MOTORCOACH TRAINING CURRICULUM

TABLE OF CONTENTS

Student

MODULE 1: Regulartory Overview & Key Requirements 1-1

Lesson 1.1: Background & Applicability 1-2

Federal Motor Carrier Safety Administration (FMCSA) 1-3

FMCSA Functions 1-4

Other Regulatory Agencies 1-5

FMCSA Regulations 1-6

FMCSR Applicability 1-7

Carrier Regulation Overview 1-8

Lesson 1.2: Driver Qualifications & Responsibilities 1-10

Minimum Driver Qualifications 1-11

Disqualifying Offenses 1-14

Employer Requirements 1-16

Physical Qualification 1-17

Learning from History 1-19

Drug & Alcohol Use 1-23

More on Drug & Alcohol Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1-25

Driver Responsibilities 1-27

Do Not Operate If Unsafe 1-30

Lesson 1.3: Hours of Service 1-31

Hours of Service Regulations 1-32

Key Definitions 1-33

Passenger Hours of Service Applicability 1-35

Passenger Hours of Service Limits 1-36

Required Rest Periods 1-38

Hours of Service Time Classifications 1-39

“On-Duty” Time 1-40

Off-Duty 1-43

Sleeper Berth 1-44

What Is Your Duty Status? 1-46

Travel Time Exception 1-47

Adverse Driving Conditions Exception 1-48

Additional Exceptions 1-50

Recording Hours of Service 1-52

Driver Log Exceptions 1-53

ELD Exceptions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1-56

Manual Log Knowledge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1-57

Driver’s Log Requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1-58

Required Information: Driver Log 1-59

Completing the Driver Log 1-61

Time Rounding & Decimals 1-67

Rounding & Converting Exercise 1-68

Totaling Duty Status 1-69

Additional Log Requirements 1-71

Common Questions 1-73

Log Exercise 1-76

Driver’s Daily Log 1-77

On-Duty Time Recap 1-78

Recap Exercise 1-85

Module 1 Quiz 1-86

MODULE 2: Motorcoach Orientation & Familiarization 2-1

Lesson 2.1: Motor Configuration & Nomenclature 2-2

Motorcoach – Front View 2-3

Motorcoach – Side View 2-5

Motorcoach – Rear View \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-7

Motorcoach – Top View \_\_\_2-8

Driver Controls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-9

Systems:

Engine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-11

Drivetrain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-12

Exhaust \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-13

Suspension \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-14

Brakes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-15

Lesson 2.2: Seat & Mirror Adjustment 2-16

Seat Adjustment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-17

Steering Narrative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-18

Blind Spots \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-19

Mirror Adjustment – Side View Mirrors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2-21

