



**PROFESSIONAL CDL
TRAINING LLC**

**CLASS A, CLASS B TO
CLASS A & HAZARDOUS
ENDORSEMENT**

2022 STUDENT CATALOG



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PROFESSIONAL CDL TRAINING LLC
 TRAINING FACILITIES MILWAUKEE'S NORTHRIDGE AREA

MAILING ADDRESS: P.O.BOX 18690 MILWAUKEE, WI 53218-0690

Registration Information :414-218-0093- Administration: 414-463-2955

PRO CDL Where Professionalism Begins With Attitude

MISSION STATEMENT

Produce well-trained entry-level truck drivers who can move into gainful employment in their respective fields upon completion of our short term and long-term training objectives.

LEARN TO DRIVE A COMMERCIAL VEHICLE BY THE HOUR!!

Many people wanting to learn to drive commercial vehicles, including *Over The Road* tractor trailers often find it difficult to find the time to *sign up for a 2,3,4 or 5-week* course. For this reason, *PRO CDL* has developed an hourly training program, designed to fit the needs of our students. There are no contracts to sign and you pay only an hourly fee for your training at the end of each session. Each training session is normally scheduled for 4 hours. **The current average time needed to become proficient for *On the Road, Backing and Pre-Trip Inspection Skills* is 32-44 hours.** Students with previous Commercial Driving or backing experience often require less time to train. Students preparing for employment with companies that offer *On the Job Training* for employees with valid CDLs often take less time to train. Students are given a written evaluation of their progress, by their instructor, following each training session. Assignments for personal practice are also given the student at that time for the purpose of reducing the need for additional hours of training. *You pay only for the training that you need.*

HOURLY TRAINING AVAILABLE WEEKDAYS, EVENINGS & WEEKENDS

If you are currently employed, share household responsibilities or just need the flexibility of training during the only times you are available, we can often help. We general schedule weekday and weekend *training for 2-3 four-hour sessions in a 7-day period (time to study in between sessions) and brush up training on the day of the test for students ready to test.*

PROSPECTIVE NEW COMMERCIAL DRIVER ORIENTATION SEMINARS

If you are interested in truck driving but uncertain as to what the industry is all about, plan to attend one of our regularly scheduled (SECOND SATURDAY OF THE MONTH), 4-hour orientations to answer your questions. Our seminars are FREE and conducted from the prospective of potential employers and will introduce you to the most common areas of driver's responsibilities and paperwork administration, expected of today's drivers. You will also learn how to compete for employment with experienced truck driver's and be given the opportunity for Advanced Certification. If interested, contact the Registration Office for details as to times and locations.

**ONE INSTRUCTOR PER STUDENT & 100% OF YOUR TIME IS IN THE TRUCK-
 BEHIND THE WHEEL (BTW)**

(THEORY INSTRUCTION IS PROVIDED ONLINE)

Our classroom is the truck. Other than the initial vehicle *Pre-Trip, Controls and Gauges* orientation by your instructor, 100% of your time is BEHIND THE WHEEL. Unlike other systems, you and your instructor are the only ones in the truck during training. This technique is the primary reason for the reduced times needed for training and the high level of skill achieved by our students. Your training continues only to the skill level you require, not that of a group of students. If during the first four hours of training your instructor feels that you are likely NOT to become employable as a driver in a reasonable period of time, he will inform you. You may then decide to discontinue training and pay only for the four hours training or you may decide to continue training for as long as you feel it is worth the time and money.

WE TRAIN WITH MODERN FLEET SPEC'D VEHICLES

The power training vehicles that we use are well maintained, up to date and clean. This feature of our program ensures that the student will be familiar with current industry technology, an important point for many prospective employers. We generally have available many makes and models of vehicles for students to study during their *PreTrip* practice. The number of vehicles available is subject to seasonal activity.

STUDENT DRIVER QUALIFICATIONS REQUIREMENTS

The following requirements apply only to behind the wheel training and are not necessary for attending the *NEW DRIVER ORIENTATION SEMINARS*. With the exception of the age limitation imposed by our insurance provider, the following requirements are mandated by *the Wisconsin Department of Transportation*. In the event a student has received an exception to any of these requirements, it must be provided to PROCDL at least two business days prior to beginning driving instruction.

1. Must be **18** years of age and possess a valid *Wisconsin Training Permit* for the class of training requested, including a current *Medical Examiners Certificate that is in compliance with the Federal Motor Carrier Safety Regulations*.
2. Must be able to *speak, read and converse in English* well enough to understand instructions, reply to instructions and comprehend *traffic signage & signals*.
3. Must appear for training sessions alert and well rested and not under the influence of *Alcohol or Drugs. (Legal or Illegal)*

REFUND AND CANCELLATION POLICY

In the event that a student would have prepaid tuition fees for CDL driving training, the student will receive a full refund of all money paid if the student cancels with in the *3-business day* cancellation period. Refunds will be made within *10 business days of cancellation*.

A student, who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to prorata refund as follows:

<i>AT LEAST</i>	<i>But Less Than</i>	<i>Refund of Tuition</i>
<i>1 unit/class</i>	<i>10%</i>	<i>90%</i>
<i>10%</i>	<i>20%</i>	<i>80%</i>
<i>20%</i>	<i>30%</i>	<i>70%</i>
<i>30%</i>	<i>40%</i>	<i>60%</i>
<i>40%</i>	<i>50%</i>	<i>50%</i>
<i>50%</i>	<i>60%</i>	<i>40%</i>
<i>60%</i>	<i>NONE</i>	<i>NO REFUND</i>

CONSTRUCTIVE NOTICE OF WITHDRAWAL

A student is considered withdrawn from the training program when a student has 2 consecutive unexcused absences from training sessions!

As part of this policy, Pro CDL may retain a one-time application fee of no more than \$100. Pro CDL will make every effort to refund prepaid amounts for books, supplies and other charges if they are needed. A student will receive a refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, The Pro CDL may refund a pro rata amount; If withdrawal is due to mitigating circumstances beyond the student 's control. A written notice of withdrawal is not required.

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 P.O.BOX 18690 MILWAUKEE, WISCONSIN 53218
 TELEPHONE (414) 218-0093 FAX (414)463-2955

PRO CDL Presents

NEW TRUCK DRIVERS' EMPLOYMENT ORIENTATION SEMINARS

For individuals that will be seeking employment in the trucking industry

Seminars are normally scheduled for the second Saturday of each month, at the location noted on the enclosed map. Important! You must reserve space and receive confirmation for the seminar that you wish to attend as, the dates and locations may vary.

