



**COMMERCIAL DRIVER
CDL TRAINING SCHOOL**

CATALOG
CDL CLASS A



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MISSION STATEMENT

The mission and purpose of Karl's Transport Commercial Driver CDL Training School is clear and uncompromised. The Objective is to prepare students with the knowledge and skills that will enable them to qualify for entry level jobs within Karl's Transport and the trucking industry. Emphasis is placed on safety, a thorough understanding of the Federal Motor Carriers Safety Rules and Regulations the

operation of heavy duty tractor/trailer equipment, and defensive driving techniques necessary in developing the skill level required to pass the Commercial Drivers License Examination. Karl's Transport Commercial Driver CDL Training School is designed to train, educate, and assist in the placement process in the trucking industry.

FACILITIES AND EQUIPMENT

Training is held at N2440 US HWY 45 Antigo, WI 54409. It includes a classroom for lessons, a yard for hands on training, including actual loading docks, a small breakroom, and restroom facilities.

Equipment used for training are driver kits which includes several Truck Driver reference books. The Federal Motors Carriers Safety Regulations, A driver training manual, a current road atlas, a safety green vest a live Peoplenet training electronic Logging device, a three-axle sleeper cab tractor with a 10-speed manual transmission, a 53-foot dry van trailer.

Our Training School does not have dormitory housing facilities. **The Program has no responsibility for finding students housing.** Please contact Karl's Transport 715-623-2033 for nearby hotels.

SCHOOLS CONTROLLING ENTITY

Karl's Transport Inc. 975 Amron Ave Antigo, WI 54409

SCHOOL ADMINISTRATOR/INSTRUCTOR

Timothy W Kordula *Wis State License #7012* PH# 715-891-7889 timk@karlstransport.com

SCHOOL HOLIDAYS

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. Any other days that class will not be held will be communicated to the students a minimum of 2 weeks in advance.

FACULTY

Timothy W Kordula Wis. State Licensed # 7012 CDL Instructor-- 20 Years' experience in the Trucking Industry, supervised both LTL carriers and Truckload, Supervised Freight Operations, for a small box carrier. Drove all 48 States hauling various loads. Currently serve on the Wisconsin Motor Carriers Associations Legislative Committee, attended the Call on Washington both 2017 and 2018, received the Presidential Safe Drivers award 4 consecutive years. Extensive training in defensive driving and recruiting. Passed all required DOT tests for Instructors with a 92% average. Experienced Mentoring drivers in fuel economy and proper driving techniques to reduce maintenance costs.

SCHOOL EVALUATION PROCESS

Our program will conduct student surveys along with self-audits. We will keep contact with our curriculum advisors at JJ Keller to keep the curriculum up to date and maintain all the proper records as such.

We will reevaluate the classrooms, and the yard range for safety and comfort.

SCHOOL ADMISSION POLICY

Students must be 21 years old to drive a vehicle in Interstate Commerce, and to apply. Must have a high school diploma or GED, must be able to read, write and speak the English language, able to pass a DOT physical and drug test, possess a valid Wisconsin Drivers License and hold a valid CDL learners permit.

Must pass a personal background check acceptable to the trucking industry, and have a clean Wisconsin Motor Vehicle record.

SCHOOL TRAINING

Karl's Transport Commercial Driver CDL School will provide both classroom and Behind-the-Wheel instruction at the following locations. N2440 US Hwy 45 Antigo, WI 54409 and 975 Amron Ave Antigo, WI 54409. The hours will vary by individual. Averaging 180 hours per student (approximately 10 weeks)

The Student upon successful completion of the program will then be tested by a certified Wisconsin DOT CDL examiner not affiliated with the program. When successfully passing the CDL exam the student agrees to remain with Karl's Transport for a period of 18 months. The benefit behind this, is guaranteed job placement with an outstanding company in business for over 30 years, giving the support, tools, and communication needed to be a successful driver in the trucking industry.

ABILITY-TO-BENEFIT STUDENTS

Karl's Transport Driver CDL School will take students without Highschool diplomas or GED'S providing the student takes a pre-employment aptitude test proved by the development program and passes with a score of 80% or above.

ACCEPTANCE

Students will be accepted into the program once all admission requirements have been fulfilled. And notified via phone call immediately thereafter.

APPLICATION DEADLINE

The classes run for 10 weeks with a 1 week break in between. Starting and Ending dates will vary on the student enrollments and applications the program receives. All students will have a 2 week minimum notification as to when the next class begins.

