

Garrett College/Mountaintop Truck Driving Institute (GC/MTDI) - Rules and Regulations

Student Name:

Home phone:

Cell phone:

Email address:

Contact information in the event of an emergency

First emergency contact name:

Relationship to student:

Home phone:

Cell phone:

Employer/work phone:

Second emergency contact name:

Relationship to student:

Home phone:

Cell phone:

Employer/work phone:

Registration Information

Non-credit registration will be taken on a first-come, first-serve basis. Your social security number and birthdate are required for internal use as student identification numbers to avoid duplicating records and mailings. This information is confidential and your birthdate is required by The Maryland Higher Education Commission. The College reserves the right to 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.

Consent for Release of Information

I understand Garrett College participates in various state and federal programs, including the Workforce Investment Act and requires the use of my social security number for tracking purposes and to allow for continued funding from the government and inclusion on the Statewide Eligible Training Program Provider list. By registering for this training, I authorize GC/MTDI to use my social security number for performance reporting purposes. I understand that this information will be kept confidential.

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Photo/Video Release

I hereby grant permission to Garrett College, McHenry Maryland (hereinafter called "the College" to use my photograph video image or audio recording on its World Wide Web site or sites affiliated with the college or in any other official college printed, video, or audio publications or advertisements, including billboards without further consideration. I acknowledge the College's right to copy or treat the photograph, video, or audio recording at its discretion. I also acknowledge that the college may choose not to use my photo or recorded image at this time, but may do so at its own discretion at a later date.

I hereby irrevocably authorize the College to copy, exhibit, publish or distribute any and all such images and recordings of me or wherein I appear, including composite or artistic forms of media, for purposes of publicizing College programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written copy, wherein my likeness appears.

I also understand that once my image is posted on the Garrett College website, the image can be downloaded by any computer user on or off campus. Therefore, I agree to indemnify and hold harmless from any claims the following: *Board of Trustees, Garrett College, *State of Maryland, *All Employees, Garrett College. Garrett College reserves the right to discontinue use of photos without notice.

Emergency Notifications and Weather Closing/ Delay Information

Text: Join GCCAlerts

To number: 66893 or 30890

You will receive a notification text when you are successfully enrolled in the service.



Disclosures and Mandatory Reporting

As Garrett College faculty members, we are concerned about the well-being of our students, and are available to discuss any concerns. Faculty, as mandatory reporters for the College, are legally obligated to share information with the College's Office of Equity and Compliance, or the College's CARE Team, in certain situations to help ensure that the student's safety and welfare is being addressed, consistent with the requirements of the law. These disclosures include, but are not limited to, reports of sexual assault, relational/domestic violence, stalking, child abuse, or suicidal or

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homicidal ideations, gestures or behaviors. Student concerns regarding self-harm, threatening behavior, and academic and financial struggles are addressed through the CARE Team by emailing care@garrettcollege.edu.

Students who believe they have been harassed, discriminated against, or involved in sexual violence should contact the Director of Equity and Compliance for information about filing a grievance, campus resources and support services, including confidential counseling services. More information can be found on the "Equity and Compliance" page on the College's website or by emailing equitycompliance@garrettcollege.edu.

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).
- Scholarship students: I understand that if I fail to attend 75% of my class (es) and/or do not complete my coursework, my scholarship will be nullified and I will be responsible for 100% of tuition and/or fees.

Citation of Completion

- At the completion of training, the student may receive a competency citation once all of the following conditions have been met:
 - Payment of all tuition, fees and miscellaneous charges have been paid in full.
 - 75% attendance of total training program hours.
 - Obtains their commercial driver's license within the timeframe of the training and provides a copy to the program director.

Dropping the GC/MTDI Course Series

A student may withdraw prior to the first class meeting of the first course in the series for a 100% refund of tuition and fees. Thus, the last day to drop the CDL 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, and there will be **NO REFUNDS**.

Payment Policy

- 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, GC/MTDI reserves the right to delay or deny the student the opportunity to test at the DMV and reserves the right to drop the student from the training without a refund.
- If the student is unable to secure funding with an outside entity and supply the needed documentation from such entity, one-half (1/2) of the total cost must be paid at the time of

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registration. Any remaining balance must be paid by the end of the fourth (4th) week for the weekday program and by the end of the eighth (8th) 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.

