

# TABLE OF CONTENTS

## PART ONE

### SECTION 1

|                                                                                           |      |
|-------------------------------------------------------------------------------------------|------|
| INTRODUCTION . . . . .                                                                    | 1-1  |
| CLASSIFICATIONS . . . . .                                                                 | 1-3  |
| ENDORSEMENTS/RESTRICTIONS . . . . .                                                       | 1-3  |
| COMMERCIAL DRIVER LICENSE TESTS . . . . .                                                 | 1-4  |
| Knowledge Tests . . . . .                                                                 | 1-4  |
| Skills Tests . . . . .                                                                    | 1-5  |
| • Pre-Trip Vehicle Inspection                                                             |      |
| • Basic Vehicle Control                                                                   |      |
| • On the Road Skills Test                                                                 |      |
| Applying for a CDL When You are Already Licensed in Pennsylvania . . . . .                | 1-7  |
| Applying for a PA CDL When Licensed in Another State . . . . .                            | 1-7  |
| How to Obtain a CDL Permit When Not Licensed in PA or Another State . . . . .             | 1-8  |
| DRIVER DISQUALIFICATIONS . . . . .                                                        | 1-10 |
| Alcohol, Leaving the Scene of an Accident and Commission of a Felony . . . . .            | 1-10 |
| Serious Traffic Violations . . . . .                                                      | 1-11 |
| Violation of Out-of-Service Orders . . . . .                                              | 1-11 |
| Railroad-Highway Grade Crossing Violations . . . . .                                      | 1-11 |
| Hazardous Materials (HAZMAT) Endorsement Background Check and Disqualifications . . . . . | 1-11 |
| Traffic Violations in Your Personal Vehicle . . . . .                                     | 1-12 |
| Other Safety Rules . . . . .                                                              | 1-12 |

### SECTION 2 - DRIVING SAFELY

|                                                              |      |
|--------------------------------------------------------------|------|
| VEHICLE INSPECTION . . . . .                                 | 2-1  |
| Why Inspect . . . . .                                        | 2-1  |
| Types of Vehicle Inspection . . . . .                        | 2-2  |
| What to Look For . . . . .                                   | 2-2  |
| CDL Pre-Trip Inspection Test . . . . .                       | 2-5  |
| Seven-Step Inspection Method . . . . .                       | 2-5  |
| Inspection During a Trip . . . . .                           | 2-11 |
| After-trip Inspection and Report . . . . .                   | 2-11 |
| BASIC CONTROL OF YOUR VEHICLE . . . . .                      | 2-12 |
| Accelerating . . . . .                                       | 2-12 |
| Steering . . . . .                                           | 2-12 |
| Stopping . . . . .                                           | 2-12 |
| Backing Safely . . . . .                                     | 2-12 |
| SHIFTING GEARS . . . . .                                     | 2-13 |
| Manual Transmissions . . . . .                               | 2-13 |
| Multi-speed Rear Axles and Auxiliary Transmissions . . . . . | 2-14 |
| Automatic Transmissions . . . . .                            | 2-14 |
| Retarders . . . . .                                          | 2-14 |
| SEEING . . . . .                                             | 2-15 |
| Seeing Ahead . . . . .                                       | 2-15 |
| Seeing to the Sides and Rear . . . . .                       | 2-16 |
| COMMUNICATING . . . . .                                      | 2-17 |
| Signal Your Intentions . . . . .                             | 2-17 |
| Communicating Your Presence . . . . .                        | 2-17 |

