



GREAT BASIN COLLEGE TRANSPORT TECHNOLOGY

CDL Students,

Please read the following disciplinary actions for safety violations and the procedures for incidents of vehicle accidents. Contact your instructor if you need further clarification.

Safety Violations: **1st Violation – Verbal Warning Issued**
 2nd Violation – Written Warning Issued
 3rd Violation – Student Dropped from Program

Accidents:
And accident will be investigated and appropriate measures will be taken to ensure that safety procedures are followed to prevent further occurrences. Based on the determination of the investigation the student(s) may be dropped from the GBC CDL program. The CDL training vehicle will not be moved or operated unless directed by a GBC official or law enforcement officer. This violation of procedure can result in dropping the student(s) from the CDL program. All accidents must be investigated.

NOTE: ACCIDENTS OF ANY KIND INVOLVING THE GBC MOTOR VEHICLES WILL REQUIRE A DRUG TEST AS PER REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.

Suspected substance abuse will require a determination from substance abuse testing. Refusing the test or positive results from the substance abuse testing will result in dropping the student(s) from the CDL program.

(I have read and agree to comply with these stipulations.)

CDL Student's Signature and Date

Kenneth R. Pope
Head CDL Instructor

Bret Murphy
Dean of Applied Science

Transport Technology/Great Basin College
Student Handbook-Course Rules and Policies

IMPORTANT CLASS INFORMATION

Read this entire handout, then sign your name at the bottom.
You must bring this form with you to be allowed into the first day of class.

1. Students are to bring the following to class each day:

Paper and pen/pencil
Appropriate clothing (details discussed in class orientation)
Homework assignments
Logbook – turn in sheets daily
Textbooks and/or handouts as indicated by instructor during class

2. Alcohol and substance abuse policy

A. Tobacco

All forms of tobacco are prohibited from being used in GBC facilities and equipment. Use of tobacco and tobacco products outside of College facilities are not restricted.

B. Alcohol

Student safety is a primary directive at Great Basin College. The use of alcohol by students twelve (12) hours prior to class is strictly prohibited. Termination will result from the violation of this rule.

C. Drugs and other illegal substances

Student safety is a primary directive at Great Basin College. Substances which impair the ability to operate vehicles or equipment should not be used. Students taking prescription drugs that may impair the safe operation of vehicles should not be driving. Students should notify their instructor and do non-driving tasks. The use of illegal drugs and substances is strictly prohibited. The use of such items will result in termination from the program.

Suspected substance abuse will require a substance abuse test. Refusing the test or positive results will result in expulsion from the CDL program.

3. Telephone use

Telephones at the GBC/NSHE are for business use only. Personal phone calls are prohibited during class time. Personal calls may be made during class breaks. If this privilege is abused, it may be rescinded by the CDL Head Instructor or the Dean of Applied Science.

Note: Use of cell phones by students in trucks is prohibited. Student cell phones must be turned off prior to entering the vehicle. If this rule is not followed it is considered a safety violation and appropriate action will be taken.

4. **Visitors**

Children and adult visitors are not permitted on the skills lot or near trucks during practice. Non-enrolled visitors are a liability when they distract or get in harms way. This rule is strictly enforced. Children and visitors are not permitted during class hours. Only emergency messages will be taken by office staff.

5. **Class cancellation**

On the rare occasion that a class must be canceled due to weather, equipment breakdown or faculty absence, the following procedure will be implemented.

- A. Authority to cancel a class rests solely with the Head CDL faculty or the Director of Occupational Education.
- B. If a class is canceled every effort will be made to notify students prior to the start of class.
- C. Student should not assume that classes will be canceled for an entire day. They are expected to get accurate information from the appropriate CDL staff person.
- D. Class cancellations with specific information regarding length of cancellation and any other pertinent information will be posted immediately on the office or classroom door.
- E. When possible canceled classes will be rescheduled on a Saturday or Sunday so that no training time is lost and the course will still end on the scheduled date.

