

COMMERCIAL TRUCK DRIVING PROGRAM

BEGINNING CLASSES ONLY FALL AND WINTER

- ➔ CLASSES ARE 2½ DAYS PER WEEK (times may vary)
Beginning **CORE** class: Tues/Thur 7:30 am – 3:30 pm
and Fri 7:30 am-11:30 am
Advanced CORE class: Mon/ Wed 7:30 am – 3:30 pm
and Fri 11:30 am – 3:30 pm
- ➔ GET YOUR CLASS "A" LICENSE IN 15 SHORT WEEKS
- ➔ CLASSES ARE HELD AT SATSOP DEVELOPMENT PARK
- ➔ FUNDING OPTIONS AVAILABLE (Financial Aid, Worker Retraining, Scholarships, Opportunity Grant, Veterans Benefits).
- ➔ **2,317** ANNUAL JOB OPENINGS STATEWIDE*

DON'T WAIT - GET STARTED NOW!!!

* Workforce Explorer

*****IMPORTANT*****

Workforce Education, Nancy Estergard,
360-538-4012 (1-800-562-4830)
nesterga@ghc.edu or Marjie Stratton, 360-
538-4011, mstratto@ghc.edu
(office to submit all program documents)

Admissions and Records, 360-538-4026

Counseling Center, 360-538-4099 to
schedule placement test. Take **entire**
placement test.

Financial Aid Office, 360-538-4081

Opportunity Grant, Jen Gillies,
360-538-4155

Worker Retraining Program,
Debbie Richters, 360-538-4095

WorkFirst Program, 360-538-4077

<http://www.ghc.edu/voc/cdl.pdf>

Grays Harbor College
1620 Edward P. Smith Drive
Aberdeen, WA 98520



Learn to drive this truck today!

FOR DETAILS ON UPGRADING FROM CLASS B OR C LICENSE TO CLASS A, SEE FOLLOWING PAGE

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: http://www.ghc.edu/voc/disclosures/Commercial_Truck_Driving.pdf.

**GRAYS HARBOR
COLLEGE
360-532-9020**

CDL Classroom: 360-482-1688

LaDonna Scott, Instructor: 360-581-7961

Kirk Church, Assistant: 360-581-7959

CDL CORE CLASS QUARTER PLANNING SCHEDULE

All CORE classes are held at Satsop

**BEGINNING CDL CLASSES ONLY OFFERED FALL AND WINTER
ACTUAL START AND END DATES WILL FLUCTUATE SLIGHTLY FROM YEAR TO YEAR.**

BEGINNING CDL CLASS

7:30 – 3:30 Tuesday and Thursday, 7:30-11:30 Friday

Fall Quarter: September 21 – December 9

Winter Quarter: January 5 – March 21

ADVANCED CDL CLASS

7:30-3:30 Monday and Wednesday, 11:30-3:30 Friday

Winter Quarter: January 4– March 21

Spring Quarter: April 4 – June 13

**IF YOU CURRENTLY HAVE A VALID CDL LICENSE FOR
CLASS B OR CLASS C
AND
YOU WANT TO UPGRADE TO A CLASS A
YOU WILL NEED TO COMPLETE THE FOLLOWING:**

1. Take your combination general knowledge endorsement and any other applicable endorsements (air brakes, triples and doubles, tankers)
2. Successfully pass the written test for class A license. If you wish to obtain a permit first, you will not need to take the general knowledge part of the permit test.
3. Schedule the skills test in a commercial truck (you must supply the vehicle). Tests can be scheduled by contacting Department Of Commercial Licensing at 360-902-3619.

Please contact Department Of Commercial Licensing at the above number if you have questions. Grays Harbor College **CANNOT** provide a vehicle to use for the skills test.

COMMERCIAL TRUCK DRIVING PROGRAM

Beginning Class: Tues & Thur, 7:30 am–3:30 pm; Fri 7:30 am-11:30 am

Advanced Class: Mon & Wed, 7:30 am–3:30 pm; Fri 11:30 am-3:30 pm

DRIVING DIRECTIONS TO CDL TRAINING SITE SATSOP DEVELOPMENT PARK FLEX TECH BUILDING

FROM SEATTLE/TACOMA: take **I-5 south**. In Olympia take **Exit 104** and follow signs to **OCEAN BEACHES**. In about 27 miles take **Satsop Development Park exit**. Make **LEFT** and cross over freeway. Go about 1.6 miles. Watch for Satsop sign, cross bridge over river, turn **RIGHT** on **Lambert Road**. Follow **Lambert Road** 3.0 miles. Turn **Left** on **Olympic View Drive**. Go approximately .3 mile and turn **LEFT** on **Technology Way**. Take first driveway to **RIGHT** and enter the parking lot for the **Flex Tech Building**. Enter front doors, go up the stairs, turn **LEFT**, at the end of the hall turn **RIGHT**. Classroom is on **RIGHT** thru the double doors.

FROM PORTLAND: take **I-5 north** past Centralia. Take **Exit 88B to Highway 12** for about 26 miles. In **Elma**, take **Highway 12 West**. About ½ mile, take **Satsop Development Park exit**. Make **LEFT** and cross over freeway. Go about 1.6 miles. Watch for Satsop sign, cross bridge over river, turn **RIGHT** on **Lambert Road**. Follow **Lambert Road** 3.0 miles. Turn **Left** on **Olympic View Drive**. Go approximately .3 mile and turn **LEFT** on **Technology Way**. Take first driveway to **RIGHT** and enter the parking lot for the **Flex Tech Building**. Enter front doors, go up the stairs, turn **LEFT**, at the end of the hall turn **RIGHT**. Classroom is on **RIGHT** thru the double doors.

