

24/7 Tobacco-Free Facility

Drug Free Policy

Caddo Kiowa Technology Center does not permit students to use or be under the influence of alcohol or a controlled substance on school property or during school sponsored activities. Students suspected of being in possession or under the influence of alcohol or a controlled substance will be subject to the procedures outlined in the student behavior code. Information regarding drug and alcohol abuse education programs is available in the Student Service Center.

Attendance Policy

Caddo Kiowa Technology Center is committed to providing the knowledge and skills training which prepares our students for both entering the workplace and continuing their education. Class attendance is essential for students to realize their fullest potential from their educational efforts. Students who are habitually absent or arrive late will miss the heart of the course and will not be prepared for the workplace or college. For successful career major completion, students must be in attendance ninety percent (90%) of their scheduled hours per semester. Violation of the attendance policy will result in suspension from school for the balance of the semester. This policy applies to both high school and adult students enrolled in career majors at Caddo Kiowa Technology Center, unless the Board of Education has designated a more stringent attendance policy for a specific career major due to the educational requirements of that specific career field.

Tardy

Three tardies equal one absence. Arriving more than 30 minutes late is an absence; leaving more than 30 minutes early is an absence.

Student Services

School Hours: 8:20 - 11:30 & 12:30 - 3:40

Bookstore Hours: 8:30 am to 3:30 pm.

Student Organizations

Food Service

National Technical Honor Society

Counseling

Transportation

Early Care

Assurances Page

Put your **first and last initial** next to each statement, then sign at the bottom of the page.

- I understand that it is my responsibility to read the complete student policy book and to understand CKTC's policies and procedures.
- I understand CKTC is a 24/7 Tobacco Free and Drug and Alcohol Free Campus.
- I understand the various services provided in Student Services.
- I understand the Attendance Policy.
- I understand the Network and Internet Acceptable Use Policy.
- I understand CKTC complies with the Asbestos Hazardous Emergency Response Act.
- I understand that I am financially responsible for all classroom materials I fail to return.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

MEDICAL RECORD

Nco g''' _____

Krpgu''' _____

O gf lecvkqpu _____

Cmgti lgu _____

Mandatory Drug Screening & Physical

It is mandatory that all students will have a drug test screening and DOT physical upon entering the CDL Trucking program. This will be done prior to your behind the wheel training.

Subpart E – Physical Qualifications and Examinations

§391.41 Physical qualifications for drivers

(a) A person shall not drive a commercial motor vehicle unless he/she is physically qualified to do so and, except as provided in §391.67, has on his/her person the original, or a photographic copy, of a medical examiner's certificate that he/she is physically qualified to drive a commercial motor vehicle.*

(b) A person is physically qualified to drive a commercial motor vehicle if that person –

(1) Has no loss of a foot, a leg, and hand or an arm, or has been granted a skill performance evaluation certificate pursuant to §391.49;

(2) Has no impairment of:

(i) A hand or finger which interferes with prehension or power grasping; or

(ii) An arm, foot or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or has been granted a skill performance evaluation certificate pursuant to § 391.49

(3) Has no established medical history or criminal diagnosis of diabetes mellitus currently requiring insulin for control;

(4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;

(5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and drive a commercial motor vehicle safely;

(6) Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a commercial motor vehicle safely;

(7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or

vascular disease which interferes with his/her ability to control and operate a commercial motor vehicle safely;

(8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle;

(9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to drive a commercial motor vehicle safely;

(10) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distance binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70° in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber;

(11) First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.4-1951;

(12) (i) Does not use a controlled substance identified in 21 CFR 1308.11 *Schedule I*, an amphetamine, a narcotic, or any other habit-forming drug.

(ii) *Exception.* A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who:

(A) Is familiar with the driver's medical history and assigned duties; and

(B) Has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial vehicle; and

(13) Has no current clinical diagnosis of alcoholism

Swf gpyu'Uki pcwtg: _____

DRIVER NOTIFICATION AND RELEASE

In connection with my application for employment (including contract for services) with you, I understand that a consumer report which may contain public record information is being requested from DAC Services, Tulsa, Oklahoma. This report may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, etc. I further understand that such report may contain public record information concerning my driving record, workers compensation claims, credit, bankruptcy proceedings, etc. from federal, state and other agencies which maintain such reports as well as information from DAC concerning (1) previous driving record requests made by others from such state agencies: (2) state provided driving record: (3) claims involving me in the files of insurance companies.

