

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
December 16, 2021

OFFICE OF SAFE AND ORDERLY SCHOOLS
DIVISION OF PUPIL TRANSPORTATION

- N. Approval of the Entry Level Driver Training mandated by the United States Department of Transportation, Federal Motor Carrier Safety Administrator, Trainer Provider Registry effective February 7, 2022

Background Information: The Mississippi Department of Education (MDE), Office of Safe and Orderly Schools, Division of Pupil Transportation is preparing the local education agency's (LEAs) school bus transportation division for the Entry Level Driver Training (ELDT) mandated by the United States Department of Transportation, Federal Motor Carrier Safety Administrator (FMCSA), Trainer Provider Registry (TPR) effective February 7, 2022. The ELDT regulations establish the baseline for training requirements for all entry-level drivers. The federally mandated ELDA training applies the following individuals:

- 1) Drivers obtaining a Class A or Class B commercial driver license (CDL) for the first time;
- 2) Drivers upgrading an existing Class B CDL to a Class A CDL; or
- 3) Drivers obtaining a school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time.

This mandate applies to all LEA's and trucking companies that employ commercial drivers nationwide. To implement this federal mandate, each LEA's transportation division will be required to have a trainer(s) that is responsible for training new school bus drivers in the federally mandated ELDT curriculum, upon approval by the State Board of Education.

In accordance with the TPR, the qualification for the trainers are as follows:

- 1) Holds a CDL of the same or higher class with all endorsements necessary to operate the commercial motor vehicle (CMV) for which the training is to be provided and at least two years of experience driving a CMV requiring a CDL of the same or higher class and/or the same endorsement and meets all applicable state qualification requirements for CMV instructors; or
- 2) Holds a CDL of the same or higher class with all endorsements necessary to operate the CMV for which training is to be provided and has at least two years of experience as a Behind the Wheel (BTW) CMV instructor and meets all applicable state qualification requirements for CMV instructors.

Effective February 7, 2022, the ELDT training shall be incorporated as part of the hiring process for all new school bus drivers. If the driver-applicant does not complete the federally mandated ELDT curriculum, the Mississippi Department of Public Safety, Driver Service Bureau, Commercial Driver License Office will not issue the driver-applicant a CDL until the federally mandated training has been completed and documented.

Recommendation: Approval

Back-up material attached



U.S. Department
of Transportation

**Federal Motor Carrier
Safety Administration**



STATE OF MISSISSIPPI ENTRY LEVEL COMMERCIAL DRIVER LICENSE TRAINING



TRAINER RESOURCE GUIDE

Developed May 1, 2021

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INTRODUCTION

The Mississippi Department of Education, Office of Safe and Orderly School, Division of Pupil Transportation, has developed this training in accordance with the requirements of the United State Congress mandated Moving Ahead for Progress in the 21st Century Act (MAP-21).

This training shall be provided to trainees prior to taking their Commercial Operator License skills test. Local district training shall also be provided once the operator has received their CDL permit.

Mandated by Law

This training is mandated by the United States Congress in the Moving Ahead for Progress in the 21st Century Act (MAP-21) - Effective February 7, 2022

The training applies to First-time CDL applicants, including

- “Class A” CDLs

- “Class B” CDLs

- Current CDL holders seeking a license upgrade (e.g., a Class B CDL holder seeking a Class A CDL) or an additional endorsement necessary to transport hazardous materials, or to operate a motor coach or school bus.

This training does not apply to driver who are excepted or exempted from federal CDL requirements (e.g., military drivers, farmers, and firefighters.) Also, individuals holding a valid CDL, or a P, S, or H endorsement issued before February 7, 2022.

To meet ALL the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Commercial Driver License Training (ELDT) regulations pertaining to this training, the trainer must teach ALL portions of the training even though some portions may not directly pertain to school bus operations. The training requirements are designed for all Class B CDL Operators. The School Bus and Passenger Endorsement training is an additional requirement for school bus operators.

Executive Summary

Federal Motor Carrier Safety Administration (FMCSA)

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required the issuance of final regulations establishing minimum ELDT requirements addressing the knowledge and skills necessary for the safe operation of a commercial motor vehicle (CMV) that must be acquired before obtaining a CDL for the first time or upgrading from one class of CDL to another (49 U.S.C. 31305(c) (1)). On December 8, 2016, FMCSA published a final rule establishing minimum ELDT requirements meeting the MAP-21 mandate (81 FR 88732) (“ELDT Final Rule”).

As part of the Federal Motor Carrier Safety Administration’s ongoing effort to review existing regulations to evaluate their continued necessity and effectiveness, the FMCSA amends 49 CFR part 380 by adding a new theory instruction upgrade curriculum for Class B CDL holders upgrading to a Class A CDL. This final rule does not change the regulatory text proposed in the June 29, 2018, Notice of Proposed Rulemaking (NPRM).

The ELDT final rule required the same level of theory training for individuals obtaining a CDL for the first time as for those who already hold a Class B CDL and are upgrading to a Class A CDL.

FMCSA now concludes that, because Class B CDL holders have prior training or experience, they are not required to receive the same level of theory training as individuals who have never held a CDL. Accordingly, the FMCSA adds an optional theory instruction upgrade curriculum for Class B CDL holders upgrading to a Class A CDL, which removes eight instructional units involving “Non-Driving Activities.”

However, Class B CDL holders upgrading to a Class A CDL remain free to choose to complete the Class A theory instruction standard curriculum, which includes the eight units of theory instruction not included in the upgrade curriculum established by this rule. This rule applies only to Class B CDL holders; therefore, individuals obtaining a Class A CDL who do not already hold a Class B CDL must complete the full Class A theory (standard) curriculum, as required by the ELDT final rule.

The theory instruction upgrade curriculum for Class B CDL holders does not require a minimum number of instruction hours, but the training provider is required to cover all topics in the curriculum and driver-trainees must receive an overall minimum score of 80 percent on the written theory assessment. This approach is consistent with the theory curricula requirements in the ELDT final rule.

This final rule does not change the behind-the-wheel (BTW) (range and public road) training requirements set forth in the ELDT final rule. All driver-trainees, including those who hold a Class B CDL, must demonstrate proficiency in all elements of the BTW curriculum in a Group A vehicle.

Estimated Hours to Complete the Theory Instruction Upgrade Curriculum

There is no minimum number of hours that driver-trainees are required to spend on the theory portions of any of the training curricula. The training provider must, however, cover all topics in the theory instruction curriculum, and driver-trainees must receive an overall minimum score of at least 80 percent on the written theory assessment.

Abbreviations and Acronyms

ANPRM	Advance Notice of Proposed Rulemaking
ATA	American Trucking Associations, Inc.
BEA	Bureau of Economic Analysis BLS Bureau of Labor Statistics
BTW	Behind the Wheel
CDL	Commercial Driver's License
CFR	Code of Federal Regulations
CLP	Commercial Learner's Permit
CMV	Commercial Motor Vehicle
CMVSA	Commercial Motor Vehicle Safety Act
CVTA	Commercial Vehicle Training Association
DOT	U.S. Department of Transportation
ELDT	Entry-Level Driver Training
E.O.	Executive Order
FMCSA	Federal Motor Carrier Safety Administration
FMCSRs	Federal Motor Carrier Safety Regulations
FR	Federal Register
HM	Hazardous Materials
IT	Information Technology
MAP-21	Moving Ahead for Progress in the 21st Century Act
NAICS	North American Industry Classification System
NPRM	Notice of Proposed Rulemaking
OMB	Office of Management and Budget
OOIDA	Owner-Operator Independent Drivers Association
OOS	Out-of-Service

PIA Privacy Impact Assessment

Abbreviations and Acronyms – Continued

PII Personally Identifiable Information

PRA Paperwork Reduction Act

PTDI Professional Truck Driver Institute

RFA Regulatory Flexibility Act

RIA Regulatory Impact Analysis

RIN Regulation Identifier Number

SBA Small Business Administration

SDLA State Driver Licensing Agency

TPR Training Provider Registry

U.S.C. United States Code

§ Section symbol

Federal Regulations
Registry of Entry-Level Driver Training Providers
FMCSA 380. Subpart G

§380.700 Scope.

The rules in this subpart establish the eligibility requirements for listing on FMCSA's Training Provider Registry (TPR). In order to provide entry-level driver training in compliance with this part, training providers must be listed on the TPR.

§380.703 Requirements for listing on the training provider registry (TPR).

(a) To be eligible for listing on the TPR, an entity must:

- (1) Follow a curriculum that meets the applicable criteria set forth in appendices A through E of part 380,
- (2) Utilize facilities that meet the criteria set forth in §380.709;
- (3) Utilize vehicles that meet the criteria set forth in §380.711;
- (4) Utilize driver training instructors that meet the criteria set forth in §380.713;
- (5)(i) Be licensed, certified, registered, or authorized to provide training in accordance with the applicable laws and regulations of any State where in-person training is conducted.

(ii) Exception: State qualification requirements otherwise applicable to theory instruction do not apply to providers offering such instruction only online.
- (6) Allow FMCSA or its authorized representative to audit or investigate the training provider's operations to ensure that the provider meets the criteria set forth in this section.
- (7) Electronically transmit an Entry-Level Driver Training Provider Registration Form through the TPR Web site maintained by FMCSA, which attests that the training provider meets all the applicable requirements of this section, to obtain a unique TPR number. If a training provider has more than one campus or training location, the training provider must electronically transmit an Entry-Level Driver Training Provider Registration Form for each campus or training location in order to obtain a unique TPR number for each location.

(b) When a provider meets the requirements of §§380.703 and 380.707, FMCSA will issue the provider a unique TPR number and, as applicable, add the provider's name and/or contact information to the TPR Web site

§380.707 Entry-level training provider.

(a) Training providers must require all accepted applicants for behind-the-wheel (BTW) training to certify that they will comply U.S. Department of Transportation regulations in parts 40, 382, 383, and 391, as well as State and/or local laws, related to controlled substances testing, age, medical certification, licensing, and driving record. Training providers must verify that all accepted BTW applicants or Class A theory instruction upgrade curriculum applicants hold a valid commercial learner's permit or commercial driver's license, as applicable.

(b) Training providers offering online training must ensure that the content is prepared and/or delivered by a theory instructor, as defined in §380.605.

(c) Separate training providers may deliver the theory and BTW portions of the training, but both portions (range and public road) of the BTW training must be delivered by the same training provider.

[81 FR 88791, Dec. 8, 2016, as amended at 84 FR 4040, Mar. 6, 2019; 84 FR 10437, Mar. 21, 2019]

§380.709 Facilities.

The training provider's classroom and range facilities must comply with all applicable Federal, State, and/or local statutes and regulations. §380.711 Equipment.

(a) All vehicles used in the behind-the-wheel training must comply with applicable Federal and State safety requirements.

(b) Training vehicles must be in the same group and type that driver-trainees intend to operate for their CDL skills test.

§380.713 Instructor requirements.

(a) Theory training providers must utilize instructors who are theory instructors as defined in §380.605.

(b) BTW training providers must utilize instructors who are BTW instructors as defined in §380.605.

§380.715 Assessments.

(a) Training providers must use written assessments to determine driver-trainees' proficiency in the knowledge objectives in the theory portion of each unit of instruction

in appendices A through E of part 380, as applicable. The driver-trainee must receive an overall minimum score of 80 percent on the theory assessment.

(b) Training instructors must evaluate and document a driver-trainee's proficiency in BTW skills in accordance with the curricula in appendices A through D of part 380, as applicable.

[81 FR 88791, Dec. 8, 2016, as amended at 83 FR 16225, Apr. 16, 2018]

§380.717 Training certification.

After an individual completes training administered by a provider listed on the TPR, that provider must, by midnight of the second business day after the driver-trainee completes the training, electronically transmit training certification information through the TPR Web site including the following:

(a) Driver-trainee name, number of driver's license/commercial learner's permit/commercial driver's license, as applicable, and State of licensure;

(b) Commercial driver's license class and/or endorsement and type of training (theory and/or BTW) the driver-trainee completed;

(c) Total number of clock hours the driver-trainee spent to complete BTW training, as applicable;

(d) Name of the training provider and its unique TPR identification number; and

(e) Date(s) of successful training completion.

§380.719 Requirements for continued listing on the training provider registry (TPR).

(a) To be eligible for continued listing on the TPR, a provider must:

(1) Meet the requirements of this subpart and the applicable requirements of §380.703.

(2) Biennially update the Entry-Level Driver Training Provider Registration Form.

(3) Report to FMCSA changes to key information, as identified in paragraph (a) (3) (i) of this section, within 30 days of the change.

(i) Key information is defined as training provider name, address, phone number, type(s) of training offered, training provider status, and, if applicable, any change in State licensure, certification, or accreditation status.

(ii) Changes must be reported by electronically transmitting an updated Entry-Level Driver Training Provider Registration Form.

(4) Maintain documentation of State licensure, registration, or certification verifying that the provider is authorized to provide training in that State, if applicable.

(5) Allow an audit or investigation of the training provider to be completed by FMCSA or its authorized representative, if requested.

(6) Ensure that all required documentation, as set forth in §380.725, is available to FMCSA or its authorized representative, upon request. The provider must submit this documentation within 48 hours of the request

§380.721 Removal from training provider registry: factors considered.

FMCSA may remove a provider from the TPR when a provider fails to meet or maintain any of the qualifications established by this subpart or the requirements of other State and Federal regulations applicable to the provider. If FMCSA removes a provider from the TPR, any training conducted after the removal date will be considered invalid.

(a) The factors FMCSA may consider for removing a provider from the TPR include, but are not limited to, the following:

(1) The provider fails to comply with the requirements for continued listing on the TPR, as described in §380.719.

(2) The provider denies FMCSA or its authorized representatives the opportunity to conduct an audit or investigation of its training operations.

(3) The audit or investigation conducted by FMCSA, or its authorized representatives identifies material deficiencies, pertaining to the training provider's program, operations, or eligibility.

(4) The provider falsely claims to be licensed, certified, registered, or authorized to provide training in accordance with the applicable laws and regulations in any State where in-person training is provided.

(5) The State-administered CDL skills examination passage rate for applicants for the Class A CDL, Class B CDL, passenger endorsement, and/or school bus endorsement who complete the provider's training and the CDL knowledge test passage rate for applicants for the hazardous materials endorsement who complete the provider's training.

(b) In instances of fraud or other criminal behavior by a training provider in which driver-trainees have knowingly participated, FMCSA reserves the right, on a case-by-case basis, to retroactively invalidate training conducted under this subpart.

§380.723 Removal from training provider registry: procedure.

(a) Voluntary removal. To be voluntarily removed from the Training Provider Registry (TPR), a provider must submit written notice to FMCSA's Director, Office of Carrier, Driver, and Vehicle Safety Standards (Director). Upon receiving the written notice, FMCSA will remove the training provider from the TPR. On and after the date of issuance of a notice of proposed removal from the TPR issued in accordance with paragraph (b) of this section, such a voluntary removal notice will not be effective.

(b) Involuntary removal; Notice of proposed removal. Except as provided by paragraphs (a) and (e) of this section, FMCSA initiates the process for involuntary removal of a provider from the TPR by issuing a written notice to the provider, stating the reasons for the proposed removal, and setting forth any corrective actions necessary for the provider to remain listed on the TPR. If a notice of proposed removal is issued, the provider must notify current driver-trainees and driver trainees scheduled for future training of the proposed removal. If a notice of proposed removal is issued to a training provider listed on the TPR Web site, FMCSA will note on the TPR Web site that such notice has been issued. FMCSA will remove the notation if the notice is withdrawn.

(c) Response to notice of proposed removal and corrective action. A training provider that has received a notice of proposed removal and wishes to remain on the TPR must submit a written response to the Director no later than 30 days after the date of issuance of the notice explaining why it believes that decision is not proper, as described in paragraph (c)(1) of this section. Alternatively, the provider will set forth corrective actions taken in response to FMCSA's notice of proposed removal, as described in paragraph (c)(2) of this section.

(1) Opposing a notice of proposed removal. If the provider believes FMCSA has relied on erroneous information in proposing removal from the TPR, the provider must explain the basis for that belief and provide supporting documentation. The Director will review the explanation.

(i) If the Director finds that FMCSA has relied on erroneous information to propose removal of a training provider from the TPR, the Director will withdraw the notice of proposed removal and notify the provider of the withdrawal in writing.

(ii) If the Director finds that FMCSA has not relied on erroneous information in proposing removal, the Director will affirm the notice of proposed removal and notify the provider in writing of the determination. No later than 60 days after the date the Director affirms the notice of proposed removal, or as otherwise agreed to by the provider and the Director, the provider must comply with this subpart and correct the deficiencies identified in the notice of proposed removal as described in paragraph (c)(2) of this section.

(iii) If the provider does not respond in writing within 30 days of the date of issuance of a notice of proposed removal, the removal becomes effective

immediately and the provider will be removed from the TPR. Any training conducted after the removal date is invalid.

(2) Corrective action.

(i) The provider must comply with this subpart and complete the corrective actions specified in the notice of proposed removal no later than 60 days after either the date of issuance of the notice of proposed removal or the date the Director subsequently affirms or modifies the notice of proposed removal. The provider must provide documentation of completion of the corrective action(s) to the Director. The Director may conduct an investigation and request any documentation necessary to verify that the provider has complied with this subpart and completed the required corrective action(s). The Director will notify the provider in writing whether it has met the requirements for continued listing on the TPR.

(ii) If the provider fails to complete the proposed corrective action(s) within the 60-day period, the provider will be removed from the TPR. The Director will notify the provider in writing of the removal.

(d) Request for administrative review. If a provider has been removed from the TPR under paragraph (c) (1) (iii), (c) (2) (ii), or (e) of this section, the provider may request an administrative review. The request must be submitted in writing to the FMCSA Associate Administrator for Policy (Associate Administrator) no later than 30 days after the effective date of the removal. The request must explain the alleged error(s) committed in removing the provider from the TPR, and include all factual, legal, and procedural issues in dispute, as well as any supporting documentation.

(1) Additional procedures for administrative review. The Associate Administrator may ask the provider to submit additional information or attend a conference to discuss the removal. If the provider does not provide the information requested, or does not attend the scheduled conference, the Associate Administrator may dismiss the request for administrative review.

(2) Decision on administrative review. The Associate Administrator will complete the administrative review and notify the provider in writing of the decision. The decision constitutes final Agency action. If the Associate Administrator deems the removal to be invalid, FMCSA will reinstate the provider's listing on the TPR.

(e) Emergency removal. In cases of fraud, criminal behavior, or willful disregard of the regulations in this subpart or in which public health, interest, or safety requires, the provisions of paragraph (b) of this section are not applicable. In these cases, the Director may immediately remove a provider from the TPR. In instances of fraud or other criminal behavior by a training provider in which driver-trainees have knowingly participated, FMCSA reserves the right to retroactively invalidate training conducted under this subpart. A provider who has been removed under the provisions of this paragraph may

request an administrative review of that decision as described under paragraph (d) of this section.

(f) Reinstatement to the Training Provider Registry.

(1) Any time after a training provider's voluntary removal from the TPR, the provider may apply to the Director to be reinstated.

(2) No sooner than 30 days after the date of a provider's involuntary removal from the TPR, the provider may apply to the Director to be reinstated. The provider must submit documentation showing completion of any corrective action(s) identified in the notice of proposed removal or final notice of removal, as applicable.

§380.725 Documentation and record retention.

(a) Applicability. The documentation and retention of records required by this subpart apply to entities that meet the requirements of subpart F of this part and are eligible for listing on the Training Provider Registry (TPR).

(b) Document retention. All training providers on the TPR must retain the following:

(1) Self-certifications by all accepted applicants for behind-the-wheel (BTW) training attesting that they will comply with U.S. Department of Transportation regulations in parts 40, 382, 383 and 391, as well as State and/or local laws, related to alcohol and controlled substances testing, age, medical certification, licensing, and driver records, as required in 380.707(a).

(2) A copy of the driver-trainee's commercial learner's permit(s) or commercial driver's license, as applicable, as required in 380.707(a).

(3) Instructor qualification documentation indicating driving and/or training experience, as applicable, for each instructor and copies of commercial driver's licenses and applicable endorsements held by BTW instructors or theory instructors, as applicable.

(4) The Training Provider Registration Form submitted to the TPR.

(5) The lesson plans for theory and BTW (range and public road) training curricula, as applicable.

(6) Records of individual entry-level driver training assessments as described in §380.715.

(c) Retention of records. Training providers listed on the TPR must retain the records identified in paragraph (b) of this section for a minimum of three years from the date each required record is generated or received, unless a record, such as a BTW instructor's CDL, has expired or been canceled, in which case the most recent, valid CDL should be retained, if applicable. The provisions of this part do not affect a training provider's obligation to

comply with any other local, State, or Federal requirements prescribing longer retention periods for any category of records described herein.

CLASS B-CDL TRAINING

CURRICULUM THEORY

CLASS B – CDL Training Curriculum - THEORY

Appendix B to Part 380—Class B—CDL Training Curriculum

Class B CDL applicants must complete the Class B CDL curriculum as outlined in this section. The curriculum for Class B applicants pertains to heavy straight vehicles (Group B) as defined in 49 CFR 383.91(a)(2). There is no required minimum number of instruction hours for theory training, but the training instructor must cover all the topics in curriculum. There is no required minimum number of instruction hours required for BTW (range and public road) training, but the training instructor must cover all topics set forth in the BTW curriculum. BTW training must be conducted in a CMV for which a Class B CDL is required. The instructor must determine and document that each driver-trainee has demonstrated proficiency in all elements of the BTW curriculum unless otherwise noted. Consistent with the definitions of BTW range training and BTW public road training in §380.605, a simulation device cannot be used to conduct such training or to demonstrate proficiency. Training instructors must document the total number of clock hours each driver-trainee spends to complete the BTW curriculum. The Class B curriculum must, at a minimum, include the following:

Section B1.1 Basic Operation

This section must cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. This section must also teach driver trainees how to perform vehicle inspections, control the CMVs under various road and traffic conditions, employ shifting and backing techniques, and

couple and uncouple, as applicable. Driver-trainees must familiarize themselves with the basic operating characteristics of a CMV.

Unit B1.1.1 Orientation

This unit must introduce driver-trainees to the commercial motor vehicle driver training curriculum and the components of a commercial motor vehicle. The training providers must teach driver-trainees the safety fundamentals, essential regulatory requirements (i.e., overview of FMCSRs/hazardous materials (HM) regulations), and driver-trainee's responsibilities not directly related to driving. This unit must also cover the ramifications and driver disqualification provisions and fines for non-compliance with parts 380, 382, 383, and 390 through 399 of the FMCSRs. This unit must also include an overview of the applicability of State and local laws relating to the safe operation of the CMV, stopping at weigh stations/scales, hazard awareness of vehicle size and weight limitations, low clearance areas (e.g., CMV height restrictions), and bridge formulas.

Unit B1.1.2 Control Systems/Dashboard

This unit must introduce driver-trainees to vehicle instruments, controls, and safety components. The training providers must teach driver-trainees to read gauges and instruments correctly and the proper use of vehicle safety components, including safety belts and mirrors. The training providers must teach driver-trainees to identify, locate, and explain the function of each of the primary and secondary controls including those required for steering, accelerating, shifting, braking systems (e.g., ABS, hydraulic, air), as applicable, and parking.

Unit B1.1.3 Pre- and Post-Trip Inspections

The training provider must teach the driver-trainees to conduct pre-trip and post-trip inspections as specified in §§392.7 and 396.11, including appropriate inspection locations. Instruction must also be provided on enroute vehicle inspections.

Unit B1.1.4 Basic Control

This unit must introduce basic vehicular control and handling as it applies to commercial motor vehicles. This unit must include instruction addressing basic CMV controls in areas such as executing sharp left and right turns, centering the vehicle, maneuvering in restricted areas, and entering and exiting the interstate or controlled access highway.

Unit B1.1.5 Shifting/Operating Transmissions

This unit must introduce shifting patterns and procedures to driver-trainees to prepare them to perform basic shifting maneuvers safely and competently. This unit must teach driver-trainees to execute up and down shifting techniques on multi-speed dual range transmissions, if appropriate. The training providers must teach driver-trainees the importance of increased fuel economy achieved by utilizing proper shifting techniques.

Unit B1.1.6 Backing and Docking

This unit must teach driver-trainees to back and dock the combination vehicle safely. This unit must cover “Get Out and Look” (GOAL), evaluation of backing/loading facilities, knowledge of backing set ups, as well as instruction in how to back with use of spotters.

Section B1.2 Safe Operating Procedures

This section must teach the practices required for safe operation of the CMV on the highway under various road, weather, and traffic conditions. The training providers must teach driver trainees the Federal rules governing the proper use of seat belt assemblies (§392.16).

Unit B1.2.1 Visual Search

This unit must teach driver-trainees to visually search the road for potential hazards and critical objects, including instruction on recognizing distracted pedestrians or distracted drivers. This unit must include instruction in how to ensure a driver-trainee's personal security/general awareness in common surroundings such as truck stops and/or rest areas and at shipper/receiver locations.

Unit B1.2.2 Communication

This unit must teach driver-trainees how to communicate their intentions to other road users. Driver-trainees must be instructed in techniques for different types of communication on the road, including proper use of headlights, turn signals, four-way flashers, and horns. This unit must cover instruction in proper utilization of eye contact techniques with other drivers, bicyclists, and pedestrians.

Unit B1.2.3 Distracted Driving

This unit must instruct driver-trainees in FMCSRs related to distracted driving and other key driver distraction driving issues, including improper cell phone use, texting, and use of in-cab technology (e.g., §§392.80 and 392.82). This instruction will include training in the following aspects: Visual attention (keeping eyes on the road); manual control (keeping hands on the wheel); and cognitive awareness (keeping mind on the task and safe operation of the CMV).

Unit B1.2.4 Speed Management

This unit must teach driver-trainees how to manage speed effectively in response to various road, weather, and traffic conditions. The instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather and CMV weight and length.

Unit B1.2.5 Space Management

This unit must teach driver-trainees about the importance of managing the space surrounding the vehicle under various traffic and road conditions.

Unit B1.2.6 Night Operation

This unit must instruct driver-trainees in the factors affecting the safe operation of CMVs at night and in darkness. Additionally, driver-trainees must be instructed in changes in vision, communications, speed, space management, and proper use of lights, as needed, to deal with the special problem's night driving presents.

Unit B1.2.7 Extreme Driving Conditions

This unit must teach driver-trainees the specific problems presented by extreme driving conditions. The training will emphasize the factors affecting the operation of CMVs in cold, hot, and inclement weather and on steep grades and sharp curves. The training providers must teach driver-trainees the proper tire chaining procedures in this unit.

Section B1.3 Advanced Operating Practices

This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees the advanced skills necessary to recognize potential hazards and must teach driver-trainees the procedures needed to handle a CMV when faced with a hazard.

Unit B1.3.1 Hazard Perception

The unit must provide instruction for recognizing potential hazards in the driving environment to reduce the severity of the hazard and neutralize possible emergency situations. The training providers must teach driver-trainees to identify road conditions and other road users that are a potential threat to the safety of the CMV and suggest appropriate adjustments. The instruction must emphasize hazard recognition, visual search, adequate surveillance, and response to possible emergency-producing situations encountered by CMV drivers in various traffic situations. The training providers must also teach driver-trainees to recognize potential dangers and the safety procedures that must be utilized while driving in construction/work zones.

Unit B1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies

This unit must teach the causes of skidding and jackknifing and techniques for avoiding and recovering from them. The training providers must teach the importance of maintaining directional control and bringing the CMV to a stop in the shortest possible distance while operating over a slippery surface. This unit must provide instruction in appropriate responses when faced with CMV emergencies. This instruction must include evasive steering, emergency braking, and off-road recovery, as well as the proper response to brake failures, tire blowouts, hydroplaning, and rollovers. The instruction must include

a review of unsafe acts and the role the acts play in producing or worsening hazardous situations.

Unit B1.3.3 Railroad-Highway Grade Crossings

This unit must teach driver-trainees to recognize potential dangers and appropriate safety procedures to utilize at railroad (RR)-highway grade crossings. This instruction must include an overview of various Federal/State RR grade crossing regulations, RR grade crossing environments, obstructed view conditions, clearance around the tracks, and rail signs and signals. The training providers must instruct driver-trainees that railroads have personnel available (“Emergency Notification Systems”) to receive notification of any information relating to an unsafe condition at the RR-highway grade crossing or a disabled vehicle or other obstruction blocking a railroad track at the RR-highway grade crossing.

Section B1.4 Vehicle Systems and Reporting Malfunctions

This unit must provide entry-level driver-trainees with sufficient knowledge of the CMV and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency.

Unit B1.4.1 Identification and Diagnosis of Malfunctions

This unit must teach driver-trainees to identify major vehicle systems. The goal is to explain their function and how to check all key vehicle systems, as appropriate (e.g., engine, engine exhaust auxiliary systems, brakes, drive train, coupling systems, and suspension) to ensure their safe operation. Driver-trainees must be provided with a detailed description of each system, its importance to safe and efficient operation, and what is needed to keep the system in good operating condition.

Unit B1.4.2 Roadside Inspections

This unit must instruct driver-trainees on what to expect during a standard roadside inspection conducted by authorized personnel. The training providers must teach driver-trainees on what vehicle and driver violations are classified as out-of-service (OOS), including the ramifications and penalties for operating a CMV when subject to an OOS order as defined in section 390.5.

Unit B1.4.3 Maintenance

This unit must introduce driver-trainees to the basic servicing and checking procedures for various engine and vehicle components and to help develop their ability to perform preventive maintenance and simple emergency repairs.

Section B1.5 Non-Driving Activities

This section must teach driver-trainees' activities that do not involve actually operating the CMV, e.g., proper cargo securement.

Unit B1.5.1 Handling and Documenting Cargo

This unit must teach driver-trainees the basic theory of cargo weight distribution, cargo securement on the vehicle, cargo covering, and techniques for safe and efficient loading/unloading. The training providers must also teach driver-trainees the basic cargo security/cargo theft prevention procedures. The training providers must teach driver-trainees the basic information regarding the proper handling and documentation of HM cargo.

Unit B1.5.2 Environmental Compliance Issues

This unit must teach driver-trainees to recognize environmental hazards and issues related to the CMV and load, and make aware that city, county, State, and Federal requirements may apply to such circumstances.

Unit B1.5.3 Hours of Service Requirements

This unit must teach driver-trainees to understand that there are different hours-of-service (HOS) requirements applicable to different industries. The training providers must teach driver-trainees all applicable HOS regulatory requirements. The training providers must teach driver-trainees to complete a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate. The training providers must teach driver-trainees the consequences (safety, legal, and personal) of violating the HOS regulations, including the fines and penalties imposed for these types of violations.

Unit B1.5.4 Fatigue and Wellness Awareness

The issues and consequences of chronic and acute driver fatigue and the importance of staying alert will be covered in this unit. The training providers must teach driver-trainees about wellness and basic health maintenance information that affect a driver's ability to safely operate a CMV.

Unit B1.5.5 Post-Crash Procedures

This unit must teach driver-trainees the appropriate post-crash procedures, including the requirement that the driver, if possible, assess his or her physical condition immediately after the crash and notify authorities, or assign the task to other individuals at the crash scene. The training providers must teach driver-trainees how to protect the area; obtain emergency medical assistance; move on-road vehicles off the road in minor crashes to avoid subsequent crashes or injuries; engage flashers; place reflective triangles and other warning devices for stopped vehicles; and properly use a fire extinguisher, if necessary. The training providers must instruct driver-trainees in post-crash testing requirements related to controlled substances and alcohol.

Unit B1.5.6 External Communications

This unit must instruct driver-trainees in the value of effective interpersonal communication techniques/skills to interact with enforcement officials. The training providers must teach driver trainees the specifics of the roadside vehicle inspection process, and what to expect during this activity. Driver-trainees who are not native English speakers must be instructed in FMCSA English language proficiency requirements and the consequences for violations. The training providers must teach driver-trainees the implications of violating Federal and state regulations will have on their driving records and their employing motor carrier's records.

Unit B1.5.7 Whistleblower/Coercion

This unit must teach the driver-trainees about the right of an employee to question the safety practices of an employer without incurring the risk of losing a job or being subject to reprisals simply for stating a safety concern. The training providers must instruct driver-trainees in the whistleblower protection regulations in 29 CFR part 1978. The training providers must teach driver-trainees the procedures for reporting to FMCSA incidents of coercion from motor carriers, shippers, receivers, or transportation intermediaries.

Unit B1.5.8 Trip Planning

This unit must address the importance of and requirements for planning routes and trips. This instruction must address planning the safest route, planning for rest stops, heavy traffic areas, railroad-highway grade crossing safe clearance and ground clearance (i.e., “high center”), the importance of Federal and State requirements on the need for permits, and vehicle size and weight limitations. The training providers must teach driver-trainees the correct identification of restricted routes, the pros and cons of Global Positioning System (GPS)/trip routing software, and the importance of selecting fuel-efficient routes.

Unit B1.5.9 Drugs/Alcohol This unit must teach driver-trainees the rules applicable to controlled substances (including prescription drugs) and alcohol use and testing related to the operation of a CMV.

Unit B1.5.10 Medical Requirements

This unit must teach driver-trainees the Federal rules on medical certification, medical examination procedures, general qualifications, responsibilities, and disqualifications based on various offenses, orders, and loss of driving privileges (49 CFR part 391, subparts B and E).

CLASS B-CDL TRAINING CURRICULUM BEHIND THE WHEEL RANGE AND PUBLIC ROAD

CLASS B – CDL Training Curriculum – BEHIND THE WHEEL - RANGE

This unit must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§383.111 and 383.113 of this chapter necessary to operate the vehicle safely. The training providers must teach driver-trainee’s activities in this unit on a driving range as defined in §380.605. The training provider must teach “Get Out and Look” (GOAL) to the driver-trainee as it applies to units B2.2-2.6.

Unit B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip

Driver-trainees must demonstrate proficiency in conducting pre-trip and post-trip inspections as specified in §§392.7 and 396.11, including appropriate inspection locations. Instruction must also be provided on enroute vehicle inspections.

Unit B2.2 Straight Line Backing

Driver-trainees must demonstrate proficiency in proper techniques for performing various straight-line backing maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.3 Alley Dock Backing (45/90 Degree)

Driver-trainees must demonstrate proficiency in proper techniques for performing 45/90-degree alley dock maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.4 Off-Set Backing

Driver-trainees must demonstrate proficiency in proper techniques for performing off-set backing maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.5 Parallel Parking Blind Side

Driver-trainees must demonstrate proficiency in proper techniques for performing parallel parking blind side positions/maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.6 Parallel Parking Sight Side

Driver-trainees must demonstrate proficiency in proper techniques for performing sight side parallel parking maneuvers to appropriate criteria/acceptable tolerances.

CLASS B – CDL Training Curriculum – BEHIND THE WHEEL – PUBLIC ROAD

The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs B3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Driver trainees are not required to demonstrate proficiency in the skills described in paragraphs B3.8 through 3.12.

Unit B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway

Driver-trainees must demonstrate proficiency in proper techniques for initiating vehicle movement, executing left and right turns, changing lanes, navigating curves at speed, exiting, and entering the interstate, and stopping the vehicle in a controlled manner.

Unit B3.2 Shifting/Transmission

Driver-trainees must demonstrate proficiency in proper techniques for performing safe and fuel-efficient shifting.

Unit B3.3 Communications/Signaling

Driver-trainees must demonstrate proficiency in proper techniques for signaling intentions and effectively communicating with other drivers.

Unit B3.4 Visual Search

Driver-trainees must demonstrate proficiency in proper techniques for visually searching the road for potential hazards and critical objects.

Unit B3.5 Speed and Space Management

Driver-trainees must demonstrate proficiency in proper habits and techniques for adjusting and maintaining vehicle speed, taking into consideration various factors such as traffic and road conditions. Driver-trainees must demonstrate proficiency in maintaining proper speed to keep appropriate spacing between the driver-trainee's CMV and other vehicles. Instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather, and CMV weight and length.

Unit B3.6 Safe Driver Behavior

Driver-trainees must demonstrate proficiency in safe driver behavior during their operation of the CMV.

