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PART ONE

1. *Introduction*

2. *Driving Safely*

3. *Transporting Cargo Safely*

***THIS PART IS FOR ALL
COMMERCIAL DRIVERS***

Section 1

◆ *Introduction*

◆ KNOWLEDGE TESTS

◆ **CDL** ◆ **GVWR**

◆ ***Serious Traffic Violations***

THIS SECTION IS FOR
ALL
COMMERCIAL DRIVERS

SECTION 1: INTRODUCTION

THIS SECTION EXPLAINS

- *The Commercial Driver's License*
- *Commercial Driver License Tests*
- *How To Get Your CDL*
- *Other Safety Acts*

As a result of the Federal Commercial Motor Vehicle Safety Act of 1986, Pennsylvania established a Commercial Driver Licensing Program. This program has been developed to improve driver quality, ensure that commercial drivers have the skills needed to operate commercial vehicles, and to prevent drivers from having more than one driver's license. The Program requires you to have a Commercial Driver's License (CDL) if you operate, or plan to operate any of the following Commercial Motor Vehicles (CMV's):

- A combination of vehicles with a gross combination (GCWR) weight rating of 26,001 pounds or more, provided the vehicle being towed is in excess of 10,000 pounds.
- A single vehicle with a gross vehicle weight rating (GVWR) of 26,001 or more pounds.
- A vehicle designed to transport 16 or more persons, including the driver.
- A school bus designed to carry 11 passengers or more, including the driver.
- Any size vehicle which transports hazardous materials and is required to be placarded in accordance with Department regulations.

Exemptions: You do not need a Commercial Driver's License (CDL) to drive military equipment while in military uniform, certain fire and emergency equipment owned by a fire company, or recreational vehicles, implements of husbandry, or certain motorized construction equipment.

This section examines the requirements of the Commercial Driver's License (CDL) and how you can get your CDL.

For information on CDLs, please call:

1-800-932-4600

Out-Of-State: (717) 412-5300

TDD: 1-800-228-0676

Monday through Friday

8:00 a.m. - 6:00 p.m.

or write:.....Bureau of Driver Licensing

CDL Program

P.O. Box 68679

Harrisburg, PA 17106-8679

(you must have your CDL Permit to schedule your Skills Test)

1.1 THE COMMERCIAL DRIVER'S LICENSE

CLASSIFICATIONS

With the implementation of the Commercial Driver Licensing Program, Pennsylvania adopted a new classification system. CDL classifications include:

CLASS A

A Class A license is issued to those persons 18 years of age or older who have demonstrated their qualifications to operate any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds. The holder of a Class A license is qualified to operate vehicles for which a Class B or Class C license is issued. Where required, appropriate endorsements must be obtained.

CLASS B

A Class B license is issued to those persons 18 years of age or older who have demonstrated their qualifications to operate any single vehicle with a gross vehicle weight rating of 26,001 pounds or more or any such vehicle towing a vehicle having a gross vehicle weight rating of not more than 10,000 pounds. The holder of a Class B license is qualified to operate vehicles for which a Class C license is issued. Where required, appropriate endorsements must be obtained.

CLASS C

A Class C license is issued to those persons 18 years of age or older who have demonstrated their qualifications to operate any single vehicle with a gross vehicle weight rating of not more than 26,000 pounds or any combination of vehicles, except combination vehicles involving motorcycles, that does not meet the definition of a Class A or Class B vehicle. Where required, appropriate endorsements must be obtained.

NOTE: You must be 21 years of age or older to operate a Commercial Motor Vehicle interstate. This applies to ALL classes.

