TENTATIVE—SUBJECT TO CHANGE

Combination Vehicle Basic Operation and Range Work
CTDL 1021 – Term B
COURSE SYLLABUS
Fall Semester 2022 (202312)

Course information

Credit Hours/Minutes: 2/3750
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 – 20109, 20097, 20115

INSTRUCTOR CONTACT INFORMATION

Instructor: Dennis Davis (Vidalia), Michael Spivey (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 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/).

Disclaimer:

The syllabus is subject to changes.

REQUIRED TEXT

NA

REQUIRED SUPPLIES & SOFTWARE

Two log books, ink pen(s) 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

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

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 Students will be withdrawn from the remaining courses if successful completion is not acquired on pre-requisite courses.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

MAJOR COURSE COMPETENCIES / OUTLINE

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

1. Conducting Vehicle Inspection Pre-Trip / Enroute/ Post-Trip
2. Introduce Vehicle Instruments and Controls
3. Backing and Docking
4. Coupling and Uncoupling Unit

ENTRY-LEVEL DRIVER TRAINING (ELDT) MINIMUM FEDERAL BTW INSTRUCTION STANDARD CURRICULUM

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

- A2.1 Vehicle Inspection Pre-Trip / Enroute / Post-Trip
- A2.2 Straight Line Backing
- A2.3 Alley Dock Backing (45/90 Degree)
- A2.4 Off-Set Backing
- A2.5 Parallel Parking Blind Side
- A2.6 Parallel Parking Sight Side
- A2.7 Coupling and Uncoupling
- Includes: GOAL – Get Out and Look Instruction

PREREQUISITE(S)

CTDL 1010 and meeting all regulatory requirements for program.
(Version 202014L beginning Spring 202214)

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. These regulations require that students take both CTDL 1021 and CTDL 1031 at the same college within one year of one another. "Other" regulatory requirements will be followed as

mandated.

SAFETY WITHDRAWALS

In the event there are disproportionate safety concerns for students, instructors, and/or the public, students will be administratively withdrawn from CTDL 1021 and CTDL 1031. Students are responsible for costs incurred as a result of withdrawal. Instructors document safety concerns on daily evaluations.

FULL PRE-TRIP INSPECTION WITHDRAWALS

A student must make an **80% on a pre-trip inspection before taking the Basic Controls Skills Test – 6 Maneuvers in CTDL 1021**. A student is allowed two attempts at a full pre-trip inspection. If the student does not make an 80% on the full pre-trip inspection, he/she can take the parts that were failed until the appropriate score is achieved and up until a date/time/circumstance determined by the instructor. The student will be required to pass the pre-trip before taking the Basic Controls Test – 6 Maneuvers. Students who do not make an 80% on the full pre-trip inspection will be **administratively withdrawn** from the program (courses CTDL 1021 and CTDL 1031) according to the withdrawal procedure. The inability to make an 80% on the full pre-trip inspection is a safety concern.

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 during the day scheduled

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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/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 semester/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 semester/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: 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.

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 accessed 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.

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 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:

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 hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas 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.

TUTORING

Tutoring time is allowed prior to the CTDL 1021 exit exam. Tutoring needs to be arranged at a time before class, after class, or on a separate day that is convenient for the tutor – instructor/lab assistants. Students may have to share time with other students. Students who do not attend at times they arrange are not guaranteed another tutoring opportunity before the 1021 exit exam. Tutoring time may be limited upon the discretion of the tutor to 30 minutes or an hour. Tutoring time will be logged on daily evaluation forms. Students are responsible for arranging tutoring time with the tutor during times that are convenient and respectful to the tutor's time. (Arranging tutoring before or after class is typically the easiest time to accommodate.)

GRADING POLICY

Assessment/Assignment	Percentage
Basic Controls Skills Test – 6 Maneuvers – Exit Exam	100%

Full Pre-trip Inspection Requirement - Students must score an 80% within 2 attempts in order to progress in the course and program. Students who do not meet the requirements for the Full Pre-trip Inspection on the

second attempt will be administratively withdrawn from the course and program according to the withdrawal procedure. The student may inquire about re-enrolling the next term.

EXIT EXAM

The Exit Exam for CTDL 1021 is the Basic Controls Skills Test – 6 Maneuvers. If the score is less than 70% (by accumulating over 12 points on the grade sheet), the student will not exit CTDL 1021 and will receive a D or F grade as determined by the grade on the test. As a result, the student will also be withdrawn from CTDL 1031. 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.

