



## TENTATIVE—SUBJECT TO CHANGES

# FUNDAMENTALS OF COMMERCIAL TRUCK DRIVING CTDL 1010 COURSE SYLLABUS Fall Semester 2023 (202412)

### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Vidalia Campus/CTD Building; Swainsboro Campus / Building 2

Class Meets: Day Students 8:00-4:00 MTWR; Evening Students 5:00-10:00 MTWR and 7:30-1:30 S

Course Reference Number (CRN): Term A – 20002, 20008, 20014; Term B – 20005, 20011, 20017

### INSTRUCTOR CONTACT INFORMATION

Instructor: Dennis Davis (Vidalia), Christopher Phillips (Vidalia), Ronnie Holton (Swainsboro)

Email Address, Director: [Dennis Davis \( ddavis@southeasterntech.edu \)](mailto:ddavis@southeasterntech.edu)

Email Address, CDL Range Administrative Assistant: [Ricky Strange \(rstrange@southeasterntech.edu \)](mailto:rstrange@southeasterntech.edu)

Email Address, Swainsboro Instructor: [Ronnie Holton \(rholtan@southeasterntech.edu \)](mailto:rholtan@southeasterntech.edu)

Vidalia Campus/Office Location: CTD Building, 1400 Harris Ind. Blvd.

Swainsboro Campus/Office Location: Building 2 Room 2140

Office Hours: Monday-Thursday 8:00 a.m. – 4:00 p.m.

Phone Number Vidalia: Dennis Davis 1-912-538-3138 / Ricky Strange 1-912-538-3140

Phone Number Swainsboro: Ronnie Holton 1-478-289-2233

Fax Number: 912-538-3156

### SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

### DISCLAIMER(S):

The syllabus is subject to changes. There are out-of-pocket expenses that are required for this program that must be paid as they occur. Please see the college website.

### REQUIRED TEXT

J.J. Keller & Associates. (2019, Fifth printing April 2021). Entry-Level Driver Training: Obtaining a CDL. Student Manual. J.J. Keller & Associates, Inc.: ISBN 978-1-68008-493-1

### REQUIRED SUPPLIES & SOFTWARE

Two log books, ink pen, and one notebook. Please bring all required supplies to class each day.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

Note:

The standard curriculum for the Commercial Truck Driving (CTD) program includes three (3) semester courses taught sequentially within the 7 1/2 week course of study. Each course of the sequence must be successfully completed within the designated teaching time frame of the course before moving on to the next course. Students will be withdrawn from the remaining courses if successful completion is not acquired on pre-requisite courses. Although the College operates on the semester system, due to the nature of the coursework, the CTD program will offer classes five (5) times during the school year, enabling five (5) cohorts of students each year. The program will therefore admit new students five (5) times a year. To graduate, students must earn a minimum of nine (9) semester credit hours. (Due to courses being offered during Terms A and B, there are 15 opportunities to complete the CTD program throughout the year.)

## **MAJOR COURSE COMPETENCIES / OUTLINE**

The student(s) will be competent and able to successfully perform, complete, and/or discuss the following:

1. Introduce Fundamentals of Commercial Driving
2. Safe Operating Procedures
3. Advanced Operating Procedures
4. Vehicle Systems and Reporting Malfunctions
5. Non-driving Activities

## **REGULATORY REQUIREMENTS**

Students who do not meet regulatory requirements, such as passing drug tests, are administratively withdrawn from the program. Students are responsible for costs incurred.

This course meets the minimum Federal curricula requirements as set forth in the Entry-Level Driver Training (ELDT) regulations. Southeastern Technical College is registered as a training provider at <http://tpr.fmcsa.dot.gov/provider>. Students who do not earn a minimum overall score of 80 percent on the CTDL 1010 theory assessment(s), or obtain a B in CTDL 1010, are withdrawn from the remainder of the program for the term (i.e. withdrawn from the remaining courses, CTDL 1021 and CTDL 1031). Students are responsible for costs incurred.