Mirror Adjustment – Convex Mirrors 2-23

Lesson 2.3: Interior Controls & Displays 2-25

Lesson 2.4: Exterior Components & Compartments 2-28

Module 2 Quiz 2-30

MODULE 3: Trip Preparation 3-1

Lesson 3.1: Physical Preparation 3-2

Primary Job Demands 3-3

Two Types of Fatigue 3-4

Proper Sleep 3-6

Importance of Sleep 3-7

Personal Responsibility 3-8

Sleep and Well Being 3-9

Sleep Quality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3-10

Sleep Effects on Performance 3-12

Sleep Disorders 3-14

Circadian Rhythms 3-16

Learning from History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3-19

Wellness 3-23

Weight 3-24

Diet and Nutrition 3-25

Balanced Diet 3-26

Diet Tips 3-27

Better Food Choices 3-29

Exercise 3-31

Exercise Tips 3-32

Stress 3-34

Positive Behaviors 3-36

Positive Relationships 3-37

Lesson 3.2: Alcohol, Controlled Substance & Medications 3-38

Alcohol Use 3-39

Alcohol Prohibitions 3-41

Controlled Substances 3-44

OTC Medications 3-48

Alcohol and Sleep 3-49

Stimulants 3-50

Sleep Aids 3-51

Lesson 3.3: Trip Planning and Verification 3-52

Types of Trips 3-53

US Roadway System 3-55

Roadway Indentification Exercise 3-57

Maps 3-58

Map Reading 3-60

Trip Familiarization/Planning 3-62

Concerns & Issues 3-67

Distance/Fuel Calculations 3-69

Routing Considerations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3-71

State Laws 3-72

Weather & Road Conditions 3-74

Personal Preparation 3-76

Personal GPS 3-77

Module 3 Quiz 3-79

MODULE 4: Vehicle Inspections 4-1

Lesson 4.1: Pre-Trip Inspections & En-Route Inspections 4-2

Pre-Trip Inspection 4-3

Basic Pre-Trip Inspection Steps 4-6

Accessible Bus 4-14

En-Route Inspection 4-15

Lesson 4.2: Post-Trip Inspections & Document Preparation 4-17

Post-Trip Inspection 4-18

Module 4 Quiz 4-21

MODULE 5: Passenger Boarding & Alighting 5-1

Lesson 5.1: Greeting, Scanning & Assisting Passsengers 5-2

Greeting Passengers 5-3

Screening Passengers 5-4

Boarding & Alighting Tips 5-6

Assisting Passengers 5-8

Driver Safety 5-11

Lesson 5.2: Screening, Lifting & Loading Luggage 5-12

Luggage Loading 5-13

Luggage Screening 5-15

Safe Loading 5-17

Steps to Safe Lifting 5-18

Steps to Safe Lifting & Loading 5-19

Weight Limitations 5-22

Hazardous Materials 5-22

Luggage Unloading Tips 5-30

Lesson 5.3: Passenger Safety 5-33

Passenger Safety 5-34

Passenger Safety Briefing 5-35

Standees 5-38

En-Route Stops 5-39

Passenger Pedestrians 5-42

Fueling/Spills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5-43

Learning from History \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5-44

Module 5 Quiz 5-49

MODULE 6: Americans with Disabilities Act 6-1

Lesson 6.1: The Americans with Disabilities Act & Motorcoach Operations 6-2

Americans with Disabilities Act (ADA) 6-3

Key Definitions 6-4

Protected Disabilities 6-5

More Key Definitions 6-6

Service Request Forms 6-9

Denial of Service 6-11

Service Animals 6-13

Lift & Securement 6-15

Lift & System Inspection 6-16

Special Considerations: Rest Stops 6-17

Special Considerations: Stop Announcements 6-18

Lesson 6.2: Serving & Communicating with Persons with Disabilities 6-19

Disability Facts 6-20

Being Sensitive 6-22

Specific Disabilities 6-23

Interaction: Mobility Aids - General 6-24

Assistance: Mobility Aids - Ambulatory 6-26

Assistance: Mobility Aids - Manual Wheelchair 6-28

Interaction – Visual Disabilities 6-30

Interaction – Hearing Disabilities 6-33

Interaction – Cognitive/Developmentally Disabled 6-37

Epilepsy & Seizures 6-39

Lesson 6.3: Motorcoach Lift/Ramp Operation & Mobility Act Securement 6-41

Lift Operation & Aid Securement 6-42

General Ramp Operating Procedures 6-43

General Lift Operating Procedures 6-44

Powered Mobility Aids 6-47

Lift Operating Procedures – Standee 6-48

Wheelchair/Aid Securement 6-50

Size/Weight Exceptions 6-52

Transferring from a Wheelchair/Aid 6-53

Module 6 Quiz 6-55

MODULE 7: Safe Driving Principles 7-1

Lesson 7.1: Defensive Driving 7-2

Defensive Driving Concepts 7-3

Hazards Awareness 7-5

Looking Ahead – City 7-7

Looking Ahead – Highway 7-9

Restricted Sight Lines 7-10

Hazard Focus 7-11

Reacting to Hazards 7-13

Urban/City Intersections 7-14

Rural/Highway Insections 7-15

Search Patterns During Turns 7-16

Pedestrian Awareness 7-17

Pedestrian Behaviors 7-19

Intersection Communication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7-21

