**Eligibility Requirements for**

**Institutional Driver Training Programs**

**May 12, 2015 Draft**

Section XXX.XX. The requirements of this section apply to CMV entry-level driver training programs that train, or expect to train, more than three entry-level drivers per year. Such providers must, at a minimum, meet the requirements of this section and offer a curriculum that meets all FMCSA curriculum standards for CMV drivers set forth in § XXX.XX. Training providers shall attest and, upon request, supply documentary evidence to verify, that they meet the following requirements. Such evidence may take the form of documents described after each item in the checklist below, or comparable documentation.

**COURSE ADMINISTRATION**

* Training providers must require that all accepted applicants “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.]*

*Suggested documentation: A copy of the training provider’s policy setting forth eligibility requirements for trainee applicants.*

# INSTRUCTIONAL PERSONNEL

* Instructors must meet the educational and experience guidelines set forth by FMCSA Instructor Qualification Requirements,including:
	+ On-road trainers must be experienced drivers. On-road trainers must maintain a driving record that meets applicable state/provincial requirements, school policy, and Federal Motor Carrier Safety Regulations.
		- *Experienced driver* means a CMV driver with 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 and who:
			* (1) has at least [1 or 2 years] of experience driving; or
			* (2) has at least [1 or 2 years] years of experience as an on-road CMV trainer; and
			* (3) meets all applicable State training requirements for CMV trainers.
		- On-road trainers must have completed training in the on-road portion of the curriculum in which they are instructing.
	+ Trainers must have a state/provincial teaching license or permit, if required.
	+ Any theory/classroom trainers who are not CDL holders must have audited or instructed that portion of the driver-training course that he/she intends to instruct. *[Accepted.]*

*Suggested documentation: Reliable documentary evidence indicating driving and/or training experience of trainers (with personal information redacted); copies of CDL and/or applicable endorsements held by on-road trainers.*

# TRAINING VEHICLES

* All training vehicles must be in safe mechanical condition. Vehicles used for on-road training must 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.]*

*Suggested documentation: DOT inspection reports for training vehicles in service at the time of the filing of the application and/or other documentation demonstrating that training vehicles meet the requirements set forth above.*

# INSTRUCTION & CURRICULUM

**Curriculum Content**

* Instruction must cover the FMCSA Curriculum Standards for CMV Drivers.
* Training materials that cover the FMCSA-prescribed curriculum 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.]*

*Suggested documentation:*

* *Description of medium of training (e.g. online, classroom, or hybrid)*
* *Description of training materials provided to students and the method of distribution*
* *Copy of course descriptions*
* *Copies of website advertising, or curriculum pages*

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

* Training providers must supply sufficient training to offer reasonable assurance that trainees can master the theory and behind-the-wheel portions of the curriculum.

[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. However, the plenary agreed during the discussion of the draft FMCSA form on the principle of requiring disclosure of the amount of time allotted to each portion of the curriculum.”]

*Suggested documentation: Please indicate the amount of time allocated in your lesson plans to classroom, range and on-road instruction.*

**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.]*

*Suggested documentation: Provide documentation that indicates how many instructors are working with students during each portion of the driving curriculum. Documentation may include:*

* *Driving range operational plans/diagrams indicating number of vehicles to be operated, and location of instructor(s)*
* *On-road lesson plans*
* *Sample on-road training reports*

**Learning Environment**

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

*Suggested documentation:*

* *Certificates of occupancy*
* *Insurance building inspection reports*
* *Photos*

### **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.]*

*Suggested documentation: photos and narrative description of training provider’s driving range/skill practice area, including a description of the number of vehicles to be operated on the range at any given time and the number of instructors that will be observing vehicles on the range.*

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

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

*Suggested documentation: Sample on-road lesson plans and on-road training reports.*

### **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.]*

*Suggested documentation: plans or protocols for testing (and, where applicable, sample tests) that demonstrate compliance with each of the requirements of the standards set forth above.*

### **Course Completion**

* Trainees 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.]*

*Suggested documentation: reliable evidence that trainees certified to take the CDL exam have actually received instruction covering the FMCSA curriculum, and received a passing grade on the training provider’s performance assessment.*

\* Training Provider refers to a training organization

\*\* Trainer refers to an individual