



**Get Certified**

**2020-2021  
Catalog**

## **Great Lakes Truck Driving School**

27740 Royalton Road  
Columbia Station, OH 44028  
(440) 236-3436 – Fax (440)236-3507

[www.greatlakestds.com](http://www.greatlakestds.com)

Updated March 31, 2021

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**Doris Young, President, School Director, Authorizing Official**

|  |   |   |
|--|---|---|
| <b>Gertrudis “Trudy” Ramos</b><br>Accountant                       | <b>Holly Barta</b><br>Director of Compliance &<br>Education     | <b>Christine Miller</b><br>Student Registrar                      |
| <b>Mariea Stone</b><br>Training Compliance Officer                 | <b>Vicki Zver</b><br>Administrative Assistant                   | <b>Paulette Moncini</b><br>Receptionist                           |
| <b>Melissa McClendon</b><br>Student Services Coordinator           | <b>Dustin Moralle</b><br>Director of Placement                  | <b>Tanya Cool</b><br>Admissions Representative                    |
| <b>Chris Allen</b><br>Admissions Representative                    | <b>Don Mutters</b><br>Admissions Representative                 | <b>Lynda Smith</b><br>Cleaning                                    |
| <b>Shane Cox</b><br>Maintenance                                    | <b>Lester Banner</b><br>Maintenance                             | <b>Jonathan Barta</b><br>Maintenance                              |
| <b>Student Training Evaluator: Tony Gonzalez</b>                   |   |   |
| <b>Training Managers (Years of Industry Experience)</b>            |   |   |
| <b>Jerry Gay (6)</b><br>GED 2018 Elyria, OH                        | <b>Dave Welch (36)</b><br>H.S. Diploma 1972 Medina, OH          |   |
| <b>R.J. Sigan (37)</b><br>H.S. Diploma 1975 North Royalton, OH     | <b>Martin Humphrey (39)</b><br>GED 2009 Elyria, OH              |   |
| <b>Full-Time CDL Instructors (Years of Experience)</b>             |   |   |
| <b>Jerry Gay (6)</b><br>GED 2018 Elyria, OH                        | <b>Danny Warnick (9)</b><br>GED 1988 Barberton, OH              | <b>Dave Welch (36)</b><br>H.S. Diploma 1972 Medina, OH            |
| <b>Jim Kazee (27)</b><br>H.S. Diploma 1974 Brunswick, OH           | <b>Lonnie Brown (24)</b><br>GED 1978 Philadelphia, PA           | <b>Carlson Smith (26)</b><br>H.S. Diploma 1987 Parma, OH          |
| <b>Stan Hively (15)</b><br>H.S. Diploma 1992 Bellville, OH         | <b>Angela Kane (9)</b><br>H.S. Diploma 2010 Garden City, MI     | <b>Alexander Moreno (7)</b><br>H.S. Diploma 2011<br>Cleveland, OH |
| <b>Part-Time CDL Instructors (Years of Experience)</b>             |   |   |
| <b>Robert Ferrara (24)</b><br>H.S. Diploma 1989 Strongsville, OH   | <b>Rick Mikesell (42)</b><br>H.S. Diploma 1971 Strongsville, OH | <b>Martin Humphrey (39)</b><br>GED 2009 Elyria, OH                |
| <b>Ed Inman (51)</b><br>GED 1983 Cleveland, OH                     | <b>Cedric Donofio (40)</b><br>H.S. Diploma 1960 Lakewood, OH    | <b>R.J. Sigan (37)</b><br>H.S. Diploma 1975 North Royalton,<br>OH |
| <b>Heavy Equipment Instructors (Years of Experience)</b>           |   |   |
| <b>Howard Justice (44)</b><br>NCCER Crane Academy 2012 Sanford, FL | <b>Justin Snell (6)</b><br>H.S. Diploma 2014 Smithville, OH     |   |

## GREAT LAKES TRUCK DRIVING SCHOOL IS:

- **Accredited by the Commission of the Council on Occupational Education.** 7840 Roswell Rd, Building 300, Suite 325, Atlanta, GA 30350. (800)917-2081 Fax (770)396-3790. <https://council.org/>
- **Approved by the State Board of Career Colleges and Schools.** Reg Number 10-09-1944T
- **Approved for the Training of Veterans by State Approving Agency of Ohio**
- **Licensed by the Ohio Department of Public Safety.** License Number 1309-1898
- **Accredited by the International Association of Drilling Contractors HSE Rig Pass.** ID R190729
- **Certified as a Female Business Enterprise (FBE) by the City of Cleveland**
- **Local Producer Enterprise (LPE) by the City of Cleveland**
- **Named to 2014, 2015, 2016, 2017 & 2018 Military Friendly Schools List by Victoria Media,** the premier media entity for military personnel transitioning into civilian life
- **Licensed & Regulated by the Driver Training Program Office,** a division of the Bureau of Motor Vehicles, 1970 West Broad Street, Columbus, OH 44223.

## SCHOOL HISTORY

Great Lakes Truck Driving School, Inc. (GLTDS) was founded in 2008 and is a privately held corporation. School Director, Doris Young, is a professional Truck Driving School Administrator with over 30 years of training and experience.

Our 10.7-acre training facility was formalized at 27740 Royalton Road in Columbia Station, Ohio. The courses of instruction formulated by GLTDS are to provide the knowledge, theories and practical training that form the basis of professionalism of Great Lakes Truck Driving School, Inc. for both men and women. Instruction is conducted by trained professionals whose experience enables them to give quality training to students who will be an asset to his/her employer.

## MISSION STATEMENT

Our success is measured in direct proportion to the success of our students. Our goal is to provide quality instructional programs in a student-centered culture built on respect, encouragement and continuous support; while empowering students with the foundation for a lifetime of success.

## INSTITUTIONAL PHILOSOPHY

GLTDS offers training programs in professional truck-driver training, heavy equipment operation, pipeline and oilfield safety. The school is dedicated to providing its students with the skills necessary to be safe, highly qualified industry professionals. The instructors are greatly experienced in their area of instruction and are well qualified to instruct students that are new to the industry or seeking advancement in their current career. To ensure that our graduates have the marketable skills they will need to succeed in the workforce, we will focus on continual development through self-assessment, participation in professional organizations, and an open exchange of ideas with the community as well as employers.

## PROCEDURE FOR STUDENT REVIEW OF ACCREDITATION

Any student wishing to review the School's accreditation information may contact the School President for further information.

## GENERAL INFORMATION

Great Lakes Truck Driving School firmly believes that education is the right of every individual. Lack of financial resources alone should not be a barrier for attending one's school of choice.

## LOAN OPTIONS

The School can provide students with information on non-federal financing options. These loans are made through various financial institutions and acceptance is not guaranteed by the School. The school does not determine loan eligibility for any student. The financial institutions have their own application process and guidelines for loan eligibility.

## TRAINING GRANTS

(Administered by various State & County Agencies)

Students may qualify for funding from area government funding agencies. If the Admissions Representative has determined that the applicant may qualify for this type of funding, the applicant will be referred to the appropriate agency after the admissions requirements are met.

## VETERAN FUNDING

Veterans are considered a covered individual if they are entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits. Covered individuals may enroll and attend in their selected program beginning as early as the date the individual provides a Certificate of Eligibility (COE) for entitlement to education assistance under chapter 31 or 33 and ending on the earlier of the following dates: the date the payment from the VA is made to the school or 90 days after the date the school certified tuition and fees following the receipt of the COE. The school will not impose any fees or penalties, denial of access to institutional facilities, or additional funds to any covered individual due to delayed disbursements from the Department of Veterans Affairs under chapter 31 or 33.

## IRAQ & AFGHANISTAN SERVICE GRANT

This is a grant program and does not require repayment. Any student whose parent or guardian was a member of the US armed forces and died as a result of military service in Iraq or Afghanistan after September 11, 2001 may be eligible for this grant. The student must also meet all other eligibility requirements and must have been under 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death.

## PAYMENT PLANS

In some instances, students that are not eligible for need-based funding may be able to set up a Payment Plan with Great Lakes Truck Driving School. This will allow the student to split their tuition into two payments. Eligibility is determined on a case by case basis.

## ADMISSIONS PROCEDURES

Applicants must be interviewed by an admissions representative of the school, complete a school application, and submit other information which may be required to determine qualifications for enrollment. Students must have an acceptable driving record, pass a DOT physical, drug screen, and meet Admissions Requirement in order to benefit from the program(s) being offered. See individual Program descriptions for additional Admissions Requirements.

A prospective student with a felony record or more than two moving violations within the past three years will be evaluated by the Placement Department, on an individual basis prior to acceptance for admissions. All students are required to obtain a valid commercial learner's permit (CLP) before entering the yard portion of training.

Below is a chart of the Admissions Requirements for every program offered by GLTDS.

| PROGRAM             | ADMISSIONS REQUIREMENTS   |
|---------------------|---|
| <b>All Programs</b> | <ul style="list-style-type: none"> <li>A. Must complete a School Application</li> <li>B. Must be at least 18 years old and have held a Class D operator’s license for a minimum of 2 years</li> <li>C. Must have all payment arrangements accepted by the Financial Aid Office prior to class start</li> <li>D. Must be a US Citizen or Eligible Non-Citizen</li> <li>E. Must be able to read, write, and understand the English language</li> <li>F. Must have the ability to benefit from the training offered</li> </ul> |

### DOT MEDICAL EXAM AND COMMERCIAL LEARNER’S PERMIT

The Federal Motor Carrier Safety Administration (FMCSA) requires each student to hold a valid Department of Transportation (DOT) physical examination and negative drug screen in order to engage in behind-the-wheel training in a commercial motor vehicle (CMV) on public roads or highways. Additionally, regulations set forth under 49 CFR 383.25 require that each student hold a valid license and appropriate Commercial Learner’s Permit (CLP) in order to engage in behind-the-wheel training in CMV on public roads or highways.

### CANCELLATION AND SETTLEMENT POLICY

An enrollment agreement may be cancelled within 5 calendar days after the date of signing it provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees pursuant to the enrollment agreement. The refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes. Any student who withdraws within the first 40 hours or the program will be considered a “no start” and will not have any financial obligation to the school.

### DATE OF DETERMINATION

The date of determination is the day the student notified the school of their intent to withdraw from the program. In the event that a student does not officially withdraw, the date of determination will be the 7<sup>th</sup> scheduled day following the student’s last day of attendance.

### REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative code section 3332-1-10.1.

**The following refund policy applies to all students of GLTDS – Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:** requires that any program that exceeds 300 clock hours must be broken into academic terms for the purpose of collecting tuition and issuing terms. Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

- (1) A student who starts class and withdraws before the academic term is 15% complete will be obligated for 25% of tuition and refundable fees
- (2) A student who starts class and withdraws after the academic term is 15% complete, but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees
- (3) A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees
- (4) A student who starts class and withdraws after the academic term is 40% complete will not be entitled to a refund of the tuition and refundable fees

- (5) In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy
- (6) Collection procedures used by the school must be consistent with the laws and rules applicable thereto
- (7) Refunds to various agencies for students who are funded through individual training agreements and drop from the training program will be calculated on a case-by-case basis as determined by the contractual obligation between the school and agency

The school shall make the appropriate refund within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. Students who attend 40 hours or less and drop from the program will be considered a "no show" and will not be responsible for any portion of tuition.

