

# Mandatory Entry-Level Training Experience and Equivalency Class 1 MELT

## Program Overview

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### Standard

Mandatory Entry Level Training (MELT) was implemented on March 1, 2019 by the Government of Alberta to improve safety for everyone on the road by ensuring Class 1 (tractor-trailer) and Class 2 (bus) drivers receive adequate training before they are tested for a Class 1 or Class 2 driver's licence. Drivers who have held a Class 3 driver's licence with two (2) or more years of experience driving Class 3 commercial vehicles may be eligible to take the Experience and Equivalency Class 1 MELT Program.

### Experience and Equivalency Class 1 MELT Student Eligibility

1. To take the Experience and Equivalency Class 1 MELT Program, drivers must:
  - a. Hold a current Alberta Class 3 driver's licence;
  - b. Have held an Alberta Class 3 driver's licence or the equivalent driver's licence from another Canadian jurisdiction for two (2) or more years; and
    - i. To demonstrate that they meet this criterion, drivers who gained their two year of experience with holding a Class 3 equivalent driver's licence in another Canadian jurisdiction must provide a driver's abstract from the other Canadian jurisdiction.
  - c. Have two (2) or more years of work experience operating a single motor vehicle with three (3) or more axles.
    - i. To demonstrate that they meet this criterion, drivers must provide one of the following:
      1. A signed letter(s) from an employer that states you have a minimum of two years work experience operating a single motor vehicle with three or more axles. The letter must include the employer's contact information.
      2. A daily log book for a two year-period that meets the requirements under outlined in the *Drivers' Hours of Service Regulation* or the Government of Canada's *Commercial Vehicle Drivers Hours of Service Regulations*.
      3. For individuals who are self-employed - A signed letter(s) from customers or suppliers that specifies that you operate a vehicle with three or more axles to provide your service to them and have provided the service for a minimum of two years. The letter must include the customers' or suppliers' contact information.

**If you answered “no” to any of the questions above, you will not be eligible for the Experience and Equivalency Class 1 Mandatory Entry Level Training.**

2. Eligible drivers must submit a completed application and supporting documentation to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca). Once approved, successful drivers will receive an approval letter by email. Drivers must bring the approval letter to a licensed driver training school as verification of their eligibility to take the Experience and Equivalency Class 1 MELT Program.

## Experience and Equivalency Class 1 MELT Instructor and School Eligibility

1. To be eligible to provide the Experience and Equivalency Class 1 MELT,
  - a) The driver training school must be licensed to deliver Experience and Equivalency Class 1 MELT program. Driver training schools must submit to MELT and Licensing Standards, a Driver Training School Licence Application (DPLS0037) indicating their intent to upgrade their licence to include the Experience and Equivalency Class 1 MELT. Class 1 MELT schools are eligible to upgrade to provide the training.
  - b) The driving instructor must be licensed to deliver the Experience and Equivalency Class 1 MELT. Driving instructors must submit, to MELT and Licensing Standards, a *Driving Instructor Licence Application (DPLS0045)* indicating their intent to upgrade their licence to include the Experience and Equivalency Class 1 MELT. Class 1 MELT instructors are eligible to upgrade to provide the training.
2. New Notice of Course Completion forms be mailed to Experience and Equivalency Class 1 MELT driver training schools with the ability to select the “Experience and Equivalency Class 1 MELT” as the type of training completed.
3. Student records must indicate that they are taking the “Experience and Equivalency Class 1 MELT”, including the Notice of Course Completion form.
4. Driver training schools will need to continue the existing MELT practice of emailing Alberta Transportation at [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) information for each student that has completed the MELT program, so that their driving record can be updated to indicate they are ready for Class 1 MELT testing.

