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| CDL Driving School LLC School Catalog  |
| Large truck on a highway |
| February 2021CDL Driving School LLC[www.cdldrivingschool.org](http://www.cdldrivingschool.org)1400 Hwy 64, New Richmond, WI 54017Ph 715-243-5551 |



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| Our MissionFor our students to graduate with the knowledge and ability to be a safe, confident, financially secure, professional truck driver. We aspire to be known as the top truck driving school and create the best possible learning experience. Our number one goal is Safety! Tagline “Where the “Student” meets the road!”LocationThe CDL Driving School is on a 7-acre site conveniently located in New Richmond, WI.We are just 35 minutes from St Paul, MN. We have large airconditioned classrooms with ample space for social distancing. Our location offers many types of driving environments and a large practice yard. Students will gain experience in rural, residential, and freeway driving.We have automatic and manual transmission semi tractors for training. About UsThe school is owed by CDL Driving School LLC.Thomas Thompson Jr and Brian Cox are board members of CDL Driving School LLC.Employees: State Qualified Instructors: Thomas R. Thompson Jr  Todd Tucker  Seth Reed  Administrators: Thomas R Thompson Jr Chief Administrator  Tiffany Truttmann Administrator   |
| *How to Apply* |
| * + Before applying, please read the admissions and entrance requirements below. Or go online at [www.cdldrivingschool.org](http://www.cdldrivingschool.org) If you meet those requirements you may proceed with the application process.
	+ A student may apply online at [www.cdldrivingschool.org](http://www.cdldrivingschool.org)
	+ A student may call 715-243-5551 to apply by phone.
	+ A student may stop at CDL Driving School (1400 Hwy 64, New Richmond, WI) and pickup an application.
	+ The application deadline is the last Monday of each month.
	+ You will be notified by phone and email within 5 business days upon receipt of your application if you have been accepted or denied.
	+ Sessions begin on the first Monday of each month.
	+ There are no application fees.
	+ Prior to enrollment a student can schedule an optional interview with a school official. This process will ensure a perfect fit for the student and school. See the interview process below. Or online at [www.cdldrivingschool.org](http://www.cdldrivingschool.org)
	+ See the school catalog at [www.cdldrivingschool.org](http://www.cdldrivingschool.org) for any questions you may have or call 715-243-5551.

 The course takes 1 month (160 hours) to complete.Admissions or Entrance Requirements*ADMISSIONS AND ENTERANCE REQUIREMENTS* We are excited for the chance to assist you receiving your [Class A or B CDL](https://www.elitetruckschool.com/information/class-a-classification/) and place you in a new career. Prior to enrolling at CDL Driving School, it is important to find out if you meet the following qualifications.  You must:* be 18 years of age or older and provide proof of his/her age.
* Have a valid CDL Commercial Learners Permit
* have a high school diploma or equivalent or taken and passed a general knowledge test that meets the Federal standards.
* certify that he/she is not subject to any license disqualification under State law, and that he/she does not have a driver's license from more than one State or jurisdiction.
* provide proof of citizenship, social security card, or lawful permanent residency.
* possess a valid drivers’ license.
* be able to pass a DOT drug test student is responsible for their test fee.
* pass a DOT physical exam student is responsible for their exam fee.
* submit a DMV driving record. This driving record must show that you do not have any major violations.
* Be able to read, speak, and understand the English language sufficiently to converse with the public, to understand highway traffic signs and signals, to respond to official inquiries, and to make legible entries on reports and records.

**Here is a list of acceptable proof of citizenship or lawful permanent residency.** *Optional Interview*

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| Status | Proof of status |
| U.S. Citizen | •  Valid, unexpired U.S. Passport. |
|     | •  Certified copy of a birth certificate filed with a State Office of Vital Statistics or equivalent agency in the individual's State of birth, Puerto Rico, the Virgin Islands, Guam, American Samoa or the Commonwealth of the Northern Mariana Islands. |
|     | •  Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State. |
|     | •  Certificate of Naturalization issued by the U.S. Department of Homeland Security (DHS). |
|     | •  Certificate of Citizenship issued by DHS. |
| Lawful Permanent Resident | •  Valid, unexpired Permanent Resident Card, issued by USCIS or INS. |

Optional Interview* The interview will explain how the program provides accurate, up-to-date training that helps student drivers to be knowledgeable, skilled, professional, and safe. And that it complies with FMCSA's new entry-level driver training rule.
* A student will have the option to set up an appointment with an CDL Driving School Admission Representative to discuss the program, the industry, and career opportunities. To schedule an interview please call 715-243-5551.

 * During the interview process, we will discuss the uniqueness of the industry and how it is different from many other industries. Because of the uniqueness of the industry, it is important to us that we give you all the information possible, so you can make an educated choice for what is right for you.
* We will discuss with you the job opportunities available to you upon completion of the program. We will also point out the different opportunities you may pursue once you enter the industry and gain experience.

 * At the interview, we will address issues that may affect your ability to benefit from our program. These issues may include bad driving records, inability to pass an FMCSA medical exam, incomplete work history, or criminal record.
* We encourage you to ask all questions you may have during this process. We want to be sure that you are as knowledgeable and informed as possible before you decide to attend our school and pursue a career as a [professional truck driver](https://www.elitetruckschool.com/information/truck-driving-school/).
* After the interview, if the student approves, we will process the application. Once the student pays tuition in full, they will be fully enrolled.

*SCHOOL HOURS AND HOLIDAYS*  Hours Monday thru Friday 8:00am – 4:00pmHolidays* New Year's Day.
* Memorial Day.
* Independence Day.
* Labor Day.
* Thanksgiving Day.
* Christmas Day.
* Eid al-Fitr
* Eid al-Adha

Advanced Standing* Currently CDL Driving School does not offer advanced standing for prior education or training.

Student Progress* A passing grade is based on percentage.
* The student must obtain at least 80% correct on each course section.
* If the student does not receive a score of 80%, the course section will be marked as incomplete. It will be up to the course instructor in granting an extension for a retake.
* Failure to complete all the course requirements will result in failing the class.
* Most chapters are covered in one or two days. Progress will be measured after each chapter by a quiz. The students will find out by email the night after the quiz if they failed.
* At the end of each week, students will receive an email stating if they are on pace to complete the course on time. If they are not, (because of missing assignments or unsatisfactory grades) they will be notified by email as to a course of action they will need to take to get back on track to finish.

Student records* Student applications will be kept for 6 years.
* Student payment records will be kept for 6 years.
* Student attendance records will be kept for 6 years by the Crown facial recognition platform.
* All tests will be kept on file for 6 years.
* All student/school correspondence emails (stating school progress) will be kept for 6 years.
* All student grievances and subsequent resolutions will be kept on file for 6 years.
* Student transcripts, graduation, or termination information will be held indefinitely.
* During enrollment and after, all records are deemed private and can only be accessed by the chief administrator. They are either locked in a file cabinet or password protected in a computer file.
* For student records to be made available, the student must first sign a release form stating who the information is to be issued.

Academic Probation, Dismissal, and Readmittance * A student will go on probation for not meeting the minimum 80% passing grade on each exam.
* A probation period is 2 weeks from the date of the offense.
* If a student fails to rectify the cause of probation, the student will be dismissed.
* A student may appeal probation or dismissal by submitting a complaint to the Chief administrator for readmittance in writing.

 Student Conduct* A student may not be under the influence of alcohol or illegal drugs while on/in school property. This will result in immediate dismissal.
* A student may not smoke while inside the property.
* A student may not use words or actions that may constitute racism, sexual harassment or bring harm to a fellow student or staff member.
* Cell phones must be in silent mode and only used in an emergency.
* A student may not be in possession of a weapon while on/in school property. This will result in immediate dismissal.
* A student will go on probation for disobeying the code of Student Conduct.
* A student may appeal probation or dismissal by submitting a complaint to the Chief administrator for readmittance in writing.

 Leave of Absence* If a student must leave the program and not return, their tuition may be refunded on a prorated basis.
* If the leave of Absence is temporary, you must work with the Chief Administrator as to the length of the absence.
* A leave of absence is a maximum of 2 months.
* A leave of absence may be granted for, military duty, jury duty, family emergency, or a medical issue.

 Attendance requirements * Students must ask in advance for an excused absence. An Excused absence is for medical issues and family emergencies only. All student requests will be kept in the student’s file.
* A student may not be granted more than 1 excused absence per week.
* Students must remain in class until it is complete unless they have approval from the instructor. A student may leave early if for a medical issue or a family emergency.
* 2 unexcused absents will put a student on probation and a 3rd you will be dropped from the program.
* Before starting class, all students must sign in with our Facial Recognition Attendance clock. When school is over all students will be required to sign out. All attendance will be recorded daily by Crown software.
* A student will be given 1 week to make up any work from an excused or unexcused absence.
* If a student is going to be absent contact the school at 715-243-5551.

.  Tardiness* Student are required to be on time. They are deemed tardy if they arrive 5 minutes late. Being tardy twice will equal 1 unexcused absence.

 Leaving Early* Students must remain in class until the session is over. If they need to leave early, it must be approval by the instructor. A student may leave early, for a medical issue or a family emergency.

 Student complaints * Any student grievance should be brought to the Chief Administrator.
* If an amical decision cannot be made with the administrator, the student may contact the Department of Safety and Professional Services- Educational Approval Program,

P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); dspseap@wiconsin.gov; (608) 266-1996 *TUITION AND FEES*Tuition: $5,900All manuals and training materials are included. There are no addition Fees.Tuition is due in full, before students start date. There are no installment plans.*CANCELLATION AND REFUNDS*Student Refund and Cancellation PolicyGENERAL INFORMATION AND PROCEDURES TO BE FOLLOWED: The School determines the date of withdrawal as the date the student notifies the School of withdrawal or, if a student does not notify the School but ceases to attend class for 3 consecutive class days, the School will terminate the student 3 days from the last day of attendance. Tuition charges are calculated from the last day of attendance. Except for cancellation within the first three days of class refunds due will be made within 40 days of the date of determination. All notices must be sent: 1. If an applicant is rejected, or if for any reason a student withdraws or is dismissed by the School prior to attending school, all tuition monies will be refunded to the student. 2. If for any reason a student withdraws or is dismissed by the School within three business days of signing the Enrollment Agreement (Contract), all tuition monies will be refunded to the student. If you cancel, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. 3. If for any reason a student withdraws or is dismissed by the School after attending at least one class but prior to completing 60% of the instruction in the current enrollment period, the student is entitled to a pro-rata refund as follows: AT LEAST BUT LESS THAN REFUND 1 unit/class 10% 90% 10% 20% 80% 20% 30% 70% 30% 40% 60% 40% 50% 50% 50% 60% 40% 60% n/a no refund4. Except as described in Item 1 and Item 2 above, the School may retain a one-time application fee of $100 in addition to the tuition charges described in Item 3 above.5. If for any reason a student withdraws or is dismissed by the School after completing 60% of the course of instruction, the charge may not exceed the total cost of the course of instruction. This clause shall not prejudice a student’s right to recover in an action for breach of contract or fraud.6. All agents responsible for collecting amounts due under an Enrollment Agreement are informed of the School’s Refund and Cancellation Policy and these policies are consistently applied.7. The school policy for any refund or return of funds due a student who has used a third-party funding agency is that all monies will be refunded directly to the agency.8. FOR VETERANS RECEIVING VA BENEFITS: The non-refundable portion of the registration fee will not exceed $10. All other charges to the student, including tuition, books and supplies issued by the School, registration fees more than $10, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course.9. Students who withdraw from training may owe a balance based upon the above refund policy. In this event, this balance will accrue interest at an annual percentage rate (A.P.R.) of 18% until paid in full.Self-evaluation process CDL Driving School is constantly evaluating its processes. Students will be asked to complete an exit survey. All graduates will be followed and surveyed for valuable feedback The feedback is especially important for future improvement of the school.Employment services  CDL Driving School has a working relationship with many Trucking Companies in the area. Including but not limited to Schneider National, Swift, Roehl Transport, J.B. Hunt and Hoverlines. During your time at school these companies (and others) will visit the classroom and explain the benefits for working for them to see if there might be a match.Passing the school and receiving your CDL does not guarantee employment.Student referrals to prospective employers are not based on direct contact with the employer regarding current fob openings.*PROGRAM CURRICULUM*We have contracted with **J.J. Keller** Transportation Safety and DOT training. This way we can ensure, that the safety and compliance need of our students is being met. These are the chapter breakdowns of their theory instruction. We will be utilizing print, videos and PowerPoint presentations This course is broken down into 2 areas. Classroom and range. Classroom is approximately 50 hours. Range and BTW (behind the wheel) are 110 hours, for a total of 160 hours over a four-week period. The program is designed to prepare an individual to enter the job market as a[professional truck driver](https://www.elitetruckschool.com/information/truck-driving-school/). During this course, students will learn all Department of Transportation and Federal Motor Carrier rules and regulations as they pertain to a professional driver.  They will also learn all the necessary functions as it relates to the safe operation of a tractor/trailer combination. This will include actual driving as well as all other procedures a driver needs to know, such as pre-trip inspection, logbooks, paperwork, and accident procedures. Along with this, the course also teaches driving techniques such as defensive driving and driving in inclement weather.  Students are expected to complete the program in a maximum of 180 hours. Each chapter takes approximately 1.5 hours to complete. |
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**Chapter 1 Orientation**

*(will learn about the Trucking industry and the different qualifications)*

„ Classroom, Video, Road, Lab, and Range Recommendations

„ Introduction

„ Welcome to the Trucking Industry

„ Interstate vs. Intrastate

„ A Regulated Industry

„ Getting Your Commercial Driver’s License (CDL)

„ Driver Qualifications

„ Driver Disqualification

„ Alcohol & Drug Testing

„ The Commercial Motor Vehicle (CMV)

„ Size & Weight Limitations

„ Key Learnings

„ Orientation Quiz Answer Key

**Chapter 2 Control Systems/Dashboard**

*(will learn about the dashboard and controls)*

„ Classroom, Video, Road, Lab, and Range Recommendations

„ Introduction

„ Engine Controls

„ Primary Vehicle Controls

„ Secondary Vehicle Controls

„ Vehicle Instruments

„ Warning Devices

„ Key Learnings

„ Control Systems/Dashboard Quiz Answer Key

****Chapter 3 Pre- and Post-Trip Inspections****

 ***(learn about the importance of pre, post and on-the-road inspections)***

**„ Classroom, Video, Road, Lab, and Range Recommendations**

**„ Introduction**

**„ The Importance of Inspections**

**„ Inspection Locations**

**„ Types of Required Inspections**

**„ Pre-Trip Inspection (§392.7, §392.8, §396.13)**

**„ On-the-Road Inspection (§392.9)**

**„ Post-Trip Inspection (§396.11)**

**„ Special Rigs**

**„ Key Learnings**

**„ Pre- and Post-Trip Inspections Quiz Answer Key**

****Chapter 4 Basic Control****

 ***(learn the basic operation of a semi)***

 **„ Classroom, Video, Road, Lab, and Range Recommendations**

 **„ Introduction**

 **„ Starting, Warming Up, & Shutting Down**

 **„ Putting the Vehicle in Motion & Stopping**

 **„ Straight Line Backing**

 **„ Turning**

 **„ Key Learnings**

 **„ Basic Control Quiz Answer Key**

****Chapter 5 Shifting/Operating Transmissions****

 ***(learn the elements of shifting)***

### **„ Classroom, Video, Road, Lab, and Range Recommendations**

###  **„ Introduction**

###  **„ Key Elements of Shifting**

###  **„ Shifting Gears**

###  **„ Key Learnings**

###  **„ Shifting/Operating Transmissions Quiz Answer Key**

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### **Chapter 6 Backing and Docking**

###  ***(learn basic backing maneuvers)***

###  **„ Classroom, Video, Road, Lab, and Range Recommendations**

###  **„ Introduction**

###  **„ Backing Dangers**

###  **„ General Backing Guidelines**

###  **„ Steering Principles**

###  **„ Sight Side & Blind Side Backing**

###  **„ Basic Backing Maneuvers**

###  **„ Backing Safely**

 „ Loading Docks & Parking Lots

 „ Key Learnings

 „ Backing and Docking Quiz Answer Key

 Chapter 7 Coupling and Uncoupling

 *(learn the components of trailers and how they attach)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Coupling Tractor-Trailers

 „ Uncoupling Tractor-Trailers

 „ Coupling Doubles/Twin Trailers

 „ Uncoupling Doubles/Twin Trailers

 „ Other Combinations

 „ Key Learnings

 „ Coupling and Uncoupling Quiz Answer Key

 Chapter 8 Visual Search

 *(learn about your surroundings a how to use your mirrors)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Scanning your Entire Sight Area

 „ Types of Mirrors

 „ Key Learnings

 „ Visual Search Quiz Answer Key

Chapter 9 Communication

 *(understand communicating your intent while driving)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Communicating Your Intent While Driving

 „ Communicating Your Presence While Driving

 „ Communication from Others

 „ Communication Tools

 „ Key Learnings

 „ Communication Quiz Answer Key

Chapter 10 Distracted Driving

 *(learning how to spot a distracted driver and what to do)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Recognizing Driving Distractions

 „ In Cab Technology

 „ Managing Driving Distractions

 „ Key Learnings

 „ Distracted Driving Quiz Answer Key

Chapter 11 Speed Management

 *(learn what a safe speed is)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Stopping Distance