I AUTHORIZE WITHOUT RESERVATION ANY PART OF AGENCY CONTACTED BY DAC TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to DAC, upon proper certification, to request the nature and substance of all information in its files on me at the time of my request, the sources of information and the recipients of any reports on me which DAC has previously furnished within the two-year period preceding my request. I hereby consent to you obtaining the above information from DAC and I agree that such information which DAC has or obtains with regard to my employment history with you if I am hired will be supplied to DAC and to other companies which subscribe to DAC services.

RELEASE FORM FOR EMPLOYMENT AND EDUCATION

P c o g: _____
First Middle Last

In compliance with the "Family Education Rights and Privacy Act of 1974" I hereby grant permission for a copy of my school transcript to be sent for education and/or employment.

Applicants Signature

Social Security Number

**MOTOR VEHICLE DRIVER'S
CERTIFICATION OF COMPLIANCE
WITH DRIVER LICENSE REQUIREMENTS**

MOTOR CARRIER INSTRUCTIONS: The requirements in Part 383 apply to every driver who operates in intrastate, or foreign commerce and operates a vehicle weighing 26 –1 pounds or more can transport more than 15 people, or transports hazardous materials that require placarding.

The requirements in Part 301 apply to ever driver who operates in interstate commerce and operates a vehicle weighing 10001 pounds or more, can transport more than 15 people or transports hazardous materials that require placarding.

DRIVER REQUIREMENTS: Parts 383 & 391 of the Federal Motor Carrier Safety Regulations contain some requirements that you as a driver must comply with. These requirements are in effect as of July 1, 1987. They are as follows:

1. You as a commercial vehicle driver may not possess more than one license. The only exception is if a state requires you to have more than one license. This exception is allowed until January 1, 1990.

If you currently have more than once license , you should keep the license from your state of residence and return the additional licenses to the states that issued them DESTROYING a license does not close the record in the state that issued it, you must notify the state. If a multiple license has been lost, stolen, or destroyed, you should close your record by notifying the state of issuance that you no longer want to be licensed by that state.

2. Part 392.42 and Part 383.33 of Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Part 383.31 requires that any time you violate a state or local traffic law (other than parking), you must report it to your employing motor carrier and the state that issued your license within 30 days.

DRIVER CERTIFICATION: I certify that I have read and understand the above requirements.

The following license is the only one I will possess:

Driver's License No. _____

Driver's Signature: _____

CADDO KIOWA TECHNOLOGY CENTER/WESTERN TECHNOLOGY CENTER

Truck Driver Training Tuition

Tuition is \$3400 for 253 hours of training. Additional training and testing is \$250.00 for 20 hours includes testing if needed.

REFUND POLICY FOR TRUCK DRIVER TRAINING

Refunds for the Truck Driver Training program are based on a 253 hour program which is equivalent to 6 weeks. The Truck Driver Training refund policy is determined by the TDT Director using a prorated formula using a prorated formula at \$100 per day. Once a student begins to physically operate vehicles, no refund will be issued. I have read and understand the policy on refunds.

Participant's signature:

Date

STUDENT CODE OF CONDUCT

Student behavior should be conducive to a good learning atmosphere. Students are expected to conduct themselves in a professional manner. Conduct that is not acceptable may result in termination from class without refund. The following are some specific examples of unacceptable behavior which are subject to disciplinary actions, including suspension or expulsion from the trucking program.

- Open on persistent defiance of authority to any school personnel
- Fighting, assault and/or battery upon another person
- Inciting, encouraging, promoting or participating in attempts to interfere with the normal education process
- Willful disobedience, profanity or vulgarity
- Vandalism
- Possession or use of dangerous or disruptive items, including, but not limited to firearms, explosives, fireworks, knives, razors or other weapons used for assault.
- Stealing, gambling or extortion
- Bullying, threatening behavior, and intimidation by any individual whether involving written, verbal or physical actions.
- Operating a vehicle on school property in a reckless or unsafe manner

Participant's signature:

ATTENDANCE POLICY

It is our intent to provide each student with the skills necessary to successfully pass the state exam, however, the student needs to ensure he/she is participating in the learning process by having good attendance, attitude and communication with their instructor. Due to the short time-frame of our program it is essential, especially in the driving part of your class, for you attend daily. If you have 3 days of no-show, no-call during the driving part of your class, you will be considered withdrawn and dropped from the program without refund.

Participant's signature: