LP-GAS STUDENT QUALIFYING FIELD ACTIVITIES

OPERATING A CARGO TANK MOTOR VEHICLE IN METERED DELIVERY SERVICE

Table of Contents

PLEASE PRINT OR TYPE:
Student's Name: (As it appears on Student's RRC Card)
Social Security Number:
Company Name:
City or Town:
Skill Evaluator's Name:

I. GENERAL INSTRUCTIONS

Instructions for Use

The Operator Qualification checklist must be completed within 30 days of attending the class. All of the qualification tasks must be completed and witnessed by an authorized individual as defined in LP-Gas Safety Rule 9.52(g)(1)(A-E). This Operator Qualification Packet is designed to:

- provide structured on-the-job training for the LP-gas individual under the direction of an experienced and qualified skills evaluator, and

- standardize conditions under which the student demonstrates his/her performance of tasks that meet the requirements of the Railroad Commission of Texas' Propane Training Program.

Each task is divided into one or more operations on which the individual's performance is evaluated. Each operation is designated by the following symbol: ❑. Also, under each operation is a performance guide that establishes the standard used by the skills evaluator.

When an operation within a task is successfully performed by the individual according to the criteria listed in the performance guide, a check (✔) is placed in the ❑.

After completing the checklist for those operations required in the student's job duties, the skills evaluator and individual must sign their respective affidavits. Section IV (pp. A13 – A14) is photocopied for the company's personnel training record files.

Instructions

The Qualifying Field Activities training packet is designed as a training guide to assist you and your evaluator in performing the tasks listed on the front cover. Practice the tasks as many times as needed to become confident and proficient with the equipment. Your skills evaluator will check and observe your performance using the checklist included in each hands-on task assignment.

The individual must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and an overall score of unsatisfactory must be checked.

The packet is designed to establish the basic conditions under which the individual demonstrated his/her level of proficiency.

Instructions to the Skills Evaluator

Review Section II, "**Task Information**," to ensure that the prerequisites and standards reflect the most recent revisions to reference procedure(s) and any equipment modifications.

Conduct the training as follows:

- Give a copy of the Qualifying Field Activities Packet to the student.
- Review all of the instructions with the student and answer any questions or concerns about how it will be used.
- Demonstrate and/or talk the student through each of the steps required to do the task.
- Allow the student time to ask questions and/or study the steps.
- Observe the student performing the required steps; correct him/her as needed.
- Allow the student to practice until he/she is confident.
- Evaluate the student at his/her request.
- Complete Section III, "Operator Qualification Checklist," beginning on page A4.
- Complete Section IV, "Employer Record," which must be signed and dated by both the Skills Evaluator and student.
- If the company has only one company representative, that company representative can self-certify.

Photocopy Section IV (pp. A13 – A14) and retain for your files.

II. TASK INFORMATION

EQ Task 2.3:	Operating a Cargo Tank Motor Vehicle in Metered Delivery Service
Task Standard:	The cargo tank motor vehicle must be inspected, maintained and operated in compliance with Railroad Commission LP-Gas Safety Rules, U.S. Department of Transportation regulations, and NFPA 58.
Prerequisites:	Successful completion of Module 2.3, "Introduction to Delivery Truck Operations: Operating a Cargo Tank Motor Vehicle In Metered Delivery Service."
References:	Applicable LP-Gas Codes, U.S. DOT regulations and company policies.
Method:	EQ 2.3.1.8, 9, 10, 11—Completion of Vehicle Inspections Using Driver Vehicle Inspection Report for Cargo Tank Motor Vehicles. Other tasks—as set out in the Task Performance Guidelines
Evaluation:	Satisfactory completion of all tasks according to Performance Guidelines

Check Method of Evaluation Used:

- ☐ Written and Oral
- ☐ Performance of Prescribed Task

Observed During:

- ☐ Performance on the job
- ☐ On-The-Job Training

III. OPERATOR QUALIFICATION CHECKLIST

Print or type all entries except signatures and initials.

Student Name _____

Social Security No. _____ Date _____

Skill Evaluator (Please Print) _____

I, _____ ,

(Skill Evaluator's Signature)

hereby attest the student named on the top line of this section has demonstrated the correct performance of the tasks listed below and on following pages.

EQ Task 2.3.1.8 – Performing Cargo Tank Motor Vehicle Pre-Trip Inspection.

