



**LANCASTER COUNTY**  
**CAREER & TECHNOLOGY CENTER**

# **LCCTC**

## **Commercial Truck Driving**

### **Training 160 Hour Program.**

**CDL Student Handbook (Revised 01-2021)**



## Adult and Continuing Education

### Commercial Driving Center

432 Old Market Street Mount Joy, PA 17552

Phone (717) 653-3003 Fax (717) 653-0901

### ABOUT OUR PROGRAM

The US Department of Labor, Bureau of Labor Statistics, describes a favorable future for the truck driving industry. The Bureau says opportunities should be favorable for persons interested in truck driving. Truck driving is among the largest number of job openings and many openings also will open up as experienced drivers transfer to other fields of work, retire, or leave the occupation for other reasons.

Recognizing a need for qualified drivers in the trucking industry, the Lancaster County Career & Technology Center (LCCTC) instituted its truck driving program in the late 1980's. Over nearly 40 years, we have trained thousands of students. The LCCTC built a reputation for producing qualified, skillful drivers with the knowledge and attitude necessary to get the job done.

LCCTC, does not imply, promise, and/or guarantee any student a CDL A/B license. We provide the required classroom training for you to test to obtain your CDL permit. You must take the permit test at a PennDOT facility. The test requires proficiency in general trucking knowledge, combination, and air brakes. We provide industry-proven methods of training on required skills such as backing, shifting, and driving/operating vehicles on public roads. You must pass inspection, skills and road with the examiner.

### SCHOOL FACILITIES AND EQUIPMENT

The LCCTC Commercial Driving Center is located at 432 Old Market Street in Mount Joy, PA, just off of Rt. 283.

The site includes a classroom and student/driver lounge. The practice area includes multiple training pads and was paved in August, 2019. The site offers state-approved, third-party testing for Class A, B, & P licenses.

### ADMISSION REQUIREMENTS

**You must:**

1. Be at least 18 years of age for driving intrastate (within the state), or be 21 years of age and older to be eligible for interstate (between the states) driving
2. Must be able to read/write in English – FMCSA requirement 40cfr 391.11
3. Have a valid US Driver's Non-Commercial License
4. Pass and maintain a valid Department of Transportation (DOT) physical and drug screen
5. Provide a current ten-year driving record (MVR) – if applicable
6. Be eligible to obtain a CDL permit (see PA State Manual)

a **\*In order to obtain a CDL license and/or learners permit, a candidate must pass a CDL pre-employment physical, drug & alcohol test successfully. Candidates for our CDL program are required to provide a ten-year MVR, if applicable, and a criminal background check, if applicable, for review, due to CDL requirements. Please be aware certain infractions on the MVR and criminal backgrounds may significantly negatively affect potential CDL employability.**

Although a high school diploma or GED is encouraged for future schooling or job placement and/or advancement opportunities, it is not required for the program.

### **ADMISSION PROCEDURE**

1. Visit our website at <http://www.lancasterctc.edu>
2. Fill out the application online
3. Make payment in full online or in person
4. Pass and maintain a valid DOT physical and drug screen
5. Provide a ten-year MVR, if applicable
6. Birth Certificate with a raised seal

\*We accept Check, Money Order, Visa, MasterCard, Discover and American Express credit cards. We do not accept cash.

\*A \$30.00 fee will be charged on all returned checks.

### **CLASS A PROGRAM PROFILE**

The 160-hour program is offered as a full-time class typically running Monday through Thursday, 6:30 am to 4:30 pm, requiring four weeks for completion. The program consists of three phases: classroom, yard/skills, and road time. For a class schedule, contact our CDL Administrative Assistant at 717-653-3003.

### **CLASS OUTLINE**

- A. Orientation
- B. Classroom rules
- C. Paperwork
- E. General Knowledge
- F. Combination
- G. Air Brake
- K. Hours of Service
- L. JJ Keller ELDT
- M. Pre-Trip
- N. Map Reading
- O. Trip Planning
- P. Weight Distribution
- Q. Cargo Securement

### **YARD OUTLINE**

### **VEHICLE FAMILIARIZATION**

- A. Pre-trip / Post-trip

- B. Coupling / Uncoupling
- C. Straight-line Backing
- D. Offset Right & Left
- E. Conventional Parallel Parking Right & Left
- F. Ally Dock

**GRADING**

Grade reports will be issued after the end of the class. These reports will list the grades and hours completed for the course taken. A grade is given to each participant as an indication of individual achievement. Upon successful completion of the 200-hour program, a student is eligible for their third-party test at the LCCTC. Students will be given only two opportunities to pass each section of the third-party exam. Those needing a third try must pay \$275 per re-test.

4.0	90%-100 %	WP = Withdrew passing
3.0	80% - 89%	WF = Withdrew failing
2.0	70% - 79%	INC = Incomplete
1.0	60% - 69%	
0.0	60% or below is failing	

**CERTIFICATE**

Certificates will be awarded to all individuals who successfully complete all parts of the program. Successful completion requires that the student attend at least 80% of instruction in each of the three blocks (classroom, range, and road); receive a grade point average of 2.0 or better; and pass a Pennsylvania Commercial Driver License test in order to qualify for a passing grade and the third-party road test.

Successful completion of the course and passing of PA third-party CDL testing may result in a:

- Class A commercial driver’s license
- LCCTC Certificate of Completion

All grades earned by students and their course attendance hours will be kept on file in the Adult and Continuing Education Office. By law, they will be given to any transportation company that requests them through the FMCSA employee work verification form.

**ATTENDANCE POLICY**

Regular school attendance is needed to become a success at school or on the job. Obviously, periodic absence caused by illness, doctor's appointments, job interviews, etc. are a part of life. However, when excessive absences are incurred during the class term, this will certainly affect the final grade results.

Lancaster County CTC has no system of excused absences or allowed class cuts and all absences are recorded regardless of the reason. Attendance is vital to the achievement and acquisition of good work habits. Graduates are screened by prospective employers not only for academic

achievement, but for attendance as well. Students are expected to call the LCCTC at 717-653-3000 ext 3051 in the event of absence.