## ***Table of Contents (continued)***

|                                                                      |      |
|----------------------------------------------------------------------|------|
| CONTROLLING SPEED . . . . .                                          | 2-19 |
| Stopping Distance . . . . .                                          | 2-19 |
| Matching Speed to the Road Surface . . . . .                         | 2-19 |
| Speed and Curves . . . . .                                           | 2-20 |
| Speed and Distance Ahead . . . . .                                   | 2-20 |
| Speed and Traffic Flow . . . . .                                     | 2-20 |
| Speed on Downgrades . . . . .                                        | 2-21 |
| Roadway Work Zones . . . . .                                         | 2-21 |
| MANAGING SPACE . . . . .                                             | 2-21 |
| Space Ahead . . . . .                                                | 2-21 |
| Space Behind . . . . .                                               | 2-22 |
| Space to the Sides . . . . .                                         | 2-23 |
| Space Overhead . . . . .                                             | 2-23 |
| Space Below . . . . .                                                | 2-23 |
| Space for Turns . . . . .                                            | 2-23 |
| Space Needed to Cross or Enter Traffic . . . . .                     | 2-24 |
| SEEING HAZARDS . . . . .                                             | 2-24 |
| Importance of Seeing Hazards . . . . .                               | 2-24 |
| Hazardous Roads . . . . .                                            | 2-25 |
| Drivers Who Are Hazards . . . . .                                    | 2-25 |
| Always Have a Plan . . . . .                                         | 2-27 |
| DISTRACTED DRIVING . . . . .                                         | 2-27 |
| Don't Drive Distracted . . . . .                                     | 2-28 |
| Use In-vehicle Communication Equipment Cautiously . . . . .          | 2-28 |
| Watch Out for Other Distracted Drivers . . . . .                     | 2-28 |
| AGGRESSIVE DRIVERS/ROAD RAGE . . . . .                               | 2-28 |
| What Is It? . . . . .                                                | 2-28 |
| Don't Be an Aggressive Driver . . . . .                              | 2-29 |
| What You Should Do When Confronted by an Aggressive Driver . . . . . | 2-29 |
| DRIVING AT NIGHT . . . . .                                           | 2-30 |
| It's More Dangerous . . . . .                                        | 2-30 |
| Driver Factors . . . . .                                             | 2-30 |
| Roadway Factors . . . . .                                            | 2-30 |
| Vehicle Factors . . . . .                                            | 2-30 |
| Night Driving Procedures . . . . .                                   | 2-30 |
| DRIVING IN FOG . . . . .                                             | 2-31 |
| DRIVING IN WINTER . . . . .                                          | 2-32 |
| Vehicle Checks . . . . .                                             | 2-32 |
| Driving . . . . .                                                    | 2-32 |
| DRIVING IN VERY HOT WEATHER . . . . .                                | 2-33 |
| Vehicle Checks . . . . .                                             | 2-33 |
| Driving . . . . .                                                    | 2-34 |
| RAILROAD-HIGHWAY CROSSINGS . . . . .                                 | 2-34 |
| Types of Crossings . . . . .                                         | 2-34 |
| Warning Signs and Devices . . . . .                                  | 2-34 |
| Driving Procedures . . . . .                                         | 2-35 |
| Stopping Safely at Railroad Highway Crossings . . . . .              | 2-36 |
| Crossing the Tracks . . . . .                                        | 2-36 |
| Special Situations . . . . .                                         | 2-36 |