Unit B3.7 Hours of Service (HOS) Requirements

Driver-trainees must demonstrate proficiency in the basic activities required by the HOS regulations, such as completing a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate.

Unit B3.8 Hazard Perception

Driver-trainees must demonstrate their ability to recognize potential hazards in the driving environment in time to reduce the severity of the hazard and neutralize possible emergency situations. Driver-trainees must demonstrate the ability to identify road

conditions and other road users that are a potential threat to vehicle safety and suggest appropriate adjustments.

Unit B3.9 Railroad (RR)-Highway Grade Crossing

Driver-trainees must demonstrate the ability to recognize potential dangers and to demonstrate appropriate safety procedures when RR-highway grade crossings are reasonably available.

Unit B3.10 Night Operation

Driver-trainees must be familiar with how to operate a CMV safely at night. Training providers must teach driver-trainees that night driving presents specific circumstances that require heightened attention on the part of the driver. Driver-trainees must be taught special requirements for night vision, communications, speed, space management, and proper use of lights.

Unit B3.11 Extreme Driving Conditions

Driver-trainees must be familiar with the special risks created by, and the heightened precautions required by, driving CMVs under extreme driving conditions, such as heavy rain, high wind, high heat, fog, snow, ice, steep grades, and curves. Training providers must teach driver-trainees the basic driving habits needed to deal with the specific challenges presented by these extreme driving conditions.

Unit B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies

Driver-trainees must know the causes of skidding and jackknifing and techniques for avoiding and recovering from them. Driver-trainees must know how to maintain directional control and bring the CMV to a stop in the shortest possible distance while operating over a slippery surface. Driver-trainees must be familiar with proper techniques for responding to CMV emergencies, such as evasive steering, emergency braking, and off-road recovery. They must also know how to prevent or respond to brake failures, tire blowouts, hydroplaning, and rollovers.

[81 FR 88794, Dec. 8, 2016, as amended at 83 FR 22875, May 17, 2018]

PASSENGER ENDORSEMENT THEORY

**Appendix C to Part 380—Passenger Endorsement Training Curriculum -
THEORY**

Passenger (P) endorsement applicants must complete the curriculum outlined in this section, which applies to driver-trainees who expect to operate CMVs in the any of the vehicle groups defined in §383.91(a) (1)-(3) for which a P endorsement is required.

There is no required minimum number of instruction hours for theory training, but the training provider must cover all the topics set forth in the curriculum. There is no required minimum number of instruction hours for BTW training, but training providers must determine whether driver-trainees have demonstrated proficiency in all elements of the BTW curriculum. Training instructors must document the total number of clock hours each driver-trainee spends to complete the BTW curriculum. The training must be conducted in a passenger vehicle of the same vehicle group as the applicant intends to drive. The passenger endorsement training must, at a minimum, contain the following:

Unit C1.1 Post-Crash Procedures

This unit must teach driver-trainees appropriate post-crash procedures, including the requirement that the driver, if possible, assess his or her physical condition immediately after the crash and notify authorities, or assign the task to a passenger or other individuals at the crash scene. Also, training providers must teach driver-trainees how to obtain emergency medical assistance; move on-road vehicles off the road in minor crashes to avoid subsequent crashes or injuries; engage flashers, reflective triangles, and other warning devices for stopped vehicles; and properly use a fire extinguisher if necessary.

Unit C1.2 Other Emergency Procedures

This unit must instruct driver-trainees in managing security breaches, on-board fires, emergency exit and passenger evacuation training, medical emergencies, and emergency stopping procedures including the deployment of various emergency hazard signals. Instruction must also include procedures for dealing with mechanical breakdowns and vehicle defects while enroute.

Unit C1.3 Vehicle Orientation

This unit must teach driver-trainees the basic physical and operational characteristics of passenger-carrying CMV (e.g., bus and motor coach), including overall height, length, width, ground clearances, rear overhang, Gross Vehicle Weight and Gross Vehicle Weight Rating, axle weights, wheels and rims, tires, tire ratings, mirrors, steer wheels, lighting, windshield, windshield wipers, engine compartments, basic electrical system, brake systems, as applicable, and spare tire storage. Additionally, training providers must instruct driver-trainees in techniques for proper driver seat and mirror adjustments.

Unit C1.4 Pre-Trip, Enroute, and Post-Trip Inspection

This unit must teach the driver-trainee the importance of pre-trip, enroute, and post-trip inspections; and provide instruction in techniques for conducting such inspections as stated in §§392.7 and 396.11, and demonstrate their ability to inspect the following:

- (1) Emergency exits;
- (2) Passenger-carrying CMV interiors (including passenger seats as applicable);
- (3) Restrooms and associated environmental requirements;
- (4) Temperature controls (for maintaining passenger comfort);
- (5) Driver and passenger seat belts.

Additionally, training providers must instruct driver-trainees in procedures, as applicable, in security-related inspections, including inspections for unusual wires or other abnormal visible materials, interior and exterior luggage compartments, packages or luggage left behind, and signs of cargo or vehicle tampering. Finally, training providers must instruct driver-trainees in cycling accessible lifts and procedures for inspecting them for functionality and defects.

Unit C1.5 Fueling

This unit must instruct driver-trainees on the significance of avoiding refueling a bus while passengers are onboard and the imperative of avoiding refueling in an enclosed space.

Unit C1.6 Idling

This unit must teach driver-trainees the importance of compliance with State and local laws and regulations, including for example, idling limits, fuel savings; and the consequences of non-compliance, including adverse health effects and penalties.

Unit C1.7 Baggage and/or Cargo Management

In this unit, training providers must teach driver-trainees:

- (1) Proper methods for handling and securing passenger baggage and containers, as applicable.
- (2) Procedures for identifying and inspecting baggage and containers for prohibited items, such as hazardous materials.
- (3) Proper handling and securement of devices associated with the Americans with Disabilities Act (ADA) compliance, including oxygen, wheeled mobility devices, and other associated apparatuses.

Unit C1.8 Passenger Safety Awareness Briefing

This unit must teach driver-trainees how to brief passengers on safety topics including fastening seat belts, emergency exits, emergency phone contact information, fire extinguisher location, safely walking in the aisle when the bus is moving, and restroom emergency push button or switch.

Unit C1.9 Passenger Management

In this unit, training providers must teach driver-trainees:

(1) Proper procedures for safe loading and unloading of passengers prior to departure, including rules concerning standing passengers and the standee line.

(2) Procedures for dealing with disruptive passengers.

Unit C1.10 Americans with Disabilities Act (ADA) Compliance

Along with addressing the proper operation of accessibility equipment (e.g., lifts), this must teach driver-trainees the applicable regulations and proper procedures for engaging persons with disabilities or special needs under the ADA. Training must cover passengers with mobility issues, engaging passengers with sight, hearing, or cognitive impairments, and recognizing the permitted use of service animals.

Unit C1.11 Hours of Service (HOS) Requirements

This unit must teach driver-trainees the HOS regulations that apply to drivers for interstate passenger carriers. Training providers must teach driver-trainees the basic activities required by the HOS regulations, such as completing a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate. Training providers must teach driver-trainees how to recognize the signs of fatigue and basic fatigue countermeasures to avoid crashes.

Unit C1.12 Safety Belt Safety

This unit must teach driver-trainees the Federal rules governing the proper use of safety restraint systems by CMV drivers, as set forth in §392.16.

Unit C1.13 Distracted Driving

This unit must teach driver-trainees FMCSA regulations that prohibit drivers from texting or using hand-held mobile phones while operating their vehicles (e.g., §§392.80 and 392.82); and must teach the serious consequences of violations, including crashes, heavy fines, and impacts on a motor carrier's and/or driver's safety records, such as driver disqualification.

Unit C1.14 Railroad (RR)-Highway Grade Crossings and Drawbridges

This unit must instruct driver-trainees in applicable regulations, techniques, and procedures for navigating RR-highway grade crossings and drawbridges appropriate to passenger buses.

Unit C1.15 Weigh Stations

This unit must teach driver-trainees the weigh-station regulations that apply to buses.

Unit C1.16 Security and Crime

This unit must teach driver-trainees the basic techniques for recognizing and minimizing physical risks from criminal activities.

Unit C1.17 Roadside Inspections

This unit must teach driver-trainees what to expect during a standard roadside inspection conducted by authorized personnel. Training providers must teach driver-trainees what passenger-carrying vehicle and driver violations are classified as out-of-service (OOS), including the ramifications and penalties for operating a CMV when subject to an OOS order as defined in §390.5.

Unit C1.18 Penalties and Fines

This unit must teach driver-trainees the potential consequences of violating driver-related regulations, including impacts on driver and motor carrier safety records, adverse impacts on the driver's Pre-employment Screening Program record; financial penalties for both the driver and carrier; and possible loss of CMV driving privileges.

PASSENGER ENDORSEMENT RANGE AND ROAD

Appendix C to Part 380—Passenger Endorsement Training Curriculum – RANGE AND ROAD

This BTW training consists of exercises related to basic vehicle control skills and mastery of basic maneuvers necessary to operate the vehicle safely. Activities in this unit will take

place on a driving range or a public road as defined in §380.605. The instructor must engage in active communication with the driver-trainees during all BTW training sessions.

Unit C2.1 Vehicle Orientation

Driver-trainees must demonstrate their familiarity with basic passenger-carrying CMV physical and operational characteristics including overall height, length, width, ground clearances, rear overhang, gross vehicle weight and gross vehicle weight rating, axle weights, wheels and rims, tires, tire ratings, mirrors, steer wheels, lighting, windshield, windshield wipers, engine compartments, basic electric system, and spare tire storage. Additionally, driver-trainees must demonstrate techniques for proper driver's seat and mirror adjustments.

Unit C2.2 Pre-Trip, Enroute, and Post-Trip Inspection

Driver-trainees must demonstrate proficiency in conducting such pre-trip, enroute and post-trip inspections of buses and key components of §§392.7 and 396.11, and demonstrate their ability to inspect the following:

- (1) Emergency exits;
- (2) Passenger-carrying CMV interiors (including passenger seats as applicable);
- (3) Restrooms and associated environmental requirements;
- (4) Temperature controls (for maintaining passenger comfort); and
- (5) Driver and passenger seat belts.

Additionally, driver-trainees must demonstrate their knowledge of procedures, as applicable, in security-related inspections, including inspections for unusual wires or other abnormal visible materials, interior and exterior luggage compartments, packages or luggage left behind, and signs of cargo or vehicle tampering. Driver-trainees must be familiar with the operation of cycling accessible lifts and the procedures for inspecting them for functionality and defects. For passenger-carrying vehicles equipped with said lifts and tie-down positions, trainee must demonstrate their ability to operate the cycling-accessible lifts.

Unit C2.3 Baggage and/or Cargo Management

In this unit, driver-trainees must demonstrate their ability to:

- (1) Properly handle passenger baggage and containers to avoid worker, passenger, and non-passenger related injuries and property damage;
- (2) Visually inspect baggage and containers for prohibited items, such as hazardous materials and identify such items;

(3) Properly handle and secure devices associated with ADA compliance including oxygen, wheeled mobility devices, and other associated apparatuses.

Unit C2.4 Passenger Safety Awareness Briefing

Driver-trainees must demonstrate their ability to brief passengers on safety on topics including Fastening seat belts, emergency exits, emergency phone contact information, fire extinguisher location, safely walking in the aisle when the bus is moving, and restroom emergency push button or switch.

Unit C2.5 Passenger Management

In this unit, driver-trainees must demonstrate their ability to safely load and unload passengers prior to departure and to deal with disruptive passengers.

Unit C2.6 Railroad-Highway Grade Crossings

Driver-trainees must demonstrate proper procedures for safely navigating railroad-highway grade crossings in a passenger-carrying CMV.

