



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Schedule of Training
Logbook

**Tractor-Trailer
Commercial Driver**

638A

2017

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

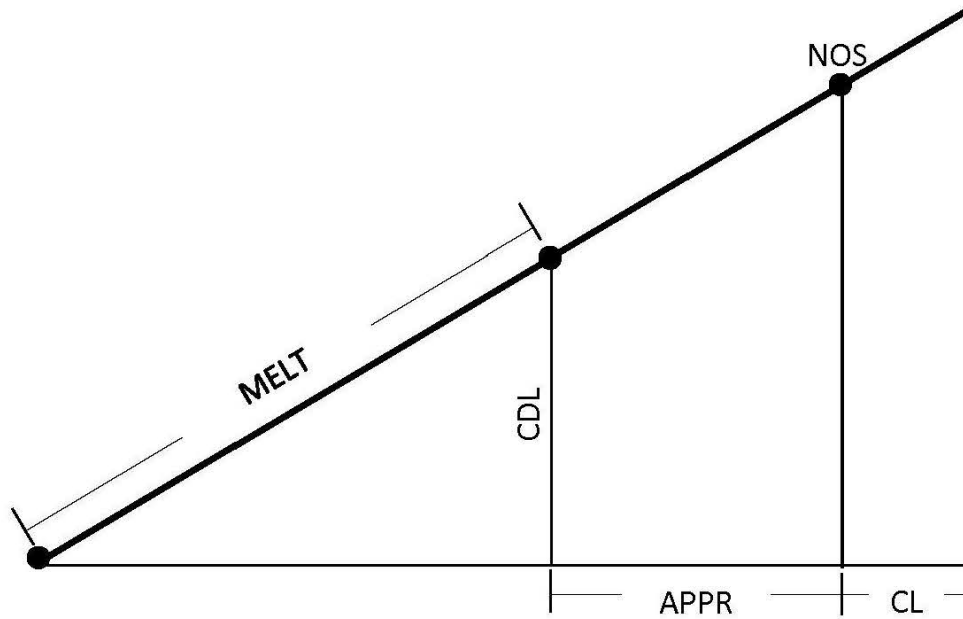
Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

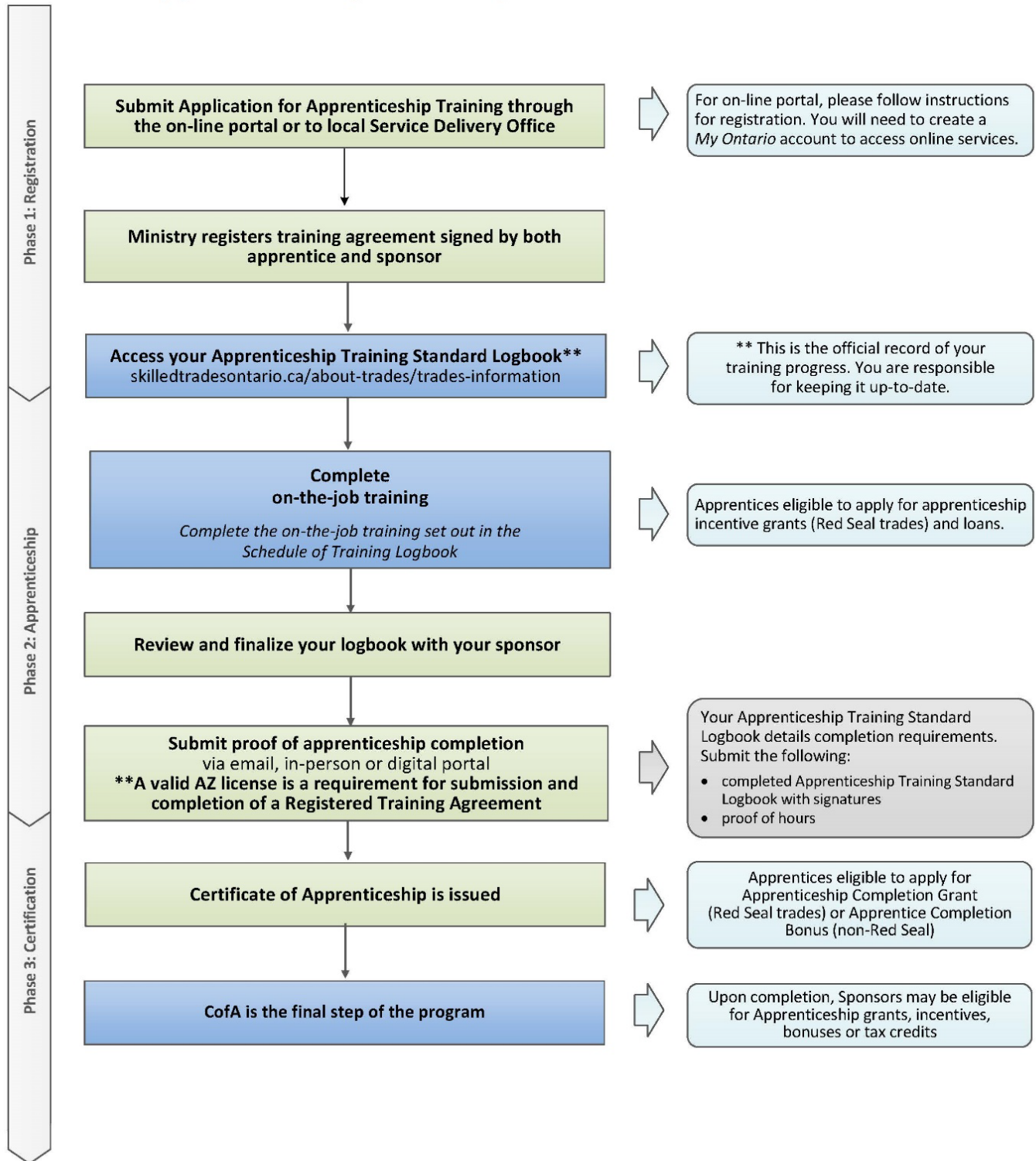
APPRENTICESHIP PATH



LEGEND	
MELT	Mandatory Entry Level Training
CDL	Commercial Driver's Licence
NOS	National Occupation Standard
APPR	Apprenticeship
CL	Continuous Learning

Tractor Trailer Commercial Driver

Apprenticeship Pathway to a Certificate of Qualification



* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [*Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)*](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://SkilledTradesOntario.ca).

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Maintained with transfer to Skilled Trades Ontario 2017 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/
Ontario Truck Association	ontruck.org/
Ministry of Transportation	mto.gov.on.ca/english/
Drive Test	drivetest.ca/
Trucking Human Resources Canada	truckinghr.com/
Private Career Colleges Search Database	ontario.ca/page/search-private-career-college-ontario

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Tractor-Trailer Commercial Driver 638A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [*Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)*](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Tractor-Trailer Commercial Driver is set out in section 139 of Ontario Regulation 875/21 under BOSTA and reads as follows:

139. (1) The scope of practice for the occupation of tractor-trailer commercial driver includes operating a tractor-trailer used for commercial purposes by a licensed driver and managing the safe transportation of goods and materials by doing the following:

1. Planning trips.
2. Inspecting equipment.
3. Conducting routine vehicle checks.
4. Reporting problems.
5. Preparing documentation including bills of lading, border crossing security and custom forms.
6. Practicing defensive driving techniques.

(2) For the purposes of subsection (1), a person is a licensed driver if the person holds a valid Ontario AZ licence in accordance with the *Highway Traffic Act*.

*While the Logbook draws on the scope of practice regulation (Section 139 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 3000 hours as the benchmark necessary for any Apprentice to become competent in the skills required. The first phase of the program consists of 4 to 8 weeks of mentorship in classroom, in-cab and other workplace settings. Learning and skill development continues through the remainder of the Apprenticeship Program. There may be circumstances in which the duration varies from this guideline.

Total Training Hours

3000 hours

Journeyperson to Apprentice Ratio

Industry Recommended Ratios: While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Activities of the Apprenticeship Program

The Apprenticeship Program for Tractor-Trailer Commercial Driver typically involves the following type of workplace activities:

- Operating a straight truck or Tractor-Trailer with a Gross Vehicle Weight of up to 45,000 kg (100,000 lb.).
- Transporting freight contained within cargo-van-type space.
- Handling general freight, Less-than-Truckload (LTL) or loose freight, pickups and deliveries (P&D), inter-city and inner-city travel, and heated (but non-refrigerated) loads.
- Operating on urban, regional, and national roads – excluding mountain passes.
- Operating in all types of weather. Prior to completing their Apprenticeship Program, at the discretion of their sponsor, Apprentices may be excluded from operating in extreme weather.

Apprenticeship activities may also include:

- Aggregate or dump operation.
- Bin, lugger, or roll-on/roll-off.
- Cargo or dry bulk tank operation.
- Ferry crossing.
- Flat deck operation.
- International border crossing.
- Mountain operation.
- On/Off road operation (e.g., logging, petroleum).
- Train, double.

An Apprentice in this trade may be required to transport:

- Livestock.
- Dangerous goods (as defined by the need for a TDG certificate).
- Refrigerated goods.
- Overweight and over dimensional loads.
- Cranes or auxiliary vehicles (e.g., moffet, hitchhiker)
- Intermodal containers.
- Car carrier.

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in this Schedule of Training
- Complete the in-cab mentorship as outlined in this Schedule of Training

It is the responsibility of an Apprentice to maintain a training record in the form of a Skilled Trades Ontario Apprenticeship Training Standard Logbook. The Sponsor and Trainer are required to sign off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

In general, the standard of performance for the trade of Tractor-Trailer Commercial Driver are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Other Required Certifications:

A Mandatory Entry Level Training (MELT) for Tractor Trailer Commercial Drivers. The Tractor Trailer Commercial Driver Apprenticeship Program builds upon the learning that has been achieved through MELT.

When an Apprentice has not obtained their Commercial license through MELT, additional learning and mentoring will be required. Sponsors will need to evaluate and modify the learning and mentoring required on an individual basis.

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

For the trade of **Tractor-Trailer Commercial Driver**, all Trainers must hold:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- A Certificate of Qualification previously issued by Ministry of Labour, Immigration, Training and Skills Development; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's Apprenticeship Program; or,
- Has workplace experience equivalent to the Apprenticeship Program (or has the skills outlined in the Logbook).

