



Entry Level Driver Training

All drivers with a current Commercial Drivers License (CDL) and having less than one-year experience in interstate commerce must complete the Entry Level Training Program. If you have completed this training with another carrier or training school, then you must submit a copy of their Entry Level Training Certification to Safety Administration.

If you have not completed the Entry Level Training program then follow these instructions:

- Driver must review the enclosed training material.
- Driver must sign the Certificate of Completion at the end of this manual.
- Provide a copy of the Certificate to the driver and send the original to Safety Administration.

ENTRY – LEVEL DRIVER TRAINING

OVERVIEW

Driving a commercial motor vehicle is a rewarding but sometimes tough job. It comes with many responsibilities that also make the profession stressful. Keeping that in mind, the Government mandated (49 CFR Part 380) commercial vehicle drivers to become familiar with certain topics. The topics are:

- Hours of Service
- Driver Qualification
- Driver Wellness
- Whistleblower Protection

In addition to those topics, which we feel are important to your safety and the safety of those who share the road with you, we have also included another topic – Defensive Driving.

As you read the material enclosed, we would like you to think about your own operation and how it could be improved to make your life healthier and safer. Remember, **YOU CAN MAKE A DIFFERENCE!**

HOURS OF SERVICE

The Federal Motor Carrier Safety Administration (FMCSA) has shown that crashes can occur as a result of CMV driver error caused by inattention. Inattention can be the result of driver fatigue. Listed below are the hours-of-service regulations for truck drivers. The recent changes have tried to address fatigue in truck drivers.

11-HOUR RULE

395.3 Maximum driving time for property-carrying vehicles.

- Subject to the exceptions and exemptions in 395.1:
- No motor carrier shall permit or require a driver used by it to drive a property-carrying commercial motor vehicle, nor shall any such driver drive a property-carrying commercial motor vehicle:

→ *More than 11 cumulative hours following 10 consecutive hours off duty;...*

- What this means is that a driver is allowed to drive up to 11 hours in his 14 hours of coming on duty. After the driver has accumulated 11 hours of driving or hits the 14th hour, he may no longer drive until he has had 10 consecutive hours off.

14-HOUR RULE

395.3 Maximum driving time for property-carrying vehicles.

- Subject to the exceptions and exemptions in 395.1:
- No motor carrier shall permit or require any driver used by it to drive a property-carrying commercial motor vehicle, nor shall any such driver drive a property-carrying commercial motor vehicle:
 - *For any period after the end of the 14th hour after coming on duty following 10 consecutive hours off duty, except when a property-carrying driver complies with the provisions of 395.1(o). (Addressed later under “14-hour Rule Exemption”)*
- What this means is that once a driver goes into an on-duty status, 14 hours later he can no longer DRIVE. All time in all duty statuses are counted from that starting time. This includes off-duty, driving, on-duty not driving, and in most instances, sleeper-berth. Once a driver has reached the 14th hour, he must take 10 consecutive hours off before he may drive again.

Sleeper Berth Exception

1. Neither period of sleeper is less than 2 hours.
2. Driving time in the period immediately before and after each rest period when added together does not exceed 11 hours; and
3. The on-duty time in the period immediately before and after each rest period when added together does not include any driving after the 14th hour.

70-HOUR RULE

395.3 Maximum driving time for property-carrying vehicles.

- No motor carrier shall permit or require a driver of a property-carrying commercial motor vehicle to drive, nor shall any driver drive a property-carrying motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after:
 - *Having been on-duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week. Any period of 8 consecutive days may end with the beginning of any off – duty period of 34 or more consecutive hours.*
- What this means is that once a driver reaches 70 hours of on-duty driving and on-duty not driving time in 8 consecutive days, he can no longer drive until he has hours available.
- Hours are calculated by adding the 7 previous days of on-duty driving and on-duty not driving time and the current day's on-duty time and subtracting that from 70 (70 hours in 8 days). The remainder is the amount of time in which all DRIVING must be completed.

- A driver may get a new 70 hours by taking 34 consecutive hours off. HOWEVER, to use the 34-hour restart, the driver may not be over 70 hours in the last 8 days. If the driver is over the 70 hours in 8 days, he must wait until he is in compliance PRIOR to taking advantage of the restart. This may require the driver to take multiple days off until he may use the “restart” provision.
- *Besides your actual time behind the wheel, you are on-duty whenever you are either working or required to be in readiness to work. All on-vehicle time (except when you are in the sleeper berth) is considered on-duty time, even when you are not driving.*
- *In addition, time spent doing your required inspections or troubleshooting vehicle problems, loading, unloading, carrying out your duties at an accident scene, even reading this document is considered on-duty time and therefore must be logged on line 4 on the time graph of your logs.*

You are required to keep your record of duty status (log) for each 24 hours. This log must be kept up to date to your last duty status change, must be in your own handwriting, and be completed in duplicate or on an on-board recorder. You must send in your logs to your Safety Department every 7 days.

