

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

OUTREACH DEPARTMENT

COMMERCIAL DRIVER LICENSE (CDL) TRAINING STUDENT HANDBOOK

Commercial Driver License Training

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CONTENTS

- Forward4**
- Important Deadlines and Prerequisites.....5**
 - Deadlines5**
 - Prerequisites.....5**
- Course Description7**
- Alcohol and Drug Policy8**
 - Purpose8**
 - Definition8**
 - Basis8**
 - Privacy and Confidentiality8**
 - Drug and Alcohol Rules/Standards of Conduct9**
 - Alcohol.....9**
 - Drugs9**
 - Alcohol Containers and Drug Paraphernalia10**
 - Alcohol and Drug-Related Arrests and Convictions10**
 - Criminal Conduct10**
 - Legal Drugs/Prescriptions.....10**
 - Repercussions.....10**
- Alcohol and Drug Testing (Allowable Types)10**
 - Prospective Training Testing11**
 - Follow-Up Testing11**
 - Positive test results11**
 - Post-accident testing.....11**
 - Reasonable suspicion testing11**
 - Random drug selection11**
- Drug and Alcohol Test Information11**
 - Methods of Testing11**
 - Breath Alcohol Test (BAT)11**
 - Urine Drug Testing11**
 - Positive Test Results.....12**
 - Testing Procedures12**
 - Review of Test Results12**
 - Appeal Rights/Right to Retesting13**
 - Limitation of Adverse Reaction13**
 - Duty to Cooperate.....13**
- Alcohol Facts and Information.....13**
 - Health Effects14**

Additional Information14
Student Agreement Forms.....15
 Student Copy15
 Director Copy16

Forward

The purpose of this handbook to inform students of the prerequisites, procedures, expectations and legal obligations relating to the TRK 1 and TRK 2 Commercial Driver License Training courses offered to Missoula College students and community members. The course is for a Class-A Commercial Driver License and is offered as non-credit.

Missoula College University of Montana (UM) upholds the safe practices required by local, state, and federal laws. These safe practices are expected of students, staff and faculty members. This policy is intended to comply with all laws and regulations that govern these issues.

Please read this Handbook and understand the expectations and policies before signing the Student Agreement Form. Signing the student agreement form does not represent a contractual agreement of employment, nor is it a promise of future employment.

Request for a refund of registration fees, less a \$50.00 non-refundable deposit, may be submitted to the Missoula College Outreach Department up to one week before start of CDL class. After that time, no refunds will be issued. The University reserves the right to cancel programs if the registration minimum is not met. In this event, the University's liability is limited to the full refund of your deposit or registration fee.

IMPORTANT DEADLINES AND PREREQUISITES

DEADLINES

One week before the beginning of the course: Registration form and non-refundable deposit (see refund process, page 3) of \$375.00*

One week before the beginning of the course: Copies of current driver license, DOT Physical Card, clear driver license check, scheduled drug test, and background check should be submitted to Office of Outreach (see Prerequisites below)

Before end of first week: Balance of payment for training course (\$2625). Schedule written examination with Motor Vehicle Division online at <https://dojmt.gov/driving/appointment-scheduling/>. Student must pass written examinations and receive learner permit before driving training begins mid-week the subsequent week.

Before end of week 3: Schedule skills test with Motor Vehicle Division online at <https://dojmt.gov/driving/appointment-scheduling/>.

*Payment in full may be made at any time after registration. Students will not be allowed to enter subsequent weeks of training until payment has been received by the Missoula College cashier.

PREREQUISITES

Documentation of the prerequisites must be submitted to Mickey Lyngholm at Missoula College on or before the day the course begins.

- Students must be 18 years of age for intrastate and 21 years of age for interstate CDL. Age may be documented with Certified Birth Certificate, Passport.
- Must register with Missoula College and pay deposit on course fee before the start of the course.
- Proof of Social Security Number (payroll stub, W-2, State of Federal Tax Return, or Military DD-214)
- Provide documentation that your Montana Driver License is currently clear from outstanding warrants, suspensions or revocations. For an online Motor Vehicle Record, use this link: [Motor Vehicle History Report \(https://app.mt.gov/cgi-bin/dojdrs/dojInteractivePublic.cgi\)](https://app.mt.gov/cgi-bin/dojdrs/dojInteractivePublic.cgi). The cost is \$7.25 and you may pay with eCheck, credit card, or debit card.
- Department of Transportation Physical. The Medical Examiner will provide you with a DOT Certificate. This certificate is for your records and will be needed in your employment. Bring your copy to Mickey Lyngholm at Missoula College, and she will make a copy for your file.

