



Disclosure

Transportation Technologies Program

Commercial Driver's License

Instructor	E-mail	Phone	Office Hours M-F	Campus
TBD			By Appointment	Tooele Campus
Director of Instruction Jonathan Tibbets	jtibbets@tadc.edu	(435) 248-1830	By Appointment	Tooele Campus

Mission Statement: The mission of the Tooele Applied Technology College is to provide rewarding, competency-based, affordable, and accessible career preparation for youth and adults to meet the needs of Utah employers.

Introduction:

It is the intent of the CDL Program to help prepare students to become qualified commercial drivers with the skills employers require. This program is taught in a defined-entry, defined-exit format. This means that students start the class on the published start dates and complete the course in approximately three weeks.

Each program or program division has a syllabus. Students must read through the entire syllabus for each program that they are enrolled in. All Students are required to review the information and comply with rules and procedures. Each syllabus lists the materials that are required for the class. It is very important that students purchase all the textbooks, workbooks and student packets required in the syllabus prior to starting any classes. Any delay in purchasing these materials may affect student's progress.

Description:

Heavy truck and tractor-trailer drivers drive trucks with a capacity of 26,000 pounds gross vehicle weight or greater. The nature of the size and length of these vehicles requires special training in backing, parking, and maneuvering in restricted driving conditions. The course provides the necessary training in these skills, as well as all over-the-road driving conditions. These conditions include: two-lane roads in urban and country areas, freeways, mountain driving, rain, and snow conditions, to prepare drivers for the actual conditions they will encounter in their employment.

Employment in the commercial driving area offers a life-long career in a growing field. . [Industry Overview is condensed from U.S. Dept. of Labor Bureau of Labor Statistics 2009-2010 Career Guide to Industries: www.bls.gov/oco/home.htm.]

Students are trained to:

- Identify and understand the tractor control systems
- Understand how to perform a tractor/trailer pre-trip inspection
- Understand the shifting sequence for OTR driving

- Able to couple and uncouple the trailers, backing and parking
- Become proficient in speed management and night driving
- Understand how to approach RR crossings, emergency maneuvers, skid control
- Drive over the road in varying driving conditions.

Program Goals:

- Prepare students for employment opportunities in the local industry
- Provide quality instruction, equipment, curriculum, and facilities
- Encourage the development of critical thinking and problem solving skills
- Develop responsible graduates by structuring programs to model a “real world” professional environment
- Provide community employer partners with graduates that meet or exceed their requirements and expectations

Classroom supplies:

Required textbooks, workbooks and student course packets are available for purchase through the bookstore in Student Services. Students are responsible to bring their own note book, pencil or pen and a binder or folder to class.

Certification:

The Certificate of Proficiency requires that a student successfully completes all of the core courses of 120 hour from the College, along with their Commercial Driver’s License.

Classroom Conduct:

Students must:

- Not be on medications that will impair their ability to safely operate the CDL rig.
- Restrain hair in a bun or cap if hair is longer than shoulder length so that they are not at risk when inspecting or operating equipment.
- Come to class prepared to work and be productive
- Stay focused and on task
- Follow TATC’s policies (available on the Website at www.tatc.edu or in the Student Handbook)
- Follow the safety procedures for each classroom
- Follow the classroom rules
- Respect the rights and property of others
- Practice proper care while using classroom equipment
- Use appropriate language
- Ask your Instructor to let you know the classroom policy on drinks in the classroom/lab desk area
- Refrain from bringing food into the classroom area
- No food or drink allowed in the CDL rig, except water

Student Responsibilities:

Students must:

- Bring required materials (textbooks, workbooks, course packets, paper and pencil) to class
- Stay engaged and on task (take notes, ask questions)
- Follow the instructor’s directions
- Ask the instructor for assistance, after first having attempted to resolve the problem yourself

Evaluation:

Students generally receive a passing score when they achieve mastery of 80% of the theory of the program and 100% of the hands-on and driving skill sets. If students do not pass the first time they may review the course material and re-take the test as outlined in the testing procedure section below. As each module is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Student Information System (SIS) to assist the student and instructor in managing and maintaining satisfactory academic progress.

Written examinations on the text materials may consist of multiple-choice, matching, yes/no, true/false, fill in the blank and diagram labeling. **It is the student's responsibility to notify the instructor each time a module has been completed.** Driving skills will be demonstrated to the instructor as they are mastered by the student. The instructor will record the module completion in the SIS within 48 hrs, once the required score is obtained and the correct documentation has been submitted.

