

the LITERACY needed to be a TRUCKDRIVER

SOME OF THE LITERACY USED

PURPOSE

Reading Comprehension

- Understanding written sentences and paragraphs in work related documents.
- Reads bill of lading to determine assignment
- .

Writing

- Communicating effectively in writing as appropriate for the needs of the audience.
- Maintains driver log according to regulations.
- Documents weight of load.
- Inspects truck before and after trips and submits report indicating truck condition.

Documenting/Recording Information

- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Processing Information

- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Getting Information

- Observing, receiving, and otherwise obtaining information from all relevant sources

Applying knowledge

- Reading and understanding commercial driving regulations, and applying these to transport and deliver products, livestock, or materials, usually over long distance.

Performing Administrative Activities

- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

