

# COMMERCIAL DRIVER SCHOOL CATALOG

**2023-2025**

**2141 West Valley Hwy N Bldg. A  
Auburn WA 98001**

**(253) 236-8599 or  
FAX (253) 236-5850**

**[www.cdstruckschool.com](http://www.cdstruckschool.com)  
a dba of Tulip, LLC whose owners are  
Victor and Petra Ratz**

**Commercial Driver School provides quality training for the commercial truck driver.**

*This school is licensed under RCW 28c.10. Inquiries or complaints regarding this or any other private vocational school may be made to:*

## **WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD**

128 - 10th Avenue SW  
PO BOX 43105  
Olympia, WA 98504-3105  
(360) 709-4600  
Web: [wtb.wa.gov](http://wtb.wa.gov)  
Email: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)

***Publication Date - January 1, 2023***

**VOLUME XVI**  
**CATALOG**  
**2141 West Valley Hwy N Bldg. A**  
**Auburn WA 98001**

**(253) 236-8599 or**  
**FAX (253) 236-5850**

**[www.cdstruckschool.com](http://www.cdstruckschool.com)**  
**[info@cdstruckschool.com](mailto:info@cdstruckschool.com)**

Date of Publication January 1, 2023

**MISSION STATEMENT**

Commercial Driver School (CDS) is committed to providing outstanding opportunities for people wanting to start or advance their careers through superior local and long-haul training programs.

CDS will provide the professional instruction necessary for each student to attain a Commercial Driver's License (CDL). Students at CDS will receive the attention they deserve. The skills they will develop and the techniques learned are essential to becoming competent, productive, and safe commercial truck drivers.

**OWNERSHIP**

Commercial Driver School is a Washington State-based corporation. The company is solely owned by Tulip, LLC dba Commercial Driver School which is solely owned by Victor and Petra Ratz.

**OBJECTIVE**

It is the objective of Commercial Driver School to prepare each student for a successful and profitable career in today's commercial trucking industry. Our instructors have the teaching experience and the commercial driving skills necessary to achieve this objective.

**LOCATION OF FACILITIES**

The admissions, administrative offices, and Classroom for Commercial Driver School are located at 2141 West Valley Hwy N Building A in Auburn, Washington. To get there from I5, take exit 142 then head towards Auburn. Take exit to Hwy 167 towards Auburn. Take the 15<sup>th</sup> NW exit of 167 and turn right on West Valley Hwy N. CDS will be on the left-hand side on the corner of West Valley Hwy N and 22<sup>nd</sup> St NW. Our facility consists of 3,000sqft of office space, which includes 1 classroom that seats up to 24 students per class reception, 3 private offices for administration, instructors lounge, kitchen, bathrooms, and a simulator room. The training yard is located at 11000 34<sup>th</sup> Ave S, Lakewood WA, 98499. It is a 2-acre yard with 2 sets of state-measured backing lanes and plenty of room for truck and student parking. The training yard has 2 bathrooms and is located at our Lakewood campus which includes an instructor office, student bay area, and a student dining area.

**LICENSING**

Commercial Driver School is licensed in Washington State by The Washington State Workforce Training and Education Coordinating Board under RCW 28c.10.

Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105  
Web: [wtb.wa.gov](http://wtb.wa.gov) Phone: 360-709-4600 E-Mail Address: [pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

## **EQUIPMENT**

Commercial Driver School provides students with well-maintained equipment which is highly compatible with today's modern commercial trucking industry. We use Freightliner, Volvo, and Kenworth conventional tractors and both 48ft and 28ft dry-van trailers.

## **FINANCING**

Commercial Driver School has a partnership with TAPCO Credit Union where students can get an open line of credit to help pay for training and not have to make payments until after they graduate and start working, or the end of the third month, whichever comes first. Commercial Driver School will also refer prospective students to other lending institutions that may be of assistance in financing tuition based on approval of credit.

Commercial Driver School is also a CDL Advantage participant which allows our students to apply for a CDL training specific loan that is not solely based on credit and current income. This program is targeted towards the underserved populations and students do not start paying on this loan until 60 days after they start training, allowing them to complete school and starting their next career. There will be a \$600 Tuition Surcharge fee added to the enrollment agreement for this loan.

In circumstances where a student may qualify for financial aid, Commercial Driver School will have community resource information available and will refer students to these resources for consideration.

Commercial Driver School does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

## **PAYMENT**

Payment in full needs to be made before the end of your class. Graduation documents will be withheld until payment in full. A \$50 NSF fee applies to all returned checks. Student agrees to pay all collection and attorney fees in our pursuit of outstanding debt.

## **ADMISSIONS REQUIREMENTS**

Each individual preparing for enrollment at CDS will complete an Application for Enrollment and work with an Admissions Officer to get enrolled. To be accepted for training by Commercial Driver School, all applicants must have or be able to provide the following within the first week of training.

**\*\*THESE ARE NOT PREREQUISITES TO BEING ACCEPTED INTO CLASS BUT ARE REQUIRED TO DRIVE VEHICLES STARTING THE SECOND WEEK.**

- Read, write, and comprehend the English language
- \*\*Provide proof of education -- a copy of a High School Diploma, GED, or pass a basic reading and math assessment administered in our office.
- \*\*Pass a U.S. Department of Transportation (DOT) physical examination
- \*\*Pass a controlled substance drug test

- **\*\*Provide a current abstract of driving record obtained from the Department of Licensing covering the last 5-year period and drawn within 30 days of enrollment. The driving record must be determined by CDS staff to be acceptable for employment in the commercial driving industry.**
- **\*\*Have a current and valid Washington State Driver's License**
- Provide a Social Security Card valid for purposes of employment or a current Work Authorization Card
- **\*\*Provide a copy of a US Passport, Birth Certificate, Green card, or other proof of US residency.**

**Note:** Commercial Driver School will not reject anyone for admission based on race, creed, color, sex, national origin, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. There are some circumstances where a student MAY BE disqualified for acceptance. This includes any person whose driving record reflects too many moving traffic violations to be employable, an alcohol or drug-related offense, a reckless or negligent driving citation in the past three years, certain felony convictions, a history of drug or alcohol abuse, mental disorder(s), or certain misdemeanor convictions, any of which could compromise employment opportunities in commercial truck driving.

