CDL Skills
# CDL Skills

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Appendix B: EM-44 Operator’s Report
# Course Schedule

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<th>Start</th>
<th>Duration</th>
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<tr>
<td>Abstract</td>
<td>8:30 a.m.</td>
<td>30 minutes</td>
<td>Abstract and Learning Objectives</td>
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<td>Lesson One</td>
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<td>75 minutes</td>
<td>Introduction to CDL Skills</td>
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<td>Break</td>
<td>10:15 a.m.</td>
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<td>Lesson Two</td>
<td>10:30 a.m.</td>
<td>60 minutes</td>
<td>Pre Trip Inspection</td>
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<td>Lesson Three</td>
<td>12:30 p.m.</td>
<td>60 minutes</td>
<td>Skills</td>
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<td>Lesson Four</td>
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<td>Road Test</td>
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<td>Break</td>
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<td>15 minutes</td>
<td>Break</td>
</tr>
<tr>
<td>Field Practice</td>
<td>2:45 p.m.</td>
<td>90 minutes</td>
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<tr>
<td>Day One Review</td>
<td>4:15 p.m.</td>
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<td>Adjourn Day One</td>
<td>4:30 p.m.</td>
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<tr>
<td>Field Practice (cont’d)</td>
<td>2:45 p.m.</td>
<td>90 minutes</td>
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<tr>
<td>Daily Review</td>
<td>4:15 p.m.</td>
<td>15 minutes</td>
<td></td>
</tr>
<tr>
<td>Adjourn</td>
<td>4:30 p.m.</td>
<td></td>
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Abstract

This course is designed to teach participants how to pass the CDL pre trip inspection and the five CDL basic control skills tests. Students will receive the majority of their instruction in the field with simulated hand-on experiences. Each student will receive personal instruction, both on the road and off.

Learning Objectives

The learning objectives for this course are as follows:

- Do a proper CDL pre trip inspection
- Learn the five CDL basic control skills
- Complete the portions with the CDL skills exam proficiently enough to pass the CDL skills exam
Lesson One: Introduction to CDL Skills
Overview of CDL Skills Exam

- Testing structure
- Appointment necessary
- Test components

A. Overview of the CDL Skills Exam

1. Testing structure is individually regulated by the testing centers

2. No matter what structure your testing center follows, all drivers must first call to make the appointment and pay for the test

3. The test will then consist of the following areas:
   a. Pre-trip
   b. Skills
   c. Road

4. Within this course, you will be provided information and hands-on practice to assist you in passing each section of the exam
B. Why is the CDL license required?

1. Within the HT Series, the classifications are required as a minimum qualification to have and maintain the following CDL licenses:
   a. HT1 – CDL B and Tanker Endorsement
   b. HT2 – CDL A and Tanker Endorsement

2. The following are the differences between the A and B
   a. A must have
      1. Combination vehicle endorsement
      2. B license holders may only pull trailers with a Gross Vehicle Weight Rating (GVWR) of less than 10,000 lbs.
      3. In order to pull a trailer over 10,000 lbs, an operator must have an A license

3. Any employee, even those who just plow as an auxiliary driver, must have at least a CDL B license with a tanker endorsement
Lesson Two: Pre-Trip Inspection
Inspection Requirements

- Demonstrate vehicle safety
- Tester requirements
- No crawling under hood or vehicle

A. Pre-trip Inspection Requirements

1. During the pre-trip inspection, the driver must show that the vehicle is safe to drive

2. An examinee may have to walk around the vehicle and point to or touch each item and explain to the examiner what is being checking and why

3. The examinee will NOT have to crawl under the hood or under the vehicle
B. **All Vehicles**

1. **Study the following vehicle parts for the type of vehicle you will be using during the CDL skills tests**
   
a. You should be able to identify each part and tell the examiner what you are looking for or inspecting

2. **Engine Compartment (Engine Off)**

3. **Leaks/Hoses**
   
a. Look for puddles on the ground
   
b. Look for dripping fluids on underside of engine and transmission
   
c. Inspect hoses for condition and leaks

4. **Oil Level**
   
a. Indicate where dipstick is located
   
b. See that the oil level is within safe operating range (between “Add” and “Full”)
   
c. Level must be above “Add” mark
5. Coolant Level
   a. Inspect reservoir sight glass, or
   b. (If engine is not hot), remove radiator cap and check for visible coolant level

6. Power Steering Fluid
   a. Indicate where power steering fluid dipstick is located
   b. Check for adequate power steering fluid level
   c. Level must be above “Add” mark

