

# Truck Driving Program

Tennessee College of Applied Technology  
Upper Cumberland  
Revised 6/14/2024

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Phone: 931-267-6693

INSTRUCTOR:

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STUDENT,  
**SIGN AND** RETURN ANY DOCUMENTS THAT ARE REQUIRED.  
ANY UN-SIGNED DOCUMENTS ARE YOURS TO KEEP FOR REFERENCE

# TCAT

## Dear New Student:

Welcome to the Tennessee College of Applied Technology – Upper Cumberland Truck Driving Program. I know that choosing a school is difficult and I appreciate your choice of TCAT-Upper Cumberland to help with your career development. The Student Catalog you are provided can answer a lot of your questions. Use it as a supplement to your text and other handouts that you receive throughout the course. I encourage you to ask questions about the material contained in the reference and/ or your text. Don't be afraid to ask for help as often as you need. The Full Student Handbook is located on the TCAT Main Website. (tcatcrossville.edu). <https://tcatcrossville.edu/current-students/student-handbook-catalog>. If you need any assistance getting started, please let us know if we have not helped you already.

To start, you will login to your assigned computer station using your S# email address and passphrase created with Student Services during Orientation. Agree to the disclaimer of Acceptable Use. You will be required to authenticate a validation code with your cellphone at this time. Once signed in your computer will go through an encryption process and may be a little slower than normal.

### Read over everything fully.

We look forward to working with you and helping you to become a successful Truck Driving Professional.

Sincerely, Anthony Luttrell - Coordinator  
Truck Driving Program

[Anthony.Luttrell@TcatUpperCumberland.Edu](mailto:Anthony.Luttrell@TcatUpperCumberland.Edu)

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Tennessee College of Applied Technology Upper Cumberland is committed to and cares about all students. Support services are available for any person at Tennessee College of Applied Technology Upper Cumberland who is experiencing feelings of; being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help contact the National Suicide Lifeline Number 1- 800273-TALK(8255) or Text "TN" to 741741 or the Trevor Lifeline at 1-866-488-7386. Veterans may also wish to contact the Veterans Crisis Line at 1- 800-273-8255 (press 1) or Text 838255.

# Truck Driving Program Mission

## The Tennessee Colleges of Applied Technology:

The truck driving program's mission is to provide men and women, who want to start a new career in commercial transport, with the necessary knowledge and skills required to gain employment as a professional driver. The curriculum embraces training in safety, legal aspects, and driving skills necessary to obtain a CDL and placement within the trucking industry.

Tennessee College of Applied Technology of Crossville Tennessee is offering a 7 week program for \$1616.00. Financial aid is available for those who qualify. Additional costs include but are not limited to DOT physical, a DOT drug screen, log book and JJ Keller book.

The program is divided into two sections:

Section One: Three weeks of classroom instruction at TCAT. (90 hours)

Section TWO: Four weeks of skills training at practice backing yard and local driving. (132 hours)

After completion of the 7 week program, the students will be ready to test for their CDL.

## How to Login to your Computer:

Press the CTRL + ALT + DELETE key on your keyboard

Click on "OTHER USER" in the bottom left corner of the screen.

You will now sign in to this computer using your

**S#@tbr.edu email address and that long passphrase for your email account**

Once logged in... it will prompt you to send a verification code to your cellphone to secure your account.

Once the code has been verified, it will then ask you to create a 6 digit pin code to login to your account.

From this point on, you will use that pin code to login instead of your long passphrase password.

Once you login and get to a computer desktop screen, it will be a little slow while it is deploying your settings from TBR, encrypting your account, and pushing applications such as Microsoft Office to your account.

Be patient, it will eventually speed up.

Once you are able... open One Drive settings by clicking on the ONE DRIVE icon in the bottom right corner of your taskbar, and sign in using your S#@Tbr.edu email address.

Then go to the ONE DRIVE Settings, and click MANAGE BACKUP and turn on backup for Documents, Pictures and Desktop

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**Standards of Conduct:** Students are required to adhere to the same professional, legal and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while sending e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments and actions.

**Students with Disabilities:** Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at their home campus. These students should notify the instructor immediately and should contact the Office of Disabilities Support Services within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations.