## Table of Contents (continued)

|                                                                |      |
|----------------------------------------------------------------|------|
| MOUNTAIN DRIVING . . . . .                                     | 2-36 |
| Select a "Safe" Speed. . . . .                                 | 2-36 |
| Select the Right Gear Before Starting Down the Grade . . . . . | 2-37 |
| Brake Fading or Failure . . . . .                              | 2-37 |
| Proper Braking Technique. . . . .                              | 2-37 |
| DRIVING EMERGENCIES . . . . .                                  | 2-38 |
| Steering to Avoid a Crash . . . . .                            | 2-38 |
| How to Stop Quickly and Safely . . . . .                       | 2-39 |
| Brake Failure. . . . .                                         | 2-39 |
| Tire Failure . . . . .                                         | 2-40 |
| ANTILOCK BRAKING SYSTEMS (ABS) . . . . .                       | 2-40 |
| How Antilock Braking Systems Work . . . . .                    | 2-40 |
| Vehicles Required to Have Antilock Braking Systems . . . . .   | 2-40 |
| How to Know If Your Vehicle Is Equipped with ABS . . . . .     | 2-40 |
| How ABS Helps You . . . . .                                    | 2-41 |
| ABS on the Tractor Only or Only on the Trailer . . . . .       | 2-41 |
| Braking with ABS . . . . .                                     | 2-41 |
| Braking If ABS Is Not Working . . . . .                        | 2-41 |
| Safety Reminders . . . . .                                     | 2-41 |
| SKID CONTROL AND RECOVERY . . . . .                            | 2-42 |
| Drive-wheel Skids . . . . .                                    | 2-42 |
| Correcting a Drive-wheel Braking Skid . . . . .                | 2-42 |
| Front-wheel Skids . . . . .                                    | 2-42 |
| ACCIDENT PROCEDURES . . . . .                                  | 2-43 |
| Protect the Area . . . . .                                     | 2-43 |
| Notify Authorities . . . . .                                   | 2-43 |
| Care for the Injured . . . . .                                 | 2-43 |
| FIRES . . . . .                                                | 2-44 |
| Causes of Fire. . . . .                                        | 2-44 |
| Fire Prevention . . . . .                                      | 2-44 |
| Fire Fighting . . . . .                                        | 2-44 |
| ALCOHOL, OTHER DRUGS, AND DRIVING . . . . .                    | 2-46 |
| Alcohol and Driving . . . . .                                  | 2-46 |
| Other Drugs . . . . .                                          | 2-48 |
| STAYING ALERT AND FIT TO DRIVE . . . . .                       | 2-48 |
| Be Ready to Drive. . . . .                                     | 2-48 |
| While You Are Driving . . . . .                                | 2-49 |
| When You Do Become Sleepy . . . . .                            | 2-49 |
| Illness . . . . .                                              | 2-49 |
| HAZARDOUS MATERIALS RULES FOR ALL COMMERCIAL DRIVERS . . . . . | 2-50 |
| What Are Hazardous Materials? . . . . .                        | 2-50 |
| Why Are There Rules? . . . . .                                 | 2-50 |
| Lists of Regulated Products . . . . .                          | 2-51 |

## ***Table of Contents (continued)***

### **SECTION 3 - TRANSPORTING CARGO SAFELY**

|                                       |     |
|---------------------------------------|-----|
| INSPECTING CARGO .....                | 3-1 |
| CARGO WEIGHT AND BALANCE .....        | 3-2 |
| Definitions You Should Know .....     | 3-2 |
| Legal Weight Limits .....             | 3-2 |
| Don't Be Top-Heavy .....              | 3-2 |
| Balance the Weight .....              | 3-2 |
| SECURING CARGO .....                  | 3-3 |
| Blocking and Bracing .....            | 3-3 |
| Cargo Tiedown .....                   | 3-3 |
| Header Boards .....                   | 3-3 |
| Covering Cargo .....                  | 3-3 |
| Sealed and Containerized Loads .....  | 3-3 |
| CARGO NEEDING SPECIAL ATTENTION ..... | 3-4 |
| Dry Bulk .....                        | 3-4 |
| Hanging Meat .....                    | 3-4 |
| Livestock .....                       | 3-4 |
| Oversized loads .....                 | 3-4 |

## **PART TWO**

### **SECTION 4 - TRANSPORTING PASSENGERS SAFELY**

|                                        |     |
|----------------------------------------|-----|
| VEHICLE INSPECTION .....               | 4-1 |
| Vehicle Systems .....                  | 4-1 |
| Access Doors and Panels .....          | 4-1 |
| Bus Interior .....                     | 4-1 |
| Roof Hatches .....                     | 4-1 |
| Use Your Seatbelt! .....               | 4-1 |
| LOADING and TRIP START .....           | 4-2 |
| Hazardous Materials .....              | 4-3 |
| Forbidden Hazardous Materials .....    | 4-3 |
| Standee Line .....                     | 4-3 |
| At Your Destination .....              | 4-3 |
| ON THE ROAD .....                      | 4-3 |
| Passenger Supervision .....            | 4-3 |
| At Stops .....                         | 4-4 |
| Common Accidents .....                 | 4-4 |
| Railroad-Highway Crossings Stops ..... | 4-4 |
| Drawbridges .....                      | 4-4 |
| AFTER-TRIP VEHICLE INSPECTION .....    | 4-5 |
| PROHIBITED PRACTICES .....             | 4-5 |
| USE OF BRAKE-DOOR INTERLOCKS .....     | 4-5 |