NO ADVANCED STANDING OFFERED

STUDENT STANDARDS OF SATISFACTORY PROGRESS, GRADING, AND TERMINATION

In order for a student to be making satisfactory progress in their course of study leading to graduation and a certificate, each student is required to maintain satisfactory to excellent progress while attending the required classes to ensure satisfactory completion of the entire course. Each student's progress will be measured at the end of each one-week increment via a written progress report on what improvements need to be made in order to successfully complete the class. Normal completion time for the Karl's Transport Commercial Driver CDL Training School is 10 weeks. All written exams need a 75% score to pass. All skill tests must have 85% score to pass. The 85% skills tests are based on the Wisconsin Department of Transportation skill test standards. The Karl's Transport Driver CDL Training School is a PASS or FAIL grading system. This grading method fits a primarily physical skills training program better than the traditional letter or number grade system. We want our students to attain skilled entry level operational skills more than we want them competing with each other to receive an A or B etc. During training Instructors will measure and grade daily progress of the student by observing daily operational skills and evaluating homework assignments, quizzes and examinations. If the student is lacking in daily satisfactory progress in the instructors view then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to improve via remedial training.

The PASS or FAIL grading system mirrors our core training belief, operating large equipment is either done in a safe and professional manner or it is not. This system allows the graduate's employment search and employment with Karl's Transport to be based on their own personal skill levels obtained versus becoming a victim of employment grade competition.

STUDENT RECORDS

Student records will contain the following: Contract/agreement signed by the student and instructor, student record forms documenting the students daily and weekly progress, copy of learners permit and Wisconsin Drivers License, copy of Federal Medical certificate, a recent Wisconsin or out of State motor vehicle report. Make up days and lessons provided the student was absent.

All records will be kept a minimum of 6 years in accessible files and indefinitely in accessible and secured storage. If the school closes for any reason, the records will be maintained at the Karl's Transport facility by the appointed Custodian of Records.

CONFIDENTIALITY

Karl's Transport Driver CDL Training School in accordance "Wis. Stat. sec. 118.125." maintains all student records at its offices in Antigo, WI. These records are confidential in nature and no disclosure is provided to outside inquiries or sources without the student's written consent. The student is eligible to inspect and review the records and may amend or update the file for accuracy of personally identifiable information. Accordingly, after graduation and employment, a statement describing the nature of the student's request, properly notarized, plus a ten dollar (\$10.00) processing fee in the form of a money order or certified check, must be submitted to the administrative office, prior to the disclosure of the relevant confidential information.

SPECIAL GRADING CIRCUMSTANCES—PROBATION—DISMISSAL

We feel based on our instructors knowledge and commitment we will get the student the instruction to successfully pass the course. We do however allow the student to withdraw on his/her own as stated on page 6. If a student does not complete the course with a passing grade of 75% and 85 % on the skill test we will provide remedial training at NO COST to the student. This will occur for one full 10 week session after the student fails to meet the 75% and 85% scores. After a second 10 week program that is unsuccessful, the student will be dismissed. The student may appeal as described on page 6.

1. **Make-up work and incompletes:** time and instruction lost due to an absence may be made up at a later date at the discretion of the Training Instructor. All makeup work must be satisfactorily completed prior to graduation.
2. **Remedial Training:** any student, as a result of daily evaluations or failure to maintain a minimum grade point average of 75% on quizzes, written exams, or lacks skills to perform at a "passing" 85% skill-level on equipment exercises may be afforded additional training time to help bring up any area of deficiency to satisfactory standards.
3. **Withdrawals:** any student who discontinues training for any reason other than an approved leave of absence will be considered withdrawn as of the last day of actual attendance. Satisfactory progress up to

the withdrawal date will be considered in any appeal for re-instatement after withdrawal. A student's enrollment will be permanently terminated after a second withdrawal.

APPEAL PROCEDURES/READMISSION POLICY

If there are mitigating circumstances which prevents a student from maintaining satisfactory progress, a student may appeal termination based on these circumstances. The appeal must be made in writing and sent to the Instructor. This appeal letter must explain fully the circumstances behind a student's failure to maintain satisfactory progress and what the student plans to do to overcome these circumstances and to maintain satisfactory progress for the duration of the course. If an appeal is approved, the student will be notified of the satisfactory progress conditions they must meet for the remainder of the course. If a student subsequently fails to meet the school's conditions of the appeal, the student's enrollment will be terminated. Students may be re-admitted to school under this policy, if approved.

