



Class 1 and Class 3

Instructor development guide

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Class 1 and Class 3 Instructor Development Guide

For more information regarding this content visit: <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>.

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Introduction

This document is intended for licensed Class 1 and 3 driving schools in Alberta. It is a guideline for the education and development of applicants who want to become licensed commercial class driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning. Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits. For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant on-road session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

Guide to Delivering Driver Training

Knowledge

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

Communication

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their student that instills confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

Patience

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

Error Identification

A fundamental role of an instructor is to demonstrate the ability to identify an error committed by the student. Furthermore, an instructor is expected to provide remedial action to assist the student in various scenarios involving Class 1 and Class 3 vehicles.

Policies

Phase 1 – Knowledge Exams

Objectives

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time. Each appointment must be booked by a representative of the driving school, preferably the Senior Instructor; not the applicant. At the time of booking, the applicant's full name and drivers licence number must be provided.

The applicant must hold at least a Class 1 drivers licence and provide an acceptable criminal record check before being eligible to attempt the knowledge test.

The knowledge testing consists of two exams:

1. A general knowledge exam consisting of 50 questions and,
2. A supplemental exam, consisting of 30 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The test results will be discussed with successful candidates only. Once successful with both written tests, the applicant may proceed to Phase 2.

Important Note

Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Class 1 Mandatory Entry-Level Training (MELT) Guidelines and Curriculum
- Alberta Traffic Safety Act and related Regulations (available at www.qp.alberta.ca)
 - ✓ Operator Licensing and Vehicle Control Regulation
 - ✓ Vehicle Equipment Regulation
 - ✓ Driver Training and Driver Examiner Regulation
 - ✓ Use of Highway and Rules of the Road Regulation
 - ✓ Off-Highway Vehicle Regulation
 - ✓ Commercial Vehicle Safety Regulation
- Commercial Driver's Guide to Operation, Safety and Licensing (for Trucks, Buses, Emergency Responders & Taxis) (Available at www.alberta.ca)
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (available at www.alberta.ca)
- Instructor Development Guide

Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment to attempt Phase 2, 3, and 4 may be made with DPLS only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination, the applicant must purchase and obtain their Criminal Record Check from a qualified police service.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Medical Assessment
- Vehicle Insurance
- Vehicle Registration
- Commercial Vehicle Inspection Certificate (CVIP)
- Criminal Records Check
- Safety Fitness Certificate

Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

Vehicle for the Exam

The practical assessment will be completed using a fully-equipped manual-shift tractor-trailer (minimum 13 speed). The exam will not proceed on the promise that a defect will be repaired.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a) An unsafe action, such as:
 - i. Involved in a collision, regardless of fault
 - ii. Near collision (due to action of applicant)
 - iii. Administrator must intervene in order to prevent an unsafe action.
- b) Client lacks skill and control (regardless of accumulated errors).
- c) A traffic violation.
- d) Too many accumulated errors.
- e) Unable or unwilling to follow Administrator's instructions.
- f) Inadequate verbal information (omitted or inaccurate).

Phase 2 – In-Yard Procedures

Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively conduct a **Vehicle Inspection** for safe operation

Part 1 – Exterior Inspection

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

Part 2 – Under the Hood

The applicant will be required to demonstrate an understanding of the correct under the hood procedure.

Part 3 – Engine Start-Up and Interior Inspection

The applicant will be required to demonstrate an understanding of the correct engine start-up and interior inspection procedure.

2. Demonstrate an **Air Brake Inspection**

The applicant will be required to provide a complete description and demonstration of the air brake inspection.

3. Demonstrate **Coupling and Uncoupling** a tractor-trailer

The applicant will be required to provide a complete description and demonstration of coupling and uncoupling the trailer to the tractor.

4. Demonstrate the driving manoeuvres of **Backing and Parking Procedures**

The applicant will be required to perform the backing procedures for the different types of backing: straight, left, and right. The required backing techniques include straight-line, 90 degree alley-dock, and parallel parking.

Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

Phase 3 – Personal Drive & Commentary Drive

Objectives

The objective of Phase 3 is to assess the ability of the applicant to:

1. Demonstrate a **Personal Drive** and **Commentary Drive** (Hazard Awareness and Management)

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his/her personal driving habits. Demonstrate the principles of commentary driving (hazard awareness and management).

The applicant will be required to operate the vehicle through a series of traffic conditions. This phase will look at the client's ability to operate to a high standard through low, medium, and high traffic situations. The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads. The Personal Drive and Commentary Drive must be completed together. If unsuccessful, the applicant will be required to complete Phase 3 in its entirety.

An appointment to attempt phase 3 may be made upon successful completion of phases 1 and 2.

At the completion of phase 3, the results will be discussed and the applicant advised as to a pass or fail. If passed, the applicant may proceed to Phase 4, to be conducted on a different day.

Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

Phase 4 – Teaching Modules

Objectives

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety for the applicant, Driver Program Administrator (DPA), and all other road users.

To successfully pass the teaching modules, the candidate must score a pass in all competence components of each module. Recording a fail on any section will result in an unsuccessful test. The candidate will then be required to repeat phase 4 in its entirety.

The objective of Phase 4 is to assess the ability of the applicant to:

1. Describe and teach the driving manoeuvres of **Turns (Left and Right)**

The exam will be conducted through a complete range of traffic situations including residential, city centre, and merging roads.

2. Describe and teach the driving manoeuvres of **Parking and Starting on a Hill**

The applicant will be required to describe and teach the proper procedures for parking and starting on hills.

