

Commercial Truck Driver Training Standard (Class A)



AMENDMENT RECORD

Amendment Information

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INTRODUCTION

Preface

The Ontario Ministry of Transportation (MTO) is committed to enhancing road safety for new commercial drivers and other road-users.

Quality instruction provides a foundation for safe and responsible professional driving and serves as a valuable opportunity to help develop positive driving attitudes and behaviours in new Commercial drivers.

The Commercial Truck Driver Training Standard (Class A) includes minimum requirements that curriculum developers are required to meet or exceed. Use of the Standard in the development of your curriculum will help to ensure that you, as a Course Provider, deliver accurate and consistent information within the commercial truck driving industry.

The goal of the Standard is to set high and consistent entry-level training for all commercial truck driver courses delivered in Ontario.

The Commercial Truck Driver Training Standard (Class A) is being introduced to ensure that all applicants of a Class A driver's licence are being trained to the minimum, common core entry-level standard across the trucking industry and commercial driver training delivered in the province.

The Standard will be released July of 2016 with the implementation date of July 1, 2017. This provides the trucking and training industries a transition period to meet the requirements under the Commercial Truck Driver Training Standard (Class A) including any revisions to their training programs.

Three Paths for Receiving Approved Training

Under the Standard, there are three paths for providing or receiving driver training; the MTO's Driver Certification Program (DCP), the Ministry of Advanced Education and Skills Development (MAESD) Private Carrier Colleges (PCC), or the Ontario College of Applied Arts and Technology (OCAAT).

How to Apply

Depending on the nature of the course provider's business, providers will have to apply through MTO or MAESD.

Registering Student Completion

Administrators of approved course providers will be given access to the MTO's database. Successful course completion must be entered on to the system which will confirm that the student completed the mandatory course and will be eligible to complete the Class A road test.

PART A - COURSE DELIVERY STANDARD

Approach to Curriculum Development

Continually reinforce the following overarching themes:

- a) safety and risk,
- b) benefits of social responsibility,
- c) benefits of environmental responsibility,
- d) self-awareness of personal values, attitudes and motives.

Foster personal insight and appreciation for critical self-awareness and continual improvement when evaluating abilities, limitations and strengths.

Adhere to a learner-centred approach by:

- a) encouraging the active participation of each learner,
- b) supporting and facilitating self-directed learning where applicable,
- c) allowing for integration of personal experiences,
- d) ensuring knowledge and skills are acquired at a pace appropriate to individual learners,
- e) giving learners autonomy by providing them with the opportunity to reach their own conclusions and guiding them towards achieving the intended learning outcomes,
- f) encouraging learners to learn from their mistakes in a safe learning environment,
- g) emphasizing the importance of lifelong learning.

Foster the understanding and practice of cooperative driving.

Continually reinforce how formal rules of the road, common safe practices of road-users and informed decision-making contribute to safe and responsible driving.

Reflect the most recent and contemporary views of traffic safety, education and training, social change and acknowledge emerging technologies.

Incorporate a variety of driving environments, road conditions and situations.

Course Structure

Address all competencies as they are outlined in the Curriculum Framework.

Continually reinforce driving theory, skills practice and promotion of positive driving attitudes in all educational settings using a variety of instructional strategies and methods, including:

- a) Direct Instruction,
- b) Indirect Instruction,
- c) Interactive Instruction,
- d) Experiential Instruction,
- e) Independent Learning.

Present topics and materials in a logical sequence allowing for the development of knowledge and skills throughout the different stages of learning to ensure any prerequisites are met.

Be designed to allow for easy updating, removal, and insertion of content as needed.

Be adaptable to meet individual learner learning needs (e.g., age, ability, culture) and regional needs.

Maximum 8 hours/day of instruction.

Daily instruction may be, for example:

- Maximum use of 8 hours
 - 1 hour of in-cab following 7 hours of classroom
 - 4 hours in-class, 2 hours in-yard, 2 hours in-cab
 - 1 hour in-class, 2 hours in-yard, 5 hours in-cab

Adhere to the following classroom instruction requirements:

- a) Approved instructors and learners must be present in the classroom during classroom instruction,
- b) Maximum 8 hours/day of classroom instruction (excluding lunch or dinner),
- c) Indirect instruction, interactive instruction and experiential learning methods shall comprise a minimum of 50% of total classroom instruction hours,

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- d) Direct instruction methods (lecture) shall comprise not more than a maximum of 50% of total classroom instruction time.

Adhere to the following non-classroom (in-yard and in-cab) instruction requirements:

- a) Maximum 2 hours/session instruction at one time, followed by a break.
- b) Maximum 6 hours/day, in-cab instruction. A one-time in-cab extension up to 8 hours will be permitted to be used toward expressway training, provided the student has achieved a point of skills/knowledge capability and stamina to complete 8 hours that includes expressway driving.

Facility Requirements

The facility where the training is to take place must meet all Occupational Health and Safety Act (OHSA) requirements, local municipal by-laws and adhere to the requirements by each host ministry.

- Space ratio to student
- Tables
- Washrooms
- Lighting
- Heat/cooling
- Accessibility
- Contact MTO or MAESD for further details on facility requirements.

Three Learning Environments

There are three learning environments identified for the delivery of the Commercial Truck Driver Training (A).

- In-class refers to the classroom environment
- In-yard (around the vehicle) refers to activities that occur around the vehicle (e.g. vehicle inspection).
- In-cab (Behind the Wheel) refers to the student being behind the wheel of the vehicle either off-road or on-road. This includes coupling/uncoupling and backing.

Course Hours

For the purposes of determining the minimum hours required to meet the training requirements, the total hours represent 1:1 direct instruction between student and instructor.

Observation time where one student is observing another student is not calculated into the overall time. Observation time increases the amount of a lesson by the number of students.

Instruction hours are calculated at 60 minutes.

Lunch/dinner time is not included in the lesson time.

Assessments within a lesson to check for transfer of knowledge are included in the time allotment (e.g., short tests or quizzes).

The following minimum required instructional hours must be adhered to:

	Classroom	In-Yard (Around the Vehicle)	In-Cab (Behind the Wheel)	Total
Class A	36.50	17	50 (32 on-road, 18 off-road)	103.50
Airbrake				12

In-class = classroom

In-yard = vehicle is not moving; e.g., vehicle inspection

In-cab = driver is BTW; e.g., backing, coupling/uncoupling, driving along

Student to Instructor Ratio

- In-class: a maximum of 15 students will be permitted. The time allotment is calculated at 1:1.
- In-yard: a maximum of 4 students will be permitted. Example: If 1 hour of in-yard time is required for 1:1 instruction, and provided the instructor is giving direct instruction to a student while the other 3 observe, it is considered 1:1 for all 4. However with 4 students who are working alone or together, without the instructor present, the in- yard time is not credited to the overall time of 103.5 hours.
- In-cab: a maximum of 4 students will be permitted. The behind-the-wheel (BTW) time allotment is calculated by the number of students. Example: If 1 hour of BTW time is required, with 3 students in the cab, the time increases to 3 hours; 1 hour of BTW and 2 hours of observation. Observation time is not calculated toward completion of the mandatory training hours.

Instructor Qualification	To be finalized.
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Vehicle Configuration	To be finalized.
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PART B - CURRICULUM STANDARD

Development Format The course provider is responsible to provide a curriculum for approval to ensure that drivers are being trained to the level of competencies as defined in the competency framework.

The submission must include:

- A course overview,
- What equipment will be used,
- How long the course is,
- A typical course agenda given to the student,
- How different instructional methods will be applied.

Lesson plans must be complete with:

- Measureable objectives,
- Assessments directly related to the lesson and appropriate to the objectives,
- What equipment is required for the lesson,
- Step-by-step instructions to the instructor with the use of different instructional methods,
- The environment where this lesson occurs (in-class, in-yard, in-cab),
- A time frame for the lesson, both overall and within the lesson,
- Support materials that are used in the lessons.

Instructional Methods Instructional methods that apply principles of adult education are to be incorporated into the course.

Up to a maximum of 50% of the in-class time may be lecture.

A minimum of 50% of the in-class time must be interactive, experiential and application focused.

Support Materials Support materials used within a lesson must be provided with the curriculum.

Transcripts

A transcript or annotated bibliography of audio-visual materials must be provided with the curriculum.

Copyright Statement

For any copyrighted materials used in a curriculum a statement that permission is granted for their use in the curriculum is required.

PART C - CURRICULUM FRAMEWORK

Purpose

This document sets out a framework for the curriculum and the learning outcomes for training delivered to individuals aspiring to enter the occupation of a commercial vehicle operator (truck driver). This framework is aligned with the National Occupational Standard for Commercial Vehicle Operator (truck driver). The purpose of this curriculum framework is to provide consistent training within entry-level Class A programs.

This curriculum framework assumes that the individual being taught the curriculum will begin with only automobile driving experience. The curriculum concludes by preparing the learner to successfully challenge Ontario's road test to obtain a Class A commercial class of driver's licence (CDL).

It is important to recognize that this curriculum framework addresses the first stage of entry-level Class A education. The individual will continue to acquire and develop competency in the workplace. The goal of employer-directed, workplace-based training is to reach the competency level defined in the National Occupational Standard for Commercial Vehicle Operator (truck driver).

Under the Standard, air brake instruction is not mandatory. Should a course provider choose to deliver airbrake training, they are required to continue to adhere to the Ministry of Transportation's minimum 12 hour course and is above the minimum Commercial Truck Driver Training Standard (Class A) 103.5 training hours.

This table lists the competency blocks of the National Occupational Standard for Commercial Vehicle Operator (Truck Driver) that are addressed in each section of this Curriculum Framework.