Each student attending Commercial Driver School must be a minimum of 18 years of age. Federal law mandates interstate truck drivers be a minimum of 21 years of age, but those under 21 can obtain a CDL limited to intrastate.

Commercial Driver School will limit the size of each class to 30 students.

### **ABILITY TO BENEFIT POLICY**

Commercial Driver School will work within the recommended guidelines of the Workforce Training and Education Coordinating Board of the State of Washington to develop methods to assess the basic skills and relevant aptitude of each potential student. The school will measure all applicants' ability to benefit against current prerequisites for employment in the job objective established for the program, e.g., prior work and health history, English language proficiency, driving and arrest records, and evaluations of any applicable physiological factors such as vision acuity color perception, lifting and weight-bearing capabilities, and manual dexterity. This assessment will be designed to determine that a potential student has the basic skills and aptitude necessary to complete and benefit from the program in which the student plans to enroll. Any method of assessment utilized by Commercial Driver School will be reported to the Workforce Agency. Assessment records shall be maintained permanently in the student's electronic file and maintained by Commercial Driver School.

### **STUDENT STANDARDS OF CONDUCT**

In order to provide a safe environment which will promote learning, the student standards of conduct have been established. These standards are provided in written form to each student on the first day of class. The student will read the standards and sign for receipt and acceptance. A copy will be immediately placed in the student's permanent file to be maintained electronically. **Participation in any of the activities listed below may be grounds for immediate termination:**

- Gambling
- Being under the influence of drugs or alcohol
- Any activity considered to be in breach of current local and federal laws.
- Unauthorized use of equipment of any type
- Smoking in unapproved areas
- Theft

- Committing a violent act, or threatening violence against any student, CDS staff member, or anyone on CDS grounds or equipment
- Sexual harassment of any person
- Possession of a firearm or other weapons on school grounds or equipment
- Fraternizing with any CDS staff member, including instructors, during the course, or during the admissions process
- Derogatory or discriminatory actions, remarks, or written communications toward any student, CDS staff member, or anyone on CDS grounds or equipment
- Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

## **ATTENDANCE**

During training at Commercial Driver School, each student should strive for 100% attendance since missing even one day of class can have a negative impact on the final grades. Students are expected to attend 40 hours per week. Prospective employers are interested in the attendance of their potential student drivers. Therefore, attendance is of the utmost importance for you to maintain while attending school.

**Tardiness:** If a student knows they will be late for class, they must call to notify the school. If a student is late four times to class, it will be considered one absence. Missed hours will need to be made up prior to graduation.

**Absences:** Each student must complete the full program to graduate. There are no allowances for absenteeism. The only excused absence is in the event of an emergency. The hours missed must be made up at the school's convenience or at a mutually agreed upon time between the student and school officials. Satisfactory progress must be maintained to attain a passing grade point of 3.0 or better. If progress is unsatisfactory, the student may be dropped from the program. Students can make up days on a case-by-case basis.

**Policy for Readmission:** Students who drop out of the course or those who are terminated from the course may be offered the opportunity for readmission subject to evaluation by the school administrator/owner who will make the final decision on the terms for readmission or whether readmission will be allowed under a new contract with new payment.

**Religious Accommodation:** Commercial Driver School will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed and making up any missed training hours. The student shall work with the instructor to determine a schedule for making up missed work and hours.

Examples of religious accommodations may include rescheduling an exam or drive time for the student in question; altering the time of a student's behind-the-wheel or range training; allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in course end dates.

## **GRIEVANCE PROCEDURES**

Grievances should be directed first to the Campus Manager. The Owners, Instructors, and CDS Administrative Staff Members will make every effort to resolve any grievance in a way that is satisfactory to the student.

**Should any student not find a resolution, he or she should contact the following:**

Workforce Training and Education Coordinating Board

128 - 10th Ave SW  
PO Box 43105  
Olympia, WA 98504-3105  
(360) 753-5662  
Web: [wtb.wa.gov](http://wtb.wa.gov)  
Email: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov)

## **GRADING SYSTEM**

The system for grading at Commercial Driver School will be the standard 4.0 grading scale (see conversion table below). To graduate, a student must score above 80% overall in the classroom, lab, and field.

The minimum passing score in the classroom is 80% as required by 49 CFR Part 380- Entry Level Driver Training.

The minimum passing score in the field is 3.0.

### **Conversion Table**

4.0	=	100%	=	A+
3.9	=	98%	=	A
3.8	=	95%	=	A -
3.7	=	93%	=	B+
3.6	=	90%	=	B
3.5	=	88%	=	B -
3.4	=	85%	=	C+
3.3	=	83%	=	C
3.2	=	80%	=	C -
3.1	=	78%	=	D
3.0	=	75%	=	D -

---

Below 75% Fail

## **STANDARDS OF PROGRESS REQUIRED**

A grade falling below 75% is considered failing and unsatisfactory. If a student is not maintaining a satisfactory grade level, counseling from CDS staff will follow to determine what solutions may be applied to improve the student's progress. A two-day probationary period will be allowed to assess the student's progress. If, after this probationary period, the student's grades do not improve to a satisfactory level, dismissal from the CDS program will be necessary.

Readmission to the CDS program by a student who failed to progress satisfactorily will be determined by the Campus Manager, Vice President, President and/or Owners, after a thorough review of the student's record, and input from the faculty and other Administrative Staff Members.

## **COST OF COMMERCIAL DRIVING COURSES – FEES AND TUITION**

The cost of tuition is:

- Class A Course 101 -- \$5,445
- Class B Bus Course 102 -- \$4,245
- Class B Truck Course 103 -- \$4,245
- Cement Mixer Truck Course 105 -- \$3,495 (Current CDL holders only)
- Dump Truck Course 106 -- \$3,495 (Current CDL holders only)

• Passenger/School Bus	Course 107	-- \$2,995 (To add PS Endorsements, CDL required)
• Refresher	Course 108	-- \$2,800 (Current CDL holders only)
• Emergency Vehicle	Course 109	-- \$2,995 (Current CDL holders only)
• Hazmat Endorsement Training	Course 110	-- \$695 (Current CDL holders only)
• Forklift Truck	Course 111	-- \$200
• Class A, Forklift	Course 112	-- \$5,645
• Class A, Hazmat	Course 113	-- \$6,140
• Class A, Bus	Course 114	-- \$8,440
• Class A, Dump Truck	Course 116	-- \$8,940
• Class A, Cement Mixer	Course 118	-- \$8,940
• Class A, Bus, Dump, Mixer, Hazmat Forklift	Course 132	-- \$16,325
• Class B Truck and Passenger/School Bus	Course 133	-- \$6,240
• Class A Automated Truck Driver Training	Course 136	-- \$5,445
• Class B Truck, Hazmat	Course 137	-- \$4,940

Additional costs not included in the price of tuition but are the student's responsibility include:  
(Costs of some expenses are subject to change.)