7. Engine Compartment Belts
   a. Check the following belts for snugness (up to ¾ inch play at center of belt), cracks, or frays:
      i. Power steering belt, if equipped
      ii. Water pump belt, if equipped
      iii. Alternator belt
      iv. Air compressor belt, if equipped

1. **NOTE:** If any of these components listed above are not belt driven, you must:
a. Tell the examiner which component(s) are not belt driven
b. Make sure component(s) are operating properly, are not damaged or leaking, and are mounted securely

8. Clutch/Gearshift

a. Safe Start – check behind the clutch, brake, and accelerator pedals to make sure they are clear. Set brake, and place vehicle in neutral.

b. Depress clutch

c. Place gearshift lever in neutral (or park for automatic transmissions)

d. Start engine, then release clutch slowly
9. Cab Check/Engine Start
   a. Oil Pressure Gauge
      i. Make sure oil pressure gauge is working
      ii. Check that pressure gauge shows increasing or normal oil pressure and that the warning light goes off
      iii. If equipped, oil temperature gauge should begin a gradual rise to the normal operating range
   b. Temperature Gauge
      i. Make sure the temperature gauge is working
      ii. Temperature should begin to climb to the normal operating range or temperature light should be off and not overheating
   c. Ammeter/Voltmeter
      i. Check that gauges show alternator and/or generator is charging and that warning light is off
      ii. Air Pressure Gauge should rise slowly to maximum air pressure (120 to 125 psi)
   d. Mirrors and Windshield
      i. Mirrors should be clean and adjusted properly from the inside
      ii. Windshield should be clean with no illegal stickers, no obstructions, or damage to the glass
   e. Emergency Equipment
      i. Check for spare electric fuses
      ii. Check for three red reflective triangles
      iii. Check for a properly charged and rated fire extinguisher
      1. **NOTE:** If the vehicle is not equipped with electrical fuses, you must mention this to the examiner
f. Wipers/Washers
   i. Check that wiper arms and blades are secure, no damaged, and operate smoothly
   ii. If equipped, windshield washers must operate correctly

g. Lighting Indicators
   i. Test that dash indicators work when corresponding lights are turned on:
      1. Left turn signal
      2. Right turn signal
      3. Four way emergency flashers
      4. High beam headlight

h. Horn
   i. Check that air horn and/or electric horn work

i. Heater/Defroster
   i. Test that the heater and defroster work

j. Parking Brake Check
   i. Apply parking brake only and make sure that it will hold the vehicle by shifting into a lower gear and gently pulling against the brake

k. Service Brake Check
   i. Release brakes by pulling forward. Push on brake pedal to check to see if truck pulls left or right and stops.

l. Hydraulic Brake Check
   i. Pump the brake pedal three times, and then hold it down for five seconds. The brake pedal should not move (depress) during the five seconds
   ii. If equipped with a hydraulic brake reserve (back up) system, with the key off, depress the brake pedal and listen for the sound of the reserve system electric motor
iii. Check that the warning buzzer or light is off

m. Air Brake Check (Air Brake Equipped Vehicles Only)
   i. Failure to perform a brake check will result in an automatic failure of the vehicle inspection test. Air brake safety devices vary.
   ii. However, this procedure is designed to see that any safety device operates correctly as air pressure drops from normal to a low air condition.
   iii. For safety purposes, in areas where an incline is present, you will use wheel chocks during the air brake check.
   iv. The proper procedures for inspecting the air brake system are as follows:
      1. With the engine running, build the air pressure to governed cut-out (100-125 psi).
      2. Shut off engine
      3. Chock your wheels if necessary
      4. Release the tractor protection valve and parking brake (push in) fully
      5. Apply the foot brake and hold it for one minute (90ft. lb. of pressure)
      6. Check the air gauge to see if the air pressure drops more than three pounds in one minute (single vehicle) or four pounds in one minute (combination vehicle).
      7. With key in the “On” position, begin fanning off the air pressure by rapidly applying and releasing the foot brake.
      8. Low air warning devices (buzzer, light, and flag) should activate before air pressure drops below 60 psi.
9. Continue to fan off the air pressure.

10. At approximately 20 to 40 psi. On a tractor-trailer combination vehicle, the tractor protection valve and parking brake valve should close (pop out).

11. On other combination vehicle types and single vehicle types, the parking brake valve should close (pop out).

n. Safety Belt
   i. Check that the safety belt is securely mounted, adjusts, latches properly, and is not frayed

o. Lights/Reflectors
   i. Check that all external lights and reflective equipment are clean and functional and are not broken, cracked or missing. Light and reflector checks include:
      ii. Clearance lights (red on rear, amber elsewhere) on top front, sides, and rear of cab and trailer, if equipped
      iii. Headlights (high and low beams)
      iv. Taillights
      v. Turn signal Four-way flashers on cab and trailer sides
      vi. Brake lights on truck on trailer
      vii. Red reflectors (on rear) and amber reflectors (elsewhere).