The student is qualified to perform EQ Task 2.3.1.8 at the following level:

Form Used: ❑ Driver Vehicle Inspection Report (CTMVs)

❑ Company's Written Checklist (CTMV)

❑ **Inspecting the CTMV Prior to Operation**

Performance Guide:

_____
Qualifier's Initials

_____
Student's Initials

1. Check last Driver Vehicle Inspection Report; sign if reported defects were repaired–check for signature of mechanic. Driver's signature verifying that defects reported on previous DVIR are corrected goes on bottom right-hand line of DVIR form provided on next page, following "Driver Reviewing Repairs."
2. Open vehicle engine hood and check all fluid levels; add correct fluids to proper level as needed.
3. Check condition of engine accessory belts and hoses.
4. Enter cab and start engine. Check status of low air brake pressure gauge and warning devices. Turn on headlights and marker lamps. Check rearview mirrors
5. Close and secure hood and begin walk-around inspection at driver's side front fender. Complete each of the following inspections at the appropriate point in the walk-around.
6. Verify that annual and 5-year cargo tank inspection markings and annual vehicle mechanical inspection are current.
7. Close air brake system tanks drain valves and check for leaks.
8. Inspect lenses and illumination of all light fixtures and condition of all reflectors.
9. Check each tire for proper inflation, tread depth and overall condition, making sure there are no cuts or bulges.
10. Verify that there are no wheel bearing lubrication leaks, that all lugs, lug nuts, rims and spacers are secured and properly tightened.
11. Check that wheel chocks are in position to keep the vehicle from moving when the parking brakes are released. Check the applied brake linkage positions for proper travel and angle.
12. Inspect piping, valves and fittings; verify there are no leaks or damage, and that valves are 350 psi working pressure.
13. Inspect hoses; verify they are approved for LP-gas and are rated 350 psi working pressure and 1750 psi burst pressure; verify that hoses and connections are not damaged.
14. Check condition and mounting of fire extinguisher.
15. Check that air pressure warning stops when proper air pressure is reached; release parking brakes and check linkage travel and angle at each wheel. Re-apply parking brakes and shut down engine. Verify that there are no audible leaks in the air brake system.
16. Check the condition of emergency warning devices.

Task 2.3.1.11 – Perform Inspections and Tests of Cargo Tank Discharge and Emergency Shutdown System(s) Required Before Initial Unloading Operation Each Day.

The student is qualified to perform EQ Task 2.3.1.11 at the following level:

❑

Qualifier's Initials

Student's Initials

Performance Guide:

1. Inspect components of cargo tank discharge system readily observable during normal unloading operations for leaks and defects
2. Inspect and test primary emergency shutdown controls for proper operation, including the condition of fusible links.
3. Inspect the delivery hose assembly for
   - Damage to hose cover exposing reinforcement
   - Deformed wire braid reinforcement due to kinks or flattening.
   - Bulging under pressure, soft spots if not under pressure; loose outer cover
   - Damaged, slipping or excessively worn coupling assemblies
4. When bobtail is equipped with off-truck remote shutdown device, with engine running at idle and belly valve open, actuate remote shutdown 150 feet from truck and verify valve(s) close and engine shuts down.

Driver Inspection Report for Cargo Tank Motor Vehicle is shown below. Make a photocopy for employee's use unless a company-specific DVIR will be used.

Company Name _____
Terminal Address _____

CARGO TANK MOTOR VEHICLE INSPECTION REPORT

DISTRICT_____ DATE____/____/_____ ODOMETER_____
EQUIP. NO._____ MAKE _____ EQUIP. NO._____ MAKE _____

⊗ *Items in Italics Must Be Checked During Pre-Trip Inspection.* **During Post-Trip Inspection, Driver Will Place a Check Mark in Box Following Any Defect Noted**