FROM ABERDEEN: Take **Highway 12 towards Olympia**. Turn **RIGHT on Keys Road**. Follow Keys Road 3.4 miles. Take slight **LEFT on Lambert Road**. Follow Lambert Road to **Tower Boulevard** and turn **RIGHT**. Go approx .2 miles turning **left on Olympic View Drive**. Go **1 Block** and turn **RIGHT on Technology Way**. Take first driveway to **RIGHT** and enter the parking lot for the **Flex Tech Building**. Enter front doors, go up the stairs, turn **LEFT**, at the end of the hall turn **RIGHT**. Classroom is on **RIGHT** thru the double doors.



CDL REQUIREMENT LIST

The complete registration process for the CDL program is done through the Workforce Education Office located on the Grays Harbor College campus in Building 2000 (Office 2425). **Core classes are 2½ days per week at the Satsop Development Park.** All paperwork and requirements are to be turned in to the Workforce Education Office (WFE), Building 2000, Floor 4, Room 2425. The core courses have a **limited number of students** able to enter. The requirements to be accepted are as follows:

- Complete and sign all the forms in the end of this packet and return them to WFE (can be mailed to Grays Harbor College, Attention Nancy Estergard, 1620 Edward P. Smith Drive, Aberdeen, WA 98520).
- Take placement test and place 220 or higher on CASAS test or place at READ 080 (schedule with the Counseling Center by calling 360-538-4099). Submit results to WFE.
- Obtain funding. (submit signed verification form in back of this packet to WFE)
- Obtain a CDL training booklet from DMV.
- Submit a five-year employment driving abstract, obtained from DMV, to WFE. This **cannot** include any DUI's and no major moving violations (speeding 15 mph over the speed limit, negligent driving, reckless driving, hit and run, and leaving the scene of an accident). You will be more employable if you have none of the above in the past 10 years.
- Obtain a DOT approved physical exam. Submit copy to WFE.
- Obtain a CDL permit from DMV. ***The written test is 50 questions on general knowledge. Study the entire training guide (except the passenger and school bus transporting, sections 4 and 10).*** Students must have a valid WA driver's license to obtain a permit. Submit copy of permit to WFE.

Prior to the first day of class, a student **must** pass the required DOT Alcohol and Substance Abuse Test (WFE will contact you at appropriate time).

Prior to the end of the first quarter: students should obtain the following endorsements

- CDL Class A Combination (required to take the CDL skills test)
- Air Brakes (required to take the CDL skills test)
- Triples and Doubles
- Tankers

You can take the endorsements as a block (CDL Class A Combination, Air Brakes, Tankers, Triples and Doubles, Haz Mat) for \$10. It is suggested you only take one endorsements test at a time. However, if you fail an endorsement test you will have to pay an additional \$10 to retake **each** failed test.

Required supplies: The following is a list of supplies/clothing necessary for students enrolled in the CDL program since much work is outside in the elements:

- **Every class day**: notebook (spiral theme book or 3-ring binder with paper), fine point pen, small simple calculator, flannel shirts, coat, rain gear (top and bottom), hat, gloves, waterproof boots, Mag flashlight (large and small), coveralls, safety vest, back pack.
- **Before starting work based learning**: small tool box or tool bag, hammer, WD40, duct tape, electrical tape, small screwdriver set (both flat blade and Phillips), small wrench set. A 3/8" long handle and a 9/16" box end for adjusting brakes, 100' tape measure, and small wiring kit.
- **Suggested supplies**: GPS unit

NOTE: *Students must be 18 years of age or older to obtain a CDL Class "A" license. Students must be 21 years of age or older in order to be employed as a long haul over-the-road driver [Federal Motor Carrier Safety Regulations, Section 391.11 (1)]. Students must be able to "read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records" [Federal Motor Carrier Safety Regulations, Section 391.11 (2)]. All students need to understand this course requires approximately 40 hours per week for course instruction and homework.*

CDL GENERAL PROGRAM INFORMATION

The CDL Training programs is a Certificate of Completion program with Certificate of Achievement options. To obtain a CDL license, students will need to complete all the core courses, which take a minimum of two (2) quarters. This program is a full time program and is for **long-haul training only**. The core CDL curriculum (99 hours classroom, 352 hours behind-the-wheel, and 231 hours work based learning) includes: DOT rules and regulations, and defensive driving. It is at the discretion of the course instructors to make a decision whether to drive in adverse weather conditions. **Core classes are 2½ days per week at the Satsop Development Park.**

There is a substantial waiting list for this program. An interested student needs to take the college placement test, which has a \$10.00 charge effective 1/9/2012. Students must meet the Federal Motor Carrier Safety Regulations Section 391.41 and 391.49 (available upon request) **and be 21 years of age or older [391.11 (1)]**. Any individual who has a documented disability, which might interfere with his or her ability to fully participate in this class, may be eligible for accommodations. Feel free to contact the instructor after class or contact the Disability Support Service Office located on-campus in HUB. Any information regarding disability will be kept confidential. A student will be more competitive for employment if they obtain their certificate of completion, can lift 60 pounds, and their five-year employment driving abstract **does not include** any DUI's and no major moving violations (speeding 15 mph over the speed limit, negligent driving, reckless driving, hit and run, and leaving the scene of an accident) for the last 10 years.

First day of class: students must bring to class **every day** a notebook (spiral theme book or 3-ring binder with paper), fine point pen, and small simple calculator.

