

REQUEST FOR PROPOSALS

**OUTSIDE AGENCY TO OPERATE COMMERCIAL VEHICLE DRIVING PROGRAM FOR
POSTSECONDARY STUDENTS IN SOUTH MIAMI-DADE COUNTY, FLORIDA**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

July 26, 2005

RFP NO. 025-EE10

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT
1450 N.E. 2ND AVENUE, MIAMI, FLORIDA 33132
REQUEST FOR PROPOSALS NO. 025-EE10

Outside Agency to Operate Commercial Vehicle Driving Program for Postsecondary
Students in South Miami-Dade County, Florida

Sealed proposals will be accepted in Procurement Management, at the above location,
until **2:00 P.M. July 26, 2005** and may not be withdrawn for one hundred twenty (120) days
from that date.

ANTI-COLLUSION STATEMENT

THE UNDERSIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED, OR
COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED
WITH ANY OTHER PROPOSER OR PARTIES TO THE PROPOSAL WHATSOEVER.
PROPOSER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS
PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE
LAW.

CERTIFICATION AND IDENTIFICATION FOR PROPOSERS SUBMITTING
PROPOSALS.

I certify that this proposal is made without prior understanding, agreement or
connection with any corporation, firm or person submitting a proposal for the same
service, and is in all respects fair and without collusion or fraud. I agree to abide by
all conditions of these proposal specifications and I certify that I am authorized to
sign this proposal.

(Please Type or Print Below)

LEGAL NAME OF AGENCY OR
CONTRACTOR SUBMITTING PROPOSAL: _____

MAILING ADDRESS: _____

CITY STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: SIGNATURE _____

BY: TYPED _____

TITLE: _____

INSTRUCTIONS TO AGENCY/PROPOSER SUBMITTING PROPOSAL

I. PREPARING OF PROPOSALS

- A. THE PROPOSAL IS TO BE SUBMITTED, using 8-1/2" x 11" paper.
- B. IDENTIFICATION. Failure to indicate the contractor's EXACT legal name and an unsigned proposal may be considered non-responsive.

II. SUBMITTING OF PROPOSALS

A. Number of Proposals:

A total of (11) copies of the Proposal must be submitted as follows:

* The original proposal in a sealed envelope or box marked "Original."

** (10) copies of the proposal in a separate sealed envelope or box marked "Copies."

The proposal number, proposal title and opening date must be clearly marked on all envelopes and boxes.

- B. Place, Date and Hour. Proposals shall be submitted to The School Board of Miami-Dade County, Florida, Procurement Management, Room 352, 1450 N.E. 2nd Avenue, Miami, Florida, not later than 2:00 P.M. July 26, 2005.

III. CHANGE OR WITHDRAWAL OF PROPOSAL

- A. **PRIOR TO PROPOSAL OPENING.** Should the agency or individual contractor withdraw its proposal, they shall do so in writing. This communication is to be received by the Assistant Superintendent, Procurement Management Services, 1450 N.E. 2nd Avenue, prior to July 26, 2005. The agency or individual contractor's name and the proposal number should appear on the envelope.
- B. **AFTER PROPOSAL OPENING.** After July 26, 2005, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

IV. PROTEST TO CONTRACT SOLICITATION OR AWARD

- A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting. This notice shall contain the following statement:

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

- B. Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking proposals or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
- C. The notice of protest will be reviewed by Procurement Services staff, which will offer the protesting proposer the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the proposer may seek an administrative hearing pursuant to 120.57 Florida Statutes, by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Rule 6Gx13-8C-1064.

V. AWARDS

- A. **RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any and all proposals, to waive irregularities or technicalities, and to request re-bids.
- B. **NOTIFICATION OF INTENDED ACTION.** Notices will be posted on the District's website 7-10 days prior to a regularly scheduled Board meeting.
- C. **OFFICIAL AWARD DATE.** Awards become official upon Board action.

VI. DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

VII. PUBLIC ENTITY CRIMES

Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

VIII. COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the proposal that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing.

Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board) or sub-grantee makes final payment.

For all contracts involving Federal funds, in excess of \$10,000, The Board reserves the right to terminate the contract for cause as well as for convenience by issuing a certified notice to the vendor.

IX. CONE OF SILENCE

BOARD RULE 6GX13-8C-1.212

DEFINITION:

A. "Cone of Silence" means a prohibition on any communication regarding a particular Request for Proposals (RFP), bid, or other competitive solicitation between:

1. any person who seeks an award therefrom, including a potential vendor or vendor's representative; and
2. any School Board member or the member's staff, the Superintendent, Deputy Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.

The Cone of Silence shall not apply to communication with the School Board Attorney or his or her staff, or with designated school district staff, who are not serving on the particular Procurement Committee, to obtain clarification or information concerning the subject solicitation. For purposes of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

B. A Cone of Silence shall be applicable to each RFP, bid, or other competitive solicitation during the solicitation and review of bid proposals. At the time of issuance of the solicitation, the Superintendent or the Superintendent's designee shall provide public notice of the Cone of Silence. The Superintendent shall include in any advertisement and public solicitation for goods and services a statement disclosing the requirements of this section.

C. The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process.

D. Nothing contained herein shall prohibit any potential vendor or vendor's representative:

1. from making public representations at duly noticed pre-bid conferences or before duly noticed selection and negotiation committee meetings;
2. from engaging in contract negotiations during any duly noticed public meeting;
3. from making a public presentation to the School Board during any duly noticed public meeting; or
4. from communicating in writing with any school district employee or official for purposes of seeking clarification or additional information, subject to the provisions of the applicable RFP, or bid documents.

The potential vendor or vendor's representative shall file a copy of any written communication with the School Board Clerk who shall make copies available to the public upon request.