## **ENTRY-LEVEL DRIVER TRAINING (ELDT) MINIMUM FEDERAL THEORY INSTRUCTION STANDARD CURRICULUM**

### **A1.1 Basic Operation**

- 1.1.1 Orientation
- 1.1.2 Control Systems/Dashboard
- 1.1.3 Pre- and Post-Trip Inspections
- 1.1.4 Basic Control
- 1.1.5 Shifting/Operating Transmissions

### **A1.4 Vehicle Systems and Reporting Malfunctions**

- 1.4.1 Identification and Diagnosis of Malfunctions
- 1.4.2 Roadside Inspections
- 1.4.3 Maintenance

### **A1.5 Non-Driving Activities**

- 1.5.1 Handling and Documenting Cargo

1.1.6 Backing and Docking

1.1.7 Coupling and Uncoupling

**A1.2 Safe Operating Procedures**

1.2.1 Visual Search

1.2.2 Communication

1.2.3 Distracted Driving

1.2.4 Speed Management

1.2.5 Space Management

1.2.6 Night Operation

1.2.7 Extreme Driving Conditions

**A1.3 Advanced Operating Practices**

1.3.1 Hazard Perception

1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies

1.3.3 Railroad-Highway Grade Crossings

1.5.2 Environmental Compliance Issues

1.5.3 Hours of Service Requirements

1.5.4 Fatigue and Wellness Awareness

1.5.5 Post-Crash Procedures

1.5.6 External Communications

1.5.7 Whistleblower/Coercion

1.5.8 Trip Planning

1.5.9 Drugs/Alcohol

1.5.10 Medical Requirements

**PREREQUISITE(S)**

None

**GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

**STUDENT REQUIREMENTS**

Students are expected to complete all tests and daily assignments. Tests and assignments must be completed on the specified date.

**COVID-19**

See CDC guidelines to stay up-to-date and current.

**ATTENDANCE GUIDELINES FOR COMMERCIAL TRUCK DRIVING**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0–59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates

for makeup work is at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester/term. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course/CTDL program as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course/CTDL program.

**For this day program, which meets 4 days a week for 7.5 weeks, the maximum number of days a student may miss is 3 days during the term.**

**For this night program, which meets 5 days a week for 7.5 weeks, the maximum number of days a student may miss is 3 days during the term.**

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Note: Students are responsible for all costs incurred due to self-withdrawals, administrative withdrawals, and D- or F-Grades. In the case of CTDL 1010, the same criteria applies to a student earning a C-Grade. Federal regulations require a B or higher in CTDL 1010.

#### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

See the Student Requirements section of the syllabus.

#### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

#### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

##### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:mwalker@southeasterntech.edu">Melanie Walker</a> <a href="mailto:mwalker@southeasterntech.edu">mwalker@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

<b>Assessment/Assignment</b>	<b>Percentage</b>
Theory Assessments (Tests)	100%

Assessments (Tests) include the ELDT Theory Assessment(s) covering the standard curriculum A1.1, A1.2, A1.3, A1.4, and A1.5. Students are required to have an overall 80% average on the Theory Assessments to move on

to CTDL 1021 and CTDL 1031. Students are withdrawn from the program if an 80% is not earned in CTDL 1010. Students with a C-Grade or lower in CTDL 1010, must retake 1010 if returning to the program. Financial repercussions may result. The student may inquire about re-enrolling the next term.

Note: Students with holds on their college accounts will not be scheduled for the State CDL Licensure Exam until all holds are cleared. If not cleared in enough time, FMCSA regulations may require a student to retake the program to be eligible again. Financial repercussions may result and students may be removed from courses.

Note: Students are held to the STC Commercial Truck Driving Class Rules and Regulations that were signed by the student and to the information in the syllabus or amended syllabus.

