



**LAKESHORE  
COLLEGE**

Truck Driving  
Technical Diploma Program  
Student Handbook

June 2026 Edition

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## Program Admission Requirements

- **Submit application.** Apply here [Lakeshore College Apply](#)
  - Submitting an application for admission does not guarantee entry into your program.
- **Complete the Student Success Questionnaire**
- **Schedule your First Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire**
- **Review Truck Driving Handbook and complete Acknowledgement/Disclosure Form**
- **Complete the required Department of Transportation Medical exam to receive your Federal Medical Card**
  - Note: You must pass the medical examination and hold a valid Federal Medical Card to drive in intrastate or interstate commerce in accordance with Federal Motor Carrier Safety Regulations 49 CFR 391, Subpart E. You must show your Federal Medical Card to the DMV at the time of licensing to avoid restrictions on your license.
  - Register with the [FMSCA Drug & Alcohol Clearinghouse](#)
  - The following Wisconsin medical facilities can conduct DOT physicals, and the cost can range from \$90-\$150 depending on the provider.

### Sheboygan County

- **Prevea WorkMed (Occupational Health)**
  - **Location:** 1621 N. Taylor Dr., Suite 300, Sheboygan, WI 53081
  - **Phone:** 920-459-5176
- **Prevea Health – Taylor Drive**
  - **Location:** 1411 N. Taylor Dr., Sheboygan, WI 53081
  - **Phone:** 920-457-4858
- **Prevea Health – N. 18th Street**
  - **Location:** 1236 N. 18th St., Sheboygan, WI 53083
  - **Phone:** 920-459-5232
- **Aurora Health Care – Kohler Memorial Drive**
  - **Location:** 2414 Kohler Memorial Dr., Sheboygan, WI 53081
  - **Phone:** 920-457-4461
- **HSBS St. Nicholas Hospital – Occupational Health**
  - **Location:** 3100 Superior Ave., 3rd Floor, Sheboygan, WI 53081
  - **Phone:** 920-459-8070

## Manitowoc County

- **Work Health Options (Holy Family Memorial / HFM)**
  - **Location:** 1650 S. 41st St., Manitowoc, WI 54220
  - **Phone:** 920-320-4660
- **Aurora Health Care – Dewey Street**
  - **Location:** 4100 Dewey St., Manitowoc, WI 54220
  - **Phone:** 920-686-5732
- **Aurora Health Care – Reed Avenue**
  - **Location:** 601 Reed Ave., Manitowoc, WI 54220
  - **Phone:** 920-686-5201
- **Bellin Health – Manitowoc**
  - **Location:** 3415 Custer St., Suite D, Manitowoc, WI 54220
  - **Phone:** 920-652-9310
- **Prevea Health – Manitowoc Occupational Health**
  - **Location:** 4810 Expo Dr., Manitowoc, WI 54220
  - **Phone:** 920-717-0800
  
- **Apply for your Class A Commercial Learners Permit (CLP)**
  - Study for your CLP by reviewing the [Wisconsin Commercial Driver's Manual](#)
  - Practice Tests are available online. [Practice Test](#)
- **Complete your General Knowledge Test**

| Test                    | Questions | Sections   | Page |
|-------------------------|-----------|--|------|
| B/C - General Knowledge | 50        | Section 1: Introduction, Section 2: Driving safely, Section 3: Transporting cargo safely   | 25   |
| A- Combined Vehicles    | 20        | Section 6: Driving Combination Vehicles Safely, Combination Vehicle Air Brakes, Antilock Braking Systems, Coupling and Uncoupling, Inspecting Combinations | 119  |
| Air Brakes              | 25        | Section 5: Air Brake System Parts, Dual Air Brake Systems, Inspecting Air Brakes, Using Air Brakes   | 107  |

- All applicants for a CDL must pass the General Knowledge test.
- All knowledge tests are free. No appointment is necessary.
- Allow enough time to complete your test prior to when the DMV customer service centers is scheduled to close. CDL knowledge tests take at least 1 to 1½ hours.
- A passing grade is 80% or more correct answers.
- You must present a valid Class D license at the time of testing.
- **Obtain your Class A Commercial Learners Permit (CLP).**
  - Complete a Wisconsin Driver License Application [MV3001](#)
  - Complete a Commercial Driver Certification: Tier of Operation [MV3230](#)
  - Present your valid [Federal Medical Card](#)
  - Provide [Proof of Citizenship or Legal Status in the U.S.](#) at time of application
  - Pay the required \$30.00 fee.
  - Your CLP will be valid for 180 days. You may renew.