1. **NOTE:** Checks of brakes, turn signal and four-way flasher functions must be done separately, (from inside of the cab)
10. External Inspection

a. Steering Box/Hoses
   i. Check that the steering box is securely mounted and not leaking. Look for any missing nuts, bolts, and cotter keys
   ii. Check for power steering fluid leaks or damage to power steering hoses.

b. Steering Linkage
   i. See that connecting links, arms, and rods from the steering box to the wheel are not worn or cracked. In addition, make sure that castle nuts and cotter pins are in place and not cracked or broken.
   ii. Checks that joints and sockets are not worn or loose and that there are no missing nuts, bolts, or cotter keys.
11. Suspension (Truck and Trailer)

a. Springs/Air/Torque

   i. Look for missing, shifted, cracked, or broken leaf springs

   ii. Look for broken or distorted coil springs

   iii. If vehicle is equipped with torsion bars, torque arms, or other types of suspension components, check that they are not damaged and are mounted securely.

   iv. Air ride suspension should be checked for damage and leaks.

b. Mounts

   i. Look for cracked or broken spring hangers on front and rear spring mounts

   ii. Missing or damaged bushings, and broken

   iii. Loose or missing bolts, u-bolts or other axle mounting parts.

   iv. The mounts should be checked at each point where they are secured to the vehicle frame and axle(s).

c. Shock Absorbers

   i. See that shock absorbers are secure and that there are no leaks

1. **NOTE:** Be prepared to perform the same suspension components inspection on every axle (power unit and trailer, if equipped).
12. Brakes (Truck and Trailer)

   a. Slack Adjustors and Push Rod

      i. Look for broken, loose, or missing parts

      ii. For manual slack adjustors, the brake rod should not move more than one inch (with the brakes released) when pulled by hand

      iii. The push rod should not be bent or broken or move more than 90 degrees when the brakes are set

   b. Brake Chambers

      i. See that brake chambers are not leaking, cracked, or dented and are mounted securely

   c. Brake Hoses/Lines

      i. Look for cracked, worn, or leaking hoses, lines, and couplings.

   d. Drum Brake

      i. Check for cracks, dents, or holes. Also check for loose or missing bolts.

      ii. Brake linings (where visible – at least ¼ of pad should remain) should not be worn dangerously thin.

   e. Brake Linings

      i. On some brake drums, there are openings where the brake linings can be seen from outside the drum.

      ii. For this type of drum, check that a visible amount of brake lining is showing.

         1. **NOTE:** Be prepared to perform the same brake components inspection on every axle power unit and trailer, if equipped.)
13. Wheels (Truck and Trailer)

a. Rims

   i. Checked for damaged or bent rims. Rims cannot have welding repairs

b. Tires

   i. The following items must be inspected on every tire:

      1. Tread depth - Check for minimum tread depth (4/32 on steering axle tires, 2/32 on all other tires).
      2. Tire condition - Check that tread is evenly worn and look for cuts or other damage to tread on sidewalls.
      3. Look for the A,B,C’s – abrasions, bulges, or cuts
      4. Also, make sure that valve caps and stems are not missing, broken, or damaged.
      5. Tire inflation: Check for proper inflation by using a tire gauge, or inflation by striking tires with a mallet or other similar device.

         a. NOTE: You will not get credit if you simply kick the tires to check for proper inflation.

c. Hub Oil Seals/Axle Seals

   i. See that hub oil/grease seals and axle seals are not leaking and, if wheel has a sight glass, oil level is adequate.

d. Lug Nuts
i. Check that all lug nuts are present, free of cracks and distortions, and show no signs of looseness such as rust trails or shiny threads.

ii. Make sure all bolt holes are not cracked or distorted.

e. Spacers

i. If equipped, check that spacers are not bent, damaged, or rusted through.

ii. Spacers should be evenly centered, with the dual wheels and tires evenly separated.

1. **NOTE:** Be prepared to perform the same wheel inspection on every axle (power unit and trailer, if equipped). Be sure to check for even spacing and foreign debris between wheels.