Residency	Cost	Registration Fee	Total Cost
Maryland Senior	\$3555.00	\$25.00	\$3580.00
In-County	\$4500.00	\$25.00	\$4525.00
Out-of-County	\$4725.00	\$25.00	\$4750.00
Out-of-State	\$4950.00	\$25.00	\$4975.00

Potential for Additional Costs

Students are given two opportunities to test at their local DMVs using GC/MTDI tractor-trailers. In the event the student does not feel they are ready to test, after an initial test date has been assigned to them, they may forfeit their first opportunity to test to allow for minimal extra instruction until a second test date is provided. After that point, charges in the amount of \$80.00 per hour (with time accrued in increments of 15 minutes) will be incurred if the student needs extra training and/or additional opportunities to retest at their local DMV. If the student 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 the student leaves the GC/MTDI facility and continues until the student returns to the GC/MTDI premises. Any time needed to practice for the exam will also be assessed 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. In the event the student must retest at the DMV, it is solely the student's 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 GC/MTDI must make special arrangements for the student to test. In addition, if the student 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).

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.
- Any course material and training provided by GC/MTDI is considered intellectual property and cannot be audio or video recorded by any means such as using cell phones, iPads, laptops and the like. Examples of course materials and training include, but is not limited to the following: classroom/off-site instruction (any range and road skills to include pre-trip inspection and over-the-road driving), videos viewed, publications handed out, etc.

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Course Progression

A student will not be eligible for over-the-road driving until they have obtained the following documentation:

- Obtain 1st: Current Department of Transportation (DOT) Physical
 - Must be valid during the length of the training period.
 - If a DOT physical becomes outdated and disrupts the normal progression of training, GC/MTDI reserves the right to charge an additional fee for training and testing.
 - 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. 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 their DOT physical, GC/MTDI will not be held liable.
- Obtain 2nd: Class A, CDL Learner's Permit
 - Must be valid during the length of the training period and include the following endorsements: general knowledge, combination and air brakes.
 - A learner's permit cannot be obtained if an individual has a provisional license.
 - Each student must comply with The REAL ID Act, the federal law passed that establishes specific minimum federal standards for state-issued driver's licenses and ID cards to be accepted for certain federal purposes.
 - Each student will be held responsible for any restrictions that appear on their license, such as intrastate driving; hence can only drive in their state of residence.
 - If for any reason the student is ineligible to obtain their learner's permit or CDL license, GC/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.
 - GC/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. Moreover, if, for any reason, a DMV examiner refuses to test said student, GC/MTDI will not be obligated to schedule any further testing for the student.
- Obtain 3rd: Negative Federal Drug Screen
 - It is **MANDATORY** that the drug screen be done **AFTER** you have obtained your learner's permit to fall under the guidelines for commercial drivers.
 - It is to be less than sixty (60) days old and is in compliance with the Federal Motor Carrier Safety Administration's (FMCSA) rule, 49 CFR 382.
 - The screening must be from an approved testing site, signed by a Medical Review Officer on a Federal Drug Testing Custody and Control Form.
 - In the event a student tests positive, they must be removed from any vehicle operation and further training. A student cannot return to training until the student has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has a negative result on a return-to-duty drug test. Follow-up testing to monitor the driver's continued abstinence from drug use is also required. A driver must have a negative drug test result before they can be DOT qualified.

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Required Documentation - Termination of Training

Students who do not possess all needed documentation (DOT physical, permit, and negative drug screen) by the 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.

Additional Health Information

- It is understood that registering for the CDL training implies authorization for any health facility to disclose my medical information to GC/MTDI regarding the results of my DOT physical and drug screen.
- Registering for the program, requires any student chosen to submit to examination for the presence of unauthorized substances (drug/alcohol) at any time while in training.
- If I am selected for a random drug or alcohol test, I will be notified in person and have no more than two (2) hours to comply with the testing requirements.
- Refusal to test when selected, or leaving the testing facility before a proper specimen is obtained will result in an immediate termination from the training program and no refund will be issued.
- I further understand if I have a positive drug and/or alcohol test result I will be required per the FMCSA Regulations to attend a drug/alcohol safety awareness course at my own cost and must show proof of completion before being allowed to petition for a future offering of the Commercial Truck Driver Training Program.
- I understand that all post-accident, random and reasonable suspicion drug test must be done on the same day as directed.
- It is further understood that my entry into the training, allows release of information of my drug and alcohol testing records from GC/MTDI to any prospective and/or current employers, as required by a Department of Transportation (DOT) agency, and as requested as part of a lawsuit, grievance or other proceeding initiated by the driver.

