

Student Information

Program Description

This program offers a professional truck driving curriculum for the purpose of qualifying students for entry level positions as drivers in over-the-road or local driving vehicles. The curriculum provides information about trucks, truck driving and the trucking industry, and the fundamentals of operating trucks and tractor trailers. No prior education or experience with trucks is required. The student, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements established by the Department of Transportation.

Tuition and Fees

Course costs listed include tuition, fees, and out-of-county/out-of-state differentials (where applicable). Costs listed for Maryland Senior Citizens (persons 60 years of age or older) include a tuition waiver (where applicable) and fees.

Maryland Senior	\$3700.00
In-County	\$3770.00
Out-of-County	\$3777.00
Out-of-State	\$3784.00

Potential Funding Sources

Residency	Office	Phone Number
Garrett County, MD	Western MD Consortium	(301)-334-8136
Garrett County, MD	Garrett Works	(301)-533-3110
Allegany County, MD	Western MD Consortium	(301)-777-1221
Garrett County, MD - available to 2006 graduating seniors and thereafter from Northern and Southern High School	Financial Aid Office of Garrett College - Garrett County Scholarship Program	(301)-387-3083
Active duty military and veteran personnel	The Department of Veterans Affairs - Post 9/11 Bill, Chapter 33	(888)-GIBILL-1 or www.gibill.va.gov
MD - those with a physical or emotional barrier to employment	MD State Department of Education, Division of Rehabilitation Services	(410)-321-4044
WV, Region 7: Serving Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton Counties.	Workforce WV Career Center	(304)-530-9675
WV, Region 6: Serving Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur Counties.	Workforce WV Career Center	(304)-285-3120
Bedford County, PA	Career Link	(814)-623-6107
Cambria County, PA	Career Link	(814)-623-6107
Fayette County, PA	Career Link	(724)-434-5627
Somerset County, PA	Career Link	(814)-445-4161

Registration Information

Noncredit registration will be taken on a first-come, first-serve basis. Your social security number and birth date are requested on the registration form for us as student identification numbers to help us avoid duplicating records and mailings. It is for internal use only and remains confidential. Your birth date is required by the Maryland Higher Education Commission. "The College reserves the right to

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cancel any course that, in the judgment of the staff, does not have sufficient enrollment.” The decision is usually made one week before the first scheduled class meeting, and all registrants will be notified promptly. A full refund is processed automatically. To help prevent cancellations, please register at least two weeks before a course is scheduled to begin.” Provisions included are not to be regarded as an irrevocable contract between the student and the College. Payment may be made by mail or in person at our office.

Payment Policy

It is the intent of Mountaintop Truck Driving Institute to provide quality education. This is accomplished by providing both hands-on and classroom training. Near completion of training, the student is taken to test at their local Department of Motor Vehicles (DMV) or similarly-named branch of state government to obtain their commercial driver’s license to hopefully secure future employment in the trucking industry.

It is the responsibility of the student to pay all tuition, fees and charges in accordance with any payment plan setup. If a student becomes delinquent in his/her payment plan, Mountaintop Truck Driving Institute reserves the right to delay or deny the student the opportunity to test at the DMV.

If the student is unable to secure funding with an outside entity, all tuition and fees must be paid by the end of the (4th) fourth week for the weekday program and by the end of the (8th) eighth week for the weekend program. Otherwise the student's opportunity to test at the Department of Motor Vehicles will be forfeited. The college does accept cash, check, credit card or money order. Payment questions and concerns may be directed to Carrie Hackett, Staff Accountant, 301-387-3061.

Entry Requirements

- Proof of high school diploma (transcript), GED, or passing score on his/her ASSET test.
- Must currently possess a valid license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical and drug screen.
- Must communicate in the English language sufficiently, as required by the U. S. Department of Transportation.

Student Responsibilities

- a. Department of Transportation (DOT) Physical and Federal Drug Screen
 - i. Approximately \$125.00 (for both)
 - ii. Some local centers that perform DOT Physicals and Drug Screens, but feel free to use a source of your choosing
 1. Dr. Robin Bissell – (301)-895-4270
 2. Western MD Health System, Occupational Health – (240)-964-9355
 3. Mountain Laurel Medical Center – (301)-533-3300
 4. Dr. Ronald Gillum - (301)-895-5717
 5. Hyndman Area Health Center - (814)-842-3206
 6. Dr. P. Daniel Miller - (301)-334-4400
- b. CDL permit with the following endorsements:
 - i. General Knowledge
 - ii. Combination
 - iii. Air Brakes

Price varies by state: approximately \$55.00 - \$125.00. Other endorsements may be obtained as determined by the student (ex: hazmat, double-trailer and tanker).

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It is clearly his/her responsibility to obtain their Learner's Permit. Mountaintop Truck Driving Institute (MTDI) can not allow a student to continue with the over-the-road courses unless s/he possesses the following:

- a current DOT Physical - which must be valid during the length of the training period.
- a negative Drug Screen from approved laboratory - less than 60 days old.
- a Class A, Commercial Drivers License permit - which must be valid during the length of the training period.

Required Documentation - Termination of Training

Students who do not possess all needed documentation (DOT physical, permit, and negative drug screen) by the end of end of week 5 for the weekday class and the end of week 10 for the weekend class will be withdrawn from the training program and reentry will require starting from the beginning of the series. No refunds will be given.

Potential for Additional Costs

Charges in the amount of \$80.00 per hour (with time accrued in increments of 15 minutes) will be incurred in the event s/he has exhausted two (2) attempts within the parameters of the course to obtain their CDL license. If s/he refuses to test or does not show up on the assigned date, this will still count as one of the two (2) opportunities to test at their local Department of Motor Vehicles (DMV). The time will begin when s/he leaves the MTDI facility and continues until the student returns to the MTDI premises. Any time needed to practice for the exam will also be accessed at \$80.00 per hour (with time accrued in increments of 15 minutes). A minimum payment of \$320.00 is required in advance with any remaining balance being billed to the student.

If in the event s/he must retest at the DMV, it is solely his/her responsibility to pay the retesting fee immediately so they can be rescheduled to test. Delinquency in completing this step will result in an \$80.00 per hour fee being assessed (with time accrued in increments of 15 minutes) in the event that MTDI must make special arrangements for the student to test.

In addition, if s/he is tardy or absent to the extent that the instructor must take extra time to provide road instruction and/or provide additional materials, a \$80.00 per hour fee will be assessed (with time accrued in increments of 15 minutes).

AFFIDAVIT

My signature below confirms that I have received, read, accepted and agreed to abide by the above policies.

Signature

Date

Print Name