2021- 2022

UCC CDL Program Info Packet

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Umpqua Community College

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UCC Commercial Truck Driving Program

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Umpqua Community College

Commercial Truck Driving Program-Mission Statement

The Umpqua Community College Commercial Truck Driving Program mission is to identify, recruit, train, and assist with job placement in the transportation industry for adults seeking new careers or advancement as tractor-trailer drivers.

Course Description

The Commercial Truck Driving program at Umpqua Community College prepares individuals for employment in the Trucking Industry. Students will demonstrate characteristics of a professional commercial truck driver. Trainees will be introduced to tractor-trailer driving techniques as well as the basics of coupling/uncoupling. They will learn visual search, speed and space management, operating at night, and driving in extreme conditions. Tractor and trailer maintenance/inspection, proper communication and reporting techniques will also be covered.

Student drivers will learn about cargo documentation, hours of service regulations, accident reporting, trip planning, driver wellness, and safety issues. Upon satisfactory completion of the classroom and driving lab, students will be prepared to pass the DMV Commercial Driver License (CDL) skills test and enter the Trucking Industry as entry-level tractor-trailer driver.

Upon completion of the training, the student will be ready for the CDL testing process to meet the requirements for licensing. Historically, ninety-plust percent of UCC trainees receive their Commercial Driver License in the first attempt.

Facility

- Security gated 4-acre lot at the Umpqua Community College Round Prairie site
- Large heat/air conditioned building with a private office, and classroom.
- Large break/lunchroom equipped with a microwave and refrigerator for student use
- Restroom

Instruction

- Quality instructional material (PTDC)
- PowerPoint, overhead projector (elmo), DVD and Video players are used to present lecture materials.

Professional and highly experienced PTDC instructors with current CDL “A” licenses and at least three years driving experience

Prerequisites

- Must have a valid Oregon driver's license with at least one year driving experience and a clean driving record for the last five years to apply for your Class A permit
- Some felony and driving convictions can limit the companies you can work for. Hazmat requirement are stricter, you will want to check with DMV if you plan to haul Hazmat materials
- Must be able to pass a DOT physical and DOT pre-employment drug screen. You have to take the physical before your permit can be issued. Do not get the DOT Drug Screen until you know which class you will be in. 10 days before the class is the normal time to get the Drug screen – be sure to check in with the program Coordinator and the program that is funding you before getting the Drug Screen.
- Must be able to provide verifiable work history or schooling
- Oregon requires you have a class C driver license for one year before applying for a CDL and be at least 18 years old. To drive interstate, you must be at least 21 years old. Many companies will not accept drivers under 23 years old.
- Once students have met the program prerequisites, they will need to obtain a class A CDL permit with Airbrake and Combination Vehicle endorsements.

Class hours

- Classroom portion will be held Monday through Friday 7:00 AM to 3:30 PM for one week.
- Road and yard training will be held Monday through Friday 7:00 AM to 3:30 PM for 3 weeks. Exceptions the third Thursday of the training is a night drive and a couple of mornings you will come in about 6am because that day is a longer drive. Attendance is very important and part of your grade. Just like a job you are expected to arrive on time. If for any reason you will be late call or text your instructor. During the driving portion of the class trucks leave the yard at 7am if you are not there you will be marked absent for that day.
- If you attend a weekend class that schedule is a weekend, a Tuesday, Wednesday, Thursday evening 5:30 – 9:30 then 9 weekends depending on holidays.
- The Third Party Tester comes in the week after the class finishes depending on his schedule.

Job Placement

- The trucking industry expects to hire about 80,000 new drivers every year for the next 10 years according to a survey done by the American Trucking Association (ATA).
- Women and minorities may have even greater opportunities.
- Recruiters from local and national trucking companies will visit our classes. It is not uncommon for students to have multiple job offers before graduation. UCC will make NO guarantee of a job. We encourage our students to research and choose the trucking company that best suits their needs rather than accept the first offer. It is suggested for students to stay with the first company who employs them for at least 1 year. If you are funded by a company, you usually are expected to stay with them for a minimum of 18 to 24 months.
- It is very important that our students keep the school informed of their current address and phone numbers after graduation. Students will receive periodic follow up placement inquiries from UCC to document job placement.

- **UCC requests that all graduates notify the school once they have gone to work for a trucking company, again after 30 days of work, and again after they have been on the job for 90 days.** Please stop by the truck yard with your truck if your company will allow so we can get your picture up on the wall.

