

ATLANTA REGIONAL WORKFORCE BOARD INSTRUCTION 15-01

DATE: January 26, 2015

SUBJECT: Revised ARWB Policy – Application Procedures for Heavy and Tractor-Trailer Truck Drivers – Commercial Driver’s License (CDL)

REFERENCES: WIA Core and Intensive Services Include Career Exploration and Aptitude and Interest Assessment to Identify satisfactory career choices prior to WIA-funded training.

PURPOSE: To provide details of heavy and tractor-trailer truck driving careers to assist WIA training applicants with facts they need to determine whether the truck driver day-to-day job duties and requirements are their best career option.

POLICY: New guidelines replace old guidelines.

ACTION REQUIRED:

- a. All one-stop program staff must be familiar with the revised guidelines for adult and dislocated worker core and intensive services for WIA applicants interested in WIA-funded CDL training.
- b. All one-stop program staff must ensure that career exploration and assessment guidelines for CDL applicants are followed.
- c. All involved staff must read, and initial and date this Instruction, and the Instruction should be placed in the Instruction section of ARWB Policies and Procedures.

EFFECTIVE DATE: January 26, 2015



Mary Margaret Garrett
Manager, Workforce Solutions

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Attachment: ARWB Policy – Heavy and Tractor-Trailer Truck Drivers – Commercial Driver’s License (CDL)

cc: All WFD staff
All Career Resource Centers



ARWB POLICY - HEAVY AND TRACTOR-TRAILER TRUCK DRIVERS - COMMERCIAL DRIVER'S LICENSE (CDL)

Commercial Truck Drivers are a vital part of the American Work Force, and many jobs are available for trained and licensed drivers. It is a challenging occupation which requires a specific set of skills and interests; many people who are trained and licensed drivers find that they do not like doing the job after they are hired.

In order for a WIA training applicant interested in CDL training to be sure it will be a good career fit, ARWB requires interested applicants to take CareerScope, an interest and aptitude assessment on computer. It is given at the Career Resource Center and takes about one hour to complete. Applicants whose assessment results indicate a fit for heavy tractor-trailer truck driving may move ahead with the requirements for training approval. Those whose assessment results do not show a high level of fit for truck driving will be encouraged to explore the career options indicated by their CareerScope results. Additional driving careers include ambulance drivers, bus drivers, school bus drivers, delivery truck drivers, hazardous material removal workers, taxi drivers, chauffeurs and heavy tractor trailer drivers.

Attached is the Occupation Profile of Heavy Tractor-Trailer Driver career from www.careerinfonet.org. It shows Georgia salaries, projected job growth, duties, tasks, and equipment used by drivers, along with related driving jobs.

This is available to help you collect the facts you need to make the best career decision. The Atlanta Regional Workforce Board wants its customers to be competitive candidates for jobs when they graduate so they will have satisfying careers with upward mobility and financial self-sufficiency.

Required Steps to Explore Driving Careers to be completed at Career Resource Center:

1. Take CareerScope – make sure driving fits your interests and aptitudes
2. Carefully Review the attached Occupation Profile of Heavy and Tractor-Trailer Truck Driving in Georgia from www.careerinfonet.org
3. Watch videos of driving occupations
www.careerinfonet.org
 - Click on Explore Careers
 - Click on Videos – in the column under Skills
 - Click on Career Cluster Videos
 - Click on Transportation, Logistics and Distribution Videos
 - Click on the name of the transportation career in the list to watch a video about that career
4. Sign below when you have completed these steps

