**Eligibility Requirement for**

**Commercial Driver Training Programs**

**(as per 3rd Meeting Discussion)**

This Checklist is a yardstick for individuals, motor carriers, commercial motor vehicle training schools and others in determining compliance with this regulation.

Training providers and/or certifying entities may use the following Checklist to evaluate whether 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 program compliance is determined. 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**

* All applicants must meet minimum DOT, state/provincial, federal and/or local law and regulations related to drug screens, age, physical condition, licensing, and driving record. ( [49 CFR, Part 391](http://www.fmcsa.dot.gov/regulations/title49/part/391) ) *[Accepted.]*

*Training provider ask: [Provide attestation (if self-certified)/demonstrate (if third party certified)] that training provider complies with above requirement.*

# INSTRUCTIONAL PERSONNEL

* Do instructors meet the educational and experience guidelines set forth by FMCSA Instructor Qualification Requirements,including:
  + On-road trainers\*\* must have at least [one] year of experience driving with a CDL of the appropriate (or higher) class and with all endorsements necessary to operate the CMVs for which training is to be provided. On-road trainers must maintain a driving record that meets applicable state/provincial requirements, school policy, and Federal Motor Carrier Safety Regulations.
  + Trainers\*\* must have a state/provincial teaching license or permit, if required.
  + [Theory/classroom] trainers\*\* [, if any,] who are not CDL holders must have audited or instructed that portion of the driver-training course that he/she intends to instruct. *[Accepted.]*

*Training provider ask:*

* *Please document the experience and qualifications of your instructional personnel. [Objective criteria for evaluating experience and qualifications welcome.]*

# TRAINING VEHICLES

* Vehicles must be 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) )
* Training vehicles must be in the same class (A, B, or C) and type (bus/truck) as those that the individual will be operating for their CDL skills test. *[Accepted.]*

*Training provider ask: [Provide attestation (if self-certified)/demonstrate (if third party certified)] that your vehicles comply with these requirements.*

# INSTRUCTION & CURRICULUM

**Curriculum Content**

* Instruction must cover the FMCSA Curriculum Standards for CMV Drivers.
* Training materials must be provided to each trainee.
* The course outline must clearly identify units of instruction including their general content and sequence of presentation. Instructors must use lesson plans adequate to implement *FMCSA Curriculum Standards for CMV Drivers* in each session. *[Accepted.]*

*Training provider ask:*

* *Demonstrate your plan to convey the material to the students (online, classroom, etc.). Describe the training materials that are provided to students and the method of distribution.*
* *Provide copies of sample lesson plans.*

**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 Supervision**

* During the range/skill practice portion of the curriculum, there must be an instructor present and on site to demonstrate skills and correct deficiencies of individual students.
* During driving on public roads, there must be at least one instructor in any vehicle driven by a student who is not a CDL holder. *[Accepted.]*

*Training provider ask: Provide documentation that indicates how many instructors are working with how many students during each portion of the curriculum (theory/classroom, range/skill practice, on-road/behind-the-wheel).*

**Learning Environment**

* The learning facilities must comply with all applicable federal, state, and local statutes and regulations. *[One opposing vote (Jim Edwards).]*

*Training provider ask: [Provide attestation (if self-certified)/demonstrate (if third party certified)] that facilities comply.*

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

* The range/skill practice area must be free of obstructions and the surface must enable the driver to maneuver safely and free from interference from or involving other vehicles and hazards.
* There must be adequate sight lines available to the instructor and trainees. *[Accepted.]*

*Training provider ask: [Provide attestation (if self-certified)/demonstrate (if third party certified)] that range/skill practice areas comply with the above requirements.*

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

* Driving must be practiced under roadway and traffic conditions as outlined in the *FMCSA Curriculum Standards for CMV Drivers*. *[Accepted.]*

*Training provider ask: [Provide attestation (if self-certified)/demonstrate (if third party certified)] that roadway instruction conditions comply.*

### **Tests**

* Written tests must assess proficiency of a sample of knowledge objectives for each unit of instruction per *FMCSA Curriculum Standards for CMV Drivers*.
* Range/skill practice area tests must 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*.
* Road tests must use routes that permit a broad range of observations and must be conducted in traffic per *FMCSA Curriculum Standards for CMV Drivers*.
* Road tests must be administered in a vehicle of the same class (A, B, or C) and type (bus/truck) that the individual will be operating for their CDL skills test. *[Accepted.]*

*Training provider ask:*

* *Provide plans that demonstrate compliance with each of the aforementioned requirements.*

### **Course Completion**

* Student must 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 course completion. *[Accepted.]*

\* Training Provider refers to a training organization

\*\* Trainer refers to an individual