



Disclosure

Transportation Technologies

Commercial Driver's License Program

West Valley Training Center (WVTC)

Instructor	E-mail	Phone	Office Hours M-F	Campus
Jerry Byington	jbyington@slatc.edu	(801) 493-8734 (801) 864-3362 cell	By Appointment	WVTC
Jonathan Tibbets Program Manager	jtibbets@slatc.edu	(801) 493-8727	By Appointment	WVTC

Mission Statement

The Salt Lake • Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults, which meets 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.

The course has a syllabus and students must **read through the entire syllabus as they are accountable to understand the information and comply with the rules and procedures.** The syllabus lists the materials that are required for the class. **It is very important that students obtain purchase all the required textbooks, workbooks and student packets before attending class for the first time.**

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.

Certification and Proficiencies:

Students will study the following modules in a defined entry/defined exit format:

Required Modules	Hours
Orientation, Control Systems and Inspection	8
Overview of Controls, Shifting, Backing, Coupling	8
CDL Communication, Speed Management, Night Driving	8
RR Crossings, Emergency Maneuvers, Skid Control, Hazards	8
CDL Permit Test	8
Practice Range backing and parking	40
Over-the-road Driving	40
Total	120

Students can receive a **Certificate of Proficiency** upon completion of the 120 hour course from the College, along with their Commercial Drivers License.

Program Goals:

- Prepare students for employment opportunities in the commercial driving industry
- Provide quality instruction, equipment, curriculum, and facilities
- Encourage the development of critical thinking and problem solving skills
- Develop responsible graduates by structuring our programs to model a "real world" professional environment
- Provide our 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 at each campus. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class.

Classroom and Shop Conduct

- Students on medications that impair their ability to safely operate the CDL rig may not participate in these activities
- Men and women with hair longer than shoulder length must restrain it in a bun or cap so that they are not at risk when operating equipment.
- Come to class prepared to work and learn
- Stay on task
- Follow SLTATC's policies (available on the website at www.sltatc.edu)
- Follow the safety procedures and rules.
- Respect the rights and property of others
- Use appropriate language and behavior
- No food or drink allowed in the CDL rig, except water

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 (small sections of the course that take approximately ten hours to complete) 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 satisfactory progress.

Written examinations on the text materials may consist of multiple-choice, matching, yes/no, true/false, fill in the blank and diagram labeling. Driving skills will be demonstrated to the instructor as they are mastered by the student.

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 Drivers License program is conducted as if it were the students' employment. Therefore, it is expected that students attend regularly and 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 the college classroom. Students exhibiting behaviors that inhibit learning in the program or are disrespectful to other students or staff will be subject to disciplinary actions. It is expected that the students will: **be on time, work while in class and on the practice range and in the tractor/trailer. Students are expected to stay until the students' scheduled class time is over.**

Computer Use:

Students must adhere to the Computer Resources Acceptable Use Policy that is signed during the orientation. Be sure you:

- Use the internet appropriately
- Do not use streaming audio over the internet
- Do not attempt to "hack" the computers
- Do not violate copyright laws
- Use the equipment appropriately to prevent damage
- Do not use the printers for personal use without permission from the instructor
- Always leave the computers on, making sure to log off when finished
- No food or drinks

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 Usage

Cellular phones will be turned to the silent mode. If the phone does not have a silent option then it must be turned off while in class and in the cab of the truck. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones must be off during examinations.

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 college website at: www.slatc.org.

Grievances

Eligible grievances are those which occurred while a student was officially enrolled at the SLTATC. The complete grievance policy may be found on the college website at: www.slatc.org. Students wishing to discuss a concern should, if feasible, address this with the instructor. If this is not possible, students are encouraged to address a concern with the program manager (see contact information on the first page). This process allows students to practice real world chain-of-command communication.

Termination

Termination will be for a period of 10 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 Commercial Driver's License program.

Persons with a Disability

If a student has a disability that will likely require some accommodation by the instructor, the student must document the disability with the Student Services Office and must contact the instructor as early as possible. All requests for special considerations relating to teaching methods, examinations, etc., must be discussed with the instructor and supported by the student's eligibility for services.