ENGINE		STEERING		OIL LEAKS		GREASE LEAKS		MISCELLANEOUS	
OVERHEATS		HARD		⊗CRANKCASE		⊗WHEELS		⊗FIRST AID KIT	
KNOCKS		SHIMMY		⊗CYLINDER HEAD		⊗GEAR BOX		⊗HORN	
STARTS HARD		FREE PLAY		⊗ENGINE VALVE COVER		⊗REAR AXLE		⊗FIRE EXTINGUISHER	
NO POWER		**TIRES**		⊗OIL LINES		⊗UNIVERSAL JOINTS		⊗WINDOW WIPER	
MISSES		⊗INFLATE		⊗ FILTER		**UNUSUAL NOISES**		⊗MIRRORS	
STALLS		*⊗VALVE CAPS MISSING*		⊗AIR COMPRESSOR		ENGINE		⊗TRIANGLES (3)	
BACKFIRES		*⊗CUTS*		**FUEL LEAKS**		CLUTCH		⊗ WINDOWS	
CLUTCH		*⊗FLATS*		*⊗CARB. OR INJECTORS*		TRANSMISSION		⊗CHOCK BLOCKS	
GRABS		*⊗LUG NUTS LOOSE*		*⊗FUEL PUMP*		REAR AXLE		⊗ METER SEALED	
SLIPS		*⊗TREAD DEPTH >4/32*		*⊗FUEL TANK*		DRIVE SHAFT		⊗TICKET PRINTER	
FREE PLAY		**SPRINGS**		*⊗FUEL LINES*		PUMP		⊗ TICKET PRINTER	
STARTER		*⊗LEAFS MISSING*		**BRAKES**		**LIGHTS**		⊗TOW HITCH	
STICKS		*⊗LEAFS BROKEN*		SATISFACTORY		⊗HEAD		⊗FIFTH WHEEL	
WILL NOT START		*⊗U-BOLTS LOOSE*		POOR		⊗TAIL		METER CORRECT	
BATTERY		**COOLANT LEAKS**		⊗NEED ADJUSTMENT		⊗MARKER		**FLUID LEVELS**	
WEAK		⊗RADIATOR		⊗AIR TANKS DRAINED		⊗REFLECTORS		⊗ENGINE OIL	
CORROSION		⊗WATER PUMP		**VESSEL**		⊗BACK UP LIGHT		⊗TRANSMISSION	
CRACKED		⊗CAB HEATR/DEFROST		⊗MOUNTING BOLTS		DASH		⊗POWER STEERING	
TERMINALS		**INSPECTIONS**		⊗PIPING/HOSE REEL		METER LIGHT		⊗BRAKE	
ALTERNATOR		⊗AN. CHASSIS-CURRENT		⊗EM. SHUT-DOWN SYST				⊗COOLANT RESERVOIR	
DOES NOT CHARGE		⊗Tank V & K-current		⊗EMERG. SYST. TESTED		⊗ WRITTEN EM. SHUT-DOWN PROCEDURES		⊗ WINDSHIELD WASHER	
		⊗Tank P (I)-CURRENT		⊗DLVRY. HOSE/COUPLGS					

OTHER DEFECTS

DRIVER'S SIGNATURE: **MECHANIC'S SIGNATURE:**

DRIVER REVIEWING REPAIRS:

EEQ Task 2.3.1.9/10 – Perform Post-Trip Inspection of Vehicle and Complete Driver Vehicle Inspection Report.

The student is qualified to perform EQ Task 2.3.1.9/10 at the following level:

❑

Qualifier's Initials

Student's Initials

Performance Guide:

1. Using Driver Vehicle Inspection Report above or company prescribed DVIR form, inspect all items listed.
2. Place a check mark in the box following any defect found.
3. Make any minor repairs needed (mirror adjustments, light bulb replacements, light fixture lens and reflector replacements, etc.)
4. Following company maintenance procedures, prepare shop repair orders or any other documents required to report defects that require shop mechanical repairs.
5. Secure the vehicle and complete the Driver Vehicle Inspection Report, including Company Name, Terminal Address, Vehicle Description, Date, Odometer Reading, and Driver's Signature on bottom left-hand line.

EQ Task 2.3.1.14 – Perform Procedures to Properly Load a Cargo Tank.

The student is qualified to perform EQ Task 2.3.1.14 at the following level:

❑

Qualifier's Initials

Student's Initials

Performance Guide

1. Properly position the bobtail, shut off the vehicle engine, set the parking brake and properly place the chock blocks to prevent vehicle movement.
2. Inspect the transfer area to ensure that ignition sources and unauthorized personnel are not present
3. Inspect the bulk plant transfer equipment and cargo tank fittings, particularly the transfer hose assembly for

- Damage to hose cover exposing reinforcement
- Deformed wire braid reinforcement due to kinks or flattening.
- Bulging under pressure, soft spots if not under pressure; loose outer cover
- Damaged, slipping or excessively worn coupling assemblies