### **DOT Controlled Substance Test**

During mandatory program orientation, students will complete their first DOT Controlled Substance Test in addition to the urinalysis done during the DOT Physical. This is a urinalysis that tests for the following five drugs: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin), and PCP. While enrolled in the Truck Driving program a positive test for alcohol and/or other drugs during drug and/or alcohol testing will result in the following.

- Administrative drop from enrolled classes and administrative withdrawal from the Lakeshore Truck Driving program. Tuition and fee payments on your behalf are your responsibility to meet in full. Class fee refunds are issued in accordance with guidelines established by the Wisconsin Technical College System. The amount of refund received is based on several factors, including when the drop occurred and how much class meeting time has elapsed.

### **Return to Duty Option**

If you are seeking to re-admittance into the program due to a previous positive alcohol or drug test the following must be completed.

- Participate and successfully complete a substance abuse program by a licensed Substance Abuse Professional (SAP). All treatment and recommendations are at your own expense.
- The substance abuse program provider must enter the date of your initial evaluation and the date of determination of eligibility for Return-to-Duty testing into the Drug and Alcohol Clearinghouse as part of the Return-To-Duty process.
- The substance abuse program provider will re-evaluate you to determine compliance and create a follow-up testing plan.
- Consult with Lakeshore staff to provide an updated Return-To-Duty alcohol and/or other drug test. Lakeshore will not facilitate the Return-to-Duty test.
- The results of the Return-To-Duty negative drug test must be entered into the Drug and Alcohol Clearinghouse by the Return-To-Duty alcohol and other drug test examiner.

- You need to provide all necessary documentation verifying that you successfully completed all of the treatment and other recommendations of the substance abuse program.
- We cannot guarantee that you will be able to register for any specific course section as all course sections are filled on a first-come-first-served basis.
- You must complete the required follow-up Return-To-Duty alcohol and other drug testing plan as specified by the substance abuse program provider. You will be subject to random alcohol and other drug testing if allowed to re-enroll.

Please note the if you are re-admitted and test positive for alcohol and/or other drugs, you will not have an opportunity to re-enter the program a third time.

### **Additional Student Costs**

\*Please note all costs listed below are to the best of our knowledge and control. The fees that you pay at other providers are outside of Lakeshore's control. You may contact the DMV directly to confirm costs.

DOT Physical (Required Medical Exams and Drug and Alcohol Tests) - \$90 to \$150  
Pay at Provider

Commercial Learners Permit (CL) - \$30 Pay at DMV

CDL Licensing (Pre-Trip, Backing) \$150 Pay at DMV

[Commercial Driver License \(CDL\) Fees](#)

### **Institutional Learning Outcomes**

The Institutional Learning Outcomes are the foundation of Lakeshore College experience. All students who graduate from any Lakeshore College Program are expected to be able to demonstrate the following Institutional Learning Outcomes:

1. Communicates effectively
  - Utilize effective communication practices.
  - Express ideas and information clearly.
2. Demonstrates critical thinking
  - Define problems clearly.
  - Apply appropriate methods to solve problems.
3. Works collaboratively
  - Contribute positively to team efforts.
  - Apply resolution of conflicts constructively.
4. Exhibits respect of individuality.
  - Demonstrate the respect of others' viewpoints.
  - Promote inclusivity.
5. Models' professionalism
  - Exhibit behaviors consistent with workplace standards.
  - Demonstrate personal accountability.