Section	NOS Competency Blocks Addressed
1. Employment in the commercial vehicle industry	<ul style="list-style-type: none">1. Understand the workplace2. Relate and interact in the workplace3. Maintain health, wellness and relationships4. Understand basic regulatory requirements5. Communicate in the workplace
2. Vehicle components & systems	<ul style="list-style-type: none">16. Operate commercial vehicle systems and features
3. Basic driving techniques	<ul style="list-style-type: none">18. Prepare and start to drive23. Adhere to requirements that are specific to commercial vehicles19. Control vehicle motion and speed20. Control vehicle direction and position28. Turn tractor-trailers
4. Professional driving habits	<ul style="list-style-type: none">21. Maximize fuel efficiency22. Apply defensive driving techniques
5. Tractor-trailer off-road tasks and manoeuvres	<ul style="list-style-type: none">26. Couple trailers27. Uncouple trailers29. Back, dock and park tractor-trailers
6. Documents, paperwork & regulatory requirements	<ul style="list-style-type: none">6. Use workplace documents7. Complete numeracy tasks8. Operate computer and electronic devices9. Plan work, plan trips and solve problems
7. Vehicle inspection activities	<ul style="list-style-type: none">9. Support inspection and maintenance program12. Conduct daily vehicle inspections
8. Hours of service compliance	<ul style="list-style-type: none">13. Comply with hours of service regulations

Section	NOS Competency Blocks Addressed
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9. Cargo securement & loss prevention	
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15. Secure cargo for transport	
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10. Prevent loss and maintain secure facilities	
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10. Handling emergencies	
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17. Maintain situational awareness	
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25. Handle emergency incidents	
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Please note:

M

All competencies identified as **M** are mandatory for all curricula and are the core competencies used to reach the total of 103.5 training hours for the Commercial Truck Driver Training Standard (Class A).

R

Competencies identified with an R are recommended for inclusion in a curriculum by industry, however, due to the many types of training providers, while recommended, the provider will determine if it is appropriate for their business to include. All R competencies are above and beyond the core competencies and are not included in the Commercial Truck Driver Training Standard (Class A) 103.5 training hours.

Air Brake Systems

Air brake instruction is not mandatory and not included in the Commercial Truck Driver Training Standard (Class A) of the 103.5 hours requirement. Should a training provider choose to deliver the air brake training, they are required to continue to adhere to the Ministry of Transportation's 12 hour course, thus totaling to 115.5 hours.

A driver may receive instruction through a Driver Certification Program (DCP) organization and be tested for the air brake (Z) endorsement at the completion of the air brake course, or, a driver may complete the knowledge and practical testing at DriveTest with no training required.

Contents and Learning Outcomes

1. Employment in the commercial vehicle industry		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
1.1 - describe the requirements for employers and workers in a workplace to comply with government regulations and develop standards.		7	11	-	-
1.2 - effectively interact and speak with coworkers, supervisors, customers, suppliers, enforcement officials and the general public.		-	2	-	4
1.3 - explain the importance of being “fit for work”, maintaining a healthy lifestyle, and balancing personal and work life.		-	3	-	3
1.4 - explain the purpose, fundamental structure, and basic content of regulations that apply to commercial vehicle operations.		14	4	-	-
2. Vehicle components & systems		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
2.1 - operate commercial vehicle systems and controls.		9	2	11	2
3. Basic driving techniques		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
3.1 - prepare and start to drive a commercial vehicle.		2	1	12	1
3.2 - comply with operational regulations that apply to commercial vehicles.		10	1	7	-
3.3 - drive a commercial vehicle in a safe manner and perform basic driving manoeuvres.		-	-	3	-
3.4 - operate a commercial vehicle in a safe manner and perform the required manoeuvres for driving on urban, commercial, and industrial roads.		-	-	2	-
3.5 - operate a commercial vehicle in a safe manner and perform the required manoeuvres for driving on expressways.		-	-	2	-
4. Professional driving habits		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
4.1 - apply defensive driving techniques.		3	-	11	-
4.2 - apply fuel efficient driving techniques.		1	2	4	5
5. Tractor-trailer off-road tasks and manoeuvres		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
5.1 - perform backing and parking manoeuvres with a tractor-trailer.		-	-	3	1
5.2 - safely perform tractor-trailer coupling and uncoupling tasks.		-	-	2	-

Contents and Learning Outcomes

6. Documents, paperwork & regulatory requirements		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
6.1 - administer written workplace documents, and communicate effectively through written means.		1	3	1	3
6.2 - complete basic mathematical calculations required for commercial vehicle operation.		-	2	-	6
6.3 - use computers, electronic and communication devices common in commercial vehicle operations.		-	-	-	3
6.4 - plan ahead, anticipate problems, and begin to deal with an emergency situation.		7	2	6	3
7. Vehicle inspection activities		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
7.1 - inspect and maintain commercial vehicles.		3	-	5	1
7.2 - conduct required daily inspections and monitor a commercial vehicle's safe condition.		3	-	10	-
7.3 - inspect each component or system listed in HTA 199/07 Schedule 1.		-	-	21	2
8. Hours of service compliance		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
8.1 - comply with the requirements of the Hours of Service regulations.		25	2	9	-
9. Cargo securement & loss prevention		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
9.1 - comply with basic cargo securement requirements.		11	9	-	4
9.2 - prevent cargo loss claims, and follow required procedures to maintain secure facilities, prevent cargo loss and avoid damage.		-	1	-	3
10. Handling emergencies		Learning Indicators		Performance Elements	
		M	R	M	R
At the end of this training program the graduate will be able to:					
10.1 - assess and adapt to changing conditions.		1	3	10	1
10.2 - handle minor emergency incidents in a professional manner.		1	4	1	-

EMPLOYMENT IN THE COMMERCIAL VEHICLE INDUSTRY

1

Classroom		TIME (Hours) Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.) 0.75	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.) 0.25	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	1

Learning Outcome	1.1	At the end of this training program the graduate will be able to describe the requirements for employers and workers to comply with government regulations and develop standards.					
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Learning Indicators	1.1.1	Explains that employers must comply with government regulations.	M
	1.1.2	Identifies employer standards that apply to occupational health and safety, employment, transportation, and business operations.	R
	1.1.3	Explains that workers must comply with driving-related government regulations and standards.	M
	1.1.4	Identifies that standards may apply to worker obligations, rights and responsibilities; employment; health and safety; labour agreements; etc.	R
	1.1.5	Explains that there are requirements for gaining and sustaining employment within the occupation.	R
	1.1.6	Identifies that employment requirements may include: security screening and background checks; regular appraisals and performance reviews; pre-employment, periodic, or post-incident drug and alcohol testing; etc.	R
	1.1.7	Identifies that employment requirements will require medical clearance based on a specific type of driver's licence, and will also involve an initial and periodic physical assessment or fitness screening.	M

Learning Indicators	1.1.8	Identifies some of the medical conditions that may prohibit a driver from holding specific types of commercial driver's licences.	R
	1.1.9	Explains that expectations of worker performance are usually defined through workplace practices, procedures and policies that may include: corrective action processes, consequences for failing to adhere to requirements, and steps that can lead to dismissal.	R
	1.1.10	Explains that specific workplace practices, procedures and policies vary in scope and application, and may be written or unwritten.	R
	1.1.11	Explains that workers are sometimes expected to rely heavily on their personal knowledge of regulatory or compliance requirements.	M
	1.1.12	Explains the need to identify workplace hazards according to workplace practices, procedures and policies.	R
	1.1.13	Identifies that hazards are communicated through methods such as Workplace Hazardous Materials Information System (WHMIS), and labels and Safety Data Sheets (SDS), used in the system known as the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) for Workplace Chemicals.	R
	1.1.14	Explains that some cargo is defined through regulations as "dangerous goods".	M
	1.1.15	Explains that dangerous goods can only be handled and transported by workers who have been specifically trained and certified.	M
	1.1.16	Identifies the types of symbols used to identify "dangerous goods".	M
	1.1.17	Explains the need for developing a clear understanding of workplace practices, procedures and policies.	R
	1.1.18	Explains the need to take steps to recognize and resolve situations in which a worker's understanding is unclear about instructions, expectations, procedures or policies.	R

Learning Outcome	1.2	At the end of this training program the graduate will be able to effectively interact and speak with coworkers, supervisors, customers, suppliers, enforcement officials and the general public.	
Learning Indicators	1.2.1	Explains that interactions involving spoken words include specific words as well as the accompanying tone of voice, context, gestures and body language.	R
	1.2.2	Describes gestures and body language that convey messages without exchanging spoken words.	R
Performance Elements	1.2.3	Greets a person or group before interacting on any issue.	R
	1.2.4	Adheres to regulations that require employers and workers to provide a workplace in which everyone feels secure and free of unnecessary conflict.	R
	1.2.5	Practices sensitivity to cultural diversity, and uses a gentle and careful approach when encountering any misunderstanding.	R
	1.2.6	Uses techniques for social, verbal and electronic interactions that positively impact the graduate's success.	R
Learning Outcome	1.3	At the end of this training program the graduate will be able to explain the importance of being "fit for work", maintaining a healthy lifestyle, and balancing personal and work life.	
Learning Indicators	1.3.1	Explains that some types of driving require significant amounts of time away from home, and that this schedule can cause work-related and personal stress, and can affect family relationships.	R
	1.3.2	Explains that lifestyle and dietary factors can influence fatigue, performance, physical fitness and agility.	R
	1.3.3	Describes occupational factors which can contribute to health-related challenges such as obstructive sleep apnea, back strain, injuries caused by slips, trips and falls, etc.	R
Performance Elements	1.3.4	Practices stretching and proper lifting methods to prevent workplace injuries.	R

Performance Elements	1.3.5 Practices personal hygiene habits that positively affect workplace relationships.	R
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Learning Outcome	1.4	At the end of this training program the graduate will be able to explain the purpose, fundamental structure, and basic content of regulations that apply to commercial vehicle operations.
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Learning Indicators	1.4.1	Describes the National Safety Code is a model for Canadian jurisdictions to regulate the safe operation of commercial vehicles.	R
	1.4.2	Explains that legislation and regulations may affect operations within each jurisdiction, and that applicable rules can vary, even during the same workday, depending on where a driver is working.	R
	1.4.3	Explains that commercial vehicles are generally defined by weight and that individual Canadian jurisdictions can set unique weight thresholds.	R
	1.4.4	Explains that different classes of driver's licences apply to different types of vehicles and the required licence classes vary between Canadian jurisdictions.	R
	1.4.5	Explains that a driver's licence may require specific endorsements for certain types of commercial vehicles and operations.	M
	1.4.6	Explains that personal driving history can affect the status of a worker's commercial licence and ability to drive commercial vehicles.	M
	1.4.7	Explains that government agencies develop and retain records of driver incidents and infractions.	M
	1.4.8	Explains that government agencies develop and retain records of commercial motor carrier incidents and infractions.	M
	1.4.9	Explains that medical condition and history affect the type of licence a driver can hold.	M
	1.4.10	Explains that regulations apply to the movement of vehicles on all public roads and highways.	M
	1.4.11	Explains that regulations apply to the mechanical condition of commercial vehicles.	M

