

- 1) BK18 garage has Two 5000 gallon underground storage tanks for diesel on location, tank 01 and 02. For the month of January 2019, BK18 received deliveries for tank 01 of 1700, and 1800. Tank 02 received deliveries of 1500, 1800, 1500, and 1000. Total dispensed for the month was 9000 gallons, 3600 gallons from tank 01 and 5400 from tank 2. The end of the month variance for tank 01 is 39 gallons, and the end of the month variance for tank 02 is 55 gallons.
  - a) The district superintendent must notify the borough operations office about the variance in tank 01 so an investigation can be conducted to determine the reason for the variance.
  - b) The district superintendent must notify the borough operations office about the variance in tank 02 so an investigation can be conducted to determine the reason for the variance.
  - c) The district superintendent must notify the borough operations office about the variance in both tank 01 and tank 02 so an investigation can be conducted to determine the reason for the variances.
  - d) Both variances fall within guidelines from PAP 2017-02 Fuel and Lubricant Control Manual and no report needs to be made.
  
- 2) BK18 garage has Two 5000 gallon underground storage tanks for diesel on location, tank 01 and 02. On January 22<sup>nd</sup> Sprague energy arrives at BK18 garage at 0900 to deliver 1500 gallons of diesel fuel to tank 01. The Supervisor on location checked the fuel log and took a Veeder-Root printout and found tank 1 had 1500 gallons. At 1000 the delivery was finished, and the vendor ticket from the truck showed exactly 1500 gallons dispensed. At 1030 the location supv took another veeder-root printout and it showed the tank now had 2955 gallons of diesel fuel which means the delivery variance is 45 gallons.
  - a) The Supervisor must send an Unusual Occurrence Report (D.S. 779) with the amount of variance, invoice number, truck number, order number and vendor's name through channels to the Borough Operations Office and distributed to the Bureau Operations Office.
  - b) The Supervisor must contact Sprague energy to have the receipt altered by 45 gallons to make the delivery receipt match the veeder-root reading.
  - c) The Supervisor does not have to report the variance in an Unusual Occurrence Report (D.S. 779) because it falls within parameters according to PAP 2017-02.
  - d) None of the above.

- 3) SW Smith and SW Jones were assigned to Metal-Glass-Plastic Recycling collection in MN07. In front of 257 W48th Street SW Smith and Jones dropped a large Metal cabinet and cracked the sidewalk. The SWs contacted Supv Lopez, who arrived on the scene and must do the following paperwork:
- a) DS806 (Official collision report), MV104 (Report of motor vehicle accident), DS779 (Unusual occurrence form), a digital CRASH form, and a Tort form for the property damage.
  - b) DS806 (Official collision report), DS779 (Unusual occurrence form), a digital CRASH form, and a Tort form for the property damage.
  - c) DS779 (Unusual occurrence form), and a Tort form for the property damage.
  - d) a Tort form for the property damage
- 4) At 0900 on Monday February 4<sup>th</sup> 2019, SW Green injured his ankle while working as the 0800-1600 GU in BX02 garage. He was transported to the hospital by ambulance at 0930, and was treated and released at 1230. The DS807B and printed DS807 were completed by the SW and the Garage supervisor at 1245 and SW Green signed out at 1300. The investigating supervisor must complete the digital DS807 :
- a) By the end of the 0800-1600 shift.
  - b) Within 24 hours.
  - c) Within 48 hours.
  - d) Within 3 working days.
- 5) Supv Longo reported to the scene of a minor accident involving a collection truck and a parked civilian vehicle on Monday February 4<sup>th</sup> 2019 at 0930 on the 0600-1400 shift. A DS779, DS806, MV104, and a CRASH form must be completed and entered into the CRASH system:
- a) By the end of the 0600-1400 shift on February 4<sup>th</sup>
  - b) Within 24 hours
  - c) Within 48 hours
  - d) Within 3 working days

