



COMMERCIAL DRIVER'S LICENSE (CDL-A) SYLLABUS

Title of Course	TRU 100 Commercial Driver's License - A
Instruction Mode	In-Person
Meeting day(s) and time	MTWRF 8:00-5:00 (except school holidays)
Campus and Classroom Number	Transportation Technology Center (TTC)
Instructor Name	Greg Hall
Phone number	859-815-7224
Cell Number	859-393-6404
E-Mail Address	greg.hall@kctcs.edu
Office Location	Transportation Technology Center 1051 Dudley Road Fort Wright, KY 41017
Office Hours	By Appointment: Weekdays 7:30-8:00AM and 5:00-5:30PM

CAMPUS SAFETY INFORMATION

(859) 444-8386 Fort Wright - Transportation Technologies Center (TTC)

COURSE DESCRIPTION

Classroom – Provides 40 hours of classroom training that will prepare the student to pass the “Knowledge Test” required to obtain a Class A CDL instruction permit.

Range/Road – Provides 120 hours of practical experience and training relating to performing and passing pre-trip inspection testing, basic controls skills testing and road skills testing.

Home Study – Students will study the *KY CDL Manual* (provided) in order to pass the Class A CDL knowledge test. In addition, part of the *Delmar Tractor Trailer Truck Driver Training* book (provided) will be completed prior to course completion.

COURSE OBJECTIVES/COMPETENCIES/LEARNING OUTCOMES

Upon successful completion of this class the student will be able to master the skills necessary to obtain a Class A CDL. The student will also be able to understand and discuss the importance of safety as it relates to the operation of a semi-tractor and trailer in and around docks, shippers and consignees, in both city and/or over the road driving. The student will also be able to perform the following procedures;

1. Drive and control a semi-tractor and trailer on local, city, county and interstate roads
2. Perform vehicle inspections
3. Shift gears
4. Understand speed and space management

5. Recognize road hazards, aggressive drivers/road rage
6. Identify and avoid distracted driving and why
7. Learn about night driving, driver fatigue, extreme driving conditions, hazard perception
8. Learn about railroad crossings and how to cross them properly
9. How to handle driving emergencies and accident procedures
10. Rules about alcohol and other drugs
11. Map reading and trip planning
12. DOT Regulations
13. Log Book and Hours of Service Regulations
14. Accident reports
15. Conduct pre and post-trip inspections, complete Driver Vehicle Inspection Reports (DVIR)
16. Perform maneuvers, straight line, off-set backing and parallel parking
17. Double clutch and shift a 10-speed transmission
18. Master turns, ramps, lane changes, space management and uphill and downhill shifting situations
19. Pass the Class A skills Test

STUDENT RIGHTS

All students have the right to learn, study, grow and develop without fear of threats, harassment, bullying or discrimination by faculty, staff or other students on the basis of race, ethnicity, color, nationality, age, religion, gender, gender identity, gender presentation, sexual orientation or military service. Please report any violation of rights to the Department Dean or Program Coordinator.

ATTIRE

You must wear weather appropriate clothing and be prepared for rain, snow or heat. It is recommended that you have access to an umbrella for both sunny and rainy days. Appropriate dress for climbing, crawling, kneeling and working in and around a semi-tractor and trailer environment is required. Work pants, jeans or shorts are acceptable. Do not wear anything that you don't want ruined. Closed-toe shoes must be worn but oil resistant work shoes are recommended (no flip flops or sandals of any kind are permitted). You will be sent home.

GRADING/EVALUATION METHODS FOR THE CLASS

Students are evaluated on quizzes, pre-trip vehicle inspections, vehicle maneuvers and over the road driving. Students that complete or will complete their 160 hours and successfully passed the quizzes and have passed their driving tests will get a pass for a grade in TRU 100. We will give a student a pass if they missed some time but are making it up or if they failed the driving test and are still making attempts.

Class attendance is mandatory. To receive a certificate of completion you must be in attendance all 160 hours. Any time missed, must be made up. You will only receive a certificate of completion upon successfully passing the CDL drivers exam administered by the KY State police.

CLASS ATTENDANCE POLICY

Attendance is required. All missed days/time must be made up. All absences are unexcused except under extreme circumstances as determined by the instructor.

Three unexcused absences will result in you being dropped from the program.

If you do not pass your skills test, you are expected to continue attending class daily to practice until the date of your next skills test. Taking time off may prevent you from completing and passing this course.

