

Southeast New Mexico College Workforce Development CDL Course Fee Assistance — Application Packet

This packet contains everything you need to apply for SENMC CDL Course Fee Assistance, along with the program documents referenced in the application. Please read the entire packet before you apply. Your signature on the application confirms that you have read and understand these requirements.

What's in This Packet

Section	Pages	What to do with it
Application for CDL Course Fee Assistance	2–5	Complete, sign, and return with the items on the Application Packet Checklist.
Attachment A · Disqualifications for a CDL from the New Mexico MVD	7	Review <i>before</i> applying. Compare it against your MVD driving record.
Attachment B · Simulation Course Checklist	8–10	Keep. One page per week to track your progress during the first three weeks.
Attachment C · Study Skills & Techniques	11	Keep. Study methods and free resources to help you prepare for your exams.
Attachment D · Withdrawal and Dismissal Repayment Tiers	12	Review. Explains what you may owe if you withdraw or are dismissed.
Attachment E · Student Code of Conduct	13–16	Review. You acknowledge it in the Waivers and Acknowledgments section of the application.
Attachment F · Urine Preliminary Drug Screen Result Form	17	Take to the clinic for your drug test, then submit the completed form with your application.

How to Apply

1. Read the application and Attachments A and D so you understand the eligibility rules and your repayment obligations.
2. Gather your supporting documents: drug test results (Attachment F), DOT physical, MVD driving record, and proof of Eddy County residency.
3. Complete every section of the application, check each acknowledgment box, and sign and date it.
4. Submit the complete packet by mail, in person, or by email using the addresses on page 5. Incomplete applications will not be considered.

Questions?

Contact the Workforce Development office at **(575) 234-9277** or **workforce@senmc.edu**, or visit us in the Main Building, Room 200.

Southeast New Mexico College Workforce Development CDL Course Fee Assistance

This program offers financial assistance to eligible residents of Eddy County, New Mexico, who are enrolled in a program that leads to licensure or industry-recognized certification. The program covers 100% of the course fee for these programs. Please complete all sections of this application form and submit it along with the required documentation to be considered for this program.

Application Packet Checklist

Your application packet must include all of the following items. Please check each item to confirm it is included:

- ☐ Drug Test (at the SENMC Clinic for free, or at a clinic of your choice)
- ☐ DOT Physical (at the SENMC Clinic for \$80, or at a clinic of your choice)
- ☐ Motor Vehicle Division (MVD) Driving Record
- ☐ Completed Application
- ☐ Proof of Eddy County residency (e.g., Driver's License or Utility Bill).

Please note: Incomplete applications will not be considered.

General Information

Full Name:		SSN:	
Date of Birth (MM/DD/YYYY):		Phone (XXX) XXX-XXXX:	
Mailing Address:			
Email Address:		Current Salary:	

Demographic Information

This information is collected for program reporting purposes:

Gender: ☐ Male ☐ Female ☐ Prefer not to say

Race/Ethnicity (select one):

- ☐ White ☐ Black/African American ☐ Hispanic/Latino ☐ Asian
- ☐ American Indian/Alaska Native ☐ Native Hawaiian/Pacific Islander
- ☐ Two or More Races ☐ Prefer not to say

Dress Code

For the safety of all participants, trainees are expected to maintain a neat, industry-appropriate appearance at all times during training activity, including classroom instruction, pre-trip inspections, range exercises, and road driving. Training involves climbing in and out of the cab using three points of contact, working beneath and around the vehicle during inspections, and coupling and uncoupling trailers, so clothing and footwear must allow for safe, unrestricted movement. All participants must wear sturdy, closed-toe shoes with good traction; open-toed shoes, flip-flops, sandals, and slides are not permitted. For safety reasons, dresses and skirts are also not permitted because loose fabric can snag on steps and equipment and make inspections difficult. Shorts are acceptable but must be of reasonable length. Excessively short shorts are not allowed since very short shorts give little protection when kneeling or climbing. Halter tops, tank tops with low or open sides, and other overly revealing clothing are not permitted both for protection around equipment and to keep a respectful learning environment. Trainees who do not meet these requirements may be asked to change into appropriate attire before continuing with training activities.

Eligibility

Are you a resident of Eddy County, New Mexico?

