



September 2020

**Class “B” CDL Truck Driving Program (Automatic Transmission Only Restricted)**

Dear Applicant,

Thank you for your interest in Lake Superior College’s Class “B” Truck Driving Program for automatic transmissions! Please review this entire packet for important information on cost, requirements and registration.

Our Truck Driving program is a customized series of courses that meet all the upcoming Federal Motor Carrier Safety Administration Entry Level Driver Training (ELDT) requirements. The first component in the series is Truck Driving Theory (*CDL Class B Theory*). This course prepares you to take your Class B permit exam. **Your CDL permit is required prior to any on-road training here at LSC.** This course is 100% online and asynchronous.

The next course component is *CDL Class B Skills*. In this course you will learn how to maneuver a large straight vehicle (automatic transmission only) in confined spaces, including backing skills. Once you are determined proficient (by the instructor) and comfortable on our private driving range, you will continue to the road skills portion of the course, where you will prepare yourself to take the Class B CDL examination.

The final portion of the course is scheduling and taking your *CDL drivers examination*, where you will be evaluated by the DMV for pre-trip and road skills. We cover one trip to the DMV as part of the course fees.

More information about the training schedule, costs and expectations will be offered during orientation on the first virtual meeting of your Theory class.

You do not need to apply for admission to Lake Superior College to take this program. You just need to set up an account and register, which is done online. You will find step by step instructions on how to do that later in this information packet.

LSC’s truck driving program is located at 11501 Hwy 23, in Duluth, Minnesota (55808). If you have questions, or would like to tour our facility, please contact us at 218-733-5924 or [continuingeducation@lsc.edu](mailto:continuingeducation@lsc.edu).

Sincerely,

*Erik Simonson*

Erik Simonson, Executive Director

## What Courses do I need?

Here at Lake Superior College, we have already adjusted our programs to meet the upcoming federal requirements for incoming and upgrading CDL drivers. This standard goes into effect in February 2022, but we wanted to ensure our students are provided with a solid foundation of training, which includes the required “theory” portion of our classes.

### Class B CDL (automatic transmission restricted)

- CDL Class B Theory (up to approximately 4 weeks): Teaches the knowledge you will need to be successful as a CDL B driver, as well as prepare you for the CDL B permit tests. This course will be taught as an on-line, asynchronous course. Students can work at their own pace online so long as the course is finished within the scheduled time frame. After this component of the course, students will be able to take their permit test (see next bullet point).
  - Permit exams are offered at State Driver Exam Offices. **The exam includes tests in General Knowledge and Air Brakes.** After completing the CDL Theory portion of your training you will be prepared take the permit tests. You can also find free online practice tests at <http://cristcdl.com>.
- CDL Class B Skills (approximately 32 hours over 4 days): Here you will receive instruction on pre-trip inspections, backing, parking, and general acclimation to a larger vehicle on our private range from an experienced Class B CDL holder/Instructor. Once you and your instructor are comfortable with your progress, the real-life training will move to the road! Working with other students, you will have the opportunities to experience driving in real world scenarios – intended to prepare you for the final component of the course. **(Pre-requisites for this class are your Drug/alcohol testing, your DOT Physical card and a copy of your driving record on file).**
  - Minnesota residents can get a copy of their driving record at a State Driver Exam Office. Wisconsin residents will have to obtain the record on-line.
  - The Drug/Alcohol testing and DOT physical process will be covered in your virtual orientation meeting at the start of the theory component. **NOTE: These are included as part of your course registration.**
- CDL Class B Drivers Test (**automatic transmission restricted**): As part of your course fees, you will travel one at a time to the DMV with another Class B CDL holder and take your final test. This final test will be scheduled by LSC – and any test fees will be at your expense. If you do not pass the exam, and must return a different day, that can be arranged for an additional fee to cover the cost to LSC.

## How much will it cost?

The cost of this program is \$1,300 per student. This fee includes:

- Textbook (will be made available for you at LSC Bookstore)
- Drug and Alcohol Testing (information will be provided at your initial orientation meeting)
- Cost of physical for DOT CDL Requirements (information will be provided at your initial orientation meeting)
- One (1) attempt at CDL license test at the DMV.

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Fees do **NOT** cover the cost of permit tests, state license examination fees or driving record checks as these costs vary from state to state.

## What materials/books do I need?

You will be required to obtain a textbook (JJ Keller Entry-Level Driver Training). The LSC store carries this book. Your program fees include the cost of this textbook. We will indicate which sections of this textbook are applicable to Class B CDL training.

You will also need a Minnesota or Wisconsin Commercial Driver's manual. See below for links to the Commercial Driver's Manuals:

- Minnesota: <https://dps.mn.gov/divisions/dvs/forms-documents/Documents/CDLManual.pdf>
- Wisconsin: <http://wisconsin.gov/Documents/dmv/shared/bds356-cdl-manual.pdf>

You will need access to a computer/internet in order to complete the theory portion of the course. If you do not have access, guidance can be provided as to accessing student computer labs at Lake Superior College.