In addition to the CDL classes, there are also special endorsements and restrictions that you must have to drive certain types of commercial vehicles. They are:

ENDORSEMENTS/RESTRICTIONS

ENDORSEMENTS

- H - Required to drive a vehicle with hazardous materials placards (*you must be 21 years of age*).
- N - Required to drive a tank vehicle.
- T - Required to drive double and triple trailers.
- P - Required to drive a vehicle designed to carry 16 passengers or more including the driver (*buses*).
- S - Required to drive a school bus. Designed to carry 11 passengers or more including the driver.
- X - Represents a combination of the hazardous materials and tank vehicle endorsements (*you must be 21 years of age*).

RESTRICTIONS

- L - Restricts the driver to vehicles not equipped with air brakes.
- B - Passenger endorsement restriction—cannot drive Class A buses.
- C - Passenger endorsement restriction—cannot drive Class A or B buses.

1.2 CDL TESTS

To get a CDL you must pass Knowledge and Skills tests. There are seven separate knowledge tests. The number and type of test that each applicant must take are dependent on the kind of vehicle for which a license is being issued. A School Bus endorsement must be recertified every four years. To recertify the applicant must take and pass the School Bus knowledge test, skills evaluation, and required 50 hours of training. The Hazardous Materials endorsement must be recertified every four years. To recertify the applicant must take and pass the Hazardous Materials knowledge test. You must pass your knowledge test before receiving your permit to take the skills testing and successfully complete the Security Threat Assessment. The CDL Knowledge Tests include:

KNOWLEDGE

GENERAL KNOWLEDGE TEST:

All Commercial Drivers' License applicants must pass a written test to demonstrate sufficient knowledge of the laws, rules, and regulations about the operation of the commercial vehicle or vehicles they intend to drive.

Applicants who want to operate a Commercial Motor Vehicle is defined as follows:

- a. Has a gross combination weight rating of 26,001 pounds or more inclusive of a towed unit more than 10,000 pounds or
- b. Has a gross vehicle weight rating of 26,001 pounds or more or
- c. Is designed to transport 16 or more passengers, including the driver; or
- d. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Material Transportation Act which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

COMBINATION VEHICLE TEST

When applying for a Class A license.

AIR BRAKE TEST

To operate a Commercial Motor Vehicle equipped with air brakes.

HAZARDOUS MATERIALS TEST

To transport hazardous material or waste when placarding is required. In addition, to comply with Federal requirements, you will need to provide proof of U.S. Citizenship or appropriate immigration status, complete a Federal Security Threat Assessment (DL-288); pay additional Federal fees, have your fingerprints taken, and successfully complete a Federal criminal history background check.

TANKER TEST

To transport Liquid or gaseous materials in a tank vehicle.

DOUBLES/TRIPLES TEST

To pull double/triple trailers.

PASSENGER TRANSPORT TEST

Required by all bus drivers including operating a School Bus as defined in Title 75 (Vehicle Code), chapter 1508 and, chapter 1509.

SKILLS TEST

The CDL Skills Test is made up of the following three (3) parts: the pre-trip inspection test, the basic Control Skills Test and the Road Test. You must take these tests in the type of vehicle you wish to be licensed to drive. After receiving your learner's permit, Pennsylvania law requires that you wait 15 days before you may take your Class A, B, or C skills testing.

PRE-TRIP INSPECTION

Purpose

To see if you know whether the vehicle is safe to drive.

Test Procedure

The applicant and examiner will perform a walk around safety inspection of the test vehicle. The vehicle safety inspection shall consist of checking all exterior lights and reflectors, tires, exterior mirrors and any major leaks. The examiner will instruct the examinee to enter the vehicle and operate the following controls: headlights, marker lights, wiper/washer, turn signals, hazard warning lights, taillights, brake lights, horn(s), emergency safety equipment and air brakes.

BASIC CONTROL SKILLS TEST

Purpose

To evaluate your basic skills in controlling the vehicle.

Test Procedure

A test course will be set-up consisting of six (6) various exercises marked out by lines, traffic cones, or something similar. The exercises may include the following maneuvers: moving the vehicle forward and backward, turning, and parking. You will be required to perform at least four of the six exercises.

