



Burleigh County CDL Training & Development

Burleigh County Highway Department

October 2026

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About me:

Dan Schriock, PE

2006 NDSU Graduate

Go Bison!

18 Years as Assistant County Engineer
for Burleigh County.

Appointed County Engineer in
February 2026



The Issue?

- ◆ Drivers that have CDLs continue to be high in demand.
- ◆ This has been an even bigger issue since February of 2022 when the Federal Motor Carrier Administration (FMCA) for Entry-Level Driver Training for new truck and bus drivers became mandatory.
- ◆ Demands are expected to grow by another 25% over the next 10 years.

The Solution

- ◆ Provide in house training to assist new hires to achieve their Commercial Driver's License.

Benefits

- ◆ This program was set up to allow us to hire Highway Maintenance Worker II underfills as a Highway Maintenance Worker I (which does not require a CDL). It is our goal to train and promote these employees to HMW II once they receive their CDL.
- ◆ More cost effective than sending employees to driving schools which can cost upwards of \$5,000+.
- ◆ On the job training!!
 - ◆ We can utilize the drivers while they learn
- ◆ Benefits of being able to use the employees for a larger variety of duties after the CDL is obtained.

The Process

- ◆ Need to get register the organization through FMCSA's Training Provider Registry
 - ◆ We worked with our Human Resources to get Registered as a training provider.
- ◆ Burleigh County Human Resources developed a Syllabus that lays out 20 major objectives that each candidate must master in order to pass their CDL test.
- ◆ Burleigh County Requires 40 hours of documented behind the wheel training.
 - ◆ Used to document all parts of the syllabus
 - ◆ Document! Document! Document!



Professional Truck Driver Training Course Syllabus

The curriculum standards of this course incorporate the curricular recommendations of the U. S. Department of Transportation's Federal Highway Administration's former Office of Motor Carriers Model Curriculum. The curriculum standards represent the minimum training elements that a commercial motor vehicle driver-training course should contain, and against which any such course may be judged.

The curriculum meets the three sets of standards that the Professional Truck Drivers Institute (PTDI) established: skill standards; curriculum standards and guidelines; and standards and requirements for course certification.

1. Control Systems

The purpose of this section is to introduce students to the controls and instruments found on a commercial motor vehicle. Stress the importance of understanding the function of all of the vehicle's controls and instruments prior to operating the vehicle.

a. Objectives

At the end of this section, students should have the basic understanding of the name, location, and function of the vehicles controls and systems. The student should be able to:

- i. Describe the engine controls as well as the primary and secondary vehicle controls
- ii. Identify and describe the controls for starting the engine, shifting, accelerating, braking, and parking
- iii. Explain the acceptable operating range for oil, coolant, and electrical systems
- iv. Identify and describe all vehicle instruments and their purpose

2. Vehicle Systems

The purpose of this section is to introduce the student to the design of a tractor-trailer and the vehicle's key systems and parts.

a. Objectives

Upon completion of this section the student will have basic understanding of the vehicle construction and systems including:

- i. Suspension Systems
- ii. Axles
- iii. Engine
- iv. Fuel System
- v. Air Intake and Exhaust System
- vi. Lubrication System
- vii. Cooling System
- viii. Electrical System
- ix. Drive Train
- x. Brake System
- xi. Wheels and Tires
- xii. Steering System
- xiii. Coupling System

1. Vehicle Inspection

In this section the student will learn the importance of conducting appropriate and systematic vehicle inspections.

a. Objectives

At the end of this section the student should know and understand:

- i. How to use systematic procedure to conduct accurate and efficient vehicle inspection
- ii. How to identify damaged, loose, or missing parts
- iii. How to recognize and report system defects
- iv. Why an undiscovered malfunction or vehicle problem can be unsafe and costly
- v. The importance of having malfunctions corrected quickly
- vi. Federal Motor Carrier Safety Regulations (FMCSR) regarding vehicle inspections
- vii. Procedures for performing Post trip inspections

2. Basic Control

In this section the student will learn how to safely perform the basic control maneuvers. These skills are the foundation that the student will build upon throughout the course. These skills and habits will be practiced throughout the course.

a. Objectives

By the end of this section, the student will know and understand the following:

- i. How to start, warm up, and shut down the engine
- ii. How to put vehicle in motion and how to stop the vehicle
- iii. Proper straight line backing technique
- iv. Proper turning technique

3. Shifting

This section will teach students shifting patterns, and procedures so they can efficiently perform gear shifting maneuvers.

a. Objectives

At the end of this section, the student should be able to:

- i. Shift up and down through the gears of a variety of types of conventional transmissions.
- ii. Double clutch and time shifts, allowing for a smooth and fuel efficient performance
- iii. Select proper gear for speed and highway conditions

Students should also know and understand:

- i. Shifting procedures for transmissions
- ii. The instruments and controls used to properly shift gears
- iii. The shift patterns for the major types of conventional transmission

4. Backing

In this section, students learn to execute one of the most difficult maneuvers in trucking, backing a tractor-trailer unit.

a. Objectives

At the conclusion of this section a student should know and understand:

- b. The basic principles of steering a tractor-trailer
- c. The basic rules for safe backing
- d. The basic backing maneuvers including straight line and alley dock backing
- e. The basic parking maneuvers including parallel parking

Burleigh County**Driver Name:****Trainer Name:**

Session	Date	Total Minutes Driven	Total Miles Driven	Benchmarks Met
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

- ❖ The Single most important aspect is to make sure to fill out logs of your training and to make sure they are accurate!