- 6) SW Smith and SW Jones were assigned to Dual-Bin Recycling collection in BK07. In front of 457 45<sup>th</sup> street SW Smith was sprayed with an unknown liquid from the hopper and feels burning in his eyes and skin. Supv Fasino happened to be on 45<sup>th</sup> street and arrived on scene of the incident immediately. Supv Fasino:
- a) Should drive SW Smith to Lutheran hospital ASAP because it is only 7 blocks away and he needs immediate care.
  - b) Should instruct SW Jones to drive SW Smith to Lutheran hospital in their dual-bin truck ASAP because it is only 7 blocks away and he needs immediate care.
  - c) Should call the boro over the radio requesting an ambulance for SW Smith.
  - d) Should call 911 on his Galaxy phone to request an ambulance for SW Smith.
- 7) Supv Brown is assigned as the 0800-1600 Garage supervisor in QE14 garage. On Wednesday March 6<sup>th</sup> 2019 Supv Brown performs the Huffman test on all fuel pumps on location by pumping exactly 5 gallons into the master test measure can from each pump. On diesel pump 01 there is a reading of +7 cubic inches. Supv Brown should:
- a) Report his findings to the Borough Operations superintendent and make an Avantis entry to have BBM notified about the discrepancy that is greater than 5 cubic inches.
  - b) Take a second drawing from the same pump, and if the discrepancy is still the same, the supv is to report his findings to the Borough Operations superintendent and make an Avantis entry to have BBM notified about the discrepancy that is greater than 5 cubic inches.
  - c) Note the discrepancy in the DS740 and write it off on the last Wednesday of the month with the variance. No notification needed until the end of the month.
  - d) Do nothing because the discrepancy falls within an acceptable range according to PAP2017-02 Fuel and Lubricant Manual.
- 8) Supv Gallo received 2000 gallons of diesel fuel on his shift. Supv Gallo must:
- a) Complete a 23BS3 (Receiving Report) and submit it to Audit and accounts department, 59 Maiden lane, 5<sup>th</sup> floor, New York, NY 10038, through the Borough operations office with the vendors metered ticket.
  - b) The vendor, truck number, invoice number, and the amount of fuel delivered must be entered into the remarks section of the locations Fuel and Lubricant Record Book (DS740).
  - c) The vendor, truck number, invoice number, and the amount of fuel delivered must be entered into the locations daily blotter (DS1657).
  - d) A and B
  - e) A, B, and C

9) SW Jones was assigned to relays at BKS10 garage on the 1600 shift on Monday March 11<sup>th</sup> 2019. SW Jones' first relay assignment was to dump 25DP610 at VISY Paper on Staten Island. While exiting the garage, the right rear portion of the tailgate of 25DP610 made contact with an unassigned and empty collection truck, 25DN173, and caused damage to the driver's side door and broke the window on the same door of 25DN173. There was no damage to 25DP610. The garage supervisor arrived to the scene of the collision and determined that no substance abuse test was needed. The following forms need to be filled out:

- a) A DS806 with 25DP610 as vehicle 1 and 25DN173 as vehicle 2, an MV 104, a DS779 (Unusual occurrence report), and a digital CRASH form with 25DP610 as vehicle 1 and 25DN173 as vehicle 2.
- b) A DS806 with 25DP610 as vehicle 1 and 25DN173 as vehicle 2, a DS779 (Unusual occurrence report), and a digital CRASH form with 25DP610 as vehicle 1 and 25DN173 as vehicle 2.
- c) A DS806 with 25DN173 as vehicle 1 and 25DP610 as vehicle 2, a DS779 (Unusual occurrence report), and a digital CRASH form with 25DN173 as vehicle 1 and 25DP610 as vehicle 2.
- d) Both B and C, generating two different CRASH numbers for the single incident.

