

CLASS A CDL AND CLASS B CDL

COMMERCIAL MOTOR VEHICLE DRIVER TRAINING

CDL FLEXIBLE PATHWAY



SOUTHEAST
Technical College

2320 N Career Ave ■ Sioux Falls, SD 57107

FLEXIBLE PATHWAY HANDBOOK

Southeast Technical College

| | |
|---|----|
| Training Overview | 3 |
| Testing and Licensing..... | 5 |
| Course Descriptions | |
| CDL 101 – Commercial Learner’s Permit | 5 |
| CDL 102 – CMV Inspection Overview | 6 |
| CDL 103 – FMCSA ELDT Theory Curriculum..... | 6 |
| CDL 106 – ELDT Class B: Behind-The-Wheel Range and Public Road Training | 6 |
| CDL 114 – ELDT Class A: Behind-The-Wheel Range and Public Road Training | 7 |
| Endorsements | |
| CDL 112 – CDL Hazardous Materials Endorsement..... | 8 |
| CDL 115 – ELDT Class A: Behind-The-Wheel Manual Transmission Training | 8 |
| CDL FlexPath: Train the Trainer | |
| CDL 109 – ELDT Train the Trainer..... | 9 |
| Frequently Asked Questions | |
| How do I obtain an instructional permit? | 9 |
| What material in the manual do I need to study? | 9 |
| What tests will I need to take? | 9 |
| What do I need to register for class?..... | 10 |
| What sources of tuition funding are available? | 10 |

Forms/Appendix

| | |
|---|----|
| FlexPath Registratioin Form Class A | 15 |
| FlexPath Registration Form Class B | 17 |
| CDL Disclosure and Release Form | 19 |
| Third Party Payment Authorization | 21 |

Flexible Pathway Class A CDL and Class B CDL

Southeast Technical College's Flexible Pathway (FlexPath) training offers options to obtain a Class A CDL, a Class B CDL, as well as various endorsements as required by the Federal Motor Carrier Safety Administration (FMCSA) in a convenient and flexible environment.

Participants choose their course offerings and complete them through a self-paced, in-person/remote learning hybrid format. The CDL FlexPath can be completed in as little as 2 weeks, depending on previous experience, access to practice and motivation. FlexPath is a great option for any student looking for a self-paced, flexible pathway to obtaining their Class A CDL or Class B CDL. Individuals with employer support or some experience towing trailers, or operating equipment do best in this program.

CDL FlexPath classes occur twice a month, every other week. Daytime classes are offered in the afternoon from 1-3 p.m. Evening classes are 5:30-7:30 p.m. Behind-the-Wheel Driving sessions are scheduled by the students in half-day and full-day Increments.



The CDL FlexPath is Administered in Two Parts

1. In-Class Session: CDL FlexPath courses are offered twice a month, alternating between daytime and evening offerings. Different classes are scheduled on different days and last about two hours.

Students who enroll in multiple classes need to be present for in-person classes more than once. Courses that meet for in-class sessions include Permit Preparation, Vehicle Inspection and Entry-Level Driver Training (ELDT) Theory. ELDT Theory is required by the FMCSA for all individuals who are obtaining a CDL for the first time or upgrading their licensure class. ELDT Theory meets in person once, and is then completed remotely from a smartphone, tablet or computer.

2. Behind-the-Wheel Training: Students schedule one-on-one Behind-the-Wheel Training with our instructor on a closed range, and on public roads.

During this time, students will receive the necessary ELDT as outlined by the FMCSA including straight line backing, left and right side offset backing, driver side and conventional parallel parking, ally dock backing, and public road driving procedures and operation in an automatic transmission vehicle. Additionally, students will work with their instructor to gain proficiency in vehicle inspections. Some employers may qualify for “in-house” training opportunities. Refer to page 11 for more information on the Train the Trainer program option.

Testing and Licensing

STC's FlexPath options provide only and exclusively the required theory and competencies as described in FMCSA regulations for ELDT requirements that qualify students to take a third-party CDL license test with the Department of Motor Vehicles. The third-party CDL exam is not included in the FlexPath. STC will assist in scheduling and provision of equipment for the third-party exam.

