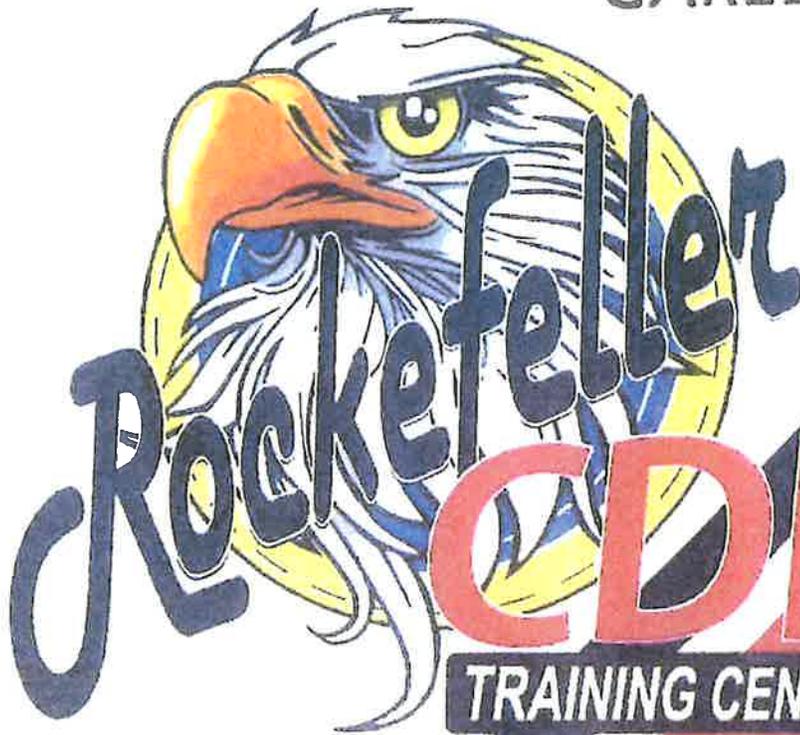


# John D. Rockefeller IV

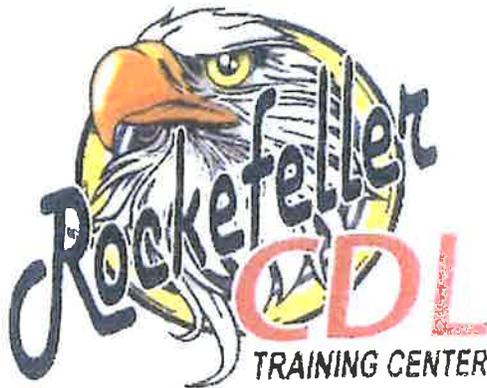
CAREER CENTER

A photograph of a white semi-truck with a blue and white trailer, parked at night. The truck is illuminated by its headlights and the surrounding environment. The background is dark, suggesting a night scene.

**7 WEEK DRIVING PROGRAM**

*WV Licensed CDL Instructors:  
Jim Luevano*

**2025-2026**



[WWW.JDRCC.ORG](http://WWW.JDRCC.ORG) | (304)-564-9009

80 ROCKEFELLER DRIVE  
NEW CUMBERLAND, WV 26047

## CDL Training Costs

***Tuition (CDL) due at enrollment*** **\$5500.00**

### ***Short Term and Refresher training***

***Registration fee*** **\$100.00**

***CDL Refresher (1-12 hour training)*** **\$80.00/hour**

***CDL Skills Test*** **\$500.00**

***Admission criteria: Enrollees must pass a background check, drug screening test and a dot physical.***

1-304-564-9009

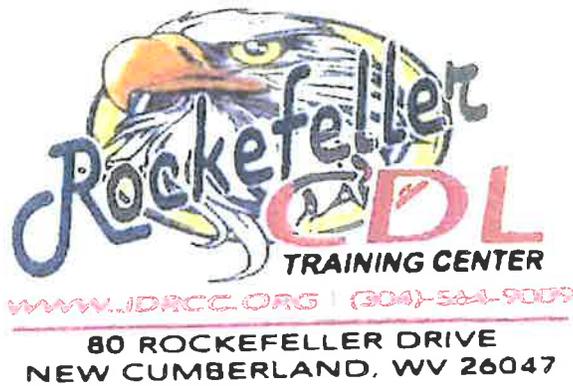
[jluevano@k12.wv.us](mailto:jluevano@k12.wv.us)

John D Rockefeller Career Center

80 Rockefeller circle

New Cumberland WV 26047





## COURSE SYLLABUS

**INSTRUCTOR: Jim Luevano**

**CLASSROOM:** JDRCC DOOR 6  
**OFFICE HRS:** 7:30-2:00 M-F  
**OFFICE PH:** 304-564-9009 CDL 304-564-3337 Office  
**E-MAIL:** [jluevano@k12.wv.us](mailto:jluevano@k12.wv.us)  
**CLASS HRS:** 7:30-2:45PM (M-F)

### A. DESCRIPTION

This program involves 7 weeks totaling 210 hours of comprehensive training in the Career field of commercial truck driving. Emphasis is placed on development of the basic skills and knowledge needed to drive a tractor-trailer safely, efficiently and legally. After successfully completing this program, the student will test out for their CDL license, and should be prepared to meet the requirements necessary for an entry-level driving position.

### B. MISSION STATEMENT

To provide authentic learning tasks and rigorous instruction to ensure that our students have the knowledge and skills necessary for success in both their post secondary pursuits and future careers

### C. INTRODUCTION

The JDRCC truck driving program is divided into two 3.5 week periods. The first 3.5 weeks are described as the **range work**.

Initial training begins with the basic operation of the vehicles. This includes start-up procedures, shifting, coupling and backing rigs.

Within the first 2 weeks the student should acquire their CDL permit from the MVA.

The second 3.5 week period is described as **road work**. This course focuses primarily on safe vehicle operation on the public roads and highways. Defensive driving techniques, extreme driving conditions, driving proficiency and trip planning are included in this final 4-weeks. The student should also acquire their CDL license which consists of a 3 part test on skills, inspection and road work.

#### **D. COURSE OBJECTIVES**

1. To develop performance objectives relating to the "real world" of truck driving life-style and its challenges.
2. To develop knowledge objectives necessary to carry out daily routine functions safely and within legal limits.
3. To develop skill objectives necessary to control the vehicle in all types of situations.
4. To develop attitude objectives that students need in order to become successful, professional truck drivers

#### **E. PROGRAM GOALS**

##### **Range Goals**

1. Research the history and evolution of truck transportation in USA.
2. Execute pre-trip inspections and starting procedures.
3. Perform safety overview: range procedures
4. Simulate double-clutching, up-shift and down-shift techniques.
5. Conduct coupling and un-coupling procedures.
6. Manage hours-of-service requirements
7. Simulate turns, trailer off-tracking, backing

##### **Road Goals**

1. Analyze NSC system®, heavy traffic, extreme driving conditions.
2. Perform highway, mountain and night drive, scales.
3. Troubleshoot cargo, documentation, shipper/receiver ops.
4. Evaluate trip planning, size and weight limitations.
5. Research entry-level Driver Requirements.

#### **F. TEXT AND REQUIRED SUPPLIES**

1. CDL Manual (available from your states MVA)
2. Rand McNally Motor Carriers Road Atlas  
(suggested, not required)
3. Notebook, pen, pencil.

4. A truck driver training manual will be issued for use. Throughout the course homework assignments will be given from the book. Please **do not write in the book**, it must be returned undamaged at the end of the course in order to receive your certificate.
5. Useful items: jersey gloves, Pen flashlight

## **G. EVALUATIONS**

Coursework will be evaluated as follows:

Daily grade average	350 pts
Driver Safety (range)	100 pts.
Gauges and controls	80 pts
Basic operation and maneuvers	80 pts
Right/Left turns	50 pts
Backing	90 pts
JDRCC range test	100 pts
JDRCC road test	<u>100 pts</u>

950 total points possible

Letter grades are not assigned for this program. A minimum of **741 points must be earned (78%)** in order to receive certification.