- ☐ Yes ☐ No (If no, this program is not available to you.)

Do you have dependable transportation to attend training?

- ☐ Yes ☐ No (If no, this program is not available to you.)

Can you commit to full attendance with no schedule conflicts (work, appointments, childcare, etc.) for the course dates?

- ☐ Yes ☐ No (If no, this program is not available to you.)

Are you able to pass a required drug test?

- ☐ Yes ☐ No (If no, this program is not available to you.)

Is your current driver's license suspended, revoked, or canceled in NM or any other state?

- ☐ Yes ☐ No

Have you been convicted of a DUI/DWI or refused a chemical test within the last year?

- ☐ Yes ☐ No

Do you have an active, unresolved positive drug or alcohol test in the FMCSA Clearinghouse?

- ☐ Yes ☐ No

Do you have 2 or more serious traffic tickets (like reckless driving or racing) within the last 3 years?

- ☐ Yes ☐ No

Program Requirements and Policies

Please read and understand the following program requirements:

- Students must complete all three tests within the first 3 weeks to receive their Temporary License, prior to completing the remaining 5 weeks at Artesia Truck Driving School.
- Students may be charged \$1,000 per week, payable to Artesia Truck Driving School, beyond the standard 8-week course period when the delay is caused by the student (for example, failing to obtain a CDL learner's permit, complete required coursework, or meet program progression requirements). No fee applies to delays outside the student's reasonable control, such as testing vehicle malfunctions, testing schedule delays due to capacity constraints, instructor-directed delays, or other circumstances the program determines are beyond the student's control.
- Students are responsible for the cost of their Department of Transportation (DOT) physical, which must be completed and submitted with the application.
- Students must take a drug test at the SENMC Clinic and submit the results (Attachment F) with the application.
- Students must submit a copy of their driving record, obtained from the New Mexico Motor Vehicle Division (MVD), with the application. The criteria for disqualification from obtaining a CDL are attached (Attachment A).
- Students will be dropped from the program after 3 absences.
- The program covers the cost of the first CDL test; students are responsible for the cost of any retakes.
- Students are expected to progress each week using the Simulation Course Checklist (Attachment B). The Study Skills & Techniques guide (Attachment C) provides helpful tips and resources for studying.
- Students must comply with the dress code above and the Student Code of Conduct (Attachment E) at all times.
- Students who drop the course or are expelled may be liable to repay the college up to \$6,000, depending upon the circumstances. SENMC will expect repayment of the amount due based on the severity of the circumstances for leaving the course. If a student does not pay within the time requested by SENMC, the debt will be sent to a collection agency. The categories of severity are detailed in Attachment D.

☐ I have read and understand the program requirements and policies listed above.

Waivers and Acknowledgments

Please check each box below to acknowledge and agree to the following:

- ☐ **Media Waiver** - I hereby grant to the Board of Trustees of Southeast New Mexico College, its employees, agents and assignees, the right to use photographs, video and/or digital recordings of me and materials created by me.
- ☐ **Health Waiver** - My signature below attests to the fact that I have medical clearance to engage in the activities in the courses listed above.
- ☐ **Waiver** - As the undersigned, I hereby agree and promise that I will not hold the Board of Trustees of Southeast New Mexico College, their employees, their agents, or others who are involved in supervision or operations of activities sponsored by SENMC Workforce Training responsible for any damages and/or personal injuries which I may receive as a result of participation in courses.
- ☐ **Drug-Free Policy Acknowledgment** - I understand that I must remain drug-free while enrolled in this course and that I will be subject to the possibility of random drug testing at any time throughout the 8-week course. I understand that a positive test result or refusal to test may result in my dismissal from the program.

