ENTRY LEVEL COMMERCIAL DRIVER – CLASS B THEORY TRAINING SYLLABUS

Trainee Name _________________________________           License/CLP# ________________________________
Start Date _______________         End Date ________________________
Training Provider ____________________________________________

Resources Provided

Commercial Driver License Manual  Trainee Initials ________________
MDE Pupil Transportation Manual  Trainee Initials ________________

THEORY

B1.1 Basic Operations

Unit B1.1.1. Orientation

Vehicles Exempt
CDL Classes
CDL Endorsements
CDL Restrictions
Legal Age
Medical Examination
CDL Instruction Permit

**Driver Disqualifications**

60 + days -Serious Traffic Violations
Lose CDL for at least 1 year
Lose CDL for at least 1 year or more
Lose CDL for Life

Railroad-Highway Grade Violations

Other CDL Rules

**Non-Compliance of 380, 382, 383, and 390-399 of FMCSRs**

Part 40 Drug and Alcohol Regulations
Part 380 Special Training Requirements
Part 381 Waivers, Exemptions and Pilot Programs
Part 382 Controlled Substances and Alcohol Testing
Part 383 CDL Standards; Requirements and Penalties
Part 390 Federal Motor Carrier Safety Regulations
Part 391 Qualifications for Drivers/Combo Vehicles Driver Instructions
Part 392 Driving of Commercial Motor Vehicles
Part 393 Part and Accessories Necessary for Safe Operation
Part 394 Reserved
Part 395 Hours of Service and Applicable State and Local Laws
Part 396 Inspection, Repair, and Maintenance
Part 397 Transportation of Hazardous Material; Driving and Parking Rules
Part 398 Transportation of Migrant Workers
Part 399 Employee Safety and Health Standards

**Applicable State and Local Laws**
Mississippi Traffic Code
Mississippi Department of Education Minimum Standards

**Stopping at Weigh Stations/Scales**
Roadside Inspections

**Hazard Awareness of Vehicle Size and Weight**
Vehicle Measurements

**Low Clearance Areas**
Restriction Maps

**Bridge Formulas**
Federal Bridge Formula

Basic Operations Test Score _____         Trainee Initials ______

Unit B1.1.2  Control Systems/Dashboard
Reading Gauges and Instruments Correctly

Proper Use of Vehicle Safety Components

Emergency Triangles
  Placement

Fire Extinguisher
  Operation and PASS

First Aid Kit
  Contents
  Potential Uses
  Blood borne Pathogens
  Universal Precautions
  Body Fluid Clean Up Kits

Webbing Cutter

Seat Belts/Restraints

Required Use

Proper Use

Proper use of mirrors

Federal Standards

Front Left Crossover
Front Left Convex
Front Left Flat Mirror
Front Right Convex Mirror
Front Right Flat Mirror
Inside Rearview Mirror

**Primary and Secondary Controls**
Steering
   Identify/Locating/Function
Accelerating
   Identify/Locating/Function
Shifting
   Identify/Locating/Function

**Primary and Secondary Controls**
   Gear Selector
   Manual Shift Patterns
   Steps to Drive a Stick Shift
Braking Systems - Anti-Lock
   ABS Indicator Lights
   Identify/Locating/Function
Hydraulic Brakes
  Identify/Locating/Function

Air Brakes
  Identify/Locating/Function

Brake Checks
  Park Brake
  Hydraulic Brake
  Dual Air Brake
  Service Brake

Control Systems/Dashboard Test Score

Trainee Initials

Unit B1.1.3 Pre-Trip and Post Trip Inspections

FMCSA 392.7 Equipment, Inspection and Use

FMCSA 396.11 Driver Vehicle Inspection Reports

Report Content

Corrective Action
  Retention period for reports
  Appropriate Locations

The Pre-Trip

The approach
Under the Hood
Air Compressor
Steering
Frame
Coolant
Alternator
Belt and Fan
Water Pump
Shock, U-Bolts, Brake Hoses
Spring Mount
Leaf Springs
Brakes
Brake Caliper
Tires and Splash Guard
Rim, Lug Nut, Hub and Drum
Service Door
Handrail, Steps and Release Valve
Triangles
Fire Extinguisher
First Aid Kit, Body Fluid Kit, Seatbelt Cutter and Radio