## Break and Lunch Schedule

CLASS STARTS PROMPTLY AT 7:00 am CST

Class Starts:	7:00 am	Good Morning!	Tardy point if not present by 7:00
10 Minute Break	9:00am	9:10am	(Tardy point if not present at 9:10 am)
60 Minute Lunch	11:00 am	12:00 pm	(Tardy point if not present at 12:00 pm)
10 Minute Break	1:00 pm	1:10 pm	(Tardy point if not present at 1:10 pm)
Class Ends	2:00 pm	Have a Great Day!	

You are expected to be back in the classroom and not a distraction to others when the break is over for returning to class according to the scheduled times listed above.

Students receive TWO (2) Ten-minute breaks each day.

The morning break begins at 9:00 a.m. ends at 9:10 a.m. and one at 1:00 p.m. to 1:10 p.m.

Students receive a (60) lunch break beginning at 11:00 a.m. Students should be back in the classroom by 12:00 p.m.

There is no excuse for being late returning from lunch. Treat it like a job with a clock-in and clock-out system. It is documented towards your Work Ethics grade if you return from break times and lunch times as required.

There are no other breaks during the day.  
Except for restroom visits.

These hours and break times may vary from day to day depending on weather traffic ect.

## CLASSROOM EXPECTATIONS: PAGE 1

The goal of the program is to help provide students the tools they need to succeed in the dynamic field of Truck Driving. These fields of endeavor require attention to detail, consistency and self discipline as well as talent, skill and knowledge. These rules were written in an effort to help guide the student to a more successful education and career as a professional.

1. Class hours are Monday through Friday, 7:00 a.m. to 2:00 p.m. Students should be at their workstations prepared to begin their studies no-later-than 7:00 a.m. **If you miss school, call in and notify your instructor. DO NOT leave campus without informing your instructor.** Leaving early and absences are part of your Work Ethics grade. Points are taken off for these.
2. Students must be aware of marked parking spaces when parking. Do not park in any space identified for staff or visitors. Handicapped parking areas should only be used if a valid handicap placard or tag is displayed in the vehicle.
3. Students receive **TWO (10) Ten-minute breaks each day.** The morning break begins at 9:00 a.m. ends at 9:10 a.m. and one at 1:00 p.m. to 1:10 p.m.
4. Students receive a (60) minute lunch break beginning at 11:00 a.m. Students should be back in the classroom by 12:00 p.m. There is no excuse for being late returning from lunch.
5. **There are no other breaks during the day.** Except for restroom visits, the student should not leave the classroom without informing the instructor. **Students are required to use the designated smoking areas when smoking. Cigarettes should be properly extinguished and placed in the cigarette canisters located in each designated smoking area. Do not throw your butts on the ground. Smoke 25 feet away from entrances.**
6. Do not distraction to other students who are trying to study. All students should be busy and shouldn't have to be reminded. Socializing can be done on breaks, at lunch, or before and after class. Exchange telephone numbers or meet after class, but do not disturb the other students and your instructor during class time with unnecessary chatter.
7. Profanity, horseplay (defined as wrestling or mock fighting, fighting, throwing any object at another student or the instructor, pushing each other in chairs, dropping of the chairs (while another student is sitting in them), threats of physical violence (mock or otherwise), and verbal and/or physical abuse are not allowed on school property and in the classroom. Do not touch or make fun of any other student. Students are further prohibited from bringing weapons of **any description** onto the campus or into the classroom.
8. Personal use of the printer shall be limited. Ask the Instructor before printing any documents.
9. The equipment present in the classroom is the property of the State of Tennessee and the responsibility of the school administration and the instructor. Willful vandalism and/or theft of any equipment in this classroom could result in termination from this program and possible legal proceedings.
10. **The possession and/or use of alcohol and illicit narcotics are prohibited on this campus.**
11. Do not go into another classroom to visit with your friends unless you have the permission of that program's instructor. Likewise, your friends are not allowed to visit you in our classroom without your instructor's permission.
12. **Cellular telephones are allowed in the classroom.** However,, you need to keep in mind, no matter how softly you think you are speaking, everyone can hear your conversation and if they are disruptive to other students or you abuse this privilege the instructor has the right to confiscate.
13. **The student is reminded that attendance is not optional.** Once enrolled, students are required to attend class. Missing 21 hours during a trimester will result in

counseling by Student Services. Missing 21 hours during this course will result in dismissal by the President. If you have 5 tardies you are counseled by the instructor, 6 tardies you are sent to student services for counseling and 7 tardies you are sent to the President for dismissal.