The examiner will tell you which exercises to perform and explain how each exercise is to be done. You will be scored on how well you stay within the exercise boundaries and how many pull-ups you make. The basic control skills may be administered on an on-road or off-road course based on the layout of the test site.

ROAD TEST

Purpose

To evaluate your ability to drive safely in a variety of on-the-road situations.

Test Procedure

The test drive will be taken over a route specified by the examiner. It may include left and right turns, intersections, railway crossings, curves, up and down grades, rural or semi-rural roads, city multi-lane streets and expressway driving.

You will drive over the test route following instructions given by the examiner. The examiner will score specific tasks such as turns, merging into traffic, lane changes and speed control at specific places along the route. The examiner will also score whether you correctly do tasks such as signalling, searching for hazards, controlling speed and lane positioning.

This manual will help you pass the CDL test. To find out which parts of the manual to study, see figure 1-1 at the end of this section. If you need the school bus "S" endorsement, you need to also study the School Bus Driver Manual, Pub. 117 and passenger vehicle information in Section 4 of this manual.

When you have completed all of your required CDL knowledge and skills tests, you will be issued a CDL camera card. Upon receipt of your camera card, you should go to a Photo License Center and have your picture taken and receive your "CDL" license. You will need to take acceptable proof of identification to the Photo License Technician.

HOW TO GET YOUR CDL

APPLYING FOR A CDL WHEN YOU ARE ALREADY LICENSED IN PENNSYLVANIA

If you are licensed as a non-commercial driver and wish to obtain a CDL, you would apply for your permit(s) using form DL-31CD, Application for Commercial Learner's Permit. The most current version of this application can be found on our website at: www.dmv.state.pa.us . Forms are also available at our Driver Examination Centers, and at most messenger services and auto clubs in Pennsylvania. The DL-31CD is also used by licensed PA CDL drivers to upgrade to additional CDL privileges.

When making application for the permits needed to upgrade your non-commercial license to a CDL, you will need to pay an increased annual license fee and a photo fee, in addition to the permit fees for any privileges requested. The increase fee required as part of your higher annual fee will be prorated based on how many years, full or partial, are remaining on your current non-commercial license.

The actual license for a CDL must always contain the correct information for the driver. While you may have received an endorsement card when information changed on your non-commercial license, once you pass your testing for your CDL, you will receive a new photo license to reflect your new CDL status. (This requirement also means that if you hold a CDL and have a change of name or address, you will need to apply for a duplicate driver's license to record your change.)

The fee for your CDL permit(s) will be based on how many privileges you apply for as part of your application. There are fees for each class, endorsement, and restriction removal you wish to become licensed for.

Any knowledge testing required must be completed prior to you being eligible for skills testing. When your application is processed, you will be issued a knowledge test authorization if any privileges applied for require a knowledge test. Once you successfully complete your knowledge test, the Driver Examination Center will issue you the skill permit(s) for your skills testing.

APPLYING FOR A PA CDL WHEN LICENSED IN ANOTHER STATE

If you are a new resident and wish to apply for a Pennsylvania Commercial Driver's License (*CDL*), you must surrender all valid driver's licenses issued to you by any other state(s). The Commercial Motor Vehicle Safety Act requires that no person shall have more than one valid driver's license at any time. Pennsylvania can prohibit issuance of driver license products to an out-of-state address.

To surrender your out-of-state driver's license and to apply for a Pennsylvania Driver's License, you should go to PennDOT Driver License Center and take the following documents with you:

- (1) your valid out-of-state driver's license,
- (2) your Social Security Card,
- (3) proof of identity, and
- (4) two proofs of residency
(*non-U.S. citizens will have additional requirements.*)

Acceptable proof of identify includes:

- Birth Certificate with raised seal (*U.S. issued by an authorized government agency, including U.S. Territories or Puerto Rico. Non-U.S. birth certificates will not be accepted*)
- Certificate of U.S. Citizenship (***BCIS/INS Form N-560***)
- Certificate of Naturalization (***BCIS/INS Form N-550 or N-570***)
- Valid U.S. Passport
- U.S. Military Photo ID Card

NOTE: Only valid passports and original documents will be accepted.