While in a motor carrier’s service, you must have in your possession a log for the current day and logs for the previous 7 days. These logs must be current and available for inspection by law enforcement officials upon request. Failure to produce these logs can cause a driver to be placed out of service at roadside inspections.

DRIVER QUALIFICATION

There is a basic set of criteria that must be met by any driver who is subject to the FMCSR. The safety regulations specify you are qualified to drive if you meet all the Federal requirements listed below:

- You are at least 21 years old.
- You can speak, read and write English well enough to do your job.
- You can drive your truck safely.
- You can pass the DOT physical exam, including the drug testing requirements.
- You have only one up-to-date driver’s license.
- You have taken a DOT written exam on the drivers’ regulations.
- You have passed a truck driver’s road test.
- You have filled out a detailed job application.
- You have a good traffic record.
- You also must be able to determine whether the cargo you are transporting is loaded properly.
- You must be familiar with the methods and procedures for securing cargo. This applies to both passengers and freight.

PHYSICAL QUALIFICATION

Of all the requirements you must meet in order to drive a commercial motor vehicle, being physically qualified is one of the most important. The law spells out quite clearly that you cannot operate a commercial motor vehicle unless you are physically qualified and carry a current medical examiner's certificate.

Physical Qualification requirements are listed in Par 391, Subpart E of the FMCSR.

You may not drive if you are:



- Missing a foot, arm, hand or leg (and have not been granted a skill performance evaluation certificate).
- Have an impairment of an arm, finger, hand, foot or leg, which interferes with your ability to perform normal tasks (and have not been granted a skill performance evaluation certificate).
- Have diabetes, which requires insulin for control.
- Have poor vision that affects your ability to see objects that are far away, to the side and traffic light colors. (You may use corrective lenses but must have visual acuity of at least 20/40 in each eye and 70% field of vision in each eye.)
- Have poor hearing. (You can use a hearing aid but must be able to hear a forced whisper from 5 feet away in at least one ear.)
- Have chest or breathing problems like chronic asthma, emphysema or chronic bronchitis.
- Have high blood pressure (hypertension, blood pressure should be below 140 over 90) likely to interfere with driving.
- Have a heart disease, which causes chest pain, fainting or shortness of breath.
- Have any mental problems likely to interfere with your ability to drive a commercial motor vehicle.
- Have loss of movement or feeling in part of your body.
- Have any sickness that is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle.
- Have clinical current diagnosis of alcoholism.
- Use of certain drugs or dangerous substances except when prescribed by a doctor who has prescribed the drug knowing your job tasks and has advised you that your ability to drive a commercial motor vehicle will not be affected.

DRIVER DISQUALIFICATION



Under Sec. 391.15 of the FMCSR, you will be disqualified from driving if you are convicted of any of the following while driving a commercial motor vehicle:

- Driving under the influence of a controlled substance.
- Driving under the influence of alcohol as prescribed by state law or 0.04% or refusing to be tested.
- Possessing, transporting or unlawful use of controlled substances or drugs.
- Being found guilty of committing a felony involving a commercial motor vehicle.

- Leaving the scene of an accident.
 - Losing your driving privilege to operate a commercial vehicle by a State or Federal agency until such time as that agency restores your driving privileges.
 - Any 2 or more serious violations (in any vehicle) from the following list in accordance with 383.51(c).
 - Excessive speeding (15 mph or more)
 - Reckless driving
 - Improper or erratic lane change
 - Following too closely
 - Violating a motor vehicle traffic control law in connection with a fatality accident.
 - Driving a CMV without obtaining a CDL
 - Driving a CMV without a CDL in the driver's possession
 - Driving a CMV without the proper class/endorsement being issued
 - Railroad-highway crossing offenses
 - Violation of an out-of-service order following a roadside driver/vehicle inspection.
- *All road inspections performed by D.O.T. or State officials are to be submitted immediately to Safety Administration along with verification that all defects have been corrected or repaired.*

In accordance with the regulations, the length of time you will be disqualified can range from 6 months to 3 years and will be determined by the severity of the offense.

Additionally, company policy may have stricter standards for drivers that may disqualify them from the carrier's service for longer periods.