**Twenty hours (20) hours of absences is automatic dismissal.** Employers will expect you to be at work every day and will accept very few, if any, excuses for being absent. Try to arrange appointments for after 2:00 p.m.

- 14. Please be aware of those around you,** speak softly so you do not disturb other students trying to study. Be considerate of those around you.
- 15. Housekeeping** - Each student is responsible for cleaning work area. Shop towels and cleaning supplies are provided. Cleaning supplies and vacuums are available at any time. Please do not use the vacuum when another student is at a testing station.
- 16. Students should use their time wisely.** Please work until break times.
- 17. Submitting Work-Turn in** work in as you complete.

The student should shower using soap, wash and groom hair, apply deodorant, and put on clean clothes daily, preferably in the morning.

### **Attendance Policy**

A. The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.

1. A full-time student enrolled for a full term (432 hours) and that has been absent for more than 5.5% (24 hours) of the scheduled hours enrolled, will receive written communication alerting the student to the number of hours remaining prior to suspension. Available community and institutional resources will be shared to assist students with attendance issues. The number of hours of absence triggering notification must be prorated for all part-time students and full-time students enrolled for less than a full term.

2. When a full-time student enrolls for a full term (432 hours) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, that student will be suspended. A student suspended for attendance may appeal the suspension in writing to the president (or their designee) within three (3) days of receiving notification of the suspension. A student appealing suspension of attendance may remain in class until the suspension has been reviewed. The number of hours triggering suspension must be prorated for all part-time and full-time students enrolled for less than a full term.

3. A student is considered absent if not in the classroom at the designated start time or if the student leaves class early, prior to dismissal. Absences due to tardiness or leaving early will be recorded as follows:

- 1 to 15 minutes will be counted as .25 of an hour
- 16-30 minutes will be counted as .50 of an hour
- 31-45 will be counted as .75 of an hour
- 46-60 will be counted as one hour

4. Multiple tardies or instances of leaving class early prior to dismissal will result in the following discipline:

- Five (5) tardies or 5 early departures: Student will be given a written warning by instructor.
- Six (6) tardies or 6 early departures: Student will be placed on probation by the student services coordinator.
- Seven (7) tardies or 7 early departures: Student will be referred to the president (or their designee) and may be suspended.

5. An attendance record for each student shall be maintained in the student information system.

B. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college.

# WORK ETHICS GRADE

The following is a list of actions and/or activities that affect your Work Ethics score.

**Being Absent:** There is no such thing as an excused absence at the TCAT - Crossville. You will always lose the hours you were absent. Under certain circumstances and with the proper documentation you may not lose Work Ethic points. Please notify your instructor if you are absent or plan to be absent. This is not only common courtesy but also will affect your trimester's Work Ethics grade if you do not notify the instructor or provide documentation of absences. Documentation is still recommended to put in your student file if you need to appeal to the President for legitimate reasons.

**Being late for school or returning late from breaks or lunch:** You may also lose time for being late. This would be considered a Tardy. (Read the Tardy Rules!) If you try to arrive exactly at the start time, you will probably be late as often as you are on time. You should try to be here fifteen minutes early.

## **Sleeping in class:**

No excuses. **Don't do it.** Students will be sent home for the remainder of the day.

Do not sleep or have the appearance of sleeping in class or you will be sent home and counted absent for the remainder of the day.

## **Making a mess and not cleaning it up:**

If you spill something, track in mud, etc., **CLEAN IT UP!** Please! Thank you.

If you see a mess, please clean it up or report it.

**Progress** - Student should use their time wisely so they do not get behind in their studies.

This list should not be construed in any way as complete. There will be additions and revisions as required.

I hope this clears up any confusion about how your grades are calculated. As adults, I hope I can count on you to do the right things. If you do, you can be assured of getting grades that you can be proud of.



# JOIN TCAT CROSSVILLE ON BAND APP!

TCAT Band provides a lot of good information about Campus activities, Financial Aid, Scholarships, Food Trucks, Weather-related events, and other information.

**GROUP NAME:** TCAT Upper Cumberland Main Campus News and Information)

**Invitation URL:** <https://band.us/n/a4ab/1N259W0l>

TCAT Upper Cumberland invites you to "TCAT Crossville" group on BAND. Come join now!

Open this invite link below (QR CODE) on your iPhone, Android, or Desktop PC

**TO SCAN A QR CODE,** use your cell phone's camera application like you would take a picture, and then click the link to go to band.us once it pops up in your camera app.

