

Commercial Driver's License (CDL) Training

Class Overview

The Commercial Driver's License (CDL) training is designed to provide a good understanding of the trucking industry. The focus of the training is to provide the knowledge needed for CDL certification. Participants will learn to recognize key situations in truck driving with behind-the-wheel experience.

The CDL training class meets Monday through Thursday for four weeks. Participants enrolled in the 80-hour course may choose to attend either the morning session from 7 a.m. – 12 p.m. or the afternoon session from 12-5 p.m. Those enrolled in the 120-hour course will attend from 7 a.m. – 3:00 p.m. and will have a 30-minute lunch break. All participants will attend the full day, from 7 a.m. – 5 p.m., on the first day of class. If the participant is absent from any of the training sessions, they assume responsibility for any missed information and/or driving time. If the participant has medical appointments or work schedule or other conflicts with the scheduled CDL training, they are encouraged to schedule those items around the training schedule. There will not be make-up time scheduled for participant absences.

During the course, each participant must be present and punctual for training. Each participant must also have proper seasonal clothing that will allow the individual to remain warm and dry and able to be exposed to weather conditions. Steel toed shoes are not required; however, sandals or open toe footwear are not acceptable.

The CDL training will include:

- Federally required Entry Level Driver Training – certificate will be issued
- Hours of Service and the Log Book – learning the basics of filling out a daily log book
- Vehicle Inspections and the use of Drivers Vehicle Inspection Report (DVIR)
- Basic vehicle control – knowing the truck, its controls and putting it in motion
- Shifting theory for manual transmissions – focused on 10-speed transmissions
- Coupling and uncoupling the tractor and trailer
- Exterior vehicle component identification and inspection
- Bumper-to-bumper course work
- Learning to upshift and downshift 10-speed manual transmission, and proper techniques for putting the vehicle into motion and stopping safely. This will be range training, not on the road.
- Vehicle inspections
- Road training for upshifting and downshifting
- Basic control and cornering
- 90-degree alley dock
- Left hand and right hand offset parking
- Straight line backing
- Rural highway driving
- Interstate highway driving including exit and entrance ramps
- In-city driving

In addition to the above items, the 120-hour course will also include:

- J.J. Keller speed and space management training
- J.J. Keller defensive driving training (no certificate issued)
- Load securement basics
- Understanding sliding tandem axels and 5th wheels
- Additional driving time

Completion of the course is not to be construed as qualifying for a Commercial Driver's License. The Commercial Driver's License is issued by the Department of Transportation upon passing the DOT administered road test. The CDL training class trains students to prepare them for both the North Dakota and Minnesota Class A CDL road test.

In the week following the training, participants will take their CDL road test. They are able to take the road test using the NDSCS truck they have driven during training. The CDL training instructor will facilitate scheduling the test with the DMV, but will not administer the test. If the individual does not pass their first attempt at the road test, the CDL training instructor will schedule one retake test and the NDSCS truck can be used for that one additional test. The individual will be responsible for the additional road test fee, payable to the DMV.

Class Requirements

The following items are required for enrollment in the CDL training class:

- A completed CDL training application and Motor Vehicle Record (MVR) release form.
- A copy of a recent Department of Transportation (DOT) physical. The cost of the physical is not included in the cost of the training; the participant is responsible for the cost of their physical. Any provider who is registered with the Federal Motor Carrier Safety Administration (FMCSA) can complete the DOT physical.
- A copy of the participant's current North Dakota or Minnesota driver's license.
- A copy of the participant's current North Dakota or Minnesota Class A driver's permit.
- Participants who are officially enrolled in the CDL training class will receive authorization paperwork to complete their drug and alcohol test one week prior to the start of class. The cost of this test is included in the cost of the training.

Prior to the start of the class, participants must study chapters 1, 2, 3, 5 and 6 from the CDL Guide for the permit test.

The manuals are available at the state Department of Motor Vehicles (DMV) offices, or online at the following links:

- North Dakota residents: http://www.dot.nd.gov/divisions/driverslicense/docs/class_c1.pdf
- Minnesota residents: <http://www.dot.state.mn.us/cvo/mntruckbook/index.html>

Training Cost

The training cost is \$3,995 for the 80-hour class and \$5,495 for the 120-hour class. A \$500 nonrefundable deposit is required when registering for the class. The deposit will be applied toward the training cost. The rest of the class cost is due on or before the first day of class. If the participant is being funded by an agency, the agency's authorization for payment must be provided before the class begins. Once the CDL training class begins, the entire class cost is nonrefundable. Participants will be responsible for the cost of their DOT physical and the license fees.

CDL Fees

CDL training participants are responsible for the following license fees at time of testing. These fees are not included in the cost of the class, and should be paid directly to the Department of Motor Vehicles.

North Dakota			
<u>Optional License Endorsements</u>			
CDL Written Test	\$5.00	Triple & Double Trailer	\$3.00 per endorsement
CDL Permit	\$15.00	Tanker Endorsement	\$3.00
CDL Road Test	\$5.00	HazMat Endorsement	\$11.00
Minnesota			
<u>Optional License Endorsements</u>			
CDL Permit & Test	The first two attempts are free; each attempt after is \$10.00 each	Triple & Double Trailer	\$2.50
CDL & Test	\$55.00	Tanker Endorsement	\$2.50
		HazMat Endorsement	\$2.50
HazMat	\$94.00	Online:	Fingerprinting can be done at
Background check	Payable to Integrated Biometric Technology, LLC by credit card or money order	www.hazprints.com	Identogo Services at 5669 13 th Ave. N., Fargo, N.D.

Additional information

Smoking of any kind is not permitted in NDSCS vehicles or facilities. Smoking around the vehicle even when not located directly at NDSCS is not allowed.

Personal conduct is expected to be professional at all times. Participants are representing TrainND and NDSCS, as well as the transportation industry, and it is our desire to present a positive image to the public at large. Profanity and other demeaning language will not be tolerated in the CDL training program. We respect people of all backgrounds, cultures, religions and other orientations and in light of that, personal conduct and language should reflect that integrity.

NDSCS does not have a formal job placement program for CDL training. When opportunities are made known to the instructor or recruiters wish to visit with training participants, the instructor will facilitate that engagement as the training schedule permits.

CDL training participants come from various backgrounds, and some have criminal and licensing issues. Individuals are eligible to train for a Class A CDL as long as they have not been disqualified from holding a CDL. Motor carriers who are considering hiring drivers have various restrictions that will not allow them to hire people with certain traffic violations such as Driving Under the Influence (DUI) or some felony convictions whether or not they are vehicle-related. Company policies vary from one company to the next with regard to who they can and cannot hire. NDSCS is not responsible for employment of CDL training participants, and is not responsible for participants' ability or lack thereof in obtaining employment. These considerations should be made prior to registering for the CDL training program.

Use of cellular phones/electronic devices is prohibited during training but may be used on scheduled breaks.

CDL training participants are required to operate the equipment used for training in a safe and responsible manner as instructed by the trainer. Failure to follow instructions and operating the vehicle in a manner that is considered unsafe may result in the participant's removal from training. The instructor will provide the participant with the necessary instructions for operating the vehicle in a safe manner. If the participant does not understand instructions as given, it is the obligation of the participant to make that known to the instructor. The instructor will make every reasonable effort to help the participant understand proper operating procedures. If unsafe actions continue, the participant may be removed from the CDL training class at the discretion of NDSCS.

**GENERAL APPLICATION
OVER THE ROAD TRUCK DRIVER PROGRAM**



North Dakota State College of Science
1305 19th Avenue North, Fargo, ND 58102

701-231-6922 | Shannon.m.herman@ndscs.edu
ndscs.edu/cdltraining

Today's Date: _____			
Applicant Name: First Name Middle Initial Last Name		Social Security Number:	E-mail address:
Street Address:		Home Phone:	Cell Phone:
City:		State:	Zip Code:
Payment Type: _____ Visa _____ MasterCard _____ Discover _____ Check _____ Agency Funding			
<p><i>If payment will be provided by a funding agency:</i></p> <p>Name of Funding Agency: _____ Agency Telephone Number: _____</p> <p>Agency Email: _____ Name of Counselor: _____</p> <p>Agency Address, City, State and Zip Code: _____</p>			
<p>CANCELLATIONS: Cancellations received five or more business days before the class start date: the class fee will be refunded less the nonrefundable deposit or may be applied toward a future class at the discretion of TrainND Southeast personnel. Cancellations received after this window: no refund will be issued. Only ONE reschedule will be permitted and must be done so within 90 days. Notice - A minimum number of participants are required for classes. If this minimum is not met, classes are subject to cancellation. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both TrainND Southeast and the NDSCS student accessibility coordinator at (701) 671-2623, or toll-free at 1-800-342-4325 ext. 32623, as early as possible.</p>			



DISCLOSURE AND RELEASE

In connection with my application for training with you, I understand that consumer reports, which may contain public record information, may be requested from DAC Services, Tulsa, Oklahoma. These reports may include the following types of information: names and dates of previous employers, reasons for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving records; as well as information from DAC concerning previous driving record requests made by others from such state agencies, and provided driving records.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY DAC TO FURNISH THE ABOVE MENTIONED INFORMATION.

I have the right to make a request to DAC, upon proper identification to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which DAC has previously furnished within the two year period preceding my request. I hereby consent to your obtaining the above information from DAC, and I agree that such information, which DAC has obtained, will be supplied by DAC to other companies, which subscribe to DAC Services.

I hereby authorize procurement of consumer report(s). This authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my training period.

Print Full Name

Date of Birth

Social Security Number

Driver's License #

State

Address

Driver's Signature