QUESTIONS?

For more information, email cdl@southeasttech.edu or call 605-367-8439.

Course Descriptions

CDL 101 — COMMERCIAL LEARNER'S PERMIT

\$200

This two-hour class prepares students for the Commercial Motor Vehicle (CMV) general knowledge and airbrake test. Includes a thorough examination of the of the South Dakota Commercial Driver License Manual identifying the critical aspects of safe driving, transporting cargo, air brake system, medical requirements, self-certifying and driver disqualification among others.

Pre-requisite: Valid Driver's License.

Objectives: Prepare students to pass the state knowledge and airbrake test to obtain a Commercial Motor Vehicle Learner's Permit for a Class A or Class B.



CDL 102 — CMV INSPECTION OVERVIEW

\$250

An introductory overview of the information needed to successfully pass the vehicle inspection test when taking the DMV CDL Class A or Class B skills test. This class is three hours long.

Pre-requisites: Valid Driver's License and Commercial Learners Permit (CLP).

Objectives: Identify vehicle systems necessary for safe operation and detection of potential defects. Follow a seven-step plan to accurately identify vehicle systems, possible malfunctions and/or defects. Identify vehicles systems including steering, braking, suspension and the engine. Identify the components of the vehicle systems and discuss possible malfunctions and/or defects of those systems. Recognize possible malfunctions and/or defects on the vehicle including the side, the back and under the vehicle.

CDL 103 — FMCSA ELDT THEORY CURRICULUM

\$500

ELDT Theory meets in person one time in a two-hour class, and is then completed remotely from a smartphone, tablet or computer at the student's pace. ELDT Theory is required to complete the Entry-Level Driver Training Program for first-time Class A CDL or Class B CDL applicants, or if you are upgrading an existing Class B CDL to a Class A CDL license. This course meets the requirements set forth by the Federal Motor Carriers Safety Association. This course will help prepare the student for driving commercial motor vehicles. Course topics include, but are not limited to, basic vehicle operation, vehicle systems and malfunctions, vehicle controls, vehicle inspections and extreme driving conditions.

Pre-requisites: Valid Driver's License and Commercial Learners Permit (CLP).

Objectives: Identify different vehicle systems and possible malfunctions and defects. Explain proper driving techniques in hazardous road conditions. Identify and explain cab and emergency controls. Discuss the skills needed for basic vehicle controls. The complete curriculum satisfies the FMCSA requirement for theory training and documents behind-the-wheel driving training.

CDL 106 — ELDT CLASS B: BEHIND-THE-WHEEL RANGE AND PUBLIC ROAD TRAINING

\$1,200

Range and Public Road Training class is required to complete the Entry-Level Driver Training program and includes eight hours of instruction on the skills needed to successfully pass the Class B CMV skills test. Includes range and open-road instruction in an automatic transmission vehicle.

Pre-requisites: Valid Driver's License and Commercial Learners Permit (CLP).

Objectives: Provides students with the necessary ELDT as outlined and required by the FMCSA. Operational training for a Class B vehicle will be covered in this course and includes introduction to vehicle inspections, range driving (backing maneuvers) and open-road driving (operating on public roadways).

CDL 114 — ELDT CLASS A: BEHIND-THE-WHEEL RANGE AND PUBLIC ROAD TRAINING

\$3000

Behind-the-Wheel Range and Public Road Training is required to complete the Entry-Level Driver Training requirements of the FMCSA and provides one-on-one behind-the-wheel training in a closed range and on public roads. The class includes 20 hours of equipment use with 16 hours of behind-the-wheel instruction and 4 hours preparation for the South Dakota Third Party Exam. Individuals enrolled to this course are responsible for the cost of the third party exam. Behind-the-Wheel instruction is provided to develop the skills needed to fulfill FMCSA requirements for Class A Commercial Motor Vehicle (CMV) Skills test. Additional hours may be purchased as necessary.

Pre-requisites: Valid Driver's License and Commercial Learners Permit (CLP).