You may have to authenticate using your phone number and not email. Sometimes the email verification gets quarantined for more than 1 day and the code times out.



# EMERGENCY RAVE ALERTS

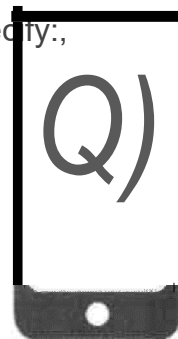
- SIGN UP ONLINE AT: [HTTPS:// PORTAL.TBR.EDU](https://portal.tbr.edu)

## Rave Alerts

Sign up to receive, alerts to your phone and personal and address. Specify,  
The phone and email type as RAVE".

Update Phone

Update Email



A promotional banner for RAVE Alerts. The background is dark grey. On the left, the text "GO MOBILE WITH" is in a bold, sans-serif font, followed by "RAVE ALERTS" in a larger, bold, sans-serif font. Below this, in a smaller font, it says "Sign up to get instant alerts about campus closures and emergencies." Further down, it says "Sign up now." in a bold, sans-serif font. In the bottom left corner, there is a small black square with a white letter "E". On the right side of the banner, there is a large, white, rounded rectangular speech bubble containing a large exclamation mark. Above the speech bubble, there is a small white icon consisting of three lines radiating from a point, resembling a signal or alert icon.

## Student ID Badges:

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges cannot be issued without a student submitting a valid unexpired government-issued ID to verify identity. The badges must be displayed so that they are readily visible. To ensure the security of student data, a student ID badge or other valid unexpired government-issued ID must be presented to college staff to discuss student account/financial aid information or receive financial aid residual checks. If a student loses his or her student ID badge, the item must be reported as lost or stolen to the Business Office during normal operating hours. A replacement fee must be paid and a receipt must be presented to school personnel before a new ID badge will be made. Upon termination from the Tennessee College of Applied Technology, students must return their ID badges to the instructor/Student Services office.

## Sanctions - Unlawful Possession or Distribution:

The Tennessee College of Applied Technology and all Tennessee Board of Regents institutions have prohibitions against the possession and/or use of drugs and alcohol on property controlled by the Tennessee College of Applied Technology or while participating in a Tennessee College of Applied Technology sponsored program. (Please see disciplinary policies and procedures concerning student conduct listed in the Tennessee Board of Regents Policies (TBR) and Guidelines for Tennessee College of Applied Technology section of this handbook).

Various federal, state, and local statutes make it unlawful to manufacture, distribute, solicit, dispense, deliver, sell, or possess with intent to manufacture, distribute, solicit, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury results from the use of such substance, and whether any other crimes were committed in connection with the use of such substance. Possible maximum penalties for a violation of federal/state laws prohibiting the use/distribution of drugs/alcohol include imprisonment, up to a term of life imprisonment, and fines in excess of \$1 million. In addition, employees/students found to be in violations of federal or state laws regarding the use/distribution of drugs/alcohol may be subject to disciplinary action up to, and including, termination of employment or enrollment at the Tennessee College of Applied Technology

## Smoking Policy:

Pursuant to, and in supplement of, the laws of the State of Tennessee (Public Chapter 410, "Nonsmoking Act) and TBR Policy No. 1:07:00:10 ([Prohibitions on Smoking and Use of Smokeless Tobacco Products](#): [1.07.00.10](#) | [policies.tbr.edu](#)), the following smoking policy applies to all persons at Tennessee College of Applied Technology Crossville:

Smoking will not be permitted in any administrative or faculty office, shop, classroom, school vehicle, or laboratory at any time. All smoking must be done in designated outside areas that are located at least 25 feet away from any entranceway or window(s). All buildings are smoke-free environments. The use of electronic or e-cigarettes and smokeless tobacco will be treated the same as traditional tobacco products for purposes of this policy

Smoking and the use of smokeless tobacco is also prohibited in the following designated locations:  
Inside any buildings on campus property.