- ☐ **Code of Conduct Acknowledgment** - I have read and understand the SENMC Workforce CDL Program Student Code of Conduct (Attachment E). I agree to follow it for the full length of my training, and I understand that violating it may result in discipline or dismissal and may affect my eligibility for fee assistance.
- ☐ **Follow-Up Data Collection Agreement** - As a condition of receiving this scholarship, I understand and agree that SENMC Workforce Development may contact me approximately 3-6 months after completing the course to request follow-up information regarding my job status, salary, and other program outcome data.
- ☐ **FERPA and Social Security Number Notice** - In compliance with the Family Educational Rights and Privacy Act (FERPA) and 34 CFR §99.3, I consent to the disclosure of my personally identifiable information (PII), including name, Social Security Number (SSN), date of birth, gender, and race/ethnicity, to SENMC, Artesia Truck Driving School, and the State of New Mexico Government Results and Opportunity (GRO) Program to verify eligibility, process the Course Fee Assistance, and meet required program reporting. Disclosure requires written consent, except as FERPA allows without consent (e.g., to school officials with legitimate educational interests). The PII will be used solely for this purpose and protected from unauthorized use or further disclosure under FERPA and applicable privacy laws. My PII is required to receive the Course Fee Assistance (\$6,000).
- ☐ **Self-Pay Option** - I understand that if I do not wish to provide the required Social Security Number, Date of Birth, Gender, or Race/Ethnicity, I have the option of paying for the program myself. I understand that I must still provide the other items on the Application Packet Checklist and complete the rest of the application.

Signature

By signing below, I certify that all information provided in this application is true and accurate and acknowledge that I have read and understand the waiver statements above.

X

Applicant Signature

Date (MM/DD/YYYY)

Submission Information

By mail:

Southeast New Mexico College Workforce
Development Office,
1500 University Drive, Carlsbad, NM 88220
By email: workforce@senmc.edu

In person:

Southeast New Mexico College Workforce
Development Office
Main Building, Room 200

Questions? Contact the Workforce Development office at (575) 234-9277 or workforce@senmc.edu.

Office Use Only - Vice President of Workforce or Designee Approval

Decision: ☐ Approve ☐ Disapprove

X

VP of Workforce or Designee Signature

Date (MM/DD/YYYY)

Attachment A

Disqualifications for a CDL from the New Mexico MVD

The criteria below can prevent you from obtaining a Commercial Driver's License in New Mexico. Please review them alongside your MVD driving record before applying.

Major Offenses (1-Year to Lifetime Disqualification)

- **DUI or BAC/Test Infractions:** Driving under the influence, having a BAC of 0.04% or more in a commercial vehicle / 0.08% in a personal vehicle, or refusing/failing a chemical test.
- **Felony Use:** Using a motor vehicle in the commission of a felony.
- **Suspended/Revoked Operation:** Driving a commercial motor vehicle while your CDL or driving privilege is suspended, revoked, or canceled.
- **Lifetime Ban:** 2 or more major offenses, or a felony involving controlled substances or human trafficking.
- **Hazmat Aggravator:** 3-year minimum disqualification if committing a major offense while transporting placarded hazardous materials.
- **Active Suspension:** Any active license suspension or revocation in New Mexico or another state.

Serious Traffic Violations (Accumulation Leads to Suspension/Denial)

- **Reckless Driving:** Reckless or erratic driving/lane changes.
- **Fatal/Great Injury:** Causing a fatality or great bodily/pregnancy injury via negligent vehicle operation.
- **Unlicensed/Uncertified:** Driving a commercial motor vehicle without a valid permit/CDL in possession or lacking proper class/endorsements.
- **Threshold:** **2 violations** in 3 years = at least 60 days disqualification; **3 violations** in 3 years = at least 120 days disqualification.

Non-Driving Disqualifications

- **Medical Certification:** Failing the Department of Transportation (DOT) physical/medical exam or letting medical certification lapse.
- **Clearinghouse/Substance:** Active drug and alcohol violations in the FMCSA Clearinghouse. (For prior CDL Holders)

Attachment B Simulation Course Checklist — Week 1

Name: _____ Course Dates: _____

Complete each lesson at <https://learning.5dt.com/login> and record your score. Each lesson must meet the required score before you move on.