Registration	\$230
DOT Physical Examination	\$110
Controlled Substance Drug Screen	\$45
Abstract of Driving Record from DOL	\$15
Washington State CDL Instruction Permit	\$40
DOL Written Tests (endorsements)	\$35
Commercial Driver's License Issue	\$120
CDL Road Skills Test with DOT Tester	\$250
(Retest only)	\$150
Fuel Surcharge	
<b>Total:</b>	<b>\$995</b>

## **HOURS OF OPERATION**

The administrative offices of Commercial Driver School will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays. The commercial driving course hours will be Monday through Friday, except holidays, as follows:

- Day Classes: 6:00 a.m. to 2:30 p.m.
- Night Classes: 3:30 p.m. to Midnight

When a week includes a recognized holiday, classes will be rescheduled as four 10-hour days or any other configuration of class days that excludes the holiday and completes a 40-hour training week.

## **PLACEMENT ASSISTANCE**

Commercial Driver School is committed to your career. Each student will have the opportunity to meet with our Placement Specialist to express their specific employment goals. After a review of the student's driving record, work history, criminal record, etc., the Placement Specialist can make recommendations as to which companies may be most compatible. Job applications for some interstate companies are available onsite to students. They will receive instructions on how to properly complete the applications and how to build a competitive resume. The Placement Specialist will inform the student of each company's minimum requirements.

CDS will welcome a variety of recruiters to present their company's career opportunities to our students. Students will be informed of local job openings for which they qualify as the job opportunities become

available to us following graduation. While students decide which jobs to pursue and accept, our efforts will be to provide what is needed to make a well-informed decision.

Commercial Driver School makes no guarantee of employment. The CDS staff will be supportive to each student in their job search activities.

## **COURSE DESCRIPTIONS**

Each training hour will be fifty (50) minutes. One day of training will consist of eight hours. Students will be allowed two-fifteen-minute breaks daily as well as a half-hour lunch period. Lunch periods are in addition to the standard eight hours of training time.

### **Class 'A' Truck Driver Training 160 Hours (Course 101)**

After successfully completing 160 hours of Class 'A' Driver Training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course and be scheduled for a skills test.

#### **Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Coupling and Uncoupling (5th wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- Safe Operating Procedures
- Hours of Service
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Public, Customer & Employer Relations
- Shifting
- Sliding 5th Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search



### Lab/Range/Observation-70 Hours

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

### Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hrs

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

## Class 'B' Bus Driver Training 110 Hours (Course 102)

After successfully completing 110 hours of Class 'B' Bus Driver Training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course and be scheduled for a skills test.

### Classroom-60 Hours

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Passenger Vehicles
- School Bus

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Emergency Procedures, Skid Control, Crash Avoidance, Post Crash Procedures
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- Map Reading
- Passenger Management
- Safety Belt Safety
- Distracted Driving
- Railroad-Highway Crossings
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Shifting
- Space Management
- Speed Management
- Transporting Passengers/Students
- Trip/Route Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search
- Passenger Safety Awareness
- ADA Compliance
- Weigh Stations
- Roadside Inspection

### Lab/Range/Observation-10 Hours

- Pre Trip, Post Trip Inspection
- Emergency Exits
- Transporting Passengers/Students
- Baggage and Cargo Management

### Street-14 Hrs/Backing-8 Hrs/Proficiency-18Hrs

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Passenger Safety
- Railroad Crossings
- Proficiency in Backing
- Proficiency in Road Operations
- Space Management
- Speed Management
- Transporting Passengers/Students
- Visual Search
- Pre Trip and Post Trip
- Passenger Management

## Class 'B' Truck Driver Training 80 Hours (Course 103)

After successfully completing the 80-hour Class 'B' program, participants will receive a Certificate of Completion. Participants must demonstrate competent vehicle operations including pre and post trip vehicle inspections, backing, and driving to pass the course and be scheduled for a skills test.

### Classroom-40 Hours

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Hazardous Materials- brief as it pertains to General Knowledge,
- Tank Vehicles

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation and Handling
- Communication
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- Hours of Service (drivers should log all training time)
- Map Reading
- Mirror Usage
- Distracted Driving
- External Communications
- Whistleblower Program
- Drugs/Alcohol Use
- Night Operation
- Personal Health and Safety; Fatigue Awareness
- Preventative Maintenance, D&R Problems
- Public, Customer & Employer Relations
- Shifting
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

### Lab/Range/Observation-10 Hours

- Air Supply System
- Proficiency in Backing
- Vehicle Control Systems
- Vehicle Inspection

**Street-14 Hrs/Backing-8 Hrs/Proficiency-8Hrs**

- Backing and Docking
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Night Operation
- Railroad Crossings
- Roadside Inspections
- Environmental Compliance
- Proficiency in Backing (Straight, Alley Dock, Off-Set, Parallel)
- Proficiency in Road Operations
- Shifting/Operating Transmissions
- Space Management
- Speed Management
- Visual Search

**Cement Mixer Truck Training 28 Hours (Course 105)**

(Available only to current CDL holders)

It is the mission and purpose of Commercial Driver School to provide the highest quality of training for commercial truck drivers seeking employment as Cement Mixer operators.

We will provide the professional instruction necessary for the student to become familiar with the specific procedures and vehicle operations required by the industry.

The skills they will develop, and the techniques learned are essential to becoming competent, productive, and safe cement mixer truck drivers.

The Cement Mixer Truck Course consists of 12 hours of classroom instruction and 16 hours of hands-on training in the vehicle

Upon completion of the 28-hour Cement Mixer Truck Training Course, participants will receive a Certificate of Completion.