The following chart outlines the parameters of the programs and the application of this refund policy:

| Program Name                                  | Hours | # of Terms | Hours in Each Term |
|---|-------|------------|--------------------|
| Premier Driver Development Program – Option 2 | 600   | 2          | 300                |
| CDL Skills/Heavy Equipment Training Program   | 360   | 2          | 180                |
| Heavy Equipment Training Program              | 280   | 1          | 280                |
| CDL Skills Training Program                   | 200   | 1          | 200                |
| Tractor-Trailer Upgrade Course                | 160   | 1          | 160                |
| Straight Truck/Bus Training Program           | 100   | 1          | 100                |

## TUITION

Tuition will be charged by term for any program over 300 clock hours. Tuition and fees are subject to change at the school's discretion. Any tuition or fee increase will become effective for the class start following student notification.

| Program   | Total Tuition | Term Tuition |
|---|---------------|--------------|
| <b>Premier Driver Development Program – Option 2 (CDL, Heavy Equip)</b> | \$22,495      | \$11,247.50  |
| <b>CDL Skills / Heavy Equipment Training Program</b>                    | \$9,995       | \$4,997.50   |
| <b>Heavy Equipment Training Program</b>                                 | \$14,995      | N/A          |
| <b>CDL Skills Training Program</b>                                      | \$5,825       | N/A          |
| <b>Tractor-Trailer Upgrade Course</b>                                   | \$4,695       | N/A          |
| <b>Straight Truck/Bus Training Program</b>                              | \$3,995       | N/A          |

Tuition stated above includes required books and materials all of which are retained by GLTDS. The tuition stated above also includes a DOT Physical and Drug Screen, Random Drug / Alcohol Testing and the first CDL Skills Test.

The tuition for the Premier Driver Development Program – Option 2 and any program containing heavy equipment includes a hard hat and safety glasses. Training manuals will be provided for heavy equipment training and will remain the property of the school.

Any fees due will be charged during the first term along with the first term tuition. Once a student reaches the second term (midpoint of their program for any program over 300 clock hours), the second term tuition will be charged.



## FEES

- |  |          |
|--|----------|
| • Commercial Learner’s Permit (CLP)                                  | \$27     |
| • CDL License  | \$45     |
| • Hazmat Security Threat Assessment (Optional)                       | \$86.50  |
| • TWIC (Transportation Worker Identification Credentials) (Optional) | \$128.50 |

Students will be provided with the Tractor-Trailer Driver Training Student Handbook, but the book will remain the property of GLTDS. Students have the option of purchasing the student handbook for \$50.

Students are responsible for their own meals and transportation to and from school.

## ADDITIONAL TRAINING & CDL TESTING POLICY

### RETEST FEES

GLTDS will cover the cost of the first CDL State Skills Exams and associated test vehicle rentals for each of our graduates. However, if a student requires a CDL State Skills Exam beyond the first test, the student must call to make payment arrangements and get a new training card. Re-test fees are as follows:

- |                          |       |
|--------------------------|-------|
| • Pre-Trip, Yard, & Road | \$115 |
| • Yard & Road            | \$88  |
| • Road Only              | \$61  |

### ADDITIONAL TRAINING TIME

Great Lakes Truck Driving School will make re-training time available to graduates that do not pass their CDL State Skills Exam the first time. Re-training time will be scheduled by the CDL Coordinator based on availability. All re-training time is mixed in with current students and made available on nights and weekends. The maximum amount of re-training offered is 24 hours.

If the student requires re-training time beyond the aforementioned maximum, the student will be responsible for the cost of training at the rate of \$125 per 4-hour segment (minimum charge of \$125) and the test truck rental fee. Additionally, if a student does not show up for their complimentary re-training time, they will be ineligible for any further complimentary re-training time, their State Skills Exam will remain as scheduled, and any future re-training time will be charged to the student at a rate of \$125 per 4-hour segment (minimum charge of \$125) and the test truck rental fee.

### TEST DATE POLICY

Students are responsible for arriving at the CDL State Skills Exam test site at the date and time assigned to them by Great Lakes Truck Driving School. Any changes to this test date and time must be done at least 48 hours in advance. If a student does not adhere to this policy, they will be charged the test fee assessed by the exam site.

Students will not be scheduled to test until they have met 90% of their program hours.

### OUT OF STATE TESTING

GLTDS will only pay test and test truck fees for CDL State Skills Exams performed in the State of Ohio. Students who choose to take the CDL State Skills Exam outside of the State of Ohio will assume full responsibility for the payment of all test and test truck rental fees applicable in that state.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

This policy will apply to all students at Great Lakes Truck Driving School regardless of their funding source. All periods of enrollment count towards SAP (including summer). SAP includes three elements; qualitative (GPA), quantitative (pace; 67% of weeks of program), and maximum timeframe (150% of weeks of program).

GLTDS uses an academic year of 900 Clock Hours/26 Weeks and defines a full-time student as one who attends at least 22 hours per week. A part-time student is defined as one who attends less than 22 hours per week.

Veteran students are held to a higher standard per the federal laws that govern the GI Bill®.

## ELEMENTS OF SAP

Students must maintain a 2.0 minimum cumulative GPA.

### Theory (CDL & Heavy Equipment Classroom)

Students will be graded on classroom tests and exercises and must maintain a 75% minimum cumulative score. Any student that does not pass every test and obtain at least a 75% in the classroom will not be permitted to continue their training. Students who failed a test will be given 2 additional attempts to obtain a passing score. Any student who does not have a passing grade after every re-take attempt has been exhausted, will be terminated from the program.

### Theory (Oil & Gas)

Students must obtain at least an 80% on their IADC test to pass.

### Laboratory (CDL & Heavy Equipment)

Students will be graded on a 1-5 scale (see below) and must maintain a 70% minimum cumulative score.

1 = 20%          2 = 40%          3 = 60%          4 = 80%          5 = 100%

### Unsatisfactory Progress

If any of the above listed violations have been made by the student, the student will be issued a determination of Unsatisfactory Progress.

### Incomplete Grades

A student who received a "W" (withdrawal) or "I" (incomplete) must complete the program requirements satisfactorily within 30 days or they will be dropped from the program. If a student demonstrates mitigating circumstances (such as death in the immediate family, serious family illness, etc.) the School President may reinstate the student to their original program of instruction.

### Withdrawals

If a student wishes to withdraw, they must submit their request in writing to the Student Registrar's Office. Any student who submits a request will be considered an official withdrawal. Students who do not return from a scheduled Leave of Absence or do not attend for 5 consecutive scheduled days will be considered an unofficial withdrawal. GLTDS does not have a withdrawal passing vs. withdrawal failing policy.

### Appeal

A student may appeal the determination of unsatisfactory progress by submitting a written appeal to the School President. The decision of the President shall be final. Special consideration will be made for mitigating circumstances (i.e. illness, death in the family, etc.).

## Re-Entry

Re-entrance to the training program after unsatisfactory progress or conduct will be permitted at the discretion of the President. A student can re-enter the training program providing the cause of previous problems is resolved. Any student that is dropped for reasons other than conduct may be credited for previous training through Great Lakes Truck Driving School and re-enter the training program with the approval of the President. If the student's account is paid in full, the student will be allowed to return to training within 180 days of the drop date. If the student has any remaining balance due, the balance must be paid in full or the school must receive an approval from the funding agency before the President will grant re-entrance into the program and then the re-entrance must occur within 180 days of the drop date. Any student wishing to re-enter training must have a valid Driver's License, Dot Physical, and Temporary Permit.

## Incremental Reviews

The institution completes incremental reviews to verify that students are maintaining SAP to determine if students are eligible for subsequent disbursements after the initial payment period. These incremental reviews will occur once the student has completed 25% of the program and again at midpoint of each program. At each checkpoint in the program, students should have at least a 75% cumulative grade, must have attended at least 67% of their scheduled hours, and must have finished at least the minimum weeks listed on the chart below. If the student does not meet SAP after their first check, they will be placed on warning. If SAP is not met by midpoint of the program, the student will be terminated from the program. The exception to this policy is our CDL Skills Training Program (200 clock hours). No official SAP check will be completed for students enrolled in programs with less than 300 clock hours, but they must pass the classroom portion of training to move forward in their program.

| Program  | Total Program Hours | Initial SAP Check Hours | Midpoint Check Hours | Cumulative Grade Required | Minimum Attendance Rate |
|--|---------------------|-------------------------|----------------------|---------------------------|-------------------------|
| Premier Driver Development Program (Option 2)          | 600                 | 150                     | 300                  | 75%                       | 67%                     |
| CDL Skills / Heavy Equipment for the Drilling Industry | 400                 | 100                     | 200                  | 75%                       | 67%                     |
| CDL Skills / Heavy Equipment Training Program          | 360                 | 90                      | 180                  | 75%                       | 67%                     |

## Maximum Timeframe

The institution defines the maximum timeframe allowed for students to complete the program as 150% of the total program length (measured in hours). Please see the chart below.

| Program                                       | Program Hours | Max Time Allowable (Full-Time) (Hours) |
|---|---------------|--|
| Premier Driver Development Program – Option 2 | 600           | 900                                    |
| CDL Skills / Heavy Equipment Training Program | 360           | 540                                    |
| Heavy Equipment Training Program              | 280           | 420                                    |
| CDL Skills Training Program                   | 200           | 300                                    |
| Tractor-Trailer Upgrade Course                | 160           | 240                                    |
| Straight Truck / Bus Training Program         | 100           | 150                                    |

## Attendance Policy

Attendance is crucial to each student's success. Students are expected to be in school every day during their scheduled hours. Those who are not in class will be marked absent. Any student missing 5 or more consecutive, scheduled days will be considered an unofficial drop. Certain programs are regulated by state or federal agencies and may have more stringent requirements. Additionally, certain programs require students to be in attendance for testing in order to obtain all certificates available within the program. If a student misses any class hours on dates where state-mandated material or other required lessons are taught, or testing takes place, the student may be ineligible to receive the corresponding certificate if the student does not make-up the missed material. If a student fails to make-up those required lessons and/or tests, the student will be ineligible for a certificate of completion and will only be issued a certificate of attendance. All absences count against the attendance total for the student's SAP, certificates issued, and any financial aid the student may be receiving. Students must complete at least 90% of their program hours to graduate.

***Students who will be absent or tardy for school must call (440)236-3436 prior to the beginning of the day's class session.***

## Make-Up Time

Students will not be required to make-up missed hours as long as the student has completed all of the training requirements as state in the Ohio Administrative Code 4501-7-28, NCCER, or Oil & Gas curriculum. Make-up time, if necessary, will be scheduled by GLTDS. In certain circumstances, the School President may approve make-up time if the student demonstrates extenuating circumstances that led to the absences.