### **Program Outcomes**

In addition to the above core abilities, each student will also successfully and confidently demonstrate the following outcomes:

1. Perform Basic Truck Driving Operations
  - a. Identify truck driving industry and regulations (orientation)
  - b. Use control systems/dashboards
  - c. Perform Pre, Enroute and Post Trip Inspections
  - d. Exhibit basic control of commercial vehicle
  - e. Operate transmission
  - f. Back and dock a commercial vehicle
  - g. Perform Coupling and uncoupling of a commercial vehicle
  - h. Recognize potential dangers
2. Adhere to Safe truck driving operating procedures
  - a. Complete a visual search
  - b. Use vehicle communication and signaling equipment
  - c. Recognize distracted driving
  - d. Maintain legal speed management
  - e. Maintain legal space management
  - f. Explain operating procedures for nighttime/hours of darkness
  - g. Explain operating procedures for extreme driving conditions
3. Explain advanced operating practices
  - a. Explain hazard perception
  - b. Explain skid control/recovery
  - c. Explain railroad/highway grade crossings
4. Explain vehicle systems and reporting malfunctions
  - a. Diagnose commercial vehicle malfunctions
  - b. Perform roadside inspections
  - c. Determine commercial vehicle maintenance needs
5. Comply with non-driving activity activities
  - a. Handle and document cargo
  - b. Comply with environmental compliance
  - c. Comply with Hours of Service requirements
  - d. Assess fatigue and wellness
  - e. Follow post-crash procedures
  - f. Use external communications
  - g. Explain whistle-blower/coercion
  - h. Complete trip planning
  - i. Comply with drug and alcohol requirements
  - j. Comply with medical requirements
  - k. Comply with human trafficking recognition and prevention
  - l. Work safely in and around vehicles

### **External Standards**

This program meets the requirements for the Class A CDL Entry-Level Driver Training Standards according to the following standards

## **Target Standards**

### **Theory Instruction**

- Basic Operation
  - Orientation
  - Control Systems/Dashboard
  - Pre- and Post-Trip Inspections
  - Basic Control
  - Shifting/Operating
  - Backing and Docking
  - Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search
  - Communication
  - Distracted Driving
  - Speed Management
  - Space Management
  - Night Operation
  - Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception
  - Skid Control/Recovery, Jackknifing, and Other Emergencies
  - Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions
  - Roadside Inspections
  - Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo
  - Environmental Compliance Issues
  - Hours of Service Requirements
  - Fatigue and Wellness Awareness
  - Post-Crash Procedures
  - External Communications
  - Whistleblower/Coercion
  - Trip Planning
  - Drugs/Alcohol
  - Medical Requirements

### **Behind-the-Wheel—Range**

- Vehicle Inspection Pre-Trip/Enroute/Post-Trip
- Straight Line Backing
- Alley Dock Backing (45/90 Degree)
- Off-Set Backing
- Parallel Parking Blind Side

- Parallel Parking Sight Side
- Coupling and Uncoupling

**Behind-the-Wheel—Public Road**

- Vehicle Controls Including: Left Turn, Right Turns, Lane Interstate or Controlled Access Highway Speeds, and Entry and Exit on the Changes, Curves at
- Shifting/Transmission
- Communications/Signaling
- Visual Search
- Speed and Space Management
- Safe Driver Behavior
- Hours of Service (HOS) Requirements
- Hazard Perception
- Railroad (RR)-Highway Grade Crossing
- Night Operation
- Extreme Driving Conditions
- Skid Control/Recovery, Jackknifing, and Other Emergencies

**Courses**

|            | <b>Term 1</b>                        |   |
|------------|--------------------------------------|---|
| 30-458-301 | Commercial Driver’s License – Theory | 3 |
| 30-458-303 | Class A CDL Behind the Wheel Range   | 3 |
| 30-458-305 | Class A CDL Behind the Wheel Road    | 3 |
|            | Total                                | 9 |
|            |                                      |   |
|            | Program Total                        | 9 |

## **Professional Expectations**

The Truck Driving Program prepares students for entry-level employment as heavy truck and trailer operators. Because commercial driving is a safety-sensitive occupation, students are expected to meet professional standards that align with Federal Motor Carrier Safety Administration (FMCSA) regulations, state law, and industry expectations. These professional expectations apply in all instructional settings, including classroom instruction, skills range activities, behind-the-wheel training on public roadways, college facilities, employer sites, and any situation in which the student represents the Truck Driving Program or the trucking profession.