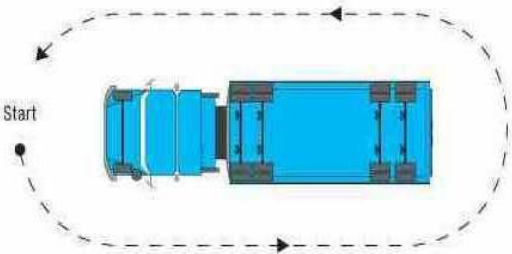
An appointment to attempt phase 4 may be made upon successful completion of phase 1, phase 2, and phase 3.

Phase 4 will be approximately two hours unless discontinued due to an automatic failure. At the completion of the Teaching Modules (Phase 4), feedback will be provided by the DPA and the applicant advised as to a pass or fail.

Important Note

There is a minimum 14-day waiting period for retesting of Phase 4 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

Phase 2 – In-Yard Procedures

TABLE 1.1 - Vehicle Inspection	
Instructions to Applicant	Skill Objective
<p>Vehicle Inspection and Knowledge Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase is to ensure that the applicant understands and can demonstrate a comprehensive vehicle inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>Each driver is responsible and accountable for the safety and operation of their equipment to ensure that it meets mechanical and safety standards. It is essential that each driver inspect their vehicle before departing on a trip. The inspection must involve a complete circle check of the vehicle you will be driving. You will check a number of items along the inside and outside of the truck. Your inspection will take you full circle around your vehicle. Following a routine using the same steps every time will help to not overlook any part of your inspection requirements.</p>
Notes:	Expected Applicant Feedback
 <p>The diagram shows a top-down view of a blue tractor-trailer unit. A dashed black line forms a circle around the vehicle, with arrows indicating a counter-clockwise direction. A small black dot at the front-left of the circle is labeled 'Start'.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Prior to starting procedure:</p> <ul style="list-style-type: none"> ✓ Tractor-trailer is on level terrain and at a safe location ✓ Set parking/spring brake ✓ Ensure that the engine has been shut off ✓ Chock the wheels (15 by 15 centimetre block) <p>Exterior Inspection:</p> <ul style="list-style-type: none"> ✓ Circle Check: complete circle around the vehicle ✓ Hood: Is not missing and is secure ✓ Bumper, Fender: Is not missing, broken, bent, or corroded or have sharp edges and is securely mounted ✓ Mirrors: Should be securely mounted and adjusted to the appropriate setting for the driver. Check for damage that affects the proper functioning of the mirror ✓ Windows: Check for cracks, discolouration, exposed sharp edges, or missing parts. Cracks or chips in any area swept by windshield wipers must not be greater than 25 millimetres in diameter

	<ul style="list-style-type: none"> ✓ Suspension: Excessive play for ball joints, control arm pivots, wheel and axle bearings. Front and rear springs, shackles, U-bolts, centre-bolts, radius rods, control arms, torque arms, equalizers, sway-bars, stabilizers and their supports and attachments must not be loose, bent, cracked, broken, disconnected, displaced, perforated by corrosion or missing. Shock absorbers must not be loose, bent, disconnected, missing or damaged, or show evidence of active fluid leakage ✓ Electrical Components: Components are secured on their mountings. Electric wiring must not be loose so as to contact moving parts, rubbed through the insulation, peeled, cut or deteriorated. ✓ Lamps and Reflectors: Components must not be damaged, discoloured, or be missing in whole or part. Lamps must not be covered or modified in a manner that reduces the effective area of the lens or reduces the brightness of the light ✓ Tires: Tire pressure is maintained in accordance with manufacturer's specifications. Check for excessive tread wear, tread separation, exposed cord, abnormal bumps, bulges or knots. Cuts or snags that affect the safety of the tires. Minimum tread depth of 3.2mm for steer axles, and 1.6mm for drive axles. ✓ Wheels: Wheel stud, bolt, clamp, nut, and lug must not be loose, missing, damaged, broken or mismatched. Disc wheel assembly does not have any visible cracks, or be bent in a way that affects the safe operation of the vehicle. Hub must not be cracked, bent, distorted, worn, or missing. Hub should also be checked for leaks ✓ Mud Guard/Flap: Is secure and not damaged ✓ Exhaust: Check for missing, perforated, patched, insecure components and leaks. No part of the exhaust system must be closer than 50 millimetres to wiring, any part of a fuel
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	<ul style="list-style-type: none"> ✓ Heating and Defrosting Systems: Visible portions of the hoses and piping for the interior heaters routed within the occupant compartment must not be abraded, cracked or leaking. Windshield defroster system must deliver heated air to the windshield and, where fitted, to the side windows to the left and right of the driver. If the service door is equipped with frost-resistant glass panels, heated air does not have to be delivered to door glass panels ✓ Gear/Shift Lever: This is manually controlled by the driver to select vehicle speeds. The gear lever is used to change gears. On top of the shift lever you will notice there are one or two controls, the range control and possibly a splitter. They may look different or be in slightly different places for different transmissions but they all perform the same way. The range control in a transmission provides both a high and a low range of basic gears. A range control turns a five-speed transmission into nine speeds, five low range gears and four high range gears. Most truck transmissions will have a range control. This control lets the main transmission gears do double duty. You may use them once in low range and then use them over again in high range. As the transmission range control splits the basic gears into low and high gears, the transmission splitter control splits those high gears into "Direct" and "Overdrive". That means a range control transmission with a splitter has a low gear range, a high gear range and an overdrive for each gear in high range. ✓ Clutch Pedal: Depress the clutch pedal and ensure that is not sticking, vibrating, loose, or making squeaking or grumbling noises. Double-clutching lets you speed up or slow down the input shaft while it's in neutral and not engaged to any gear. When you move the shift lever into neutral and let the clutch out, the engine flywheel can turn the input shaft without engaging any
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TABLE 1.2 – Air Brake Inspection	
Instructions to Applicant	Skill Objective
<p>Air Brake Inspection and Knowledge Explain and demonstrate the air brake inspection procedure.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive air brake inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>As in the trip inspection of the vehicle, the driver plays an important role in maintaining the air brake unit. A driver must be alert and know how the air brake system works. Any brake problems must be reported so the necessary repairs can be done.</p>
Step Procedure	Expected Applicant Feedback
<p>Step 1: Prior to starting procedure</p>	<ul style="list-style-type: none"> • Chock the wheels with the vehicle on level ground • Perform a visual inspection of the air brake components • Leave the engine off with the key in the 'on' position
<p>Step 2: (Tractor Protection System)</p>	<ul style="list-style-type: none"> • Push the trailer air supply valve (red button): park control valve (yellow button) should be pulled • Disconnect both air lines to the trailer and return to the cab. • Low air pressure warning should come on by 60 PSI (413kPa) • Trailer air supply valve should “pop” out at 40 -60 PSI (276-414 kPa) or higher after the system stabilizes
<p>Step 3: (Park Control Valve)</p>	<ul style="list-style-type: none"> • Push the park control valve (yellow button) • Pump the foot valve to reduce air pressure • Park control valve (yellow button) should “pop” out by 20-45 PSI (138-310 kPa). • Reconnect both air line to the trailer
<p>Step 4: (Supply Circuit)</p>	<ul style="list-style-type: none"> • Start the engine and run at fast idle around 1200 RPM • Perform compressor build-up test: 50 to 90 PSI (345 to 621 kPa) within 3 minutes • Low air pressure warning light should go out by 60 PSI (414 kPa) • Build air pressure to system maximum to confirm governor cut-out at 120-135 PSI (828-931kPa) • Release park brake • Pump service brake to reduce air pressure until governor cuts in. Confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure

<p>Step 5: (Air System Leaks)</p>	<ul style="list-style-type: none"> • Push park control valve and rebuild air pressure • Turn off engine • Apply and firmly hold a full service brake application (allow air time to stabilize) for 2 minutes • Maximum 4 PSI (28 kPa) loss for power unit, plus an additional 2 PSI (14kPa) per trailer, after the system stabilizes. • Release service brake application and reapply spring park brakes
<p>Step 6: (Service Brake Response)</p>	<ul style="list-style-type: none"> • Remove wheel chocks • Release spring park brakes • Perform a brake response test using the foot valve • Perform a brake response test using the trailer hand valve

TABLE 1.3 – Coupling and Uncoupling a Tractor-Trailer	
Instructions to Applicant	Skill Objective
<p>Coupling and Uncoupling a Tractor-Trailer Explain and demonstrate how to correctly connect and detach the trailer from the tractor.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate coupling and uncoupling manoeuvres with a tractor-trailer for safe operation and is able to communicate the procedure to students.</p> <p>An unsafe action or improper skill manoeuvre results in a disqualification.</p>	<p>As in the trip inspection of the vehicle, having the knowledge and skills to correctly connect and detach the trailer from the tractor is a major responsibility of every commercial driver.</p>
Step Procedure - Coupling	Expected Applicant Feedback
<p>Step 1: Inspection</p>	<p>Inspect the yard:</p> <ul style="list-style-type: none"> • Inspects the yard prior to coupling to make sure there are no obstructions in the path that could damage the tractor and trailer. • Inspect lower couplers and connectors while outside the vehicle <p>Secure the vehicle:</p> <ul style="list-style-type: none"> • Set transmission into neutral gear and apply tractor parking brakes <p>Inspect the tractor:</p> <ul style="list-style-type: none"> • Ensure fifth wheel is tilted back and the jaws are in the unlocked position. • Ensure the fifth wheel is not damaged and has no missing or bent parts • Check for adequate grease on the fifth wheel. • Check that the mounting to the tractor is secure • Ensure that the air and electrical lines are in good condition and properly secured. • Ensure that the 7-way connector and the cord are not damaged <p>Inspect the trailer:</p> <ul style="list-style-type: none"> • Ensure trailer is secure against movement before coupling. Block the trailer wheels using chock blocks to ensure the trailer will not roll backward from the pressure applied by the tractor as it moves under the trailer. • Check the condition of the trailer kingpin and apron (including collar). Check for excessive wear or cracks • Check all air and electrical connections for any damage