Participants must demonstrate competent vehicle operation including product knowledge, and proper pre- and post-trip vehicle inspection. These operations and procedures will include:

- General knowledge of the vehicle and its operation
- Pre-trip and post-trip inspections
- Procedures for entering and exiting gravel pit or other facilities
- Loading – proper mixture (Slump).
- Speed control of drum rotation.
- Driving loaded and empty.
- Closed space maneuvering. Fine tolerance driving. Backing.
- Situational awareness
- Making deliveries – customer service
- Proper tailgating. Knowledge of product pouring while moving.
- Chute deployment. Proper placement of booster axle.
- In-cab inspections
- Safety procedures, both driving and personal safety of driver and others
- Demonstrate proper shifting techniques
- Proper driving techniques, lane positioning.
- Overhead clearance awareness.
- Setting up for and proper cornering techniques including speed awareness.

## **Dump Truck Training 20 Hours (Course 106)**

(Available only to current CDL holders)

It is the mission and purpose of Commercial Driver School to provide the highest quality of training for commercial truck drivers seeking employment as dump truck operators.

We will provide the professional instruction necessary for the student to become familiar with the specific procedures and vehicle operation required by the industry.

The skills they will develop, and the techniques learned are essential to becoming competent, productive, and safe dump truck drivers.

The Dump Truck Course consists of 4 hours of classroom instruction and 16 hours of hands-on training in the vehicle.

Upon completion of the 20-hour Dump Truck Training Course, participants will receive a Certificate of Completion.

Participants must demonstrate competent vehicle operation including proper pre- and post-trip vehicle inspection. These operations and procedures will include:

- General knowledge of the vehicle and its operation
- Pre-trip and post-trip inspections
- Procedures for entering and exiting gravel pit or other facilities
- Loading – maximizing the legal payload
- Balancing the load
- Driving loaded and empty
- Backing (both straight and angle)
- Situational awareness
- Making deliveries – customer service
- Proper spreading techniques
- Coupling and uncoupling - unhooking the trailer
- In-cab inspections
- Safety procedures, both driving and personal safety of driver and others
- Demonstrate proper shifting techniques
- Proper driving techniques
- Setting up for and proper cornering techniques

## **Passenger/School Bus Endorsements Training**

### **30 Hours (Course 107)**

(Available only to current CDL holders)

Commercial Driver School offers training for the Passenger and School Bus Endorsements for those who want to become commercial bus drivers and have already obtained a Class 'A' or 'B' CDL. The course includes 30 hours of training focused on the driving, backing and vehicle safety inspection. The CDL Road Skills Test will be scheduled with the State Examiner following the training.

Upon successful completion of the course, participants will receive a Certificate of Completion. After passing the skills test, the student is eligible to present the CDL Road Skills Test to the Department of Licensing so that he/she PS Endorsements can be added to their commercial driver's license.

The Passenger(P)Endorsement authorizes driving all passenger vehicles other than school buses.

The School Bus(S)Endorsement is required for drivers who operate school buses to transport students to or from school and for school sponsored events. A passenger endorsement is also required for a school bus endorsement to be valid.

**Admission Requirements:**

- Possess a current CDL Class 'A' or Class 'B'
- Possess a current medical card
- Have passed the Air Brakes and Passenger and School Bus written tests at the Department of Licensing

**Classroom-20 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- Passenger Vehicles
- School Bus

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Emergency Procedures, Skid Control, Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Shifting
- Space Management
- Speed Management
- Transporting Passengers/Students
- Trip/Route Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

**Proficiency in Driving and Backing skills-10 Hrs**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time (1 to 1 ratio)
- Passenger Safety
- Proficiency in Backing
- Proficiency in Road Operations
- Space Management
- Speed Management
- Transporting Passengers/Students
- Visual Search

**Refresher Course for Class 'A' Training (Course 108)**

(Available only to current CDL holders)

After successfully completing 80 hours of CDL Refresher Training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

Commercial Driver School offers Refresher training is for those who have already obtained a Class 'A' CDL, but have not operated a commercial vehicle recently and need to refresh their skills to be proficient.

The CDL refresher course consists of 80Hrs. of Training:

40 Hours Classroom (Class A CDL Classroom)

8 Hours Yard Day for Pre-Trip Study, Chaining, Coupling/Uncoupling, and 32 Hours Driving, Backing & Daily Pre-Trip Inspection.

**Note:** The course outline may change depending on your experience and skill level.

## **Emergency Vehicle Driver Training 48 Hours (Course 109)**

(Available only to current CDL holders)

After successfully completing 48 hours of Class 'B' Emergency Vehicle Driver Training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

### **Classroom-20 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing and includes:

- CDL General Knowledge
- Airbrakes
- National Incident Management System (NIMS, IS 100.b and IS 700.a)
- Safe Operation of Emergency Vehicles
- Positioning Pumping Apparatus
- Operating Fire Pumps
- Pumping Apparatus Inspection and Maintenance

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Communication
- Emergency Procedures, Skid Control, Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Space Management
- Speed Management
- Trip/Route Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

### **Lab/Range/Observation-6 Hours**

- Air Supply System
- Proficiency in Backing
- Apparatus Positioning
- Proper Fire Hose Storing
- Deploying Fire Hoses
- Vehicle Inspection
- Apparatus Inspection and Maintenance
- Fire Hydrant Connection Techniques
- Ladder Control

**Street-14 Hrs/Backing-4 Hrs/Proficiency-4 Hrs**

- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Passenger (Coworker) Safety
- Proficiency in Backing
- Proficiency in Road Operations
- Space Management
- Speed Management
- Visual Search
- Emergency Vehicle Positioning

## **Hazmat Training 16 Hours (Course 110)**

(Available only to current CDL holders)

We provide the professional instruction necessary for our students to become familiar and proficient in the safe operation of Hazardous Materials.

### **Classroom – 16 hours**

After successfully completing 16 hours of Hazmat training, participants will receive a Certificate of Completion. These operations and procedures will include

- Basic Introductory HM Requirements
- Operational HM Requirements
- Reporting HM Crashes and Releases
- Tunnels and RR Highway Crossing Requirements
- Loading and Unloading HM
- HM on Passenger Vehicles
- Hazardous Materials Safety Permits
- Bulk Packages
- Operating Emergency Equipment
- Emergency Response Procedures
- Engine Fueling
- Tire Check
- Routes and Route Planning

## **Forklift Training 4 hours (Course 111)**

After successfully completing four hours of Forklift training, participants will receive a Certificate of Completion valid for two years. Students will be allowed a fifteen-minute break that is in addition to the standard four hours of training time.