STUDENT CONDUCT - RULES AND REGULATIONS

At the start of the class all students will be briefed on rules and regulations which must be adhered to at all times while on school grounds and/or in school equipment while in training. This includes all training locations and lodging vendors. The rules and regulations are:

1. Karl's Transport Commercial Driver CDL Training School prohibits the student's use of cell phone or similar devices while at any classroom, vehicle, or training area. These devices create an unsafe work environment for everyone.
2. The School wants to remind each student they are in a professional training environment and are expected to act accordingly at School and in the community. Any student who is consistently uncooperative or insubordinate with the instructor will be advised to change their unprofessional conduct. If the student's conduct does not improve, the student will be dismissed from school and rescheduled for a later training class. The student will be informed at the time of dismissal if the same condition exists when the student returns for the next class, the student will be dismissed permanently.
3. Any student that is obviously under the influence of alcohol and/or drugs will be immediately terminated from the School. The School maintains a zero tolerance.
4. Any student will be immediately expelled from school with no opportunity for reinstatement for any of the following offenses: Use of alcohol and/or drugs. Stealing, vandalism and intentional abuse of fellow student/school personnel/school property/training equipment/lodging facilities. (The proper law enforcement agencies will be notified) Being arrested and charged, at any time, at any place, by the police for the possession, consumption, distribution or in any other way connected with alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they may apply for reinstatement to the school. If the student is convicted, the student will not be allowed to return to the school.
5. The school does not condone the practice of borrowing or lending of money or personal property.
6. The school is not responsible for lost or stolen money or personal property. It is the student's responsibility to safeguard their own property.
7. Fighting
8. Vandalism

LEAVE OF ABSENCE

A student seeking a regular leave of absence must provide a written notice to the INSTRUCTOR prior to their requested leave start day. The request should include the reason and the time period that the student is requesting. The decision to grant or deny will be determined on a case by case basis. If a student is granted a regular leave of absence and the student does not return to class by the scheduled time the student will be considered dropped as of the first day after their scheduled return. If a student requests a medical leave of absence, then a note from their medical provider will need to be provided verifying the start date for the leave and a release date to return to this course. If a student is granted a medical leave of absence and the student does not return to class by the scheduled time the student will be considered dropped as of the first day after their scheduled return. A regular leave of absence and a medical leave of absence cannot exceed thirty calendar days. Only one leave of absences will be granted to each student.

ABSENCES/EXCESSIVE ABSENCES

In case of illness, death, or birth of an immediate family member the student will need to notify the instructor either in writing or via telephone call in order to obtain an “excused absence”. All other absences will be considered, “unexcused”. Excessive absences may result in a student being dropped from the course. Excessive is considered to be 25% or more in a one week period, and 20% or more in a two week period, combined. Students would be referred to the instructor for determination and action to be taken.

RECORDING ABSENCES

All absences will be recorded on the daily attendance roster by the instructor, whether the absences are excused or unexcused. Students will have three days after returning to make-up the classes lost. This could include a substantial written assignment on a topic covered in the missed sessions with grading to be the same as normal class time missed, or equal time with the instructor after normal class hours in a private lesson at NO ADDITIONAL COST TO THE STUDENT, once again graded the same 75% and 85% scale used in regular sessions. .

The students record will be noted as to the absences and the make-up sessions.

TARDINESS

A student will be considered tardy when 15 minutes have passed since the actual start of the days class.

2 tardies within a week will equal 1 unexcused absence.

STUDENT COMPLAINTS

Karl's Transport Commercial Driver CDL Training School Instructor has an open door policy. If a student wants to address a complaint or notify the school of a problem the student should speak to their Instructor first. Most complaints or problems are resolved at the instructor level. After speaking to their Instructor if the student feels it necessary to speak to the School owner, the student is urged to do so. Should complaints need to be addressed after hours a phone call to the School Owner will be the process to follow. Upon completion of the student's Enrollment Agreement each student will be given the contact

information to contact the Instructor and School Owner should they need to after hours. Karl's Transport Commercial Driver CDL Training School desires that their training be professional and pleasant for all student and complaints will be review, investigated, and acted upon promptly. A complaint log will be maintained to document all complaints.

