

# New Program Request Form

## CA1

### General Information

Institution Submitting Proposal	Salina Area Technical College
Name & Title of Contact Person Phone & Email of Contact Person	Stephani Johns-Hines – Vice President of Instruction 785-309-3103
Title of Proposed Program	Commercial Truck Driving
Proposed Suggested CIP Code	49.0205
Degree/Certificate Program Description	The Commercial Truck Driving field is a stable field that is continuing to grow at a dramatic rate. Despite economic conditions, there will always be a need for dedicated transportation professionals. The Certificate A and entry level career option, will prepare the student for entry into a successful commercial transportation career.
Number of Credits for the degree and all certificates requested	Technical Certificate A – 16 credit hours,
Academic Unit	Commercial Truck Driving
Proposed Date of Initiation	Spring 2018
Specialty Program Accrediting Agency and any Industry Certifications	SATC will adhere to the Professional Truck Driving Institute –PTDI standards as the premier accrediting body for Truck driving programs. It is anticipated this will become the national standard for the US Dept. of Transportation by 2020.
Location(s) of Program	Salina Area Technical College 2562 Centennial Rd Salina, KS 67401
Summary of Demand for the Program (including source of data)	Kansas DOL anticipates 510 annual opening for the Heavy and Tractor Trailer Truck Drivers from 2014 to 2024. The annual average salary according to KDOL is \$41,330, with the median annual income at \$38,870. SATC received student inquiries from 24 students this year with 9 enrolled and/or completed and 8 more anticipated for the next class. Many students indicated the upfront cost as the primary reason they did not enroll.
Listing of other similar programs in state/region (including enrollments and capacity)	In addition to Salina Area Technical College, the following programs are listed as having commercial truck driving according to the latest KBOR K-TIP report: Cert A: <ul style="list-style-type: none"> <li>• Cloud County Community College – 20 enr 20 grd</li> <li>• Ft. Scott Community College – 95 enr 65 grd</li> </ul>

	<ul style="list-style-type: none"><li>• Washburn Tech – 0 enr 0 grad</li></ul> SAPP: <ul style="list-style-type: none"><li>• Northwest KS TC – 19 enr 19 grad</li><li>• Salina Area TC – 14 enr 14 grad</li><li>• Seward County Community College 45 enr 45 grad</li></ul>
Date Institution entered into Program Inventory	November 30, 2017

Signature of College Official  1-5-17 Date

Signature of KBOR Official \_\_\_\_\_ Date

# Narrative

## Program Description

This 8-week program is a comprehensive program that meets from 8:00 to 4:00, Monday – Friday (Some night driving will occur during the driving section of the program). The program consists of approximately 336 hours of instruction. Upon successful completion of the program, students will earn a Certificate of Completion from Salina Tech. In addition, during the final week of the program, students will also be given the opportunity to take the CDL driving examination through the Saline County office of the Kansas Department of Motor Vehicles (DMV) to receive their Class A CDL license. Licensure is not guaranteed. Students will be expected to spend additional time outside of classroom instruction to increase their pass rate. If the student does not pass the driver's examination on the first attempt, they may rent the truck and trailer for an additional fee outside of the program's completion date.

## Admission Requirements

For admission to Salina Tech as a degree- or technical certificate-seeking student, individuals must have graduated from high school or earned a General Educational Development (GED) diploma, or be concurrently enrolled as a high school student. All applicants for a technical certificate program or a general education course must complete the college-approved reading, writing, and math assessments. Students with an associate degree or higher are exempt from the placement test. Equivalent courses transferred in to Salina Tech may satisfy the English and Math placement assessments. Students must have earned a grade of C or higher from any accredited institution and the course must have been taken within 8 years of enrollment.

## Graduation Requirements

To be eligible to graduate, a student must:

- Complete all required course in CTD program.
- Earn a grade of 80% or higher in all courses.
- Earn at least 16 credits from Salina Tech.
- Ensure that all official college or military transcripts for any previously earned transfer credits are received at Salina Tech the academic year in which the student intends to graduate.

## Program Objectives

In addition to the institutional and course level learning objectives, graduates of this program are expected to achieve these learning outcomes:

1. Students will develop the knowledge required for the basic operation of a CMV.
2. Students will cultivate safe operating practices through basic operation of a CMV.
3. Develop necessary knowledge for advanced operating practices.
4. Interpret vehicle systems and malfunctions.
5. Students will summarize various non-vehicle activities necessary to successful CMV operations.

## Relation to Institutional Mission

*MISSION: Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.*

Establishing the Certificate A program at Salina Area Technical College will meet the employment needs of the local and regional commercial transportation agencies, as well as providing technical and general education to students necessary for employment. The current SAPP program has been highly successful and this new level of certification will enable the student to obtain the highest endorsements available within the industry.

### **Demand for the Program**

Kansas DOL anticipates 510 annual opening for the Heavy and Tractor Trailer Truck Drivers from 2014 to 2024. The annual average salary according to KDOL is \$41,330, with the median annual income at \$38,870. SATC received student inquiries from 24 students this year with 9 enrolled and/or completed and 8 more anticipated for the next class. Many students indicated the upfront cost as the primary reason they did not enroll.

### **Business/Industry Partners**

The program is advised by local commercial carriers who provide guidance in our curriculum and support our program through low-cost leases of equipment as well as donations of a vehicle and cash to support our training programs. We have also received support by way of building and driving space for training by an industry partner. Many of the advisory board members have issued letters of support which are indicated below.

### **Duplication of Existing Programs**

A number of existing in addition to Salina Area Technical College, the following programs are listed as having commercial truck driving according to KBOR K-TIP report:

- Cloud County Community College (Cert A/16hrs)
- Ft. Scott Community College (Cert A/16hrs)
- Northwest Kansas Technical College (SAPP/6hrs)
- Salina Area Technical College (SAPP/12hrs)
- Seward Community College (SAPP/10hrs)
- Washburn Institute of Technology (SAPP/15hrs and Cert A/16hrs)

Since SATC already runs a Truck Driving program, thus we did not seek any collaboration with other entities. We are seeking to expand the program to meet new USDOT regulations for 2020 and making the program a viable option for interested students.

