



Bradford-Union Technical Center

COMMERCIAL VEHICLE DRIVING (CVD) APPLICATION

2017-2018 CVD Class Schedule		
Class	Start Date	End Date
Class # 1	8/14/17	10/11/17
Class # 2	10/16/17	12/14/17
Class # 3	1/08/18	3/01/18
Class # 4	3/12/18	5/03/18
***Classes are held Monday through Thursday for 8 weeks from 7:30AM to 5:30PM.		
***Class schedule subject to change without notice.		



COE - 7840 Roswell Rd, Suite 325
Atlanta, GA 30350

609 North Orange Street, Starke, Florida 32091-2434

Phone: (904) 966-6764 Fax: (904) 966-6786

Website: <http://butc.edu/>

(904) 964-5932 – Driving Range
Instructors Kirk Abercrombie and Robert Lyons

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EQUAL OPPORTUNITY EDUCATION -- *Bradford-Union Technical Center will adhere to all applicable federal, state and local laws, and regulations and guidelines with respect to providing reasonable accommodations as required to afford an equal education opportunity. Bradford-Union Technical Center subscribes to equal access opportunity and endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap or marital status.*

OVERVIEW

This program is designed to prepare students for employment as tractor/trailer truck drivers. The program also provides updated training for people previously or currently employed.

CLASS	Course Number	OCP Title	OCP Hours
A	TRA0080	Tractor Trailer Truck Driver	320 Clock Hours
CLASS	Course Number	OCP Title	OCP Hours
B	TRA0084	Truck Driver Heavy Florida Class B	150 Clock Hours

ADMISSION REQUIREMENTS

1. Minimum age of 18 years old.
2. A \$100 non-refundable deposit is due along with the CVD Application (page 4) and the Driver Release Form (page 5). All admission paperwork must be signed, dated, and returned in person to Student Service between the hours of 8:00AM and 3:30PM. This deposit secures a seat in class. You must have the deposit or a letter of certification from an agency that is sponsoring you to have your name placed on the class roll. **NO EXCEPTIONS**
3. Applicants must meet the Department of Transportation (D.O.T.) requirements to drive in Florida. Individual truck lines may have additional requirements.
4. Applicants must be able to pass the D.O.T. physical requirements to be employable.
5. Applicants must have a Class "A" CDL training permit (with no endorsements).

GENERAL INFORMATION

- The program is available for veteran training.
- Applicants 18 to 21 years of age are only permitted to operate intrastate (only in Florida) once licensed.
- Applicants must be able to pass a controlled substance test after starting class and have no more than 9 points on their license for the past three years.

ATTENDANCE POLICY

Good attendance is the key to success in the job world. Business and industry can function only when their employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits. All absences must be compensated to the satisfaction of the instructor.

FINANCIAL AID

BUTC accepts V.A. benefits, Bright Futures, and Florida Prepaid. In-house scholarships are also available to those who qualify.

ESTIMATED IN-STATE TUITION COST

Tuition (\$2.78 per contact hour)	\$ 921.00
Lab fees (fuel, tires, repair parts)	\$ 1,780.00
Lab Kit	\$ 100.00
Drug Testing	\$ 50.00
Textbook and Curriculum	\$ 59.24 (plus \$3.88 sales tax)
License	\$ 81.25
Insurance	\$ 12.00
Student ID Badge	\$ 5.00
Total	\$ 3,009.09**

****\$100 deposit is non-refundable and all fees are non-refundable and non-transferable after class has begun. Balance is due in full prior to first day of class. Program costs are subject to change without notice.**

TEXTBOOKS

Students may pick up their textbooks at the Bradford-Union Technical Center Cashier's Office after they have paid program costs.

FLORIDA RESIDENCY FOR TUITION PURPOSES

In order to qualify for Florida resident tuition, legal residence must be dated, issued, or filed 12 months before entering the first day of any technical program. **At least two of the following documents must be submitted, with dates that evidence a 12-month qualifying period.** All documents provided are subject to verification.