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**All Vehicles (cont’d)**

- Side of Vehicle
- Rear of Vehicle
- Tractor/Coupling
- Trailer
14. Side of Vehicle

a. Door(s)/Mirror(s)
   i. Check that door(s) are not damaged and that they open and close properly from the outside.
   ii. Hinges should be secure with seals intact.
   iii. Check that mirror(s) and mirror brackets are not damaged and are mounted securely with no loose fittings.

b. Fuel Tank
   i. Check that tank(s) are secure, cap(s) are tight, and that there are no leaks from tank(s) or lines.
      Check the straps that hold the tank making sure that they are not loose. A shiny spot on the tank indicates a strap is loose.

c. Battery/Box
   i. Where located, see that battery(s) are secure, connections are tight, and cell caps are present.
   ii. Battery box and cover or door must be secure.

d. Drive Shaft
   i. See that drive shaft is not bent or cracked and that the U joints are in place, not damaged, and have been greased
   ii. Couplings should be secure and free of foreign objects.

e. Exhaust System
   i. Check system for damage and signs of leaks such as rust of carbon soot.
   ii. System should be connected tightly and mounted securely

f. Frame (Truck and Trailer)
   i. Look for cracks, broken welds, holes or other damage to the longitudinal frames members, cross
members, box and floor. The frame should be checked behind the cab area.

15. Rear of Vehicle
   a. Splash Guards (Truck and Trailer)
      i. If equipped, check that splash guards or mud flaps are not damaged and are mounted securely
   b. Doors/Ties/Lifts
      i. Check that doors and hinges are not damaged and that they open, close, and latch properly from the outside, if equipped.
      ii. Ties, straps, chains, and binders must also be secure.
      iii. If equipped with a cargo lift, look for leaking, damaged or missing parts and explain how it should be checked for correct operation.
      iv. Lift must be fully retracted and latched securely.

16. Tractor/Coupling
   a. Air/Electric Lines
      i. Listen for air leaks. Check that air hoses and electric lines are not cut, chafed, spliced, or worn (steel braid should nor show through).
      ii. Make sure air and electric lines are not tangled, pinched, or dragging against truck parts.
      iii. Check that trailer air connections (front and back) are sealed and in good condition.
      iv. Make sure glad hands (front and back) are locked in place, free of damage or air leaks
      v. Make sure the trailer electrical plug (front and back) is firmly seated and locked in place.
   b. Catwalk and Steps
      i. Check that the catwalk is solid, clear of objects, and securely bolted to the tractor frame.
c. Mounting Bolts
   i. Look for loose or missing mounting brackets, clamps, bolts, or nuts. Both the fifth wheel and the slide mounting must be solidly attached. Be sure to check teeth on fifth wheel for clearance.
   ii. On other types of coupling systems (i.e., ball hitch, pintle hook, etc.) inspect all coupling components and mounting brackets for missing or broken parts.

d. Locking Jaws
   i. Look into fifth wheel gap and check that locking jaws are fully closed around the kingpin. Check kingpin making sure it is straight – not bent, broken, or cracked.
   ii. On other types of coupling systems (i.e., ball hitch, pintle hook, etc.) inspect the locking mechanism for missing or broken parts and make sure it is locked securely.
   iii. If present, safety cables, chains, and chain brackets, must be secure and free of kinks and excessive slack.

e. Platform (Fifth Wheel)
   i. Check for cracks or breaks in the platform structure which supports the fifth wheel skid plate.

f. Release Arm (Fifth Wheel)
   i. If equipped, make sure the release arm is in the engaged position and the safety latch is in place.

g. Kingpin/Apron/Gap
   i. Check that the kingpin is not bent, broken, or cracked
ii. Make sure the visible part of the apron is not bent, cracked, or broken.

iii. Check that the trailer is laying flat on the fifth wheel skid plate (no gap).

h. Locking Pins (Fifth Wheel)
   i. If equipped, look for loose or missing pins in the slide mechanism of the sliding fifth wheel. If air powered, check for leaks.
   ii. Make sure locking pins are fully engaged.
   iii. Check that the fifth wheel is positioned properly so that the tractor frame will clear the landing gear during turns.

17. Trailer
   a. Header Board
      i. If equipped, check the header board to see that it is secure, free of damage, and strong enough to contain cargo.
      ii. If equipped, the canvas or tarp carrier must be mounted and fastened securely
      iii. On enclosed trailers, check the front area for signs of damage such as cracks, bulges, or holes.

   b. Landing Gear
      i. Check that the landing gear is fully raised has no missing parts, crank handle is secure, and the support frame is not damaged.
      ii. If power operated, check for air or hydraulic leaks.

   c. Doors/Ties/Lifts
i. If equipped, check that doors are not damaged. Check that doors open, close, and latch properly from the outside.

ii. Check that ties, straps, chains, and binders are secure.

iii. If equipped with a cargo lift, look for leaking, damaged or missing parts and explain how it should be checked for correct operation.

iv. Lift should be fully retracted and latched securely.

