

CCBC Commercial Vehicle Training Program

Information Packet

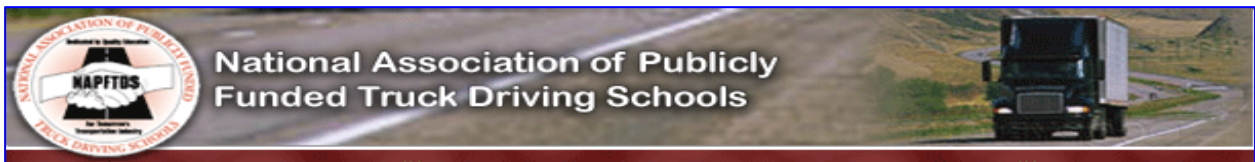


"Rolling Towards The Future"
Rolling Towards The Future



Effective: December 2011

The Community College of Baltimore County-Hunt Valley
11101 McCormick Road Suite 108
Hunt Valley, MD 21031
443-840-5835 Phone
410-329-1745-Fax
www.cbcmd.edu



**The Community College of Baltimore County
Commercial Vehicle Training Program – Fact Sheet –**

Key CCBC Contacts

Wanda Johnson (Assistant Coordinator)	443-840-5835 (Primary Information Contact) wjohnson@cCBCmd.edu
Kent Smedley (Director)	443-840-4585
CVT Fax Line:	410-329-1745
CVT Administration Address: (and classroom location)	CCBC Hunt Valley Attn: CVT/CDL Program 11101 McCormick Road Suite 108 Hunt Valley, MD 21031
Driving Range Address:	1000 Kembo Rd., Pasadena, MD 21226

Program Lengths/Costs

CDL Learner's Permit Preparation Course - 2 weeks (7 evenings in classroom)
Price: \$ 848 (\$858 Out of County Resident)

CDL-B 2 weeks (1 classroom 9 range and road)
Price: \$1848 (\$1858 Out of County Resident)

CDL-A 4 weeks 2 days classroom/18 day's range/road
CDL-A 10 weekends (Sat/Sun full days) consisting of 20 full day sessions
Price: \$ 2995 (\$3015 Out of County Resident)

CDL-A 4 week Upgrade from Class B 3 days classroom/17 day's range/road
Must have Class B License and CDL Class A Learners Permit to register
Price: \$ 2,516 (\$2,536 Out of County Resident)

Learners Permit Prep.

<u>Start Date</u>	<u>End Date</u>
12/19/11	01/05/12
01/23/12	02/01/12
02/20/12	02/29/12
03/26/12	04/12/12
04/23/12	05/02/12
05/21/12	05/31/12
06/18/12	06/27/12

CDL Class B

Bus/Heavy Straight Truck

<u>Start Date</u>	<u>End Date</u>		
12/13/11	01/03/12	Winter Break	12/23/11-01/01/12
01/17/12	02/01/12		
02/13/12	02/24/12		
03/12/12	03/23/12		
04/16/12	04/27/12		
05/14/12	05/25/12		
06/11/12	06/22/12		

CDL Class A 4 week

Or

**CDL Upgrade from
Class B to Class A**

Tractor Trailer Only

<u>Start Date</u>	<u>End Date</u>		
12/13/11	01/17/12	Winter Break	12/23/11-01/01/12
01/17/12	02/13/12		
02/13/12	03/09/12		
03/12/12	04/16/12	Spring Break	03/31/12 - 04/09/12
04/16/12	05/11/12		
05/14/12	06/11/12		
06/11/12	07/09/12		

CDL Class A 10 Weekends

Tractor Trailer Only

<u>Start Date</u>	<u>End Date</u>		
01/07/12	03/11/12		
03/24/12	06/17/12	Spring Break	03/31/12 - 04/09/12

**The Community College of Baltimore
Commercial Vehicle Training Program
FREQUENTLY ASKED QUESTIONS**

What number do I contact regarding more information, registration, billing arrangements, orientation or intake interviews?
443-840-5835

Do I need a CDL Learner's Permit to enroll in either the CDL-A or CDL-B program?