Lesson Type	Day / Week	Lesson	Description	Required	Score
E-Learning	Day 1	101: Introduction	The Introduction provides a brief overview of the course and instructions on how to navigate the Training Sessions and Assessments.	Score: 80%	
		801: General Knowledge Part 1	This practice test presents some of the most common CDL General Knowledge questions that you may encounter on your test day.	Score: 80%	
	Day 2	802: General Knowledge Part 2	This practice test presents some of the most common CDL General Knowledge questions that you may encounter on your test day.	Score: 80%	
	Day 3	803: General Knowledge Part 3	This practice test presents some of the most common CDL General Knowledge questions that you may encounter on your test day.	Score: 80%	
		401: Air Brake System Parts	This session focuses on the parts that make up the air brake system	Score: 80%	
	Day 4	402: Inspecting Air Brakes	This session focuses on the inspection of air brake systems	Score: 80%	
		403: Using Air Brakes	This session focuses on using air brakes correctly and safely	Score: 80%	
		Topic 4: Assessment 4	This is the Formative Assessment for Section 4, and covers content from Sessions 401 to 403.	Score: 80%	
Walk-Around Inspections	Week 1	Walk-Around Inspection (Form A)	This scenario trains the operator to identify inspection points and judge whether an inspection point is unsafe. Form A focuses on the front of the truck and inspecting the lights, engine and tires.	Score: 100%	
		Walk-Around Inspection (Form B)	This scenario trains the operator to identify inspection points and judge whether an inspection point is unsafe. Form B focuses on the remainder of the truck that is not covered in Form A. This includes the rest of the cab exterior, rear axles and the rear of the truck.	Score: 100%	
		Walk-Around Inspection (Form C)	This scenario trains the operator to identify inspection points and judge whether an inspection point is unsafe. Form C focuses on checking the trailer inspection points.	Score: 100%	

Exam Milestone

Item	Date Completed
General Knowledge Exam	

Attachment B Simulation Course Checklist — Week 2

Name: _____ Course Dates: _____

E-Learning: <https://learning.5dt.com/login>

Lesson Type	Day / Week	Lesson	Description	Required	Score
E-Learning	Day 5	501: Driving Combinations	This session focuses on combination vehicle driving safety	Score: 80%	
		502: Combination Air Brakes	This session focuses on combination vehicle air brakes	Score: 80%	
	Day 6	503: Antilock Brake Systems	This session focuses on Antilock Brake Systems (ABS)	Score: 80%	
		504: Coupling a Tractor-Semitrailer	This session focuses on the procedure for coupling tractor-semitrailers	Score: 80%	
	Day 7	505: Uncoupling a Tractor-Semitrailer	This session focuses on the procedure for uncoupling tractor-semitrailers	Score: 80%	
		506: Coupling & Uncoupling a Pintle Hook	This session focuses on the procedure for coupling and uncoupling a pintle hook	Score: 80%	
	Day 8	507: Coupling & Uncoupling a Draw Bar	This session focuses on the procedure for coupling and uncoupling a draw bar	Score: 80%	
		508: Coupling & Uncoupling Gooseneck Hitch	This session focuses on the procedure for coupling and uncoupling a gooseneck hitch	Score: 80%	
		Topic 5: Assessment 5 (Part 1)	This is the Formative Assessment for Section 5 (Part 1), and covers content from Sessions 501 to 505.	Score: 80%	
Walk-Around Inspections	Week 2	Walk-Around Inspection (Fifth Wheel Coupling)	This scenario trains the operator to identify inspection points and judge whether an inspection point is unsafe. The fifth wheel coupling inspection focuses on the fifth wheel coupling inspection points.	Score: 100%	
		Walk-Around Inspection (In Cab Inspection)	This scenario trains the operator to identify inspection points and judge whether an inspection point is unsafe. The in-cab inspection focuses on the interior of the truck cab, some of these checks will be done during the Start-up, test and shutdown scenario.	Score: 100%	

The Simulator 4 Maneuvers scenario begins this week and continues in Week 3 (see next page).

Testing and Licensing Milestones

Item	Date Completed	Item	Date Completed
Air Brakes Exam		CDL Permit	
Combination Vehicle Exam			

Students must complete all three tests within the first 3 weeks to receive their Temporary License.



Southeast New Mexico College

Southeast New Mexico College
 1500 University Drive
 Carlsbad, NM 88220
 (575) 234-9200, Fax: (575) 885-4951

Attachment B Simulation Course Checklist — Week 3

Name: _____ Course Dates: _____

E-Learning: <https://learning.5dt.com/login>

Lesson Type	Day / Week	Lesson	Description	Required	Score
E-Learning	Week 3 Days 1–3	CDL Tanker Endorsement Test	Study for the CDL Tanker Endorsement Test	Score: 80%	
Simulator	Weeks 2–3	4 Maneuvers	This scenario will evaluate the ability of an operator to complete the CDL Maneuvers. This scenario includes driving forward, reversing, off-set and parallel parking.	Score: 80%	

Testing and Licensing Milestones

Item	Date Completed
CDL Tanker Endorsement Test	

Attachment C

Study Skills & Techniques

A quick-start guide for getting the most out of your study time.