#### **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## CTDL 1010 Fundamentals of Commercial Truck Driving Lesson Plan

Day	Instructor Sources	Content	Competency Areas
Day 1-2	Federal Motor Carrier Safety Administration (FMCSA) Regulations Handbook  Entry-Level Driver Training (ELDT) Minimum Federal Curricula Requirements  TCSG State Standards	<ul style="list-style-type: none"> <li>• First Day Paperwork</li> <li>• E-Log and Paper Log Introduction</li> <li>• A1.1 Basic Operation ELDT Theory Curriculum – Text Chapters 1-7</li> <li>• A1.1 Theory Assessment (Test)</li> </ul>	ELDT: A1.1 CC: 1 GC: a,b,c
Day 2-3	FMCSA Handbook  ELDT Textbook  TCSG State Standards	<ul style="list-style-type: none"> <li>• A1.2 Safe Operation Procedures ELDT Theory Curriculum – Text Chapters 8-14</li> <li>• A1.2 Theory Assessment (Test)</li> </ul>	ELDT: A1.1, A1.2 CC: 1, 2 GC: a,b,c
Day 3-4	FMCSA Handbook  ELDT Textbook  TCSG State Standards	<ul style="list-style-type: none"> <li>• A1.3 Advanced Operating Practices ELDT Theory Curriculum – Text Chapters 15-17</li> <li>• A1.3 Theory Assessment (Test)</li> <li>• A1.4 Vehicle Systems and Reporting Malfunctions ELDT Theory Curriculum – Text Chapters 18-20</li> </ul>	ELDT: A1.1, A1.2, A1.3, A1.4 CC: 1, 2, 3, 4 GC: a,b,c
Day 4-5	FMCSA Handbook  ELDT Textbook  TCSG State Standards	<ul style="list-style-type: none"> <li>• A1.4 Vehicle Systems and Reporting Malfunctions ELDT Theory Curriculum – Text Chapters 18-20</li> <li>• A1.4 Theory Assessment (Test)</li> <li>• A1.5 Non-Driving Activities ELDT Theory Curriculum – Text Chapters 21-30</li> </ul>	ELDT: A1.1, A1.2, A1.3, A1.4, A1.5 CC: 1, 2, 3, 4, 5 GC: a,b,c
Day 5-6	FMCSA Handbook  ELDT Textbook  TCSG State Standards	<ul style="list-style-type: none"> <li>• A1.5 Non-Driving Activities ELDT Theory Curriculum – Text Chapters 21-30</li> <li>• A1.5 Theory Assessment (Test)</li> </ul>	ELDT: A1.1, A1.2, A1.3, A1.4, A1.5 CC: 1, 2, 3, 4, 5 GC: a,b,c



Day	Instructor Sources	Content	Competency Areas
Day 6-7	FMCSA Handbook ELDT Textbook TCSG State Standards	<ul style="list-style-type: none"> <li>Students who do not earn an overall 80 average in the CTDL 1010 Course are <b>administratively withdrawn</b> from the remaining courses in the program. See the syllabus for more details.</li> </ul>	ELDT: A1.1, A1.2, A1.3, A1.4, A1.5 CC: 1, 2, 3, 4, 5 GC: a,b,c

- Day 1 is the official first day of the Term for course CTDL 1010.
- Lesson plans are “plans” and not a guarantee of exactly what is done on a particular day. Dates are subject to changes determined by various reasons such as weather, school closings, required drug testing, etc...

**COURSE COMPETENCY AREAS: (CC)**

The student(s) will be competent and able to successfully perform, complete, and/or discuss the following:

1. Introduce Fundamentals of Commercial Driving
2. Safe Operating Procedures
3. Advanced Operating Procedures
4. Vehicle Systems and Reporting Malfunctions
5. Non-driving Activities

**ENTRY-LEVEL DRIVER TRAINING COMPETENCY AREAS: (ELDT)**

- A1.1: Basic Operation
- A1.2: Safe Operating Procedures
- A1.3: Advanced Operating Practices
- A1.4: Vehicle Systems and Reporting Malfunctions
- A1.5: Non-Driving Activities

**GENERAL CORE EDUCATIONAL COMPETENCIES: (GC)**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.