## Tardiness

A student will be considered tardy during CDL classroom, yard, or heavy equipment training if they arrive to school or return from lunch 10 or more minutes late. The student's tardiness will be marked on their time card. Students who are late will need to report to the Training Coordinator to find out where they need to go. After the student has been tardy 3 times, if the student is tardy any time thereafter, the student will be sent home and not permitted to train that day. A student will be considered tardy during road training if they arrive to school or return from lunch 5 or more minutes late. Students who are tardy when scheduled for road training will be sent home for the day and not permitted to train. GLTDS reserves the right to make exceptions to this policy in the event of extenuating circumstances.

## Leave Policy

All requests for a Leave of Absence (LOA) must be in writing and approved by the Compliance Officer. If a student does not follow the procedures, he/she will be considered absent and may be terminated when the student exceeds the maximum absences allowable, as determined by the absence policy for the program he/she is enrolled. The maximum number of days allowed for a personal or medical leave is 180 days. A student may take multiple leaves; however, the combination of total days on leave cannot exceed 180. Students can submit their requests for a Leave of Absence by visiting our website at [www.greatlakestds.com](http://www.greatlakestds.com) and completing the LOA form.

A LOA may be granted to accommodate a temporary situation beyond the student's control, such as personal or family illness, death of an immediate family member, military or jury duty, conflicts in work schedules, transportation problems, or inability to obtain the CDL Temporary Permit.

If a student who is on an approved LOA fails to return to school on the day after the leave expires, the student will be terminated from their course and a refund (if applicable) will be calculated as stated in the school's refund policy and based on the student's last day of attendance. Students taking a medical leave must submit a doctor's excuse within 30 days of the start of the leave for approval and a doctor's release must be submitted to the Student Registrar before returning to training.

## Transfer Policy

Applicants with previous experience or formal training will be evaluated on a case-by-case basis and credit for previous experience may be granted towards the completion of the course. If credit towards completion is granted, the applicant will be admitted to the class on the level determined by Great Lakes Truck Driving School. Course costs will be prorated according to the length of time in school training. Students transferring from one program to a shorter program must request the transfer before completing 80 scheduled clock hours. Students may transfer from one program to a longer program at any time as long as the transfer is approved by the Student Services Coordinator. Students who transfer programs will receive credit for any related training they have completed towards their new program and will be under the new program's SAP policies at that time. Any transfer credits will count towards the maximum timeframe.

## Pursuit of a Second Program

Since Great Lakes Truck Driving School's programs are similar in nature, students are not permitted to enroll into more than one program at a time.

## Repeating Programs

Great Lakes Truck Driving School does not allow students to repeat courses. Therefore, standards of satisfactory progress regarding students repeating a course are not applicable.

## Remedial Courses

GLTDS does not offer remedial courses.

## VETERANS SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

### Theory (CDL & Heavy Equipment Classroom)

Students will be graded on classroom tests and exercises and must maintain a 75% minimum cumulative score. Any student that does not pass every test and obtain at least a 75% in the classroom will not be permitted to continue their training. Students who failed a test will be given 2 additional attempts to obtain a passing score. Any student who does not have a passing grade after ever re-take attempt has been exhausted, will be terminated from the program.

### Theory (Oil & Gas)

Students must obtain at least an 80% on their IADC test to pass.

### Laboratory (CDL & Heavy Equipment)

Students will be graded on a 1-5 scale (see below) and must maintain a 70% minimum cumulative score.

1 = 20%      2 = 40%      3 = 60%      3.5 = 70%      4 = 80%      5 = 100%

## Incremental Reviews

The institution completes incremental reviews to verify that students are maintaining SAP to determine if students are eligible to continue their training. These incremental reviews will occur once the student completes 25% of their program and again at the midpoint of the program (in hours). See chart on next page

| Program  | Total Program Hours | Initial SAP Review Hours | Midpoint Check Hours | Grade Required at SAP Reviews (Qualitative) | Minimum Attendance Rate at SAP Reviews |
|--|---------------------|--------------------------|----------------------|---|--|
| Premier Driver Development Program (Options 2) | 600                 | 150                      | 300                  | 75%   | 80%                                    |
| CDL Skills / Heavy Equipment Training Program  | 360                 | 90                       | 180                  | 75%   | 80%                                    |
| Heavy Equipment Training Program               | 280                 | 70                       | 140                  | 75%   | 80%                                    |
| CDL Skills Training Program                    | 200                 | 50                       | 100                  | 75%   | 80%                                    |
| Tractor-Trailer Upgrade Course                 | 160                 | 40                       | 80                   | 75%   | 80%                                    |
| Straight Truck / Bus Training Program          | 100                 | 25                       | 50                   | 75%   | 80%                                    |

### Unsatisfactory Progress

Any student who falls below the SAP requirements above at their initial review will be placed on Warning. The student will have until their midpoint to bring up their attendance and/or grades. If the student does not meet SAP by midpoint of the program, they will be terminated.

### Warning Status

A warning status lasts until a student's midpoint review. Students who fail to meet SAP at the expiration of their warning status will be terminated from the program.

### Incomplete Grades

A student who receives a "W" (withdrawal) or "I" (incomplete) must complete the program requirements satisfactorily within 30 days of they will be dropped from the program. If a student demonstrates mitigating circumstances (such as death in the immediate family, serious family illness, etc.) the School President may reinstate the student to their original program of instruction.

### Withdrawals

If a student wishes to withdraw, they must submit their request in writing to the Student Registrar's Office. Any student who submits a request will be considered an official withdrawal. Students who do not return from a scheduled Leave of Absence or do not attend for 5 consecutively scheduled days will be considered an unofficial withdrawal. There is not a withdrawal passing vs. withdrawal failing policy.

### Appeal

A student may appeal the determination of unsatisfactory progress by submitting a written appeal to the School President. The decision of the President shall be final. Special consideration will be made for mitigating circumstances (i.e. illness, death in the family, etc.).

### Re-Entry

Re-entrance to the training program after unsatisfactory progress or conduct will be permitted at the discretion of the President. A student can re-enter the training program providing the cause of previous problems is resolved. Any student that is dropped for reasons other than conduct may be credited for previous training through Great Lakes Truck Driving School and re-enter the training program with the approval of the President. If the student's account is paid in full, the student will be allowed to return to training within 180 days of the drop date. If the student has any remaining balance due, the balance must be paid in full or the school must receive an approval from the funding agency before the President will grant re-entrance into the program and then the re-entrance must occur within 180 days of the drop date. Any student wishing to re-enter training must have a valid Driver's License, DOT Physical, and Temporary Permit.

### Maximum Timeframe

The institution defines the maximum timeframe allowed for students to complete the program as 150% of the total program length (measured in weeks). GLTDS rounds the maximum time allowable to the nearest full week. In the event that rounding the number of weeks in the maximum time allowable would cause the maximum time to exceed 150% of the program length, the institution rounds the number of weeks down. For example, the Premier Driver Development Program

Option 2 has a program length of 15 weeks. The maximum time allowable to complete this program is 150% or 22.5 weeks. Standard math rules would suggest rounding 22.5 to 23 weeks. However, 23 weeks would exceed the allowable 150%. Therefore, the maximum time allowable is 22 weeks. Please see the chart on page 17.

### Attendance Policy

Attendance is crucial to each student's success. Students are expected to be in school every day during their scheduled hours. Those who are not in class will be marked absent. Any student missing 5 or more consecutive, scheduled days will be considered an unofficial drop. Certain programs are regulated by state or federal agencies and may have more stringent requirements. Additionally, certain programs require students to be in attendance for resting in order to obtain all certificates available within the program. If a student misses any class hours on dates where state-mandated material or other required lessons are taught, or testing takes place, the student may be ineligible to receive the corresponding certificate if the student does not make-up the missed material. If a student fails to make-up those required lessons and/or tests, the student will be ineligible for a certificate of completion and will only be issued a certificate of attendance. All absences count against the attendance total for the student's SAP and certificates issued. Students must compete at least 90% of the published program hours to graduate (i.e. 540 hours of a 600 hour program; 324 hours of a 360 hour program; 180 hours of a 200 hour program).

***Students who will be absent or tardy for school must call (440) 236-3436 prior to the beginning of the day's class session.***

### Make-up Time

Students will not be required to make-up missed hours as long as the student has completed all of the training requirements as stated in the Ohio Administrative Code 4501-7-28, NCCER, or Oil & Gas curriculum. Make-up time, if necessary, will be scheduled by GLTDS. In certain circumstances, the School President may approve make-up time if the student demonstrates extenuating circumstances that led to the absences.

### Tardiness

A student will be considered tardy during CDL classroom, yard, heavy equipment, or oil training if they arrive to school or return from lunch 10 or more minutes late. The student's tardiness will be marked on their time card. Students who are late will need to report to the Training Coordinator to find out where they need to go. After the student has been tardy 3 times, if the student is tardy any time thereafter, the student will be sent home and not permitted to train that day. A student will be considered tardy during road training if they arrive to school or return from lunch 5 or more minutes late. Students who are tardy when scheduled of road training will be sent home for the day and not permitted to train. GLTDS reserves the right to make exceptions to this policy in the event of extenuating circumstances.

### Leave of Absence (LOA) Policy

All requests for a Leave of Absence (LOA) must be in writing and approved by the Compliance Officer. Students may request a Leave of Absence by visiting the website at [www.greatlakestds.com](http://www.greatlakestds.com) and completing a LOA form. If a student does not follow the procedures, he/she will be considered absent and may be terminated when the student exceeds the maximum absences allowable, as determined by the absence policy for the program he/she is enrolled. The maximum number of days allowed for a personal or medical leave is 180 days. A student may take multiple leaves; however, the combination of total days on leave cannot exceed 180.

A LOA may be granted to accommodate a temporary situation beyond the student's control, such as personal or family illness, death of an immediate family member, military or jury duty, conflicts in work schedules, transportation problems, or inability to obtain the CDL Temporary Permit.

If a student who is on an approved LOA fails to return to school on the day they're scheduled to return, the student will be terminated from their course and a refund (if applicable) will be calculated as stated in the school's refund policy and based on the student's last day of attendance. Students taking a medical leave must submit a doctor's excuse within 30 days of the start of the leave for approval and a doctor's release must be submitted to the Student Registrar before returning to training.

## Transfer Policy

Applicants with previous experience or formal training will be evaluated on a case-by-case basis and credit for previous experience may be granted towards the completion of the course. If credit towards completion is granted, the applicant will be admitted to the class on the level determined by Great Lakes Truck Driving School. Course costs will be prorated according to the length of time in school training. Students transferring from one program to a shorter program must request the transfer before completing 80 scheduled clock hours. Students may transfer from one program to a longer program at any time as long as the transfer is approved by the Student Services Coordinator. Students who transfer programs will receive credit for any related training they have completed towards their new program and will be under the new program's SAP policies at that time. Any transfer credits will count towards the maximum timeframe.

## Pursuit of a Second Program

Since Great Lakes Truck Driving School's programs are similar in nature, students are not permitted to enroll into more than one program at a time.

## Repeating Programs

Great Lakes Truck Driving School does not allow students to repeat courses. Therefore, standards of satisfactory progress regarding students repeating a course are not applicable.

## Remedial Courses

GLTDS does not offer remedial courses.