- E. Nothing contained herein shall prohibit the Procurement Committee's representative from initiating contact with a potential vendor or vendor's representative and subsequent communication related thereto for the purposes of obtaining further clarifying information regarding a response to an RFP, or competitive solicitation. Such contact shall be in writing and shall be provided to the members of the applicable Procurement Committee, including any response thereto.
- F. Any violation of this rule shall be investigated by the School Board's Inspector General and may result in any recommendation for award, or any RFP award, or bid award to said potential vendor or vendor's representative being deemed void or voidable. The potential vendor or vendor's representative determined to have violated this rule, shall be subject to debarment. In addition to any other penalty provided by law, violation of this rule by a school district employee shall subject the employee to disciplinary action up to and including dismissal.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted or Made Specific: 1001.43(10); 1001.51(14) F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 6-18-03

Revised 11/03

**REQUEST FOR PROPOSALS #025-EE10
OUTSIDE AGENCY TO OPERATE COMMERCIAL VEHICLE DRIVING PROGRAM
FOR POSTSECONDARY STUDENTS
IN SOUTH MIAMI-DADE COUNTY, FLORIDA**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTOR

Miami-Dade County Public Schools
Adult/Vocational, Alternative and Dropout Prevention Programs
1450 Northeast Second Avenue, Room 802
Miami, Florida 33132

II. PURPOSE FOR REQUEST FOR PROPOSALS

The purpose of this Request For Proposals is to obtain the services of outside agencies interested in providing Commercial Vehicle Driver training for postsecondary students in South Miami-Dade County in accordance with the Florida Department of Education Commercial Vehicle Driving Curriculum Framework (Attachment C).

III. INSTRUCTIONS FOR SUBMISSION OF REQUEST FOR PROPOSALS

Eleven (11) copies of the proposal, one of which must be an original, must be received by 2:00 P.M. July 26, 2005, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management
1450 Northeast Second Avenue, Room 352
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated date and time will be solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal package must contain **all** the items described in Section VI of this document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the firm legally authorized to conduct business in its name. The proposal shall be submitted in a sealed envelope or box marked: **"OUTSIDE AGENCY TO OPERATE COMMERCIAL VEHICLE DRIVING PROGRAM FOR POSTSECONDARY STUDENTS IN SOUTH MIAMI-DADE COUNTY, FLORIDA."**

It is anticipated that the proposal(s) may be presented to The School Board of Miami-Dade County, Florida, on or about September 7, 2005. If accepted, notification to the successful proposer(s) will be on or after September 7, 2005.

IV. STANDARDS FOR CONTRACTED PROGRAM

Prior to submitting proposals, previous financial obligations owed to Miami-Dade County Public Schools (M-DCPS) by the contracting agency must be paid in full.

Funding for this Request For Proposals will be performance-based. The contracting agency may earn funding per student based on verifiable completion of each of the following performance phases:

- Valid/verifiable student enrollment list
- Training completion as reported by FDOE
- Job placement upon completion of the course/program as reported by FDOE

The payments will be made based on a percentage of the contracted amount attributed to each of the performance phases as indicated below:

- 20% - Enrollment (valid/verifiable student list)
- 60% - Training completion (including passage of Class "A" CDL exam) as reported by FDOE
- 20% - Job placement as reported by FDOE

A portion of the cost of the proposed program will be collected in the form of student tuition and fees. Students will pay tuition and equipment fees as per current levels established by the District. Tuition for each 320-hour course will be \$458. Tuition will be collected at a single location to be designated by the District, and disbursed together with performance funds in accordance with the above guidelines. Equipment fees will be collected in the amount of \$353 from each student. Equipment fees will be collected in the same manner as tuition, and dispersed to the training provider upon enrollment. Student tuition and equipment fees are subject to change in accordance with legislative directives.

V. GENERAL INFORMATION ABOUT THE DISTRICT AND DESCRIPTION OF THE PROGRAM

The School Board of Miami-Dade County, Florida is a political subdivision organized under Section 4, Article IX, of the State Constitution and Chapter 230, Florida Statutes. The District, which is coterminous with Miami-Dade County, is the fourth largest school system in the nation. The District presently has over 334 schools, approximately 360,000 students, and 45,900 full and part-time

employees. Management of the District is totally independent of the metropolitan and city governments.

The Commercial Vehicle Driving program, as outlined in the FDOE Curriculum Framework is a 320-hour job-preparatory course that is designed to prepare students for employment as tractor trailer/truck drivers. Students entering this program must exhibit a safe driving record, be at least 19 years of age and comply with State and Federal licensing requirements as per Chapter 322 of the Florida Statutes, and the Commercial Vehicle Safety Act of 1986, including drug testing and medical examinations. Instruction will include 1,000 miles of road driving experience under the supervision of a qualified commercial vehicle driver prior to completion of the program. Road driving activities will include experience on two-lane, four-lane, interstate, and city streets and highways. Twenty percent or more of the experience will occur at night on both wet and dry roads. Instruction in driving bobtail, empty, and loaded vehicles will be given. Accurate logs of all student driving must be kept and indicate the specified experiences. All student records will be subject to random audits to verify accuracy. Under no circumstances may students be permitted to carry loads for hire.

In accordance with Rule 6A-10.040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete this program are: Mathematics 8.0, Language 7.0, and Reading 8.0. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examinations. If a student does not meet the basic-skills level required for completion of the program, remediation will be provided concurrently by the District through Vocational Preparatory Instruction (VPI), at a school to be identified by the District. Please refer to the Rule for exemptions.

The proposal will meet the needs of postsecondary students seeking commercial vehicle driver training in South Miami-Dade County, Florida. For the purposes of these services, South Miami-Dade County is defined as the area of Miami-Dade County that is south of Kendall Drive (S.W. 88 Street). Scope of the service is not to exceed 20 students total for the duration of the Agreement.

The timetable employed by the agency must be consistent with M-DCPS opening and closing trimester dates.

VI. QUALIFICATIONS

Proposals submitted must follow the sectional headings below, and indicate evidence of the ability to meet the educational standards listed:

Section 1. Educational Program

- Philosophy or underlying purpose of the training agency.
- Program description, including measurable benchmarks.

- Compliance with applicable regulations to meet the training needs of limited-English-proficient and special needs students.
- Evidence of the availability of certified instructors who will be paid by the contracting agency.
- Evidence of various support services designed to meet the needs of low-income adults.

Section 2. Profile of the Agency

- Evidence of the ability to operate a professional training agency to include, but not limited to, the agency's program accomplishments.
- Resumes of identified staff members.
- Resume specifically addressing the provider's experience.

Section 3. Timetable for Program Implementation

- A calendar outlining contracting agency program activities for the year, including recruitment, registration, program completion, and job placement targets.