SEMINARS ARE SCHEDULED ON SATURDAYS FROM 8AM TIL 12PM*

*Completion time of the seminar may be later than scheduled, often 1 PM, depending on the number of questions from prospective students. We remain in session until all questions are answered.

THERE IS NO FEE FOR THIS ORIENTATION

THIS SEMINAR WILL PREPARE YOU TO LEARN ABOUT

THE TRUCKING INDUSTRY	COMMERCIAL TRUCKING	PRIVATE TRUCKING
FINDING EMPLOYMENT	WHERE THE JOBS ARE	PRE-TRIP INSPECTIONS
TRIP RECORD PREPARATION	DRIVER LOG PREPARATION	LOCAL DRIVING LOGS
VEHICLE SCALE PROCEDURES	WEIGHT DISTRIBUTION	HIGHWAY MAP READING

....and, a summary of all the things you will need to know to obtain a Commercial Driver's License, including a required presentation of the

MOVE OVER LAW (2001 WI ACT 15, WI. Stat. § 346.072)

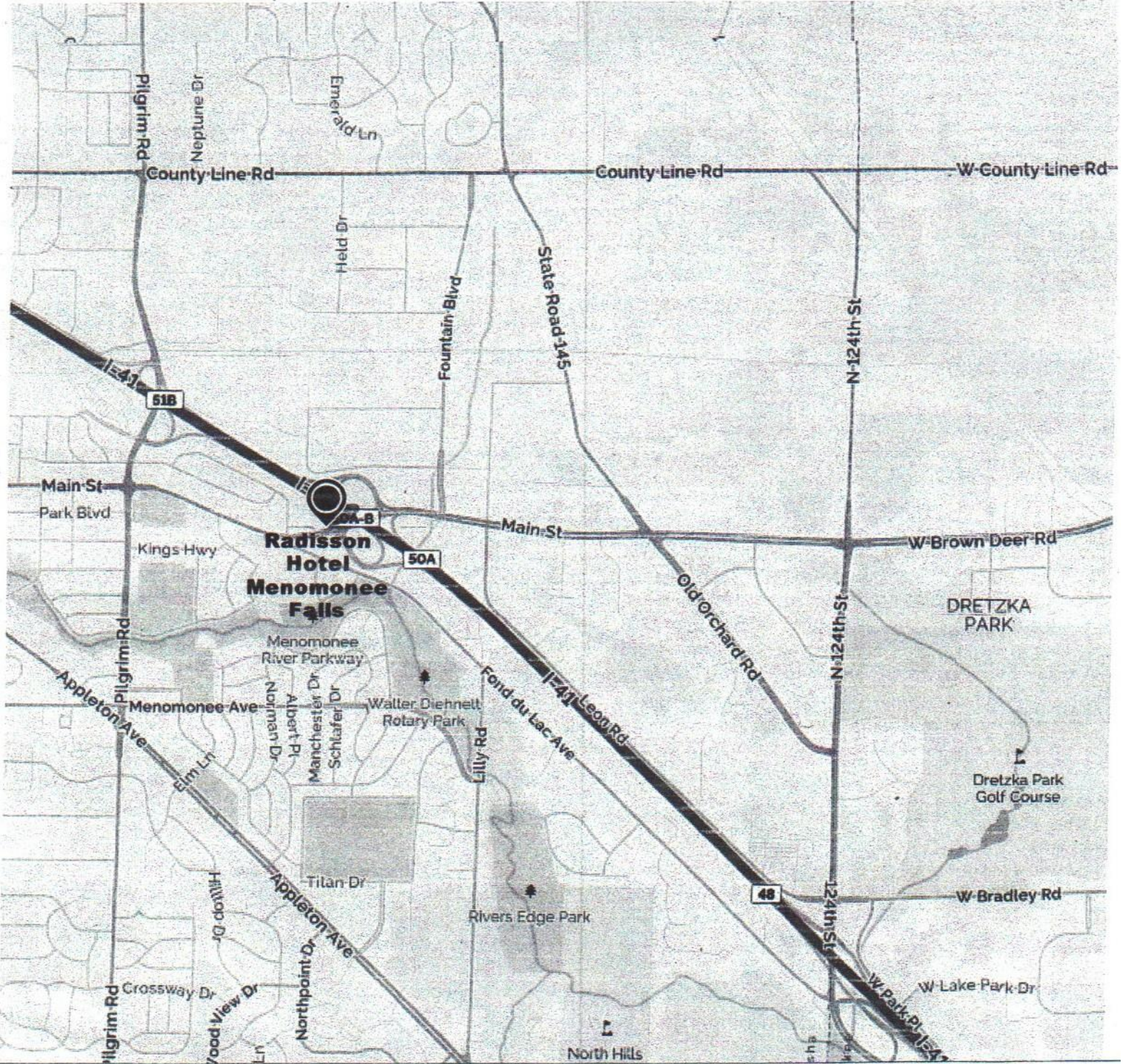
INATTENTIVE DRIVING (Wis. Stat. §346.89)

And the

VULNERABLE HIGHWAY USERS ACT (2013 WI Act 253)

Pro CDLWhere Professionalism Begins With Attitude!

Licensed & Certified by the Wisconsin Department of Transportation and the Educational Approval Program



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Registration Information 414-218-0093 Administration Office 414-463-2955 Fax 414-463-2955
Email - TrainMe@procdLnet

TRAINING FEE SCHEDULE AS OF JANUARY, 2022

COMMERCIAL DRIVERS' EMPLOYMENT SEMINAR: NO CHARGE

CLASS (B) VEHICLES WITH AIR BRAKES & AUTOMATIC TRANSMISSION	\$ 125 Per Hour
CLASS (A) VEHICLES: MANUAL 10SPEED TRANS, DAY CAB & 53'TRAILER	\$ 125 Per Hour
CLASS (A) VEHICLES: AUTOMATIC TRANSMISSION & DAY CAB & 53'TRAILER	\$ 125 Per Hour
CLASS (A) VEHICLES, WITH MANUAL TRANS, PROVIDED FOR ROAD TESTS	\$ 300 Per Test
CLASS (A) (B) VEHICLES, WITH AUTO TRANS, PROVIDED FOR ROAD TESTS	\$ 300 Per Test
CLASS (A) (B) & HAZMAT ONLINE THEORY	\$300 Per Seat
INSTRUCTORS FEES ONLY (When Training Vehicles, Fuel & Insurance Furnished By Customer) ***	\$ 95 Per Hour
CORPORATE RATE FOR ON-THE-JOB TRAINING AT CUSTOMER FACILITY***	\$ 95 Per Hour

