
Adresse du terminal d'attache/Home Terminal address CFTR 17000, rue Aubin, Mirabel (Québec) J7J 1B1		Km (milles) parcourus km (miles) driven 12 km		Utilisation à des fins personnelles Personal use
				Od. début Starting od.
				Od. fin Ending od.
				Heures totales Total hours
				18
1. Repos/Off duty				0
2. Couchette/SB				0
3. Conduite/Driving				6
4. Travail autre que conduite/On duty (not driving)				24 h
Remarques/Remarks <div style="border: 1px solid blue; border-radius: 50%; padding: 5px; display: inline-block; margin: 5px;"> Exemple d'une pratique dans la cour </div>				
Mirabel, Qc				
Information	Exploitant(s) Carrier(s) CFTR		Jours précédents/Day(s) ago	
	Nom du conducteur Driver's name KEN WORTH		14 13 12 11 10 9 8 7 6 5 4 3 2 1	
	Signature du conducteur Driver's signature <i>Ken Worth</i>		Travail/On Duty	
			Repos/Off Duty	
		Nom du conducteur de relève Co-driver's name		
No. doc. d'expédition Shipping doc. no.		Expéditeur Shipper		Marchandises Commodities

- **Recording kilometrage is only a suggestion, not a requirement when working in the yard.**
- **If entered, the kilometres driven must correspond to the total kilometrage driven by the truck (when only one driver is using the truck).**
- **You can make a box to connect the city where you worked if it remains unchanged.**

Example of a form completed during a road trip with 2 drivers

Information	Date 2015 10 16	N° d'imm./Licence plate L610190 Qc	N° 3115															
	<input checked="" type="checkbox"/> Cycle 1 (7 jours - 7 days) <input type="checkbox"/> Cycle 2 (14 jours - 14 days)	N° d'imm./Licence plate RF7183 Qc	N° 5351															
	Heure de début, autre que minuit Day start time, other than midnight	Odomètre fin/ending odometer 117350 km	Km (milles) parcourus Km (miles) driven 60 km	Utilisation à des fins personnelles Personal use														
	Repos différé Off duty deferral Jour 1 <input type="checkbox"/> Jour 2 <input type="checkbox"/> Day 1 Day 2	Odomètre début/Starting odometer 117200 km	Od. début Starting od.	Od. fin Ending od.														
Adresse de l'établissement principal/Principal place of business CFTR 17000, rue Aubin, Mirabel (Québec) J7J 1B1		Adresse du terminal d'attache/Home Terminal address CFTR 17000, rue Aubin, Mirabel (Québec) J7J 1B1																
Heures totales Total hours																		
<table border="1"> <tr> <td>1. Repos/Off duty</td> <td>0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24</td> <td style="text-align: right;">18</td> </tr> <tr> <td>2. Couchette/S.B</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>3. Conduite/Driving</td> <td></td> <td style="text-align: right;">1.5</td> </tr> <tr> <td>4. Travail autre que conduite/On duty (not driving)</td> <td></td> <td style="text-align: right;">4.5</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">24 h</td> </tr> </table>				1. Repos/Off duty	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	18	2. Couchette/S.B		0	3. Conduite/Driving		1.5	4. Travail autre que conduite/On duty (not driving)		4.5			24 h
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		24 h																
Remarques Remarks Exemple d'une sortie sur la route avec 2 chauffeurs 																		
Information	Exploitant(s) (Carrier(s)) CFTR		Jours précédents/Devs day															
	Nom du conducteur KEN WORTH Driver's name		Travail/On Duty															
	Signature du conducteur <i>Ken Worth</i> Driver's signature		Repos/Off Duty															
	No. doc. d'expédition: Shipping doc. no.		Nom du conducteur de relève PETER BILT Co-driver's name															
Expéditeur CFTR Shipper		Marchandises BLOCS DE BETON Commodities																

- The start odometer data must be taken at the beginning of the day (even during team driving).
- The end odometer data must be taken at the end of the day (even during team driving).
- The km driven odometer must correspond to the distance that the driver has driven in relation to the total kilometrage of the truck (probably different for each driver when working in a team).
- In the above example, driver Ken Worth drove 60 km and driver Peter Bilt drove 90 km, for a total of 150 km.
- Suggestion: Driver Ken Worth wrote down his end kilometrage below the city (Laval) when he changed activities so he could account for his kilometrage driven.

In the next few pages, you will find documents for this purpose.

Monthly recap / Fiche récapitulative mensuelle

1	2		Canada Cycle 1		Canada cycle 2	
LAST 6, 7 OR 13 DAYS IN PREVIOUS MONTH	HRS OF WORK TODAY (TOTAL LINES 3 AND 4 OF LOGBOOK) (HOURS WORK TODAY (TOTAL LINES 3 & 4 OF DAILY LOG))		3	4	5	6
	7	13	70 Hrs 7-DAY CYCLE		120 HRS 14-DAY CYCLE	
	6	12	TOTAL HOURS ON DUTY LAST 6 DAYS (COL. 2)	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. 3)	TOTAL HOURS ON DUTY LAST 13 DAYS (COL.2)	TOTAL HOURS AVAILABLE TOMORROW (120 HOURS MINUS COL. 5)
	5	11				
	4	10				
	3	9				
	2	8				
	LAST DAY					
1						
2						
3						
4						
5						
6						
7						
8						
9						
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29						
30						
31						

Date : / /

Cycle 1 (7 jours - 7 days)
 Cycle 2 (14 jours - 14 days)

Repos différé / Off duty deferral
 Jour 1 Jour 2

Heure de début, autre que minuit / Day start time, other than midnight
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Odomètre fin / Ending odometer
 Odomètre début / Starting odometer

Km (milles) parcourus / Km (miles) driven

Utilisation à des fins personnelles / Personal use
 Od. début / Starting od. _____
 Od fin / Ending od. _____

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 Odomètre début / Starting odometer

Km (milles) parcourus / Km (miles) driven

Utilisation à des fins personnelles / Personal use
 Od. début / Starting od. _____
 Od fin / Ending od. _____

Adresse de l'établissement principal / Principal place of business
CFTR
17000, rue Aubin, Mirabel (Québec) J7J 1B1

Adresse du terminal d'attache / Home Terminal address

Heures totales / Total hours

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1. Repos / Off duty																									
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Remarques / Remarks

Document d'apprentissage

Exploitant(s) / Carrier(s)	Jours précédents / Days ago	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Nom du conducteur / Driver's name	Travail / On Duty														
Signature du conducteur / Driver's signature	Repos / Off Duty														
	Nom du conducteur de relève / Co-driver's name														

No. doc. d'expédition / Shipping doc. no. Expéditeur / Shipper Marchandises / Commodities

Date : / /

Cycle 1 (7 jours - 7 days)
 Cycle 2 (14 jours - 14 days)

Repos différé / Off duty deferral
 Jour 1 Jour 2

Heure de début, autre que minuit / Day start time, other than midnight
 -

Odomètre fin / Ending odometer
 Odomètre début / Starting odometer

Km (milles) parcourus / Km (miles) driven

Utilisation à des fins personnelles / Personal use
 Od. début / Starting od. _____
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 Jour 1 Jour 2

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 Odomètre début / Starting odometer

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	Nom du conducteur de relève / Co-driver's name														

No. doc. d'expédition / Shipping doc. no. Expéditeur / Shipper Marchandises / Commodities

Date : / /

Cycle 1 (7 jours - 7 days)
 Cycle 2 (14 jours - 14 days)

Repos différé / Off duty deferral
 Jour 1 Jour 2

Heure de début, autre que minuit / Day start time, other than midnight
 -

Odomètre fin / Ending odometer
 Odomètre début / Starting odometer

Km (milles) parcourus / Km (miles) driven

Utilisation à des fins personnelles / Personal use
 Od. début / Starting od. _____
 Od fin / Ending od. _____

Adresse de l'établissement principal / Principal place of business
CFTR
17000, rue Aubin, Mirabel (Québec) J7J 1B1

Adresse du terminal d'attache / Home Terminal address

Heures totales / Total hours

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1. Repos / Off duty																									
2. Couchette / S.B																									
3. Conduite / Driving																									
4. Travail autre que conduite / On duty (not driving)																									

Remarques / Remarks

Document d'apprentissage

Exploitant(s) / Carrier(s)	Jours précédents / Days ago	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Nom du conducteur / Driver's name	Travail / On Duty														
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Cycle 1 (7 jours - 7 days)
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Remarques / Remarks

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Date : / /

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No. doc. d'expédition / Shipping doc. no. Expéditeur / Shipper Marchandises / Commodities

Date : / /

Cycle 1 (7 jours - 7 days)
 Cycle 2 (14 jours - 14 days)

Repos différé / Off duty deferral
 Jour 1 Jour 2

Heure de début, autre que minuit / Day start time, other than midnight
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Odomètre fin / Ending odometer
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Km (milles) parcourus / Km (miles) driven

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Document d'apprentissage

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 Jour 1 Jour 2

Heure de début, autre que minuit / Day start time, other than midnight
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Km (milles) parcourus / Km (miles) driven

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W/B Waybill - "Reverse" Road Map - Competency 8

Date	Name of the client and/or work area	Truck	Semi-trailer		Itinerary	Reverse gear

Student Self-Evaluation:

Instructor Comments:

Date	Name of the client and/or work area	Truck	Semi-trailer		Itinerary	Reverse gear

Student Self-Evaluation:

Instructor Comments:

Date	Name of the client and/or work area	Truck	Semi-trailer		Itinerary	Reverse gear

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W/B Waybill - "Reverse" Road Map - Competency 8

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Student Self-Evaluation:

Instructor Comments:

COMPETENCY 9 - TRAVEL WITH DELIVERY

Competency Statement

Make a trip with a delivery.