4. Read storage tank thermometer to determine maximum cargo tank filling density to prevent overfilling.
5. Properly attach transfer hose assemblies, using spanner wrench for final seal not striking ACME connector nuts.
6. Protect delivery hose assemblies from excess wear due to kinks, abrasion or excessive loading on filling connectors.
7. Check for proper valve positions on the transfer system and cargo tank.
8. Start pump motor and monitoring pumps and other transfer equipment for proper operation.
9. Make a "sniff test" for odorant and notate the test on loading documents.
10. Remain in attendance in position to immediately activate emergency shutdown valves and equipment.
11. Properly shut down pumps and valves when liquid appears at fixed maximum liquid level gauge or the desired permitted filling level is achieved.

Performance Guide, continued

12. Properly vent propane trapped between filling connection valves, store and secure transfer hoses and close all bulk plant valves.
13. Close and secure entry gates or valve and electrical control locks if bulk plant is not surrounded by perimeter fencing.

EQ Task 2.3.2.1, Demonstrate Proper Driving Techniques for Cargo Tank Motor Vehicle Operation, requires that the skills evaluator ride with the driver and evaluate the driver's skills for proper handling of the CTMV, compensating for high center-of-gravity, liquid load surge, traffic, weather and road conditions

EQ Task 2.3.2.1 – Demonstrate Proper Driving Techniques for Cargo Tank Motor Vehicle Operation.

The student is qualified to perform EQ Task 2.3.2.1 at the following level:

❑

_____
Qualifier's Initials

_____
Student's Initials

Performance Guide

1. Preparing for the trip. The driver secured tools and any loose equipment in tool boxes before entering the cab, and secured any loose item within the cab. The driver completed preparations by
   a) Stowing and securing wheel chock blocks.
   b) Checking mirrors and securing drivers seat belt.
2. Before turning onto cross streets, driver checked for oncoming traffic and allowed adequate turning distance and time.
3. Driver smoothly controlled the vehicle through all of the following maneuvers:
   a) Starting and stopping the vehicle at traffic signals and turns.
   b) Making any necessary lane changes properly using turn signals and visual checks of mirrors.
   c) Accelerating and decelerating as needed to allow adequate braking and stopping distances.
   d) Maneuvering at low and moderate speeds on hills, curves and embankments.
   e) Turning and stopping at intersections and driveway entrances; driver stopped well back of intersections and kept to the right and positioned vehicle to avoid the need to back up for cross traffic.
   f) Applying brakes prior to stops or turning.
4. At a delivery location. The driver
   a) kept the vehicle on designated all-weather driving surfaces.
   b) maneuvered the vehicle to an appropriate and relatively level location for the transfer operation, watching for children, pets and objects in the driveway.
   c) pulled the delivery hose to the container instead of driving too close to the container, buildings or other sources of ignition.
   d) set the parking brakes and wheel chock blocks, which remained in place until the transfer was completed and the driver performed a complete vehicle walk-around before moving the vehicle off the customer's property.
   e) maneuvered the vehicle so that the turn from the customer's property onto a cross street or highway could be make with the vehicle moving forward (no backing onto the cross street).

EQ Task 2.3.3.1– Demonstrate Proper Techniques for Placement of Warning Devices and Securing the Cargo Tank Motor Vehicle at a Simulated Roadside Emergency or Accident Site.

The student is qualified to perform EQ Task 2.3.3.1 at the following level

❑

Qualifier's Initials

Student's Initials

Performance Guide

1. Given the description of the emergency: The driver safely maneuvered the vehicle to a relatively level location as far off the road surface as possible.
2. The driver set the parking brake and shut down the vehicle engine.
3. The driver activated warning marker flashers.
4. The driver checked mirrors and safely exited vehicle watching for and avoiding on-coming traffic.
5. The driver correctly placed wheel chock blocks to prevent movement of the vehicle.
6. The driver completed a walk-around inspection of the vehicle, verifying that all valves in the cargo tank discharge system are in the closed position, and closed the motor fuel service valve if appropriate to emergency description given by the skills evaluator.
7. The driver correctly placed warning triangles or reflectors according to the description of the accident site given by the skills evaluator:

- On straight section of two-way traffic road, (1) warning device 100 feet in front, (1) warning device 10 feet behind and (1) warning device 100 feet behind the vehicle;
- On curved or hill section of two-way road, (1) warning device no more than 500 feet in front and over hill or around curve, (1) warning device 10 feet in front, and (1) warning device 100 feet behind the vehicle;
- On divided highway with one-way traffic, (1) warning device 10 feet behind, (1) warning device 100 feet behind, and (1) warning device 200 feet behind the vehicle.

