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40-hour Training Format Guidelines Commercial Truck Driving School Instructor Training (Updated 06/02/04)

4501-7-05 Application and renewal of licenses for instructors and training managers.

(A) No person shall give instruction for hire in the operation of a motor vehicle unless such person is the holder of a current and valid instructor's license issued by the director. Instructor candidates completing the forty-hour training requirement may student teach with the training manager supervising from the backseat.

(B) Instructor licenses are issued in one of these classes:

(1) Instructors for class D operators – licensed instructors who teach any part of a curriculum, including classroom and behind-the-wheel instruction, for the operation of motor vehicles to persons learning to operate a motor vehicle other than a commercial motor vehicle.

(2) Instructors for commercial drivers – licensed instructors who teach any part of a curriculum, including classroom and behind-the-wheel instruction, for the operation of commercial motor vehicles as defined in division (e) of section 4506.01 of the Revised Code.

(3) Restricted instructors for commercial drivers – licensed instructors who may teach driver knowledge in the classroom but who are not permitted to instruct students on the driving range or behind the wheel of a commercial motor vehicle. Restricted instructors are not required to possess or maintain a commercial driver license.

(C) Training managers shall be licensed instructors and shall have completed a course approved by the director for driver training school managers.

(D) Each person applying for a driver training instructor or training manager license shall make application in writing to the department on a form prescribed by the director. Original applications for driver training instructor or manager licenses shall include:

Proof the applicant has completed the forty-hour instructor's course in driver training shall have been conducted by one of the following:

- (a) College or university,
- (b) Teacher's driving institute,
- (c) Program approved by the department,
- (d) **A course provided by a licensed driver training school under the direction of a licensed training manager.**

4501-7-10 Training required for the operation of motor vehicles other than commercial motor vehicles.

(A) The requirements in this rule apply to authorizing officials, training managers and instructors training students in the operation of motor vehicles other than commercial motor vehicles. Instruction of drivers seeking to obtain or maintain a class D operator's license shall conform to this rule.

(3) When a student operates a motor vehicle on the public highways, a licensed instructor shall be in the vehicle seated beside the driver. The instructor shall have the identification card created by the department in the instructor's possession.

(a) Instructor candidates who have completed at least thirty-two hours of training can teach up to two hours of behind-the-wheel instructions for one student with the training manager supervising from the back seat. A

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

lesson plan and route sheet provided by the training manager will be used during the lesson.

Preface: The 40 hour new instructor training program is the responsibility of the Training Manager for all Commercial Truck Driving Schools. The program used must meet the needs of a new instructor candidate and in many cases may need to exceed the 40 hours to accomplish this. The following format provides guidelines for completing the minimum 40-hour course for a typical Driver Training instructor applicant. Consult with the Driver Training Manager if you believe variations may be needed for an applicant. (The Adult Remedial and Juvenile Driver Improvement Courses are separate courses and do not count for time toward this training.)

The training program may need to vary based on the candidate needs, background in driver education, reading skills, other driver training completed, prior teaching or public speaking experience, law enforcement training, and other experience that may support or compliment the driver training requirements.

The Training Manager must provide adequate notations on the "Documentation of New Instructor Training - CDL" log sheet to ensure that the requirements of Ohio Administrative Code (OAC) 4501-7 have been met. Notations such as "classroom time" or "in-car" time are not adequate. ODPS reserves the right to obtain detailed documentation. Some enterprises have instructors that teach BTW only, some instructors teach classroom only; and other instructors teach both classroom and BTW.

An instructor license for "commercial drivers" issued by the Ohio Department of Public Safety is issued in one of two classes:

(B)(2) Instructors for commercial drivers – licensed instructors who teach any part of a curriculum, including classroom and behind-the-wheel instruction, for the operation of commercial motor vehicles as defined in division (e) of section 4506.01 of the Revised Code.

(3) Restricted instructors for commercial drivers – licensed instructors who may teach driver knowledge in the classroom but who are not permitted to instruct students on the driving range or behind the wheel of a commercial motor vehicle. Restricted instructors are not required to possess or maintain a commercial driver license.

The 40-hour training must include preparation for classroom and behind-the-wheel (except for "restricted instructors", while the amount of time and focus may be adapted to fit the primary duties.

- I. During this phase, each instructor candidate attends the 40-hour classroom session in an observer role. The instructor candidate can observe the Training Manager and/or a competent instructor teaching the students. They take all tests/quizzes and turn in all assignments. This gives the candidate a feel for what the classroom instructor requires and most importantly, it familiarizes them with the course content. Some schools have the candidate complete a video review worksheet as the candidate views each video during the class. The candidate must be given a copy of the Enterprise Curriculum Guide, Digest of Motor Vehicle Laws, and any textbooks used in classroom so they can become familiar with these materials. These materials must be provided so the candidate can use them during the 40 hours of classroom observation.

Classroom instruction shall include, at a minimum, the following topics:

- (a) Traffic laws.
- (b) Rules and regulations of the public utility commission of Ohio.
- (c) Federal motor carrier safety regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-tractors, and motor vehicles transporting flammable and/or hazardous cargo. In addition the enterprise shall provide the student with a copy of the Code of Federal Regulations, Title 49, parts 383 and 391 of the Federal Motor Carrier Safety Regulations.
- (d) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment.
- (e) Registration and licensing laws.
- (f) Special taxes such as the International Registration Plan (IRP), the International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS).
- (g) Crash reporting and financial responsibility laws.
- (h) The effects of driver fatigue.

- (i) Safe driving practices.
- (j) Courteous driving practices.
- (k) Routine services and pretrip safety check.
- (l) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions.
- (m) Sharing the road.
- (n) Commercial driver license requirements.
- (o) The effect of alcohol and drugs.
- (p) Proper public thoroughfare railroad grade crossing procedure.
- (q) The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone."

If the Training Manager is not present during the entire 40-hours of classroom observation, they must validate the candidate's attendance at this segment of the training. This can be done by having the candidate sign-in on the daily course roster. The Training Manager must conduct a review session with the candidate after the 40 hours of classroom instruction is observed. Debrief on questions the candidate may have on issues that occurred during this specific course such as driving techniques, laws, teaching techniques, time management, student management and discipline, attendance and testing procedures, curriculum structure, and others.

- II. During the second phase of training, the training manager will be in the vehicle and will conduct the training or supervise the conduct of the training. A competent BTW instructor can be assigned to assist during this phase of the training. Some of this time can be with the instructor candidate driving and the experienced BTW instructor teaching; some of the time with the experienced BTW instructor driving and the instructor candidate teaching; and some of the time with a student driving, the experienced BTW instructor teaching, and the instructor candidate in the back seat observing. Strategies covered must include, but are not limited to, proper hand positioning on the wheel, use of "running commentary" instruction, proper maneuvering techniques, use of the Smith System or other visual cueing method, and emergency recovery techniques (i.e. right side driving). (40 hours)
Log sheet notations will identify if the candidate time is observing, driving or teaching and will include:

(7) Behind-the-wheel instruction shall include, at a minimum, all of the following topics:

- (a) Starting.
- (b) Stopping.
- (c) Turning.
- (d) Shifting.
- (e) Braking.
- (f) Parking.
- (g) Docking.
- (h) Hooking up and unhooking trailers and semi-trailers.
- (i) Display of emergency equipment.
- (j) Use of hazard lighting systems.
- (k) Checking and servicing the parts of commercial motor vehicles.
- (l) Sharing the road.
- (m) Safe driving practices.
- (n) Proper public thoroughfare railroad grade crossing procedure.

(8) No less than ten hours of instruction behind-the-wheel on off-highway ranges. At least four hours of instruction shall be given off the highway and behind-the-wheel before any on- highway, behind-the-wheel instruction can be offered.

(9) No less than ten hours of behind-the-wheel instruction on streets and highways with normal traffic.

(10) Twenty hours of behind-the-wheel instruction may be used either for on-highway or off-highway training. The authorizing official or training manager who may consider which behind-the-wheel training would be most beneficial to the student shall make such determination. A maximum of two

hours of pre-trip and/or post trip instruction is to be credited toward the twenty hours of behind-the-wheel instruction required by this paragraph.

- III. The third phase of training must be conducted by the training manager. A competent instructor can assist. This phase will focus on the four-step teaching/learning method. During this session demonstrate to the candidate the components of the four step method and allow for interaction between the candidate and the individual(s) doing the training. Also, review information on how to get students involved in the course; how to use course materials; student learning needs; developing effective teaching skills; coaching and evaluation; and classroom and in-vehicle management techniques (discipline and control). Finish this phase by assigning the candidate a topic and require them to practice teach the lesson for the Training Manager. (3-4 hours)
- IV. The final phase of training is a hands-on phase where the candidate actually teaches a class or classes under the direct supervision of the Training Manager. For an instructor that will be teaching classroom and BTW, this is done for both classroom and BTW. During this phase the Training Manager must remain with the candidate in the classroom or in the vehicle so that they may intercede if a problem arises. The Training Manager must complete an assessment survey of the candidate's instruction so that improvements can be suggested and problems documented. The candidate will teach at least 60 minutes in the classroom and 60 minutes BTW. If either lesson is not acceptable, additional 60 minute lessons will be taught until an acceptable lesson is recorded. (See tab for assessment information) (3-5 hours)

For an instructor that will be teaching only classroom, all of the time in this phase can be used for the type of instruction the candidate will be conducting at the enterprise.

Class D New Instructor Training - Summary Time Totals for Phase I to Phase IV:

Phase I: 40 hours – must observe all Ohio classroom

Phase II: 40 hours minimum – must participate in all Ohio BTW Lessons

Phase III: 3 hours minimum – must apply Ohio specific topics or tasks during this phase

Phase IV: 3 hours minimum – must apply Ohio specific topics or tasks during this phase

Total: 86 hours minimum for curriculum and instruction training for new instructors

Total: 86 hours minimum of new instructor training

More time may be conducted for candidates to meet the minimum expectations.

- V. Additional tasks that many schools have found beneficial to cover:
- The instructor candidate must study the Ohio Administrative Code 4501-7 (21 rules) in preparation for testing at the driver exam station (especially classroom requirements, vehicle requirements, and instructor requirements).
 - Administrative tasks such as administering and scoring final test; checking and validating temporary permits; completing classroom and behind-the-wheel log sheets; completing enterprise specific paperwork and reviewing policies; accident reporting; basic first aid; and diversity and sexual harassment issues and other important topics.

All time must be related to training an instructor for the Ohio Driver Training (OAC 4501-7) Instructor License.

Conclusion: It bears repeating that the training needs of every instructor candidate may not be the same. Therefore flexibility in the training program is important. Structuring the 40-hour program around this format and enhancing it with follow-up in-service and assessments of instruction will help the new instructor develop the skills necessary to meet the needs of the students.