

Policies and Procedures

Every college has its policies and procedures. We would like to make your life here as easy as possible, so we have summarized the most important policies for a student to know. Familiarity with these policies will help you take full advantage of your education at Garrett College.

Dropping the MTDI Course Series

- Can be dropped prior to the first class meeting of the first course in the series for a 100% refund of tuition and fees.
- The last day to drop the MTDI series of courses is the last business-day before the first day of the course.
- After the first class meeting of the first course the student is considered enrolled in all courses in the series.
- An enrolled student is responsible for all tuition and fees for all courses in the series.

Withdrawal from the MTDI Course Series

- There is no student-initiated withdrawal option for the MTDI courses.

Electronic Device Policy

- Electronic devices (cell phones, PDAs, beepers, pagers, etc.) are strictly prohibited in the classroom. This includes the extended classroom setting in the tractor-trailers.
- At the discretion of the instructor, exceptions may be made for items such as medically-necessary assistive devices or approved emergency communication and warning devices. Arrangements should be made in advance with the instructor.

Course Progression

The Mountaintop Truck Driving Institute (MTDI) training program consists of three (3) courses. These courses are progressive, meaning one builds upon the other, and as such, prerequisites are required for each course. Furthermore, a student will not be eligible for over-the-road driving until s/he has the following documentation:

- Current Department of Transportation (DOT) Physical - which must be valid during the length of the training period.
- Negative Federal Drug Screen - less than sixty (60) days old.
- Class A, CDL Learner's Permit - which must be valid during the length of the training period.

Attendance

- Class attendance is essential for mastery of the program with punctuality being of utmost importance.
- Student must attend at least 75% of the hours offered in each course. Thus, Course I = 21/28 hours, Course II = 74/98 hours, Course III = 63/84 hours.
- Along with complete days missed, absentee hours will accrue each time s/he is late or leaves early.
- Make-up days may be allowed only for extraordinary circumstances such as documented illness at the discretion of the Program Director.
- Days missed due to inclement weather will be made up (College closings are announced on local radio stations)

Requirements for Department of Motor Vehicles (DMV) Testing

- A student will not be eligible to test at their local (DMV) until they have attended at least 75% of the hours offered in each course. Thus, Course I = 21/28 hours, Course II = 74/98 hours, Course III = 63/84 hours.

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- A student who does not meet the aforementioned conditions has the option to complete additional training at the current per hour rate. Training will be scheduled at the convenience of MTDI.
- MTDI reserves the right to delay or deny going over-the road and/or taking the student to test at the DMV based on a student's performance.
- Each student will be held responsible for any restrictions that appear on his/her license. For example, those under 21 years of age are limited to intrastate driving; hence they can only drive in their state of residence.
- Each student is solely responsible for keeping his/her DOT physical up-to-date. If a DOT physical becomes outdated and disrupts the normal progression of training, MTDI reserves the right to charge an additional fee for training and testing.
- If for any reason the student is ineligible to obtain his/her learner's permit or CDL license, MTDI will not be held liable, nor will said student receive a refund under these circumstances. This includes, but is not limited to, receiving a DUI/DWI or other moving violation which may result in the expulsion of student's driver's license or failing to comply with prior obligations such as attending required substance abuse training.
- Moreover, if, for any reason, a DMV examiner refuses to test said student, MTDI will not be obligated to schedule any further testing for the student.

Medical Release

- If a student becomes ill and comes under the care of a physician and/or hospitalized, a medical release must be presented to the Program Director prior to receiving any additional instruction in MTDI's tractor-trailers.
- The student's DOT physical paperwork must also be resubmitted prior to returning to training.
- If for any reason a student is ineligible to obtain his/her DOT physical, MTDI will not be held liable.

Citation

At the completion of training, the student may receive a competency or participation citation. The competency citation requires 75% attendance of total training program hours and includes demonstration of achievement of course goals/objectives or competencies as evaluated by the instructor. The participation citation requires 75% attendance of total training program hours.

Disclaimer

MTDI may facilitate your job search by scheduling recruiting sessions to assist you in your career endeavors. However, Mountaintop Truck Driving Institute does not guarantee any student's successful completion of the training program and there is NO guarantee of job placement upon achievement of the program.

AFFIDAVIT

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

Signature

Date

Print Name