## Course Components

1. Classroom – A minimum of 11 hours of classroom instruction is required for the Experience and Equivalency Class 1 program. Licensed driver training schools must use the Experience and Equivalency Class 1 MELT curriculum provided by Alberta Transportation.
2. In-Yard – A minimum of 6.50 hours of in-vehicle training is required for students enrolled in the Experience and Equivalency Class 1 MELT program.
3. In-Cab- A minimum of 22.50 hours of in-cab training is required for students enrolled in the Experience and Equivalency Class 1 program.

## Learning Environment

1. Classroom refers to the classroom environment. Learning in this environment is supported by instructional aid to facilitate large training sessions. This component of training must be conducted in a room approved by Alberta Transportation. All activities performed must be supervised by a licenced Instructor.

2. In-yard refers to activities that occur around the vehicle when the vehicle is not in motion such as vehicle inspection. This is conducted outside the classroom. It is conducted in an approved area where the vehicle is parked. This component of training does not involve actual operation of the vehicle or any of the components. All activities performed must be supervised by a licenced Instructor.
3. In-cab refers to the activities that occur when the trainee is behind-the-wheel either off-road or on-road. This includes driving in various conditions, backing, coupling and uncoupling. All activities performed must be supervised by a licensed instructor.

## General Facility Requirements

The facility where the training is to take place must meet all *Occupational Health and Safety Act* (OHSA) requirements, local municipal by-laws and adhere to the Alberta Transportation's requirements. The facility must have the following:

- Appropriate seating and tables for the number of trainees and instructors
- Washrooms
- Easily accessible emergency exits
- Adequate lighting
- Heating/cooling systems
- Appropriate facility for in-yard training. This facility must be located away from public roadways. A yard size of at least 55 metres wide by 73 metres long for the in-yard training is recommended

## Course Structure

1. Instructors are required to address all competencies as outlined in the curriculum. It is important to continually reinforce driving theory, skills practice and promotion of positive attitudes in all learning environments using a variety of instructional strategies and methods. There should be an assessment of the trainee at the end of training delivered in each learning environment.
2. All topics should be presented in a logical sequence allowing for the development of knowledge and skills throughout the different stages of learning to ensure all prerequisites are met.
3. Daily instruction should not exceed 8 hours. A combination of different training components may be incorporated within the eight hours. The eight hours include two 15 minutes breaks and a 60-minute lunch break. It should be recognized that lessons of increased duration may cause trainee fatigue and a decreased ability to learn. One 15-minute break is required if a lesson exceeds two hours. It should be provided near the mid-point of the lesson and may not be provided more than two hours into the lesson. Behind-the-wheel training should not exceed 3 hours in a day for each trainee.

## Course Hours

1. The total instructional hours represent 1:1 direct instruction between trainee and Instructor. Time spent by one trainee observing another trainee is not calculated.
2. The following minimum required Instructional hours must be adhered to:

	Classroom (hours)	In-Yard (Around the Vehicle) (hours)	In-Cab (Behind-the-Wheel) (hours)	Total Training Duration (hours)
<b>Exp.Equi</b>	11	6.5	22.50	40
<b>Air brake</b>	6.5	2.0 (including practical training and testing for a group of 3 trainees)		8.5
<b>Total</b>	17.50	8.5	22.50	48.5

## Training Vehicle Configuration

1. Training must be completed using a truck or tractor with the following configuration:
  - a. Truck or tractor with three or more axles with a minimum gross vehicle weight of at least 11,794 kg
  - b. Full-air brake system on both tractor and trailer
  - c. Minimum tandem axle tractor and a tandem axle trailer
  - d. Fifth wheel coupling device
  - e. Single trailer with a minimum length of 48 feet and a minimum distance of 35 feet measured from the kingpin to the centre of each rear axle
  - f. The vehicle be mechanically sound and must meet all applicable requirements outlined in the *Vehicle Equipment Regulation* and the *Commercial Vehicle Safety Regulation*

## Experience and Equivalency Class 1 MELT Curriculum Outline Criteria

1. The outline below provides an overview of the Experience and Equivalency Class 1 MELT curriculum.
2. Schools may provide additional content within the stipulated time framework or extend the program beyond the course hours.
3. The curriculum outline is separated into 9 modules with numerous topics and/or subtopics within each module.
4. The estimated duration for each module is indicated in brackets.

