

**Ministry of Transportation (MTO)**

Safety Program Development Branch (SPDB) / Contract Design and Implementation Branch (CDIB) / Strategic Partner Management Branch (SPMB)

# Commercial Truck Driver Training Standard (Class A)

<b>Subject</b>	Lesson Plan Development Requirement
<b>Policy / Standard</b>	Commercial Truck Driver Training Standard (Class A), Part B – Curriculum Standard, Development Format
<b>Number</b>	SR-03-2024
<b>Date Issued</b>	December 24, 2024
<b>Effective Date</b>	Immediately (*see below for curriculum re-submission details)

**Purpose**

- Provide Driver Certification Program (DCP) Organizations and Registered Career College (CC) course providers that are approved to deliver the Commercial Truck Driver Training Standard (Class A) and course developers with instructions clarifying how to create and incorporate standardized lesson plan requirements into their curriculum.

**Key Information**

- The Ministry of Transportation (MTO) is clarifying lesson plan requirements within the Class A Training Standard to better outline specific information that must be included in curriculum submissions (see Appendix A – Commercial Truck Driver Training Standard (Class A))
- MTO has developed a new Sample Lesson Plan template (see Appendix B – Sample Lesson Plan Template) as a guide for creating lesson plans that meet standard requirements which will provide an additional resource to help ensure consistent and quality curricula.

**Action Required**

Please ensure all Class A DCP and CC course providers and course developers are aware of the following:

- Clarifications have been made to the Lesson Plan section of the Commercial Truck Driver Training Standard (Class A) (see Appendix A – Commercial Truck Driver Training Standard (Class A) ), which must be incorporated into your approved Class A curriculum.
- Ministry approved DCP organizations and curriculum developers must resubmit updated curriculum, including lesson plans, to MTO. See Appendix C – MTO Resubmission Process for the process on how to resubmit your curriculum.
- For approved CC's and curriculum developers governed under the Ministry of Colleges and Universities (MCU), updated curriculum, including lesson plans must be resubmitted to MCU. See communication from the Superintendent of Career Colleges for further instructions.
- The deadline to resubmit an updated curriculum is **July 1, 2025**.
- Currently approved course providers can continue using their previously approved curriculum while waiting for re-approval of their updated curriculum from MTO or MCU. Once the curriculum is re-approved, course providers will be required to utilize that curriculum moving forward and keep the master copy for their records.
- Registered career colleges that are approved to deliver Commercial Truck Driver Training (Class A) will receive a companion notification from the Superintendent of Career Colleges, MCU on how to ensure compliance with these program standard requirements.
- Currently approved course providers who do not submit their updated curriculum including the lesson plans or are found to be delivering non-compliant lesson plans after the six-month transition period may be subject to enforcement actions by the ministry auditing teams.
- New DCP and CC applicants that want to deliver Class A training programs must submit training programs, including lesson plans, for review and approval. They will be notified, as per current process of their application status.
- Application requirements, including the new sample lesson plan template, will be provided to new DCP and CC Class A training program applicants upon request.

## References

- The relative section(s) of the Commercial Truck Driver Training Standard (Class A) will be updated at a future date.

## **Why**

The purpose of this update is to provide DCP and CC Class A course providers and course developers with an additional resource to clarify expectations under the standard, lend instructors clearer directions on how to teach approved courses, and help create consistent and quality curricula for MTO's Class A driver training program. The update will also help course providers maintain compliance with MTO and MCU requirements and avoid enforcement actions.

## **Contact**

For further information regarding this bulletin, DCP can contact [mto.curriculum@ontario.ca](mailto:mto.curriculum@ontario.ca) and CC's can contact [PCC@ontario.ca](mailto:PCC@ontario.ca).

Thank you for your continued support in contributing to ongoing improvements in road safety.

## Appendix A – Commercial Truck Driver Training Standard (Class A)

### Clarification

Lesson plans are detailed written descriptions of each training session to be given during the program for all learning environments (i.e., in-class, virtually, in-yard, and in-cab). Lesson plans must be developed and delivered as part of any MTO approved Class A training program. Instructors must follow their approved lesson plans in day-to-day delivery of the course.

