

# Commercial Vehicle Training Program

## "Rolling Towards The Future"

### INFORMATION PACKET



**Effective: June 16, 2008**

**The Community College of Baltimore County-Hunt Valley  
11101 McCormick Road Suite 108  
Hunt Valley, MD 21031  
410-773-4173- Phone  
410-329-1745-Fax**

[www.ccbcmd.edu](http://www.ccbcmd.edu)

**The Community College of Baltimore County  
Commercial Vehicle Training Program – Fact Sheet –**

**Key CCBC Contacts**

Wanda Johnson (Assistant Coordinator) 410-773-4173  
 CVT Cell Phone Driving Range Cellular: 410-245-8029 or 410-292-4640  
 Kent Smedley (Director) 410-771-8973  
 CVT Fax Line: 410-329-1745  
**CVT Administration Address:** CCBC Hunt Valley  
**Classroom Location** Attn: CVT/CDL Program  
 11101 McCormick Road Suite 108  
 Hunt Valley, MD 21031  
**Driving Range Address:** 1000 Kembo Rd.,  
 Pasadena, MD 21226

**Program Lengths/Costs**

**CDL-A** 4 weeks (.5 classroom/3.5 range and road) \$2,995  
 (\$3,015 Out of County Resident)  
  
*CDL-B* 2 weeks (1 classroom/9 range and road) \$1,795  
 (\$1,805 Out of County Resident)  
  
*CDL Learner's Permit Preparation Course* - 2 weeks (8 evenings in classroom)  
 \$ 795  
 (\$800) Out of County Resident)

Schedule of Classes

Learners Permit Prep.

<u>Start Date</u>	<u>End Date</u>
08/04/08	08/14/08
09/02/08	09/15/08
09/29/08	10/09/08
10/27/08	11/06/08
11/17/08	11/26/08

CDL Class B

<u>Start Date</u>	<u>End Date</u>
07/14/08	07/25/08
08/04/08	08/15/08
08/25/08	09/08/08
09/15/08	09/26/08
10/06/08	10/17/08
10/27/08	11/07/08
11/10/08	11/21/08
12/08/08	12/19/08

CDL Class A

<u>Start Date</u>	<u>End Date</u>
08/18/08	09/15/08
09/15/08	10/10/08
10/13/08	11/07/08
11/10/08	12/09/08
12/08/08	12/15/08

Revised 7/11/08

**The Community College of Baltimore**  
**Commercial Vehicle Training Program**

**FREQUENTLY ASKED QUESTIONS**

***How much does each program cost?***

***Beginning in January 2008, our programs cost:***

CDL-A	\$2,995	Out of County Resident	\$3,015
CDL-B	\$1,795	Out of County Resident	\$1,805
CDL Learner's Permit Prep	\$ 795	Out of County Resident	\$ 800

***What number do I contact regarding registration, enrollment and billing arrangements, orientation or intake interviews?***

410-773-4173

***Do I need a CDL Learner's Permit to enroll in either the CDL-A or CDL-B program?***

Yes, you must take the MVA's written test at a full service MVA location and obtain a MD CDL Learner's Permit with the appropriate endorsements. Note: You must have a valid, full MD driver's license (this does not include a Motorcycle License) to take the CDL test and must be at least 18 years old to obtain a CDL license for intrastate travel, and 21 for interstate travel. The MVA will also require a DOT physical card. When registering for any of our CDL training programs, you will be required to disclose your social security number.

***What endorsements should I test for when obtaining my CDL Learner's Permit?***

Whether writing the Learner's Permit test for a CDL-A or CDL-B license, you should be tested on General Knowledge (CDL theory) and Air Brakes. In addition for CCBC training programs, you should test for the following endorsements: CDL-A: P (Passenger), N (tanker) and T (doubles/triples)

CDL-B: P (Passenger) and N (tanker)

Note: CCBC's CDL-A or B training does NOT provide training for an 'S' (School Bus) endorsement

***How do I obtain a Hazmat (H) endorsement?***

Hazmat (H) endorsements are obtained after obtaining a final, full Maryland CDL-A or CDL-B license. To secure an H endorsement, licensed drivers must apply directly by making an appointment at one of the following full-service MVA locations (Bel Air, Glen Burnie, Frederick, Waldorf or Salisbury) and submit to a background check. You may make application after you have obtained your CDL Learner's Permit.

After completion of the background check, and receipt of the TSA letter, you will write the Hazmat test. A separate page follows with the procedures for obtaining an H endorsement from the MVA. Rules and regulations frequently change and you should contact the MVA (or review the MVA web site) for confirmation of the procedures for obtaining the Hazmat endorsement.

