

Emerging Proficient



Commercial Driver Program

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Introductory Curriculum

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Module 1: Basic Operations Competencies – Total 10.5 Hrs.

Overview:

The Basic Operation Competences is a collection of five key training topics that is extending beyond the training a CDL driver gains in CDL school. The trainings will provide more on-the-job learning, emphasizing proficiency in those essential skills which are necessary for staying “safe” and “complaint” on the road.

Logging Hours of Service (HOS)

This training topic covers the tracking and logging of a driver’s hours of service. Understanding and properly recording this information is crucial in maximizing both safety and productivity for both drivers and carriers.

Drivers are required to comply with the Federal regulations for hours-of-service. The limits measure the total hours a driver can be on duty, off-duty, and actual drive time.

- **Logging HOS Training will cover:**
 - **ELD/Ticket Systems Overview**
Educating drivers to use Electronic Logging Devices (ELDs) and Tickets system correctly to stay complaint with the FMCSA regulations for HOS. The goal is to increase the accuracy and effectiveness of using ELD tools or companies’ ticket system.
 - **Limits Hours of Services (i.e., medical and driving)**
Ensuring drivers understand how the limits and clocks work together to comply with hours-of-service limits and ensure drivers avoid operating a commercial motor vehicle when fatigued. Emphasizing the awareness of drivers to know when to take a break as well as when to rest and restart the clocking of their hours.
 - **Exception for HOS**
There are seven commonly used hours-of-service exceptions. It is important to know when to use these exceptions. If they are not explained properly, it could end up as a violation.
 - **Manual Log for HOS**
This training will teach drivers how to successfully complete their manual logs i.e., tickets to ensure a driver is showing compliance of their hours-of-service.
- **Training Hour(s): 2 hrs.**

Pre-Trip/Post Trip Tools – Getting to Know Your Vehicle

Knowing your truck and how to look for mechanical problems is the best way to recognize issues with your truck before they cause a breakdown or an accident.

This course will take drivers through the steps of a thorough and effective walk-around inspection of the vehicle.

- **Pre-Trip/Post Trip Tools Training will cover:**
 - How to inspect the front of your vehicle
 - What to look for under the vehicle
 - How to assess the overall condition of the vehicle
- **Training Hour(s):** 1.5 hrs.

Drug and Alcohol Testing

Federal Motor Carrier Safety Regulations (FMCSRs) Section 382.601 requires motor carriers to provide education on drug and alcohol related regulations. Motor carriers must also provide information on their alcohol and drug policies and procedures. This course helps satisfy the requirements mandated by the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA).

The eleven items required by the regulation are covered in this course, including alcohol and drug prohibitions, the types of tests required, testing procedures, consequences of violating the prohibitions, and the effects of alcohol abuse and drug use.

- **Drug & Alcohol Testing Training will cover:**
 - The alcohol and drug prohibitions that apply to a driver
 - The effects of alcohol abuse and drug use and how they impair driving abilities
 - Alcohol and drug testing procedures
 - The types of testing drivers can expect to experience under various circumstances
 - The consequences of violating the prohibitions
 - Substance Abuse Program protocols and DAC Report
 - Understanding your yearly drug & alcohol query
- **Training Hour(s):** 1.5 hr.

Emergency & Accident Protocols

The ultimate goal is to be accident free; but as we all know, accidents happen. The Emergency and Accident Protocols session gives drivers the guidance of what to do after being involved in (or witnessing) an accident. It is designed to be the most efficient and legally protective way to document various types of incidents, protecting both the driver and the carrier.

- **Emergency & Accident Training will cover:**
 - Procedures to follow after an accident occurs
 - Explain the follow-up and documentation that needs to be completed after leaving the scene.
- **Training Hour(s):** 2 hr.

Learning the types of DOT Inspections

The Department of Transportation (DOT) requires commercial motor vehicles (CMV) with a weight of more than 10,001 pounds to undergo a yearly inspection making sure all parts are in good working order. The six levels of DOT inspections are broken down as to which part of the CMV or driver is being inspected. Unfortunately, most entry level drivers are not prepared to understand DOT inspections and the documents required to successfully walk-through a DOT Inspection. This training will teach drivers to know the documents required and how to conduct themselves with a DOT Officer.