<p>Step 2: Start the coupling procedure</p>	<ul style="list-style-type: none"> • Enter the tractor and release the parking brake to reverse the tractor towards the trailer • Back the tractor so fifth wheel slot is in line with the trailer king pin. Stop when fifth wheel contacts the trailer apron. • Apply the parking brake and exit the vehicle to check the alignment of the fifth wheel with the kingpin • Check height of the fifth wheel with trailer apron and raise or lower landing gear as required. The coupling surface of the trailer should be just below the middle of the fifth wheel. • Re-enter the tractor and shift tractor into reverse gear. Release the tractor parking brake. Use mirrors to check tractor and trailer alignment as well as trailer's stability. • Ensure that the fifth wheel remains in line with trailer king pin while backing the tractor slowly. Continue to back until connection is made with the fifth wheel locking around the trailer king pin. • Gently but firmly latch the fifth wheel. Listen for and feel the fifth wheel latching into its locked position.
<p>Step 3: Continue coupling with a tractor with <u>fixed suspension</u></p>	<ul style="list-style-type: none"> • Align the tractor and trailer, reversing the vehicle until the fifth wheel is just ahead of trailer, touching the trailer or slightly under, but not against the kingpin • Exit the tractor and check the upper coupler and confirm that the kingpin is aligned (no more than 10 cm {4 in.} from the center of the fifth wheel lower coupler), adjust height so that contact of the upper coupler will be on the bottom half of the fifth wheel lower coupler • Re-enter the vehicle and continue reversing toward the trailer, monitor the trailer's position during coupling using the mirrors to confirm proper alignment • Reverse the tractor, gently but firmly engage the fifth wheel • Listen for and feel the fifth wheel latch into its locked position.
<p>Step 4: Continue coupling with a tractor having air suspension offering a <u>suspension drop</u> feature</p>	<ul style="list-style-type: none"> • Reverse the vehicle slowly toward the trailer until the fifth wheel just touches the trailer, or is about to touch it • Exit the tractor and check vehicle heights • Re-enter the tractor and release (dump) the tractor air suspension, then reverse the tractor until the fifth wheel lower coupler is fully under the front of the trailer, but still ahead of the king pin • Restore the tractor air suspension to its normal height

	<ul style="list-style-type: none"> • Monitor the trailer's position during coupling using the mirrors to confirm proper alignment • Reverse the tractor, gently but firmly engaging the fifth wheel • Listen for and feel the fifth wheel latching into its locked position
<p>Step 5: Complete the coupling for <u>all suspension types</u></p>	<ul style="list-style-type: none"> • Attempt to move the tractor forward (perform a "tug test") • Exit the vehicle and visually confirm the fifth wheel is locked by checking the fifth wheel contact, the release handle position and the latch • Connect the air and electrical lines properly, and confirm normal operation • Raise the trailer landing gear fully and stow the handle into its retainer • Re-enter the vehicle and supply air to the trailer with the trailer supply valve, monitor the air pressure gauges, and confirm air pressure gauges show normal pressure levels • Drive forward slowly a short distance and apply either the trailer service brakes only, or the full service brakes to test brake operation

Step Procedure - Uncoupling	Expected Applicant Feedback
<p>Step 1: Start the uncoupling procedure</p>	<ul style="list-style-type: none"> • Confirm the location is suitable and safe for uncoupling • Park and secure the trailer in the selected location and apply the trailer parking brakes • Place any required wheel chocks and blocks, or engage locks into position • Dump the trailer suspension (if equipped with a manual air ride) • Confirm that the suspension has deflated (if equipped with an auto-dump) • Place adequate support material under the landing gear • Lower the trailer landing gear until it is just above the ground, just touches the ground, but does not raise the trailer from the fifth wheel • Leave the landing gear handle in low range and stow the handle • Disconnect air and electrical connections and stow them • Release the fifth wheel coupler lock
<p>Step 2: For a tractor with <u>fixed suspension</u></p>	<ul style="list-style-type: none"> • Re-enter the vehicle and drive forward slowly to release the fifth wheel, watch the trailer in the mirrors or out of the rear window, confirm the trailer is stable • When the fifth wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer, exit the tractor and check that the trailer is stable and secure • Re-enter the vehicle and drive forward slowly until the tractor is clear of the trailer
<p>Step 3: For a tractor with air suspension having a <u>suspension drop</u> feature</p>	<ul style="list-style-type: none"> • Re-enter the vehicle and drive forward slowly far enough to unlatch the fifth wheel coupler and stop • Operate the control to drop the tractor suspension • Watch the trailer in the mirrors or out of the rear window, confirm the trailer is stable • When the fifth wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer, exit the tractor and check that the trailer is stable and secure • Re-enter the vehicle and drive forward slowly until the tractor is clear of the trailer

TABLE 1.4 – Straight-Line Backing Procedures	
Instructions to Applicant	Skill Objective
<p>Backing and Parking Procedures Demonstrate the proper backing and parking procedures for:</p> <ul style="list-style-type: none"> • Straight-Line backing • 90 Degree-Alley Dock backing • Parallel Parking <p>An unsafe action or improper skill manoeuvre results in a disqualification.</p>	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper backing procedures for the different types of backing: straight, left, and right.</p>
Straight-Line Backing	Expected Applicant Feedback
<p>Manoeuvre Space - Straight-line backing manoeuvre will be in a space that is between 3.5 and 3.7 metres wide and as long as 2/3 the length of the tractor-trailer.</p> <p>Straight-line backing (left side)</p> <p>Straight-line backing (right side)</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Open windows and silence audio devices ✓ Position the tractor-trailer for the backing manoeuvre by moving the vehicle forward a total length of 1.5 times the total length of the tractor-trailer until it is aligned and the front wheels are straight ✓ Secure the vehicle and activate the warning flashers ✓ Exit the vehicle to examine the manoeuvre space- checkup, down, and around the unit ✓ Re-enter the vehicle, release the park brake and sound vehicle horn briefly ✓ Use your mirrors to ensure nothing is in the way of your vehicle-on either side, behind, and underneath ✓ Put the vehicle in reverse. Reverse into the space at idle speed, with brake covered and checking your mirrors ✓ Pull up the vehicle no more than 2 time to align it during the manoeuvre ✓ Exit the vehicle to examine space and vehicle alignment during the manoeuvre ✓ Complete the reverse movement while staying entirely within the manoeuvre space ✓ Stop tractor-trailer movement upon reaching the desired position (Stop the tractor-trailer gently when backing up to a solid fixture) ✓ Complete the backing manoeuvre within 10 minutes

