***ELDTAC Draft 4-7-15***

**Eligibility Requirements**

**for**

**Commercial Driver Training Programs**

This Checklist is a yardstick for individuals, motor carriers, commercial motor vehicle training schools and others in measuring the quality of a CMV driver training program.

[Training providers and/or certifying entities] may use the following Checklist to evaluate that a course meets FMCSA Curriculum Standards for CMV Drivers guidelines and standards. **Courses must meet all of the standards to be approved for FMCSA certification**. This Checklist is a brief review of the standards by which CMV driver training quality is measured. It is not intended to provide compliance with the evaluation standards. For the full standards and guidelines, (see ***“FMCSA Curriculum Standards for CMV Drivers”*** ).

**COURSE ADMINISTRATION [Note: Bullets 1-3 and 5 would not apply to training providers of fewer than 3 entry-level drivers per year]**

* Are course contents accurately and clearly defined and are informational materials on topics such as costs, tuition reimbursement (if any), training provided, equipment used, outcomes, classroom and actual individual driving time?
* Are there clearly stated goals that match the needs of students and the transportation industry?
* Are there clear, written eligibility requirements and admissions procedures that the training entity follows and provides to prospective students?
* *(Note: This requirement will apply to all training providers)* Do all applicants meet minimum DOT, state/provincial, federal and/or local law and regulations related to drug screens, age, physical condition, licensing, and driving record as stated in the training provider’s\* admissions policy? ( [49CFR, Part 391](http://www.fmcsa.dot.gov/regulations/title49/part/391) )
* Are there written policies regarding safety, liability and rules?

# INSTRUCTIONAL PERSONNEL

* Do instructors meet the educational and experience guidelines set forth by FMCSA Instructor Qualification Requirements,including:
  + Do on-road trainers\*\* have at least [one] year of experience as a licensed CMV driver with a driving record which meets state/provincial requirements, school policy and Federal Motor Carrier Safety Regulations?
  + Do trainers\*\* have a state/provincial license or permit, if required?
  + Are classroom trainers\*\* thoroughly trained in the curriculum?

# TRAINING VEHICLES

* Are vehicles in safe mechanical condition and those that are used for on road training comply with applicable federal/state/provincial safety requirements? ( [49 CFR, Part 396](http://www.fmcsa.dot.gov/regulations/title49/part/396) )
* Are training vehicles comparable with those that the individual will be operating?

# INSTRUCTION & CURRICULUM

**Curriculum Content**

* Does the course outline clearly identify units of instruction including their sequence, broad purpose and general content?
* Does instruction cover the FMCSA Curriculum Standards for CMV Drivers ?
* No particular teaching aids are required as a precondition for certification.  To inform us about your approach to teaching your curriculum, please describe your use of teaching aids such as:
  + - Video
    - Electronic multi-media
    - Displays
    - Textbooks
    - Models
    - Charts
    - Computer-based instruction
    - Simulation
    - Others \_\_\_\_\_\_\_\_\_\_
* Are training materials provided to each trainee?

**Instructional Time** (***see “FMCSA Curriculum Standards for CMV Drivers”*** )

* Does each student receive the required amount of core curriculum theory?
* Are the required driving range/skill practice area, and on road skills being completed?

[Facilitator’s Note: “The CAA Work Group did not attempt to resolve the issue of whether minimum number(s) of BTW and/or theory hours should be specified as part of the core curriculum standard. This aspect of the certification checklist will depend on how that issue is resolved.”]

**Student/Instructor/Vehicle Ratio (There was significant disagreement amount the workgroup regarding range/on road instructor/trainee ratios)**

* What is the instructor to vehicles/trainees on the range/skill practice driving area \_\_\_\_\_?
* During on road driving, is there one instructor per vehicle?

### **Lesson Plans**

* Do instructors use lesson plans adequate to implement *FMCSA Curriculum Standards for CMV Drivers* in each session?

**Classroom Conditions**

* [Is the learning environment safe, sanitary and comfortable?]

### **Range/Skill Practice Area Conditions**

* Is the range/skill practice area safe and protected from the hazards from other road users?
* Is the range/skill practice area free of obstructions and does the surface enable the driver to maneuver safely and free from interference from other vehicles?
* Are there adequate sight lines available to the instructor and trainees?

### **Roadway Instruction Conditions** (Includes streets, roads, highways, etc.)

* Is driving practiced under roadway and traffic conditions as outlined in the *FMCSA Curriculum Standards for CMV Drivers*?

### **Tests**

* Do written classroom tests assess mastery of a sample of knowledge objectives for each unit of instruction per *FMCSA Curriculum Standards for CMV Drivers*?
* Do range/skill practice area tests assess student proficiency in (a) fundamental vehicle control skills and (b) routine driving procedures for the appropriate vehicle per *FMCSA Curriculum Standards for CMV Drivers*?
* Do road tests use preplanned routes that permit a broad range of observations and are they conducted in traffic per *FMCSA Curriculum Standards for CMV Drivers*?
* Are road tests administered in a vehicle which is comparable in size and type relative to the industry sector for which the student is being trained?

### **Graduation Course Completion**

* Does a student have to successfully complete a course of instruction that meets the FMCSA Curriculum Standards for CMV Drivers including appropriate subject matter tests and road skill tests before graduation?
* [RP: Is each student required to pass a proficiency test that tests mastery of the FMCSA Curriculum Standards for CMV Drivers prior to receiving a certification of eligibility to test for a Commercial Driver’s License?]

\* Training Provider refers to a training organization

\*\* Trainer refers to an individual