### **SECTION 5 - AIR BRAKES**

|                               |     |
|-------------------------------|-----|
| AIR BRAKE SYSTEM PARTS .....  | 5-1 |
| Air Compressor .....          | 5-1 |
| Air Compressor Governor ..... | 5-1 |
| Air Storage Tanks .....       | 5-1 |
| Air Tank Drains .....         | 5-1 |
| Alcohol Evaporator .....      | 5-2 |
| Safety Valve .....            | 5-2 |

## ***Table of Contents (continued)***

|                                                         |      |
|---------------------------------------------------------|------|
| The Brake Pedal . . . . .                               | 5-2  |
| Foundation Brakes . . . . .                             | 5-2  |
| Supply Pressure Gauges . . . . .                        | 5-3  |
| Application Pressure Gauge . . . . .                    | 5-3  |
| Low Air Pressure Warning . . . . .                      | 5-3  |
| Stop Light Switch . . . . .                             | 5-3  |
| Front Brake Limiting Valve . . . . .                    | 5-3  |
| Spring Brakes . . . . .                                 | 5-3  |
| Parking Brake Controls . . . . .                        | 5-4  |
| Antilock Braking Systems (ABS) . . . . .                | 5-4  |
| DUAL AIR BRAKE . . . . .                                | 5-6  |
| INSPECTING AIR BRAKE SYSTEMS . . . . .                  | 5-6  |
| During Step 2 Engine Compartment Checks . . . . .       | 5-6  |
| During Step 5 Walkaround Inspection . . . . .           | 5-6  |
| Step 7 Final Air Brake Check . . . . .                  | 5-7  |
| USING AIR BRAKES . . . . .                              | 5-8  |
| Normal Stops . . . . .                                  | 5-8  |
| Braking with Antilock Brakes . . . . .                  | 5-8  |
| Emergency Stops . . . . .                               | 5-9  |
| Stopping Distance . . . . .                             | 5-9  |
| Brake Fading or Failure . . . . .                       | 5-9  |
| Proper Braking Technique (SNUB Braking) . . . . .       | 5-10 |
| Low Air Pressure . . . . .                              | 5-10 |
| Parking Brakes . . . . .                                | 5-10 |
| <b>SECTION 6 - COMBINATION VEHICLES</b>                 |      |
| DRIVING COMBINATION VEHICLES SAFELY . . . . .           | 6-1  |
| Rollover Risks . . . . .                                | 6-1  |
| Steer Gently . . . . .                                  | 6-1  |
| Brake Early . . . . .                                   | 6-1  |
| Railroad-Highway Crossings . . . . .                    | 6-2  |
| Prevent Trailer Skids . . . . .                         | 6-3  |
| Turn Wide . . . . .                                     | 6-3  |
| Backing with a Trailer . . . . .                        | 6-4  |
| COMBINATION VEHICLE AIR BRAKES . . . . .                | 6-5  |
| Trailer Hand Valve . . . . .                            | 6-5  |
| Tractor Protection Valve . . . . .                      | 6-5  |
| Tractor Air Supply Control . . . . .                    | 6-5  |
| Trailer Air Lines . . . . .                             | 6-5  |
| Hose Couplers (Glad Hands) . . . . .                    | 6-6  |
| Trailer Air Tanks . . . . .                             | 6-7  |
| Shut-Off Valves . . . . .                               | 6-7  |
| Trailer Service, Parking and Emergency Brakes . . . . . | 6-7  |
| ANTILOCK BRAKE SYSTEMS . . . . .                        | 6-8  |
| Trailers Required to Have ABS . . . . .                 | 6-8  |
| Braking with ABS . . . . .                              | 6-8  |
| COUPLING AND UNCOUPLING . . . . .                       | 6-9  |
| Coupling Tractor-Semitrailers . . . . .                 | 6-9  |
| Uncoupling Tractor-Semitrailers . . . . .               | 6-11 |