***Does CCBC have a course I can take to help me prepare to write the MVA's CDL Learner's Permit test?***

Yes, our CDL Learner's Permit preparation course is held over 8 evenings (Mon-Thurs) over a two week period. It provides instruction in the areas to help you to write the LP test and the written tests for the applicable endorsements.

After you have passed the MVA written test and obtained your CDL Learner's Permit and the appropriate endorsements, you are eligible to enroll in either our CDL-A or CDL-B programs. Remember, you must have a current DOT Physical Card when you go to the MVA to take the LP test.

***Do applicants take drug screening?***

Yes. This cost is included in your tuition.

***How many instructional (clock) hours are in each program?***

CDL-A 24 hours (classroom)/127 hours (range/road): 151 total hours

CDL-B 8 hours (classroom)/67 hours (class/range/road): 75 total hours

CDL Learner's Permit Preparation Course 28 hours (classroom): 28 total hours

***FAQ's Continued....***

***What is the typical student to instructor ratio at CCBC's CVT program?***

We have 4:1 ratio in our CDL-A program and usually a 6:1 ratio in our CDL-B program (range/road). We try to keep classroom ratios below 12:1.

***When are classes held?***

LP Prep Course	Monday through Thursday (5:45 pm to 9:30 pm)
CDL-A	Monday through Friday (classroom 8:00 am to 5:00 pm, range/road 7:00 am to 3:00 pm)
CDL-B	Monday through Friday (classroom 8:00 am to 5:00 pm, range/road 7:00 am to 3:00 pm)

***Where are classroom sessions held?***

CCBC Hunt Valley (Francis X. Kelly Center), 11101 McCormick Road, Hunt Valley MD

***Where are range and road instruction carried out?***

Our 14 acre CDL driving range is off exit 1 of I-695, near Ft Smallwood Road at 1000 Kembo Road. On-road instruction is carried out in a variety of locations and road-types.

***Dose the program include instruction on resume writing and job application preparation?***

The CDL-A program includes instructions on the proper preparation of resume, and how to apply online for transportation sector jobs. This instruction begins at the orientation session and is completed during the student exit interviews when they pick up their certificate packets.

***Do transportation employers visit CCBC classes?***

Transportation employers visit to provide company information and employment opportunities.

## Commercial Driver's License Training

### The Community College of Baltimore County

CCBC's CDL training program includes different courses geared to preparing the student to obtain a CDL-A or a CDL-B license. The licenses come with specific endorsements, different to each license. The following outlines the differences between each of our programs.



#### CDL-A Program (tractor/trailer)

- You may drive: Any single combination of vehicles
- You may tow: Any trailer
- Available Endorsements:
  - N (Tank Vehicle)
  - H (Hazardous Materials with proper advance checks) See the attached new Hazmat procedures that require separate testing and application with the MVA.
  - T (Double/triple trailer)



#### CDL-B Program (straight truck/bus)



- You may drive: Motor vehicles of 26,001 lbs or more GVW
- You may tow: Trailers weighing 10,000 lbs or less
- Available Endorsements:
  - P (Passenger)
  - H (Hazardous Materials with proper advance checks) See the attached new Hazmat procedures that require separate testing and application with the MVA.
  - N (Tank Vehicle)

**NOTE:** The CDL-B Program does NOT provide training for an "S" (School Bus) endorsement and does not qualify you to drive a school bus after earning a CDL-B license upon completion of CCBC training.

## PROCEDURE (Revised Oct 1, 2007)

### OBTAINING CDL HAZMAT ENDORSEMENTS

#### Student Procedures

##### Step 1 (Orientation Session for Registered Students)

- Confirm intention/non-intention to apply
- Complete the MVA application forms for HazMat endorsement
- Each student must call the MVA (1-800-950-1682) to make his/her own appointment
- Note: (students may take the written HazMat knowledge test when they obtain their CDL Learner's Permit)

##### Step 2 (Student takes application and check to a full-service MVA location)

- Student(s) appear at MVA Glen Burnie HQ Annex Building, Bel Air, Waldorf, Salisbury or Frederick at their scheduled date/time to submit their application for HazMat endorsement and fingerprint/background check. MVA staff processes application
  - **Student must bring their application form, drivers license, check for \$93.25 (made out to "CJIS Central Repository") and an original government-issued birth certificate (or if not U.S. born, proof of Lawful Permanent US Residency, per page 2/section 2 of the HazMat Application)**
- Student's finger print and background check is begun by DPSCS
  - Transportation Security Administration will make the final determination based on security threat assessment
  - This process typically takes 6 to 10 weeks after submitting fingerprints

##### Step 3 (Notification)

- TSA will notify student by letter of suitability for HazMat endorsement based on their security threat assessment
- Upon approval by TSA, the student must
  - Report to nearest full-service MVA office (appointment not required) to:
    - **Students must bring with them**
      - **Letter from TSA**
      - **DOT Card**
      - **CDL Learner's Permit and/or full CDL License**
      - **Regular Drivers License**
    - Obtain final HazMat endorsement

**Note:** It is the student's responsibility to confirm all Hazmat and background check procedures with the MVA to ensure his/her understanding of the most recent regulations and processes.