Contact information for complaints not resolved include the owners of the school and the Wisconsin EAP:

Karl and Jil Schulz

975 Amron Ave Antigo, WI 54409 715-623-2033 ext 112 and 111

Email jschulz@karlstransport.com

Wisconsin Educational Approval Program - Department of Safety and Professional Services

1400 E. Washington Avenue · Madison, WI 53703

Phone: (608) 266-1996 · Fax: (608) 264-8477 · Email: DSPSEAP@wisconsin.gov

STUDENT RIGHTS/ STUDENT CONCERNS

- Fair and effective teaching and grading of the program selected
- Due process and impartial hearing in all disciplinary matters
- Privacy to student records

NON-DISCRIMINATION POLICY

Karl's Transport Commercial Driver CDL Training School does not discriminate on the basis of race, color, sex, nationality, religion, creed, or ethnic origin in administration of its education policies, admission policies, academic policies, and other school administered programs. Due to the Department of Transportation medical requirements, potential student that disclose a disability will be advised by the Instructor if their disclosed disability might disqualify them under DOT regulations and if so, possible wavier through the Wisconsin Department of Motor Vehicles.

TUITION AND FEES (TUITION PAID TRAINING)

- Remain with Karl's Transport 18 Months=No Tuition
- Remain with Karl's at least 17 Months PAY \$250.00
- Remain with Karl's at least 16 Months PAY \$500.00
- Remain with Karl's at least 15 Months PAY \$750.00
- Remain with Karl's at least 14 Months PAY\$1000.00
- Remain with Karl's at least 13 Months PAY\$1,250.00
- Remain with Karl's at least 12 Months PAY\$1,500.00
- Remain with Karl's at least 11 Months PAY \$1,750.00
- Remain with Karl's at least 10 Months PAY \$2,000.00
- Remain with Karl's at least 9 Months PAY \$2,250.00
- Remain with Karl's at least 8 Months PAY \$2,500.00
- Remain with Karl's at least 7 Months PAY \$2,750.00
- Remain at Karl's at least 6 Months PAY \$3,000.00
- Remain at Karl's at least 5 Months PAY \$3,250.00
- Remain at Karl's at least 4 Months PAY\$3,500.00
- Remain at Karl's at least 3 Months= \$3,750.00
- Remain at Karl's at least 2 Months= \$4,000.00
- Remains at Karl's at least 1 Month= \$4,250.00

- Quits immediately after 10-week program \$4,500.00

INSTALLMENT PLAN

Karl's Transport Driver CDL Training School does not offer an installment plan.

BOOKS: Wisconsin commercial Drivers License manual, FMCSR Regulation book (little green book) JJ Keller Driver Training Manual are furnished at no cost to the students

MATERIALS: Karl's Transport Driver CDL Training School will provide returnable materials such as DVD'S, CD'S, Training Guidebooks, Wall Charts.

There is a charge and the student agrees to pay only when a returnable item is damaged, lost or missing. If not returned in good condition a charge of up to \$60.00 could be assessed on each item.

CANCELLATIONS AND REFUNDS (NON-TUITION PAID TRAINING)

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under EAB 6.03;
2. Accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	no ref

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40-days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

The following policy applies to all students whose training is terminated, either voluntarily or involuntarily. The pro rata refund policy meets the refund policy of the Wisconsin EAP Chapter SPS 408

In the event that a student does not meet the admission requirements and is rejected for training, the applicant will be notified in person or in writing and all previous obligations will be void. Notice of cancellation must be forwarded to: KARL'S TRANSPORT COMMERCIAL DRIVER CDL TRAINING SCHOOL N2440 US HWY 45 ANTIGO, WI 54409. Cancellation can be made in person, by electronic mail or certified mail.

All refunds, if any refund is due, will be made within ten (10) days.

FULL REFUNDS WITHIN 3-DAYS

REFUND POLICY – PRO RATA . **A full refund of monies** paid if the applicant withdraws, prior to starting class, within **3 business days** after signing the enrollment agreement and/or making and initial payment.

PARTIAL REFUNDS

A. Individuals, who cancel after midnight of the 3rd business day after signing the enrollment agreement, but prior to starting class, the school may keep an application fee of \$100.00 .

B. For a student who is terminated on training day #1 through #8 there will be a tuition charge of \$ 100.00

C. For a student who is terminated on training day #9 or any training day thereafter the refund will be pro-rata as referred to in the refund table ON PAGE 9 and based off the last day of attendance.

A student who withdraws or is dismissed after the period of time identified under s. SPS 408.03 (1) has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated ON PAGE 9, less any amounts owed by the student for the current enrollment period, less a one-time application fee of **\$100.00**.

(1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.