 „ Road Design

 „ Road Conditions

 „ Weather Conditions

 „ Heavy Traffic

 „ Maintain a Safe Speed

 „ Use of Cruise Control

 „ Key Learnings

 „ Speed Management Quiz Answer Key

Chapter 12 Space Management

 *(learn how much time and space you need)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Managing Space

 „ Turning Space

 „ Space When Crossing & Entering Traffic

 „ Distracted Drivers

 „ Key Learnings

 „ Space Management Quiz Answer Key

Chapter 13 Night Operation

 *(learn to drive at night)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Night Driving Factors

 „ Key Learnings

 „ Night Operation Quiz Answer Key

Chapter 14 Extreme Driving Conditions

 *(learn what to do in harsh conditions)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Vehicle Preparation

 „ Driver Preparation

 „ Tire Chain Installation

 „ Cold Weather Starting

 „ Operating in Hot Weather

 „ Extreme Weather

 „ All Slippery Surfaces

 „ Freeing a Stuck Vehicle

 „ Breakdowns

 „ Mountain Driving

 „ Sharp Curves

 „ Key Learnings

 „ Extreme Driving Conditions Quiz Answer Key

Chapter 15 Hazard Perception

 *(learn to recognize hazards and what to do)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Hazard Recognition

 „ Road Hazards

 „ User Hazards

 „ Visual Search

 „ Responding to Emergency Situations

 „ Key Learnings

 „ Hazard Perception Quiz Answer Key

Chapter 16 Skid Control/Recovery, Jackknifing, and Other Emergencies

 *(What to do if you are in a skid or mechanical failure)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Causes of Skids

 „ Tractor-Trailer Skids

 „ Skid Recovery

 „ Slippery Surfaces

 „ Evasive Steering

 „ Emergency Braking

 „ Off-Road Recovery

 „ Brake Failure

 „ Tire Blowouts

 „ Hydroplaning

 „ Rollovers

 „ Key Learnings

 „ Skid Control/Recovery, Jackknifing, and Other Emergencies Quiz Answer Key

Chapter 17 Railroad-Highway Grade Crossings

 *(learn how to safely cross Railroad)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ The Regulations

 „ Signs & Signals

 „ Safety Tips

 „ Key Learnings

 „ Railroad-Highway Grade Crossings Quiz Answer Key

Chapter 18 Identification and Diagnosis of Malfunctions

 *(learn how to identify and diagnose malfunctions)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Frame

 „ Suspension System

 „ Axles

 „ Engine

 „ Fuel System

 „ Air Intake & Exhaust System

 „ Lubrication System

 „ Cooling System

 „ Electrical System

 „ Drive Train

 „ Brake System

 „ Wheels & Tires

 „ Steering System

 „ Coupling System

 „ Diagnosing Malfunctions

 „ Key Learnings

 „ Identification and Diagnosis of Malfunctions Quiz

Chapter 19 Roadside Inspections

 *(learn roadside inspections)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Roadside Inspection Basics

 „ The Roadside Inspection Process

 „ Roadside Inspection Report & Results

 „ Key Learnings

 „ Roadside Inspections Quiz Answer Key

Chapter 20 Maintenance

 *(learn the importance of maintenance)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Types of Maintenance

 „ Your Responsibility

 „ Regulatory Requirements

 „ Pitfalls of Poor Vehicle Maintenance

 „ Key Learnings

 „ Maintenance Quiz Answer Key

Chapter 21 Handling and Documenting Cargo

 *(learn how to secure cargo and procedures for pickup and delivery)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ The Importance of Proper Cargo Handling

 „ Principles & Methods of Cargo Securement

 „ Cargo Securement Plan

 „ Principles of Weight Distribution

 „ Safe Loading Responsibilities

 „ Loading/Unloading Tools

 „ Bill of Lading

 „ Shipping Paper Accessibility

 „ Pickup & Delivery Procedures

 „ Cargo Theft

 „ In-Transit Security Tips

 „ Key Learnings

 „ Handling and Documenting Cargo Quiz Answer Key

Chapter 22 Environmental Compliance Issues

 *(learn environmental issues)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Air Pollution

 „ Fuel Efficiency

 „ Hazardous Materials

 „ Key Learnings

 „ Environmental Compliance Issues Quiz Answer Key

Chapter 23 Hours of Service Requirements

 *(why do you have to track your time)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Who is Regulated?

