



# Driver Training

NGL Terminal Company, LLC is limiting personal interaction between Transport Drivers and Terminal Operators to minimize potential exposure to each from the novel coronavirus (COVID-19). New drivers to our facilities, as well as those due for annual refresher training, will be required to complete online training and print and complete required document before arriving at the Terminal. This will include:

1. Notifying the Terminal Operator, by telephone, the name of the transport driver requiring “initial training” or “annual refresher training” and scheduling a date/time during the Terminal’s normal business hours. Please provide notification at least 24 hours in advance of desired training.
2. Viewing the online Driver Training PowerPoint Presentation
3. Completing the online Driver Profile Sheet
  - Driver is to fill out the top section of the Driver Profile Sheet. Details from this sheet will be used to establish secure access to the terminal for loading and/or unloading. Access to the terminal will be denied until driver is certified.
4. Providing a copy of his/her valid driver’s license.
5. Provide a copy of his/her State LP Gas Card, if applicable.
6. Process and Safety Procedures
  - Once onsite, driver will be trained on the Loading Process, the Unloading Process if applicable, Site Security, and Safety Procedures. Driver must load a minimum of 3 times and demonstrate proficiency before being certified.
7. Refresher Training

Driver must have refresher training within **one year** of the date of previous training. Refresher training consists of an onsite reviewing loading and/or unloading process and reviewing the safety procedures; watching online Driver Training Video before arrival. Driver must fill out a Driver Profile Sheet to sign off that they understood training. Make a copy of their driver’s license if it has been renewed since last training.

## **HEALTH & SAFETY PRECAUTIONS**

1. No NGL employees or transport drivers will be admitted to the facility if they are feeling ill, demonstrating symptoms, or are known to have been exposed to the virus in the past 14 days.
2. During onsite training, the Terminal Operator and Transport Driver are required to wear a face mask, in addition to the normally required PPE (Hard hat, flame retardant clothing, glove, safety glasses and safety toe shoes).
3. All are expected to practice social distancing (at least 6 feet of physical separation). Nobody is to enter a driver’s shed or drivers room if occupied. Drivers are to refrain from entering the Terminal Office for any non-essential purpose.
4. We ask that all employees and drivers are diligent in washing hands and cleaning shared surfaces, such as key pads, driver DEUs, HMIs and restroom facilities. Those who fail to obey these guidelines will be locked out of the facility!