### Daily Grades

5 Points Per day for student attitude

5 Points Per day for skill and knowledge

350 Points Total for the 35 day program

Any absences are factored as a 0 out of a possible 10 points available for that day. Letter grades are not assigned for this program. A minimum of 741 points must be earned 78% in order to receive certification.

### Range Test :

A range skills test is given prior to the CDL examiners test. Priority is given towards the students ability to utilize all of the techniques taught during the first ten weeks.

A **final grade** is given based on the above categories. An **Overall score of 78%** or better is needed in order to receive a "*certificate of completion*" from the program.

## **H. EMERGENCY PROCEDURES**

1. Evacuation procedures: see instructions posted on the classroom wall by the front door.
2. First aid kit: is located in the classroom, by the key box.
3. Emergency closings: Due to inclement weather, etc. the JDRCC CDL Program will observe the same closing or delay policy as Hancock County Schools. Look for announcements on local radio and television stations such as WTOV 9 or 106.3 FM. Hancock County Schools.org also lists a variety of websites that carry school cancellations or delays. It is the student's responsibility to monitor this.
4. Road accidents and emergencies: *Accident kits* are located in each road truck with specific instructions on what to do in emergency situations.

## **I. COMPUTER POLICY**

Students are permitted to use the computer in the classroom when given permission and there is sufficient time. Arrangements can be made to use the school computer lab upon request. No eating or drinking is permitted while using any computer at the John D. Rockefeller IV Career Center. The student (prior to using the computers) in accordance with Hancock County Schools Technology Acceptable Use Policy must sign a telecommunications agreement.

## **J. FIRE DRILL PROCEDURE**

Fire drills are conducted periodically at the school. The procedure is as follows:

1. When the fire alarm sounds, students must stop working immediately
2. Exit the classroom and proceed down the hall and out the back door to the rear parking lot in a straight line. The last person out of the classroom turns off the lights and closes the door.
3. Walk to the back of the parking lot away from the building, class rolls will be taken.
4. If you are in another area of the school, leave the school at the nearest exit and join the class in the designated area of the Career Center parking lot.
5. When notified that it is safe to enter the building, return to the classroom.

## **K. COURSE OUTLINE AND SCHEDULE:**

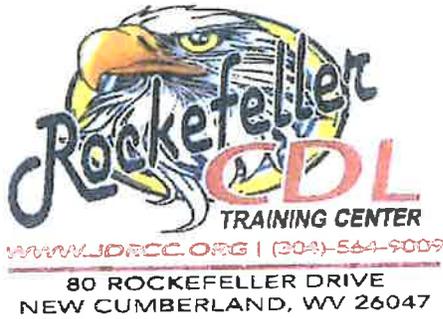
**Tentative weekly schedule NOTE:**(Lessons require mandatory participation. If missed, re-cycle to next class may be required!)

The approximate week each activity will occur and the number of class hours devoted to it are listed below.

<u>WEEK/hours</u>	<u>TOPIC/ACTIVITY</u>
	<b>RANGE COURSE:</b>
1 / 6 hrs	New student orientation: Signing forms, explaining policies, CDL general knowledge
1 / 6 hrs	Student CMV manual: Section 1 and 2, student permit cards
1 / 6 hrs	SAFETY: Safe operations and basic range safety, CDL general knowledge
2 / 10 hrs	Shifting practice: up-shifting and down-shifting.
2 / 3 hrs	Coupling: coupling & un-coupling tractor-trailers.
3 / 13 hrs	Straight-line backing practice .
3 / 13 hrs	Counter-clockwise range: left turns, off-set alley.
4 / 12 hrs	Spotting trailers: Backing trailers in designated spots.
4 / 15 hrs	Clockwise range: right turns, alley dock.
4 / 15 hrs	Range Test: prepare for CDL skills exam.