WEEKENDS - HOURLY RATES ARE SUBJECT TO TIME 1/2 RATES

FEDERAL D.O.T. PHYSICAL EXAM (If provided by PRO CDL. Student may use own clinic) \$ 220 Per Exam**
**INCLUDES \$20 PROCESSING FEE

NO SHOW FEE (24 Hour Cancellation Notice Required By Student. Inclement Weather Not Excepted) \$ 250 Per Day

TRAINING SESSIONS ARE SCHEDULED FOR A MINIMUM OF 4 HOURS

OTHER RELATED FEES & EXPENSES

INSTRUCTION PERMIT FEE: PAID TO WISCONSIN DMV (Verify current cost at DMV)	\$ 30
FEE FOR ADDITIONAL ENDORSEMENT: PAID TO DMV (Verify cost with DMV)	\$ 10
ANNUAL FEE FOR COMMERCIAL LICENSE: PAID TO DMV (Verify cost per year, renewed)	\$ 10
WISCONSIN EXAMINERS ROAD TEST & PRE-TRIP EXAM FEE (Re-tests are charged for)	\$ 150
WISCONSIN PRE-TRIP INSPECTION <i>TEST FEE ONLY</i> - TEST VEHICLE NOT INCLUDED	\$ 50
HAZMAT & BACKGROUND INVESTIGATION FEE: PAID TO DMV (Verify cost at DMV)	\$ 60
REQUIRED FED-MED PHYSICAL EXAM & DRUG SCREEN: PAID TO PROVIDER -EST'D	\$ 200

BOOKS, MATERIALS & SUPPLIES

Pro CDL will provide every student with a free copy of its own internal training manual; however, any additional materials and supplies may be purchased outside of Pro CDL. (Example – Safety Vest, Tire Bat, Tire Gauge etc.)

PAYMENTS

Pro CDL accepts cash and credit cards ONLY – No Personal Checks accepted! Cash payments are made at the end of each four-hour session while credit card payments are made prior to the four-hour training session.

PLEASE NOTE! *The above charges which are established by the State of Wisconsin and participating medical clinics, are beyond the control of Pro CDL and may change at any time*

Class A, Class B to A — CDL Training Curriculum.

Theory—Basic operation. This component will cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. Driver trainees will familiarize themselves with the basic operating characteristics of a CMV. This section will also teach driver-trainees how to properly perform vehicle inspections, control the motion of CMVs under various road and traffic conditions, employ shifting and backing techniques, and properly couple and uncouple combination vehicles.

Orientation. This unit will introduce driver-trainees to the combination vehicle driver training curriculum and the components of a combination vehicle. Driver-trainees will learn the safety fundamentals, essential regulatory requirements (*i.e.*, overview of FMCSRs/hazardous materials (HM) regulations), and driver-trainees' responsibilities not directly related to driving. This unit will also cover the applicability of State and local laws relating to the safe operation of the CMV, stopping at weigh stations/scales, hazard awareness of vehicle size and weight limitations, low clearance areas (*e.g.*, CMV height restrictions), and bridge formulas.

Control systems/dashboard. This unit will introduce driver-trainees to vehicle instruments, controls, and safety components. The driver-trainees will learn to read gauges and instruments correctly and learn proper use of vehicle safety components, including safety belts and mirrors. Driver-trainees will also learn to identify, locate, and explain the function of each of the primary and secondary controls including those required for steering, accelerating, shifting, braking, and parking.

Pre- and post-trip inspections. This unit will stress to driver-trainees the importance of vehicle inspections and help them develop the skills necessary for conducting pre-trip, enroute, and post-trip inspections. This unit will also include instruction in a driver-trainee's personal awareness of his or her surroundings, including at truck stops and/or rest areas, and at shipper/receiver locations.

Basic control. This unit will introduce basic vehicular control and handling as it applies to combination vehicles. This will include instruction addressing basic combination vehicle controls in areas such as executing sharp left and right turns, centering the vehicle, and maneuvering in restricted areas, and entering and exiting the interstate or controlled highway.

Shifting/operating transmissions. This unit will introduce shifting patterns and procedures to driver-trainees to prepare them to safely and competently perform basic shifting maneuvers. This will include training driver-trainees to execute up and down shifting techniques on multi-speed dual range transmissions, if appropriate. The importance of increased fuel economy achieved by utilizing proper shifting techniques will also be covered.

Backing and docking. This unit will prepare driver-trainees to back (Straight Line, Offset, 45/90 degree, Parallel) and dock the combination vehicle safely. This unit will also cover “Get Out and Look” (GOAL), evaluation of backing/loading facilities, knowledge of backing set ups, as well as instruction in how to back with use of spotters.

Coupling and uncoupling. This unit will provide instruction for driver-trainees to develop the skills necessary to conduct the procedures for safe coupling and uncoupling of combination vehicle units.

Safe operating procedures. This component will teach the practices required for safe operation of the combination vehicle on the highway under various road, weather, and traffic conditions. Driver-trainees will be instructed in the Federal rules governing the proper use of safety restraint systems (*i.e.*, seat belts).

Visual search. This unit will enable driver-trainees to visually search the road for potential hazards and critical objects, including instruction on recognizing distracted pedestrians or distracted drivers. This unit will also include instruction in how to ensure a driver-trainee's personal security/general awareness in common surroundings such as truck stops and/or rest areas, and at shipper/receiver locations.

Vehicle communications. This unit will enable driver-trainees to communicate their intentions to other road users. Driver-trainees must learn techniques for different types of communication on the road, including proper use of headlights, turn signals, four-way flashers, and horns. Instruction in proper utilization of eye contact techniques with other drivers and pedestrians will be covered in this unit.

Speed management. This unit will enable driver-trainees to manage speed effectively in response to various road, weather, and traffic conditions. Driver-trainees must understand that driving competency cannot compensate for excessive speed. Instruction will include methods for calibrating safe following distances under an array of conditions including traffic, weather, and CMV weight and length.