Students should try to obtain the following endorsements prior to the end of the first quarter:

- Combination (required to take the CDL skills test)
- Air Brakes (required to take the CDL skills test)
- Triples and Doubles
- Tankers

ENDORSEMENT HINTS

To help you obtain your endorsements to your CDL learner's permit we have outlined some guide lines that should make the process a little easier and understandable. **Remember, you don't need to have any endorsements prior to starting the CDL program but you will need to obtain them by the time you finish your first quarter.**

The endorsement tests are held at the Department of Licensing office. The test is multiple choice and performed on a computerized screen (a verbal test is also available to those who require special accommodations).

Take your time answering the questions...read ALL the answers...they may be all correct!...then read the questions again to be sure! Watch for "more than/less than" ... "increase/decrease" etc. The test is not timed, and you may "skip" a question if you are not sure of the answer, but that question may re-appear and have to be answered if you skip too many. The machine will tell you when you have passed the test after answering a certain percentage of questions correctly.

You may take all endorsements at once...or choose to take them one at a time, the fee is the same either way...but should you fail any one you will have to pay the fee over again when you retest.

Required Endorsements:

| Endorsement: | Section in Book to Study: |
|--|---------------------------|
| General Knowledge | Sections 1, 2, and 3 |
| Transporting Passengers (not required) | Section 4 |
| Air Brakes | Section 5 |
| Combination Vehicles | Section 6 |
| Double/Triple Trailers | Section 7 |
| Tank Vehicles | Section 8 |

PRELIMINARY COSTS INCURRED PRIOR TO ENTRANCE TO PROGRAM
(Not included as part of GHC program costs)

| Description | Cost |
|---|-----------------|
| Written test (students may take this test three times for this cost) | \$10 |
| 5-year employment driving abstract (obtained from DMV, requires showing ID) | 10 |
| Physical (Physician must be DOT certified) | 50-150 |
| Initial CDL Learner's Permit cost | 10 |
| Placement test (must meet requirements to get on waiting list) | 10 |
| Total Preliminary Costs | \$90-180 |

ESTIMATED GHC PROGRAM COSTS
(Private funded payment is due *in full* at registration)

| Description | Cost |
|---|-------------------|
| General Education Quarter Tuition (15 credits) | 1,171.25 |
| Fees, Books | 365.00 |
| Quarter Total | \$1,536.25 |
| Beginning CDL Course Tuition (16 credits) | \$1,213.92 |
| Lab Fees, Books, Materials/Supplies | 1,345.40 |
| Quarter Total | \$2,559.32 |
| Advanced CDL Course Tuition (17 credits) | 1,256.59 |
| Second Quarter: Lab Fees, Books, Materials/Supplies | 1,345.40 |
| Quarter Total | \$2,601.99 |
| GHC PROGRAM COST TOTAL | \$6,697.56 |

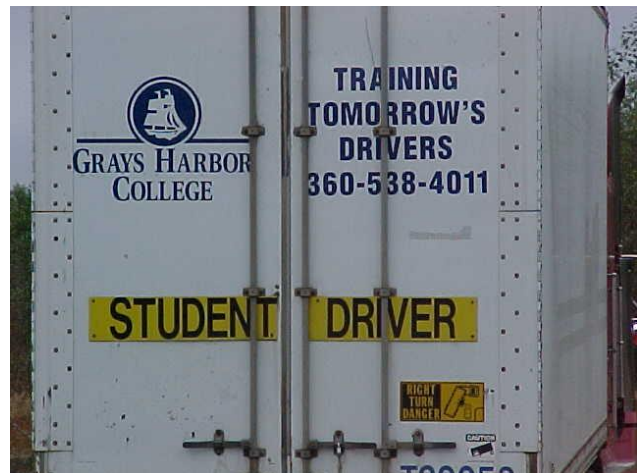
TOTAL CDL PROGRAM COSTS

| Description | Cost |
|---|----------------------------|
| Preliminary Costs | \$80.00-180.00 |
| GHC Program Costs | 6,697.56 |
| CDL Skills Testing (payable to DOL)* | 100.00 |
| CDL Class A Licensing (payable to DOL <u>AFTER</u> passing skills test)* | 45.00 |
| Total CDL Program Costs | \$6,922.56-7,022.56 |

***Must be paid by separate vouchers, checks, money orders, etc.**

NOTE: *Costs are subject to change. Full financial aid awards **MAY NOT** cover all of the program costs. Each student award is different. Contact the financial aid office or your funding source to verify your funding amount.*

Updated: 2/16/12



GRAYS HARBOR COLLEGE - Typical Student Schedule
COMMERCIAL TRUCK DRIVING

General Education Quarter

| Course # | Course Title | Credits |
|------------------------------|---|-----------|
| ENGL 150 | Vocational/Technical and Business Writing | 5 |
| MATH 100 | Vocational Technical Mathematics | 5 |
| PE 177 | First Aid/CPR | 2 |
| PSYCH 106 | Applied Psychology | 3 |
| TOTAL QUARTER CREDITS | | 15 |

Beginning CDL Quarter

| Course # | Course Title | Credits |
|------------------------------|--|-----------|
| CDL 101 | Commercial Drivers License Training | 8 |
| CDL 120 | Range Operations and Equipment | 2 |
| CDL 130 | Range Operations and Beginning Over the Road | 6 |
| TOTAL QUARTER CREDITS | | 16 |

Advanced CDL Quarter

| Course # | Course Title | Credits |
|------------------------------|-----------------------------------|-----------|
| CDL 100 | Forklift Certification Training | 1 |
| CDL 125 | Range Operations and Maneuvers II | 5 |
| CDL 135 | Over the Road Driving II | 3 |
| CDL 140 | Work Based Learning Seminar | 1 |
| CDL 141 | Work Based Learning | 7 |
| TOTAL QUARTER CREDITS | | 17 |

PLEASE NOTE: Students may substitute ENGL& 101 for ENGL 150; PSYC& 100 or SOC&101 for PSYCH 106. Students must meet the prerequisite requirements for the general education courses. These are available during any quarter.