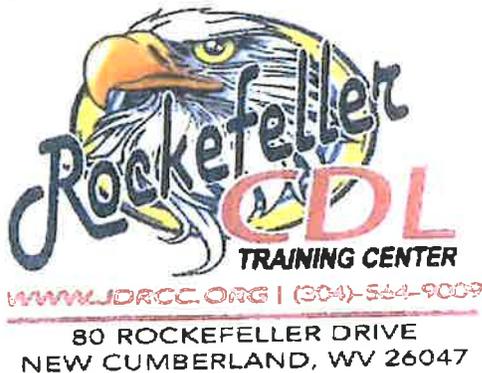
	<b>ROAD COURSE:</b>
5 / 18 hrs	Road driving: Interstate highway driving skills.
5 / 18 hrs	Road driving: 2-lane highways, city driving.
5 / 18 hrs	CDL exam (Class-A CDL acquired).
6 / 6 hrs	Job search and company policies.
6 / 12 hrs	Night driving road trip
7 / 3 hrs	Final Exam and course re-cap
8 / 30 hrs	Individual attention to specific needs. One-on-one training for individuals desiring further instruction to specific areas.

The above schedule is tentative. Consideration must be given to weather conditions, holidays, and other unforeseen events. Minor deviation from this schedule may be necessary and is at the discretion of the instructor. A weekly plan will be posted for more specific details on current activities.



## *John D. Rockefeller CDL safety procedures and rules*

- 1.** Class begins at 7:30am Monday through Friday unless otherwise specified by your instructor.
- 2.** Students must park in designated parking area and enter the building through the CDL entrance.
- 3.** No tobacco, alcohol or drug use is permitted on school property or in any vehicle at any time.
- 4.** If you are taking any type of medication (prescribed or over the counter) you must inform your CDL instructor.
- 5.** Firearms and /or weapons of any kind are strictly prohibited on school grounds and CDL vehicles.
- 6.** The nature and training of the CDL program makes regular attendance necessary. Please call in early, or notify your instructor if you will be absent.
- 7.** Students are expected to maintain good behavior while in training, fighting will not be tolerated. Any student involved in an altercation will be removed from the program without refund of tuition.
- 8.** Please dress in a professional casual manner, bathing, deodorant, showering, and clean clothes are required for attendance.
- 9.** Cell phones are only to be used on breaks, or in an emergency.
- 10.** Please keep trucks and the classroom free from trash. If you bring it in, you take it out.
- 11.** Think and practice SAFETY at all times. Never operate vehicles or equipment without instructor approval first.
- 12.** Insubordination, abusive profanity, racial slurs, and/or refusing to follow directions will not be tolerated.
- 13.** Theft will not be tolerated and is grounds for immediate termination.
- 14.** Do not abuse equipment. Do your best to take care of all CDL trucks, trailers, and anything related to the CDL program.
- 15.** All CDL students are enrolled in a random drug/alcohol program and is subject to random screening.



## John D. Rockefeller CDL Range safety rules

1. Start up procedures must be performed each day prior to putting the truck in motion.
2. Tractor oil pressure must be verified within 3-5 seconds of engine start-up.
3. Never leave a truck running unattended without approval from your instructor.
4. The signal for **stop** is a closed fist.
5. Three points of contact are required when entering or exiting a truck cab.
6. The most common cause of driver injury are slips /falls upon entering and exiting the truck cab.
7. Never walk closer than 6ft in front or behind a stopped commercial vehicle.
8. Never walk between two vehicles or vehicle object, if there is someone in the driver's seat.
9. Adjust your seat first, then your mirrors.
10. Before backing: verify your space is clear, and your flashers are on and working.
11. Speed limit on the range is 10 MPH.
12. All other vehicles entering the range have the right-of-way.
13. If releasing the air brakes, other than to drive, the tires must be chocked.
14. If you are unsure about anything, GET OUT AND LOOK.
15. Keys are to be removed from the ignition after the truck is shut off and placed in the key box at the end of the day.
16. Accidents and injuries that occur on school property, are to be reported to the instructor.
17. Only one vehicle can operate on the range at a time.
18. Always check area's around your truck before putting the truck in motion.
19. No students are permitted to drive if under the influence of drugs/alcohol.

## **PLACEMENT SERVICES**

Purpose-to assist program completers in obtaining gainful employment in their occupational field.

Job placement services at the John D. Rockefeller IV Career Center, in the areas of the job awareness, job seeking skills, and job keeping skills, is directed toward placement of all graduated completers.

Employers are contacted by the CDL instructors on a continuing basis to determine employment needs, trends, and attitudes toward the Rockefeller Career Center CDL Graduates. Students are provided with the job opportunities as they arise in the local industrial tri-state area.

A yearly updated list of prospective employers is kept on file in the CDL office. These employers have employed past graduates of JDRCC. Students are also advised regarding on-line job opportunities.

Written: 10/13;10/15;10/17;10/19;10/21;10/23

## **COUNSELING AND GUIDANCE POLICY**

Purpose-to provide academic advisement services to assist students in planning and completing the occupational education programs that they pursue.

Each potential student, upon completion of prerequisite testing, if applicable, also meets with the program manager to discuss the occupational program, student aptitude for the career as well as their probability of success.

Although there are no professional guidance counselors on staff at the John D. Rockefeller IV Career Center, faculty members in your occupational area are available at the student's request to discuss any concerns related to their academic status, clinical performance, or other school matters.

A formal counseling session with written documentation is available at your request using the counseling form on following page. Times can be arranged with program manager. Any issue resulting in a student grievance will be handled according to the grievance policy.

Written: 10/13;10/15;10/17;10/19;10/21;10/23

**John D. Rockefeller IV Career Center**  
Counseling Record

Name of Student: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Description of Concern: \_\_\_\_\_

Student Comments:

Outcome/Plan of Action:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

Written: 10/13;10/15;10/17;10/19;10/21;10/23

## **GRIEVANCE POLICY**

When a student encounters difficulty in the program he/she should take the following steps:

### **Before a written grievance is filed:**

1. Request an informal conference with your instructor within fifteen (15) days from the occurrence of knowledge of the incident.
2. The informal conference shall be conducted within ten (10) days of the request. Participant will attend the informal conference with the instructors and discuss their concern.
3. The instructor will respond to the student's concern in writing within ten (10) days of the conference. The goals and policies of the program, Hancock County Board of Education and affiliating agency will be considered.

### **If the problem is not satisfactorily resolved:**

4. The student may present his/her written grievance to the school Administrator within ten (10) days of the instructor's response. The appeal shall be on the approved form and will be signed by the student.
5. A written decision by the school administrator shall be made within ten (10) days from the filing date.

### **If the problem is not satisfactorily resolved:**

6. The student may present his/her written appeal to the county Superintendent of schools. This must be done within fifteen (15) days after receiving the decision of the school administrator.
7. The Superintendent or designee shall conduct a conference within ten (10) days of receipt of grievance
8. The superintendent shall issue a written decision within ten (10) days following this conference.

### **If the problem is not satisfactorily resolved:**

2. The student may present his/her written appeal on the given form to the Board of Education within fifteen (15) days of the written decision of the Superintendent. The appeal shall be transmitted to the county Superintendent who shall, within three (3) days, provide a copy to each member of the Board of Education.
3. A hearing on the appeal shall be held by the Board of Education, if requested by the student when filing the appeal or if the Board itself determines that a hearing shall be held.

