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ABSTRACT

The minimum requirements and basic procedures for establishing local apprenticeship programs in truck mechanics are presented in the guide. Guidelines cover the areas of qualifications for application, definitions, selection, terms of apprenticeship, apprenticeship agreement, supervision, probationary period, hours of work, salaries, related instruction, examinations, work experience, and management and relations. Separate sections also discuss (1) supervision of the program, focusing on the composition and duties of the National Joint Apprenticeship Committee and a local joint apprenticeship committee, and (2) federal laws and regulations affecting the employment of apprentices. Appendix A, covering a major portion of the guide, is a schedule of work processes and recommended related instruction. Also appended are an applicant rating form, information on interviewing and apprentice recordkeeping, three types of report forms, and lists of regional offices of the Bureau of Apprenticeship and Training and state and territorial apprenticeship agencies. (SH)

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ED150431

# National Apprenticeship and Training Standards for Truck Mechanics

U.S. Department of Labor  
Ray Marshall, Secretary  
Employment and Training Administration  
Ernest G. Green  
Assistant Secretary for Employment and Training  
1977



U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
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CE 014 982

U S DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION  
WASHINGTON, DC 20214



July 5, 1977

National Joint Apprenticeship Committee  
for the Trucking Industry

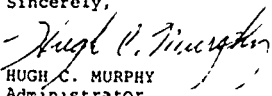
Gentlemen:

As representatives of the International Association of Machinists and Aerospace Workers, AFL-CIO and the American Trucking Associations, Inc., you have my sincere appreciation for your conscientious efforts in the development of these National Trucking Industry Apprenticeship Standards.

The changing technology of your industry is evident and will be served to a great extent by these National Standards which will serve as a guide for the establishment of local apprenticeship programs for the training of skilled craftsmen.

The staff of the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor, welcomes the opportunity to assist your industry in the development of these programs.

Sincerely,

  
HUGH C. MURPHY  
Administrator  
Bureau of Apprenticeship  
and Training

**AMERICAN  
TRUCKING  
ASSOCIATIONS, INC.**

1616 P Street, N.W. Washington, D. C. 20036

CHAIRMAN OF THE BOARD  
Robert H. Shertz  
(202) 797-5213

July 1, 1977

TO: TRUCKING INDUSTRY EXECUTIVES

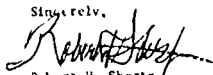
American Trucking Associations, Inc., and the International Association of Machinists and Aerospace Workers have joined once more with the U. S. Department of Labor's Bureau of Apprenticeship and Training in formulating guidelines for the training of truck mechanics. The standards in this book have been updated and revised twice since they were first published as guidelines in 1965.

The continued growth of the nation's motor carriers presents the trucking industry with a constant need for trained personnel. New requirements or changes in truck equipment present an added challenge to keep the numbers of such trained personnel from short supply.

ATA continues to believe that this National Apprenticeship and Training Program will materially help our companies to train technically qualified truck mechanics.

I urge truck operators who have labor agreements with IAM/AAW in their repair and maintenance shops to join in this constructive labor-management effort.

Sincerely,



Robert H. Shertz  
Chairman of the Board



**INTERNATIONAL ASSOCIATION of MACHINISTS  
and AEROSPACE WORKERS**

MACHINISTS BUILDING, 1300 CONNECTICUT AVENUE, WASHINGTON D C 20036

Office of the  
INTERNATIONAL PRESIDENT

Area Code 202  
785-2525

July 1, 1977

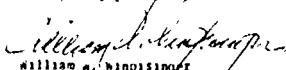
TO: ALL IAW MEMBERS

For many years the Machinists Union and the American Trucking Association have agreed that (1) the future of the truck repair industry requires a continuing corps of journeymen truck mechanics, and (2) the best way to train such journeymen is through a sound system of apprenticeship.

As a result of this mutual agreement, the Association and the Union got together in the mid-1960's and jointly developed a series of standards to serve as a guide for such training. These standards have been periodically revised and updated to meet changing technology and new requirements in the truck repair shops of the nation. This is the latest such revision. On behalf of the Union, I am happy to reaffirm our commitment to the tradition of craftsmanship in the trucking industry. Our field representatives will continue to try to negotiate apprenticeship programs that meet the high standards set forth in the latest revision.

Wishing you continued success, I remain

Fraternally yours,

  
William A. Wainwright  
INTERNATIONAL PRESIDENT

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OFFICIAL APPROVAL

In recognition of the need to maintain and improve the  
NATIONAL TRUCKING INDUSTRY APPRENTICESHIP STANDARDS

for  
TRUCK MECHANIC

We, the Undersigned, have negotiated and hereby approve  
these amended NATIONAL STANDARDS OF APPRENTICESHIP

THE AMERICAN TRUCKING ASSOCIATIONS,  
INCORPORATED  
1816 P Street, NW  
Washington, DC

INTERNATIONAL ASSOCIATION OF  
MACHINISTS & AEROSPACE WORKERS  
1300 Connecticut Avenue, NW  
Washington, DC

BY: B. C. [Signature]

BY: [Signature]

TITLE: President

TITLE: International President

DATE: 7/2/77

DATE: 7/5/77

REGISTERED AS INCORPORATING THE BASIC STANDARDS OF APPRENTICESHIP

BY: [Signature]  
HUGH C. MURPHY

TITLE: ADMINISTRATOR  
BUREAU OF APPRENTICESHIP &  
TRAINING

DATE: July 5, 1977

REGISTRATION NUMBER: 83697

# INTRODUCTION

The purpose of these national standards is to serve as a guide for the establishment of thorough and adequate apprenticeship programs to produce highly trained truck mechanics to carry on the tradition of craftwork in the various branches of the trucking industry, an industry which is increasing in occupational complexity through its dynamic growth.

Management and labor share the responsibility for the development of journeymen through sound apprenticeship. The more effective methods and procedures of apprenticeship are those which are agreed upon jointly by management and labor.

To aid in developing effective programs of training the American Trucking Associations, Inc., and the International Association of Machinists and Aerospace Workers, AFL-CIO, do hereby recommend that these national standards be utilized as a guide by management and labor locally. It is suggested they be used to institute joint apprenticeship committees and to develop planned apprenticeship programs designed to meet the needs of the trucking industry.

The minimum requirements and basic procedures to be used in establishing local apprenticeship programs have been set forth.

## Authority

The International Association of Machinists and Aerospace Workers, AFL-CIO, and the American Trucking Associations, Inc., have established a National Joint Apprenticeship Committee for the trucking industry. They have authorized this committee to act in behalf of the respective organizations on matters pertaining to apprenticeship and training for the industry, which can best be served through a national level approach.

Authority for actions by this committee shall remain within the province of the respective organizations and shall be executed on the basis of voluntary participation in apprenticeship functions. Authority of the committee, however, shall be considered by all parties participating in formal apprenticeship for the trucking industry as representative of the industry and as official when pertaining to basic policies.

All functions of the committee shall be on the basis of non-profit endeavor for the benefit of apprenticeship and training in



the industry and for the best interests of the apprentice, management, labor, and the public.

The National Joint Apprenticeship Committee shall act as a service and advisory organization on all matters of apprenticeship and training within the industry.

### **General Policy**

It shall be the policy of the National Joint Apprenticeship Committee to promote, develop, improve and give effect to apprenticeship and training programs for the trucking industry.

# PROVISIONS OF STANDARDS FOR APPRENTICESHIP OF TRUCK MECHANICS<sup>1</sup>

## Definitions

*Employer*—any firm employing an apprentice and having contractual relations with the union, either directly or through an association.

*Association*—the American Trucking Associations, Inc.

*Union*—the recognized or certified bargaining agency, whether local, district, or Grand Lodge, of the International Association of Machinists and Aerospace Workers, AFL-CIO.