Testing Procedures for the CDL Program

1. The student completes the test on the same day it is started. A copy of the score sheet 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.

← - - - - Formatted: Bullets and Numbering

Signature Pages for Disclosure (Both pages are signed by student. One copy must be provided to Student Services by instructor.)

1. Introductions

- I have met the instructor in this program
- They have explained that they are there to help me through the program and that no question is too simple to ask
- I have been introduced to students who will be studying during the same time as my schedule.

2. Disclosure Review

- My instructor has reviewed all the sections in the disclosure with me.

3. Syllabus Review

- I have received a copy of the syllabus for the course in which I am enrolled.
- I understand the requirements for adequate progress and attendance
- I understand the defined entry/defined exit system and that I must set goals for attendance and study to be successful in this program.

4. 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.

5. Safety Review

- I have reviewed the classroom emergency procedure booklet and understand the evacuation route, assembly point and procedures
- The instructor has explained where the first aid kits, flashlight and fire extinguishers are located.

6. Student Concerns

- I have received a copy of the process for student concerns as contained in the Disclosure
- I understand how a chain of command operated in business and at the college and that I must resolve my concerns starting at the lowest level when feasible.
- I understand that this program's environment in the classroom and shop have been designed to replicate the workplace and that the instructor is similar to an employer. I understand that I should work through my concerns with my "employer"/instructor but that I have the option of bypassing the instructor to meet with the program manager
- I understand that I can file an informal or formal complaint with Student Services at any time.

7. 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.

8. Training Plan

- I understand that I can receive a Certificate Completion when I successfully complete this course.
- I understand that I can work with the college Placement Specialist to assess the job market upon completion of the program.

9. Course Evaluation

- The instructor has explained the importance of evaluating each course as I complete them
- I know that the computer that has the evaluation program is in the multi-purpose room and that I must ask the Student Services representative to enable the program

- I understand that this is my opportunity to evaluate the instructor, facilities, curriculum materials and overall program anomalously.

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

(Student's Printed Name)

(Signature)

(Date)

Signature Pages for Disclosure (Both pages are signed by student. One copy must be provided to Student Services by instructor.)

10. Introductions

- I have met the instructor in this program
- They have explained that they are there to help me through the program and that no question is too simple to ask
- I have been introduced to students who will be studying during the same time as my schedule.

11. Disclosure Review

- My instructor has reviewed all the sections in the disclosure with me.

12. Syllabus Review

- I have received a copy of the syllabus for the course in which I am enrolled.
- I understand the requirements for adequate progress and attendance
- I understand the defined entry/defined exit system and that I must set goals for attendance and study to be successful in this program.

13. 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.

14. Safety Review

- I have reviewed the classroom emergency procedure booklet and understand the evacuation route, assembly point and procedures
- The instructor has explained where the first aid kits, flashlight and fire extinguishers are located.

15. Student Concerns

- I have received a copy of the process for student concerns as contained in the Disclosure
- I understand how a chain of command operated in business and at the college and that I must resolve my concerns starting at the lowest level when feasible.
- I understand that this program's environment in the classroom and shop have been designed to replicate the workplace and that the instructor is similar to an employer. I understand that I should work through my concerns with my "employer"/instructor but that I have the option of bypassing the instructor to meet with the program manager
- I understand that I can file an informal or formal complaint with Student Services at any time.

16. 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.

17. Training Plan

- I understand that I can receive a Certificate Completion when I successfully complete this course.
- I understand that I can work with the college Placement Specialist to assess the job market upon completion of the program.

18. Course Evaluation

- The instructor has explained the importance of evaluating each course as I complete them
- I know that the computer that has the evaluation program is in the multi-purpose room and that I must ask the Student Services representative to enable the program

- I understand that this is my opportunity to evaluate the instructor, facilities, curriculum materials and overall program anomalously.

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

(Student's Printed Name)

(Signature)

(Date)