**Learning
Indicators**

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|--------|--|----------|
| 1.4.12 | Explains that regulations apply to the allowable weights and dimensions of commercial vehicles. | M |
| 1.4.13 | Explains that regulations apply to the securing of cargo transported by commercial vehicles. | M |
| 1.4.14 | Explains that regulations apply to the air brake systems used on commercial vehicles. | M |
| 1.4.15 | Explains that regulations apply to the daily inspection of commercial vehicles. | M |
| 1.4.16 | Explains that regulations apply to the transport of materials and products that are defined as “dangerous goods”. | M |
| 1.4.17 | Explains that regulations apply to the hours a person is permitted to drive a commercial vehicle, be on duty, and be off duty. | M |
| 1.4.18 | Explains that commercial vehicles may be restricted from operating on certain routes, or at particular times, due to their weight, licence, size or commodity being transported. | M |

VEHICLE COMPONENTS & SYSTEMS

2

Classroom		TIME (Hours) Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.) 3	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction) 2	Apply (Practice, perform etc.) 0.5	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	5.5

Learning Outcome	2.1	At the end of this training program the graduate will be able to operate commercial vehicle systems and controls.					
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Learning Indicators	2.1.1	Describes the general components and basic function of a typical commercial vehicle engine compartment.	M
	2.1.2	Describes the general layout and function of major body, frame and external vehicle components and systems.	M
	2.1.3	Explains the differences between single, tandem, tridem and other multi-axle configurations.	M
	2.1.4	Describes the basic types, features and function of tires and wheels.	M
	2.1.5	Describes the physical features and operation of common types of suspension systems.	M
	2.1.6	Describes the physical features and basic operation of drum and disc brake systems.	M
	2.1.7	Describes how steering control is lost when tires skid during heavy brake use or when braking with poor traction.	M
	2.1.8	Describes the way that Anti-lock Brake Systems (ABS) keep wheels from locking, but may not shorten vehicle stopping distance.	M
	2.1.9	Describes how stability control systems operate and affect vehicle operation.	M

Learning Indicators	2.1.10	Describes the physical features, indicators, warnings, and the basic operation of hydraulic brake systems.	R
	2.1.11	Describes the basic operation of portable or on-board cargo heating equipment.	R
Performance Elements	2.1.12	Locates and operates all typical primary and secondary controls, gauges and instruments.	M
	2.1.13	Reads the instrument panel indicators displaying important vehicle operating information, warnings and safety system status.	M
	2.1.14	Operates one or more typical manual transmission and clutch, automated manual transmission and/or automatic transmission.	M
	2.1.15	Locates fuel tanks and filler caps, and apply proper fueling methods.	M
	2.1.16	Identifies important commercial vehicle service items, and locates operating fluid check points.	M
	2.1.17	Identifies the correct operating fluids required for a vehicle and properly re-fills and maintains fluid levels.	M
	2.1.18	Operates a differential lock or inter-axle differential lock, if equipped.	M
	2.1.19	Operates engine brake or retarders, and describe how and when to appropriately use these systems to control vehicle speed.	R
	2.1.20	Operates vehicle heating, defrosting and air-conditioning systems.	M
	2.1.21	Operates vehicle lamps and accessories.	M
	2.1.22	Operates windshield wiper and washer systems.	M
	2.1.23	Carries, secures, stores and uses, or operates required emergency equipment.	M
	2.1.24	Operates different types of trailer coupling devices.	R

BASIC DRIVING TECHNIQUES

3

Learning Outcome 3.1 At the end of this training program the graduate will be able to prepare and start to drive a commercial vehicle.

		TIME (Hours)					
Classroom		Around the Vehicle		Behind the Wheel		Total	
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
1			2	0.5			3.5

Learning Indicators 3.1.1 Explains the importance of being fully alert when driving and that judgment is not impaired in any way while driving. **M**

3.1.2 Describes ways to check and remove vehicle restraints and other loading dock devices. **R**

3.1.3 Explains the importance of proper start-up and/or warm-up procedures. **M**

Performance Elements 3.1.4 Applies a method for confirming that they are fully alert and their judgment is not impaired in any way before beginning to drive. **M**

3.1.5 Confirms every time before leaving the driver's seat; that the vehicle is secured by the vehicle's parking brake, wheel chocks or suitable blocks. **M**

3.1.6 Enters and exits the cab, or the vehicle cargo area, maintaining 3-point contact, and recognize the risks of improperly climbing onto or jumping from equipment. **M**

3.1.7 Confirms all required vehicle and cargo documents are valid and correct. **M**

3.1.8 Locates required vehicle documents such as permit books, vehicle registration, insurance, bills of lading, etc. **M**

3.1.9 Confirms that cargo handling equipment and devices are returned to their proper place - when in a loading dock. **R**

Performance Elements	3.1.10	Checks and/or adjusts air suspension settings and controls, axle spacing, and fifth wheel position, if equipped – when operating a tractor-trailer.	M
	3.1.11	Adjusts the driver's seat to the correct position before driving.	M
	3.1.12	Inspects, wears and properly adjusts seatbelts before driving.	M
	3.1.13	Sets up mirrors to minimize a vehicle's "blind spots".	M
	3.1.14	Scans all controls and instruments before driving.	M
	3.1.15	Monitors the engine, instrument panel and indicator lamps.	M
	3.1.16	Listens for normal vehicle sounds, while starting the vehicle's engine and avoid unnecessary idling.	M

General Learning Objective	3.2	At the end of this training program the graduate will be able to comply with operational regulations that apply to commercial vehicles.							
		TIME (Hours)							
		Classroom	Around the Vehicle			Behind the Wheel		Total	
		Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
		2					1		3

Learning Indicators	3.2.1	Explains the need to know the height of their vehicle before driving on any road.	M
	3.2.2	Explains the need to know the approximate empty and loaded weight of their vehicle before driving on any road.	M
	3.2.3	Explains how to comply with specific requirements for using toll routes and bridges.	R
	3.2.4	Explains that steep slopes require different driving techniques and location and proper use of truck emergency runaway lanes.	M
	3.2.5	Explains the times, days and/or weeks when commercial vehicle operations are restricted in certain urban areas and imposed through municipal bylaws.	M
	3.2.6	Explains standard highway height and weight limits and restrictions.	M

Learning Indicators	3.2.7	Explains the need to carry the emergency equipment required for certain commercial vehicle operations.	M
	3.2.8	Explains how and when to properly set up emergency warning devices such as triangle reflectors.	M
	3.2.9	Explains the importance of immediately recognizing and responding to an unexpected situation in which their vehicle weight or height is greater than what is permitted to operate on a particular road or highway.	M
	3.2.10	Explains the importance of respecting local bylaws restricting vehicle loading and unloading activities, parking and idling.	M
	3.2.11	Identifies routes that prohibit commercial vehicles.	M
Performance Elements	3.2.12	Reads all road signage with particular messages that apply to commercial vehicles.	M
	3.2.13	Takes extra care when crossing railway tracks and, before crossing, determines the space available for vehicles.	M
	3.2.14	Shifts gears while crossing the railway tracks only when it is necessary.	M
	3.2.15	Enters vehicle inspection facilities, or pull off the roadway, when instructed by an officer or highway signage.	M
	3.2.16	Watches for potential hazards of unmarked overhead obstructions such as: canopies, roof overhangs and other building protrusions, signs, utility lines, tree limbs, doorway entries, etc.	M
	3.2.17	Watches for snow build-up, debris or road construction that can change vehicle height, weight or clearances.	M
	3.2.18	Identifies and reads all road signs indicating the weight capacity of roadways or bridges -- including seasonal weight restrictions.	M

Learning Outcome	3.3	At the end of this training program the graduate will be able to operate a commercial vehicle in a safe manner and perform basic driving manoeuvres.					
TIME (Hours)							
Classroom	Around the Vehicle			Behind the Wheel			Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
2					16		18

Performance Element 3.3.1 Drives a commercial vehicle in a safe manner along typical roads, highways and expressways. **M**

Driving-along includes performing the following sub-tasks.

The driver will:

Sub-tasks

1. Apply continual observation techniques and monitoring of road conditions
2. Conduct regular traffic checks
3. Monitor vehicle blind spots
4. Drive courteously, manages unexpected situations, manages distractions and drives within capabilities and experience
5. Monitor vehicle behavior and operating conditions
6. Recognize their responsibilities for sharing the road surface with pedestrians and other vehicles of various dimensions, speeds and purposes, and the consequences of failing to do so
7. Manage speed and following distance to allow adequate time to observe, react, manoeuvre and perform safe braking and stopping if necessary
8. Maintain proper road and lane position
9. Observe road signage and pavement markings
10. Integrate with traffic and show awareness of other road users
11. Operate vehicle controls smoothly
12. Maintain two-handed grip on the steering wheel as much as practicable
13. Operate a manual transmission if applicable, selecting gears correctly and shifting smoothly

Performance 3.3.2 Drives a commercial vehicle through curves in a safe manner.

M

Element

Driving through curves includes performing the following sub-tasks.

The driver will:

- 1) Prepare for the curve as it becomes visible by completing the following steps:
 - a) Conduct a visual assessment
 - b) Conduct a signage check
 - c) Conduct a pavement marking check
 - d) Conduct a traffic check
 - e) Adjust speed as required

Sub-tasks

- 2) Travel through the curve by completing the following steps:
 - a) Manage speed and following distance
 - b) Steer through the curve following a proper path, based on vehicle off-tracking and clearance requirements
 - c) Conduct a traffic check
 - d) Maintain two-handed grip on the steering wheel as much as practicable

Performance 3.3.3 Changes lanes in a commercial vehicle in a safe manner.