*National Committee*—the National Joint Apprenticeship Committee representing the International Association of Machinists and Aerospace Workers, AFL-CIO, and the American Trucking Associations, Inc., which shall promote and administer the national apprenticeship program. It shall provide advice, service and assistance to the local joint apprenticeship committees.

*Local Committee*—the joint apprenticeship committee representing the union and the employer(s), which shall develop and administer the local apprenticeship program.

*Apprenticeship Program or Standards*—the document which embodies the procedure for the selection and training of apprentices, setting forth the terms and conditions associated therewith, including wages, hours, conditions of employment, training on the job and related instruction. The duties and responsibilities, including administrative procedures of the local committee, shall also be set forth in the program or standards.

*Apprentice*—a person who has signed an apprenticeship agreement with the employer to learn the skilled trade outlined in these standards.

*Apprenticeship Agreement*—the written apprenticeship agreement executed by and between the apprentice and the employer or the employer's agent and approved by the local joint apprenticeship committee. It shall contain the terms and conditions of the apprenticeship. The use of the apprenticeship agreement is in conformance with certain State and

<sup>1</sup>Local application of these national standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and State apprenticeship agencies are available to advise on such standards.

Federal laws governing the employment of apprentices and does not nullify or supersede the bargaining agreement.

*Registration agency*—the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State apprenticeship agency recognized by, and conforming to, the standards established by the Bureau of Apprenticeship and Training.

### **Qualifications for Application**

It is recommended that local joint apprenticeship committees establish proper standards and procedures covering the selection of apprentices.

Applicants for apprenticeship must be at least 18 years of age and not over 30 years of age. Exceptions may be made for veterans and those who are or have been engaged in the trade, because of unusual circumstances or unusual conditions as determined by the joint apprenticeship committee.

All exceptions to the stated minimum qualifications in local programs must be identified in the standards prior to registration with the appropriate registration agency.

### **Selection**

It is recommended to the local joint apprenticeship committees that they use application forms, aptitude tests, oral interviews, school grades and previous work records as essential tools in the selection process. When properly used, such tools provide some degree of assurance that the apprentices possess the qualities necessary to succeed in the trade. (See p. 38 for sample rating form.)

### **Credit for Previous Experience**

Apprentices who have been awarded credit for previous experience shall be paid, upon entrance, the wage rate for the period to which such credit advances them.

### **Term of Apprenticeship**

The term of apprenticeship shall be not less than the time defined in the schedule of work processes for the trade listed.

"Overtime" shall be credited to the term of apprenticeship on the basis of actual hours worked.

When the apprentice has had previous experience in the trade, the joint apprenticeship committee shall evaluate such experience and recommend credit toward the completion of apprenticeship.

## **Apprenticeship Agreement<sup>2</sup>**

The apprentice (and if a minor, a parent or guardian) and the employer or agent shall sign an apprenticeship agreement which shall also be approved by the committee. (See p. 43.)

The following shall receive a copy of the approved apprenticeship agreement:

The apprentice; the employer; the union.

### **Supervision.**

The employer shall designate a particular person in the shop as the "supervisor of apprentices." This person shall be responsible for carrying out the training program as set up by these standards in the shop. Adequate records pertaining to the work experience and related instruction of the apprentice shall be kept by the supervisor of apprentices, who at regular intervals shall submit reports to the committee. (See p. 41.) Records pertaining to the apprenticeship program shall be maintained for a minimum of 5 years.

### **Probationary Period**

All apprentices employed in accordance with these standards shall be subject to a probationary period for the first 500 hours of employment. The joint apprenticeship committee may extend this period for good and sufficient cause.

During the probationary period, the agreement may be cancelled at the request of either party by notifying the other. After completion of the probationary period, the agreement may be cancelled by either party for adequate cause. The registration agency shall be notified of all cancellations.

During the probationary period, the local joint apprenticeship committee shall determine the necessary hand tools that the apprentice needs and shall make appropriate arrangements for the manner in which these tools shall be purchased.

### **Hours of Work**

The work day and work week for apprentices shall be the same as that of the journeyman.

Apprentices shall be under the direct supervision of a competent journeyman or supervisor of apprentices at all times.

<sup>2</sup>Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staffs of either the State apprenticeship agency or from the Bureau of Apprenticeship and Training.

## Salaries

It is recommended that, during the term of apprenticeship, the apprentice receive a progressively increasing schedule of wages based on a percentage of the journeyman's wage:

### *Recommended Pattern Increases*

<i>Hours</i>	<i>Percent of mechanic's pay</i>
1st 500 .....	55
2nd 500 .....	60
2nd 1,000 .....	65
3rd 1,000 .....	70
4th 1,000 .....	75
5th 1,000 .....	80
6th 1,000 .....	85
7th 1,000 .....	90
8th 1,000 .....	95

## Examinations

The committee shall examine the work and related instruction records of the apprentice at periodic intervals in order to determine progress. In the event that any apprentice is not making satisfactory progress, the committee should ascertain the cause and endeavor to correct any deficiencies.

Should the committee believe that due to lack of aptitude and/or attitude the apprentice cannot satisfactorily complete apprenticeship, then the agreement may be terminated.

## Related Instruction

- a. In compliance with the standards of apprenticeship, each apprentice indentured under these standards shall enroll in and regularly attend approved classes of related instruction for at least 144 hours per year, each year of the apprenticeship. The time spent in such classes (not to exceed 600 hours) shall be credited to the apprenticeship, but such time shall not be considered as hours of work unless the apprentice is required to attend classes during regular working hours, except as otherwise provided by State law.
- b. In case of failure, without good cause, on the part of the apprentice to fulfill the obligations as to related instruction, the committee may suspend or revoke the agree-

ment. The committee shall notify the registration agency of such suspension or revocation.

- c. During the term of apprenticeship, the apprentice shall be thoroughly instructed in all aspects of job safety and safe working practices.
- d. In the event there are no class facilities available, the apprentices shall be required to enroll in a recognized correspondence course approved by the joint apprenticeship committee. In that event, appropriate credit toward completion of apprenticeship for courses completed through correspondence shall be determined by the local joint apprenticeship committee. The obligation to complete such correspondence courses is the same as for completion of formal classroom instruction.

### **Work Experience**

During the apprenticeship term, the apprentice shall receive such instruction and experience in all branches of the trade as is necessary to develop a practical and versatile craft worker versed in the theory and practice of the chosen branch of the trade. The apprentice shall also perform such other duties in the shop and on the job as are commonly related to such apprenticeship. (See p. 17.)

### **Management and Labor Relations**

*Adjusting Differences.*—In the event differences arise regarding the operation or interpretation of the apprenticeship standards, either party may appeal to the committee for the settlement of such differences.

*Relation of Standards to the Bargaining Agreement.*—Apprenticeship standards are a supplement to the bargaining agreement. No part of the apprenticeship standards shall conflict with or supersede the bargaining agreement.

### **Ratio**

The ratio of apprentices to journeymen shall be in accordance with the collective bargaining agreement.

### **Equal Opportunity**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without dis-

crimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30.

# **SUPERVISION OF THE PROGRAM**

## **National Joint Apprenticeship Committee**

### *Composition*

The National Joint Apprenticeship Committee for the trucking industry shall be composed of six employer representatives from the trucking industry and six member representatives of the International Association of Machinists and Aerospace Trucking Associations, Inc. (ATA), and the International Association of Machinists and Aerospace Workers, AFL-CIO (IAM&AW).

In the event that an appointed member is unable to attend a meeting or serve for a period of time, an alternate may be designated by the respective organization.

Members shall serve until replaced by the organizations they represent.