10) Supv Rodriguez is the assigned 0800-1600 garage supervisor at MN03 garage. On Monday March 11<sup>th</sup> 2019, Supv Rodriguez determines that a waste oil removal is needed soon considering the current volume of the tank, future scheduled PMS and repairs, and the 72 hour response time that the vendor Safty Kleen has to respond. Supv Rodriguez should:

- a) Notify the Borough Operations office so they can schedule a pick up from the vendor Safety Kleen.
- b) Call the vendor Safty Kleen directly to schedule a pick up.
- c) Notify the mechanics in the garage so their supervisor can schedule the pickup.
- d) Notify BBM so they can schedule a pick-up using their vehicle.

11) Supv Rodriguez is the assigned 0800-1600 garage supervisor at MN03 garage. Near the end of the shift on Monday March 11<sup>th</sup> 2019, Supv Rodriguez accidentally enters the wrong number for the total diesel dispensed in the DS740 (fuel and lubricant record book). Supv Rodriguez should:

- a) Use white out on the mistake and enter the correct numbers.
- b) Put one single line through the mistake, initial it, and indicate the correction in the remarks column.
- c) Circle the entire box with the mistake, initial it, and indicate the correction in the remarks column.
- d) Circle the entire box with the mistake, initial it, and use the next available line for the correct entry.

- 12) When the new DS740 (Fuel and Lubricant log book) is distributed on the first weeks of April and October, the 0800-1600 Garage Supervisor will review P.A.P. 2017-02 with all location Supervisors and enter their signatures in the front page of Fuel and Lubricant Log book. An Email will be forwarded to Borough Operations Superintendent indicating this was completed. True or False?
- 13) Assigned 0800-1600 garage supervisors are responsible for daily inspections of their facility. Of the following, which is not an inspection that must be conducted daily:
- a) Fuel fill port cap conditions- inspect for cracks or any damage.
  - b) Ensure metal tank identification tags are secured on tanks (or fillport)
  - c) All fill ports have the proper color coding and aren't faded
  - d) Spill catch basin area surrounding fuel fill ports are clean and free of debris, fuel products, and water.
  - e) Manways are clean and free of debris, fuel products, and water.
- 14) SW Smith was assigned to Mechanical Broom route M1 on 20BD-041 at BK11 garage on Monday March 11<sup>th</sup> 2019. Which of the follow is SW Smith responsible for recording on the DS1713 (Daily Motor Fuel and Lubricants issued):
- a) Diesel fuel
  - b) Water from the cities various fire hydrants
  - c) Grease used while servicing MB at the end of the shift
  - d) Both A and C
- 15) A garage supervisor discovers a new pot hole on the garage floor where an employee can trip and injure themselves. The area is cordoned off and the supervisor enters the pot hole into Avantis so it can be repaired. What Priority does the supervisor enter this as:
- a) Emergency
  - b) Priority 1- Critical (8 hours)
  - c) Priority 2- (2-5 days)
  - d) Priority 3- (10 days)
  - e) Priority 4- (30 days)
- 16) There is a minor roof leak on the garage floor right above the wash bay area. An Avantis entry is made by the location supervisor as Priority 2 (2-5 days) for the repairs to be made. After Several weeks, BBM has not reported to the location and the roof is still in need of repair. The supervisor should make another Avantis entry to notify BBM that the leak is still there. True or False?