### **Professional Conduct**

Students are expected to conduct themselves in a professional manner consistent with the expectations placed on commercial drivers. This includes treating instructors, staff, fellow students, employers, and members of the public with respect and courtesy at all times. Students must follow all program and college policies, comply with instructor directions, and demonstrate honesty, accountability, and ethical behavior. Constructive feedback and corrective instruction are a normal part of professional driver training, and students are expected to accept such guidance in a professional manner. Behavior that is disruptive, disrespectful, or unsafe is inconsistent with industry standards and may result in disciplinary action.

### **Attendance and Punctuality**

Regular attendance and punctuality are essential components of professional driver training. Students are expected to attend all scheduled classroom sessions, range training, and behind-the-wheel driving activities and to arrive on time, prepared to participate. Because CDL training must meet FMCSA Entry-Level Driver Training requirements, absences or tardiness may delay progress or program completion. Students are responsible for notifying instructors as soon as possible if an absence or late arrival is unavoidable and understanding that missed instruction may require additional training time.

### **Safety and FMCSA Regulatory Compliance**

Safety is the foundation of the Truck Driving Program. Students are required to comply with all applicable FMCSA regulations, including those related to commercial driver qualifications, safe operation, and driver conduct. Students must follow instructor directions immediately during range and road training and are expected to demonstrate safe driving behaviors at all times. This includes properly performing pre-trip, en-route, and post-trip inspections; safely coupling and uncoupling equipment; using proper backing and turning techniques; maintaining lane control; and applying defensive driving principles. Any accident, incident, unsafe condition, or near-miss must be reported immediately to program staff. Actions that compromise safety may result in immediate removal from training activities.

### **Substance Use and Fitness for Duty**

Students in the Truck Driving Program are subject to strict federal standards regarding

substance use and fitness for duty. Students must comply with FMCSA drug and alcohol regulations and may be required to participate in drug and alcohol testing as mandated by law, the program, or employer partners. The use, possession, or presence of alcohol, illegal drugs, or other impairing substances during training is strictly prohibited. Students are responsible for disclosing the use of prescription or over-the-counter medications that may affect their ability to operate a commercial vehicle safely. Fatigue, illness, or emotional conditions that could impair safe driving must be reported to instructors. Violations of these standards may result in removal from the program.

### **Appearance and Dress Code**

Students are expected to maintain a professional appearance and wear attire appropriate for truck driving training environments. Clothing must be suitable for classroom instruction, range activities, and on-road driving and must not present a safety hazard. Required personal protective equipment, such as closed-toe, slip-resistant footwear and high-visibility safety vests, must be worn when directed. Personal hygiene should reflect professional workplace standards. Instructors may restrict participation in training activities if attire or appearance creates a safety concern.

### **Use of Vehicles, Equipment, and College Property**

Commercial vehicles and training equipment used in the Truck Driving Program are safety-critical and must be treated with care and respect. Students may operate vehicles, simulators, and equipment only with instructor authorization and solely for instructional purposes. Proper operating procedures must be followed at all times, and any damage, malfunction, or safety concern must be reported immediately. Students are responsible for respecting college vehicles, facilities, and training areas, and negligent or unauthorized use may result in disciplinary action or financial responsibility.

### **Communication and Technology Use**

Effective communication is essential in the commercial driving profession. Students are expected to communicate respectfully and professionally with instructors, peers, and staff in all verbal, written, and electronic interactions. The use of cell phones and electronic devices are subject to instructor direction and is prohibited during vehicle operation and other safety-critical activities. Unauthorized recording, photography, or use of electronic devices in training environments is not permitted. Failure to follow communication or technology expectations may result in removal from training activities.