TABLE 1.5 – 90 Degree Alley-Dock Backing (Clear side)

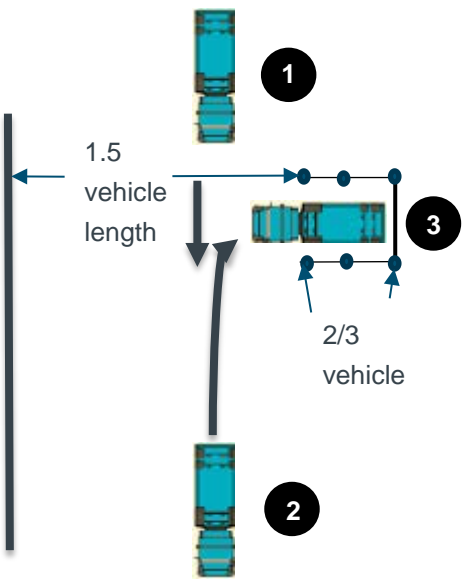
90 Degree Alley-Dock Backing - Left (Clear Side)	Expected Applicant Feedback
<p>Manoeuvre Space - 90 Degree alley-dock (left) backing manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer, starting with the vehicle positioned perpendicular to the space and with the front of the tractor directly in front of it. The pull-up space in front of the backing target space must be no deeper than 1.5 times the vehicle length. The manoeuvre will be performed from both sides.</p>  <p>90 Degree alley-dock backing - Clear side</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Open windows and silence audio devices ✓ Drive the vehicle forward out of the starting position ✓ Secure the vehicle and activate the warning flashers ✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position and clearance. ✓ Re-enter the vehicle, release the park brake and sound vehicle horn briefly ✓ Start reversing, turn the steering wheel to the right to move the trailer to the left. ✓ Once the trailer is curving towards the space, turn the steering wheel to the left and let the tractor follow the trailer into the lane ✓ When the trailer is in line with the parking space, turn the wheel even more to the left to straighten the tractor in relation to the trailer ✓ Pull up the tractor-trailer no more than 2 times to align it during the manoeuvre ✓ Exit the tractor to examine space and vehicle alignment during the manoeuvre ✓ Complete the reverse movement while staying entirely within the manoeuvre space ✓ Stop tractor-trailer movement upon reaching the desired position ✓ Stop the tractor-trailer gently when backing up to a solid fixture ✓ Complete the backing manoeuvre within 10 minutes

TABLE 1.6 – 90 Degree Alley-Dock Backing (Blind side)

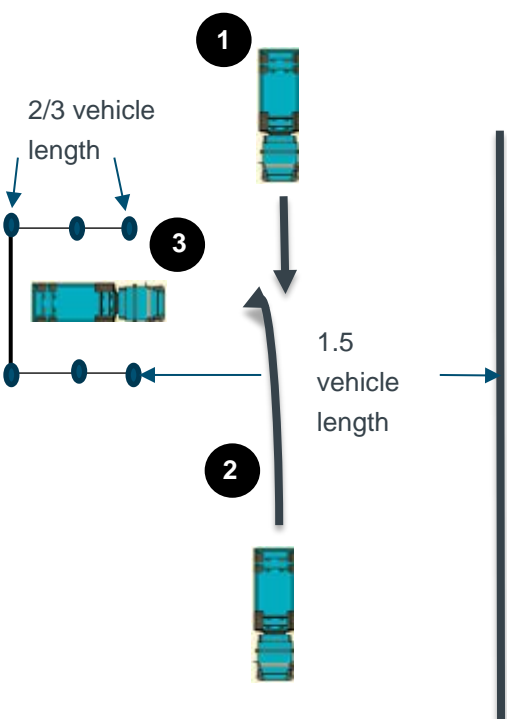
90 Degree Alley-Dock Backing - Right (Blind Side)	Expected Applicant Feedback
<p>Manoeuvre Space - 90 Degree alley-dock (right) backing manoeuver will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer, starting with the vehicle positioned perpendicular to the space and with the front of the tractor directly in front of it. The pull-up space in front of the backing target space must be no deeper than 1.5 times the vehicle length. The manoeuver will be performed from both sides.</p>  <p>90 Degree alley-dock backing - Blind side</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Open windows and silence audio devices ✓ Drive the vehicle forward out of the starting position ✓ Secure the vehicle and activate the warning flashers ✓ Exit the vehicle to examine the manoeuver space from outside the vehicle and check vehicle position and clearance. ✓ Re-enter the vehicle, release the park brake and sound vehicle horn briefly ✓ Start reversing, turn the steering wheel to the left to move the trailer to the right. ✓ Once the trailer is curving towards the space, turn the steering wheel to the right and let the tractor follow the trailer into the lane ✓ When the trailer is in line with the parking space, turn the wheel even more to the right to straighten the tractor in relation to the trailer ✓ Pull up the tractor-trailer no more than 2 times to align it during the manoeuver ✓ Exit the tractor to examine space and vehicle alignment during the manoeuver ✓ Complete the reverse movement while staying entirely within the manoeuver space ✓ Stop tractor-trailer movement upon reaching the desired position ✓ Stop the tractor-trailer gently when backing up to a solid fixture ✓ Complete the backing manoeuver within 10 minutes