- 17) Supv Jones is assigned to BX01 Garage as the 0800-1600 garage supervisor. On January 3<sup>rd</sup> Supv Jones discovers that both garage door 1 and 2 are stuck in the open position. The temperature is currently 25F and Supv Jones makes an Emergency Avantis entry to have both doors repaired, emails the snow office with the Avantis number, and follows up with a phone call to the snow office. The low temperatures and the open doors could lead to frozen water pipes and other hazardous icy conditions in the garage. Did Supv Jones follow the correct procedure? Yes or No.
- 18) During snow operations with private piling and hauling contracts activated on the 1900 shift, a field officer is notified of a collision on 4<sup>th</sup> Avenue and 86th street. Upon arriving at the scene, the field officer discovers that a private FEL employed by DSNY from Natural Landscaping was involved in a minor collision with a parked vehicle. The field officer must fill out:
- a) DS806 (Official collision report) with "Hired Equipment" written on top, MV104 (Report of motor vehicle accident), DS779 (Unusual occurrence form), a digital CRASH form, and a Tort form for the property damage.
  - b) DS806 (Official collision report) with "Hired Equipment" written on top, DS779 (Unusual occurrence form), a digital CRASH form, and a Tort form for the property damage.
  - c) DS806 (Official collision report) with "Hired Equipment" written on top, DS779 (Unusual occurrence form), and a digital CRASH form.
  - d) Call NYPD for an accident report, no DSNY forms needed for non-DSNY vehicles.
- 19) A Front End Loader must be completely washed and greased by its operator at the end of the shift. The operator must also report all defects and damage to garage supervisor. True or False.
- 20) Borough operations superintendents are to ensure that all Magellan devices in all department vehicles are checked once a week for:
- a) Inspection of the device to confirm it is secure in the bracket and free from damage, and ensure all visible wiring connections are intact.
  - b) Turn the trucks power on, ensure device turns on and is charging (thunderbolt will be displayed over battery icon). If the device turns on and then off, allow the truck to Keep the trucks power on for a few minutes to charge the battery and then manually power the device on.
  - c) Both A and B
  - d) None of the above, Magellan check is done monthly by the garage supervisor and daily by the vehicle operator.

21) On Tuesday 3-5-19, SW James and SW Basso were assigned to Dual-Bin Recycling collection in BK07 on 25CZ-315 on the 0600-1400 shift. In front of 512 46th street, SW Basso's boot got caught in the step of the driver's side cab of the dual bin truck and he fell onto the ground injuring his ankle and back. Supv Fasino was on the block and arrived on scene of the incident immediately. Supv Fasino observed that the step of the truck was broken and is what caused the injury. SW Basso is complaining of pain in his back and thinks his ankle might be broken. Supv Fasino should do which of the following:

- a) Should drive SW Basso to Lutheran hospital ASAP because it is only 9 blocks away and he needs immediate care.
- b) Should down the vehicle and arrange for a tow for a post-accident inspection by BME because of the injury caused by the damaged step, after safety inspects the scene.
- c) Should call the snow office to request Safety at the scene.
- d) Should call the boro over the radio requesting an ambulance for SW Basso.
- e) Should call 911 on his Galaxy phone to request an ambulance for SW Basso.
- f) A, B, C
- g) B, C, D
- h) B, C, E

22) Using the information from question 21 above, what forms will Supv Fasino need to fill out? Circle all that apply.

- a) DS807 (LODI Report)
- b) DS807B (LODI Medical Report)
- c) DS806 (Vehicle collision form)
- d) MV104 (report of an accident)
- e) CRASH form (digital)
- f) DS779 (unusual incident form)
- g) Tort Form

23) On Wednesday 3-6-19, SW Talmadge and SW Gioia were assigned to Dual-Bin Recycling collection in BK12 on 25DP-710 on the 0000-0800 shift. SW Gioia calls Supv Wohlfit and tells him that on 13<sup>th</sup> Ave and 45<sup>th</sup> street a yellow taxi passed them while they were out of the truck loading a bag stop and it made contact with the truck causing minor damage. The taxi driver got out, looked at the damage, stated to the SWs that he didn't want a report made because the accident was minor, and he left the scene. Supv Wohlfit should:

- a) Do a DS779 (unusual incident form) to report whatever information they have on the vehicle and the collision.
- b) Do a DS779 (unusual incident form) to report whatever information they have on the vehicle and the collision. Do a DS806 with whatever information they were able to gather.
- c) Do a DS779 (unusual incident form) to report whatever information they have on the vehicle and the collision. Do a DS806 and an MV104 with whatever information they were able to gather.
- d) Do a DS779 (unusual incident form) to report whatever information they have on the vehicle and the collision. Do a DS806 and an MV104 with whatever information they were able to gather. Call NYPD to make a report on the hit and run accident.
- e) Do nothing and carry on with their route because the incident was minor and the civilian didn't want to make a report.

