

## ORGANIZATIONAL FRAMEWORK

The curriculum is clearly delivered through a defined organizational framework that has institutional support and with a staff who possess administrative qualifications. (Organization/Flow Chart, Name, Title, curriculum responsibilities)

## STUDENT ELIGIBILITY AND ADMISSIONS

The school has clear, written eligibility curriculum requirements and an admissions policy that the school follows and provides to prospective students.

Except as otherwise required by law, an applicant must meet the applicable minimum provincial driver qualification requirements.

## WRITTEN POLICIES AND PROCEDURES

The school must utilize a written safety/accident prevention policy. Any liability of the school and/or students should be clearly defined, and evidence of insurance coverage provided.

## COURSE OUTLINE

The curriculum clearly identifies units of instruction including their sequence, broad purpose, and general content.

It is provided to all participants and is available to other interested parties.

## COURSE GOALS

The curriculum is guided by clearly stated objectives matching the needs of both the students and the transportation industry.

Objectives are industry specific to meet or exceed the job performance requirements of the industry and clearly indicate the type of knowledge, skill and behavior students must demonstrate.

## TRUTH IN ADVERTISING AND PUBLIC INFORMATION

Advertising statements and informational materials, including all printed material, websites, television and radio ads, audiotapes, and publications are clear, truthful, accurate and unambiguous in describing the school's driver training program.

## PRINT MATERIALS

Printed instructional materials:

- are appropriate to their intended use during instruction, or preparation for instruction
- fit conditions of use (e.g., classroom, in yard, in vehicle, self-study, computer-based training)
- are appropriate to ability level of trainees
- are provided to each trainee
- contain up-to-date information.

## INSTRUCTOR QUALIFICATIONS

The following instructor qualifications must be met and to maintain instructor status for teaching the mandatory entry-level training course for commercial Class A truck drivers:

- Must have a valid Class A driver's licence
- Must have at least five consecutive years documented experience with a Class A driver's licence immediately prior to application demonstrated by an up to date driver's abstract that reflects the instructor's driving record at time of application
- Must not accumulate four (4) or more demerit points on their Ontario driver's licence record, or comparable record from another jurisdiction upon application and to maintain instructor status

A driver abstract must be obtained on a yearly basis confirming instructor's driver's licence validity and demerit point total

## STUDENT/INSTRUCTOR/VEHICLE RATIO

- In-class: a maximum of 15 students will be permitted. The time allotment is calculated at 1:1.
- In-yard: a maximum of 4 students will be permitted. Example: If 1 hour of in-yard time is required for 1:1 instruction, and provided the instructor is giving direct instruction to a student while the other 3 observe, it is considered 1:1 for all 4. However, with 4 students who are working alone or together, without the instructor present, the in-yard time is not credited to the overall time of 103.5 hours.
- In-cab: a maximum of 4 students will be permitted. The behind-the-wheel (BTW) time allotment is calculated by the number of students. Example: If 1 hour of BTW time is required, with 3 students in the cab, the time increases to 3 hours; 1 hour of BTW and 2 hours of observation. Observation time is not calculated toward completion of the mandatory training hours.

## TRAINING VEHICLES

Vehicles are comparable in size and power to industry sector for which students are being trained.

- Trailer with a Manufacturer's Gross Vehicle Weight Rating (MGVWR) of at least 4,600 kg
- Full-air brake system on both tractor and trailer
- Minimum tandem axle tractor and a tandem axle trailer
- 5th wheel coupling device
- Single trailer with a minimum length of 45 feet and a minimum distance of 35 feet measured from the kingpin to the center of each rear bogie

All highway vehicles are in good mechanical condition and comply with applicable /provincial safety requirements.

## INSTRUCTOR STAFF DEVELOPMENT AND SUPERVISION

Instructors must participate in an ongoing staff development program and activities, such as in-service training, membership and be willing to participate in TTSAO, or other training activities designed to improve their teaching competencies.

Also, to ensure high quality instruction, instructors are carefully supervised and systematically evaluated at least annually with appropriate documentation. Instructors who have been employed by the school for less than one year should be evaluated quarterly.

## LESSON PLANS

The curriculum must have written daily lesson plans for classroom, yard and OTR, and instructors comply with the daily lesson plans to ensure quality, consistency, and uniformity of instruction.

These outlines or plans are used to guide each session.

They should include:

- content
- key points
- objectives
- frequent evaluation activities
- trainee practice or use of information

## CLASSROOM CONDITIONS

The classroom is safe, sanitary, and comfortable, with adequate furnishings, light, temperature, ventilation, and space.

## IN YARD CONDITIONS

Instruction is provided in a safe, controlled area where trainee's can operate a commercial motor vehicle safely.

Adequate sight lines and lighting are available to instructors and trainees.

## IN-YARD DOCUMENTATION

In-yard tests must be able to assess a student's ability of the vehicle control skills and routine driving procedures in yard.

Documentation must meet Ontario MELT standards.

## HIGHWAY INSTRUCTION CONDITIONS

Behind-the-wheel (BTW) instruction is conducted under various highway and traffic conditions that satisfy the TTSAO MELT APPROVED curriculum standards objectives and will demonstrate that the student can operate the vehicle safely.

## PRE OVER THE ROAD EXAMINATIONS

Use of routes are conducted in traffic that permit a wide range of driving scenarios, and the results are recorded on an examination checklist that meet or exceed Ontario MELT standards.

The routes to be used must be pre-planned to provide as comprehensive a test of students driving skills as possible in the geographic area in which the school is located and meet or exceed Ontario MELT standards.

Pre over the road examinations are completed in a van or box-type tandem axle trailer – with a minimum length of 53 feet and a tractor with a tandem axle and meet or exceed MELT standards.

## FOLLOW-UP

A follow-up system is used to determine:

- student employment
- program effectiveness
- CDL pass rates
- placement rates
- course failure rates

## IN-TRAINING FILE

An "in-training" file is maintained for each student.

The file must contain the student's training records, attendance/time records, test results, unit completion, progress information such as achievement of objectives record, behind-the-wheel time records and such other documents that are required by provincial law.

The files must be up-to-date and secure, and acknowledgment signed by both instructor and student.

## STUDENT RECORDS

Complete records of graduates are kept as required by their province or for a minimum of five (5) years.

Permanent records are kept as required by their province or for a minimum of five years.

A permanent student record includes, at a minimum,

- records of admission
- documentation that the student meets the admissions requirements
- records of attendance (dates of entry and departure) signed by both instructor and student
- records of training time
- program of study including clock/credit hours and grades
- performance, status and completion date
- copies of TTSAO certificate or graduation certificate with TTSAO seal

Records are provided to TTSAO upon request.

Records are securely maintained.

Each student/instructor keeps a “driver duty status record” or other appropriate documentation of the student’s behind-the-wheel time that is recorded in such a way as to be:

- clear and unambiguous
- signed by the student and signed or initialed by the instructor
- acknowledged by the student if any corrections are made
- easily understood for audit purposes

Verification of the correctness of the record/document would include:

- Start/stop time
- BTW time
- Yard/highway time
- Night driving
- Weighted trailer time
- Time totals