

FTCC  
Commercial Driver License  
Rules & Policies

*The following rules must be obeyed. They are simple and require only a good attitude and common sense.*

1. Possession or being under the influence of drugs or alcohol is strictly prohibited.
2. No weapons of any kind are allowed on or in school property.
3. Park your vehicle in the designated area. (Yellow Lines – Staff/Faculty; White Lines Students)
4. Roll call will be at 7:00 *a.m.* (do not be late). Any student absent for one (1) or more scheduled training days without making prior arrangements with the Lead Instructor will be considered withdrawn from the training program.
5. All students must stay in assigned areas, unless excused by an instructor.
6. All students must return to the classroom at the end of each day for dismissal.
7. No tank tops allowed. T-shirts, hats or jackets may not promote alcohol, drugs or sex related logos. No sandals, canvas type or slick soled shoes. Footwear must consist of hard-soled shoes ~ *pref.* oil and slip resistant soles.
8. Personal hygiene is a must. Students are expected to come to school neat and clean.
9. Students may not engage in discussions concerning race, color, national origin or sex – which might be deemed discriminatory in nature.
10. Do not create noise or other actions that may distract fellow students who are trying to learn.
11. Pagers, video cameras, tape recorders, laptops, dvd players, radios or other valuables are not allowed in classrooms, on the field, or in school vehicles. Cell phones may be used only on breaks and will be SILENCED at all other times.
12. No use of tobacco products inside school buildings or school vehicles, including vaping. No eating in the classrooms, on the field, or in school vehicles. (Designated areas are provided). No food or drinks allowed in the computer lab.
13. Keep the school grounds and building clean. (put trash and cigarette butts in receptacles).
14. No profanity. No gambling, fighting, vandalism or theft.
15. No horseplay or practical jokes (~THINK SAFETY~).
16. All trucks will be inspected before use (i.e. check oil, water, tires), Pre-Trip/Post-Trip.
17. No unauthorized operation of a truck is permitted.
18. Seat belts must be worn - in the field and road units - during training.
19. Equipment abuse will not be tolerated. DO NOT FORCE GEARS
20. All trucks will be cleaned out (daily).
21. Students may not pick up or purchase any gifts, foods, drinks, etc. for any instructor.
22. Follow all instructions fully.
23. Engaging in arguments with instructors will not be tolerated.
24. Make up days/time, *if available*, must be pre-approved and scheduled only by the Lead Instructor.
25. All financial obligations will be settled before graduation. Final paperwork will not be completed until all obligations are met.

Class

1. Do not create noise or other actions that may distract fellow students who are trying to learn.
2. No food or tobacco products in the classroom.
3. Cell phones may be used only on breaks and will be SILENCED at all other times.

## Field

1. Operate vehicles only with the permission of the instructor.
2. Follow all field exercise procedures exactly. If you do not understand an instruction or exercise, ask for help before proceeding.
3. Only one vehicle may be operated within an exercise layout.
  - a. In case of any malfunction, emergency, or problem, stop and alert an instructor.
  - b. Always check on all sides of the vehicle before moving.
4. No student may drive after taking prescribed drugs or any other medications that may affect his/her ability to drive safe.
5. Cell phones may be used only on breaks and will be SILENCED at all other times.

## Road

1. Do not create noise or other actions that may distract the Student Driver behind the wheel.
2. Carry your: Driver License or Commercial Driver License, learner permit, medical card or certificate, and log book at all times.
3. Operate vehicle only with the permission of the instructor and when the instructor is supervising you.
4. Follow all instructions given by the road instructor. If you do not understand an instruction, ask for clarification.
5. Always drive ~ with the headlights on.
6. When backing up ~ use the 4 way flashers.
7. Alert the road instructor to any malfunctions or potential malfunctions indicated by gauges, warning lights, etc.
8. Obey all traffic laws. You are not exempt.
9. No student may drive after taking prescribed drugs or any other medications that may affect his/her ability to drive safe.
10. Cell phones may be used only on breaks and will be SILENCED at all other times.