Competency elements

1 Plan the trip.

- Correct interpretation of the dispatcher's instructions.
- Exact determination of the route, locations and addresses.
- Accurate estimation of the time required for loading and delivery.

2 Check and start the truck.

- Compliance with the pre-departure verification steps.
- Mastery of start-up techniques.
- Safe coupling of the semi-trailer to the tractor.

3 Take possession of the load.

- Proper approach to the loading dock.
- Mastery of reversing techniques.
- Correct positioning of the vehicle at the dock.
- Precise verification of the goods.
- Mastery of securing standards, loads and dimensions.

4 Drive the truck.

- Good handling.
- Proper application of the techniques according to the
- Driving situation.
- Correct use of the different systems.
- Periodic verification of the equipment.

5 Communicate along the way.

- Correct interpretation of the codes.
- Mastery of techniques specific to using the various communication devices.
- Effective and respectful communication.
- Prompt transmission of information in case of incidents or accidents.

6 Report to a weigh station.

- Mastery of approach and stop techniques.
- Mastery of weighing techniques.

7 Deliver the goods.

- Appropriate approach to the delivery location.
- Mastery of reversing techniques.
- Appropriate monitoring of the merchandise.
- Courtesy with customers.

8 Check and park the truck.

- Compliance with safety standards.
- Proper vehicle check.
- Safe uncoupling of the trailer.
- Appropriate parking for the type of vehicle according to the instructions received.
- Cleanliness of the vehicle.

9 Transmit the documents.

- Accuracy and clarity of information regarding: driving and working hours, pre-trip check and reportable damage.
- Immediate delivery of documents to designated individuals.

Student responsibilities

Note: Throughout the Competency, you will be required to comply with the Highway Safety Code as well as occupational health and safety rules.

You are responsible for tracking your learning.

Your career success depends on your interest and involvement.

Driving and working hours

In **Competency 9**, the Competency element you need to develop is the application of driving and rest hour regulations.

At the end of this Competency, this element will be verified by checking the **accuracy** and **clarity of the information**.

- **Accuracy of Information:** All general information (i.e., above and below the chart) on the document, consistency of the different work items in the chart, remarks, information from previous days, and signature.
- **Clarity of information:** Clear and legible document.

“Occupational Health & Safety” information

Hello friends!
I am Jean Courage!



Here is the list of risk situations that may be encountered during this Competency	New
Opening the hood	
Getting on and off the truck (3 support points)	
Moving the truck / forgetting to apply the parking brake	
Moving around the yard and around the truck	
Refuel and adjust fluid levels	
Hitching and unhitching	
Reverse (Follow CFTR procedure)	
Access to the platform or van	
Fatigue at the wheel	
Loss of concentration when searching for an address	✓
Road map consultation (safe place to look at the map)	✓
Misuse of navigation tools while driving	✓

Reminder

- Make sure you have received information from your instructor about the risk situations that may be involved in this Competency. If necessary, check with your instructor before performing a manoeuvre to ensure that it is done safely.
- Some occupational health and safety concepts have already been applied, in Competencies 4, 5 and 8. It is your responsibility to continue to apply them throughout your training to develop good work habits.
- Apply the preventive behaviour you were taught in Lesson 8.1.

Have a nice day!

In order to monitor your learning progress, please consult the daily tracking chart on the next pages.

Instructions for the accompanying trucks

(COMPETENCIES 8 AND 9)

1. Follow the lead truck (instructor) at all times and at a safe distance.

- Avoid using cruise control.
- Use the engine brake (if you have one) with respect and civility.

2. If you lose visual contact with the lead truck, notify your instructor with the (FM) radio transmitter and continue to follow the route you and your instructor determined at the start.

- At all times, **it is forbidden** to make U-turns in unauthorized areas such as: shopping malls, shipping companies or any other private property, even if there is enough space to make a turn.
- **You must stay on public roads.**

3. If you have been given permission by your instructor to continue your route and you arrive at your destination before the lead truck:

- Make sure you always have radio communication with your instructor.
- Do not enter any company yard without your instructor present.
- Wait for your instructor on the public road, park a short distance away and put on the emergency flashers.
- Report to your instructor that you have arrived at your destination.
- Do not backtrack to a company without a instructor present.

4. If you are lost and cannot contact your instructor, go to the rendezvous address you decided on before departure or return to your point of service (CFTR yard) and wait for your instructor to return.



OTHER IMPORTANT INFORMATION

- You are responsible for your actions on the roads.
- Before entering a roadway, make sure no restrictions apply to your vehicle (e.g. NO TRUCK or TRANSIT).
- If a weigh station is open (lights are flashing), you must enter and drive onto the scale.
- The pretext that we are a training centre does not exempt from fines that may be issued by the police or traffic controllers.
- We ask you to respect these rules for the benefit and safety of all.

Signature of student present: _____ Date: _____

Instructor's signature: _____ Date: _____

Thank you and have a good trip.

Legend	Competency 9 Learning tracking chart Competency Statement: Make a trip with delivery																					
Independent work	X																			Acceptable work	Performance Assessment/Expected Date:	
Supervised work	✓																					
																						
 Elements of Competency worked on																						
➤ Route planning																						
➤ Route execution																						
➤ Road holding Procedures 35 and 41																						
➤ Urban environment																						
➤ Mountainous environment Procedures 49 and 50																						
➤ Preventive driving Procedures 30, 31, 32, 33 and 34																						
➤ Fuel-saving driving - Driving attitude and technical operation (ISAAC coach)																						
➤ Upshifting Management - Procedures 12, 15, 17, 18 and 20																						
➤ Downshifting Management - Procedures 13, 15, 19, 20 and 21																						
➤ Operation and management of automated and automatic transmissions																					Instructor:	
➤ Inter-axles / Inter-wheels - Procedures 51 and 52																						
➤ Speed reducer management - Procedure 48																						
➤ Cruise control (predictive and adaptive on automated and automatic transmission)																						
➤ Reversing at a company location without using the dock (vehicle positioning and reversing completed in 5 minutes on average)																						

W/B Waybill – “Address Search and Reverse” Road Map

Date	Name of the client and/or work area	Truck	Odometer	Semi-trailer	Arrival time	Departure time	Address search	Reverse

Student Self-Evaluation:

Instructor Comments:

Date	Name of the client and/or work area	Truck	Odometer	Semi-trailer	Arrival time	Departure time	Address search	Reverse

Student Self-Evaluation:

Instructor Comments:

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Student Self-Evaluation:

Instructor Comments:

W/B Waybill – “Address Search and Reverse” Road Map - Competency 9

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Instructor Comments:

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Student Self-Evaluation:

Instructor Comments:

Date:	Name of the client and/or work area	Truck	Odometer	Semi-trailer	Arrival time	Departure time	Address search	Reverse gear

Student Self-Evaluation:

Instructor Comments:

Date:	Name of the client and/or work area	Truck	Odometer	Semi-trailer	Arrival time	Departure time	Address search	Reverse gear

Student Self-Evaluation:

Instructor Comments:

W/B Waybill - Address Search and Reverse Road Map - Competency 9

Date:	Name of the client and/or work area	Truck	Odometer	Semi-trailer	Arrival time	Departure time	Address search	Reverse gear

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W/B Waybill - Address Search and Reverse Road Map - Competency 9

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W/B Waybill - Address Search and Reverse Road Map - Competency 9

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Student Self-Evaluation:

Instructor Comments:

Driving manoeuvre procedures

References to help learning

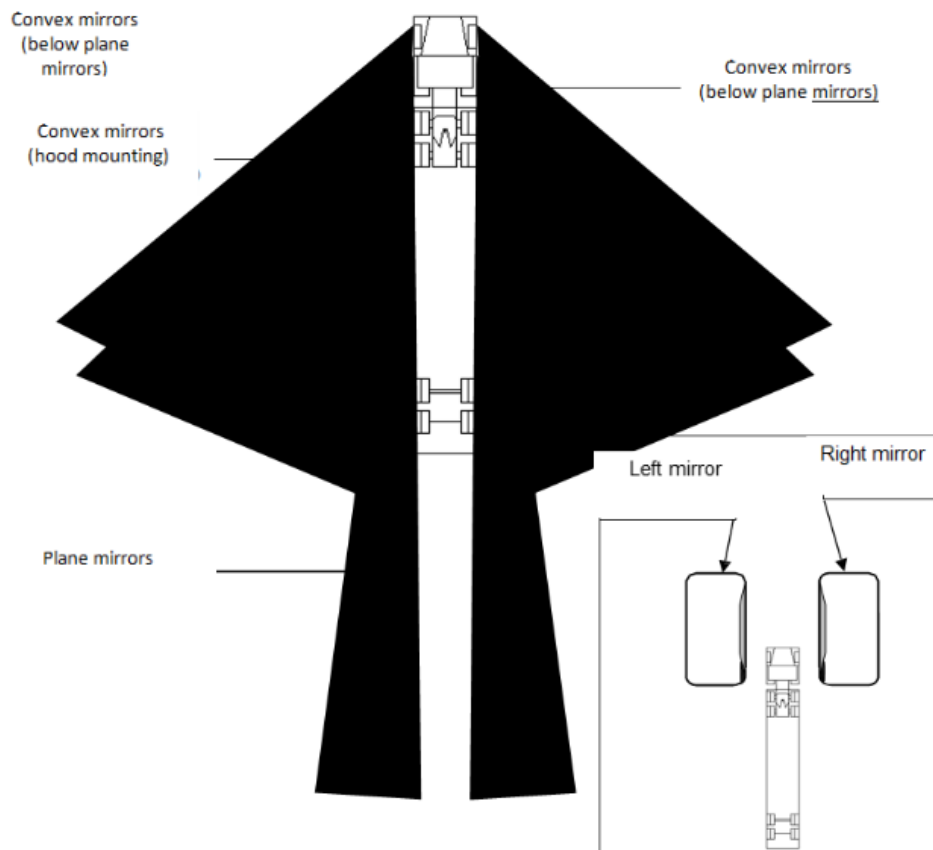
1

Adjusting the mirrors

Since a truck tractor is designed to pull a semi-trailer, it is essential that the two be connected for proper adjustment of the mirrors.

Caution: With a Bobtail tractor, it is normal to have to make an effort to see the sides of the vehicle and its tires in the plane mirrors.

- A. BE COMFORTABLE: First adjust the seat and steering wheel so that you can easily reach the vehicle pedals and controls;
- B. VEHICLE ALIGNMENT: The tractor and the trailer must be correctly aligned, i.e. straight in relation to each other;
- C. HORIZONTAL: Adjust the plane mirrors so that the side of the trailer is only partially visible, without making any effort;
- D. VERTICAL: Adjust the plane mirrors so that you can easily get a distant rear view while still being able to see the trailer's tires from the start of a turn;
- E. CONVEX MIRRORS: Adjust the convex mirrors to cover the angles that the plane mirrors do not cover (blind spots) as effectively as possible.



2 ENGAGE the gearbox	3 START on FLAT ground
<ul style="list-style-type: none"> A. Depress the service brake and release the parking brake; B. Depress the clutch pedal fully; C. Wait a few seconds to allow the gears to stop turning in the gearbox; D. Engage the gearbox. 	<ul style="list-style-type: none"> A. Engage the gearbox; B. Gently move the clutch to the friction point; C. Release the service brake and... D. Continue to gently release the clutch pedal; E. Then accelerate smoothly.

4 DOUBLE CLUTCH technique	5 Locating a GAP in revolution
<p>The dual clutch technique means that it is necessary to press the clutch pedal twice during a gear change:</p> <ul style="list-style-type: none"> A. Push the pedal slightly past the friction point (avoid pushing too far); B. Raise the pedal so that it makes contact with the clutch (slightly higher than the friction point); C. The movement of the clutch pedal, gas pedal and gearshift must be perfectly synchronized (i.e. at the same time). 	<ul style="list-style-type: none"> A. Select the second to last gear of the lower bearing; B. Keep engine speed constant at 1500 RPM and... C. Accurately record the speed of the vehicle; D. Move to the next higher gear; E. Adjust the vehicle speed as noted above and... F. Note the engine speed; G. Calculate the difference in revolution between the two observed engine speeds (deviation) <p>Caution: This is a typical deviation that may vary slightly from one gear to another.</p>

6 UPSHIFTING a gear ratio	7 DOWNSHIFTING a gear
<p>The difference in revolution is made up by the speed of execution of the manoeuvre (cadence), which is itself a function of the speed of descent of the revolution (RPM) of the motor.</p> <ul style="list-style-type: none"> A. Stabilize the gas pedal; B. Press the clutch pedal while... C. Releasing the pressure on the gas pedal and... D. By simultaneously moving the gearshift lever to neutral; E. Then raise the clutch pedal and... F. Press again on it while... G. Simultaneously moving the shift lever to the next higher gear; H. Then release the clutch pedal, dampening the contact at the point of friction and... I. Gradually resume the throttle. 	<ul style="list-style-type: none"> A. Stabilize the gas pedal; B. Press the clutch pedal while... C. Releasing the pressure on the gas pedal and... D. By simultaneously moving the gearshift lever to neutral; E. Then raise the clutch pedal; F. Increase the engine speed and as soon as the necessary gap is about to be reached... G. Press the clutch pedal again while... H. Simultaneously moving the gear lever to the next lower gear and while... I. Keeping the gas pedal stable; J. Then release the clutch pedal and... K. Gradually resume the throttle.

8
Changing the selector

Example: 13-speed gearbox.

UPSHIFTING

In 4th gear, lift the bearing range selector and shift to 5th gear.

DOWNSHIFTING

In 5th gear, lower the bearing range selector and then shift to 4th gear.

Caution: The bearing change only becomes effective when the gearshift passes through neutral.

9
Find memory AIDS

These markers allow you to quickly recover a missed gear change.

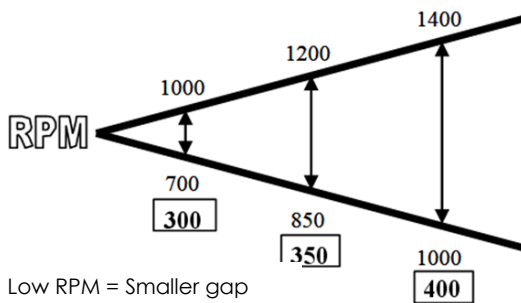
- A. Select the last gear of the lower bearing;
- B. Note the engine speed when the vehicle speed is, for example, 20 km/h;
- C. Then note the speed of the vehicle in the previous gear as well as in the next gear when the engine speed is identical to the one noted previously.

Example: Truck 3091 (18-speed transmission)

- 3rd gear at 1150 RPM ≈ 15 km/h
- 4th gear at 1150 RPM ≈ 20 km/h
- 5th gear at 1150 RPM ≈ 27 km/h

10
DEVIATION VARIATION as a function of RPM

Example: 18-speed gearbox (6HI and 5HI)



Low RPM = Smaller gap
Higher RPM = Wider gap

11
PROGRESSIVE gear change,

LOWER BEARING

Change gears as soon as possible, while lightly and gradually increasing engine speed to get to the next gear.

UPPER BEARING

Increase the engine speed so that the recovery is made at a revolution slightly higher than the nominal torque.

12
Upshift at ½ SPEED

IN THE SAME GEAR

- A. Set the selector switch to the "HI" position;
- B. Release the pressure on the gas pedal while...
- C. Pressing the clutch pedal;
- D. Release the clutch pedal and...
- E. Gradually resume the throttle.

FROM ONE GEAR TO ANOTHER

- A. Place the selector switch in the "LO" position and...
- B. Proceed in the same way as for normal gear shifting.

Caution: The revolution gap decreases by half; therefore, you must accelerate the rate.

13
Downshift at ½ SPEED

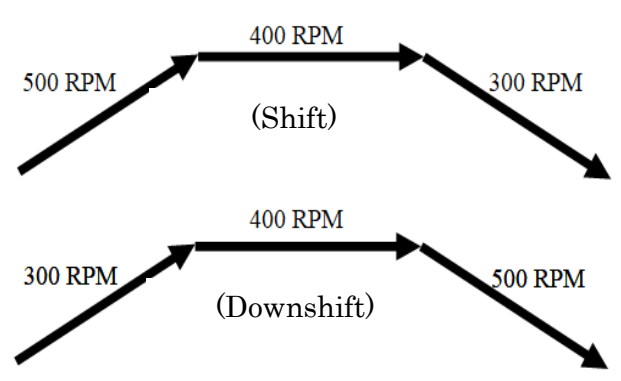
IN THE SAME GEAR

- A. Set the selector switch to the "LO" position;
- B. **Lightly** release the pressure on the gas pedal while...
- C. Pressing the clutch pedal;
- D. Release the clutch pedal and...
- E. **Immediately** resume the gas pedal.

FROM ONE GEAR TO ANOTHER

- A. Place the selector switch in the "HI" position and...
- B. Proceed in the same way as for a normal downshift.

Caution: The revolution gap is halved, so the throttle must be carefully calibrated.