Satisfactory Progress:

Students are required to maintain satisfactory progress as they progress through their training programs. Students who take and fail the CDL Permit Test at the end of the first week of class have until end of day on Tuesday of the second week of class to pass it. If a student does not pass the test, he/she will not be permitted to continue in that class. Students have 90 days to complete the program provided they pass the permit test and there is space in a subsequent class for them to take the remaining two weeks of training. Students who wish to re-enter the program within the 90-day period must pay the reinstatement fees.

Attendance:

Students must attend all the classes to pass this course. Students who are aware that they are going to be absent for personal reasons, should not register until they know that they can attend all 15 days of the three week course. Students whose training is sponsored by a person or an agency that requires progress and/or attendance reports must make arrangements with Student Services.

Professionalism:

The Commercial Driver's License program is conducted as if it were the students' employment. Therefore, it is expected that students attend every class and arrive on time; follow rules and processes; remain respectful of students and instructors and dress appropriately for the college training environment. **Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for this profession.** Students exhibiting behaviors that inhibit learning in the program will be subject to disciplinary actions. It is expected that the students will **be on time, work while in class, on the practice range and in the tractor/trailer and stay for their entire scheduled class time.**

Computer Use:

Students must adhere to the Computer Resources Acceptable Use policy that is signed during the orientation. Students must adhere to the following:

The student will:

- Use the Internet appropriately and for class-related material only
- Not use streaming audio or video over the Internet
- Not attempt to "hack" the computers or defeat administrative log-in
- Not violate copyright laws
- Use the equipment appropriately to prevent damage
- Not use the printers for personal use unless permission is obtained from the instructor

- Always leave the computers on, but will make sure to log off when finishing for the day
- Not bring food or drinks near computers

Cheating/Stealing:

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the program and law enforcement action.

Cellular Phone Use:

Cellular phones will be turned to the vibrate mode. Any phone conversation must be made outside the classroom so as not to disrupt others. Please limit your conversation to less than 10 minutes if you need more time please let your instructor know. If you are out of the class for more than 15 minutes you will receive a non-productive mark for that hour. Phones must be off during examinations or exam will be voided.

Due Process:

The College shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the college. The procedures for due process are contained on the College Website at www.tatc.edu.

Grievances:

Eligible grievances are those which occurred while a student was officially enrolled at the TATC. The complete grievance policy may be found on the College Website at: www.tatc.edu. Students who wish to discuss a concern should, if feasible, address the concern with the instructor. If this is not possible, students are encouraged to address a concern with the Director of Instruction (see contact information on the first page). This process allows students to practice real world chain of command communication.

Termination:

Termination from the program will be for a period of 12 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll in the Business Technologies Program.

Testing Procedures for the Commercial Driver's License Program

1. The student completes the test on the same day it is started. A copy of the score sheet or test remains in the student's file.
2. In the event a student fails the Permit Test, he/she may take the test once more.
3. If a student fails two consecutive Permit Tests, he/she must repeat the course. In this event, students may be eligible to receive a refund.
4. Students who fail the CDL Class A driving test will not pass the course.

Student Advisement and ADA Accommodations:

The following information is excerpted from the Student Services Handbook, should you need more detailed information, please refer to the Student Handbook, the College Website, or contact the Student Service Office.

Advisement services:

The goal of advisement services is to create a successful college experience for all students – prospective, new or continuing as they work toward their educational goals. Advisement services are conducted through student services and instruction. The personnel responsible for advisement services consist of the Enrollment Specialist, the Directors of Instruction and the Vice President of Student Services and Instruction. Advisement personnel will provide accurate information on College programs, policies, and resources available. Advisement personnel will answer students' educational and career questions and assist students in choosing and developing a relevant educational plan that fits with their goals. Advisement personnel will evaluate previous education, training, and work experience. Students' math and reading skills may be assessed to determine whether additional instruction in these areas would help them be successful in their selected training program.

As students progress through their training, advisement personnel will continue to be available to help them make the best educational and career choices for their goals. In addition, advisement personnel will work with students to improve learning strategies, attitudes, or behaviors that will increase their success in their training program or course.

Advisement services are available Monday through Thursday from 8:00 a.m. to 6:00 p.m., and Friday's from 8:00 a.m. to 4:00 pm. or after hours by appointment. Your Instructor will help you in arranging the appointment with advisement personnel if necessary.

Services to Students with Disabilities:

In compliance with the Americans with Disabilities Act (ADA) the College provides accommodations to qualified students with disabilities to support their educational goals. The College is fully committed to policies of equal opportunity, equal access, and non-discrimination, and pursues equality and diversity goals in all programs and activities. ADA services are coordinated through the Vice President of Student Services and Instruction.