Acceptable documents for proof of residency include:

- Current Utility Bills (*water, gas, electric, cable, etc.*)
 - * *Cellular/Mobile or pagers are not acceptable.*
- Tax Records
- Lease Agreements
- Mortgage Documents
- W-2 Form
- Current Weapons Permit

If the driver's license you surrender is a valid "CDL," you will then be required to undergo a vision screening. Additional testing will be required to be licensed to transport hazardous material or drive a school bus.

If the driver's license you surrender is not a "CDL," you will be issued a non-CDL driver's license and you will have to apply for the proper learner's permit before you will be permitted to operate a commercial motor vehicle in Pennsylvania. The learner's permit entitles you to drive only the type of vehicle for which you have applied. To drive with a commercial learner's permit, you must be accompanied by a person who has a valid driver's license for the type of vehicle you are driving. This person must occupy the seat beside you and be 21 years of age.

HOW TO OBTAIN A CDL PERMIT WHEN NOT LICENSED IN PA OR ANOTHER STATE

If you were never licensed, before you can apply for a CDL permit. You must pass a vision screening, a knowledge test and a physical examination.

The vision screening and knowledge tests are given at PennDOT Driver Examination Centers. The vision screening will measure your vision with or without glasses. The knowledge test will measure your knowledge of traffic signs and the operation of your commercial motor vehicle. Study this manual and the "Pennsylvania Driver's Manual" carefully before taking the test.

To apply for a Pennsylvania driver's license, you should go to a PennDOT Driver License Center and take the following documents with you:

- (1) your valid out-of-state driver's license,
- (2) your Social Security Card,
- (3) proof of identity, and
- (4) two proofs of residency
(*non-U.S. citizens will have additional requirements.*)

Acceptable proof of identity includes:

- Birth Certificate with raised seal (*U.S. issued by an authorized government agency, including U.S. Territories or Puerto Rico. Non-U.S. birth certificates will not be accepted*)
- Certificate of U.S. Citizenship (**BCIS/INS Form N-560**)
- Certificate of Naturalization (**BCIS/INS Form N-550 or N-570**)
- Valid U.S. Passport
- U.S. Military Photo ID Card

NOTE: Only valid passports and original documents will be accepted.

Acceptable documents for proof of residency include:

- Current Utility Bills (*water, gas, electric, cable, etc.*)
 - * *Cellular/Mobile or pagers are not acceptable.*
- Tax Records
- Lease Agreements
- Mortgage Documents
- W-2 Form
- Current Weapons Permit

The examiner will complete part of the application form and give you a vision screening and knowledge test. The other part of the form must be filled out by you and your physician and presented along with all required fees to PennDOT.

You should receive your knowledge test authorization at the PennDOT site when they process your application. The knowledge test authorization will be valid for one (1) year from the date it is issued.

When you arrive for the knowledge examination, make sure you have the following items:

- PA Driver's license;
- Your Social Security Card (*signed and not laminated*)

Once you successfully complete your knowledge testing, the driver examination center will issue you the skills permit(s) for any skills testing that may be required. You must wait 15 days before you may take your skills testing.

When you are ready, you may schedule your skills test online at PennDOT's Driver and Vehicle Services website: www.dmv.state.pa.us, or contact 1-800-423-5542 for an appointment. Most centers are closed on Sundays, Mondays, and on all legal holidays in Pennsylvania. For the days and hours of operation of a Driver License Center near you, please call 1-800-932-4600.

Learner's permits cannot be laminated (*covered in plastic*). The driver license examiner cannot stamp a laminated permit when you successfully pass the skills test.