**COURSE OUTLINES**  
**Community College of Baltimore County**  
**Commercial Vehicle Training Programs**

***CDL – Class A Program (4 courses required, 151 total clock hours)***

**(Revised program beginning January 28, 2008)**

***CDL-A Classroom: Planning and Regulations***

This course prepares students to test for an A Level Maryland Commercial Drivers License (CDL-A). The course provides instruction in the preparation and maintenance of driver logs, map reading, trip planning and routing, and pre-trip inspections. Participants will also review important USDOT Federal Motor Carrier regulations that govern commercial drivers and carriers. Topics to be covered include driver log books; map reading; trip planning and routing; Hazmat routing; pre-trip inspections; USDOT regulations.

Upon completion of this course, the student should be able to:

1. Complete and maintain an accurate driver log book
2. Read a map to determine road and highway designations that impact routing
3. Develop a trip plan that is both time and cost efficient
4. Explain the steps to complete a properly executed Pre-Trip Inspection
5. Describe a variety of USDOT Federal Motor Carrier regulations that apply to CDL-A drivers

***New CDL Driver Preparation and Safety***

This course prepares students to test for a Maryland Commercial Drivers License. The course provides instruction in the National Safety Council's Defensive Driving for Professional Truck Drivers program. Participants will also learn techniques for accident and breakdown avoidance, driver wellness, hours of service, and drug and alcohol regulations necessary to meet USDOT New Driver certification requirements.

Topics to be covered include defensive driving strategies and techniques; handling difficult driving conditions; accident and breakdown prevention; driver wellness; drug and alcohol; hours of service

Upon completion of this course, the student should be able to:

1. Explain defensive driving strategies and identify ways to egress from dangerous situations
2. Describe the correct use of mirrors and the relationship between vehicle speed and road conditions
3. Describe techniques for driving under adverse conditions such as rain, snow, ice and heavy traffic
4. Explain the aspects of driver wellness and current federal requirements regarding hours of service

### ***CVT Class A Range Pre-Trip***

This course is designed to teach students skills necessary to safely operate a Class A commercial vehicle and contribute to the learning necessary to obtain an MVA Class A commercial driver's license. The course focuses on pre-trip activities, including brakes, suspension, tires and the engine compartment. Students will be introduced to fundamental vehicle operating and safety procedures.

Topics to be covered include: Pre-trip inspections; straight-line parking; alley docking; blind side and sight side parking; up-shifting; and down-shifting.

Upon completion of this course, the student should be able to:

1. Conduct a thorough and complete vehicle Pre-Trip Inspection
2. Identify all functioning vehicle parts
3. Identify any vehicle defects
4. Recommend any necessary remedial or scheduled maintenance
5. Demonstrate successful parking techniques including straight line, alley docks, and both blind side and sight side situations
6. Demonstrate proper operation of the clutch
7. Demonstrate an ability to smoothly and properly down-shift and up-shift

### ***CVT Class A Range Road Skills***

This course is designed to teach students skills necessary to safely operate a Class A commercial vehicle and contribute to the additional learning necessary to obtain an MVA Class A commercial driver's license. The course focuses on road skills and vehicle maneuvering and on-road operation in a variety of skill areas.

Topics to be covered include: mirrors; right hand turns; left hand turns; limited access highway entering and exiting; speed control; road test preparation

Upon completion of this course, the student should be able to:

1. Conduct a thorough and complete vehicle Pre-Trip Inspection
2. Coordinate clutch, throttle and gearshift to maintain proper engine speed
3. Demonstrate the correct interpretation of images in both flat and convex mirrors
4. Complete and maintain an accurate driver duty log
5. Use turn signals and execute correctly both right and left turns into both single lane and two lane arteries
6. Navigate gaps and spaces in moving traffic
7. Demonstrate defensive driving maneuvers
8. Enter and exit a limited access highway in a safe and proper manner
9. Operate a Class A vehicle in a manner required to pass the Motor Vehicle Administration road test for licensure

## ***CDL – Class B Program (2 courses required, 75 total clock hours)***

**(Revised program beginning January 28, 2008)**

***Note: The Class B training does NOT include training/endorsements for school bus operation.***

### ***New CDL Driver Preparation and Safety***

This course prepares students to test for a Maryland Commercial Drivers License. The course provides instruction in the National Safety Council's Defensive Driving for Professional Truck Drivers program. Participants will also learn techniques for accident and breakdown avoidance, driver wellness, hours of service, and drug and alcohol regulations necessary to meet USDOT New Driver certification requirements.