Persons violating this policy will be subject to disciplinary action up to and including the termination of employment or enrollment at the Tennessee College of Applied Technology Crossville. Visitors violating the policy will be asked to stop their violation. If a visitor refuses to comply with the policy after being

instructed to stop, they will be escorted off the premises. The instructor of each program may permit smoke breaks as deemed appropriate, but shall not interfere with the daily schedule, College policy and/or shall not be permitted in an area that is prohibited by this policy or that will present a safety hazard. Receptacles will be provided for this purpose and all persons are expected to properly dispose of their cigarette butts

## Firearms:

Pursuant to T.C.A. §§39-17-1309 and 39-1751 and TBR Policy No. 7:01:00:00 ([Firearms and Other Weapons : 7.01.00.00 | policies.tbr.edu](#)), possession of firearms on Tennessee College of Applied Technology property is prohibited and may subject an individual to arrest/prosecution and/or disciplinary action, subject to the following exceptions:

1. Adult full-time employees who possess a valid handgun carry permit may possess a firearm on the institutional property, if;
  - . The individual has registered with the law enforcement agency with jurisdiction over the campus, which is the employee's regularly designated worksite,
  - . The firearm is concealed on their person or within their immediate control, and
  - . The individual does not disclose the fact that they are carrying a firearm to any person.
2. Adult full-time employees who possess a valid handgun carry permit may store a firearm and/or ammunition in their motor vehicle if the handgun ammunition is securely stored out of ordinary vision and is not handled by the adult or any other person, other than for purposes of complying with this policy, while the vehicle is on institution property.
3. Students may never carry or possess a firearm on Tennessee College of Applied Technology property unless permitted by a specific statutory exception.
4. Adult visitors to the Tennessee College of Applied Technology may possess a firearm on campus if it is securely stored and out of ordinary sight inside a motor vehicle.
5. The Tennessee College of Applied Technology will not take any adverse disciplinary action against any person for possession/carrying a handgun on institution property if they remain in compliance with T.C.A. §39-17-1309(e)(9), T.C.A. §39-17-1313, TBR policy, and Tennessee College of Applied Technology policy.
6. Violations of these laws and policies will result in the appropriate legal and disciplinary action. Please TBR policy 7:01:00:00, linked above, for more details regarding the applicable laws and policy requirements regarding the possession of firearms on campus.  
<https://policies.tbr.edu/policies/firearms-and-other-weapons>  
<https://policies.tbr.edu/policies/firearms-and-other-weapons>

## Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, the Tennessee College of Applied Technology prohibits the unlawful use, manufacture, possession, distribution, or dispensing of "controlled substances", as defined in the Controlled Substance Act, 21 U.S.C. 812, and alcohol on school property. All employees and students are subject to this Act. Any violation of this policy will result in appropriate disciplinary action.

## Copyright and Digital Millennium Act:

Materials published by the Tennessee College of Applied Technology are protected by the Digital Millennium Copyright Act. The DMCA also requires that the institution inform all computer and network users that downloading of copyrighted material is prohibited. In addition, Tennessee Code Annotated A. §49-7-1 (c) specifies that the institution ensures that no copyrighted digital music or videos be downloaded using institutional resources. Any attempts to do so will result in appropriate disciplinary sanctions. Violations of the policy will result in corrective action by the appropriate institution's office. Employees who violate this policy may be subject to disciplinary measures imposed by their supervisor in conjunction with the institution's administration. Violations of local, state, or federal laws regarding unlawful access or use may be referred to the appropriate law enforcement officials for investigation and/or prosecution.

## Copyright General Information:

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to creators of "original works of authorship" including literary, dramatic, musical, artistic, and other published and unpublished works, when "fixed in a tangible form of expression." Protections last for the term of the author's life plus 50 years after death. It is illegal for anyone to violate any of the rights provided to the owner of a copyright. The Copyright Act (1976) contains provisions permitting the award of monetary damages against individuals who infringe on copyrighted material. In civil cases, the law allows the assessment of actual damages or statutory damages. For each infringement, statutory damages range from \$250 to \$10,000. Sections 107-118 of the Copyright Act also establish exempt uses of copyrighted materials and thus relief from liability. One major limitation is the doctrine of "fair-use" which is given statutory basis in Section 107 of the Act.

## Computer Acceptable Use Policy:

All students acknowledge the Acceptable Use Policy for Information Technology each time they log on to a school computer. Compliance with this policy is necessary to ensure the security and performance of Tennessee College of Applied Technology computer resources and a proper learning environment. Strict adherence to this policy will prevent costly damage, need for equipment/system repairs, system downtime, and/or loss of computer privileges. The Tennessee College of Applied Technology's Acceptable Use Policy ([IT Acceptable Uses \(formerly G-054\): 1.08.05.00](https://policies.tbr.edu/policies/it-acceptable-uses-formerly-g-054) | [policies.tbr.edu](https://policies.tbr.edu)).

