COURSE INFORMATION FORM

DISCIPLINE: Business
COURSE TITLE: Safe Operating Procedures

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

CATALOG DESCRIPTION
The focus of this class is on safe operating procedures of the tractor-trailer in roadway/highway operations. Instruction will focus on proper backing techniques, shifting skills, communication practices, hazard awareness, speed and space management, as well as introducing the student to the hours of service regulations.

PREREQUISITES

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:
1. Employ the proper shifting techniques for a manual transmission
2. Demonstrate proper employment of the hours of service rules for various operations
3. Identify defensive driving procedures for various road & traffic situations
4. Recognize and address the causes of common road hazards and potentially threatening traffic situations
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.)
Examination & Quizzes (1-4)
Performance Exercises (1-4)
Homework (1-4)

PROGRAM-LEVEL OUTCOMES ADDRESSED
- Complete On Road Driving test 80 % or better
- Pass hours of service written 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.

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 On Road Driving test 80 % or better
- Pass hours of service written exam 80 % or better
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. Shifting Non-synchronized & Synchronized Transmission
   A. Shifting controls
   B. Non-synchronized up & down shifting procedures
   C. Progressive shifting technique
   D. Transmissions and shifting patterns

II. Communication
   A. Turn signals in a large vehicle
   B. Tapping the brake pedal
   C. 4-way flashers
   D. Vehicle position
   E. Hazards of directing traffic
   F. Breakdown procedures
   G. Road rage

III. Hours of Service Background
   A. Purpose of the Hours of Service Rules
   B. History of the Hours of Service Rules
   C. The rules and the daily log sheet
   D. Electronic onboard recording devices

IV. Log Sheet Auditing
   A. FMCSA auditing requirements
   B. Company compliance responsibility
   C. Driver responsibilities

V. Speed Management
   A. Factors involved in stopping a vehicle
   B. Speed & Surface Conditions related to stopping a vehicle
   C. Handling curves, Up-Grades & Down Grades
   D. Traffic flow patterns related to speed management
   E. Violating posted speed limits

VI. Space Management
   A. Space Cushion around your vehicle
   B. Overhead & Under vehicle obstructions
   C. Narrow roads and bridges

VII. Railroad Crossings
   A. Types of Crossings
   B. Where & when to stop
   C. Railroad crossing safety measures
D. Operation Lifesaver

VIII. Visual Search
   A. Internal / external environment
   B. Types, position & use of mirrors
   C. Vehicle blind spots
   D. Scanning techniques

IX. Special Rigs
   A. Function, Size & unique features of special rigs
   B. Operating Characteristics & Hazards of special rigs
   C. Training & licensing requirements for operating special rigs