14 Reverse skip shift. (flat terrain)	15 VARIATION of a standard deviation in SLOPES
<p>After a significant slowing, it may be necessary to perform a "double-clutch downshift". To do so, engine speed needs to be sufficiently low at the beginning of the manoeuvre to allow two revolution gaps to be bridged.</p> <p>Caution: It is even possible to skip several gears if the engine speed is low enough at the beginning of the manoeuvre to fill the appropriate number of revolution gaps.</p>	

16 START on a SLOPE	17 UPSHIFTING while MOVING UP a slope
<p>UPWARD SLOPE</p> <ol style="list-style-type: none"> Engage the lowest transmission gear that allows the vehicle to move easily; Proceed as on flat ground. <p>DOWNWARD SLOPE</p> <p>Select the gear ratio that compensates for the vehicle's natural tendency to move under the influence of gravity.</p> <p>Example: Select 3rd gear with a 10-speed transmission and 2nd gear with a 13- or 18-speed transmission.</p>	<p>FIRST GEAR CHANGE</p> <p>In order to prevent the vehicle from coming to a standstill during the manoeuvre, the gear change must be made quickly. This means that the deviation of revolution must be very small. Therefore, only increase the engine speed to a maximum of 1000 RPM.</p> <p>CHANGES IN THE FOLLOWING GEARS</p> <p>Since the deviation of revolution increases when changing gears on an uphill slope, it must be compensated by increasing the engine speed by 100 to 300 RPM more than on the flat. This technique prevents the engine from running out of torque on recovery.</p>

18 UPSHIFTING MOVING DOWN a slope	19 DOWNSHIFTING MOVING DOWN a slope
<p>ONE GEAR AT A TIME</p> <p>Gravity causes the vehicle to accelerate, resulting in a decrease in the revolution gap. The cadence (speed of execution) is therefore faster than on flat ground.</p> <p>Caution: Never use ½ gears on the lower bearing and it is not always appropriate to use them on the upper bearing.</p> <p>GEAR SKIP</p> <p>Gear skipping is used to compensate for the acceleration of the vehicle due to gravity.</p> <p>Caution: The rate of change (speed of execution) will be close to that of a normal gear change on flat ground.</p>	<p>Gravity causes the vehicle to accelerate and the result is an increase in the deviation of revolution. It is therefore essential to downshift at low RPM to keep a safety margin when increasing the engine speed.</p> <p>Brake until the engine reaches a maximum of 1000 RPM before downshifting.</p> <p>Caution: The amount of throttle and the speed of execution are the determining factors in the success of this manoeuvre.</p> <p>Caution: Never downshift to ½ gear, in the same gear, when going downhill (example: from 6HI to 6 LO).</p>

Caution: Downshift only if the motor is unable to maintain at least the rated torque revolution.

Caution: Observe the engine temperature gauges and downshift one gear if the temperature becomes excessive:

- Coolant: Approx. 220 °F
- Exhaust: Approx. 1000 °F

INCLINATION UP TO 10%.

Allow the engine speed to drop to the rated torque level before downshifting.

SLOPE GREATER THAN 10%.

Downshift when the engine reaches approximately 100 to 200 RPM higher than the rated torque.

ONE GEAR AT A TIME

During the manoeuvre, gravity causes the vehicle to decelerate, resulting in a decrease in the revolution gap.

Caution: The amount of throttle and the speed of execution are the determining factors in the success of this manoeuvre.

GEAR SKIP

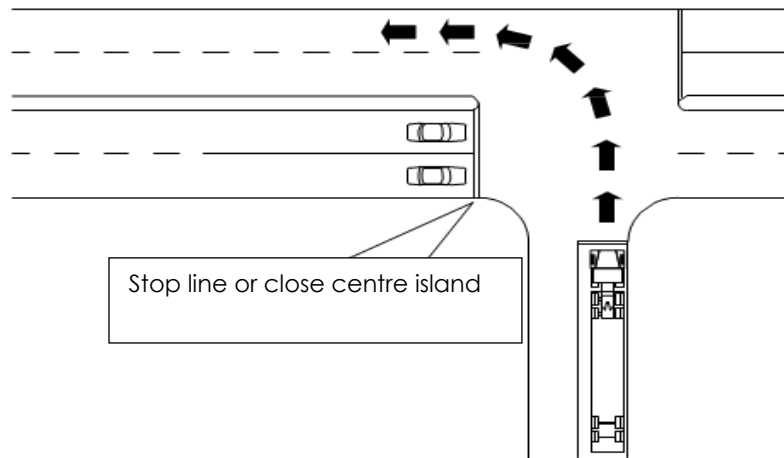
Gear skipping is used to compensate for a very high deceleration of the vehicle due to gravity (very steep slope).

Let the engine speed drop to the rated torque level and skip a gear. The deviation of revolution is almost similar to that of a normal downshift with a slight upward slope.

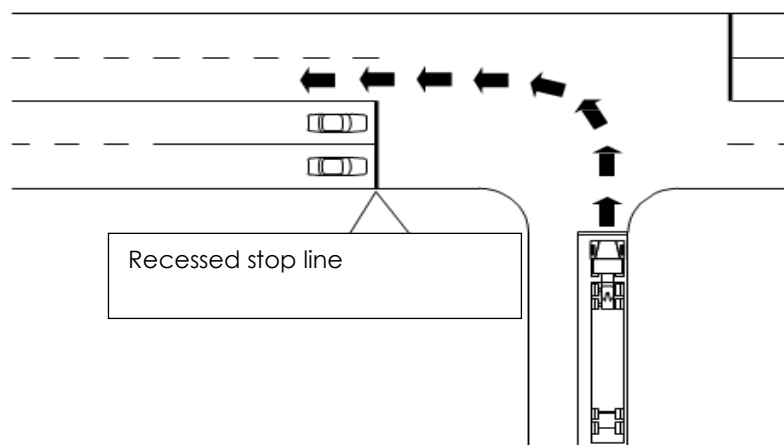
LEFT TURN

- A. Activate the left turn signal at the appropriate time;
- B. Position the vehicle in the traffic lane according to the available and necessary space;
- C. Use an appropriate gear ratio (e.g., 4th gear with a 10-speed transmission);
- D. Maintain the motor speed around 1100 RPM;
- E. Alternately, check the front of the vehicle, the wheels of the trailer and the intersection;
- F. Steer the vehicle into the lane closest to the left that can be used;
- G. Do not shift gears until the angle between the tractor and trailer is almost closed;
- H. Turn off the turn signal light once the manoeuvre is complete.

Manoeuvre generally used with a 48' or 53' semi-trailer

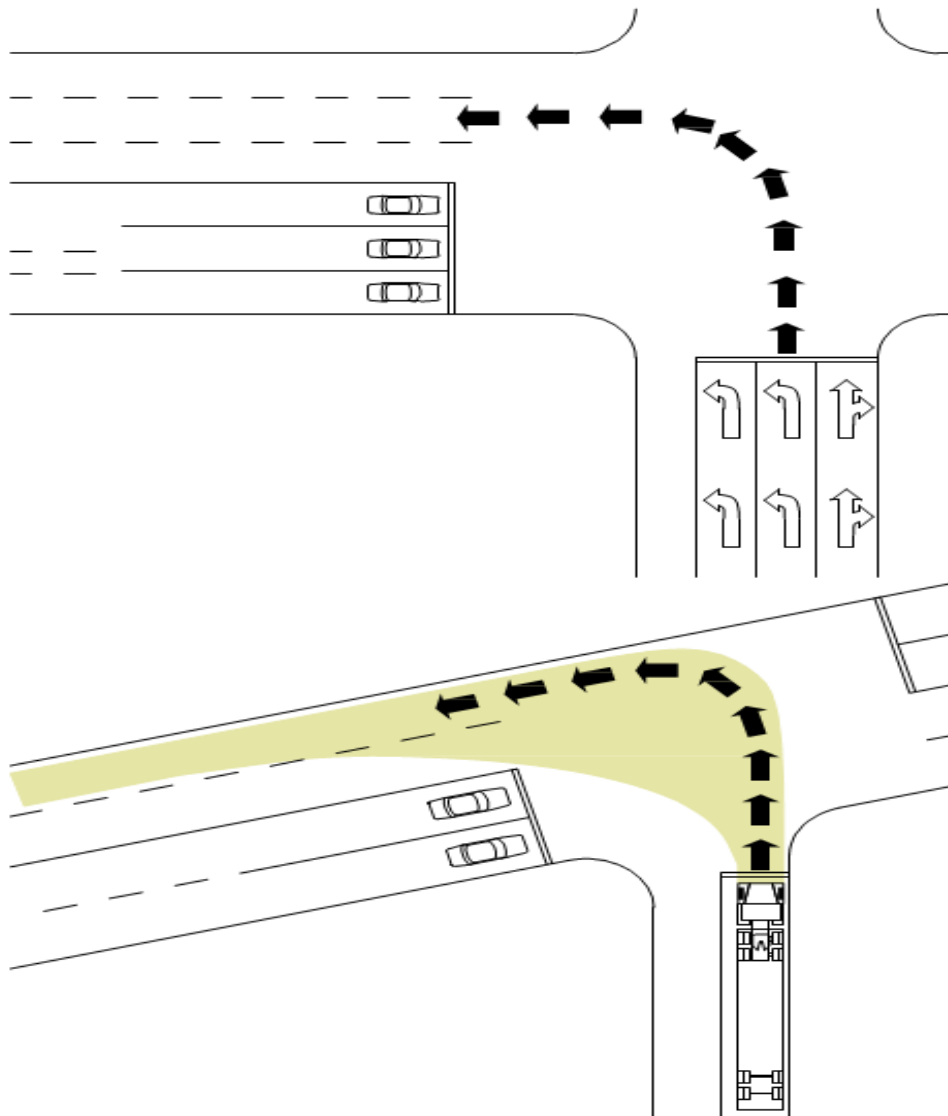


Manoeuvre recommended by the SAAQ but rarely possible with a 48' or 53' semi-trailer