When you arrive for the skills examination, make sure you have the following four items:

- Your valid learner's permit;
- The registration card for the vehicle you plan to drive for the skills test;
- Proof that the vehicle is insured; and,
- The driver's license of the person accompanying you. The license must be for the class of vehicle you are going to drive and the accompanying driver must be at least 21 years of age.

You may also take the skills test through a third party tester. Monthly flyers issued with your learner's permit list the companies and locations.

When you have completed all of your testing, PennDOT will issue you a new photo license.

If you fail any part of the CDL skills test, you must make an appointment to be retested. You only need to be retested on the part(s) that you fail.

If you fail the test three times or if your learner's permit expires, you can obtain an application (*Form DL-31CD*) for an extension of your learner's permit privileges from all Photo License Centers or the Bureau of Driver Licensing. Send this form, along with the appropriate fee, to the Bureau of Driver Licensing, P.O. Box 68272, Harrisburg, PA 17106-8272.

If you pass the knowledge test but fail the skills test and your learner's permit expires, you will need to retake the knowledge test. If the one year time period has passed and your CDL learner's permit has expired you will need to reapply for a learner's permit again completing the Commercial Learner's Permit Application (DL-31CD). Another KTA will be issued by PennDOT, requiring knowledge testing when results are more than one year old.

1.3 OTHER SAFETY ACT RULES

There are other Commercial Motor Vehicle Safety Act rules which affect drivers. They are:

- You cannot have more than one driver's license. If you break this rule, a court may fine you up to \$5,000 and put you in jail. Keep only your home state driver's license and return any and all others.
- You must notify your employer within 30 days of a conviction for any traffic violation (*except parking*). This is true no matter what type of vehicle you were driving at the time of the violation.
- You must notify PennDOT within 30 days if you are convicted in any other State of any traffic violation (*except parking*). This is true no matter what type of vehicle you were driving at the time of the violation.
- You must notify your employer by the close of business on the next business day if your driver's license is suspended, revoked, or cancelled, or if your commercial driving privilege is disqualified.
- You must give your employer information on all driving jobs you have held for the past ten (10) years. You must do this when you apply for a commercial driving job.
- No one can drive a commercial motor vehicle in Pennsylvania without a CDL. If you do, you may be fined up to \$5,000 or put in jail for violating this rule.
- Your employer may not let you drive a commercial motor vehicle if you have more than one driver's license or if your CDL is suspended, revoked, cancelled, or disqualified. Your employer may be fined up to \$5,000 or put in jail for violating this rule.
- Each state is connected to one computerized system to share information about CDL drivers. The states will check on drivers' records to be sure that drivers don't have more than one Commercial Driver's License.
- You will lose your CDL for at least one (1) year for a first offense if you are convicted for:
 - Driving a commercial motor vehicle (CMV) while under the influence of alcohol or a controlled substance (*for example, illegal drugs*).
 - Accidents involving death or personal injury while driving a CMV.
 - Accidents involving damage to unattended vehicle or property while driving a CMV.
 - Driving a CMV while your driving privilege is suspended, revoked, cancelled or recalled or while subject to disqualification of an out-of-state service order.
 - Using a CMV to commit a felony.

Subsequent offenses will carry stiffer penalties.

If the offense occurs while you are operating a CMV that is placarded for hazardous materials, you will lose your CDL for at least three (3) years for the first offense. You will lose your CDL for life for a second offense. You will also lose your CDL for life if you use a CMV to commit a felony involving controlled substances.

- You will lose your CDL:
 - For at least 60 days if you have committed two serious traffic violations within a 3-year period involving a CMV.
 - For at least 120 days for three (3) serious traffic violations within a 3-year period."Serious traffic violations" include but are not limited to traffic offenses committed in a CMV in connection with fatal traffic accidents, excessive speeding, reckless driving, or eluding the police.