On-The-Job Training: General Performance Objectives

9280 Supportive Skill Set

9280.1 Interact with internal and external contacts (coworkers, supervisors, customers, suppliers, enforcement officials, security personnel, the media, other motorists and the general public) so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Demonstrating techniques for social, verbal and electronic interactions that positively impact the worker's success.
- _____ 2. Demonstrating honesty, respect and integrity.
- _____ 3. Demonstrating awareness that interactions involving spoken words include specific words as well as the accompanying tone of voice, context, gestures and body language.
- _____ 4. Avoiding actions, behaviours or attitudes that can cause workplace conflict (including: disrespect, disagreement, discrimination, harassment, racism, intolerance, being judgmental, being violent, being outspoken, being overbearing, showing favoritism, making ignorant statements, etc.).
- _____ 5. Practicing teamwork in the workplace to support the success of the employer and workers.
- _____ 6. Using techniques for approaching supervisors to help resolve difficulties, and following processes if the difficulties are not resolved.
- _____ 7. Using techniques to support a workplace in which everyone feels secure and free of unnecessary conflict.
- _____ 8. Complying with workplace practices, procedures and policies when dealing with internal contacts (such as coworkers, supervisors, customers and suppliers, external contacts, motorists, officials, media and the public).
- _____ 9. Maintaining personal appearance and behavior to positively affect corporate image.
- _____ 10. Acting professionally during commercial vehicle inspections, and cooperate and follow instructions when interacting with enforcement officials.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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9280.2 **Communicate with internal and external contacts** so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Receiving, understanding and following written and verbal instructions from supervisors, dispatchers and other workplace staff.
- _____ 2. Complying with workplace practices, procedures and policies that may include methods that workers must adopt for effectively and professionally interacting with internal and external contacts including: coworkers, supervisors, customers, suppliers, enforcement officials, security personnel, the media, other motorists and the general public.
- _____ 3. Seeking clarification whenever uncertain about instructions, expectations, procedures and/or policies.
- _____ 4. Adopting and consistently following standard workplace communication protocols.
- _____ 5. Listening and speaking clearly and professionally to internal and external contacts.
- _____ 6. Receiving and conveying negative messages and/or complaints in a polite and professional manner.
- _____ 7. Maintaining confidentiality about operations (company and customer), vehicles, trips, routes and cargo.
- _____ 8. Communicating with police, enforcement officers, customs officials and emergency responders when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9280.3 Maintain health and wellness so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Knowing the importance of, and practicing techniques for remaining physically, mentally and emotionally “fit for work”.
- _____ 2. Maintaining a healthy lifestyle and diet to positively influence fatigue, performance, physical fitness and agility.
- _____ 3. Balancing personal and work life, to contribute to overall occupational success.
- _____ 4. Preparing for types of driving that requires significant amounts of time away from home.
- _____ 5. Dealing with work-related and personal stress that can affect family relationships.
- _____ 6. Maintaining an emotional state that will positively affect their tolerance for dealing with stress, the decisions they make, and their ability to properly do a job.
- _____ 7. Assessing their emotional state before deciding they are ready to drive.
- _____ 8. Knowing that the effects of alcohol, over-the-counter drugs, prescription drugs or illegal drugs can continue before, during and after work, and there can also be consequences for using these substances.
- _____ 9. Using personal strategies to recognize and alleviate the causes and symptoms of stress that may affect performance at work.
- _____ 10. Using personal strategies to recognize and combat fatigue.
- _____ 11. Planning ahead and knowing where work breaks can be taken.
- _____ 12. Using procedures and proactive techniques such as stretching and proper lifting methods to prevent workplace injuries.
- _____ 13. Planning suitable sleep and other breaks to avoid fatigue while completing driving responsibilities.
- _____ 14. Addressing occupational factors which contribute to health-related challenges such as obstructive sleep apnea, back strain, injuries caused by slips, trips and falls, etc.
- _____ 15. Using personal hygiene habits that positively affect workplace relationships.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9280.4 Use documents in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Following company practices, procedures, policies, messages, bulletins and other workplace communications and complying with the content.
- _____ 2. Composing, completing and delivering all internal and external forms, messages and documents as required.
- _____ 3. Identifying the purpose and status of documents carried with the vehicle.
- _____ 4. Accessing information and reference tables on vehicle weights and dimensions, and cargo securement when necessary.
- _____ 5. Recording information onto cargo related documents.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9280.5 Complete basic calculations so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Calculating route and trip distances.
- _____ 2. Estimating fuel consumption rates and how far a vehicle can travel with any given amount of fuel.
- _____ 3. Determining vehicle dimension and axle spacing values, and completing calculations when necessary.
- _____ 4. Calculating and recording information needed for fuel tax reports.
- _____ 5. Calculating and recording cargo weight when necessary.
- _____ 6. Converting imperial and metric measurements using tables, mathematical formulas or conversion programs when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9280.6 Use computers and electronic devices in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Using electronic devices for communication, tracking and video event recording.
- _____ 2. Completing basic data-entry, form-filling and online search tasks.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281 Functional Skill Set

9281.1 Develop a work-plan so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Identifying available routes, facilities, considerations and preferences, before traveling to a new destination.
- _____ 2. Accessing reliable information about suitable routes for the work-plan.
- _____ 3. Addressing special requirements relating to the vehicle, load, routing or commodity.
- _____ 4. Accessing reliable information about weather and road conditions.
- _____ 5. Adjusting trip plans when encountering unanticipated changes.
- _____ 6. Identifying, locating and accessing rest areas and emergency refuge locations when necessary.
- _____ 7. Using some basic hand tools when necessary.
- _____ 8. Carrying required emergency equipment on or inside the vehicle, and using the equipment when necessary.
- _____ 9. Wearing proper clothing and Personal Protective Equipment when necessary.
- _____ 10. Carrying first aid supplies and administering first aid if qualified and when necessary.
- _____ 11. Locating emergency contact information.
- _____ 12. Operating cargo access doors in a safe manner, and protecting against potential falling and shifting cargo when opening doors.
- _____ 13. Proceeding safely through construction zones, detours and Emergency Detour Route (EDR).

