

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 License Program Director Scott Ralston.

Program Location:

Bitterroot College, 103 South 9th Street, Hamilton, 59840

Program Schedule:

- Classroom instruction (*80 hours classroom and labs*)
 - **January 8 – January 19, 2018; no class Monday, January 15**
 - 8am-5:45pm, 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 (*5 days 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)
 - A Hazardous Materials (HAZMAT) Endorsement requires an online application and a scheduled visit to an application center. Visit www.tsa.gov/for-industry/hazmat-endorsement for complete application information.

Program Fee:

- Full payment of **\$4,800 is due by Wed, January 3, 2018** (*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:

➔ **IMPORTANT:** *Program Fee Assistance takes several weeks to process; connect with assistance providers ASAP*

- Pathways Programs Funding (formerly WoRC)
 - Human Resource Council, 303 North 3rd Street, Hamilton
 - Lisa Kearns, (406) 363-6101 ext. 237 **or** Holly Montgomery, (406) 363-6101 ext. 239

Program Fee Assistance (cont.):

- **NEW! Ravalli County Federal Credit Union - Bitterroot College Roadmap to Success Loans**
 - Call 406.363-4631 and ask for a Loan Officer to learn loan details and submit a loan application
- Rural Employment Opportunities (REO)
 - Contact: Will Bodle, william@reomontana.org, (406) 274-4172; 274 Old Corvallis Rd, Hamilton
- Veterans Administration Educational Benefits – **Bitterroot College CDL Program is GI Bill approved!**
 - Contact: Roch Turner, roch.turner@umontana.edu, (406) 375-0100
- Veterans Administration Vocational Rehabilitation Services Training Funds
 - Shak Emly, shak.emly@va.gov, (888) 279-7528; 2675 Palmer, Suite A, Missoula
- Vocational Rehabilitation Services Training Funds – **Disability Employment Assistance Program**
 - Contact: Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203; 274 Old Corvallis Road, Stes K/L, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Training Funding (*does NOT include help with application costs*)
 - For Ravalli County residents, contact Bitterroot Job Service WIOA Program Operators
 - DeLynn Gardner, dgardner@mt.gov, (406) 375-6042; 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 jobservices.dli.mt.gov/

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 \$14.50; 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 a DOT Certified Medical Examiner (\$60-\$150)
 - Visit nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam for a listing of local DOT Certified Medical Examiners
 - Attach Certified Medical Examiner's proof of DOT Physical to program application

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)
 - Alexis Wagner, APRN, PC, (406) 360-2101, 605 South 1st St, Hamilton
 - 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
 - Marias Medical Center, (406) 434-3100, 670 Park Ave, Shelby
 - 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/bc

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 Wed, Jan 3, 2018 for training starting on Mon, Jan 8, 2018

Submit completed application to:

Bitterroot College UM

103 South 9th Street, Hamilton, MT 59840

Application questions? (406) 375-0100 or (406) 360-1499 scott.ralston@umontana.edu

Include with completed application:

- Full program fee payment of \$4,800** — 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: _____

(application has two pages – continue to second page)

Summarize previous experience with heavy-duty trucking (if any): _____

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

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 Continuing Education 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

<i>Reviewer's name:</i> _____ <i>Reviewer's comments:</i>
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Payment Type: Student ___ Assistance Program _____ Other (*explain*) _____

Application reviewed on _____ **Accepted** _____ **Denied** _____
Date