CURRENT STUDENTS

DOT Physical can be taken at the Curry Health Center located on The University of Montana's Mountain Campus. Please make an appointment by calling (406) 243-2122, A \$10 appointment fee charged to the student Cyberbear account. Students enrolled in seven or more credits are required to pay the Curry Health Fee and are billed this fee via their student account at the same time that tuition and other campus fees are charged. There will be an additional charge for any lab work required.

Students taking one to six credits who opt not to pay the Curry Health Fee will unfortunately not be able to use Curry services. However, the Curry Health Fee will be available to be paid at any time during the semester contact a student insurance representative at 243-2844. This affordable, once-a-semester fee opens the doors to a full staff of health care professionals dedicated to keeping students mentally and physically healthy, in class and achieving their goal of academic success. Cost is \$10.00.

COMMUNITY MEMBERS

You will schedule a physical with a personal physician, physician's assistant, RN, or a chiropractor. A list of qualified DOT providers may be found at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>. Cost is approximately \$80.00.

- Results from a background check. Students initiate this process at <https://app.mt.gov/choprs/>. Cost is \$13.00.
- Schedule a drug screen. Cost is \$45.00, and the provider information follows:
Missoula Medical
1805 Bancroft
Missoula, MT 59801
Phone: 543-6850; Fax: 406-6970,
email: missoulamed@gmail.com.
Results of the drug screen will be provided to Missoula College by Missoula Medical.
- Must pass the written test and obtain Learner Permit to participate in weeks 2-4 of training. This test must be scheduled in advance with the Montana Motor Vehicle Department and costs \$50.50, payable by cash or check at the time of the exam.**
- Must have cold weather gear for range and street lessons.

For more information or assistance contact Mickey Lyngholm, Workforce Navigator at 406.243.7879 or Mark Dodge, CDL Trainer/Instructor at 406.243.7650.

COURSE DESCRIPTION

TRK 1 and TRK 2 Commercial Driver License (CDL) Training are offered intermittently to Missoula College students and community members through the Office of Outreach.

TRK 1 CDL Training will include instruction in the knowledge required to pass the general knowledge examination and receive the Class-A learner permit. During the driving portion of the course, students will receive instruction in Pre-trip Vehicle Inspection and in proper vehicle operation, which covers proper shifting, backing, and fundamental truck driving. Upon completion of this training, the student is entitled to one (1) opportunity to take the CDL skills administered by the Montana Department of Motor Vehicles as part of course registration fees. Additional driving tests, with instructor's consent, will cost the student an additional \$60 per test, payable to Missoula College Office of Outreach, to cover costs associated with use of the truck and instructor time. MVD may charge additional fees for retesting.

TRK 2 Finishing course is intended for current Class A licensed drivers to gain the necessary knowledge and skills to gain entry into the trucking community using advanced operating practices. Students will learn high level driving skills that professional drivers need to safely operate a tractor-trailer under all types of complex traffic conditions. Fully loaded tractor-trailer operation is a primary focus of the course to best emulate the real world driving environment students encounter when employed.

Montana CDL Manual states: "If you are unsuccessful on a knowledge or endorsement test, you must wait until the next working day that the exam station is open to try again. A total of three attempts to pass any combination of knowledge and drive tests are allowed on each set of receipts within one year from the purchase date of the receipts."

Note: This is a non-credit course.

ALCOHOL AND DRUG POLICY

Missoula College UM is dedicated to maintaining classroom safety and a campus that is free from the effects of alcohol and drug use and abuse. To meet these goals, it is our policy to:

- Assure that students are not impaired in their ability to perform any assigned tasks in accordance with the Commercial Driver License (CDL) training;
- Recognize alcohol and substance abuse as a treatable illness and to encourage students to seek professional assistance any time alcohol or drug dependency adversely affects their ability to perform their assigned tasks; and
- Communicate clearly all procedures, rules, regulations, and testing methods that inform this policy.