- _____ 14. Identifying and preparing for problems and challenges by carrying items such as survival gear, clothing and equipment when necessary.
- _____ 15. Addressing cargo-handling or specialized equipment needed for the cargo being transported.
- _____ 16. Confirming that cargo matches related documents during each trip and identifying any areas requiring clarification, adjustment or planning when necessary.
- _____ 17. Tracking cargo and related documents during each trip, identifying discrepancies between cargo documents and the cargo being transported when necessary.
- _____ 18. Calculating changes in cargo weight and verifying compliance with vehicle weight regulations when necessary.
- _____ 19. Assisting another driver, motorist or member of the public when necessary.
- _____ 20. Using towing, recovery, police and emergency services when necessary because a vehicle is disabled or immobilized.
- _____ 21. Dealing with a build-up of snow or ice on their vehicle(s).

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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9281.2 Protect cargo, facilities and self so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Accessing internal and external workplace, shipper and customer facilities.
- _____ 2. Loading and unloading cargo safely and with care.
- _____ 3. Maintaining confidentiality about operations (company and customer), vehicles, trips, routes and cargo.
- _____ 4. Wearing proper clothing and Personal Protective Equipment when necessary.
- _____ 5. Using cargo seals, pin locks and similar vehicle security devices.
- _____ 6. Operating cargo handling equipment safely and only when fully trained and authorized.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.3 **Maintain tractor-trailer** so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Inspecting the condition of vehicles and operating components.
- _____ 2. Using required Personal Protective Equipment when necessary.
- _____ 3. Confirming that every vehicle being operated displays valid evidence that required inspections have been conducted.
- _____ 4. Checking level of operating fluids and refilling when necessary.
- _____ 5. Checking basic vehicle components such as lights, drive belts, hoses, tires, wipers and mirrors.
- _____ 6. Completing minor vehicle repair such as minor electrical connection problem, replacing lamp, glad hand seal or wiper blade, resetting circuit breaker.
- _____ 7. Facilitating vehicle repairs that take place away from company facilities when necessary.
- _____ 8. Practicing necessary engine warm-up and cool-down procedures.
- _____ 9. Identifying the sounds and other signs that a vehicle is operating in an abnormal manner.
- _____ 10. Identifying and reporting defective conditions and damage.
- _____ 11. Maintaining vehicle condition, cleanliness and corporate image.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.4 **Inspect tractor-trailer** in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Conducting daily inspections.
- _____ 2. Conducting regular enroute and post-trip vehicle inspections.
- _____ 3. Identifying each of the 75 minor and major defects.
- _____ 4. Completing, signing and carrying written or electronic daily inspection reports that declare the vehicle's condition.
- _____ 5. Monitoring vehicle condition while driving or otherwise being responsible for the vehicle and updating the inspection report as required.
- _____ 6. Recording and reporting every minor and major defect.
- _____ 7. Stopping operation of the vehicle when a major defect is present.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.5 **Manage on-duty and off-duty time** in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Maintaining compliance with on-duty and off-duty requirements whenever operating commercial vehicles.
- _____ 2. Completing and maintaining a legible and accurate driver's daily log (in a written or electronic format) or maintaining a record of duty status.
- _____ 3. Carrying daily logs that apply to the preceding 14 days when necessary.
- _____ 4. Retaining and submitting daily logs as required.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.6 Operate a tractor-trailer air brake system in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Understanding the operating principles of air brakes.
- _____ 2. Recognizing how speed, weight, vehicle specifications and downhill grades affect vehicle braking.
- _____ 3. Recognizing the visual characteristics, external components and basic function of brake system components.
- _____ 4. Identifying air brake system components and defects.
- _____ 5. Checking and testing the air brake system.
- _____ 6. Checking brake pushrod stroke of S-cam brakes.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.7 Secure cargo for transport in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Recognizing that cargo includes any material, commodities, equipment or other loose article carried on the vehicle, including dunnage, blocking, tarps, tools, equipment, spare materials.
- _____ 2. Ensuring that cargo is properly distributed and arranged.
- _____ 3. Securing cargo using tie downs, blocking, bracing and other devices or materials, to prevent it from falling off the vehicle, being lost, or shifting.
- _____ 4. Ensuring securing method or device meets working load limit ratings, is the proper type, and is properly used, strong enough, in good condition and used according to the manufacturer instructions.
- _____ 5. Determining the strength and placement of tiedowns according to size, shape and weight of cargo when necessary.
- _____ 6. Loading and transporting the cargo in such a way that it does not interfere with the driver's ability to drive the vehicle safely.
- _____ 7. Calculating aggregate working load limit.