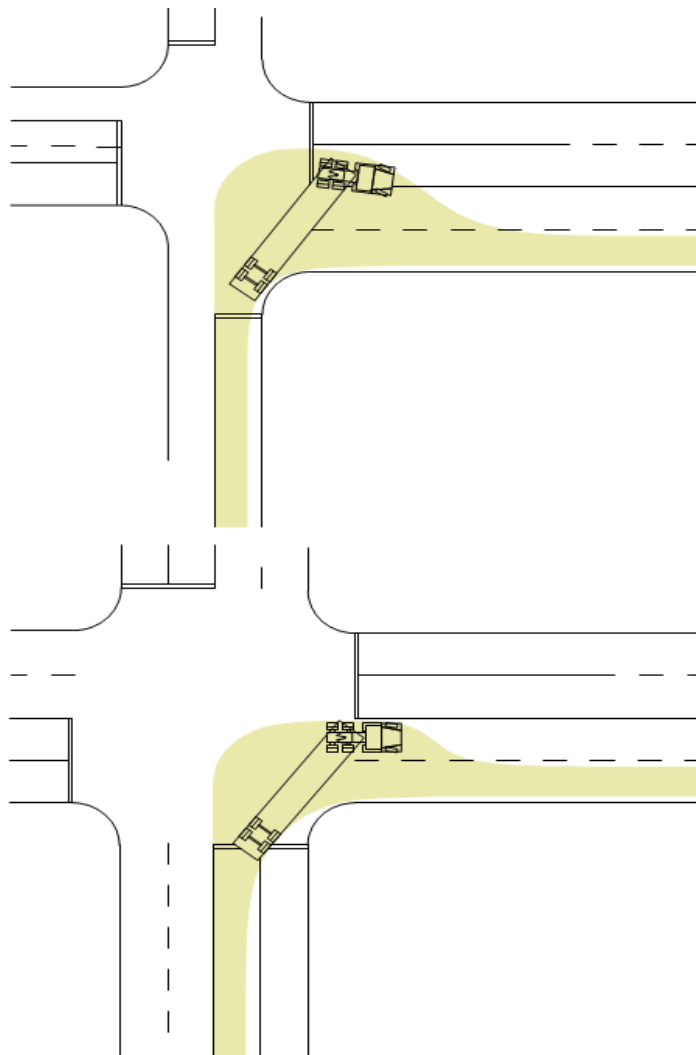
Special LEFT-HAND TURNS

- A. Activate the left turn signal at the appropriate time;
- B. Position the vehicle in the appropriate lane according to the space available and needed;
- C. Use a gear ratio appropriate for the situation;
- D. Maintain the motor speed around 1100 RPM;
- E. Alternately, check the front of the vehicle, the wheels of the trailer and the intersection;
- F. Direct the vehicle into the proper lane;
- G. Do not shift gears until the angle between the tractor and trailer is almost closed;
- H. Turn off the turn signal light once the manoeuvre is complete.



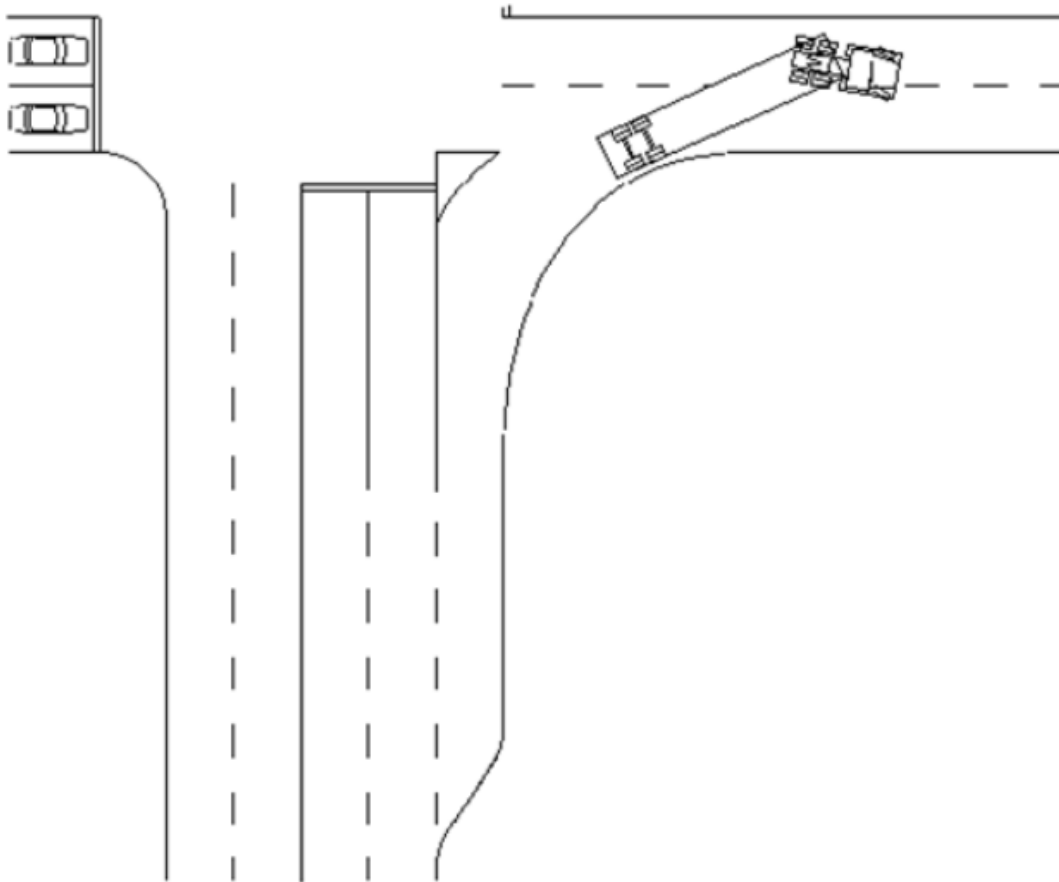
RIGHT TURN

- A. Activate the right turn signal at the appropriate time;
- B. Position the vehicle in the appropriate lane according to the space available and needed;
- C. Use an appropriate gear ratio (example: 3rd gear with a 10-speed transmission);
- D. Maintain the motor speed around 1100 RPM;
- E. Alternately, check the front of the vehicle, the wheels of the trailer and the intersection;
- F. Steer the vehicle into the right lane, ensuring that the wheels of the trailer do not encroach on the sidewalk, shoulder or adjacent lane;
- G. Do not shift gears until the angle between the tractor and trailer is almost closed;
- H. Turn off the turn signal light once the manoeuvre is complete.



RIGHT TURN WITH yielding

- A. Activate the right turn signal at the appropriate time;
- B. Slow down by positioning the vehicle in the right lane according to the available and necessary space;
- C. Downshift to an appropriate lower gear (depending on the situation);
- D. Maintain the engine speed around 1100 RPM;
- E. Alternately, check the front of the vehicle, the wheels of the semi-trailer and the intersection (watch out for vehicles coming from the left);
- F. Yield to traffic as needed;
- G. Steer the vehicle into the right lane, ensuring that the wheels of the trailer do not encroach on the sidewalk, shoulder or adjacent lane;
- H. Turn off the turn signal light once the manoeuvre is complete.



Reverse procedure

- A. **This procedure applies at all times. However, for an industrial client, the term GUIDE refers only to the instructor responsible for the students.**
- B. Before you start backing up, make sure your surroundings are clear of any obstacles.
- C. Position the truck correctly at the point where you want to do your reverse (start).
- D. Turn on all four signals and roll down the windows so you can hear if a problem arises. Except for vehicles with manual mechanisms, lower the window on the driver's side only.
- E. When reversing, you must shift into the lowest gear possible and reverse without using the gas pedal.
- F. Make sure that the guide monitoring your reversing is positioned to prevent the possibility of an incident or collision. It is essential that he or she stand at the indicated locations, at least 3 metres from the vehicle to be visible.
- G. Constantly look in both mirrors and on both sides of the truck to ensure that the semi-trailer is moving in the right direction and to avoid any risk of collision.
- H. When backing up the trailer, you must stop about one metre from the dock to avoid damaging it.
- I. The guide must maintain visual contact with the reversing driver at all times.
- J. **The guide may only perform one backward manoeuvre at a time.** He or she should be positioned as shown below and outside of the turning radius.
- K. It is forbidden for any person to stand or walk behind the trailer.

