TENTATIVE—SUBJECT TO CHANGES

FUNDAMENTALS OF COMMERCIAL TRUCK DRIVING
CTDL 1010
Amended Term B - COURSE SYLLABUS
Fall Semester 2021 – 202212

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 B 20044, 20050, 20038

INSTRUCTOR CONTACT INFORMATION

Instructor: Dennis Davis (Vidalia), Michael Spivey [David Conner] (Vidalia), Ronnie Holton (Swainsboro)
Email Address: Dennis Davis (ddavis@southeasterntech.edu)
Administrative Assistant: Ricky Strange (rstrange@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: Dennis Davis / Ricky Strange 912-537-0064
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/college-catalog/downloads/current.pdf).

DISCLAIMER:

The syllabus is subject to changes.

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 Students will be withdrawn from remaining courses if successful completion is not acquired on pre-requisite courses.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.

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 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
1.1.6 Backing and Docking
1.1.7 Coupling and Uncoupling

A1.2 Safe Operating Procedures
1.2.1 Visual Search

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
1.5.2 Environmental Compliance Issues
1.5.3 Hours of Service Requirements
1.5.4 Fatigue and Wellness Awareness
1.5.5 Post-Crash Procedures

1.2.2 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
1.5.6 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 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills

COVID-19 Key Symptoms
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES 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. 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 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.

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 semester.

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 semester.

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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas (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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas (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.

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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	**Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer**
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
hthomas@southeasterntech.edu	ljonas@southeasterntech.edu

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).

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

100% Theory Assessments (Tests)

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.

GRADING SCALE

Letter Grade	Range
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	• First Day Paperwork • E-Log and Paper Log Introduction • A1.1 Basic Operation ELDT Theory Curriculum – Text Chapters 1-7 • A1.1 Theory Assessment (Test)	ELDT: A1.1 CC: 1 GC: a,b,c
Day 2-3	FMCSA Handbook ELDT Textbook TCSG State Standards	• A1.2 Safe Operation Procedures ELDT Theory Curriculum – Text Chapters 8-14 • A1.2 Theory Assessment (Test)	ELDT: A1.1, A1.2 CC: 1, 2 GC: a,b,c
Day 3-4	FMCSA Handbook ELDT Textbook TCSG State Standards	• A1.3 Advanced Operating Practices ELDT Theory Curriculum – Text Chapters 15-17 • A1.3 Theory Assessment (Test) • A1.4 Vehicle Systems and Reporting Malfunctions ELDT Theory Curriculum – Text Chapters 18-20	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	• A1.4 Vehicle Systems and Reporting Malfunctions ELDT Theory Curriculum – Text Chapters 18-20 • A1.4 Theory Assessment (Test) • A1.5 Non-Driving Activities ELDT Theory Curriculum – Text Chapters 21-30	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	• A1.5 Non-Driving Activities ELDT Theory Curriculum – Text Chapters 21-30 • A1.5 Theory Assessment (Test)	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	• Students who do not earn an overall 80 average in the CTDL 1010 Course are withdrawn from the remaining courses in the program. See the syllabus for more details.	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 COMPETECY 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 COMPTENCY 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.