M

Element

Lane changes include performing the following sub-tasks.

The driver will:

- 1) Prepare for the lane change by completing the following steps:
 - a) Conduct a traffic check
 - b) Conduct a pavement marking check
 - c) Manage speed and following distance
 - d) Activate turn signal correctly and on time

Sub-tasks

- 2) Execute the lane change by completing the following steps:
 - a) Steer vehicle into the correct position in the new lane
 - b) Manage speed and following distance to allow adequate time to observe, react and manoeuvre vehicle if necessary
 - c) Cancel turn signal within about 5 seconds after completion

Learning Outcome	3.4	At the end of this training program the graduate will be able to operate a commercial vehicle in a safe manner and perform the required manoeuvres for driving on <u>urban, commercial, and industrial roads</u> .					
		TIME (Hours)					
Classroom		Around the Vehicle		Behind the Wheel		Total	
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
2					11		13

Performance Element 3.4.1 Crosses intersections in a commercial vehicle in an urban setting in a safe manner. **M**

Crossing an intersection includes performing the following sub-tasks.

The driver will:

- 1) Prepare for crossing the intersection as it becomes visible by completing the following steps:
 - a) Conduct a visual assessment
 - b) Conduct a signage check
 - c) Conduct a pavement marking check
 - d) Conduct a traffic control signals check
 - e) Conduct a traffic check
- 2) Approach the boundary of the intersection while completing the following steps:
 - a) Read and respond to signage
 - b) Read and respond to traffic control signals
 - c) Conduct a traffic check
 - d) Plan a crossing path
- 3) Stop at an intersection when required by completing the following steps:
 - a) Read and respond to signage
 - b) Read and respond to traffic control signals
 - c) Stop the vehicle in the correct location
 - d) Keep wheels in proper position and two hands on wheel while stopped
 - e) Drive vehicle forward when necessary

Sub-tasks

-
- 4) Proceed across the intersection after stopping, or when no stop is necessary, by completing the following steps:
 - a) Conduct a traffic signal light check
 - b) Conduct a traffic check
 - c) Interpreting right of way obligations correctly
 - d) Steer the vehicle through the proper path
 - e) Manage speed and following distance

Performance Element 3.4.2 Turns at intersections in a commercial vehicle in an urban setting in a safe manner. **M**

Turning at intersections includes performing the following sub-tasks.

The driver will:

- Sub-tasks**
- 1) Select the correct lane for starting the turn
 - 2) Activate turn signal correctly and on time
 - 3) Conduct a continuous traffic check while turning
 - 4) Manage speed and following distance
 - 5) Interpret right-of-way obligations correctly
 - 6) Steer through the intersection following a proper path, based on vehicle off-tracking and clearance requirements
 - 7) Select the correct lane for travel after the turn
 - 8) Cancel turn signal after completion (never more than 5 seconds)

Learning Outcome	3.5	At the end of this training program the graduate will be able to operate a commercial vehicle in a safe manner and perform the required manoeuvres for driving on <u>expressways</u> .					
TIME (Hours)							
Classroom	Around the Vehicle			Behind the Wheel			Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
1					4		5

Performance Element 3.5.1 Enters an expressway in a commercial vehicle in a safe manner. **M**

Sub-tasks

Entering an expressway includes performing the following sub-tasks.

The driver will:

- 1) Conduct a traffic check
- 2) Manage vehicle speed according to conditions, posted advisories
- 3) Conduct a pavement marking check and stay within markings
- 4) Change lanes or merge as necessary on the ramp
- 5) Negotiate the ramp at appropriate speed
- 6) Manage following distance
- 7) Activate turn signal correctly and on time
- 8) Adjust vehicle speed within the acceleration ramp to facilitate merge into traffic
- 9) Interpret right-of-way obligations correctly
- 10) Merge onto expressway maintaining suitable distance from other vehicles and adjusting speed as needed, responding to metered ramp entry systems where applicable
- 11) Cancel turn signal after merge is complete (never keep signal on more than 5 seconds)

Performance 3.5.2 Exits an expressway in a commercial vehicle in a safe manner.
Element

M

Sub-tasks

Exiting an expressway includes performing the following sub-tasks.

The driver will:

- 1) Conduct a traffic check
- 2) Manage following distance
- 3) Reduce speed as appropriate (neither too soon or too late)
- 4) Activate turn signal correctly and on time
- 5) Conduct a pavement marking check and stay within markings
- 6) Drive onto exit ramp as soon as space is available
- 7) Decelerate as necessary within deceleration ramp
- 8) Manage vehicle speed according to conditions and posted advisories
- 9) Negotiate the ramp at appropriate speed and change lanes or merge as necessary
- 10) Cancel turn signal after getting fully into exit lane

PROFESSIONAL DRIVING HABITS

4

Learning Outcome	4.1	At the end of this training program the graduate will be able to apply defensive driving techniques.					
		TIME (Hours)					
		Classroom	Around the Vehicle		Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
4.5		0.5					5
Learning Indicators	4.1.1	Explains the importance of defensive driving habits.					M
	4.1.2	Explains their “duty of care” -- to proactively protect other road users from harm.					M
	4.1.3	Explains their responsibility to sharing the road surface with pedestrians and other vehicles of various dimensions, speeds and purposes, and the consequences of failing to do so and how the additional size and weight of their vehicle may be perceived by other road users.					M
Performance Elements	4.1.4	Observes and critiques personal driving techniques to identify ways to improve.					M
	4.1.5	Monitors the actions of other drivers, changing weather and changing road surfaces.					M
	4.1.6	Adjusts driving techniques to match the vehicle configuration, cargo weight, center of gravity, and driving experience.					M
	4.1.7	Recognizes and takes steps to avoid situations that might cause anger, hostility or danger.					M
	4.1.8	Is courteous, and yields to other motorists, cyclists, pedestrians and slow-moving vehicles.					M
	4.1.9	Scans mirrors, instruments and gauges regularly and systematically.					M

Performance Elements	4.1.10	Explains the visual cues and other signs of potentially hazardous traffic situations.	M
	4.1.11	Maintains an appropriate following distance in all driving conditions.	M
	4.1.12	Maintains attention and avoids sources of distraction while driving.	M
	4.1.13	Maintains vehicle speed that is appropriate for road and traffic conditions, and adheres to regulations.	M
	4.1.14	Observes traffic patterns and other road users, and selects a safe roadside location for stopping and/or parking, and resumes safely back into traffic.	M

Learning Outcome	4.2	At the end of this training program the graduate will be able to apply fuel efficient driving habits.					
	TIME (Hours)						
	Classroom		Around the Vehicle		Behind the Wheel		Total
	Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)
	0.5						0.5

Learning Indicators	4.2.1	Explains the importance of fuel efficient driving methods.	M
	4.2.2	Explains the use of auxiliary power units and “shore power”.	R
	4.2.3	Describes the use of different fuel types, vehicle technology, fuel additives, etc. to help reduce fuel consumption.	R

Performance Elements	4.2.4	Accelerates at a smooth and gradual rate.	M
	4.2.5	Anticipates when most changes in speed, gear selection and surrounding space will be necessary.	M
	4.2.6	Operates the engine and transmission close to the fuel-efficient rpm range whenever possible.	R
	4.2.7	Applies progressive shifting and selects the engine rpm and gear that are best for the vehicle speed and load, when driving a vehicle with manual transmission.	R

Performance Elements	4.2.8	Controls shift points by adjusting the throttle, when driving a vehicle with an automated manual transmission.	R
	4.2.9	Looks ahead continually, anticipates the need to change speed, and gradually changes speed.	M
	4.2.10	Uses cruise control whenever possible and appropriate for driving conditions.	R
	4.2.11	Idles a vehicle's engine as little as possible.	M
	4.2.12	Sets up vehicle to minimize the gap between tractor and trailer.	R

TRACTOR-TRAILER OFF-ROAD TASKS & MANOEUVRES

5

Classroom		TIME (Hours) Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
1			2			12	15

Learning Outcome	5.1	At the end of this training program the graduate will be able to perform backing and parking manoeuvres with a tractor-trailer.					
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Performance Element 5.1.1 Performs straight-line backing manoeuvres with a tractor-trailer unit in a safe manner. **M**

Manoeuvre Space - straight-line backing manoeuvres will be in a space that is between 3.5 and 3.7 metres wide, and 30 metres long.

Completion of straight-line backing manoeuvres includes performing the following sub-tasks.

The driver will:

Sub-tasks

- 1) Check mirror set up
- 2) Position the tractor-trailer for the backing manoeuvre
- 3) Secure the vehicle and activate the warning flashers
- 4) Exit the vehicle to examine the manoeuvre space and check vehicle position
- 5) Re-enter the vehicle, open windows and silence audio devices
- 6) Sound vehicle horn briefly
- 7) Reverse into the space at idle speed
- 8) Pull up the vehicle no more than once to align it during the manoeuvre
- 9) Exit the tractor to examine space and vehicle alignment no more than once during the manoeuvre
- 10) Complete the reverse movement while staying entirely within the manoeuvre space
- 11) Stop tractor-trailer movement upon reaching the desired position (Stop the tractor-trailer gently when backing up to a solid fixture)
- 12) Complete the backing manoeuvre within 10 min.

Sub-tasks

Performance Element 5.1.2 Performs offset backing manoeuvres with a tractor-trailer in a safe manner. **M**

Manoeuvre Space - offset backing manoeuvres will be from a space that is between 3.5 and 3.7 metres wide, and at least as long as the tractor-trailer, into an adjacent space of the same dimensions. The pull-up space in front of the two spaces described must be at least one and one half time the length of the tractor-trailer. The manoeuvre will be learned from both sides.

Completion of offset backing manoeuvres includes performing the following sub-tasks.