- _____ 8. Maintaining the aggregate working load limit of tiedowns used to secure cargo to be at least 50% of the cargo weight when necessary.
- _____ 9. Securing the cargo within a vehicle structure using blocking, bracing or devices when necessary.
- _____ 10. Confirming that cargo is properly unitized when necessary.
- _____ 11. Inspecting the security of the cargo, methods used to secure the cargo and the condition and integrity of tiedown devices before driving and at specific intervals during the trip to confirm everything is properly secured and in good condition.
- _____ 12. Adjusting and tightening cargo tiedowns or other methods used to secure the cargo when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.8 Operate commercial tractor-trailer systems and features so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Locating fuel tanks and filler caps, and fueling when necessary.
- _____ 2. Identifying single, tandem, tridem and other multi-axle configurations.
- _____ 3. Operating a differential lock or inter-axle differential lock.
- _____ 4. Operating engine brake or retarders to control vehicle speed.
- _____ 5. Operating vehicle heating, defrosting and air-conditioning systems.
- _____ 6. Operating vehicle lamps and accessories.
- _____ 7. Operating windshield wiper and washer systems.
- _____ 8. Carrying, securing, storing, using or operating required emergency equipment when necessary.
- _____ 9. Operating portable or on-board cargo heating equipment when necessary.
- _____ 10. Identifying and operating different types of trailer coupling devices.
- _____ 11. Adjusting the position of a fifth wheel to alter vehicle dimensions, or distribute vehicle and/or cargo weight.
- _____ 12. Repositioning trailer axles to alter vehicle dimensions, or to distribute vehicle and/or cargo weight.
- _____ 13. Adjusting rear-view mirrors to maximize the view and minimize a vehicle's blind spots.
- _____ 14. Operating collision avoidance systems when required and if equipped.
- _____ 15. Referring to vehicle owner and operator manuals when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9281.9 **Maintain situational awareness** in accordance with workplace standards/ procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Reviewing and understanding documented job task analyses and hazard assessment.
- _____ 2. Following procedures to manage hazards and risks.
- _____ 3. Recognizing and responding to changing workplace hazards and risks
- _____ 4. Completing a hazard assessment whenever encountering changed workplace hazards or risks.
- _____ 5. Monitoring other motorists, pedestrians, cyclists and slow-moving vehicles.
- _____ 6. Watching for wildlife or livestock which can enter the space around a vehicle.
- _____ 7. Monitoring and adhering to highway speed advisories.
- _____ 8. Monitoring anticipated weather and road conditions before and during each trip.
- _____ 9. Conducting regular self-checks of alertness and judgment.
- _____ 10. Monitoring instruments, gauges and exterior conditions at regular intervals.
- _____ 11. Recognizing visual cues and other signs of potentially hazardous situations.
- _____ 12. Reacting to instruments, gauges and exterior conditions when necessary.
- _____ 13. Reacting in ways that avoid causing anger, hostility or confrontation.
- _____ 14. Exiting the vehicle to inspect clearances and identify potential obstructions when necessary.
- _____ 15. Securing a vehicle properly before leaving the driver's seat.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282 Driving Skill Set

9282.1 Prepare to drive by completing required tasks prior to departure so that work tasks can be completed safely in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Conducting regular self-checks of alertness and judgment.
- _____ 2. Entering and exiting the cab or vehicle cargo area, maintaining 3-point contact, and avoiding the risks of improperly climbing onto or jumping from equipment.
- _____ 3. Confirming all required vehicle and cargo documents are valid and correct.
- _____ 4. Confirming that all cargo handling equipment and devices have been returned to their proper place before moving the vehicle.
- _____ 5. Checking or removing vehicle restraints and other loading dock devices when necessary.
- _____ 6. Checking and/or adjusting air suspension controls, axle spacing, and fifth wheel position.
- _____ 7. Adjusting the driver's seat to the correct position.
- _____ 8. Adjusting and wearing seatbelts.
- _____ 9. Following required engine starting, warm-up and idling procedures.
- _____ 10. Reading all controls and instruments before driving.
- _____ 11. Starting the engine while monitoring the instrument panel and indicator lamps, listening for normal vehicle sounds.
- _____ 12. Securing a vehicle properly before leaving the driver's seat.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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9282.2 Control tractor-trailer motion, speed and space in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Operating one or more of the following types of transmission:
 - a. Manual transmission and clutch according to the manufacturer-recommended procedures.
 - b. Automated manual transmission according to the manufacturer-recommended procedures.
 - c. Automatic transmission according to the manufacturer-recommended procedures.
- _____ 2. Keeping a vehicle from rolling backward when starting to drive uphill and knowing how to engage and disengage a hill assist feature.
- _____ 3. Operating the engine in its optimal speed range.
- _____ 4. Looking ahead and maintaining adequate space around the vehicle, and adjusting space management techniques when traffic is congested.
- _____ 5. Anticipating the need to brake or stop, modulating brake pressure to make smooth and gradual stops, and using all service brakes.
- _____ 6. Anticipating the need to down-shift when approaching grades and rolling terrain, and selecting the appropriate gear, engine speed range and vehicle speed for these conditions.
- _____ 7. Adjusting speed as appropriate in response to speed advisories, traffic, railway crossing and road conditions.
- _____ 8. Adjusting vehicle speed before entering a curve or turn, and avoiding using brakes during a curve or turn.
- _____ 9. Using a compression-style engine brake or driveline retarder to hold back or slow a vehicle, and avoiding use of these devices in slippery conditions.
- _____ 10. Crossing intersections with sufficient time to comply with traffic control signals.
- _____ 11. Responding defensively to increased risk of collisions within traffic intersections and traffic circles.