Space management. This unit will teach driver-trainees about the importance of managing the space surrounding the vehicle. Emphasis must be placed upon maintaining appropriate space surrounding the vehicle for safe operation under various traffic and road conditions.

Night operation. Driver-trainees will learn the factors affecting the safe operation of CMVs at night and in darkness, including the specific factors that require special attention on the part of the driver. Driver-trainees must be instructed in vehicle safety inspection, vision, communications, speed, and space management and proper use of lights, as needed, to deal with the special problems night driving presents.

Extreme driving conditions. This unit addresses the driving of CMVs under extreme conditions. Emphasis will be placed upon the factors affecting the operation of CMVs in cold, hot, and inclement weather and on steep grades and sharp curves. Driver-trainees will learn the changes in basic driving habits needed to deal with the specific problems presented by extreme driving conditions. Driver-trainees will also learn proper tire chaining procedures in this unit.

Advanced operating practices. This component will introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two components have been mastered. Driver-trainees will learn about the advanced perceptual skills necessary to recognize potential hazards and must demonstrate the procedures needed to handle a CMV when faced with a hazard.

Hazard perception. The unit will provide instruction in recognizing potential hazards in the driving environment in time to reduce the severity of the hazard and neutralize possible emergency situations. Driver-trainees will identify road conditions and other road users that are a potential threat to the safety of the combination vehicle and suggest appropriate adjustments. Emphasis will be placed upon hazard recognition, visual search, adequate surveillance, and response to possible emergency-producing situations encountered by CMV drivers in various traffic situations. Driver-trainees will also learn to recognize potential dangers and the safety procedures that must be utilized while driving in construction/work zones.

Distracted driving. Driver-trainees will be instructed in the “key” driver distraction issues, including improper cell phone use, texting, and use of in-cab technology. This includes training in the following aspects: Visual attention (keeping eyes on the road); manual control (keeping hands on the wheel); and cognitive awareness (keeping mind on the task and safe operation of the CMV).

Emergency maneuvers/skid avoidance. This unit will enable driver-trainees to carry out appropriate responses when faced with CMV emergencies. These will include evasive steering, emergency braking, and off-road recovery, as well as the proper response to brake failures, tire blowouts, hydroplaning, skidding, jackknifing, and rollovers. The discussion will include a review of unsafe acts and the role they play in producing or worsening hazardous situations.

Skid control and recovery. This unit will teach the causes of skidding and jackknifing and techniques for avoiding and recovering from them. Driver-trainees must understand the importance of maintaining directional control and bringing the CMV to a stop in the shortest possible distance while operating over a slippery surface.

Federal/State Railroad Regulations. Driver-trainees will learn to recognize potential dangers and appropriate safety procedures to utilize at railroad (RR)-highway grade crossings. This instruction will include an overview of Federal/State RR grade crossing regulations, RR grade crossing environments, obstructed view conditions, clearance around the tracks, and rail signs and signals.

Railroad Emergency Notifications Systems. Railroads have personnel available (“Emergency Notification Systems”) to receive notification of any information relating to an unsafe condition at the railroad (RR)-highway grade crossings or a disabled vehicle or other obstruction blocking a railroad track at the railroad (RR)-highway grade crossing.

Vehicle systems and reporting malfunctions. This section will provide entry-level driver-trainees with sufficient knowledge of the combination vehicle and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency.

Identification and diagnosis of malfunctions, including out-of-service violations. This unit will teach driver-trainees to identify major combination vehicle systems. The goal is to explain their function and how to check all key vehicle systems, (e.g., engine, engine exhaust auxiliary systems, brakes, drive train, coupling systems, and suspension) to ensure their safe operation. Driver-trainees will be provided with a detailed description of each system, its importance to safe and efficient operation, and what is needed to keep the system in good operating condition. Driver-trainees will further learn what vehicle and driver violations are classified as out-of-service (OOS), including the ramifications and penalties for operating when subject to an OOS order.

Maintenance. This unit will introduce driver-trainees to the basic servicing and checking procedures for various engine and vehicle components and to help develop their ability to perform preventive maintenance and simple emergency repairs.

Roadside Inspection Expectations. What to expect during a standard roadside inspection conducted by authorized personnel.

Non-vehicle activities. This component will prepare driver-trainees to handle the responsibilities of a combination vehicle driver that do not involve actually operating the CMV.

Handling and documenting cargo. This unit will enable driver-trainees to understand the basic theory of cargo weight distribution, cargo securement on the vehicle, cargo covering, and techniques for safe and efficient loading/unloading. Driver-trainees will learn basic cargo security/cargo theft prevention procedures in this unit. Basic information regarding the proper handling and documentation of HM cargo will also be covered in this unit.

Environmental compliance issues. Driver-trainees will learn to recognize environmental hazards and issues related to the CMV and load, and made aware that city, county, State, and Federal requirements may apply to such circumstances.

Hours of service requirements. The purpose of this unit is to enable driver-trainees to understand that there are different hours-of-service (HOS) requirements applicable to different industries. Driver-trainees will learn all applicable HOS regulatory requirements. Driver-trainees will develop the ability to complete a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate. Driver-trainees will learn the consequences (safety, legal, and personal) of violating the HOS regulations, including the fines and penalties imposed for these types of violations.

Fatigue and wellness awareness. The issues and consequences of chronic and acute driver fatigue and the importance of staying alert will be covered in this unit. Driver-trainees will learn regulatory requirements regarding driver wellness and basic health maintenance that affect a driver's ability to safely operate a CMV. This unit also will address issues such as diet, exercise, personal hygiene, stress, and lifestyle changes.

Post-crash procedures. Driver-trainees will learn appropriate post-crash procedures, including the requirement that the driver, if possible, assess his or her physical condition immediately after the crash and notify authorities, or assign the task to other individuals at the crash scene. Driver-trainees will also learn how to protect the area; obtain emergency medical assistance; move on-road vehicles off the road in minor crashes so as to avoid subsequent crashes or injuries; engage flashers, placing triangles, and properly use a fire extinguisher, if necessary. The following topics will also be covered: Responsibilities for assisting injured parties; Good Samaritan Laws; driver legal obligations and rights, including rights and responsibilities for engaging with law enforcement personnel; and the importance of learning company policy on post-crash procedures such as getting tested for controlled substances and alcohol.