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## LOCATION INFORMATION

LSC's truck driving program takes place at the **Emergency Response Training Center, 11501 Highway 23, Duluth MN 55808.**

From I-35 (from either direction) you would take Exit #246 (Midway Road) and head south on Midway Road/Becks Road for 3.78 miles, until you reach Highway 23 (Commonwealth Avenue). Turn right and continue 2.51 miles (through Gary New Duluth). We will be on your right.

If you map this on your phone, or other device, it may take you a bit too far and place us incorrectly. Watch for the signs on Highway 23. We have a well-marked entrance.

Once you drive through the entrance, you will see the Driving Range on your right. Continue to the stop sign and **turn left**, this will take you to the classroom facility.

### LSC Truck Driving Contact Information:

Questions can be emailed to: [continuingeducation@lsc.edu](mailto:continuingeducation@lsc.edu)

If you need help registering for classes, you can call our office at 218-733-7680

## Are there program restrictions?

**Yes.** Please note that you are **not eligible** to drive Minnesota State vehicles if you have had ANY of the following major violations in the last five years. If the State of Minnesota Risk Management discovers you have any of these violations, you will be dropped from the Program without a refund.

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- Driving Under the Influence of Drugs/Alcohol
  - Careless Driving
  - Exhibition Driving
  - Reckless Driving/Speeding Contest
  - Driving While Impaired
  - Fleeing Law Enforcement/Peace Officer
  - Making a False Accident Report
  - Failure to stop/Report an Accident
  - Homicide/Manslaughter/Assault arising out of the use of a Vehicle
  - Driving while license is Suspended/Revoked/Canceled
  - Leaving the Scene of a Crash
  - Major Speeding (20 MPH or more over)

If there are any warrants, or unpaid traffic fines in any state, you may not be issued a CDL permit. Applicants must be 18 years old to drive intra-state and 21 years old to drive inter-state. These requirements refer to all types of driving, construction, Over the Road and DOT jobs.

**Background Study Notice:** Other background issues could affect your ability to get a license, or get a job in this field. If you have been arrested, charged or convicted of any criminal offense, it is your responsibility to investigate the impact that the arrest, charge or conviction may have on your chances for employment in the field you intend to study.

## How do I register?

### Registration/Payment Options:

Online: Register and pay online using a credit card: [Truck Driving Online Course Registration](#)

Phone: Call 218-733-7680 to register and pay by credit card over the phone

**NOTE:** Lake Superior College will not hold your spot in any course until payment is received in full.

## How do I log on to my online class?

### TO LOGIN INTO YOUR ONLINE CLASS

Your instructor uses a tool, called Desire2Learn, to share online course materials with your class. You need to activate your StarID so that you can access your online course materials. Once activated, you will be able to use your StarID to log into D2L. The steps to activate your StarID and to log into the D2L e-Campus are listed below. **\*Please use Chrome\*** Other browsers may not be compatible.

#### Step 1: Activate Your StarID

1. Follow this link <https://starid.minnstate.edu/selfservice/recover/id>
2. Click "I know my email address"

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3. Enter your email address and click “Continue.” Use the same email address you registered for the course with.
  4. Check your email for your verification code. Enter your verification information and click “Continue.”
  5. Reset your StarID password. Enter your password information, check the box and click “Set Password.”

**PASSWORD MUST BE AT LEAST 8 Characters and have at least 3 of these types of characters: uppercase, lowercase, numbers, special characters. It may not contain your name.**

6. Log out of the StarID system.

### **Step 2: Access Your Online Class in D2L**

1. Go to <https://cect.learn.minnstate.edu/>. Book mark this page for future use.
2. Enter your StarID and Password and click “Login”
3. The system displays a welcome page; the link to your class is on the right side of the page under “My Courses.”

If you have any issues activating your StarID, please submit a helpdesk ticket to the Minnesota State IT Service Desk:

Step 1: Go To: <https://servicedesk.minnstate.edu/CherwellPortal/MNSO#0>

Step 2: Click on **Guest Login**

Step 3: Click on **Ask a question UNDER THE INFORMATION SECURITY (StarID...)**

Step 4: Fill out the following web form and click **Submit** and specify that you are registered in a CECT online class.

## **How do I drop a class?**

You can drop a class right up to ten (10) business days prior to the scheduled start of the class and receive a full refund by calling 218-733-7680 or contact by email: [continuingeducation@lsc.edu](mailto:continuingeducation@lsc.edu)

## **What else must I do?**

Lake Superior College must ensure you are qualified to operate state owned vehicles. Please complete the provided authorization to obtain your driving record **and** provide a copy of your driver’s license to:

[continuingeducation@lsc.edu](mailto:continuingeducation@lsc.edu)

You will not be eligible to operate a state-owned motor vehicle until this is completed and reviewed.