

State Planning and Research Program Quarterly Report

PROJECT TITLE: *Entry-Level Driver Training (CDL) for Maintenance Equipment Operators*

OBJECTIVES: The project has the following two objectives: 1) develop entry-level commercial driver license training materials and resources that complies with federal regulations, and 2) develop and document a process for member agencies to join the Training Provider Registry.

PERIOD COVERED: January 1 to March 31, 2021

PARTICIPATING AGENCIES: Minnesota Department of Transportation and the Clear Roads Technical Advisory Committee

<p>PROJECT MANAGER: Debbie Sinclair / Tom Peters</p> <p>LEAD AGENCY: MnDOT</p> <p>PRINCIPAL INVESTIGATOR: Matt Camden, Virginia Tech</p>	<p>SP&R PROJECT NO: MnDOT Contract No. 1044526</p> <p>Federal Project Number: TPF-5(353)</p>	<p>PROJECT IS:</p> <p style="text-align: center;"><input type="checkbox"/> Planning</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Research & Development</p>
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ANNUAL BUDGET: \$199,986 (total project budget)	PROJECT EXPENDITURES TO DATE: \$62,281.81
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WORK COMPLETED:

- **Task 2: Literature Review and Survey of Clear Roads States.** VTTI completed the draft and final Task 2 deliverables. This included reviewing literature to identify relevant sources related to CDL training. Additionally, VTTI collected survey data from 21 Clear Roads member agencies. The Task 2 Final deliverable was submitted on February 19, 2021.
- **Task 3: Document a Process for Joining the Training Provider Registry (TPR) and Maintaining Compliance.** VTTI completed the draft and final Task 3 deliverables. This guide documented the process required by FMCSA for training providers to be compliant with the ELDT. The resulting document identified the key steps and associated timeline that states can implement to ensure all training locations are added to the TPR prior to February 7, 2022. The final Task 3 deliverable was submitted on February 19, 2021.
- **Task 4: State Interviews.** VTTI completed the draft and final Task 4 deliverables. In Task 4, VTTI conducted interviews with three Clear Road member agencies. The purpose of these interviews was to gather further insight into their current commercial driver license training and what steps each agency has taken to begin compliance with the entry-level driver training regulation. Additionally, the research team examined each states' existing training materials to identify format and content that may need to be updated to conform with the new regulation. The final Task 4 deliverable was submitted on March 15, 2021.
- **Task 5: Fact Sheet and Webinar on Compliance Process.** During this reporting period, VTTI submitted the Task 5 draft fact sheet on March 29, 2021. This fact sheet synthesized the findings from Tasks 1 to 4 in an easy-to-understand information guide that outlines the steps and timeline for state DOTs to comply with the final ELDT rule. This fact sheet contained the flowchart and timeline developed in Task 3 as well as a high-level summary of key considerations critical to maintaining compliance with the ELDT rule. Additionally, the webinar was scheduled for April 2, 2021.

SUMMARY OF ACTIVITIES EXPECTED TO BE PERFORMED NEXT QUARTER:

- **Task 5: Fact Sheet and Webinar on Compliance Process.** During the next reporting period, VTTI will conduct a webinar for Clear Roads member states to briefly discuss the training materials being developed, key considerations, steps, and timeline associated with the ELDT regulation. Additionally, VTTI will review the fact sheet based on feedback from the project subcommittee. The final Task 5 deliverables are due April 30, 2021.
- **Task 6: Prepare Curriculum Outlines and Develop Sample Curriculum Units.** In Task 6, VTTI team will develop the training curriculum that meet the ELDT requirements outlined in 81 FR 88732, 84 FR 8029, and 49 CFR Part 380. Each training curriculum outline will follow the unit structure provided in the ELDT rule and 49 CFR 380. While each curriculum outline will follow the unit structure outlined in the final rule, the VTTI team will provide additional details about training content beyond the unit descriptions listed in 49 CFR 380. Additionally, VTTI will develop draft training materials for two curriculum units. One of these draft units will focus on the theory training, while the other draft unit will focus on BTW training. The draft Task 6 deliverables are due April 30, 2021 and the final deliverables are due May 31, 2021.
- **Task 7: Develop Remaining Student Training Materials.** Using the feedback from the Clear Roads subcommittee obtained in Task 6, the VTTI team will begin to create the training materials for the remaining 28 curriculum units. These training materials will follow the format and curriculum outlines approved by the Clear Roads subcommittee in Task 6. The materials developed in Task 7 will include both theory and BTW trainings. The draft training materials will be submitted to the project subcommittee in small batches of 5-8 units. However, all draft units will be submitted for review before June 30, 2021.

STATUS AND COMPLETION DATE:

This project is ongoing and is scheduled to end on September 30, 2020.