TABLE 1.7 – Parallel Parking (Clear side)

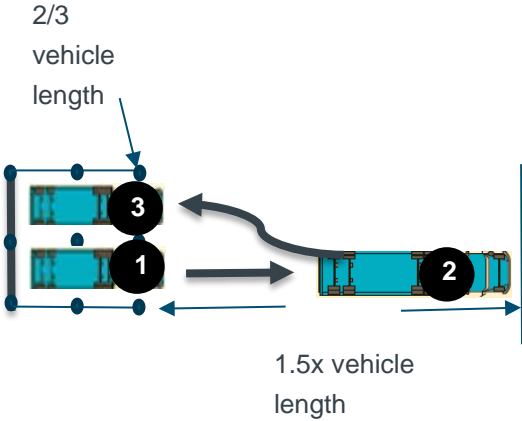
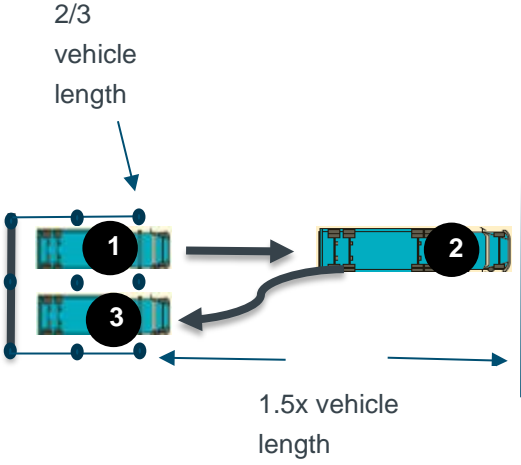
Parallel Parking - Left (Clear Side)	Expected Applicant Feedback
<p>Manoeuvre Space - Parallel Parking (left) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer. The manoeuvre will be performed from both sides.</p>  <p>The diagram illustrates the parallel parking manoeuvre. A tractor-trailer unit (labeled 2) is shown in an initial position to the right of a parking space. A curved arrow indicates the path of the tractor as it reverses into the space. A second tractor-trailer unit (labeled 1) is shown in the middle of the manoeuvre, and a third unit (labeled 3) is shown in the final parked position. A vertical dimension line on the left indicates the width of the parking space as '2/3 vehicle length'. A horizontal dimension line below the units indicates the length of the manoeuvre space as '1.5x vehicle length'. The units are shown in blue and yellow.</p> <p>Parallel Parking - Clear side</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Open windows and silence audio devices ✓ Drive the tractor-trailer forward until the front of the tractor is 1.5 times the total unit length past the front of the simulated curb ✓ Prior to reversing, secure your vehicle and walk around the vehicle in a counter clock-clockwise direction and check for obstacles, possible hazards and clearance. ✓ After re-boarding, check mirrors, sound horn, and put the gear in reverse. Always select the lowest reverse gear available. ✓ Release park brake, start reversing, turning the steering wheel to the right to move the trailer to the left. ✓ Begin to turn the steering wheel to the left direction at the appropriate time, aligning the trailer with the adjacent space. ✓ Straighten the truck and trailer, and continue to reverse into the final parking position. ✓ Pull up the tractor-trailer no more than 2 time to align it during the manoeuvre ✓ Complete the reverse movement while staying entirely within the manoeuvre space ✓ Stop tractor-trailer movement upon reaching the desired position ✓ Stop the tractor-trailer gently when backing up to a solid fixture ✓ Complete the backing manoeuvre within 10 minutes

TABLE 1.8 – Parallel Parking (Blind side)

Parallel Parking - Right (Blind Side)	Expected Applicant Feedback
<p>Manoeuvre Space - Parallel Parking (right) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer. The manoeuvre will be performed from both sides.</p>  <p>Parallel Parking - Blind side</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Open windows and silence audio devices ✓ Drive the tractor-trailer forward until the front of the tractor is 1.5 times the total unit length past the front of the simulated curb ✓ Prior to reversing, secure the vehicle and walk around the vehicle in a counter clock-clockwise direction and check for obstacles, possible hazards and clearance. ✓ After re-boarding, check mirrors, sound horn and put the gear in reverse. Always select the lowest reverse gear available. ✓ Release park brake, start reversing, turning the steering wheel to the left to move the trailer to the right. ✓ Begin to turn the steering wheel to the right direction at the appropriate time, aligning the trailer with the adjacent space. ✓ Straighten the truck and trailer, and continue to reverse into the final parking position. ✓ Pull up the tractor-trailer no more than 2 time to align it during the manoeuvre ✓ Complete the reverse movement while staying entirely within the manoeuvre space ✓ Stop tractor-trailer movement upon reaching the desired position ✓ Stop the tractor-trailer gently when backing up to a solid fixture ✓ Complete the backing manoeuvre within 10 minutes