d. Frame

i. Look for cracks, broken welds, holes or other damaged to the frame, cross members, box, and floor.

e. Tandem Release Arm/Locking Pins

i. If equipped, make sure the locking pins are locked in place and release arm in secure.

f. Trailer Safety Chains

i. Safety chains are an integral part of the coupling system. The safety chain system is intended to:

1. Keep the truck and towed vehicle together

2. Control the direction of travel of the towed vehicle in the event of a coupling device failure

ii. The safety chains must be short enough to:

1. Keep the drawbar from coming into contact with the ground

2. Connect in such a manner that they cross beneath the tongue of the towed vehicle.
iii. If the towed item accidentally becomes disconnected, the tongue would then be supported by the chains.

iv. This prevents the tongue from digging into the ground, resulting in the sudden overload (and failure) of the safety chains.

v. For this reason, the safety chains should be no longer than necessary to provide enough slack for turning.

vi. Crossing the safety chains also provides directional control to the vehicle.
C. Finish Pre Tripping the Trailer

1. Make sure that the brake lines (air or electrical) are connected properly.
2. Make sure that the electrical connection is hooked up and that all lights and reflectors are working properly.
3. Check the following:
   a. Frame for bends or cracks
   b. Tires – check for inflation, condition
   c. Rims - check for cracks and illegal welds
   d. Lug nuts – all present and tight
   e. Valve stems
   f. Caps
   g. Hub oil seal – securely mounted and not leaking
   h. Make sure that the trailer deck is clean of debris and that there are no broken or missing boards
   i. The time when actually loading is the wrong time to find out that there is a loose board or a hole in the deck.
Lesson Three: Skills
OFFSET BACKING – Combination Vehicle

Examiner comments: You will drive forward (straight ahead) to the boundary line ahead. Stop your vehicle, and then back your vehicle to the opposite lane until the front of your vehicle has passed the first set of cones. You are allowed two free pull-ups and may exit the vehicle a maximum two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?

Process for Offset backing to the left

To begin:

- Before moving turn your steering wheel one half turn to the right.
- Move back far enough to get your trailer pointed to the left offset.
- When trailer is pointed to the left offset get straight with the trailer.
- When close to the left offset start turning your wheel to the left to get your trailer started in to the offset. You can not make a straight pull-up until the trailer has broken the plane of the offset. You must pull back towards your starting spot.
- Back into the offset so the front of the truck is past the first set of cones.

Dimensions – combination vehicle

Two lanes 12’ wide and 40’ long
140’ from front of lane to a boundary line

Straight truck

Two lanes 12’ wide and 40’ long
100’ from front of lane to a boundary line
Off Set Backing Diagram – Right

Off Set Backing Diagram - Left
## OFFSET BACKING – Straight Truck

### Offset Backing to the Left

**Examiner comments:** You will drive forward (straight ahead) to the boundary line ahead. Stop your vehicle, and then back your vehicle to the opposite lane until the front of your vehicle has passed the first set of cones. You are allowed two free pull-ups and may exit the vehicle a maximum two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?
OFFSET BACKING – Combination Vehicle

Offset backing to the right

Examiner comments: You will drive forward (straight ahead) to the boundary line ahead. Stop your vehicle, and then back your vehicle to the opposite lane until the front of your vehicle has passed the first set of cones. You are allowed two free pull-ups and may exit the vehicle a maximum two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?

To begin:

∞ Before moving turn your steering wheel one half turn to the left
∞ Move back far enough to get your trailer pointed to the right offset.
∞ When trailer is pointed to the right offset get straight with the trailer.
∞ When close to the offset start turning your steering wheel to the right to get your trailer started into the offset. You can not make a straight pull-up until the trailer has broken the plane of the offset. You must pull back towards your starting spot.
∞ Back into the offset so that your truck is past the first set of cones.
OFFSET BACKING – Straight Truck

Offset Backing to the Right

**Examiner Comments:** You will drive forward (straight ahead) to the boundary line ahead. Stop your vehicle, and then back your vehicle to the opposite lane until the front of your vehicle has passed the first set of cones. You are allowed two free pull-ups and may exit the vehicle a maximum two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?
**PARALLEL PARKING – Combination Vehicle**

**Examiner Comments:** You will drive straight ahead past the entrance to the parallel parking space with your vehicle parallel to the parking area. You will then back into the parking space. You are allowed two free pull-ups and may exit the vehicle a maximum of two times to check behind the vehicle during this exercise. Your vehicle must be completely within the space when completed. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?

To begin:

- Set up parallel to the Parallel Parking setup and pull past the setup about fifteen feet.
- Turn your steering wheel one half turn to the left and start moving into the setup.
- When the trailer in deep enough into the setup start turning your steering wheel back to the right slowly to get the truck into the setup.

