



LANCASTER COUNTY  
**CAREER & TECHNOLOGY**  
CENTER

Dear Introduction to Transportation Careers Student:

We are looking forward to the start of the 2026-2027 school year. As part of the Introduction to Transportation program, you will be learning auto mechanics, small engine repair, diesel theory and related topics. Students will have the opportunity to learn various tasks including tool and equipment use and basic repair procedures.

Report card grades will reflect evaluation in three areas: theory (tests and quizzes), employability(dependability, punctuality, cooperation, attitude, conduct, effort, etc.) and performance/productivity (workmanship).

In order to maintain a safe and productive environment, a dress code and strict lab rules are enforced. It is important that students behave appropriately, use appropriate language, and properly use tools and equipment. Student conduct, lab rules, and safety rules will be addressed during the first week of class. We provide textbooks, tool kits, and safety glasses. However, there are several items you need to acquire before the start of school.

1. Students are required to purchase navy blue work pants (to be purchased at **your choice of store.**) **Jeans and shorts are not permitted.** Pants must be properly sized. No baggy pants are allowed due to the safety when working with equipment, tools, and machines. Work clothes must be kept **clean** and **washed** regularly.
2. Maroon T-Shirts will be required (**information is enclosed where they must be purchased.**) We recommend that students purchase at least three shirts including one sweatshirt. You may want to size them so you can wear another shirt underneath in colder weather.
3. Work shoes (steel toed preferred) (**these can be purchased at your choice of store.**)
4. Pens and pencils—EVERY DAY!
5. Three ring binder and loose-leaf notebook will be provided. *WITHOUT YOUR NOTEBOOK AND PEN, YOU WILL BE CONSIDERED UNPREPARED FOR WORK FOR THE DAY AND YOUR EMPLOYABILITY GRADE WILL REFLECT THAT! YOU MAY ALSO LOSE SHOP PRIVILEGES.*

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

If you have any questions or concerns, please feel free to contact the personnel at the Willow Street Campus. (717) 464-7050.

Sincerely,

Mr. Donald Lingle  
Introduction to Transportation Careers Instructor

**WILLOW STREET CAMPUS**

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

Dear Parents and Guardians,

Safety is a priority of mine and of the Lancaster County Career and Technology Center. The following is a list of expectations we would like you as parents and guardians to be aware of for this upcoming school year.

**We DO Expect**

1. Proper attire and safety equipment: This should include three uniforms, boots, ID badge and eyewear. The first day of school your student is given a set of approved safety glasses. If they are misplaced, it is the student's responsibility to replace with a similar set of eyewear.
2. Come to class prepared to learn. This includes the student arriving with all assignments completed, writing utensils and a notebook/binder. We have theory lessons every day and taking notes is essential to success within the program.
3. Professional adult behavior: For your student and every other student in the program, this promotes a safe and effective teaming environment. There are more than 15 people in the shop at any given time and horseplay, childish behavior and lack of respect will not be tolerated.

**What Will NOT Be Permitted**

1. Personal electronics are not allowed to be used in the theory or shop area. There are no exceptions to this rule. This includes personal cellphones, gaming and media devices, mp3 players, iPod, tablets, etc. As much as we like to use technology within the classroom, it should only be used for educational purposes. Personal devices tend to cause too much disruption, get lost or stolen and cause safety issues. If any devices are brought on to the school premises, that device is solely the responsibility of the student and not the instructor.
2. Food is not permitted within the theory areas. An adequate lunch area is provided and is to be used only during designated lunch times. It is then and only then that students may eat purchased or packed lunch. It is the student's responsibility to lock up or secure their own lunch. This is to be done in the classroom lockers provided.

We want this year to be a positive and memorable year for your student. All of the above is intended to make that happen. Please help us by supporting our expectations of your student.

Thank you, Donald Lingle

Email: [dlingle@lancasterctc.edu](mailto:dlingle@lancasterctc.edu)

Phone (717)484-7050 EXT. 7107

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

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