Section 4. Facilities and Finances

- Evidence of the availability of an adequate training facility owned/leased by the Contracting Agency including a driving range where students can practice loading, backing, and maneuvering.
- Evidence of arrangements made to provide training equipment and furniture, including a sufficient variety of road-worthy commercial vehicles to deliver the curriculum as described in the FDOE framework. All vehicles used for training purposes must be fully functional, properly licensed, insured, and in safe operating condition.
- Evidence of program fiscal viability (proposed budget to include all costs associated with delivery of instruction, such as administrative, instructional, overhead, supplies, equipment, etc., and a computation of the ratio of cost per student for program delivery).
- The audited financial statements of the agency's most current fiscal year provided and paid for by the contracting agency and performed by a Certified Public Accountant. If the most current fiscal year is not available, a letter explaining the delay should be submitted along with the agency's last available audited financial statements.

Section 5. Operations

- Standards to be used in the hiring process of certified teachers, administrators, and other agency staff.
- Targeted staff size, staffing plans, and projected student-to-teacher ratio.

- Plan for fuel delivery and storage, commercial vehicle maintenance, and hazardous materials handling.

Section 6. Other Required Documentation

- A minimum of three (3) references that support the Contracting Agency's qualifications to operate a Commercial Vehicle Driver training program.
- Evidence of adherence to fire safety codes.
- Evidence of adequate security.
- Evidence of insurance.

The Associate Superintendent and other designated personnel in Adult/Vocational, Alternative and Dropout Prevention Programs and staff from the Office of School Reform have the responsibility for coordinating activities between the School District and the agency(ies) relative to the proposed contract between parties. The above-referenced offices will monitor and support the implementation of all conditions relating to this proposal.

VII. TERMS OF CONTRACT

The term of the proposal shall be for one year from date of award and may, by mutual agreement between the School Board and the awardee, be extended for two (2) additional one-year periods and, if needed, 90 days beyond the expiration date of the current contract period. The School Board, through Procurement Management Services, may, if considering an extension, request a letter of intent to extend from the awardee(s) prior to the end of the current contract period. Extension will be dependent upon funding availability. The awardee(s) will be notified when the recommendation has been acted upon. All prices shall be firm for the term of the contract.

The Board shall have the right to cancel the agreement for unacceptable performance at any given time, giving the other party sixty (60) days written notice.

VIII. EVALUATION OF PROPOSALS

Proposals will be evaluated by representatives of the School District in order to ascertain which proposal(s) best meet the needs of the School Board. The selection committee will consist of the following:

- A representative from School Operations;
- A representative from the Division of Applied Technology;
- A representative from Procurement Management;
- A representative from Industrial Education;
- A representative from the Department of Budget Management;

- A representative from the Division of Business Development and Assistance;
- A postsecondary principal;
- Chairman of the Commercial Vehicle Driving Advisory Committee or Designee.

Evaluation considerations will include, but are not limited to, the following:

- A. The proposal must clearly indicate an understanding of the work to be performed, meeting all the guidelines.
- B. Cost may not be the dominant factor, but will have some significance. It will be an increasingly important factor when all other evaluation criteria are relatively equal.
- C. Expertise in the areas addressed in the Request For Proposals must be evident, and the ability to respond in a timely, accurate manner to the District's requirements is essential.
- D. The School District reserves the right to reject without cause any and all proposals submitted. In the event that a proposal is accepted, a professional services agreement acceptable to the Attorney for the Board will be entered into with the successful proposer(s). No debriefing or discussion will be held with unsuccessful proposers.

IX. AFFIRMATIVE ACTION REQUIREMENTS AND M/WBE PARTICIPATION

A. Equal Employment Opportunity

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability, and that merit principles will be followed. Each proposer shall be required to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender, and occupational categories of its workforce. See Attachment A – Affirmative Action Employment Breakdown (FM-4859).

B. Minority/Women Business Enterprise (M/WBE) Participation

It is the policy of the School Board, to actively encourage the participation of minority-owned and controlled businesses (African American, Hispanic and Women) in the award and performance of Board contracts. In keeping with this policy, all M/WBEs (prime and subcontractor/consultant), must be certified by the Division of Business Development and Assistance prior to contract award. See Attachment B-M/WBE Certification Application (FM-3920).

C. Payment to M/WBE Subcontractors/Sub-consultants

It is the policy of the School Board to track payments that are made to M/WBE subcontractors/sub-consultants. In keeping with this policy, all payments to subcontractors/sub-consultants must be reported to the Director, Division of Business Development and Assistance, 1450 Northeast Second Avenue, Room 456, Miami, Florida 33132.

X. INSURANCE REQUIREMENTS

The Awardee(s) must provide necessary insurance and enter into an indemnification and hold-harmless agreement.

A. INSURANCE

At all times during the Agreement Term, the Awardee(s) shall, at its sole cost and expense, procure and maintain in full force and effect, with insurance carriers duly authorized to do business in the State of Florida, with a general Best's rating of "A-" or better and a financial-size category of "IV" or better according to the A.M. Best Rating Guide and acceptable to the Board, Professional Liability insurance. The Professional Liability Insurance provided by the Awardee(s) shall conform to the following requirements:

1. The Awardee's Professional Liability Insurance shall be a form acceptable to the Board and shall cover those sources of liability typically insured by Professional Liability Insurance, arising out of the rendering or failure to render professional services in the performance of this agreement, including all provisions of the indemnification, which is part of this agreement.
2. The insurance shall be subject to a maximum deductible not to exceed \$25,000.

3. If on a claims-made basis, the Awardee(s) shall maintain without interruption the Professional Liability Insurance until (3) years after this agreement.
4. The minimum limits to be maintained by the Awardee(s) (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per claim/annual aggregate.

Each insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the Board and the students by reason of any payment under such policy and shall provide that such insurance carriers shall notify the Board in writing at least thirty (30) days prior to any cancellation, termination, non-renewal, or modification to the Awardee's Policy(ies) required under this agreement.

Upon the execution of this agreement, the Awardee(s) shall furnish the Board's Office of Risk and Benefits Management with Certificates of Insurance evidencing the Awardee(s) insurance coverage is consistent with the terms of the agreement. The Awardee(s) shall also provide copies of the policies to the Board. The Awardee(s) shall also provide the Board with renewal or replacement Certificates of Insurance no less than thirty (30) days prior to cancellation, termination, or modification. The Awardee(s) shall be in material breach of this agreement if the Awardee(s) fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the Board may terminate this agreement without further liability to the Awardee(s). Additionally the Awardee(s) shall be liable to the Board for any and all damages incurred due to the Awardee's failure to perform the agreement terms.

