

WOR-WIC

COMMUNITY COLLEGE

Continuing Education and Workforce Development

COMMERCIAL TRUCK DRIVER TRAINING: CLASS B

Course Information and Registration Packet

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Community College
Truck Driver Training).*



WOR-WIC COMMUNITY COLLEGE STAFF FOR COMMERCIAL TRUCK DRIVER TRAINING

- Ruth Baker, Dean of Continuing Education and Workforce Development
- Lee Ann Shull, Director of Continuing Education and Workforce Development
- Melissa Davis, Administrative Associate
- Mark Mister, Lead Instructor/Coordinator
- Ben Ward, Range/Road Instructor

COMMERCIAL TRUCK DRIVER TRAINING—CLASS B

Thank you for your interest in the commercial truck driver training at Wor-Wic Community College. Our 220-hour course is designed to help qualified students gain the skills to be successfully employed as professional drivers. Enclosed is the upcoming training schedule, pricing, funding alternatives, and a one-page pre-registration. This course was developed to train individuals in the fundamentals of driving a Class B commercial vehicle. Emphasis is placed on preparing students to obtain a commercial driver license and gain employment in the trucking industry.

Today, truck drivers must be well trained to meet the increased demands of the modern, competitive transportation industry. Through classroom work, videos, and hands-on practice, participants will gain demonstrable knowledge in basic vehicle control, shifting, backing, docking, engaging safety techniques to avoid incidents, and managing various driving situations successfully.

In addition, vehicle operations, vehicle inspections, trip planning, accident reporting, logging hours of service to meet Department of Transportation regulations, handling hazardous materials safely, and lifestyle issues unique to the professional driver will be covered.

Successful students should be able to earn a Class B Commercial Vehicle License with air brakes, and hazardous materials endorsements. Anyone who earns a Class B license, with the above endorsements, can automatically drive a straight truck with a gross vehicle weight rating of over 26,000 pounds (this does not include passenger buses). Examples are large vans, dump trucks, cement mixers, tow trucks and tankers.

Prerequisites for entry into the training course include:

- 1) 18 years of age or older; (must be 21 years old to drive outside of Maryland);
- 2) A valid driver's license with no provisions;
- 3) A good driving record with no more than 3 points on your current record;
- 4) Certify that during the 2-year period immediately prior to applying for a CDL, you have not had:
 - More than one license or had any license suspended, revoked, or canceled;
 - Any conviction in any type of motor vehicle for major qualifying offenses including but not limited to a felony involving the use of a motor vehicle or more than one conviction in any type of motor vehicle for serious traffic violations;
 - Any violation of state or local law relating to motor vehicle traffic control arising in connection with any traffic accident;
 - Any conviction for driving under the influence of drugs or alcohol;
 - Any hit and run driving which resulted in injury or death;
- 5) Pass a Department of Transportation (DOT) physical exam and a drug screening with a confirmed negative (no refusal, adulterated, substituted, or dilute) result within 30 days of class;
- 6) Dependable transportation to, from, and during class;
- 7) Ability to attend class *Weekdays from 7:00 a.m.-5:30 p.m. (*See specific course schedule*)
- 8) Be able to read, write, and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make legible entries on reports and records;
- 9) Possess a positive attitude, strong work ethic, and a commitment to safe driving.

*Except holidays and night driving lessons

COURSE SCHEDULE COMMERCIAL TRUCK DRIVER TRAINING—CLASS B

Class B 2012 Schedule of Courses*

(additional courses will begin every eight weeks)

Days	Time	Dates	Orientation Date
Monday—Thursday	7 a.m. – 5:30 p.m.	1/4/2012 – 2/10/2012	12/12/2011
Monday—Thursday	7 a.m. – 5:30 p.m.	2/27/2012 – 4/6/2012	2/13/2012
Monday—Thursday	7 a.m. – 5:30 p.m.	4/23/2012 – 6/1/2012	4/9/2012
Monday—Thursday	7 a.m. – 5:30 p.m.	6/18/2012 – 7/27/2012	6/4/2012
Monday—Thursday	7 a.m. – 5:30 p.m.	8/20/2012 – 9/28/2012	8/6/2012
Monday—Thursday	7 a.m. – 5:30 p.m.	10/15/2012 – 11/27/2012	10/1/2012

NOTE: There will be at least one night driving lesson per class; your instructor will advise you of the date. Scheduling is subject to change. The college reserves the right to cancel courses or make changes due to unforeseen circumstances.



*The following holidays will occur during the regular schedule of classes: Labor Day, Thanksgiving, Martin Luther King's Birthday, Memorial Day, and Independence Day. Classes scheduled on any of these days may be made up on Fridays or by extending class beyond the scheduled ending date.

Class B to Class A Bridge Course: You must have a current/valid Class B license and a current/valid Class A learner's permit. Please call, 410-334-2815 to schedule your assessment and obtain schedule information. Bridge courses provide you with 80 hours of training and cost \$975 (in-state residents). Residents of DE and VA must pay an additional \$15.