Training

- ◆ Burleigh County has 2 Trainers that we utilized to train and log hours for our candidates.
- ◆ Things to know:
 - ◆ Individual instructors that are hired by registered training providers do not need to register in the Training Provider Registry.
 - ◆ Training providers do not need to provide the names of their instructors when registering.
- ◆ Training is broken up into 3 parts:(Must be completed within one year of each other)
 - ◆ Theory
 - ◆ Behind the Wheel (This must be completed and entered by the same provider)
 - ◆ Range
 - ◆ Public Road

Trainer Qualifications Required

◆ Theory instructors must:

- ◆ Hold a CDL of the same (or higher) class, and with all endorsements necessary, to operate the commercial motor vehicle (CMV) for which training is to be provided.
- ◆ Meet all applicable State qualification requirements for CMV instructors. (Exception: This is not required if providing theory instruction exclusively.)
- ◆ Meet one of these:
 - ◆ Have a minimum of two years' experience operating a CMV requiring a CDL of the same (or higher) class, or the same endorsement; or
 - ◆ Have previously held a CDL of the same (or higher) class; or
 - ◆ Have a minimum of two years' experience as a BTW CMV instructor.

◆ Online Theory Courses are available through North Dakota Safety Council www.ndsc.org

Trainer Qualifications Required

- ◆ **Behind-the-Wheel (BTW) instructors must:**

- ◆ Hold a CDL of the same (or higher) class, and with all endorsements necessary, to operate the CMV for which training is to be provided.
- ◆ Meet all applicable State qualification requirements for CMV instructors.
- ◆ Meet one of these:
 - ◆ Have a minimum of two years' experience operating a CMV requiring a CDL of the same (or higher) class, or the same endorsement; or
 - ◆ Have a minimum of two years' experience as a BTW CMV instructor.

Trainer and Trainees



Rick (Trainer)
Aka Boo Boo



Mason
(Trainee)



Ben
(Trainee)

Costs?

- ◆ Costs to the County are fairly minimal.
 - ◆ Doubling up on employees while the training is taking place
 - ◆ Opportunity Costs
 - ◆ Classroom Costs for the Theory portion
- ◆ This program has ZERO up front costs for our employees.
- ◆ Training Cost Agreement

Training Costs Agreement

- ◇ The Training Cost Claw-back – the hours of the trainer and the cost of the course work are included in the claw-back.
 - ◇ It is important to have your legal representative review and approve any agreement that you would like to have your employees sign.
- ◇ If an employee voluntarily leaves
 - ◇ 1-2 Years 100% reimbursement of costs to the County
 - ◇ 2-3 Years 75% of paid training costs
 - ◇ 3+ No reimbursement
- ◇ If an employee is terminated within 3 years the Board of Commission has the option to waive the reimbursement under this policy, unless the termination is for cause.



Burleigh County—Training Costs Agreement

THIS AGREEMENT is dated

AND IS MADE BETWEEN:

..... and

Burleigh County.

WHEREAS:-

- A. The Employee is employed by Burleigh County as a Highway Maintenance Worker II Under Fill.
- B. Burleigh County has booked a place for the Employee in relation to training and development in Class A CDL Training with North Dakota Safety Council.

IT IS HEREBY AGREED AND DECLARED THAT

1. In consideration of Burleigh County meeting the costs of the Training which are set out in the Schedule to this Agreement, the Employee undertakes to reimburse to the Employer the Costs if:
 - (i) he/she voluntarily withdraws from or terminates the Course early without the Employer's prior written consent;
 - (ii) he/she is dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
 - (iii) An employee who has accepted County paid CDL training, who voluntarily leaves the employment of the County after completion of the class within:
 - a. Two years will refund 100% of the CDL training costs to the County.
 - b. Two to three years will refund 75% of the paid training costs to the County.
 - c. If separation takes place more than three years after the CDL training has been paid, no reimbursement to the County will be required.

- a. If the employee is terminated within three years of the CDL, the Board of Commissioners has the option to waive reimbursement under this policy, unless the termination is for cause.

2. To the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due in accordance with Clause 1 (iii) under the terms of this Agreement from his/her wages (as defined in Section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee.
3. The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his/her employment.

SIGNED:

..... (name of employee)

..... (name of Manager)

for and on behalf of Burleigh County.

NB. This Agreement must be signed by both parties prior to the commencement of the Course.

ATTACH SCHEDULE OF COSTS:

Course Fees:-

Driver Time:

Training is Complete Now What?

- ◆ Submit logs to Trainer Provider Registry (TPR)
- ◆ Schedule CDL Test with DoT
- ◆ Register with the FMCA Drug and Alcohol Clearing House
- ◆ Profit!!

Questions?