B. INDEMNIFICATION

The Awardee(s) hereby agree(s) to indemnify, hold harmless, and defend the Board, its officers, agents, and employees individually and collectively from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders, or injuries, including death or damage of whatever nature to any property and all costs, including court costs, attorneys' fees, and disbursements, whether suit is instituted or not, and if instituted at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on or incurred by or asserted against the Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the Awardee's directors, officers, employees, agents, subcontractors, or representatives, of their duties and obligations under or pursuant to this agreement, including without limitations the failure to maintain insurance or notify the Board; (b) any material breach of this

agreement by the Awardee(s); (c) false or inaccurate representation or warranty made by or on behalf of the Awardee(s), and (d) any act or omission, negligence, or intentional acts of the Awardee(s), or any of the Awardee's directors, officers, employees, agents, subcontractors, or other representatives.

XI. IMPLEMENTATION SCHEDULE

The estimated schedule for implementation of the proposal(s) is as follows:

| | |
|---|------------|
| Procurement Contract Review Committee | 10/7/2004 |
| Mailing of Request for Proposal | 07/08/2005 |
| Opening of Proposals | 07/26/2005 |
| Evaluation Completed by Selection Committee | 07/29/2005 |
| Recommendation to School Board for Approval | 09/07/2005 |

XII. ADDITIONAL INFORMATION

The following individual should be contacted for any additional information with respect to the Request For Proposals:

Ms. Barbara D. Jones, CPPB, Director
Procurement Management
Miami-Dade County Public Schools
1450 Northeast Second Avenue - Room 352
Miami, Florida 33132
(305) 995-2348



For office use only:
 Date received: _____
 Reviewer: _____
 M/WBE Code: _____
 Date Approved: _____
 Vendor #: _____

ATTACHMENT B

M/WBE CERTIFICATION APPLICATION

(Please Print/Type)

Certification Category Requested: () African American () Woman
 () Hispanic

1. Business Name _____ President's/Owner's Name _____

Telephone number _____ Fax number _____ E-Mail Address _____

Business street address _____

Business mailing address _____

2. **LEGAL STRUCTURE:** (Check one and indicate the date the business was established)

| | | | |
|----------------------------|-------|-------------------|-------|
| () Sole proprietor | _____ | () Joint Venture | _____ |
| | Date | | Date |
| () Partnership | _____ | () Corporation | _____ |
| | Date | Non-profit | Date |
| () For Profit Corporation | _____ | | |
| | Date | | |

3. **CERTIFICATIONS:** Indicate if this business shares common officers, owners, directors or management personnel with another business that has received, been denied or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying authority, as well as the date and type of determination (certification /denial/revocation).

| <u>Agency Name</u> | <u>Determination</u> | <u>Date</u> |
|--------------------|----------------------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

4. **OWNERSHIP:**

a. Identify the proprietor, each partner, or stockholder by name, as well as his/her citizenship (c) or (r) residency status, gender, ethnic group, and percentage of ownership.

| <u>Name</u> | <u>Owner/ shareholder</u> | <u>Resident or *U.S. Citizen</u> | <u>Gender</u> | <u>Ethnicity</u> | <u>% Owned</u> | <u>Years Owned</u> |
|-------------|-------------------------------|--|---------------|------------------|--------------------|------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

b. If the business is a corporation, please indicate the following:

- 1 The number of shares authorized: _____
2. The number shares issued: _____
3. Are there any stock option agreements? Yes ___ No ___
If yes, please provide a copy of each agreement.

5. **OPERATIONAL CONTROL:** Provide the name, title, race/ethnicity, and gender of each individual (including owners and non-owners) with the primary responsibility for the following:

| | <u>Name and title</u> | <u>Race/ethnicity</u> | <u>Gender</u> |
|------------------|-----------------------|-----------------------|---------------|
| a. Check signing | _____ | _____ | _____ |
| | _____ | _____ | _____ |

| | <u>Name and title</u> | <u>Race/ethnicity</u> | <u>Gender</u> |
|---|-----------------------|-----------------------|---------------|
| b. Payroll signing | _____ | _____ | _____ |
| c. Signing, or guaranteeing loans | _____ | _____ | _____ |
| d. Acquiring lines of credit | _____ | _____ | _____ |
| e. Acquiring surety bonding and insurance | _____ | _____ | _____ |
| f. Purchasing major equipment/services | _____ | _____ | _____ |
| g. Signing contracts/change orders/payment requisitions | _____ | _____ | _____ |
| h. Estimating | _____ | _____ | _____ |
| i. Qualifying the company for professional/trade license(s) | _____ | _____ | _____ |
| j. Marketing/sales | _____ | _____ | _____ |
| k. Hiring and firing managerial employees | _____ | _____ | _____ |
| L Hiring and firing non-management employees | _____ | _____ | _____ |
| m. Supervising field/operations | _____ | _____ | _____ |
| n. Supervising office personnel | _____ | _____ | _____ |

6. **PERSONNEL:** Identify the number of individuals, including owners, that are currently employed by the business in the following areas:

Please use the following to classify women/minority persons: AM-African American male, AF-African American female, HM-Hispanic male, HF-Hispanic female, WM-Non Hispanic White male, WF-Non Hispanic White female.

| | | | | | | | |
|----------------------------|--------------------------------------|----|----|----|----|----|----|
| | <u>Total Number of Employees</u> | | | | | | |
| a. Management | _____ | AM | AF | HM | HF | WM | WF |
| b. Administrative/clerical | _____ | | | | | | |
| c. Professional/technical | _____ | | | | | | |
| d. Craftsperson/laborers | _____ | | | | | | |

e. Provide a copy of the business affirmative action statement, if one is available.