4. A decision shall be rendered by the Board of Education within twenty-five (25) days following receipt of the appeal.

***Hancock Board of Education 80 Rockefeller Circle, New  
Cumberland WV 26047 304-564-3411***

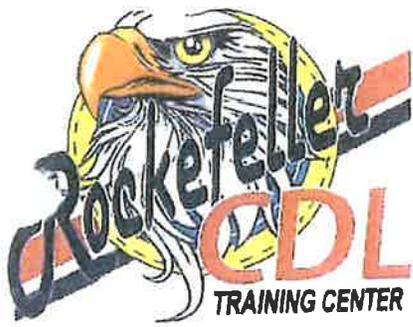
If grievance was unable to be resolved at the institutional level, the student may contact the Council on Occupational Educators at: *Council on Occupational Education  
7840 Roswell Road; Building 300, Suite 325 Atlanta, GA 30350  
telephone:(1-800-917-2081) Fax:770-396-3790 [www.council.org](http://www.council.org)*

Written: 10/13;10/15;10/17;10/19;10/21;10/23

## Safety Test

1. True or False A student may operate any vehicle of their choice.
2. True or False two vehicles can operate within an exercise at the same time.
3. True or False A student driver never has to check around their vehicle before moving it.
4. True or False Walking between a vehicle and a fixed object when there is someone behind the wheel is safe practice.
5. True or False A driver only needs 2 points of contact when entering or exiting the cab.
6. True or False When backing verify space is clear – use flashers and sound city horn is good safe practice.
7. True or False Always adjust your mirrors and seat prior to starting your day.

8. True or False The signal for forward movement on the range is a closed fist.
9. The speed limit on the range at the JDRIVCC is. A. 10 B. 12  
C. 20 D. there is no speed limit
10. True or False The training truck always has the right of way on the range.



## STUDENT EVALUATION PROCEDURES

1. A daily grade will be kept on every student measure progress. To identify need for remedial training and also to identify mastery of each unit. A student will earn up to 5 points per day for attitude 5 points per day for skill and knowledge of the lesson. A total of 350 points can be earned for daily grades for the entire course. All absent days will equal 0 points for the day or days missed. **REMEMBER IT IS IMPORTANT TO NOT MISS CLASS.**
2. Students will perform a series of range skills and performance will be measured by objective standards.  
*Exercises include:*
  - Backing
  - Stopping
  - Shifting
  - Coupling & Uncoupling
  - Pre-trip Inspection



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 80 ROCKEFELLER DRIVE  
 NEW CUMBERLAND, WV 26047

Student Name: \_\_\_\_\_ TOTAL POINTS: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL POINTS	DAY/DATE	ATTITUDE	KNOWLEDGE
350 pts	DRIVER ROAD SAFETY		
100 pts	DRIVE RANGE SAFETY		
80 pts	GAUGES & CONTROLS		
80 pts	BASIC OPERATION & MANEUVERS		
50 pts	RIGHT & LEFT TURNS		
90 pts	BACKING		
100 pts	RANGE TEST		
100 pts	ROAD TEST		



Student Name: \_\_\_\_\_ TOTAL POINTS: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ DATE: \_\_\_\_\_

DAY /WEEK	INSTRUCTOR NOTES:
MONDAY REMARKS:	
TUESDAY REMARKS:	
WEDNESDAY REMARKS:	
THURSDAY REMARKS:	
FRIDAY REMARKS:	



STUDENT NAME \_\_\_\_\_ TOTAL POINTS \_\_\_\_\_

DAY/DATE	ATTITUDE	KNOWLEDGE/SKILL	INSTRUCTOR
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34.			
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	TOTAL	TOTAL	
TOTAL PTS-			



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast  
Post Office Box 17400  
Charleston, West Virginia 25317-0010 • (304) 558-3900  
TDD: (800) 742-6991 • (800) 642-9066

Earl Ray Tomblin  
Governor

Paul A. Mattox, Jr., P. E.  
Cabinet Secretary

**-M-E-M-O-R-A-N-D-U-M-**

**DATE:** December 5, 2016  
**TO:** WV Truck Driver Training Facilities  
**FROM:** Stephen Shelton  
Manager  
**SUBJECT:** CDL Skills Testing Fees

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Effective January 1, 2017, the fee for an applicant's initial Commercial Driver License Skills Test will raise to \$100.00, from the current fee of \$90.00. While the initial skills test fee will increase, the re-test fee of \$50.00 will remain the same.

If you have any questions please feel free to contact me at (304) 926-0714.