There shall be two chairpersons, one representing the IAM&AW and one representing ATA, appointed by the members of their respective organizations.

There shall be two secretaries appointed in the same manner as the chairpersons.

A national representative of the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), shall be appointed by the administrator of BAT to provide advice, service, and assistance to the committee.

The national representative of BAT shall have voice but no vote on all matters before the committee.

### *Duties of the Committee*

The extent of the authority vested in the committee shall be limited to that authorized by the respective participating groups, i.e., ATA and IAM&AW.

The committee, to the extent authorized, is the administrative body for the national apprenticeship program and, as such, shall establish rules and regulations governing its procedures as may be required.

The committee shall determine the time, place, and regularity of meetings.

Among other duties that may arise, the committee shall:

- (1) Endeavor to keep the National Trucking Industry Apprenticeship Standards, A Guide for the American Trucking



Associations, Inc., and the International Association of Machinists and Aerospace Workers, AFL-CIO (hereinafter referred to as "the Guide"), under constant study with respect to its applicability to the changing needs of the industry and to its effectiveness as a guide, making such recommended changes for improvement as studies indicate.

- (2) Recommend that standard clauses, establishing and authorizing a joint apprenticeship committee to operate in accordance with the Guide, be included in every labor agreement between trucking companies and the IAM&AW, AFL-CIO.
- (3) Promote the use and issuance of completion certificates to apprentices upon their successful completion of apprenticeship, thereby recognizing their efforts and qualifications as truck mechanics. The facilities of the Bureau of Apprenticeship and Training (BAT), local vocational schools, and State apprenticeship agencies are recommended to assist local and area joint apprenticeship committees on selection procedures.
- (4) Promote the development and use of those practical sources of related instruction that can be recommended to individual and area joint apprenticeship committees in the industry.
- (5) Encourage and promote the use of the apprenticeship program as a means of improving public relations by:
  - (a) Holding and publicizing completion ceremonies;
  - (b) Developing news releases and articles regarding training programs;
  - (c) Participating in the National Transportation Apprenticeship and Training Conference.
- (6) Cooperate at the national level with all agencies whose activities are related to apprenticeship and especially with the Bureau of Apprenticeship and Training, U.S. Department of Labor. The committee will arrange for the utilization of the services of the staff of the Bureau at the national, regional, state and local levels.
- (7) Obtain from BAT and other such sources as may be available the information necessary to build a complete file of information on the trucking industry apprenticeship program. This file shall include:
  - (a) names and locations of individual and area joint apprenticeship committees;

- (b) the number of apprentices in training in each program;
  - (c) the number of apprentice completions each year;
  - (d) the kind and extent of related instruction in use;
  - (e) the extent to which individual and area joint apprenticeship committees perform their functions as recommended in the Guide.
- (8) Promote the Guide through personal appearances and other means at important labor and management industry meetings.
- (9) Prepare public releases regarding this program for use by the industry, the union and government publications.

## **Local Joint Apprenticeship Committees**

### *Composition*

It is recommended that a local joint apprenticeship committee be established, equally representative of management and labor (usually four to six members of equal representation of the union and employer), and selected (or elected) by the groups they represent.

A joint apprenticeship committee may be established for an individual shop or plant, or on an area-wide basis encompassing the entire jurisdictional area of the local union.

### *Duties of Local Committees*

The extent of the authority vested in the committee shall be limited to that authorized by the respective participating groups, i.e., the union and the employer.

The joint apprenticeship committee, to the extent authorized, is the administrative body for the local apprenticeship program, and as such shall establish such rules and regulations governing its procedures as may be required.

The committee shall adopt standards of apprenticeship which will enable the apprentice to master the cognitive and manipulative skills required of the trade, receive related technical instruction, and provide for wages, hours, working conditions, ratios, or any other element that will assure a sound apprenticeship.

The committee shall elect a chairperson and a secretary and determine time and place of regular meetings. When the chairperson is a representative of the employer, then the secretary should be a representative of the union, and vice versa.

The chairperson and secretary shall have authority to vote on all questions.

Among other duties that may arise, the committee shall:

- (1) Determine the need for apprentices in the shop and/or locality and the adequacy of available facilities for providing the necessary job experiences;
- (2) Establish minimum entrance qualifications for apprentices (such as age, education, etc.);
- (3) Approve apprenticeship agreements;
- (4) Hear and adjust all differences pertaining to the local apprenticeship program as may be permitted in the standards or the bargaining agreement;
- (5) Determine the apprentice's progress in manipulative skills and technical knowledge through examination of the records and by oral or written tests which may on occasion be deemed advisable or necessary;
- (6) Make recommendations for the final determination of the abrogation of apprenticeship agreements;
- (7) Develop schedules of work experiences which apprentices will receive on the job;
- (8) Make the necessary arrangements for the apprentice to receive instructions in subjects related to the trade;
- (9) Be the sole authority to certify that an apprentice has successfully completed the term of apprenticeship, and recommend the issuance of a Certificate of Completion of Apprenticeship;
- (10) Maintain such records as they may determine necessary;
- (11) Be responsible for the successful operation of the apprenticeship program;
- (12) Provide the registration of the apprenticeship program and any subsequent amendments thereto;
- (13) Provide for the registration of apprentices with the appropriate registration agency, and
- (14) Provide for copies of all apprenticeship standards and subsequent amendments, to be sent to the headquarters of the International Association of Machinists and Aerospace Workers, AFL-CIO, the American Trucking Associations, Inc., and the National Joint Apprenticeship Committee.

### **Responsibilities of Apprentices**

- a. To perform diligently and faithfully the work of the trade and such other pertinent duties as may be assigned by the

employer in accordance with the provisions of the local standards.

- b. To respect the property of the employer and abide by the working rules and regulations of the employer and the joint committee.
- c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the standards.
- d. To develop safe working habits and perform work in such a manner as to assure safety to all persons in the shop.
- e. To perform at all times in a creditable, ethical, and moral manner, realizing that much time, money and effort will be spent in affording the individual an opportunity to become a skilled craft worker.

### **Recognition of Completion of Apprenticeship**

Upon successful completion of the apprenticeship under these standards, the committee shall recommend to the registration agency that the apprentice be issued a certificate of completion of apprenticeship and shall attach its signature thereto.

### **Filing with the Registration Agency**

Before becoming operative, these standards must have the official approval of the employer and union, and be registered with the appropriate registration agency.

### **Safety and Health Training**

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal law.

Apprentices shall receive instruction in accident prevention and safe working habits during their entire term of apprenticeship. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used.

## **Amendments to Local Standards**

The joint apprenticeship committee may amend the apprenticeship standards at any time, subject to approval of the union and the employer(s). All amendments to the apprenticeship standards shall apply to all apprenticeship agreements currently in effect at the time of the adoption of such amendments unless due notice of exception is given in writing to the joint apprenticeship committee by apprentices so affected. Copies of all amendments shall be forwarded to headquarters of the International Association of Machinists and Aerospace Workers, AFL-CIO, the American Trucking Associations, Inc., the registration agency, as defined herein, and to the National Joint Apprenticeship Committee.

# **FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES**

## **Veterans Readjustment Legislation (Public Law 90-77, 90th Congress)**

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and be approved by the appropriate State veterans approving agency.

Under the provisions of the veterans readjustment legislation, joint apprenticeship committees may be recognized as training establishments.

## **Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)**

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of the regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

## **Equal Employment Opportunity Legislation and Regulations**

The Civil Rights Act of 1964, title VII, prohibits discrimination in all phases of employment, including apprenticeship, because of race, color, religion, sex, or national origin. It applies to employers; employment agencies; labor organizations; joint apprenticeship committees; and, under the 1972 amendments, Federal agencies.

Detailed information regarding application of title VII of the Civil Rights Act may be obtained from the Regional Offices of the Equal Employment Opportunity Commission.

Title 29, Code of Federal Regulations, part 30, as amended April 8, 1971, requires that programs of apprenticeship registered with the U.S. Department of Labor, or with a State apprenticeship agency recognized by the Department as the appropriate registration agency for registering programs for Federal purposes, include in the standards the equal opportunity pledge stated in the regulation. The pledge provides for the recruitment, selection, employment, and training of apprentices during their apprenticeship without discrimination because of race, color, religion, national origin, or sex.

The regulation further requires that each apprenticeship program sponsor who employs five or more apprentices adopt an appropriate apprentice selection method and affirmative action plan, including goals and timetables if analysis indicates deficiencies in the utilization of minorities in the program.

Detailed information regarding the application of non-discrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the recognized State apprenticeship agency.

# APPENDIX A SCHEDULE OF WORK PROCESSES AND RECOMMENDED RELATED INSTRUCTION

## TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 1)	Approximate hours
a. <i>Cleaning and Inspecting the Parts of All Types of Equipment</i> .....	520
b. <i>Cylinder Heads</i> .....	640
1. Checking and inspecting heads	
2. Replacing valve guides	
3. Removing and replacing valve seats	
4. Reaming valve guides	
5. Checking valves with dial indicator	
6. Installing injector tubes or brass	
7. Replacing welch plugs and water test head	
8. Rebushing rocker arms and reaming bushings	
9. Checking and replacing rocker arm rollers	
10. Torquing cylinder head bolts	
11. Using compounds on head gaskets	
12. Torquing injectors and adjustment	
c. <i>Cylinder Blocks and Liners</i> .....	1,000
1. Removing and installing cylinder sleeves	
2. Cleaning and checking water passages	
3. Checking counter bores for sleeves	
4. Recutting and straightening counter bores	
5. Removing and cutting cylinder studs	
6. Cleaning ring grooves, fitting piston and ring for clearances	



7. Installing piston pin bushing and fitting piston pins
8. Checking rod alignment and rod bores
9. Honing and boring cylinders
10. Cleaning oil passages
11. Inspecting oil and oil lines
12. Checking, removing, and installing timing gears
13. Checking main bearing saddles, crank shaft wear and cracks, and radius area
14. Reasons for magnafluxing
15. Installing main and rod bearings
16. Checking oil clearances
17. Torquing main and rod bearings
18. Installing cam shaft bushings and line reaming
19. Pressure testing oil systems
20. Dial indicating run out of fly wheel and housings

**d. Fuel and Electrical Systems :..... 1,200**

1. Adjusting valve clearances
2. Installing and adjusting injectors
3. Adjusting governors
4. Checking compression
5. Setting fuel pressure
6. Checking and adjusting injection and carburetion systems
7. Care and cleaning of air filters
8. Timing injection and spark ignition systems
9. Using proper equipment to check electrical systems
10. Repairing fuel pumps, carburetors, generators, and starters, including air starters
11. Adjusting voltage regulators
12. Checking and servicing fuel filtering systems
13. Making up and installing wiring circuits
14. Checking and servicing batteries

15. Jump starting procedures	
16. Trouble shooting fuel systems	
17. Trouble shooting ignition systems	
18. Trouble shooting electrical systems	
<b>e. Water Cooling System .....</b>	<b>400</b>
1. Servicing thermostats, fans, coolant pumps	
2. Cleaning water passages	
3. Servicing shutters	
4. Checking pressures in cooling systems	
5. Servicing and adjusting belts	
6. Checking and servicing temperature controlled fan drives	
7. Trouble shooting cooling systems	
<b>f. Clutch .....</b>	<b>160</b>
1. Checking and adjusting clutches	
2. Rebuilding pressure plates	
3. Relining clutch discs	
4. Removing and repairing clutches	
5. Trouble shooting clutch problems	
<b>g. Transmission .....</b>	<b>480</b>
1. Removing and installing trans- missions	
2. Testing converters (optional)	
3. Rebuilding transmissions	
4. Air shift systems	
<b>h. Drive Line .....</b>	<b>520</b>
1. Removing, replacing, and balancing drive shafts, unusual joints	
2. Adjusting tracks, track rollers	
3. Inspecting, installing, and adjust- ing ball, roller, tapered roller bearings, oil seals	

4. Inspecting, adjusting, rebuilding, installing differential carrier assemblies and axles

i. *Brakes: Servicing and Repair* ..... 560

1. Pneumatic

- (a) Foundation brakes (S-Cam, wedge and disc)
- (b) Service systems
- (c) Emergency systems
- (d) Parking systems
- (e) Antiwheel lock systems
- (f) Review of all pneumatic components and their functions
- (g) Trouble shooting air brake systems

2. Hydraulic ..... 200

- (a) Foundation brakes (drum and disc)
- (b) Power boosters and assists
- (c) Service and emergency systems
- (d) Parking systems
- (e) Review of all hydraulic components and functions
- (f) Trouble shooting hydraulic brake systems

3. Machining drums, discs, and limitations thereto

4. Retarders ..... 120

- (a) Engine
- (b) Exhaust
- (c) Drive line

j. *Hydraulic Systems* ..... 200

Repairing and servicing of pumps, cylinders, valves, and control units

<b>k. Welding</b> .....	240
1. Acetylene—cutting, brazing, and welding	
2. Electric—cutting and welding	
<b>l. Lubrication and Maintenance of Self-Propelled     and Stationary Equipment</b> .....	120
Use of proper oils, greases, tools	
<b>m. Service and Repair of Suspension Systems,     Wheels, and Tires</b> .....	320
1. Leaf Springs	
2. Coil Springs	
3. Rubber	
4. Pneumatic	
5. Torque rod adjustment	
<b>n. Service and Repair of Steering Systems</b> ...	360
1. Principles and theory of alignments	
2. Power steering systems	
3. Trouble shooting and repair- ing steering problems	
<b>o. Machine Shop</b> .....	400
1. Drilling	
2. Tapping	
3. Turning	
4. Grinding	
<b>p. Noise Measurement and Control</b> .....	120
1. Sources of noise	
2. Meaning and description of decibels and their applica- tion to noise measurement	
3. Applicable noise regulations	
4. How to measure noise	
5. Controlling measurable noise levels	

<b>q. Exhaust Emissions</b> .....	120
1. Applicable regulations	
2. How to measure emissions	
3. Controlling emission levels	
<b>r. Cab Work</b> .....	320
1. Wiper systems	
2. Mirror repair and adjustment	
3. Heating and cooling systems	
4. Instrument servicing	
5. Seat repair	
<b>Total</b> .....	8,000

### TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 2)	Approximate hours
Spring, frames, and front axles .....	500
Wheels, tires, and steering gears .....	500
Brakes, rear axles, and u-joints .....	1,000
Clutches, transmissions, and power take-offs .....	1,000
Cooling, lubrication, and fuel systems .....	750
Engines, including gas, diesel, and LPG ...	1,750
Electrical systems .....	1,000
Tune-up and testing equipment .....	500
Machine shop and welding .....	500
Miscellaneous .....	500
<b>Total</b> .....	8,000

### TRUCK MECHANIC (GAS AND DIESEL)

Work Processes (Sample 3)	Approximate hours
<b>a. Lubrication</b> .....	200
Engines	
Transmission and drive axle	
Replacement and cleaning of all filters and elements	

- Final checking—battery and tires
- Steering assembly and connections
- Universal joints
- Clutch bearings
- Water pump and distributor
- Use of various oils and greases
- Wheel bearings
- Fifth wheels