7. **BUSINESS RELATIONSHIPS:** Provide the requested information for each of the following:

a. Bonding Company: _____
 Address: _____
 Agent name: _____ Phone number: _____
 Single Contract Limit: _____ Aggregate Limit: _____

b. Bank(s) Name(s): _____
 Branch: _____
 Contact person: _____ Phone number: _____
 Credit limit: _____

c. Identify the company's/creditors including banks and the amount of money owed to:

| <u>Creditor</u> | <u>Loan Guarantor(s)</u> | <u>Address & telephone</u> | <u>Loan Amount</u> |
|-----------------|--------------------------|--------------------------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

d. Insurance company: _____
 Type of insurance: _____ Insurance limits: _____

e. List the business' three largest contracts or jobs.

| <u>Contract/job type</u> | <u>Contact person</u> | <u>Telephone number</u> | <u>Contract amount</u> | <u>Bonded (Yes/No)</u> |
|--------------------------|-----------------------|-------------------------|------------------------|------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

8. EQUIPMENT. List the type and value of major equipment that is owned (O) or leased (L) by the business.

| <u>Equipment</u> | <u>O/L</u> | <u>Value (\$ amount)</u> |
|------------------|------------|--------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

9. **M/WBE JOINT VENTURE** - Joint ventures must provide a copy of the joint venture agreement.

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:

COUNTY OF _____, SS

I hereby declare and affirm that I am the _____ (Title)
of: _____ (Firm)

That I am duly authorized to execute the foregoing M/WBE Certification Application, and that the contents of said documents are complete, true and correct to the best of my knowledge and belief. I hereby certify that the documents include all material information necessary to identify the true and lawful owners of the subject business enterprise. Further, the undersigned is notified of their responsibility to submit an updated Minority/Woman Business Enterprise Certification Application whenever a change occurs in ownership, management or control of the company. Any M/WBE applicant, certified M/WBE principal(s) and all related parties, who misrepresents the status of any concern as an M/WBE, or is a party to such misrepresentation to obtain business or contracts with the School Board under the Business Development and Assistance Program, will be suspended from doing business with the School Board for fourteen (14) months.

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

On this _____ day of _____, 20____, personally appeared before me, the undersigned officer authorized to administer oaths: _____ known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____
SEAL

M/WBE
Certification Check List

Please attach copies, not originals, of all applicable items. Incomplete applications cannot be processed, and failure to submit the documents will delay or result in termination of the application process.

Please check if documents are attached:

1. M/WBE certifications from other public agencies.
2. M/WBE Certification Application Affidavit (Page 6 of Application).
3. Miami-Dade County Public Schools Vendor Application.
4. Lease/purchase agreement for the business' facilities.
5. Current professional/business license(s).
6. Proof of citizenship or permanent resident status.
7. Resumes for owners and key personnel.
8. Lease/purchase agreements for major business equipment.
9. Most current application for bonding, if applicable.
10. Management agreement(s).
11. Loan agreement(s) or promissory note(s).
12. Birth certificate, drivers license, passport or any other document which substantiates the ethnicity/race/gender of owners, officers and directors.

***If any of the aforementioned documents are not available, please provide a written notarized statement that information is not available.**

13. Sole Proprietor - Submit all of the above items, as applicable and the following:

- U.S. IRS 1040-C Schedule.
- Fictitious name affidavit, if applicable.

14. Partnerships - Submit all of the above items, and the following:

- Partnership agreement(s).
- U.S. IRS 1065, with schedules.
- Profit sharing agreements.

15. Corporations - Submit all of the above items, and the following:

- Articles of Incorporation, with amendments.
- By-Laws, with amendments.
- The most current U.S. IRS Corporate Tax Return 11 20 or 1 120s, with all schedules.
- All issued and canceled stock certificates (front & back).
- Minutes of the first shareholders' meeting.
- Minutes of the first board of directors' meeting.
- Minutes of meetings at which the current board of directors and officers were elected or appointed.
- Stock transfer ledger.
- Most current annual report filed with the Secretary of State.
- Profit sharing agreement(s).
- Agreements affecting management, control or rights of any stockholder(s).

16. Joint venture agreement(s).

17. Certificate(s) of insurance.

18. Sub-contractual agreement(s).

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification.

Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which formed the basis of certification. Failure to do so may result in denial, revocation or suspension of certification.

COMPLETE APPLICATION, INCLUDING VENDOR APPLICATION AND CATEGORY OF GOODS AND SERVICES LIST, SHOULD BE RETURNED TO:
MIAMI-DADE COUNTY PUBLIC SCHOOLS
DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE
1450 N.E. 2ND AVENUE, ROOM 456
MIAMI, FL 33132

ATTACHMENT C

July 2005

Florida Department of Education CURRICULUM FRAMEWORK

Program Title: Commercial Vehicle Driving
Occupational Area: Industrial Education

Program Numbers PSVA
I490205
CIP Number 0649.020500
Grade Level 30, 31
Length 320 Hours
SOC 53-3032
Certification COMM DRIV @7 G

- I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to prepare students for employment as tractor trailer/truck drivers. (97105938), (904.383-010).

The course content will include the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records. The course content should also include instruction in human relations, leadership, communication, and employability skills, and safe, efficient work practices.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

- II. **LABORATORY ACTIVITIES:** Driving range activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. Students are also instructed in the following: loading, backing and maneuvering on a practice field and public highways with other traffic.
- III. **SPECIAL NOTE:** Students entering this program must exhibit a safe driving record, be at least 19 years of age and comply with State and Federal licensing requirements. Instruction will include 1000 miles of road driving under the supervision of a qualified commercial vehicle driver prior to completion of the program. Road driving activities will include experience on two-lane, four-lane, interstate, and city streets and highways. Twenty percent or more of the experience will occur at night on both wet and dry roads. Instruction in driving bob-tail, empty and loaded vehicles will be given.

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills and tasks that are relevant to the occupation which

the student has chosen as a career goal. The student must receive compensation for work performed. In accordance with Rule 6A-10.040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete this program are: Mathematics 8.0, Language 7.0, Reading 8.0. These grade-level numbers correspond to grade-equivalent scores obtained on one of the state-designated basic-skills examinations. If a student does not meet the basic-skills level required for completion of the program, remediation should be provided concurrently through Vocational Preparatory Instruction (VPI). Please refer to the Rule for exemptions.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

To be transferable statewide between institutions, this program/course must have been reviewed, and a "transfer value" assigned the curriculum content by the appropriate Statewide Course Numbering System discipline committee. This does not preclude institutions from developing specific program or course articulation agreements with each other.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3) (b) F.S.

The standard length of this program is 320 hours.