Position of the companion

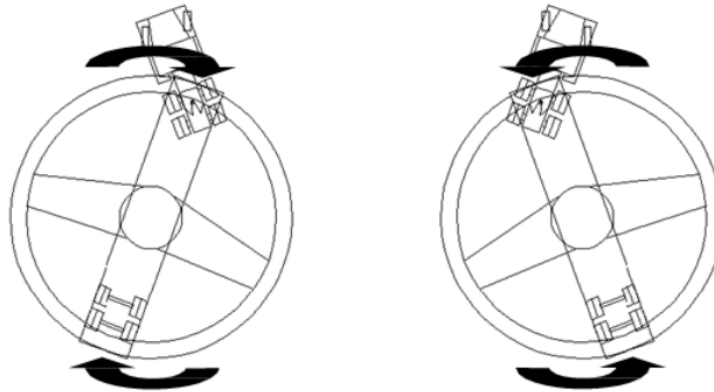


REVERSING - Steering Wheel CONTROL

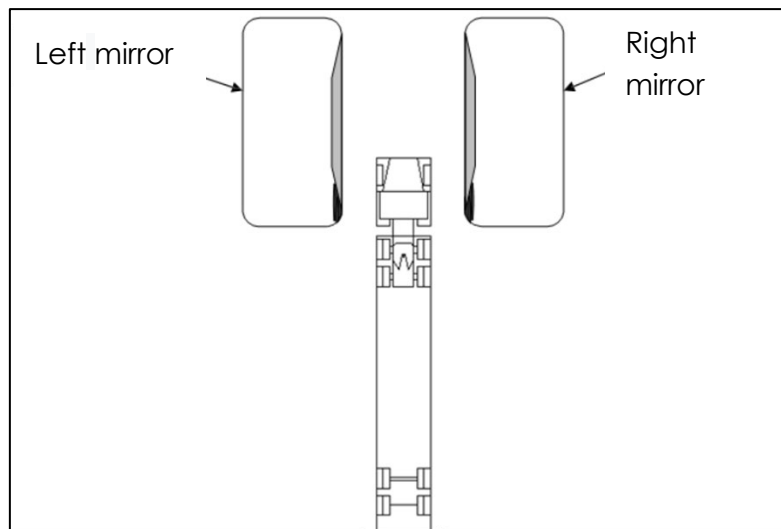
It is important to understand the relationship between the movement of the steering wheel and the direction the trailer will travel when reversing. First, let's assume that the bottom of the steering wheel represents the rear of the semi-trailer and the top represents the front:

- A. To steer the rear of the trailer to the left, turn the bottom of the steering wheel to the left;
- B. To steer the rear of the trailer to the right, turn the bottom of the steering wheel to the right;
- C. To steer the front of the trailer to the left, turn the top of the steering wheel to the left;
- D. To steer the front of the trailer to the right, turn the top of the steering wheel to the right;

The same principle also applies to finding (seeing) the side of the trailer that is not visible to straighten the equipment or to keep it straight.



- E. To ensure that the tractor is correctly aligned with the trailer, make sure the views of both sides of the trailer are similar in the plane mirrors.



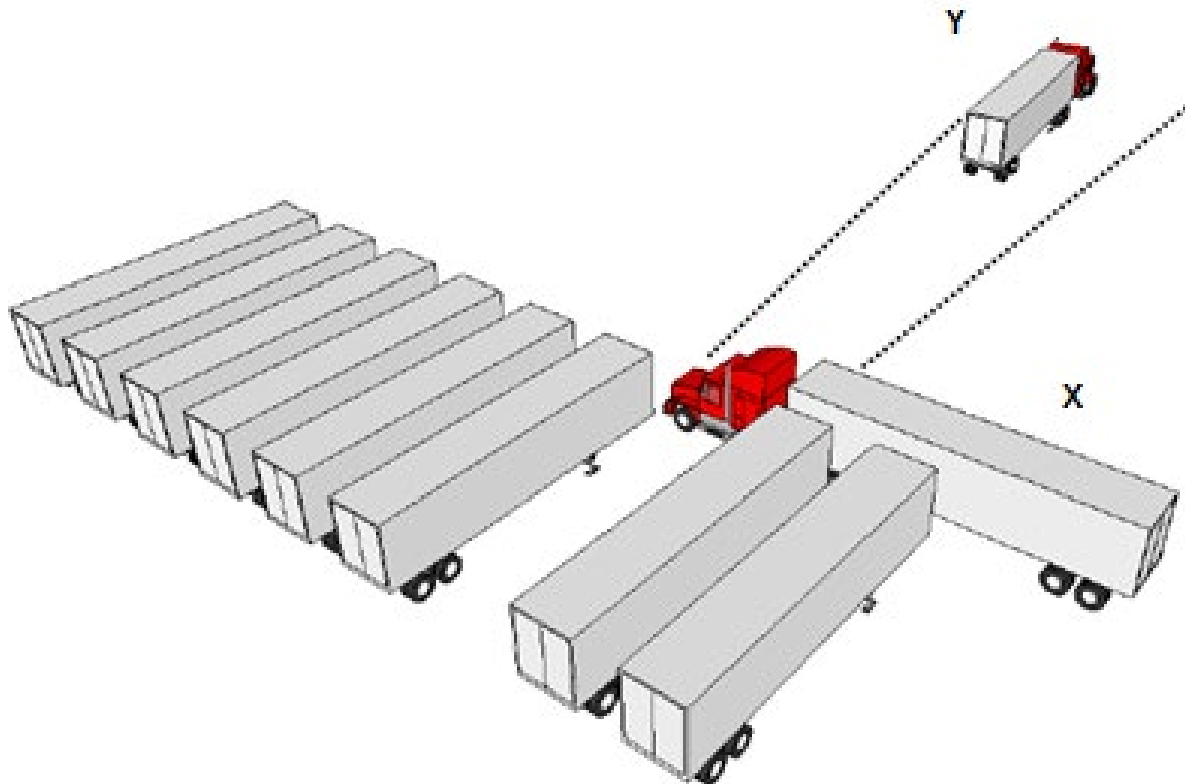
REVERSING - Positioning in a STRAIGHT LINE

Straight-line positioning is only used when there is sufficient space in front of the corridor.

The following is only a suggested method of positioning. During your practice periods, instructors can suggest other ways that lead to the same result.

Assuming that the corridor extension is a lane of traffic, the positioning will be similar to a turn made at an intersection.

- A. Turn on the hazard lights and lower the left door window;
- B. Approach perpendicularly to the corridor at about 1 metre from it (X);
- C. As you pass across the corridor, find a landmark to visualize the extension of the corridor;
- D. Simulate a turn at an intersection by steering the tractor along the corridor (Y); the right side of the corridor is straight and the left side is at a slight angle;
- E. Straighten the tractor and trailer as soon as the corridor opening is visible in the rear-view mirror on the side of the curve;
- F. Engage reverse gear and complete the manoeuvre.

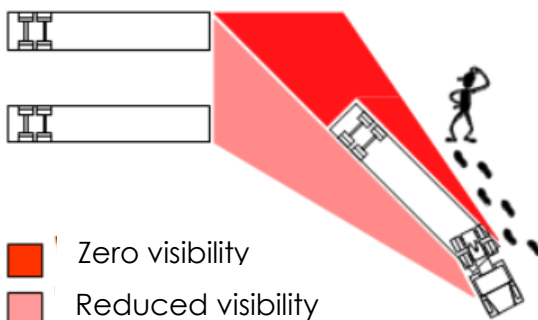
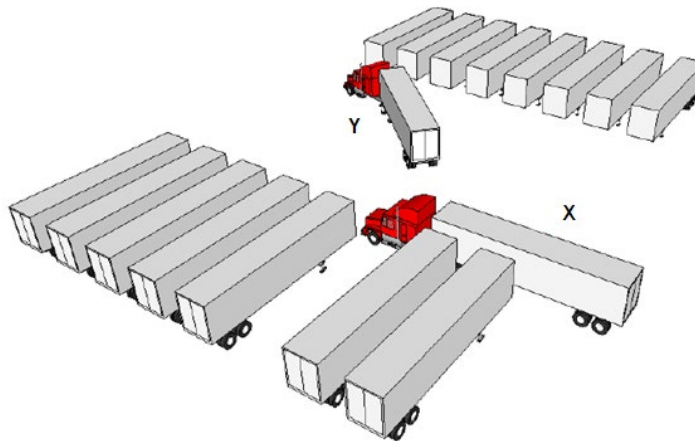


REVERSING - ANGLED positioning

Angled positioning is used when the space in front of the corridor does not allow for straight-line positioning. The principle remains the same. That is to say, the ultimate goal is to position the rear of the trailer so that it is close to the entrance of the corridor, ready to move to the right place in the corridor as soon as the reversing starts and with the least possible angle while maximizing the available space.