 „ On-Duty & Off-Duty Time

 „ The Limits

 „ Record of Duty Status

 „ Exceptions

 „ Consequences for Non-Compliance

 „ Impact on CSA BASIC Scores

 „ Out-of-Service Criteria

 „ Travel Time

 „ Key Learnings

 „ Hours of Service Requirements Quiz Answer Key

Chapter 24 Fatigue and Wellness Awareness

 *(knowing your mind and body for safe driving)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Personal Health & Driving

 „ Stress

 „ Fatigue

 „ Alcohol Use & Drug Abuse

 „ Safe Work Practices

 „ Back Safety

 „ Personal Security

 „ Key Learnings

 „ Fatigue and Wellness Awareness Quiz Answer Key

Chapter 25 Post-Crash Procedures

 *(what to do if you are in an accident)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Definitions

 „ Accident Register

 „ Securing the Scene

 „ At the Scene

 „ Hazardous Materials

 „ Vehicle Fires

 „ Key Learnings

 „ Post-Crash Procedures Quiz Answer Key

Chapter 26 External Communications

 *(external communicating)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Roadside Inspection Process

 „ Roadside Inspection Outcomes

 „ Interpersonal Communication

 „ Key Learnings

 „ External Communications Quiz Answer Key

Chapter 27 Whistleblower/Coercion

 *(what about whistleblowers)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Whistleblower Protection

 „ Coercion

 „ Key Learnings

 „ Whistleblower/Coercion Quiz Answer Key

Chapter 28 Trip Planning

 *(learn how to plan a trip)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Paperwork

 „ Route Selection

 „ Vehicle & Cargo Restrictions

 „ Estimating Time

 „ Estimating Fuel Usage & Selecting Fuel-Efficient Routes

 „ Estimating Trip Expenses

 „ Key Learnings

 „ Trip Planning Quiz Answer Key

Chapter 29 Drugs/Alcohol

 *(what happens if drugs or alcohol are involved)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Safety-Sensitive Function

 „ Alcohol Misuse & Drug Use

 „ Types of Tests

 „ Alcohol Testing Procedures

 „ Drug Testing

 „ Refusing to Test

 „ Failing an Alcohol Test or Testing Positive for Drugs

 „ The Effects of Alcohol Abuse & Drug Use

 „ Key Learnings

 „ Drugs/Alcohol Quiz Answer Key

Chapter 30 Medical Requirements

 *(learn the medical qualifications)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ General Qualifications

 „ General Disqualifications

 „ Physical Qualifications

 „ Medically Unqualified

 „ Key Learnings

 „ Medical Requirements Quiz Answer Key

Chapter 31 Human Trafficking

 *(learn to look for signs of human traffickers)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ What is Human Trafficking?

 „ Watch for these Signs

 „ Know How to Respond

 „ Key Learnings

 „ Human Trafficking Quiz Answer Key

Chapter 32 CSA

 *(learn what CSA is)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ What is CSA?

 „ Data Collection

 „ Safety Measurement System (SMS)

 „ Assigning Value

 „ Safety Evaluation

 „ Interventions

 „ Your Role in CSA

 „ CSA-Related Data

 „ Key Learnings

 „ CSA Quiz Answer Key

Chapter 33 Special Rigs

 *(learn about special vehicles)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Multiple Articulation Vehicles

 „ Oversize Vehicles

 „ Low-Clearance Vehicles

 „ Vehicles with Unstable Loads

 „ Special Cargo Vehicles

 „ Construction Vehicles

 „ Key Learnings

 „ Special Rigs Quiz Answer Key

Chapter 34 Crossing the Canadian Border

 *(what you need to know crossing the border)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ General Requirements

 „ Crossing the Canadian Border Procedures

 „ Border Crossing Programs

 „ Returning to the United States from Canada

 „ Motor Carrier Safety & Licensing

 „ Vehicle Sizes & Weights

 „ Metric Measurements & Conversions

 „ Key Learnings

 „ Crossing the Canadian Border Quiz Answer Key

Chapter 35 Basic Business Practices

 *(learn the basics of being an owner operator)*

 „ Classroom, Video, Road, Lab, and Range Recommendations

 „ Introduction

 „ Cost Determination & Control

 „ Fuel Management

 „ Growing Revenue

 „ Trucking Industry Image

 „ Contact with the Public

 „ Customer Relations

 „ What Do Employers Look For?

 „ Company Policy

 „ Opportunities for Advancement

 „ Applying for a Job

 „ Key Learnings

 „ Basic Business Practices Quiz Answer Key

 **Break down of hours.**

 **Classroom/Lab             50 Hrs.**

 **Field & Driving            110 Hrs.**

 **TOTAL Hours              160 Hrs.**