Lesson plans must include the following information:

- **Lesson topic:** A title to describe the topic of the lesson.
- **Time:** A time frame for the lesson, both overall and within the lesson. Total lesson length must not exceed 5 hours for each lesson plan.
- **Instructor to Student Ratio:** Total ratio limits must not exceed the ratio limits listed within the Class A Training Standard, Online Learning Policy (OLP), and DCP Policy Manual, if applicable.
- **Lesson Objectives:** Develop as many individual outcomes as possible to indicate what you want the learner to be able to do after this lesson. They must include action verbs for example, for outcomes include identify, explain, describe, recognize, demonstrate, complete, etc. DO NOT use words such as know, understand, learn as these are too vague in their meaning.
  - These outcomes should be reflected in the ‘Assessment/Outcome:’ section as well.
  - Lesson objectives are to be introduced and organized using logical sequencing (see logical sequencing in glossary of Class A training standard).
- **Preparation:** Provide a description of the steps taken to prepare for the lesson. This should include physical set up of the classroom and preparation of materials used.
- **Materials Required:** Provide a description of all material used during this lesson such as presentations, handouts, pamphlets, videos with descriptions etc. Ensure all final materials are submitted as part of your curriculum submission package.
- **Teaching Notes for Instructor:** Provide step-by-step instructions to the instructor. Ensure different instructional methods (see Instructional Methods section and glossary term within the Class A training standard) are used throughout these notes. These instructions must outline what you want the instructor to say and do for the entire lesson.
  - This requires detail on how the instructor will present the lesson, when to use the materials, what questions to ask the learner, etc.

- If you have a learner workbook, give instructions on how and what you want the learner to do in their book, what handouts you want given out.
- If there is an off-road or on-road component to the lesson, write down what you expect the instructor to say and do when they take the driver out to the vehicle.
- **Assessment/Outcome:** Provide a list of assessments that directly relate to the lesson and align with the 'Lesson Objectives' section above.
  - Must describe how the instructor will determine if the learner has accomplished what they have intended in the lesson.
  - Information about assessments must be provided including:
    - The type of assessment (those that are tracked, graded and retained, e.g., quiz, test, etc.).
    - The format of the assessment (e.g., short answer, fill-in-the-blank, multiple choice, etc.).
    - The mark the learner must achieve to pass (80%, 7 out of 10, etc.).
    - What will occur if the learner is not successful achieving a passing mark.
    - Student version of the assessment that will be handed out to the student.
    - Instructor version of assessment with the answers that is for the instructor only.
  - See **Assessment** in the glossary for the Class A training standard for more information.
- **Notes:** Provide any additional notes that an instructor may need.

## Appendix B – Sample Lesson Plan Template

The following is a sample of a lesson plan. Information provided within this sample lesson plan are examples only.

**Lesson Topic:** Employment in the Commercial Vehicle Industry

**Time:**

Total Lesson Length	Classroom (In-Class/Virtual)	In-Yard (Around the Vehicle)	In-Cab (Behind the Wheel)
1 hour	1 hour	N/A	N/A

**Instructor to Student Ratio:**

Classroom (In-Class/Virtual)	In-Yard (Around the Vehicle)	In-Cab (Behind the Wheel)
1 to 15	N/A	N/A

**Lesson Objectives:**

**At the completion of this lesson, the learner will be able to:**

1. Describe the requirements for employers and workers to comply with government regulations and develop standards.
2. Effectively interact and speak with coworkers, supervisors, customers, suppliers, enforcement officials and the general public.

**Preparation:**

- Trainer will set up classroom with applicable number of tables for participants into three groups of five desks (number can be adjusted based on size of cohort).
- Set up classroom computer, projector and screen for presentation of lesson.
- Photocopy documents (list them here) and assemble into packages.
- Distribute to each participant (all except the Quiz).
- Prepare headings on whiteboard for brainstorming.

**Materials Required:**

- White board and markers

- Laptop and projector
- Preplanned road test routes
- Student Workbook
- Quiz handout; Turns
- Copy of presentation/Slide Deck
- Copy of pertinent HTA sections
- Copy of pertinent Employment Standards section

### **Teaching Notes for Instructor:**

#### **Classroom: 1 hour Slide 1 (3 minutes)**

The instructor will introduce the topic and learning outcomes of the lesson.