## ***Table of Contents (continued)***

|                                                                     |      |
|---------------------------------------------------------------------|------|
| INSPECTING A COMBINATION VEHICLE . . . . .                          | 6-12 |
| Additional Things to Check During a Walkaround Inspection . . . . . | 6-12 |
| Combination Vehicle Brake Check . . . . .                           | 6-13 |

### **SECTION 7 - DOUBLES AND TRIPLES**

|                                                                     |     |
|---------------------------------------------------------------------|-----|
| PULLING DOUBLE/TRIPLE TRAILERS . . . . .                            | 7-1 |
| Prevent Trailer from Rolling Over . . . . .                         | 7-1 |
| Beware of the Crack-the-whip Effect . . . . .                       | 7-1 |
| Inspect Completely . . . . .                                        | 7-1 |
| Look Far Ahead . . . . .                                            | 7-1 |
| Manage Space . . . . .                                              | 7-1 |
| Adverse Conditions . . . . .                                        | 7-1 |
| Parking the Vehicle . . . . .                                       | 7-2 |
| Antilock Braking Systems on Converter Dollies . . . . .             | 7-2 |
| COUPLING AND UNCOUPLING . . . . .                                   | 7-2 |
| Coupling Twin Trailers . . . . .                                    | 7-2 |
| Uncoupling Twin Trailers . . . . .                                  | 7-3 |
| Coupling and Uncoupling Triple Trailers . . . . .                   | 7-3 |
| Coupling and Uncoupling Other Combinations . . . . .                | 7-4 |
| INSPECTING DOUBLES AND TRIPLES . . . . .                            | 7-4 |
| Additional Checks . . . . .                                         | 7-4 |
| Additional Things to Check During a Walkaround Inspection . . . . . | 7-5 |
| CHECKING TRIPLES AIR BRAKES . . . . .                               | 7-5 |
| Additional Air Brake Checks . . . . .                               | 7-5 |

### **SECTION 8 - TANK VEHICLES**

|                                           |     |
|-------------------------------------------|-----|
| INSPECTING TANK VEHICLES . . . . .        | 8-1 |
| Leaks . . . . .                           | 8-1 |
| Check Special Purpose Equipment . . . . . | 8-1 |
| Special Equipment . . . . .               | 8-1 |
| Driving Tank Vehicles . . . . .           | 8-1 |
| High Center of Gravity . . . . .          | 8-1 |
| Danger of Surge . . . . .                 | 8-2 |
| Bulkheads . . . . .                       | 8-2 |
| Baffled Tanks . . . . .                   | 8-2 |
| Un-baffled Tanks . . . . .                | 8-2 |
| Outage . . . . .                          | 8-2 |
| How Much to Load? . . . . .               | 8-2 |
| SAFE DRIVING RULES . . . . .              | 8-3 |
| Drive Smoothly . . . . .                  | 8-3 |
| Controlling Surge (Braking) . . . . .     | 8-3 |
| Curves . . . . .                          | 8-3 |
| Stopping Distance . . . . .               | 8-3 |
| Skids . . . . .                           | 8-3 |