***Upgrade from
Class B to Class A
in just two weeks!***

COMMERCIAL TRUCK DRIVER TRAINING—CLASS B

REGISTRATION INSTRUCTIONS

If you are interested in applying, please take the following steps:

- STEP ONE:** Complete the pre-registration form
- STEP TWO:** Obtain a copy of your current driving record from the Motor Vehicle Administration
- STEP THREE:** Secure your funding
- STEP FOUR:** Bring in or Mail your pre-registration form and current driving record to:
Office of Continuing Education and Workforce Development
/Truck Driver Training
Wor-Wic Community College, 32000 Campus Drive
Salisbury, Maryland 21804
Notification with registration information will be sent to applicants who meet the qualifications. Letters of non-acceptance will also be sent to applicants who do not meet the qualifications. Students who meet the qualifications will be accepted on a first-come, first-served basis.
- STEP FIVE:** Have a Dept. of Transportation (DOT) Physical and Drug Screening from an approved facility.
- STEP SIX:** Attend a mandatory orientation session (see page 3) to complete the required forms, obtain vital course information and meet the instructor.

COURSE COMPLETION REQUIREMENTS

Students must meet the following requirements in order to successfully complete the course:

- Meet the attendance requirement for the 220-hour course (attend at least 80 percent of the time)
- Obtain a Learner's Permit from the Motor Vehicle Administration (MVA) prior to the beginning of week three of your class.
- Achieve an average score of at least 70 percent on all tests, quizzes, and other assignments during each section
- Complete all assignments when required
- Successfully complete all range assessments
- Successfully complete all road assessments
- Pass the Commercial Driver License Skills Test at the Motor Vehicle Administration (MVA) and obtain your new Class B CDL

COMMERCIAL TRUCK DRIVER TRAINING—CLASS B

COST	
TUITION AND FEES (Payable to Wor-Wic Community College) Tuition \$100 and Fees \$2,615*	\$2,715
OTHER COSTS (APPROXIMATE) Department of Transportation (DOT) Physical--\$70 & Drug Screening--\$32	\$ 102
TEXTBOOKS (APPROXIMATE) Available at Wor-Wic Community College's bookstore on the campus Straight Truck Driver Handbook/Workbook \$50.00 Driver's Daily Logs (1) \$ 2.20 Federal Motor Carrier Safety Regulations Pocketbook \$ 3.55 Motor Carrier Atlas \$20.00	Approximately \$ 76
LEARNER'S PERMIT Motor Vehicle Administration	\$ 90
CDL TESTING All Maryland Motor Vehicle Administration (MVA) exam fees are \$20 each time after the initial exam is taken. (Note: for each retest after the third attempt, Wor-Wic Community College will charge an additional \$60, with the fee payable to the college, prior to scheduling the test). The truck driver training coordinator will schedule the test. Wor-Wic Community College's trucks are available only for the college's truck driver training students and only for testing at approved MVA/DMV locations in Maryland, Delaware, and Virginia.	
TOTAL ESTIMATED COST	\$2,985

**Fees are subject to change due to the rising cost of fuel, please call for current rates. (410-334-2815)*

NOTE: An additional \$40 fee for this course is required of students not living in Wicomico, Worcester, or Somerset counties. An additional \$60 fee for this course is required for students living in states other than Maryland.

REFUNDS

All requests for refunds must be received in writing in our office at least 24 hours prior to withdrawal from class. Refunds are based on the following: 100% prior to the first class, 80% prior to the second class, 60% prior to the third class, and 0% refund after the third class.

COMMERCIAL TRUCK DRIVER TRAINING

• FUNDING OPTIONS •

There are many ways in which you can finance this course, a number of which are mentioned below. Because acceptance into this course is required prior to registration, you do not need to provide payment with the pre-registration form at the back of this packet.

PERSONAL PAYMENT

Payments may be made by check, cash, money order, Visa, Discover, or MasterCard.

EMPLOYER PAYMENT & REIMBURSEMENT

Advance payments by company check are welcomed from employers who pay the tuition for its employees' tuition and fees at the time of registration. The college can also directly bill a company; mail or FAX (410) 334-2952 the completed registration form after the employee has been accepted in the course with a letter of authorization on company letterhead. Include the employee's name, course title, starting date of the course, total amount for tuition and fees, billing address, and signature of the person who is authorizing payment.

LOWER SHORE WORKFORCE ALLIANCE

Lower Shore Workforce Alliance administers several federal and state funded programs on the Eastern Shore. It is possible one of these programs could assist with your training expenses. Each program has rules and regulations for determining which population can be served and what types of training are available. The training offered is based on career goals and individual circumstances of each applicant. These programs are grants, not loans. To see if you qualify for any or part of this funding, contact Vanessa Satchell at:

(410) 341-8533 x 235

VETERANS ADMINISTRATION

The commercial truck driver's training course is approved by the Maryland Higher Education Commission for veteran's education benefits. To determine if you qualify, contact Fred Howard, the Veterans Coordinator in the Student Services office at Wor-Wic Community College at (410) 334-2882.