Objectives: Provide students with the necessary ELDT as outlined and required by the FMCSA. This course provides training on how to safely and correctly operate a Class A CMV on a closed range and public road emphasizing on how to correctly complete the range backing maneuvers and navigate the public road skill test.



Endorsements

CDL 112 — CDL HAZARDOUS MATERIALS ENDORSEMENT

\$200

The ELDT Hazardous Materials Endorsement course is a 12-module online course that satisfies the theory education requirements outlined by the FMCSA to obtain a Hazardous Materials Endorsement for a CDL. Participants of this two-hour course will meet in person one time to learn the online format and complete the first module. Then, the course is completed self-paced and online for completion within 30 days.

Objectives:

In this course, participants will be educated on the following ELDT learning objectives:

- Basic hazardous materials requirement
- Reporting hazardous materials crashes and releases
- Tunnels and railroad highway grade crossing requirements
- Loading and unloading hazardous materials
- Hazardous materials on passenger vehicles
- Bulk (hazardous) packages
- Operating emergency equipment
- Emergency response procedures
- Engine fueling when carrying hazardous materials
- Tire inspection
- Routes and route planning
- Hazardous materials safety permits

Completion of these 12 learning objectives will satisfy the required ELDT Theory Training outlined by the FMCSA.

CDL 115 — ELDT CLASS A: BEHIND-THE-WHEEL MANUAL TRANSMISSION TRAINING

\$1,500

Eight hours of Behind-the-Wheel Training on how to operate a manual transmission properly and effectively with an unsynchronized gear box. Training in double clutching will be provided as necessary to remove an “E” - no manual transmission equipped Commercial Motor Vehicle (CMV) restriction. This training includes the use of the truck and trailer for the third-party exam upon completion of eight hours of Behind-the-Wheel training. Cost of the third-party exam is not included; individuals are responsible for this cost.

Pre-requisites: Valid Driver’s License and Commercial Learners Permit (CLP). Must hold a current Class A CDL or be in process of obtaining one through STC’s Traditional or FlexPath CDL programs.

Objectives: Provide students with the necessary ELDT to operate an unsynchronized gear box that requires double clutching. This course will provide training on how to operate a Class A CMV with manual transmission safely and correctly. An emphasis on double clutching will occur. Vehicle operation and training will occur in both a range and open road setting.

CDL FlexPath: Train the Trainer

Employers who desire to provide Behind-the-Wheel Training to employees may enroll in the Train the Trainer pathway. Through the Train the Trainer (TtT) pathway, employers can elect a qualified employee to provide behind-the-wheel training to other employees. In order to participate in the TtT program, employers must complete an Memorandum of Understanding MOU with Southeast Technical College. The Behind-the-Wheel-Trainer applicant must be vetted to ensure they qualify as a trainer according to FMCSA regulations. Trainers must complete the TtT course that equips them to perform training in accordance with the ELDT requirements. Any employee receiving behind-the-wheel training is required to take the theory class with STC and complete a final drive assessment upon completion of their training with their employer.

CDL 109 — ELDT TRAIN THE TRAINER

This two-hour course focuses on development and the registration and certification of the driver trainer to promote and develop safe and smart driving skills for ELDT students. The driver trainer will follow FMCSA guidelines and regulations during instruction.

Pre-requisites: Valid CDL, two years of work experience and operation of the Commercial Motor Vehicle they will be training with, a signed MOU with their employer and a clear background check.

Objectives: In CDL 109 we qualify the driver trainer following FMCSA rules and guidelines. In this course, a checklist for the driver trainer is provided that will be utilized during the training of the ELDT student. A Driver Trainer will receive training on proper documentation of driving hours and gain a better understanding of their responsibilities as outlined by the FMCSA for ELDT.

Frequently Asked Questions

HOW DO I OBTAIN AN INSTRUCTIONAL PERMIT?

An Instructional Permit may be obtained by studying the state Commercial Drivers License Manual. That manual may be picked up at the Department of Public Safety, 2501 W. Russell St., Sioux Falls. You may also pick up a study manual at Southeast Technical College in the Ed Wood Building, 2001 N. Career Ave. Contact our office at 605-367-5870 and we will make one available for you.