**Dimensions**

12’ wide and the length of the vehicle plus 15’ for combination vehicle and straight truck

![Sight Side Parallel Parking Diagram](Diagram)

![Conventional Parallel Parking Diagram](Diagram)
PARALEL PARKING - Straight Truck

Examiner Comments: You will drive straight ahead past the entrance to the parallel parking space with your vehicle parallel to the parking area. You will then back into the parking space. You are allowed two free pull-ups and may exit the vehicle a maximum of two times to check behind the vehicle during this exercise. Your vehicle must be completely within the space when completed. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?
**STRAIGHT-LINE BACKING – Combination Vehicle**

**Examiner Comments:** I will have you pull forward past the alley. Stop when I raise my right hand (like this). Then back straight through the alley until the front of your vehicle has cleared the last set of cones. You are allowed one free pull-up and may exit the vehicle only once to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?

When you have backed all the way through the straight line and your trailer is not within the twelve foot space, you must pull half way back through the straight line and back again.

**Dimensions**

The backing lane is 12’ wide and 100’ long. The total length can be no more than 280’ if needed.
STRAIGHT LINE BACKING – Straight Truck

Examiner Comments: I will have you pull forward past the alley. Stop when I raise my right hand (like this). Then back straight through the alley until the front of your vehicle has cleared the last set of cones. You are allowed one free pull-up and may exit the vehicle only once to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?
ALLY DOCK –Combination Vehicle

Examiner Comments: You will drive past the alley and position your vehicle parallel to the outer boundary. You will then back into the alley bringing the rear of the vehicle within three feet of the rear of the alley. Your vehicle must be within the alley when completed. You may not go beyond the outer boundary line located ahead (point to boundary line). You are allowed two free pull-ups and may exit the vehicle a maximum two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?

To begin:

- Before moving turn your steering wheel all the way to the right.
- Move backwards slowly getting your trailer started towards the dock.
- Once trailer starts towards the dock start turning your steering wheel back to the left as needed.
- You can not make a straight pull-up until the trailer has broken the plane of the offset. You must pull back towards your starting spot. Use your two free pull-ups if needed.
- Save your last exit to make sure your trailer is within the three foot space at the rear of the dock.

Dimensions

The dock is 40’ deep and 12’ wide with a 3’ space at the back to stop the trailer or straight truck in. The box to use for combination vehicles is 70’ and for straight trucks is 50’
90° Alley Dock

Alley Dock Diagram
ALLY DOCK – Straight Truck

**Examiner Comments:** You will drive past the alley and position your vehicle parallel to the outer boundary. You will then back into the alley bringing the rear of the vehicle within three feet of the rear of the alley. Your vehicle must be within the alley when completed. You may not go beyond the outer boundary line located ahead (point to boundary line). You are allowed two free pull-ups and may exit the vehicle a maximum two times to check behind the vehicle during this exercise. Please set your parking brake and sound your horn when you have completed the exercise. Do you have any questions?
Lesson Four: Road Test
**The Road Test**

You will drive over a test route that has a variety of traffic situations. At all times during the test, you must drive in a safe and responsible manner.

During the driving test, the examiner will be scoring you on specific driving maneuvers as well as on your general driving behavior. You will follow the directions of the examiner. Directions will be given to you so you will have plenty of time to do what the examiner has asked. You will not be asked to drive in an unsafe manner.

If your test route does not have a certain traffic situations, you may be asked to simulate a traffic situation. You will do this by telling the examiner what you are or would be doing if you were in that traffic situation.

### Parts of the Exam

- Turns
- Intersections
- Urban/rural straight
- Urban/rural lane change
- Stop/start
- Curve
- Railroad Crossing
- Bridge/overpass sign

#### A. Turns

1. You have been asked to make a turn:
   a. Check the traffic in all directions
   b. Use turn signals and safety get into the lane needed for the turn

2. As you approach the turn, do a traffic check to the left and right of the intersection
   a. Use turn signals to warn others of your turn
   b. Slow down smoothly, change gears as needed to keep power, but do not coast unsafely (more than the length of the vehicle).
c. Unsafe coasting occurs when your vehicle is out of gear (clutch depressed or gearshift in neutral) for more than the length of your vehicle.

3. If you must stop before making the turn:
   a. Come to a smooth stop without skidding.
   b. Come to a complete stop behind the stop line, crosswalk or stop sign.
   c. If stopping behind another vehicle, stop where you can see the rear tires on the vehicle ahead of you (safe gap).
   d. Do not let your vehicle roll.
   e. Keep the front wheels aimed straight ahead.