External communications. Driver-trainees will be instructed in the value of effective interpersonal communication techniques/skills to interact with enforcement officials. Driver-trainees will be taught the specifics of the roadside vehicle inspection process, and what to expect during this activity. Driver-trainees who are not native English speakers will be instructed in FMCSA English language proficiency requirements and the consequences for violations. Driver-trainees also will learn the implications of violating Federal and state regulations on their driving records and their employing motor carrier's records.

Whistleblower/coercion. This unit will advise the driver-trainees about the right of an employee to question the safety practices of an employer without incurring the risk of losing a job or being subject to reprisals simply for stating a safety concern. Driver-trainees will be instructed in the whistleblower protection regulations in [29 CFR part 1978](#). They will also learn the procedures for reporting to FMCSA incidents of coercion from motor carriers, shippers, receivers, or transportation intermediaries.

Trip planning. This unit will address the importance of and requirements for planning routes and trips. This instruction will address planning the safest route, planning for rest stops, heavy traffic areas, railroad-highway grade crossing safe clearance and ground clearance (*i.e.*, “high center”), the importance of Federal and State requirements on the need for permits, and vehicle size and weight limitations. Driver-trainees will be instructed in the correct identification of restricted routes, the pros and cons of Global Positioning System (GPS)/trip routing software, and the importance of selecting fuel-efficient routes.

Drugs/alcohol. In this unit, driver-trainees will learn that there are a variety of rules applicable to drug and alcohol use and will receive the training required by the applicable drug and alcohol regulations, including consequences for engaging in controlled substance (including prescription drugs) and alcohol use-related conduct. The importance of avoiding use of drugs/alcohol in violation of applicable regulations will be covered in this unit.

Medical requirements. In this unit, driver-trainees will learn the Federal rules on medical certification, medical examination procedures, general qualifications, responsibilities, and disqualifications based on various offenses, orders, and loss of driving privileges ([49 CFR part 391](#), subparts B and E).

Inspection Locations. This unit will cover conducting pre-trip and post-trip inspections, including appropriate inspection locations. Instruction will also cover enroute vehicle inspections.

Behind-the Wheel (BTW) Range. This unit will consist of driving exercises related to basic vehicle control skills and mastery of basic maneuvers necessary to operate the vehicle safely. Activities in this unit will take place on a driving range as defined in § 380.605.

Vehicle inspection pre-trip/enroute/post-trip. Driver-trainees must demonstrate proficiency in proper techniques for performing pre-trip, enroute, and post-trip inspections and making accurate notes of actual and suspected component abnormalities or malfunctions using a Driver Vehicle Inspection Report in accordance with the FMCSRs.

Straight line backing. Driver-trainees must demonstrate proficiency in proper techniques for performing various straight line backing maneuvers to appropriate criteria/acceptable tolerances.

Alley dock backing (45/90 degree). Driver-trainees must demonstrate proficiency in proper techniques for performing 45/90-degree alley dock maneuvers, to appropriate criteria/acceptable tolerances.

Off-set backing. Driver-trainees must demonstrate proficiency in proper techniques for performing off-set backing maneuvers to appropriate criteria/acceptable tolerances.

Parallel parking blind side. Driver-trainees must demonstrate proficiency in proper techniques for performing parallel parking blind side positions/maneuvers to appropriate criteria/acceptable tolerances.

Parallel parking sight side. Driver-trainees must demonstrate proficiency in proper techniques for performing sight side parallel parking maneuvers to appropriate criteria/acceptable tolerances.

Coupling and uncoupling. Driver-trainees must demonstrate proficiency in proper techniques for coupling, inspecting and uncoupling combination vehicle units, in accordance with safety requirements and approved practices.

Public road. The instructor must engage in active two-way communication with the driver-trainees during all active training sessions and evaluate the driving competence of the driver-trainees during all public road training. **Concepts described in paragraphs Hazard perception (partial demonstration) through Skid control and recovery of this section are discussed during public road training or simulated, but not necessarily performed.**

Vehicle controls including: Left turn, right turns, lane changes, curves at highway speeds, and entry and exit on the Interstate or Controlled Access Highway. Driver-trainees must demonstrate proficiency in proper techniques for initiating vehicle movement, executing left and right turns, changing lanes, navigating curves at speed, and stopping the vehicle in a controlled manner.

Shifting/transmission. Driver-trainees must demonstrate proficiency in proper techniques for performing safe and fuel-efficient shifting and making any necessary adjustments in the process.

Communications/signaling. Driver-trainees must demonstrate proficiency in proper techniques for signaling intentions and effectively communicating with other drivers.

Visual search. Driver-trainees must demonstrate proficiency in proper techniques for visually searching the road for potential hazards and critical objects.

Speed and space management. Driver-trainees must demonstrate proficiency in proper habits and techniques for adjusting and maintaining vehicle speed, taking into consideration various factors such as traffic and road conditions. Driver trainees practice maintaining proper speed to keep appropriate spacing between the driver-trainee's CMV and other vehicles. Instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather, and CMV weight and length.

Safe driver behavior. Driver-trainees must learn and demonstrate proficiency in safe driver behavior during their operation of the CMV.

Hours of service (HOS) requirements. Driver-trainees must demonstrate proficiency in the basic activities required by the HOS regulations, such as completing a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate.

Hazard perception (partial demonstration). Driver-trainees must demonstrate their ability to recognize potential hazards in the driving environment in time to reduce the severity of the hazard and neutralize possible emergency situations. Driver-trainees must demonstrate the ability to identify road conditions and other road users that are a potential threat to the safety of the combination vehicle and suggest appropriate adjustments.

Railroad (RR)-highway grade crossing. (Demonstration where railroad grade crossing is available, simulated otherwise). Driver-trainees must demonstrate the ability to recognize potential dangers and to implement appropriate safety procedures when RR-highway grade crossings are reasonably available.

Night operation. Driver-trainees must learn how to operate a CMV safely at night. Heightened emphasis must be placed upon the factors affecting the operation of CMVs at night. Driver-trainees must learn that night driving presents specific circumstances that require heightened attention on the part of the driver. Driver-trainees must be taught special requirements for in-vehicle safety inspection, night vision, communications, speed, and space management, and proper use of lights as needed to prepare driver-trainees to deal with the special problems night driving presents. Though not required to do so, training providers are strongly encouraged to offer driver-trainees night-driving experience where feasible.