Services provided by the College to qualified students with disabilities provide equal access for students to admissions, registration, activities, and technical programs to enhance student potential and individual student development. Services are provided to qualified persons with disabling conditions including, but not limited to: cognitive, emotional, mobility-related, visual, or hearing impairments (as verified by required documentation). Because the College currently leases all facilities, architectural access, also required under the ADA, is the responsibility of the lessor. The Vice President of Student Services and Instruction will provide advice and information regarding architectural access.

Signature Page for Commercial Driver's License Disclosure

(Two signature pages are signed by student. One copy must be provided to Student Services by instructor)

Introductions

- I met the instructor(s) for this program and they explained that they are here to help me through the program and meet my academic goals.
- The instructor(s) explained to me what the classroom environment is like and encouraged me to ask questions whenever assistance is required throughout the program.

Disclosure Review

- I have read the disclosure and the instructor(s) further explained to me the rules and requirements for the program.

Syllabus Review

- I have read the syllabus and understand the expectations and requirements of the program including the monitoring of my progress.
- I understand that it is very important to meet academic and attendance requirements or recommendations in a defined entry/defined exit competency based environment.

SIS System

- I understand that I must maintain at least a 80% score on all my assignments and tests
- I also understand that good attendance will contribute to progress.

Safety Review

- The instructor(s) explained to me where the emergency guidelines, first aid kit, flashlight, nearest exit and meeting place are located; and what to do in case of an emergency such as a fire.

Student Concerns

- I understand that the classroom environment has been designed to replicate the workplace and that the instructor is similar to an 'employer'.
- I understand the operation of a typical 'chain of command' at workplaces and that concerns need to be resolved at the lowest level of the chain whenever feasible.
- I am encouraged to work through any concern with my 'employer' / instructor but I have the option to either bypass the instructor and meet with the Director of Instruction, or file an informal or formal grievance with Student Services, as indicated on the syllabus and disclosure.

Classroom Environment

- The instructor has explained the guidelines for classroom and conduct in the truck as outlined in the Disclosure
- I understand the importance of staying on task and respecting the rights and property of my fellow students, and the college staff.

Training Plan

- The instructor(s) explained to me which course I am starting with and the sequence of courses that will follow, as well as having the opportunity to work with the Enrollment/Placement Specialist once I finished the course or program.
- I understand the importance of Satisfactory Progress and how the setting of goals and completion of modules relate to rate of progress

Course Evaluation

- The instructor explained to me the availability and importance of the course evaluation, to be completed at the end of every class/program.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course/program and that the instructor has emphasized the areas checked above.

(Printed Name of Student)

(Student Signature/Date)

Signature Page for Commercial Driver's License Disclosure

(Two signature pages are signed by student. One copy must be provided to Student Services by instructor)

Introductions

- I met the instructor(s) for this program and they explained that they are here to help me through the program and meet my academic goals.
- The instructor(s) explained to me what the classroom environment is like and encouraged me to ask questions whenever assistance is required throughout the program.

Disclosure Review

- I have read the disclosure and the instructor(s) further explained to me the rules and requirements for the program.

Syllabus Review

- I have read the syllabus and understand the expectations and requirements of the program including the monitoring of my progress.
- I understand that it is very important to meet academic and attendance requirements or recommendations in a defined entry/defined exit competency based environment.

SIS System

- I understand that I must maintain at least a 80% score on all my assignments and tests
- I also understand that good attendance will contribute to progress.

Safety Review

- The instructor(s) explained to me where the emergency guidelines, first aid kit, flashlight, nearest exit and meeting place are located; and what to do in case of an emergency such as a fire.

Student Concerns

- I understand that the classroom environment has been designed to replicate the workplace and that the instructor is similar to an 'employer'.
- I understand the operation of a typical 'chain of command' at workplaces and that concerns need to be resolved at the lowest level of the chain whenever feasible.
- I am encouraged to work through any concern with my 'employer' / instructor but I have the option to either bypass the instructor and meet with the Director of Instruction, or file an informal or formal grievance with Student Services, as indicated on the syllabus and disclosure.

Classroom Environment

- The instructor has explained the guidelines for classroom and conduct in the truck as outlined in the Disclosure
- I understand the importance of staying on task and respecting the rights and property of my fellow students, and the college staff.

Training Plan

- The instructor(s) explained to me which course I am starting with and the sequence of courses that will follow, as well as having the opportunity to work with the Enrollment/Placement Specialist once I finished the course or program.
- I understand the importance of Satisfactory Progress and how the setting of goals and completion of modules relate to rate of progress

Course Evaluation

- The instructor explained to me the availability and importance of the course evaluation, to be completed at the end of every class/program.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course/program and that the instructor has emphasized the areas checked above.

(Printed Name of Student)

(Student Signature/Date)