4. When ready to turn
   a. Check traffic in all directions
   b. Keep both hands on the steering wheel during the turn and check traffic to the opposite side of the turn
   c. Do not change gears during the turn.
   d. Keep checking your mirror to make sure the vehicle does not hit anything on the inside of the turn.
   e. Vehicle should not move into oncoming traffic
   f. Vehicle should finish turn in correct lane.

5. After turn:
   a. Make sure turn signal is off. Check the right and left side mirrors to make sure the vehicle is straight and to check the traffic behind the vehicle
   b. Get up to speed of traffic, use turn signal and move into right-most lane when safe to do so (if not already there).

B. Intersections

1. As you approach an intersection
   a. Check traffic thoroughly in all directions.
   b. Decelerate gently
   c. Brake smoothly and, if necessary, change gears.

2. If necessary, come to a complete stop (no coasting) behind any stop signs, signals, sidewalks or stop lines maintaining a safe gap behind any vehicle in front of you.
   a. Your vehicle must not roll forward or backward.
   b. When driving through an intersection
c. Check traffic thoroughly in all directions.
d. Decelerate and yield to any pedestrians and traffic in the intersection
e. Do not change lanes of shift gears while proceeding through the intersection.
f. Keep both hands on the wheel
g. Once through the intersection
h. Continue checking traffic looking in the left and right mirrors
i. Accelerate smoothly and change gears as necessary

C. Urban/Rural Straight
1. During this part of the test, you are expected to make regular traffic checks and maintain a safe following distance.

2. Your vehicle should be centered in the proper lane (right-most lane) and you should keep up with the flow of traffic but not exceed the posted speed limit.

D. Urban/Rural Lane Changes
1. During the multiple lane portion of the urban and rural sections, you will be asked to change lanes to the left, and then back to the right.

2. You should make the necessary traffic checks first, then use proper signals and smoothly change lanes when it is safe to do so.

E. Expressway
1. Check traffic
2. Use proper signals
3. Merge smoothly into the proper lane of traffic
4. Once on the expressway
   a. Maintain proper lane positioning, vehicle spacing and vehicle speed
   b. Continue to check traffic thoroughly in all directions
   c. You will be instructed to change lanes:
   d. You must make necessary traffic checks.
   e. Use proper signals
   f. Change lanes smoothly when it is safe to do so.

5. When exiting the expressway
6. Make necessary traffic checks
7. Use proper signals
8. Decelerate smoothly in the exit lane
9. Once on the exit ramp, you must continue to decelerate within the lane markings and maintain adequate spacing between your vehicle and other vehicles.

F. Stop/Start
1. For this maneuver, you will be asked to pull your vehicle to the side of the road and stop as if you were going to get out and check something on your vehicle.
2. You must check traffic thoroughly in all directions and move to the right-most lane or shoulder of road.
3. As you prepare for the stop:
   a. Check traffic
   b. Activate your right turn signal
   c. Decelerate smoothly, brake evenly, change gears as necessary.
   d. Bring your vehicle to a full stop without coasting
   e. Once stopped:
      i. Vehicle must be parallel to the curb of shoulder of the road and safely out of the traffic flow
      ii. Vehicle should not be blocking driveways, fire hydrants, intersections, signs, etc.
      iii. Cancel your turn signal
      iv. Activate your four-way emergency flashers
      v. Apply the parking break
      vi. Move the gear shift to neutral of park
      vii. Remove your feet from the brake and clutch pedals
   f. When instructed to resume:
      i. Check traffic and your mirrors thoroughly in all directions
      ii. Turn off your four-way flashers
      iii. Activate the left turn signal
      iv. When traffic permits, you should release the parking brake and pull straight ahead
      v. Do not turn the wheel before your vehicle moves.
      vi. Check traffic from all directions, especially to the left.
      vii. Steer and accelerate smoothly into the proper lane when safe to do so.
   g. Once your vehicle is back into the flow of traffic, cancel, your left turn signal
G. Curve
1. When approaching a curve check traffic thoroughly in all directions
2. Before entering the curve, reduce speed so further braking or shifting is not required in the curve
3. Keep vehicle in the lane
4. Continue checking traffic in all directions

H. Railroad Crossing
1. Before reaching the crossing, all commercial drivers should:
   a. Decelerate, brake smoothly and shift gears as necessary
   b. Look and listen for the presence of trains
   c. Check traffic in all directions
2. **DO NOT** stop, change gears, pass another vehicle, or changes lanes while any part of your vehicle is in the crossing
3. Not all driving road tests routes will have a railroad crossing. You may be asked to explain and demonstrate the proper railroad crossing procedures to the examiner at a simulated location