Phase 3 – Personal Drive & Commentary Drive

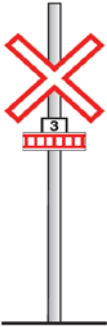

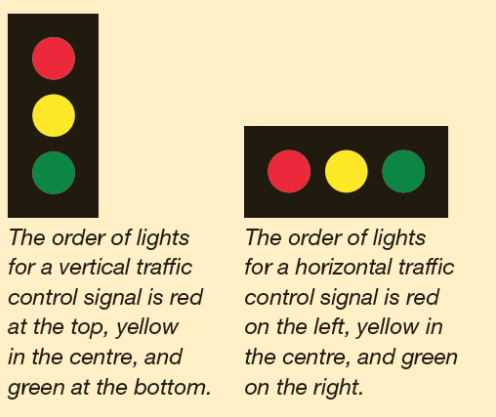
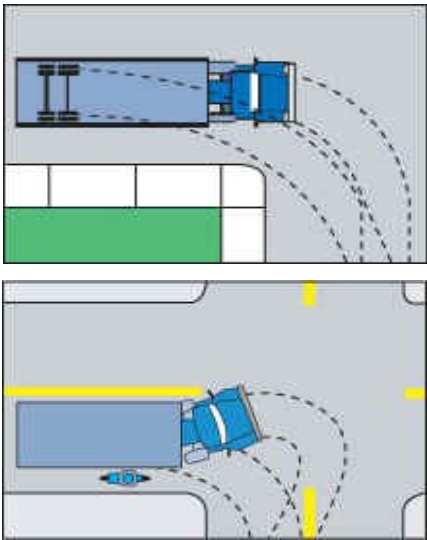
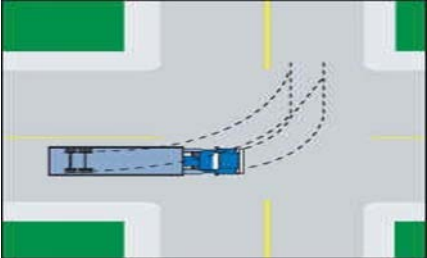

TABLE 2.1 – Personal Drive	
Instructions to Applicant	Skill Objective
<p>The personal drive shall be approximately 45 minutes.</p> <p>The Administrator will determine the route. Care will be taken to ensure the truck routes conforming to city by-laws are followed.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. In some instances, instruction will be given further in advance to permit the applicant to plan his or her actions. Examiner will not ask that any illegal manoeuvres be performed.</p> <p>An unsafe action or improper skill manoeuvre results in a disqualification.</p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification or other safety concerns.</p> <p>At an appropriate time the applicant will be asked to assume he or she is transporting dangerous goods such as explosives, corrosives, or flammable liquids. Applicant must explain and demonstrate the proper procedure when approaching and crossing an un-controlled railroad crossing.</p>
Step Procedure – Uncontrolled Railroad Crossing	Expected Applicant Feedback
 <p>Note: <i>Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (8) states that a driver shall not shift gears of the vehicle while crossing railway tracks. Shifting gears while crossing railway tracks will increase the chance of stalling or not being able to get the transmission into the correct gear while on the tracks.</i></p>	<ul style="list-style-type: none"> • Stop in a safe location between 5 and 15 metres from the nearest rail. • Place the transmission in neutral gear, apply the brakes, and keep your foot on the foot brake. • Turn off the engine and roll down the windows to listen for an approaching train. • If you cannot see clearly for a safe distance along the tracks to the left and right of the roadway, exit the vehicle and from a good viewing position check both directions along the railroad track. • If clear, enter the truck immediately and proceed to cross the tracks. <p>DO NOT shift gears until the entire truck unit is completely clear of the railway crossing.</p>

TABLE 2.2 – Commentary Drive	
Instructions to Applicant	Skill Objective
<p>During the personal drive, the applicant must demonstrate the principles of commentary driving as it relates to general traffic situations. This shall be approximately 15 minutes.</p> <p>An unsafe action or improper skill manoeuvre results in a disqualification.</p>	<p>Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. This is also about perception, which is being able to see and know what is going on around your truck. Applicants must identify hazards, see objects, vehicles or situations, as well as understand the situation and manage these hazards.</p> <p>Information given must be:</p> <ul style="list-style-type: none"> ✓ Accurate ✓ Correct priority ✓ Relevant to what is occurring ✓ Far enough in advance.
Expected Applicant Feedback	
  <p><i>The order of lights for a vertical traffic control signal is red at the top, yellow in the centre, and green at the bottom.</i></p> <p><i>The order of lights for a horizontal traffic control signal is red on the left, yellow in the centre, and green on the right.</i></p>	<p>Commentary driving will deal with:</p> <ul style="list-style-type: none"> • Relevant traffic control devices • Road position: A safe following distance will vary with the speed being maintained and conditions of the road surface and visibility. Maintain a minimum of 4 second following distance • To determine the proper following distance: <ul style="list-style-type: none"> ○ Identify a stationary object ahead such as a road sign, or seam on the road. ○ Note when the rear bumper of the vehicle in front of you passes that object. ○ Begin to count, “one thousand and one, one thousand and two,” and so on. ○ Stop counting when your vehicle’s front bumper arrives at the stationary object. • Visual habits: Watch for dangers by moving eyes back and forth over an area. Scan approximately 12 seconds ahead of the present position. Applicant must be aware of what is happening and what is likely to happen ahead, to the sides, and to the rear of the vehicle. Mirrors must be checked before changing speed or direction. • Traffic situation: This includes the general situation as it exists or changes

