

APPLICATION FOR ADMISSION

WASHINGTON COUNTY COMMUNITY COLLEGE
CONTINUING EDUCATION & COMMUNITY SERVICE
ONE COLLEGE DRIVE
CALAIS, ME 04619
1-800-210-6932
1-207-454-1000

WWW.WCCC.ME.EDU
ADMISSIONS@WCCC.ME.EDU
FACEBOOK.COM/DISCOVERWCCC



COMMERCIAL DRIVING ACADEMY

Student Information—Please Print Clearly

Last Name: _____ First Name: _____ M.I.: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
County: _____ Country: _____ Soc. Sec.# _____
Phone Number: _____ Cell Phone Number: _____ Email address: _____
Driver License Number: _____ State Issued: _____ Expiration Date: _____ Class: _____

Are you a U.S. Citizen? Yes No

If you answer yes to any of the following, please explain on an additional sheet and attach to application

- Have you had any moving violations in the past 3 years? Yes No
 - Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No
 - Has any license, permit or privilege to operate a motor vehicle been suspended or revoked? Yes No
 - Have you ever been convicted, or adjudicated of a felony? Yes No
- *A conviction record will not necessarily be a bar to admission.

Emergency Contact Information

Last Name: _____ First Name: _____ M.I.: _____
Phone Number: _____ Cell Phone Number: _____ Work Phone Number: _____

Education

I have a(n):
Please check one: High School Diploma Adult Education Diploma HiSET/GED
Date Graduated/Diploma Issued: _____
Name of School/Testing Center: _____ City: _____ State: _____
 Yes, I have attended Washington County Community College (WCTC or WCVTI) Year(s): _____

Birth Date* ____/____/____ Gender* Male Female Ethnicity* Hispanic/Latino Not Hispanic/Latino
Race (Need not be answered if ethnicity is marked Hispanic/Latino)*
 American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White or Caucasian Other

*Optional. This information will be used for reporting purposes only.

Marketing Survey

Please tell us how you learned about Washington County Community College:
 Website Friend/Relative WCCC Alumni Employer Guidance Counselor/High School Teacher
 TV Radio Mailing from the College Other: _____
What attracted you to Washington County Community College?
 Low Cost Small Size Program of Study Close to Home

How do you intend to fund your education at Washington County Community College?

Self Employer Veterans' Assistance Other

Employment History—Please list your three most recent employers:

Most recent Employer: _____ **Dates employed:** _____ to _____

Position: _____ **Duties:** _____

Contact person for reference: _____ OK to call for a reference? Yes No

Was your job with this company designated as a safety sensitive function subject to drug and alcohol testing requirements for the Department of Transportation's (DOT) rule, 49 CFR part 40? Yes No

Employer: _____ **Dates employed:** _____ to _____

Position: _____ **Duties:** _____

Contact person for reference: _____ OK to call for a reference? Yes No

Was your job with this company designated as a safety sensitive function subject to drug and alcohol testing requirements for the Department of Transportation's (DOT) rule, 49 CFR part 40? Yes No

Employer: _____ **Dates employed:** _____ to _____

Position: _____ **Duties:** _____

Contact person for reference: _____ OK to call for a reference? Yes No

Was your job with this company designated as a safety sensitive function subject to drug and alcohol testing requirements for the Department of Transportation's (DOT) rule, 49 CFR part 40? Yes No

I hereby consent to the use by Washington County Community College to use a photograph of me in any publications, website, advertisement, report or other material promoting the College or the System. I hereby waive any and all rights to inspect or approve such photograph(s), and I release the College and the MCCS for any and all claims arising from use of the photograph(s).

Please initial _____ and Date: _____

I certify that all information stated on this application is accurate and complete.

Applicant's Signature: _____ **Date:** _____

An application for admission is complete when the college receives the following:

- *Completed application form*
- *Applicable high school transcripts or HiSET/GED Diploma*
- *Copy of valid Maine Driver's License*
- *Copy of current driving record*
- *Pre-entrance FMCSA alcohol and controlled substance screen (test results must be negative)*
- *DOT physical in accordance with the Federal Motor Carrier safety regulations (found to be qualified)*
- *Immunization record verifying vaccination (or Titer results indicating immunity) for MMR (Measles, Mumps, Rubella) as well as Diphtheria/Tetanus vaccination administered within past 10 years.*

Non-Discrimination Policy

Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)454-1000.