### **Classroom - 30 Minutes**

The classroom instruction prepares students for the evaluation exam.

The classroom will also cover the following material:

- Forklift Basics
- Stability
- Vehicle inspection
- Specialized Units and attachments
- Hazardous locations

### **Lab/Observation-3.5 Hours**

- Loading and unloading
- Charging and refueling
- Maintenance and Modification
- Lifting and lowering
- Narrow Aisles
- Picking up a load
- Traveling with a load
- Placing a load
- Parking a Forklift

## **Class A ,Forklift Training 164 hours (Course 112)**

After successfully completing 164 clock hours of Class A Forklift training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

### **Class A**

#### **Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Coupling and Uncoupling (5th wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Hours of Service
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Public, Customer & Employer Relations
- Shifting
- Sliding 5th Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

#### **Lab/Range/Observation-70 Hours**

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection



**Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hrs**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

**Forklift**

**Classroom - 30 Minutes**

The classroom instruction prepares students for the evaluation exam.

The classroom will also cover the following material:

- Forklift Basics
- Stability
- Vehicle inspection
- Specialized Units and attachments
- Hazardous locations

**Lab/Observation-3.5 Hours**

- loading and unloading
- Charging and refueling
- Maintenance and Modification
- Lifting and lowering
- Narrow Aisles
- Picking up a load
- Traveling with a load
- Placing a load
- Parking a Forklift
- Stand up Rider

**Class A ,Hazmat Training 176 hours (Course 113)**

After successfully completing 176 clock hours of Class A Hazmat training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

It is the mission and purpose of Commercial Driver School to provide the highest quality of training for commercial truck drivers seeking employment as Class A CDL holders with the Hazmat endorsement.

We will provide the professional instruction necessary for the student to become familiar with the specific procedures and vehicle operations required by the industry.

**Class A**

**Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples

- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Coupling and Uncoupling (5th wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Hours of Service (drivers should log all training time)
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Public, Customer & Employer Relations
- Shifting
- Sliding 5th Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

**Lab/Range/Observation-70 Hours**

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

**Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hrs**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

**Hazmat Classroom-16 Hours**

- Basic Introductory HM Requirements
- Operational HM Requirements
- Reporting HM Crashes and Releases
- Tunnels and RR Highway Crossing Requirements
- Loading and Unloading HM
- HM on Passenger Vehicles
- Hazardous Materials Safety Permits
- Bulk Packages
- Operating Emergency Equipment
- Emergency Response Procedures
- Engine Fueling
- Tire Check
- Routes and Route Planning

## **Class A, Bus 190 Hours (Course 114)**

After successfully completing 190 clock hours of Class A Bus training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

### **Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Coupling and Uncoupling (5<sup>th</sup> wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Hours of Service
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Public, Customer & Employer Relations
- Shifting
- Sliding 5<sup>th</sup> Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

### **Lab/Range/Observation-70 Hours**

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5<sup>th</sup> wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5<sup>th</sup> Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

**Street-18 Hrs/Backing-16 Hrs/Proficiency-16Hrs**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

After successfully completing 160 hour of Class A participants will move on to the 30 required hours on the Bus to obtain the Passenger and School Bus endorsements. Once completed participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post- trip vehicle inspections on both vehicles.

**Bus**

**Classroom-20 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Passenger Vehicles
- School Bus

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Emergency Procedures, Skid Control, Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Shifting
- Space Management
- Speed Management
- Transporting Passengers/Students
- Trip/Route Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

**Lab/Range/Proficiency-10 Hours**

- Air Supply System
- Proficiency in Backing
- Transporting Passengers/Students
- Vehicle Inspection

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time (1 to 1 ratio)
- Passenger Safety
- Proficiency in Backing
- Proficiency in Road Operations
- Space Management
- Speed Management
- Transporting Passengers/Students
- Visual Search

## **Class A, Dump Truck Training 180 Hours** **(Course 116)**

After successfully completing 180 clock hours of Class A Dump Truck training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

### **Classroom- 40 Hours**

The classroom will also cover the following material:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Accident Procedures</li> <li>• Air Supply System</li> <li>• Backing</li> <li>• Basic Vehicle Control</li> <li>• Cargo Documentation</li> <li>• Cargo Handling</li> <li>• Communication</li> <li>• Coupling and Uncoupling (5th wheel/pintle hook)</li> <li>• Emergency Procedures, Skid Control &amp; Crash Avoidance</li> <li>• Extreme Driving Conditions</li> <li>• FMCSR, MCSAP</li> <li>• Hazard Recognition</li> <li>• HAZMAT Cargo Handling and Documentation</li> <li>• Hours of Service</li> <li>• Map Reading</li> </ul> | <ul style="list-style-type: none"> <li>• Mirror Usage</li> <li>• Night Operation</li> <li>• Personal Health and Safety</li> <li>• Preventative Maintenance, D&amp;R Problems</li> <li>• Proficiency in Backing</li> <li>• Public, Customer &amp; Employer Relations</li> <li>• Shifting</li> <li>• Sliding 5th Wheels/Tandems</li> <li>• Space Management</li> <li>• Speed Management</li> <li>• Trip Planning</li> <li>• Vehicle Control Systems</li> <li>• Vehicle Inspection</li> <li>• Visual Search</li> </ul> |
|---|---|

### **Lab/Range/Observation-70 Hours**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Accident Procedures</li> <li>• Air Supply System</li> <li>• Backing</li> <li>• Basic Vehicle Control</li> <li>• Cargo Documentation</li> <li>• Cargo Handling</li> <li>• Coupling and Uncoupling (5th wheel/pintle hook)</li> <li>• Extreme Driving Conditions</li> </ul> | <ul style="list-style-type: none"> <li>• FMCSR, MCSAP</li> <li>• Mirror Usage</li> <li>• Preventative Maintenance, D&amp;R Problems</li> <li>• Proficiency in Backing</li> <li>• Shifting</li> <li>• Sliding 5th Wheels/Tandems</li> <li>• Vehicle Control Systems</li> <li>• Vehicle Inspection</li> </ul> |
|--|---|

### **Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hours**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

### **Dump Truck- 20 Hours**

The Dump Truck Course consists of 4 hours of classroom instruction and 16 hours of hands-on training in the vehicle.