COMMERCIAL TRUCK DRIVING

Certificate of Completion

Recommended Preparation for Commercial Truck Driving Program

Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with course titles and descriptions in the general college catalog.

Prerequisite Requirements

Instructor permission is required prior to enrollment in core courses in this program. CDL 101 is offered each academic quarter. Only 9 students will be accepted each quarter into CDL 101 on a first-come-first-serve basis.

Core Courses (33 credits)

| | | <u>Credits</u> |
|---------|--|----------------|
| CDL 100 | Forklift Certification Training | 1 |
| CDL 101 | Commercial Drivers License Training | 8 |
| CDL 120 | Range Operations and Equipment | 2 |
| CDL 125 | Range Operations and Maneuvers II | 5 |
| CDL 130 | Range Operations and Beginning Over the Road | 6 |
| CDL 135 | Over the Road Driving II | 3 |
| CDL 140 | Work Based Learning Seminar | 1 |
| CDL 141 | Work Based Learning | 7 |

Support and General Education Courses (13-15 credits)

| | | |
|-----------|---------------------------------------|-----------|
| ENGL& 101 | English Composition I | 5 |
| or | | or |
| ENGL 150 | Vocational/Technical/Business Writing | 5 |
| MATH 100 | Vocational/Technical Math (or higher) | 5 |
| PE 177 | First Aid/CPR | 2 |
| PSYC& 100 | General Psychology | 5 |
| or | | or |
| PSYCH 106 | Applied Psychology | 3 |
| or | | or |
| SOC& 101 | Introduction to Sociology | 5 |

Minimum Credits Required **48**

Grays Harbor College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.



BEGINNING COMMERCIAL TRUCK DRIVING Certificate of Achievement

Prerequisite Requirements

Instructor permission is required prior to enrollment in core courses in this program.

Core Courses (10 credits)

| | | <u>Credits</u> |
|---------|-------------------------------------|-----------------------|
| CDL 101 | Commercial Drivers License Training | 8 |
| CDL 120 | Range Operations and Equipment | 2 |

COMMERCIAL DRIVERS LICENSE Certificate of Achievement

Prerequisite Requirements

Instructor permission is required prior to enrollment in core courses in this program.

Core Courses (14 credits)

| | | <u>Credits</u> |
|---------|--|-----------------------|
| CDL 125 | Range Operations and Maneuvers II | 5 |
| CDL 130 | Range Operations and Beginning Over the Road | 6 |
| CDL 135 | Over the Road Driving II | 3 |

TRUCK DRIVING WORK EXPERIENCE Certificate of Achievement

Prerequisite Requirements

Instructor permission is required prior to enrollment in core courses in this program.

Core Courses (9 credits)

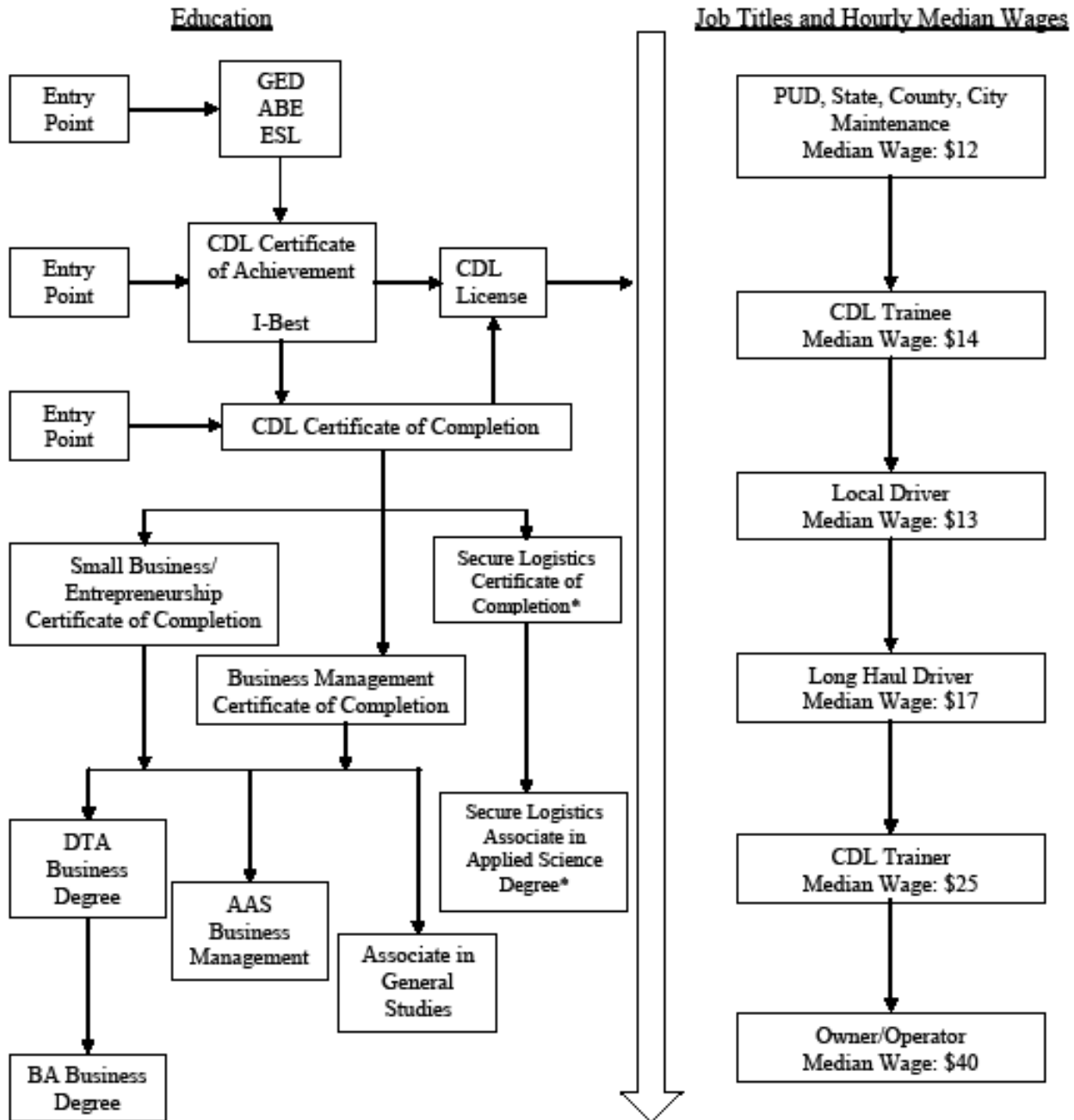
| | | <u>Credits</u> |
|---------|---------------------------------|-----------------------|
| CDL 100 | Forklift Certification Training | 1 |
| CDL 140 | Work Based Learning Seminar | 1 |
| CDL 141 | Work Based Learning | 7 |