The driver will:

- Sub-tasks**
- 1) Check mirror set up
 - 2) Drive the tractor-trailer forward out of the starting position
 - 3) Align the tractor-trailer with the target space while driving forward into the pull up area
 - 4) Secure the vehicle and activate the warning flashers
 - 5) Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position if necessary
 - 6) Re-enter the vehicle, open windows and silence audio devices
 - 7) Sound vehicle horn briefly
 - 8) Reverse into the space at idle speed
 - 9) Pull up the tractor-trailer no more than twice to align it during the manoeuvre
 - 10) Exit the tractor to examine space and vehicle alignment no more than twice during the manoeuvre
 - 11) Complete the reverse movement while staying entirely within the manoeuvre space
 - 12) Stop tractor-trailer movement upon reaching the desired position
 - 13) Stop the tractor-trailer gently when backing up to a solid fixture
 - 14) Complete the backing manoeuvre within 10 min.

Performance Element 5.1.3 Performs alley-dock backing manoeuvres with a tractor-trailer in a safe manner. **M**

Manoeuvre Space - alley-dock backing manoeuvres will be into a space that is between 3.5 and 3.7 metres wide, and at least as long as 2/3 the length of the tractor-trailer, starting with the vehicle positioned perpendicular to the space and with the front of the tractor directly in front of it. The pull-up space in front of the backing target space must be no deeper than the length of the vehicle. The manoeuvre will be learned from both sides.

Completion of alley-dock backing manoeuvres includes performing the following sub-tasks.

The driver will:

- Sub-tasks**
- 1) Check mirror set up
 - 2) Drive the vehicle forward out of the starting position
 - 3) Align the trailer with the target space while driving forward into the pull up area
 - 4) Secure the vehicle and activate the warning flashers
 - 5) Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position if necessary
 - 6) Re-enter the vehicle, open windows and silence audio devices
 - 7) Sound vehicle horn briefly
 - 8) Reverse into the space at idle speed
 - 9) Pull up the vehicle no more than twice to align it during the manoeuvre
 - 10) Exit the vehicle to examine space and vehicle alignment no more than twice during the manoeuvre
 - 11) Complete the reverse movement while staying entirely within the manoeuvre space
 - 12) Stop vehicle movement upon reaching the desired position
 - 13) Stop the vehicle gently when backing up to a solid fixture
 - 14) Complete the backing manoeuvre within 10 min.

Performance Element 5.1.4 Performs parallel parking manoeuvres with a tractor-trailer in a safe manner.

R

Manoeuvre Space – parallel parking manoeuvres will be into a space that is between 3.5 and 3.7 metres wide, and at least as long as 1.5 times the length of the tractor-trailer. The manoeuvre will be learned from both sides.

Completion of parallel parking manoeuvres includes performing the following sub-tasks.

The driver will:

- Sub-tasks**
- 1) Check mirror set up
 - 2) Drive the tractor-trailer forward into the starting position
 - 3) Secure the vehicle and activate the warning flashers
 - 4) Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position if necessary
 - 5) Re-enter the vehicle, open windows and silence audio devices
 - 6) Sound vehicle horn briefly
 - 7) Reverse into the space at idle speed
 - 8) Pull up the tractor-trailer no more than once to align it during the manoeuvre
 - 9) Exit the tractor to examine space and vehicle alignment no more than once during the manoeuvre
 - 10) Stop tractor-trailer movement upon reaching the desired position
 - 11) Complete the reverse movement while staying within 1 meter of the curb or curb markers
 - 12) Complete the parking manoeuvre within 10 min.

Learning Outcome

5.2

At the end of this training program the graduate will be able to safely perform tractor-trailer coupling and uncoupling tasks.

TIME (Hours)							
Classroom		Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
1			1			6	8

Performance 5.2.1 Couples a tractor-trailer unit in a safe manner.

M

Element

Sub-tasks

Completion of coupling tasks includes performing the following sub-tasks.

The driver will:

- 1) Start the coupling task:
 - a) Inspect lower couplers and connectors while outside the vehicle
 - b) Enter the vehicle and begin reversing slowly, approach the trailer with the tractor as straight in line as possible, overcome any challenges involving ground surface conditions
- 2) Continue coupling with a tractor with fixed suspension:
 - a) Align the tractor and trailer, reversing the vehicle until the fifth wheel is just ahead of trailer, touching the trailer or slightly under, but not against the kingpin
 - b) Exit the tractor and check the upper coupler and confirm that the kingpin is aligned (no more than 10 cm {4 in.} from the center of the fifth wheel lower coupler), adjust height if necessary so that contact of the upper coupler will be on the bottom half of the fifth wheel lower coupler
 - c) Re-enter the vehicle and continue reversing toward the trailer, monitor the trailer's position during coupling using the mirrors to confirm proper alignment
 - d) Reverse the tractor, gently but firmly engage the fifth wheel
 - e) Listen for and feel the fifth wheel latch into its locked position
- 3) Continue coupling with a tractor having air suspension offering a suspension drop feature:
 - a) Reverse the vehicle slowly toward the trailer until the fifth wheel just touches the trailer, or is about to touch it
 - b) Exit the tractor and check vehicle heights
 - c) Re-enter the tractor and release (dump) the tractor air suspension, then reverse the tractor until the fifth wheel lower coupler is fully under the front of the trailer, but still ahead of the king pin
 - d) Restore the tractor air suspension to its normal height

Sub-tasks

- e) Monitor the trailer's position during coupling using the mirrors to confirm proper alignment
 - f) Reverse the tractor, gently but firmly engaging the fifth wheel
 - g) Listen for and feel the fifth wheel latching into its locked position
- 4) Complete the coupling for all suspension types:
- a) Attempt to move the tractor forward (perform a "tug test")
 - b) Exit the vehicle and visually confirm the fifth wheel is locked by checking the fifth wheel contact, the release handle position and the latch
 - c) Connect the air and electrical lines properly, and confirm normal operation
 - d) Raise the trailer landing gear fully and stow the handle into its retainer
 - e) Re-enter the vehicle and supply air to the trailer with the trailer supply valve, monitor the air pressure gauges, and confirm air pressure gauges show normal pressure levels
 - f) Drive forward slowly a short distance and apply either the trailer service brakes only, or the full service brakes to test brake operation

Performance Element 5.2.2 Uncouples a tractor-trailer in a safe manner.

M

Sub-tasks

Completion of uncoupling tasks includes performing the following sub-tasks.

The driver will:

- 1) Start the uncoupling task:
- a) Confirm the location is suitable and safe for uncoupling
 - b) Park the trailer in the selected location and apply the trailer parking brakes
 - c) Secure and exit the tractor
 - d) Place any required wheel chocks and blocks, or engage locks into position
 - e) Place adequate support material under the landing gear if necessary
 - f) Operate trailer air suspension controls as required
 - g) Lower the trailer landing gear until it is just above the ground, just touches the ground, but does not raise the trailer from the fifth wheel
 - h) Leave the landing gear handle in low range and stow the handle
 - i) Disconnect air and electrical connections and stow them
 - j) Release the fifth wheel coupler lock

-
- 2) For a tractor with fixed suspension
 - a) Re-enter the vehicle and drive forward slowly to release the fifth wheel, watch the trailer in the mirrors or out of the rear window, confirm the trailer is stable
 - b) When the fifth wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer, exit the tractor and check that the trailer is stable and secure
 - c) Re-enter the vehicle and drive forward slowly until the tractor is clear of the trailer

Sub-tasks

- 3) For a tractor with air suspension having suspension drop feature:
 - a) Re-enter the vehicle and drive forward slowly far enough to unlatch the fifth wheel coupler and stop
 - b) Operate the control to drop the tractor suspension
 - c) Watch the trailer in the mirrors or out of the rear window, confirm the trailer is stable
 - d) When the fifth wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer, exit the tractor and check that the trailer is stable and secure
 - e) Re-enter the vehicle and drive forward slowly until the tractor is clear of the trailer
 - f) Raise the tractor suspension to the normal position

DOCUMENTS, PAPERWORK & REGULATORY REQUIREMENTS

6

Classroom		TIME (Hours) Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
2	1.5	0.5					4

Learning Outcome	6.1	At the end of this training program the graduate will be able to administer written workplace documents, and communicate effectively through written means.					
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Learning Indicators	6.1.1	Identifies workplace forms that are needed to establish and sustain employment.	R
	6.1.2	Identifies and describe the meaning of messages and symbols on cargo packaging and cargo documents such as way-bills, packing lists, delivery documents, instructions, workplace hazard information, etc.	R
	6.1.3	Identifies and describes the basic purpose, importance and proper condition of required vehicle related documents.	M
	6.1.4	Explains the need to access written workplace information such as apply, procedure and policy documents related to cargo securement, job task analysis, hazard assessment, etc.	R
Performance Elements	6.1.5	Seeks clarification and assistance when they do not fully understand any written workplace documents.	R
	6.1.6	Composes and delivers basic written information and messages relating to driving activities.	R
	6.1.7	Accesses information and reference tables such as those related to vehicle weights and dimensions.	M
	6.1.8	Records some basic information onto cargo related documents such as way-bills.	R

Learning Outcome	6.2	At the end of this training program the graduate will be able to complete basic mathematical calculations required for commercial vehicle operation.
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Learning Indicators	6.2.1	Describes information needed for fuel tax reports.	R
	6.2.2	Converts simple imperial and metric measurements using tables, mathematical formulas, or conversion programs.	R

Performance Elements	6.2.3	Calculates route and trip distances.	R
	6.2.4	Estimates fuel consumption rates, and how far a vehicle can travel on a particular quantity of fuel.	R
	6.2.5	Determines allowable axle weights.	R
	6.2.6	Determines basic vehicle dimension and axle spacing requirements, and complete calculations to identify compliance with vehicle requirements such as “bridge formulas”, etc.	R
	6.2.7	Calculates trip durations to determine arrival times and plans departure times.	R
	6.2.8	Estimates and records cargo weight.	R

Learning Outcome	6.3	At the end of this training program the graduate will be able to use computers, electronic and communication devices common in commercial vehicle operations.
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Performance Elements	6.3.1	Uses a calculator or computer to complete some simple tasks.	R
	6.3.2	Operates a hand-held electronic or communication device for basic tasks and describes when and where such use is permitted.	R
	6.3.3	Completes basic data-entry, form-filling and online search tasks.	R