WHAT MATERIAL IN THE MANUAL DO I NEED TO STUDY?

You will need to study the state information in the front of the manual as well as sections: 1, 2, 3, 5 and 6.

WHAT TESTS WILL I NEED TO TAKE?

You will need to take three tests. A **General Knowledge** test, a **Combination Vehicles Test** and an **Air Brakes** Test. These tests must be passed with a minimum score of 80%, make sure you know your material. Southeast Technical College also has a Permit Training Class to guide you through your test prep if you feel you need help.

WHAT DO I NEED TO REGISTER FOR CLASS?

The following items will be needed to register for a training class:

- A valid driver's license with no disqualifying driving infractions. Consult FMCSA 383.51 section D, SD DMV, or contact our instructors for questions.
- A commercial learners' permit, unless enrolled in the CDL 101 - Permit Prep course.
- A completed registration form.
- A signed release form.
- A Tuition Payment or third-party payment authorization form if an employer or funding agent is paying for the class.
- A drug screen that has been completed no more than 30 days before the first day of class indicating no positive test results. STC's preferred vendor is Sanford Occupational Medicine, 900 E. 54th St. Sioux Falls, SD 57104. 605-328-9300. However, results must be sent to cdl@southeasttech.edu by the provider.

WHAT SOURCES OF TUITION FUNDING ARE AVAILABLE?

If you need assistance with tuition, funding for the training may be available through sources such as:

An employer who is seeking to train Class A CDL drivers. Local employers in Sioux Falls may be eligible for a grant from the Sioux Falls Development Foundation for up to 50% of employer payment. Contact Denise at 605-339-0103 or deniseg@siouxfalls.com.

South Dakota Department of Labor: The S.D. Department of Labor has funding available for CDL training. Any awards are determined by the Department of Labor and applicants must meet DOL criteria.

Financial Aid: CDL classes do not qualify for Federal Financial Aid, however there may be private or career education loans available. To find out if you qualify, contact STC Financial Aid Office at financialaid@southeasttech.edu or 607-367-7867.



FORMS/APPENDIX



CLASS A FLEX PATH REGISTRATION FORM

TELL US ABOUT YOU

Date: _____

Name: _____
Last First

Male Female

Date of Birth: ____/____/____

Phone: _____

Current Address: _____
Street City State Zip Count

Email: _____

Driver's License Number: _____

Type of Transmission: Manual Automatic

Endorsements interested in: _____

COURSES AVAILABLE

- Learner Permit Training** (optional) **\$200** per student
Learner Permit Training prepares student to take the South Dakota Department of Motor Vehicles CDL Class B Driving Exam.
- Vehicle Inspection Training** (optional) **\$250** per student
Learn to conduct a vehicle inspection in accordance with Federal and State regulations and standards.
- Entry-Level Driver Theory Training** (required) **\$500** per student
An instructor-led online Driver Training course in compliance with Federal requirements. Students will have up to four weeks to complete the course and pass a final exam. **(Laptop required)**
- Behind-the-Wheel (BTW) Driver Training — Manual Transmission** **\$1,500** per student
Eight hours of BTW range training in a 10-speed manual transmission CMV. Current CDL or concurrent enrollment in traditional or flex path BTW training required.
- Behind-the-Wheel (BTW) Driver Training — Range and Public Road (required)** **\$3,000** per student
Twenty hours consisting of BTW training and use of equipment for license exam.

****Any cancellations or rescheduling for driving training MUST be made 24 hours prior to the scheduled time with your instructor.**

I will complete the Behind-the-Wheel Driver Training with my employer

Final Field Driving Assessment with Southeast Technical College **\$250 per student**

(ONLY REQUIRED IF COMPLETING DRIVER TRAINING WITH EMPLOYER)

Students will complete a final behind the wheel driving exam totally one hour of drive time on surface and highway streets.

EMPLOYER INFORMATION

Will your employer be paying your tuition? Yes No

*If yes, please fill out below information.