(2) Books and supplies are furnished at no charge therefor no refunds will be given. However, if the returnables are damaged or lost there will be a charge of \$60.00

(3) **Refunds shall be paid within 40 days after the effective date of termination.**

(5) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

WITHDRAWAL FROM THE COURSE

You have the right to withdraw from this course of instruction at any time. If you withdraw after the period allowed by the Cancellation Agreement, the school will retain a refund, less registration fee, if applicable, not to exceed **\$100.00**, (non refundable), within forty (40) days following the withdrawal. The student is obligated to pay only for educational service rendered and unreturned items or items not returned in good condition. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator is the number of hours of instruction which you have not received but for which you have paid. The denominator is the total hours of instruction for which you have paid. If the student paid for equipment, books, or materials, as specified in the agreement, as a separate charge, and the student returns these items in good condition, within the forty (40) days following the date of your withdrawal, the school shall refund the charge for these items paid by the student. If the student fails to return the items in good condition, allowing for reasonable wear and tear, the school may offset the documented cost to the school for these items.

If the amount the student paid is more than the amount that the student owes for the time attended, then a refund will be made within forty (40) days of withdrawal. If the amount that the student owes is more than the student has already paid, then the student will have to make arrangements to pay the remaining amount.

REFUNDS DUE

Pursuant to *Wis. Admin. Code s 408.5 (3)* All refunds due to the students will be paid within ten (10) days.

COMMERCIAL DRIVER CDL TRAINING SCHOOL COURSE OUTLINE

Orientation -8 Hours

OBJECTIVES

During this session, *the student should have a basic understanding of:*

- *The importance of the trucking industry*
- *The importance of compliance with applicable regulations*
- *The procedure for obtaining a commercial driver's license (CDL)*
- *The qualifications you are subject to in this industry*
- *Basic vehicle definitions*

We will begin session by initiating a discussion on the trucking profession, the importance of the trucking industry, and the need for regulation. Also cover our school's policies and procedures. A large portion of this lesson covers regulatory requirements including driver qualification, driver disqualification, and drug and alcohol testing. This is intended to help our students understand the serious nature of this profession and affirm their decision to become a professional driver. There may be instances from time-to-time when a student realizes he/she isn't ready or isn't qualified to become a professional driver. It is best to find this out at the start of training, as a student can terminate his/her instruction early on if necessary.

Hazard Awareness- 2 Hours

OBJECTIVES

This teaches the students the basic understanding of:

- Hazard recognition
- Road hazards
- User hazards
- The importance of planning ahead

The purpose of this topic is to introduce the student to the nature of hazards and clues to recognizing these hazards, this would include: Motorcycles, bicycles, Pedestrians, Farm Animals, and Machinery

Hazard Awareness-Railroad Crossings- 2 Hours

OBJECTIVES

At the completion of this lesson the student should understand the importance of and methods for:

- Determining when stopping is required
- Stopping at and crossing tracks safely
- Recognizing crossing signs, gates, and signals
- Emergency procedures

The purpose of this lesson is to discuss the dangers associated with highway rail grade crossings, the engineering controls in place to make crossings safer, the regulations requiring drivers to slow down and/or stop at rail crossings, and the safest methods available for crossing railroad tracks.

Driving—City, Rural, Night and Freeway-15 Hours

OBJECTIVES

Upon completion of this lesson, the student should have a basic understanding of:

- The factors that affect night driving including the driver, roadway, and vehicle
- Procedures for driving at night
- Challenges of City driving vs Rural Driving
- Freeway Driving and Toll road driving

*The purpose of this lesson is to introduce the student to the unique challenges of night driving and the changes in general procedures (communication, speed and space management, etc.) a driver must make when driving under the cover of darkness. This session will also cover the unique differences between city and rural driving and the challenges a driver faces when going from one to the other. It also goes in depth on the responsibilities of Freeway and toll road driving. The challenges, techniques for communication and responsibilities. **THIS WILL BE PRACTICED IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD.***

Control systems-10 Hours

OBJECTIVES

Upon the completion of this lesson, the student should have a basic understanding of the controls of a commercial motor vehicle, the student should be able to:

- Identify and describe the engine controls
- Identify and describe the function of the primary controls
- Identify and describe the function of the secondary controls
- Identify and describe the acceptable operating range for the instruments required to monitor vehicle oil, coolant, and electrical systems
- Identify and describe warning devices

The purpose of this lesson is to introduce the student to the controls and instruments found in a CMV. Stress the importance of understanding the functions of all the vehicles controls and instruments prior to operating the vehicle. We will also point out that the locations and /or appearance of the controls and instruments discussed may vary from vehicle to vehicle based on manufacturers specs. **THIS WILL BE PRACTICED IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD.**

• **Vehicle systems 5- Hours**

OBJECTIVES

At the completion of this lesson, the student should have a basic understanding of vehicle construction and systems.