GRADING SCALE

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

CTDL 1021 Lesson Plan
Combination Vehicle Basic Operation and Range Work

Day	Instructor Sources	Content	Competency Area
Days 1-2	Federal Motor Carrier Safety Administration (FMCSA) Regulations Handbook Entry-Level Driver Training (ELDT) Minimum Federal Curricula Requirements TCSG State Standards	• Beginning of the course information • Show students vehicle controls and shift patterns • Ride with students to practice shifting, stopping, starting, and double clutching • Instruct how to straight line back and to off-set back left and right • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving (BTW) hours.	ELDT: A2.1, A2.2, A2.4, GOAL CC: 1, 2, 3 GC: a, b, c
Days 2-3	FMCSA Handbook ELDT Textbook TCSG State Standards	• Practice pre-trip inspections • Practice off-set backing left and right • Practice straight line backing • Practice blind side parallel park • Practice sight side parallel park • Practice coupling and uncoupling unit • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3 GC: a, b, c
Days 3-4	FMCSA Handbook ELDT Textbook TCSG State Standards	• Practice pre-trip inspections • Practice blind side parallel park • Practice sight side parallel park • Practice straight line backing • Practice off-set backing left and right • Practice alley docking • Practice coupling and uncoupling unit • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a ,b, c

Day	Instructor Sources	Content	Competency Area
Days 4-5	FMCSA Handbook ELDT Textbook TCSG State Standards	• Practice pre-trip inspections • Practice blind side parallel park • Practice sight side parallel park • Practice straight line backing • Practice off-set backing left and right • Practice alley docking • Practice coupling and uncoupling unit • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a, b, c
Days 6-7	FMCSA Handbook ELDT Textbook TCSG State Standards	• Practice pre-trip inspections • Practice blind side parallel park • Practice sight side parallel park • Practice straight line backing • Practice off-set backing left and right • Practice alley docking • Practice coupling and uncoupling unit • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a, b, c
Days 7-8	FMCSA Handbook ELDT Textbook TCSG State Standards	• Practice pre-trip inspections • Practice blind side parallel park • Practice sight side parallel park • Practice straight line backing • Practice off-set backing left and right • Practice alley docking • Practice coupling and uncoupling unit • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a, b, c
Days 8-9	FMCSA Handbook ELDT Textbook TCSG State Standards	• Practice pre-trip inspections • Practice blind side parallel park • Practice sight side parallel park • Practice straight line backing • Practice off-set backing left and right • Practice alley docking • Practice coupling and uncoupling unit • Practice GOAL – Get Out and Look • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a, b, c

Day	Instructor Sources	Content	Competency Area
Days 9-10	FMCSA Handbook ELDT Textbook TCSG State Standards	• End of course testing. C or better required. • Pre-trip Inspections • Basic Controls Skills Test – 6 Maneuvers • Students who have completed testing may continue practicing current and advanced skills based on the availability of instructors, and instructor discretion • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a, b, c
Days 10-11	FMCSA Handbook ELDT Textbook TCSG State Standards	• End of course testing. C or better required. • Pre-trip Inspections • Basic Controls Skills Test – 6 Maneuvers • Students who have completed testing may continue practicing current and advanced skills based on the availability of instructors, and instructor discretion • Instructors complete daily evaluation logs and record behind the wheel driving hours.	ELDT: A2.1, A2.2, A2.3, A2.4, A2.5, A2.6, A2.7, GOAL CC: 1, 2, 3, 4 GC: a, b, c

- 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…

Competency Areas: (CC)

1. Introduces vehicle instruments and controls
2. Operating a tractor trailer through clearance maneuvers
3. Turning, parking, backing and docking
4. Coupling and uncoupling Unit

Entry-Level Driver Training comptency areas: (ELDT)

- A2.1 Vehicle Inspection Pre-Trip / Enroute / Post-Trip
- A2.2 Straight Line Backing
- A2.3 Alley Dock Backing (45/90 Degree)
- A2.4 Off-Set Backing
- A2.5 Parallel Parking Blind Side
- A2.6 Parallel Parking Sight Side
- A2.7 Coupling and Uncoupling
- GOAL – Get Out and Look Instruction

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.