First Tier: (at least one of the two documents submitted must be from this list)

1. Florida Drivers License
2. Florida Identification Card
3. Florida Voter Registration Card
4. Florida Vehicle Registration
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida.
7. Transcripts from a Florida high school for multiple years (2 or more years) **if the Florida high school diploma or GED was earned within the last 12 months.**
8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

Second Tier: (may be used in conjunction with one document from First Tier)

1. A Declaration of Domicile in Florida.
2. A Florida professional or occupational license
3. Florida Incorporation
4. A document evidencing family ties in Florida
5. Proof of membership in Florida-based charitable or professional organizations
6. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments, or an official state, federal, or court document evidencing legal ties to Florida.

Unacceptable forms of identification:

Social Security Cards, Hunting/Fishing Licenses, Library Cards, Shopping club/rental cards, Birth Certificates, Passports, and Cell-phone bills.

COMMERCIAL VEHICLE DRIVING APPLICATION

Legal Name: _____
Last First M.I

Mailing Address: _____
P.O. Box/Street City State Zip Code

SS #: _____ Age: _____ Birth date: _____ Place of Birth _____

Home Phone (____) _____ Cell Phone (____) _____ Height: _____ Weight: _____

Circle one: Married Single

Circle one: American Indian or Alaska Native Black or African American Asian

Hispanic Native Hawaiian or Other Pacific Islander White

Are you currently employed? Yes _____ No _____

Are you currently employed in an occupation for which you are seeking training? Yes _____ No _____

Name of Employer: _____

Last school attended: _____ Dates attended: _____ Highest grade completed: _____

Emergency Contact: _____ Telephone (____) _____ Relationship _____

Driver's License Number: _____ Expiration Date: _____

What are your enrollment intentions? Prepare for job entry _____ Self-employment _____

How will your fees be paid?

Student/Self _____ Employer _____ JTPA _____ VA _____ VocRehab _____ Other _____

Do you have any serious emotional or mental disorders? Yes _____ No _____ If yes, please explain:

Do you have any physical handicaps or restrictions? Yes _____ No _____ If yes, please explain:

I, _____ hereby give permission to release the following:

(Student printed name)

_____ Grades and attendance to prospective employers and other schools.

_____ Make recommendations to prospective employers and other schools.

_____ My name, address, and phone number(s) to potential employers and other schools.

Furthermore, I hereby certify that I have read and understand the enclosed material, meet the minimum admission requirements, and the information submitted in my application is true and correct.

Student Signature

Date

THIS SECTION FOR OFFICIAL USE ONLY:

DATE RECEIVED _____ AMOUNT RECEIVED _____ DEPOSIT RECEIPT # _____

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DRIVER RELEASE FORM

In connection with my application for employment (including contract for services) with you, I understand that an investigative consumer report is being requested from DAC Services, Tulsa, Oklahoma, that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state, and other agencies which maintain records concerning traffic offenses, accidents, etc., as well as information from DAC concerning (1) previous driving record request made by others from state agencies, (2) state provided driving records and, (3) claims involving me in the files of insurance companies.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY DAC TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I hereby consent to your obtaining the above information from DAC, and agree that such information which DAC has or obtains, and my employment history with you, if I am hired, will be supplied by DAC to other companies which subscribe to DAC's services.

Students Printed Name

Students Signature

Social Security Number

Date

Notice of Equal Access/Equal Opportunity and Nondiscrimination: Bradford-Union Technical Center (BUTC) is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, political opinions or affiliations, veteran status, and genetic information. The Center does not discriminate in its programs and activities, including employment and admissions. In particular, Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. BUTC complies with all aspects of this and other federal and state laws regarding non-discrimination. Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence as a violation of Title IX, should contact the Human Resources Director using the following contact information: Randy Whytsell, 501 W. Washington Street, Starke, FL 32091, 904-966-6810, Whytsell.Randy@mybradford.us