Some of the modules in the Experience and Equivalency Class 1 MELT Curriculum are not covered in detail, as participants who are enrolled in the program are required to have acquired knowledge through their experience holding a Class 3 driver's licence for a minimum of two years. Participants are encouraged to become familiar with the entire Experience and Equivalency Class 1 MELT Program Curriculum in order to prepare for the Class 1 MELT Knowledge Test. To view the Class 1 MELT Curriculum, visit [www.alberta.ca/mandatory-entry-level-training-for-class-1-and-2-drivers-licences.aspx](http://www.alberta.ca/mandatory-entry-level-training-for-class-1-and-2-drivers-licences.aspx).

## Experience and Equivalency Class 1 MELT Curriculum

### Module 1 - Employment in the Trucking Industry (1 hour)

- Overview of the Trucking Industry and Career Opportunities
- A Brief History of the Canadian Trucking Industry
- Employment in the Trucking Industry
- Roles and Responsibilities of a Commercial Driver
- Licensing
- Medical Conditions
- Traffic Laws
- Traffic Safety Act
- National Safety Code
- Consequences of Traffic Convictions

### Module 2 - Vehicle Components and Inspection Activities (3 hours and 30 minutes)

- Components and Systems of a Truck/Tractor Trailer
- Basic Warning Lights and Indicator Symbols (trailer warning lights)
- Vehicle Inspection Activities
- Compliance with Vehicle Inspections
- Vehicle Defects (Commercial Vehicle Safety Regulation)
- Driver Inspection Requirement
- Trip Inspection Schedule
- Trip Inspection
- General Components of 'External Inspection' list
- General Components of 'Interior Inspection' list
- NSC 13 - Part 2, Schedule 1 – Truck, Tractor & Trailer
- En route Check Stop Inspections
- Reporting to a Vehicle Inspection Station
- Post-Trip Inspection

### Module 3 - Basic Driving Techniques (12 hours)

- Proper Start-up and Warm-up procedures
- Entering and Exiting the Cab
- Engine Warm-Up
- Documentation
- Seat Adjustment
- Proper Seat Belt Use
- Mirror Adjustment
- Leaving the Driver's seat
- Fuel Efficient Driving
- Vehicle Size and Clearance
- Fuel Efficient Driving
- Idling
- Railroad Crossing
- Awareness on the Road
- Shifting Gears, Accelerating and Decelerating
- Tractor-Trailer Manoeuvres
  - Entering Traffic/Merging
  - Lane Positioning

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- Off-Tracking
  - Steering and Turning
  - Making Turns (Left and Right)
  - Curves
  - Lane Changes
  - Negotiating Intersections
  - Crossing Intersections
  - Weave Zones
  - Mountain Driving and Grades

#### **Module 4 - Professional Driving Habits (1 hour)**

- Defensive Driving
- Elements of Defensive Driving
  - Knowledge
  - Alertness
  - Foresight
  - Judgement
  - Skill
  - Good Habits
- Steps for Avoiding Hazards
- Six Conditions Affecting Driving
  - Light
  - Weather
  - Road
  - Traffic
  - Vehicle
  - Driver
- Driver Condition (Recognition and Decision Errors)
- Impaired Driving Sanction Programs in Alberta
- Effects of Drugs
- Effects of Cannabis
- Mixing Alcohol and Drugs
- Effects of Alcohol on Space Management
- Fatigue
- Road Rage
- Distracted Driving
- Managing Emotions and Distractions
- Basic Collision Prevention Formula
- Zone Awareness (Hearing, Feel, Smell, Vision)
- Developing Good Visual Habits (Blind Spots)
- Detecting and Interpreting Clues
- Collision Avoidance
- Space Management
- Speed Management
- Stopping a Moving Vehicle
- Fueling and Fuel Efficiency