## OHIO DEPARTMENT OF PUBLIC SAFETY (CLOCK HOUR DEFINITION)

Classroom instruction and behind-the-wheel instruction shall consist of no less than sixty minutes for each hour credited toward completion of the required instruction. Time taken for breaks shall not be included when calculating completion of the required instruction (Ohio Administrative Code 4501.7.28 Training Required for the Operation of Commercial Motor Vehicles, Par: E).

Great Lakes Truck Driving School, Inc. shall make all required classroom and behind-the-wheel training available to the student within two hundred seventy days after the first lesson, unless mitigating circumstances occur which shall be documented by the school in the student's record. Mitigating circumstances include health and family issues that disrupt the student's ability to receive training. The declared date for this enrollment shall be \_\_\_\_\_ (Ohio Administrative Code 4501-7-29 CDL School Training Agreements, Par: B, Sec.9).

## COMMERCIAL LEARNER'S PERMIT (CLP) POLICY

Each commercial driver's license (CDL) student must acquire a commercial learner's permit (CLP) in order to engage in the operation of commercial motor vehicle (CMV) during training. Students holding an Ohio driver's license will acquire the appropriate Ohio CLP required for training. (1) Student acquires an appropriate CLP from their resident state, allowing them to train and test in Ohio (check with your out-of-state results), or (2) student transfers their out-of-state driver's license to Ohio, followed by the acquisition of an Ohio CLP (check with your Great Lakes Truck Driving School Admissions Representative first, as there are certain restrictions pertaining to the transfer of an out-of-state driver's license to Ohio).

## AMERICANS WITH DISABILITIES ACT

Auxiliary aides and services are available upon request to individuals with hearing or language disabilities.

## PLACEMENT ASSISTANCE PROGRAM

Great Lakes Truck Driving School offers job placement assistance for its students in the following ways:

The school schedules a variety of trucking companies to come into the school and give presentations, take applications and interview for job openings. GLTDS also assumes a full share of responsibility for disseminating its brochures, pamphlets, and



school data to industries in need of truck drivers. Job orders are taken from local trucking companies. These job orders are posted on the School's bulletin board to provide current employment needs. The school maintains a list of all job orders from employers. The listing is maintained in a job order spreadsheet in the Placement Department and is available for review to all current students and graduates. Upon completion of a program and following customary placement services, students are granted referrals beyond initial employment as more advanced employment opportunities arise. Students may call the school for additional referrals.

Employment Verification forms are completed by company representatives to confirm employment. Placement rates provided within this catalog are the rates for individuals placed within 180 days from graduation. Placement for the CDL Skills / Heavy Equipment Training Program is calculated for those placed within 180 days from graduation and employed for at least 13 weeks.

**It is expressly understood that the school makes no guarantee or warranty that any student will be employed upon completion of their program. All students must obtain his/her own employment.**

## STUDENT CONDUCT POLICY

Students shall, at all times, conduct themselves in an exemplary manner – both in and out of the classroom. A student may be terminated for:

- Unsatisfactory progress
- Being under the influence or in the possession of intoxicating drinks or illegal drugs while on school property
- Gambling on school property
- Sexual harassment against any student and/or staff member
- Insubordination and/or intolerable conduct
- Willful abuse of equipment
- Excessive absenteeism
- Failure to make payment on dates due

## TERMINATION

Violations of the above policies regarding tardiness, absence, make-up work or conduct shall constitute reason for termination. Causes for dismissal will be provided in writing and a refund, if applicable, will be prorated according to the cancellation and settlement policy.

## GRIEVANCE DEFINITIONS

- A grievance is dissatisfaction with some condition in training. The purpose of the grievance procedure is to secure equitable solutions to the problem that may, from time to time, arise affecting the welfare or training conditions of Students. These proceedings will be kept as informal and confidential as may be appropriate.
- An "aggrieved person" shall be defined as the student making the claim. Any aggrieved person may present his/her complaint through this procedure. No pressure shall be brought to discourage the student from presenting his/her complaint nor shall he/she be discriminated against in any manner whatsoever for having done so.

## PROCEDURE FOR FILING A GRIEVANCE

An aggrieved person shall, within 2 scheduled working days after the event of condition, which is the basis of the grievance, seek a solution to the grievance by requesting, in writing, a conference with the President. The School President shall review the case with all relevant parties. A written record of the meeting must be made and signed by both parties and kept on file. A decision concerning the disposition for the grievance will be issued, in writing, to all parties involved within 3 working days.

## COMPLAINT / GRIEVANCE PROCEDURE

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the School President. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752, toll free 877-275-4219 and/or the Commission of the Council on Occupational Education, 7840 Roswell Rd, Building 300, Suite 325, Atlanta, GA 30350, Phone 800-917-2081, Fax 770-396-3790, <https://council.org/>.

## STUDENT RESPONSIBILITY

- The student has specific responsibilities and rights in following the established channels in processing of his/her complaint
- The student should follow the grievance process in the order presented to insure full consideration of his/her appeal. An appeal will be considered settled if not presented to the next higher step within the established time limits.
- Students involved in the complaint process are to maintain respect for all parties involved and discuss matters with relevant parties only.

## MANAGEMENT AND POLICY GROUP RESPONSIBILITY

Supervisors and appropriate policy group members have definite responsibilities in the proper processing of grievances directed to them by students. They are responsible for the following:

- Providing copies of all correspondence concerning an appeal to the next higher level of supervision
- Exercising fair and just consideration in their efforts to resolve appeals
- Providing sufficient time for a thorough review of the appeal with the student and any other parties involved
- Conducting a hearing of the appeal with all parties involved in a manner which permits full expressions of various points of view
- Preparing a report on the appeal's review at his/her level, setting forth the conditions giving rise to the appeal, analysis of the difficulty, and the action taken to resolve the appeal
- Participating in the review at each successive appeal level
- All supervisory staff representing Great Lakes Truck Driving School will maintain confidentiality concerning any grievances, hearings, or the appeal process. Media or other forms of public communication concerning the agency's position on the matter must be approved by the President. Supervisory staff is to discuss the matter with relevant parties involved only.

These actions are deemed necessary to the good name of the school and staff person(s) involved in the process.

## FIREARMS / WEAPONS

Fire arms and weapons are prohibited on school property, trucks, and/or at any school function. Any student in violation of this policy will be immediately terminated.

## RANDOM DRUG / ALCOHOL TESTING

The names of students who have been drug tested by an outside agency will be added to the pool of students who have been tested at the school. Students from that pool could be randomly selected for a second drug or alcohol test.

## STUDENT SERVICES

Students are encouraged to schedule a visit with the Student Services Coordinator if there is a problem with housing, transportation, or any other area that would interfere with a student's attendance or progress.

## CONTINUATION OF TRAINING

A student may be awarded a continuation of training if the student has shown considerable effort to achieve the skills necessary to complete training or has had to overcome extenuating circumstances to continue his/her course of instruction.

## OHIO RELAY SERVICE

Individuals who have speech or hearing impairments may call the Ohio Relay Service at 1-800-750-0750.

## MEDICAL AND SAFETY REQUIREMENTS

Employers may comply with medical and safety requirements established under other Federal laws without violating the ADA. Federal Highway Administration requires medical examinations and evaluations of interstate truck drivers.

## TRAINING RATIOS

The following training ratios are for all programs listed in this catalog.

|                  | <b>Student/Vehicle Ratio</b> | <b>Instructor/Student Ratio</b> | <b>Student/Heavy Equip. Ratio</b> |
|------------------|------------------------------|---------------------------------|-----------------------------------|
| <b>Classroom</b> | N/A                          | Maximum 1:50                    | N/A                               |
| <b>Yard</b>      | 2:1                          | Maximum 1:10                    | Maximum 4:1                       |
| <b>Road</b>      | 4:1                          | Maximum 1:4                     | N/A                               |

## CLASSROOM BREAKS

Students receive a ½ hour break for lunch. A 15-minute break will be given in the morning and a 15-minute break will be given in the afternoon during the CDL Classroom portion of training. Break time will not be credited towards training time.

## LAB BREAKS

Students will receive a ½ hour break for lunch. Break time will not be credited towards training time.

## SNOW DAYS / DELAYS

GLTDS may cancel or delay classes depending on weather conditions. If school is delayed or canceled, notification will be aired on Fox 8 News.

## TRAINING FACILITIES / EQUIPMENT

### TRAINING FACILITIES

Great Lakes Truck Driving School facility encompasses a 10.7-acre training center situated at 27740 Royalton Rd. Columbia Station, OH 44028. GLTDS does not have special facilities for handicapped individuals.

### CLASSROOMS

There are 3 classrooms available for training. Each classroom is equipped with a variety of audio-visual training equipment which aids the support of the training curriculum.

### DRIVING RANGE

The yard area is used for lab instruction and development of maneuvering skills such as straight line, offset backing, parallel parking, and alley dock. Equipment used for yard instruction includes conventional type tractors, straight trucks, bus and trailers of various lengths.

### HEAVY EQUIPMENT

Approximately four acres is designated for training on various types of heavy equipment. The terrain will allow students to gain experience operating heavy equipment on a variety of slopes and grades.

### ROAD

On the road training provides students with driving experience on both two-lane roads and interstates. Students will also gain experience in both rural and city traffic situations.

**PREMIER DRIVER DEVELOPMENT PROGRAM – OPTION 2 (600 CLOCK HOURS)  
CLASS A / HEAVY EQUIPMENT OPERATION**

**OILFIELD & PIPELINE SAFETY 40 HRS**

The Oilfield & Pipeline Safety portion of training is designed to assist individuals in preparing to enter a career in the oil and gas industries. The certifications obtained in this portion of training are quickly becoming the industry standard. The aerial platform and rough terrain forklift portion of training is designed to provide students with the basic understanding of performing inspections and operating articulating boom lifts and rough terrain forklifts.

**PLACEMENT 8 HRS**

Students will receive one-on-one placement assistance to help them finalize plans for the Externship portion of training.

**HEAVY EQUIPMENT OPERATION 240 HRS**

This course provides students with the basic skills and fundamentals needed to obtain an entry level position in the Heavy Equipment field. Students will receive NCCER certificates in Core Curriculum, Level One, and Level Two. Modular credit will be applied for NCCER Level Three. Certifications will be granted on equipment used in this training.

**CLASSROOM INSTRUCTION 80 HRS**

Classroom instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide variety of subjects to strengthen the student’s knowledge in truck driving techniques, maneuvers, safety awareness, and CDL prep. Students will also receive OSHA certified HAZWOPER training.

**PRETRIP THEORY 16 HRS**

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

**YARD & ROAD TRAINING 216 HRS**

Yard instruction gives students experience operating Class A and Class B vehicles. Driving Range instruction consists of how to properly maintain equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

**TOTAL PROGRAM HOURS ----- 600 HRS**

**PROGRAM OBJECTIVES**

This program is designed for individuals who have no previous tractor-trailer experience or equipment operating experience and want an extensive training program that provides opportunities for graduates in truck driving, equipment operation, and oilfield jobs. This program includes classroom instruction designed to help students pass the CDL Skills Exam, operate heavy equipment in a hands-on environment, and obtain a number of safety credentials valuable to the oil and gas industry. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver, equipment operator, or entry into the oilfield industry.

**THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS**

The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during on-yard training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student. OAC 4501-7-28(k)

**TRAINING ORDER**

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event that changes occur, students will still receive the full amount of training hours detailed within each component.

## PREMIER DRIVER DEVELOPMENT TRAINING PROGRAM – OPTION 2: SUBJECT OUTLINE

### OILFIELD PIPELINE & SAFETY

#### Oilfield Pipeline & Safety

- The Oilfield & Pipeline Safety portion of training is designed to assist individuals in preparing to enter a career in the oil and gas industries. The certifications obtained in this portion of training are quickly becoming the industry standard. The aerial platform and rough terrain forklift portion of training is designed to provide students with the basic understanding of performing inspections and operating articulating boom lifts and rough terrain forklifts.

### HEAVY EQUIPMENT OPERATION

#### NCCER Core

- Core curriculum is the foundation for the Contren Learning series created by the NCCER. Topics include: basic safety, introduction to construction math, introduction to hand tools, power tools, and blueprints. Core curriculum also includes basic rigging, communication skills, and basic employability skills.

#### NCCER Level I

- Heavy Equipment Operations Level I contains an introduction to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, operation of utility tractors and heavy-duty articulated tractors as used in the construction industry, and grades part I.

#### NCCER Level II

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

#### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

#### Lab Training

- This portion of the course offers hands-on training for various pieces of equipment in the yard.

### CLASSROOM

#### Orientation

- This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also introduces the trucking industry and the opportunities as a qualified professional driver.

#### Traffic Laws

- This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(j)(1) Traffic Laws, OAC 4501-7-28(j)(3) FMCSA Regulations**

#### Rules & Regulations of PUCO

- Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(j)(2) Rules and Regulations of the public utility commission of Ohio**

#### Pre- & Post-Trip Inspections

- Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. **OAC 4501-7-28(j)(12) Routine services and pre-trip inspections and documentation**

#### Federal Motor Carrier Safety Regulations

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(j)(3) Federal motor safety regulations**

#### CDL Requirements

- Topics include the steps required to obtain a CDL license, driver qualifications reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(j)(15) Commercial Driver License Requirements**

#### Backing & Docking

- Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

#### Coupling & Uncoupling

- Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

#### Vehicle Braking, Lighting & Emergency Equipment

- This time is allocated to educate and emphasize the importance of vehicle braking, lighting & emergency equipment. **OAC 4501-7-28(j)(4) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

#### Occupant Protection Devices

- Covers the use of occupant protection devices. **OAC 4501-7-28(j)(13) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions**

#### Control Systems & the Dashboard

- Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

#### Basic Control & Handling

- Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

#### Shifting & Operating Transmissions

- Students will learn how to properly shift and operate transmissions.

#### Distracted Driving

- Students will learn how to recognize distracted drivers and how to help prevent distraction while driving.

#### Night Operation

- Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

#### Great Lakes Driver Safety Course

- Visual Search / No Zone
  - Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver's view, also known as the "No Zone". **OAC 4501-7-28(j)(18) The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone".**
- Communications
  - Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind-the-wheel. **OAC 4501-7-28(j)(11) Courteous Driving Practices**
- Speed Management
  - Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.
- Space Management
  - Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

- Defensive Driving
  - Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-29(k)(7) Sharing the Road, OAC 4501-7-28(j)(9) Safe driving practices, OAC 4501-7-28(j)(14) Emerging commercial motor vehicle safety technologies**

#### Extreme Driving Conditions

- Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

#### Hazard Perception

- This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

#### Registration & Licensing Laws

- This is a classroom presentation the requirements for registration and licensing laws relating to CMV drivers. **OAC 4501-7-28(j)(5) Registration and Licensing Laws**

#### State Test – Practice Test

- Students will take a practice test to review for their State test.

#### Skid Control & Recovery, Jackknifing, & Other Emergencies

- Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

#### Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad

- This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(j)(17) Proper public thoroughfare railroad grade crossing procedure**

#### Special Taxes

- This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(j)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS)**

#### Identification & Diagnosis of Malfunctions

- This session teaches students how to identify and diagnose malfunctions.

#### Roadside Inspections

- Students will learn about roadside inspections.

#### Maintenance

- This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

#### Handling & Documenting Cargo

- This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics. Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

#### Environmental Compliance Issues

- This lesson covers environmental compliance issues that may arise and how to avoid them.

#### Emerging Commercial Motor Vehicle Safety Technologies

- Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(j)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**



#### Fatigue & Wellness Awareness

- Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

#### CSA / Driver Safety Ratings

- Provides students with an understanding of FMCSA's Driver Safety Ratings program as well as DAC Reports. **OAC 4501-7-28(j)(19) Driver Safety Ratings**

#### Special Rigs

- This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

#### The Effects of Driver Fatigue

- This session is partially a continuation of the Hours of Service presentation and will discuss the effects of driver fatigue on truck drivers in the industry. **OAC 4501-7-28(j)(8) The Effects of Driver Fatigue**

#### Crash Reporting & Financial Responsibility Laws

- Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(j)(7) Crash reporting and financial responsibility laws**

#### Accidents & Breakdowns

- Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

#### Post-Crash Procedures

- Students are taught what steps to take after a crash.

#### Human Trafficking

- Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(j)(10) Human trafficking prevention in the trucking industry**

#### Hazmat

- This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.

#### Courteous Driving Practices

- This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(j)(11) Courteous Driving Practices**

#### CMV "No Zone"

- This session will cover the limitation in Commercial Motor Vehicles known as the "no zone". **OAC 4501-7-28(j)(18) Commercial motor vehicle view limitation, also known as the "no zone"**

#### Safe Driving Practices / Distracted Driving

- Students learn about safe driving practices. **OAC 4501-7-28(j)(9) Safe driving practices, including the dangers associated with distracted driving**

#### FMCSR DOT Open Book Exam

- Questions are based on the United States Department of Transportation's Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carriers may continue to administer this written exam as part of their training program.

#### Crossing the Canadian Border

- Students will learn the necessary procedures to follow when crossing the Canadian border.

#### External Communication

- Students will learn how to describe the roadside inspection process, identify the impact that violating regulations has on your and your carrier's records, and illustrate effective communication techniques when interacting with enforcement officers.

#### Whistleblower / Coercion

- This lesson will teach students about whistleblower protections and how to file a complaint with OSHA. It will also cover coercion and how to file a complaint with FMCSA.

#### Basic Business Practice

- This session will cover the topic of business practices for truck drivers.

#### Map Reading

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Trip Planning

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Log Books

- Students will learn how to fill out log books.

#### Practice Logs

- Students will use this session to practice completing logs.

#### Hours of Service

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 "Hours of Service Regulations" and completes a driver's Daily Log and logbook recap. **OAC 4501-7-28(j)(8) The effects of driver fatigue**

#### Log Exam

- During this session, students will complete a log book exam.

#### Drugs & Alcohol

- This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(j)(16) The effects of alcohol and drugs**

#### Medical Requirements

- After this lesson, students will be able to list the general and physical qualifications drivers must meet in order to operate a commercial motor vehicle (CMV), explain the process of obtaining a medical examiner's certificate, and identify how a driver can become disqualified from driving a CMV.

#### Yard Orientation

- Students will learn about the yard and what they will be doing once they get to the yard portion of training.

#### Placement Presentation

- Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

#### Final Exam

- This is a written exam which test the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

### PRETRIP THEORY

#### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

### YARD & ROAD INSTRUCTION

#### Preventative Maintenance

- Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and record keeping.

#### Vehicle Pre-Trip Inspections / Straight-Line Backing

- Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carriers' and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

### Coupling & Uncoupling

- Provides students with the exact steps to safety and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

### Backing Maneuvers

- Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left/right, alley dock, and parallel parking.

### Road Training

- This portion of training provides students with behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

## SCHEDULE

Full-time Schedule – 15 Weeks; CDL Classroom Monday – Friday 8:00 AM – 5:00 PM;

CDL Yard & Road, Heavy Equipment & Oil 8:00 AM – 4:30 PM

| <b>Start Date</b> | <b>Expected Graduation Date</b> | <b>Holidays</b>   |
|-------------------|---------------------------------|---|
| 4/12/21           | 8/3/21                          | Memorial Day, July 5th  |
| 5/24/21           | 9/8/21                          | Memorial Day, July 5 <sup>th</sup> , Labor Day                          |
| 6/28/21           | 10/13/21                        | July 5 <sup>th</sup> , Labor Day  |
| 8/2/21            | 11/15/21                        | Labor Day   |
| 9/7/21            | 12/20/21                        | Thanksgiving  |
| 10/11/21          | 1/27/21                         | Thanksgiving, Christmas Eve, New Year's Eve, Martin Luther King Jr. Day |
| 11/15/21          | 3/3/21                          | Thanksgiving, Christmas Eve, New Year's Eve, Martin Luther King Jr. Day |
| 12/20/21          | 4/6/22                          | Christmas Eve, New Year's Eve, Martin Luther King Jr. Day               |

\*Expected Graduation Date reflects the student's graduation date if perfect attendance is maintained

CDL SKILLS / HEAVY EQUIPMENT TRAINING PROGRAM (360 CLOCK HOURS)  
CLASS A / HEAVY EQUIPMENT

HEAVY EQUIPMENT OPEARTION

160 HRS

Heavy Equipment Operation provides students with the basic skills and fundamentals needed to obtain an entry level position in the Heavy Equipment field. Students will receive NCCER Core Curriculum and Level One Certifications. Modular credit will be applied for NCCER Levels Two and Three. Certifications are granted on various pieces of equipment.

CLASSROOM INSTRUCTION

80 HRS

Classroom instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student’s knowledge in truck driving techniques, maneuvers, and safety awareness.

PRETRIP THEORY

8 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

YARD & ROAD INSTRUCTION

112 HRS

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student’s skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS -----

400 HRS

PROGRAM OBJECTIVES

This program is designed for individuals who have no previous tractor-trailer experience or equipment operating experience and want an extensive training program that provides opportunities for graduates in truck driving, equipment operation, and oilfield jobs. This program includes classroom instruction designed to help students pass the CDL Skills Exam, operate heavy equipment in a hands-on environment, and obtain a number of safety credentials valuable to the oil and gas industry. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver, equipment operator, or entry into the oilfield industry.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS

The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during on-yard training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student. OAC 4501-7-28(k)

TRAINING ORDER

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event that changes occur, students will still receive the full amount of training hours detailed within each component.

## CDL SKILLS / HEAVY EQUIPMENT FOR THE DRILLING INDUSTRY: SUBJECT OUTLINE

### HEAVY EQUIPMENT OPERATION

#### NCCER Core

- Core curriculum is the foundation for the Contren Learning series created by the NCCER. Topics include: basic safety, introduction to construction math, introduction to hand tools, power tools, and blueprints. Core curriculum also includes basic rigging, communication skills, and basic employability skills.

#### NCCER Level I

- Heavy Equipment Operations Level I contains an introduction to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, operation of utility tractors and heavy-duty articulated tractors as used in the construction industry, and grades part I.

