Program Information: Commercial Driver License (CDL) Training

Program Overview:
Program teaches student basic truck driving skills introducing student to the field of heavy-duty trucking. Safety is emphasized as well as equipment knowledge and State and Federal Department of Transportation rules and regulations. Curriculum includes CTTS/NSCSI CDL Study Manual. Field training and testing is conducted on a one-to-one basis. Program prepares student for a Montana Type 1 Certification Class A License (inter-state). If student is 18 to 21, he/she prepares for a Montana Type 2 Certification Class A License (intra-state).

Program Provider:
Program is provided by Bitterroot College UM under the supervision of Commercial Driver’s License Program Director Scott Ralston.

Program Location:
Bitterroot College, 274 Old Corvallis Road, Hamilton

Program Schedule:
- Classroom instruction *(80 hours classroom and labs)*
  - October 6 through October 17, 2014
    - 8am-5pm, Monday thru Friday *(lunch break noon-1pm)*
- Learner’s Permit
  - Exam taken at state motor vehicle division office; exam follows completion of classroom instruction; Learner’s Permit fee is $50 *(not included in program fee)*
- Field training *(40 hours one-to-one training)*
  - Field training follows earning of Learner’s Permit; field training scheduled on a first-come, first-served basis with special scheduling consideration given to non-local students
- State CDL Exam
  - Scheduled after completion of field training; exam is taken at state motor vehicle division office location in Missoula; instructor accompanies student; vehicle used during exam is Bitterroot College tractor trailer; exam cost already included in Learner’s Permit fee
- Endorsements
  - Exams for Tank Endorsement and Double/Triple Trailer Endorsement are taken at student’s convenience at any state motor vehicle division office (no additional fee for endorsement exams)
  - Hazardous Materials (Hazmat) Endorsement requires Transportation Security Administration (TSA) HAZPRINT application *(hazprints.tsa.dhs.gov/Public/)* and in-person fingerprinting at Butte Enrollment Office; after fingerprints have cleared TSA (two weeks), Hazmat exam may be taken at student’s convenience at any state motor vehicle division office (TSA HAZPRINT fee is $86.50; no additional fee for hazmat exam)

Program Fee:
- Full payment of **$3,800 due by Friday, September 26, 2014** *(see application for payment submission instructions)*
- Fee includes tuition, books & materials (both classroom and field), and drug screening results fee
- Fee does not include background check, motor vehicle record, Department of Transportation (DOT) Physical, drug screening sample, Learner’s Permit, or TSA HAZPRINT *(for more information see Program Application Requirements section)*
• **Refund Policy:** 100% refund before payment due date; 90% refund between payment due date and course start date; no refund after course start date

**Program Fee Assistance:**

• Workforce Investment Act (WIA) Training Funding (does not include assistance with application requirement costs)
  - For Ravalli County residents, contact Bitterroot Job Service WIA Program Operators
    - Maggie Wright Tickell, mtickell@mt.gov, (406) 375-6042; 274 Old Corvallis Rd, Hamilton
    - Chelle Twist, mtwist@mt.gov, (406) 375-6041; 274 Old Corvallis Rd, Hamilton
  - For non-Ravalli County residents, contact your local Job Service office
    - Montana Job Service office locations can be found at montanajobs.mt.gov/

• Vocational Rehabilitation Services Training Funds
  - For an appointment, contact the Hamilton Office
    - Jerry Zook, izook@mt.gov, (406) 375-0203; 316 North Third Street, Suites 109 & 110, Hamilton
  - For non-Ravalli County residents, contact the Missoula Office
    - Terri Roach, terri.roach@va.gov, (406) 721-0628; 2681 Palmer, Suite N, Missoula

**Program Application Requirements** (documentation must be submitted with application)

• **Current Montana Driver License and must be at least 18 years of age**
  - Attach photocopy of current and valid Montana Driver License to program application

• **Background Check**
  - Visit app.mt.gov/choprs/ and under Public Users click on Start Service
  - Cost is $11.50; pay online with eCheck, credit card, or debit card
  - Print background check document and attach to program application

