COURSE INFORMATION FORM

DISCIPLINE    Business
COURSE TITLE  Non-Driving Procedures
CR.HR    2       LECT HR. 2       LAB HR. 0       CLIN/INTERN HR. 0       CLOCK HR. ______

CATALOG DESCRIPTION
Through this course student drivers will be prepared to handle the non-driving responsibilities related to trucking including documentation and handling of cargo, driver finances, truck technology and life on the road. Training will focus on ensuring the safety of the driver, the vehicle, its cargo and other road users. A hands on driving segment on situational awareness will ensure that the entry-level driver is well prepared to begin a career in the trucking industry.

PREREQUISITES

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:
1. Identify proper cargo handling and Securement techniques
2. Describe correct cargo documentation methods
3. Differentiate responsibilities between shipper and driver
4. Explain the function of Electronic On Board Recording technology
5. Calculate budget issues related to home and on-the-road expenses
6. Define situational awareness competencies
7. State the process for using the Whistle Blower Act
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. Examination & Quizzes (1-7)
2. Performance Exercises (1-7)
3. Homework (1 - 7)

PROGRAM-LEVEL OUTCOMES ADDRESSED

- Complete on road driving test 80 % or better
- Pass the Whistle Blower Act written Exam 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 Whistle Blower 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. Handling Cargo
   A. Loading Responsibilities
   B. Load Securement Regulations
   C. Load Securement Methods
   D. Weight Distribution
   E. Special Purpose Vehicles
   F. Forklift & Pallet Jack safety

II. Transporting Cargo Safely
    A. Inspecting Cargo
    B. Weight & Balance
    C. Bridge Law Formula

III. Cargo Documentation
     A. Driver & Shipper Responsibilities
     B. Bill of Lading
     C. Previously Loaded & Sealed Trailers
     D. Hazardous Materials Loads
     E. Cargo Rates –Mileage & Class Rates

IV. Transportation of Hazardous Cargo
    A. Driving and Parking Restrictions
    B. Smoking Restrictions
    C. Fueling Requirements
    D. Instructions & Documents
    E. Motor Carrier Responsibility for Routing

V. Hazardous Materials Loading and unloading
   A. Bulk Tank loading/unloading
   B. Driver Responsibilities
   C. Shipper Responsibilities

VI. Whistle Blower Protection Act
    A. Freight handlers & Transportation Employees
    B. The Right to Refuse
    C. Filing a Complaint
    D. Identifying violations
    E. What is unsafe according to the rules

VII. Driver Finances
     A. On-the-road expenses
     B. Paycheck methods
     C. Joint checking account
     D. Paying bills on the road
     E. Using credit cards on the road
F. Retirement planning
G. Handling a financial Crisis from 1000 miles away

VIII. Truck Technology
A. Current vehicle technology
B. Technology applications
C. On Board Recording Devices
D. Trailer Tracking

IX. Life on the Road
A. Trucking lifestyle
B. Managing Stress
C. Personal Safety Concerns
D. Family time