1. Study Actively, Not Passively

- Re-reading your notes or textbook feels productive, but it's easy to skim without really learning.
- Instead, try: flashcards, quizzing yourself, matrix tables (charts comparing similar topics), or concept maps (a main idea in the center with branches to related details).

2. Make It Memorable

- **Mnemonics:** use a short phrase or letter pattern to remember a list (e.g., PMS = Properly Mounted and Secured).
- **Acrostics:** turn the first letters of a list into a memorable sentence.
- Learn the big picture first, then fill in the details — broad categories before specifics.

3. Repeat & Say It Out Loud

- Review material multiple times over several days, not all at once (distributed practice).
- Rewriting notes as brain dumps, outlines, or concept maps reinforces memory.
- Say things out loud, or teach the material to a friend, tutor, or study group.

4. Focus With the Pomodoro Technique

- Work for 25 minutes, then take a 5-minute break.
- After about 4 rounds (2 hours), take a longer 15–20 minute break.
- Use breaks intentionally: stretch, walk, breathe, or handle a distraction (hunger, noise, etc.).

5. Recommended Supplemental Study Sources

- **SENMC Tutoring Center / Learning Lab** — free one-on-one help and quiet study space.
- **SENMC Library Resources** — databases, research guides, and librarian assistance.
- **Khan Academy** (khanacademy.org) — free video lessons in math, science, and more.
- **Quizlet** (quizlet.com) — build and share digital flashcards.
- **YouTube** — search your topic + "explained" for free walkthroughs.
- **Your instructor's office hours** — ask questions while the material is fresh.
- **Study groups / classmates** — teaching each other reinforces learning for everyone.
- **iPhone and Android Apps:** "CDL Prep" (Jeffrey Diaz) and "CristCDL.com"

Key takeaway: *The more actively you engage with material — testing yourself, connecting ideas, and spacing out your review — the better you'll remember it on exam day.*

Attachment D**CDL Program: Withdrawal and Dismissal Repayment Tiers**

Students who drop the course or are expelled may be liable to repay the college up to \$6,000, depending on the circumstances. The four categories of severity are described below.

Tier 1: Medical or Documented Hardship	No Charge
Student can't continue due to a medical condition, injury, or serious hardship (death in immediate family, military activation). This also covers failing the DOT physical for a condition that wasn't known at enrollment. Requires valid documentation (doctor's note, letter of diagnosis, orders, etc.) submitted within a set window, such as 10 business days. With approval, the student may re-enroll in a future cohort.	
Tier 2: Voluntary Withdrawal	Prorated, up to \$2,000
Student withdraws voluntarily for non-disciplinary reasons. Repayment is about \$667 for each fully completed SENMC week: • Withdraws before completing Week 1: \$0 • Withdraws after completing Week 1: \$667 • Withdraws after completing Week 2: \$1,333 • Withdraws after completing all 3 SENMC weeks, including during the ATDS phase: \$2,000 Eligible to reapply after a waiting period.	
Tier 3: Good-Faith Non-Completion	Case-by-Case, \$0 up to \$6,000
Student met every program expectation but still couldn't pass the required tests within eight weeks. That means good attendance, on-time arrival, full participation, and using all allowed test attempts. A review will decide the repayment amount, if any, along with whether the student can re-enroll, retest, or get remediation.	
Tier 4: Failure to Meet Expectations or Disciplinary Dismissal	\$6,000
This tier covers either of two situations: • The student doesn't finish within eight weeks because of poor attendance, tardiness, or lack of participation. • The student is removed for cause. That includes a positive or refused drug/alcohol test, safety violations, falsified application information, harassment, theft, or code of conduct violations. A student who didn't meet expectations may reapply at the program director's discretion. A student dismissed for cause is permanently ineligible for SENMC CDL fee assistance.	

