

**John D. Rockefeller IV Career Center
Truck Driver Training Program
Safety Demerit System**

Mission Statement: The mission of John D. Rockefeller IV Career Center is to prepare all students to be self-sufficient individuals for the purpose of employment or further education.

The Demerit System: The purpose of the demerit system is not to intentionally single out students for termination. There are no demerits given where a student has not received the proper instruction and skills practice to perform the operation safely. However, if you do accumulate too many safety demerits, termination may be a course of action we need to take. Each incident resulting in demerits will be reviewed with the student, as well as where the student stands overall in the demerit system.

The list of safety violations on the following page represent key safety indicators that any company would demand from its drivers, and would follow up with disciplinary action as a result. The system focuses only on safety related issues. Your skills in truck operation (shifting, backing, etc.) are evaluated academically. It is quite possible for a student to pass the range skills tests and CDL skills exam with ease, yet not be a safe driver. Unsafe driving usually results from a lifetime of bad habits and an inability or unwillingness to change (their attitude) towards becoming a professional driver.

Each safety violation will be reviewed with the student. Demerits can and will also affect your daily grade.

Once a student has accumulated 35 or more demerits, that student may be terminated from the truck driving program following administrative review.

I _____ understand the purpose of the safety violation demerit system and each of the individual violations of safety. I also understand that accumulating demerits will reflect on my overall grade, and demerit points of 35 or more may result in my termination from the truck driver training program.

(Signature)

(Date)

Absence/Tardiness Policy

The nature and training of this CDL program makes regular attendance necessary. Acceptable reasons for absences (although you are still considered absent) are:

1. Personal illness of student or illness of child
2. Death in immediate family
3. Act of God (fire, flood, etc.)

All other types of absences will be considered unexcused and not tolerated by this program. Tardiness is excusable only in emergency situations. Three hours tardy is equal to $\frac{1}{2}$ day absent and each part of an hour constitutes an hour of absence.

Counseling for Attendance Problems:

1. A student will have a conference with the director of the John D. Rockefeller IV Career Center at 3 days absent and will be placed on probation.
2. Absences over 4 days could constitute immediate dismissal from the program.

DISMISSAL FROM PROGRAM:

A CDL student who is dismissed from the CDL program due to absences or behavior problems will not be refunded any monies paid to the program at the time of dismissal or thereafter. A CDL student who is dismissed from the program due to a behavior issue will not be permitted to reapply to the CDL program at the JDRCC.

(Signature)

(Date)

John D. Rockefeller IV Career Center Medication Use Form

To: Post Secondary Students

From: Marty Hudek, Director

Date: 2012-2013 School Year

Subject: Required Mediation on School Property

The use of necessary medication on school property requires notification to school administration

Student Name: _____

Doctor's Name: _____

Name of Medication: _____

If you are on medication, please have your doctor sign below or sign a statement indicating you must take your medication during school hours.

Doctor's Signature: _____

Student's Signature: _____

GRIEVANCE POLICY

When a student encounters difficulty in the program he/she should take the following steps before a written grievance is filed:

1. Request an informal conference with your instructor within fifteen (15) days from the occurrence of knowledge of the incident
2. The informal conference shall be conducted within ten (10) days of the request. Participant will attend the informal conference with the instructors and discuss their concerns.
3. The instructor will respond to the student's concern in writing within ten (10) days of the conference. The goals and policies of the program, Hancock County Board of Education and affiliating agency will be considered. ***If the problem is not satisfactorily resolved:***
4. The student may present his/her written grievance to the school administrator within ten (10) days of the instructor's response. The appeal shall be on the approved form and will be signed by the student.
5. A written decision by the school administrator shall be made within ten (10) days from the filing date. ***If the problem is not satisfactorily resolved:***
6. The student may present his/her written appeal to the county superintendent of schools. This must be done within fifteen (15) days after receiving the decision of the school administrator
7. The superintendent or designee shall conduct a conference within ten (10) days of receipt of grievance.
8. The superintendent shall issue a written decision within ten (10) days following this conference. ***If the problem is not satisfactorily resolved:***
9. The student may present his/her written appeal on the given form to the Board of Education within fifteen (15) days of the written decision of the superintendent. The appeal shall be transmitted to the county superintendent who shall, within three (3) days provide a copy to each member of the Board of Education.
10. A hearing on the appeal shall be held by the Board of Education, if requested by the student when filing the appeal or if the Board itself determines that a hearing shall be held.
11. A decision shall be rendered by the Board of Education within twenty-five (25) days following receipt of the appeal

Classroom Procedures



Be ready to go by 7:30 each morning and back from lunch by 11:30



Report to the classroom each day prior to dismissal, unless excused by your instructor



Do not create noise or other distractions, especially when both classes are present, during classroom progress or instruction time or orientation interviews are given



All homework and reading assignments are due by date given- points deducted for late assignments

Range Work Polices



Operate vehicles only with instructors knowledge and permission



Stay with the truck and/or task you are assigned to-creativity can lead to accidents



Follow all range exercises as directed. If any information or instruction is unclear, **ASK**.



Only one vehicle can operate within an exercise layout at a time



In case of any malfunction, emergency or other problem, see an instructor



Always check all areas around truck, before moving-keep mirrors clean/adjusted



Stay well back from moving vehicles, and never in blind spots-never *ass-u-me* anything



Keep space cushions around all vehicles **at least 3** truck lengths.



No students are permitted to drive under any influence of drugs, alcohol or medications that cause drowsiness or other impairment-this includes impairment due to lack of sleep.



All students must participate in startup, coupling/uncoupling each morning and or afternoon. Getting your logbook caught up should be done before class starts, after trucks are put away or at home time.

Range Safety Rules

-  Never leave a truck **running unattended** without prior approval by an instructor
-  Keys must be **removed** from ignition after truck is turned off-leave on seat or key box.
-  Start-up procedures must be performed **each day** prior to truck usage
-  Tractors oil pressure must be verified immediately after starting a truck
-  Stand clear of all overhead doors
-  Never walk closer than six feet in front or behind a stopped truck
-  Never walk between two vehicles or vehicle object, if someone is in the driver seat
-  The most common cause of driver injuries are slips/falls upon entering or exiting a truck
-  Three points of contact are required when entering or exiting a cab
-  Adjust your seat first, then your mirrors
-  Before backing: verify space is clear-use flashers and city horn
-  A qualified spotter is required for all backing situations
-  Spotters must know hand signals and stay within visual sight of the driver at all times
-  The hand signal for STOP is a closed fist
-  All other vehicles entering the range have the right of way-this includes buses, 4-wheelers, delivery trucks, motorcycles and even road trucks
-  Speed limit on the loop and range lot area is **10 MPH**
-  If releasing air brakes, other than to drive, tires must **always** be chocked
-  You need to proceed slowly around barrels and cones-move them if you need to, or if you are unsure-GET OUT AND LOOK-You may lose daily grade points and /or need to fill out an accident report for flagrant collisions.