### PROGRAM ATTENDANCE

CDL course is a 160-hour course. This is a fast-paced training and learning certificate class. We do not have make-up days for this class. LCCTC will terminate enrollment of a student after missing:

- 2 consecutive days in the classroom = 20 hours
- 2 consecutive days in any other portion of the training = 20 hours
- If at any time attendance falls below 120 hours

Our schedule doesn't allow for make-up time. If we have an opening, we can bring you back in the next class start, but there is no guarantee for that. If dropped, you will be charged for the reenrollment training. See the refund policy below. If you were dropped due to poor attendance, you may have to pay weekly for the class. Payment is due at the time of registration.

Regular attendance for adult education classes is essential in order to acquire new skills. It is the responsibility of every student to attend every class for the duration of the course. A CDL student must attend at a minimum 120 hours of the total 160 program hours in order to be eligible for a third-party driving exam.

### STUDENT CONDUCT

**Adult students may not speak to, take photos of, or post photos onto any social media site or web browser.**

Students will be expected to conduct themselves in a safe, professional, and responsible manner. Insubordination, disruptive, unsafe, or blatantly disrespectful behavior may be grounds for disciplinary action, up to and including dismissal. In addition, the following acts by a student while in the school building, on school property, at a school-sponsored activity or event, or enroute to any of the aforementioned shall be regarded as misconduct by the student and shall be cause for suspension or expulsion:

1. Possession, use, sale, or transfer of drugs or look-alike drugs or non-prescribed drugs.
2. Possession, use, sale, or transfer of alcoholic beverages.
3. Display or drug or alcoholic symbols including clothing worn or on vehicle.
4. Attending class while under the influence of a controlled substance.
5. Possession, use, sale, or transfer of a weapon.
6. Display or verbalization of any potentially derogatory or hate Speech symbolism and/or any item or language that is deemed offensive towards race, gender etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic etc. on school property is made by LCCTC administration and will not be negotiable.
7. Any violent or aggressive action including language or physical action.
8. Loss of /unable to maintain CDL permit or suspension of driver's license.

### **FORMAL COMPLAINT PROCEDURE**

See the Adult Education Catalog for details on the Formal Complaint Procedure. The Adult Catalog is available for review in the CDL office or can be accessed online at [www.lancasterctc.edu](http://www.lancasterctc.edu).

### **NO JOB PLACEMENT GUARANTEES**

The Lancaster County CTC does not guarantee job placement to graduates upon program completion. You may be able to obtain a Commercial Driver's License by state and federal law BUT depending on one's personal background and/or MVR report, it may be difficult to obtain a job. Lancaster County CTC does not guarantee anyone a CMV CDL Class A OR B license. Many truck fleet employers come to the LCCTC to speak to and, at times, hire our students. Disclaimer: Every transportation company has their own minimum hiring requirements.

### **STUDENT CODE OF CONDUCT**

The Lancaster County Career and Technology Center believes that a safe and healthy environment promotes a positive and effective student experience.

### **FRATERNIZATION BETWEEN ADULT, SECONDARY, & DAYCARE STUDENTS**

It is the opinion of the LCCTC Adult and Continuing Education Center Administration that the welfare of LCCTC's secondary students and students enrolled in the Daycare are better served if there is little to no interaction between these students and the students enrolled in the adult and postsecondary programs. Therefore, the LCCTC Adult and Continuing Educating Center administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and/or the Daycare.

**POLICY:** While it is understood that Adult and Continuing Education Center students have the right to access necessary areas of the building for their successful completion of their classes and programs, (to include the cafeteria, areas where their classes are taking place, the parking lot and other designated areas) students enrolled in adult or post-secondary programs and courses at LCCTC are not permitted to fraternize or socialize with students enrolled in the secondary school and/or Daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The LCCTC administration assumes that adult students understand their super ordinate position relative to the secondary students and Daycare students: therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both Adult and High School students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at LCCTC before their classes begin should stay in the training area provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby or cafeteria when not in use until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or Daycare classrooms while classes are in session.

**BREAKING POLICY:** Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult Education or designee. A second offense may result in suspension or involuntary discharge from the school based upon the decision of the Director of Adult Education.

### **POSTING CONTENT TO SOCIAL MEDIA SITES**

When posting content to any social media site, students who identify themselves as LCCTC adult education students should not represent that they are speaking on LCCTC's behalf. Students are strongly encouraged to refrain from making disparaging, harassing, or threatening comments regarding LCCTC, its students/faculty/staff, and clinical/externship sites. Inaccurate, inappropriate, threatening, or harassing postings that substantially disrupt LCCTC's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and result in the dismissal from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

### **APPROPRIATE DRESS**

Please remember that this program conducts a significant portion of its time outside. Dress appropriately. No tank tops, "muscle shirts", loose clothing that displays parts of the body deemed "private" may be worn. Flip Flops, shoes without backing, or open-toed shoes are NOT appropriate for CDL instruction. In addition, all shoes must have a hard sole. Please consult your instructor or the Director of Transportation if you have any questions about footwear. The LCCTC is a public school and the following articles of clothing will NOT be permitted:

- a Those that display advertise or promote the use of alcohol, drugs, steroids or tobacco products.
- b Clothing that have holes, are ripped, torn, transparent or see through.
- c Pajama bottoms.
- d Any item that may be deemed: offensive, racial, belittling, political.

### **CLASSROOM, YARD & ROAD TRUCK RULES AND REGULATIONS**

In order to maintain a safe and effective learning environment for all, staff and students are expected to follow the rules and regulations listed below.

#### **CLASSROOM**

1. Classroom, range, and road training begins promptly at 6:30 am. Be on time.
2. Punch the time clock PRIOR to training session and BEFORE leaving.
3. Do not leave garbage on desks, on the grounds, and or in the trucks.
4. Put chairs under table when leaving classroom.