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**GRAYS HARBOR
COLLEGE**

**COMMERCIAL DRIVER'S LICENSE
CAREER PATHWAY**



* Secure Logistics, Transportation, and Supply Chain Management offered at Tacoma Community College.

COMMERCIAL TRUCK DRIVING PROGRAM COURSE DESCRIPTIONS

CDL 100 **1 Credit** **Forklift Certification Training**

Prerequisite: Instructor permission (360-581-7959).

This class provides all the necessary instruction and training required by the forklift regulation and it prepares the student for the site-specific evaluation required by regulation (the forklift code requires that all forklift operators be evaluated by the employer operating forklifts in the actual work environment). Forklift operator certification is required every three years or sooner if the operator fails the evaluation; uses unsafe behavior; or has an accident or near miss. Training is completed in one day.

CDL 101 **8 Credits** **Commercial Drivers License Training**

Prerequisites: Valid Washington State driver's license, place 22 or higher on CASAS test. Must have 1) clean/clear DMV 5-year employment abstract; 2) DOT physical; 3) valid CDL permit from Washington State; 4) meet the Federal Motor Carrier Safety Regulations, Sections 391.41 and 391.49; 5) obtain General Knowledge, Air Brakes, Triples and Doubles, Tankers, and Hazmat endorsements. Concurrent enrollment in CDL 120 and 130. All core CDL courses need to be completed with a grade of "C" or better.

Training is for entry-level long haul truck driving jobs and CDL testing. This course begins with the basics of the trucking industry and the equipment involved; DOT rules and regulations; safety, mechanical overview of the trucks; control systems, inspection of equipment; mechanical components; brake adjustment; preventative maintenance; servicing; defensive driving techniques; cargo loading, securement and documentation; trip planning, managing life on the road, personal resources, defensive driving; and communication and multicultural competencies are stressed. 8 lecture hours.

CDL 120 **2 Credits** **Range Operations and Equipment**

Prerequisite: Concurrent enrollment in CDL 101 and 130. All core CDL courses need to be completed with a grade of "C" or better.

After the classroom instruction, students will move to the practice area and backing range. This will include, but not be limited to, safety, vehicle control, starting, shifting, proper cornering, straight backing and docking, braking. 4 lab hours.

CDL 125 **5 Credits** **Range Operations and Maneuvers II**

Prerequisite: Completion of CDL 101, 120, and 130 with a grade of "C" or better. Concurrent enrollment in CDL 135, 140, 141. All core CDL courses need to be completed with a grade of "C" or better.

Students will enhance and practice backing and maneuvering skills. This will include but is not limited to, safety, 45° blind sight backing, 90° sight backing, 90° blind sight backing, "S" backing, and other advanced backing and maneuvering. 10 lab hours.

CDL 130 **6 Credits** **Range Operations and Beginning Over the Road Driving**

Prerequisite: Concurrent enrollment in CDL 101 and 120. All core CDL courses need to be completed with a grade of "C" or better.

After the classroom instruction and basics in the practice area and backing range, students will begin over the road practice. This will include, but not be limited to, safety; visual search; vehicle communication; speed and space management; up- and downhill maneuvers; highway, city and driving maneuvers and techniques; lane changes; and defensive driving. 12 lab hours.

CDL 135 **3 Credits** **Over the Road Driving II**

Prerequisite: Concurrent enrollment in CDL 125, 140, and 141. All core CDL courses need to be completed with a grade of "C" or better.

Students will enhance and practice over the road skills. This will include, but is not limited to, safety; night operation; extreme driving conditions; hazard perception; emergency maneuvers and skid avoidance; skid control and recovery; and other advanced driving techniques. 6 lab hours.

CDL 140 **1 Credits** **Work Based Learning Seminar**

Prerequisite: Concurrent enrollment in CDL 125, 135, and 141. All core CDL courses need to be completed with a grade of "C" or better.

Discussion of issues surrounding the work site experiences in CDL 141. Work ethics, leadership, interpersonal communication, problem-solving and success in the work place is emphasized. 1 lecture hour.

COMMERCIAL TRUCK DRIVING PROGRAM COURSE DESCRIPTIONS

CDL 141 **7 Credits**

Work Based Learning

Prerequisite: Concurrent enrollment in CDL 125, 135, and 140. All core CDL courses need to be completed with a grade of "C" or better.