**b. Front End or Steering ..... 850**

- Turn radius and adjustment
- Set toe-in
- Replace wheel oil seals
- Rebuild steer axle
- Check and repair shock absorbers when used
- Replace springs when used
- Replace or repair tie rod ends
- Brakes
- Rebuild or repair and adjust steering gear

**c. Drive Axle ..... 700**

- Rebuild complete
- Adjust differential bearing
- Rebuild or replace universal joints
- Rebuild or replace axle adaptors
- Rebuild or repair planetaries

**d. Brakes ..... 700**

- Adjust air brakes
- Adjust hydraulic brakes
- Bleeding (hydraulic systems of air—air systems of fluids)
- Reline brakes
- Replace or turn drums
- Rework or replace backing plates and spiders
- Check and repair all connections
- Rebuild air chambers
- Service air compressor, governor, air valves

- Replace or rebuild wheel cylinders
- Replace or rebuild master cylinders
- Check and rebuild or repair hydraulic boosters
- Repair or reset or check automatic adjusters
- Repair or replace parking brake mechanisms
- Repair or replace antiwheel lock components

e. *Motor Repairs, Overhaul or Install* ..... 1,650

- Check condition and perform following operations as necessary:
- Clean all heads and block, inside and out
- Rebore and hone cylinders or install sleeves
- Repair timing gears and accessory drive gears
- Repair or rebuild oil pump
- Replace engine
- Reface valves and seats
- Resurface head
- Replace pistons, rings and pins
- Adjust or replace bearings
- Properly install cam shaft(s)
- Check for cracks—repair as indicated
- Align rods
- Inspect crankshaft
- Adjust valves
- Engine tune-up
- Repair or replace oil lines

f. *Cooling System* ..... 450

- Knowledge of thorough external cleaning of radiator
- Knowledge of internal cooling system cleaning
- Service thermostats and shutter systems
- Repair water pumps

Replace hose connections  
Install water pump  
Replace fan  
Service temperature-controlled fan  
Minor repair to radiator  
Use of various antifreezes  
Reverse flush block

**g. Carburetion** ..... 600

Service dry type air cleaner and  
oil bath air cleaner  
Correct cleaning methods of both  
Governor repair or rebuild and correct  
governor functions  
Overhaul  
Fuel filters  
Adjustment  
Cleaning  
Fuel pump and lines  
Intake manifold  
Heat riser valve

**h. Electrical Systems** ..... 950

Test switches, replace as necessary  
Adjust voltage regulators  
Clean commutator and replace brush  
springs and brushes on all motors  
Check brush spring tension  
Primary and secondary ignition circuit  
testing  
Use of instruments—ohmmeter, ammeter,  
and voltmeter  
Generator or alternator—test, repair,  
replace  
Battery—test, charge, replace  
Turn armatures  
Distributor—overhaul, replace, adjust  
Starters—test, overhaul, replace  
Lamps  
Wiring tests  
Coils, condensers—test and replace



**i. Engine Tune-Up and Trouble Shooting . . . . . 400**

- Set LPG with combustion efficiency analyzer (opt.)
- Set LPG with vacuum gage and tachometer (opt.)
- Adjust carburetion
- Check functioning of emission controls
- Distributor adjustment
- Set timing
- Adjust valves
- Test compression
- Test plugs, wires
- Diesel: Check pump, fuel pressures, injectors, fuel and air filters

**j. Clutch and Transmission . . . . . 550**

- Adjust
- Rebuild
- Replace
- Inspection of gears, bearings, facings, flywheel, pressure plate(s), linkages
- Air shift repair

**k. Bench Work . . . . . 500**

- Hydraulic test equipment
- Electrical test equipment
- Rebuilding hydraulic cylinders, valves, steering gears, starters, generators, pumps, carburetors, air system components
- Operation of various machines:
- Valve refacer
- Armature lathe
- Growler
- Brake drum lathe
- Portable drills
- Boring bars
- Arbor press
- Crack detectors
- Grinders



**I. Automatic Transmission** ..... 450

- Repair, rework, or replace all types of automatic transmissions
- Analyze and test procedures for trouble shooting automatic transmissions
- Function and knowledge of torque converters
- Repair or rebuild industrial type torque converters
- Test and evaluate torque converter functions

**Total** ..... 8,000

**TRUCK MECHANIC (GAS AND DIESEL)**

<b>Work Processes</b> (Sample 4)	<b>Approximate hours</b>
<b>a. Electrical</b> .....	1,000
<ul style="list-style-type: none"> <li>Battery, generator, regulator, series-parallel switch, starter, wiring, head lights, body lights, cab and inside lights, turn signals, trailer connections, horn, and engine ignition (coil, condenser, harness, distributor, etc.)</li> </ul>	
<b>b. Fuel</b> .....	750
<ul style="list-style-type: none"> <li>Tanks, lines, fuel pumps, strainers, injector pumps, injectors, and air intake system</li> </ul>	
<b>c. Cooling</b> .....	750
<ul style="list-style-type: none"> <li>Radiators, hoses, thermostat, radiator shutters, fan, and pulleys</li> </ul>	
<b>d. Lubrication</b> .....	500
<ul style="list-style-type: none"> <li>Oil pump, lines, filters, and pressure fittings</li> </ul>	

e. <i>Engine</i> .....	1,500
Block, heads, crankshaft, rods, pistons, rings, sleeves, bearings, camshaft, valves, valve train, manifolds, pan, blower, turbo- charger, exhaust system and muffler, tailpipe, mounts, gaskets, and seals	
f. <i>Clutch</i> .....	400
Housing, plates, facing, bearings, and linkage.	
g. <i>Transmission</i> .....	500
Housing, gears, shafts, mounts, synchro- nizers, and control	
h. <i>Drive Shaft and Universals</i> .....	250
Drive shafts, universal joints and bearings, and hangers	
i. <i>Differential</i> .....	250
Ring and pinion gears, bearings, reduction gears, and shaft mechanism	
j. <i>Rear Axle</i> .....	250
Housing, shafts, bearings, seals, carrier assembly	
k. <i>Steering</i> .....	250
Axle, linkage, steering gear box, shaft and wheel, and power assist mechanism. Theory of steering geometry	
l. <i>Brakes</i> .....	400
Shoes, linings, cylinders, diaphragms, lines, compressor, drums, parking brake shoes, linkage, reservoir, filter,	

bleeds, drains, controls, pressure switch, and breakaway valve

m. <i>Wheels and Rims</i> .....	400
Wheels, lugs, bearings, seals, and rims	-
n. <i>Accessories</i> .....	500
Mirrors, cab cooling and ventilating equipment, windshield wipers, recorder, radios, and heaters	
o. <i>Miscellaneous</i> .....	300
Service calls, towing, miscellaneous small parts	
<b>Total</b> .....	<u>8,000</u>

### TRUCK MECHANIC (HEAVY-DUTY EQUIPMENT)

<b>Work Processes</b> (Sample 1)	Approximate hours
a. <i>Gasoline Engine Repair</i> .....	1,500
1. Pistons, rings, valves, and bearings	
2. Fuel systems—carburetion and fuel pumps	
3. Ignition and starter systems	
4. Lubrication system	
5. Cooling system	
b. <i>Diesel Engine Repair</i> .....	2,500
1. Two-cycle engines	
2. Four-cycle engines	
3. Pistons, rings, valves, and bearings	
4. Injection systems	
5. Scavenging systems	
6. Starting systems—electric and compressed air	

- 7. Cooling systems
- 8. Lubricating systems

<b>c. Drive Systems</b> .....	1,000
Clutches	
Transmissions and transfer cases and power takeoff	
Final drives	
Rear wheels	
Tracks and track suspension systems	
<b>d. Steering Systems</b>	
<b>e. Brake Systems</b>	
<b>f. Chassis and Springs</b> .....	500
<b>g. Equipment Repair and Maintenance</b> .....	2,000
Winches and hoisting gear	
Hydraulic and pneumatic systems	
Air compressors	
Bulldozers, graders, and motor road patrols	
Cranes, clamshells, and drag-lines	
Ditchers and back-hoes	
<b>h. Lubrication and Lubrication Systems of     All Equipment</b> .....	500
<b>Total</b> .....	<u>8,000</u>