5. No smoking, vaping, or use of any tobacco product on or in school property.
6. Notify the instructor PRIOR to leaving premises.
7. Carrying of knives, guns or any other type of weapon on school property is strictly forbidden.
8. Use of profane, abusive or threatening language to faculty or fellow students will not be tolerated.
9. Sexual harassment including touching, comments, jokes, name-calling, or offensive language will not be tolerated.
10. Discriminatory behavior including harassing, offensive language or referrals, jokes or name-calling will not be tolerated.
11. Personal radios, cassette players, cameras, video cameras, or earphones are not to be used in the classroom, yard, or the road.
12. Cell phones are to be turned OFF during classroom, yard and road. PHONES MAY BE USED DURING BREAKS AND LUNCH PERIODS ONLY!
13. Keep classroom and range areas clean – discard all trash in appropriate containers.
14. No reading materials are allowed during training hours except training-related materials.
15. Keep your feet on the floor in the classroom and in the truck.
16. If you must take prescription medicine during training, inform your doctor that you are operating heavy equipment so that non-drowsy medication may be prescribed.

#### YARD

1. Stay with your assigned group during training. Observe what other students are doing.
2. Climb in and out of the vehicles using three points of contact facing inwards when getting in and out of the trucks. – DO NOT JUMP!
3. Operate vehicles only with the permission of an instructor and only when supervised by an instructor.
4. Follow all range exercise procedures exactly. If you do not understand the exercise or instruction, ask for help before proceeding.
5. Always check for pedestrians on all sides of the vehicle before moving and always maintain a safe distance between your vehicle and others.
6. In the case of an emergency or problem, stop and alert your instructor.
7. No horseplay in or around the equipment.
8. When observing another student driving, stay well away from the moving vehicle. Do not stand where the driver cannot see you. NEVER STAND DIRECTLY BEHIND OF TRAILER OR STAND DIRECTLY IN FRONT OF THE TRUCK
11. Trucks are to be kept clean. Students will be required to clean out what they took into the truck, wash windows and mirrors daily, and do general cleaning when necessary.
12. Check oil and coolant BEFORE starting vehicles.
13. Report ALL accidents relating to property damage and/or personal injury to an instructor immediately.
14. Trucks will be parked with brakes set and gearshift in neutral.
15. Air tanks must be drained after every shift.
16. Yard area to be left neat.



17. Hand keys to instructors.
18. When adjusting mirrors, use the buttons not your hands.

### **ROAD RULES**

1. No sleeping in trucks.
2. Pay attention at all times. You can learn by watching as well as doing.
3. Cell phones or other electronic devices will be turned off and not used at any time while in the truck. (Exception is company business only.)
4. Feet should be on the floor.
5. Seat belts are to be worn at all times when truck is in motion.
6. Professional conduct, including language and behavior, is expected at all times.
7. Windows must be cleaned, inside and out, daily before leaving the yard.
8. Only containerized drinks allowed in the truck.
9. No tobacco use (smokeless or smoke) of any kind allowed.
10. Trucks are to be parked with brakes set and the gearshift in neutral.
11. Garbage must be removed from trucks each day.
12. Trucks are to be swept out at the end of a trip.
13. Air tanks are to be drained at the end of a trip.
14. Truck stop safety –look left, right, left, when in the parking lot.
15. NO jumping off trucks and or trailers.

**FAILURE TO ABIDE BY THE ABOVE RULES MAY RESULT IN SUSPENSION OR  
TERMINATION FROM THE TRUCK DRIVING PROGRAM!**

### **SMOKE & SMOKELESS TABACCO PRODUCTS & VAPING**

Any tobacco products are not allowed on property. Failure to abide by these smoking rules can result in expulsion from class.

### **CDL THIRD-PARTY TESTING FOR STUDENTS**

Students requesting a PA State CDL test are required to provide three days (72 hours) prior notice of cancelling or rescheduling. If you cancel or reschedule less than three days (72 hours) prior to a test, you will forfeit the \$275.00 test fee. The federal and state agency Commercial Skills Test Information Management System (CSTIMS) requires any person testing for a CDL to be entered in the CSTIMS system 72 hours prior to testing.

ANY LCCTC CDL STUDENT THAT DOES NOT show up for there CDL examine two (2) consecutive times, does not cancel within seventy two hours of test day and time will NOT be rescheduled until an additional \$275 is paid up front.

LCCTC students are provided two (2) CDL examines that is included in the tuition. If a third test is needed then that is an additional \$275 prior to being scheduled

## TUITION REFUND SCHEDULE

Students withdrawing from a full-time program after the first day of class are eligible for partial tuition refunds as follows:

Withdrawal during the first 7 calendar days of the term	- 75%
Withdrawal after the first 7 calendar days but within the first 25% of the term	- 55%
Withdrawal after 25% but within 50% of the term	- 30%
Withdrawal after 50% of the term	- no refund

Students withdrawing from a short-term program after the first day of class are eligible for partial tuition refunds as follows:

Withdrawal within the first 25% of the term	- 55%
Withdrawal after 25% but within 50% of the term	- 30%
Withdrawal after 50% of the term	- no refund

Refunds will be made on tuition charges for each Payment Period once a student is determined to be withdrawn from training from the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student's actual last day of attendance. Refunds of tuition, if due, shall be made within 30 days of the student's last day of attendance.

The Lancaster County Career & Technology Center reserves the right to refuse to issue grades, transcript records, program completion certificate as well as deny registration or readmission to students who owe money to the school.

### **Lancaster County Career and Technology Center**

#### **Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles**

The Lancaster County Career & Technology Center ("LCCTC") operates adult education training programs in which both students and employees operate commercial motor vehicles, and other LCCTC employees operate commercial motor vehicles as part of their job responsibilities.

Federal regulations require employers to impose drug and alcohol testing requirements on its employees who holds a common driver's licenses and who operates commercial motor vehicles as part of their job responsibilities. The U.S. Department of Transportation ("DOT") has interpreted these federal regulations to require the same drug and alcohol testing requirements for students who operate commercial motor vehicles in training programs.

In order to comply with these DOT regulations, LCCTC has adopted a drug and alcohol testing program that requires both LCCTC employees and students who operate commercial motor vehicles as part of their employment and/or their course of study to comply with the drug and alcohol testing and other requirements set forth in this policy.