#### **Module 5 - Off Road Tasks and Manoeuvres (18 hours and 30 minutes)**

- Reversing/Backing
- Reversing in a Straight-line
- 90 Degree Alley-dock Backing Procedures
- Parallel Parking (Adjacent Parking Lane) Procedure
- Coupling and Uncoupling a Tractor-Trailer Procedure
- Coupling a Tractor-Trailer
- Uncoupling a Tractor-Trailer
- Double Trailer Combinations
- Link-Up Arrangement

#### **Module 6 - Documents, Paperwork and Regulatory Requirements (1 hour)**

- Documentation Requirements:
    - Driver's Licence
    - Registration and Insurance
    - Safety Fitness Certificate and Operating Authority
    - Operating Status
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- Commercial Vehicle Inspection Certificate
- IRP (Prorate)
- IFTA
- Daily Trip Inspection Report
- Daily Log
- Shipping Documentation/Cargo Information
- Bill of Lading
- Waybills
- Transporting Dangerous Goods
- Dangerous Goods Shipping Documents
- Weight Slips
- Route
- Collision Reporting
- Vehicle Weights and Dimensions
- Permits
- Over-dimensional Safety Requirements
- Trip Planning and the Law
  - Road Restrictions and Road Bans
  - Tools for Trip Planning
  - Dispatching System
  - Maps/Global Positioning Systems (GPS)
  - Calculating Travel Time and Fuel Usage
  - Calculating Personal Needs
  - Ports of Entry
  - Roadside Safety Inspections
  - Signs
  - 511 Alberta – Helping You Arrive Safely
  - Planning Steps
- Workplace Safety and Emergency Equipment

## Module 7 - Hours of Service Compliance (1 hour)

- Legislation
- Provincial Legislation
  - Hours of Service Compliance
  - The Four Duty Status
  - Daily Log
  - Daily Log Information
  - Completing the daily log
  - Automatic On-Board Recording Device
  - On Duty Time
  - Work Shift Limit
  - Time Breaks
  - Off Duty Time
  - Reduced Rest Option
  - General Exemptions
  - Production of Logs and Supporting Documents
  - Distribution and Keeping of Daily Logs
  - Retention of Records by Carrier
  - Violations
  - Inspections
  - Tampering with Daily Logs
  - Disciplinary Action and Enforcement
- Federal Legislation
  - Definition of On and Off Duty
  - Sleeper Berth Periods
  - Splitting Sleeper Berth Time
  - Daily Limit
  - Shift Limit
  - Cycle Limit
  - Mandatory 24 Hours Off-Duty
  - Off Duty Time
  - Emergencies and Adverse Conditions
  - Daily Logs

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- Onboard Recording Devices
  - Radius Record Exemption
  - Tampering
  - Penalties
  - Out of Service Violations

### **Module 8 - Cargo Securement and Loss Prevention (1 hour)**

- Introduction
- North American Cargo Securement Standard
- Securement System
- Securement Devices
- Tie Downs
- Use of Unmarked Tie Downs
- How to Properly Use a Tie Down
- Minimum Number of Tie Downs
- Front End Structure on Commercial Vehicles
- Height and Width
- Strength
- Penetration Resistance
- Cargo Placement and Restraint
- Weight Distribution
- Specific Cargo Securement

### **Module 9 - Handling Emergencies (1 hour)**

- Driving Habits
  - Emergency Driving Techniques
    - Skid Control
    - Tractor Jackknifing
    - Trailer Jackknifing
    - Steering
    - Braking System
    - Tire Blowout
    - Loss of Brakes
    - Loss of Visibility
  - Emergency Evasive Action
  - Collision with an Animal
  - Breakdowns
  - Collisions (Major and Minor)
  - Organize Bystanders to Render Assistance
  - Emergency Equipment
    - Approved Warning Device
    - Hazard Warning Lights
    - Fire Extinguishers (and operation)
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