### **Program Information**

**Faculty** SATC has a current faculty member employed to teach the courses who is highly qualified with more than 20 years in driver training. The faculty owns a class A CDL with appropriate endorsements, is retired from the US Army with an extensive training portfolio. The expectation for all faculty of the program include holding the appropriate industry credential Class A CDL with various endorsements needed for the program, such as airbrakes, manual transmission, hazardous materials, etc. along with a minimum of 3 years' experience in the industry, OR hold an associate degree along with the appropriate CDL endorsements. The college employs part-time driver trainers, as needed, who hold current class A CDL licenses with appropriate endorsements. No anticipated additions to the faculty are needed for this program expansion. The program faculty are responsible for curriculum and oversight of the student learning and report to the Vice President of Instruction. Recruitment is an integral part of all SATC faculty member's responsibility.

**Cost Funding Proposal** SATC currently uses the same budget for the program. The additional courses would not extend the budget area at all, since this would be part of the full-time instructor’s course load. Please see the fiscal form attached.

	Startup	Year 1	Year 2
Staff Salaries	55,000	55,000	55,000
Equipment	18,000	18,000	18,000
Benefits	20,000	20,000	20,000
Accreditation PTDI	1,000	1,000	1,000
Accreditation HLC	500	500	500
Institutional Support	30,000	30,000	30,000
<b>Total Costs</b>	<b>124,500</b>	<b>124,500</b>	<b>124,500</b>
Income Tuition & Fees 36	125,820	125,820	125,820

**Program Review and Assessment**

- Salina Area Technical College reviews programs annually and reports data to the board of trustees. Program reviews are shared with advisory council members for each program. The college also participates in annual assessment of student learning.

**Program Approval at the Institution Level**

- Summarize the institutional process for approval of new programs.  
Salina Tech has a general process of new program approvals where any individual may approach the administration with a concept. Upon review of the administrative council, the president will authorize further investigation through an advisory board. When the advisory board is formed, or a current advisory board approves, the proposal is submitted to administration for determination of feasibility. Most programs will then go to academic affairs committee for institutional approval for the administration to recommend for the college board of trustees. The administration then submits the proposed program to the board of trustees of the college for approval of a new program. The academic affairs committee approves curriculum and program recommendations for all programs.
- Provide copies of the minutes at which the new program was approved from the following groups:  
Program Advisory Committee or Steering Committee (including a list of the business and industry members)  
An electronic meeting was held where various members of the advisory committee responded in support of the program. The following excerpts are provided on the minutes template of the college.

Name	Company
Larry Pankratz	Business Development Manager 24/7 Travel Stores
Jamie Bradley	Doug Bradley Trucking
Brett Weis	Great Plains Trucking

Craig Poe  
 Leon Roth  
 Mark Blaha  
 Sharon Burt  
 Mark Breese  
 Jason Heis  
 Brian Bellerive

Manhattan Concrete Materials  
 Airgas  
 Builder's Choice  
 Crestwood Inc.  
 Kustom Karriers  
 APAC – Shears  
 Schwan's Global Supply Chain, Inc.



## Commercial Truck Driving Advisory Board Meeting Minutes

Call to Order	The Salina Area Technical College CDT Advisory Board met November 1 2017, at 11:55 pm. through an email with the following members: Jamie Bradley, Brett Weis, Larry Pankratz, Brain Blackwood, and Stephani Johns-Hines.
Approval of Agenda	Motion by David John
Approval of Minutes from April 21, 2017 Meeting	N/A
Curriculum Updates and Changes	The board discussed potential job fairs, and contacting Kansas Works for student recruitment. Discussed the direction I see the program heading. Providing remedial/ refresher training to partners filling empty seats in any sessions.
Textbooks	N/A
Assessment Data	N/A
Recruitment	N/A
Internships /Guest Speakers/ Field Trips	The board discussed job fairs for various carriers to come in and present their company approx. 2 1/2 weeks prior to graduation.
Equipment Requests	N/A
Requests of the Board	David asked for the approval of a 15week online endorsement program
Evaluation Form	The board completed the evaluation forms.
Adjournment	The meeting was adjourned by email

Academic Affairs Committee



Academic Affairs Committee

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Agenda

Date: November 16, 2017  
Time: 3:00 pm  
Location: A131

**In attendance:**

Fernando F, Andrew M, Julie A, Ange P, Jim H, Mike P, Jennifer C, Amanda F, Jeramie R, Denise H, David J, Lara D, Alisha J

Notes typed/Submitted: by Lara Duran

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- 1) Approval of Agenda  
#1 Mike P; #2 Julie A; passed
- 2) [Approval of October's Minutes](#)  
#1 Mike P, #2 Jim H, Passed
- 3) CDL Certificate A Program Approval  
Discussion: These changes are likely to take affect after further building of the program changes and vehicles needed to train on endorsements (larger passenger vehicle) are acquired. Fall 2018 is the projected 'go' date.  
#1 Mike P, #2 Jim H.; Passed
- 4) Approval of Syllabi for NDT Program
  - a) [NDT 100 – Intro to NDT\\*](#)
  - b) [NDT 110 – Visual Inspection\\*](#)No discussion. #1, Julie, #2 Jim H, Passed
- 5) Department Handbooks
  - Language regarding attendance, participation, etc. that is consistent with SATC policies
    - [Student Right Responsibilities & Code of Conduct](#)

- [Add/Drop](#)
- [Student Discipline, Suspension or Expulsion](#)
- [Student Involuntary Withdrawal](#)
- [Satisfactory Academic Progress](#)
- [Participation](#)
- [College Catalog](#)

Discussion:

Connection of attendance vs participation/professionalism with points

- Julie—wanted to know why it is being addressed.
  - Andrew—asking how fair it is for teachers to set attendance policies, as one incongruency of the handbooks
  - Mike P, Jennifer, and Julie explained why they do what they do—to mimic industry; within reason and exceptions allowed for emergencies, bad weather, etc. Individually addressed even with a 95% attendance policy
  - Mike P—because they cannot grade attendance, they put teeth in other areas of policy
  - Andrew—even though they are paying customers
  - Lara—shouldn't absences fail them out?
  - General consensus, yes, but work from absences could be made up if not a test or something specific
  - Denise—financial aid policies must be followed, if a student is not showing up after X number of days; withdrawal from the last date of attendance
  - Are faculty allowed to remove a student from the program? No, they understand that they 'recommend a student for removal' to the VP/P
  - Do we need to have some consistency/standard upheld by accreditation? Not necessarily.
  - Jim/Alisha—most colleges allow faculty privilege to set course policy in syllabi; colleges enforce philosophical support of punctual attendance; example WATC & KWU-Denise
  - Jim—if we have multiple sections taught by multiple faculty; there (ideally) should be a standard across the discipline (say all MAT sections)
  - Faculty in attendance agree that it is not implied that faculty have the ability to 'kick a student out'
- Who is ultimately accountable for program handbooks, updating and ensuring institutional policy alignment (or, in the event of an OCR investigation, defense of them?)
  - How often should they be updated?
    - **Recommended:** a process developed with steps to guide faculty on developing handbooks and actions to take in specific instances. Look at current approval process for handbooks (Faculty, advisory, VPI by end of Spring)
    - Jim/Lara—if handbook has been created and approved, then it is what it is. Modifications need to also be approved in set timeline.
      - Discussion on how Gen Eds are different; not specific about attendance, but managed through academic consequence (pop quiz, no make-up policy, late work; addressed in syllabus)



- Discussion on how DST or ELT (or any program requiring AAS) needs to communicate with program faculty on academic progress that will impede
- Andrew—second the idea that need procedure and need follow through to faculty to follow procedures.
- Jennifer—suggestion: advisor sit with each faculty and decide at what point advisor needs advised of issue to keep it from a buildup and surprise when the student is recommended for punishment/expulsion/etc.
- Are there exceptions? (e.g. external accrediting/regulating entities)

- Yes.

Discussion to continue! Stay tuned. □

## 6) Other Business--None

**Motion to adjourn:** #1Jim H, #2 Mike P; Passed adjourned at 4:11pm

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\* Indicates there is a handout for this agenda item. Handouts are located on the O:\Instruction\Academic Affairs Committee\AY17-18\Attachments\November 2017



## Academic Affairs Committee

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### Minutes

Date: October 18, 2017  
Time: 3:00 pm; started at 3:06pm  
Location: A131

Julie Allen, Amanda Foust, Jennifer Callis, Lara Duran, Mike Parker, Stephani Johns-Hines, Alisha Jester, Mac Loucks, James Hawley; Denise Hoeffner absent, but sent notes vocalized by Amanda

Minutes taken and submitted by Lara Duran; Edits made to ODrive documents/attachments in AA file.

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#### 1) Approval of Agenda

1<sup>st</sup>-James H, 2<sup>nd</sup> Julie A, passed with consensus

#### 2) Approval of September's Minutes

Mike, Julie, passed with consensus

#### 3) Course Approvals\*

##### a) CTD 125 Task to Purpose

Changes made to Syllabus by Jennifer during meeting reflected in ODrive copy.  
Julie, Mac, passed with consensus with changes in ODrive copy

##### b) CTD 115 CDL Endorsement Courses

Changes made to Syllabus by Jennifer during meeting reflected in ODrive copy.  
Lara, Julie, passed with consensus

##### c) PSS 100 Introduction to Public Service Careers

Changes made to Syllabus by Jennifer during meeting reflected in ODrive copy.

##### d) PSS 101 Introduction to Emergency Communications

Approved at the same time with same changes like PSS100, reflected in ODrive Copy.  
Lara, Julie, Passed with consensus

#### 4) Online Learning Strategic Plan Approval\*

Mike, Julie, passed with consensus as in ODrive; ready for BOT mtg in October

#### 5) Online Learning Work Group

Members of the Online Learning Committee may reenlist or not. Stephani will staff the work groups with volunteers.

We will need subcommittees to address the following specific areas that cross-sect administrative departments.

- SARA—need to apply and be approved to for this via KBOR; finish by January
  - TO DO: Establish and Online Student Complaint process and other key items for January
- HLC—need to comply with requirements for online learning; finish by January

Revised March 2016

- DOD—need to comply with requirements; already in progress and complying  
Mike, Julie, passed with consensus.

6) **Assessment and Placement Policy and Procedures\***  
Mac and Mike approve and passes with consensus.

7) **Other Business--None**

## Board of Trustee's Approval

### SALINA AREA TECHNICAL COLLEGE BOARD OF TRUSTEES MEETING MINUTES November 27<sup>th</sup>, 2017

#### Call to Order

The Board of Trustees of Salina Area Technical College met Monday, November 27, at 5:30 p.m. at Salina Area Technical College, 2562 Centennial Road, with the following members present: Dustin Pestinger, Chris Baker, Jeannie Blue, Peter Browning, Larry Pankratz, Todd Smith, Freida Mai-Weis

Others present: President Greg Nichols, VP of Operations Andrew Manley, VP of Instruction Stephani Johns-Hines, Educational Services Coordinator Lara Duran, Registrar Denise Hoeffner, Board Clerk Mike Strand.

#### Approval of Agenda

Viega Apprenticeship Proposal was moved from Action Agenda to Information Item. Motion by Chris Baker, second by Peter Browning. Approved 7-0.

[Trustee LuAnn Puvogel arrived at 5:35 p.m.]

#### Consent Agenda

Motion by Larry Pankratz, second by Todd Smith, to approve minutes of September meeting. Motion passed 8-0.