Signed _____ Date _____

January, 2015

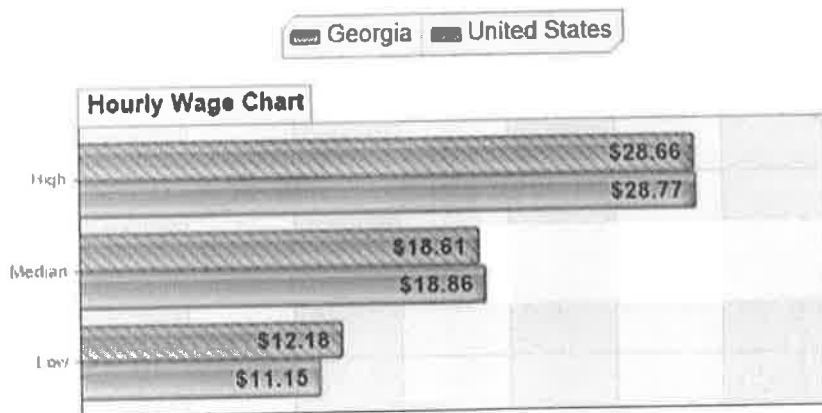
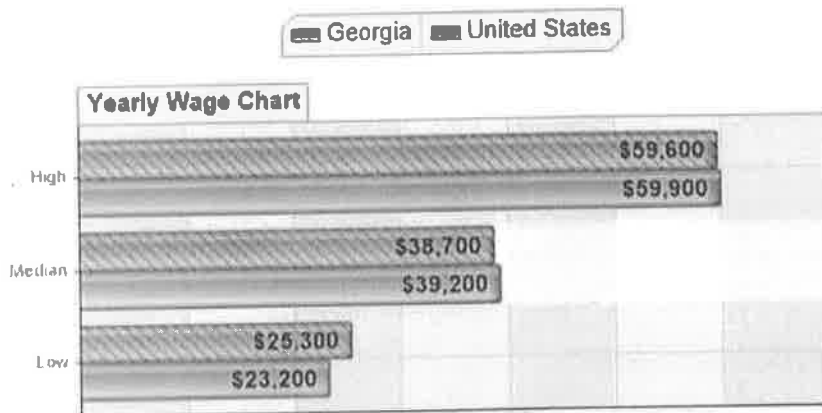
Occupation Profile

HEAVY AND TRACTOR-TRAILER TRUCK DRIVERS: GEORGIA

Occupation Description

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license

State and National Wages



- High is the wage at which 90% of workers earn less and 10% earn more.
- Middle is the wage at which 50% of workers earn less and 50% earn more.
- Low is the wage at which 10% of workers earn less and 90% earn more.

Location	Pay Period	2013				
		10%	25%	Median	75%	90%
United States	Hourly	\$12.18	\$15.03	\$18.61	\$23.24	\$28.66
	Yearly	\$25,300	\$31,300	\$38,700	\$48,300	\$59,600
Georgia	Hourly	\$11.15	\$14.66	\$18.86	\$23.97	\$28.77
	Yearly	\$23,200	\$30,500	\$39,200	\$49,900	\$59,800

[Occupation Wages FAQs](#)

[Median Wage by Occupation Across States](#)
[Compare Wages by Occupation and Local Area](#)
[Compare Wages by Metropolitan Areas](#)

National Data Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)
 State Data Source: [Georgia Occupational Wages](#)

State and National Trends

United States	Employment		Percent Change	Projected Annual Job Openings ¹
	2012	2022		
Heavy and Tractor-Trailer Truck Drivers	1,701,500	1,894,100	+11%	46,470
Georgia	Employment		Percent Change	Projected Annual Job Openings ¹
	2012	2022		
Heavy and Tractor-Trailer Truck Drivers	50,870	58,100	+14%	1,540

¹Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.

[Occupation Trends FAQs](#)

[Employment Trends by Occupation Across States](#)
[Compare Employment Trends by Occupation](#)
[Employment Trends by Industry and Occupation](#)

National Data Source: [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)
 State Data Source: [Georgia Department of Labor, Department of Workforce Information & Analysis](#)

Knowledge, Skills, and Abilities

The most important knowledge, skills, and abilities (KSAs) are listed for **Heavy and Tractor-Trailer Truck Drivers**.