Employer Name: _____ Contact: _____

Employer Email: _____ Employer Phone: _____

Has your employer completed our Train the Trainer course? Yes No

If yes, who will your trainer be? _____



CLASS B FLEX PATH REGISTRATION FORM

TELL US ABOUT YOU

Date: _____

Name: _____
Last First

Male Female

Date of Birth: ____/____/____

Phone: _____

Current Address: _____
Street City State Zip Count

Email: _____ Driver's License Number: _____

Type of Transmission: Manual (by instructor permission only) Automatic

Endorsements interested in: _____

COURSES AVAILABLE

- Learner Permit Training** **\$200** per student
Learner Permit Training prepares student to take the South Dakota Department of Motor Vehicles CDL Class B Driving Exam.
- Vehicle Inspection Training** **\$250** per student
Learn to conduct a vehicle inspection in accordance with Federal and State regulations and standards.
- Entry-Level Driver Theory Training** **\$500** per student
An instructor-led online Driver Training course in compliance with Federal requirements. Students will have up to four weeks to complete the online course and pass a final exam. **(Laptop required)**
- Behind-the-Wheel Driver Training** **\$1,200** per student
Eight hours of Behind-the-Wheel training, range skills and over-the-road driving.

****Any cancellations or rescheduling for driving training MUST be made 24 hours prior to the scheduled time with your instructor.**

I will complete the Behind-the-Wheel Driver Training with my employer

Final Field Driving Assessment **\$150 per student**

Students will complete a final behind the wheel driving exam totally one hour of drive time on surface and highway streets.

EMPLOYER INFORMATION

Will your employer be paying your tuition? Yes No

*If yes, please fill out below information.

Employer Name: _____ Contact: _____

Employer Email: _____ Employer Phone: _____

Has your employer completed our Train the Trainer course? Yes No

If yes, who will your trainer be? _____



CDL DISCLOSURE AND RELEASE

In connection with my application for training at Southeast Technical College, I understand and acknowledge the following upon enrollment in the Commercial Driver’s License Course:

- _____ Initial 1. I understand that attendance in this program is of critical importance, and that failure to attend 80% of the scheduled program hours will result in not receiving a course completion certificate.
- _____ Initial 2. I understand and acknowledge that I must successfully pass a DOT drug screening at my own expense by the date given to me by Southeast Tech.
- _____ Initial 3. I understand that consumer reports that may contain public record information may be requested from HireRight, LLC. These reports may include the following types of information: names and dates of previous employers, reasons for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, etc., from federal, state, and other agencies that may maintain such records; as well as information from HireRight concerning previous driving record requests made by others from such state agencies and providing driving records.
- _____ Initial 4. I understand failure to pass the drug screening, driving record check, or both, may result in my immediate termination from the program.
- _____ Initial 5. I understand that the results of a drug screening, criminal background check, or both, may affect my eligibility to gain employment in my desired program career field.
- _____ Initial 6. I understand that enrollment in my CDL course does not guarantee a license or future employment in the desired program field. The final determination for the granting of a Commercial Driver’s License lies with the state or third-party CDL examiner.
- _____ Initial 7. I understand that the CDL program is designed with a 30-day course term. This means all theory and behind-the-wheel requirements should be completed within 30 days. If an extension is needed, it is my (the student’s) responsibility to inform the Southeast Tech instructor of this need. NO extensions beyond 90 days are allowed. All courses expire 90 days from the first class session. Extensions are only available with instructor approval.

By signing below, I acknowledge I have read the above information and understand the general requirements and duties typically associated with participating in the Southeast Tech CDL course. I understand that this information is general in nature and actual conditions and duties may vary.

_____ Printed Full Name

_____ Date of Birth

_____ Social Security Number

_____ Driver’s License Number

_____ Address

_____ State

_____ Signature

_____ Signature Dates



THIRD-PARTY PAYMENT AUTHORIZATION

EMPLOYER INFORMATION

Employer Name: _____ Employer Phone: _____

Employer Email: _____

Primary Contact Name : _____

Billing Address: _____
Street City State Zip

I authorize that the above employer will pay the tuition amount of \$ _____ for

(Student's Name)

(Employer's Printed Name)

(Employer Signature)