

Commercial Driver's License Specific Training for Clerks of Courts

COMMERCIAL VEHICLE SAFETY SUMMIT

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TRAFFIC CITATION LIFECYCLE



Importance of the training

Clerks of Court plays a key role in the traffic citation process

- Review citations and assign cases to judges and dockets.
- Review final adjudications and compile the data submitted to SDLA for updating driver records.
- Apply appropriate sanctions to drivers convicted of traffic law violations.

Important for Clerks to understand the requirements of 49 CFR 383 and 384 and corresponding state statutes and regulations.

The University of Cincinnati's National CDL Program Assessment CDL PI Grant did not identify any CDL specific training for Clerks of Court. The CDL Specific Training for Clerks of Court project addresses this gap.

Project Goal

Through developing and delivering CDL-specific training for Court Clerk, improve the timeliness and accuracy of CDL data exchanges between the courts and the SDLAs to enhance SDLA compliance with 49 CFR 383.51 and 49 CFR 384.208 and 384.209.

CDL-specific Clerk of Court Training Project

Develop a CDL-specific Clerk of Court training course that includes:

- An on-line self-study module designed to provide an:
 - Overview of commercial motor vehicle operations
 - Overview of CDL requirements (49 CFR 383 and 384)
- Self-study will be completed before participating in face-to-face training
- An instructor-led course to be delivered in-person or virtually
- Course Materials
 - Instructor and Participant Guides
 - Reference materials for use post-training

Conduct Pilot Test of the Clerk of Court Training

Evaluate Training Effectiveness

Final Product: Model Training Program

Learning Objectives

- Define the terms Conviction, Disqualification, and Masking as they relate to FMCSA regulations 49 CFR 383 and 384
- Articulate that disqualifiable traffic control violations can occur in personal non-CMV in addition to CMVs (BP. 19)
- Recognize CDL holder and CMV driver cases through various identifiers on the citation (BP.17-18)
- Explain the important role clerks perform in assisting judges in their compliance with FMCSA regulations 49 CFR 383 and 384
- Report CDL holder and CMV driver convictions to the SDLA timely
- Identify, report to the judge, and maintain record of cases not disposed in compliance with 49 CFR 384.226 (masking)

Performance Measurement

The following sources of data will be used to measure training effectiveness

- Quantitative
 - CDLIS reports to measure improvements in timeliness and accuracy of OOS convictions and withdrawals
 - Court data on reduction in case disposition files returned for correction
- Qualitative
 - Before and after surveys of Court Clerks

CDL Resource Guide



[AAMVA Training and Reports for Members](#)



[Cross Reference for 49 CFR, Parts 383 and 384](#)



[CDL Resources/Guide](#)

www.cdlresourceguide.org

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