DRIVER WELLNESS

Good health is an essential part of being a truck driver. Eating, exercising and getting lots of rest will payoff in the long run. Your job is very stressful and being in good physical shape will help you deal with that stress.

Blood pressure, blood cholesterol and your weight are good indicators of your overall health. Periodic physicals help you and your physician monitor your health and look for trouble. If a potential problem arises, it is best to treat it early before it become serious.

→ *The Safety Department of the motor carrier should be notified immediately anytime the driver has a medical condition that requires treatment by a physician.*

BLOOD CHOLESTEROL

Cholesterol is a plaque (fatty, waxy substance) that can build up in your blood vessels and restricts the flow of blood. In most cases, we do not know the blood to our heart or brain is being restricted, which can lead to a heart attack or stroke.

Cholesterol comes in two forms: LDL, which is the 'Bad' cholesterol that causes the buildup, and HDL, which is the 'Good' cholesterol that removes buildup. Total cholesterol should be under 200, LDL under 130 and HDL over 50.

BLOOD PRESSURE



High blood pressure is very dangerous. If you haven't had yours checked lately, do it. If you find your blood pressure is above 140 over 90 seek medical help. High blood pressure can lead to heart disease, strokes and kidney disease.

How do you keep your blood pressure in range?

- Eat healthy, lots of fruits, vegetables and low fat dairy products.
- Less salt intake.
- Quit smoking.
- Alcohol in moderation.

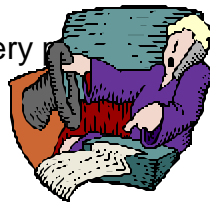


WEIGHT

Being overweight contributes to health problems such as high blood pressure, high cholesterol, back and joint aches, etc. Watching your intake of calories, especially as you get older, will improve your chances of not gaining weight and improving your health.

EATING HABITS

Many truck drivers have very poor eating habits. Poor eating habits affect:



- Overall driving ability
- Perception
- Alertness
- Reaction time
- Health in later years

Bad habits include eating



- Too much
- Too fast
- The wrong foods

A poor diet can cause:



- Fatigue
- Headaches
- Lack of energy
- Indigestion

Over time, a poor diet can lead to:

- High Blood Pressure
- High Cholesterol Levels
- Being Overweight
- Nervous Disorders

All of these can lead to problems with your circulation and heart. A good diet, on the other hand, helps a driver stay alert and have enough energy to do his job.

EXERCISE



It is important to get enough exercise. Regular exercise:

- Reduces fat, which in turn helps you lose weight.
- Tones muscles.
- Helps keep your reflexes and reactions sharp.
- Helps you relax.
- Helps prevent heart and circulatory problems.

→ *Eating the wrong food, lack of exercise and smoking are major causes of heart disease.*

REST

Truck drivers need to be alert and well rested. It is best for all drivers to avoid too much activity, parties, alcohol and stressful situations during their off-duty time just before driving.

→ *Off-duty time is not rest time if the driver has been partying, working hard around the house, etc. Be sure you use your rest time resting.*

FATIGUE

As a truck driver you are responsible for your condition when you report for work. You must do your best to stay rested. Fatigue can be a dangerous problem for truckers. It is the underlying cause of many accidents. Fatigue is often a real problem for long haul truck drivers who have irregular schedules.

Fatigue can be caused by:

- Lack of sleep
- Long tedious tasks, such as long periods of driving
- Loading a large shipment
- Being overweight or out of shape
- Being sick with a cold or flu
- Having a sleep disorder such as sleep apnea. (A condition that can waken an individual hundreds of times during the night as a result of breathing difficulties. If

you suspect you may be suffering from a sleep disorder, consult a physician for treatment.)

- *A fatigued driver may not recognize hazards and may tend to misjudge clearances, speed and following distances.*
- *A fatigued driver may not be able to respond quickly to situations.*
- *A fatigued driver may distort the overall picture of the traffic situation. Depth perception may be less accurate.*
- *A fatigued driver's reaction time may be lengthened. A normal reaction is $\frac{3}{4}$ of a second. If you are traveling at 50 mph, you will travel 112.5 feet during that time. A fatigued driver may take a second to react. That driver will travel 174 feet. Those extra 62 feet may make the difference whether or not an accident can be avoided.*



RECOGNIZING SYMPTOMS OF FATIGUE

The major signs of fatigue are obvious:

- Your eyes get heavy, dull and you may lose focus.
- You yawn frequently or repeatedly.
- You feel unwilling to do anything.