8. The driver completed hazard survey of the area, and if the vehicle is radio equipped, contacted the company dispatcher and gave complete description of the emergency or accident.
9. Driver completed any company-required accident reports as appropriate.
10. Driver remained with vehicle until relieved by a qualified company representative.

EQ Task 2.3.4.2 – Inspecting A Customer Installation.

The student must use a photocopy of the form shown below or a company specific installation inspection form to complete the next qualification task.

RESIDENTIAL CUSTOMER INSTALLATION CHECK LIST			
Customer's Name		Account #	
Address		Delivery Person	Date
Indicate condition: ☑ Item checked OK ☐ Item needs correction ☒ Correction made			
	Container(s) paint good condition		Tank hood (dome)
	Current DOT cylinder qualification		Relief valve cover
	Rust pitted, or other damage		Container distances per NFPA 58
	Outage gauge operative		Regulator:
	Liquid level gauge operative		A. Vent facing down
	☐ Float gauge ☐ Rotary gauge		B. Vent clear & screened
	Needs ☐ base☐ blocks		C. Regulator protected
	Level and Properly Supported		D. Regulator Date
	Needs guard posts		E. Manufacturer
Container(s) Type/Size (___) ☐ DOT lbs ( ) ☐ ASME gal			

The student is qualified to perform EQ Task 2.3.4.2 at the following level:

❑

_____
Qualifier's Initials

_____
Student's Initials

Performance Guide

1. Verify that the container is an ASME tank or DOT cylinder approved for storage of propane and volumetric filling
2. If an ASME container, the data plate is legible and has a minimum working pressure of 200 psi or 250 psi.
3. If a DOT stationary cylinder, all required markings are legible and the container has an LP-gas capacity of 101 pounds or greater.
4. Verify that aboveground container(s) are level and on approved solid concrete foundations.
5. Verify that aboveground container(s) are protected with suitable light-reflective coating.
6. Verify that container, valves, fittings and gauges are in good working order and not leaking.
7. Verify that the container is equipped with a fixed maximum liquid level gauge or properly working rotary gauge for filling.
8. Verify that containers are properly located and meet minimum required distances from important buildings, property lines that can be built upon and ignition sources.
9. Verify that pressure regulators are protected and installed with vents pointed down, or are otherwise protected. Verify that the vent is clear and that the spring case cap is in place.
10. Verify that the filler valve, vapor equalization valve and relief valve are protected with dust caps and rain covers.
11. Verify that combustibles are not located near container(s).

EQ Task 2.3.4.3 – Demonstrate Proper Procedures for Filling Customer Containers.

The student is qualified to perform EQ Task 2.3.4.3 at the following level:

❑

Qualifier's Initials

Student's Initials

Performance Guide

1. Park delivery vehicle on designated all-weather driving surface with vehicle as close to level as possible.
2. Set vehicle's parking brakes.
3. Place wheel chock blocks to prevent movement of vehicle.
4. If container's float gauge or rotary gauge was not read during the installation inspection, read the gauge and determine:

- That the customer is not out-of-gas.
- The approximate number of gallons needed to fill the container to 80%.

5. Place delivery ticket in meter printer and zero the meter.
6. Pull delivery hose to container (inspecting condition of delivery hose assembly as the hose is extended and on the return trip to the vehicle), remove filler valve cap, inspect filler valve, replace gasket if needed, and attach adapter and hose-end valve connector to filler valve.
7. Open hose-end valve and check for leaks.
8. Open internal self-closing stop valve (belly valve), engage PTO and set engine pumping speed.
9. If container fills to liquid space (it has no evacuation excess-flow adapter), or if container has high vapor pressure, pull vapor equalizing hose and attach hose-end valve adapter to the container vapor-equalizing valve. Open vapor hose end valve slightly.
10. Open vent on fixed maximum liquid level gauge or on properly set rotary gauge.
11. Move between cargo tank and receiving container as need to monitor both throughout the transfer. As container nears proper filling level, be in position at container to close hose-end valve when liquid vents at fixed maximum liquid level gauge or rotary gauge.
12. Reduce engine speed to idle, disengage PTO and close internal self-closing stop valve.
13. Disconnect delivery hose (close vapor-equalizing hose end valve, and disconnect vapor hose, if used).
14. Install dust caps on filler valve and vapor equalizing valve.
15. Close container dome.
16. Retrieve and inspect full length of hose(s) deployed.
17. Secure hose(s). Print gallons delivered on ticket and remove ticket. Obtain customer signature on delivery ticket if applicable.
18. Perform walk-around inspection of vehicle; properly stow and secure chock blocks. Enter cab and drive vehicle off customer property, entering cross street or road without backing onto cross street or road.