Extreme driving conditions. Driver-trainees must be familiar with the special risks created by, and the heightened precautions required by, driving CMVs under extreme driving conditions, such as heavy rain, high wind, high heat, high grades, fog, snow, and ice. Emphasis must be placed upon the factors affecting the operation of CMVs in cold, hot, and inclement weather and on steep grades and sharp curves. Driver-trainees must learn and demonstrate proficiency in changes in basic driving habits needed to deal with the specific challenges presented by these extreme driving conditions.

Emergency maneuvers/skid avoidance. Driver-trainees must be familiar with proper techniques for responding to CMV emergencies, such as evasive steering, emergency braking and off-road recovery. They must also know how to prevent or respond to brake failures, tire blowouts, hydroplaning, skidding, jackknifing, and rollovers.

Skid control and recovery. Driver-trainees must know the causes of skidding and jackknifing and techniques for avoiding and recovering from them. Driver-trainees must know how to maintain directional control and bring the CMV to a stop in the shortest possible distance while operating over a slippery surface.

Hazardous Materials Endorsement - CDL Training Curriculum.

Theory instruction. This unit will consist of the following topics:

- Basic Introductory Hazardous Materials Requirements – including FNCSR requirements when hazardous materials are being hauled.
- Operational Hazardous Materials Requirements – Communication requirements including: Shipping paper requirements, marking, labeling, placarding, emergency response information, and shipper responsibilities.
- Basic competencies for transportation of hazardous materials
- Reporting Hazardous Materials Crashes and Releases – Procedures and contacts for the immediate notification related to certain hazardous materials incidents, including the proper completion and submission of hazardous materials incident report
- Tunnels and Railroad-Highway Grade Crossing Requirements
- Loading and Unloading Hazardous Materials
- The requirements for proper segregation and securement of hazardous materials, and the prohibitions on transporting certain solid and liquid poisons with foodstuff
- Hazardous Materials on Passenger Vehicles – The various requirements for vehicles transporting passengers and property, and the types and quantities of hazardous materials that can and cannot be transported in these vehicles/situations
- Bulk Packages, including cargo tanks, intermediate bulk containers, bulk cylinders, and portable tanks.
- Operating Emergency Equipment, rollover prevention, and the properties and hazards of the hazardous materials transported
- Emergency Response Procedures – Proper procedures and best practices for handling an emergency response and post-response operations, including what to do in the event of an unintended release of hazardous materials.
- Methods designed to reduce cargo tank rollovers including, but not limited to, vehicle design and performance, load effects, highway factors, and driver factors.
- Special precautions for fires, loading and unloading, operation of cargo tank motor vehicle equipment, and shutoff/shutdown equipment
- Hazards of the materials that may be and have been released and the protection of the people, property, and the environment
- Engine (Fueling) – Procedures for fueling a vehicle that contains hazardous materials.
- Tire Check – Checking the vehicle tires at the start of a trip and each time the vehicle is parked.

- Routes and Route Planning – Proper routing procedures that drivers are required to follow for the transportation of radioactive hazardous materials
- Hazardous Materials Safety Permits (HMSP) – Procedural and operational requirement including communications, constant attendance, and parking that apply to the transportation of hazardous materials for which a Hazardous Materials Safety Permit is required.

AVERAGE TIME SPENT IN THE CORE AREAS TO GET A CLASS A OR B CDL**			
SEMINAR/ORIENTATION – 15 HOURS	PRE-TRIP – 4 HOURS*	BASIC SKILLS/BACKING – 18 HOURS*	ON THE ROAD – 18 HOURS*
Theory—Basic operation	Pre- and post-trip inspections	Backing and docking	Basic control
Orientation	Control systems/dashboard		Shifting/operating transmissions
Extreme driving conditions	Vehicle systems and reporting malfunctions		Coupling and uncoupling
Advanced operating practices	Identification and diagnosis of malfunctions, including out-of-service violations		Safe operating procedures
Hazard perception	Maintenance		Visual search
Distracted driving			Vehicle communications
Emergency maneuvers/skid avoidance			Space management
Skid control and recovery			Night operation
Railroad-highway grade crossings			Post-crash procedures
Non-vehicle activities			External communications
Handling and documenting cargo			Trip planning
Environmental compliance issues			Range
Hours of service requirements			
Fatigue and wellness awareness			
Whistleblower/coercion			
Drugs/alcohol			
Medical requirements			
<i>**The actual time spent in the area of PRE-TRIP, BACKING & ON THE ROAD TRAINING will vary by each student’s specific skill level and aptitude before and during training.</i>			

LEARN TO DRIVE A COMMERCIAL VEHICLE BY THE HOUR!

As previously mentioned, each training session is normally scheduled for **4 hours**. Based on availability, students can choose a morning slot and train from 9:00 A.M.-1:00 P.M. or an afternoon slot and train from 1:00 P.M. – 5:00 P.M. **The current average time needed to become proficient for On the Road, Backing and Pre-Trip Inspection Skills is 32-44 hours.** Students with previous Commercial Driving or backing experience often require less time to train. Students preparing for employment with companies that offer *On the Job Training* for employees with valid CDLs often take less time to train. Students are given a written evaluation of their progress, by their instructor, following each training session. Assignments for personal practice are also given the student at that time for the purpose of reducing the need for additional hours of training. **Again, you pay only for the training that you need.**

RECOGNITION AND PREVENTION OF HUMAN TRAFFICKING

2019 Wisconsin Act 27 requires that any commercial driver's license (CDL) school in Wisconsin include in its course requirements instruction in the recognition and prevention of human trafficking. The Wisconsin DOJ in consultation with the Wisconsin Technical College System Board and the Wisconsin Department of Transportation has identified the following industry-specific materials to meet that statutory requirement. These materials are used at CDL schools throughout the United States and are provided free of charge by the national non-profit, [Truckers Against Trafficking](#).

1. Sex Trafficking Materials

Truck Drivers: [Certified Truckers Against Trafficking Online Training](#)

- Complete the online (free) registration
- Watch the training video
- Take a short quiz to download a certificate of completion

Bus Drivers: Watch the [Busing on the Lookout \(BOTL\) Training Video](#)

2. Labor Trafficking Materials:

Provide the [Spotting Labor Trafficking Out on the Road brochure](#) from Truckers Against Trafficking or review the web page about [Spotting Labor Trafficking Out on the Road](#).