6. **Student Attendance Policy**

The short intense training structure of the CDL program requires daily attendance. If students miss a class the time cannot be made up. Missed classes may hinder the student's ability to successfully complete the course or pass the required DMV tests. It is not the responsibility of the CDL program to alter the training schedule or provide one-on-one training. Students may get information about missed class work from their classmates but it is not the instructor's responsibility to go over the material that was missed by the student.

Classes will start on time. Tardiness is a direct reflection of work ethic. Employers expect timeliness. This program requires the same punctuality. Late students will be documented. Failure to rectify the problem can result in sanctions, up to and including dismissal from the program.

Transport Technology/Great Basin College
Student Handbook-Course Rules and Policies

Safety Violations: **1st Violation – Verbal Warning Issued**
 2nd Violation – Written Warning Issued
 3rd Violation – Termination of enrollment in class

Accidents:

All accidents must be reported as soon as possible to the Director of Occupation Education. A written report must be submitted to both the CDL lead faculty and the Dean of Applied Science within twenty-four (24) hours. If the accident happens off the skills training lot the appropriate law enforcement agency must be notified. Any accident will be investigated and appropriate measures will be taken to ensure that safety procedures are followed to prevent further occurrences. Based on the determination of the investigation the student may be terminated from the GBC CDL program. In the event of an accident, the CDL training vehicle should not be moved or operated unless directed by a GBC official or law enforcement officer. All accidents must be investigated.

Note: Accidents of any kind involving GBC motor vehicles will require a drug test as per regulations of the Department of Transportation.

Conduct at GBC

When you are enrolled at GBC, we assume you will behave as a civilized adult, with respect for your fellow students, the faculty and facilities, and the laws of the community and of Nevada.

Our rules forbid:

- Acts of academic dishonesty, including but no limited to cheating, Plagiarism, falsifying research data or results, or assisting others to do the same.
- Alcoholic beverages stored, used or brought on campus except by special exemption of the President for a particular event.
- Fireworks and firearms on college-owned or college-supervised property.
- Sexual harassment
- Use of offensive language
- Hazing

Affirmative Action Policy

Great Basin College (GBC) is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, sex, sexual orientation, disability, or nation origin. This principle is applicable to every member of the GBC/NSHE community, both students and personnel at every level, and to all facilities and services.

Department Organization Structure

The CDL department is organized with lines of authority. Students, faculty, staff, and Administrators are expected to address issues or concerns to the person directly above them in this organization's structure. If an inadequate or no response is made, the person is then encouraged to go to the next level of authority. In the case of issues regarding affirmative action or sexual harassment, the person is encouraged to seek advice from the Great Basin College Affirmative Action Officer.

President
Vice-President for Academic Affairs
Executive Dean for Extended Studies and Special Programs
Dean of Applied Science
Faculty
Student

I have read and understand the policies of the Transport Technology course which I am enrolled in. I agree to these policies and will abide by them during all class times.

Signed: _____

Print Name: _____

Date: _____

Transport Technology/Great Basin College

Skills Lot Policies

When out on the skills lot, it is important to remember that you will be using very expensive equipment to practice in. These trucks weigh 34,000 lbs. and cause a lot of damage when used improperly. To prevent damage to the trucks, property, or other students we have specific policies about how the trucks are driven by the students.

We also want you to receive the best training that our Instructors can provide. In order to insure that all students get this quality training, we have a few rules that need to always be followed when out on the skills lot.

1. Students are to follow all instructions given by the Instructors.
2. Students are to use only 1st gear and reverse in the skills lot. **(Do not use Throttle)**
3. Students are to follow the course that is set by the Instructor. Do not make your own course or drive out of the boundaries.
4. No student will leave the skills lot without first obtaining permission from the Instructor.
5. Students will not ride or slip the clutch, or rev the motor.
6. All students will be present during all Pre-Trips. **No wandering off and talking.**
7. No visitors are allowed at the skills lot.
8. All questions will be directed to the Instructor, not other students, (Only Instructors will give direction to students. Students who are observing are not to attempt to give instructions.
9. Any arguments from a student will result in dismissal from the skills lot.
10. Everyday students are to bring the following items, which were distributed in the classroom: Student's driving permit and Log Book, copy of Federal Regulations book, and appropriate clothing for the weather.

Student _____ Date _____

Instructor _____ Date _____