Please note, the DOT Inspections are separate from the periodic vehicle inspections that must be conducted by the motor carrier.

- **DOT Training will cover:**
 - Level I: North American Standard Inspection
 - Level II: Walk-Around Driver/Vehicle Inspection
 - Level III: Driver-Only Inspection
 - Level IV: Special Inspection
 - Level V: Vehicle-Only Inspection
 - Level VI: Enhanced NAS Inspection for Radioactive Shipments
- **Training Hour(s):** 2 hrs.

Road Signs and Safety

Road signs are an important part of driving. Whether they are conveying information about the road, exits, or upcoming hazards; or they are guiding a driver to the area for shipping and receiving, understanding signs is a valuable tool for being safe and efficient on the road.

We all are familiar with the basic traffic signs such as stop sign and yield signs. This course will go in-depth to educate on some of the lesser known, but still important signs.

- **Road Signs Training will cover:**
 - Learning the grades for truck
 - Understanding Bridge signs
 - And many other signs critical signs as a driver

- **Training Hour(s):** 1.5 hr.

Module 2: Basic Road Driving Competencies - Safety Operations& Procedures – Total Teaching: 4.5 hrs., Total OJT: 96 hrs.

Overview:

In becoming a proficient CDL driver, there are many core operational aspects of the job that are important to know; however, it is literally when the rubber meets the road where additional training and support are critical for the safety and success of our new drivers. Below are the hands-on sections of this training, completed on-the-job with a Master Trainer.

Vehicle Operations

With the continued development of technology in our tractors, it is important for new drivers to be trained on features and functionalities of these modern trucks. The new “smart” features are designed to increase safety, however, if not used properly, they can actually create more issues.

- **Vehicle Operations Training will cover:**
 - Brake System, Adaptive cruise Control, Lane Assist
 - Signaling
 - Mirrors scanning

- **Training Hour(s):** 1.0 teaching/4.0 hrs. OJL

Backing Up

Drivers spend a significant amount of time backing. Developing these skills is critical for safety due to the fact it is the most common time for crashes or incidents to occur. This module helps drivers recognize the dangers of backing and offers proper procedures for various backing maneuvers such as straight-line, alley dock, sight-side jackknife, blind-side jackknife backing and parallel parking.

- **Training Hour(s):** 1.0 teaching/40 hrs. OJL

Site/Yard Moves

The understanding and execution of basic site and yard vehicle control is imperative for all CDL drivers. These skills are the foundation of safe vehicle operation in these tight spaces. We will look at developing basic technical functions of the truck as well as maneuvering yard hazards and basic site/yard etiquette.

- **Training Hour(s):** 0.5 teaching/40 hrs. OJL

Space and Speed Management

One of the best practices to improve your defensive driving is learning how to manage your space and speed management. It takes time and skill to slow and maneuver a large truck. This session teaches best defensive driving practices on how to anticipate and avoid possible hazardous situations.

- **Training Hour(s)**: .5 teaching/4.0 hrs. OJL

Passing Procedures

We know we are required to share the road with other cars and trucks. When it comes to passing other vehicles, there are both laws and best practices on how to do this for the safety of the driver as well as the other people on the road. This session outlines the proper procedures for safely passing other vehicles on the road.

- **Training Hour(s)**: 0.5 teaching/4.0 hrs. OJL

Handling Adverse Weather Conditions

Adverse weather conditions can have a major impact on our drivers. This training will develop proficient driving techniques that will help the safe operation of a CMV during extreme weather conditions. Conditions covered include: fog, rain, wind, snow, and ice and how to maintain control of a tractor-trailer when traction is reduced and visibility is limited due to weather conditions.

- **Training Hour(s)**: 1.0 teaching/4.0 hrs. OJL

Bonus Module: Record Retention for Employers

One area that the FMCSA rules cover is record retention. In other words: how long you have to keep your business-related documents around. Some things you can get rid of after a few months; other things you have to keep around for many years. If you get rid of your records too early, you could face hefty fines if there's an audit or investigation.

- Hours of Service
- Repair and Maintenance
- Inspections
- Training and Driver Qualifications
- Accidents
- Drug and Alcohol Testing

Training Hour(s): 1.0 teaching