Students and instructors are encouraged to reach out for support and assistance if they need to talk. Resources can be found through the National Human Trafficking Hotline 1 (888) 373-7888

WHAT TO DO IF YOU WANT TO TRAIN AT *PRO CDL*

WRITTEN EXAM You will need to obtain an instruction permit prior to beginning training with us on the road. The permit is issued by the *Wisconsin Department of Transportation*, once you have successfully completed their written test and required physical examination. To prepare for the written test, study the *Wisconsin Commercial Driver Manuals*, (Volumes I and II), for the training you wish to receive. These manuals are free at your local *DMV* office. There are limitations on the number of times you may take the written exam within a given period of time, so, be certain to inquire at the information desk when you pick up the books. These books are available in both English and Spanish.

PHYSICAL EXAM Upon completion of the written exam, you will be required by *Wisconsin* to have a physical examination and drug screen before they will issue you the instruction permit. The forms needed for the physical exam are available at area *DMV* offices. The exam may be performed by your family doctor or clinic. *Pro CDL* does have medical clinics in this area, should you prefer to use ours.

INSTRUCTION PERMIT Once you have completed both exams, turn in the results to your local *DMV* office where they will issue your permit. Fees may vary from those listed on our *Training Fee Schedule*, so be certain to inquire at the time.

APPLICATION As soon as possible, fax or mail a copy of your permit and medical exam to our office along with a completed *Training Information Request Form/Application*. Upon receipt of these documents, we will contact you to schedule training. ***As our training is one on one, we schedule on a first come, first served basis which means there are NO application deadlines or specific beginning dates to worry about! In addition, because we train by the hour (4-hour minimums) and one on one, there are No specific ending dates because each student learns at their own pace!***

ADVANCED STANDING Since *Pro CDL* trains by the hour and you only pay for what you need; therefore, *Pro CDL* has a NO ADVANCED STANDING policy.

ATTENDANCE POLICY Your instructor has an individual attendance sheet for every student that keeps track of their training time. Every student is expected to sign and date the attendance sheet alongside the instructors at the beginning of each 4-hour session.

MISSED APPOINTMENTS – PRIVATE STUDENTS As noted, our training is based on one student and one instructor. Therefore, if you will be unable to attend your scheduled training session, a notice of 24 hours must be given to your instructor for it to be considered an “excused absence”. In the event of inclement weather on the day of your training, contact your instructor to determine if your training has been canceled. Failure to do either will result in your attendance being marked as “unexcused” and you being charged an additional fee of \$250.

MISSED APPOINTMENTS – SPONSORED STUDENTS Every student must sign off on the following policy language that exists on the bottom of their individual attendance sheet:

“NOTE: ATTENDANCE POLICY – IF STUDENT FAILS TO ADHERE TO 24 HOUR CANCELLATION POLICY. PRO CDL RESERVES THE RIGHT TO ENFORCE \$250 CANCELLATION FEE AND/OR REDUCE TRAINING HOURS ACCORDINGLY. IN ADDITION, IF STUDENT MISSES 3 OR MORE TRAINING SESSIONS, PRO CDL RESERVES THE RIGHT TO DROP STUDENT FROM THE TRAINING PROGRAM!”

TARDINESS – *Pro CDL* considers tardiness as being 15 minutes late; however, we understand that things come up. As such, your instructor will work with you, if possible, to make up the time within the 4-hour training session. If a student is late 5 or more times than *Pro CDL* reserves the right to drop student from the training program.

STUDENT PROGRESS

STUDENT PROGRESS REPORT As mentioned previously, if during the first four-eight hours of training your instructor feels that you are likely NOT to become employable as a driver in a reasonable period of time, he will inform you. You may then decide to discontinue training and pay only for the four-eight hours training or you may decide to continue training for as long as you feel it is worth the time and money. If you decide to continue, your instructor will provide you with a student progress report in writing letting you know what areas you are failing in. Generally, those areas discussed will include but not limited to PRE-TRIP INSPECTION, BACKING (Basic skills) and ON THE ROAD DRIVING (upshifting, downshifting, turning and overall general driving behavior) If you are a sponsored student, a copy of the student progress report will be faxed to your sponsor after each training session in order to ensure that proper communication between all parties involved is being adhered to. **Our grading scale for each area of training is simple: BELOW AVERAGE, AVERAGE, ABOVE AVERAGE**

Lastly, our ultimate objective is to ensure that our students receive all training as set forth in the Federal Motor Carriers Safety Regulations entry level requirements in accordance with 49 CFR.503. If it is determined that a student going for a Class A classification cannot become proficient in shifting a manual transmission (Pro CDL does not train on automatic equipment for Class A's) after 16 hours of training, we will suggest a Class B with an automatic transmission.

DISMISSAL AND READMITTANCE Pro CDL does NOT offer academic probation! Pro CDL does allow for Readmittance if a student is dismissed from the training program for poor performance or poor student conduct. However, the student MUST follow the appeals process outlined below.

Specific examples of which students may be dismissed include, but are not limited to, the following:

- Student committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or around our training facilities
- Violating any Pro CDL policy, procedure, rule or regulation that are set forth on the first day of class.
- Failing to obey, or lying to, an instructor or examiner who is performing his/her duties. Disrespect in the form of verbal or physical abuse directed toward a staff member is also prohibited.
- Behaving in a manner that significantly endangers the health or safety of other people on or around the training facilities
- Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Spice, Genie, Flakka, either illegally or on or around any college training building or facility.
- Any act that contributes to the sexual harassment, discrimination, or assault of another person on or around the training facilities.

STUDENT CONDUCT Those students who are successful at Pro CDL and go on to do well with employers have the following qualities:

- Integrity
- Honesty
- Loyalty
- Self- Sacrifice
- Accountability
- Self-Control

APPEAL PROCESS – POOR PERFORMANCE & STUDENT CONDUCT If dismissed from the program, an appeal may be made in writing to the training administrator. When reviewing the appeal, the chief administrator will consider all factors, including attendance, class participation, and grades. The student will be notified within 15 business

days if the appeal is approved or denied. If approved, the student will be readmitted to the school.

LEAVE OF ABSENCE The student should notify his trainer and Anthony Staton if a leave of absence is needed. Those students that are not sponsored can return to training when they are ready to move forward since, they pay by the hour. However, those students that are sponsored need to get permission from their sponsor and Pro CDL will follow the lead of the sponsor and adhere to the sponsors time frame for the requested leave of absence.

UPON COMPLETION OF YOUR TRAINING

ROAD TEST We will normally arrange for your *Wisconsin Pre-Trip and Road Test* exams by a licensed *Wisconsin Examiner*, at the conclusion of your training, in your training vehicle, for the specified fees noted in this *Bulletin*. You may provide your own examiner and test vehicle(s), if you wish.