• **Motor Vehicle Record**
  - Visit app.mt.gov/dojdrs/ and click on Public User and select 1.To obtain my own driving record
  - Cost is $7.25; pay online with eCheck, credit card, or debit card
  - Print motor vehicle record document and attach to program application
  
  Note: Bitterroot Job Service will provide motor vehicle record free of charge upon request; call (406) 363-1822 or stop by Bitterroot Job Service office for more information

• **Department of Transportation (DOT) Physical**
  - Obtain a DOT Physical through your healthcare provider ($60-$150)
  - Attach healthcare provider’s proof of DOT Physical to program application
  - Suggested local healthcare provider for DOT Physical:
    - Hamilton Family Chiropractic, David Golie DC, (406) 375-0800, 120 S 5th St, Hamilton

  Note: certain medical conditions (e.g., insulin-dependent diabetes) may disqualify applicant, require DOT Medical Waiver, or affect employment outlook. For more information on DOT physical qualifications read FMCSR 391.41, FMCSR 391.43, and FMCSR 391.64 or discuss with your healthcare provider.

• **Drug Screening**
  - Contact Bitterroot College-approved drug screening site for appointment ($20-$50)
    - Hamilton Family Chiropractic, David Golie DC, (406) 375-0800, 120 S 5th St, Hamilton
    - Missoula Medical, Kamai Verworn RMA, (406) 543-6850, 1805 Bancroft, Missoula
    - Northern Rockies Medical Center, (406) 873-2251, 802 2nd St SE, Cut Bank
  - Bitterroot College will notify student of drug screening results

**Retain Program Information for Your Records**

Questions? Contact the Bitterroot College at (406) 375-0100 or email scott.ralston@umontana.edu or visit www.umt.edu/bcp/1degcourse/conted/industry.php
Program Application: Commercial Driver License (CDL) Training

Application Requirements:
1) Must have current and valid Montana Driver License
2) Must submit cleared background check and motor vehicle record with application (see accompanying information for details)
3) Must obtain Department of Transportation (DOT) Physical and submit clean drug screen sample prior to acceptance into program (see accompanying information for details).

Application Deadline is Fri, Sept 26, 2014 for training starting on Mon, Oct 6, 2014

Submit completed application to:

Bitterroot College UM
274 Old Corvallis Road, Suite C, Hamilton, MT 59840
Application questions? (406) 375-0100 or scott.ralston@umontana.edu

Include with completed application:
- Full program fee payment of $3,800 — make check payable to UM or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)
- Cleared background check and motor vehicle record documentation (see accompanying information for details)
- Proof of DOT Physical and submission of drug screen sample (see accompanying information for details)

Full Legal Name: __________________________________________________________
  First   Middle   Last

Mailing Address: __________________________________________________________

City: ____________________________ State: ___________ Zip Code: ________________

Preferred Telephone(s): __________________________________________________

Email Address: ____________________________________________________________

Date of Birth: ____________________________ Gender (optional): Male _______ Female _______

Summarize previous work experience: _______________________________________

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_________________________________________________________________________

_________________________________________________________________________

(application has two pages – continue to second page)
Summarize previous experience with heavy-duty trucking (if any): __________________________________________

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What are your employment goals for obtaining a Commercial Driver License (CDL)? ____________________________

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Note to Applicant: This training program is made possible through a U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training Grant (TAACCCT). The grant title is Strengthening Workforce Alignment in Montana’s Manufacturing and Energy Industries (SWAMMEI).

By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Commercial Driver License Training.

Applicant’s Signature ____________________________ Date ____________________________

For Office Use Only

Required Application Materials

_____ Complete Application
_____ MT Driver License
_____ Background Check
_____ DOT Physical
_____ Drug Screen

Reviewer’s name: __________________________________________

Reviewer’s comments:

Payment Type: Student ______ WIA ______ Other (explain) __________________________________________

Application reviewed on ____________________________ Accepted ________ Denied ________

Date