



Dear Student and Parent/Guardian,

### Welcome to the Diesel Equipment Technology Program

We 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 Equipment 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. Career readiness and Value-added Items like HVAC and Refer units.

### 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](http://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 book work in the theory room.

Need Help?

If you can’t purchase these items before school starts, please contact us. 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 and Mrs. Hummer enforce a zero-tolerance policy for PPE and uniform violations.

#### WILLOW STREET CAMPUS

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

## Safety First in the Diesel Shop

At LCCTC, safety is not optional—it's the law. According to Pennsylvania Career and Technical Education (CTE) regulations, every student must go through proper safety training before using any tools or equipment in the shop.

The first five weeks of school are all about orientation, safety, tool identification, and fasteners. This gives us time to go over expectations, teach you how to work safely, and make sure you're ready for hands-on work.

Before you're allowed to use any tools or work in the lab, you must pass a safety test with a 100% score. No exceptions.

We'll cover general and specific safety rules, walk through the shop together, and go over each tool the right way. You'll get handouts, demonstrations, and class discussions to help you learn. If you don't pass the test the first time, that's okay—we'll work with you until you do. The goal is to keep everyone safe.

This is serious. Accidents happen when people aren't prepared. That's why you won't step foot into hands-on shop work until the safety test is passed.

Let's start the year strong, stay safe, and learn the right way from day one.

### **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. Before full time CO-OP all tools must be accounted for and laptops must be turned in and in good working order.

### **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 prohibited in the lab and classroom. A secure cell phone vault with charging ports (bring your own cord) is provided.

- 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 90 hands on tasks contributing to your grade. And 189 days to get them done. That's 2.1 days per task. 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 the teachers as Mr. Hankins. and Mrs. Hummer.

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. We 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, a strong work ethic, and demonstrated technical ability. Please note: LCCTC does not guarantee job placement through the Co-Op program.

Before any student goes on CO-OP we will talk to the parent or guardian and your future employer before signing any paperwork. This ensures there is communication between all parties.

In collaboration with our Occupational Advisory Committee (OAC) members and diesel teachers, we 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. (Many 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 Category 3 state inspection license (One opportunity to pass the test, failure will require you take a night class and pay to redo course.)
- Forklift License (small)
- A/C 609 License (cost \$27)
- 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. Requires 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

Sincerely,

Michael Hankins 717-464-7050 ex: 7119

Kristina Hummer 📞 717-464-7050 ex: 7104

Diesel Equipment Technology Instructors  
LCCTC – Willow Street Campus

### Acknowledgment of Responsibility and Understanding

Please read the following information carefully. By signing below, both the student and parent/guardian acknowledge that they have read, understood, and accept the responsibilities outlined. This signature confirms agreement to uphold the expectations, rules, and guidelines provided as part of the Diesel Technology Program at LCCTC. (Please make a copy for your records too)

#### Student and Parent/Guardian Signatures:

Student Name (Printed): \_\_\_\_\_

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

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_