KLAMATH
Community College

Program Mission:

Commercial Driving Program provides training to help students gain the qualifications to obtain a commercial driver's license (CDL) and job in the industry. Students will be able to earn a non-credit certificate from Klamath Community College.

Course Description:

This 5-week course has 40 hours of classroom instruction per week. Participation and attendance are mandatory. The course covers all of the aspects needed to safely operate a vehicle and complete a CDL drive test. Applicants will need to obtain and submit a copy of their DMV driving record showing their history of traffic accidents, violations, and or convictions (including DUI, license suspensions, etc.).

This course has a student cap of 12 students. Students will be entered into the program on a first come, first serve basis.

Prerequisites & Program requirements:

- High school graduate or GED equivalent
- Must be at least 18 years old, must be 21 years old to drive intrastate
- Have or meet the qualifications for an Oregon Driver License (non-commercial Class C)

Requirements to be completed during training:
- Pass a random Drug Screen & Background check (No refunds due to inability to pass background check/drug screen)

*Disclaimer: Although marijuana may be legal in the state of Oregon for adults over the age of 21, most providers do not allow it and therefore we cannot accept any student into the internship that tests positive for marijuana on their drug screen.

Schedule:

Our Commercial Driver's Training program is offered every term.

Monday-Friday, 8am-5pm

Course Supplies:
All supplies including a textbook is provided to all students.

Course Topics:

1. Entry-Level Driver Training

2. Pre-trip, Post trip inspections & Pre-test
3. Straight Line, Angles, and Offset Backing
4. Couple uncouple tractor trailer practice
5. Sliding Tandems and 5th wheels
6. Brake Adjustments and slack adjusters
7. Tire Chain Installations
8. All back maneuvers
9. Pre-test and Pre-trip
10. Shifting, turning, braking, acceleration, off tracking
11. Intersections, beginning traffic navigation
12. Uphill/ downhill shifting
13. Railroad crossing and safety zones
14. Driving through urban areas
15. Freeway driving on & off ramps
16. Mountain grades
17. City driving, weight stations

Course Cost: $5,795
Hazmat Endorsement: $86.95
Payment is due the first week of class. This class is not eligible for financial aid. A
payment plan is available in installments of three. *Please inquire with the Cashier's Office in Building 9.*

 Student Grant Options:

• **Community Benefits Navigator** Contact: Lalo Barraza **,**971-380-5120,
barraza@klamathc.edu. Provides support and assistance to KCC students regarding food
and housing, mental/physical health, childcare, employment, and funding.

• **Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant**
Veterans, Active Duty, and their families are eligible for full tuition support. Must have
DD-214 or Military ID. Contact: Denise Martinez, CE Coordinator, 541-880-2243,
ce@klamathcc.edu

 • **STEP Program at Klamath Community College**
Must be receiving SNAP benefits (food stamps).
Contact: Reynda Scobee, STEP Coordinator, 541-880-2343, Scobee@klamathcc.edu

• **STEP Program at Worksource**
Must be receiving SNAP benefits (food stamps). 30-day eligibility period
Contact: Tangie, Lead STEP Coordinator, Tangie.M.MCREYNOLDS@employ.oregon.gov
or visit Worksource to make an appointment.

• **Workforce Innovation Opportunity Act (WIOA) Federal Program at Worksource
& Klamath Works**
Must be receiving SNAP, TANF, SSI, Dislocated worker/displaced homemaker or low-
income. 30-day eligibility period

Contact: Cristy Rodriguez, WIOA Manager, 541-591-1881, cristy@klamathworks.com

- **Vocational Rehabilitation training funds**
Voc. Rehab assists individuals with disabilities for job placement that matches their skills, interest, and abilities.
Contact: Tammi 541-883-5614

Job Placement:

- A resume and cover letter class are included in this course. KCC also has a Career Center located in Building 4. They are able to provide job search assistance, resume, cover letter, and interviewing techniques.

Application/Registration Process:

- Please scan all documents in PDF version to ce@klamathcc.edu or make an appointment to submit your documentation in person.
- You will receive a letter of admissions to your email with next steps.