- If you drive a school vehicle or school bus when your blood alcohol concentration (BAC) is 0.02 percent or more, you are driving under the influence of alcohol. If you drive any other type of commercial vehicle and your BAC is 0.04% or more, you are driving under the influence. You will lose your CDL for one year for your first offense. If your blood alcohol concentration is less than 0.02 percent for school bus and school vehicle drivers, or less than 0.04 percent for other commercial motor vehicle drivers, but you have any detectable amount, you can be placed out-of-service for up to 30 days.

PENNSYLVANIA'S IMPLIED CONSENT LAW

As a commercial driver, it is very important that you understand PA's "Implied Consent" law. If a police officer has reasonable ground to believe that you were driving a CMV while having any alcohol in your system, and you refuse to take one or more chemical tests of breath, blood, or urine, your driving privilege will be suspended for one year (12 months), or 18 months if you have a prior refusal or DUI conviction on your driving record. A single refusal violation, combined with a DUI conviction would cause your driving privilege to be suspended for at least (2) years (longer, if you have prior refusal or DUI convictions).

The law covering chemical testing says that you have agreed to take such a test just by being licensed to drive in Pennsylvania. Even if you are found not guilty of driving while under the influence, your driving privilege will be suspended for at least one (1) year if you refuse to take a blood, breath or urine test. In addition, if you are involved in an accident involving a motor carrier vehicle or CMV, and a police officer is required to investigate, you will be required to submit to testing for alcohol or controlled substances, with the cost for testing to be paid by your employer. If you refuse to submit to alcohol or controlled substance testing, and are convicted under Section 3756, you will be subject to fines of up to \$200 (plus costs).

These rules will improve highway safety for you and all highway users.

NOTE: The penalties identified in this publication may be revised, in whole or in part, by the General Assembly at any time. Please refer to Title 75 PA Vehicle Code, or the PA Bulletin for specific regulations and updates.

REQUIRED LICENSE AND STUDY AID CHART

IF YOU WANT TO DRIVE	TYPE OF CDL YOU NEED	STUDY SECTION(S)
Any combination of vehicles with a GVWR of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds	CLASS A	Section 2: Driving Safely Section 3: Transporting Cargo Safely Section 6: Combination Vehicles
* With Double or Triple Trailers	T endorsement	Section 7: Double or Triple Trailers
* Tank Vehicle	N endorsement	Section 8: Tank Vehicles
* Hazardous Materials	H endorsement	Section 9: Hazardous Materials
* With Air Brakes		Section 5: Air Brakes
* Without Air Brakes	L restriction	
Any single vehicle with a GVWR of 26,001 or more pounds, or any bus or school bus, or any such vehicle towing a vehicle not in excess of 10,000 pounds	CLASS B	Section 2: Driving Safely Section 3: Transporting Cargo Safely
* Tank Vehicle	N endorsement	Section 8: Tank Vehicles
* Carrying Passengers	P endorsement	Section 4: Transporting Passengers
* A School Bus	S & P endorsement	Section 4: Transporting Passengers (Pennsylvania School Bus Driver's Manual Pub. 117)
* Hazardous Materials	H endorsement	Section 9: Hazardous Materials
• With Air Brakes		Section 5: Air Brakes
• Without Air Brakes	L restriction	
Any single vehicle with a GVWR of less than 26,001 pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds, including any bus designed to transport 16 or more passengers including the driver, or a school bus designed to transport 11 or more passengers including the driver.	CLASS C	Section 2: Driving Safely Section 3: Transporting Cargo Safely
* Carrying Passengers	P endorsement	Section 4: Transporting Passengers
* A School Bus	S & P endorsement	Section 4: Transporting Passengers (Pennsylvania School Bus Driver's Manual Pub. 117)
* Hazardous Materials	H endorsement	Section 9: Hazardous Materials
* With Air Brakes		Section 5: Air Brakes
* Without Air Brakes	L restriction	

FIGURE 1-1