Participants must demonstrate competent vehicle operation including proper pre- and post-trip vehicle inspection. These operations and procedures will include:

- General knowledge of the vehicle and its operation
- Pre-trip and post-trip inspections
- Procedures for entering and exiting gravel pit or other facilities
- Loading – maximizing the legal payload
- Balancing the load
- Driving loaded and empty
- Backing (both straight and angle)
- Situational awareness
- Making deliveries – customer service
- Proper spreading techniques
- Coupling and uncoupling - unhooking the trailer
- In-cab inspections
- Safety procedures, both driving and personal safety of driver and others
- Demonstrate proper shifting techniques
- Proper driving techniques
- Setting up for and proper cornering techniques

### **Class ‘A’ Truck and Cement Mixer Truck Training 188 Hours (Course 118)**

After successfully completing 188 clock hours of Class A and Cement Mixer training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course.

### **Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Coupling and Uncoupling (5th wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- Hours of Service
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

#### **ab/Range/Observation-70 Hours**

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

#### **Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hrs**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

#### **Mixer Truck- 28 Hours**

The skills they will develop, and the techniques learned are essential to becoming competent, productive, and safe cement mixer truck drivers.

Participants must demonstrate competent vehicle operation including product knowledge, proper pre- and post-trip vehicle inspection. These operations and procedures will include:

- General knowledge of the vehicle and its operation
- Pre-trip and post-trip inspections
- Procedures for entering and exiting gravel pit or other facilities
- Loading – proper mixture (Slump).
- Speed control of drum rotation.
- Driving loaded and empty.
- Closed space maneuvering. Fine tolerance driving. Backing.

- Situational awareness
- Making deliveries – customer service
- Proper tailgating. Knowledge of product pouring while moving.
- Chute deployment. Proper placement of booster axle.
- In-cab inspections
- Safety procedures, both driving and personal safety of driver and others
- Demonstrate proper shifting techniques
- Proper driving techniques, lane positioning.
- Overhead clearance awareness.
- Setting up for and proper cornering techniques including speed awareness.

The Cement Mixer Truck Course consists of 12 hours of classroom instruction and 16 hours of hands-on training in the vehicle.

## **Class A, Bus, Dump, Cement Mixer Truck, Hazmat, and Forklift Training 258 Hours (Course 132)**

After successfully completing 258 clock hours of Class A, Bus, Dump Truck, Cement Mixer, Forklift, and Hazmat training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course for both the Class A truck and the Bus.

### **Class A**

#### **Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- |  |  |
|--|--|
| • Accident Procedures                                  | • Mirror Usage                           |
| • Air Supply System                                    | • Night Operation                        |
| • Backing  | • Personal Health and Safety             |
| • Basic Vehicle Control                                | • Preventative Maintenance, D&R Problems |
| • Cargo Documentation                                  | • Proficiency in Backing                 |
| • Cargo Handling                                       | • Public, Customer & Employer Relations  |
| • Communication  | • Shifting                               |
| • Coupling and Uncoupling (5th wheel/pintle hook)      | • Sliding 5th Wheels/Tandems             |
| • Emergency Procedures, Skid Control & Crash Avoidance | • Space Management                       |
| • Extreme Driving Conditions                           | • Speed Management                       |
| • FMCSR, MCSAP   | • Trip Planning                          |
| • Hazard Recognition                                   | • Vehicle Control Systems                |
| • HAZMAT Cargo Handling and Documentation              | • Vehicle Inspection                     |
| • Hours of Service                                     | • Visual Search                          |
| • Map Reading  |  |



### Lab/Range/Observation-70 Hours

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Shifting
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

### Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hrs

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Shifting
- Space Management
- Speed Management
- Visual Search

## Bus

### Classroom-20 Hours

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Passenger Vehicles
- School Bus

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Emergency Procedures, Skid Control, Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Shifting
- Space Management
- Speed Management
- Transporting Passengers/Students
- Trip/Route Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

### Lab/Range/Proficiency-10 Hours

- Air Supply System
- Proficiency in Backing
- Transporting Passengers/Students
- Vehicle Inspection

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time (1 to 1 ratio)
- Passenger Safety
- Proficiency in Backing
- Proficiency in Road Operations
- Space Management
- Speed Management
- Transporting Passengers/Students
- Visual Search

### **Dump Truck- 20 Hours**

It is the mission and purpose of Commercial Driver School to provide the highest quality of training for commercial truck drivers seeking employment as dump truck operators.

The skills they will develop, and the techniques learned are essential to becoming competent, productive, and safe dump truck drivers.

Participants must demonstrate competent vehicle operation including proper pre- and post-trip vehicle inspection. These operations and procedures will include:

- General knowledge of the vehicle and its operation
- Pre-trip and post-trip inspections
- Procedures for entering and exiting gravel pit or other facilities
- Loading – maximizing the legal payload
- Balancing the load
- Driving loaded and empty
- Backing (both straight and angle)
- Situational awareness
- Making deliveries – customer service
- Proper spreading techniques
- Coupling and uncoupling - unhooking the trailer
- In-cab inspections
- Safety procedures, both driving and personal safety of driver and others
- Demonstrate proper shifting techniques
- Proper driving techniques
- Setting up for and proper cornering techniques

The Dump Truck Course consists of 4 hours of classroom instruction and 16 hours of hands-on training in the vehicle.

### **Mixer Truck- 28 Hours**

Participants must demonstrate competent vehicle operation including product knowledge, proper pre- and post-trip vehicle inspection. These operations and procedures will include:

- General knowledge of the vehicle and its operation
- Pre-trip and post-trip inspections
- Procedures for entering and exiting gravel pit or other facilities
- Loading – proper mixture (Slump).
- Speed control of drum rotation.
- Driving loaded and empty.
- Closed space maneuvering. Fine tolerance driving. Backing.
- Situational awareness
- Making deliveries – customer service
- Proper tailgating. Knowledge of product pouring while moving.

