



Professional Truck Driver Institute

2460 W. 26th Ave., Suite #245-C, Denver, CO 80211

720-575-7444 ~ info@ptdi.org ~ www.ptdi.org

PTDI Virtual Visit Checklist of Required Documents

To complete this report, you will need to upload the following documents, preferably in PDF format:

General Information: Ratios and Hours

- Daily Training Schedule – See Appendix B Course Summary Form

Category 1: Administration

- Course catalog
- Proof of insurance coverage for school
- Safety/Accident Prevention Policy (if not included in Catalog)
- Organization Chart for staffing of driver training program
- Job qualifications for non-driver trainer personnel administering the program

Category 2: Training Program

- Course syllabus or outline
- Full lesson plans for class/lab
- Full lesson plans for range
- Full lesson plans for road
- Sample test from classroom/lab course unit
- Sample range test
- Sample preplanned road test route

Category 3: Instructors

- Blank copy of annual instructor evaluation form you use
- See Appendix A - Instructor staff Development and Evaluation Form (use this form or equivalent) for each instructor with acknowledgement signatures

Category 4: Facilities and Equipment

- List of training vehicles used, including make, model and year
- Photographs of training vehicles
- Photographs of classroom/lab
- Photographs and/or video of driving range

Category 5: Students

- One student's in-training records
- Examples of follow-up system for trucking firms that hire graduates
- Contact information for six companies that hire graduates of your program