IV. INTENDED OUTCOMES: After successfully completing the program, the student will be able to:

OCCUPATIONAL COMPLETION POINT - A (SOC 53-3032)

- 01.0 Describe vehicle safety and accident prevention procedures.
- 02.0 Comply with vehicle operating regulations.
- 03.0 Demonstrate proper cargo handling and documentation procedures.
- 04.0 Demonstrate pre-trip preparation procedures.
- 05.0 Demonstrate vehicle inspection procedures.
- 06.0 Perform vehicle maintenance and servicing procedures.
- 07.0 Demonstrate basic vehicle control procedures.
- 08.0 Demonstrate backing, coupling and uncoupling skills.
- 09.0 Demonstrate basic vehicle maneuvers.
- 10.0 Demonstrate road driving skills.
- 11.0 Describe hazardous driving skills.
- 12.0 Demonstrate appropriate communication skills.
- 13.0 Demonstrate appropriate math skills.
- 14.0 Demonstrate appropriate understanding of basic science.
- 15.0 Demonstrate employability skills.
- 16.0 Demonstrate an understanding of entrepreneurship.
- 17.0 Obtain a Florida Commercial Vehicle Drivers License by passing written and performance tests.

July 2005

Florida Department of Education
PROPOSED STUDENT PERFORMANCE STANDARDS

Program Title: Commercial Vehicle Driving
Secondary Number:
Postsecondary Number: I490205

OCCUPATIONAL COMPLETION POINT - A

01.0 DESCRIBE VEHICLE SAFETY AND ACCIDENT PREVENTION PROCEDURES--The student will be able to:

- 01.01 Understand, identify and explain the use of vehicle safety equipment.
- 01.02 Explain the use of fire extinguishers and fire fighting procedures..
- 01.03 Utilize seat belts and personal protection gear appropriate to type of operation.
- 01.04 Describe safe lifting procedures.
- 01.05 Describe personal safety equipment and procedures.
- 01.06 Describe actions applicable for vehicle accidents.
- 01.07 Describe accident reporting requirements (company, state, federal).
- 01.08 Identify all information needed for accident reports to the State, the employer and the insurance company.
- 01.09 Complete an accident report.
- 01.10 Describe procedures for protecting the scene of an accident.
- 01.11 Identify types of hazardous cargoes.
- 01.12 Describe personal liability requirements.
- 01.13 Identify hazardous road conditions that are a potential threat to the safety of the tractor trailer driver.
- 01.14 Describe activities and characteristics of other road users that make them potentially dangerous.
- 01.15 Describe the potential consequences of excessive speed.
- 01.16 Describe the potential consequences of use of drugs or alcohol.
- 01.17 Describe and demonstrate safety procedures for mounting and dismounting cab-over-engine tractors.

02.0 UNDERSTAND AND COMPLY WITH VEHICLE OPERATING REGULATIONS--The student will be able to:

- 02.01 Understand and comply with Hours of Service regulations.
- 02.02 Maintain a complete, neat and accurate driver's duty status log.
- 02.03 Keep accurate records required by hours of service regulations.
- 02.04 Perform mathematical calculations necessary to recap and apply totals to the hours of service regulations.
- 02.05 Determine driving hours remaining on a particular day or tour of duty.
- 02.06 Understand and comply with applicable United States Department of Transportation regulations.
- 02.07 Understand and comply with Florida Department of Transportation regulations.
- 02.08 Understand and comply with state and local traffic laws including restrictions on vehicle size and weight.
- 02.09 Identify permit requirements.

- 03.0 DEMONSTRATE PROPER CARGO HANDLING AND DOCUMENTATION PROCEDURES--The student will be able to:
- 03.01 Load and unload cargo safely and efficiently.
 - 03.02 Obtain gross weight and axle weight.
 - 03.03 Describe cargo load to meet legal weight and safety requirements.
 - 03.04 Secure cargo using blocking, bracing, packing, rope, cable, chains and strapping.
 - 03.05 Mount placards when carrying hazardous materials.
 - 03.06 Describe procedure for use of common cargo handling equipment, including pallets, jacks, dollies, handtrucks, nets, slings, poles and other equipment.
 - 03.07 Identify categories of hazardous materials and the need for specialized training to handle hazardous materials.
 - 03.08 Identify hazardous materials documentation requirements.
 - 03.09 Verify nature, amount and condition of cargo on both pickup and delivery.
 - 03.10 Verify information on bill of lading and properly record and report discrepancies and damage to the cargo.
 - 03.11 Obtain appropriate signatures on delivery receipts and other required forms.
 - 03.12 Prepare a manifest.
 - 03.13 Handle C.O.D. shipments.
 - 03.14 Verify door seal number against shipping document.
 - 03.15 Comply with port of entry or exit and other inspection station procedures.
- 04.0 DEMONSTRATE PRE-TRIP PREPARATION PROCEDURES--The student will be able to:
- 04.01 Check and secure tractor trailer or vehicle permit.
 - 04.02 Check accident report packets for proper contents.
 - 04.03 Plan a route from one point to another that is optimal in terms of travel time, fuel costs, potential hazards and federal, state and local travel restrictions.
 - 04.04 Arrange to secure permits required by the nature of the vehicle, its cargo and route to be traveled.
 - 04.05 Arrange a secure place for vehicle on layovers, especially when transporting hazardous materials.
 - 04.06 Demonstrate map reading skills.
 - 04.07 Estimate travel time and plan rest stops and layovers.
 - 04.08 Estimate fuel consumption and plan fuel stops.
 - 04.08 Estimate expense money and obtain funds and/or credit cards.
- 05.0 DEMONSTRATE VEHICLE INSPECTION PROCEDURES--The student will be able to:
- 05.01 Check general appearance and condition of vehicle.
 - 05.02 Check fuel, oil, water levels and automatic transmission fluid level.
 - 05.03 Check signal lights, stop lights and running lights.
 - 05.04 Check tires, rims and suspension.
 - 05.05 Check horn, windshield wipers, mirrors and reflectors.
 - 05.06 Check fifth wheel, trailer hook-up and brake lines.
 - 05.07 Check emergency flares and fire extinguishers.
 - 05.08 Check instruments for normal readings.
 - 05.09 Check steering system, brake action and tractor protection valve.
 - 05.10 Check cargo blocking, bracing and tie down.
 - 05.11 Perform enroute inspections of mirrors, instrument panel, engine and power train, suspension system and brakes.