[81 FR 88794, Dec. 8, 2016]

SCHOOL BUS ENDORSEMENT THEORY

**Appendix D to Part 380—School Bus Endorsement Training Curriculum –
THEORY**

School bus (S) endorsement applicants must complete the curriculum outlined in this section, which applies to driver-trainees who expect to operate a “school bus” as defined in §383.5. There is no required minimum number of instruction hours for theory training, but the training provider must cover all the topics set forth in the curriculum. There is no required minimum number of instruction hours for BTW training, but the training provider must determine whether driver trainees have demonstrated proficiency in all elements of the BTW curriculum. Training instructors must document the total number of clock hours each driver-trainee spends to complete the BTW curriculum. The training must be conducted in a school bus of the same vehicle group as the applicant intends to drive. The school bus endorsement training must, at a minimum, include the following:

Unit D1.1 Danger Zones and Use of Mirrors

This unit must teach driver-trainees the danger zones that exist around the school bus and the techniques to ensure the safety of those around the bus. These techniques include correct mirror adjustment and usage. The types of mirrors and their use must be discussed, as well as the requirements found in Federal Motor Vehicle Safety Standard (FMVSS) 111 (49 CFR 571.111). Training providers must teach driver-trainees the dangers of “dart-outs.” Training providers must teach driver-trainees the importance of training students how to keep out of the danger zone when around school buses and the techniques for doing so.

Unit D1.2 Loading and Unloading

This unit must instruct driver-trainees on the laws and regulations for loading and unloading, as well as the required procedures for students waiting at a bus stop and crossing the roadway at a bus stop. Special dangers involved in loading and unloading must be specifically discussed, including procedures to ensure the danger zone is clear and that no student has been caught in the doorway prior to moving the vehicle. Instruction also must be included on the proper use of lights, stop arms, crossing gates, and safe operation of the door during loading and unloading; the risks involved with leaving students unattended on a school bus; and the proper techniques for checking the bus for sleeping children and lost items at the end of each route.

Unit D1.3 Vehicle Orientation

This unit must teach driver-trainees the basic physical and operational characteristics of school buses, including overall height, length, width, ground clearances, rear overhang, Gross Vehicle Weight and Gross Vehicle Weight Rating, axle weights, wheels and rims, tires, tire ratings, mirrors, steer wheels, lighting, windshield, windshield wipers, engine compartments, basic electrical system, brake systems, as applicable, and spare tire storage. Additionally, the training providers must instruct driver-trainees in techniques for proper driver seat and mirror adjustments.

Unit D1.4 Post-Crash Procedures

This unit must instruct driver-trainees on the proper procedures following a school bus crash. The instruction must include use of fire extinguisher(s), first aid kit(s), tending to injured passengers, post-crash vehicle securement, notification procedures, deciding whether to evacuate the bus, data gathering, and interaction with law enforcement officials.

Unit D1.5 Emergency Exit and Evacuation

This unit must teach driver-trainees their role in safely evacuating the bus in an emergency and planning for an emergency in advance. Training must include proper evacuation methods and procedures, such as the safe evacuation of students on field and activity trips who only occasionally ride school buses and thus may not be familiar with the procedures.

Unit D1.6 Railroad-Highway Grade Crossings

This unit must teach driver-trainees the dangers trains present and the importance of the school bus driver and students strictly following railroad crossing procedures. Instruction must be given on the types of crossings, warning signs and devices, and State and local procedures and regulations for school buses when crossing railroad-highway grade crossings.

Unit D1.7 Student Management

This unit must teach driver-trainees how to manage student behavior on the bus to ensure that safety is maintained, and the rights of others are respected. Specific student management techniques must be discussed, including warning signs of bullying and the techniques for managing student behavior and administering discipline. Training providers must teach driver trainees to avoid becoming distracted by student behavior while driving, especially when crossing railroad tracks and during loading and unloading.

Unit D1.8 Special Safety Considerations

This unit must teach the driver-trainees the special safety considerations and equipment in school bus operations. Topics discussed must include use of strobe lights, driving in high winds, safe backing techniques, and preventing tail swing crashes.

Unit D1.9 Pre- and Post-Trip Inspections

This unit must teach the driver-trainees the importance of pre-trip, enroute, and post-trip inspections; and provide instruction in techniques for conducting such inspections of buses as stated in §§392.7 and 396.11, and additionally demonstrate their ability to inspect the following:

- (1) Stop arms,
- (2) Crossing arms,

- (3) Emergency exits,
- (4) Fire extinguishers,
- (5) Passenger seats,
- (6) First aid kits,
- (7) Interior lights, and
- (8) Temperature control (for maintaining passenger comfort).

Training providers must instruct driver-trainees in State and local requirements, as applicable, for inspection of school bus equipment.

Unit D1.10 School Bus Security

This unit must teach driver-trainees the security issues facing school bus drivers. Training providers must also teach driver-trainees potential security threats, techniques for preventing and responding to security threats, how to recognize and report suspicious behavior, and what to do in the event of a hijacking or attack on a school bus.

Unit D1.11 Route and Stop Reviews

This unit must teach driver-trainees the importance of planning their routes prior to beginning driving to avoid distraction while on the road. The training provider must also teach driver-trainees the technique for reviewing routes and stops, as well as State and local procedures for reporting hazards along the route and at bus stops.

**SCHOOL BUS
ENDORSEMENT
BEHIND THE
WHEEL RANGE
AND PUBLIC ROAD**

Appendix D to Part 380—School Bus Endorsement Training Curriculum – BEHIND THE WHEEL – RANGE AND PUBLIC ROAD

This unit must consist of exercises related to basic vehicle control skills and mastery of basic maneuvers. Activities in this unit will take place on a driving range or a public road as defined in §380.605. The instructor must engage in active communication with the driver-trainees during all active training sessions.

Unit D2.1 Danger Zones and Use of Mirrors

Driver-trainees must demonstrate the techniques necessary to ensure the safety of persons in the danger zone around the bus. Driver-trainees must practice mirror adjustment and usage. The types of mirrors and their use are shown, and cones used to demonstrate the requirements of 49 CFR 571.111.

Unit D2.2 Loading and Unloading

Driver-trainees must demonstrate the loading and unloading techniques learned in the theory portion of the training. Driver-trainees must demonstrate checking the vehicle for sleeping children and lost items at the end of the route.

Unit D2.3 Emergency Exit and Evacuation

Driver-trainees must demonstrate their role in safely evacuating the bus in an emergency.

Unit D2.4 Special Safety Considerations

Driver-trainees must demonstrate safe backing techniques and demonstrate their ability to avoid tail swing crashes by using reference points when making turns.

Unit D2.5 Pre- and Post-Trip Inspections

Driver-trainees must demonstrate proficiency in conducting pre-and post-trip inspections, as stated in §§392.7 and 396.11, and of school bus-specific equipment, such as mirrors, stop arms, crossing arms, emergency exits, fire extinguishers, passenger seats, first aid kits, interior lights, and temperature control.

Unit D2.6 Railroad-Highway Grade Crossings

Driver-trainees must demonstrate proper procedures for safely navigating railroad-highway grade crossings in a school bus.

[81 FR 88794, Dec. 8, 2016]

Entry Level CDL Training Behind the Wheel – Range (Skills)

This training must be taught on a range, an area that must be free of obstructions, that enables the driver to maneuver safely and free from interference from other vehicles, hazards and has adequate sight lines. It must be taught in a vehicle like the one that they will be operating, **after the student has performed the Vehicle Inspection (Pre-Trip)**. It is very important that the instructor give directions to the trainee far in advance of the anticipated action to ensure that the trainee has ample time to position the vehicle properly to perform the requested action. The instructor must provide a study guide to the trainee and recommend the Commercial Driver License Manual as an important resource. During this portion of training the student must demonstrate the following actions to be able to pass a skills test with a proficiency of a minimum 80%. Actions that must be taught, and then tested are the following:

1. Vehicle Inspection Pre-Trip/Enroute/Post Trip – During this training, you must show that the vehicle is safe to drive. You will be required to walk around the vehicle, name and point to/touch each item and explain to the instructor what you are checking and why. The instructor will give you a study sheet indicating all items that must be inspected, what to check for, what to look for and what you will need to demonstrate.
2. Straight-line Backing – During this training, you will be instructed to pull your vehicle forward past the alley. Stop, then back straight through the alley until the front of your vehicle has cleared the last set of cones.

The trainee should be notified that they may exit the vehicle to check its position during this exercise, however, during the testing they will be permitted to check the vehicle position only once. They are permitted pull-ups during training, however, during the testing they will be permitted to pull-up only once without penalty. Trainees are to be instructed that when they feel that they have completed this skill, they should set the parking brake and sound their horn. This indicates to the instructor that you believe you have completed the exercise.

3. Alley Dock Backing – During this training, you will be instructed to pull your vehicle past the alley and position your vehicle parallel to the outer boundary. Stop, and then back into the alley bringing the rear of your vehicle within three (3) feet of the rear of the alley. Trainees are to strive to have the vehicle straight within the alley once the exercise is completed.

The trainee should be notified that they may exit the vehicle to check its position during this exercise; however, during the testing they will be permitted to check the vehicle position a maximum of two times. They are permitted pull-ups during training, however, during the testing they will be permitted to pull-up only two times without penalty. Trainees are to be instructed that when they feel that they

have completed this skill, they should set the parking brake and sound their horn. This indicates to the instructor that you believe you have completed the exercise.

4. Offset Backing – During this training, you will be instructed to drive straight forward to the boundary line ahead. Stop, then back your vehicle to the opposite lane until the front of your vehicle has passed the first set of cones.

The trainee should be notified that they are allowed two free pull-ups and may exit the vehicle a maximum of two times to check its position during this exercise. Trainees are to be instructed that when they feel that they have completed this skill, to set the parking brake and sound their horn when they have completed the exercise. This indicates to the instructor that you believe you have completed the exercise.

5. Parallel Parking – During this training, you will be instructed to drive past the entrance to the parallel parking space. Stop, then back the entire vehicle into the parking space.

The trainee should be notified that they are allowed two free pull-ups and may exit the vehicle a maximum of two times to check its position during this exercise. The trainee must be informed that the vehicle must be completely within the space when completed. Trainees are to be instructed that when they feel that they have completed this skill, to set your parking brake and sound your horn when you have completed the exercise. This indicates to the instructor that you believe you have completed the exercise.

Trainees must understand that during the actual roadway test, that they will automatically fail for the following:

- Failure to use seatbelt
- Moving violation or disobeyed signs or signals
- Avoidable crash or incident
- Dangerous Act
- Put the vehicle over a sidewalk or curb
- Any unsatisfactory behavior during the railroad crossing
- Any unsatisfactory behavior during the student discharge

Entry Level CDL Training Behind the Wheel – Public Roadway

This training must be conducted on a public roadway in a vehicle like the one that they will be operating, **after the student has performed the Vehicle Inspection (Pre-Trip)**. This training will prepare the trainee to safely drive the vehicle in a variety of traffic situations. The situations will include left and right turns, intersections, railroad crossings, streets, curves, single or multi-lane roads or highways. It is very important that the instructor give directions to the trainee far in advance of the anticipated action to ensure that the trainee has ample time to position the vehicle properly to perform the requested action. During this portion of training, the student must demonstrate the following actions to be able to pass a Behind the Wheel test with a proficiency of a minimum 80%. Actions that must be taught, and then tested are the following:

1. Railroad Crossing – the trainee must learn the proper procedures per MDE/CDL regulations: School transportation vehicle operators of School Buses and Multifunction Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping, and crossing railroad tracks:

(a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing.

(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail.

(c) When stopped, the bus should be as far to the right of the roadway as possible and should not form two lanes of traffic unless the highway is marked for four or more lanes of traffic.

(d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise making equipment (fans, heater, radio, etc.)

After quietness aboard the stopped bus has been achieved, bus operators shall open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.

(a) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.

(b) When two or more tracks are to be crossed, the bus operator shall not stop a second time unless the bus is completely clear of the first crossing and has at least 15 feet clearance in front and at least 15 feet clearance to the rear.

(c) Before crossing the tracks, the bus operator shall verify that there is enough space after the tracks for the bus plus 15 feet if it is necessary to stop after crossing the tracks.

Motor Coaches are not required to stop at crossings only controlled by a traffic control signal when it is in the green position or when the crossing is controlled by a police officer or human flag person, or when the crossing is marked with an official “exempt” sign placed on the railroad crossing light post or cross bucks post.