IMPORTANT NOTE: Any person who violates this policy will be subject to appropriate disciplinary action. <https://policies.tbr.edu/policies/it-acceptable-uses-formerly-g-054>  
(<https://policies.tbr.edu/policies/it-acceptable-uses-formerly-g-054>)

## Job Placement:

Tennessee College of Applied Technology is dedicated to our graduates finding employment upon completion of training. The department maintains very close contact with industry and the state employment security office and can place a large percentage of students in employment upon completion of training. The placement of graduates is a primary concern of each instructor and College personnel. Also, the student must fully participate in the job-seeking process. Transcripts are available to the student or to agencies upon request. A transcript request form can be completed in the Student Services

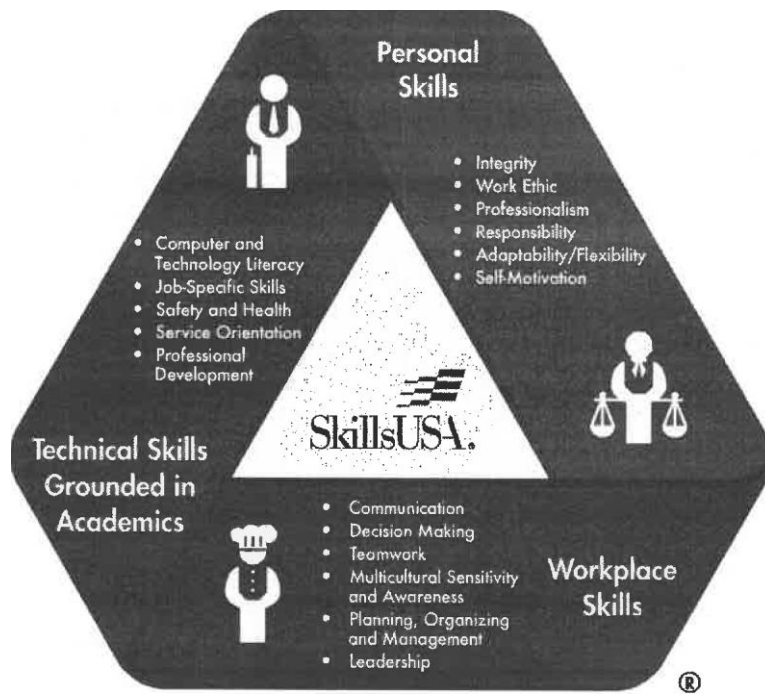
Department. Placement rates are continually evaluated and reported to our accrediting agency and the Tennessee Board of Regents. Placement rates are evaluated and utilized to monitor the effectiveness and continuation of all programs

## Follow Up:

An effort is made to keep in touch with graduates after entering employment to determine their success and to make the training more relevant to the needs of new students and industries. All graduates are requested to keep the school informed as to their employment and any changes in employment. Surveys and student follow-up studies are made to determine if changes need to be made to meet these needs. Employers, College personnel, and others are involved in follow-up efforts to assess and/or improve program curriculums and serve each student's needs. It is very important for students, faculty, and staff to recognize the importance of all responses to follow-up surveys as a means of evaluating, improving, and funding the program offerings at the Tennessee College of Applied Technology. Graduates are normally considered for "entry-level" employment in their respective occupations.

## SkillsUSA:

SkillsUSA is an applied method of competition and instruction for preparing America's high-performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes and communication skills. It emphasizes total quality at work-high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service. Mission: SkillsUSA's mission is to help its members become world-class workers, leaders, and responsible American citizens.



## **Inclement Weather:**

Inclement Weather Inclement weather, especially winter ice and snow, occasionally makes it difficult for students to attend school. The faculty and staff of the Tennessee College of Applied Technology are concerned with the safety of each student during inclement weather. The Tennessee College of Applied Technology will take one of three steps during inclement conditions.

- I. Remain open as normal.
- II. Close completely with the day(s) being made up within the same term at the direction of administration and approved by TBR.
- III. Operate on a modified school schedule since so often many roads are usually clear by midmorning.
- IV. Classes will be dismissed at any time during the training day or evening if weather conditions deem it necessary.

In the event of snow, ice, or other severe weather conditions, students should use their own judgment in deciding whether to travel to school. It will be the responsibility of the student to provide documentation for unusual and extenuating circumstances.