Motion by Chris Baker, second by Larry Pankratz, to approve minutes of October meeting. Motion passed 8-0.

#### Action Agenda

Placement Guidelines: Lara Duran explained she has created a matrix to determined equivalent test scores from a variety of different standardized tests, such as AccuPlacer, ACT, Test of Adult Basic Education and others, as well as scores needed to be successful in different programs. The goal is to prevent a potential student from having to take another test if they've already been tested. Motion to approve by Chris Baker, second by LuAnn Puvogel. Approved 8-0.

[Trustee Alysia Starkey arrived at 6:05 p.m.]

Online Strategic Plan: VP Stephani Johns-Hines briefed the Board on plans to increase the college's online offerings, stressing that some details and deadlines remain to be worked out. Motion to approve by LuAnn Puvogel, second by Larry Pankratz. Motion approved 9-0.

Approval of new Commercial Trucking Syllabus: VP Stephani Johns-Hines outlined a proposal for a 15-week class allowing Commercial Trucking students to earn extra endorsements for passenger transportation, double and triple trailers, tankers and hazardous materials. Motion by Todd Smith, second by LuAnn Puvogel to approve new syllabus. Motion passed 9-0. Separate motion to submit the plan to the Kansas Board of Regents program by Chris Baker, second by LuAnn Puvogel. Motion passed 9-0.

Change of December Meeting Date: Motion by Chris Baker, second by Larry Pankratz to cancel the December meeting. Motion passed 9-0.

Diesel Technology program was recently re-accredited by Automotive Service Excellence (ASE).

**B. Presidential Update**

President Nichols said the Practical Nursing program is scheduled to be reviewed for approval by the Higher Learning Commission on Dec. 11/12, and by the Kansas State Board of Nursing on Dec. 13.

He also talked about the Peaslee Center in Lawrence, where technical programs are taught by several community and technical colleges; the Center itself is funded by the city of Lawrence and economic development funds. Nichols asked the trustees to begin considering whether Salina Tech should seek out local sources of funding.

Nichols said he had met again with USD305 regarding the Big Blue Building, and that the school district may retain it when ownership of the rest of the campus is turned over to the college, scheduled for September of 2018.

**C. Strategic Planning**

President Nichols noted that Salina Tech is in the third year of its current three-year plan. Trustees said they thought a separate retreat to discuss a new plan would be more productive than trying to include such a discussion in a regular meeting.

**D. Executive Session**

Motion by Larry Pankratz, seconded by Peter Browning, to go into executive session for 30 minutes with President Nichols to discuss personnel matters and a student matter. Motion passed 8-0. The board went into executive session at 7:25 p.m. and came out at 7:50 p.m.

Motion to adjourn by Larry Pankratz, seconded by LuAnn Puvogel. Passed 8-0. The meeting adjourned at 7:50 p.m.

**Adjournment**

**CTD 105 Entry Level Commercial Motor Vehicle Driver Training**

12 credits

(Prerequisite: Clean MVD record and DOT medical card)

Students will master knowledge required for entry-level commercial motor vehicle operation while obtaining a CDL Learner's Permit and working towards earning a Class A Commercial Driver's License. Students will learn basic and advanced motor vehicle operation during behind-the-wheel driving under direct supervision of experienced Driver Trainers. Students will study control systems, shifting, vehicle inspections, backing, docking, safe operating practices, night operations, visual searches, speed and space management. Students will develop the knowledge necessary to successfully handle and document cargo and address environmental issues concerning hazardous materials while also mastering trip planning, 'hours of service' requirements, accident procedures, and diagnosing malfunctions and reporting them. Students will be expected to master necessary communication skills, and learn how to manage life on the road and personal resources.

**CTD 115 CDL Endorsement Courses**

4 credits

Students will master knowledge required for successfully earning endorsements for Passenger Transportation, Double and Triple Trailers, Tank Vehicles, and the transportation of Hazardous Materials. Topics included but are not limited to: **For Passenger Transportation:** proper pre-trip and post trip vehicle inspections, the loading of passengers and cargo, prohibited materials on a passenger vehicle, common accidents and hazards on the roadway, proper maneuvering of railroad crossings and bridges, prohibited practices of passenger driver while passengers are present, the use of brake-door interlocks on a passenger vehicle. **For Double and Triple Trailers:** the hazards and special situations encountered when pulling double/triple trailers, the steps involved in coupling and uncoupling, and the standard checks as well as additional checks while inspecting double/triple trailers and air brakes. **For Tank Vehicles:** inspecting for leaks and the functionality of any special features, special considerations and safe driving rules while transporting liquids. **For Hazardous Materials:** the intent of regulations, bulk tank loading, unloading, and marketing, driver's responsibilities, route and parking restrictions, the importance of accurate and accessible shipping documents, proper labeling of cargo and trailer placarding, emergencies such as accidents and fires, and special requirements for loading and unloading of hazardous materials.

**Note:** A student must obtain a minimum grade of 80% to pass the course.

**COURSE SYLLABUS**

Entry-Level Commercial Motor Vehicle Driver  
Training / CTD 105 CDL

**Course Information**

Course Number:	CTD 105 CDL	
Course Title:	Entry-Level Commercial Motor Vehicle Driver Training	
Prerequisites:	Motor Vehicle Driving Record, DOT Medical Card	
Credit Hours:	12	
Type of Instruction:	<input checked="" type="checkbox"/> Lecture	<input checked="" type="checkbox"/> Lab
Meeting Days:	Mon-Fri	
Meeting Times:	8:00-4:00	
Length of Course:	8 Weeks	
Meeting Location:	Building 'A' Room 212	

## Instructor Information

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Instructor: David John  
Phone: (785) 309-3123  
E-mail: david.john@salinatech.edu

## Course Description

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Students will master knowledge required for entry-level commercial motor vehicle operation while obtaining a CDL Learner's Permit and working towards earning a Class A Commercial Driver's License. Students will learn basic and advanced motor vehicle operation during behind-the-wheel driving under direct supervision of experienced Driver Trainers. Students will study control systems, shifting, vehicle inspections, backing, docking, safe operating practices, night operations, visual searches, speed and space management. Students will develop the knowledge necessary to successfully handle and document cargo and address environmental issues concerning hazardous materials while also mastering trip planning, 'hours of service' requirements, accident procedures, and diagnosing malfunctions and reporting them. Students will be expected to master necessary communication skills, and learn how to manage life on the road and personal resources.