I. Bridge/Overpass/Sign
1. After driving under an overpass, you may be asked to tell the examiner what the posted clearance of height was.
2. After going over a bridge, you may be asked to tell the examiner what the posted weight limit was.
3. If your test route does not have a bridge or overpass, you may be asked about another traffic sign.
4. When asked be prepared to identify and explain to the examiner any traffic sign which may appear on the route.
5. During the driving test you must:
   a. Wear your safety belt
   b. Obey all traffic signs, signals and laws
   c. Complete the test without an accident or moving violation
## OHIO DEPARTMENT OF TRANSPORTATION
### PRE-TRIP INSPECTION

<table>
<thead>
<tr>
<th>HEAVY EQUIPMENT</th>
<th>END HOURS</th>
<th>FUEL</th>
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</thead>
<tbody>
<tr>
<td>SERVICE DUE</td>
<td>START HOURS</td>
<td>TOTAL HOURS</td>
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</table>

### Operator's should (X) items which are NOT satisfactory and (O) items which are satisfactory

<table>
<thead>
<tr>
<th>Engine Compartment</th>
<th>Walk Around</th>
<th>Attachments</th>
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</thead>
<tbody>
<tr>
<td>Oil Level</td>
<td>Lights</td>
<td>Attachments</td>
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<tr>
<td>Coolant Level</td>
<td>High/Low Beams</td>
<td>Buckets</td>
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<tr>
<td>P/S Fluid</td>
<td>Tail</td>
<td>Teeth</td>
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<tr>
<td>Brake Fluid</td>
<td>Marker</td>
<td>Boom</td>
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<tr>
<td>W/SW Fluid</td>
<td>Brake</td>
<td>Dipper</td>
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<tr>
<td>Trans. Fluid</td>
<td>Turn Signals</td>
<td>Blades</td>
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<tr>
<td>Hyd. Oil</td>
<td>Emergency Flashers</td>
<td>Scarifier</td>
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<tr>
<td>Alternator</td>
<td>Reflector</td>
<td>Winch</td>
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<tr>
<td>Air Filter Ind.</td>
<td>Strobes</td>
<td>Cable</td>
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<tr>
<td>Dirt Evacuator</td>
<td>Backup Lights/Alarm</td>
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<tr>
<td>Air Compressor</td>
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<td>Belts</td>
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<td>Water Pump</td>
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<td>Any Leaks</td>
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<td>Steering Components</td>
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<td>Trans/Check (hot/cold)</td>
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### Engine Start

<table>
<thead>
<tr>
<th>Lighting Indicator</th>
<th>Fuel Area</th>
<th>Body</th>
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<tbody>
<tr>
<td>Unusual Noises</td>
<td>Fuel Cap</td>
<td>Drive Shaft</td>
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<tr>
<td>Clutch/Gearshift</td>
<td>Screen</td>
<td>Frame</td>
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<tr>
<td>Oil Pressure Builds</td>
<td>Exhaust System</td>
<td>Rear End</td>
</tr>
<tr>
<td>Air Pressure Gauge</td>
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<td>Grease Fittings</td>
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<tr>
<td>Ammeter/Volmeter</td>
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<tr>
<td>Brake Check (Air/Hyd.)</td>
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<tr>
<td>Mirrors/Windshield</td>
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<tr>
<td>Wipers/Washers</td>
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<td>Horn</td>
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<tr>
<td>Safety/Emergency Equipment</td>
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<tr>
<td>Turn Lights On</td>
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<tr>
<td>Seat Belts</td>
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### Tracks

<table>
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<tr>
<th>Clean of Debris</th>
<th>Cheats</th>
<th>Adjustment</th>
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</thead>
<tbody>
<tr>
<td>Pins/Bolts</td>
<td>Grease Fittings</td>
<td>Carrier Bearing</td>
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</tbody>
</table>

### Comments

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**WHITE-DRIVER'S COPY**

**YELLOW-FILE**

**PINK MECHANIC'S COPY**

**REV. 03-24-98**

**EM-78/HE**
Appendix B: EM – 44 Operator’s Report

STATE OF OHIO
DEPARTMENT OF TRANSPORTATION

OPERATOR'S REPORT

Make ______________________ Type ______________________ Dept. No. __________

THE FOLLOWING ITEMS ARE UNSATISFACTORY ON THIS EQUIPMENT

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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__________________________
(Operator)

THE FOLLOWING REPAIRS HAVE BEEN MADE TO CORRECT THE ABOVE CONDITION

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

____________________________________
(Mechanic) Date _______________________

DOT-1006

Signed ______________________