The following is only a suggested method of positioning. During your practice periods, instructors can suggest other ways that lead to the same result.

- Turn on the hazard lights and lower the left door window;
- Approach perpendicularly to the corridor at about 1 metre from it (X);
- The timing for turning the wheel is similar to that for a straight-line start;
- Direct the tractor so that, at the final position (Y), the vehicle combination appears to be coming from the corridor, making sure to...
- Maintain sufficient manoeuvring space (2 to 3 metres) between the tractor and the obstacle in front of the corridor;
- Engage reverse gear and complete the manoeuvre;
- At all times, when reversing, the position of the vehicle combination must give the impression that it is coming from the corridor.



Caution: Unless there is no other way to do it, the angle start can be executed by approaching from the right (Blind Side). This manoeuvre offers a very high degree of difficulty since vision is limited to the mirrors.

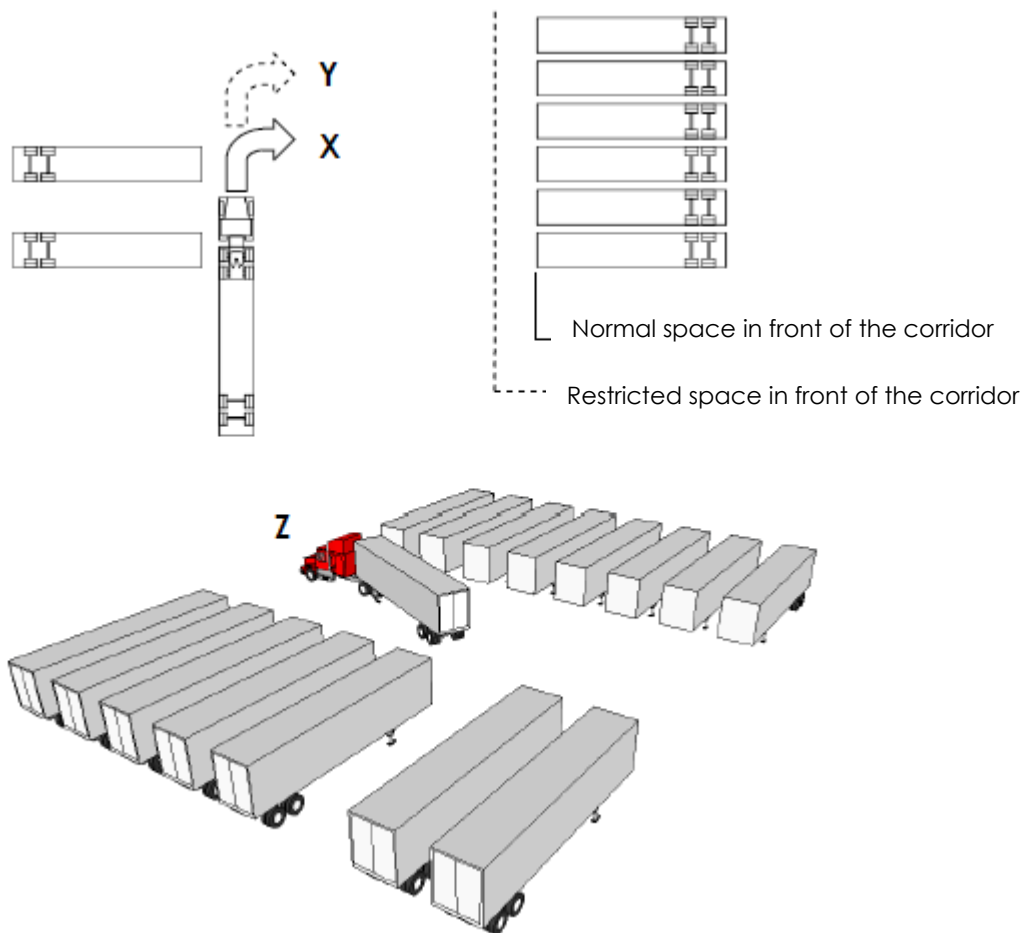
Therefore, to compensate for this lack of visibility, apply the tractor's parking brake, lower the right door window and check the vehicle's position there - then back up only 2 to 3 metres at a time. Get out of the cab as needed to see the position of the vehicle in relation to the corridor.

REVERSING - RESTRICTED space

When the space in front of the corridor is very limited, an angled positioning must be made to suit the situation.

- A. Turn on the hazard lights and lower the left door window;
- B. Approach perpendicularly to the corridor at about 1 metre from it;
- C. Turn the steering wheel further **(Y)** than if it were positioned at a regular angle **(X)**;
- D. Steer the tractor so that, at the final position **(Z)**, the vehicle combination appears to be coming from the corridor, making sure to...
- E. Maintain sufficient manoeuvring space from the obstacle in front of the corridor;
- F. Engage reverse gear and complete the manoeuvre;
- G. At all times, when reversing, the position of the vehicle combination must give the impression that it is coming from the corridor.

Warning: This type of manoeuvre sometimes requires positioning starting from a traffic lane. Caution should be exercised as a vehicle may appear in a blind spot. Use available signalling means (e.g., flagman or reflective triangles).

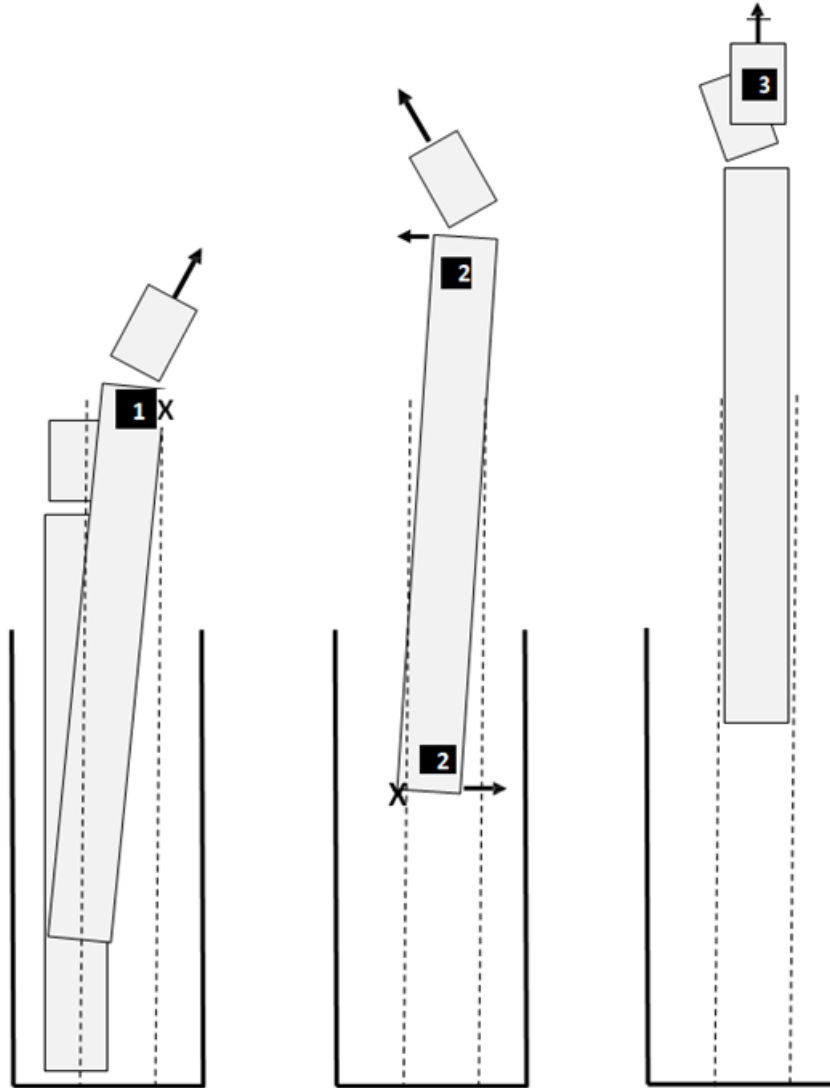


Recentring

To recentre equipment in a corridor, there are three steps to take;

- A. Place the front of the trailer where you want the equipment to end up;
- B. Place the rear of the trailer, going in the opposite direction to where you want to move the rear of the trailer. You must understand that the trailer pivots and that the front moves in the opposite direction to the rear;
- C. Straighten the tractor only after the rear has moved into the desired location.

In the example below the equipment is moved to the right. If you want to move it to the left, you just have to reverse the order in which you make the movements.