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Name

           (Last)   (First)   (Middle)

Phone Number

Email Address

Mailing Address Line 1

City   **State**   **ZIP**

Date of Birth   **Gender**   ☐ Male   ☐ Female

     MM/DD/YYYY

Marital Status ☐ Married ☑ Single **Ethnicity** ☑ Hispanic/Latino ☑ Not Hispanic/Latino

Race (check all that apply) ☑ African American/Black ☑ American Indian/Alaska Native ☑ Asian ☐ Pacific Islander ☑ White

Social Security Number

Providing your social security number is **not required for CommunityEducation**. If you plan to take credit classes and apply for Federal Financial Aid, it will be required.
In order to receive a refund, students must fill out an Add/Drop Form. Refunds are based on the following criteria: Students must drop prior to first class in order to receive refund.

Payment Options: (check one)   **Total Cost** **$5795**

☑ Credit Card   ☑ Enclosed Check   ☑ Enclosed Cash   ☑ I will make payment prior to first class

Card Number   Expiration Date

Name as it appears on card   ☑ Visa ☑ MasterCard ☑ Discover

I hereby certify that I have provided complete and accurate information on this form, and I understand that if it is found to be otherwise, it is sufficient cause for rejection or dismissal. Signature also confirms credit card payment.

Student Printed Name   Student Signature   Date

Signature confirms credit card payment.

CDL

Course Application

Name

     (Last)   (First)   (Middle)

Email

Phone

Do you now or have you ever held a CDL?   Y   N

Do you plan to finance all or part of your education with VA benefits?   Y   N

The CDL course costs are about $5795.00 but scholarships may be available. Do

you have funding source now?   Y   N

If Yes, funding source to be used?

1. **Requirements:**

Fill out a paper KCC Community Education Registration Form (attached). HS Diploma/ GED

2. **Complete the Following:**

Complete CDL Questionnaire.

Provide a copy of your Driver's License and Driver's Record.

*We request a 3-year non-employment driving record ($1.50) can be foundonline at: https://dmv2u.oregon.gov/eServices/_/

Sign the Attendance/ Testing Policy Consent Form.Sign

the Drug Screening Consent Form.

Sign the Student Code of Conduct and Respectful Behavior

3. Acceptance

Schedule an appointment with Denise Martinez at KCC. By email at ce@klamathcc.edu or by phone 541-880-2243

Bring all completed documents, including a copy of your Driving Record and Driver's

License.

CDL
Questionnaire

Pending review of all documents you will receive acceptance to enroll in the course.

Q1: Do you have <u>any</u> previous truck driving experience?　　　Y　　N

　　If Yes, please explain:

_____

_____

Q2: In the past (5) years, have you had any <u>driving accidents</u>?　　Y　　N

Date of Accident_____

Citation(s) Issued_____

Date of Accident_____

Citation(s) Issued_____

Q3: In the past (5) years, have you had any <u>moving violations</u>?　　Y　　N

Date of Violation_____

Citation(s) Issued_____

Date of Violation_____

Citation(s) Issued_____

Date of Violation_____

Citation(s) Issued_____

Q4: Have you ever had any <u>alcohol-related</u> violations?　　Y　　N

Date of Violation_____

Citation(s) Issued_____

Date of Violation_____

Citation(s) Issued_____

Q5: Have you ever been <u>convicted</u> of a misdemeanor?　　Y　　N

Date of Conviction_____

Misdemeanor_____

Date of Conviction_____

Misdemeanor_____

Q6: Have you ever been <u>convicted</u> of a felony?   Y   N

    Date of Conviction_____

    Felony Charge_____

    Date of Conviction_____

    Felony charge_____

Q7: Have you <u>ever</u> lost your driving privileges (suspension, revoked)?   Y   N

    Date of Conviction_____

    Reason_____

    Date of Conviction_____

    Reason_____

Q8: In the past (10) years, have you had a restricted driver's license?   Y   N

    Date of Restriction_____

    Reason_____

    Date of Restriction_____

    Reason_____

_____

Student Printed Name   Student Signature

_____

Date

CDL
Drug Screening
Consent Form

Beginning January 1, 1996, students participating in Commercial Driver's License (CDL) courses in public schools are required to submit to Department of Transportation (DOT) drug screening. The statute requires that all persons driving a commercial vehicle, whether licensed, permitted or driving for the purposes of employment or education, must pass a DOT drug screening and be subjected to random testing thereafter, during training/education and/or employment.

Under this regulation, all applicants to the Klamath Community College Commercial Driver's License course are required to pass a pre-enrollment drug screening **before beginning the course**, a DOT drug screen during the course and must be prepared for random testing thereafter.