#### **Slide 2 (2 minutes)**

Ask students to open their workbook to page 3 as a starting point, and to arrange themselves into three groups of 5 (number can be adjusted based on the actual amount of students in the cohort).

#### **Slide 3 – 4 (6 minutes)**

Explain as a high-level overview that the commercial vehicle sector, employers and employees are required to comply with various regulations and standards. In their groups, provide students 3 – 5 minutes to brainstorm laws, regulations and standards that apply to the commercial industry. Tell them to write the answers their group comes up with in page 3 of their workbooks. Depending on student experience and knowledge level, examples may be very general or very specific. Once the time is up, ask the students to provide the answers they brainstormed.

Potential answers:

- Traffic laws (Highway Traffic Act, Ontario Regulations)
- Employment laws (Employment Standards Act, Occupational Health and Safety Act)

Write the answers students come up with on the board.

#### **Slide 4 (2 minutes)**

Display the correct list of answers to the students.

Highway Traffic Act

Ontario Regulations under the Highway Traffic Act

Employment Standards Act

Occupational Health and Safety Act

**STOP:** Take a pause to ask students if they have any questions, require any clarification, or if there is something they think warrants further discussion.

**Slide 5 (3 minutes)**

Display list of rules that workers and employers must comply with under the applicable legislation. Ask students in pairs (there can be a group of 3 if the cohort size is an odd number) to identify in page 4 of their workbook whether the requirement is for employers or employees, and if it is a traffic or employment related law.

Rules:

- Do not speed.
- Post a copy of the occupational health and safety policy in a conspicuous place in the workplace.
- Have an active licence in the appropriate class for the vehicle being driven.
- Complete basic occupational health and safety training.
- Ensure proper pre- and post-trip inspections have been completed.

Once students have brainstormed answers, display the correct answers on the slide.

**Slide 6 (2 minutes)**

Lecture about the purpose, reason and importance of having these law and regulations in place. Discuss regulatory compliance, road safety, duties of employers and workers, etc. Reference page 7 of textbook for key talking points. Once again take a pause to ask students if there is anything that requires further clarification or discussion before moving on to the next slide.

**Slide 7 (5 mins)**

Display symbols used to identify dangerous goods. Tell students to open their workbook to page 8 where they will find the symbols and a list of answers. Ask them to take 3 minutes individually to attempt to match the correct answers to the images.

**Slide 8 (5 mins)**

Show correct answers to previous activity and discuss.

**Assessment/Outcome:**

At the completion of this lesson, the learner will have knowledge to identify the requirements for employers and workers to comply with government regulations and develop standards.

A quiz consisting of multiple-choice and short answers will be distributed where each learner must achieve a pass rate of 80%.

They will have 20 minutes to complete the quiz.

See slides 17 to 20 with the questions of the quiz. The correct answers are in red text and will not be provided to the students until a debrief as outlined in slide 21.

If the learner does not achieve minimally 80%, the learner will be required to re-do the lesson as many times as required to achieve the pass rate. All learners will be provided with the Homework handbook to support achieving the pass rate.

**Notes:**

Ensure that the driver has brought their handbook with training log.

SAMPLE

## Appendix C – MTO Resubmission Process

Course Providers are asked to:

1. Review their **entire** MTO approved Class A curriculum, e.g., lesson plan, PowerPoint presentations, schedules, exercises, assessments, handouts, pamphlets, etc.
  - Update their lessons plans to include the requirements outlined in Appendix A – Commercial Truck Driver Training Standard (Class A) Clarification.
2. Provide your curriculum documents in Word or Adobe format. Do not remove content but ensure the current content AND the proposed changes are visible.
  - a. Utilize the following features: highlight, track changes, strikethrough and/or comments to show the current information in your curriculum and your proposed changes.
3. Provide **ALL** documents in your curriculum, even those that you are not suggesting updates to.
  - Send your completed submission to [mto.curriculum@ontario.ca](mailto:mto.curriculum@ontario.ca)

If you require this document in an alternate format, have any accommodation needs, or require other communication supports, please contact MTO.