

May 2025

Dear Student and Parent/Guardian,

Welcome to Lancaster County Career & Technology Center. I look forward to having you as a 2025-2026 student. The Introduction to Transportation Careers program is an introductory course in transportation that will allow you to learn fundamental trade skills and investigate career opportunities in transportation occupations.

We will study three occupational areas related to transportation: Auto Body, Auto Mechanics, and Small Engine Repair. Students can learn various tasks, including how to use tools and equipment and basic repair processes.

Report card grades will reflect evaluation in three areas: Knowledge (tests, quizzes, and bookwork), Daily Score (cooperation, dependability, initiative, safety, etc.), and Skill (lab work participation, work quality, and projects).

Each student will be expected to have safe work habits and appropriate behavior. CTC policies and rules will be strictly enforced to ensure all students have a safe and quality education. The program will initially provide safety glasses for each student. Each student is responsible for caring for and wearing them in the shop/lab area. Replacement safety glasses must be purchased if the original pair is lost or misused. Students will need a 2" 3-ring binder.

Cell phones are not allowed in the class and will be locked in the student's locker.

The school dress code requires all students to wear a uniform consisting of the following:

- Dark blue “Dickie” brand work pants These must be sized appropriately. Dark blue work pants should also be purchased at a local clothier.
 - Excessively baggy pants are prohibited due to safety concerns when operating machinery and equipment. Jeans and shorts are also not allowed.
- Maroon CTC shirt—short—and long-sleeve t-shirts, a Crew Sweatshirt, and a hooded sweatshirt are available. CTC shirts will be available for purchase online at www.lancasterctc.edu. A form showing how to order the shirts is enclosed.
 - No tank tops or sleeveless shirts are allowed.
- Leather work boots - Reinforced toe boots are preferred but not required.
 - No sneakers or casual boots containing nylon panels are allowed.

We strongly suggest that students purchase at least two pairs of pants and three shirts. Each student is responsible for maintaining a clean and appropriate uniform.

Please note that additional certifications may become available to the program and the student and may have a cost associated with them.

If you have any questions or concerns, please contact me at (717) 653-3000 ext.3048 or deby@lancasterctc.edu.

Sincerely,

Darell Eby

Introduction to Transportation Careers Instructor