- 05.12 Perform post-trip inspection of vehicle and all systems.
- 06.0 PERFORM VEHICLE MAINTENANCE AND SERVICING PROCEDURES--The student will be able to:
- 06.01 Describe function and operation of principle vehicle systems including, engine, engine auxiliary brake, drive train, coupling, suspension and electrical system.
 - 06.02 Check engine fuel, oil, coolant, battery and filters.
 - 06.03 Check tire air pressure.
 - 06.04 Change wheels (with tires mounted) and check for proper tire and wheel mounting.
 - 06.05 Drain moisture from air brake supply reservoirs.
 - 06.06 Check and adjust brakes.
 - 06.07 Clean and repair lights.
 - 06.08 Change fuses and reset circuit breakers.
 - 06.09 Clean interior and exterior of vehicle.
 - 06.10 Check and replace mud/rain flaps.
 - 06.11 Check and adjust tandem and fifth-wheel slides, if so equipped.
- 07.0 DEMONSTRATE BASIC VEHICLE CONTROL PROCEDURES--The student will:
- 07.01 Place transmission in neutral before starting engine.
 - 07.02 Start, warm up and shut down the engine, according to the manufacturer's specifications.
 - 07.03 Build full pressure (90-120 PSI) in air tanks before starting.
 - 07.04 Test parking brake and service brake before starting.
 - 07.05 Coordinate use of accelerator and clutch to achieve smooth acceleration and avoid clutch abuse.
 - 07.06 Maintain proper engine RPM while driving.
 - 07.07 Properly modulate air brakes to bring vehicle to a smooth stop.
 - 07.08 Shift up and down through all gears of all major types of conventional transmissions.
 - 07.09 Double clutch and time shift for smooth and fuel efficient performance.
 - 07.10 Select proper gear for speed and highway conditions.
 - 07.11 Operate automatic and semiautomatic transmissions.
 - 07.12 Coordinate steering, braking and acceleration to take the vehicle through a desired path forward and backward in a straight line.
 - 07.13 Adequately judge the path trailer will take (off-tracking) as vehicle negotiates left or right curves and turns.
 - 07.14 Use clutch and gears to slow vehicle.
 - 07.15 Park the vehicle, set brakes and shut off the engine.
 - 07.16 Properly check/block wheels where and when required.
- 08.0 DEMONSTRATE BACKING, COUPLING AND UNCOUPLING SKILLS--The student will:
- 08.01 Check area before backing.
 - 08.02 Properly utilize guides and mirrors.
 - 08.03 Properly back in straight line and curved paths.
 - 08.04 Properly back into an alley dock.
 - 08.05 Properly parallel park.
 - 08.06 Park in a jackknife position.
 - 08.07 Judge side, rear and overhead clearances and path of the trailer.
 - 08.08 Reverse-steer and articulate a vehicle.
 - 08.09 Align the tractor properly to connect with trailer.
 - 08.10 Back and secure the tractor properly into the trailer kingpin without damage.
 - 08.11 Perform mechanical and visual checks to make sure coupling is secure.
 - 08.12 Connect electrical and air lines properly.

- 08.13 Set in-cab air brake controls properly.
 - 08.14 Retract and secure landing gear after coupling is secure.
 - 08.15 Properly uncouple and secure the trailer, to include doubles.
- 09.0 DEMONSTRATE BASIC VEHICLE MANEUVERS--The student will be able to:
- 09.01 Make a straight-in approach to an alley.
 - 09.02 Drive forward through an alley for 100 feet.
 - 09.03 Properly stop the unit within 12 inches of the end of the alley.
 - 09.04 Back 100 feet through an alley.
 - 09.05 Properly stop the unit within 12 inches of the end of the alley.
 - 09.06 Make proper straight in approach to multiple curves (serpentine).
 - 09.07 Drive forward through curves (serpentine) while keeping tires inside of line.
 - 09.08 Properly position unit for backing into a loading dock.
 - 09.09 Properly back to a dock.
 - 09.10 Properly stop unit within 12 inches of the dock without contacting dock.
 - 09.11 Properly enter a weighing platform.
 - 09.12 Properly maneuver double bottom trailers.
- 10.0 DEMONSTRATE ROAD DRIVING SKILLS--The student will be able to:
- 10.01 Carefully enter traffic from parked position.
 - 10.02 Use clutch and gears properly.
 - 10.03 Proceed from a stopped position without rolling backward.
 - 10.04 Use mirrors properly.
 - 10.05 Signal intention to turn well in advance.
 - 10.06 Get into proper lane well in advance of turn.
 - 10.07 Check traffic conditions and turn only when intersection is clear.
 - 10.08 Restrict traffic from passing on right when preparing to complete a right hand turn.
 - 10.09 Complete a turn promptly and safely and not impede other traffic.
 - 10.10 Select and shift to proper gear prior to beginning any turn.
 - 10.11 Obey all traffic signals.
 - 10.12 Plan stop in advance and adjust speed correctly.
 - 10.13 Use brakes properly on grades.
 - 10.14 Plan stop far enough in advance to avoid hard braking.
 - 10.15 Stop clear of crosswalks.
 - 10.16 Come to a complete stop at all stop signs.
 - 10.17 Yield right of way at intersections having yield signs.
 - 10.18 Check for cross traffic regardless of traffic signals.
 - 10.19 Enter all intersections prepared to stop if necessary.
 - 10.20 Stop a minimum of 15 feet but not more than 50 feet before railroad grade crossing if stop is necessary.
 - 10.21 Select proper gear to avoid shifting gears on railroad grade crossing.
 - 10.22 Determine sufficient space required for passing.
 - 10.23 Pass only in safe locations.
 - 10.24 Pass on two-lane highway.
 - 10.25 Pass on four or more lane highway.
 - 10.26 Signal lane changes before and after passing.
 - 10.27 Warn driver ahead of intention to pass.
 - 10.28 Pass only when appropriate to avoid impeding other traffic.
 - 10.29 Return to right lane promptly, but only when safe to do so.
 - 10.30 Observe speed limits.
 - 10.31 Adjust speed properly to road, weather and traffic conditions.
 - 10.32 Slow down in advance of curves, danger zones and intersections.
 - 10.33 Maintain consistent speed where possible.
 - 10.34 Yield right of way.