Advanced on-the-job training for entry-level long haul truck driving jobs and CDL testing. Truck drivers in the program are on the road for approximately 231 hours (split between driving time and navigating time). Behind the wheel practice includes backing techniques, proper cornering, up- and downhill maneuvers, space and speed management, coupling/uncoupling, city and highway driving maneuvers. Training on cargo loading, securement and documentation, map reading, DOT logbooks, trip planning, accident and fire prevention and reporting, hazardous material transportation and documentation. 21 cooperative work experience hours.

ENGL& 101 **5 Credits**

English Composition I

Prerequisite: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.

ENGL 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. Included is an introduction to the research methods necessary for evidence-backed writing. Skills gained in this course should help students improve their performance of such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects and papers. 5 lecture hours. Satisfies writing skills requirement for the AA degree.

ENGL 150 **5 Credits**

Vocational/Technical and Business Writing

Recommended Preparation: Competence in basic computer operation or concurrent enrollment in CIS 100.

Prerequisite: Appropriate English placement score or a grade of "C-" or better in ENGL 095.

This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

MATH 100 **5 Credits**

Vocational Technical Mathematics

Prerequisites: A grade of "C-" or better in MATH 059 or MATH 060 or appropriate placement score.

This course is designed to meet the needs of the vocational-technical student. Topics will include powers and roots, signed numbers, formulae manipulation, plane and solid geometry, trigonometry and specialized formulae. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

PE 177 **2 Credits**

First Aid/CPR

This course is designed to meet Department of Labor and Industry, OSHA and WISHA requirements. Intended for all students with a desire to have or who are required to have first aid and CPR training. 2 lecture hours.

PSYC& 100 **5 Credits**

General Psychology

Recommended Preparation: Placement in ENGL& 101.

An introduction to psychology utilizing lectures and group exercises. Deals with the psychology of behavior, development, learning, cognition, motivation and emotion, perception, memory, and both normal and abnormal personalities. Provides an overview of modern psychology in terms of biological, social and intrapsychic factors. 5 lecture hours. Satisfies social science distribution area D requirement or specified elective for the AA degree.

PSYCH 106 **3 Credits**

Applied Psychology

Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth. 3 lecture hours. May be used as a general elective in the AA degree.

SOC& 101 (formerly SOC 110) **5 Credits**

Introduction to Sociology

Recommended Preparation: ENGL 095 or placement in ENGL& 101.

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.



Commercial Truck Driver Program
Alcohol and Controlled Substances Testing Program
Student Procedures

Consistent with policy adopted by the Board of Trustees, Grays Harbor College, hereinafter referred to as "College," has a vital interest in maintaining a safe, healthful and productive environment for its employees and students.

In this regard and to comply with the Department of Transportation (DOT) Federal Highway Administration Regulations, an alcohol and controlled substances testing program is being established for students who, as part of their training, drive commercial vehicles and are preparing to obtain a Commercial Drivers License.

To achieve as safe a workplace as possible, student drivers must be free from the effects of alcohol and controlled substances that impair training performance. This does not include drugs prescribed by a licensed medical practitioner who has advised the driver that the prescribed drugs will not affect the driver's ability to safely operate a motor vehicle.

I. Definitions:

- A. "Alcohol" is the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohols.
- B. "Alcohol Use" is the consumption of any beverage, mixture or preparation, including any medication containing alcohol.
- C. "Alcohol Concentration or Content" is the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- D. "Controlled Substance (Drug)" means narcotics, depressants, stimulants, hallucinogens, cannabis (marijuana and hashish) that can alter the mood, perception, pain level, judgment or the ability of the student to perform their driving duties in a safe and efficient manner. This includes, but is not limited to, marijuana, cocaine, amphetamines, opiates and phencyclidine.
- E. "Prescribed Controlled Substance (Drug)" is any controlled substance lawfully prescribed for therapeutic use for the individual having possession of it.
- F. "Safety-Sensitive Function" means operating a commercial motor vehicle under conditions which require training for a commercial driver's license. All commercial motor vehicle student driver positions are "Safety-Sensitive" positions.
- G. "Performing a Safety-Sensitive Function" is any period in which a student driver is actually performing, ready to perform or immediately available to perform any safety-sensitive function.
- H. "Accident" is one that results in an injury/death of a human being and/or damage/destruction to property.
 1. "Under the Influence" for purposes of these regulations mean:
 1. Alcohol - Having an alcohol concentration of 0.04 or greater.
 2. Controlled substances - A positive test result unless the Medical Review Officer determines a legitimate reason exists for the presence of the controlled substance in the driver's system.
 3. Symptoms - The symptoms of influence are not confined to misbehavior or obvious impairment of physical or mental ability. Other examples include, but are not limited to, drowsiness, hyperactivity, slurred speech, red or tearing eyes, and dilated or constricted pupils. However, the final determination of influence will be established by a scientifically valid test.
- J. "Training Place" includes all training locations, desks, lockers, parking lots used by student drivers while training and any vehicle engaged in College business and/or training.
- K. "Medical Review Officer (MRO)" is a licensed physician (Medical Doctor or Doctor of Osteopathy) with knowledge of drug abuse disorders. The MRO will review all controlled substance test results. The MRO will then determine if the positive test results are correct and if there are legitimate reasons for the drivers to have illegal controlled substances in their systems.

- L. "Substance Abuse Professional (SAP)" is a licensed physician (Medical Doctor or Doctor of Osteopathy), a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the national Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.
- M. "Evidential Breath Testing Device (EBT)" is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath for alcohol concentration.
- N. "Breath Alcohol Technician (BAT)" is an individual trained in the alcohol testing process and operates an EBT.