## ***Table of Contents (continued)***

### **SECTION 9 - HAZARDOUS MATERIALS**

|                                                                                                               |      |
|---------------------------------------------------------------------------------------------------------------|------|
| OVERVIEW AND PROCEDURES . . . . .                                                                             | 9-1  |
| THE INTENT OF THE REGULATIONS . . . . .                                                                       | 9-3  |
| Contain the Material . . . . .                                                                                | 9-3  |
| Communicate the Risk . . . . .                                                                                | 9-3  |
| Assure Safe Drivers and Equipment. . . . .                                                                    | 9-3  |
| HAZARDOUS MATERIALS TRANSPORTATION—WHO DOES WHAT . . . . .                                                    | 9-4  |
| The Shipper . . . . .                                                                                         | 9-4  |
| The Carrier . . . . .                                                                                         | 9-4  |
| The Driver . . . . .                                                                                          | 9-4  |
| COMMUNICATION RULES . . . . .                                                                                 | 9-4  |
| Definitions . . . . .                                                                                         | 9-4  |
| Package Labels . . . . .                                                                                      | 9-5  |
| Lists of Regulated Products . . . . .                                                                         | 9-5  |
| The Shipping Paper . . . . .                                                                                  | 9-8  |
| The Item Description. . . . .                                                                                 | 9-8  |
| Shipper's Certification. . . . .                                                                              | 9-9  |
| Package Markings and Labels . . . . .                                                                         | 9-9  |
| Recognizing Hazardous Materials . . . . .                                                                     | 9-10 |
| Hazardous Waste Manifest. . . . .                                                                             | 9-10 |
| Placarding. . . . .                                                                                           | 9-10 |
| Placard Tables. . . . .                                                                                       | 9-11 |
| LOADING AND UNLOADING . . . . .                                                                               | 9-12 |
| General Loading Requirements . . . . .                                                                        | 9-12 |
| BULK PACKAGING MARKING, LOADING AND UNLOADING . . . . .                                                       | 9-15 |
| Markings . . . . .                                                                                            | 9-15 |
| Tank Loading . . . . .                                                                                        | 9-15 |
| Flammable Liquids . . . . .                                                                                   | 9-15 |
| Compressed Gas . . . . .                                                                                      | 9-15 |
| HAZARDOUS MATERIALS - DRIVING AND PARKING RULES . . . . .                                                     | 9-16 |
| Parking with Division 1.1, 1.2, or 1.3 Explosives . . . . .                                                   | 9-16 |
| Parking a Placarded Vehicle Not Transporting Division 1.1, 1.2, or 1.3<br>(Class A or B) Explosives . . . . . | 9-16 |
| Attending Parked Vehicles . . . . .                                                                           | 9-16 |
| No Flares! . . . . .                                                                                          | 9-16 |
| Route Restrictions. . . . .                                                                                   | 9-17 |
| No Smoking . . . . .                                                                                          | 9-17 |
| Refuel with Engine Off . . . . .                                                                              | 9-17 |
| 10 B:C Fire Extinguisher. . . . .                                                                             | 9-17 |
| Check Tires. . . . .                                                                                          | 9-17 |
| Where to Keep Shipping Papers and Emergency Response Information . . . . .                                    | 9-17 |
| Equipment for Chlorine . . . . .                                                                              | 9-18 |
| Stop Before Railroad Crossings . . . . .                                                                      | 9-18 |
| EMERGENCIES – HAZARDOUS MATERIALS . . . . .                                                                   | 9-18 |
| Emergency Response Guidebook (ERG). . . . .                                                                   | 9-18 |
| Crashes/Incidents . . . . .                                                                                   | 9-18 |
| Fires . . . . .                                                                                               | 9-19 |
| Responses to Specific Hazards . . . . .                                                                       | 9-20 |
| Required Notification . . . . .                                                                               | 9-20 |
| HAZARDOUS MATERIALS GLOSSARY . . . . .                                                                        | 9-24 |

Table of Contents (continued)

PART THREE

SECTION 10 - PRE-TRIP VEHICLE INSPECTION TEST

ALL VEHICLES . . . . . 10-1

SCHOOL BUS ONLY . . . . . 10-3

COACH/TRANSIT BUS . . . . . 10-4

SECTION 11 - BASIC VEHICLE CONTROL SKILLS TEST

SCORING . . . . . 11-1

EXERCISES . . . . . 11-1

SECTION 12 - ON ROAD DRIVING TEST

HOW YOU WILL BE TESTED . . . . . 12-1

PLACARD SUBSTITUTION GUIDES