



## Transportation, Distribution & Logistics Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date

### Certification Areas Completed:

#### Required Skills - For EACH Unit

Check  completed areas (p. 4)

- Core Skills
- Safety

#### Logistics/Supply Chain Management (SCM) Pathway- 2 Units per Year (p. 5-9)

- Planning & Purchasing Unit
- Inventory Management & Production Unit
- Storage & Warehousing Unit
- Distribution & Transportation Operations Unit

#### Mobile Equipment Maintenance Pathway

##### Auto Collision- 2 Units per Year (p. 10-14)

- Collision Repair Basics Unit – REQUIRED FIRST
- Non-structural Analysis & Repair Unit
- Painting & Refinishing Unit

- Damage Analysis & Electrical Repair Unit

##### Auto Technician- 1 Unit per Year (p. 15-19)

- General Auto Service Unit – REQUIRED FIRST
- Auto/Light Truck Systems Unit

##### Diesel Technician- 1 or 2 year program as indicated on Unit Page 20-22

- Diesel Technician Unit

### Level One Requirements:

Students must complete ALL listed below

Check  completed areas

- Required Skills
- SEE Pathway for Unit Requirements
- Minimum of 2 semesters related instruction
- Minimum of 450 work hours

### Level Two Requirements:

Students must complete ALL listed below

Check  completed areas

- Required Skills for EACH Pathway
- SEE Pathway for Unit Requirements
- Minimum of 4 semesters related instruction
- Minimum of 900 work hours

Total Hours Employed	Company Name	Telephone Number
		(   )
		(   )

## Required Skills

Required of ALL Transportation, Distribution & Logistics YA Students

Copy this page FOR EACH pathway to be completed

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Transportation, Distribution & Logistics industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit regulatory & ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Rating Scale:

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

### Additional Comments -

# Mobile Equipment Maintenance Pathway- Auto Collision

<b>Collision Repair Basics Unit – REQUIRED FIRST</b>	Minimum rating of 2 for EACH Check Rating		
	<b>1</b>	<b>2</b>	<b>3</b>
1. Obtain and apply basic vehicle and collision repair knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Obtain required tools, equipment and materials before work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean and store tools after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Dispose of parts, garbage, and recyclables properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Locate & record vehicle information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain service & repair records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detail a surface</b>			
9. Remove old decals, stripes, emblems & moldings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply decals, tapes, stripes, emblems & moldings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Surface Preparation</b>			
11. Remove exterior dirt, grease, wax, and coatings from surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clean interior, exterior, body openings and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Mask exterior/interior panels & parts adjacent to repair areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Remove over-spray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Corrosion Protection</b>			
15. Apply anti-corrosion primers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Apply corrosion protection to surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Apply corrosion protection to joints, seams & weld areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Buff and polish finish</b>			
18. Sand and buff polish with appropriate compounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Rating Scale:**

- 3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior
- 2 = Meets entry level criteria | Requires some supervision | Often displays this behavior
- 1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

**Additional Comments –**

## Mobile Equipment Maintenance Pathway- Auto Collision

Non-Structural Analysis & Repair Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
<b>Remove vehicle components</b>			
1. Remove undamaged body panels and components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Remove mechanical and electrical components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Body Panels</b>			
3. Rough straighten damaged metal panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Remove damaged sections of metal body panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doors</b>			
5. Remove door and all components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Check door fit & function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remove & install door lock and handle components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to diagnose and repair water leaks, dust leaks and wind noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hoods</b>			
9. Remove, replace, and align hood, hood hinges, and hood latch/lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Remove, replace, and align deck lid, lid hinges, and lid latch/lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fenders</b>			
11. Remove, replace, and align bumpers, reinforcements, guards, absorbers, isolators, and mounting hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Check and adjust clearances of front fenders, headlight mounting panel, and other panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interior Trim, Hardware &amp; Moldings</b>			
13. Remove and reinstall interior door trim panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Remove and reinstall headliners and other interior panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Remove and install upholstery and related items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Continued on next page*

**Rating Scale:**

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

**Additional Comments -**

## Mobile Equipment Maintenance Pathway- Auto Collision

Non-Structural Analysis & Repair Unit <i>(continued)</i>	Minimum rating of 2 for EACH Check Rating		
	1	2	3
<b>Moveable Glass</b>			
16. Remove & install door glass & lower channel from door glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Remove & install window regulator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Align door glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hinged Glass</b>			
19. Remove & install vent & hinged window assembly & glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plastics</b>			
20. Assist to repair plastic parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Assist to reshape and shrink flexible exterior plastic parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Welding</b>			
22. Clean metal to be welded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Assist to weld metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Rating Scale:**

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

**Additional Comments –**

## Mobile Equipment Maintenance Pathway- Auto Collision

Painting & Refinishing Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
<b>Surface Preparation</b>			
1. Sand area to be painted/refinished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Strip finish or other protective coatings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Featheredge adjacent areas for blending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Undercoating</b>			
4. Prepare undercoating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Apply undercoating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Smooth undercoating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paint Preparation</b>			
7. Prepare painting and drying areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepare paint mixing area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepare air supply equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean spray guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Test spray guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paint/Finish</b>			
12. Assist to determine type, color & formula of paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist to mix and strain paint or primer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist to apply paint on test panel or let-down panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist to check color match; tint as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Rating Scale:

- 3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior
- 2 = Meets entry level criteria | Requires some supervision | Often displays this behavior
- 1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

### Additional Comments –

## Mobile Equipment Maintenance Pathway- Auto Collision

Damage Analysis & Electrical Repair Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
<b>Analyze damage</b>			
1. Prepare vehicle for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assist to determine structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist to determine suspension, mechanical, and electrical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to determine if refinishing is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to plan repair work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Electrical</b>			
6. Inspect, clean, and replace battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Perform battery state-of-charge test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform battery charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Retrieve codes and settings and disconnect the battery if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist to diagnose electrical circuits, wiring, and connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to inspect, test, and replace fusible links, circuit breakers, and fuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Systems</b>			
12. Assist to check & repair exterior lighting & wires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Aim headlamp assemblies and fog/driving lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Check & replace horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Check & replace wiper/washer system motors & pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Check & replace power window system switches & motors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Check operation of electrically heated mirrors, windshields, back lights, panels, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Inspect, remove and replace components of power antenna circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Rating Scale:

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

### Additional Comments –