When weather conditions are severe, information regarding College closing will be provided for announcement to the following at the earliest possible:

Student Notification System

[https://tcatcrossville.edu/ \(/\)](https://tcatcrossville.edu/)

(931) 484-7502

Local TV Stations

Do not confuse announcements regarding the Tennessee College of Applied Technology Upper Cumberland with Community Colleges, Universities, or Public Schools. A cancellation of day classes does not mean that night classes will also be canceled, or vice versa. Any instructional time lost due to College closures may be made up at the end of the term in which the closure occurs. Generally, the break period between Fall term and Spring term will be used to make up any missed days.

## **Student Progress:**

Instructors shall communicate their program's specific pace/progress schedule to every incoming student. Instructors shall create and maintain a grading system whereby those students not maintaining the stated pace/progress for a specific module of study will receive a grade that reflects that lack of pace/progress. Instructors shall inform all students, existing and new, of the grading policy. Since all occupational training offered in the area Colleges involves technical knowledge and occupational and employability skills, students are encouraged to apply themselves to achieve success in their chosen vocational objective.

- . This policy provides minimum criteria for evaluating student achievement relating to identified occupational competencies, in compliance with this policy, to define retention standards of the institution.
- . Evaluations are recorded for each student at the end of the term.
- . The term grade report will reflect each student's progress in the following categories:

## **Readmission from Suspension**

The President may consider for readmission the applicant who has been suspended. Criteria that the President will consider in assessing candidacy for readmission are as follows:

- a. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension and
- b. Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

### **Honor Graduate:**

For TCAT-Upper Cumberland students, to graduate with honors you must maintain an A average each trimester and be present 93% of the time enrolled in the program.



## **Graduation and Completion:**

### **Graduation Requirements**

Graduates of Tennessee College of Applied Technology are usually considered for entry-level employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

The Tennessee College of Applied Technology awards two (2) types of educational credentials. A certificate of completion may be awarded to any student who reaches a job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge within a program of study. A diploma may be awarded to students who demonstrate satisfactory proficiency in a program. (See each program area for those job titles designed as complete courses of study.)

Students are requested to complete an exit interview upon completion of their training program.

## **Exit Interview:**

Students leaving the College are requested to complete an exit interview. This questionnaire will provide useful information to the College regarding the quality of programs, instructional equipment, our services, and student employment information. Before leaving the College, the student should complete an exit interview with the Student Services Office or the instructor.

**MSDS**

**SCAN THIS QR CODE TO  
VIEW ALL MSDS SAFETY  
SHEETS**

**CHOOSE: Location**

- TCAT Crossville
- Truck Driving

**OR VISIT:**

**<https://chemmanagement.ehs.com/9/c4315255-1f38-4c9f-ad10-6625bbae90ec>**

# Truck Driving Program Safety Rules

## PAGE 1 OF 2

*OBJECTIVE: To familiarize students with the hazards associated with computer/electricity, operation of electrical /electronic equipment and general shop safety rules.*

**It is important that you read and follow all safety and emergency rules. These rules are for the protection of everyone and should be used daily.**

**Emergency evacuation plan is posted in each classroom. Please notice the exit routes.**

**There is a first aid kit on the wall by the locker room door.** The items in this kit are for injuries sustained here at school. Do not take any of the items in the first aid kit home with you.

**Know the location of fire extinguishers,** Use fire extinguishers approved for electrical fires only.

Computer hardware and equipment (hardware, interface cards, tools, etc.) all have sharp points or edges and can be dangerous if handled irresponsibly.

All tools and equipment are to be properly stored every day. Put it back where you got it!

DO NOT operate the equipment unless you are properly trained to operate the equipment or are training on the equipment.

Report all defective equipment to the instructor. NEVER direct any equipment toward any other person. Remove all jewelry and/or metal objects while working with any electronic or electrical device. If you insist on wearing ring(s), wrap electrical tape around the ring(s) to insulate.

Some electronic components contain toxic materials (i.e. tantalum capacitors and beryllium oxide transistor cases). These devices should not be crushed or abraded, and you should wash your hands after handling them.

Never leave any electronic/electrical equipment energized and unattended. Always secure power when leaving equipment.

Follow ALL directions when using solvents or other chemicals.  
Report any unsafe condition, electrical shock, or accident to the instructor immediately.

STUDENT INITIALS: \_ \_ \_ \_

## Truck Driving Program Safety Rules

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Never leave any items or debris on the shop floor.