Student Mirror and Shade Visor

Seat Belt, Driver's Window and Documents

Mirrors

Windshield

SAFE START

ABS

Light Indicators

Gauges

Heaters/Defrosters and Interior Lights

Horn and Steering Wheel

Wiper and Washer

Air Brake Test

Seating

Walls, Windows and Ceiling

Emergency Window Exit

Emergency Roof Hatch Exit

Emergency Rear Door Exit

Lift Door
Flooring
Rear Heaters

External Light Inspection
  Clearance Lights
  Student Lights
  Headlights (low and high beam)
  Hazard Lights
  Turn Signals (left and right)
  Stop Arm
  Taillights
  Brake Lights
  Entry Lights
  Reflectors
  Frame and Exhaust
  Rear Tires and Splash Guards
  Bud Rims/Spacers
  Springs and Spring Mount
  Rear Brakes
  Air Bags, Air Bag Mounts
Torque Arm
Fuel Tank/Fuel Cage
Fuel Cap/Fuel Door
Drive Shaft
Air Dryer and Retarder
Webasto
Stop Arm
Battery Box
Electrical Box/Panel

Enroute Inspections

Post Trip Inspections
Student Check
Walk Around
Articles Left on Bus
Open Windows/Doors
Damage Vandalism
Mechanical Problems
Operational Problems

Pre-Trip and Post-Trip Inspections Test Score_________  Trainee Initials_____________
Unit B1.1.4  Basic Controls
   Executing Turns
      Left Turns
      Right Turns
   Centering the Vehicle
      Conventional vs. Transit
   Maneuvering in Restricted Areas
      Entering and Exiting Interstate or Controlled Access Highway

Unit B1.1.5  Shifting/Operating Transmissions
   Shifting Patterns
   Manual Transmission Shifting
   Shifting Techniques
      Manual Transmission
      Automatic Transmission
   Downshifting
   Multi-Speed Rear Axles/Auxiliary Transmissions

Unit B1.1.6  Backing and Docking
   G.O.A.L. Get Out and Look
   Backing Techniques
Evaluation of Backing/Loading Facilities

Straight Line Baking

Offset Backing
  Left
  Right

Parallel Park
  Sight Side
  Conventional vs. Transit

Alley Dock

Basic Controls Test Score ________           Trainee Initials ________

B1.2  Safe Operating Procedures

  Road Conditions
  Weather Conditions
  Traffic Conditions
  Seat Belt Assembly

  STAR Seat
  Integrated Seats
  Restraints - 3-point
Unit B1.2.1  Visual Search
   Potential Hazards
   Critical objects
   Distracted Walkers
       Video
   Recognizing Distracted Driver
       Video

   Personal Security/General Awareness in Common Surroundings
   Truck Stops and Rest Areas

Unit B1.2.2  Communication
   Brake Lights
   Turn Signals
   4-Way Flashers/Hazard Lights
   Amber-Warning Lights
   Red-Warning Lights
   Warning Triangles
   Back-Up Lights
   Audible Alarm
   Clearance Lights
Horn
Head Lights (low and high beam)
Strobe Lights
Student Lights
Eye Contact

**Things to Avoid**
Hand Signals
Flashlight High Beams

**Unit B1.2.3  Distracted Driving**
Improper Cell Phone Use
Texting
Use of In-Cab Technology
Visual Attention (eyes on the road)
Manual Control (hands on the wheel)
Cognitive Awareness (mind on task)

**Unit B1.2.4  Speed Management**
Various Roads
Speed Limits
Weather Conditions
Traffic Conditions

**Unit B1.2.5  Space Management**

- Calibrating Safe Following Distances
- Stopping Distance
- CMV Weight
- CMV Length

**Unit B1.2.6  Night Operation**

- Changes in Vision
- Night Blindness
- Night Communication
- Night Speed
- Night Space Management
- Proper use of Lights
- Night Driving - Special Problems

**Unit B1.2.7  Extreme Driving Conditions**

- Cold Weather
- Avalanches
- Tire Chains
- Chaining Procedures
ENTRY LEVEL COMMERCIAL DRIVER – CLASS B THEORY TRAINING

Hot Weather
Inclement Weather
Steep Grades
Sharp Curves

**Safe Operating Procedures Test Score** _______  

**Trainee Initials** ________________________

**B1.3 Advanced Operating Practices**

- Hazard Perception
- Recognizing Potential Hazards
- Neutralizing Possible Emergency Situations