College-Wide Policies

Garrett College, to include its Outreach Centers, is dedicated to insuring a positive learning environment. The full Student Code of Conduct can be viewed at the following web address: <http://www.garrettcollege.edu/policy/services/student-code-of-conduct> The Code details disruptive and/or obstructive conduct and the consequences of such actions. A few of the many topics discussed include the following: sexual misconduct, theft, destruction of property, harassment, physical/verbal assault, possession or use of weapons or explosives and the alcohol, tobacco, opioids and other drug policy.

Specific GC/MTDI Code of Student Conduct

Safety is of the utmost concern in the training, and students are expected to conduct themselves in a conscientious, safe manner. Unsafe behavior may result in one or more of the following sanctions: verbal or written warning, probation, restitution, loss of privileges, suspension for an identified amount or time, or permanent expulsion from the program, with NO refunds being issued. As students are allowed the privilege of using the tractor-trailers, it is paramount that certain guidelines be followed. Guidelines include, but are not limited to the following:

- Tractor-trailers must be pre-trip inspected before being operated. Pre-trip sheets completed by a student must be signed by an instructor.
- Tractor-trailers must be post-trip inspected when they are returned to the GC/MTDI facility. Post-

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trip sheets completed by a student must be signed by an instructor.

- Students may NOT make modifications to tractor trailers without an instructor's authorization.
- Students may NOT operate equipment without an instructor present.
- Maximum 4 mph speed limit on the driving range.
- Maximum 50 mph speed limit on the street or highways.
- Only one student in the range truck at a time.
- Theft, equipment tampering, and/or horseplay will not be tolerated.
- Family and friends are not allowed in the classroom, on the range or in the tractor trailers.

Students are reminded that they are responsible for their personal belongings. GC/MTDI does not assume any liability for any damaged or missing items.

Dress Code

For your safety and wellbeing, GC/MTDI students are required to adhere to the following dress code:

- Long pants (to the ankle), no shorts.
- Hard-soled shoes (no sandals).
- Shirt with sleeves, no muscle shirts or bare midriffs.
- Appropriate inclement weather gear (gloves, coveralls, rain gear, etc.).

Students whose appearance is in violation of this code will not be permitted to participate in the day's activities.

Assumption of Liability

I understand that participation in this course involves inherent risks or injury, and the nature of the risks may vary depending upon the type of activity required and my own physical condition, and that most courses and activities may involve risks associated with strenuous exercise, as well as risks during use of equipment. I acknowledge that I will either ask for or have been given any information that I need to determine the general risks associated with this program. Specific risks include the following:

- Standing for long periods of time (up to 3 hours) without a break.
- Heavy lifting, such as tire chains or cargo securement is involved or manually cranking the trailer landing gear.
- Observing/operating equipment in congested areas.
- Driving (as a student) in a variety of traffic conditions.
- Participating in class during inclement weather (heat, cold, rain).

I understand that certain precautions may be advised for this program. I agree to follow those precautions and to conform to all rules and policies of the College, the instructors and any other sponsor of this course/activity. However, I recognize these precautions will not eliminate the risks inherent in this course/activity. I will follow the following precautions at all times:

- Follow all instructional directions without deviation.
- Dress appropriately for weather conditions.
- Take all suggested precautions when utilizing the equipment.
- Lift with care and ask for assistance when needed.
- Obey all traffic signs and laws while operating the equipment AT ALL TIMES.
- Always wear a seat belt while in a moving vehicle.

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I voluntarily assume all risks of loss, damage, illness or injury which I may sustain while participating in this program, including travel and usage of equipment and facilities. I will make no claim against and release, waive, discharge, hold harmless and indemnify on behalf of my personal representative my heirs and myself from Garrett College and its officers agents and employees for any and all claims and causes of action for any injury or loss, or for damages, costs, expenses or compensation that may occur during or result from my participation in this program, whether arising through the negligence, omission, default or other action of any person or event associated with this course or event, including fellow participants.

Disclaimer

GC/MTDI may facilitate your job search by scheduling recruiting sessions to assist you in your career endeavors. However, GC/MTDI 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 statements and policies governing the Continuing Education and Workforce Development training, Commercial Vehicle Transportation Specialist.

Student Signature

Date

Print Name

Parent Signature (if providing payment)

Date

Print Name