To be considered in attendance, students must be in the classroom when class starts with the assigned book(s), a pen or pencil, a notebook for note taking, homework assignments and the proper attire.

Homework assignments and due dates will be announced and posted on the board.

Quizzes will be given at the end of each video and some class lectures.

No sleeping in class, it is the same as being absent.

Missed homework may be turned in up to one week late. **Ten percent will be deducted for each late weekday. No homework will be accepted after the one week deadline.** Makeup tests must be made up in order to receive a certificate of completion.

It is up to the student to schedule a time with the instructor if they are having problems with course materials or the skills portion of the program.

- * **Safety vests are required in the yard when performing pre and post-trip inspection and vests are required to be worn when exiting the trucks at all times.**

SEVERE WEATHER CLOSINGS

It is the policy of the college to be open for normal business unless the weather situation has a serious impact on the normal transportation systems in the region. During these types of inclement weather situations, procedures and notifications will be used as published at

http://www.gateway.kctcs.edu/Student_Life/Campus_Health_and_Safety/Severe_Weather_Closings.aspx

Class will observe and follow the open hours for business. If we have multiple delays, we will start meeting at 10AM to assure ample time to cover the material. Instructor will inform the class in writing or by phone when/if this occurs.

WITHDRAWAL POLICY

Students have until the end of the 2nd day of class to drop the class for a full refund.

RULES/REGULATIONS OF THE CLASSROOM

1. Drinks may be brought into the classroom but must be removed at the end of class
2. Food may be eaten while class is in session
3. Students must be on time and in the classroom when class is in session.
4. Students are responsible for completion of all classroom assignments.
5. Students must complete homework prior to class.
6. Copying homework assignments or tests is cheating and will result in an F on that item.
7. Students are responsible for leaving and returning from break and lunch on time.
8. All safety rules must be followed at all times.
9. All appropriate safety equipment must be used when demonstrations are being done.
10. No loud, abusive or profane language.
11. Report any unsafe conditions to the instructor.
12. Do not interfere with the progress of other students, no bullying or harassment.
13. Always ask for help when you need it.
14. Always do your best work each and every day.
15. Cell phones must be turned off or put on vibrate during class and yard or driving time.
16. Making calls or text messaging is not permitted at anytime except during breaks and lunch time.
17. Students must follow all instructions given by the instructor at all times without argument.

RULES/REGULATIONS OF THE RANGE/ROAD

1. All items brought into the truck must be removed by the end of the class.
2. Students are responsible for cleaning up and putting all cones and materials away each day before leaving.
3. Students are responsible for leaving and returning from break or lunch on time.
4. All safety rules must be followed at all times.
5. All appropriate safety equipment must be used on the maneuvers course or performing a pre-trip inspection (safety vests must be worn).
6. Proper work shoes and clothing will be worn in the truck and on the range (no shorts or cut-off clothing).
7. No loud, abusive or profane language is permitted.
8. Report any unsafe conditions to the instructor.
9. Do not interfere with the progress of other students.
10. Always ask for help when you need it.

11. Always do your best work each and every day.
12. Cell phones must be turned off or put on vibrate during lab periods.
13. All appropriate safety equipment must be used when demonstrations are being done (safety vests must be worn on the range).
14. Safety first and foremost, students must follow all instructions by the instructor at all times. Never stand behind or in front of the tractor/trailer when it is in motion.
15. Students are required to follow all Federal, State, and Local laws and regulations.

Being under the influence of alcohol or other drugs is a violation of Kentucky State law and the Student Code of Conduct. The use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community and shall result in disciplinary action up to and including suspension or termination.

If an instructor observes conduct that violates this definition, the instructor may inform the student that they cannot continue to participate in class or lab for the day and will notify the appropriate college personnel.

Trespassing on, or vandalizing of, properties surrounding the Gateway property, including the railway property to the rear of the building, will be dealt with by the proper authorities. Penalties may include misdemeanor and/or felony charges, as well as disciplinary action from the college, up to and including suspension or expulsion.

PROCEDURES RELATING TO DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator, Mallis Graves (mallis.graves@kctcs.edu) at 859-442-1608, or other college administrator. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

COURSE OUTLINE

The Commercial Driver's License Manual will be covered. In addition, all pertinent subjects, video training and tests for the proper training of an individual to pass the CDL pre-trip, maneuvers and driving portion of the class A cdl driver's exam administered by the State of KY.

Due to unforeseen circumstances, this syllabus may be adjusted to continue to meet learning objectives.