

**DOCUMENTATION OF  
NEW INSTRUCTOR TRAINING-CDL**

All information must be typed or electronically printed.

DRIVER TRAINING ENTERPRISE:	ENTERPRISE #:
NEW INSTRUCTOR NAME (PRINT):	
TRAINING MANAGER CERTIFYING INSTRUCTION (PRINT):	LICENSE #:

**New CDL Instructor Training – Summary Time Totals for Phase 1 to Phase 4:**

- Phase 1: 40 hours – must observe all Ohio classroom
- Phase 2: 40 hours minimum – must participate in all Ohio BTW Lessons
- Phase 3: 3 hours minimum – must apply Ohio specific topics or tasks during this phase
- Phase 4: 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 for new instructor training

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

(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.

PHASE 1 – Observes 40-hour classroom, reviews videos, completes tests and quizzes. Reviews the School Curriculum Guide, CDL Manual, and any textbooks used in classroom. – <b>OBSERVE – TOTAL TIME = 40 HRS*</b>								
OAC 4501-7-11 Topic Covered	Date (MM/DD/YY)	Start Time	End Time	Total Time	Class	Instructor(s) / Manager Initials		
						New Inst	Comp Inst	MGR
Traffic Laws <b>Observe</b>					CLASS			
Rules and regulations of the public utility commission of Ohio. <b>Observe</b>					CLASS			
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. <b>Observe</b>					CLASS			
Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment. <b>Observe</b>					CLASS			
Registration and licensing laws. <b>Observe</b>					CLASS			

\* **Note:** Break times must be allowed but not included in 40-hour training. This form must be used in conjunction with 40-hour Training Format Guidelines which provides additional details regarding the conduct of the training.

**PHASE 1 CONTINUED**

Special taxes such as the International Registration Plan (IRP), the International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS). <b>Observe</b>					<b>CLASS</b>			
Crash reporting and financial responsibility laws. <b>Observe</b>					<b>CLASS</b>			
The effects of driver fatigue. <b>Observe</b>					<b>CLASS</b>			
Safe driving practices. <b>Observe</b>					<b>CLASS</b>			
Courteous driving practices. <b>Observe</b>					<b>CLASS</b>			
Routine services and pre-trip safety check. <b>Observe</b>					<b>CLASS</b>			
Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions. <b>Observe</b>					<b>CLASS</b>			
Sharing the road. <b>Observe</b>					<b>CLASS</b>			
Commercial driver license requirements. <b>Observe</b>					<b>CLASS</b>			
The effect of alcohol and drugs. <b>Observe</b>					<b>CLASS</b>			
Proper public thoroughfare railroad grade crossing procedure. <b>Observe</b>					<b>CLASS</b>			
The possibility of other vehicles traveling beside a commercial vehicle out of the driver's view known as the "no zone." <b>Observe</b>					<b>CLASS</b>			
Debrief classroom observation.					<b>CLASS</b>			
<b>Describe Other:</b> <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b>								
<b>Describe Other:</b> <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b>								
<b>Describe Other:</b> <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b>								
<b>Describe Other:</b> <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b>								
<b>Describe Other:</b> <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b>								

\* **Note:** Break times must be allowed but not included in 40-hour training. This form must be used in conjunction with 40-hour Training Format Guidelines which provides additional details regarding the conduct of the training.

**PHASE 2** – Instructor candidate driving and experienced BTW instructor teaching; experienced BTW instructor driving and instructor candidate teaching; or a student driving, experienced BTW instructor teaching, and instructor candidate in the back seat observing. Curriculum lessons covered (40 hours). 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. – **TOTAL TIME = 40 HRS\***

OAC 4501-7-11 Skills Covered	Date (MM/DD/YY)	Start Time	End Time	Total Time	BTW / Range	Instructor(s) / Manager Initials		
						New Inst	Comp Inst	MGR
Lesson 1: Starting <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 2: Stopping <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 3: Turning <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Shifting <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 4: Braking <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 5: Parking <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 6: Docking <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 7: Hooking up and unhooking trailers and semi-trailers <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 8: Display of emergency equipment <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 9: Use of hazard lighting systems <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 10: Checking and servicing the parts of commercial motor vehicles <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 11: Sharing the road <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 12: Safe driving practices <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Lesson 13: Proper public thoroughfare railroad grade crossing procedure <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Describe Other: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Describe Other: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Describe Other: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Describe Other: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								

\* **Note:** Break times must be allowed but not included in 40-hour training. This form must be used in conjunction with 40-hour Training Format Guidelines which provides additional details regarding the conduct of the training.

**PHASE 3** – 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. Finish this phase by assigning the candidate a topic and require them to practice teach the lesson for the Training Manager. – **TOTAL TIME = 3 - 4 HRS\***

OAC 4501-7-11 Topics and/or Skills Covered	Date (MM/DD/YY)	Start Time	End Time	Total Time	Class, BTW or Range	Instructor(s) / Manager Initials		
						New Inst	Comp Inst	MGR
Four-step teaching/learning method. 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-car management techniques (discipline and control). <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								
Practice Teach Topic: _____								
Describe Other: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive								

**PHASE 4** – Hands-on phase where the candidate actually teaches a class or classes to students 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 web page for assessment information.)

For an instructor that will be teaching only classroom or only BTW, all of the time in this phase can be used for the type of instruction the candidate will be conducting at the enterprise. – **TOTAL TIME = 3 - 5 HRS**

OAC 4501-7-11 Topics and/or Skills Taught	Date (MM/DD/YY)	Start Time	End Time	Total Time	Class or BTW	Instructor(s) / Manager Initials		
						New Inst	Comp Inst	MGR
Lesson Title:								
Lesson Title:								
Lesson Title (if applicable):								
Lesson Title (if applicable):								

**TOTAL HOURS\*\*** \_\_\_\_\_

**AUTHORIZING OFFICIAL / TRAINING MANAGER**  X  **DATE** \_\_\_\_\_

I hereby certify I have provided a minimum of forty hours of instruction as indicated above:

**NEW INSTRUCTOR**  X  **DATE** \_\_\_\_\_

I hereby certify I have received the minimum of forty hours of instruction as indicated above:

\* **Note:** Break times must be allowed but not included in 40-hour training. This form must be used in conjunction with 40-hour Training Format Guidelines which provides additional details regarding the conduct of the training.

\*\***Note:** Adult remedial and Juvenile Driver Improvement Program training are separate and **DO NOT** count toward these 40-hours.