### TRUCK MECHANIC (HEAVY-DUTY EQUIPMENT)

Work Processes (Sample 2)	Approximate hours
Cleaning and inspecting the parts of all types of equipment .....	400
Basic care and lubrication .....	250
Brakes (all types) .....	200

Clutches .....	250
Transmissions .....	400
Final drives .....	350
Steering mechanisms .....	300
Power control units .....	250
Winches .....	100
Hydraulic pumps .....	250
Track assemblies .....	150
Electrical systems .....	300
Gasoline fuel intake .....	100
Diesel fuel injection .....	250
Cooling system .....	100
Engine maintenance .....	1,000
Engine reconditioning .....	1,800
Welding .....	750
Field maintenance, general .....	800
<b>Total</b> ... ..	<b>8,000</b>

## TRUCK AND TRAILER BODY MECHANIC

<b>Work Processes</b> (Sample 1)	<b>Approximate hours</b>
<b>a. Sectional Repairs</b> .....	<b>500</b>
1. Replacing square tubing	
2. Reinforcement of sides	
3. Replacement of rear corner posts and covers	
4. Replacement and repair of panels	
5. Replacement of moulding retainer and moulding	
<b>b. Insulation</b> ... ..	<b>500</b>
1. Knowledge of proper procedure for installing different types of thicknesses	
2. Adapting doors for insulation and weather stripping	

3. Knowledge of different methods of insulating floors, floor pans, drains, and duck boards	
4. Installation of refrigerator units	
<b>c. Painting</b> .....	1,200
1. Prepare body and fenders for painting	
2. Sanding and rubdown preparation	
3. Use of spray gun	
4. Mix paints	
5. Touch up with brush	
6. Color matching	
7. Air sanding	
8. Masking and taping	
<b>d. Sheetmetal Work</b> .....	750
Bending, forming, and applying of body metals	
<b>e. Woodwork</b> .....	1,200
1. General millwork	
2. Planing, joining, ripping	
3. Shiplapping	
4. Carpentry work in connection with body building	
<b>f. Blacksmithing</b> .....	650
1. Forging	
2. Bending and forming iron	
<b>g. Gas and Electric Welding</b> .....	700
Working with steel, cast iron, sheetmetal, and brass	
<b>h. Truck-Body Assembly</b> .....	1,500
1. Layout and assembly of all types of truck and trailer bodies, vans, semivans, rack produce,	

- express, etc., and all special type bodies and tanks
- 2. Wiring and light fixture repairs and replacements
- 3. Mounting bodies
- 4. Reading of blueprints
- 5. Windshield and glass replacement
- 6. Door and door lock replacement
- 7. Canvas work

i. *Under Carriage* ..... 1,000

- 1. Repair and service air, hydraulic, electric, and antilock brake systems
- 2. Relining of brakes, replacement and repair of valves, gauges, seals, bearings, wheels, drums, chambers, parking brakes, and antilock (121) systems
- 3. Axle replacement and alignments
- 4. Repair, replace, install air ride suspension system, radius rods, hangers, slack adjusters, springs
- 5. Install and repair fifth wheels

**Total** ..... 8,000

### TRUCK AND TRAILER BODY MECHANIC

Work Processes (Sample 2)	Approximate hours
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a. <i>Body Reconstruction and Assembly</i> .....	3,000
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- Stripping wrecked trucks
- Straightening miscellaneous parts
- Rebuilding tail gates, doors, cabs, etc.
- Layout and fabrication
- Riveting
- Installation gas tanks, lines, etc.
- Welding-brazing



<b>b. Frame Work (Conversion)</b> .....	2,500
Lengthen or shorten frames and drive shafts	
Change axle assembly	
Install overload springs	
Install fifth wheel	
Chassis assembly	
Repair and straighten frames	
<b>c. Fabrication of Bodies</b> .....	2,000
Cabs, partitions, bodies	
<b>d. Layout Table and Miscellaneous</b> .....	500
<b>Total</b> .....	<u>8,000</u>

### TRUCK AND TRAILER BODY MECHANIC

<b>Work Processes</b> (Sample 3)	Approximate hours
<b>a. Machine Work</b> .....	1,500
Planing-rip saw, band saw, jointer, shaper	
Drill press, grinder, nippler, punch press, shear	
<b>b. Metal Work</b> .....	1,500
Pitting, bending, lapping	
Layout	
Welding-electric and acetylene	
Soldering	
Forge work	
<b>c. Body Construction</b> .....	1,500
Layout and fitting	
Squaring off, setting, and mitering	

Build tail-gate  
 Build and hang doors  
 Glass installation  
 Hardware and fittings

d. Chassis .....	1,000
Layout and fabrication	
Riveting, hand and power	
Frame alignment	
Spring work, coil and elliptic	
e. Painting .....	1,000
Priming, filing, and sanding	
Finishing, exterior and interior	
f. Lighting System .....	1,000
Wiring installation	
Head lights tail lights, parking lights	
Spot light, interior lights	
g. Insulation .....	500
<b>Total</b> .....	<u>8,000</u>

### TRUCK MECHANIC PAINTER

Work Processes (Sample 1)	Approximate Hours
a. Preparing surfaces for painting, sanding, cleaning, papering windows, masking chrome .....	800
b. Knowledge of paints and thinners, paint and thinner ingredients, handling of paint and thinner inventories, knowledge of paint numbers and charts .....	600

c.	Maintenance and use of painting equipment, brushes, spray guns, spray booths, etc. (including complete assembly and disassembly of spray guns and regulators) .....	600
d.	Matching and mixing of colors for proper tone and quality .....	600
e.	Development technique of painting under varying climatic conditions; surfacing of prime coat, various color coats; operation of spray gun for even distribution .....	1,200
f.	Sanding and rubbing of various coats for completion; stripping of wheels and any other necessary stripping operations .....	800
g.	Detailing of finished product; cleaning up process .....	800
h.	Knowledge of estimating .....	600
	<b>Total</b> .....	<u>6,000</u>

### RELATED INSTRUCTION

A minimum of 144 hours of related instruction is required for each apprentice for each year.

Theory and application of Ohm's law  
 Reading and understanding of electrical diagrams with emphasis on schematics  
 Fundamental hydraulics and Pascal's law  
 Elementary blueprint reading  
 Fundamentals of mathematics  
 Pneumatics, lubrication, bearings, tires, and wheels  
 Use and care of precision measuring instruments  
 Power transmission devices (clutches, transmissions, drive lines, axles)

Two-cycle and four-cycle engines; spark ignited and compression ignited

Fuel systems:

Carburetion

Fuel injection, LPG

Frame and steering, wheel alignment

Cab componentry (wipers, washers, heating and air conditioning systems, safety equipment)

Braking systems, cooling systems, cranking and charging systems, filtration systems

Sheet metal, painting, welding, machine shop

Business management

Noise measurement and attenuation

Industrial history and labor problems

Smoke and emissions measurement and control

Courses in safety (shop, storage, personal)

Fuel conservation measures

## **APPENDIX B**

### **APPRENTICE RECORDKEEPING**

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. Different types of recordkeeping systems are in use in the different areas. Some systems include a variety of recordkeeping forms—daily, weekly, and monthly, as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced on the following pages are a simply designed recordkeeping form and a control report. They are presented as examples in establishing your own recordkeeping system. The recordkeeping form covers a one-month period and is accumulative.