Learning Outcome	6.4	At the end of this training program the graduate will be able to plan ahead, anticipate problems, and begin to deal with an emergency situation.	
Learning Indicators	6.4.1	Explains the risk of traveling to an unfamiliar location without first confirming facilities and preferred routes.	M
	6.4.2	Identifies some special requirements relating to a vehicle, load, routing or commodity.	M
	6.4.3	Identifies sources of reliable information about weather and road conditions.	M
	6.4.4	Describes the need to carry required emergency equipment on or inside the vehicle.	M
	6.4.5	Describes how and when to use emergency equipment carried on the vehicle. (such as a fire extinguisher, safety warnings (triangles, flares), spill kits, etc.	M
	6.4.6	Describes typical vehicle workplace risks and hazards.	M
	6.4.7	Explains the need to carry first aid supplies.	R
	6.4.8	Explains personal limitations in administering first aid.	R
	6.4.9	Explains the driver's responsibility to deal with a build-up of snow or ice on their vehicle(s).	M
Performance Elements	6.4.10	Accesses sources of maps and electronic route information.	M
	6.4.11	Accesses sources of information about commercial vehicle routes, road construction, road closures, height clearances, weight restrictions, permit requirements, etc.	M
	6.4.12	Prepares a route plan that considers vehicle size and weight.	M
	6.4.13	Demonstrates use of some basic hand tools.	R
	6.4.14	Properly wears or otherwise uses appropriate Personal Protective Equipment.	M
	6.4.15	Locates emergency contact information.	M

Performance Elements	6.4.16	Adjusts a vehicle's fifth wheel setting, axle position, or suspension system.	R
	6.4.17	Uses a safe method for operating cargo access doors	R
	6.4.18	Applies safe driving technique when proceeding through construction zones and detours.	M

VEHICLE INSPECTION ACTIVITIES

7

Classroom		TIME (Hours) Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
2	2	0.5	2	6			12.5

Learning Outcome	7.1	At the end of this training program the graduate will be able to inspect and maintain commercial vehicles.					
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Learning Indicators	7.1.1	Explains the need for every workplace to establish a system, and keep a written record, for periodically inspecting and maintaining vehicles.	M
	7.1.2	Explains that every commercial must meet prescribed performance standards while operating on a highway.	M
	7.1.3	Explains the importance of enforcement and audit programs to ensure that inspection and maintenance is adequate.	M
Performance Elements	7.1.4	Inspect the condition of vehicles and operating components.	M
	7.1.5	Uses Personal Protective Equipment during maintenance and inspection activities.	M
	7.1.6	Confirms that every commercial being operated displays valid evidence that regulatory periodic inspections and workplace-specific inspections have been conducted.	M
	7.1.7	Inspects the level of operating fluids including fuel, engine oil, engine coolant, power steering oil, windshield washer, diesel exhaust fluid (DEF), etc - and top up when necessary.	M
	7.1.8	Inspects basic components, such as drive belts, hoses, tires, switches etc.	M

Performance Elements	7.1.9	Completes minor vehicle repairs such as: repair minor electrical connection problem, replace lamp, gladhand seal or wiper blade, reset circuit breaker, etc.	R
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Learning Outcome	7.2	At the end of this training program the graduate will be able to conduct required daily inspections and monitor the vehicle's safe condition.	
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Learning Indicators	7.2.1	Explains their responsibility for the safe condition of each commercial vehicle they operate.	M
	7.2.2	Explains that the HTA 199/07 Schedule 1 lists all minor and major defects that the driver is expected to identify.	M
	7.2.3	Explains that the HTA 199/07 Schedule 1 includes the most common defects/unsafe conditions that a driver may encounter.	M

Performance Elements	7.2.4	Conducts daily inspections and identify each of the 75 minor and major defect listed in the HTA 199/07 Schedule 1.	M
	7.2.5	Identifies when a minor or major defect listed in the HTA 199/07 Schedule 1 is present on their vehicle.	M
	7.2.6	Completes and signs written or electronic daily inspection reports that declare the vehicle's condition.	M
	7.2.7	Monitors vehicle condition on a continuous basis, according to the HTA 199/07 Schedule 1, while driving or otherwise being responsible for the vehicle, and updates the inspection report as required.	M
	7.2.8	Records on an inspection report every minor defect found during an inspection or while operating a vehicle, and report the minor defect according to workplace practices, procedures and policies.	M
	7.2.9	Records immediately on an inspection document and report every major defect found during an inspection, or while operating a vehicle, and stops operating the vehicle.	M
	7.2.10	Maintains a vehicle's out-of-service status whenever a major defect is identified, until the condition is corrected.	M

Performance Elements	7.2.11	Conducts regular enroute and post-trip vehicle inspections.	M
	7.2.12	Adheres to the regulations whenever accepting an inspection report from another worker.	M
	7.2.13	Carries a valid inspection report for each vehicle operated and a copy of the HTA 199/07 Schedule 1, and produce these items when required by an enforcement officer.	M

Learning Outcome	7.3	At the end of this training program the graduate will be able to inspect each component or system listed in HTA 199/07 Schedule 1.
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Performance Element	7.3.1	Inspects the air brake system .	M
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Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) audible air leak
 - b) slow air pressure build-up rate
- 2) The driver will inspect for the following major defects:
 - a) pushrod stroke of any brake exceeds the adjustment limit
 - b) air loss rate exceeds the prescribed limit
 - c) inoperative towing vehicle (tractor) protection system
 - d) low air warning system fails or system is activated
 - e) inoperative service, parking or emergency brake

Performance Element	7.3.2	Inspects the cab .	M
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Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) occupant compartment door fails to open
- 2) The driver will inspect for the following major defect:
 - a) any cab or sleeper door fails to close securely

Performance 7.3.3 Inspects **cargo securement**.
Element

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) insecure or improper load covering (e.g. wrong type or flapping in the wind)
- 2) The driver will inspect for the following major defects:
 - a) insecure cargo
 - b) absence, failure, malfunction or deterioration of required cargo securement device or load covering

Performance 7.3.4 Inspects **coupling devices**.
Element

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) coupler or mounting has loose or missing fastener coupler is insecure or movement exceeds prescribed limit
- 2) The driver will inspect for the following major defects:
 - a) coupling or locking mechanism is damaged or fails to lock
 - b) defective, incorrect or missing safety chain/cable

Performance 7.3.5 Inspects **dangerous goods**.
Element

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following major defect:
 - a) dangerous goods requirements not met

Performance Element 7.3.6 Inspects **driver controls**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly

Performance Element 7.3.7 Inspects **driver seat**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) seat is damaged or fails to remain in set position
 - b) seatbelt or tether belt is insecure, missing or malfunctions

Performance Element 7.3.8 Inspects **electric brake system**.

R

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) loose or insecure wiring or electrical connection
- 2) The driver will inspect for the following major defects:
 - a) inoperative breakaway device
 - b) inoperative brake

Performance Element 7.3.9 Inspects **emergency equipment and safety devices**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) emergency equipment is missing, damaged or defective

Performance Element 7.3.10 Inspects **exhaust system**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) exhaust leak
- 2) The driver will inspect for the following major defect:
 - a) leak that causes exhaust gas to enter the occupant compartment

Performance Element 7.3.11 Inspects **frame and cargo body**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) damaged frame or cargo body
- 2) The driver will inspect for the following major defect:
 - a) visibly shifted, cracked, collapsing or sagging frame member(s)

Performance Element 7.3.12 Inspects **fuel system**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) missing fuel tank cap
- 2) The driver will inspect for the following major defects:
 - a) insecure fuel tank
 - b) dripping fuel leak

Performance Element 7.3.13 Inspects a vehicle's **general** condition.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following major defect:
 - a) serious damage or deterioration that is noticeable and may affect the vehicle's safe operation

Performance Element 7.3.14 Inspects **glass and mirrors**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted
 - b) required mirror or glass has broken or damaged attachments onto vehicle body

Performance Element 7.3.15 Inspects **heater/defroster**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) control or system failure
- 2) The driver will inspect for the following major defect:
 - a) defroster fails to provide unobstructed view through the windshield

Performance Element 7.3.16 Inspects **horn**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) vehicle has no operative horn

Performance Element 7.3.17 Inspects **hydraulic brake system**.

R

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) brake fluid level is below indicated minimum level
- 2) The driver will inspect for the following major defects:
 - a) parking brake is inoperative
 - b) brake boost or power assist is not operative
 - c) brake fluid leak
 - d) brake pedal fade or insufficient pedal reserve
 - e) activated (other than ABS) warning device
 - f) brake fluid reservoir is less than ¼ full

Performance Element 7.3.18 Inspects **lamps and reflectors**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) required lamp does not function as intended
 - b) required reflector is missing or partially missing
- 2) The driver will inspect for the following major defects - that can only be present when use of lamps is required:
 - a) failure of both low-beam headlamps
 - b) failure of both rearmost tail lamps
- 3) The driver will inspect for the following major defects - that may be present at any time:
 - a) failure of a rearmost turn-indicator lamp
 - b) failure of both rearmost brake lamps

Performance Element 7.3.19 Inspects **steering**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) steering wheel lash (free-play) is greater than normal
- 2) The driver will inspect for the following major defects
 - a) steering wheel is insecure, or does not respond normally
 - b) steering wheel lash (free-play) exceeds prescribed limit

Performance Element 7.3.20 Inspects **suspension system**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defect:
 - a) air leak in air suspension system
 - b) broken spring leaf
 - c) suspension fastener is loose, missing or broken
- 2) The driver will inspect for the following major defects
 - a) damaged or deflated air bag ['damaged' means - patched, cut, bruised, cracked to braid, mounted insecurely]
 - b) cracked or broken main spring leaf or more than one broken spring leaf
 - c) part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component
 - d) loose U-bolt

Performance Element 7.3.21 Inspects **tires**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) damaged tread or sidewall of tire
 - b) tire leaking (if leak can be felt or heard, tire is to be treated as flat)
- 2) The driver will inspect for the following major defects
 - a) flat tire
 - b) tire tread depth is less than wear limit
 - c) tire is in contact with another tire or any vehicle component other than mud-flap
 - d) tire is marked "Not for highway use"
 - e) tire has exposed cords in the tread or outer side wall area

Performance Element 7.3.22 Inspects **wheels, hubs and fasteners**.