2. Lane Changes – Rural or Urban- trainee must learn the proper manner to change lanes.

When changing lanes:

- Use turn signals to warn others of your intention.
 - Check traffic thoroughly in all directions.
 - Maintain proper lane positioning and vehicle spacing.
 - Merge smoothly into the proper lane of traffic.
 - Cancel Signal.
 - You need to check your mirrors to make sure no one is alongside you or about to pass you.
-
- Before you change lanes to make sure there is enough room.
 - After you have signaled to check that no one has moved into your blind spot.
 - Right after you start the lane change, to double-check that your path is clear.

After you complete the lane change

- Put your turn signal on before changing lanes. Change lanes slowly and smoothly. That way a driver you did not see may have a chance to honk his/her horn or avoid your vehicle. Avoid quick lane changes, especially when fully loaded.

Before entering the expressway:

- Use turn signals to warn others of your intention.
- Check traffic thoroughly in all directions.
- Maintain proper lane positioning and vehicle spacing.
- Merge smoothly into the proper lane of traffic.
- Once your vehicle is in the flow of traffic, cancel your left turn signal.

- Check traffic thoroughly in all directions.
- Maintain proper lane positioning, vehicle spacing, and vehicle speed.
- Continue to check traffic thoroughly in all directions.

- Use turn signals to warn others of your intention.
- Check traffic thoroughly in all directions.
- Merge smoothly into the proper lane of traffic.
- Maintain proper lane positioning and vehicle spacing.
- Cancel Signal.

4. Roadside Stop/Start – trainee must learn the proper manner to perform a roadside stop and simulate that they are checking something on their vehicle.

As you prepare for the stop:

- Use turn signals to warn others of your turn.
- Check traffic thoroughly in all directions.
- Decelerate smoothly, brake evenly, change gears, as necessary.
- Maintain proper lane and positioning.

- Vehicle must be parallel to the curb or shoulder of the road and safely out of the traffic flow.
- Vehicle should not be blocking driveways, fire hydrants, intersections, signs, etc.
- Apply the parking brake.
- Move the gearshift to neutral or park.
- Remove your feet from the brake and clutch pedals.
- Cancel your turn signal.
- Activate your four-way emergency flashers.

- Turn off your four-way flashers.
- Activate the left turn signal.
- Check traffic and your mirrors thoroughly in all directions.
- When traffic permits, you should release the parking brake and pull straight ahead.
- Do not allow vehicle to roll backwards.
- Steer and accelerate smoothly into the proper lane when safe to do so.
- Cancel your left turn signal.
- Check traffic from all directions, especially to the left

When asked, be prepared to identify, and explain any traffic sign that may appear on the route.

Signs such as:

- Clearance or height limits
- Weight limits
- Speed limits

6. Student Discharge – trainee must learn the proper manner to perform a school bus student stop loading and unloading per MDE/CDL regulations.

As you approach the student stop:

- Check traffic thoroughly in all directions.
- Activate amber eight-way light signals. Position vehicle properly on the roadway depending on whether the student crosses the roadway or not.
- Stay in the lane of travel as not to create a second lane.
- Check traffic thoroughly in all directions again.

- If the student is crossing the road the school transportation vehicle operator should stay in the lane of traffic when passengers being received or discharged are required to cross the roadway. Do not block other lanes.
 - If the student is NOT crossing the road the school transportation vehicle operator shall stop as far to the right of the roadway, highway, or private road as possible before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right so students may clear the vehicle safely while in sight of the operator.
 - Vehicle should not be blocking driveways, fire hydrants, intersections, signs, etc.
 - You may apply the parking brake.
 - Move the gearshift to neutral or park.
 - Remove your feet from the brake and clutch pedals.
-
- Communicate to students on procedures for crossing.
 - Check traffic thoroughly in all directions.
 - Open the student door activating the red eight-way light signals. Before students cross the roadway:
 - a. Instruct students to take 10 giant steps along the side of the roadway shoulder, stop, and wait on the signal to cross.
 - b. Check traffic thoroughly in all directions
 - c. Signal students when it is safe for crossing. (Students should also be taught to stop at the center line again and check for traffic).
 - d. Check for students.

When resuming from the student discharge:

- Check all mirrors.
- Check traffic thoroughly in all directions.
- Turn off warning lights and stop arm.
- Close the door.

Trainees must understand that during the actual roadway test, that they will automatically fail for the following:

- Failure to use seatbelt
- Moving violation or disobeyed signs or signals
- Avoidable crash or incident
- Dangerous Act
- Put the vehicle over a sidewalk or curb
- Any unsatisfactory behavior during the railroad crossing
- Any unsatisfactory behavior during the student discharge

CLASS B-CDL TRAINING ADDENDUM

Entry Level Commercial Driver – Class B Theory Training

Trainee Name _____

License # _____

Start Date _____

End Date _____

Training Provider _____

Resources Provided

Commercial Driver License Manual

Trainee Initials _____

MDE Pupil Transportation Manual

Trainee Initials _____

THEORY

B1.1 Basic Operations

Unit B1.1.1. Orientation

Vehicles Exempt

CDL Classes

CDL Endorsements

CDL Restrictions

Legal Age

Medical Examination

CDL Instruction Permit

Driver Disqualifications

60 + days -Serious Traffic Violations

Lose CDL for at least 1 year

Lose CDL for at least 1 year or more

Lose CDL for Life

Railroad-Highway Grade Violations

Other CDL Rules

Non-Compliance of 380, 382, 383, and 390-399 of FMCSRs

Part 40 Drug and Alcohol Regulations

Part 380 Special Training Requirements

Part 381 Waivers, Exemptions and Pilot Programs

Part 382 Controlled Substances and Alcohol Testing

Part 383 CDL Standards; Requirements and Penalties

Part 390 Federal Motor Carrier Safety Regulations

Part 391 Qualifications for Drivers/Combo Vehicles Driver Instructions

Part 392 Driving of Commercial Motor Vehicles

Part 393 Part and Accessories Necessary for Safe Operation

Part 394 Reserved

Part 395 Hours of Service and Applicable State and Local Laws

Part 396 Inspection, Repair, and Maintenance

Part 397 Transportation of Hazardous Material; Driving and Parking Rules

Part 398 Transportation of Migrant Workers

Part 399 Employee Safety and Health Standards

Applicable State and Local Laws

Mississippi Traffic Code

Mississippi Department of Education Minimum Standards

Stopping at Weigh Stations/Scales

Roadside Inspections

Hazard Awareness of Vehicle Size and Weight

Vehicle Measurements

Low Clearance Areas

Restriction Maps

Bridge Formulas

Federal Bridge Formula

Basic Operations Test Score_____

Trainee Initials_____

Unit B1.1.2 Control Systems/Dashboard

Reading Gauges and Instruments Correctly

Proper Use of Vehicle Safety Components

Emergency Triangles

Placement

Fire Extinguisher

Operation and PASS

First Aid Kit

Contents

Potential Uses

Blood borne Pathogens

Universal Precautions

Body Fluid Clean Up Kits

Webbing Cutter

Seat Belts/Restraints

Required Use

Proper Use

Proper use of mirrors

Federal Standards

Front Left Crossover

Front Left Convex

Front Left Flat Mirror

Front Right Convex Mirror

Front Right Flat Mirror

Inside Rearview Mirror

Primary and Secondary Controls

Steering

Identify/Locating/Function

Accelerating

Identify/Locating/Function

Shifting

Identify/Locating/Function

Primary and Secondary Controls

Gear Selector

Manual Shift Patterns

Steps to Drive a Stick Shift

Braking Systems - Anti-Lock

ABS Indicator Lights

Identify/Locating/Function

Hydraulic Brakes

Identify/Locating/Function

Air Brakes

Identify/Locating/Function

Brake Checks

Park Brake

Hydraulic Brake

Dual Air Brake

Service Brake

Control Systems/Dashboard Test Score_____

Trainee Initials_____

Unit B1.1.3 Pre -Trip and Post Trip Inspections

FMCSA 392.7 Equipment, Inspection and Use

FMCSA 396.11 Driver Vehicle Inspection Reports

Report Content

Corrective Action

Retention period for reports

Appropriate Locations

The Pre-Trip

The approach

Under the Hood

Air Compressor

Steering

Frame

Coolant

Alternator

Belt and Fan

Water Pump

Shock, U-Bolts, Brake Hoses

Spring Mount

Leaf Springs

Brakes

Brake Caliper

Tires and Splash Guard

Rim, Lug Nut, Hub and Drum

Service Door

Handrail, Steps and Release Valve

Triangles

Fire Extinguisher

First Aid Kit, Body Fluid Kit, Seatbelt Cutter and Radio

Student Mirror and Shade Visor

Seat Belt, Driver's Window and Documents

Mirrors

Windshield

SAFE START

ABS

Light Indicators

Gauges

Heaters/Defrosters and Interior Lights

Horn and Steering Wheel

Wiper and Washer

Air Brake Test

Seating

Walls, Windows and Ceiling

Emergency Window Exit

Emergency Roof Hatch Exit

Emergency Rear Door Exit

Lift Door

Flooring

Rear Heaters

External Light Inspection

Clearance Lights

Student Lights

Headlights (low and high beam)

Hazard Lights

Turn Signals (left and right)

Stop Arm

Taillights

Brake Lights

Entry Lights

Reflectors

Frame and Exhaust

Rear Tires and Splash Guards

Bud Rims/Spacers

Springs and Spring Mount

Rear Brakes

Air Bags, Air Bag Mounts

Torque Arm

Fuel Tank/Fuel Cage

Fuel Cap/Fuel Door

Drive Shaft

Air Dryer and Retarder

Webasto

Stop Arm

Battery Box

Electrical Box/Panel

Enroute Inspections

Post Trip Inspections

Student Check

Walk Around

Articles Left on Bus

Open Windows/Doors

Damage Vandalism

Mechanical Problems

Operational Problems

Pre-Trip and Post-Trip Inspections Test Score_____

Trainee Initials_____

Unit B1.1.4 Basic Controls

Executing Turns

Left Turns

Right Turns

Centering the Vehicle

Conventional vs. Transit

Maneuvering in Restricted Areas

Entering and Exiting Interstate or Controlled Access Highway

Unit B1.1.5 Shifting/Operating Transmissions

Shifting Patterns

Manual Transmission Shifting

Shifting Techniques

Manual Transmission

Automatic Transmission

Downshifting

Multi-Speed Rear Axles/Auxiliary Transmissions

Unit B1.1.6 Backing and Docking

G.O.A.L. Get Out and Look

Backing Techniques

Evaluation of Backing/Loading Facilities

Straight Line Baking

Offset Backing

Left

Right

Parallel Park

Sight Side

Conventional vs. Transit

Alley Dock

Basic Controls Test Score _____

Trainee Initials _____

B1.2 Safe Operating Procedures

Road Conditions

Weather Conditions

Traffic Conditions

Seat Belt Assembly

STAR Seat

Integrated Seats

Restraints - 3-point

Unit B1.2.1 Visual Search

Potential Hazards

Critical objects

Distracted Walkers

Video

Recognizing Distracted Driver

Video

Personal Security/General Awareness in Common Surroundings

Truck Stops and Rest Areas

Unit B1.2.2 Communication

Brake Lights

Turn Signals

4-Way Flashers/Hazard Lights

Amber-Warning Lights

Red-Warning Lights

Warning Triangles

Back-Up Lights

Audible Alarm

Clearance Lights

Horn

Head Lights (low and high beam)

Strobe Lights

Student Lights

Eye Contact

Things to Avoid

Hand Signals

Flashing High Beams

Unit B1.2.3 Distracted Driving

Improper Cell Phone Use

Texting

Use of In-Cab Technology

Visual Attention (eyes on the road)

Manual Control (hands on the wheel)

Cognitive Awareness (mind on task)