PURPOSE

The purpose of this policy is to assure student fitness for assigned tasks and to protect students, faculty, and staff from the risks of misuse of alcohol and prohibited drugs, and the safe operation and maintenance of equipment at the Missoula College UM. This policy applies the safety-sensitive precautions necessary in completing the CDL training.

DEFINITION

A safety-sensitive function is any assigned task, through the entirety of this course, related to the safe operation and maintenance of the Missoula College's equipment during regular class hours, time spent on the West Campus of the Missoula College off-campus, in or around Missoula College's trucks or equipment.

BASIS FOR POLICY

This policy is also intended to comply with all applicable Federal Motor Carrier Safety Administration (FMCSA) and State regulations governing workplace anti-drug and alcohol programs, including:

- 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result;
- 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens; and
- Sections 39-2-2-7, 39-2-208, and 39-2-304, Montana Codes Annotated, Information Disclosure & Recordkeeping.

PRIVACY AND CONFIDENTIALITY

These regulations go to great length to ensure student privacy and confidentiality in the drug and alcohol screening process. Information obtained through testing related and unrelated to the use of a controlled substance or alcohol will be held in strictest confidentiality by the Medical Review Officer and the Missoula College UM and will not be released.

1. Access to records and knowledge of test results is limited to the Program Director, Associate Dean, Administrative Associate of West Campus, and the Registrar. The

Federal Transit Administration (FTA) regulations state the following circumstances under which information can be released:

- to a third party only as directed by specific, written instructions of the student;
 - to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student tested;
 - to subsequent employer upon receipt of a written request from the employee;
 - to the student, upon receipt of a written request;
 - to the National Transportation Safety Board during an accident investigation; and
 - to the Department of Transportation (DOT) or any DOT agency with regulatory authority over the Missoula College UM, or any of its students.
2. All drug and alcohol testing records are kept in a locked file separate from other personal student files. Negative test results must be kept on file for minimum of twelve (12) months. All other records relating to the administration and results of your driver drug testing program must be retained for five (5) years. Student files will be kept with the secretary of the West Campus for the duration of the course. After the course has been completed, all information in your file will be held separate from your student file on the east campus of the Missoula College UM.

DRUG AND ALCOHOL RULES/STANDARDS OF CONDUCT

A student who violates any one of the following rules may be subject to discipline including being restricted from performing any safety-sensitive functions required to pass TRK 1 CDL Training:

Alcohol: A student may not use, distribute, manufacture or be under the influence of any intoxicating liquor while on campus. **IMPORTANT:** This rule prohibits using alcohol prior to reporting to class or during breaks or meal periods when a student will or might be returning to class or in conjunction with any Missoula College UM affiliate activities. Even smelling of alcohol could subject a student to discipline.

Drugs: A student may not possess, use, transfer, offer, share, attempt to sell obtain, manufacture, or be under the influence of any drug or substance (except medically prescribed drugs possessed and used pursuant to the instructions of a licensed medical practitioner, as defined in 49 CFR 382.107). **IMPORTANT:** This rule prohibits having any such drugs or substances present in the body. Drugs or substances “includes legal and illegal drugs and substances, such as marijuana, cocaine, amphetamines, designer drugs and ‘controlled substances’ (as defined in 49 CFR, part 40 or Schedules I-V of Section 02 of the Controlled Substances Act and the applicable regulations), as well as drugs which have been obtained or used illegally (for example, using drugs prescribed for someone else).”

Alcohol Containers and Drug Paraphernalia: A student may not possess or “control” alcohol containers (cans, bottles, etc.) or any drug paraphernalia while on Missoula

College campuses. “Drug paraphernalia” means all equipment, products and materials of any kind which are marketed, designed for use, or used in connection with anything from growing to manufacturing, packaging, selling, concealing or introducing into the body any illegal drug.

Alcohol and Drug-Related Arrests and Convictions: A student must notify the Program Director of any citation and/or arrest or conviction under any criminal drug law within five days of the event. A citation, arrest, or conviction may also result in fitness-for-duty evaluation and/or require signing a performance agreement and/or any other measure(s) deemed appropriate to ensure that students taking this course remain drug free.

Criminal Conduct: A student may not engage in any form of criminal conduct connected with alcohol or drugs.

Legal Drugs/Prescriptions: We recognize that the use of any drug, legal or illegal, can adversely affect a student’s work performance and safety and that misuse of legal prescriptions is a common form of drug abuse. Situations occur where students can safely and efficiently perform their class tasks while taking prescribed drugs. It is the student’s responsibility to ask a doctor or pharmacist to determine the potential effects of medications before starting the CDL training. A student must inform the Program Director of the use of a medically prescribed drug or an over-the-counter drug that might affect, alter or impair behavior, motor functions, or physical or mental ability to perform while operating machinery. A student must also keep prescribed medicine in its original container or must have a copy of the prescription in his/her possession while on campus. The container or prescription must identify the patient, the drug, the date of the prescription, and the name of the prescribing physician.

Repercussions: In addition to the above rules, unlawful manufacture, distribution, possession or use of controlled substances may result in legal sanctions according to federal, state and local law. The University of Montana Dean of Students can provide more details regarding federal and state legal sanctions. Students who violate these rules will be immediately removed from any safety-sensitive functions as defined in VI (B) of this policy. Please see the Student Conduct Code for the resolution process and student rights. **IMPORTANT:** Nothing in this policy is intended to preclude program faculty from taking appropriate disciplinary action against a student for performance problems and/or violation of the policy regardless of whether a person is tested; and if tested, whether a controlled substance or an alcohol test is positive.

Alcohol and Drug Testing (Allowable Types)

The following types of drug and/or alcohol testing may occur:

1. **Prospective Training Testing:** Each student will be required to take a five-panel drug screen test before or during CDL orientation and before entering the CDL class. The student will register for and pay for this testing.

2. **Follow-up Testing:** Students will be required to submit to a follow-up testing in the following situations:
- **Positive test results:** If the student has had a verified positive test for a controlled substance or for alcohol or for a dilute sample, follow-up testing will conform to this policy: At the time of testing positive, the student will be referred to an assessment program. Cost of this program will be paid by the student. The student will be immediately removed from performing any safety-sensitive functions as required by TRK 1.
 - **Post-accident testing:** During the CDL course, students involved in an accident while operating Missoula College UM machinery, or during the maintenance of the machinery, may be subjected to an additional drug screening. Situations that will lead to additional testing include, but are not limited to the following: Accidents involving drivers whose performance could have contributed to the accident (as determined by a citation for a moving violation); all fatal accidents, even if the driver is not cited for a moving violation; and all accidents where any vehicle damage exceeds \$4,400.
 - **Reasonable suspicion testing:** Students will be tested, at their own expense, for controlled substances or alcohol if an instructor believes that a reasonable suspicion exists that a student's faculties are impaired in the educational setting as a result of controlled substance and/or alcohol consumption. An instructor who has been trained in observing reasonable suspicion of drug and/or alcohol consumption will document all suspicious actions of the student. The instructor will then call a local taxi company to have the student taken to the contracted drug testing facility. This expense will be paid by the student. Until the testing is complete and the test results have been reviewed, the student will not be allowed to return to class.
 - **Random drug selection:** Each student enrolled in the CDL training course will be joined in a state wide consortium. On a quarterly basis, a random selection occurs, and those chosen must submit to another drug testing. Testing fees that occur with random selection will be paid by the Missoula College UM Office of Outreach.

Drug and Alcohol Test Information

Methods of Testing: The following tests will be conducted at the student's expense if there is suspicion of non-compliance with this policy. Testing procedures occur in two forms:

Breath Alcohol Test (BAT): Breath alcohol tests will be administered by a certified breath alcohol technician and may only be conducted using testing equipment that appears on the list of conforming products published in the Federal Register.

Urine Drug Testing: The collection, transport and confirmation testing of urine samples must be performed in accordance with 49 CFR, part 40 (federal regulations setting forth procedures for transportation workplace drug testing programs). The following controlled substances will be tested for: marijuana metabolites, cocaine metabolites, opiates, amphetamines and phencyclidine.

Positive Test Results

A **confirmed breath alcohol** concentration of greater than 0.02 grams of alcohol per 210 liters of breath as indicated by an evidential breath test will result in a presumption that the student has engaged in misuse of alcohol and cannot return to class until he/she has been evaluated by a Substance Abuse Professional and has successfully complied with any education or treatment recommendation to assist with an alcohol problem. A student who has demonstrated a violation of standards of conduct regarding alcohol can expect to be withheld from performing any safety-sensitive functions.

Urine drug results greater than the cut-off level set forth in 49 CFR, part 40.29, will be deemed “positive” for the presence of drugs in the body. A student who has demonstrated a violation of standards of conduct regarding drugs, including a confirmed positive drug test, can expect that disciplinary action will be taken up to and including possible discharge from the program.

All **positive urine drug** test results will be reviewed and certified by a Medical Review Officer trained in the field of substance abuse before disciplinary action is implemented by the Missoula College UM. Students are responsible for providing notification to the Medical Review Officer of any medical information that is relevant to interpreting test results, including information concerning currently or recently used prescription or nonprescription drugs. The Program Director will contact the student who has been tested directly, on a confidential basis, to determine whether the student wishes to discuss the test result.

Testing Procedures

All testing required by this policy will be conducted in accordance with the Omnibus Transportation Employee Testing Act of 1991. The testing will be conducted by certified, qualified individuals. Other drug test results which will be accepted are any copies of drug tests which can be obtained through a consortium group that the student has been joined in for the last consecutive six (6) month period.

Review of Test Results

All drug tests results may be reviewed by a physician, (Medical Review Officer (MRO)) before the results are reported to the Program Director. If the testing facility reports a positive test to the MRO, the MRO will contact the student to determine if there is an alternative medical explanation for the drugs found in the student’s system. If the student gives a reasonable and verifiable explanation, the results of the test are reported as negative to the Missoula College UM. In the event the student is unable to find an alternative medical explanation for the presence of drugs in his/her system, the MRO will report the positive test immediately to the Program Director.

Appeal Rights/Right to Retesting

The Program Director shall provide a student who has been tested with a copy of the report. A student who tests positive will have 15 days (from the day the test results are communicated) to explain the result and/or request a retest of the same urine split specimen by an independent, professional laboratory selected by the student, provided that Missoula College can maintain the chain of custody. (Students will be responsible to contact the Missoula College UM Associate Dean responsible for the program and the Program Director directly if they wish to explain the results and/or request a retest).

Limitation of Adverse Action

No adverse action, including follow-up testing, will be taken by the program if the student presents a reasonable explanation or adequate medical opinion indicating the original test results were not caused by illegal use of controlled substances or by alcohol consumption.

Duty to Cooperate

Any student who fails to cooperate in the administration of this policy will be withdrawn from the CDL course. Examples include, but are not limited to, the following:

- Refusing to consent to testing, to submit a sample, or to sign any required forms;
- Refusing to cooperate in any way;
- Adulterating or in any way tampering with the requested sample(s) or otherwise attempting to manipulate the testing process; and
- Refusing to test again when a test reveals a finding of a dilute sample (sample not in strong enough concentration) or if the second test also results in a dilute sample.

Alcohol Facts and Information

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. However, when consumed primarily for its physical and mood-altering effects, alcohol progressively impairs mental functions. It takes one hour for the average person (≈ 150 pounds) to process one ounce of an alcoholic beverage from the body. Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body. A person who is legally intoxicated is six times more likely to have an accident than a sober person.

Signs and symptoms of use include the following:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stupor condition
- Slowed reaction rate
- Slurred speech

NOTE: Except for the odor, these are general signs and symptoms of any depressant substance

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer (12 ounces), whiskey (1 ounce), or wine (6 ounces) over time may result in the following health hazards:

- Dependency (up to 10% of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”).
- Fatal liver diseases.
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma.
- Decreased sexual functioning.
- Kidney disease.
- Pancreatitis.
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54% of all birth defects are alcohol related)
- Workplace Issues

Additional Information

Anyone with questions regarding this policy or any other aspect of the drug-free and alcohol-free CDL program should contact the following Missoula College UM representatives:

Mark Dodge, CDL Instructor
TT02
Missoula College West Campus
3639 South Avenue West
mark.dodge@umontana.edu
Phone 406.243.7650

Vida Wilkinson, Director of Outreach
Missoula College
909 South Avenue West
Missoula, MT 59801
Phone 406.243.7871

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Missoula College West Campus
3639 South Avenue West
Missoula MT 59802
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