- Chute deployment. Proper placement of booster axle.
- In-cab inspections
- Safety procedures, both driving and personal safety of driver and others
- Demonstrate proper shifting techniques
- Proper driving techniques, lane positioning.
- Overhead clearance awareness.
- Setting up for and proper cornering techniques including speed awareness.

The Cement Mixer Truck Course consists of 12 hours of classroom instruction and 16 hours of hands-on training in the vehicle.

#### **Forklift – 4 hours**

After successfully completing four hours of Forklift training, participants will receive a Certificate of Completion valid for two years. Students will be allowed a fifteen-minute break that is in addition to the standard four hours of training time.

#### **Classroom - 30 Minutes**

The classroom instruction prepares students for the evaluation exam. The classroom will also cover the following material:

- Forklift Basics
- Stability
- Vehicle inspection
- Specialized Units and attachments
- Hazardous locations

#### **Lab/Observation-3.5 Hours**

- Loading and unloading
- Charging and refueling
- Maintenance and Modification
- Lifting and lowering
- Narrow Aisles
- Picking up a load
- Traveling with a load
- Placing a load
- Parking a Forklift
- Stand up Rider

#### **Hazmat-16 Hours**

- |  |                                 |
|--|---------------------------------|
| • Basic Introductory HM Requirements           | • Bulk Packages                 |
| • Operational HM Requirements                  | • Operating Emergency Equipment |
| • Reporting HM Crashes and Releases            | • Emergency Response Procedures |
| • Tunnels and RR Highway Crossing Requirements | • Engine Fueling                |
| • Loading and Unloading HM                     | • Tire Check                    |
| • HM on Passenger Vehicles                     | • Routes and Route Planning     |
| • Hazardous Materials Safety Permits           |                                 |

## **Class B Truck and Passenger/School Bus 110 Hours (Course 133)**

After successfully completing 110 clock hours of Class B Truck and Bus training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course for both the Class B truck and the Bus.

### **Classroom-60 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Tank Vehicles

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation and Handling
- Communication
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- Hours of Service (drivers should log all training time)
- Map Reading
- Mirror Usage
- Distracted Driving
- Whistleblower Program
- Drugs/Alcohol Use
- Transporting Passengers/Students
- Passenger Safety Awareness
- Night Operation
- Personal Health and Safety; Fatigue Awareness
- Preventative Maintenance, D&R Problems
- Shifting
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search
- Passenger Management
- Railroad Highway Crossings

### **Lab/Range/Observation-10 Hours**

- Air Supply System
- Proficiency in Backing
- Baggage and Cargo Management
- Vehicle Control Systems
- Vehicle Inspection

**Street-14 Hrs/Backing-8 Hrs/Proficiency-18Hrs**

- Backing and Docking
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Passenger Safety
- Night Operation
- Railroad Crossings
- Roadside Inspections
- Environmental Compliance
- Proficiency in Backing (Straight, Alley Dock, Off-Set, Parallel)
- Proficiency in Road Operations
- Shifting/Operating Transmissions
- Space Management
- Speed Management
- Visual Search
- Passenger Management

**Class 'A' Automated Truck Driver Training 160 Hours (Course 136)**

After successfully completing 160 clock hours of Class A Automated Truck training, participants will receive a Certificate of Completion. The student must demonstrate competent vehicle operations including pre- and post-trip vehicle inspections, backing, and driving to pass the course for Class A truck with an automatic transmission.

**Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Combination Vehicles
- Doubles & Triples
- Hazardous Materials
- Tankers

The classroom will also cover the following material:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Communication
- Coupling and Uncoupling (5th wheel/pintle hook)
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- HAZMAT Cargo Handling and Documentation
- Hours of Service
- Map Reading
- Mirror Usage
- Night Operation
- Personal Health and Safety
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Public, Customer & Employer Relations
- Automated gear selection
- Sliding 5th Wheels/Tandems
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

**Lab/Range/Observation-70 Hours**

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation
- Cargo Handling
- Coupling and Uncoupling (5th wheel/pintle hook)
- Extreme Driving Conditions
- FMCSR, MCSAP
- Mirror Usage
- Preventative Maintenance, D&R Problems
- Proficiency in Backing
- Automated gear selection
- Sliding 5th Wheels/Tandems
- Vehicle Control Systems
- Vehicle Inspection

**Street-18 Hrs/Backing-16 Hrs/Proficiency-16 Hrs**

- Backing
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- Night Operation
- On-Road Observation Time
- Proficiency in Backing
- Proficiency in Road Operations
- Automated gear selection
- Space Management
- Speed Management
- Visual Search

**Class B Truck and Hazmat 96 Hours (Course 137)**

After successfully completing the 80 hour class 'B' program, participants will move on to the 16 hour Hazmat course and receive a Certificate of Completion. Participants must demonstrate competent vehicle operations including pre and post trip vehicle inspections. These operations and procedures will include:

**Classroom-40 Hours**

The classroom instruction prepares students for their written tests at the Department of Licensing to include:

- CDL General Knowledge
- Airbrakes
- Hazardous Materials- brief as it pertains to General Knowledge,
- Tank Vehicles

Other material covered in the classroom includes:

- Accident Procedures
- Air Supply System
- Backing
- Basic Vehicle Control
- Cargo Documentation and Handling
- Communication
- Emergency Procedures, Skid Control & Crash Avoidance
- Extreme Driving Conditions
- FMCSR, MCSAP
- Hazard Recognition
- Hours of Service (drivers should log all training time)
- Map Reading
- Mirror Usage
- Distracted Driving
- External Communications
- Whistleblower Program
- Drugs/Alcohol Use

- Night Operation
- Personal Health and Safety; Fatigue Awareness
- Preventative Maintenance, D&R Problems
- Public, Customer & Employer Relations
- Shifting
- Space Management
- Speed Management
- Trip Planning
- Vehicle Control Systems
- Vehicle Inspection
- Visual Search

**Lab/Range/Observation-10 Hours**

- Air Supply System
- Proficiency in Backing

- Vehicle Control Systems
- Vehicle Inspection

**Street-14 Hrs/Backing-8 Hrs/Proficiency-8Hrs**

- Backing and Docking
- Basic Vehicle Control
- Extreme Driving Conditions
- Hazard Recognition
- Mirror Usage
- On-Road Observation Time
- Night Operation
- Railroad Crossings
- Roadside Inspections
- Environmental Compliance