Unpaid balances: Students who owe a repayment must pay the amount due within the time requested by SENMC. Any balance not paid by that deadline will be sent to a collection agency.

SENMCD Workforce CDL Program

Student Code of Conduct

Southeast New Mexico College · Workforce Development and Community Engagement · October 2026

Purpose and scope

Every CDL student is held to the same standard a professional driver is held to on the job: safe, sober, on time, and accountable. This code sets that standard so students know what is expected and employers know what our graduates bring.

The code applies to every student enrolled in a Southeast New Mexico College (SENMCD) Workforce Development CDL course, including students receiving CDL fee assistance or employer sponsorship. It applies in the classroom, on the training range, during road training on public roads, at testing sites, and at any partner or employer location used for training.

This code works alongside the SENMCD Student Code of Conduct and all applicable Federal Motor Carrier Safety Administration (FMCSA) and New Mexico Motor Vehicle Division (MVD) regulations. Where they differ, the stricter rule applies.

Core values

Five values guide every rule in this code.

- **Safety first.** No schedule, test date, or shortcut is worth a crash, an injury, or a near miss.
- **Professionalism.** Students conduct themselves as the commercial drivers employers will hire.
- **Integrity.** Logs, inspections, attendance records, and test work are honest and complete.
- **Respect.** Instructors, classmates, staff, partners, and the public are treated with courtesy.
- **Accountability.** Students own their mistakes, report problems early, and follow through on commitments.

Attendance and punctuality

Students must attend every scheduled classroom, range, and road session, because Entry-Level Driver Training (ELDT) hours cannot be skipped or shortened.

- Arrive at least 15 minutes before the scheduled start, ready to train.
- A student more than 15 minutes late may be sent home and marked absent for that session.
- Notify the instructor or program coordinator before the session starts if you will be absent or late.
- Missed hours must be made up on a schedule set by the instructor, subject to range and vehicle availability.
- Two unexcused absences, or a pattern of late arrivals, triggers a meeting with the program coordinator and may lead to dismissal.
- Students may not leave a session early without the instructor's approval.

Safety and vehicle operation

The instructor has final authority over every vehicle and every training activity, and a student who ignores a safety instruction will be removed from the vehicle immediately.

- Operate a training vehicle only when an instructor is present and has authorized it.
- Complete a full pre-trip inspection before every drive and report every defect found.
- Wear a seat belt at all times the vehicle is in motion (49 CFR 392.16).
- No hand-held phone use or texting while operating a vehicle (49 CFR 392.80 and 392.82). Phones are stowed and silenced during range and road sessions.
- Obey all traffic laws, posted speed limits, and range rules.
- Wear closed-toe, sturdy footwear and any personal protective equipment the instructor requires, such as a high-visibility vest on the range.
- Report every incident, contact, near miss, or injury to the instructor immediately, no matter how minor.
- No passengers, pets, or unauthorized persons in training vehicles.
- Students must not train while ill, fatigued, or impaired by any medication that could affect safe driving. Tell the instructor before the session begins.

Drug and alcohol policy

The program has zero tolerance for alcohol, marijuana, or illegal drug use connected to training, and any violation results in immediate removal from the program.

- Do not possess, use, or be under the influence of alcohol, marijuana, or any controlled substance during any training activity or on any SENMC or partner property.
- Marijuana remains prohibited for commercial drivers under federal law, even though it is legal under New Mexico law.
- Students may be required to pass a pre-enrollment drug screen and are subject to reasonable-suspicion testing at any time during training.
- Refusing a test, or tampering with or substituting a sample, is treated as a positive result.
- Students must disclose any violation recorded in the FMCSA Drug and Alcohol Clearinghouse. A prohibited status in the Clearinghouse makes a student ineligible to train until the return-to-duty process is complete.
- Prescription medications that may affect driving must be disclosed to the instructor before training.

Licensing and eligibility

Students must stay legally eligible to drive a commercial vehicle for the full length of the program.

- Hold a valid New Mexico driver's license and a valid Commercial Learner's Permit (CLP) before any behind-the-wheel training.
- Carry the CLP and a current DOT medical examiner's certificate during every range and road session.

- Report within 24 hours any change in license status, including a suspension, a revocation, a traffic citation, or an expired medical certificate.
- Students may be asked to provide a current motor vehicle record. A record that would disqualify a student from holding a CDL ends eligibility for road training.
- Falsifying any license, permit, medical, or enrollment document results in immediate dismissal.