(When cargo tank is equipped with off-truck remote emergency shutdown device, driver must have the device in his/her possession at all times. The remote device may be used for any of its functions to engage PTO, control engine speed, open and close internal valve(s), or retrieve delivery hose as may apply.)

EQ Task 2.3.4.5 – Demonstrate Proper Procedures Used on Out-of-Gas Deliveries.

The student is qualified to perform EQ Task 2.3.4.5 at the following level:

❑

Qualifier's Initials

Student's Initials

Performance Guide

1. Perform the installation inspection and verify that the container float gauge reads 5% or less.
2. Close the container(s) service valve(s).
3. Knock on customer's door to determine if anyone is at home and if appliances are accessible for inspection and leak check.

IF NO ONE IS AT HOME OR APPLIANCES ARE NOT ACCESSIBLE FOR INSPECTION AND LEAK CHECK:

4. Follow company policies and procedures for handling out-of-gas calls if no one is at home and the appliance system is not accessible for leak checking and restoring appliance service.

IF THE CUSTOMER IS AT HOME AND APPLIANCES ARE ACCESSIBLE FOR INSPECTION AND LEAK CHECK:

5. Follow company policies and procedures for handling out-of-gas calls if no one is at home and the appliance system is not accessible for leak checking and restoring appliance service.
6. Inspect the piping system to verify that there are no open fittings or ends and all unused valves at outlets are closed and plugged or capped.
7. Using vapor-equalizing hose, introduce sufficient vapor into container for pressurizing system for leak check.
8. If you are qualified to perform leak checks: Following your company's leak check procedures, install a manometer or test gauge in the low pressure piping down stream of the second stage regulator, or the outlet test port of the second stage regulator. Proceed with the leak check procedure described in NPFA 54, 2006, Annex D.
9. If the leak check indicates the system is leak-free, proceed with the filling procedures as given in EQ Task 2.3.4.3 on previous page.
10. After the container is filled, open the service valve, and re-light customer appliances. Cycle main burners through at least two ignition cycles to verify proper operation.
11. Following your company's policies and procedures, if you are not qualified to perform leak checks, notify your company dispatcher that a service tech or other qualified person needs to perform a leak check at the location. Notify the customer the gas is turned off at the service valve and that a service person will need to perform a leak check before you can fill the tank.
12. Tag the service valve or use some other means of customer notification as set out in company procedures..
13. After you are notified that a leak check has been performed by a qualified service person, return to the location and proceed with the filling procedures as given in EQ Task 2.3.4.3 on previous page.
14. After the container is filled, open the service valve, and re-light customer appliances. Cycle main burners through at least two ignition cycles to verify proper operation.

EQ Task 2.3.4.6 – Demonstrate Knowledge of Cathodic Protection Procedures

The student is qualified to perform EQ Task 2.3.4.6 at the following level:

❑

_____
Qualifier's Initials

_____
Student's Initials

Performance Guide

1. Verify that the voltmeter is set to the correct scale.
2. Identify the connection point on the tank and identify which lead of the voltmeter should be attached to it.
3. Demonstate knowledge of the locations where readings may be taken with the half-cell.
4. Demonstrate knowledge of procedures to follow if the readings are different or not within the normal range.