#### NCCER Level II

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

#### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

### CLASSROOM

#### Orientation

- This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also introduces the trucking industry and the opportunities as a qualified professional driver.

#### Traffic Laws

- This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(j)(1) Traffic Laws, OAC 4501-7-28(j)(3) FMCSA Regulations**

#### Rules & Regulations of PUCO

- Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(j)(2) Rules and Regulations of the public utility commission of Ohio**

#### Pre- & Post-Trip Inspections

- Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. **OAC 4501-7-28(j)(12) Routine services and pre-trip inspections and documentation**

#### Federal Motor Carrier Safety Regulations

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(j)(3) Federal motor safety regulations**

#### CDL Requirements

- Topics include the steps required to obtain a CDL license, driver qualifications reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(j)(15) Commercial Driver License Requirements**

#### Backing & Docking

- Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

#### Coupling & Uncoupling

- Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

#### Vehicle Braking, Lighting & Emergency Equipment

- This time is allocated to educate and emphasize the importance of vehicle braking, lighting & emergency equipment. **OAC 4501-7-28(j)(4) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

#### Occupant Protection Devices

- Covers the use of occupant protection devices. **OAC 4501-7-28(j)(13) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions**

#### Control Systems & the Dashboard

- Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

#### Basic Control & Handling

- Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

#### Shifting & Operating Transmissions

- Students will learn how to properly shift and operate transmissions.

#### Distracted Driving

- Students will learn how to recognize distracted drivers and how to help prevent distraction while driving.

#### Night Operation

- Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

#### Great Lakes Driver Safety Course

- Visual Search / No Zone
  - Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver's view, also known as the "No Zone". **OAC 4501-7-28(j)(18) The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone".**
- Communications
  - Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind-the-wheel. **OAC 4501-7-28(j)(11) Courteous Driving Practices**
- Speed Management
  - Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.
- Space Management
  - Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.
- Defensive Driving
  - Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-29(k)(7) Sharing the Road, OAC 4501-7-28(j)(9) Safe driving practices, OAC 4501-7-28(j)(14) Emerging commercial motor vehicle safety technologies**

#### Extreme Driving Conditions

- Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

#### Hazard Perception

- This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

#### Registration & Licensing Laws

- This is a classroom presentation the requirements for registration and licensing laws relating to CMV drivers. **OAC 4501-7-28(j)(5) Registration and Licensing Laws**

#### State Test – Practice Test

- Students will take a practice test to review for their State test.

#### Skid Control & Recovery, Jackknifing, & Other Emergencies

- Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

#### Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad

- This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(j)(17) Proper public thoroughfare railroad grade crossing procedure**

#### Special Taxes

- This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(j)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS)**

#### Identification & Diagnosis of Malfunctions

- This session teaches students how to identify and diagnose malfunctions.

#### Roadside Inspections

- Students will learn about roadside inspections.

#### Maintenance

- This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

#### Handling & Documenting Cargo

- This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics. Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

#### Environmental Compliance Issues

- This lesson covers environmental compliance issues that may arise and how to avoid them.

#### Emerging Commercial Motor Vehicle Safety Technologies

- Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(j)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

#### Fatigue & Wellness Awareness

- Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

#### CSA / Driver Safety Ratings

- Provides students with an understanding of FMCSA's Driver Safety Ratings program as well as DAC Reports. **OAC 4501-7-28(j)(19) Driver Safety Ratings**

#### Special Rigs

- This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

#### The Effects of Driver Fatigue

- This session is partially a continuation of the Hours of Service presentation and will discuss the effects of driver fatigue on truck drivers in the industry. **OAC 4501-7-28(j)(8) The Effects of Driver Fatigue**

#### Crash Reporting & Financial Responsibility Laws

- Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(j)(7) Crash reporting and financial responsibility laws**

#### Accidents & Breakdowns

- Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

#### Post-Crash Procedures

- Students are taught what steps to take after a crash.

#### Human Trafficking

- Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(j)(10) Human trafficking prevention in the trucking industry**

#### Hazmat

- This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.

#### Courteous Driving Practices

- This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(j)(11) Courteous Driving Practices**

#### CMV “No Zone”

- This session will cover the limitation in Commercial Motor Vehicles known as the “no zone”. **OAC 4501-7-28(j)(18) Commercial motor vehicle view limitation, also known as the “no zone”**

#### Safe Driving Practices / Distracted Driving

- Students learn about safe driving practices. **OAC 4501-7-28(j)(9) Safe driving practices, including the dangers associated with distracted driving**

#### FMCSR DOT Open Book Exam

- Questions are based on the United States Department of Transportation’s Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carriers may continue to administer this written exam as part of their training program.

#### Crossing the Canadian Border

- Students will learn the necessary procedures to follow when crossing the Canadian border.

#### External Communication

- Students will learn how to describe the roadside inspection process, identify the impact that violating regulations has on your and your carrier’s records, and illustrate effective communication techniques when interacting with enforcement officers.

#### Whistleblower / Coercion

- This lesson will teach students about whistleblower protections and how to file a complaint with OSHA. It will also cover coercion and how to file a complaint with FMCSA.

#### Basic Business Practice

- This session will cover the topic of business practices for truck drivers.

#### Map Reading

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Trip Planning

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Log Books

- Students will learn how to fill out log books.

#### Practice Logs

- Students will use this session to practice completing logs.

#### Hours of Service



- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 “Hours of Service Regulations” and completes a driver’s Daily Log and logbook recap. **OAC 4501-7-28(j)(8) The effects of driver fatigue**

#### Log Exam

- During this session, students will complete a log book exam.

#### Drugs & Alcohol

- This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(j)(16) The effects of alcohol and drugs**

#### Medical Requirements

- After this lesson, students will be able to list the general and physical qualifications drivers must meet in order to operate a commercial motor vehicle (CMV), explain the process of obtaining a medical examiner’s certificate, and identify how a driver can become disqualified from driving a CMV.

#### Yard Orientation

- Students will learn about the yard and what they will be doing once they get to the yard portion of training.

#### Placement Presentation

- Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

#### Final Exam

- This is a written exam which test the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## YARD & ROAD INSTRUCTION

### Preventative Maintenance

- Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and record keeping.

### Vehicle Pre-Trip Inspections / Straight-Line Backing

- Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carriers’ and driver’s legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

### Coupling & Uncoupling

- Provides students with the exact steps to safety and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

### Backing Maneuvers

- Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left/right, alley dock, and parallel parking.

### Road Training

- This portion of training provides students with behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

## SCHEDULE

Full-time Schedule – 9 Weeks;

CDL Classroom Monday – Friday 8:00 AM – 5:00 PM;

CDL Yard & Road, Heavy Equipment, & Oil Monday – Friday 8:00 AM – 4:30 PM

| Start Date | Expected Graduation Date | Holidays  |
|------------|--------------------------|---|
| 4/19/21    | 6/21/21                  | Memorial Day  |
| 5/10/21    | 7/13/21                  | Memorial Day, July 5th  |
| 6/1/21     | 8/2/21                   | July 5 <sup>th</sup>  |
| 7/6/21     | 9/3/21                   | None  |
| 7/26/21    | 9/27/21                  | Labor Day   |
| 8/16/21    | 10/11/21                 | Labor Day   |
| 9/7/21     | 11/12/21                 | None  |
| 9/27/21    | 11/29/21                 | Thanksgiving  |
| 10/18/21   | 12/20/21                 | Thanksgiving  |
| 11/8/21    | 1/27/22                  | Thanksgiving, Christmas Eve, New Year's Eve, Martin Luther King Jr. Day |
| 11/29/21   | 2/2/22                   | Christmas Eve, New Year's Eve, Martin Luther King Jr. Day               |
| 12/20/21   | 3/1/22                   | Christmas Eve, New Year's Eve, Martin Luther King Jr. Day               |

\*Expected Graduation Date reflects the student's graduation date if perfect attendance is maintained

## HEAVY EQUIPMENT TRAINING PROGRAM (280 CLOCK HOURS)

### HEAVY EQUIPMENT OPERATION

#### HEAVY EQUIPMENT OPERATION

240 HRS

This course provides students with the basic skills and fundamentals needed to obtain an entry level position in the Heavy Equipment field. Students will receive NCCER certificates in Core Curriculum, Level One, and Level Two. Modular credit will be applied for NCCER Level Three. Certifications will be granted on equipment used in this training.

#### OILFIELD & PIPELINE SAFETY

40 HRS

The Oilfield & Pipeline Safety portion of training is designed to assist individuals in preparing to enter a career in the oil and gas industries. The certifications obtained in this portion of training are quickly becoming the industry standard. The aerial platform and rough terrain forklift portion of training is designed to provide students with the basic understanding of performing inspections and operating articulating boom lifts and rough terrain forklifts.

TOTAL PROGRAM HOURS ----- 280 HRS

#### PROGRAM OBJECTIVES

This course provides students with the basic skills and fundamentals needed to obtain an entry level position in Heavy Equipment Operation. Students will receive NCCER certificates in Core Curriculum, Level One, and Level Two. Modular credit will be applied for NCCER Level Three. Certifications will be granted on equipment used in this training. OSHA 10 will provide individuals with all of the necessary information that is required to obtain their OSHA: Construction Industry 10 Hour Card. This program is designed for individuals who have no previous equipment operating experience and want an extensive training program that provides opportunities for graduates in equipment operation. This program includes classroom instruction designed to help students learn the basics of heavy equipment operation and hands-on training to teach students how to operate heavy equipment properly. Students will also obtain a number of safety credentials valuable to the oil and gas industry. Training prepares students for entry-level employment as an equipment operator or in the oilfield industry.

## HEAVY EQUIPMENT TRAINING PROGRAM: SUBJECT OUTLINE

### HEAVY EQUIPMENT OPERATION

#### NCCER Core

- Core curriculum is the foundation for the Contren Learning series created by the NCCER. Topics include: basic safety, introduction to construction math, introduction to hand tools, power tools, and blueprints. Core curriculum also includes basic rigging, communication skills, and basic employability skills.

#### NCCER Level I

- Heavy Equipment Operations Level I contains an introduction to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, operation of utility tractors and heavy-duty articulated tractors as used in the construction industry, and grades part I.

#### NCCER Level II

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

#### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

#### Lab Training

- This portion of the course offers hands-on training for various pieces of equipment in the yard.

### OILFIELD PIPELINE & SAFETY

#### Oilfield Pipeline & Safety

- The Oilfield & Pipeline Safety portion of training is designed to assist individuals in preparing to enter a career in the oil and gas industries. The certifications obtained in this portion of training are quickly becoming the industry standard. The aerial platform and rough terrain forklift portion of training is designed to provide students with the basic understanding of performing inspections and operating articulating boom lifts and rough terrain forklifts.