Professional conduct

Students represent SENMC and our employer partners every time they are in a training vehicle or on a partner site.

- Treat instructors, classmates, staff, examiners, and the public with courtesy and respect.
- Harassment, discrimination, threats, bullying, or intimidation of any kind will not be tolerated and will be reported under SENMC policy.
- Profanity, hostile language, and aggressive driving behavior are not acceptable in the classroom, on the range, or on the road.
- Weapons are not permitted at any training location, consistent with SENMC policy.
- Tobacco and vaping are allowed only in designated areas and never inside a training vehicle.
- Dress for the work: clothing suitable for climbing in and out of a cab and for inspecting under a vehicle, with closed-toe shoes.
- All tests, quizzes, and written work must be the student's own. Cheating or helping another student cheat results in dismissal.

Equipment and facilities

Training vehicles, simulators, and facilities are shared resources, and students are expected to leave them in the condition they found them.

- Use equipment only for its intended training purpose and only as instructed.
- Keep cabs, classrooms, and the range clean. Remove all personal items and trash at the end of each session.
- Food and drink are allowed only in designated areas.
- Report damage or malfunctions to the instructor immediately.
- Students who damage equipment or property through negligence or misuse may be held financially responsible and may be dismissed.
- Follow all site rules at partner and employer locations, including check-in, escort, and PPE requirements.

Fee assistance and sponsorship obligations

Students whose course fees are paid through CDL fee assistance or an employer sponsor take on added responsibilities in exchange for that support.

- Complete the full course and attempt the CDL skills test within 30 days of finishing training, unless the program coordinator approves an extension.

- Notify the program coordinator before withdrawing for any reason.
- Report test results, licensing, and employment status when asked, so the program can report outcomes to its funders.
- Students dismissed for a conduct violation, or who withdraw without an approved reason, may lose eligibility for future fee assistance and may be asked to repay assistance as outlined in their fee assistance agreement.

Violations and discipline

Most violations follow a progressive process, but serious safety and integrity violations lead to immediate removal.

Progressive discipline

- 1 Verbal warning from the instructor, documented in the student's file.
- 2 Written warning and a corrective meeting with the program coordinator.
- 3 Suspension from range or road training until a corrective plan is agreed.
- 4 Dismissal from the program.

Grounds for immediate dismissal

- Physical altercations of any kind, including fighting, hitting, pushing, or shoving, regardless of who started it
- Use or possession of alcohol, marijuana, or drugs, or refusing a required test
- Operating a training vehicle without instructor authorization
- Reckless driving or deliberately ignoring an instructor's safety instruction
- Threats, harassment, or possessing a weapon
- Falsifying documents, logs, or inspection reports, or cheating on tests
- Theft or intentional damage to property
- Loss of license, CLP, or medical certification eligibility

Appeals

A dismissed student may appeal in writing to the Vice President of Workforce Development and Community Engagement within 10 business days. The decision on appeal is final.



Urine Preliminary Drug Screen Result Form

Printed Name: _____ Date of birth: _____

I certify that I provided my specimen to the clinic and that the information provided on this form is correct. I hereby give my permission for the release of the results of these tests to Allied Health/Nursing.

Signature: _____ Today's date: _____

The following to be completed by testing personnel

Specimen cup details

Lot #: _____

Exp. Date: _____

Specimen Temp: _____

Specimen Validity Test Results

OX	Oxidant	-	+
pH	pH	-	+
CR	Creatinine	-	+

Preliminary Test Results

Amphetamines (AMP)	-	+
Barbituates (BAR)	-	+
Benzodiazepines (BZO)	-	+
Buprenorphine (BUP)	-	+
Cocaine (COC)	-	+
Fentanyl	-	+
Marijuana (THC)	-	+
Methadone (MTD)	-	+
Methamphetamine	-	+
Ecstasy (MDMA)	-	+
Opiate (OPI)	-	+
Oxycodone (OXY)	-	+
Phencyclidine (PCP)	-	+

I certify that the specimen given to me by the patient identified above was collected, tested and discarded as noted in accordance with applicable requirements.

Signature: _____ Date: _____