Phase 4 – Teaching Modules

TABLE 3.1 – Right and Left Turns	
Instructions to Applicant	Skill Objective
<p>The applicant will explain and demonstrate a minimum of four right turn and four left turns within a specific area.</p> <p>Applicant must be in the proper gear when performing turns.</p> <p>An unsafe action or improper skill manoeuvre results in a disqualification.</p>	<p>In any vehicle where the rear axle cannot steer during a turning manoeuvre, the rear tires will follow a different path than the steering tires. Off-tracking tendencies of the vehicle must be taken into consideration.</p> <p>There are two types of off-tracking:</p> <ul style="list-style-type: none"> ✓ high speed ✓ low or moderate speed <p>Low Speed Off-Tracking is common in city driving. It can be very dangerous. In low or moderate speed turns, the rear tires are pulled inward of the steering path. The longer the wheelbase of the vehicle or the tighter the turn will always result in more off-tracking.</p> <p>High Speed Off-Tracking - When vehicles travel at high speeds the rear wheels pull outward from the steering path. This is due to the influence of centrifugal force. When driving a large unit the applicant must always use moderate speeds when entering curves on open highways.</p>
Right Turn	Expected Applicant Feedback
	<ul style="list-style-type: none"> • Mirror check and signal to move into the proper road position for a right turn. (Amount of off-track must be considered) • Reduce speed one half-block back • Shift into proper gear for the turn. Avoid lugging the engine. • Signal to the right, one third of a block back. • Scan the intersection for traffic control devices and comply as required. • Check left mirror for vehicles attempting to pass or that could otherwise interfere with the turning procedure. • Check right mirror to ensure that smaller vehicles, motorcycles, cyclists, or pedestrians are not attempting to proceed in or around the right side of the tractor-trailer unit. Yield to pedestrians. • Check if the intended lane of travel is free of obstructions, such as parked vehicles. If there is a parked vehicle within one block, then the left side of the vehicle is to be used as an extension of the curb.

<p>Right turns: Changing gears must not happen just prior to the steering wheel being turned in the direction of the turn and until the off-tracking of the right rear tire of the trailer has safely cleared the tightest point of the turn.</p> <p>Note: Turning right at a corner is more difficult than turning left. When turning left, you will have a clear view of the corner. Turning to the right means that a blind spot will be present at certain times</p>	<ul style="list-style-type: none"> • Check left, center, right for traffic and pedestrians. Check left again. • Proceed with the turning procedure using the hand over hand steering method while constantly scanning the front and right side of vehicle. (Watch for vehicles attempting to pass on the right.) • Return to curb lane immediately after the rear wheels clear the curb. Explain when to begin recovery of the steering wheel and method. • Speed must be safe and controlled at all times. • Looking well down the driving path, at least one block, continue recovering the steering wheel using hand-over-hand method. • Accelerate and ensure that signal light has been cancelled.
<p>Left Turn</p>  <p>Left turns: Changing gears must not happen just prior to the steering wheel being turned in the direction of the turn and until the off-tracking of the left rear tire of the trailer has safely cleared the tightest point of the turn.</p>	<p>Expected Applicant Feedback</p> <ul style="list-style-type: none"> • If not in the legal turning lane, mirror and shoulder check left, signal at least one half block back and when safe enter the proper turning lane. This is the lane just to the right of the center line or the left curb on one-way streets or as indicated by directional signs. Where two or more lanes are allowed to turn left you should always position yourself in the outside (right) lane. This will keep other vehicles that are turning, visible in your left mirror and not on your blindside. Also reduce your speed one half-block. • Ensure that you shift into a proper gear for the turn if the turn can be done without stopping. • From the proper lane, signal left at least one third of a block from the intersection. • Scan the intersection for traffic control devices and comply as required. Check left, center, right and left again for traffic and pedestrians. • Travel straight into the intersection to within approximately 3 meters, one lanes width, of the intended lane. (Except on one- way streets.) • Keep front wheels straight and yield to approaching traffic and/or pedestrians in the crosswalk to the left. • Look well along the intended lane of travel, accelerate, and begin the turn when safe to do so. Use the hand-over-hand steering method. Remember to constantly check the left mirror. • Stay only as far to the right side to avoid the rear wheels running over obstacles or other vehicles. • Start to recover steering by using the hand-over-hand method and return into the proper lane. • Accelerate, cancel the turn signal and look well down your intended path of travel.

Starting on a Hill	Expected Applicant Feedback
	<ul style="list-style-type: none"> • When the wheels are straight, stop and explain the proper procedure for starting on a hill to prevent the vehicle from rolling back. (Include proper use of clutch, brake and throttle.) • When the vehicle is moving, accelerate slowly and look well down your intended path of travel. (12 seconds or one block)
Parking and Starting Downhill	Expected Applicant Feedback
 <p data-bbox="358 1178 423 1220"><i>Hill</i></p>	<ul style="list-style-type: none"> • The applicant will explain and demonstrate the proper procedure for bringing the vehicle into a normal legal park position. • He or she will check left then move the vehicle forward slowly while steering slightly to the left. They must explain that this is necessary in order to give the right front wheel clearance from the curb. • Continue moving forward very slowly and continue turning the wheels fully to the right. (Explain dry-steering and why it must be avoided). • Allow the front tire to gently make contact with the curb, which will stop the vehicle. (Test the park to ensure it will hold the vehicle.) • Demonstrate and explain the proper procedure for securing the vehicle. This will include placing the transmission in lowest reverse gear, and applying the vehicle parking brakes. • Explain the proper procedure for vehicle shut down and blocking of the wheels. • When ready to leave the park position, explain the proper start up procedure. (From curb.) • Demonstrate and explain backing the vehicle just far enough to straighten the front wheels. • Demonstrate and explain the proper procedure for leaving the curb from a downgrade position. (Wheels are in straight position.)