### Lecture/Lab Class:

For a lecture/lab class, instruction will be given in two instructional environments: classroom lecture and a laboratory session. For example, in a two-credit hour course, a student will spend one hour each week in lecture and two hours each week in a scheduled or independent laboratory session. For each credit hour of lecture, a student should also expect to spend an additional two hours per week outside of class.

**Note:** A student must have a minimum of 80% to graduate.

## Institutional Outcomes

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The following institutional learning outcomes (**bold faced**) will be developed and documented in this course:

- **Demonstrate the ability to think critically.**
- **Demonstrate proficiency in technical program learning outcomes.**
- **Demonstrate effective written and verbal communication.**
- **Develop positive work habits and interpersonal skills needed for employment**

## Program Outcomes

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The following program learning outcomes (**bold face**) will be developed and documented in this course:

- I. Students will develop the knowledge required for the basic operation of a CMV.**
- II. Students will cultivate safe operating practices through basic operation of a CMV.**
- III. Develop necessary knowledge for advanced operating practices.**
- IV. Interpret vehicle systems and malfunctions.**
- V. Students will summarize various non-vehicle activities necessary to successful CMV operation.**

## **Course Learning Outcomes (Competencies)**

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After completing this course, the student will be able to:

- 1.1 Interpret control systems
- 1.2 Perform vehicle systems
- 1.3 Exercise basic controls
- 1.4 Execute shifting
- 1.5 Back and dock of a CMV
- 1.6 Execute the coupling of a tractor trailer
- 1.7 Execute the uncoupling of a tractor trailer
  
- 2.1 Perform visual search
- 2.2 Employ proper management and adjustment to vehicle speed
- 2.3 Employ proper management and adjustment to vehicle space relation
  
- 3.1 Identify potential driving hazards
- 3.2 Perform emergency maneuvers to avoid hazards
- 3.3 Adapt to difficult and extreme driving conditions
  
- 4.1 Analyze vehicle systems and components
- 4.2 Assess malfunctions
  
- 5.1 Illustrate knowledge in handling and documenting cargo
- 5.2 Demonstrate understanding of accident scenes and reporting procedures
- 5.3 Handle environmental issues appropriately
- 5.4 Organize trips for most efficient outcomes
- 5.5 Utilize effective communications
- 5.6 Outline proper management of personal resources while on the road
- 5.7 Observe Hour of Service requirements through proper record keeping

## **Textbook and Other Required Materials**

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Tractor-Trailer Truck Driver Training, 4th Edition

(Delmar Cengage Learning, 5 Maxwell Dr., Clifton Park, NY 12065-2919)

Kansas Commercial Driver License Manual (available for purchase at DMV)

(Based upon work, supported by the Federal Motor Carrier Safety Administration, under Cooperative Agreement No. DTFH61-97-X-00017)

## **Course Outline/Schedule**

- I. Day 1-Day 2
  - a. Preparation for CDL Permit Testing
    - i. Online Practice Tests of General Knowledge/Air Brakes/ Combination Vehicles
  - b. CDL Permit Testing at DMV
  
- II. Day 3
  - a. Program Orientation



- b. What is a Professional Driver?
- c. FMSCR Section 391-Entry-Level Driver Training-Phase I Driver Qualifications
- d. Chapter 1-An Introduction to Trucking
- e. Kansas CDL Application (Class A and D)
- f. Review of FMSCR 382, 383, and 391

III. Day 4

- a. Chapter 3-Control Systems
- b. Chapter 4-Vehicle Systems
- c. Chapter 6-Vehicle Inspections
- d. Range Work
- e. Chapter 36-CSA

IV. Day 5

- a. FMSCR 391-Entry Level Training Phase II Hours of Service
- b. Chapter 28 -Hours of Service Regulations
- c. Chapter 10-Coupling and Uncoupling

V. Day 6

- a. Chapter 7-Basic Control
- b. Chapter 9-Backing
- c. Range Rules Exam
- d. Simulator Work-Basic Controls/Backing

VI. Day 7

- a. Chapter 14-Communications
- b. Chapter 15-Visual Search
- c. Simulator Work

VII. Day 8 & Day 9

- a. Range Work

VIII. Day 10

- a. Chapter 8 -Shifting
- b. Simulator Work-Shifting
- c. Range Work

IX. Day 11

- a. Chapter 27-Special Rigs
- b. Range Work

X. Day 12

- a. Chapter 16-Space Management
- b. Chapter 17-Speed Management
- c. Range Work

XI. Day 13

- a. Chapter 20-Skid Control
- b. Chapter 24-Accident Procedures
- c. Range Work

XII. Day 14

- a. Chapter 22-Railroad Crossing
- b. Chapter 29-Trip Planning
- c. Road Rules Exam
- d. Range Work

XIII. Day 15

- a. Range Work/1st Road Trip

XIV. Day 16

- a. Chapter 19-Extreme Driving Conditions
- b. Chapter 21-Hazard Awareness
- c. Range Work/2nd Road Trip

XV. Day 17

- a. Range Work/3rd Road Trip

XVI. Day 18

- a. Range Work

XVII. Day 19

- a. CDL Practice Test/Range Practice

XVIII. Day 20 thru Day 22

- a. Road Trip

XIX. Day 23

- a. Chapter 12-Preventative Maintenance
- b. Chapter 13-Reporting Malfunctions
- c. Range Work