RECORDS We will maintain a copy of your information request, instruction permit and final evaluation forms at our offices for seven years, following your completion of training. A copy of your “**CERTIFICATE OF TRAINING**” and “**INSTRUCTORS EVALUATION**” is kept permanently in our offices. The *Wisconsin Department of Transportation* issues and maintains their copy of your test results, according to their record retention schedule.

CONFIDENTIALITY Students enrolled at Pro CDL can be assured that their confidentiality is protected. ALL records are stored in secured area that can only be accessed by the owners of the school. No information, written or oral, will be released to other persons without the student's written permission. Pro CDL understands that employment/student verification will occur after completion of training. As such, a signed authorization from the student via the third party can be faxed or emailed to our office and such requests will be turned around within 48 hours unless due to extenuating circumstances.

SELF EVALUATION In an effort to ensure that Pro CDL has a collaborative and reflective process of an internal school review. We will send out a survey to our students asking for feedback on our training process and the instructor(s) that conducted the training. It provides Pro CDL with a means of systematically looking at how we teach and how pupils learn which in turn helps *Pro CDL* and our instructors to improve outcomes for learners.

DISAGREEMENTS In the event that, during the course of or, following your training at *Pro CDL*, you are dissatisfied for any reason, please feel free to contact any of the individuals listed below under “**Pro CDL Staff & Ownership**” to resolve problems with your instructions or fees. **If you are still not satisfied with the results please contact:**

**Department of Safety and Professional Services
Educational Approval Program,
P.O. Box 8366,
4822 Madison Yards Way, Madison, WI 53705
www.dsps.wi.gov;
dspseap@wisconsin.gov
(608) 266-1996.**

THE PRO CDL STAFF & OWNERSHIP

KIM STATON: <i>Pro CDL Staff</i> Owner & Training Administrator.	414-218-0093
ANTHONY STATON: <i>Pro CDL Staff</i> Owner & On The Road Instructor	414-463-2955
JAMELL SALAAM: <i>Pro CDL Staff</i> On The Road Instructor	414-234-1482

DATES OF HOLIDAYS WHERE INSTRUCTION IS NOT PROVIDED*

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

***If the student and instructor mutually agree to train on a holiday to make up for a cancelled class or other unforeseen circumstances beyond the students or schools' control then an exception to this rule will be made. Both parties must be in agreement; however, no student will be expected to train on holidays listed above.**

Regarding.....

PRO CDL and EMPLOYMENT

PRO CDL is a CDL truck driver training service created for individuals wanting to learn to drive trucks commercially, for the purpose of obtaining or maintaining employment within the industry. Training is based upon the individual's goals and begins with his or her current level of experience. Training takes as little or as much time as the student needs. It is important to note that the actual skills acquired in training for a CDL, may not be sufficient for some employers who may require prior industry employment, such as, *2 years' experience*.

PRO CDL is NOT a placement firm and we do not guarantee employment but does assist students in many ways, for the benefit of those seeking employment. We publish a monthly list of new drivers, which is current for the last 12 months, to distribute to potential employers on a regular basis. Students who wish to remain on the list longer than the past 12 months should notify *Pro CDL*, in writing. Our monthly seminars are designed to help new drivers maximize their employment potential and create a clear path toward their goals. For those who may be interested, we conduct regularly scheduled *Employer Identification* field trips. *Please keep in mind that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.*

However, before beginning training with *Pro CDL*, it is important that you read and understand the following points.

THE INDUSTRY is composed of 2 major classifications, (other than military or agriculture.) One group is known as *Commercial* or *For Hire* transportation; most commonly called *Trucking Companies*. The second group is referred to as *Private Carriers* or companies that transport their own products in their company owned, (or leased), vehicles. Commercial carriers are, by far, less likely to employ inexperienced drivers as compared to Private carriers, who often provide *On The Job Training*. Our field trips are designed to assist students in identifying potential employers, as it is often difficult to discern the difference between the two entities.

EMPLOYMENT in any industry may require certain levels of training, experience, certification or even physical attributes. The trucking industry is, by nature, physical. Employers generally seek individuals who exhibit good health and physical capabilities for this type of work. Many employers need drivers who are also personable, as their job description requires sales activities as well. As the transportation industry requires punctual and timely performance, employers will research an applicant's prior employment for these attributes. *Pro CDL* does have a very good reputation among many employers in South Eastern Wisconsin as an accomplished CDL driver trainer. However, it is the student's personal profile, which does include professional training, that will ultimately determine his or her qualifications for employment.



Professional CDL Training LLC

P. O. Box 18690, Milwaukee, WI 53218

Administration Office: 414-218-0093 Fax: 414-463-2955 Email: TrainMe@procdl.net

Training Information Request Form

The content of this form is for informational purposes and will be used to create a training contract when you begin training with Pro CDL. To be contacted for training, please complete, sign, date and return this form to us in person, via fax, email, or snail mail.
(Please Print Clearly)

Student Information

Last Name _____ First Name _____
 Telephone _____ E-mail _____
 Address _____ Apt. # _____
 City _____ State _____ Zip Code _____
 Driver's License # _____ State _____ Date Expires _____
 Current CDL Instruction Permit? Yes ___ No ___ If yes, what Class? Class (A) ___ Class (B) ___
 When does your CDL Instruction Permit expire? _____
 Do you have a current Medical Examination Certificate? Yes ___ No ___
 If yes, when did you get it? _____

Anticipated Payment Information

How do you anticipate your training will be paid for? Yourself ___ Employer ___ Government Agency ___
If training will be paid for by an employer or an agency, please provide details below.

Name of Employer or Agency _____
 Mailing Address _____ City _____ State _____ Zip _____

Please provide the Name(s) and Title(s) of person(s) authorizing payment for your CDL training.

Name _____ Title _____
 Telephone _____ Fax _____
 Name _____ Title _____
 Telephone _____ Fax _____

Is a cost estimate required? Yes ___ No ___ Is a Purchase Order required? Yes ___ No ___

Have you reviewed the Student Driver Qualification, Prerequisites and Training Fee Schedule? Y ___ N ___

Would you like to be notified of our next Commercial Truck Driver's Employment Seminar? Y ___ N ___

Your Signature _____ Date _____

Please make a copy of this completed form for you records