NEVER THROW ANY ITEM IN THE SHOP.  
Conduct oneself in a professional manner at all times!

If you or someone else gets injured, immediately notify the instructor so that first aid can be initiated, and, if there is blood on the table or floor, a safe and proper cleanup can be conducted as soon as possible.

Always be alert for possible hazards or dangerous situations.

Watch where you are walking. The hall floors can become very slippery when wet. You should not run in the building, push, or try to trip other students.

The chairs at the computer workstations have wheels; this is not an invitation to race around the room. Do not roll around in the chairs unnecessarily. You could hit someone or the chair could turn over. You will also scuff the floor.

If the fire alarm sounds, leave your personal belongings at your desk and quickly **walk** to the nearest classroom exit and leave the building. Do not attempt to shut down your computer.

No horseplay, running, or practical jokes are allowed.

EVERY FRIDAY: Weekly clean-up will be performed by every student. Each student is responsible for keeping his or her work area safe and orderly **daily**. NO food or open containers left out when you leave your desk or the break room area. During cleanup, if you see a dirty area, take initiative, and help keep our classroom clean. Cleaning towels, spray cleaner, and vacuum cleaners are available for use any time. If you make a mess, clean it up. If you see a mess left over, notify your instructor, or clean it please.

Student  
PRINTED NAME \_\_\_\_\_

DATE: \_\_\_\_\_

Student Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

TDP CLASS SLEEPING POLICY:

- No sleeping or the appearance of sleeping during class hours.  
This includes laying your head down. If you feel that bad you'll be asked to leave.

By signing below I acknowledge that the TDP Classroom at TCAT Crossville does not allow sleeping during scheduled class time. I will be asked to go home if I am caught sleeping in class unless it is on my scheduled break or lunch time. I understand that being present is part of my attendance and productivity in the TDP Classroom and am enrolled at TCAT Crossville to get an education and better my future. I will take productivity seriously while attending school.

1 = WARNING - Go Home! You will be counted absent  
2 = Referred to President for counseling / suspension  
3 = Absent Hours/ Probation or Termination

By signing below you agree that you will abide by these rules.  
You are aware of the sleeping policy for the classroom.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# RECORD OF INSTRUCTION IN SAFETY SIGN AND RETURN

Tennessee College of Applied Technology

I, \_\_\_\_\_ have on this date \_\_\_\_\_ had explained to me  
Student's Name

the school regulations relating to safety, and have been instructed in the proper

operation and care of the equipment.

I hereby promise to observe all rules of safety. Furthermore, I will try to protect others from hazard and accidents and, if necessary, call the attention of the instructor to any violation of these rules.

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Signature of Student

I, \_\_\_\_\_ certify that \_\_\_\_\_ -' has passed an  
Instructor's Name Student's Name

examination in the proper use of the shop machines, and other regulations related to safety.

Failure to follow these regulations will result in the student being excluded from the instructional activities.

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Signature of Instructor

# Current Chemicals Used in the Classroom:

Please let the Instructor know if you are allergic to any of the items listed below or any other allergies or medical issues that your instructor may need to know about.

MSDS ONLINE ACCESS-TCAT CROSSVILLE



TCAT Upper Cumberland

Scan to access an  
MSDS

CHEMICAL	MARK IF ANY KNOWN ALLERGIES TO PRODUCT:
1. Spartan Airlift Tropical Air Freshner	
2. Spartan SD-20 All Purpose DeGreaser	
3. Lysol Disinfectant Spray (Lysol)	
4. Formula 409 Multi-Surface Cleaner	

ANY OTHER ALLERGIES OR MEDICAL ISSUES THAT YOUR INSTRUCTOR MAY NEED TO KNOW ABOUT:

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I agree, unless otherwise noted} that these chemicals listed above are acceptable to be used in my presence.

STUDENT SIGNATURE:

DATE:

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INSTRUCTOR SIGNATURE:

DATE:

## STUDENT HANDBOOK ACKNOWLEDGEMENT:

I, \_\_\_\_\_ (Student Name)

have read (Truck Driving Handbook) and understand the rules and procedures  
outlined in this handbook. By signing below you agree:



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### PAGE20F2

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**Student**

**PRINTED NAME** \_\_\_\_\_

Student Signature: \_\_\_\_\_

**DATE:** \_\_\_\_\_

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INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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INSTRUCTOR SIGNATURE:

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DATE:

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