If DOT regulations regarding the drug and alcohol testing of individuals operating commercial motor vehicles are amended, LCCTC's testing protocols shall be modified to ensure continued compliance with those regulations until such time as this policy can be reviewed and revised by the Joint Operating Committee. This policy shall also be interpreted in manner to ensure that alcohol and drug testing protocols required by this policy complies with the DOT drug and alcohol testing regulations.

## **I. DEFINITIONS.**

**“Alcohol”** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular alcohols including methyl and isopropyl alcohol.

**“Alcohol use”** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

**“Alcohol test”** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

**“Commercial motor vehicle”** means a motor vehicle owned, leased or otherwise controlled by LCCTC that meets any of the following criteria: (1) has a gross weight rating of 26,001 or more pounds; (2) has a gross combined weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,001 pounds; (3) is designed to transport 16 or more passengers, including the driver; or (4) a school bus as defined in this section.

**“CDL”** means a commercial driver's license.

**“CTP”** means the Commercial Trucking Program operated by LCCTC.

**“DOT”** means the U.S. Department of Transportation.

**“Drug”** shall have the meaning assigned by 21 U.S.C. § 802, and includes all substances listed on Schedules I through V set forth in 21 C.F.R. § 1308, as amended. The term drug shall include medical marijuana that may be lawfully prescribed to and possessed by an individual under Pennsylvania's Medical Marijuana Act, 35 P.S. § 10231.101 *et seq.*, or lawfully prescribed medications containing opioids which are prescribed to and possessed by an individual.

**“Drug test”** means drug testing performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: (1) marijuana, (2) cocaine, (3) opioids, (4) amphetamines and (5) phencyclidine (PCP).

**“Employee”** means an individual who possesses a valid CDL license, is employed by the LCCTC and operates a commercial motor vehicle as part of his/her job duties.

**“Individual”** means either a student or employee covered by this policy.

**“LCCTC premises”** means all property, project sites, buildings, structures, grounds and parking lots as well as cars, trucks and other motor vehicles owned, leased, controlled or otherwise utilized by LCCTC for purposes of its educational programs.

**“MRO”** means Medical Review Officer who is a licensed physician responsible for receiving and reviewing laboratory results generated by LCCTC’s drug testing program and evaluating medical explanations for certain drug test results.

**“Student”** means a person applying for admission, or who is already admitted, as a student who will operate a commercial motor vehicle in either LCCTC’s CTP or Heavy Equipment program. The term also includes a student who successfully completed LCCTC’s CTP or Heavy Equipment Program in the preceding six months, and operates a LCCTC commercial motor vehicle as part of a refresher course.

**“Refuse to cooperate”** means to obstruct the collection or testing process, to submit an altered, adulterated or substitute sample or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

**“Reasonable suspicion”** means circumstances, workplace conditions or an individual’s behavior indicating alcohol or drug use. It includes, but is not limited to, the following circumstances:

1. observable phenomena, such as direct observation of alcohol or other drug use and/or the physical symptoms of being under the influence;
2. a pattern of abnormal conduct, incoherent mental state or erratic behavior that is otherwise unexplained;

3. arrest or conviction for a drug-related offense or the identification of an individual as the focus of a criminal investigation into illegal drug possession, use or trafficking;
4. information provided either by reliable and credible sources or independently corroborated;
5. newly-discovered evidence that an individual has tampered with a previously-administered drug urinalysis test; and
6. other actions, conduct or misfeasance that provide reasonable suspicion that an individual may be under the influence.

**“School Bus”** means a motor vehicle designed to carry 11 passengers or more, including the driver, and used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to these schools or school-related activities.

**“Testing”** means the use of any substance measurement or detection test that detects or infers the presence, past or present, of alcohol and/or a drug in a specimen collected from an individual.

**“Under the influence”** means that an individual is affected in any detectable manner by alcohol, one or more other drugs or any combination thereof. Symptoms of influence may be demonstrated by misbehavior, impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance, or other observable factors. A determination of influence can be established by a professional opinion, a scientifically valid test, or the opinion of a layperson trained in substance abuse evaluations. With respect to test results, an individual shall be deemed under the influence of drugs if he/she tests positive for use of such drug(s). In the absence of any observable symptoms of intoxication, an individual shall be deemed under the influence of alcohol if his/her test result reveals a blood alcohol content of .04%.

**“Work-related accident”** means any incident occurring during instructional or work time or while on LCCTC premises involving personal injury or significant damage to property, which could be attributable, in whole or in part, to human error.

## **II. COVERED INDIVIDUALS**

Any person who falls within the scope of the definitions of the terms “individual,” “student” or “employee” shall be subject to the prohibitions and drug and alcohol testing requirements of this policy.

A student shall be considered an employee for purposes of reporting required information to the FMCSA Clearinghouse results in compliance with the DOT regulations.

## **III. GENERAL PROHIBITIONS.**

The following shall be considered “prohibited conduct” for purposes of this policy:

1. No employee or student shall report to and/or remain on LCCTC premises while having an alcohol concentration of .02 or greater.
2. No employee or student shall be report to and/or remain on LCCTC premises or operate a commercial motor vehicle in the possession of alcohol or a drug.
3. No employee or student shall use alcohol while on LCCTC premises or while performing safety-sensitive functions.
4. No employee or student shall perform safety-sensitive functions as part of educational program and/or employment within four (4) hours after alcohol use.
5. No employee or student required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.
6. No employee or student shall refuse to submit to a post-accident, a random, a reasonable suspicion, return-to-duty, or a follow-up breath alcohol or drug urinalysis test.
7. No employee or student shall perform or continue to perform safety-sensitive functions after being directed to cease doing so by LCCTC.
8. No employee or student shall perform safety-sensitive functions when the individual uses any drug (as defined in this policy), except when the drug use is pursuant to the instructions of a licensed medical practitioner who is familiar with the individual’s medical history and has advised the individual that the drug does not adversely affect the individual's ability to operate a commercial motor vehicle. This exception to the general prohibition against drug use shall not extend to medical marijuana, which is strictly prohibited under this policy.
9. All employees and students are prohibited from possessing, selling or transferring drugs (including medical marijuana or lawfully prescribed medication containing opioids) or alcohol while on LCCTC premises.

