



**University of Arkansas Community College
at Batesville
Commercial Vehicle Driving Course
Course Syllabus**

Course Name: Commercial Vehicle Driving
Course Number: IND1917-101
Class Meets: M, T, W, Th, F
Class Hours: 8:30am – 4:00pm (Class hours
may be adjusted as needed)
Syllabus Revised: Fall 2023

Instructor: Steven Huff
Office Phone: (870) 612-2098
E-Mail: steven.huff@uaccb.edu
Office Location: WTC
(Workforce Training Center)
Office Hours: By appointment

Required:

Textbook: JJ Keller Entry Level Driver Training Obtaining a CDL Student Manual (Product Code 50493)

PPE (personal protective equipment) provided by the student:

- Closed Toed Shoes or Boots (**NO OPEN TOED FOOTWEAR**)
- Gloves
- Safety Glasses
- Hard Hat

UACCB student ID and notebook for class notes.

Access to reliable internet and an electronic device to access Blackboard course material.

Safety vest: Will be provided by UACCB (University of Arkansas Community College Batesville).

Course Description:

This course is structured for students interested in employment as a Commercial Vehicle Driver. Students will study vehicle driving, loading, and unloading cargo, and proper equipment inspection on a semi-tractor trailer. Academic portions of the course are completed using a combination of theory, backing range, over the road driving, and Blackboard Learn. Students gain hands-on experience with driving and backing a semi-tractor trailer, loading, unloading, handling, and securement of cargo. This course requires students to wear personal protection equipment including a safety vest. Safety is constantly emphasized and strictly enforced in the classroom, on the backing range and on the roadway. Students will be taught and expected to obtain proficiency in vehicle inspection, backing and on the road driving a semi-tractor trailer.

Prerequisites:

You must be able to complete all the physical tasks required:

- Climb in and out of the semi-truck tractor cab, on and off and, in and out of the trailer.
- Secure cargo using chains, binders, and straps.
- Tarp cargo (folding and unfolding cargo tarps and covering cargo).
- Lift and move 100 lbs.
- Crawl under the truck and trailer.
- Able to communicate (read, write, and speak) English.

Course Objectives:

What you will learn:

Drive a Semi-Tractor Trailer Safely	<ul style="list-style-type: none">• Operate a semi-tractor trailer safely on roadways, hazardous driving conditions, pickup, and delivery locations, by utilizing skills learned in the classroom, backing range, and on the road driving. How to conduct pre-trip and post-trip inspections and the need for proper pre-trip and post-trip Inspections and identifying defects.
Transport Cargo Safely	<ul style="list-style-type: none">• Understand the fundamentals of cargo handling, weight distribution, loading, unloading, securing, and how a loaded trailer reacts during transport.
Air Brakes	<ul style="list-style-type: none">• How air brakes are designed, defects and fundamentals on how the semi-tractor trailer reacts loaded and unloaded during braking. Proper testing and defect identification.
Combination Vehicles	<ul style="list-style-type: none">• Fundamentals on how a semi-tractor trailer reacts during driving, backing and emergency situations. How to couple and uncouple a trailer.
Doubles and Triples	<ul style="list-style-type: none">• The differences in pulling double and triple trailers. Proper coupling and uncoupling. How doubles and triple trailers react during driving, backing, and emergency situations.
Tank Vehicles	<ul style="list-style-type: none">• How tank trailers react during driving and emergency situations. How tank trailers are constructed and special considerations. Proper inspection and defect identification.

Hazardous Materials	<ul style="list-style-type: none"> The need for exceptional care handling hazardous materials. How to identify, handle, load, unload hazardous materials. Special considerations and emergency response guidelines.
Vehicle Inspection	<ul style="list-style-type: none"> A systematic approach to inspections through identification of vehicle components, proper operation, and defects.

Course Outline

Days 01-05:

Vehicle Inspection, and/or Backing Range

Days 06-17:

JJ Keller curriculum, Vehicle Inspection, Backing Range and/or On the Road Driving Practice

Days 18-20

Skills Test and Cargo Securement

Day 01:

8:30AM – 9:30AM

Welcome

9:30AM – 10:30AM

Orientation

10:30AM – 11:30AM

Vehicle Inspection and/or Backing Range

11:30AM – 12:30PM

Lunch

12:30PM – 4:00PM

Vehicle Inspection and/or Backing Range

Day 02:

8:30AM – 11:30AM

Vehicle Inspection and/or Backing Range

11:30AM – 12:30PM

Lunch

12:30PM – 4:00PM

Vehicle Inspection and/or Backing Range

Day 03:

8:30AM – 11:30AM

Vehicle Inspection and/or Backing Range

11:30AM – 12:30PM

Lunch

12:30PM – 4:00PM

Vehicle Inspection and/or Backing Range

Day 04:

8:30AM – 11:30AM

Vehicle Inspection and/or Backing Range

11:30AM – 12:30PM

Lunch

12:30PM – 4:00PM

Vehicle Inspection and/or Backing Range

Day 05:

8:30AM – 11:30AM

Vehicle Inspection and/or Backing Range

11:30AM – 12:30PM

Lunch

12:30PM – 4:00PM

Vehicle Inspection and/or Backing Range

JJ Keller Schedule

General Knowledge

Day 06

- Chapter 01 ORIENTATION
- Chapter 02 CONTROL SYSTEMS/DASHBOARD
- Chapter 03 PRE- AND POST-TRIP INSPECTIONS

Day 07

- Chapter 04 BASIC CONTROL
- Chapter 05 SHIFTING/OPERATING TRANSMISSIONS
- Chapter 06 BACKING AND DOCKING

Day 08

- Chapter 07 COUPLING & UNCOUPLING
- Chapter 08 VISUAL SEARCH
- Chapter 09 COMMUNICATION

Day 09

- Chapter 10 DISTRACTED DRIVING
- Chapter 11 SPEED MANAGEMENT
- Chapter 12 SPACE MANAGEMENT

Day 10

- Chapter 13 NIGHT OPERATION
- Chapter 14 EXTREME DRIVING CONDITIONS
- Chapter 15 HAZARD PERCEPTION

Day 11

- Chapter 16 SKID CONTROL/RECOVERY, JACKKNIFING, AND OTHER EMERGENCIES
- Chapter 17 RAILROAD-HIGHWAY GRADE CROSSINGS
- Chapter 18 IDENTIFICATION AND DIAGNOSIS OF MALFUNCTIONS

Day 12

- Chapter 19 ROADSIDE INSPECTIONS
- Chapter 20 MAINTENANCE
- Chapter 21 HANDLING AND DOCUMENTING CARGO

Day 13

- Chapter 22 ENVIRONMENTAL COMPLIANCE ISSUES
- Chapter 23 HOURS OF SERVICE REQUIREMENTS
- Chapter 24 FATIGUE AND WELLNESS AWARENESS

Day 14

- Chapter 25 POST-CRASH PROCEDURES
- Chapter 26 EXTERNAL COMMUNICATIONS
- Chapter 27 WHISTLEBLOWER/COERCION

Day 15

- Chapter 28 TRIP PLANNING
- Chapter 29 DRUGS/ALCOHOL
- Chapter 30 MEDICAL REQUIREMENTS

Day 16

- Chapter 31 HUMAN TRAFFICKING
- Chapter 32 CSA
- Chapter 33 SPECIAL RIGS

Day 17

- Chapter 34 CROSSING THE CANADIAN BORDER
- Chapter 35 BASIC BUSINESS PRACTICES

Day 18

- Skills Test and/or Cargo Securement

Day 19

- Skills Test and/or Cargo Securement

Day 20

- Skills Test

Daily scheduled chapter assignments and chapter quizzes are due the next scheduled class day.

Blackboard Learn:

This course utilizes UACCB (University of Arkansas Community College Batesville) Blackboard Learn to its fullest potential. Course information, assignments, tests, projects, videos, discussions are all communicated in class as well as Blackboard Learn. It is expected that you log into Blackboard Learn and check course messages, announcements, course content, etc. every day. Blackboard Learn is accessed through each student's my.uaccb.edu login.

Proper Attire:

- Shirt, long pants, or long skirts and shoes or boots (No short pants or skirts).
- No open-toed shoes, sandals, or "flip flops."
- Safety equipment necessary for the task being performed. (Safety Glasses, Gloves, Hard Hats)

Instruction and Evaluation Methods:

This course is composed of lectures, discussions, in-class exercises, backing range and on the road driving. Weekly exercises and chapter test will comprise of graded assessments. **Students must attend class and participation is required in exercises.** The course grade will be calculated in percentages.

Grading Scale:

80% minimum to pass.

Attendance Policy:

Absence:

1 Excused (Dr. note required or advance notification)

1 Unexcused

Tardy:

15 or more minutes late.

