LAKESHORE COLLEGE

Truck Driving Technical Diploma Program Student Handbook

November 2026 Edition

Table of Contents

Contents

Table of Contents 2
Program Admission Requirements 3
Orientation 5
Motor Vehicle Record 5
Drug Screening 5
Additional Student Costs 7
Program Outcomes 7
External Standards 8
Courses 9
Professional Expectations 10
Student Handbook 11
Technical Standards 11
Lakeshore College Program Handbook Acknowledgement for the: Truck Driving Program 12

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 Get Started at Lakeshore appointment 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 Student 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.
- 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
- HSHS 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.

Orientation

Students are required to attend an orientation session prior to the first day of the Truck Driving Program. Orientation typically takes place two weeks before the start of classes. During orientation students will meet their faculty, access to college technology, obtain their student ID, register with the Drug and Alcohol Clearinghouse, complete their required drug screen, and sign their MVR (Motor Vehicle Record) disclosure forms. If the student is unable to attend an orientation session a make-up session will be required.

Motor Vehicle Record

During Orientation students will complete a Motor Vehicle Record Check Disclosure Form and a Consent and Authorization to Procure Motor Vehicle Record Form. District Mutual Insurance (DMI) will review the information and determine if the MVR is acceptable. Should the MVR indicate an unacceptable driving status Lakeshore College may request a copy of the student's MVR for review. The student would need to complete an Authorization for Release by DMI of Motor Vehicle Record form. If the college intends to take an adverse action due to DMI indicating the MVR is "unacceptable" a pre-adverse action notice will be sent to the student. A seven-business day waiting period is required to afford the student the opportunity to receive, review, and dispute the information on the MVR. Following the seven-day business period presuming the information on the MVR has not changed and the college intends to not allow the student to begin driving on the College's behalf the college will send an adverse action notice to the student.

Drug Screening

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 are required to participate in drug and alcohol testing as mandated by law. This includes but is not limited to pre-employment, random, and reasonable suspicion testing. 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.

During mandatory program orientation, students will complete a 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.

- Immediate removable from the program - Any tuition, fees, loans, or other forms of tuition and fee payments on your behalf are your responsibility to meet in full. Lakeshore does not allow refunds for this type of dismissal after classes have started .

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.
- 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 at this meeting.
- 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.

Reasonable Suspicion

Should a student be suspected of being under the influence of alcohol and/or other drugs

they will be escorted off campus by campus security/police and required to complete a DOT alcohol/drug screen at a local provider within 24 hours of the incident. The student will be unable to resume operating any college-owned vehicles until a negative test result is provided to the college. If the student fails to complete a DOT alcohol/screen within the required timeframe the student will be removed from the program. A positive test will also result in removal from the program. Additional information is located in Lakeshore's Reasonable Suspicion policy/procedure.

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

Program Outcomes

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 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.

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

	Term 1	
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
	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.

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.

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.

Student Handbook

Students should refer to the Student Handbook for more information on college policies and procedures.

Technical Standards

Students enrolled in the Truck Driving program 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 at Lakeshore College in the Truck Driving Program, you are required to follow and abide by the requirements and expectations in the Truck Driving Program Student Handbook.