30 LOOKING FAR in front of the vehicle	31 Expand your VISUAL FIELD
<p>A. Focus on the distance to be covered in the next 12 to 15 seconds;</p> <p>B. Look far away to avoid trailer swing;</p> <p>C. Look at the centre of the lane to keep the vehicle centred.</p>	<p>A. Do not look at the plane mirrors more frequently than every 12 seconds;</p> <p>B. Use the convex mirrors to view blind spots.</p>

32 Keep your EYES MOVING	33 Make sure you ARE SEEN
<p>A. By moving the eyes from one source of information to another: roadway, pedestrians, traffic sign, dashboard, etc., the brain remains constantly alert.</p> <p>B. Caution: Keeping the eyes still narrows the visual field and can create a hypnotic effect.</p> <p>C. Caution: Never stare at an object for too long, because the natural tendency will be to move toward that object.</p>	<p>A. If necessary, signal your presence with the horn or headlights to alert a distracted person;</p> <p>B. Signal your intentions with the turn signals: <ul style="list-style-type: none"> • Early enough to indicate your intentions; • Not too early so as to avoid confusing other road users; </p> <p>C. Activate hazard lights only in an emergency situation or when the vehicle is a danger to other road users: <ul style="list-style-type: none"> • Emergency stop; • Speed below the minimum limit; • Reverse manoeuvre. </p>

34 Keep an EXIT	35 Maintain the steering wheel correctly
<p><u>DURING A STOP</u> Keep enough space with the vehicle in front to be able to go around it if necessary, without reversing.</p> <p><u>ON THE ROAD</u> For every 3 metre-length of the vehicle you are driving, you must maintain an interval of 1 second from the vehicle in front.</p>	<p>A. Keep both hands on the steering wheel;</p> <p>B. Do not hold the steering wheel by the spokes;</p> <p>C. Position the hand so that the thumb is toward the top of the steering wheel;</p> <p>D. Do not keep your hand on the shift lever except during a close shift sequence.</p>

36 Observe traffic signs	37 STOP at a stop SIGN
<ul style="list-style-type: none"> A. Locate traffic signs; B. Quickly analyze the information on these signs; C. Act on the information that is relevant to the situation or on the direction to take. 	<ul style="list-style-type: none"> A. Anticipate the right moment to release the gas pedal in order to slow down under the effect of the engine compression; B. Slow down and downshift to the lowest gear in the top bearing; C. Do not depress the clutch pedal until the engine reaches a revolution of approximately 800 RPM D. Stop the vehicle approximately 1 metre from the stop line; E. Lower the bearing selector and engage the appropriate gear ratio.

38 STOP at a traffic LIGHT	39 Crossing a LEVEL CROSSING
<ul style="list-style-type: none"> A. If possible, anticipate the return of the green light by releasing the throttle to slow down due to engine compression and downshifting to try to keep the vehicle moving; B. If it is necessary to stop, do not depress the clutch pedal until the engine reaches a revolution of approximately 800 RPM; C. Stop the vehicle approximately 1 metre from the stop line; D. Engage the appropriate gear at the right time. 	<ul style="list-style-type: none"> A. Locate the traffic sign; B. Slow down if necessary; C. Look both ways; D. Lower the side windows to hear a possible train if something obstructs the field of vision; E. Avoid shifting gears when crossing the tracks. <p>Caution: Never shift gears when driving over railroad tracks if there are hazard placards (hazardous materials) on the vehicle.</p>

40 Anticipate a road JUNCTION	41 Approaching a CURVE
<ul style="list-style-type: none"> A. Locate the traffic sign; B. Anticipate the right moment to release the gas pedal in order to slow down under the effect of the engine compression and... C. Activate the turn signal at the appropriate time; D. Downshift to the appropriate gear before starting the turn; E. Watch the trailer during the turn; F. Turn off the turn signal after completing the turn. 	<ul style="list-style-type: none"> A. Locate the traffic sign if applicable and analyze the tightness of the curve; B. Slow down before the curve (below the suggested speed); C. Steer the front of the tractor to keep the trailer in the lane; D. Keep the vehicle in traction on the curve (except on a downhill slope).

42 Driving on a NARROW ROAD	43 Lane change
<ul style="list-style-type: none"> A. Watch your position in the traffic lane; B. Reduce speed (below the speed limit if necessary); C. Before passing a heavy vehicle, position yourself a little to the right in the traffic lane. 	<ul style="list-style-type: none"> A. Observe via the mirrors (plane mirror and convex mirror); B. Activate the appropriate turn signal; C. Check at the mirrors again; D. Make the lane change when the lane is free; E. Turn off the turn signal light once the manoeuvre is complete.

44 Change of MULTIPLE WAYS	45 Highway Entrance
<p>Make only one lane change at a time.</p> <p>Caution: Never cross more than one lane at a time in a single manoeuvre.</p>	<ul style="list-style-type: none"> A. Use the acceleration lane to increase vehicle speed to 60 km/h or more. B. Activate the appropriate turn signal at the right time; C. Alternately, check the front of the vehicle and the traffic in the lane you are heading to; D. Yield as needed; E. Continue to accelerate into the fast lane; F. Turn off the turn signal light once the manoeuvre is complete. G. Caution: On the highway, activate the hazard warning lights when your speed is less than 60 km/h.

46
Highway EXIT

- A. Unless there are specific constraints, the minimum speed limit of 60 km/h must be respected before entering the deceleration lane.
- B. Locate the sign that identifies the desired exit;
- C. Anticipate the right moment to release the gas pedal in order to slow down under the effect of the engine compression and...
- D. Activate the turn signal at the appropriate time;
- E. Downshift the gear ratios as needed;
- F. Enter the deceleration lane;
- G. Continue to slow down while downshifting;
- H. Turn off the turn signal light.

47
Using the SPEED CONTROLLER

- A. Turn the cruise control switch to the "ON" position.
- B. Adjust the vehicle speed as desired;
- C. Momentarily turn the switch to the "SET" position;
- D. To cancel the cruise control, while keeping the data in memory, simply press the clutch pedal or the brake pedal;
- E. To reactivate the controller to the previously stored speed, momentarily turn the switch to the
- F. "RESUME" position;
- G. When the switch is turned to the "OFF" position or the engine is turned off, the cruise control is cancelled, and the recorded speed is no longer stored.

Caution: Do not use on slippery roads.

48
Using the ENGINE BRAKE

- A. Analyze the condition of the roadway and...
- B. Analyze the steepness of the slope if applicable;
- C. Operate the engine brake, making sure to select the desired holding power.

Caution: Unless absolutely necessary, do not use engine brake in areas where prohibited it and in urban areas (50 km/h and under). In semi-urban areas (70 km/h), restrain the application of engine brake as much as possible where there are many buildings close by.

49
Approaching a DESCENDING SLOPE

This method is valid under normal operating conditions with a maximum load, regardless of the axle group of the trailer.

- A. Calculation of descent speed: For every 1% of slope inclination above 6% you must decrease the speed by 5 km/h below the speed allowed in the zone you are in.
- B. Use engine compression (**around rated speed**) to reduce brake use;
- C. Start the descent in the appropriate gear (including manual and automated transmission);
- D. Use the engine brake at the desired holding power to reduce brake use.

Caution: If the road is too slippery, do not use the engine brake. Downshift more and reduce engine revolution to prevent compression from locking the wheels.

You should also reduce speed further if you cannot use the engine brake if it is prohibited or if the truck does not have one.

The speed should also be reduced proportionately if the slope is longer than one kilometre.

SERVICE BRAKE

- E. Apply the brakes in sequence (without pumping the brakes) or continuously (light application of 10 to 15 psi) to maintain a safe speed, making sure not to exceed maximum engine speed.

50
Anticipation of an ASCENDING SLOPE

- A. Use maximum speed according to road conditions (**respect the prescribed limit at all times**);
- B. Observe the engine tachometer and downshift if necessary;
- C. During a close downshifting sequence, keep your hand on the shift lever to be able to act quickly.

ACTIVATE THE

- A. Maintain a constant speed;
- B. Make sure that none of the drive wheels are slipping;
- C. Set the control to "LOCK";
- D. Momentarily release the throttle (optionally, depress the clutch pedal).

DISABLE THE

- A. Maintain a constant speed;
- B. Set the control to "UNLOCK";
- C. Momentarily release the throttle (optionally, depress the clutch pedal).

ACTIVATE THE INTER-WHEEL

- A. If the vehicle is in motion, it must be moving in a straight line;
- B. Maintain a constant speed;
- C. Make sure that none of the drive wheels are slipping;
- D. Set the control to "LOCK";
- E. Momentarily release the throttle (optionally, depress the clutch pedal).

Caution: Using the inter-wheel lock creates an understeer effect. Do not use at speeds over 40 km/h.

DEACTIVATE THE INTER-WHEEL

- A. If the vehicle is in motion, it must be moving in a straight line;
- B. Maintain a constant speed;
- C. Set the control to "UNLOCK";
- D. Momentarily release the throttle (optionally, depress the clutch pedal).

REFERENCES

Regulatory documents available:

- Driving a Heavy Vehicle
- Circle Check guide
- Cargo securement guide
- Road Vehicle Load and Size Limits Guide

Internet links:

www.saaq.gouv.qc.ca/

www.mtq.gouv.qc.ca

