Long-distance transport worker

The profiles for basic job skills describe how reading, writing, numeracy, oral and digital skills are part of the work tasks in various occupations. The profile shows which basic skills the employee should have.

The profiles can be used to give:

- Relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)
Tasks for the long-distance transport worker:

- drive the vehicle safely and sensibly, plan and find the route to the destination
- collect, transport and deliver goods
- issue documentation on the transport of goods

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<th>Reading</th>
<th>Writing</th>
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| **On a daily basis the long-distance transport worker will**
- read brief instructions and signage
- read and verify that all items are correctly labelled
- read various types of maps
- read and verify shipment documentation
- read messages
| **On a daily basis the long-distance transport worker will**
- sign, check and write brief notes on waybills
- sign for receipt and delivery of goods
- log the work performed
- fill in receipts for pallets
| **Regularly the long-distance transport worker will**
- read detailed instructions
- read routines and information pertaining to the handling of various types of goods
- read voyage recorder
- read work schedules and vacation plans
| **Regularly the long-distance transport worker will**
- fill in simple forms for discrepancies or other untoward incidents
- prepare work plans
- write messages and emails
| **Occasionally, the long-distance transport worker will**
- read information and forms related to their own employment
- read training material and tests
- read HSE information
- read and check invoice documents
- read technical manuals
- read routines and instructions for handling of adverse events
- read updated information and rules related to certification requirements
| **Occasionally the long-distance transport worker will**
- write brief reports
- write applications or requests
- respond to questions in connection with training courses, certifications and investigations
- write notes from training courses and information meetings
- write invoices |
• communicate with customers and colleagues
• calculate and register times and distances
• check that the vehicle is in compliance with regulations

### Oral skills

**On a daily basis the long-distance transport worker will**
- talk to customers, face to face, by telephone or via radio
- talk to other truck drivers for coordination of work
- listen and respond to oral instructions by a foreman
- report their location and work progress throughout the day
- give and receive oral messages

**Regularly the long-distance transport worker will**
- participate in meetings with working groups
- report problems
- explain problems to mechanics or service personnel

**Occasionally the long-distance transport worker will**
- request rectification of errors in documentation
- explain why goods cannot be transported or negotiate a solution
- participate in conversations regarding employment or performance appraisals
- respond to oral questions in training sessions
- help resolve conflicts

### Numeracy

**On a daily basis the long-distance transport worker will**
- calculate time used for various driving distances
- calculate the need for refueling stops
- calculate driving and rest periods

**Regularly the long-distance transport worker will**
- check his/her own paycheck
- measure tire tread depth and assess its sufficiency
- check tire pressure and correct it as required
- calculate fuel consumption and compare it with tables of average consumption for various types of vehicles
- keep an overview of expenses incurred during assignments
- read and interpret maps, GPS and road atlases

**Occasionally the long-distance transport worker will**
- check the load capacity of the vehicle
- refer to requirements regarding lashing of cargo and required procedures for securing of cargo
- assess the height and length of the vehicle to pass safely under bridges
- calculate time spent on alternative routes
On a daily basis the long-distance transport worker will:
- operate computer systems in vehicles
- use GPS to locate customers’ addresses
- communicate with their employer by email
- check assignments and appointments in the electronic calendar and email
- make appointments with customers and enter them in the calendar
- use the hand-held terminal to register and check goods when loading and unloading
- send and receive text messages

Regularly the long-distance transport worker will:
- fill in information on completed assignments
- check inventory status in the vehicle or by way of electronic inventory lists
- check delivery times over the Internet for goods to be picked up from warehouses
- fill in timesheets on electronic forms
- check that electronic invoicing information has been prepared and sent to the invoicing department
- update the driving log – check compliance with regulations for rest periods
- send emails to the dispatch office and recipients of deliveries
- use email to communicate with customers and employers
- use electronic payment systems for transport of people and cargo

Occasionally the long-distance transport worker will:
- document assignments for approval via electronic forms
- identify forms related to their employment
- send orders as email attachments

use spreadsheets or other electronic tools to amend or assess deliveries
- search the Internet for customer information
- write contracts or assignments and store them in electronic archives
- find regulations for cross-border transport
- check international transport agreements
- check rules for internal control
- take digital pictures to document the accident and the like
- use a smartphone and tablet with different apps relating to tasks

The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:
- Digital skills
- Oral skills
- Reading
- Writing
- Numeracy

At skillsnorway.no you will find more resources aimed at working with adults and basic skills.