If the LCCTC has actual knowledge or has reason to believe that an employee or student has engaged in any of the above prohibited conduct, the LCCTC shall: (a) prohibit an individual from operating or continuing to operate a commercial motor vehicle; (b) determine whether an individual is required to submit to reasonable suspicion or post-accident drug and/or alcohol testing under this policy; and (c) take appropriate disciplinary action, which may include a removal from an educational program or dismissal from employment. Nothing in this policy is intended to restrict LCCTC’s disciplinary authority

under other Joint Operating Committee policies that address any employee or student conduct involving alcohol and/or drugs.

#### IV. TYPES OF TESTS.

The LCCTC requires students and employees to undergo four types of testing for drug and/or alcohol use: (1) pre-enrollment testing (drugs urinalysis test only), (2) post-accident testing, (3) random testing, and (4) reasonable suspicion testing.

1. **Pre-Enrollment/Pre-Employment Drug Testing.** As a condition of enrollment and/or employment, all student or employee applicants must submit to a drug test.
  
2. **Random Testing.** The LCCTC conducts random drug and alcohol testing of students and employees in compliance with the DOT regulations for random drug urinalysis testing. The LCCTC or its agents will submit all students and employees to a random selection system. The random selection system provides an equal chance for each student and/or employee to be selected for such testing each time random selection occurs. Random selection, by its very nature, may result in a student or employee being selected successively or more than once while subject to the requirements of this policy. Alternatively, some students and employees may not be selected while subject to the requirements of this policy.

If a student or employee is selected at random for either drug or alcohol testing, a LCCTC official or its testing vendor will notify the individual. Once notified, every action the individual takes must lead to a collection of a test sample. If the individual engages in conduct which does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to submit to a test.

3. **Post-Accident Testing.** If a student or employee operates a commercial motor vehicle, and is involved in an accident, he or she will be subject to post-accident drug and alcohol testing if:
  - a. the accident involves a fatality;
  
  - b. one of the motor vehicles involved in the accident must be towed from the scene AND the individual receives a moving violation citation arising from the accident; or
  
  - c. anyone involved in the accident suffers bodily injury and requires immediate medical treatment away from the scene AND the individual receives a moving violation citation arising from the accident.

Following any accident, the student or employee shall remain readily available for post-accident testing. LCCTC will give the student or employee an information card setting forth certain instructions for post-accident drug and alcohol testing. The student or employee shall follow the instructions contained on the information card as well as any additional instructions which come from the LCCTC or its representatives.

The DOT requires that any time a post-accident drug or alcohol tests are required, the tests must be performed as soon as possible following the accident. If no alcohol test collection sample can be made within eight (8) hours, attempts to collect a breath sample shall cease. If no urine collection for drug testing can be obtained for purposes of post-accident drug testing within thirty-two (32) hours, attempts to make such collection shall cease.

In the event that federal, state or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for drug use following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable DOT requirements. The student or employee shall sign a release allowing the LCCTC to obtain the test results from federal, state or local officials.

In the event a student or employee is so seriously injured that an individual cannot provide a urine or breath specimen at the time of the accident, the individual must provide necessary authorization for the LCCTC to obtain hospital records or other documents that would indicate whether there were drugs or alcohol in the individual's system at the time of the accident.

4. **Reasonable Suspicion Testing.** Reasonable suspicion for requiring a student or employee to submit to drug and/or alcohol testing shall be deemed to exist when an individual manifests physical or behavioral symptoms or reactions commonly attributed to the use of drugs, alcohol and/or a combination thereof. A reasonable suspicion determination must be based upon specific, contemporaneous, articulable observation concerning an individual's appearance, behavior, speech, odor or indication of drug withdrawal effects. Such student or employee conduct relied upon for a reasonable suspicion determination must be witnessed by LCCTC personnel who has been trained to identify drug or alcohol abuse.

## **V. REFUSAL TO COOPERATE WITH OR SUBMIT TO A TEST.**

Refusal to cooperate with and/or submit to the types of drug and alcohol tests required by this policy will be grounds for a student's removal from his or her educational program, or an employee's dismissal from employment. A refusal to cooperate with and/or submit to a test is defined as an individual's conduct which would obstruct or prevent the proper administration of a test, and includes any of the following conduct:



- a. failure to appear for any test (except pre-admission or pre-employment testing) within a reasonable time, as determined by LCCTC, after being directed to do so by LCCTC;
- b. failure to remain at the testing site until the test is complete;
- c. failure to provide a urine specimen for a drug test required by this policy;
- d. failure to permit the observation or monitoring of an individual's provision of a specimen when such direct observation or monitoring is required for the collection in a drug urinalysis test;
- e. failure to provide a sufficient amount of urine when directed, and it has been determined through a required medical evaluation, that there is no adequate medical explanation for the failure;
- f. failure or declining to take a second test LCCTC or the collector has directed the individual to take;
- g. failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
- h. failure to cooperate with any part of the testing process; or
- i. is reported by the MRO as having a verified adulterated or substitute test result.

A student or employee shall not be considered to have refused to submit a urine specimen for drug testing, if the individual fully complies with the "shy bladder" protocol addressed in section VIII(A)(1)(f) of this policy.

## **VI. SAFETY-SENSITIVE FUNCTIONS.**

DOT regulations specify that students and employees must not use alcohol or drugs when performing safety-sensitive functions, nor perform safety-sensitive functions within four (4) hours of using alcohol. A student and/or employee performs a safety-sensitive functions when:

- 1. waiting to operate a commercial motor vehicle as part of employment or participate in an educational program;
- 2. performing pre-trip inspections, servicing or conditioning a commercial motor vehicle;
- 3. driving a commercial motor vehicle;
- 4. in or upon a commercial motor vehicle;

5. remaining ready to operate a commercial motor vehicle;
6. loading or unloading a commercial motor vehicle or supervising or assisting in such activities;
7. performing duties and services at an accident scene; or
8. repairing, getting help, or staying with a disabled commercial motor vehicle.