### **Academic Integrity and Skill Verification**

Integrity in training and skill evaluation is required under FMCSA regulations. Students must complete all written examinations, skill assessments, and performance evaluations honestly and must not falsify training records or misrepresent their abilities. Accurate documentation of training activities and demonstrated competencies is required. Violations of academic integrity undermine safety and regulatory

compliance and may result in course failure or dismissal from the program.

## **Weather-Related School Closures**

In the event of school closing due to weather, instructors will contact the students via email regarding how to make up the course material missed. It will be the responsibility of the student to check his/her Lakeshore College email to learn about the plan for making up the missed course content. The course content could be made up in the form of rescheduling or other form of assignment depending on the learning objective.

## **Accommodation Services**

Accommodation Services partners with students and their instructors to develop accommodation plans that ensure equal access to participation in programs, services, and activities. These plans are voluntary, confidential, and outcome neutral.

- STUDENTS WITH DISABILITIES may be eligible for Accommodations based on the Americans with Disabilities Act of 1990 and Section 504e of the Rehabilitation Act of 1973.
- STUDENTS WHO ARE PREGNANT OR PARENTING may be eligible for accommodations based on Title IX of the Educational Amendments of 1972.

## **Title IX Statement**

Title IX of the Education Amendments of 1972 is a federal sex law governing how educational institutions receiving federal funds respond to allegations of sex discrimination, including sex-based harassment and unlawful harassment. Title IX applies to the entire college community including students and employees.

The College is committed to helping create a safe and open learning environment for all students. If you have experienced any form of sex-based harassment such as quid pro quo, hostile environment harassment, sexual assault, dating violence, domestic violence, and/or stalking and sexual exploitation, know help and support are available. The College strongly encourages all members of the community to act, seek support, and report incidents to the Title IX Deputy Coordinator. Under Title IX, all Lakeshore employees are required to disclose information about such harassment to the Title IX Deputy Coordinator. Complaints can be made to the Title IX Deputy Coordinator, [chou.yang@lakeshore.edu](mailto:chou.yang@lakeshore.edu) / 920-693-1733.

For more information about reporting options and resources, go to Safety and Security | gotoLakeshore (<https://lakeshore.edu/safety-security>) and Title IX Sexual Harassment Policies and Resources | Lakeshore College <https://lakeshore.edu/about/title-ix>

In case of an emergency, please call “911”

## **Technical Standards**

Students enrolled in Truck Driving should be able to meet the established technical standards identified below. The technical standards for Truck Driving are reflective of those found in the Truck Driving profession.

- Observe and interpret road conditions, traffic signals, signage, hazards, and vehicle instrumentation (gauges, warning lights, mirrors).
- Hear and respond to verbal instructions, traffic sounds, emergency signals, and warning devices, with assistive devices if applicable.
- Communicate effectively in spoken and written English as required by federal CDL regulations, and interact professionally with instructors, examiners, law enforcement, dispatch, and the public.
- Read, understand, and complete printed and electronic instructional materials, documentation, logs, and required training records.
- Safely operate a commercial motor vehicle, including steering, braking, shifting, backing, and maneuvering in varied traffic and environmental conditions.
- Perform required vehicle inspections (pre-trip, en-route, and post-trip).
- Meet physical demands of the occupation, including climbing into and out of the cab and trailer, coupling and uncoupling trailers, using upper and lower body strength, lifting/pushing/pulling up to approximately 50 pounds, and sitting for extended periods while tolerating vibration, noise, and weather extremes.
- Demonstrate cognitive and safety judgment, including understanding and applying traffic laws and safety regulations, maintaining situational awareness, performing basic math and measurement tasks, learning new technologies and procedures, and making sound decisions in time-sensitive, safety-critical situations.
- Meet regulatory requirements, including federal medical qualification standards, maintaining a valid CLP and/or CDL, and complying with all drug and alcohol testing requirements.

## **Lakeshore College Program Handbook Acknowledgement for the: Truck Driving Program**

As a student taking courses in the Truck Driving Program, you are required to follow and abide by the requirements and expectations in this Student Handbook. By signing the electronic acknowledgement, the student confirms that they have read, understood, and agree to adhere to the standards, policies, and procedures outlined in the Program Handbook.