- Identification of the key parts of a tractor-trailer
- How the key parts of a tractor-trailer function
- How the key parts function together in vehicle operation.

The purpose of this lesson is to introduce the student to the design of a tractor-trailer and the vehicles key systems and parts.

Vehicle inspection-5 Hours

OBJECTIVES

At the completion of this lesson the student should be able to have a basic understanding of the vehicle inspection process.

- Inspect and check the condition of the critical components of the tractor-trailer
- Perform accurate and efficient pre-trip inspections
- Perform en-route inspections
- Perform post trip inspections including completion of a driver vehicle inspection report (DVIR)

The purpose of this lesson is to teach the student the importance of conducting appropriate and systematic vehicle inspections. The procedures covered in this lesson will be stressed throughout the entire training program **IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD**

Basic Control-20 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- Starting, warming up and shutting down the engine of a CMV
- How to put a tractor into motion and how to stop a tractor-trailer
- How to straight line back a tractor trailer

- How to turn a tractor trailer.

The purpose of this lesson is to teach the student how to safely perform basic control maneuvers. The basic control elements are the foundation the student will build on throughout the training. The skills and habits learned in this lesson will continue to be practiced throughout the training both **IN CLASSROOM, ON THE RANGE, AND ON THE ROAD**

Shifting- 8 Hours

OBJECTIVES

At the completion of this lesson, the student will have a basic understanding of the procedures and skills required to shift a manual transmission including:

- The key elements to properly shift a manual transmission
- Basic shift patterns and procedures of a manual transmission
- The basics of an automatic transmission.

The purpose of this lesson is to introduce the student to shifting patterns and procedures so he/she can efficiently perform basic gear shifting maneuvers. **THIS WILL BE PRACTICED IN THE CLASSROOM, ON THE RANGE AND ON THE ROAD**

Backing- 20 Hours

OBJECTIVES

At the completion of this lesson the student should have an understanding and be proficient at:

- The basic backing principles and rules, offset, 90-degree, dock and blind side
- Basic backing maneuvers

The purpose of this lesson is to prepare the student for executing one of the most difficult maneuvers in trucking; backing a tractor-trailer. Patience and practice will be stressed to successfully back a tractor-trailer. Also, accuracy NOT speed will be taught. **THIS WILL BE IN THE CLASSROOM, ON THE RANGE AND ON THE ROAD.**

Coupling and Uncoupling- 12 Hours

OBJECTIVES

At the completion of this lesson the student should have an understanding of the procedures and skills necessary for safe coupling and uncoupling of tractor-trailer units, including:

- Tractor alignment
- Backing procedures
- Trailer securement
- Tractor-trailer connections
- Landing gear retraction and securement

The purpose of this lesson is to present step-by-step procedures used to couple and uncouple most standard tractor trailer combination rigs. We will stress the importance of following these procedures in the order in which they are presented. Given the serious hazards that exists for drivers performing the

coupling/uncoupling procedure, it is vital that the steps are followed precisely. **THIS WILL BE CONDUCTED IN THE CLASSROOM, ON THE RANGE AND ON THE ROAD.**

Visual search- 5 Hours

OBJECTIVES

At the completion of this lesson the student will have a basic understanding of:

- The importance of continually scanning your entire sight area.
- How to properly adjust and use the mirrors
- The importance of monitoring the space behind the vehicle.
- We will go into depth covering the Smith system of defensive Driving: **Aim high Steering, Get the big picture, keep your eyes moving, Leave yourself an out, Make sure they see you.**

The purpose of this lesson is to introduce the students to the skills needed to perform a safe and effective visual search while on the road. **THIS LESSON WILL BE TAUGHT IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD.**

Communication- 2 hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- Communicating intent
- Communicating presence
- What is considered misuse of communications
- Communication from others

The purpose of this lesson is to introduce the student to the basic principles of communication. This includes appropriate processes and procedures a professional driver should follow when communicating to others. Also, the student should have a basic understanding of the cues/clues other drivers give when communicating their intentions. **THIS LESSON WILL BE TAUGHT IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD**