## **VII. ALCOHOL TESTS.**

In the event an individual's alcohol test reveals a blood alcohol content of **.02 to .0399**, the individual shall be prohibited from being in, operating or continuing to operate a commercial motor vehicle or perform safety-sensitive functions for at least 24 hours following the administration of the alcohol test. Individuals with tests indicating a blood alcohol concentration of **.04 or greater** are considered to have engaged in prohibited conduct which shall result in a student's immediate removal from the educational program, or an employee's dismissal from employment. All alcohol tests shall be performed just prior to, during or just after duty.

## **VIII. SPECIMEN COLLECTION PROTOCOLS.**

The collection of all specimens for testing shall take place on LCCTC premises or a prearranged location by qualified personnel in accordance with DOT regulations.

All specimen collection shall be in accordance with DOT regulations. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each individual, and those procedures shall follow federal chain-of-custody guidelines. Every reasonable effort shall be made to maintain the dignity of each individual submitting a specimen for analysis in accordance with these procedures.

### **A. Drug Test Administration**

1. **Urine Collection:** LCCTC's designator collector shall notify an individual of a required drug urinalysis test. The collector will provide the individual with written notification of the test and chain of custody and control form ("CCF") which must be taken to the collection site. During the collection process, the collector will:
  - a. verify the identity of the individual using a current valid photo ID;
  - b. ask the individual to remove unnecessary garments and to empty your pockets;

- c. instruct the individual to wash and dry their hands;
  - d. select a sealed collection kit and open it in the individual's presence;
  - e. request the individual provide a urine specimen by urinating into the provided collection container. The individual shall be afforded privacy for urination, unless the collection must be observed when the collector has reason to believe that an individual may attempt to adulterate or substitute a specimen or the MRO directed an observed collection;
  - f. An individual may be required to stay in the collection area for up to three (3) hours, if an individual is unable to provide 45 mL of urine on the first attempt ("shy bladder" protocol) and:
    - i. the collector will offer the individual up to 40 ounces of water during the period and urge the individual to drink
    - ii. the collector will ask the individual to provide a new urine sample into a new collection container
    - iii. if an individual does not provide a sufficient specimen within 3 hours, the individual must obtain a medical evaluation at his/her own cost within 5 days to determine if there is an acceptable medical reason for the insufficient sample and provide that documentation to the MRO. If the MRO determines that there is no legitimate medical reason, this will be considered a refusal to test.
  - g. check the color and temperature of the urine specimen;
  - h. in the individual's presence, the collector shall pour the urine specimen into two separate containers; seal them with tamper-evident tape and ask the individual to signed the seals after they are placed on the containers.
  - i. ask the individual to provide his/her name, date of birth and telephone on the MRO copy of the CCF form.
  - j. complete the necessary documentation of the test facility copy of the CCF;
  - k. give the individual the employee copy of the CCF;
  - l. package and ship the specimen containers to the laboratory;
  - m. advise the individual to bring the employee's copy of the CCF back to the LCCTC to verify the completion of the collection process
2. **Laboratory Test:** After the urine specimen is received by the laboratory, the laboratory staff will:
- a. examine the specimen containers for flaws, flawed specimens will be rejected for testing;
  - b. open one specimen container and conduct a screening test:
    - i. if the screening test is negative, the specimen will be reported as negative to the MRO.
    - ii. if the screening test finds the specimen is adulterated or substituted, the specimen will be reported as adulterated or substituted to the MRO.
    - iii. if the screening test is positive, the specimen will be analyzed again using a completely different testing methodology, called a confirmation test.
  - c. If the confirmation is negative, the specimen will be reported as negative to the MRO.
  - d. If the confirmation is positive, the specimen will be reported as positive to the MRO.
  - e. If the lab test on the first specimen container is positive, adulterated or substituted, the laboratory shall store the first and second specimen containers for 12 months.

3. **MRO Review:** The MRO shall review each laboratory test result and will rule out legitimate medical explanations before verifying any non-negative laboratory result. After the receiving the laboratory test result, the MRO will:
  - a. review the laboratory testing paperwork for accuracy;
  - b. if the laboratory test result is negative, report a negative test result to the LCCTC;
  - c. if the laboratory test result is positive, adulterated or substituted, contact the individual to conduct an interview to determine if a legitimate medical reason exists for the laboratory test result;
  - d. after consultation with the individual, the MRO will report a positive laboratory test, unless acceptable medical documentation is provided to the MRO establish a legitimate medical reason to which warrants the reporting of a negative test;
  - e. after consultation with the individual, the MRO will report an adulterated or substituted laboratory test result as a refusal to test, unless acceptable medical documentation is provided to the MRO establish a legitimate medical reason to which warrants the reporting of a cancelled test result;
  - f. if the laboratory test result is positive, adulterated or substituted, and the individual refuses to discuss the test results with the MRO, the MRO will report that positive or non-negative test to LCCTC; and
  - g. inform the individual that he/she has 72 hours from the time of the verified test result to request the MRO have the second specimen container sent to another laboratory for testing.

B. **Alcohol Test Administration**

1. **Screening Test:** LCCTC's designated tester shall notify the individual of the required alcohol test. The designated test shall provide the individual with written notification of the test. During the testing process, the designated tester will:
  - a. verify the identity of the individual using a current valid photo ID;
  - b. complete Step 1 on the BAT form;
  - c. ask the individual to sign Step 2 on the BAT form; refusal to sign shall be deemed a refusal to test;
  - d. conduct the screening test using either saliva or breath testing device;
  - e. show the screening test result to the individual and record the result on the testing form;
  - f. if the test result is less than .02, the result is negative and will provide the individual with a copy of the test results;
  - g. if the test results in .02 or great, the individual will be required to take a confirmation test.
2. **Confirmation Test**
  - a. an individual will be required to wait at least 15 minutes, but no more than 30 minutes, before a confirmation test is conducted;
  - b. an individual cannot leave the testing area or eat, drink, smoke, belch or place anything in his or her mouth during the waiting period;

- c. the confirmation test will be considered the final result, and the BAT will date and sign the BAT form with the test result;
- d. if the test result is less than .02, the result is negative and will provide the individual with a copy of the test results;
- e. if the test results in .02 or greater, the BAT notify the LCCTC and the individual will not be permitted to operate a motor vehicle or return to work or an educational program
- f. if the test result is between .02 and .039, an individual cannot perform safety-sensitive duties for at least 24 hours and may be subject to disciplinary action.
- g. if the test result is .04 or higher, the result is a positive test.