XX. Day 24

- a. Chapter 25-Handling Cargo
- b. Chapter 26-Cargo Documentation
- c. Road Trip

XXI. Day 25 & 26

- a. Road Trip

XXII. Day 27

- a. Chapter 33-Public Relations

b. Road Trip

XXIII. Day 28

a. Road Trip

XXIV. Day 29

- a. Chapter 18-Night Driving
- b. Chapter 23-Emergency Maneuvers
- c. Chapter 34-Professional Driver Health and Safety
- d. Chapter 35-Whistleblower Protection for Drivers

XXV. Day 30 & Day 31

a. Range Work/Night Driving

XXVI. Day 32 & Day 33

a. CDL Skill Test DMV

XXVII. Day 34

a. Recruiter Day

XXVIII. Day 35-38

a. Hazardous Material Handling

XXIX. Day 39

a. Recovery Day

XXX. Day 40

a. Graduation Day

**Instructional Methods**

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Lecture, discussion, video presentation, computer Aided instruction, internet research, guest speakers, handouts, worksheets, workbooks, written and reading assignments. Practice will also occur on the driving range with the CMV fleet.

**Evaluation Procedures**

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1. Students will be expected to meet all the learning outcomes listed above and underlying concepts.
2. The course will require the completion of class assignments.
3. Must achieve 80% in each of 3 categories, Behind the Wheel (BTW), Assignments, and participation.
4. Must complete the course in its entirety. Cannot miss final week to receive a completion certificate.
5. Final grades will be assigned based on the following grading scale:

Final grades will be assigned based on the following grading scale:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 59% = F

### Grade Distribution

Behind the Wheel (BTW)	70%
Assignments	20%
Participation	10%

### Ethical Use of Information

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Salina Area Technical College (SATC) expects all students to maintain high standards of honor in personal and academic conduct. Any deviation from this expectation may result in a minimum of a failing grade for the assignment and potentially a failing grade for the course. All academic dishonesty concerns will be reported to SATC's Student Services office. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, and the abuse of resource materials. When in doubt on collaboration, citation, or any issue, please contact me or see the College Catalog for more information.

### Institutional Policies / Student Rights and Responsibilities

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Please refer to the current College Catalog available online at:

<http://www.salinatech.edu/college-catalog.html>

### Instructor Policies

It is the student's responsibility to contact the instructor for make-up work the next attended class day after an absence

### Notice of Non-Discrimination

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Salina Area Technical College does not discriminate on the basis of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, military service, or any other non-merit based factor in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, Title VII, ADA, Title IX, Section 504, Title II, GINA, is directed to contact the Vice President of Operations. 2562 Centennial Rd, Salina, KS 67401, 785-309-3100.

### Accessibility Services

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Salina Area Technical College operates under the mandate of Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of

2008, which prohibit discrimination on the basis of disability against any “otherwise qualified individual.” Individuals seeking accommodations must give reasonable notice (2 weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that high school and college have different expectations and requirements and different laws regarding accommodations. Qualified students with documented disabilities may be able to qualify for accommodations. In order to receive services, students should contact:

Vice President of Operations  
2562 Centennial Rd., Salina, KS 67401  
E-mail: Andrew.manley@salinatech.edu  
785.309.3120 (P) or 785.309.3101 (F)

**\*Changes may be made to the syllabus at the discretion of the faculty.**



## COURSE SYLLABUS

CDL Endorsements/ CTD 115

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### Course Information

Course Number:	CTD 115
Course Title:	CDL Endorsements
Prerequisites:	Entry-Level Commercial Motor Vehicle Driver Training
Credit Hours:	4
Type of Instruction:	<input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab
Length of Course:	15 Weeks
Meeting Location:	Online

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### Instructor Information

Instructor:	David John
Phone:	(785) 309-3123
E-mail:	david.john@salinatech.edu

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### Course Description

Students will master knowledge required for successfully earning endorsements for Passenger Transportation, Double and Triple Trailers, Tank Vehicles, and the transportation of Hazardous Materials. Topics covered will include but are not limited to: **For Passenger Transportation:** proper pre-trip and post trip vehicle inspections, the loading of passengers and cargo, prohibited materials on a passenger vehicle, common accidents and hazards on the roadway, proper maneuvering of railroad crossings and bridges, prohibited practices of a passenger driver while passengers are present, the use of brake-door interlocks on a passenger vehicle. **For Double and Triple Trailers:** the hazards and special situations encountered when pulling double/triple trailers, the steps involved in coupling and uncoupling, and the standard checks as well as additional checks while inspecting double/triple trailers

and air brakes. **For Tank Vehicles:** Inspecting for leaks and the functionality of any special features, special considerations and safe driving rules while transporting liquids. **For Hazardous Materials:** the intent of regulations, bulk tank loading, unloading, and marking, driver's responsibilities, route and parking restrictions, the importance of accurate and assessible shipping documents, proper labeling of cargo and trailer placarding, emergencies such as accidents and fires, and special requirements for loading and unloading of hazardous materials.

**Note:** A student must have a minimum of 80% to graduate.

## **Institutional Outcomes**

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The following institutional learning outcomes (**bold faced**) will be developed and documented in this course:

- **Demonstrate the ability to think critically.**
- **Demonstrate proficiency in technical program learning outcomes.**
- **Demonstrate effective written and verbal communication.**
- **Develop positive work habits and interpersonal skills needed for employment**

## **Program Outcomes**

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The following program learning outcomes (**bold face**) will be developed and documented in this course:

- VI. **Students will develop the knowledge necessary to safely transport passengers.**
- VII. **Students will advance their expertise in the operation of double and triple trailers.**
- VIII. **Students will expand their familiarity in the operation of tank vehicles.**
- IX. **Students will demonstrate understanding of hazardous material handling.**

## **Course Learning Outcomes (Competencies)**

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After completing this course, the student will be able to:

- 1.1 Perform pre-trip and post-trip vehicle inspections
- 1.2 Outline loading procedures of passengers and cargo
- 1.3 Give examples of prohibited materials on a passenger commercial vehicle
- 1.4 Plan for on the road encounters with hazards, railroad crossings, and bridges
- 1.5 Cite prohibited practices while passengers are present
- 1.6 Explain the operation of brake-door interlocks
  
- 2.1 Summarize potential hazards and special situations associated with pulling double/triple trailers
- 2.2 Outline the steps involved in coupling and uncoupling double/triple trailers
- 2.3 Demonstrate knowledge of the additional safety checks required for double/triple trailers
- 2.4 Show the additional safety checks needed of the air brakes of double/triple trailers
  
- 3.1 Illustrate inspecting tank vehicles for leaks
- 3.2 Identify additional precautions needed when transporting liquids
- 3.3 Summarize safe driving rules for tank vehicles
  
- 4.1 Know the intention of regulations
- 4.2 Illustrate bulk tank loading, unloading, and marking
- 4.3 List driver responsibilities
- 4.4 Observe driving and parking rules

- 4.5 Illustrate communications rules
- 4.6 Discuss potential emergencies

### **Textbook and Other Required Materials**

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Tractor-Trailer Truck Driver Training, 4th Edition

(Delmar Cengage Learning, 5 Maxwell Dr., Clifton Park, NY 12065-2919)

Kansas Commercial Driver License Manual (available for purchase at DMV)

(Based upon work, supported by the Federal Motor Carrier Safety Administration, under Cooperative Agreement No. DTFH61-97-X-00017)

### **Course Outline/Schedule**

- I. Passenger Endorsement
- II. Doubles and Triples Endorsement
- III. Tank Vehicle Endorsement
- IV. Hazardous Material Endorsement

### **Instructional Methods**

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Discussion, video presentation, computer aided instruction, internet research, worksheets, workbooks, written and reading assignments.

### **Evaluation Procedures**

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- 6. Students will be expected to meet all the learning outcomes listed above and underlying concepts.
- 7. The course will require the completion of class assignments.
- 8. Must achieve an overall 80%
- 9. Final grades will be assigned based on the following grading scale:

Final grades will be assigned based on the following grading scale:

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- 80-89% = B
- 70-79% = F
- 60-69% = F
- Below 59% = F

**Weekly Assignments:** These assignments will be uploaded on or before the Sunday due date.

**Weekly Discussions:** Each week every student will be required to participate in the assigned weekly discussion. At a minimum, a student must respond to each discussion question and to at least two other postings by fellow classmates.

**Current Events Discussions:** Each week a current event will be selected for class discussion. The event will be pertinent to current classroom material. The student will be asked to summarize the event and detail how it relates to the classroom material. The students will also be required to respond to at least two of their other classmates for full credit.

**Weekly Quizzes:** These quizzes must be completed by the Sunday due date each week.

### **Final Exam**

#### **Grade Distribution**

WEEKLY ASSIGNMENTS	25%
WEEKLY DISCUSSIONS	15%
CURRENT EVENTS DISCUSSIONS	15%
WEEKLY QUIZZES	20%
FINAL EXAM	25%

### **Ethical Use of Information**

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2562 Centennial Rd., Salina, KS 67401  
E-mail: Andrew.manley@salinatech.edu  
785.309.3120 (P) or 785.309.3101 (F)

**\*Changes may be made to the syllabus at the discretion of the faculty.**



December 8, 2017

To Whom It May Concern,

In our search for professional drivers for our growing fleet, we heard of Salina Tech's initiative to offer a Commercial Truck Driving Certificate Program. As a company, we fully support this proposal, as the need for quality drivers is growing in our industry. We are a subsidiary of an agricultural machinery manufacturer and it is imperative that we can ensure timely delivery to our customers by operating our own truck fleet. We also partner with many other carriers from around the country and Canada. We are experiencing a shortage of qualified drivers in all aspects of trucking that can begin to impact economic growth. It's also worth noting that many job positions outside of Tractor-Trailer drivers also require a CDL, positions such as diesel mechanics, maintenance technicians, maintenance mechanics, etc. Many companies are so in need of qualified drivers they are willing to pay thousands of dollars in signing bonuses.

Great Plains Trucking is committed to visiting the students and informing them about industry standards and what our company has to offer them upon completion of the program. If they make the decision to drive for our company, we will help them through every step of their hiring and training.

We cannot wait to be a part of this successful program and also to help many individuals reach their goals. Please let me know if you have any questions and if there is anything I can do to help. 785-823-2261 x2300 or [brettw@gptrucking.com](mailto:brettw@gptrucking.com).

Respectfully Yours,

Brett Weis

President

Great Plains Trucking

# Doug Bradley Trucking, Inc.

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680 E. Water Well Rd.  
Salina, KS 67401  
(785) 826-9681  
(800) 348-1955

1301 W. Main St.  
Marshall, MN 56258  
(507) 532-9681  
(800) 248-1000

151 Dozer Drive  
Walton, KY 41094  
(859) 282-9681  
(800) 468-4995

170 Industrial Park Rd  
Jackson, MN 56413  
(507) 849-7500  
(866) 577-2248

December 17, 2017

To Whom It May Concern,

In our search for professional drivers for our growing fleet, we came across Salina Tech's initiative to offer a Commercial Truck Driving Certificate Program. As a company, we fully support this proposal, as the need for quality drivers grows in our industry. As a trucking business owner, it is my expectation that we are on the verge of a truck driver pay explosion. I believe that in the next 5 years we will see driver wages increase by 40% putting over the road truck drivers median incomes in the \$70-75K range. It's also worth noting that many job positions outside of Tractor-Trailer drivers require a CDL also, positions such as diesel mechanics, maintenance technicians, maintenance mechanics, etc. Many companies are so in need of qualified drivers they are willing to pay thousands of dollars in signing bonuses already.

Doug Bradley Trucking, Inc. is committed to visiting the students and informing them about industry standards and what our company has to offer them upon completion of the program. If they make the decision to drive for our company, we will help them through every step of their hiring and training.