- _____ 12. Maintaining speed that is at or below posted speed advisory and is appropriate for vehicle weight, center of gravity, and type of cargo.
- _____ 13. Monitoring a merging or overtaking vehicle, and providing additional space when necessary.
- _____ 14. Using highway acceleration and deceleration lanes to safely integrate with traffic.
- _____ 15. Selecting the appropriate gear, engine speed range and vehicle speed for traveling up and down grades.
- _____ 16. Using cruise-control safely and effectively.
- _____ 17. Applying an effective method to get a vehicle moving on a slippery surface, using the power divider and/or differential-lock when necessary.
- _____ 18. Anticipating conditions that make it harder to control vehicle speed due to reduced traction, and effectively adjusting driving techniques when necessary.
- _____ 19. Increasing following distance, reducing speed and be more attentive in difficult and adverse conditions when necessary.
- _____ 20. Modifying braking techniques in difficult conditions when necessary.
- _____ 21. Operating only when road conditions are safe and avoiding hazardous situations.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.3 Control tractor-trailer direction (lane changes, lane position and turns)
in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Maintaining a secure grip on the steering wheel, using two properly positioned hands, as much as possible.
- _____ 2. Selecting appropriate lanes on multi-lane highways, and on highways having both express and collector lanes.
- _____ 3. Maintaining a consistent vehicle position, generally in the right-most driving lane, normally near the centre or slightly right of centre in the lane.
- _____ 4. Steering smoothly, and avoiding jerky and unnecessary steering correction.
- _____ 5. Maintaining mirror adjustments to minimize blind spots.

- _____ 6. Driving inside marked lanes, and changing lanes only when permitted and safe to do so.
- _____ 7. Watching traffic flow continuously, and identifying the need to change lanes or merge with adequate time to do so.
- _____ 8. Checking before beginning a lane change or merge, signalling every lane change in advance, then smoothly and deliberately changing lanes only after confirming the space is clear.
- _____ 9. Ensuring a suitable amount of space is available to accommodate the vehicle whenever making a lane change or merge, leaving neither too much space or intruding on other vehicles, and adjusting space as necessary to deal with traffic congestion.
- _____ 10. Changing one lane at a time, and cancelling the turn signal immediately after completing a lane change.
- _____ 11. Anticipating situations that might intimidate another driver or cause another driver to take evasive action and responding appropriately.
- _____ 12. Negotiating traffic circles or roundabouts.
- _____ 13. Anticipating conditions that make it harder to control vehicle direction due to reduced lateral stability, and effectively adjusting driving techniques whenever a vehicle is likely to react differently.
- _____ 14. Reducing speed as needed before entering curves, ramps and turns accounting for surface conditions, vehicle weight, centre of gravity, and cargo.
- _____ 15. Accounting for vehicle overhang, off-tracking and lane encroachment during turns.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.4 Complete turns in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Adjusting overall vehicle length, fifth wheel position and axle positions when necessary.
- _____ 2. Planning how to approach a turn, and taking a different route when necessary.
- _____ 3. Selecting the correct lane for beginning and completing each turn.
- _____ 4. Beginning a turn only when space, traffic and traffic control signals allow the turn to be completed safely.
- _____ 5. Proceeding slowly through each left-hand and right-hand turn, maintaining appropriate speed while tracking the rear of the vehicle.
- _____ 6. Steering to get clearance for the vehicle.
- _____ 7. Driving over lane markings (swinging to the right or left of a marked lane) only after assessing all hazards, and only when necessary.
- _____ 8. Keeping vehicle clear of curbs and obstructions during turns.
- _____ 9. Monitoring pedestrians, cyclists and other nearby vehicles during turns.
- _____ 10. Turning safely on all city, urban, rural, industrial streets, highways and private property.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.5 Maximize fuel efficiency in accordance with workplace standards/procedures including:

- _____ 1. Accelerating at a smooth and gradual rate.
- _____ 2. Anticipating necessary changes in speed, gear selection and surrounding space.
- _____ 3. Operating the engine and transmission in the most fuel-efficient speed range whenever possible.
- _____ 4. Shifting progressively and selecting the engine speed range and gear that are most suitable for the vehicle speed and load when driving a vehicle with manual transmission.
- _____ 5. Controlling shifting through use of throttle, and avoiding manual gear selection, when driving a vehicle with an automated-manual transmission.

- _____ 6. Anticipating the need to change speed, and gradually changing speed when necessary.
- _____ 7. Using cruise control whenever possible and appropriate for driving conditions.
- _____ 8. Maximizing use of auxiliary power units and “shore power”.
- _____ 9. Idling the engine as little as possible.
- _____ 10. Minimizing the gap between tractor and trailer when possible.
- _____ 11. Following fueling policies.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.6 **Drive defensively** and in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Recognizing and avoiding sources of distraction.
- _____ 2. Maintaining appropriate speed.
- _____ 3. Maintaining appropriate following distances.
- _____ 4. Driving in a manner that is appropriate for the vehicle configuration, cargo weight and centre of gravity.
- _____ 5. Scanning mirrors, instruments and gauges at regular intervals.
- _____ 6. Recognizing potentially hazardous driving situations.
- _____ 7. Responding to potentially hazardous driving situations.
- _____ 8. Yielding to other motorists, cyclists, pedestrians and slow-moving vehicles when necessary.
- _____ 9. Recognizing and taking steps to avoid situations that cause anger, hostility or danger.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.7 **Respond to tractor-trailer requirements** in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Reading all signs with particular messages that apply to commercial vehicles.
- _____ 2. Maintaining awareness of the height of their vehicle.
- _____ 3. Maintaining awareness of the empty and loaded weight of their vehicle.
- _____ 4. Maintaining awareness of standard highway height and weight restrictions.
- _____ 5. Adhering to restrictions for routes that prohibit commercial vehicles.
- _____ 6. Crossing railway tracks safely.
- _____ 7. Entering a vehicle inspection facility and pulling off the roadway, when instructed by an officer or highway sign.
- _____ 8. Watching for potential hazards of unmarked overhead obstructions.
- _____ 9. Watching for snow build-up, debris or road construction that can change vehicle height, weight or clearances.
- _____ 10. Reading signs indicating the weight capacity of roadways or bridges including seasonal weight restrictions.
- _____ 11. Complying with specific requirements for using toll routes, bridges and/or ferries.
- _____ 12. Maintaining awareness of the location and proper use of truck emergency runaway lanes.
- _____ 13. Complying with the times, days and/or weeks when vehicle operations are restricted in certain urban areas.
- _____ 14. Carrying and using emergency equipment when necessary.
- _____ 15. Recognizing and responding to an unexpected situation related to vehicle weight or height.
- _____ 16. Complying with local bylaws restricting vehicle loading and unloading activities, parking and idling.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.8 Handle emergency incidents so that tasks can be completed in accordance with workplace standards/procedures, and applicable Codes, Standards, Regulations and Legislation including:

- _____ 1. Maintaining a high level of situational awareness.
- _____ 2. Reporting incidents to employers, police and other reporting agencies when necessary.
- _____ 3. Following required procedures for reporting collisions, close calls, injuries or other similar incidents.
- _____ 4. Administering first aid if qualified and when necessary.
- _____ 5. Behaving appropriately in an emergency situation when dealing with police, media, other motorists and the public.
- _____ 6. Following required procedures for engaging emergency support when necessary.
- _____ 7. Using warning devices and other emergency equipment when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.9 Couple tractors and trailers in accordance with workplace standards/procedures including:

- _____ 1. Inspecting tractor couplers and connectors before coupling.
- _____ 2. Overcoming challenges involving ground surface conditions, traction, clearances, obstructions and access.
- _____ 3. Aligning the tractor and trailer with the king pin.
- _____ 4. Reversing the tractor until the fifth wheel is just ahead of trailer, touching the trailer or slightly under, but not blocking the kingpin.
- _____ 5. Exiting the tractor and inspecting trailer couplers and connectors before coupling.
- _____ 6. Adjusting coupling height when necessary, using the trailer landing gear so that the trailer upper coupler contacts the fifth wheel lower coupler behind the pivot.
- _____ 7. Dumping the tractor air suspension when necessary.
- _____ 8. Reversing the tractor to engage the fifth wheel, while monitoring the trailer's position.

- _____ 9. Confirming proper fifth wheel coupling by attempting to move the tractor forward ("tug test").
- _____ 10. Exiting the tractor to visually confirm the fifth wheel is properly engaged, checking for proper fifth wheel contact, release handle position and that the coupling mechanism is locked.
- _____ 11. Connecting air and electrical lines.
- _____ 12. Raising the trailer landing gear and stow its handle.
- _____ 13. Adjusting trailer air suspension when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.10 Uncouple tractors and trailers in accordance with workplace standards/procedures including:

- _____ 1. Parking and securing in a suitable and safe location.
- _____ 2. Placing wheel chocks, blocks, support material, or engaging locks as required.
- _____ 3. Disconnecting and stowing the trailer system connectors.
- _____ 4. Lowering the trailer landing gear until it just touches the ground, but does not raise the trailer from the fifth wheel.
- _____ 5. Adjusting trailer air suspension systems when necessary.
- _____ 6. Releasing the fifth wheel.
- _____ 7. Driving the tractor forward slowly, until the fifth wheel lower coupler is fully out from under the trailer, but the trailer is still above the tractor's frame.
- _____ 8. Dropping the tractor's air suspension to facilitate uncoupling when necessary.
- _____ 9. Exiting the tractor to check that the trailer is stable.
- _____ 10. Slowly driving forward until the tractor is clear of the trailer.
- _____ 11. Restoring the tractor's air suspension to its normal setting when necessary.
- _____ 12. Securing the trailer when necessary.

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

9282.11 Back up, dock and park a tractor-trailer in accordance with workplace standards/procedures including:

- _____ 1. Developing backing plans to ensure the manoeuvres are always done safely.
- _____ 2. Minimizing backing activity by driving forward, driving around the block, or finding a different approach when necessary.
- _____ 3. Verifying mirror set up before backing.
- _____ 4. Approaching backing manoeuvres in the safest and most efficient manner.
- _____ 5. Exiting the vehicle and checking the intended path for clearances, obstructions and hazards as often as necessary, before and during backing.
- _____ 6. Opening cargo doors before backing when necessary.
- _____ 7. Rechecking the path whenever delays could have allowed conditions to change.
- _____ 8. Opening both windows, silencing entertainment and communication systems, using warning flashers, and briefly sounding the horn whenever backing.
- _____ 9. Warning nearby people of the intention to back up, and using warning lamps to improve vehicle visibility while backing.
- _____ 10. Engaging and following directions from a competent signaler when necessary.
- _____ 11. Observing signals and other warning devices around loading docks when necessary.
- _____ 12. Aligning with loading docks.
- _____ 13. Completing required backing and parking manoeuvres (including: offset backing, straight dock, alley dock, angled dock, parallel parking, from left side and/or right side).