## **IX. CONFIDENTIALITY.**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential as required by law and maintained in secure files separate from normal student and/or employee files. Such records and information may be disclosed to appropriate LCCTC personnel on a need-to-know basis and may also be disclosed where relevant to a legal claim or other proceeding initiated by or on behalf of an applicant, student or employee.

Nothing in this section shall prevent LCCTC from fulfilling its duties to report personal information concerning a student or employee to the FMCSA Clearinghouse to comply with DOT regulations (as explained below in section XIII of this policy).

## **X. POLICY NOTIFICATION/EDUCATIONAL MATERIALS.**

All students and employees shall receive educational materials explaining the requirements of DOT regulations and of this policy. Materials will be distributed to each employee and students prior to the start of alcohol and drug testing. LCCTC shall provide VTTALC with written notification of the availability of these educational materials.

All students and employees shall sign a statement certifying that he or she has received a copy of the educational materials. The original copy of the signed certification shall be maintained by LCCTC, and a copy provided to the student or employee.

## **XI. INSPECTIONS.**

The LCCTC reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All individuals may be asked to cooperate in inspections of their persons, work areas, and property (such as tool boxes, car trunks or briefcases) when reasonable suspicion exists that those areas might conceal drugs, alcohol or other contraband. Individuals who possess such contraband or refuse to

cooperate in such inspections are subject to appropriate discipline, up to and including immediate removal from the CTP or dismissal from employment.

## **XII. TRAINING.**

The LCCTC shall ensure that its personnel designated to determine whether reasonable suspicion exists to require an individual to undergo testing receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of drugs.

## **XIII. FMCSA CLEARINGHOUSE**

Beginning January 6, 2020, LCCTC shall report any of the following incidents involving a student and/or employee to the FMCSA Clearinghouse in the manner prescribed by the DOT regulations:

1. a verified positive, adulterated or substituted drug urinalysis test result;
2. an alcohol confirmation test with a concentration of 0.04 or higher;
3. a refusal to submit to a random, post-accident or reasonable suspicion drug or alcohol test;
4. LCCTC's actual knowledge of student or employee engaged in:
  - i. on-duty alcohol use
  - ii. pre-duty alcohol use
  - iii. alcohol use following an accident
  - iv. prohibited drug use
5. a substance abuse professional report of the successful completion of the return-to-work process;
6. a negative return-to-duty test; or
7. LCCTC's report of completion of a follow-up testing.

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( <https://www.fmcsa.dot.gov> )

## PART 382

### Section § 382.103: Applicability

Below are the available interpretations for the given section. To return to the list of parts, use the Parts link above. The menu to the left provides a full list of sections that have interpretations. To view interpretations for a different section, click on the menu item.

The regulations text of the section can be found on the eCFR website. To view the regulations text, use the link below. For assistance, please send an email to FMCSA. [Webmaster@dot.gov](mailto:Webmaster@dot.gov) [View regulations for Part 382](#) <sup>(11)</sup>

- [Guidance Q&A](#) <sup>(15)</sup>

**Question 1: Are intrastate drivers of Commercial Motor Vehicle (CMV)s, who are required to obtain CDLs, required to be alcohol and drug tested by their employer?**

**Guidance:** Yes. The definition of commerce in 382.107 is taken from 49 U.S.C. Section 31301 which encompasses interstate, intrastate and foreign commerce.

**Question 2: Are students who will be trained to be motor vehicle operators subject to alcohol and drug testing? Are they required to obtain a CDL in order to operate training vehicles provided by the school?**

**Guidance:** Yes. §382.107 includes the following definitions: Employer means any person (including the United States, a State, District of Columbia or a political subdivision of a State) who owns or leases a Commercial Motor Vehicle (CMV)s or assigns persons to operate such a vehicle. The term employer includes an employer's agents, officers and representatives. Driver means any person who operates a Commercial Motor Vehicle (CMV)s. Truck and bus driver training schools meet the definition of an employer because they own or lease Commercial Motor Vehicle (CMV)s and assign students to operate them at appropriate points in their training. Similarly, students who actually operate CMVs to complete

their course work qualify as drivers. The CDL regulations provide that “no person shall operate” a Commercial Motor Vehicle (CMV)s before passing the written and driving tests required for that vehicle (49 CFR 383.23(a)(1)). Virtually all of the vehicles used for training purposes meet the definition of a CMV, and student drivers must therefore obtain a CDL.

**Question 3: Are part 382 alcohol and drug testing requirements applicable to firefighters in a State which gives them the option of obtaining a CDL or a non-commercial class A or B license restricted to operating fire equipment only?**

**Guidance:** No. The applicability of part 382 is coextensive with part 383-the general CDL requirements. Only those persons required to obtain a CDL under Federal law and who actually perform safety-sensitive duties, are required to be tested for drugs and alcohol. The FHWA, exercising its waiver authority, granted the States the option of waiving firefighters from CDL requirements. A state which gives fire fighters the choice of obtaining either a CDL or a non-commercial license has exercised the option not to require CDLs. Therefore, because a CDL is not required, by extension part 382 is not applicable. A firefighter in the State would not be required under Federal law to be tested for drugs and alcohol regardless of the type of license which the employer required as a condition of employment or the driver actually obtained. It is the Federal requirement to obtain a CDL, nonexistent in the State, that entails drug and alcohol testing, not the fact of actually holding a CDL.