Topics to be covered include defensive driving strategies and techniques; handling difficult driving conditions; accident and breakdown prevention; driver wellness; drug and alcohol; hours of service

Upon completion of this course, the student should be able to:

1. Explain defensive driving strategies and identify ways to egress from dangerous situations
2. Describe the correct use of mirrors and the relationship between vehicle speed and road conditions
3. Describe techniques for driving under adverse conditions such as rain, snow, ice and heavy traffic
4. Explain the aspects of driver wellness and current federal requirements regarding hours of service

### ***CVT Class B Range***

This course is designed to teach the skills necessary to pass the MVA's Class B Commercial Driver's License road examination. Students will learn the safe and efficient operation of a commercial straight truck (Class B) vehicle.

***Note: The Class B training does NOT include training/endorsements for school bus operation.***

Topics to be covered include: Pre-trip (exterior); Pre-trip (interior); safe-driving techniques; parking; turning; and controlling vehicle motion.

Upon completion of this course, the student should be able to:

1. Conduct a proper and complete pre-trip vehicle inspection
2. Demonstrate the ability to correctly operate all vehicle controls
3. Demonstrate the ability to accelerate smoothly in both directions
4. Complete all necessary and regulatory paperwork
5. Describe federal and state regulations governing the operation of commercial vehicles
6. Park the vehicle safely in blind side, right side and alley dock situations
7. Operate a Class B vehicle in a manner required to pass the MVA road test for licensure

*New Program (beginning January 14, 2008)*

***CDL Learner's Permit Preparation Course (28 Clock Hours)***

This course teaches students the information necessary to earn a Commercial Driver's License (CDL) learner's permit. The student will examine off-road information that is required for the MVA's written examination to obtain either a CDL-A or CDL-B license with appropriate endorsements. Topics to be covered include general CDL knowledge; air brakes; tank truck operation; double and triple trailers; hazardous materials; passenger endorsements; test preparation.

Upon completion of this course, the student should be able to:

1. Prepare a plan to study for the written Maryland CDL Learner's Permit examination
2. Identify the correct procedure for handling hazardous materials
3. Interpret information in the training manuals and other materials
4. Describe and demonstrate an understanding of the operation of an air brake system
5. Explain requirements for a "passenger endorsement"

## *Potential Payment Options...*

***Direct Payment:*** Some students are in a position to write a check to pay for their training, or can put the training program cost on a credit card. CCBC accepts both methods; please call Wanda Johnson at 410-773-4173 to make arrangements.

***For County Residents:*** **The Baltimore County Office of Workforce Development (BCOWD)** provides an array of services for job seekers including career counseling, job placement assistance, resume development, short-term training, veterans' services, job search seminars and more. If you are presently unemployed, you may be eligible for a variety of services, which may include a training stipend to learn new occupational skills prior to re-entering the workforce. Please call BCOWD at 410-288-9050 (Eastpoint Center) or 410-887-7940 (Hunt Valley Center).

***For City Residents:*** **The Baltimore City Office of Employment Development** manages a network of One Stop Career Centers around the City. City Residents may be access an array of services in these four One Stop Centers including GED classes, short-term training in their digital learning lab, resume development assistance, career counseling, job placement assistance and much more. If you are presently unemployed, you may be eligible for a variety of services, which may include a training stipend to learn new occupational skills prior to re-entering the workforce. For more information, call their local offices at 410-523-1060 (Northwest) or 410-396-9030 (Eastside) or 410-767-2148 (Baltimore Works).

***For Anne Arundel County Residents:*** **The Anne Arundel Workforce Development Corporation** (AAWDC) provides an array of services for job seekers including career counseling, job placement assistance, resume development, short-term training, veteran's services, job search seminars and more. If you are presently unemployed, you may be eligible for a variety of services, which may include a training stipend to learn new workforce development skills prior to re-entering the workforce. For more information, call AAWDC at 410-412-7000 (Glen Burnie) or 410-799-9099 (Arundel Mills).

**Division of Rehabilitation Services:** If you have a physical or emotional barrier to employment, you may be eligible to receive services and training through the Maryland State Department of Education, Division of Rehabilitation Services. Offices are located throughout the state. Please call 410-321-4044

**Veterans:** If you were injured while serving in the United States Armed Services, you may be eligible for vocational assessment and training stipends from the **Division of Veteran's Affairs**. Contact the Baltimore office at 31 Hopkins Plaza, Baltimore, Maryland 21201 to meet with a counselor and determine your eligibility for services and assistance.