It will be noted that the data recorded during each one-month period is carried forward to the next period. In this way, a current and complete record of the progress of each apprentice may be kept on this single form.

Samples of other recordkeeping systems may be obtained upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

# APPLICANT RATING FORM

Sample

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Age \_\_\_\_\_

	<i>Maximum points</i>	<i>Points earned</i>
<b>1. Education</b>	<b>20</b>	
(a) High school graduate or approved certificate of equivalency—15		
(b) Completion of 3 Years of high school—10		
(c) Completion of 2 Years of high school—5		
(d) Subjects studied pertinent to the tradé with grade C average or better—5		
<b>2. Physical Fitness</b>	<b>10</b>	
<b>3. Previous Experience</b>	<b>15</b>	
<b>4. References</b>	<b>5</b>	
<b>5. Aptitude Test Results</b>	<b>20</b>	
(a) Applicant meeting established Norm—20		
(b) Applicant failing to meet Norm—0		
<b>6. Military Service</b>	<b>5</b>	
<b>7. Oral Interview</b>	<b>25</b>	
<b>Possible Score</b>	<b>100</b>	
		<b>Total score _____</b>

Remarks: \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ JAC \_\_\_\_\_

Location \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

### GUIDE FOR INTERVIEWING

*Military service:* How long was the person in service and in what branch of the armed forces? After basic training, did any schooling or military experience relate to the trade?

*Oral interviews:* This is a highly important part of the entire evaluation of the applicant. It is desirable to have the applicant interviewed by someone familiar with the trade.

The personal qualities you are looking for will include among others:

*Sincerity of interest:* Is the dollar sign of a high journeyman rate the only incentive; or do you think the interest in the work of the trade is sincere and abiding? In some trades layoffs between jobs may be frequent so the high hourly rate may be deceptive as to total income. How did the person become interested in the trade? Through the school counselor or someone outside? What are parents' attitudes toward the person entering the trade? Does the applicant really want to get into the trade, or is someone "pushing"? Has the person already had some training or experience related to the trade as part of schooling or work experience? What do the references and school records show that may give some information supporting the applicant's statement of interest? What hobbies or jobs around home or on the car does the person have?

*Attitude toward work:* Review the records of working experience and the military record. Many trades involve hard exacting labor. Weather conditions are not always pleasant. Does the person think these conditions can be endured day after day—week after week. What jobs—part or full time—has the person had which give evidence of the physical capacities in relation to the trade. Special working conditions in the trade should be discussed with applicant.

*Attitude toward related instruction:* Does the person understand the requirements and importance of the related instruction phase of the apprenticeship? Is the applicant ready to assume this responsibility, realizing it will cut down on evening time for entertainment, sports, or social life (where evening school is required)? Does the applicant understand that to complete a home study course successfully during off-duty hours requires self-discipline? Is the applicant aware that progress in the class will be considered of equal importance to progress in the job?

*Technical knowledge of a nature valuable to the trade:*  
 Interviewers should prod the applicant to divulge as much technical knowledge of the craft as has been acquired through association or otherwise. For instance, the applicant might be asked to describe a micrometer: On what part of an engine is a micrometer generally used? How is a torque wrench used? Describe a box and wrench. Is the popular automotive engine 2 cycle or 4 cycle? How can an automotive mechanic contribute to safety on the highways?

Results can then be averaged.

Employers will notify applicants who fail to make passing scores.

Sample

### Interview Evaluation Rating Form

Interview Evaluation

Points allowed	0	2	3	4	5	Interview Points
	Poor	Fair	Avg	Good	Excel.	Awarded
1 Sincerity of interest						
2 Attitude toward work						
3 Attitude toward related instruction						
4 Technical knowledge of a nature valuable to the trade						
5 Understanding of apprenticeship responsibilities						

Total Rating Points Earned (2 25 Points) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Interviewers*

Date \_\_\_\_\_

# Apprentice Mechanic Monthly Work Report

Apprentice Mech \_\_\_\_\_

Month \_\_\_\_\_

19 \_\_\_\_

	Special	Tractor Service	Stores Department	Trailer Service	Trailer Overhaul	Brake Realign	Carpenter Shop	Paint Shop	Tractor Overhaul	Tractor Service Elec	Rebuild Elec Assy	Rewiring Tractors	Magnaflux Mach	Pistons and Steers	Oil Pumps and Rockers	Cylinder Heads	Machine Shop	Drive Lines	Transmission and Diff	Front Ends Steering Assy	Rear End Assy	Engine Tear-down	Engine Rebuild	Engine Dynamometer	Fuel Pump Room	Total
Hours Carried Forward																										
Date	1																									
2																										
3																										
4																										
5																										
6																										
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30																										
31																										
<b>Total</b>																										



# Apprentice Mechanic Control Report

Month \_\_\_\_\_

19\_\_

## Record Hours in Blocks

Fuel Pump Room

Engine Dynamometer

Engine Rebuild

Engine Teardown

Rear End Assy.

Steering Assy.

Transmission

Drive Lines

Machine Shop

Cylinder Heads

Oil Pumps and Rockers

Pistons and Sleeves

Magnaflex Mach.

Rewinding Tractors

Rebuild Elec Assy

Tractor Service Elec

Tractor Overhaul

Paint Shop

Carpenter Shop

Brake Reining

Trailer Overhaul

Stores Department

Tractor Service

Special

Total

Name

40

**APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE  
AND JOINT APPRENTICESHIP COMMITTEE**

CHECK APPROPRIATE BOX

Vietnamese Veteran     Other Veteran     Non-veteran

**PRIVACY ACT STATEMENT**

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974, P.L. 93-502

THIS AGREEMENT, entered into this (date)                      day of                      19

between the parties to (Name of joint apprenticeship standards)

represented by the Joint Apprenticeship Committee hereinafter referred to as the COMMITTEE and

(Name of Apprentice)

born (Month Day Year)

hereinafter referred to as the APPRENTICE and (if a minor) (Name of parent

or guardian)

hereinafter referred to

as the GUARDIAN

<p><b>WITNESSETH THAT</b> The Committee agrees to be responsible for the selection, placement and training of said apprentice in the trade of _____</p> <p>as work is available and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship in accordance with the regulations of the Committee. The apprenticeship standards referred to here in are hereby incorporated in and made a part of this agreement.</p> <p><i>This AGREEMENT may be terminated by mutual consent if the signers agree before upon proper notification to the regulatory agency.</i></p>	<p><b>TRAINING DATA</b></p> <p>APPRENTICESHIP TERM    PROBATIONARY PERIOD</p>
	<p>CREDIT IN GRADUATE    TERM REMAINING</p> <p>(If any)    (If any)</p>
<p>SIGNATURE OF APPRENTICE</p>	<p><b>TO BE COMPLETED BY THE APPRENTICE</b></p> <p>SEX    Race</p> <p>Male    Female</p>
<p>ADDRESS (Number Street City State ZIP Code)</p>	<p>Caucasian White</p> <p>Negro Black</p> <p>Other</p> <p>Hispanic</p> <p>American Indian</p> <p>Spanish American</p> <p>Intermarriage (Not Specified)</p> <p>Not Specified</p>
<p>SIGNATURE OF PARENT OR GUARDIAN</p>	<p>HIGHEST GRADE OF SCHOOL</p> <p>8th grade or less</p> <p>9th grade or more</p> <p>12th grade or more</p>
<p>SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE CHAIRMAN</p>	<p>DATE (Month Day Year)</p>
<p>SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE SECRETARY</p>	
<p>NAME OF REGISTRATION AGENCY</p>	
<p>SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL</p>	

U.S. DEPARTMENT OF LABOR - Employment and Training Administration  
 Bureau of Apprenticeship and Training