II. Regulations:

- A. The use, possession, sale, distribution or manufacture of alcohol or controlled substances are prohibited at the training place, on college campuses or any college sponsored activity off campus. (WAC 495A-120-040(2))
- B. Student drivers shall not report to class or remain at class if they are under the influence of controlled substances, except when the use is pursuant to the instructions of a licensed physician and the physician gives written authorization that the use of a prescribed controlled substance should not hamper the student drivers' ability to perform their driving assignments.
- C. Student drivers having any reason to believe a controlled substance prescribed for their therapeutic use is actually presenting a potential safety problem are to report their symptoms to their instructor. A decision may be made to temporarily change their class assignment to insure their safety as well as the safety of College property and other people.
- D. Student drivers shall not perform safety-sensitive functions within four hours after using alcohol.
- E. Student drivers shall not report to class or remain at class while having an alcohol concentration of 0.04 or greater. Any student driver tested with an Evidential Breath Testing Device (EBT) by a Breath Alcohol Technician (BAT), who has an alcohol concentration of 0.02 but less than 0.04, will not be permitted to perform a safety-sensitive function until twenty-four hours after the administration of the test.
- F. Any student driver tested who is found to have an alcohol concentration of 0.04 or greater is considered to be under the influence and in violation of these regulations.
- G. Student drivers shall not be at class while in possession of alcohol.
- H. Student drivers required to take a post-accident alcohol test shall not use alcohol for eight hours following the accident, or until they undergo a post-accident alcohol test, whichever occurs first.
- I. Instructors or supervisors having reasonable suspicion that a student driver is in violation of these regulations shall not permit that student to perform a safety-sensitive function.
- J. Student drivers refusing to take an alcohol or controlled substances test when instructed by a college official will not be permitted to perform a safety-sensitive function. Such refusal will be treated as a positive test for alcohol or controlled substances. Examples of refusals include, but are not limited to:
 - 1. Student driver refuses to complete and sign Step 2 of the Breath Alcohol Test Form.
 - 2. Student driver refuses to provide an adequate amount of breath for alcohol testing unless a doctor determines the failure is due or probably due to medical condition.
 - 3. Student driver fails to provide a urine specimen unless a doctor determines the failure is due to a medical condition.
 - 4. Student driver fails to cooperate with the testing process in a way that prevents the completion of the test.

- K. Students violating any provision of these regulations are subject to disciplinary action up to and including expulsion.

III. Alcohol and Controlled Substances Testing Procedures:

- A. The health and well being of the students and the safe and efficient operation of our vehicles are very important. To help the College in this regard, alcohol and controlled substances tests will be used in the following situations:
1. **Pre-enrollment** - All applicants to be enrolled in the commercial truck driver program will be tested for alcohol and illegal controlled substances prior to enrollment and prior to performing any safety-sensitive functions unless an exception is authorized by the regulations. If any of the alcohol and controlled substances test results are positive, the applicant will not be enrolled.
 - a. **Refusal to test** – Any applicant who refuses to test or leaves the testing facility prior to being instructed to leave will **not** be able to retest until they go through the same procedure for those who test positive (see item “b” below).
 - b. **Positive test results** – All applicants who test positive for alcohol and illegal controlled substances prior to enrollment will be required to go through an independent evaluation. Available sites and procedures are located at [www. Saplist.com](http://www.Saplist.com). The College does not have the authority to review the SAP procedures or to approve a retest. The student is solely responsible for contacting SAP and following their procedures.
 3. **Reasonable Suspicion** - When an instructor or College official believes a student's actions, appearance, conduct or training performance indicates the possible use of alcohol and/or controlled substances in violation of these regulations.
 4. **Post Accident** - All student drivers involved in an accident shall be tested for alcohol and controlled substances as soon as is practical following the accident.
 5. **Random** - Student drivers will be randomly selected for unannounced alcohol and controlled substance testing. The selection will be through the use of a computer based number generated program. All student drivers have an equal chance of being selected each time a selection is made.
- B. Student drivers required to take "Reasonable Suspicion" or "Post Accident" alcohol and controlled substances tests will not be allowed to perform safety-sensitive functions until the results of the tests are known.
- C. Student drivers required to take alcohol and controlled substances tests through the random selection process will resume their training status after completion of the alcohol tests and submission of their urine specimens.
- D. When urine specimens are provided by student drivers, they will be divided into "split samples." If the alcohol and controlled substances test is positive, student drivers may within 72 hours of being notified of the positive result by the MRO, request the second part of the split sample be analyzed by another laboratory. Should the second test result be positive, student drivers must pay all costs for the second test. If it is negative, the entire test is considered negative and the College will pay all costs for the second test.
- E. Only qualified medical and laboratory personnel will conduct alcohol tests, urine specimen collections and laboratory analyses. The laboratory used will be certified by the U.S. Department of Health and Human Services (DHHS). All alcohol tests indicating an alcohol concentration of 0.02 or above will undergo a second confirmation test. Each positive initial test for alcohol and controlled substances will undergo a second confirmation test using a gas chromatography/mass spectrometry (GS/MS) technique to insure the validity of the initial screening result.
- F. When an alcohol and controlled substances test has been conducted, the MRO will further evaluate the test result before forwarding it to the College. The MRO will discuss each positive test with the student driver to determine if there is any legitimate reason for the positive result. The MRO will contact the student driver by telephone as soon as possible after receiving the results from the laboratory. If the MRO cannot contact the student driver within two days, the MRO will notify the College and a college official will instruct the student driver to telephone the MRO. If the student driver does not contact the MRO within five days after being advised to do so, the MRO will verify the positive test result and the college will be notified.
- G. Student drivers testing negative will be allowed make-up time for any lost time associated with the test, should it occur. If the test is positive, the student will immediately cease performing any class safety-sensitive functions, and will be subject to disciplinary action up to and including expulsion.

