

GRADUATION REQUIREMENTS

To graduate a student must complete their program within 150% of the length of the program and must:

- ✓ Complete all required courses with a passing grade.
- ✓ Achieved a cumulative Grade Point Average of 2.0 or greater.
- ✓ Completely fulfill all financial obligations to the institution.
- ✓ Successfully complete a minimum of 80% of all scheduled classroom/lab hours and 100% of all scheduled externship hours.

Graduates will receive a certificate of completion.

PROFESSIONAL TRUCK DRIVER PROGRAM (CLASS A CDL)

210 Clock Hours/4 weeks Certificate Program/40 Hours a week

The Professional Truck Driver Program consists of 160 hours of instruction taught over a period of 4 weeks of both actual driving and observation time. Professional Truck Driver Program will include in-depth study of DOT safety rules and regulations. All students must be prepared for vigorous study of the material and homework assignments. Students will be taught with various types of tractor/trailer/bus and truck combinations and will be given defensive driving techniques and skills, required for emergencies procedures during driving. All students will drive on the open road, on the freeway, highway and city traffic conditions. Heavy emphasis put on defensive driving skills, backing the trailer and emergency procedures. All graduates will receive a certificate upon completion of the program. Upon completion of this program, the graduate will be able to:

- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate proper cargo handling and documentation procedures.
- Demonstrate pre-trip preparation procedures.
- Demonstrate vehicle inspection procedures.
- Perform vehicle maintenance and servicing procedures.
- Demonstrate basic vehicle control procedures.
- Demonstrate backing, coupling and uncoupling skills.
- Demonstrate basic vehicle maneuvers.
- Demonstrate road driving skills.
- Describe hazardous driving skills.
- Obtain a Texas Commercial Vehicle Driver's License Class A

Course Number	Course Title	Module	Lecture Hours	Range/behind Wheel	Total Hours
TD 1.0	Orientation	1	5		6
TD 1.1-1.5	Control System	1	5		6
TD 1.6-1.8	Coupling & Uncoupling	1	20		21
TD 2.0-2.8	Visual Research	1	10		11
TD 2.9	Skid Control	2		6	8
TD 3.0	CSA: A Drivers Guide	2		6	8
TD 3.1	CSA: The 7 Basic	2		6	8
TD 3.2	Handling Cargo	2		8	10
TD 3.3	Cargo Documentation	2		8	10
TD 3.4	Hazardous Materials	2		8	10
TD 3.5	Security of Cargo	2		8	10
TD 3.6	International Driving	2		8	10
TD 4.0	Vehicle System with Air Brakes	3		8	11
TD 4.1	Preventive Maintenance	3		8	11
TD 4.2	Malfunction	3		8	11
TD 5.0	Hours of Service	3		8	11
TD 5.1	Accident Procedure	3		8	11
TD 5.2	Health and Safety	3		4	7
TD 5.3	Trip Planning	3		4	7
TD 5.4	Public and Employer Relations	3		4	7
TD 5.5	Basic Business Practices for Truck Drivers	3		4	7
TD 5.6	Electronic Logging Devices	3		6	9
	Total	50	40	120	210

Basic Operation

1.0 Orientation

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: None]

The student will be provided with a basic understanding of the trucking industry, compliance with applicable regulations, the procedure for obtaining a CDL, the driver's qualifications he/she is subject to in this industry, and the commercial motor vehicle.

1.1 Control System

(Module 1 / Lec 06 CHR / R/B Wheel 00 CHR / Total 6 CHR) [Prerequisite: 1.0 Orientation]

The student will be able to identify each of the controls and instruments required to operate the vehicle safely and efficiently.

1.2 Vehicle Inspection

The student will understand/perform the appropriate and systematic vehicle inspection as required by the Federal Motor Carrier Safety Regulations regarding vehicle inspections. The student will be able to identify damaged, loose, and/or missing parts, report system defects, and understand that undiscovered malfunctions or vehicle problems can be unsafe and costly.

1.3 Basic Control with Right/Left turn Procedures

The student will know and understand how to start, warm-up, and shut down the engine. The student will know how to put the tractor-trailer in motion, how to stop the tractor-trailer and learn the proper straight line backing and right/left turning techniques.

1.4 Shifting

The student will be introduced to shifting patterns and procedures so he/she can efficiently perform basic gear shifting maneuvers such as shift up and down through the gears on a variety of types of conventional transmissions. The student will learn the techniques of double clutching and time shifts, allowing for smooth and fuel-efficient performance and how to select the proper gear for speed and highway conditions.