Forward Space Management 7-22

Extra Forward Space Needed 7-24

Tailgating 7-26

Space Management – Lane 7-27

Side Space Management 7-28

Lane Choice 7-29

Passing 7-31

You Should Not Pass When 7-32

General Passing Procedure 7-34

Passing – Two-Lane Roadway 7-36

Merging 7-38

Exercise: Locate Merge Hazards 7-40

Exiting 7-41

Lesson 7.2: Operational Hazards 7-43

Seat Belt Use 7-44

Distracted/Inattentive Driving 7-46

Coach Dimensions 7-50

Bridge Weight Limits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7-57

Learning from History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7-58

Starting & Stopping 7-62

Blind Spots 7-63

Left & Right Turns 7-64

Off-Tracking 7-65

Pivot Point 7-66

Turning Radius & Sweep Path 7-68

Front & Rear Overhang 7-70

Managing Side Space 7-71

Ideal Right Turn 7-73

Ideal Left Turn 7-75

View Obstructions 7-76

Lane Changes 7-78

Lane Change Guidelines 7-79

Backing 7-81

Backing Guidelines 7-82

What Would Happen? 7-84

Tail Swing 7-85

Railroad Crossings\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7-86

Low Clearace 7-88

Emergency Notification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7-89

Learning from History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7-90

Cockpit Technology 7-95

Fatigue 7-97

Fighting Fatigue 7-98

Illiness or Injury 7-100

Module 7 Quiz 7-101

MODULE 8: Special Driving Conditions 8-1

Lesson 8.1: Adverse Weather 8-2

Adverse Weather 8-3

Hazards of Adverse Weather 8-5

Reacting to Rain, Snow & Ice 8-7

Reacting to Fog, Haze, Dust & Wind 8-10

Learning from History \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8-13

Lesson 8.2: Special Driving Situations 8-17

Nighttime Driving 8-18

Maximizing Visibility 8-19

Roadway Characteristics 8-21

Vehicle Condition 8-23

Combating Fatigue 8-25

Sun Glare\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8-26

Extreme Heat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8-28

Retarder/Engine Brake 8-29

Mountain Driving 8-31

Mountain Driving – Braking 8-34

Runaway/Escape Ramps 8-36

Skid Dynamics 8-37

Skid Prevention 8-39

Skid Recovery 8-41

Learning from History \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8-45

Hydroplaning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8-49

Work Zone Safety 8-50

Multi-Coach Convoys 8-53

Module 8 Quiz 8-55

MODULE 9: Emergency Situations 9-1

Lesson 9.1: Emergencies 9-2

Emergency Vehicles 9-3

Roadside Emergencies 9-4

Warning Device Placement 9-6

Breakdowns 9-10

General Diagnostics 9-12

Breakdown: Worse Case Scenario 9-13

Crashes 9-15

Crash Information 9-17

Post-crash Testing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9-19

Serious Issues While Driving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9-20

Tire Failures 9-21

Brake Failure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9-23

Bus Fires 9-25

Bus Fires: What To Do 9-27

Leaving Roadway\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9-29

Passenger Evacuation 9-30

Passenger Management 9-32

Aggressive Motorists 9-34

Unruly/Aggressive Passenger 9-35

Hijack or Hostage 9-37

Other Emergencies 9-39

Module 9 Quiz 9-40

MODULE 10: Enforcement & Police Interactions 10-1

Lesson 10.1: Inspections: Substance 10-2

Safety Compliance 10-3

Types of Inspections 10-4

Driver Inspections 10-6

Licensing 10-7

Physical Qualification 10-8

Knowledge & Communication 10-9

HOS Documentation 10-10

HOS Paperwork Completion 10-11

Operating Within HOS Restrictions 10-12

Vehicle Inspections 10-13

Lesson 10.2: Inspections: Process 10-14

Commercial Vehicle Safety Alliance 10-15

CVSA Inspection Levels 10-16

Motorcoach Inspections 10-18

Level I Inspection 10-20

Level II Inspection 10-21

Level III Inspection 10-22

General Inspection Procedure 10-23

Inspector Demeanor 10-29

Inspection Results 10-30

Out of Service (OOS) 10-31

Driver Responsibilities 10-32

Consequences of Violations 10-34

Lesson 10.3: Collisions & Incidents 10-35

Collision Response 10-36

Basic Responsibilities 10-38

What Are The Facts? 10-39

Post-crash Enforcement Inspection 10-41

Module 10 Quiz 10-42

MODULE 11: Behind The Wheel Training 11-1

Lesson 11.1: Skill Course Maneuvering 11-2

Diminishing Clearance 11-3

Left Turn 11-4

Offset Alley 11-6

Serpentine 11-7

Backing (Left or Right) 11-8

Parallel Park 11-9

Stop Line 11-10

Lesson 11.2: On-Road Practice 11-11

Commentary Driving 11-12

What Will You Talk About 11-13

How to Comment 11-15

Example Commentary 11-17