We are truly happy to be a part of this successful program and also to help many individuals reach their goals. Please let me know if you have any questions and if there is anything I can do to help. Jamie Bradley (785) 826-9681 Ext. 108, [j1bradley@dougbradleytrucking.com](mailto:j1bradley@dougbradleytrucking.com).

Respectfully Yours,

Jamie Bradley  
Vice President  
Doug Bradley Trucking, Inc.



[www.dougbradleytrucking.com](http://www.dougbradleytrucking.com)



www.MidwestConcreteMaterials.com

CORPORATE HEADQUARTERS

701 S 4th Street PO Box 668 Manhattan, KS 66505-0668  
785 776-8811 Toll Free 800 813-5195 fax 785 776-1816

To Whom It May Concern,

When we heard of Salina Tech's initiative to offer a Commercial Truck Driving Certificate Program we knew it was a great step forward for the area. As a company, we fully support this proposal, as the demand for quality drivers far outweighs the supply in our area. As members of the National Association of Publicly Funded Truck Driving Schools, we have seen the benefits and impact of a well led and designed program and we are excited to have Salina Tech taking this step forward. Conducting an online search for Heavy and Tractor-Trailer Truck Drivers on [oneline.org](http://oneline.org) will yield an 8% growth projection over the ten-year period covering 2014-2024 and a median income of \$40, 370. That statistic represents 510 job openings annually in the state of Kansas. It's also worth noting that many job positions we seek are outside of the typical Long-Haul CDL drivers people recognize. These positions include ready mix drivers, dump truck drivers, diesel mechanics, maintenance technicians, maintenance mechanics, etc. We are so in need of qualified drivers, we have spent thousands of dollars on recruitment and in-house training programs annually for the last several years.

Midwest Concrete Materials is committed to visiting the students and informing them about industry standards and what our company has to offer them upon completion of the program. If they make the decision to drive for our company, we will help them through every step of their hiring and training.

We cannot wait to be a part of this successful program and also to help many individuals reach their goals. Please call or email if you have any questions and if there is anything I can do to help. (785) 320-6267 or [Craig.Poe@MidwestConcreteMaterials.com](mailto:Craig.Poe@MidwestConcreteMaterials.com)

Respectfully Yours,

A handwritten signature in blue ink, appearing to read "Craig Poe", is written over a white background.

Craig Poe

Director of Human Resources

Midwest Concrete Materials, Inc.





TRAVEL STORES

Salina Technical College  
Attention: David Johns  
2562 Centennial Rd,  
Salina, KS 67401

Dear David:

Salina Technical College's Commercial Truck Driving Certificate Program is a great resource to support the huge need for driver in the trucking industry. The 24/7 Travel Stores continually is looking for drivers for our tanker fleet.

We provide services to over 140 truck fleets as customers using our 10 fueling locations throughout Kansas. The trucking companies are located nationwide. The majority of conversations I have with the customer fleet managers and numerous other prospect company fleet managers is "We need drivers-we can't find quality truck drivers"!

The 24/7 Travel Stores is committed to visiting the students and informing them about industry standards and what our company can offer them upon completion of the program. If they make the decision to drive for our company, we will help them through every step of their hiring and training.

We have made a commitment to support the truck driving program and the students at Salina Technical College. This program will not only help our company grow, it will also assist many other companies in need of truck drivers.

Sincerely.

Larry Pankratz  
Business Development Manager  
785-823-7839 ext. 109  
[larryp@triplettinc.com](mailto:larryp@triplettinc.com)



TRIPLETT INC. 454 N. OAK

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2016)

Institution: Salina Area Technical College  
 Proposed Program: Commercial Truck Driving

## IMPLEMENTATION COSTS

<b>Part I. Anticipated Enrollment</b>		Implementation Year 2018		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		36	0	
<b>Part II. Initial Budget</b>		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$64,000	\$0	Grants and Institutional
Part-time/Adjunct	#4	\$10,000	\$0	
		Amount	Funding Source	
B. Equipment required for program		\$0	NA	
C. Tools and/or supplies required for the program		\$0	NA	
D. Instructional Supplies and Materials		\$0	NA	
E. Facility requirements, including facility modifications and/or classroom renovations		\$0	NA	
F. Technology and/or Software		\$0	NA	
G. Other <i>(Please identify; add lines as required)</i>		\$0		
<b>Total For Implementation Year</b>		\$0	Program already exists	

<b>Part I. Program Enrollment</b>		First Two Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		36	--	
<b>Part II. Ongoing Program Costs</b>		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#1	\$65,000	\$0	Tuition, Fees, Institutional funds
Part-time	#4	\$10,000	\$0	Tuition, Fees, Institutional funds
		Amount	Funding Source	
B. Equipment required for program		\$3,000	Institutional budget	
C. Tools and/or supplies required for the program		\$15,000	Institutional budget	
D. Instructional Supplies and Materials		\$10,000	Institutional budget	
E. Facility requirements, including facility modifications and/or classroom renovations		\$30,000	Institutional budget	
F. Technology and/or Software		\$0	Institutional budget	
G. Other <i>(Please identify; add lines as required)</i>		\$1,500	Accreditation; institutional	

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2016)

<b>Total For Implementation Year</b>	\$124,500	Institutional budget
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## PROGRAM SUSTAINABILITY COSTS (First Two Years)

Please indicate any additional support and/or funding for the proposed program:

Salina Tech receives support in-kind from two trucking partners for the low-cost lease of tractor and trailer equipment and will not need to purchase additional equipment for the capacity needs projected. The college previously received grant for approximately \$200,000 from a regional foundation for the Doran truck driving simulator. This simulator is used by all program participants prior to beginning the course training and over-the-road training portion of the program.

Submit the completed document to the following:

Director of Technical Programs & Curriculum  
Kansas Board of Regents  
1000 SW Jackson, Ste. 520  
Topeka, KS 66612-1368