Students must be on time and prepared for class. If a student is unprepared for class an absence will be recorded (improper attire, >15 minutes late, inactive, improper equipment). After the student's second absence, the instructor is authorized to dismiss the student from the course, in which the student will receive an "F" for the course grade. If you fail to notify me, prior to the beginning of class, you will receive a score of zero for the assessment. If you fail to take the final skills test at the scheduled time, you will fail the course. Make up exams will not be given without prior written notification. A portion of each student's grade is dependent on demonstrating proficiency of course concepts through participation in class discussions and skills exercises. It is critical for students to attend class, backing range, and on the road sessions to obtain instruction. It is the student's responsibility to arrange for notes from class in case of absence. Students are required to notify the instructor before any absence by calling the instructor's office phone and leaving a message or emailing the instructor.

Classroom, Backing Range, and On the Road Behavior:

- **Safety equipment must always be used.**
- **You are required to behave in a manner reflecting respect for others and their opinions, and an interest in learning.**
- **Cell phones and other electronic devices are not allowed on the backing range or during on the road driving sessions (NO ear buds).**
- **To maintain the best learning environment, please refrain from talking, whispering, or chatting with others on subjects not related to class work, or other behavior inconsistent with classroom order and proper academic behavior and learning.**
- **All activities on the backing range and over the road must be supervised.**

- **All backing range rules and traffic laws must always be followed.**
 - A. Do not move any vehicles without direct supervision.**
 - B. Do not climb on/in any elevated surface without direct supervision.**
 - C. Drive slowly.**
 - D. Keep the window down.**
 - E. Do not deviate from directions given by the instructor.**

Correspondence:

Students can correspond with me via email or office phone. Immediate responses to emails or phone calls SHOULD NOT be expected. I will respond to email during the weekday in at least 24 hours. Any email received on the weekend may not get a response until the next working business weekday. Because of FERPA laws I cannot discuss any student's grade with anyone or anyone stating to be that student over the phone or email. All grades can only be discussed in person with that specific student due to these FERPA laws. All grades will be up to date on the student portal in a timely fashion, after completed assignments, allowing time for me as the instructor to grade those assignments and put them on the student portal.

Additional Information:

If you have a cell phone, keep the phone turned off or on silent ring and put away. I will not permit cell phones to be on the desks during class time. No electronic devices will be allowed on the backing range or in the truck during driving on the road practice.

No electronic cigarettes or "vapes" are allowed on campus or in the classroom.

No fidget toys are allowed in class unless you provide the correct paperwork from Disability Support Services allowing that as an accommodation.

Counseling & Career Services:

The link for these services can be found in the "assist" tab on the left side profile page of Blackboard Learn.

Counseling Services are available to students at UACCB. The counseling office will be open Monday-Friday 8:00 am-5:00 pm. If you are suffering with mental health issues like stress, anxiety, depression, please contact Maggie Beshears, LPC. This service can provide other mental health resources. The office number is 870-612-2035. This is a non-crisis line. For immediate assistance, please go to the nearest emergency room, contact 911, or call the National Suicide Prevention Hotline 1-800-273-8255.

Career Advising is offered focusing on such things as choosing a major, labor market information, job search, resume or cover letter writing, and interview preparation. The UACCB career planning program offers students the opportunity to research and explore career opportunities. The director of Workforce & Career Services assists students to better understand their interests, skills, and values through a variety of career assessments as the foundation of the career advising process. The program

includes additional services such as career development workshops, an etiquette dinner, and an annual career fair.

Academic Dishonesty:

Cheating in any form is forbidden. The college defines cheating as several acts: plagiarism; the use of unauthorized materials, information, or study aids in any academic exercise; falsification of college records; unauthorized possession of examinations; and any other action that may improperly affect the evaluation of a student's academic achievement or performance and the unauthorized assistance of others in any such act.

When an instructor or administrator charges a student with academic dishonesty deserving sanction, the instructor or administrator shall determine a grade sanction. Instructors who report students for academic dishonesty must provide essential details of the incident in writing to the Vice Chancellor for Academic Affairs within ten days of discovery of the incident. The student and instructor will be notified in writing of the sanction by the Vice Chancellor for Academic Affairs. In addition, the administration reserves the right to levy an additional sanction on any student who cheats. This sanction can extend to suspending the student from class or permanently dismissing him or her from the college. Students recommended for suspension or dismissal will be notified by the Vice Chancellor for Academic Affairs and will be given the opportunity to be heard by an academic appeals committee before a sanction is imposed.