Trucking Industry Standards

Driver Trainee Qualifications

1. At least 23 years of age (preference)
2. Stable work history
3. Verifiable employment references
4. Good driving record and ability to maintain a good driving record (see below)
5. Ability to pass a Department of Transportation physical
6. Ability to pass Department of Transportation pre-employment drug screen with a negative result
7. No felony convictions in the previous five years. UT&E is working with Parole and Probation for wavers for released in the last five years.
8. For Hazmat no felony convictions in the previous seven years, or released from incarceration during the previous five years for a felony conviction.
9. U.S. citizen or lawful permanent resident of the United Sates

Motor Vehicle Record Qualifications

1. No more than three moving violation citations in the last three years
2. No major "at fault" accidents in the last five years, and no more than one "at fault" accident in the past 12 months or more than two in the past five years
3. No DUI, careless, reckless, or negligent violations within the last five years, NO 15+ MPH over the speed limit in the last 10 years.
4. No "failure to appear" on Motor Vehicle record suspension, revocation, cancellation, lost privilege, or disqualification. No Cell phone tickets in the last 3 years.

Waivers

In the event these standards cannot be met, a waiver may be permitted as described below:

- Written acceptance of the potential employees driving record by the hiring company, documented by a letter of "Commitment to Hire" pending successful completion of the UCC Commercial Truck Driving Program.
- If a student's course fee is funded by an agency, that agency's referring counselor would also need to sign the waiver acknowledging the impact to placement opportunities.

UCC Commercial Truck Driving Program

Tuition and Payment Information

Payment Methods

Tuition payment may include:

1. Cash, Check or Money Order
2. Visa, Master or Debit Card
3. Student Loans:
    a. Students can obtain their own financing through an institution of their choice.
4. Funding Agencies:
    a. South Coast Business Employment Corp/Worksource. (541) 900-5550 x813
    b. Vocational Rehabilitation (special programs only) (541) 440-3371
    c. Employment Dept. (special programs only) (541) 440-2350
    d. Veteran's Financial Aid Spec (541)440-4621

Tuition Reimbursement and Sign-On Bonuses

Several trucking companies have a tuition reimbursement program. These companies may hire graduates, and implement a student loan program. Some trucking companies may pay for the entire loan depending on how long a graduate stays employed with that company.

Many trucking companies offer a sign-on bonus. For example, a company may pay $500 to the employee after 6 months of employment.

Note: Once a student is fully qualified for the program, they will be registered in the appropriate class.

UCC Commercial Truck Driving Program

Projected Fees*

UCC CDL Program	**Total Costs**
Non – Credit Fees UCC – Jan, Feb classes	$3,499.00
Non – Credit Fees UCC – March 2020 forward	$3,999.00
Credit Tuition and Fee	$4,561.00
Copy of Oregon Driving Record DMV	$3.00
If other state than Oregon in past 5 years order those as well	$?.??
DOT Physical – either Urgent Care, check prices	$160.00
DOT Drug Screen (within 15 days of class)	$60.00
CDL Class A Instructional Permit	$23.50
General Knowledge Test (required)	$10.00
Airbrakes Test (required)	$10.00
Combination Vehicle (required) no charge	$ N/C

Doubles\Triples (optional)
Tanker (optional)

CDL License 75.50 DMV

Administrative Fee for third Party Tester 40.00 DMV

CDL Drive Test 3rd Party Tester 160.00 – subject to change without notice

NOTE: UCC MUST HAVE A STAMPED COPY OF ALL DMV TEST SCORES

4 Week Program

UCC Commercial Truck Driving Program

4 Week Class Schedule

WEEK 1

Classroom Instruction

- Day 01 Mon 2 Hours Classroom – Orientation, Course Outcomes
    - 2 Hours Classroom – Introduction to Transportation & Logistics
    - 4 Hours Classroom – FMCSR
- Day 02 Tue 2 Hours Classroom – Drivers Daily Trip Sheet, Hours of Service
    - 2 Hours Classroom – Drivers Daily Logs
    - 2 Hours Classroom – Graph and Summary
    - 2 Hours Classroom – Map Reading and Trip Planning
- Day 03 Wed 2 Hours Classroom – Map Reading and Trip Planning
    - 2 Hours Classroom – Log Book Exercise
    - 2 Hours Classroom – Load Management
    - 2 Hours Classroom – Cargo Handling and Documentation
- Day 04 Thu 4 Hours Classroom – Trip planning, Log book exercise
    - 2 Hours Classroom – Entry Level Driver Training (Qualifications, Hours of
    - Service, Driver Wellness and Whistleblower Protection)
    - 2 Hours Classroom – Accident Reporting and Truck Fires
- Day 05 Fri 2 Hours Classroom – Vehicle Systems
    - 2 Hours Classroom – Defensive Driving and Speed Management
    - 2 Hours Classroom – Turning RT, LFT (off tracking)
    - 2 Hours Classroom – Backing, Couple/Uncouple 10