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) hub oil below minimum level (When fitted with sight glass)
 - b) leaking wheel seal
- 2) The driver will inspect for the following major defects:
 - a) wheel has loose, missing or ineffective fastener
 - b) damaged, cracked or broken wheel, rim or attaching part
 - c) evidence of imminent wheel, hub or bearing failure

Performance 7.3.23 Inspects **windshield wiper/washer**.
Element

M

Sub-tasks

Completing inspection includes performing the following sub-tasks.

- 1) The driver will inspect for the following minor defects:
 - a) control or system malfunction
 - b) wiper blade damaged, missing or fails to adequately clear driver's field of vision
- 2) The driver will inspect for the following major defects - that can only be present when use of wipers or washer is required:
 - a) wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper

HOURS OF SERVICE COMPLIANCE

8

**Learning
Outcome**

8.1 At the end of this training program the graduate will be able to comply with the requirements of the Hours of Service regulations.

TIME (Hours)							
Classroom		Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
3	1	1					5

**Learning
Indicators**

- 8.1.1 Explains that the Hours of Service regulations apply to operating any commercial vehicle. **M**
- 8.1.2 Explains that they are on-duty when driving, in care and control of a vehicle, and performing other types of work. **M**
- 8.1.3 Explains that in normal conditions they must take 10 hours off-duty each day, and have one 24-hour period off-duty within the previous 14 days. **M**
- 8.1.4 Explains that driving a commercial vehicle is prohibited after being on-duty for 14 hours in a day. **M**
- 8.1.5 Explains that driving a commercial vehicle is prohibited after accumulating 13 hours of driving in a day. **M**
- 8.1.6 Explains that driving a commercial vehicle is prohibited when 16 hours have elapsed since their work shift began. **M**
- 8.1.7 Identifies that a commercial vehicle may be operated for personal use, and for up to 75 km in a day when: the vehicle is empty and no trailer is being towed; no work of any sort is being done for a motor carrier; and the starting and ending odometer readings are recorded in the driver's daily log. **M**
- 8.1.8 Explains that a work shift begins when they return to on-duty, after being off-duty for at least 8 consecutive hours. **M**

Learning Indicators	8.1.9	Identifies they are still considered to be on the previous work shift when returning to on-duty after less than 8 hours off-duty, and they may be prohibited from driving.	M
	8.1.10	Explains that a 7-day cycle is called “Cycle 1” and allows a driver to be on-duty for 70 hours in a 7-day period.	M
	8.1.11	Identifies that a 14-day cycle is called “Cycle 2” and allows a driver to be on-duty for 120 hours in a 14-day period.	M
	8.1.12	Explains that a new cycle can start only after taking the required minimum number of hours off-duty, and this period is called a “reset”.	M
	8.1.13	Explains that resetting Cycle 1 requires at least 36 hours off duty.	M
	8.1.14	Identifies that resetting Cycle 2 requires at least 72 hours off duty.	M
	8.1.15	Identifies that up to 2 hours of the required minimum daily off-duty time can be deferred from one day to the next as long as the deferred time is properly added to the correct portion of off-duty time in the following day.	M
	8.1.16	Identifies that when encountering specifically defined adverse driving conditions, driving up to 2 hours beyond the daily limit is permitted, when remaining within the 16-hour work shift rule.	M
	8.1.17	Identifies that, when adverse conditions cause a driver to be on-duty longer than is normally permitted, the off-duty period on the following day must be increased by a similar amount.	M
	8.1.18	Identifies that they must maintain and carry a daily log whenever they: operate beyond 160 km of their home terminal; return to a location other than their home terminal at the end of the day; or work for an employer who does not maintain a record of the driver’s duty status.	M
	8.1.19	Identifies that the “day” shown on a daily log is a 24-hour period which generally begins at midnight, but can start at any time set by an employer.	M
	8.1.20	Explains that the “home terminal” is determined by the employer and is normally associated with the location where a worker begins to drive a commercial vehicle.	M

Learning Indicators	8.1.21	Identifies reasons that driver's daily logs may also need to be retained for tax purposes such as meal deductions, etc.	R
	8.1.22	Identifies that a driver may be exempt from the requirements to complete and carry a daily log when: they drive within a radius of 160 km from their home terminal; return to their home terminal at the end of the day; and work for an employer who maintains a record of their duty status.	M
	8.1.23	Identifies that a record of each driver's duty status must track the driver's activities within each day, within the work shift, and within a duty cycle.	M
	8.1.24	Identifies that a driver using a record of duty status instead of a daily log must still comply with all of the driving restrictions.	M
	8.1.25	Identifies that proper use of the sleeper berth allows the off-duty period to be split.	M
	8.1.26	Identifies that off-duty periods can be split into shorter periods in certain condition.	M
	8.1.27	Identifies that Canadian HOS requirements differ from those in the U.S.	R
Performance Elements	8.1.28	Calculates when they can begin to drive, and how many hours are available for driving each day.	M
	8.1.29	Stops driving when any one of the on-duty limits is reached.	M
	8.1.30	Stops driving a commercial vehicle after being on-duty for 14 hours in a day.	M
	8.1.31	Stops driving a commercial vehicle after accumulating 13 hours of driving in a day.	M
	8.1.32	Stops driving a commercial vehicle when 16 hours have elapsed since their work shift began.	M
	8.1.33	Tracks their status within each day as defined on the daily log, and track the duty status within their work shift, which can start at any time of day.	M

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- Performance Elements** 8.1.34 Maintains a complete, legible, and accurate driver's daily log (in a written or electronic format) that fully complies with the regulations. **M**
- 8.1.35 Carries daily logs that apply to the preceding 14 days, whenever operating a commercial vehicle requiring the driver to carry a log. **M**
- 8.1.36 Retains daily logs as required by the regulations. **M**

CARGO SECUREMENT & LOSS PREVENTION

9

Learning Outcome 9.1 At the end of this training program the graduate will be able to comply with basic cargo securement requirements.

TIME (Hours)							
Classroom		Around the Vehicle			Behind the Wheel		Total
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
1.5		.5					2

Learning Indicators	9.1.1	Explains that every commercial vehicle transporting cargo must have the cargo secured according to the regulations.	M
	9.1.2	Explains that the requirement to secure cargo includes any material, equipment or other loose article carried on the vehicle, including dunnage, blocking, tarps, tools, equipment, spare materials, etc.	M
	9.1.3	Explains that all cargo must be secured so that it cannot fall off the vehicle, or in any way be lost.	M
	9.1.4	Explains that articles of cargo must be secured to prevent forward, rearward and sideways movement, and in some cases must also be secured to prevent upward movement.	M
	9.1.5	Explains that all cargo must be secured so that it cannot shift in a way that can affect a vehicle's stability or manoeuvrability in a negative way.	M
	9.1.6	Explains that cargo must be loaded in such a way that it does not interfere with the driver's ability to drive the vehicle safely, and does not block vehicle entry or exit.	M
	9.1.7	Explains that articles of cargo are generally secured against the vehicle's structure and by using devices such as tiedowns, blocking and bracing.	M

Learning Indicators	9.1.8	Describes methods for rating the strength of devices used to secure cargo and recognize that most cargo requires a minimum number of tiedowns with particular working load limit ratings.	R
	9.1.9	Explains that cargo tiedowns are specifically designed and rated for particular use, and must have a means to be tightened, and must be used according to the manufacturer instructions.	R
	9.1.10	Explains that tiedown ratings are determined by manufacturers, are expressed as a “working load limit” (WLL), and marked on the tiedowns.	R
	9.1.11	Describes how the combined strength of individual tiedowns used together to restrain cargo is called the “aggregate working load limit”.	R
	9.1.12	Explains how friction between cargo and vehicle surfaces, and friction between different articles of cargo that are in contact, helps to keep some types of cargo secure.	R
	9.1.13	Describes how the size, shape and weight of cargo generally dictates the required number, strength and placement of tiedowns.	R
	9.1.14	Explains how the aggregate working load limit of tiedowns used to secure cargo must equal at least 50% of the cargo weight.	R
	9.1.15	Explains how cargo fully enclosed within a vehicle structure will not generally require tiedowns, but may require blocking, bracing or devices to increase friction between the vehicle and cargo.	M
	9.1.16	Explains how individual pieces of cargo are “unitized” into larger units of cargo.	R
	9.1.17	Explains that drivers are not required to inspect cargo if a vehicle has been sealed to prevent access and they have been instructed by their employer not to remove the seal.	R
	9.1.18	Explains that some cargo can be secured according to general regulatory requirements.	M
	9.1.19	Explains how certain commodities require specific securing methods, devices and equipment to comply with specific regulatory requirements.	M

Learning Indicators	9.1.20	Identifies that specific securement methods are required for: logs, dressed lumber and similar building materials, metal coils, paper rolls, concrete pipe, inter-modal containers, automobiles, light trucks and vans, heavy vehicles equipment and machinery, flattened or crushed cars, roll-on/roll-off and hook-lift containers, boulders, etc.	M
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Performance Elements	9.1.21	Confirms that cargo securing methods or devices are the proper type, and are be properly used, strong enough, and in good condition.	R
	9.1.22	Inspects cargo and methods used to secure the cargo before driving, to confirm everything is properly secured to comply with regulations.	R
	9.1.23	Inspects cargo and related articles at specific intervals during the trip to ensure everything remains properly secured to comply with regulations.	R
	9.1.24	Conducts inspection of the condition and integrity of tiedown devices, and adjusting tiedowns as necessary to keep cargo secure during transport.	R

Learning Outcome	9.2	At the end of this training program the graduate will be able to prevent cargo loss claims, and follow required procedures to maintain secure facilities, prevent cargo loss and avoid damage.
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Learning Indicator	9.2.1	Identifies that operation of cargo handling equipment must be performed in the proper manner, and only when a person is fully trained and authorized.	R
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Performance Elements	9.2.2	Handles and loads cargo carefully, and describe basic ways to confirm that all cargo is properly packaged, unitized, arranged and secured inside facilities and vehicles.	R
	9.2.3	Uses appropriate Personal Protective Equipment properly and recognize that such use may be required, inside or outside of every workplace, shipper facility and customer facility.	R
	9.2.4	Uses cargo seals, pin locks and similar vehicle security devices.	R

HANDLING EMERGENCIES

Competence
Category

10

Learning Outcome 10.1 At the end of this training program the graduate will be able to assess and adapt to changing conditions.