Speed Management- 10 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- The science of speed and stopping distance
- The roll road conditions play in speed management
- Adjusting speed for curves and grades
- The relationship between speed and visibility
- The influence of speed on traffic management
- The how's and whys of obeying the speed limit

The purpose of this lesson is to introduce the student to the importance of speed management when it comes to safely operating a tractor-trailer. **THIS LESSON WILL BE TAUGHT IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD**

Space Management- 6 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- The importance of space management
- The concept of maintaining and appropriate cushion of space, 1 second for every 10 feet of vehicle adding 1 second above 40 m.p.h.
- Managing the space needed to execute a safe turn

The purpose of this lesson is to introduce the student the importance of space management when it comes to safely operating a tractor-trailer. **THIS LESSON WILL BE TAUGHT IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD**

Extreme Driving Conditions- 5 Hours

OBJECTIVES

At the completion of this lesson the student will have a basic understanding of:

- Operating in adverse driving conditions including snow, ice, and cold temperatures
- Operating in hot weather conditions
- The challenges of mountain driving (**this will be taught using on- road simulation due to the lack of mountainous terrain**)

The purpose of this chapter is to assist the student in learning how to safely operate under extreme driving conditions

Emergency Maneuvers- 5 Hours

OBJECTIVES

At the completion of this lesson the student should be able to have a basic understanding of:

- The role of emergency maneuvers
- Evasive steering
- Emergency stopping
- Off-road recovery
- How to handle brake failure
- How to deal with a tire blowout

The purpose of this lesson is to introduce the student to the importance of and methods for carrying out evasive steering, emergency stops, and off-road recoveries. This lesson also introduces proper responses to brake failures. **THIS WILL BE TAUGHT IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD.**

Skid Control and Recovery- 5 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- The factors that affect vehicle control
- The major causes of skids
- Common types of tractor-trailer skids, how they are caused, and prevention
- Skid recovery technique

The purpose of this lesson is to introduce the student to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids. **THIS WILL BE PRACTICED IN THE CLASSROOM, ON THE RANGE, AND ON THE ROAD. ALSO INCLUDED WILL BE TRAINING AT THE FOX VALLEY TECHNICAL SCHOOL SKID PAD**

Special Rigs- 1 Hour

OBJECTIVES

At the completion of this lesson, the student will have the training needed to properly transport using a tanker endorsement and be familiar with the refrigerated trailer. We will cover the new "FOOD SAFETY AND MODERNIZATION ACT" and train the drivers according to the FDA guidelines.

The purpose of this lesson is to familiarize the student with the tanker type trailer and the reefer type, we will also discuss the wide variety of other special rigs in the industry.

Preventative maintenance/Diagnosing malfunctions- 2 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- The role in vehicle inspection and maintenance
- Types of maintenance
- Maintenance requirements under the Federal Motor Carrier Regulations
- Preventative maintenance as a cost deterrent
- The diagnosis and reporting of vehicle malfunctions
- Troubleshooting

The purpose of this lesson is to acquaint the student with the importance of preventative maintenance and servicing to prevent breakdowns and accidents, and to properly report all vehicle malfunctions and define the students roll in troubleshooting. **THIS WILL BE TAUGHT IN THE CLASSROOM, RANGE AND ON-ROAD.**

Handling cargo- 6 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- The importance of handling cargo
- The principle methods of cargo securement
- The principles of weight distribution including bridge laws and axle movement, and where to find this information.
- Safe loading responsibilities
- Common tools used to load/unload and secure cargo

The purpose of this lesson is to introduce the students to the importance of properly handling cargo including proper and legal securement, proper weight distribution, and safe unloading. The includes the Federal Motor Carriers Safety Regulations on this topic as well as safe operating practices. **THIS WILL BE TAUGHT IN THE CLASSROOM, RANGE AND ON-ROAD.**

Cargo documentation-2 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- The terms /definitions most commonly used in conjunction with cargo documentation
- The basic forms used to document cargo movement
- Pickup and delivery procedures

The purpose of this lesson is to introduce the student to the basics of freight documentation, as well as pick-up and delivery, how to properly handle Bills of Lading and other shipper documents, how to properly document in the Electronic Log.

