

ARIZONA WESTERN COLLEGE

SYLLABUS

CDL 102 Safe Operating Practices

Credit Hours: 3 Lec: 3

PREREQUISITE:

CDL 101 – Introduction to Arizona CDL

COURSE DESCRIPTION:

This course focuses on developing the necessary basic backing and driving skills needed to pass the Skills test and Road test for the AZ CDL license. This course builds upon the knowledge gained in CDL-101. This course covers the following:

- Pre-trip, Enroute, Post-trip Inspections
- Seat adjustment
- Mirrors
- Putting the truck in motion
- Safe stopping
- Continuation of the Pre-trip Inspection
- Backing procedures - Straight line backing, offset back/left, 45 / 90 degree Alley docking, and parallel parking (conventional)
- Coupling and Uncoupling

COURSE GOALS:

1. Begin developing proficiency in backing and driving skills required for passing the CDL Skills and Road Tests.
2. Gain hands-on experience in maneuvering commercial vehicles in various traffic situations and weather conditions.
3. Learn proper techniques for safe and efficient operation of commercial vehicles, including parallel parking, alley docking, and trailer coupling/uncoupling.

OUTCOMES:

1. Understand the components and controls of commercial vehicles.
2. Gain proficiency at properly conducting a pre-trip, Enroute, and Post-trip Inspection in preparation to take the three-part CDL test and earn an Arizona state-issued CDL.
3. Develop the skills required for basic backing maneuvers, such as Straight line backing, offset back/left, 45 / 90 degree Alley docking, and parallel parking (conventional).
4. Develop safe driving techniques in various situations and weather conditions.
5. Gain proficiency coupling and uncoupling procedures for trailers.
6. Received DOT mandated Drug Screen,
7. Enrolled into the federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearing House.
8. Completed Hour of Services in compliance with 49 CFR 395.8.

METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions

LEARNING ACTIVITIES

- 4.1 Group Discussions
- 4.2 Classroom Demonstrations

EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or looseleaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course