HOW TO DEAL WITH FATIGUE

The best way to deal with fatigue is to prevent it. If it does occur, you must recognize it and deal with it at once. You can cut the chances of fatigue, if you get plenty of rest, eat the right foods and get plenty of exercise. When you are on the road, try to remain active. If you become tired, stop and get some rest. Do not risk falling asleep at the wheel. A quick nap (10-15 minutes) is the best remedy. Opening a window, turning up the radio or having a cup of coffee are all *MYTHS*. In fact, in many cases, they may actually lull you into sleep.

SO WHAT'S THE CURE FOR FATIGUE?

Sleep is the best solution. There is no substitute!!



Other aids include: Air conditioning can help prevent fatigue. Keep the cab cool; warm air can make you sleepy. Walk and stretch for a few minutes every so often.

WHISTLEBLOWER PROTECTION

The provisions of 49 CFR s.380.500 et al state that a motor carrier employer may not discharge, discipline or discriminate against an employee regarding pay, terms, or privileges of employment because the employee:



1. Filed a complaint related to a violation of a commercial motor vehicle safety regulation;
2. Began a proceeding related to a violation of a commercial motor vehicle safety regulation;
3. Testified in a proceeding related to a violation of a commercial motor vehicle safety regulation;
4. Will testify in a proceeding related to violation of a commercial motor vehicle safety regulation; or
5. Refused to operate a commercial motor vehicle, because of one of the following two items:
 - Such operation would have violated a Federal safety or health regulation.
 - The employee had a reasonable apprehension that he or she or someone else, would have been seriously injured or impaired had the unsafe vehicle been operated and the employee asked the employer to correct the unsafe vehicle's condition, and the employer refused.

If you feel that your employer has retaliated against you for taking one of the above actions, you may file a complaint with the Secretary of Labor. Specifically, the complaint (which need not be in a specific form) may be filed with the area director of the office of the Occupational Safety and Health Administration in the area in which the violation has allegedly occurred. 29CFR 102 (c).

In addition, the FMCSA has established "The Motor Carrier Safety Hotline" which is available to commercial vehicle drivers to submit reports of actual or potential violations of the federal motor carrier safety regulations. The line, 1-888-DOT-SAFT (368-7238), is a toll free number for drivers nationwide to contact the Federal Motor Carrier Safety Administration. The Safety Violation and the Consumer Household Goods Commercial Complaint Website Hotline <http://www.1-888-DTT-SAFT.com> is also available to drivers to report safety violations to the Federal Motor Carrier Safety Administration online using a secure system.

Obviously, our company would like to provide you with someone within our organization to contact, if you feel the need to discuss actual or potential violations or complaints. Mark Davison, Director of Safety Administration, can be reached at 260-429-3313.

ALCOHOL AND DRUG ABUSE

Driving, drugs and drinking are a deadly combination. Truck drivers do not need alcohol or controlled substances to accomplish their job. If you are under the influence, stay away from your truck and under no circumstances drive.

Being a professional driver means knowing when it is safe to drive. Stay healthy, get plenty of rest and **do not** rely on drugs or alcohol to keep you awake or deal with stress. If you think you have a problem seek professional help.

DEFENSIVE DRIVING

Drivers of all types of vehicles should keep plenty of space between themselves and others to avoid problems. In real life, it may not always work that way. People make mistakes that can create an emergency; therefore, we all have to be watchful of those emergencies. To help drivers do that we have established a Defensive Driving Program called S.I.P.D.E. By following these steps it can help you remain accident free.

S.I.P.D.E. DEFENSIVE DRIVING PROGRAM

Search the driving environment. Continually be aware of what is going on around you. Scan ahead and use your mirrors – all of them.

Identify potential and immediate hazards.

Predict the action of others and how they will impact your time and space zone.

Decide what vehicle control maneuver is necessary to avoid an accident.

Execute the actual physical maneuver to avoid an accident.

S.I.P.D.E. is an effective driving tool that can help prevent accidents. It requires a driver's full attention to his job. The driver must eliminate distractions, be rested and alert and must always drive in a defensive manner.

ACCIDENT REPORTING

Our hope is that you never have an accident but if you do you will need to call Accident Reporting regardless of fault, time of accident, or extent of damage. Remember all accidents must be immediately reported by calling:

800-634-2481
24 Hours a Day – 7 Days a Week

CONCLUSION

As a commercial motor vehicle driver, operating safely is in everyone's best interest. Following the practices reviewed in this training program can help you to feel better, allow you to handle the stresses of your job, and help you to operate more safely.