Hours of service- 9 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- 11-hour driving rule
- 14-hour duty limit

- *Mandatory 30-minute rest break provision*
- *60-hour/7-day and 70-hour/ 8-day limit*
- *Drivers record of duty status/electronic logging device (ELD) we will have in depth training on the Peoplenet ELD device including logging and workflow and proper supporting documents.*
- *Some exceptions to the hours of service (including short-haul, sleeper berth, and adverse weather conditions)*

The purpose of this lesson is to introduce the student to the basic concepts and requirements

Trip Planning- 2 Hours

OBJECTIVES

At the completion of this lesson the student will have a general understanding of the five basic steps involved when planning a trip

- *Having up to date paperwork*
- *Selecting a route*
- *Estimating time*
- *Estimating fuel use and fuel stops*
- *Estimating trip expenses*

The purpose of this lesson is to introduce the student to the techniques used to plan the most effective and efficient trip plan possible. This includes taking into consideration all aspects of the trip having proper paperwork on hand, to planning an efficient and legal route of travel.

Accident Procedures- 2 Hours

OBJECTIVES

At the completion of the lesson, the student should have a basic understanding of:

- *Accident procedures*
- *Accident preventability*
- *Vehicle procedures*

The purpose of this lesson is for students to finish with a clear understanding of the entire subject. Students should be particularly aware of the following key points, safety procedures when involved in an accident, protecting the drivers and carrier from future claims, reporting the accident promptly and properly, keeping a clean safety record, and preventing and combating fires. All of this along with basic medical procedures.

Security of cargo, truck and driver-2 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- *Cargo theft protection*
- *Ensuring driver security while on the road*
- *Importance of safety protocols*

The purpose of this lesson is to make the student aware of the many security issues facing truck drivers today. We will stress that security is paramount to the safety and success of every driver. We will focus on the awareness of surroundings and being alert at all times. Some

students may not have experiences large cities, high security situations, and suspicious actions not typical to their home area.

Personal Health and Safety- 3.0 Hours

OBJECTIVES

At the completion of this lesson the student should have a basic understanding of:

- Healthy diet and exercise habits
- Stress management
- Driver fatigue
- The prohibitions and regulations addressing the abuse of alcohol and drugs
- Safe workplace practices
- The Student will also be trained using the **Truckers Against Trafficking** training methods for identifying human trafficking

The purpose of this lesson is to introduce the student to a variety of subjects that together make for an alert, healthy, and safe driver. We will emphasize best practices to prevent back injuries, handle stress, identify human trafficking, lifestyle changes needed on the road.

Public and Employer Relations-1 Hour

OBJECTIVES

At the completion of this lesson the student will have a basic understanding of:

- The image of the trucking industry
- Appropriate contact with the public
- Good customer relations
- Job requirements

The purpose of this lesson is to make the student aware of the drivers highly visible and important role in representing Karl's Transport and the rest of the trucking industry, to get out of the "stereotypical" Truck driver mentality some of the general public has. To inform the student **this "IS A SKILLED TRADE"** This includes developing good public relation skills. Employee/Employer relations will also be addressed.

Basic Business Practices- 2 Hours

OBJECTIVES

At the completion of this lesson the student will have a basic understanding of:

- Cost determination and control
- Fuel management and purchasing
- Growing revenue

The purpose of this lesson is to introduce the student to the basic concepts and ideas that are important for them to understand to be successful in the transportation industry. This includes lessons on tolling and the costs involved, fuel management and where to fuel and when, cost of freight damage and the potential loss of customers.

CSA- 2 Hours

OBJECTIVES

At the completion of this lesson, the student will have a basic understanding of the Compliance, Safety and Accountability “CSA” scoring system including:

- *What is CSA and how it affects the students professional driving career*
- *The four major components of CSA*
- *CSA-related Data*

The purpose of this lesson is to introduce the student to the CSA system and make the student aware of how this compliance and enforcement program will affect their professional driving career as well as the carrier they are working for.

This completes the 180 hours that will be taught in this class. This encompasses classroom, range and on-road training the hours depicted are approximate and Karl’s Transport Commercial Driver CDL Training School reserves the right to add or reduce hours as need by class or increase the on-road portion as needed by student.

EMPLOYMENT SERVICES

Karl’s Transport Driver CDL Training School pursuant to Wis. Admin. Code SPS 409.05 only offers **Employment Advisory Services**. We do not maintain ANY direct contact with any other employers or representatives whatsoever for student PAYING the full tuition.

We do not guarantee placement of any student who enrolls and PAYS the full or partial tuition.

We do, however guarantee placement of those students who enroll and are under contract with Karl’s Transport Driver CDL Training School for Karl’s Transport ONLY upon successful graduation and licensing.