1.5 Backing

The student will learn to execute one of the most difficult, yet important, maneuvers in trucking; backing a tractor-trailer. It is stressed throughout this lesson of instruction that it takes practice and patience to successfully back a tractor-trailer. It is also stressed that accuracy is more important than speed in this procedure.

1.6 Coupling & Uncoupling

(Module 1 / Lec 20 CHR / R/B Wheel 00 CHR / Total 21 CHR) [Prerequisite: 1.1-1.5 Control System]

The student will learn the step-by-step procedures used to couple and uncouple most standard tractor-trailer combination rigs. Given the serious hazards that exist for drivers performing the coupling/uncoupling procedure, it is vital that they do it “by the numbers.” The importance of following these procedures in the order in which they are presented is stressed, keeping in mind that the procedures may vary slightly from vehicle to vehicle depending on the equipment being used.

1.7 General Knowledge plus Defensive Driving

It is a Federal requirement that each state must have minimum standards for the licensing of commercial drivers. This course contains information on safe driving and general information that all commercial drivers should know such as, inspection of equipment, safety, and driving skills while on the road.

1.8 Special Rigs

The student will be introduced to the characteristics of special rigs. There are a wide variety of tractors and trailers in the trucking industry and there is a need for specialized training before operating them.

Safe Operating Practices

2.0 Visual Research

(Module 1 / Lec 10 CHR / R/B Wheel 00 CHR / Total 11 CHR) [Prerequisite: 1.6-1.8 Coupling & Uncoupling]

The student will learn the skills needed to perform a safe and effective visual search while on the road. This includes the basics of seeing ahead and to the sides, including the importance of scanning at least 12 seconds ahead of the vehicle. Instruction also covers the two types of mirrors found on most tractors and the proper use of those mirrors - the basics of seeing to the rear.

2.1 Communication

The student will be introduced to the basic principles of communication. This includes appropriate processes and procedures a professional driver should follow when communicating to others. The student will also have a basic understanding of the cues/clues other drivers give when communicating their intentions.

2.2 Speed Management

The student will learn/understand the science of speed and stopping distance; the role surface conditions play in speed management; the importance of adjusting speed for curves and grades; the relationship between speed and visibility; the influence of speed on traffic management; and the how and why of obeying the speed limit.

2.3 Space Management

The student will know/understand the importance and concept of maintaining a cushion of space while operating a tractor-trailer as well as space management when executing a turn.

2.4 Night Driving

The student will know/understand the unique challenges of night driving and the changes in general procedures a driver must make when driving under the cover of darkness.

2.5 Extreme Driving Conditions

The student will learn how to safely operate under extreme driving conditions such as snow, ice, cold/hot temperatures, and the challenges of mountain driving.

2.6 Hazard Perception

The student will be introduced to the visible characteristics of road conditions that present a hazard to safe operation and the characteristics of other road users that make them a potential danger.

2.7 Railroad Crossings

The student will be introduced to the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations requiring drivers to slow down and/or stop at rail crossings, and the safest methods available for crossing railroad tracks.

2.8 Emergency Maneuvers

The student will be introduced to the importance of, and methods for, carrying out evasive steering, emergency stops, off road recoveries, and proper responses to brake failures and blowouts.

2.9 Skid Control & Recovery

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.0-2.8 Visual Research]

The student will be introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

Advanced Operating Practices

3.0 CSA 2014: A Driver's Guide

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 2.9 Skid Control]

The student will be familiar with the Comprehensive Safety Analysis (CSA) 2014 program of the Federal Motor Carrier Safety Administration, which is the driver and carrier monitoring and evaluation system. The goal of CSA 2014 is to reduce crashes, injuries and fatalities on the nation's highways.

3.1 CSA: The 7 Basic's

(Module 2 / Lec 00 CHR / R/B Wheel 06 CHR / Total 8 CHR) [Prerequisite: 3.0 CSA 2014: A Drivers Guide]

The student is given an in-depth knowledge of the heart of the CSA safety measurement process which has seven categories of 'safety related behaviors' referred to as Behavior Analysis and Safety Improvement Categories (BASIC's).

3.2 Handling Cargo

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.1 CSA: The Basic's]

The student will learn the importance of properly handling cargo, including proper and legal securement, proper weight distributions, and safe loading. This includes the Federal Motor Carrier Safety Regulations on this topic as well as safe operating practices.

3.3 Cargo Documentation

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.2 Handling Cargo]

The student will be introduced to the basics of freight documentation, as well as pick-up and delivery.

3.4 Hazardous Materials with Tanker Solution

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.3 Cargo Documentation]. The student will be given a general overview of hazardous materials basics, as well as some of the responsibilities associated with hazmat transportation and tanker solutions.