Knowledge:

- **Transportation** - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mechanical** - Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills:

- **Operation and Control** - Controlling operations of equipment or systems.
- **Operation Monitoring** - Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Time Management** - Managing one's own time and the time of others.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Speaking** - Talking to others to convey information effectively.
- **Troubleshooting** - Determining causes of operating errors and deciding what to do about it.

Abilities:

- **Control Precision** - The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Far Vision** - The ability to see details at a distance.
- **Multilimb Coordination** - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Near Vision** - The ability to see details at close range (within a few feet of the observer).
- **Reaction Time** - The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- **Response Orientation** - The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.

Source: [Occupational Information Network: Heavy and Tractor-Trailer Truck Drivers](#).

Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for **Heavy and Tractor-Trailer Truck Drivers**.

Occupation Specific Tasks:

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Follow appropriate safety procedures for transporting dangerous goods.

- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Inspect loads to ensure that cargo is secure.
- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Report vehicle defects, accidents, traffic violations, or damage to the vehicles.
- Obtain receipts or signatures for delivered goods and collect payment for services when required.
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products, livestock, or other materials.
- Check all load-related documentation for completeness and accuracy.
- Read bills of lading to determine assignment details.
- Collect delivery instructions from appropriate sources, verifying instructions and routes.
- Drive trucks to weigh stations before and after loading and along routes in compliance with state regulations.
- Couple or uncouple trailers by changing trailer jack positions, connecting or disconnecting air or electrical lines, or manipulating fifth-wheel locks.
- Check conditions of trailers after contents have been unloaded to ensure that there has been no damage.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Crank trailer landing gear up or down to safely secure vehicles.
- Read and interpret maps to determine vehicle routes.
- Operate equipment, such as truck cab computers, CB radios, phones, or global positioning systems (GPS) equipment to exchange necessary information with bases, supervisors, or other drivers.
- Plan or adjust routes based on changing conditions, using computer equipment, global positioning systems (GPS) equipment, or other navigation devices to minimize fuel consumption and carbon emissions.
- Load or unload trucks or help others with loading or unloading, using special loading-related equipment or other equipment as necessary.
- Remove debris from loaded trailers.
- Follow special cargo-related procedures, such as checking refrigeration systems for frozen foods or providing food or water for livestock.
- Inventory and inspect goods to be moved to determine quantities and conditions.
- Wrap and secure goods using pads, packing paper, containers, or straps.
- Install or remove special equipment, such as tire chains, grader blades, plow blades, or sanders.
- Operate idle reduction systems or auxiliary power systems to generate power from alternative sources, such as fuel cells, to reduce idling time, to heat or cool truck cabins, or to provide power for other equipment.
- Perform emergency roadside repairs, such as changing tires or installing light bulbs, tire chains, or spark plugs.
- Give directions to laborers who are packing goods and moving them onto trailers.
- Drive electric or hybrid-electric powered trucks or alternative fuel-powered trucks to transport and deliver products, livestock, or other materials.
- Operate trucks equipped with snowplows or sander attachments to maintain roads in winter weather.

Generalized Work Activities:

- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Controlling Machines and Processes** - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Detailed Work Activities:

- Acquire supplies or equipment.
- Adjust routes or speeds as necessary.
- Choose optimal transportation routes or speeds.
- Collect fares or payment from customers.
- Connect cables or electrical lines.
- Direct material handling or moving activities.
- Follow safety procedures for vehicle operation.
- Inspect cargo areas for cleanliness or condition.
- Inspect cargo to ensure it is properly loaded or secured.
- Inspect motor vehicles.
- Install parts, assemblies, or attachments in transportation or material handling equipment.
- Load shipments, belongings, or materials.
- Maintain vehicles in good working condition.
- Monitor cargo area conditions.
- Notify others of emergencies, problems, or hazards.
- Operate communications equipment or systems.
- Operate vehicles or material-moving equipment.
- Package materials or products.
- Read maps to determine routes.
- Record operational or production data.
- Record service or repair activities.
- Remove debris or damaged materials.
- Report vehicle or equipment malfunctions.
- Review documents or materials for compliance with policies or regulations.
- Review work orders or schedules to determine operations or procedures.
- Secure cargo.
- Verify information or specifications.