### SCHEDULE

Full-time Schedule – 7 Weeks;

Heavy Equipment & Oil Monday – Friday 8:00 AM – 4:30 PM

| Start Date | Expected Graduation Date | Holidays                                     |
|------------|--------------------------|--|
| 4/19/21    | 6/7/21                   | Memorial Day                                 |
| 5/10/21    | 6/28/21                  | Memorial Day                                 |
| 6/1/21     | 7/20/21                  | July 5th                                     |
| 7/6/21     | 8/20/21                  | None   |
| 7/26/21    | 9/13/21                  | Labor Day                                    |
| 8/16/21    | 9/27/21                  | Labor Day                                    |
| 9/7/21     | 10/29/21                 | None   |
| 9/27/21    | 11/12/21                 | None   |
| 10/18/21   | 12/6/21                  | Thanksgiving                                 |
| 11/8/21    | 12/28/21                 | Thanksgiving, Christmas Eve, New Year's Eve, |
| 11/29/21   | 1/18/22                  | Christmas Eve, New Year's Eve                |
| 12/20/21   | 2/22/22                  | New Year's Eve, Martin Luther King Jr. Day   |

\*Expected Graduation Date reflects the student's graduation date if perfect attendance is maintained

## CDL SKILLS TRAINING PROGRAM (200 CLOCK HOURS)

### CLASS A

#### CLASSROOM INSTRUCTION

80 HRS

Classroom instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student's knowledge in truck driving techniques, maneuvers, and safety awareness.

#### PRETRIP THEORY

16 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

#### YARD & ROAD INSTRUCTION

104 HRS

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student's skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

#### TOTAL PROGRAM HOURS

----- 200 HRS

#### PROGRAM OBJECTIVES

This program is designed for individuals who have no previous tractor-trailer experience. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver.

#### THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS

The Department of Public Safety's training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during on-yard training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor's discretion) depending on the needs of the student. OAC 4501-7-28(k)

#### TRAINING ORDER

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event that changes occur, students will still receive the full amount of training hours detailed within each component.

## CDL SKILLS TRAINING PROGRAM (200 CLOCK HOURS): SUBJECT OUTLINE

### CLASSROOM

#### Orientation

- This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also introduces the trucking industry and the opportunities as a qualified professional driver.

#### Traffic Laws

- This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(j)(1) Traffic Laws, OAC 4501-7-28(j)(3) FMCSA Regulations**

#### Rules & Regulations of PUCO

- Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(j)(2) Rules and Regulations of the public utility commission of Ohio**

#### Pre- & Post-Trip Inspections

- Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. **OAC 4501-7-28(j)(12) Routine services and pre-trip inspections and documentation**

#### Federal Motor Carrier Safety Regulations

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(j)(3) Federal motor safety regulations**

#### CDL Requirements

- Topics include the steps required to obtain a CDL license, driver qualifications reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(j)(15) Commercial Driver License Requirements**

#### Backing & Docking

- Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

#### Coupling & Uncoupling

- Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

#### Vehicle Braking, Lighting & Emergency Equipment

- This time is allocated to educate and emphasize the importance of vehicle braking, lighting & emergency equipment. **OAC 4501-7-28(j)(4) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

#### Occupant Protection Devices

- Covers the use of occupant protection devices. **OAC 4501-7-28(j)(13) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions**

#### Control Systems & the Dashboard

- Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

#### Basic Control & Handling

- Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

#### Shifting & Operating Transmissions

- Students will learn how to properly shift and operate transmissions.

#### Distracted Driving

- Students will learn how to recognize distracted drivers and how to help prevent distraction while driving.

#### Night Operation

- Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

#### Great Lakes Driver Safety Course

- Visual Search / No Zone
  - Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver's view, also known as the "No Zone". **OAC 4501-7-28(j)(18) The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone"**.
- Communications
  - Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind-the-wheel. **OAC 4501-7-28(j)(11) Courteous Driving Practices**
- Speed Management
  - Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.
- Space Management
  - Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.
- Defensive Driving
  - Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-29(k)(7) Sharing the Road, OAC 4501-7-28(j)(9) Safe driving practices, OAC 4501-7-28(j)(14) Emerging commercial motor vehicle safety technologies**

#### Extreme Driving Conditions

- Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

#### Hazard Perception

- This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

#### Registration & Licensing Laws

- This is a classroom presentation the requirements for registration and licensing laws relating to CMV drivers. **OAC 4501-7-28(j)(5) Registration and Licensing Laws**

#### State Test – Practice Test

- Students will take a practice test to review for their State test.

#### Skid Control & Recovery, Jackknifing, & Other Emergencies

- Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

#### Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad

- This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(j)(17) Proper public thoroughfare railroad grade crossing procedure**

#### Special Taxes

- This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(j)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS)**

#### Identification & Diagnosis of Malfunctions

- This session teaches students how to identify and diagnose malfunctions.

#### Roadside Inspections

- Students will learn about roadside inspections.

#### Maintenance

- This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

#### Handling & Documenting Cargo

- This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics. Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

#### Environmental Compliance Issues

- This lesson covers environmental compliance issues that may arise and how to avoid them.

#### Emerging Commercial Motor Vehicle Safety Technologies

- Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(j)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

#### Fatigue & Wellness Awareness

- Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

#### CSA / Driver Safety Ratings

- Provides students with an understanding of FMCSA's Driver Safety Ratings program as well as DAC Reports. **OAC 4501-7-28(j)(19) Driver Safety Ratings**

#### Special Rigs

- This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

#### The Effects of Driver Fatigue

- This session is partially a continuation of the Hours of Service presentation and will discuss the effects of driver fatigue on truck drivers in the industry. **OAC 4501-7-28(j)(8) The Effects of Driver Fatigue**

#### Crash Reporting & Financial Responsibility Laws

- Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(j)(7) Crash reporting and financial responsibility laws**

#### Accidents & Breakdowns

- Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

#### Post-Crash Procedures

- Students are taught what steps to take after a crash.

#### Human Trafficking

- Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(j)(10) Human trafficking prevention in the trucking industry**

#### Hazmat

- This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.



#### Courteous Driving Practices

- This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(j)(11) Courteous Driving Practices**

#### CMV “No Zone”

- This session will cover the limitation in Commercial Motor Vehicles known as the “no zone”. **OAC 4501-7-28(j)(18) Commercial motor vehicle view limitation, also known as the “no zone”**

#### Safe Driving Practices / Distracted Driving

- Students learn about safe driving practices. **OAC 4501-7-28(j)(9) Safe driving practices, including the dangers associated with distracted driving**

#### FMCSR DOT Open Book Exam

- Questions are based on the United States Department of Transportation’s Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carriers may continue to administer this written exam as part of their training program.

#### Crossing the Canadian Border

- Students will learn the necessary procedures to follow when crossing the Canadian border.

#### External Communication

- Students will learn how to describe the roadside inspection process, identify the impact that violating regulations has on your and your carrier’s records, and illustrate effective communication techniques when interacting with enforcement officers.

#### Whistleblower / Coercion

- This lesson will teach students about whistleblower protections and how to file a complaint with OSHA. It will also cover coercion and how to file a complaint with FMCSA.

#### Basic Business Practice

- This session will cover the topic of business practices for truck drivers.

#### Map Reading

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Trip Planning

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Log Books

- Students will learn how to fill out log books.

#### Practice Logs

- Students will use this session to practice completing logs.

#### Hours of Service

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 “Hours of Service Regulations” and completes a driver’s Daily Log and logbook recap. **OAC 4501-7-28(j)(8) The effects of driver fatigue**

#### Log Exam

- During this session, students will complete a log book exam.

#### Drugs & Alcohol

- This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(j)(16) The effects of alcohol and drugs**

#### Medical Requirements

- After this lesson, students will be able to list the general and physical qualifications drivers must meet in order to operate a commercial motor vehicle (CMV), explain the process of obtaining a medical examiner’s certificate, and identify how a driver can become disqualified from driving a CMV.

#### Yard Orientation

- Students will learn about the yard and what they will be doing once they get to the yard portion of training.

#### Placement Presentation

- Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

#### Final Exam

- This is a written exam which test the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

### PRETRIP THEORY

#### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

### YARD & ROAD INSTRUCTION

#### Preventative Maintenance

- Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and record keeping.

#### Vehicle Pre-Trip Inspections / Straight-Line Backing

- Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carriers' and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

#### Coupling & Uncoupling

- Provides students with the exact steps to safety and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

#### Backing Maneuvers

- Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left/right, alley dock, and parallel parking.

#### Road Training

- This portion of training provides students with behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

**SCHEDULE**

Full-time Schedule – 5 Weeks; CDL Classroom Monday – Friday 8:00 AM – 5:00 PM;  
 CDL Yard & Road Monday – Friday 8:00 AM – 4:30 PM

| <b>Start Date</b> | <b>Expected Graduation Date</b> | <b>Holidays</b>   |
|-------------------|---------------------------------|---|
| 4/19/21           | 5/21/21                         | None  |
| 5/10/21           | 6/7/21                          | Memorial Day  |
| 6/1/21            | 7/6/21                          | July 5 <sup>th</sup>                                      |
| 7/6/21            | 8/9/21                          | None  |
| 7/26/21           | 8/27/21                         | None  |
| 8/16/21           | 9/20/21                         | Labor Day   |
| 9/7/21            | 10/4/21                         | None  |
| 9/27/21           | 10/29/21                        | None  |
| 10/18/21          | 11/19/21                        | None  |
| 11/8/21           | 12/13/21                        | Thanksgiving  |
| 11/29/21          | 1/4/22                          | Christmas Eve, New Year’s Eve                             |
| 12/20/21          | 1/26/21                         | Christmas Eve, New Year’s Eve, Martin Luther King Jr. Day |

\*Expected Graduation Date is the student’s graduation date if perfect attendance is maintained.

Night/Weekend Schedule – 10 Weeks; Monday, Wednesday, Thursday 5:30 PM – 9:30 PM, Saturday 7:30 AM – 6:00 PM

| <b>Start Date</b> | <b>Expected Graduation Date*</b> |
|-------------------|----------------------------------|
| 4/5/21            | 6/12/21                          |

\*Expected Graduation Date is the student’s graduation date if perfect attendance is maintained.

TRACTOR-TRAILER UPGRADE COURSE (160 CLOCK HOURS)

CLASS A

CLASSROOM INSTRUCTION 48 HRS

Classroom instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student’s knowledge in truck driving techniques, maneuvers, and safety awareness.

PRETRIP THEORY 16 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

YARD & ROAD INSTRUCTION 96 HRS

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student’s skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS ----- 160 HRS

PROGRAM OBJECTIVES

This program is designed for individuals who have no previous tractor-trailer experience. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS

The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during on-yard training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student. OAC 4501-7-28(k)

TRAINING ORDER

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event that changes occur, students will still receive the full amount of training hours detailed within each component.

## TRACTOR-TRAILER UPGRADE COURSE (160 CLOCK HOURS): SUBJECT OUTLINE

### CLASSROOM

#### Orientation

- This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also introduces the trucking industry and the opportunities as a qualified professional driver.