The student is qualified to perform the listed operations to the following level:

❑ **EQ Task 2.3.1.8**	Perform Cargo Tank Motor Vehicle Pre-Trip Inspection.
❑ **EQ Task 2.3.1.11**	Perform Inspections and Tests of Cargo Tank Discharge and Emergency Shutdown System(s) Required Before Initial Unloading Operation Each Day.
❑ **EQ Task 2.3.1.9/10**	Perform Post Trip Inspection of Vehicle and Complete Driver Vehicle Inspection Report.
❑ **EQ Task 2.3.1.14**	Perform Procedures to Properly Load a Cargo Tank.
❑ **EQ Task 2.3.2.1**	Demonstrate Proper Driving Techniques for Cargo Tank Motor Vehicle Operation.
❑ **EQ Task 2.3.3.1**	Demonstrate Proper Techniques for Placement of Warning Devices and Secure the CTMV at a Simulated Roadside Emergency or Accident Site.
❑ **EQ Task 2.3.4.2**	Inspect a Customer Installation.
❑ **EQ Task 2.3.4.3**	Demonstrate Proper Procedures for Filling Customer Containers.
❑ **EQ Task 2.3.4.5**	Demonstrate Proper Procedures Used on Out-of-Gas Deliveries
❑ **EQ Task 2.3.4.6**	Demonstrate Knowledge of Cathodic Protection Procedures.

Evaluator's comments on any task that the student was determined to be unqualified to perform:

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature Date

After completion of Section IV, "Employer Record," photocopy pp. A13 – A14 and retain photocopy for your files.

IV. EMPLOYER RECORD

Student Information (print or type)

Name: _____

Social Security Number: _____ Employer's RRC LP-Gas License No.:_____

Employer: _____

Address _____

City, State _____ Zip Code: _____

Class Date_____ Instructor_____

I affirm that I am the person who has performed those items initialed on this checklist and that I have done these tasks without assistance from the skills evaluator or any third party.

Student's Signature: _____

Date:_____

Skills Evaluator Information (print or type)

Name:_____

Organization/Employer: _____

Telephone Number: _____

I affirm that I:

- am the person who has administered this checklist,
- have a Category E management level certification or am the designated LP-gas certified employee responsible for the LP-gas activities at the applicable outlet, and
- that I have conducted this assessment with integrity.

I also affirm that the above named student is the person assessed and that the above named person performed the initialed tasks at the indicated level without assistance from me or any third party.

Skill Evaluator's Signature:_____

Date:_____

RAILROAD COMMISSION OF TEXAS

Alternative Energy Division

CLASS EVALUATION

The Railroad Commission welcomes your comments and suggestions about our training and continuing education program. Please take a moment to evaluate the class you just completed. NOTE: Information marked "Optional" is requested in case we need to contact you to better understand your comments and suggestions.

Class date_____ Class number and title _____

Class location _____

Instructor: ☐ Gallo ☐ Hofmann ☐ Vyvjala ☐ Watts ☐ Other _____

Your name (optional) _____

Company affiliation (optional) _____

Telephone number or e-mail address (optional) _____

Job title or position (optional) _____

1. Did the class start and end on time? ☐Yes ☐ No

   Comments _____

2. Was the course material (module booklets, handouts, etc.) informative and useful?

   ☐Very Good ☐Good ☐ OK ☐ Poor

   Comments _____

3. Were the visual aids (slides, graphs, videos, etc.) understandable and informative?

   ☐Very Good ☐Good ☐ OK ☐ Poor

   Comments _____

4. Was the instructor well prepared, professional in presentation, and easy to understand?

   ☐Very Good ☐Good ☐ OK ☐ Poor

   Comments _____

5. Were the classroom facilities adequate and conducive to learning?

   ☐Very Good ☐Good ☐ OK ☐ Poor

   Comments _____

6. What topic or topics covered in the class were most beneficial to you? _____

   _____

7. What topics that were not covered should be added to this class? _____

   _____

8. Overall rating: ☐ Very Good ☐ Good ☐ OK ☐ Poor

General Comments _____

_____

_____

(Please use the back of this page if additional space is needed.)

THANK YOU for completing this evaluation!

Please mail to Railroad Commission of Texas, AFRED Training Section, P.O. Box 12967, Austin, Texas 78711-2967; or fax to (512) 475-2532. You may also evaluate this class online at the Railroad Commission's web site, www.propane.tx.gov. Click on "Training & Certification" and then select "Contact Us" and "Class Evaluation" to pull up the electronic form.

TEXAS PROPANE TRAINING

CLASS ATTENDANCE & HAZMAT TRAINING CERTIFICATE

2.3 OPERATING A CARGO TANK MOTOR VEHICLE IN METERED DELIVERY SERVICE

Student Name (Please Print):	
Student Signature:	
Class Date (mm/dd/yy):	
Class Location:	
Instructor Signature:	Date:

RAILROAD COMMISSION OF TEXAS

ALTERNATIVE ENERGY DIVISION