

COMMERCIAL DRIVING LICENSE (CDL) 3
COURSE CODE: 6320
STUDENT PROFILE

STUDENT'S NAME:		TEACHER'S NAME:			
School Year/Semester:		Grade:			
Begin Date:		Date Completed:			
<p>Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / no experience or knowledge of this task (N/A)</p> <p>1 – Requires additional instruction and or close supervision (60-69)</p> <p>2 – Can perform the task completely with limited supervision (70-79)</p> <p>3 – Can apply and perform independently (80-100)</p>					
A. SHOP AND PERSONAL SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom/lab/field..				
4	Identify major causes of work-related accidents in trucking environment.				
5	Demonstrate safety skills in a classroom/work environment.				
B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				
3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				

4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS		0	1	2	3
1	Demonstrate punctuality.				
2	Demonstrate critical thinking and problem-solving skills				
3	Demonstrate initiative and self-direction.				
4	Demonstrate integrity.				
5	Demonstrate work ethic.				
6	Demonstrate conflict resolution skills.				
7	Demonstrate listening and speaking skills.				
8	Demonstrate respect for diversity.				
9	Demonstrate customer service orientation.				
10	Demonstrate teamwork.				
E. PROFESSIONAL KNOWLEDGE		0	1	2	3
1	Demonstrate global or “big picture” thinking.				
2	Demonstrate career and life management skills and goal-making.				
3	Demonstrate continuous learning and adaptability skills to changing job requirements.				
4	Demonstrate time and resource management skills.				
5	Demonstrates information literacy skills.				
6	Demonstrates information security skills.				
7	Demonstrates information technology skills.				
8	Demonstrates knowledge and use of job-specific tools and technologies.				
9	Demonstrate job-specific mathematics skills.				
10	Demonstrates professionalism in the workplace.				
11	Demonstrates reading and writing skills.				
12	Demonstrates workplace safety.				

F. HOURS OF SERVICE		0	1	2	3
1	Research and explain the reasons behind the hours-of-service laws.				
2	Research and identify the requirements and rules of Part 395 of FMSCR covering hours of service.				
3	Demonstrate how to record hours of service and list the required information.				
4	Compute on-duty hours and required rest stops while on the road.				
G. WHISTLEBLOWERS PROTECTIONS (FOR PROFESSIONAL DRIVERS)		0	1	2	3
1	Describe what situations call for a whistleblower's report.				
2	Explain the coverage a professional driver has and how to go about receiving whistleblower protection.				
H. CONTROL SYSTEMS		0	1	2	3
1	Identify, read and describe the role and function of engine controls, primary vehicle controls, secondary vehicle controls.				
2	Name, locate, and describe the control functions for (1) starting the engine, (2) shutting down the engine, (3) steering, (4) shifting, (5) accelerating, (6) braking, and (7) parking.				
3	Identify and locate the controls for lights, signals, windshield wipers/washers, suspension, coupling, and cab comfort.				
4	Describe the acceptable operating range for fuel, oil, air, cooling, exhaust, and electrical/electronic systems.				
5	Describe how checking these systems often can help spot problems early.				
I. BASIC CONTROL		0	1	2	3
1	Demonstrate how to enter and exit the cab safely.				
2	Describe how to safely test a trailer hook up.				
3	Explain the correct way to put a rig in motion.				
4	Describe the correct way to stop a rig.				
5	Describe the skills needed to back a rig in a straight line.				
6	Explain the correct procedures for making right and left turns.				
J. SHIFTING		0	1	2	3
1	Describe gear-shifting patterns for various transmissions.				
2	Describe when to shift gears - depending on speed, road conditions, and terrain.				
3	Describe methods of shifting through all the gears of conventional transmissions.				
4	Describe double-clutching and timing the shift for a smooth and fuel-efficient performance.				
5	Describe rpm mph (km/h) for proper gear selection and downshifting.				
6	Explain shifting with automatic and semiautomatic				

	transmissions.				
7	Explain the operation of electronic synchronized and non-synchronized transmissions.				
8	List and discuss common shifting errors and the results of these errors, and how improper use can damage a rig.				
K. BACKING		0	1	2	3
1	Describe the procedures for backing and parking.				
2	Describe how to prepare for backing maneuvers, including proper mirror adjustment.				
3	Explain the principles of reverse steering when backing an articulated truck.				
4	List and discuss the hazards of backing.				
5	Explain the importance of a helper while backing and how to use one safely.				
6	Describe the basic maneuvers for parking at docks in various positions and conditions.				
L. VEHICLE SYSTEMS		0	1	2	3
1	Describe and explain the function and relationships between vehicle systems.				
2	Locate and explain how the frame, axles, wheels and their parts, engine, drivetrain, and brakes operate.				
M. PREVENTIVE MAINTENANCE AND SERVICING		0	1	2	3
1	Describe the different types of maintenance.				
2	Find, identify, and know the basic function of the following vehicle components: a. Frame b. Suspension c. Axles d. Engine e. Fuel system f. Lubrication system g. Cooling systems h. Electrical system i. Drive train j. Brake systems k. Wheels l. Bearings m. Rims and tires n. Steering system o. Coupling system				
3	Correctly not problems or indicators of possible problems for various systems on a Driver's Vehicle Inspection Report (DVIR).				
4	Demonstrate how to perform various simple maintenance procedures safely.				

5	Describe your responsibilities in maintaining your rig, and which repairs are to be handled only by qualified technicians.				
6	Describe the inspection, repair, and maintenance requirements as stated in the Federal Motor Carriers Safety Regulations.				
N. RECOGNIZING AND REPORTING MALFUNCTIONS		0	1	2	3
1	Recognize when vehicle systems and parts are not working properly.				
2	Use the senses of sight, sound, feel, and smell to detect problems.				
3	Demonstrate the ability to completely and accurately describe to maintenance personnel how the vehicle is functioning.				
4	Demonstrate how to safely start a vehicle with a dead battery.				
5	Demonstrate how to report a malfunction.				
6	Demonstrate the ability to accurately complete a Driver's Vehicle Inspection Report (DVIR).				
O. CAREER DEVELOPMENT		0	1	2	3
1	Examine careers that require various driving license certifications or licensures.				
2	Compare the estimated salaries, benefits, job outlook, education, and working conditions, and skills needed to perform those jobs.				
3	Develop a pre-professional resume'.				