#### Traffic Laws

- This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(j)(1) Traffic Laws, OAC 4501-7-28(j)(3) FMCSA Regulations**

#### Rules & Regulations of PUCO

- Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(j)(2) Rules and Regulations of the public utility commission of Ohio**

#### Pre- & Post-Trip Inspections

- Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. **OAC 4501-7-28(j)(12) Routine services and pre-trip inspections and documentation**

#### Federal Motor Carrier Safety Regulations

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(j)(3) Federal motor safety regulations**

#### CDL Requirements

- Topics include the steps required to obtain a CDL license, driver qualifications reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(j)(15) Commercial Driver License Requirements**

#### Vehicle Braking, Lighting & Emergency Equipment

- This time is allocated to educate and emphasize the importance of vehicle braking, lighting & emergency equipment. **OAC 4501-7-28(j)(4) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

#### Occupant Protection Devices

- Covers the use of occupant protection devices. **OAC 4501-7-28(j)(13) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions**

#### Great Lakes Driver Safety Course

- Visual Search / No Zone
  - Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver's view, also known as the "No Zone". **OAC 4501-7-28(j)(18) The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone".**
- Communications
  - Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind-the-wheel. **OAC 4501-7-28(j)(11) Courteous Driving Practices**
- Speed Management
  - Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.
- Space Management
  - Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

- Defensive Driving
  - Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-29(k)(7) Sharing the Road, OAC 4501-7-28(j)(9) Safe driving practices, OAC 4501-7-28(j)(14) Emerging commercial motor vehicle safety technologies**

#### Extreme Driving Conditions

- Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

#### Hazard Perception

- This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

#### Registration & Licensing Laws

- This is a classroom presentation the requirements for registration and licensing laws relating to CMV drivers. **OAC 4501-7-28(j)(5) Registration and Licensing Laws**

#### State Test – Practice Test

- Students will take a practice test to review for their State test.

#### Skid Control & Recovery, Jackknifing, & Other Emergencies

- Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

#### Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad

- This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(j)(17) Proper public thoroughfare railroad grade crossing procedure**

#### Special Taxes

- This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(j)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS)**
- Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(j)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

#### CSA / Driver Safety Ratings

- Provides students with an understanding of FMCSA's Driver Safety Ratings program as well as DAC Reports. **OAC 4501-7-28(j)(19) Driver Safety Ratings**

#### The Effects of Driver Fatigue

- This session is partially a continuation of the Hours of Service presentation and will discuss the effects of driver fatigue on truck drivers in the industry. **OAC 4501-7-28(j)(8) The Effects of Driver Fatigue**

#### Crash Reporting & Financial Responsibility Laws

- Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(j)(7) Crash reporting and financial responsibility laws**

#### Human Trafficking

- Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(j)(10) Human trafficking prevention in the trucking industry**

#### Courteous Driving Practices

- This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(j)(11) Courteous Driving Practices**

#### CMV "No Zone"

- This session will cover the limitation in Commercial Motor Vehicles known as the "no zone". **OAC 4501-7-28(j)(18) Commercial motor vehicle view limitation, also known as the "no zone"**

#### Safe Driving Practices / Distracted Driving

- Students learn about safe driving practices. **OAC 4501-7-28(j)(9) Safe driving practices, including the dangers associated with distracted driving**

#### FMCSR DOT Open Book Exam

- Questions are based on the United States Department of Transportation's Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carriers may continue to administer this written exam as part of their training program.

#### Map Reading

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Trip Planning

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Log Books

- Students will learn how to fill out log books.

#### Practice Logs

- Students will use this session to practice completing logs.

#### Hours of Service

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 "Hours of Service Regulations" and completes a driver's Daily Log and logbook recap. **OAC 4501-7-28(j)(8) The effects of driver fatigue**

#### Log Exam

- During this session, students will complete a log book exam.

#### Drugs & Alcohol

- This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(j)(16) The effects of alcohol and drugs**

#### Yard Orientation

- Students will learn about the yard and what they will be doing once they get to the yard portion of training.

#### Placement Presentation

- Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

#### Final Exam

- This is a written exam which test the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

### PRETRIP THEORY

#### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

### YARD & ROAD INSTRUCTION

#### Preventative Maintenance

- Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and record keeping.

#### Vehicle Pre-Trip Inspections / Straight-Line Backing

- Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carriers' and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

#### Coupling & Uncoupling

- Provides students with the exact steps to safely and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

#### Backing Maneuvers

- Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left/right, alley dock, and parallel parking.

#### Road Training

- This portion of training provides students with behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.



## SCHEDULE

Full-time Schedule – 4 Weeks; CDL Classroom Monday – Friday 8:00 AM – 5:00 PM;

CDL Yard & Road Monday – Friday 8:00 AM – 4:30 PM

| <b>Start Date</b> | <b>Expected Graduation Date</b> | <b>Holidays</b> |
|-------------------|---------------------------------|-----------------|
| 4/23/21           | 5/14/21                         | None            |
| 5/14/21           | 6/7/21                          | Memorial Day    |
| 6/7/21            | 6/25/21                         | None            |
| 7/12/21           | 7/30/21                         | None            |
| 7/30/21           | 8/20/21                         | None            |
| 8/20/21           | 9/13/21                         | Labor Day       |
| 9/13/21           | 10/1/21                         | None            |
| 10/1/21           | 10/22/21                        | None            |
| 10/22/21          | 11/12/21                        | None            |
| 11/12/21          | 12/6/21                         | Thanksgiving    |
| 12/3/21           | 12/27/21                        | Christmas Eve   |

\*Expected Graduation Date is the student's graduation date if perfect attendance is maintained.

STRAIGHT TRUCK / BUS TRAINING PROGRAM (100CLOCK HOURS)  
CLASS B

CLASSROOM INSTRUCTION 48 HRS

Classroom instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student’s knowledge in truck driving techniques, maneuvers, and safety awareness.

YARD & ROAD INSTRUCTION 52 HRS

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student’s skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS ----- 100 HRS

PROGRAM OBJECTIVES

This program is designed for individuals who have no previous tractor-trailer experience. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS

The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during on-yard training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student. OAC 4501-7-28(k)

TRAINING ORDER

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event that changes occur, students will still receive the full amount of training hours detailed within each component.

## STRAIGHT TRUCK / BUS TRAINING PROGRAM (100 CLOCK HOURS): SUBJECT OUTLINE

### CLASSROOM

#### Orientation

- This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also introduces the trucking industry and the opportunities as a qualified professional driver.

#### Traffic Laws

- This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(j)(1) Traffic Laws, OAC 4501-7-28(j)(3) FMCSA Regulations**

#### Rules & Regulations of PUCO

- Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(j)(2) Rules and Regulations of the public utility commission of Ohio**

#### Pre- & Post-Trip Inspections

- Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. **OAC 4501-7-28(j)(12) Routine services and pre-trip inspections and documentation**

#### Federal Motor Carrier Safety Regulations

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(j)(3) Federal motor safety regulations**

#### CDL Requirements

- Topics include the steps required to obtain a CDL license, driver qualifications reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(j)(15) Commercial Driver License Requirements**

#### Vehicle Braking, Lighting & Emergency Equipment

- This time is allocated to educate and emphasize the importance of vehicle braking, lighting & emergency equipment. **OAC 4501-7-28(j)(4) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

#### Occupant Protection Devices

- Covers the use of occupant protection devices. **OAC 4501-7-28(j)(13) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions**

#### Great Lakes Driver Safety Course

- Visual Search / No Zone
  - Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver's view, also known as the "No Zone". **OAC 4501-7-28(j)(18) The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone".**
- Communications
  - Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind-the-wheel. **OAC 4501-7-28(j)(11) Courteous Driving Practices**
- Speed Management
  - Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.
- Space Management
  - Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

- Defensive Driving
  - Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-29(k)(7) Sharing the Road, OAC 4501-7-28(j)(9) Safe driving practices, OAC 4501-7-28(j)(14) Emerging commercial motor vehicle safety technologies**

#### Registration & Licensing Laws

- This is a classroom presentation the requirements for registration and licensing laws relating to CMV drivers. **OAC 4501-7-28(j)(5) Registration and Licensing Laws**

#### Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad

- This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(j)(17) Proper public thoroughfare railroad grade crossing procedure**

#### Special Taxes

- This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(j)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS)**

#### Emerging Commercial Motor Vehicle Safety Technologies

- Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(j)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

#### CSA / Driver Safety Ratings

- Provides students with an understanding of FMCSA's Driver Safety Ratings program as well as DAC Reports. **OAC 4501-7-28(j)(19) Driver Safety Ratings**

#### The Effects of Driver Fatigue

- This session is partially a continuation of the Hours of Service presentation and will discuss the effects of driver fatigue on truck drivers in the industry. **OAC 4501-7-28(j)(8) The Effects of Driver Fatigue**

#### Crash Reporting & Financial Responsibility Laws

- Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(j)(7) Crash reporting and financial responsibility laws**

#### Human Trafficking

- Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(j)(10) Human trafficking prevention in the trucking industry**

#### Courteous Driving Practices

- This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(j)(11) Courteous Driving Practices**

#### CMV "No Zone"

- This session will cover the limitation in Commercial Motor Vehicles known as the "no zone". **OAC 4501-7-28(j)(18) Commercial motor vehicle view limitation, also known as the "no zone"**

#### Safe Driving Practices / Distracted Driving

- Students learn about safe driving practices. **OAC 4501-7-28(j)(9) Safe driving practices, including the dangers associated with distracted driving**

#### FMCSR DOT Open Book Exam

- Questions are based on the United States Department of Transportation's Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carriers may continue to administer this written exam as part of their training program.

#### Map Reading

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Trip Planning

- This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

#### Log Books

- Students will learn how to fill out log books.

#### Practice Logs

- Students will use this session to practice completing logs.

#### Hours of Service

- Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 "Hours of Service Regulations" and completes a driver's Daily Log and logbook recap. **OAC 4501-7-28(j)(8) The effects of driver fatigue**

#### Log Exam

- During this session, students will complete a log book exam.

#### Drugs & Alcohol

- This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(j)(16) The effects of alcohol and drugs**

#### Yard Orientation

- Students will learn about the yard and what they will be doing once they get to the yard portion of training.

#### Placement Presentation

- Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

#### Final Exam

- This is a written exam which test the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

### YARD & ROAD INSTRUCTION

#### Preventative Maintenance

- Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and record keeping.

#### Vehicle Pre-Trip Inspections / Straight-Line Backing

- Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carriers' and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

#### Coupling & Uncoupling

- Provides students with the exact steps to safety and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

#### Backing Maneuvers

- Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left/right, alley dock, and parallel parking.

#### Road Training

- This portion of training provides students with behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

## SCHEDULE

Full-time Schedule – 2.5 Weeks; CDL Classroom Monday – Friday 8:00 AM – 5:00 PM;

CDL Yard & Road Monday – Friday 8:00 AM – 4:30 PM

| <b>Start Date</b> | <b>Expected Graduation Date</b> | <b>Holidays</b> |
|-------------------|---------------------------------|-----------------|
| 4/23/21           | 5/12/21                         | None            |
| 5/14/21           | 6/3/21                          | None            |
| 6/7/21            | 6/23/21                         | None            |
| 7/12/21           | 7/28/21                         | None            |
| 7/30/21           | 8/18/21                         | None            |
| 8/20/21           | 9/9/21                          | Labor Day       |
| 9/13/21           | 9/29/21                         | None            |
| 10/1/21           | 10/20/21                        | None            |
| 10/22/21          | 11/10/21                        | None            |
| 11/12/21          | 12/1/21                         | Thanksgiving    |
| 12/3/21           | 12/22/21                        | None            |

\*Expected Graduation Date is the student's graduation date if perfect attendance is maintained.