H. **Rehabilitation:**

1. Rehabilitation is the responsibility of each student.
2. To assist any student who believes they need assistance, a 24-hour confidential Alcohol and Drug Help Line is available where a substance abuse professional will confidentially discuss the individual's concerns and provide the necessary information to assist them in contacting the appropriate organization for help; call 1800-562-1240. For further information, consult the Telephone Yellow Pages under:
 - a. Alcoholism Information & Treatment Centers
 - b. Drug Abuse & Addiction Information
 - c. Rehabilitation Services

I. **Records Management:** Since alcohol and controlled substances test results are considered confidential information, each student will be required to sign an authorization for the test results and any evaluations by a substance abuse professional to be released to the MRO and/or the Administrative Assistant to Occupational Education. All student information relating to the alcohol and controlled substances program will be maintained in a secure location by, but not part of, student's records, with access restricted to only those individuals having a need to know.

J. **Effective Date - Notice to Drivers:** The procedures set forth in this program become effective on March 15, 1999. Each student will receive a copy of these procedures; education materials that explain the requirements of this program, and the effects of alcohol misuse and illegal controlled substances use on work performance.

Initially Approved by Joan Mosebar
Chief Financial Officer
Date: 3/15/99

Approval Renewed by Keith Foster
Vice President for Administrative Services
(original signature on file in Workforce Education Office)
Date: 9/7/06

As a prospective student in the Commercial Driving program at Grays Harbor College, this is to verify that I have read, understand, and agree to the terms of the above **Alcohol and Controlled Substances Testing Program, Student Procedures.**

Student Signature

Date

Grays Harbor College Witness Signature

Date



**Acknowledgment of Commercial Truck Driver Program Student
Testing Procedures for Alcohol and Controlled Substances.**

In accordance with college procedure, all applicants to be enrolled in the Commercial Truck Driver program will be tested for alcohol and controlled substances. If the test result is positive, the applicant will **not** be accepted into the program and **will not** be allowed to re-apply for the Commercial Truck Driver program.

For consideration of being allowed to enroll in the Commercial Truck Driver program prior to being tested for alcohol and controlled substances, I understand that if I test positive on any subsequent tests for alcohol and/or controlled substances, I will be expelled from the program; and, I hereby agree that any tuition and fee refund will be consistent with the Grays Harbor College Administrative Procedure 501.01.

Date

Student Signature

Date

GHC Representative Witness Signature



STATEMENT OF RESPONSIBILITY/ACKNOWLEDGEMENT OF RISK

I am aware that during the CDL experience in which I am participating under the arrangements of Grays Harbor College, certain dangers may occur, including **but not limited to**, the following: abrasions, cuts, punctures, muscle strain, back strain, eye injury, etc.

In consideration for the right to participate in this experience and the other program activities with Grays Harbor College, I have and do hereby assume all risks involved and will hold the State of Washington, Grays Harbor College, its employees, agents, and assigns, harmless from any and all liability actions, causes of action, debits, claims, and demands of every kind and nature whatsoever, which may arise from or in connection with participation in any activities arranged for me by Grays Harbor College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and member of my family, including minors.

By my signature of this document, I acknowledge that I have been informed and further that I understand that I should have either personal medical insurance prior to enrolling in this program, or that I should enroll in student medical insurance. My preference is shown by **my initials** in the box(es) below.

I have personal medical insurance

I have enrolled in student medical insurance

I decline enrolling in a medical insurance program. I am fully aware of the risks and dangers which may occur during my CDL experience and other activities arranged for me by Grays Harbor College.

Student Signature

Date



**GRAYS HARBOR
COLLEGE**

CDL PROGRAM REQUIREMENTS

This training is intended to supply full-time unsubsidized employment.

Department of Labor requirements for subsidized training maintain that National Reserve Grant participants be allowed to enroll in training that labor market data indicated to be growth job markets.

CDL endorsements for interstate truck drivers are in demand and there is sufficient employment for successful graduates of this training program, allowing for a career in the field of over-the-road truck driver.

It is my intention to enter the field of Interstate Trucking upon completion of this course.

Participant's Name (PRINT)

Participant's Signature

Date

CDL PROGRAM FUNDING VERIFICATION

I understand and verify by my signature, that I pursuing a certificate of completion and am totally responsible for all related program costs and fees.

If the funding that I have applied for does not pay for some or all of the program for any reason, I understand that I will be responsible to pay all the required costs **in full** at the time of registration. I further understand that failure to pay these costs will result in my immediate removal for the class.

Participant's Name (PRINT)

Participant's Signature

Date

Funding Source

Contact

Phone

Number



**GRAYS HARBOR
COLLEGE**

CDL STUDENT APPLICATION

NAME (please print): _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

MAIN PHONE NUMBER: _____ **ALTERNATE NUMBER:** _____

EMAIL ADDRESS: _____

FUNDING SOURCE: _____

1. Do you have a valid Washington Drivers License? **Yes No**

2. Are you a dislocated worker? **Yes No**

3. Do you plan on returning to your previous employer if offered a job? **Yes No**

4. Will you accept a job as a long haul driver if you are offered one? **Yes No**

5. Have you discussed the requirements and working conditions of a long haul driver with your spouse, significant other, and/or family? **Yes No**

6. Why do you want a CDL and what are your job expectations?

7. What are your past job experiences?

8. Who do you know that drives truck?

| Name | Friend or Relative | Type of Driving Job |
|-------------|---------------------------|----------------------------|
|-------------|---------------------------|----------------------------|

9. List any past or present health problems.

10. How well do you work with others in close quarters for long periods of time?
REAL WELL OK NOT WELL HATE TO

11. Do you have any problems driving at night? **Yes No**

12. Do you have any sleeping disorders? **Yes No**

Student Signature: _____ Date: _____