- 10.35 Allow faster traffic to pass.
 - 10.36 Use horn only when necessary.
 - 10.37 Park only in legally permissible parking areas.
 - 10.38 Check instruments at regular intervals.
 - 10.39 Maintain proper engine RPM while driving.
 - 10.40 Demonstrate ability to properly maneuver double bottom trailers on two lane and four lane highways.
 - 10.41 Determine minimum front-to-rear distances when following other vehicles.
- 11.0 DEMONSTRATE HAZARDOUS DRIVING SKILLS--The student will be able to:
- 11.01 Describe preparation for operation in cold weather, including activating the front brake limiting valve; removing snow and ice from windows, mirrors, brakes, lights, hand and toe holds, etc; and installing tire chains when necessary.
 - 11.02 Demonstrate proper procedure for expelling moisture from the air tanks after each trip.
 - 11.03 Describe proper procedure for checking ice accumulation on brakes, slack adjuster, air hoses, electrical wiring and radiator shutters during operation.
 - 11.04 Describe operational adjustments necessary to maintain control in all weather conditions, including speed selection, braking and following distance.
 - 11.05 Describe procedures to check safe operation of brakes after driving through deep water.
 - 11.06 Perform proper use of windshield wipers, washers and defrosters to maintain visibility.
 - 11.07 Observe and evaluate changing road surface conditions.
 - 11.08 Demonstrate ability for recognizing conditions that produce low traction, including initial rainfall, ice, snow and mud.
 - 11.09 Describe procedures to avoid skidding and jackknifing.
 - 11.10 Describe procedures to avoid hydroplaning and describe the road and vehicle conditions that produce it.
 - 11.11 Describe procedures for mounting and dismounting tire chains.
 - 11.12 Describe procedures for extricating the vehicle from snow, sand and mud by maneuvering or towing.
 - 11.13 Demonstrate ability to adjust rate of change in speed and direction to accommodate road conditions to avoid skidding.
 - 11.14 Describe procedures required to coordinate acceleration and shifting to overcome the resistance of snow, sand and mud.
 - 11.15 Demonstrate ability to perform checks on brake adjustment prior to mountain driving.
 - 11.16 Describe procedures required to use right lane or special truck lane going up grades.
 - 11.17 Describe procedures required to place transmission in appropriate gear for engine braking before starting downgrade.
 - 11.18 Describe procedures required to use proper braking techniques and maintain proper engine braking before starting downgrades.
 - 11.19 Describe proper use of truck escape ramp when brakes fail on a downgrade.
 - 11.20 Describe procedure required for observing temperature gauge frequently when pulling heavy loads up long grades.
 - 11.21 Describe the effect of vehicle weight and speed upon braking and shifting ability on long downgrades.
 - 11.22 Identify the meaning and use of percent of grade signs..
 - 11.23 Demonstrate bringing the truck to a stop in the shortest possible distance while maintaining directional control on a dry surface.
 - 11.24 Describe procedures to make an evasive turn off the roadway and return to the roadway while maintaining directional control.

- 11.25 Describe procedures to bring the vehicle to a stop in the event of a brake failure.
 - 11.27 Describe procedures to maintain control of the vehicle in the event of a blowout.
 - 11.28 Describe procedures to bring tractor trailer to a stop in the shortest possible distance while maintaining directional control when operating on a slippery surface.
 - 11.29 Describe procedures to recover from vehicle skids induced by snow, ice, water, oil, sand, wet leaves or other slippery surfaces.
 - 11.30 Describe procedures to countersteer out of a skid in a way that will regain directional control and not produce another skid.
 - 11.31 Describe procedure to operate brakes properly to provide maximum braking without loss of control.
- 12.0 DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS--The student will be able to:
- 12.01 Write logical and understandable statements, or phrases, to accurately fill out forms/invoices commonly used in business and industry.
 - 12.02 Read and understand graphs, charts, and tables commonly used in this industry/occupation area.
 - 12.03 Read and follow written and oral instructions.
 - 12.04 Answer and ask questions coherently and concisely.
 - 12.05 Read critically by recognizing assumptions and implications and by evaluating ideas.
 - 12.06 Demonstrate appropriate telephone/communication skills.
- 13.0 DEMONSTRATE APPROPRIATE MATH SKILLS--The student will be able to:
- 13.01 Solve problems for volume, weight, area, circumference and perimeter measurements for rectangles, squares, and cylinders.
 - 13.02 Measure tolerance(s) on horizontal and vertical surfaces using millimeters, centimeters, feet and inches.
 - 13.03 Add, subtract, multiply and divide using fractions, decimals, and whole numbers.
 - 13.04 Determine the correct purchase price, to include sales tax for a materials list containing a minimum of six items.
 - 13.05 Demonstrate an understanding of federal, state and local taxes and their computation.
- 14.0 DEMONSTRATE APPROPRIATE UNDERSTANDING OF BASIC SCIENCE--The student will be able to:
- 14.01 Understand molecular action as a result of temperature extremes, chemical reaction, and moisture content.
 - 14.02 Draw conclusions or make inference from data.
 - 14.03 Identify health related problems which may result from exposure to work related chemicals and hazardous materials, and know the proper precautions required for handling such materials.
 - 14.04 Understand pressure measurement in terms of P.S.I., inches and mercury, and K.P.A.
- 15.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
- 15.01 Conduct a job search.
 - 15.02 Secure information about a job.
 - 15.03 Identify documents which may be required when applying for a job interview.

- 15.04 Complete a job application form correctly.
 - 15.05 Demonstrate competence in job interview techniques.
 - 15.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor or other employees.
 - 15.07 Identify and adopt acceptable work habits.
 - 15.08 Demonstrate knowledge of how to make appropriate job changes.
 - 15.09 Demonstrate acceptable employee health habits.
 - 15.10 Demonstrate a knowledge of the "Right-to-Know Law" as recorded in (29 CFR-1910.1200)
- 16.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:
- 16.01 Define entrepreneurship.
 - 16.02 Describe the importance of entrepreneurship to the American economy.
 - 16.03 List the advantages and disadvantages of business ownership.
 - 16.04 Identify the risks involved in ownership of a business.
 - 16.05 Identify the necessary personal characteristics of a successful entrepreneur.
 - 16.06 Identify the business skills needed to operate a small business efficiently and effectively.
- 17.0 OBTAIN A FLORIDA COMMERCIAL VEHICLE DRIVERS LICENSE BY PASSING WRITTEN AND PERFORMANCE TEST--The student will be able to:
- 17.01 Demonstrate competence in performing basic commercial vehicle driving skills.
 - 17.02 Demonstrate understanding and knowledge of Florida Commercial Vehicle Driving Laws as required, to safely and legally operate a commercial vehicle.