NMCC's CDL Training Program Offered at Washington County Community College

Course Description: Northern Maine Community College's Commercial Driving Academy is a State of Maine licensed tractor-trailer driving school. This course is designed to train students to become professional truck drivers. Individuals will learn exactly what it takes to be a responsible driver and how to handle a tractor and trailer safely and efficiently.

Course Dates: Start Date, July 27, 2015; End Date, September 25, 2015

Class Times: Monday through Friday, 8:00 am – 4:30 pm

Location: Washington County Community College, Quoddy Hall, Room/Apartment 6

Call Today to Schedule an Interview:

Dennis Dyer, Commercial Driving Coordinator, (207)768-2769 or
Leah Buck, Assistant Dean of Continuing Education, (207)768-2768

Course Endorsements:

Classroom instruction will include log books, trip planning, hazmat, and other endorsements for your commercial driving license (CDL). You will gain hands-on experience both on the driving range and on the road. NMCC's Commercial Driving Academy offered at Washington County Community College will provide prospective commercial drivers with the training necessary to operate a tractor-trailer rig in a safe, skilled manner.

Possible Endorsements:

- Hazardous Materials
- Tank Vehicle
- Double/Triple Trailer

Admission Requirements:

- Application
- Personal Interview
- Valid Maine Driver's License and a copy of your driving record*
- Pre-entrance alcohol and controlled substance screen (test must be negative)
- DOT physical in accordance with the Federal Motor Carrier safety regulations, found to be qualified
- High School diploma or GED/HiSET
- Immunization record**

*Driving record will be reviewed in order to meet eligibility requirements

**MMR (Measles, Mumps, Rubella or Antibody Titer Test indicating immunity) and Diphtheria/tetanus given within the past 10 years.

Also NOTE: Students will be required to provide their own personal protective clothing (e.g., steel toe shoes).

**Washington County CareerCenters
Training & Support Services
Pre-Eligibility Assessment**

Name (First, Middle Initial, Last)		Date of Birth	
Mailing Address (Street or PO Box)		City	State
If different than your mailing address, give the address where you actually reside?			
What Maine county do you reside in?		Are you legally entitled to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address:		Phone Number	

Are you a veteran? Yes No Are you a post-9-11 veteran? Yes No

Do have a service connected disability rating? Yes What percent? _____ No

Most recent discharge date? _____

Are you unemployed? Yes No

Have you been unemployed for 26 weeks or more? Yes No

Are you currently receiving unemployment and are about ready to exhaust benefits? Yes No

Have you recently been laid off or received notice of layoff? Yes No

How many people, including yourself, reside in your household that are related by blood, marriage or decree of court, and are husband, wife, parent, guardian or dependent child? _____

How much money did your family earn in the past 6 months? _____ (Do not count Unemployment Benefits, SSI/SSDI, child support, or TANF)

Northern Maine Community College
Commercial Driving Academy



33 Edgemont Drive, Presque Isle Maine

CDA 600 course syllabus

Instructor: Dennis Dyer, 768-2769 office or 551-5769 cell
Email: ddyer@nmcc.edu

2.3 CEUs, (non credit course) 230 hours in length. Approximately 8 weeks of training.

Course Description: The Commercial Driving Academy is a State of Maine certified tractor-trailer driving school. Students will learn how to handle a tractor-trailer safely and efficiently. Classroom instruction will include log book training, trip planning, air brake operation, and all the preparation to receive the endorsements for your CDL, as well as behind the wheel training (a combination of hands on driving range and road time).

Student cell phones must be turned off during class and when in training vehicles.

Teaching Methods: Lecture, discussion, videos, demonstrations, hands on (range and road), observation of other students, guest speakers and practice exams.

