



TENTATIVE—SUBJECT TO CHANGE

**Combination Vehicle Basic Operation and Range Work
CTDL 1020
COURSE SYLLABUS
Summer Semester 2021 - 202116**

COURSE INFORMATION

Credit Hours/Minutes: 2/2300

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 60170, 60173, 60176

INSTRUCTOR CONTACT INFORMATION

Instructor: Dennis Davis (Vidalia), Michael Spivey (Vidalia), Ronnie Holton (Swainsboro)

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

Administrative Assistant: [Ricky Strange \(rstrange@southeasterntech.edu \)](mailto:rstrange@southeasterntech.edu)

Vidalia Campus/Office Location: CTD Building 1001 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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

DISCLAIMER:

Syllabus subject to changes.

REQUIRED TEXT

Furnished in class by instructor

REQUIRED SUPPLIES & SOFTWARE

Federal Motor Carrier Safety Regulations Handbook, two log books, Hazardous Material Guide, 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

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 receive 12 hours behind the wheel (BTW) instructional time in 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 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

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

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

PREREQUISITE(S)

CTDL 1010 and meeting all regulatory requirements for program.

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.

SAFETY WITHDRAWALS

In the event there are disproportionate safety concerns for students, instructors, and/or the public, students will be administratively withdrawn from CTDL 1020 and CTDL 1030. Students are responsible for costs incurred as a result of withdrawal. Instructors document safety concerns on daily evaluations.

COURSE OUTLINE

1. Vehicle Instrument Controls
2. Operating Clearance Maneuvers which include: straight line backing, alley docking, parallel parking, and offset backing
3. Pre-trip Inspection
4. Coupling and uncoupling

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. Work turned in late will be penalized at a rate of 10 points per day.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus 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
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). 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: Macy Gay (mgay@southeasterntech.edu), or designated representative, 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: Macy Gay (mgay@southeasterntech.edu), or designated representative, 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.

EXIT EXAM

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 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st 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 \(www.southeasterntech.edu\)](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

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

EXIT EXAM

The Exit Exam for CTDL 1020 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 1020 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 1030. Financial repercussions may result. The student may inquire about re-enrolling the next term.

GRADING SCALE

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

CTDL 1020 Lesson Plan

Day	Instructor Sources	Content	Competency Area
Day 1	Federal Motor Carrier Safety Regulations Handbook TCSG State Standards	Ride with students to explain the vehicles controls. Have students practice Starting and stopping. Practice shifting and double clutching.	Comprehension CC: 1, 2, 3, 4 GC: a,b,c
Day 2	Federal Motor Carrier Safety Regulations Handbook TCSG State Standards	Practice Straight line backing and alley docking.	Comprehension CC: 1, 2, 3, 4 GC: a,b,c
Day 3	Federal Motor Carrier Safety Regulations Handbook TCSG State Standards	Practice Offset Backing to the left and right.	Comprehension CC: 1, 2, 3, 4 GC: a,b,c
Day 4	Federal Motor Carrier Safety Regulations Handbook TCSG State Standards	Practice Parallel Parking to the Blind side and to the Sight side.	Comprehension CC: 1, 2, 3, 4 GC: a,b,c
Days 5-8	Federal Motor Carrier Safety Regulations Handbook TCSG State Standards	Practice all CTDL 1020 skills. Test on ALL 6 skills on day 8. Practice coupling and uncoupling. Students may test early if an instructor is available. These students are allowed to move on to the next set of CTDL competencies. Students who do not pass do not move on to the CTDL 1030 competencies and are withdrawn from the remaining course of the program. Students may try to enroll the next term.	Comprehension CC: 1, 2, 3, 4 GC: a,b,c

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

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.