COURSE INFORMATION FORM

DISCIPLINE  Business  
COURSE TITLE  Basic Operating Procedures  

CR.HR  2  LECT HR.  2  LAB HR.  0  CLIN/INTERN HR.  0  CLOCK HR.  

CATALOG DESCRIPTION

This course introduces the student to the basic elements of trucking industry: regulations governing trucking, qualifications of drivers, and inspection standards for safe vehicle operations. Students will become familiar with the various parts of the Federal Motor Carrier Safety Regulation (FMCSR) that pertain to the vehicle, the driver and safe operation of a commercial motor vehicle on the nations roads and highways.

PREREQUISITES

EXPECTED STUDENT OUTCOMES IN THE COURSE

Upon completion of this course, the student will be able to:

1. Explain the purpose of the Federal Motor Carrier Safety Administration
2. Identify and explain the function of the major components of the tractor-trailer
3. Outline the proper use of vehicle control systems
4. Define state and federal rules governing commercial motor vehicle operations
5. Demonstrate both coupling and uncoupling procedures of the semi-trailer
6. Apply safe backing principles for close quarter operations
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Examinations and Quizzes (1-6)
2. Performance Exercises (1-6)
3. Homework (1-6)

PROGRAM-LEVEL OUTCOMES ADDRESSED

- Complete the Pre-trip Inspection performance test with 80% or better
- Complete Basic Vehicle Control skills test with 80% or better

General Education Outcomes

Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

None

Occupational Program Outcomes

Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.

- Pass state Pre-trip Inspection performance test with 80% or better
- Pass state Basic Vehicle Control skills test with 80% or better

CDLA 111
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Orientation

II. Training Requirements
   A. Entry-level driver training requirements
   B. Driver Responsibilities
   C. Employer Responsibilities
   D. Proposed rule regarding driver training requirements

III. CDL Standards, Requirements & Penalties
   A. General purpose & scope
   B. Single license requirement
   C. Notification of convictions for driver violations
   D. Employer Responsibilities
   E. Implied Consent to alcohol testing
   F. Commercial Motor Vehicle Groups

IV. Qualification of Drivers
   A. General qualifications of drivers
   B. Responsibility of Drivers
   C. Disqualification of Drivers
   D. Annual inquiry and review of driving record
   E. Physical qualifications for drivers

V. Vehicle Inspections
   A. Types of Inspections
   B. Seven Step Pre-trip Inspection
   C. Inspection, Repair, & Maintenance

VI. Coupling/Uncoupling
   A. Correct procedures to safely couple & uncouple a tractor with a semi trailer
   B. Controls, parts and accessories used for coupling / un-coupling a tractor-trailer

VII. Vehicle Inspections
   A. Key parts of the tractor & their function
   B. Procedure for inspecting the working condition of the trucks critical components

VIII. Preventive Maintenance
   A. Types of Maintenance
   B. Regulatory Requirements
   C. Pitfalls of Poor Vehicle Maintenance

IX. Diagnosing & Reporting Malfunctions
   A. Driver Awareness
   B. Early Detection
   C. Driver Responsibility
   D. Mechanic Responsibility
   E. Troubleshooting breakdown problems
   F. Reporting Malfunctions

X. Control Systems
   A. Function of vehicle controls and instruments
B. Primary and secondary vehicle controls
C. Operating ranges for vehicle instruments and gauges

XI. Vehicle Systems
   A. Basic vehicle components
   B. Vehicle component functions and malfunctions
   C. Vehicle component relationships to one another

XII. Basic Controls
   A. Procedures for starting, warming up, and shutting down the diesel engine
   B. Procedure for putting the tractor and tractor-trailer in forward motion
   C. Procedure for backing the tractor and tractor-trailer in a straight line
   D. Procedure for making left and right hand turns
   E. Procedure for safely bringing the vehicle to a stop

XIII. Rules & Regulations regarding driver qualification and training
   A. Compatibility of state laws and regulations
   B. Rules governing application for operating authority
   C. Brokers of Property rules & freight forwarder
   D. Transportation of Hazardous Materials
   E. Procedures for transportation workplace drug & alcohol testing