Unit B1.2.4 Speed Management

Various Roads

Speed Limits

Weather Conditions

Traffic Conditions

Unit B1.2.5 Space Management

Calibrating Safe Following Distances

Stopping Distance

CMV Weight

CMV Length

Unit B1.2.6 Night Operation

Changes in Vision

Night Blindness

Night Communication

Night Speed

Night Space Management

Proper use of Lights

Night Driving - Special Problems

Unit B1.2.7 Extreme Driving Conditions

Cold Weather

Avalanches

Tire Chains

Chaining Procedures

Hot Weather

Inclement Weather

Steep Grades

Sharp Curves

Safe Operating Procedures Test Score_____

Trainee Initials_____

B1.3 Advanced Operating Practices

Hazard Perception

Recognizing Potential Hazards

Visual Search – S.I.P.D.E. – Adequate Surveillance

Neutralizing Possible Emergency Situations

Identifying Road Conditions

Safety Procedures in construction/work zones

Unit B1.3.2 Skid Control/Recovery/Jackknifing and Other Emergencies

Evasive Steering

Off-Road Recovery

Emergency Braking

Anti-Lock Brakes

Brake Failure

Tire Failure

Hydroplaning

Unit B1.3.3 Railroad-Highway Grade Crossings

Federal/State RR grade crossing regulations

RR grade crossing environments

Obstructed view conditions

Clearance around the tracks

Rail Signs and Signals

Emergency Notification Systems

Advanced Operating Practices Test Score _____

Trainee Initials _____

Unit B1.4 Vehicle Systems and Reporting Malfunctions

Knowledge of CMV

Unit B1.4.1 Identification and Diagnosis of Malfunctions

Engine

Engine Exhaust Auxiliary Systems

Brakes

Drive Train

Coupling Systems

Suspension

Unit B1.4.2 Roadside Inspections

Driver violations classified as out-of-service (OOS)

Penalties of operating a CMV when OOS

Unit B1.4.3 Maintenance

Basic servicing and checking procedures

Vehicle Systems and Reporting Malfunctions Test Score _____

Trainee Initials _____

Unit B1.5 Non-Driving Activities

Unit B1.5.1 Handling and Documenting Cargo

Weight Distribution

Cargo Securement

Fully Contained

Immobilized

Secured

Cargo Covering

Techniques for Safe and Efficient Loading/Unloading

Cargo Security/Cargo Theft Prevention Procedures

Cargo Documentation

Unit B1.5.2 Environmental Compliance Issues

Recognizing Environmental Hazards

Environmental Hazard Classes

State Requirements

Federal Requirements

National Response Center

Unit B1.5.3 Hours of Service Requirements

Requirements applicable for different industries

FMCSA Summary of HOS

Consequences of Violating the HOS regulations

Fines and Penalties

Drivers Daily Log

Paper

Electronic

Timesheet

Logbook recap (if applicable)

Unit B1.5.4 Fatigue and Wellness Awareness

Consequences of chronic and acute driver fatigue

Unit B1.5.5 Post-Crash Procedures

Assessing your own physical condition

Notifying Authorities

Protect the area

Obtain emergency medical assistance

Avoiding subsequent crashes

Triangles, flashers, etc.

How to use a fire extinguisher

Post-testing controlled substances and alcohol testing

Unit B1.5.6 External Communications

Interpersonal communication with enforcement officials

Implications of violating Federal and state regulations on their records

Unit B1.5.7 Whistleblower/Coercion

Whistleblower protection regulations 29 CFR part 1978

Procedures for reporting incidents of coercion

Unit B1.5.8 Trip Planning

Safest Route

Rest Stops Heavy traffic areas

Railroad-highway grades safe clearance and ground clearance

Need for permits

Vehicle size and weight limitations

Restricted routes

Pros and Cons of GPS

Fuel Efficient Routes

Unit B1.5.9 Drugs and Alcohol

Controlled Substances

Prescription Drugs

Alcohol testing

Unit B1.5.10 Medical Requirements

Medical certification

Responsibilities

General Qualifications, Disqualifications 49 CFR Part 391, subparts B and E

Non-Driving Activities Test Score _____

Trainee Initials _____

List of Videos Shown

Date

Final Total Test Score Percentage _____

Trainee Printed Name _____

Trainee Signature _____

Trainer(s) Full Signature(s)

Date(s)

**PASSENGER ENDORSEMENT
ADDENDUM**

Passenger Endorsement Theory Syllabus

Trainee Name _____

License # _____

Start Date _____

End Date _____

School District _____

Unit C.1.1

Post-Crash Procedures

Assessing your Own Physical Condition

Notifying Authorities

Protect the Area

Obtain Emergency Medical Assistance

Avoiding Subsequent Crashes

Triangles, Flashers, etc.

How to Use a Fire Extinguisher

Post-Testing Controlled Substances and Alcohol Testing

Unit C1.2

Other Emergency Procedures

Unit C1.3

Vehicle Orientation

Unit C1.4

Pre-Trip, Enroute, and Post-Trip Inspection

FMCSA 392.7 Equipment, Inspection, and Use

FMCSA 396.11 Driver Vehicle Inspection Reports

Report Content

Corrective Action

Retention Period for Reports

Appropriate Locations

Pre-Trip

The Approach

Under the Hood

Air Compressor

Steering

Frame

Coolant

Alternator

Belt and Fan

Water Pump

Shocks, U-Bolts, Brake Hoses

Spring Mount

Leaf Springs

Brakes

Brake Caliper

Tires and Splash Guard

Rim, Lug Nut, Hub and Drum

Service Door

Handrail, Steps and Release Valve

Triangles

Fire Extinguisher

First Aid Kit, Body Fluid Kit, Seatbelt Cutter and Radio

Student Mirror and Shade Visor

Seatbelt, Driver's Window and Documents

Mirrors

Windshield

SAFE START

ABS

Light Indicators

Gauges

Heaters, Defrosters and Interior Lights

Horn and Steering Wheel

Wipers and Washers

Air Brake Test

Seating

Walls, Windows, and Ceiling

Emergency Window Exits

Emergency Roof Hatch Exits

Emergency Rear Door Exits

Lift Door

Flooring

Rear Heaters

External Light Inspection

Clearance Lights

Student Lights

Headlights (low and high beam)

Hazard Lights

Turn Signals (left and right)

Stop Arm

Taillights

Brake Lights

Entry Lights

Reflectors

Frame and Exhaust

Rear Tires and Splash Guards

Bud Rims/Spacers

Springs and Spring Mounts

Rear Brakes

Air Bags, Air Bag Mounts

Torque Arm

Fuel Tank/Fuel Cage

Fuel Cap/Fuel Door

Drive Shaft

Air Dryer and Retarder

Stop Arm

Battery Box

Electric Box/Panel

Enroute Inspections

Post Trip Inspections

Student Check

Walk Around

Articles Left on Bus

Open Windows/Doors

Vandalism Damage

Mechanical Problems

Operational Problems

Unit C1.5 Fueling

Unit C1.6 Idling

Unit C1.7 Baggage and/or Cargo Management

Unit C1.8 Passenger Safety Awareness Briefing

Unit C1.9 Passenger Management

Unit C1.10 Americans with Disabilities Act (ADA) Compliance

Unit C1.11 Hours of Service (HOS) Requirements

Requirements Applicable for Different Industries

FMCSA Summary of HOS

Consequences of Violating the HOS Regulations

Fines and Penalties

Drivers' Daily Log

Paper

Electronic

Timesheet

Logbook Recap (if applicable)

Unit C1.12

Safety Belt

Unit C1.13

Distracted Driving

Improper Cell Phone Use

Texting

Use of In-Cab Technology

Visual Attention (eye on the road)

Manual Control (hands on the wheel)

Cognitive Awareness (mind on task)

Unit C1.14

Railroad-Highway Grade Crossings and Drawbridges

Federal/State RR Grade Crossing Regulations

RR Grade Crossing Environments

Obstructed View Conditions

Clearance Around the Tracks

Rail Signs and Signals

Emergency Notification Systems

Unit C1.15 **Weigh Stations**

Unit C1.16 **Security and Crime**

Truck Stops and Rest Areas

Unit C1.17 **Roadside Inspections**

Driver Violations classified as Out-Of-Service (OOS)

Unit C1.18 **Penalties and Fines**

Penalties of Operating a CMV when OOS

Passenger Endorsement Test Score _____

Trainee Initials _____

List of Videos Shown

Date

Trainee Printed Name _____

Trainee Signature _____

Trainer(s) Full Signature(s)

Date(s)

Copy of Syllabus and Certificate of Completion

_____ Trainee

_____ District/Trainer File

_____ Sent to Mississippi Department of Education, Division of Pupil Transportation

SCHOOL BUS ENDORSEMENT ADDENDUM

School Bus Endorsement Theory Syllabus

Trainee Name _____

License # _____

Start Date _____

End Date _____

School District _____

D1.1 **Danger Zones and Use of Mirrors**

D1.2 **Loading and Unloading**

D1.3 **Vehicle Orientation**

D1.4 **Post-Crash Procedures**

D1.5 **Emergency Exit and Evacuations**

D1.6 **Railroad-Highway Grade Crossings**

D1.7 **Student Management**

D1.8 **Special Safety Considerations**

D1.9 **Pre- and Post-Trip Inspection**

D1.10 **School Bus Security**

D1.11 **Route and Stop Reviews**

School Bus Endorsement Test Score _____

Trainee Initials _____

List of Videos Shown

Date

Trainee Printed Name _____

Trainee Signature _____

Trainer(s) Full Signature(s)

Date(s)

Copy of Syllabus and Certificate of Completion

_____ Trainee

_____ District/Trainer File

_____ Sent to Mississippi Department of Education, Division of Pupil Transportation

BEHIND THE WHEEL

ADDENDUM

**See Carousel Layout and Dimensions

**See ELDT Skills Lot Measurement Verification Form

Entry Level CDL Training – Vehicle Inspection

Trainee Name _____ CLP Number _____ Lic Class _____ DOT Exp. _____ Endorsements _____
 Restrictions _____ **GVWR/GCWR** _____ Trainer _____ District _____
 Date _____ Full Air Brakes: Yes/No Partial Air Brakes: Yes/No Transmission: Auto/Manual School Bus: Yes/No

Air Brake Check: Pass/Fail/NA Vehicle Inspection Pass/Fail Skills (Range): Pass/Fail Road: Pass/Fail

Vehicle Inspection Part One: Front/Engine/Axle			
Front of Vehicle	Engine Compartment Fluids	Steering System	Brakes
_____ Lights/Reflectors (L,R,4,H,L,C)	_____ Oil	_____ Steering Gear Box & Hoses	_____ Brake Hose or Line
Wheel	_____ Coolant	_____ Steering Linkage	_____ Brake Chambers
_____ Tires (I,C,D)	_____ Power Steering Fluid	Suspension System	_____ Slack Adjuster/Push Rod
_____ Rims	_____ Water Pump Belt/Gear	_____ Springs & Shocks	_____ Drum & Lining/Rotor Pad
_____ Lug Nuts	_____ Air Compressor Belt/Gear	_____ Spring Mounts (F,R)	
_____ Axle Seal	_____ Hoses Leaks	_____ U-Bolts	SCORE _____

Vehicle Inspection Part Two: Side/Under/Rear			
Side of Vehicle	Brakes	Wheel	Underneath
_____ Mirror/Door	_____ Brake Chamber	_____ Tires (I,C,D)	_____ Exhaust System
_____ Side Lights & Reflectors (L,R,4,C)	_____ Brake Hoses/Lines	_____ Rims	_____ Frame
_____ Fuel Cap, Fuel Tank & Leaks	_____ Drum Lining/Rotor & Pad	_____ Lug Nuts	_____ Driveshaft
_____ DEF Tank	_____ Slack Adjuster/Push Rod	_____ Axle Seal	
_____ Cat walk & Steps	Suspension System	_____ Spacers or Bud Spacing	
Rear of Vehicle	_____ Spring/Air Bag Mount	_____ Mud Flap	
_____ Doors & Tiles & Lift	_____ Spring Mount/Air Bags/Shock		
_____ Lights & Reflectors (L,R,4,T,B,C)/ABS	_____ U Bolts		SCORE _____

Vehicle Inspection Part Three: In Cab/Engine Start			
In Cab	Dashboard	Dashboard – Continued.	Air Brake Check _____
Emergency Equipment (E,F,T)	_____ Oil Pressure Gauge	_____ Lighting Indicators (L,R,4,H)	_____ (1,2,3) or Hydraulic Brake Check _____
Safety Belt	_____ Temperature Gauge	_____ Heaters & Defrosters	_____ Parking Brake _____
Horn(s)	_____ Ammeter & Voltage Gauge	_____ Wipers & Washers	_____ Service Brake/ABS _____
Safe Start	_____ Air Gauge(s)	_____ Windshield & Mirrors	
	_____ DEF Gauge		SCORE _____