Yes, you must take the MVA's written test at a full service MVA location and obtain a MD CDL Learner's Permit with the appropriate endorsements. Note: You must have a valid, full MD driver's license (this does not include a Motorcycle License) to take the CDL test and must be at least 18 years old to obtain a CDL license for intrastate travel, and 21 for interstate travel. The MVA will also require a DOT physical card. When registering for any of our CDL training programs, you will be required to disclose your social security number.

What endorsements should I test for when obtaining my CDL Learner's Permit?

You should be tested on following knowledge test/endorsements:

CDL-A: General Knowledge, Air Brakes, Combinations (Mandatory)
Tanker, Doubles and Triples, and Hazmat (Optional)

CDL-B: General Knowledge, Air Brakes, Passenger, (Passenger for CDL Bus ONLY)

***You must obtain an 80% passing score on each required test

Note: CCBC's CDL-A or B training does NOT provide training for an 'S' (School Bus) endorsement

Does CCBC have a course I can take to help me prepare to write the MVA's CDL Learner's Permit test?

Yes, our CDL Learner's Permit preparation course is held over 7 sessions. It provides instruction in the areas to help you to write the LP test and the written tests for the applicable endorsements.

After you have passed the MVA written test and obtained your CDL Learner's Permit and the appropriate endorsements, you are eligible to enroll in either Commercial Vehicle Training Program. Remember, you must have a current DOT Physical Card when you go to the MVA to take the LP test.

Do applicants take drug screening?

Yes. This cost is included in your tuition.

How many instructional (clock) hours are in each program?

CDL-A 16 hours (classroom)/135 hours (range/road): 151 total hours

CDL-B 8 hours (classroom)/67 hours (class/range/road): 75 total hours

CDL Learner's Permit Preparation Course 28 hours (classroom): 28 total hours

What is the typical student to instructor ratio at CCBC's CVT program?

We have 4:1 ratio in our CDL-A program and usually a 6:1 ratio in our CDL-B program (range/road). We try to keep classroom ratios below 12:1.

When are classes held?

LP Prep Course Monday through Thursday 1st week (5:45 pm to 9:30 pm), Hunt Valley Center
Monday through Wednesday 2nd week (5:45 pm to 9:30 pm), Hunt Valley Center

CDL-A/Upgrade Monday and Tuesday classroom 1st two days 8:00 am to 5:00 pm, Hunt Valley Center
Monday- Friday: 700 am to 3:00 pm Range/road remaining 18 days, 1000 Kembo Road

CDL 10 Weekends (Sat/Sun full days) consisting of 20 full day sessions
Saturday and Sunday: 7:00 am – 3:00 pm

CDL-B Monday classroom 1st day 8:00 am to 5:00 pm, Hunt Valley Center
Monday- Friday: 700 am to 3:00 pm Range/road remaining 9 days, 1000 Kembo Road

Where are classroom sessions held?

CCBC Hunt Valley Center (Francis X. Kelly Center), 11101 McCormick Road, Hunt Valley MD

Where are range and road instruction carried out?

Our 14 acre CDL driving range is off exit 1 of I-695, near Ft Smallwood Road at 1000 Kembo Road. On-road instruction is carried out in a variety of locations and road-types.

Revised and Issued August 2010
Attendance Policy/ MVA Skills Testing Policy

A minimum of 80% attendance is required to receive a certificate of completion for this course. The rules are as follow:

****Lateness (:30 minutes)**

Second Lateness- verbal warning from Program Coordinator

Fourth Lateness -written, and final warning

Sixth Lateness- termination from program

****Attendance**

- Second absence: verbal warning from Program Coordinator, and, if applicable, the student's funding source will be notified.
- Third unexcused absence - merits removal from the program. If a student can show documented proof of excused absences, the student may be re-enrolled into the next available training program.
- Three consecutive absences without notification will be considered as program abandonment. Students will be removed from the program immediately.

D.O.T. DRUG SCREEN AGREEMENT

I voluntarily agree to complete an examination Drug Screen test.

I understand that I must pass the drug screen test in order to participate in the program.

I further agree to and understand that the College can, at any time, require me to complete a drug screen test at no additional cost to me.

MVA Skills/Road Testing Policy

CCBC – Community College of Baltimore County will conduct up to two (2) Motor Vehicle Administration (MVA) Skills Tests. If a student fails his/her 2nd MVA skills test, and wishes to be tested a third and final time, they must register in the next available CDL Review course at a cost of \$100.00 in county resident, and \$105.00 out of county resident.

The CDL Review course is a required half day session prior to a third and final exam, and the practice dates are available by appointment only. The retest practice exams will be scheduled from 7:00 am-11:00am or 11:00 am-3:00 pm Monday-Friday. Each of these time slots represents a half day session. This date will be assigned at the discretion of the instructor, and the availability of training equipment.

Students will not be allowed to take their third, and final MVA Skills test until the practice test has been completed.

If a student does not complete the CDL program, no monies will be refunded.

I have read the above information and understand the nature of The Community College of Baltimore County's MVA Testing, Drug Screening Policy, and Attendance Policy as it relates to the COMMERCIAL VEHICLE TRAINING PROGRAM.

If a student does not complete the CDL program, no monies will be refunded.

Commercial Driver's License Training

The Community College of Baltimore County

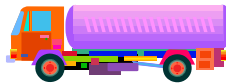
CCBC's Commercial Vehicle Training program includes different courses to prepare the student to obtain either a CDL-A or a CDL-B license. The licenses have available specific endorsements. The tests for all but the H endorsement require written tests when writing the Learner's Permit test. The following outlines the differences between each license.



CDL-A (tractor/trailer)

- You may drive: Any single combination of vehicles
- You may tow: Any trailer
- Available Endorsements:

- N (Tank Vehicle)
- H (Hazardous Materials with proper advance checks) See the attached special Hazmat procedures that require separate testing and application with the MVA.
- T (Double/triple trailer)



CDL-B (heavy straight truck/bus)



- You may drive: Motor vehicles of 26,001 lbs or more GVW
- You may tow: Trailers weighing 10,000 lbs or less
- Available Endorsements:
 - P (Passenger) Bus Only
 - H (Hazardous Materials with proper advance checks) See the attached new Hazmat procedures that require separate testing and application with the MVA.
 - N (Tank Vehicle)

NOTE:

1. The CCBC CDL-B Program does NOT provide training for an "S" (School Bus) endorsement and does not qualify you to drive a school bus after earning a CDL-B license upon completion of CCBC training.

COURSE OUTLINES
Community College of Baltimore County
Commercial Vehicle Training Programs

CDL – Class A Upgrade Program (2 courses required, 151 total clock hours)

CDL-A Classroom: Classroom and Pre-Trip (VOA 715)

This course prepares students to test for an A Level Maryland Commercial Drivers License (CDL-A). The course provides instruction in the preparation and maintenance of driver logs, map reading, trip planning and routing, and pre-trip inspections. Participants will also review important USDOT Federal Motor Carrier regulations that govern commercial drivers and carriers. Topics to be covered include driver log books; map reading; trip planning and routing; Hazmat routing; pre-trip inspections; USDOT regulations. The course provides instruction in the National Safety Council's Defensive Driving for Professional Truck Drivers program. Participants will also learn techniques for accident and breakdown avoidance, driver wellness, hours of service, and drug and alcohol regulations necessary to meet USDOT New Driver certification requirements.

Topics to be covered include defensive driving strategies and techniques; handling difficult driving conditions; accident and breakdown prevention; driver wellness; drug and alcohol; hours of service

Upon completion of this course, the student should be able to:

1. Complete and maintain an accurate driver log book
2. Read a map to determine road and highway designations that impact routing
3. Develop a trip plan that is both time and cost efficient
4. Explain the steps to complete a properly executed Pre-Trip Inspection
5. Describe a variety of USDOT Federal Motor Carrier regulations that apply to CDL-A drivers
6. Explain defensive driving strategies and identify ways to egress from dangerous situations
7. Describe the correct use of mirrors and the relationship between vehicle speed and road conditions
8. Describe techniques for driving under adverse conditions such as rain, snow, ice and heavy traffic
9. Explain the aspects of driver wellness and current federal requirements regarding hours of service

CVT Class A Range and Road Pre-Trip (VOA 716)

This course is designed to teach students skills necessary to safely operate a Class A commercial vehicle and contribute to the learning necessary to obtain an MVA Class A commercial driver's license. The course focuses on pre-trip activities, including brakes, suspension, tires and the engine compartment. Students will be introduced to fundamental vehicle operating and safety procedures, road skills, vehicle maneuvering and on-road operation in a variety of skill areas.