Weeks 2- 4 Yard/Road Instruction

Week 2

- Day 06 Mon 2 Hours Yard – Vehicle inspections (Pre trip, Daily, In cab, In route, Post trip)
    - 2 Hours Yard – Shifting
    - 4 Hours Shifting Range, Hook-Unhook
- Day 07 Tue 2 Hours Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 2 Hours Yard-Backing, Straight
- Day 08 Wed 1 Hour Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 3 Hours Yard-Backing, Straight and 45 degree, Adjust Brakes
- Day 09 Thu 1 Hour CDL Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training, Couple/Uncouple
    - 3 Hours Yard-Backing, Straight and 45 degree, Chain
- Day 10 Fri 1 Hour Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 3 Hours Yard-Backing, 45 and 90 degree

Week 3

- Day 11 Mon 1 Hour Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 3 Hours Yard-Backing, 45 and 90 degree
- Day 12 Tue 1 Hour CDL Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 3 Hours Yard-Backing, 45 and 90 degree
- Day 13 Wed 8 Hours Open Road Training, Steep grade, City / Truck routes, Weigh scales
- Day 14 Thu 1 Hour Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 2 Hours Yard–Backing, 45 and 90 degree
- Day 15 Fri 1 Hour Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 3 Hours Yard–Backing, 45 and 90 degree, Sliders 11

Week 4

- Day 16 Mon 1 Hour Pre-trip/Airbrake Checks UCC TESTING
    - 4 Hours Open Road Training
    - 2 Hours Yard Backing, 45 and 90 degree
- Day 17 Tue 2 Hour Pre-trip/Airbrake Checks
    - 4 Hours Open Road Training
    - 2 Hours Yard (Test) Pre-trip/Airbrake and Backing UCC TESTING
- Day 18 Wed 1 Hour Pre-trip
    - 4 Hours Open Road Training UCC TESTING
    - 3 Hours Yard (Test) Pre-trip/Airbrake and Backing

- Day 19 Thu 1 Hour Pre-trip
    - 4 Hours (Test) Open Road DMV TESTING
    - 3 Hours Yard Backing, Straight, 45 and 90 degree
- Day 20 Fri 8 Hours DMV CDL 3rd Party Testing DMV TESTING

* 3rd Party testing which includes the State CDL Pre-trip and CDL Road Test in a UCC Tractor/Trailer will occur depending upon the availability of the Tester. The third Party Tester will accept cash only, due at the time of testing.

UCC Commercial Truck Driving Program

Refresher Programs

Hours are 7:00am to 3:30pm Mon-Fri with 2/15 min breaks and a 1/2 hr. lunch. It's best to bring a lunch

1. Evaluation Fee (3 Hours) Student Cost $300.00
2. Extra Hours (7 Hours) Student Cost $ 750.00
3. Refresher A (15 Hours) Student Cost $1,500.00
4. Refresher B (25 Hours) Student Cost $1,875.00
5. Refresher C (40 Hours) Student Cost $3000.00

All DMV required Fees are student responsibilities. These classes may qualify for scholarship funding

UCC Commercial Truck Driving Program

Certificate of Completion Requirements

Grading

UCC uses the following grading system for completion of the commercial truck-driving program:

Credit

Percentage	Grade	Description
90% or above	A	Excellent
80-89%	B	Good
75-79%	C	Satisfactory
74% and below	F	Failing

Non-Credit

75% or above	Pass
74% or below	Fail

Progress for all classroom and road training will be monitored daily. All students enrolled in this program are required to maintain satisfactory (75 percent or higher) scores on all classroom quizzes and tests. Retesting is allowed for those below 75 percent. A reduction of 10 percentage points will be assessed to the retest score. Scores of 80 percent or higher are required for all road/yard tests.

Unsatisfactory progress (74 percent or below) will be evaluated as to why the student is not progressing and an individual improvement plan will be discussed between the student the instructor and the Program Coordinator.

There is no guarantee that you will pass the DMV 3rd party tester's test even if you do pass the UCC classroom and road tests. You will not receive a refund if you do not pass either the UCC classroom and road tests or the 3rd party tests. There is additional training available from 2 hours and up if you fail the 3rd party tester's exam.

Attendance Policy

The Umpqua Community College Truck Driving program follows federal guidelines that specify not more that 10% absence. Because of the short-term training, at Umpqua Community College 10% = 21 hours. Under no circumstances can excused or unexcused Absences exceed 21 hours.