24) On Wednesday 3-6-19, SW Talmadge and SW Gioia were assigned to Dual-Bin Recycling collection in BK12 on 25DP-710 on the 0600-1400 shift. SW Gioia calls Supv Wohlfit and tells him that on 13<sup>th</sup> Ave and 45<sup>th</sup> street a yellow taxi passed them while they were out of the truck loading a bag stop and it made contact with the truck causing minor damage. The taxi driver got out, looked at the damage, stated to the SWs that he didn't want a report made because the accident was minor, and he left the scene. Supv Wohlfit arrives on scene and the SWs were unable to obtain any detailed information on V2. Supv Wohlfit calls the snow office and tells the Borough operations superintendent about the incident and that they are going to continue on their route and not make a report because the civilian didn't want to make a report and they don't have any information on V2. The Borough Operations Superintendent tells supv Wohlfit that if they are not doing the report this phone call never happened, and no report is made. 4 weeks later the department is notified by DCAS about a claim for damages and injuries for the above vehicle and driver. When Safety goes into CRASH to get the forms DCAS needs they see that there is no report for this incident. Who did not follow proper department procedures:

- a) SW Gioia (assigned loader)
- b) SW Talmadge (assigned driver)
- c) Both SWs
- d) Supv Wohlfit
- e) The Borough Operations superintendent
- f) Supv Wohlfit and the BOS
- g) All of the above



25) SW Johnson was scheduled for vacation Batch V7, February 17<sup>th</sup> -23<sup>rd</sup> 2019. At 1700 hours on Friday February 22<sup>nd</sup>, SW Johnson called his assigned location and notified the garage officer that he was arrested at 0530 on Thursday February 21<sup>st</sup> for a DWI in Brooklyn, and was released on Friday morning at 1100. SW Johnson stated that he notified the department advocate at 1330 hours on Friday as well, as per department policy. The garage supervisor did an unusual occurrence report (DS779) for the report of arrest and sends it to operations through the proper channels. On Monday February 25<sup>th</sup> SW Johnson reported to his work location on his normal shift at 0600. The garage supervisor should:

- a) Allow SW Johnson to sign in and work because his arrest was reported to the district, the advocate's office, and to operations via DS779 as per department policy.
- b) Inform SW Johnson that he must report to the department advocates office before being allowed to work.
- c) Inform SW Johnson that he is not permitted to work because he was arrested and will be carried AWOL until the formal hearing.
- d) Inform SW Johnson that he must report to OATH before being allowed to work.

26) Supv Cirnigliaro is assigned as the 0800-1600 garage supervisor at BKS11 garage on Monday 3-18-19. At 0900 Sprague Energy arrives at BK11 garage to deliver 1500 gallons of diesel fuel. Supv Cirnigliaro meets the driver by the fill port area with his GU. Supv Cirnigliaro needs to use the restroom, he should:

- a) Instruct the driver from Sprague to work with the GU to connect to the fill port and begin the delivery. He tells the GU to wait by the fill port until he returns from the restroom to finish accepting the delivery.
- b) Instruct the driver from Sprague to connect to the fill port while he is still there to make sure it is the correct fill port and then begin the delivery. He tells the GU to wait by the fill port until he returns from the restroom to finish accepting the delivery.
- c) Instruct the driver from Sprague to connect to the fill port and tells both the driver and the GU to wait for him to return from the restroom before they start to pump the delivery.
- d) Instruct the driver from Sprague and the GU to wait for him to return from the restroom before they connect to fill port and start the delivery.

27) All Urea handles are to be soaked in clean water to prevent crystallization of Urea in the handle during periods of inactivity. The 1600-2400 GU on Saturday night will place the Urea handle in a bucket of clean water allowing it to soak until Sunday night when the Monday 2400-0800 GU must remove it. True or False?