**Identifying Road Conditions**

- Safety Procedures in construction/work zones

**Unit B1.3.2 Skid Control/Recovery/Jackknifing and Other Emergencies**

- Evasive Steering
- Off-Road Recovery
- Emergency Braking
- Anti-Lock Brakes
- Brake Failure
- Tire Failure
Hydroplaning

**Unit B1.3.3  Railroad-Highway Grade Crossings**

- Federal/State RR grade crossing regulations
- RR grade crossing environments
- Obstructed view conditions
- Clearance around the tracks
- Rail Signs and Signals
- Emergency Notification Systems

**Advanced Operating Practices Test Score_________________**  
Trainee Initials_________________

**Unit B1.4  Vehicle Systems and Reporting Malfunctions**

- Knowledge of CMV

**Unit B1.4.1  Identification and Diagnosis of Malfunctions**

- Engine
- Engine Exhaust Auxiliary Systems
- Brakes
- Drive Train
- Coupling Systems
- Suspension

**Unit B1.4.2  Roadside Inspections**
Driver violations classified as out-of-service (OOS)

Penalties of operating a CMV when OOS

Unit B1.4.3 Maintenance

Basic servicing and checking procedures

Vehicle Systems and Reporting Malfunctions Test Score_________ Trainee Initials_________

Unit B1.5 Non-Driving Activities

Unit B1.5.1 Handling and Documenting Cargo

Weight Distribution
Cargo Securement
Fully Contained
Immobilized
Secured
Cargo Covering
Techniques for Safe and Efficient Loading/Unloading
Cargo Security/Cargo Theft Prevention Procedures
Cargo Documentation

Unit B1.5.2 Environmental Compliance Issues

Recognizing Environmental Hazards
Environmental Hazard Classes
State Requirements
Federal Requirements
National Response Center

Unit B1.5.3  **Hours of Service Requirements**
Requirements applicable for different industries

**FMCSA Summary of HOS**

**Consequences of Violating the HOS regulations**

Fines and Penalties

**Drivers Daily Log**

Paper
Electronic
Timesheet
Logbook recap (if applicable)

Unit B1.5.4  **Fatigue and Wellness Awareness**

Consequences of chronic and acute driver fatigue

Unit B1.5.5  **Post-Crash Procedures**

Assessing your own physical condition

Notifying Authorities
Protect the area
Obtain emergency medical assistance
Avoiding subsequent crashes
Triangles, flashers, etc.
How to use a fire extinguisher
Post-testing controlled substances and alcohol testing

**Unit B1.5.6  External Communications**
Interpersonal communication with enforcement officials
Implications of violating Federal and state regulations on their records

**Unit B1.5.7  Whistleblower/Coercion**
Whistleblower protection regulations 29 CFR part 1978
Procedures for reporting incidents of coercion

**Unit B1.5.8  Trip Planning**
Safest Route
Rest Stops Heavy traffic areas
Railroad-highway grades safe clearance and ground clearance
Need for permits
Vehicle size and weight limitations
Restricted routes
Pros and Cons of GPS
Fuel Efficient Routes

Unit B1.5.9 Drugs and Alcohol
Controlled Substances
Prescription Drugs
Alcohol testing

Unit B1.5.10 Medical Requirements
Medical certification
Responsibilities
General Qualifications, Disqualifications 49 CFR Part 391, subparts B and E

Non-Driving Activities Test Score _________ Trainee Initials _________________

List of Videos Shown Date
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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Final Total Test Score Percentage __________________________

Trainee Printed Name _____________________________________

Trainee Signature _______________________________________

Trainer(s) Full Signature(s) Date(s)
ENTRY LEVEL COMMERCIAL DRIVER – CLASS B THEORY TRAINING

CLASS “B” RANGE AND PUBLIC ROAD SYLLABUS

Trainee Name ________________________________________________         License/CLP # ______________________
Start Date _____________________       End Date ________________________
School District__________________________________

Required Documentation Prior to Driving Any Vehicle

_________ Trainee Behind the Wheel Self-Certification Form

Unit B2.1  Vehicle Inspection Pre-Trip/Enroute/Post Trip

Driver-trainees must demonstrate proficiency in conducting pre-trip and post-trip inspections as specified in §§392.7 and 396.11, including appropriate inspection locations. Instruction must also be provided on enroute vehicle inspections.