Topics to be covered include: Pre-trip inspections; straight-line parking; alley docking; blind side and sight side parking; up-shifting; and down-shifting, mirrors; right hand turns; left hand turns; limited access highway entering and exiting; speed control; road test preparation

Upon completion of this course, the student should be able to:

1. Conduct a thorough and complete vehicle Pre-Trip Inspection
2. Identify all functioning vehicle parts
3. Identify any vehicle defects
4. Recommend any necessary remedial or scheduled maintenance
5. Demonstrate successful parking techniques including straight line, alley docks, and both blind side and sight side situations
6. Demonstrate proper operation of the clutch
7. Demonstrate an ability to smoothly and properly down-shift and up-shift
8. Coordinate clutch, throttle and gearshift to maintain proper engine speed
9. Demonstrate the correct interpretation of images in both flat and convex mirrors
10. Complete and maintain an accurate driver duty log
11. Use turn signals and execute correctly both right and left turns into both single lane and two lane arteries
12. Navigate gaps and spaces in moving traffic
13. Demonstrate defensive driving maneuvers
14. Enter and exit a limited access highway in a safe and proper manner
15. Operate a Class A vehicle in a manner required to pass the Motor Vehicle Administration road test for licensure

CDL – Class B Program (2 courses required, 75 total clock hours)

Note: The Class B training does NOT include training/endorsements for school bus operation.

New CDL Driver Preparation and Safety

This course prepares students to test for a Maryland Commercial Drivers License. The course provides instruction in the National Safety Council's Defensive Driving for Professional Truck Drivers program. Participants will also learn techniques for accident and breakdown avoidance, driver wellness, hours of service, and drug and alcohol regulations necessary to meet USDOT New Driver certification requirements. Topics to be covered include defensive driving strategies and techniques; handling difficult driving conditions; accident and breakdown prevention; driver wellness; drug and alcohol; hours of service

Upon completion of this course, the student should be able to:

1. Explain defensive driving strategies and identify ways to egress from dangerous situations
2. Describe the correct use of mirrors and the relationship between vehicle speed and road conditions
3. Describe techniques for driving under adverse conditions such as rain, snow, ice and heavy traffic
4. Explain the aspects of driver wellness and current federal requirements regarding hours of service

CVT Class B Range

This course is designed to teach the skills necessary to pass the MVA's Class B Commercial Driver's License road examination. Students will learn the safe and efficient operation of a commercial straight truck (Class B) vehicle.

Note: The Class B training does NOT include training/endorsements for school bus operation.

Topics to be covered include: Pre-trip (exterior); Pre-trip (interior); safe-driving techniques; parking; turning; and controlling vehicle motion.

Upon completion of this course, the student should be able to:

1. Conduct a proper and complete pre-trip vehicle inspection
2. Demonstrate the ability to correctly operate all vehicle controls
3. Demonstrate the ability to accelerate smoothly in both directions
4. Complete all necessary and regulatory paperwork
5. Describe federal and state regulations governing the operation of commercial vehicles
6. Park the vehicle safely in blind side, right side and alley dock situations
7. Operate a Class B Bus vehicle in a manner required to pass the MVA road test for licensure

CDL Learner's Permit Preparation Course (28 Clock Hours)

This course teaches students the information necessary to earn a Commercial Driver's License (CDL) learner's permit. The student will examine off-road information that is required for the MVA's written examination to obtain either a CDL-A or CDL-B license with appropriate endorsements. Topics to be covered include general CDL knowledge; air brakes; tank truck operation; double and triple trailers; hazardous materials; passenger endorsements; test preparation.