		TIME (Hours)					
Classroom		Around the Vehicle		Behind the Wheel		Total	
Deliver (Lecture, pairs, groups, demo etc.)	Apply (Practice, perform, etc.)	Assess (Show, do, quiz, test, etc.)	Observe Trainer (Watching instruction)	Apply (Practice, perform etc.)	On-Road (Driving along)	Off-road (Couple/uncouple, backing)	
1		0.5		1			2.5

Learning Indicator 10.1.1 Describes common workplace hazards and risks and how such hazards and risks can change. **R**

10.1.2 Explains the role and importance of workplace practices, procedures and policies which are used to manage hazards and risks. **R**

10.1.3 Locates and understand workplace practices, procedures and policies which are used to manage hazards and risks. **R**

10.1.4 Explains the visual cues and other signs of potentially hazardous traffic situations. **M**

Performance Elements 10.1.5 Reviews and understands documented job task analyses and hazard assessments. **R**

10.1.6 Adapts to the presence of other motorists, pedestrians, cyclists and slow-moving vehicles which share the road with commercial vehicles. **M**

10.1.7 Watches for wildlife or livestock which can enter the space around a vehicle, particularly on routes known for collisions involving animals. **M**

10.1.8 Monitors and adheres to highway speed advisories. **M**

10.1.9 Maintains a high level of alertness while driving. **M**

Performance Elements	10.1.10	Scans conditions around the vehicle by looking ahead and using mirrors regularly and systematically.	M
	10.1.11	Monitors vehicle conditions by scanning instruments and gauges regularly and systematically.	M
	10.1.12	Monitors the movement and actions of other motorists while passing or being passed.	M
	10.1.13	Diffuses any situation that could cause anger, hostility or danger.	M
	10.1.14	Exits the vehicle whenever necessary to inspect clearances and identify potential obstructions.	M
	10.1.15	Secures a vehicle properly before exiting the cab or vacating the driver seat.	M

Learning Outcome	10.2	At the end of this training program the graduate will be able to handle minor emergency incidents in a professional manner.
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Learning Indicator	10.2.1	Describes the typical kinds of incidents that must be reported to employers, police and other reporting agencies.	M
	10.2.2	Explains the importance of following the specific requirements of workplace practices, procedures and policies.	R
	10.2.3	Explains the importance of workplace practices, procedures and policies relating to obligations and limitations in administering first aid.	R
	10.2.4	Describes the importance of conducting themselves according to workplace practices, procedures and policies in any emergency situation when speaking to police, media, other motorists and the public.	R
	10.2.5	Describes the importance of following workplace practices, procedures and policies when engaging emergency support such as: towing and recovery service, vehicle repair, breakdown, tire repair, etc.	R

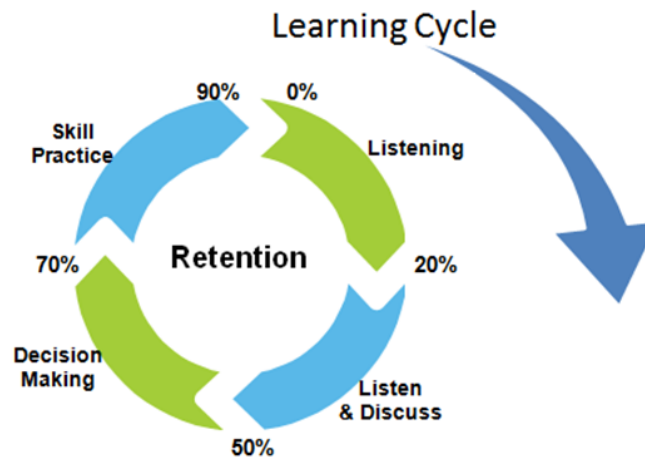
Performance Element	10.2.6	Uses warning devices and other emergency equipment in compliance with regulations.	M
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PART D - APPENDIX

Glossary of Terms

Assessment

Assessments confirm that the learner is acquiring the knowledge, skills and attitude required.



There are three types of progressive assessments:

Ipsative: Is an assessment for learning **prior** to beginning training to determine the ability and readiness to learn, with the expectation that other assessments follow for comparison.

Formative: Is an assessment **as** learning occurs to provide both student and instructor an indication of how well the learner is progressing. It provides relevant feedback to help the student improve.

Summative: Is an assessment of learning that provides a measurement of what the student **has** learned and is measured against the other assessments.

Acceptable ways of an assessment would be:

Knowledge: quizzes, case studies, problem solving, scenarios

Skill: demonstration, practical, hands on, problem solving

Attitude: demonstrated through discussion, action, display

Evaluation	Sometimes interchanged with assessment, however, it should be a process for evaluating the training program by students and instructors in order to facilitate improvement of the course.
Class Size	Maximum number of students is 15:1 in the classroom. Maximum of 4:1 in-yard or in-cab. Time must be adjusted when more than one student is in-yard or in-cab.
Course Provider	An organization that has met all the requirements and is approved to be a training course provider.
Curriculum Framework	A document that provides a list of mandatory and recommended entry level driver competencies. Curricula development will use this framework.
Backing Dimensions	An area with minimum/maximum space allotment to complete backing exercises.
Expressway	<p>A substitution is permitted to the expressway component by using a highway with a speed limit of at least 80km/h., only if:</p> <ul style="list-style-type: none">• The course provider is not within 100kms of an expressway,• Manoeuvres for lane changes and merging on and off the expressway must continue to be included in the training and are to be simulated.
Facility	The training facility must meet all OHSA requirements. The classroom must be of appropriate size to accommodate the number of students; a table writing surface, lighting, washroom facilities, training equipment as required, presentation equipment as required. Contact MTO or MAESD for facility requirements.
In-Class	This is the environment where training occurs which would be related to knowledge development. It is expected that the use of various delivery methods to address adult learning principles will be applied in this environment. The classroom must meet the minimum standards under "Facility".

**In-Vehicle/In-Cab/
Behind the Wheel**

This is the environment where 1:1 training occurs inside the vehicle and the vehicle is in motion. Backing, coupling/uncoupling are included in this description. A maximum of 4:1 ratio will be permitted if the vehicle configuration permits provided the time requirement is adjusted accordingly.

**In-Yard/Around the
Vehicle**

This is the environment found in the yard and around a stationary vehicle. A maximum of 4:1 ratio will be permitted for training in this environment.

**Instructional
Methods**

Instruction of students by qualified instructors will be delivered using various methods that are effective and appropriate for the content, and leads to the success of the student. Methods using direct, indirect, experiential, interactive, and independent approaches are expected to be applied within a curriculum.

Direct: Instructor led delivery as in lecture.

Indirect: Instruction received through activities.

Experiential: Instruction that provides a direct linkage to the knowledge/skills that will be performed on the job.

Interactive: Instruction that provides a continuous two-way transfer of information between the learner and instructor/other learners/ learning-assisted technology.

Independent: Instruction received through self discovery, or self directed activity.

**Instructional
Time**

The mandatory time requirement is based on 1:1 instruction between an instructor and student.

**Learning
Environment**

There are three learning environments identified for curriculum development; in-class, in-yard, in-vehicle.

Learner-centred

The approach to training delivery must take into account the learner, their prior knowledge and experience, and their unique way of learning. The delivery method would capitalize on the learner's strengths and adjust for weaknesses.

**Logical
Sequencing**

The delivery of the learning content is to be presented to the student in a progression that requires taking what was previously learned and building upon it; similar to a stairway.

Manage Speed/ Following Distance	Managing speed includes space management and following distance to allow adequate time to observe, react, manoeuvre the vehicle and stop if necessary.
Mandatory Competencies - M	All competencies identified as M are mandatory for all curricula and are the core competencies used to reach the total of 103.5 training hours for the Commercial Truck Driver Training Standard (Class A).
Manual/Automatic Transmission	<p>Manual transmission training is not mandatory but rather, training can be conducted using either automatic, manual or both depending on the vehicles provided by the course provider.</p> <p>To be further reviewed.</p>
Night Driving	The inclusion of night driving is highly recommended and would encompass performance elements found in sections 3,4,7,9,10. Night would be defined as any time when illumination is required.
Observation (In-yard)	An instructor may choose to demonstrate a skill while the student observes. This would be considered 1:1 instruction. Observing other students perform, without the instructor present, is not included in the time requirements.
Payload Training	A portion of the training with a load is mandatory; however, the type of load and appropriate weight would be determined by the course provider. 15,000kg or 50% of the payload is acceptable.
Recommended Competencies - R	Competencies identified with an R are recommended for inclusion in a curriculum by industry, however, due to the many types of training providers, while recommended, the provider will determine if it is appropriate for their business to include. All R competencies are above and beyond the core competencies and are not included in the 103.5 Commercial Truck Driver Training Standard (Class A) hours.
Traffic	This includes all other road users including vehicles, pedestrians, cyclists, motorcycles, and other vulnerable road users.
Traffic Check/Road Users	When referencing a traffic check, it implies an inclusive 360° observation in order to interpret all traffic hazards and road conditions, assess risk and take appropriate action.

Acknowledgment

The Ministry of Transportation would like to acknowledge the valued advice, comments and investment into the development of the Commercial Truck Driver Training Standard (Class A) and competencies by many industry experts and enforcement agencies.

Contact Information

For information regarding the Driver Certification Program:

Driver Programs Office
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Ministry of Transportation
87 Sir William Hearst Avenue
RM B-051, TORONTO, ON M3M 0B4

Email: Driver.Certification.Program@Ontario.ca
Phone: 416-235-4323

For information regarding Private Careers College Program (PCC):

- Registered PCCs may contact their inspector.
- Prospective PCCs should contact MAESD at:
 - Email: PCC@Ontario.ca

For information regarding College of Applied Arts and Technology, contact:

Driver Programs Office
Program Development and Evaluation Branch
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