



## Course Number and Title: CTS 108 Professional Driver Development

**Campus Location:**

Georgetown

**Effective Date:**

2019-51

**Prerequisite:**

ENG 090 or higher, MAT 005, SSC 100 or concurrent

**Co-Requisites:**

None

**Course Credits and Hours:**

3.00 credits

3.00 lecture hours/week

0.00 lab hours/week

**Course Description:**

This course introduces the trucking industry from the perspective of a commercial driver applicant by discussing commercial driver qualifications, job seeking skills, substance abuse awareness, driver wellness, and whistleblower protection.

**Required Text(s):**

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

**Additional Materials:**

None

**Schedule Type:**

Classroom Course

**Disclaimer:**

None

**Core Course Performance Objectives (CCPOs):**

1. Discuss professionalism and functions within the commodities supply chain relative to the trucking industry. (CCC 4; PGC 9)
2. Identify and discuss commercial driver qualifications and disqualifications as outlined in the Federal Motor Carrier Safety Regulations (FMCSR). (CCC 4; PGC 8)
3. Develop a professional job search strategy to include portfolio building, proper completion of commercial driver employment applications, cover letters, job interview preparation, and follow-up contacts. (CCC 1, 2, 4; PGC 10)
4. Discuss job retention strategies. (CCC 1, 2, 4; PGC 10)
5. Discuss the substance abuse prohibitions and substance abuse testing requirements of the FMCSR. (CCC 4; PGC 8)
6. Discuss challenges and solutions of work/life balance relative to the truck driving industry. (CCC 2, 4; PGC 8, 9)
7. Discuss the regulations regarding motor carrier Whistleblower Protection. (CCC 4; PGC 8)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

### Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Discuss professionalism and functions within the commodities supply chain relative to the trucking industry.
  1. Explain the role of the trucking industry within the commodities supply chain.
  2. Define important terms common to the trucking industry.
  3. Discuss the importance of professional behavior by commercial drivers.
  4. Discuss the nature and role of regulation in the trucking industry.
  5. Discuss The Federal Motor Carrier Safety Administration (FMCSA) Comprehensive Safety Analysis (CSA) program.
2. Identify and discuss commercial driver qualifications and disqualifications as outlined in the Federal Motor Carrier Safety Regulations (FMCSR).
  1. Explain the commercial driver qualifications and disqualifications as outlined in the FMCSR.
3. Develop a professional job search strategy to include portfolio building, proper completion of commercial driver employment applications, cover letters, job interview preparation, and follow-up contacts.
  1. Demonstrate how to properly complete a commercial driver employment application.
  2. Construct an employment and personal history portfolio to be used for job search purposes.
  3. Identify the application procedure for a Transportation Worker's Identification Card (TWIC).
  4. Identify employment opportunities in the long-haul and local employment sectors of the trucking industry using conventional and online resources.
  5. Identify the purpose and structure of a basic letter of application (cover letter).
  6. Demonstrate effective communication via telephone, letters, and/or e-mail relative to the field.
4. Discuss job retention strategies.
  1. Discuss communication techniques that allow a driver to professionally interact with customers.
  2. Explain communication techniques that allow a driver to professionally interact with the general public.
  3. Identify communication techniques that should not be used with the general public.
  4. Identify communication techniques that allow a driver to professionally interact with employers and supervisors.
  5. Discuss procedures for handling complaints.
  6. Identify effective listening and appropriate responses in communications with others.
5. Discuss the substance abuse prohibitions and substance abuse testing requirements of the FMCSR.
  1. Identify, discuss, and explain the substance abuse prohibitions and substance abuse testing requirements of the FMCSR.
6. Discuss challenges and solutions of work/life balance relative to the truck driving industry.
  1. Identify signs of fatigue and stress.
  2. Explain strategies for dealing with fatigue and stress.
  3. Identify elements of a good diet.
  4. Outline an exercise program for life on the road.
  5. Identify personal sleep patterns and needs.
  6. Discuss methods for determining sleep deprivation.
  7. Identify the effects of drugs and alcohol.
  8. Discuss possible stress caused by being on the road and away from home for long periods of time, and identify strategies to cope.
  9. Explain the driver's role in the trucking industry.
  10. Identify potential pressures in the trucking industry to exceed the Hours of Service Regulations, and describe strategies to deal with them.
  11. Describe ways to find a safe place to park and rest.
7. Discuss the regulations regarding motor carrier Whistleblower Protection.
  1. Identify and discuss the FMSCR regarding motor carrier Whistleblower Protection.

### Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

### Final Course Grade:

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative Assessments – 3 quizzes (equally weighted)	50%
Summative Assessment – 1 exam	50%
TOTAL	100%

**Core Curriculum Competencies (CCCs are the competencies every graduate will develop):**

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

**Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):**

1. Operate a tractor-trailer equipped with a multi-range, non-synchronized transmission on the public roadways.
2. Identify mechanical defects in the performance of pre-trip, en route, and post-trip vehicle inspections.
3. Operate a tractor-trailer in reverse through a series of maneuvering exercises accordance to State of Delaware licensing standards.
4. Perform safe coupling and uncoupling of typical tractor-trailer units.
5. Explain safe cargo handling and documentation.
6. Explain safe and legal procedures at an accident scene and proper reporting of accidents.
7. Plan an interstate trip including map reading/route selection, calculating driving time and fuel consumption, estimating distances, personal expenses, and personal needs.
8. Identify, explain and comply with the Federal Motor Carrier Safety Regulations Part 390– 397, 380, 382 and 383.
9. Explain the driver's role in the trucking industry and the role of trucking in our nation's economy and security.
10. Create a professional job search and job retention plan.

**Disabilities Support Statement:**

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.