**APPRENTICESHIP AGREEMENT  
 BETWEEN  
 APPRENTICE AND EMPLOYER**

CHECK APPROPRIATE BOX

Vietnam or Veteran     Other Veteran     Non-veteran

**PRIVACY ACT STATEMENT**

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1976 P.L. 93-502

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations Part 30 and in accordance with the terms and conditions of the (Name of Apprenticeship Standards) which are made a part of this agreement

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement

<p>The AGREEMENT may be terminated by mutual consent of the parties (this must be with notification to the Registrar upon).</p>		<p>TRADE AND OCCUPATION</p> <p>Trade _____ Apprenticeship Term _____</p>	
<p>NAME OF APPRENTICE (Type or Print)</p> <p>_____          SIGNATURE OF APPRENTICE</p>		<p>Registration Period _____ Credit for previous experience _____</p>	
<p>ADDRESS (Number Street &amp; State ZIP Code)</p> <p>_____          SIGNATURE OF PARENT OR GUARDIAN</p>		<p>Term beginning _____ Date apprenticeship begins _____</p>	
<p>NAME OF EMPLOYER AND ADDRESS</p> <p>_____          SIGNATURE OF EMPLOYER</p>		<p><b>TO BE COMPLETED BY THE APPRENTICE</b></p> <p>DATE OF BIRTH _____          Month Day Year</p>	
<p>APPROVED BY JOINT APPRENTICESHIP COMMITTEE</p> <p>_____          SIGNATURE OF CHAIRMAN OR SECRETARY</p>		<p>SEX    <input type="checkbox"/> Male              <input type="checkbox"/> Female</p>	
<p>REGISTERED BY (Name of Registrar) _____</p> <p>_____          SIGNATURE OF AUTHORIZED OFFICIAL</p>		<p>RACE ETHNIC GROUP    <input type="checkbox"/> Caucas or White                                          <input type="checkbox"/> Negro Black                                          <input type="checkbox"/> Oriental                                          <input type="checkbox"/> American Indian                                          <input type="checkbox"/> Span or American                                          <input type="checkbox"/> Information Not Available                                          <input type="checkbox"/> Not Elsewhere Classified</p>	
		<p>HIGHEST EDUCATION LEVEL    <input type="checkbox"/> 8th grade or less          <input type="checkbox"/> 9th grade or more          <input type="checkbox"/> 12th grade or more</p>	
		<p>DATE _____</p>	

ETA 5-7B  
 Jan 1976



# BUREAU OF APPRENTICESHIP AND TRAINING REGIONAL OFFICES

Location	States Served	
<b>Region I</b> JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
<b>Region II</b> 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
<b>Region III</b> P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
<b>Region IV</b> 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
<b>Region V</b> Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
<b>Region VI</b> 555 Griffin Square Bldg. Griffin & Young Streets, Room 858 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
<b>Region VII</b> Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo 64106	Iowa Kansas	Missouri Nebraska
<b>Region VIII</b> Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
<b>Region IX</b> 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif 94102	Arizona California	Hawaii Nevada
<b>Region X</b> Federal Office Bldg., Room 8014 909 First Avenue Seattle, Wash 98174	Alaska Idaho	Oregon Washington

# STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services  
Department of Economic Security  
P O Box 6123  
Phoenix, Ariz 85005

Division of Apprenticeship  
Standards  
Department of Industrial Relations  
455 Golden Gate Avenue  
P O Box 603  
San Francisco Calif 94102

Colorado Apprenticeship Council  
State Centennial Building  
1313 Sherman Street, Room 423  
Denver Colo 80203

Apprentice Training Division  
Labor Department  
200 Folly Brook Boulevard  
Wethersfield Conn 06109

Delaware State Apprenticeship and  
Training Council  
Department of Labor and Industrial  
Relations  
616 North Union Street  
Wilmington Del 19805

District of Columbia  
Apprenticeship Council  
605 G Street NW  
10th Floor  
Washington D C 20005

Bureau of Apprenticeship  
Florida Department of Commerce  
1321 Executive Center Drive  
Tallahassee Fla 32301

Apprenticeship Division  
Department of Labor and Industrial  
Relations  
825 Mililani Street  
Honolulu Hawaii 9

Apprentice Training Division  
Kansas Apprenticeship Council  
Department of Labor  
401 Topeka Boulevard  
Topeka Kans 66603

Kentucky State Apprenticeship  
Council  
Capital Plaza Tower 12th Floor  
Frankfort Ky 40601

Division of Apprenticeship  
Department of Labor  
1001 Land and Natural Resources  
Building  
Baton Rouge La 70804

Maine Apprenticeship Council  
Department of Labor and Industry  
State Office Building  
Augusta Maine 04330

Maryland Apprenticeship and  
Training Council  
Department of Labor and Industry  
203 East Baltimore Street Room  
1108  
Baltimore Md 21202

Division of Apprentice Training  
Department of Labor and Industries  
State Office Building  
Government Center  
100 Cambridge Street  
Boston Mass 02202

Division of Voluntary Apprenticeship  
Department of Labor and Industry  
Space Center Building 5th Floor  
444 Lafayette Road  
St Paul Minn 55101

Montana State Apprenticeship  
Council  
Division of Labor Standards  
1031 Helena Avenue  
Helena Mont 59601

Nevada Apprenticeship Council  
Department of Labor  
Capital Complex  
Carson City Nev 89701

New Hampshire Apprenticeship  
Council  
Department of Labor  
1 Pillsbury Street  
Concord NH 03301

New Mexico Apprenticeship Council  
Labor and Industrial Commission  
Suite 212  
2340 Menaul NE  
Albuquerque N Mex 87101

Bureau of Apprentice Training  
Department of Labor  
The Campus Building No 12  
Albany N Y 12226

Division of Apprenticeship Training  
Department of Labor  
Raleigh N C 27602

Ohio State Apprenticeship Council  
Department of Industrial Relations  
2323 West Fifth Avenue Room 250  
Columbus Ohio 43216

Apprenticeship and Training  
Division  
State Office Building Room 446  
1403 SW Fifth Street  
Portland Oreg 97201

Pennsylvania Apprenticeship and  
Training Council  
Department of Labor and Industry  
Labor and Industry Bldg Room  
1547  
Harrisburg Pa 17120

Apprenticeship Division  
Department of Labor  
414 Barbosa Avenue  
Hato Rey P R 00917

Rhode Island Apprenticeship  
Council  
Department of Labor  
235 Promenade Street  
Providence RI 02908

Utah Apprenticeship Council  
428 East 2100 South Suite 104  
Salt Lake City Utah 84115

Vermont Apprenticeship Council  
Department of Industrial Relations  
State Office Building  
Montpelier VT 05602

Division of Apprenticeship Training  
Department of Labor and Industry  
P O Box 1814  
Ninth Street Office Building  
Room 334  
Richmond Va 23214

Director of Apprenticeship and  
Training  
Department of Labor  
Christ the King St. Croix V I 00820

Apprentice Division  
Department of Labor and Industries  
318 East Fourth Avenue  
Olympia Wash 98504

Department of Apprenticeship and  
Training  
P O Box 2209  
Madison Wis 53701

All agencies with the exception of Kansas operate under apprenticeship and training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

# United States Department of Labor

Bureau of Apprenticeship and Training

## Certificate of Registration

Issued on recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program in accordance with the standards recommended by the

Federal Committee on Apprenticeship



# Certificate of Completion of Apprenticeship

United States Department of Labor  
Bureau of Apprenticeship and Training

1951 The National Apprenticeship Program 40th Year 1977

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the  
Federal Committee on Apprenticeship



Date Completed

Secretary of Labor

Assistant Secretary for  
Apprenticeship and Training

Bureau Administrator

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