- Proficiency in Backing (Straight, Alley Dock, Off-Set, Parallel)
- Proficiency in Road Operations
- Shifting/Operating Transmissions
- Space Management
- Speed Management
- Visual Search

**Hazmat-16 Hours**

After successfully completing 16 hours of Hazmat training, participants will receive a Certificate of Completion. These operations and procedures will include

- Basic Introductory HM Requirements
- Operational HM Requirements
- Reporting HM Crashes and Releases
- Tunnels and RR Highway Crossing Requirements
- Loading and Unloading HM
- HM on Passenger Vehicles
- Hazardous Materials Safety Permits

- 
- 
- 
- 
- 
-

**COMMERCIAL DRIVER SCHOOL**  
 2141 West Valley Hwy N  
 Auburn WA 98001  
 253-236-8599  
[info@cdstruckschool.com](mailto:info@cdstruckschool.com)  
[www.cdstruckschool.com](http://www.cdstruckschool.com)

## 2023-2025 Class Schedule

StartDate:	GradDate:
12/26/22	1/20/23
1/16/23	2/10/23
2/6/23	3/3/23
2/27/23	3/24/23
3/20/23	4/14/23
4/10/23	5/5/23
5/1/23	5/26/23
5/22/23	6/16/23
6/12/23	7/7/23
7/3/23	7/28/23
7/24/23	8/18/23
8/14/23	9/8/23
9/4/23	9/29/23
9/25/23	10/20/23
10/16/23	11/10/23
11/6/23	12/1/23
11/27/23	12/22/23
12/18/23	1/12/24
1/8/24	2/2/24
1/29/24	2/23/24
2/19/24	3/15/24
3/11/24	4/5/24
4/1/24	4/26/24
4/22/24	5/17/24
5/13/24	6/7/24
6/3/24	6/28/24
6/24/24	7/19/24
7/15/24	8/9/24
8/5/24	8/30/24
8/26/24	9/20/24
9/16/24	10/11/24
10/7/24	11/1/24
10/28/24	11/22/24
11/18/24	12/13/24
12/9/24	1/3/25
12/30/24	1/24/25
1/20/25	2/14/25
2/10/25	3/7/25



3/3/25	3/28/25
3/24/25	4/18/25
4/14/25	5/9/25
5/5/25	5/30/25
5/26/25	6/20/25
6/16/25	7/11/25
7/7/25	8/1/25
7/28/25	8/22/25
8/18/25	9/12/25
9/8/25	10/3/25
9/29/25	10/24/25
10/20/25	11/14/25
11/10/25	12/5/25
12/1/25	12/26/25
12/22/25	1/16/26

**Class Schedule:**

Monday – Friday

**Days:** 6:00 a.m. to 2:30 p.m.

**Evenings:** 3:30 p.m. to Midnight

**Note:** Course dates are subject to change. Students will be notified as is required by Washington State law. Holiday weeks will be adjusted to four 10-hour days or some other configuration of 40 hours to allow for observation of the holiday.

**STUDENT DRESS CODE**

All students are expected to be clean, well-groomed, and appropriately attired. Clothing should be comfortable and durable. Because students work closely with equipment, clothing should also be somewhat protective and washable. An example would be coveralls. Shoes should be comfortable and protective.

The following will not be permitted for reasons of safety:

- Very loose-fitting, baggy clothing
- Long shirt tails worn un-tucked
- Shorts
- Halter tops
- Shirts exposing the midriff
- Sandals, High Heels, any open-toed shoes.
- Dresses, Skirts, Kilts
- Loose jewelry, dangling earrings
- No bare chests or bare feet
- Long hair will be worn pulled back or secured.

**CREDENTIALS AWARDED**

Each student who completes one of our courses, will receive a Diploma suitable for framing along with a complete grade transcript. The Diploma will reflect the training taken.

Students who do not successfully complete the full course will receive a Certificate reflecting the hours completed.

## **STUDENT RECORDS**

Student records will be kept onsite at the Commercial Driver School administrative office. All records of enrollment, contracts, and advisement forms, correspondence, grades, copies of documents required for admission, licenses, Diplomas, or Certificates will be maintained electronically only stored in our secure database which is Google firewalls. Only current office staff have access to these virtual records and are required to login in with a secure password to access. Student Diplomas and transcripts will be kept for 50 years per WAC 490-105-200.

## **TRANSCRIPTS**

Student transcripts will show the grade achieved on each classroom test and the grade achieved in the field for each area of proficiency. An overall classroom grade and an overall field grade will be combined for an overall GPA.

## **HOLIDAYS OBSERVED**

Commercial Driver School will observe the following as holidays. (When a recognized holiday occurs during a class, the four days preceding or following the holiday will be 10-hour days, rather than eight hours, to make up the lost time.)

Christmas Day  
Memorial Day

Thanksgiving  
4th of July

New Year's Day  
Labor Day

## **FACULTY**

The instructors for Commercial Driver School have no less than five years of verifiable commercial driving experience. Each instructor is assessed on their driving skills by a qualified DOT Tester prior to teaching at CDS.

***See the catalog insert for a list of faculty.***

Commercial Driver School does not and will not provide any commission, bonus or any other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

### **Commercial Driver School Cancellation and Refund Policy in accordance with WAC 490-105-130**

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed, or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars (\$100), whichever is less, if the applicant cancels after the **fifth** business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition:</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - a) When the school receives notice of the student's intention to discontinue the training program; or,
  - b) When the student is terminated for a violation of a published school policy which provides for termination; or
  - c) When a student, without notice, fails to attend classes for thirty days.
6. All refunds must be paid within thirty (30) calendar days of the student's official termination date.

### **Discontinued Programs**

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged by the school and agreed upon in writing by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued, or relocated, and the refund must be paid within 30 days after receipt of such a request.

### **Termination of Student by Commercial Driver School**

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination. This includes violations of any of the Student Standards of Conduct, the Student Dress Code, or Attendance and Grade Requirements.

### **Cancellation of Classes**

Commercial Driver School reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money.

*This catalog is certified as true and correct in content and policy.  
Victor and Petra Ratz, Owners of Tulip, LLC dba Commercial Driver School*