Advising:

The Advising Center is in MCB (Main Classroom Building) 233 and is open Monday-Friday from 8:00 am - 5:00 pm. Evening appointments are available by request. Advising services include general academic advising, academic and career planning, and registration services. Please stop by or call 870-612-2160 to schedule an appointment. Appointments are recommended, not required.

Disability Services:

Disability Support Services, such as academic accommodations, are provided to students who qualify for such assistance under the Americans with Disabilities Act (ADA) Amendments Act of 2008, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Students requesting accommodation must meet with the Testing & Disability Services Specialist, Billy Stidham, to self-identify, discuss accommodation needs, and provide any identified necessary documentation. To see the full process, please see the Disability Services Handbook on the UACCB website. If accommodation is necessary, a Letter of Accommodation will be prepared for students to provide to instructors. Students are required to contact the Testing & Disability Services Office each semester they wish to receive accommodation and provide a new Letter of Accommodation to instructors.

We encourage students to contact the Testing & Disability Services Office as soon as possible each semester during office hours (8:00 a.m. to 5:00 p.m.) to discuss such matters in confidence. Please contact Testing & Disability Services at 870-612-2056 or billy.stidham@uaccb.edu to make an appointment for assistance or further information. If the Testing & Disability Services Specialist is not

available, please contact the Director of Testing and Disability Services, Ms. Louise Hughes, at 870-612-2013 for assistance. Both are in the Main Classroom Building.

Campus Security:

The college has security guards who routinely patrol the campus and are here to serve and protect. Should you need assistance while on campus, these guards may be reached by calling or texting 870-307-2421. If you are unable to reach them at this number, you may call the campus switchboard at 870-612-2000 and ask for assistance. Any faculty or staff member can also serve as a point of contact. Non-urgent campus safety concerns may be emailed to safety@uaccb.edu. In the event of an emergency, call 911 and provide the dispatcher with a specific location and detailed information about the situation.

Information Services:

For additional IT/Blackboard assistance, please go to <https://helpdesk.uaccb.edu> to submit a ticket. An IT/Blackboard support team member will reach out to you as soon as possible.

Row Johns Library:

The Row Johns Library provides students with the tools and resources they need to be successful in college. The library provides access to 122 databases to help students find accurate, reliable sources for their research. The library also contains a physical collection of approximately 12,500 items, including books, DVDs, journals, magazines, and newspapers. Computers for student and community use are located within the building and study rooms provide students a space to study as a group or individually. Students may also arrange specialized research help for an assignment they are working on. To schedule a session with a research librarian, email the library at libhelp@uaccb.edu or call 870-612-2020.

Student Success Center:

The Student Success Center is in the Learning Resource Center in the Row Johns Library. Tutoring is available free of charge from 8:00 am – 9:00 pm Monday through Thursday, 8:00 am – 5:00 pm Friday, and 2:00 pm – 6:00 pm Saturday and Sunday. In addition, tutoring is available online for free via Microsoft Teams. You can join the Student Success Center Teams at any time; however, tutors are only available during their scheduled times. Anatomical models, microscopes, calculators, a printer, scanner, and computers are available for your school-related needs. No appointment is necessary. More information can be found at <https://uaccb.edu/tutoring> or you can contact Deanna Tillery, Director of the Student Success Center, at 870-612-2041 or by email at deanna.tillery@uaccb.edu or successcenter@uaccb.edu.

Title IX

UACCB is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination based on sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy,

marital status, or parental status, is prohibited and illegal. Campus Procedure 410.3 and the Student Handbook provide further information on Title IX processes at UACCB.

For pregnant and parenting students, per UACCB Campus Procedure 410.4, requests for accommodation can be made to the Title IX Coordinator by emailing titleix@uaccb.edu. A meeting will be scheduled to determine appropriate accommodation and documentation provided for the students and faculty members.

Writing Lab:

The UACCB Writing Lab is in the Learning Resource Center in the Row Johns Library. The hours are from 12:00 pm – 9:00 pm on Monday and Wednesday, and 2:00 pm – 6:00 pm on Saturday and Sunday. In addition, students can access the Writing Lab through the Organization tab on Blackboard to upload assignments for proofreading or to submit questions. No appointment is necessary. More information can be found at <https://uaccb.edu/tutoring> or you can contact Deanna Tillery, Director of the Student Success Center, at 870-612-2041 or by email at deanna.tillery@uaccb.edu or successcenter@uaccb.edu.