3.5 Security of cargo, truck and driver

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.4 Hazardous Materials with Tanker Solution]

The student will be made aware of the many security issues facing truck drivers today, stressing throughout this lesson that security is paramount to the safety and success of every driver and that they are the first line of defense when it comes to the security of the truck, the load, and themselves.

3.6 International Driving

(Module 2 / Lec 00 CHR / R/B Wheel 08 CHR / Total 10 CHR) [Prerequisite: 3.5 Security of cargo, truck and driver]

The student will be given a general understanding of the many differences involved with operating a commercial motor vehicle in a foreign country. Cross-border issues are discussed as well as safety, security, and regulatory issues.

Vehicle Maintenance

4.0 Vehicle Systems with Air Brakes

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 3.6 International Driving]

The student will be introduced to the design of a tractor-trailer, the vehicle's key systems and parts so he/she will know the key components and the function of each key component. The student will have a basic understanding of the importance of troubleshooting and maintenance and receive additional training about air brakes in the class and on the street

4.1 Preventive Maintenance

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.0 Vehicle Systems with Air Brakes]

The student will know/understand the importance of preventive maintenance and servicing to prevent breakdowns and accidents.

4.2 Diagnosing and Reporting Malfunction

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.1 Preventive Maintenance]

The student will have a basic understanding of diagnosing and reporting vehicle malfunctions as well as the driver's role in troubleshooting.

Non-vehicle Activities

5.0 Hours of Service Requirements

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 4.2 Malfunction]

The student will learn the basic concepts and requirements of the hours-of-service in the Federal Motor Carrier Safety Regulations (FMCSR) which includes operating within the legal limits and accurately completing a driver's record of duty status (driver's log). A daily log is required from each student during the full course.

5.1 Accident Procedures

(Module 3 / Lec 00 CHR / R/B Wheel 08 CHR / Total 11 CHR) [Prerequisite: 5.0 Hours of Service]

The student will learn the basic responsibilities at the scene of an accident, how to evaluate an accident to determine preventability and how to prevent fires.

5.2 Personal Health and Safety

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.1 Accident Procedures]

The student will know/understand the following: personal health and driving; the dangers of driver fatigue; the effects of alcohol/controlled substances on the human body and federal regulations surrounding alcohol/controlled substance consumption; the importance of safety in the work environment; and the necessity of transportation security measures.

5.3 Trip Planning (Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.2 Health and Safety]

The student will be introduced to the techniques used to plan the most effective and efficient trip plan possible. This includes taking into consideration all aspects of the trip from having proper paperwork on hand to planning an efficient and legal route of travel with an accurate estimation of time, fuel and expenses.

5.4 Public and Employer Relations

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.3 Trip Planning] The student will be aware of the drivers' highly visible and important role in representing the trucking industry, appropriate contact with the public, good customer relations, job requirements and how to apply for a job.

5.5 Basic Business Practices for Truck Drivers

(Module 3 / Lec 00 CHR / R/B Wheel 04 CHR / Total 7 CHR) [Prerequisite: 5.4 Public and Employer Relations]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

5.6 Electronic Logging Devices

(Module 3 / Lec 00 CHR / R/B Wheel 06 CHR / Total 9 CHR) [Prerequisite: 5.5 Basic Business Practices for Truck Drivers]

The student will be introduced to the basic business concept and ideas that are important for them to be successful in the transportation industry.

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PASSENGER BUS/BOBTAIL PROGRAM (CLASS B/P CDL)

210 Clock Hours/4 weeks Certificate Program/40 Hours a week

This course will include an in-depth study of DOT safety rules and regulations. Class B Bus drivers are employed as drivers of commercial vehicles designed to transport property. These vehicles have a gross combination weight rating of 26,001 or more pounds. Drivers can be employed to drive local, state or interstate distances depending on their needs. Bus driver training is a study of Pre-trip/Vehicle Inspections, Backing and Parking, Passengers Documents, Safety equipment. The Bus/Bobtail Driver Course consists of 160 hours over a period of four weeks of both actual driving and observation time. All graduates will receive a certificate upon completion. Upon completion of this program, the graduate will be able to:

- Operate vehicle safely and efficiently in traffic, passing and turning.
- Exhibit good general driving ability and habits.
- Demonstrate ability to give emergency first aid.
- Describe vehicle safety and accident prevention procedures.
- Comply with vehicle operating regulations.
- Demonstrate proper cargo handling and documentation procedures.
- Demonstrate pre-trip preparation procedures.
- Demonstrate vehicle inspection procedures.