Source: [Occupational Information Network: Heavy and Tractor-Trailer Truck Drivers](#).

Tools and Technology

Heavy and Tractor-Trailer Truck Drivers [View Detailed Report](#)**Tools:**

- **Air compressors** - Air compressors
- **Blocks or pulleys** - Blocks and tackle
- **Flatbed trailers** - Lowboy trailers, Tilt trailers
- **Lifts** - Handlifts, Hydraulic lifts, Johnson bars
- **Trailer hitches** - Sliding fifth wheels, Sliding tandem axles

Technology:

- **Analytical or scientific software** - Omnitrac Performance Monitoring
- **Data base user interface and query software** - Easy Trucker software, Fog Line Software Truckn2004, Truckers Helper software, ddtsoftware.com drivers daily log program DDL
- **Inventory management software** - Computerized inventory tracking software
- **Materials requirements planning logistics and supply chain software** - PeopleNet
- **Route navigation software** - ALK Technologies PC*Miler, MarcoSoft Quo Vadis

Source: [Occupational Information Network: Heavy and Tractor-Trailer Truck Drivers](#).

Education and Training

Occupation: **Heavy and Tractor-Trailer Truck Drivers**

Typical education needed for entry: **Postsecondary non-degree award**

Typical work experience needed for a job in this occupation: **None**

Typical on-the-job training once you have a job in this occupation: **Short-term on-the-job training**

Related Instructional Programs: **Truck and Bus Driver/Commercial Vehicle Operator and Instructor**

Distribution of Educational Attainment

Occupation	Percent of employees aged 25 to 44 in the occupation whose highest level of educational attainment is						
	Less than high school diploma	High school diploma or equivalent	Some college, no degree	Associate's degree	Bachelor's degree	Master's degree	Doctoral or professional degree
Heavy and Tractor-Trailer Truck Drivers	18.8%	48.9%	22.3%	5.1%	4.3%	0.6%	0.1%
Motor Vehicle Operators	15%	44.6%	25.3%	6.2%	7%	1.6%	0.3%
Transportation and Material Moving	13%	40.7%	25.6%	7.1%	11.5%	1.8%	0.3%
Total, All Occupations	9.4%	24.5%	20.2%	8.7%	19.8%	10.1%	7.2%

Find [colleges](#), [training schools](#) and [instructional programs](#).

Access additional [Education Resources](#) in the Career Resource Library.

Use the [Financial Aid Advisor](#) to help find funds for financing education.

WIA Eligible Training Provider List: <https://www.workreadyca.org/vosnet/Default.aspx>

Source: [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#) (Education/Training Level, Educational Attainment); [National Center for Education Statistics](#) (Typical Instructional Programs)

Motor Vehicle Operators

- [Ambulance Drivers and Attendants, Except Emergency Medical Technicians](#), Occupational Outlook Handbook
- [Bus Drivers](#), Occupational Outlook Handbook
- [Bus Drivers, School](#), California Occupational Guide
- [Bus Drivers, Transit and Intercity](#), California Occupational Guide
- [Delivery Truck Drivers and Driver/Sales Workers](#), Occupational Outlook Handbook
- [Hazardous Materials Removal Workers](#), California Occupational Guide
- [Heavy and Tractor-Trailer Truck Drivers](#), Occupational Outlook Handbook
- [Taxi Drivers and Chauffeurs](#), Occupational Outlook Handbook
- [Truck Drivers, Heavy and Tractor-Trailer](#), California Occupational Guide
- [Truck Drivers, Light or Delivery](#), California Occupational Guide