



## CDLT 171 CDLT Composite Driving section name section credit hours Credits Syllabus

### Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This one day classroom training course covers the operations, hours of service regulations and material that will enable the student to obtain a certificate in defensive driving or training cars in Air Brake, Hazmat, and Log Book that will enable them to continue driving and carrying a valid CDL license or permit. Student must have a valid CDL Permit, current driver's license and must be 18 years old to take this course.

**Prerequisites:** course prereqs

**Terms offered:** All Semesters

**Section-specific Course Description:**

### Course Level Objectives

Air Brake Class:

Demonstrate knowledgeable of the air brake system of a commercial vehicle.

Demonstrate proficiency in inspecting the air brake system.

Demonstrate knowledge of correct adjust air brakes.

Demonstrate proficiency through exam and practical adjustment to acquire an Air Brake Adjustment Card.

Defensive Driving Class;

Demonstrate proficiency in Commercial Motor Vehicle (CMV) defensive driving strategies and techniques; developing safe driver behavior(s).

Hazardous Materials Class:

Knowledge of driver obligations, comprehension of regulations, driver duties, proper handling of hazardous material .

Hours of Service (Log Book) Class:

Demonstrate knowledge of Hours of Service rules and regulations.

Demonstrate proficiency of completing Log Books.

## Required Texts and/or Materials

### **New Mexico Commercial Drivers Manual**

AAMVA

AAMVA

2005

2017 (Modernization)

### **Federal Motor Carriers Safety Regulations Pocketbook**

9781602875944

JJ Keller

2010-04-01

### **Emergency Response Guidbook**

9781626363762

U.S. Department of Transportation

Simon and Schuster

2013-06-03

### **Pocket Guide to Hazardous Materials**

9781877798146

J.J. Keller & Associates

J.J. Keller & Associates  
1978-01-01

### **Driver's Daily Log**

JJ Keller & Associates  
JJ Keller & Associates  
2012

### **Professional Truck Driver**

Driver Safety Training National Safety Council  
Driver Safety Training National Safety Council  
2015  
5th Edition

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

Scroll to the middle of the linked page to view

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

- Participate in class and in activities (log book assignments, reports, and homework)
- Abide by all policies set forth by the college
- Complete all homework assignments
- Turn in all assignments when due
- Pay extra attention during truck inspections. This time is limited and cannot be repeated.
- Use caution and be safety minded in the building and in the trucks
- Students must maintain a passing grade (80% or better), and demonstrate sufficient knowledge of Defensive Driving Procedures before they will be allowed to attend the driving portion of our program.
- Students must obtain a Commercial License Permit (CLP), before the class deadline
- Students must register for the Drug and Alcohol Clearinghouse, and return a query before the class deadline
- Attend Defensive Driving

## COVID Safe Practices for Being on Campus

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus, but continue to monitor your symptoms and stay home if you test positive for COVID-19 or when you are not feeling well.
- Contact your instructor.

There is no longer a requirement to complete the intake form if you test positive for COVID-19, experience symptoms, or come in contact with a confirmed positive COVID-19 case.

San Juan College continues to follow the NM Department of Health guidelines with regard to COVID-19. These guidelines can be reviewed by visiting their website at: <https://cv.nmhealth.org/>.

Additional SJC COVID-19 information and resources can be found on the [Coronavirus](#) webpage.

## Student Support

## **Student Services and Support**

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies, there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the [Counseling Center website](#) or call 505-566-3404.

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

## **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## **Participation and Attendance Policy**

On days when certifications occur, students must attend the full length of the class day. Students who are tardy or miss portion(s) of the day, risk being denied certification for the subject matter of the day. Certifications available to CDL students include:

- Air Brake Adjustment
- Hazardous Material Endorsement (ELDT Appendix E)
- Hours of Service (Log Book)
- National Safety Council, Defensive Driving for the Professional Truck Driving

## **Inclement Weather Information**

Students will receive notification of class delays and cancellations due to inclement weather via the SJC SunsAlert and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor. If you have not already done so, [Sign up for SJC SunsAlert](#) to stay up to date on weather alerts.

## Other Classroom Policies and Expectations

This is a one day class, students must be present and attend the full length of the class.

Depending on which class is taken other requirements may have to be met.

## Canvas Participation and Expectations

Students should log into Canvas daily to check for announcements or emails. Students who fail to participate in class for 4 or more days, may be considered to have abandoned the class. Logging onto Canvas does not meet this standard.

On-line-Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Should a student have questions or concerns with course content or grades issued to them, they should first attempt to resolve any issue with the course instructor. San Juan College does have a formal grade appeal process. If a student wishes to challenge a grade issued to them, they should first contact the course instructor for a copy of the appropriate forms.

## Instructor Response Times & Regular Interaction Expectations

Will usually respond to missed calls and emails within 24 hours.

## Course Time Commitment

Approximately 8 hour commitment for each class.

## Grading

Final grades are calculated based on the following...

Final grades are calculated based on the following percentages. There is no weight to the course material. Each quiz, test, and work assignment has points assigned to it, and the total of all points equals 100%. Point totals will be assigned letter grades as follows.

Note:

Students must maintain a grade of 80% or better to satisfactorily complete CDLT - 144, and finish the CDL Program. Students who finish this theory class with a grade average less than 80%, will be removed from the CDL Program. This is now required under federal law: eCFR: Title 49, Part 380.715

Percentage of available points:		Letter Grade:
90	- 100	A Passing Grade
80	- 89	B Passing Grade
70	- 79	C See Above
60	- 69	D See Above
	< 59	F

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Individual classes are built on demand, schedule will be announced when class is built.

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or other disabilities, you are encouraged to contact Accessibility Services as soon as possible. The coordinator can work with you to determine eligibility and appropriate accommodations strategies. Please go to your MY SJC portal page, click on Accessibility Services, and complete all the steps.

You can also contact the college's Accessibility Services Coordinator at (505) 566-3271 or [accessibilityservices@sanjuancollege.edu](mailto:accessibilityservices@sanjuancollege.edu). More information is available on the website listed

above.

## **2. The Family Educational Rights and Privacy Act (FERPA)**

Refer to the catalog for information regarding [FERPA](#).

## **3. Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College.

## **4. Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## **5. Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

- Open the app
- Click on "Find an organization or subscription" button
- In the search box, either type in San Juan College or 87402
- Click on "SJC SunsAlert"
- Sign on using your SJC email and password
- Once you sign in, you will want to click on "Manage My Profile"



- Click on “edit”
- Include your preferred communication methods.
- Enter your cell phone number in the personal text msg field to ensure you receive text messages.
- Confirm all information (phone number & email) is correct and up to date.
- If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.

In the event of an emergency, an SJC SunsAlert message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

## **6. Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without

consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

#### **Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

### **8. Grading Policies**

#### **Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))**

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up

within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## **9. Grade Appeals**

The policy for grade appeals is in the Academic Catalog ([Grade Appeal Policy](#)).

## **Student Handbook**

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

## **Program Handbook**

Each class has separate book(s), which will be provided the day of class.

## **Online Course Fee**

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.