



Professional Truck Driver Institute

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

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Externship Validation Criteria Checklist

An externship is a training method that is part of a program of study of an educational institution. The intention of the externship program is to apply educational training in an actual work environment and to encourage and develop the student's self-confidence and reinforce the student's commitment to their career. The externship takes the school's curriculum beyond the controlled environment and expands the learning experience into the real working world.

Students receive school credit for their externship experience and it is invaluable in reinforcing the importance of responsibility, professionalism, dependability and other factors that affect their lives.

An entry-level CMV-driver training externship is a relatively short-term, structured, monitored, on-the-job training and learning opportunity during which the trainee drives with a carrier while receiving formal instruction. During an externship, the trainee, the employer, and the participating educational institution each discharges specific responsibilities and derives specific benefits.

The required elements of an externship include:

Weekly student evaluation

Weekly evaluations should be a record designed by the school that is used to ensure that training occurred and that conveys the performance of the trainee. The evaluations should include:

- Externship company name
- Trainer's name and signature
- Trainee's name and signature
- Beginning and ending dates of the week
- Total on-duty hours
- Total behind-the-wheel hours
- Performance evaluation of specific skills performed by trainees during the week

Detailed objectives that specify and direct training

- The objectives are written and communicated to the trainer and trainee
- The objectives are designed around a combination of performance, knowledge, and skill objectives
- The realization of the objectives demonstrates the trainee's ability to operate as a solo driver

Skilled and experienced driver-trainers to teach and monitor learning

Driver-trainers should possess the following qualifications:

- Meet minimum hiring criteria for trainers for the company
- Know and comply with company procedures for operations, safety, and training
- Have credibility and a good reputation within the company
- Have completed a train-the-trainer program

Quality training materials

Training materials used during the course of instruction or for training preparation:

- Are appropriate to their intended use
- Fit conditions of use (e.g., classroom or in vehicle)
- Are appropriate to the ability level of driver trainees



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- Are provided to each driver trainee
- Contain current industry information
- Cover critical subjects and topics

Curriculum that describes the elements of training that the trainee will experience

- Instruction must be divided into driving and non-driving aspects
- Some training occurs in a non-vehicle environment and is composed of non-driving units of instruction that cover information about the trucking firm and operating a commercial motor vehicle safely and properly as a first seat driver
- Highway instruction is supported with appropriate written materials

Performance assessments of critical skills

Assessment should include:

- Skill performance is assessed to determine obtainment of objective
- Assessment is communicated to trainee and school
- Progress of skill development should be demonstrated
- Remedial actions for less than satisfactory performance

A system of feedback and record keeping for the trainee, for both the trainee and the cooperating school. The system should include as a minimum:

- Weekly submission, to the school, of progress evaluations completed by the driver-trainer
- A critique of the trainer from the trainee upon completion of externship
- A record of training hours, non-driving and behind-the-wheel
- Beginning and ending dates

Clearly articulated program policies

Policies on issues such as:

- Attendance
- Pay
- Insurance
- Liability
- Remedial training

A formal agreement between the carrier and the training institution

An agreement that clearly defines:

- The training institution's responsibilities
- The carrier's responsibilities
- The student' responsibilities
- Responsible parties within each organization