



Training Requirements



<u>Training</u>	<u>Schedule</u>	<u>Requirements</u>
Eastern/Shell AV Fuels	Annual	Required for drivers handling Eastern/Shell Aviation Products. Must be taught by an Eastern/Shell trained instructor.
Hydrogen Sulfide (H2S)	Annual	Required for Drivers handling Crude Oil.
Security Awareness	Annual	Initial and annual thereafter. View "Truck Driver and Cargo Security" Video. Terminal/Site/Resource Managers and Drivers. (CP 9.1.1)
Storm Water Runoff	Annual	Required for all Maintenance and Washrack Personnel.
Waste Watchers Quiz	Annual	Hazardous Waste Generators. (Tank Shop Only)
BB PATHOGEN ADMIN	As Required	Terminal BB Pathogen Administrator.
Defensive Driving	As required	McKenzie Tank Lines, Inc. Defensive Driving Course. Includes Smith System Training. Required for all Drivers and those Personnel who operate Company Vehicles.
Drug & Alcohol Supervisor Training	As Required	Supervisory determination for "reasonable suspicion" testing. Minimum of one hour training for each subject. Required for Driver Supervisors.
Entry Level Driver Training	As required	Required for Drivers with less than one year of experience operating a CMV with a CDL in interstate commerce.
General Awareness Test	As required	As required.
Respirator Fit Test (Air Line)	As required	All Employees subject to wearing respirator equipment. Drivers, Shop, ER Team Members, Confined Space Entry Team Members. Must be administered by a trained instructor.
Respirator Fit Test (Canister)	As required	All Employees subject to wearing respirator equipment. Drivers, Shop, ER Team Members, Confined Space Entry Team Members. Must be administered by a trained instructor.
Respirator Medical Evaluation	As required	All employees subject to wear respirator equipment. Drivers, Shop, ER Team Members, Confined Space Entry Team Members.
Respiratory Protection Training	As required	All Employees subject to wearing respirator equipment. Drivers, Shop, ER Team Members, Confined Space Entry Team Members. (Video and 20 Question Test)
STT Technician	As required	Completion of DOT approved course (49 CFR Part 40) for Screening Test Technician. Proficient in the QED A150.
ULSD - Chevron	As required	Required for all Drivers that handle Chevron ULSD.
ULSD - Ultra Low Sulpher Diesel	As required	Required for all Drivers that handle ULSD. Chevron and Exxon Training will suffice for this Training.

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Waiver Letter (391.49)	As Required	Drivers assigned a waiver.
BB Pathogen Declination	Initial	ER Team Members, Confined Space Entry Team Members, Office First Responders, Certified Saliva Testing Technicians.
Confined Space Entry Training	Initial	All Employees subject to entry of any Confined Space.
Draining Flammable/Combustible Liquids	Initial	General instructions to reduce the risk of fire from static electricity while draining Flammable/Combustible Liquids. Required for all Employees.
Fall Prevention	Initial	Required to all Supervisory Personnel and all Shop and Wash Rack Personnel. See CP 6.3.3
Fire Extinguisher Training	Initial	Required for all Employees.
Hazardous Communication Test	Initial	All Employees. Video and 10 Question Test
Hepatitis B Vaccination	Initial	See note. (Hepatitis B Series)
Lockout/Tagout Training	Initial	Required to all Supervisory Personnel and all Shop and Wash Rack Personnel. See CP 6.3.2
Title VII Training	Initial	Required for all Managers -Replaced with Discrimination Training for Managers
Work Place Hazard Assessment	Initial	Upon initial issue of Personal Protective Equipment. and subsequent change of assignment requiring Personal Protective Equipment.
Forklift Safety Training	Three Year	Required for Company Forklift Operators.
Hazardous Materials Training (HM126)	Three Year	All personnel involved in the transportation of Hazardous Material.
Discrimination Training for Managers	Initial	Required for all managers and supervisory personnel

Hepatitis B Series

ER Team Members, Confined Space Entry Team Members, Office First Responders, Certified Saliva Testing Technicians
**HBV series must be offered. If HBV series is declined a declination must be forwarded to Tallahassee. The offer of vaccination remains open for acceptance at another time.

Random Drug Screen

All DOT Certified Personnel (Terminal Notified)

Random Alcohol Test

Drivers, Loaders, Safety Sensitive Personnel
(Terminal Notified)

Reasonable Suspicion
Drug/Alcohol Testing

Call Human Resource Manager prior to approaching employee.

Post Accident Testing
Drug/Alcohol

Should be approved by the Director of Safety, a Safety Supervisor, or Human Resource Manager

EXXON Drug/Alcohol Testing

All drivers entering an EXXON facility to load or unload must have annual drug and alcohol testing or after any incident involving EXXON products.