Failure of any DOT drug screen or the refusal to be tested while enrolled in the KCC CDL course will result in immediate dismissal from the course without a refund.

I have read and understand this policy.

_____

        Student Printed Name   Student Signature

_____

     Date

CDL
Attendance/Testing
Consent Form

During the first week of class, 100% attendance is required; no absences allowed.

Unexcused Absences

- Failure to notify the instructor prior to class may result in an **unexcused absence.**

- The attendance grade <u>may</u> drop 5% for every (1) unexcused absence.

- After (2) unexcused absences, you may be removed from the course or required to make up hours.

Excused Absences

- Notifying the instructor before class starts (i.e. calling in sick) results in an **excused absence.**

- The attendance grade <u>may</u> drop 5% for every (1) excused absence, at the instructor's discretion.

- In cases of an approved **Leave of Absence (LOA)**, the student has (2) terms to complete the class or will be required to retest and could possibly be retrained.

- If a student leaves the CDL course for medical reasons, a **medical release** must be obtained prior to returning to the program.

Testing

If a student is unable to pass all of the written DMV tests and obtain a CDL Permit while attending the classroom portion, that student has 21 days after the beginning of term to pass and obtain their CDL permit before release to the Yard.   Make-up time will need to be scheduled or student must complete the Program with a subsequent class to compensate for time missed due to failure to obtain a CDL Permit during the classroom portion of training.

Reviews & Grievances

All excused and unexcused absences or testing issues will be subject to review by the Dean of Career and Technical Education and the instructor(s) for the CDL course.

Students may file a grievance or appeal any decision in accordance with the policy and procedures for a grievance as outlined in the KCC Student Handbook.

Student Code of Conduct and Responsible Behavior

KCC provides an environment, which encourages open responsible and respectful exchanges of opinions, ideas, and information. Enrollment at KCC carries with it the responsibilities to learn course content and not to violate the Student Code of Responsible Behavior in any classroom, lab, college facility, or at any college sponsored event.

A student who violates this Code will be subject to disciplinary action. Please see the Student Handbook under Student Code of Conduct, Student Conduct Process, Violations of Laws and Conduct, and Students Rights and Responsibilities.

Be responsible college citizens, respecting the rights and freedoms of others, individual differences, and diversity;

Practice academic honesty. Students shall not cheat, plagiarize, steal examinations or course material, knowingly furnish false information to the college, or forge, alter, or misuse college documents, records, or identification;

Assist the educational process. Students shall not obstruct or disrupt teaching or other authorized college activities and functions on college-controlled property or in the community. Students shall not have unauthorized entry to or use of college facilities or block access to or egress from such areas;

Respect individual dignity. Students shall not participate in physical or verbal abuse or behave in a manner which threatens or endangers the health or safety of any person on college-controlled property or at functions sponsored or supervised by the college. Students shall not participate in sexual or other harassment of any member of the college

community, or display conduct which is disorderly, lewd or obscene;

Respect the property of others. Students shall not steal or damage college property or that of a member of the college community or a visitor to college facilities;

Use college supplies, equipment and funds only as authorized by college staff;

Not use, possess, or distribute alcoholic beverages, illegal drugs, firearms, explosives, dangerous chemicals, substances, instruments, or other weapons or items which can be used to inflict bodily harm or damage on college-controlled property or at functions sponsored or supervised by the college. In certain instances, pre-approval may be granted for in-class display or demonstration;

Comply with the directions of college officials acting in the performance of their duties. Students shall not violate college policies or regulations, including those regarding student organization. Refrain from tobacco use in all campus buildings. Use of tobacco products is permitted only in designated areas.

Students shall not have cell phones, pagers, PDA's or other electronic devices on audio response while in classrooms, the LRC, or other learning environments.

Students shall not falsify student information including student identification.

I understand and agree to comply with the KCC Student Code of Conduct and Responsible Behavior.

Student Name (Please Print) First_____

Last_____

Student Signature_____

Date Signed_____

KCC ID # __ __ __ __ __ __

MEDIA RELEASE

I,_____, **authorize** KCC, and any additional agencies (*indicated here*)

_____ to use my image, likeness, or name in media releases,

promotionaldisplays, on websites or on other printed or graphic materials.

I,_____, **do NOT authorize** KCC, and any additional agencies to use my image,

likeness,or name in media releases, promotional displays, on websites or on other printed or graphic

materials.

_____

STUDENT SIGNATURE   DATE

_____

PRINTED NAME