Upon completion of this course, the student should be able to:

1. Prepare a plan to study for the written Maryland CDL Learner's Permit examination
2. Identify the correct procedure for handling hazardous materials
3. Interpret information in the training manuals and other materials
4. Describe and demonstrate an understanding of the operation of an air brake system
5. Explain requirements for a "passenger endorsement"

PROCEDURE OBTAINING CDL HAZMAT ENDORSEMENTS

Student Procedures

Step 1 (Orientation Session for Registered Students)

- If you are a driver in a state serviced by the TSA Agent, you may apply online at <http://hazprints.tsa.dhs.gov>, or contact a customer service agent, who can complete the application over the telephone, between 7am-9pm Eastern Monday-Friday at (877) 429-7746.
- Note: (students may take the written HazMat knowledge test when they obtain their CDL Learner's Permit)

Step 2 (Student takes application and check to a full-service MVA location)

- Student(s) appear at MVA Glen Burnie, Bel Air, Waldorf, Salisbury or Frederick at their scheduled date/time to submit their application for HazMat endorsement and fingerprint/background check. MVA staff processes application
 - Student **must bring** their application form, drivers license, check for \$93.25 (made out to "CJIS Central Repository") and an original government-issued birth certificate (or if not U.S. born, proof of Lawful Permanent US Residency, per page 2/section 2 of the HazMat Application)
- Student's finger print and background check is begun by DPSCS
 - Transportation Security Administration will make the final determination based on security threat assessment
 - This process typically takes 6 to 10 weeks after submitting fingerprints

Step 3 (Notification)

- TSA will notify student by letter of suitability for HazMat endorsement based on their security threat assessment
- Upon approval by TSA, the student must
 - Report to nearest full-service MVA office (appointment not required) to:
 - Students **must bring with them**
 - Letter from TSA
 - DOT Card
 - CDL Learner's Permit and/or full CDL License
 - Regular Drivers License
 - Obtain final HazMat endorsement

Note: It is the student's responsibility to confirm all Hazmat and background check procedures with the MVA to ensure his/her understanding of the most recent regulations and processes.

Potential Payment Options...

Direct Payment: Some students are in a position to write a check to pay for their training, or can put the training program cost on a credit card. CCBC accepts both methods; please call Wanda Johnson at 443-840-5835 to make arrangements.

For County Residents: The Baltimore County Department of Economic Development Bureau of Workforce Development provides an array of services for job seekers including career counseling, job placement assistance, resume development, short-term training, veterans' services, job search seminars and more. If you are presently unemployed, you may be eligible for a variety of services, which may include a training stipend to learn new occupational skills prior to re-entering the workforce. Please call BCOWD at 410-288-9050 (Eastpoint Center), 410-887-7940 (Hunt Valley Center) or 443-887-8912 (Liberty Center).

For City Residents: The Baltimore City Office of Employment Development manages a network of One Stop Career Centers around the City. City Residents may be access an array of services in these four One Stop Centers including GED classes, short-term training in their digital learning lab, resume development assistance, career counseling, job placement assistance and much more. If you are presently unemployed, you may be eligible for a variety of services, which may include a training stipend to learn new occupational skills prior to re-entering the workforce. For more information, call their local offices at 410-523-1060 (Northwest) or 410-396-9030 (Eastside) or 410-767-2148 (Baltimore Works).

For Carroll County Residents: Carroll Community College, Continuing Education and Training Office. For more information please call 410-386-8100.

Montgomery County Residents: Montgomery College Workforce Development & Continuing Education-CDL Program Office. For more information please call 240-567-2577

Prince Georges County Residents: Prince George's Community College Institute for Transportation & Distribution. For more information please call 410-772-4172.

Division of Rehabilitation Services: If you have a physical or emotional barrier to employment, you may be eligible to receive services and training through the Maryland State Department of Education, Division of Rehabilitation Services. Offices are located throughout the state. Please call 410-321-4044

Veterans: If you were injured while serving in the United States Armed Services, you may be eligible for vocational assessment and training stipends from the Division of Veteran's Affairs Baltimore Regional Office. Contact the Baltimore office at 31 Hopkins Plaza, Baltimore, Maryland 21201 to meet with a counselor and determine your eligibility for services and assistance. 1-800-827-1000