**Question 4: An employer or State government agency requires CDLs for drivers of motor vehicles: (1) with a GVWR of 26,000 pounds or less; (2) with a GCWR of 26,000 pounds or less inclusive of a towed unit with a GVWR of 10,000 pounds or less; (3) designed to transport 15 or less passengers, including the driver; or (4) which transport HM, but are not required to be placarded under 49 CFR part 172, subpart F. Are such drivers required by part 382 to be tested for the use of alcohol or controlled substances?**

**Guidance:** No. Part 382 requires or authorizes drug and alcohol testing only of those drivers required by part 383 to obtain a CDL. Since the vehicles described above do not meet the definition of a Commercial Motor Vehicle (CMV)s in part 383, their drivers are not required by Federal regulations to have a CDL.

**Question 5: Are Alaskan drivers with a CDL who operate Commercial Motor Vehicle (CMV)s and have been waived from certain CDL requirements subject to controlled substance and alcohol testing?**

**Guidance:** Yes. Alaskan drivers with a CDL who operate Commercial Motor Vehicle (CMV)s are subject to controlled substances and alcohol testing because they have licenses marked either “commercial driver’s license” or “CDL.” The waived drivers are only exempted from the knowledge and skills tests, and the photograph on license requirements.



**Question 6: Do the Federal Highway Administration (FHWA)'s alcohol and controlled substances testing regulations apply to employers and drivers in U.S. territories or possessions such as Puerto Rico and Guam?**

**Guidance:** No. the rule by definition applies only to employers and drivers domiciled in the 50 states and the District of Columbia.

**Question 7: Which drivers are to be included in a alcohol and controlled substances testing program under the Federal Highway Administration (FHWA)'s rule?**

**Guidance:** Any person who operates a Commercial Motor Vehicle (CMV), as defined in §382.107, in intrastate or interstate commerce and is subject to the CDL requirement of 49 CFR part 383.

**Question 8: Is a foreign resident driver operating between the U.S. and a foreign country from a U.S. terminal for a U.S.-based employer subject to the Federal Highway Administration (FHWA) alcohol and controlled substances testing regulations?**

**Guidance:** Yes. A driver operating for a U.S.-based employer is subject to part 382.

**Question 9: What alcohol and drug testing provisions apply to foreign drivers employed by foreign motor carriers?**

**Guidance:** Foreign employers are subject to the alcohol and drug testing requirements in part 382 (see §382.103). All provisions of the rules will be applicable while drivers are operating in the U.S. Foreign drivers may also be subject to State laws, such as probable cause testing by law enforcement officers.

**Question 10: Are volunteer drivers subject to alcohol and drug testing?**

**Guidance:** Yes. The applicability of Part 382 is coextensive with Part 383. The definition of "driver" in §382.107 and the definition of "employee" in §383.5 both include "any" operator or person who operates a commercial motor vehicle. There is no exception for volunteer drivers. They are included in the scope and intent of the definition of "commerce" (in both §382.107 and §383.5), because their functions "affect trade, traffic, and transportation." The question of whether or not they are compensated is irrelevant.

U.S. DEPARTMENT OF TRANSPORTION  
Federal Motor Carrier Safety Administration  
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- {13} <https://www.fmcsa.dot.gov/print/print/regulations/title49/section/382.103?guidance>
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- {17} <http://www.gpo.gov/>
- {18} <http://ECFR.gpoaccess.gov>

### **ADA/EOE/Nondiscrimination Information**

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color religion, ancestry, national origin sex, sexual orientation, age or disability in its program or activities and provides equal access to the Boy Scouts and other designed youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

## **Thank you**

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Handbook Receipt Verification  
I have received and read this handbook  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

I have read and understand the FMCSA drug and alcohol policy.  
I understand the random, reasonable suspicion, post alcohol  
testing

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

We do not imply, promise, guarantee a CDL permit, CDL License, or a job. We provide you with proven material and training for you to study to take your permit test at PENNDOT for the permit, provide plenty of practice time with many styles of trucks and trailers. LCCTC for the CDL examine.

This class is NOT a 1 on 1, / 1 student to 1 instructor ratio. This class is designed to be provided in a group environment in accordance with the FMCSA ELD (Entry Level Driver Requirements) no more than a 4 student to 1 instructor ratio.

FMCSA Safety Regulations Part 391 Qualifications of Drivers, Subpart B Qualifications and Disqualifications of Drivers 391.11(b)(2)(3)

(b)(2) Driver can 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;

(3) Can, by reason of experience, training, or both safely operate the type of commercial motor vehicle he/she drives;

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX "A"**

**STUDENT ACKNOWLEDGEMENT**

This is to acknowledge receipt of [check applicable box(es)]:

\_\_\_\_ the LCCTC's Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles;

\_\_\_\_ the U.S. Department of Transportation pamphlet regarding CDL alcohol and drug testing.

I understand that it is my obligation as a condition of my enrollment and continued participation in Lancaster County Career & Technology Center's Commercial Trucking or Heavy Equipment Program to abide by all applicable provisions of its policy for Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles. I also understand that this policy does not modify in any manner the LCCTC's other policies that students are required to comply with while enrolled in the adult education programs.

I have reviewed the terms of the LCCTC policy for Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles and fully understand any violation of this policy may result in my removal as a student from my elected adult education program.

Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX "B"**

**EMPLOYEE ACKNOWLEDGEMENT**

This is to acknowledge receipt of [check applicable box(es)]:

\_\_\_\_\_ the LCCTC's Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles;

\_\_\_\_\_ the U.S. Department of Transportation pamphlet regarding CDL alcohol and drug testing.

I understand because I operate a commerce motor vehicle, as part of my job responsibilities, that it is my obligation as a condition of my employment with the Lancaster County Career & Technology Center to abide by all applicable provisions of its policy for Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles. I also understand that this policy does not modify in any manner the LCCTC's other policies that employees are required to comply with while they are employed by the LCCTC.

I have reviewed the terms of the LCCTC policy for Drug and Alcohol Testing for Individuals Operating Commercial Motor Vehicles and fully understand any violation of this policy may result in disciplinary action, including my immediate dismissal from employment.

Print name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_