<p>School Bus Only _____ Student Lights (R,Y/Y,R)</p> <p>Student Safety Items _____ Stop Arm _____ Crossing Arm _____ Cross view Mirrors _____ Emergency & Body Fluid Kit</p> <p>SCORE _____</p>	<p>Passenger Area _____ Passenger Entry & Lift _____ Emergency Exits (F,S,T,R) _____ Seating</p> <p>Baggage Compartment _____ Doors Secure</p> <p>SCORE _____</p>
--	--

Part One: Front Engine/Axle Score _____

Part Two: Side/Under/Rear Score _____

Part Three: In Cab/Engine Start Score _____

School Bus Only Score _____

Passenger Area Score _____

Score Total _____

Needs Improvement _____ **Pass** _____

Notes: _____

ENTRY LEVEL DRIVER CDL TRAINING

BASIC CONTROLS ASSESSEMENT (RANGE)

Trainee Name: _____ CLP Number: _____ DOT Expire: _____
 Endorsements _____ Restrictions _____ Trainer Name: _____ Date: _____

ELDT BASIC CONTROL SKILLS PASSING SCORE IS 12 POINTS, OR LESS

Straight Line Backing	Offset Back (L/R)	Alley Dock	Parallel Park (Conv) (SS)
Pull-ups 0 1 2 3 4 5 6 7	Pull-ups 0 1 2 3 4 5 6 7	Pull-ups 0 1 2 3 4 5 6 7	Pull-ups 0 1 2 3 4 5 6 7
Encroachments 2 4 6 8 10 12 14	Encroachments 2 4 6 8 10 12 14	Encroachments 2 4 6 8 10 12 14	Encroachments 2 4 6 8 10 12 14
Final Position 0 13	Final Position 0 13	Final Position 0 13	Final Position 0 13
Look 0	Look 0 0	Look 0 0	Look 0 0

Basic Control Skills Score:

Basic Controls Assessment Grading Guide

Pull-Ups (As indicated by zero's (o) in appropriate skills boxes)
 One (1) Point for each pull-up after initial free pullups

Encroachments (Going over boundary lines and hitting cones)
 Two (2) Points for each infraction

Final Position (The vehicle is either in or out of the skills boundaries)
 Zero (o) = Inside boundaries
 Ten (10) = Out of boundaries

Look (Getting out of vehicle to look)
 One (1) look is allocated for straight line backing
 Two (2) looks are allocated for other basic control skills
 ** Points are not taken from total score, but the operator cannot get out of the vehicle more than the allocated times. **

Entry Level CDL Training
Driver Performance Assessment (Public Road)

Trainee Name: _____ Date: _____ DOT Exp. _____

Trainer: _____ District: _____

Driving Behaviors	No Errors	Driving Behaviors	No Errors
<p>Right and Left Turns – Approach: traffic check, signal decelerate, coast, correct lane</p> <p>If Stop: necessary, smooth, stop line/gap, full stop, wheels straight, roll back</p> <p>Turning: traffic checks, both hands/gear, speed/yield, wide/short</p> <p>Completion: traffic checks, correct lane, accelerate, finish right lane, cancel signal</p>	<p>□ □ □ □ R R R R</p> <p>□ □ □ □ L L L L</p>	<p>Roadside Stop</p> <p>Approach: turn signal, traffic checks, correct lane, deceleration, coast</p> <p>Stop: parallel/curb, not blocking traffic/hydrant, not rolling, signal off/hazards, set parking brake (demonstrate where to set reflector triangle if broke down)</p> <p>Resume: traffic check, hazards off, release parking brake, not stall engine, roll back, traffic check, accelerate</p>	
<p>Through Intersections</p> <p>Approach: traffic check, decelerate, coast, correct lane</p> <p>Drive Through: traffic check, both hands, gears, yield, lane, outage</p> <p>Completion: traffic check, correct lane, accelerate</p>	<p>□ □</p>	<p>Student Discharge</p> <p>Approach: traffic checks, activated 8-ways, decelerate, recheck traffic</p> <p>Stop: neutral/park, set brake stop arm/red stop lights</p> <p>Discharge: communicate to students, traffic checks, door, student check</p> <p>Student Crossing: traffic checks, student communication, student check</p> <p>Resume: Check mirrors, warning lights/stop arm off, close door, traffic check, acceleration</p>	
<p>Stopping Intersection</p> <p>Approach: traffic check, decelerate, coast, correct lane</p> <p>Stopping: Necessary, smooth, gap/stop line, full stop, roll back</p>	<p>□ □</p>	<p>Railroad Crossings</p> <p>Approach: traffic/train check, hazards, decelerate, coast, right lane</p> <p>Stop: stop 15-50 feet, complete stop, window/door open, traffic/train check</p>	

Intersection Completion: traffic checks, correct lane, accelerate		Crossing: gears, traffic/train check, stops/outage Complete: hazards off, traffic check, correct lane, accelerates	
Express Way – Merge On: signals, checks traffic, spacing/merge/turn/no stop, accelerate, cancel signal Expressway Driving: traffic checks, lane selection, speed, following distance Exit: traffic check, signal, spacing/merge/turn off, decelerate in exit lane, ramp speed/turn speed, cancel signal		Urban Business: regular traffic checks, check cross traffic, select proper lane, keeps vehicle in lane, speed/flow of traffic, following distance	<input type="checkbox"/> U
Lane Changes: signals, traffic checks, spacing, smooth change, cancel signal	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> L R L R	Truck/Bus Sign: (2) weight/clearance/sign	<input type="checkbox"/> <input type="checkbox"/>
Automatic Fails ___ Did not use safety belt ___ Moving Violation or Disobeyed Signs, Signals... ___ Did not yield to pedestrians, other road users, etc. ___ Avoidable Crash ___ Dangerous Act ___ Hitting Curbs/Going Over Sidewalks ___ Other (see comments)		General Driving Behaviors Improper Steering (both hands) 1 2 3 4 5 6 7 8 9 10 Improper Lane Usage (correct, over lanes, stop lines, gap) 1 2 3 4 5 6 7 8 9 10 Failed to use regular traffic checks 1 2 3 4 5 6 7 8 9 10 Improper use of turn signals 1 2 3 4 5 6 7 8 9 10 Speeding (within posted limits & for existing conditions) 1 2 3 4 5 6 7 8 9 10 Improper following distance (allows enough space) 1 2 3 4 5 6 7 8 9 10	

TRAINER COMMENTS:

Passing score for all vehicles: 30 points or less

Total Road Test Score: _____

Trainee Signature: _____ Trainer Signature: _____ Date: _____

Entry Level Driver Training

Mock Public Road Test Evaluation

Driver's Name: _____

Date: _____

Observed by: _____ Vehicle Type and Number: _____

PRE-TRIP INSPECTION					
Yes	No	General Vehicle Condition Noted	Yes	No	360-degree walk around performed
Yes	No	Parking brake set / applied	Yes	No	Tires evaluated
Yes	No	Lighting inspected	Yes	No	Steering inspected
Yes	No	Horn and windshield wipers inspected	Yes	No	Mirrors adjusted
Yes	No	Emergency equipment and exits inspected	Yes	No	Insurance / Licensing info inspected
Yes	No	Air Brakes	Yes	No	Safety Belt
PLACING VEHICLE IN OPERATION					
Yes	No	Uses seat belt	Yes	No	Verifies passenger(s) is seated
Yes	No	Starts vehicle properly	Yes	No	Observes traffic patterns
Yes	No	Does not allow vehicle to roll while stopped	Yes	No	Drives with both hands on steering wheel
Yes	No	Steers smoothly	Yes	No	Speed appropriate for conditions
BACKING AND PARKING					
Yes	No	Gets out to look before backing	Yes	No	Avoids backing when possible
Yes	No	Uses mirrors properly	Yes	No	Does not blind-side back
INTERSECTIONS					
Yes	No	Covers the brake with foot in intersections	Yes	No	Checks traffic in all directions
Yes	No	Stops vehicle in proper location	Yes	No	Does not allow vehicle to roll when stopped
TURNING					
Yes	No	Vehicle is in proper lane for turn	Yes	No	Signals used in advance of turn(200'/400')
Yes	No	Approaches turn at proper speed	Yes	No	Checks traffic condition
Yes	No	Turns only when traffic is cleared	Yes	No	Keeps vehicle in proper lane while turning
Yes	No	Left turns are smooth (x4)	Yes	No	Correct turn at a stop light (x2)
Yes	No	Right turns are smooth (x4)	Yes	No	Correct turn at stop sign (x2)
Yes	No	Controls vehicle in varying difficulty turns	Yes	No	Correct turn at uncontrolled intersection (x2)
PASSING					
Yes	No	Determines that pass is safe and legal	Yes	No	Passes in safe location
Yes	No	Checks ahead before passing	Yes	No	Uses turn signal appropriately
Yes	No	Returns to lane safely	Yes	No	Does not exceed speed limit
DRIVING					
Yes	No	Drives with confidence	Yes	No	Smooth lane changes
Yes	No	Checks mirrors every 7-10 seconds	Yes	No	Monitor traffic and gauges
Yes	No	Curve to the right-watch off-tracking	Yes	No	Curve to the left – watch off-tracking
Yes	No	Conventional ramp entrance	Yes	No	Conventional ramp exit
Yes	No	Simulated downgrade/actual downgrade	Yes	No	Simulated upgrade/actual upgrade
Yes	No	Aware of passing signs (x3)	Yes	No	Hits a curb
Yes	No	Cell phone used while bus is moving	Yes	No	Vehicle pulled to safe location during cell use
RAILROAD CROSSINGS					

Yes	No	Turns on 4-way lights not less than 200'	Yes	No	Turns off all noise makers
Yes	No	Signals passengers for quiet	Yes	No	Stops the bus as far to the right as possible
Yes	No	Stops the bus within 50' but not less than 15' from the nearest rail	Yes	No	Shifts to neutral, Opens driver window and service door
Yes	No	Looks left, right, left for trains	Yes	No	Closes service door before moving vehicle
Yes	No	Cancel 4 ways after bus clears track plus 15'	Yes	No	Ensures storage space is enough for bus plus 15'

STUDENT STOPS – LOADING

Yes	No	Check Mirrors	Yes	No	Applies brakes lightly for gradual approach
Yes	No	Turns on 8-way lights not less than 100' before stop	Yes	No	Does NOT pull closer than 10' to waiting pupils
Yes	No	Stop as far to the right as practicable (not crossing)	Yes	No	Stop the bus on the roadway (crossing)
Yes	No	Apply Parking Brake (Optional)	Yes	No	Shift to Neutral
Yes	No	Check mirrors and traffic	Yes	No	Open the door, ensure reds are on
Yes	No	Signal students to board	Yes	No	Have students board (count/track them)
Yes	No	Ensure all students are seated	Yes	No	Close the door
Yes	No	Allow traffic to clear, if practicable	Yes	No	Check mirrors and traffic
Yes	No	Shift into drive	Yes	No	Release parking brake (if applicable)
Yes	No	Enter the traffic lane with appropriate signals			

STUDENT STOPS – UNLOADING

Yes	No	Check Mirrors	Yes	No	Applies brakes lightly for gradual approach
Yes	No	Turns on 8-way lights not less than 100' before stop	Yes	No	Does NOT pull closer than 10' to discharge location
Yes	No	Stop as far to the right as practicable (not crossing)	Yes	No	Stop the bus on the roadway, stay in proper lane (crossing)
Yes	No	Apply Parking Brake (Optional)	Yes	No	Shift to Neutral
Yes	No	Check mirrors and traffic	Yes	No	Open the door, ensure reds are on
Yes	No	Signal students to unload, explain discharge instructions	Yes	No	Have students unload (count/track them)
Yes	No	Have students wait 10' away and 10' in front of bus and wait for driver's signal	Yes	No	Check mirrors and traffic
Yes	No	Signal students to cross (count/track them)	Yes	No	When students have safely crossed, close door
Yes	No	Check mirrors and traffic	Yes	No	Allow traffic to clear (if applicable)
Yes	No	Enter the traffic lane with appropriate signals			

RESULTS OF ROAD TEST: (circle one) DRIVER PASS DRIVER FAIL Re-test on this date: _____

NOTES: _____

Trainer Signature: _____