



Dear Student and Parent/Guardian,

Welcome to the Diesel Equipment Technology Program

I would like to take this opportunity to welcome you to the Diesel Equipment Technology Program at the Willow Street Campus of the Lancaster County Career & Technology Center.

Diesel Truck Technology is a challenging and rewarding field. The skills and knowledge you gain in this program will provide a solid technical foundation—whether your goal is to pursue employment directly after graduation or continue your education at the post-secondary level.

Program Overview

We will be going over:

General Shop Skills, Tools and Fasteners, Diesel Engines, Air Intake and Exhaust Systems, Cooling Systems, Fuel Systems, Electrical Systems, Suspension and Steering Systems, Preventive Maintenance, Brake Systems, Driveline Systems.

Required Student-Supplied Items

Diesel Technology – LCCTC Willow Street Campus

All entry-level Diesel Technology students must come prepared with the following:

- Leather Safety-Toe Work Shoes
Required for protection in the shop. Steel/composite-toe styles are acceptable. Available at most footwear stores.
- CTC T-Shirts or Crew-Neck Sweatshirts
No hoodies allowed. Info on approved styles/colors at www.lancasterctc.edu.
- Navy Blue “Dickies-Style” Work Pants
No jeans, sweatpants, or shorts. Available at local retailers.
- Safety Glasses
Must have side shields or wraparound design.
- First pair is free
- Replacements available in class for \$4 or
- Also available at Lowe’s, Home Depot, etc.
- If forgotten and have no safety glasses you will complete bookwork in the theory room

Need Help?

If you can’t purchase these items before school starts, please contact me. We’re here to help!

Safety, Uniform, and PPE Policy

All students must wear their safety shoes, school uniform, and safety glasses in the lab at all times—no exceptions. Arriving unprepared will result in loss of shop time and participation.

⚠ Mr. Hankins enforces a zero-tolerance policy for PPE and uniform violations.

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

Tool Kit Responsibility

Each student will receive a complete tool kit at the start of the year. A signed agreement by both student and parent/guardian will confirm the inventory is complete.

- Families are financially responsible for replacing any lost or damaged tools.
- Tools are Craftsman or Kobalt and carry lifetime warranties for manufacturer defects—not misuse, abuse, or loss.
- Unpaid tool replacement may delay graduation until resolved. And before full time CO-OP all tools must be accounted for before going full time CO-OP

Work Ethic, Hygiene, and Personal Appearance

Work ethic, safety, and hygiene are essential and impact your daily Work Ethic grade. Students are expected to:

- Keep hair tied back or above shoulder length.
- No hats in the building, but hats are allowed in the classroom to help restrain hair.
- Remove jewelry (rings, necklaces, etc.) before entering the shop—these items pose safety risks.

Diesel Technology Cell Phone Policy

Cell phones and personal electronics are strictly prohibited in the lab and classroom. A secure cell phone vault with charging ports (bring your own cord) is provided. Vault use is mandatory—no exceptions.

- If your phone is not placed in the vault, your daily Work Ethic score drops to 7/10.
- If your phone is seen in use, you will lose additional points until the score drops to 0/10 for the day.

This policy mirrors industry standards—many new mechanics have been terminated for cell phone use on the job. Our job is to prepare you for the real world, not just to pass a class. Time is valuable, and attention is critical. This is a competitive program with a waiting list, and repeated phone violations may result in removal from the program.

Work Ethic & Clean-Up Expectations

There are over 100 hands-on task sheets contributing to your grade. Doing the job right is only half the responsibility—how well you clean up and put away tools counts for 50% of your daily shop grade.

☒ You can complete a job 100% correctly, but if you leave a mess or don't put tools away, your score will be 50% for the task.

Cleanliness and accountability are professional expectations—some former students have lost jobs due to poor clean-up habits.

Program Expectations & Safety

Be ready on day one with the proper uniform, hygiene, and mindset. Students may refer to me as Mr. Hankins.

This class involves heavy lifting, getting dirty, and attention to detail. Expect 2 hours of classroom instruction per day, with the remainder spent in the shop.

We emphasize respect, equality, and a family-style environment—where every student is held to the same standard and encouraged to succeed.

Co-Op Opportunities & Certifications

The LCCTC offers Co-Op job placements for students who demonstrate excellent performance, attitude, and work ethic. I maintain connections with local businesses and will only recommend students who are truly ready for the responsibility.

CO-OP SCHEDULE

- November 25th (2 days)
- February 2nd (3 days)
- April 20th (5 days, NOCTI must be done and pass it. All Tasks must be done.

 Co-Op: A Privilege Earned Through Excellence At LCCTC, participation in Co-Op is a privilege, not a right. It must be earned through consistent professionalism, strong work ethic, and demonstrated technical ability. Please note: LCCTC does not guarantee job placement through the Co-Op program.

In collaboration with our Occupational Advisory Committee (OAC) members, and diesel teacher strongly recommend that Co-Op placements begin no earlier than February 2nd.

This ensures students have developed a solid foundation in the essential skills and tasks required for success in the industry. (a lot of the Employers will not hire without those fundamentals)

Our goal is to set every student up for long-term success—not just to find a job, but to start a career.

Certifications & Additional Costs

Some certifications offered during the program:

- OSHA 10
- PA Cat 3 state inspection License (only get one chance to pass the test otherwise you will have to take a night class and pay to redo course)
- Forklift License (small)
- A/C 609 License (cost \$19)
- Bendix Brake School (online)
- Timken Tech Series (online)

Cummins ISX online training offered (online material is self-paced and can take up to 3,000 hours to complete. will need hands on training outside the LCCTC program to make online valid)

We look forward to having you in class this fall!

If you have any questions before the school year begins, please contact the Guidance Office at the Willow Street Campus at  717-464-7050 ex: 7119

Sincerely,
Michael Hankins
Diesel Equipment Technology Instructor
LCCTC – Willow Street Campus