Unit B2.2  Straight Line Backing

Driver-trainees must demonstrate proficiency in proper techniques for performing various straight-line backing maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.3  Alley Dock Backing (45/90 Degree)

Driver-trainees must demonstrate proficiency in proper techniques for performing 45/90-degree alley dock maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.4  Off-Set Backing

Driver-trainees must demonstrate proficiency in proper techniques for performing off-set backing maneuvers to appropriate criteria/acceptable tolerances.

Unit B2.5  Parallel Parking Blind Side
Driver-trainees must demonstrate proficiency in proper techniques for performing parallel parking blind side positions/maneuvers to appropriate criteria/acceptable tolerances.

**Unit B2.6  Parelle Parking Sight Side**

Driver-trainees must demonstrate proficiency in proper techniques for performing sight side parallel parking maneuvers to appropriate criteria/acceptable tolerances.

*I certify that _____________________________ has demonstrated proficiency in all of the above stated skills and has successfully completed the Range Training.*

Trainer(s) Full Signature(s)    Date(s)
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

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UNIT B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway

Driver-trainees must demonstrate proficiency in proper techniques for initiating vehicle movement, executing left and right turns, changing lanes, navigating curves at speed, exiting, and entering the interstate, and stopping the vehicle in a controlled manner.

UNIT B3.2 Shifting/Transmission

Driver-trainees must demonstrate proficiency in proper techniques for performing safe and fuel-efficient shifting.

UNIT B3.3 Communications/Signaling

Driver-trainees must demonstrate proficiency in proper techniques for signaling intentions and effectively communicating with other drivers.

UNIT B3.4 Visual Search

Driver-trainees must demonstrate proficiency in proper techniques for visually searching the road for potential hazards and critical objects.

UNIT B3.5 Speed and Space Management

Driver-trainees must demonstrate proficiency in proper habits and techniques for adjusting and maintaining vehicle speed, taking into consideration various factors such as traffic and road conditions. Driver trainees must demonstrate proficiency in maintaining proper speed to keep appropriate spacing between the driver-trainee’s CMV and other vehicles. Instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather, and CMV weight and length.

UNIT B3.6 Safe Driver Behavior

Driver-trainees must demonstrate proficiency in safe driver behavior during their operation of the CMV.

UNIT B3.7 Hours of Service (HOS) Requirements
Driver-trainees must demonstrate proficiency in the basic activities required by the HOS regulations, such as completing a Driver’s Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate.

**Unit B3.8  Hazard Perception**

Driver-trainees must demonstrate their ability to recognize potential hazards in the driving environment in time to reduce the severity of the hazard and neutralize possible emergency situations. Driver-trainees must demonstrate the ability to identify road conditions and other road users that are a potential threat to vehicle safety and suggest appropriate adjustments.

**Unit B3.9  Railroad-Highway Grade Crossing**

Driver-trainees must demonstrate the ability to recognize potential dangers and to demonstrate appropriate safety procedures when RR-highway grade crossings are reasonably available.

**Unit B3.10  Night Operation**

Driver-trainees must be familiar with how to operate a CMV safely at night. Training providers must teach driver-trainees that night driving presents specific circumstances that require heightened attention on the part of the driver. Driver-trainees must be taught special requirements for night vision, communications, speed, space management, and proper use of lights.

**Unit B3.11  Extreme Driving Conditions**

Driver-trainees must be familiar with the special risks created by, and the heightened precautions required by, driving CMVs under extreme driving conditions, such as heavy rain, high wind, high heat, fog, snow, ice, steep grades, and curves. Training providers must teach driver-trainees the basic driving habits needed to deal with the specific challenges presented by these extreme driving conditions.

**Unit B3.12  Skid Control/Recovery, Jackknifing, and Other Emergencies**

Driver-trainees must know the causes of skidding and jackknifing and techniques for avoiding and recovering from them. Driver-trainees must know how to maintain directional control and bring the CMV to a stop in the shortest possible distance while operating over a slippery surface. Driver-trainees must be familiar with proper techniques for responding to CMV emergencies, such as evasive steering, emergency braking, and off-road recovery. They must also know how to prevent or respond to brake failures, tire blowouts, hydroplaning, and rollovers.
I certify that ____________________________ has demonstrated proficiency in all of the above stated skills and has successfully completed Public Road Training.

Trainer(s) Full Signature(s)            Date(s)
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
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_______________________________________________________________________________

Copy of Syllabus and Certificate of Completion

______________ Total Clock Hours

Trainee

District Personnel File

Trainer File

Sent to Mississippi Department of Education, Division of Pupil Transportation