Evaluation

Safe Driver Performance evaluation (daily and overall)

Comprehensive weekly testing (written and practical)

Final Evaluation will include student skills, understanding vehicle limitations, enforcing safety issues, attitude, and class participation

Course Requirements: Each student will be required to attend class on a regular basis (be on time!) and demonstrate a professional attitude; complete all class assignments and special projects; be prepared for class discussion by reading textbook and completing assignments; and, conduct himself/herself in a manner so as not to interfere with class activities and the learning atmosphere for others. The benchmarks each student must reach for successful completion of the course are: Written Tests - 70% minimum (cumulative), Class project - Evaluated week 7, day 3 (75 or better), and driving skills - 70% minimum on range final.

Grading (based on 100%)

Written Tests: 35%

Driving Skills: 35%

Attitude: 12.5%

Class Project/homework: 12.5%

Attendance 5%

Classroom Objectives: Students will demonstrate a professional, safe and positive attitude throughout the entire course. Failure to comply with this objective can result in removal from the program. Students will demonstrate knowledge of text and related materials by passing instructor-generated tests and quiz sheets, as well as CDL practice tests by Highway Users Federation with a 70% (cumulative) accuracy in all areas.

Range competencies/objectives: Students are expected to successfully demonstrate off-road maneuvers: serpentine, straight back, alley dock, and parallel park. In addition, the student will be expected to maintain log books of their activities, complete pre-trip inspections with accuracy, attend various lab sessions to learn in-service brake adjusting and general maintenance of vehicles.

Road experience/objectives: The objectives of this component are designed to allow the student to culminate their learning experience using all of the tools previously taught. The student will experience city driving, rural roads, adverse weather conditions, and traffic congestion. Successfully maneuvering in these situations will be based on the student's use of safety techniques and professional driving skills.

Course Outline: Chapters 1- 35 in the Textbook. Topics will include: Introduction to Trucking, Basic Control, Control Systems, Shifting, Vehicle Inspection, Backing, Vehicle Systems, Coupling and Uncoupling, Visual Search, Communication, Space and Speed Management, Night Driving, Accident Procedures, Extreme Driving Conditions, Special Rigs (Doubles, Triples, & Tankers), Hazard Awareness, Sliding Fifth Wheels and Tandems, Emergency Maneuvers, Cargo Handling and Documentation, Skid Control and Recovery, Preventive Maintenance, Safe Vehicle Control, Trip Planning, Proper off road maneuvers, Log Book, Hazardous Materials, Air Brakes

Attendance Policy : A total of five absences may result in dismissal from the program. Chronic tardiness is also not acceptable; four or more instances of tardiness during the course may result in disciplinary action. Under special circumstances, this policy may be revised at the discretion of the program administrators.

Behavior Policy: Students in the Commercial Driving Academy at Northern Maine Community College are subject to rules and standards of student conduct as outlined in the NMCC Student Handbook. Abusive, confrontational, or insulting language or conduct will not be condoned. Reckless or dangerous conduct or disregard for standards of safe vehicle operation will not be tolerated and constitute grounds for dismissal. Smoking is not permitted in the vehicles. All students will conform to the drug and alcohol policy and will submit to random testing when required. Students are to dress in a safe manner that reflects an appropriate level of professionalism. Due to the high-risk nature of this training, students are expected to comply with all staff requests and instructions pertaining to all aspects of program operations. Failure to comply with any of these policies will endanger fellow students and is an immediate grounds for removal from the Commercial Driving Academy.

Required Textbooks:

Tractor Trailer Driver Handbook / Workbook, PTDA, Career Publishing Inc.
Driver License Examination Manual for Automobiles and Motorcycles, Department of the Secretary of State
State of Maine Commercial Driver's Manual, Department of Secretary of State.
Federal Motor Carrier Safety Regulations, U.S. Department of Transportation, J.J. Keller & Assoc. Inc.
Driver's Guide to Hazardous Materials, U.S. Department of Transportation, J.J. Keller & Assoc. Inc.
Emergency Response Guide Book, U.S. Department of Transportation, J.J. Keller & Assoc. Inc.
Motor Carriers Road Atlas, Rand McNally
Hours of Service Workbook, American Trucking Association