I hereby confirm that the Apprentice has adequately demonstrated competency in all of the above skills.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Curriculum Learning Outcomes

1. Supportive

S3250 The apprentice is able to demonstrate an understanding of personal management strategies.

- Describe stress and time management techniques.
 - anxiety
 - work-life balance
 - stress and emotions
- Identify effective physical and mental health behaviours.
 - diet
 - fitness
 - sleep
 - stress and emotions
- Describe the relationship between driver fatigue and safe operation.

S3251 The apprentice is able to demonstrate an understanding of effective communication and customer service techniques.

- Describe active-listening skills.
- Describe various negotiation skills.
- Describe conflict resolution skills.
- Identify and explain industry terminology.
- Describe satellite communication protocols.

2. Functional

S3252 The apprentice is able to demonstrate an understanding and application of the relevant laws, codes and agreements as they pertain to the transportation of products and materials.

- Describe the application of the relevant sections of the following laws, codes and agreements as they pertain to the workplace.
 - International Fuel Tax Agreement (IFTA)
 - Hours of Service Regulations (Canadian and U.S.)
 - Transportation of Dangerous Goods Regulations (TDG)
 - Occupational Health and Safety Act (OHSA)
 - Load Securement Regulations
 - Provincial Motor Vehicle Requirements
 - Highway Traffic Act and Regulations (HTA)
 - Weights and Dimensions Requirements
 - Canadian and U.S. Customs and Immigration
 - Criminal Code of Canada

S3253

The apprentice is able to demonstrate documentation planning and completion requirements for the safe, effective transportation of products and materials.

- Describe personal documentation for domestic and international trips.
- Describe trip inspection documentation.
- Describe pick-up and delivery documentation for domestic and international trips.
- Describe requirements for accidents, dangerous incidents, violations and Emergency Response Assistance Plan.
- Describe documentation requirements for Hours of Service.
 - paper
 - electronic
- Describe verification and handling procedures for Transportation of Dangerous Goods Documentation.
 - placards
 - segregation requirements
 - route restrictions
- Describe verification and handling procedures for cross-border documentation.

S3254

The apprentice is able to demonstrate preparedness to transport goods to ensure the safe, effective transportation of products and materials.

- Select and use reference sources to be used in determining routes.
- Determine permit and licenses for the type of vehicle and cargo.
- Estimate travel time, fuel consumption requirements and expenses.
- Demonstrate proficient operation of components and functions of truck engines, brakes, systems relating to brakes, air, lighting, tires, wheels, electrical and hydraulics systems, fluid levels, coupling devices, controlling attachments, landing gear, lift axle and specialized equipment.
- Demonstrate an understanding of monitoring vehicle performance and mechanical fitness.
- Explain the impact of speed, weight, brake adjustment conditions and anti-lock braking systems on braking.
- Describe driver limitations with respect to repair and maintenance procedures.

S3255 The apprentice is able to demonstrate the ability to manage cargo requirements to ensure the safe and undamaged transportation of products and materials.

- Describe load securement techniques and standards.
- Describe weight distribution principles and techniques.

3. Driving

S3256 The apprentice is able to demonstrate the application of defensive driving strategies in accordance with safety legislation and company policies and procedures.

- Describe the concepts of physics and space management as it pertains to tractor-trailers.
- Describe potential dangers and hazards in the driving environment.
- Assess driving conditions and adapt vehicle and driving in adverse conditions.
- Describe search and scanning techniques.
- Describe sound communication, speed, space and search techniques.
- Explain weight and dimension requirement.
 - Describe proper set-up and use of mirrors
 - Explain speed managements, vehicle positioning and stopping distance

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyperson

Journeyperson means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyperson in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority (<i>print name</i>)	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement (<i>hours-based trades only</i>)	
Hours completed? (<i>documentation attached</i>)	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
1.0	Supportive Skill Set	
2.0	Functional Skill Set	
3.0	Driving Skill Set	

Learning Outcomes Completion Form

Skill Set #	Skill Set Title	Signing Authority Signature

Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes () No ()

Documentation to support completion of hours attached: Yes () No ()

Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____

Date _____

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

9280 Supportive	9280.1 Interact with internal and external contacts	9280.2 Communicate with internal and external contacts	9280.3 Maintain health and wellness	9280.4 Use documents	9280.5 Complete basic calculations
	9280.6 Use computers and electronic devices				
	9281.1 Develop a work-plan	9281.2 Protect cargo, facilities and self	9281.3 Maintain tractor-trailer	9281.4 Inspect tractor-trailer	9281.5 Manage on-duty and off-duty time
	9281.6 Operate a tractor-trailer air brake system	9281.7 Secure cargo for transport	9281.8 Operate tractor-trailer systems and features	9281.9 Maintain situational awareness	
9281 Functional					

Competency Analysis Profile: Tractor-Trailer Commercial Driver 638A *(all unshaded skill sets must be completed)*

9282
Driving

9282.1
Prepare to drive

9282.2
Control tractor-trailer motion, speed and space

9282.3
Control tractor-trailer direction (lane changes, lane position and turns)

9282.4
Complete turns

9282.5
Maximize fuel efficiency

9282.6
Drive defensively

9282.7
Respond to specific tractor-trailer requirements

9282.8
Handle emergency incidents

9282.9
Couple tractors and trailers

9282.10
Uncouple tractors and trailers

9282.11
Back up, dock and park a tractor-trailer

[illegible]

Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



[SkilledTradesOntario.ca](https://www.SkilledTradesOntario.ca)