For each unexcused absence, the grade will drop 5%. Furthermore, for the first week classroom portion and the first week of the yard portion of the program, 100% attendance is required. Absences after the first two weeks of class will generate warnings. Students will be dropped from the program if absences exceed 21 hours.

All excused and unexcused absences will be subject to review by the
Program Coordinator or the Instructor of record for the Commercial Truck Driving Program

All missed work due to lack of attendance must be scheduled with the instructor for make-up and acceptance. Industry standards require employees to be dependable and on time.

Certificates of Program Competency will be issued at the end of week four for those meeting the above requirements. If CWE/PTDC courses are required, an additional certificate will be issued at time of completion of CWE/PTDC courses for additional credit. Failure to complete the program results in forfeit of tuition and fees.

Student Handbook

A complete description of policies that apply to student behavior, disciplinary action and remediation can be found in the UCC Student Handbook.

Credit for Prior Learning

Credit for prior learning will be determined on an individual basis in accordance with UCC's existing policies. Refer to the current UCC Catalog for details.

UCC Commercial Truck Driving Program
Application Process

Initial Steps

The following steps must be completed for entry into the UCC Commercial Truck Driving Program:

1. Set up an appointment with the CDL Coordinator for information session via

2. Complete the Commercial Truck Driving (CTD) application packet.

3. Obtain a court print copy of your driving record (MVR) for the past five years from the Department of Motor Vehicles (DMV Fee $3.00). If you have held a license in more than one state in the past five years, a driving record from each state is required.

4. Included in the application packet is an Oregon Commercial Motor Vehicle Handbook. Study for and take the General Knowledge, Combination Vehicle and Airbrake knowledge tests (Endorsements) to enter the UCC program. BE SURE TO GET A CLASS A PERMIT

5. Return the CDL application, driving record, and, Letter of intent if required, and copy of valid Oregon Driver License, Class A permit and Medical card to:

UCC Commercial Truck Driving Program
Attn: Judy Ode UCC CDL Program Coordinator
Mailing address: P.O. Box 967
Physical address: 1140 Umpqua College Rd. across the Hall from Rm CWT 11.
Roseburg, OR 97470

Drug Screen and Physical

Upon notification of preliminary acceptance into the program:

You must be able to pass a Department of Transportation (DOT) Physical and DOT pre-employment drug screen with a negative result. Drug Screen must be within 10 days prior to the start of class. The physical and drug screen can be completed at:

Evergreen Family Medicine
(OccuHealth)
2570 NW Edenbower Blvd. Suite 100
Roseburg, OR 97470
(541) 957-1111 or (541) 679-2273

The fee for the physical will be $110 – 200. ** at one of the local Urgent care's and the drug screen will be about $60.00** at OccuHealth. These fees are payable to the medical facility where you are seen.

**fees are subject to change without notice

CDL Permit Requirements

Students must have a CDL permit (Fee $23.50)* before the start of the class. This will involve passing the following tests and fees:

General Knowledge Test	Fee $10
Combination Vehicle Endorsement	Fee $ 0
Airbrakes Endorsement	Fee $10

*All permit and endorsement fees are payable to the DMV.

The minimum requirements for a CDL permit are:

- Must be at least 18 years old
- Must have a valid Oregon driver license
- Must have at least one year driving experience
- Must present a valid medical card
- Must have a social security card and a Birth Certificate or passport

This information is available in the Oregon Commercial Motor Vehicle pamphlet. The general knowledge test takes about two hours and each test after that may take from 30 minutes to an hour. The DMV will not test after 4:00 PM Monday through Friday. The CDL instruction permit is valid for 12 months from the date of issuance.

Students must provide UCC with a DMV stamped copy of completed CDL knowledge test scores to be given a final grade and certificate.

Hazardous Materials Endorsement

Important information for students needing a Hazardous Materials Endorsement for Employment

Students must know that:

- The U.S. Department of Transportation published regulations under the USA Patriot Act of 2001 requiring all commercial motor vehicle operators to submit fingerprints and obtain a security from the U.S. Transportation Security Administration (TSA) before the issuance or renewal of a commercial driver license (CDL) that includes a hazardous materials (Hazmat) endorsement.

- DMV will not be collecting fees or processing fingerprints and criminal background checks. In Oregon a TSA agent, Integrated Biometric Technologies (IBT), will process applications, collect fees, and take fingerprints for background checks.

- Students may complete criminal background check applications and pay on line (Fee approx. $94**) at www.hazprints.com or with the aid of a TSA agent at fingerprinting locations or over the phone at (877) 429-7746. It is estimated the background checks can take up to 90 days. If you need a Hazmat endorsement, please contact a TSA agent right away