



**TIDEWATER
COMMUNITY COLLEGE**
From here, go anywhere.™

**TRUCK DRIVING PROGRAM
DAY CLASSES BEGIN AUGUST 26, 2024
MONDAY THRU THURSDAY
7:00 AM - 12:30 PM**

WELCOME FUTURE TRUCKERS!



This program is to obtain your Class A Commercial Driver's License



The Tidewater Community College Truck Driver Training Program allows students to obtain the skills necessary for a successful, well-paid career in the truck industry. OUR CLASSROOMS ARE DESIGNED TO SIMULATE AN ACTUAL WORKING ENVIRONMENT WITHIN THE TRUCKING INDUSTRY.

Our program is a 15-week, 16-credit course of Truck Driver practical training (70%) combined with classroom instruction (30%). Upon entering our program, students should know about standard shift vehicles and clutch operation.

You can obtain your Learner's Permit while in the Truck Driving Training Program or before class start. Keep in mind that.....

- If you fail the "**General Knowledge**" portion of the Learner's Permit Exam, you will need to take a recertification class, this is NOT the class!
- If you need the **EDLT for the Hazmat Endorsement**, this is NOT the class!

ALL ELECTRONIC DEVICES ARE PROHIBITED DURING ALL INSTRUCTION

PLEASE READ THIS BOOKLET!

POINT OF CONTACT:
Peggy Manuelito, Trucking Office
Email: pmanuelito@tcc.edu
Phone: (757) 822-2428
Fax: (757) 822-2926

INSTRUCTOR'S OFFICE NUMBERS

SECURITY 822-7777

DAY INSTRUCTORS

MATTHEW WOODS 822-2781

MATTHEW ISAAC 822-2189

STEPHEN BAILEY 822-2781

WEEKEND

AL JACKSON 822-2434

NIGHT INSTRUCTORS

HOWARD DAVIS 822-2199

DEXTER STEVENS 822-2341

DR. JENEAN WRIGHT

(SDV 106 Instructor)

DO NOT USE THESE NUMBERS UNTIL YOU HAVE ATTENDED CLASSES!!

SUMMER AND FALL SEMESTER SCHEDULE

SUMMER SEMESTER, 8-week Program this class is not financial aid eligible.

SUMMER 2024 REGISTRATION OPENS MARCH 18!

Registration will begin at 8:30 am at the Portsmouth Campus, Student Center. You will have to submit an Application for Admission to TCC and have your tuition payment readily available.

CLASSES BEGIN MAY 20

Class schedule*:

DAY CLASS:	Monday – Thursday	7:00 am – 12:30 pm
NIGHT CLASS:	Monday – Thursday	4:00 pm – 9:30 pm
WEEKEND CLASS:	Friday, Saturday, and Sunday	8:00 am – 1:30 pm

*(Dates and times are subject to change. Changes will be posted on the website.)

FALL SEMESTER, 15-week program

Fall 2024 semester registration will begin on June 17 at the Portsmouth Campus!

Classes will start August 26.

Class schedules will be the same as the summer semester but are subject to change.

Submit an Application for Admission to TCC and your financial aid form. Tuition payment is due on July 22, 2024.

SPRING SEMESTER 2025, 15-week program

Spring 2025 semester registration will begin on November 4, 2024, at the Portsmouth Campus.

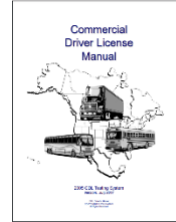
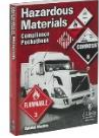
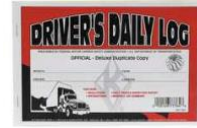
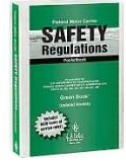
Classes will start January 13, 2025

Submit an Application for Admission to TCC and your financial aid form. Tuition is due on December 16, 2024.

SUPPLIES NEEDED FOR THE TRUCKING PROGRAM

Books:

- *Title: Delmar's Tractor-Trailer Truck Driver Training
Author: Alice Adams
Publisher: Cengage Learning
- *Title: Federal Motor Carrier Safety Regulations Pocketbook
Author: J.J. Keller
Publisher: J.J. Keller
- *Title: Driver's Daily Log (Product #8527)
Author: J.J. Keller
Publisher: J.J. Keller
- *Title: Hazardous Materials Compliance Pocketbook
Author: J.J. Keller
Publisher: J.J. Keller
- *Title: Commercial Driver License Manual
You can pick them up FREE at your local DMV



Supplies:

Highlighters, pens, pencils, paper, and 3-ring binder.



Purchase a yellow/orange safety vest to be worn during all aspects of training.

ALL BOOKS AND SUPPLIES ARE REQUIRED AT THE START OF CLASS!



Practice social distancing and all COVID-related rules are at the discretion of the student, however, TCC will continue to practice sanitizing and cleanliness of classrooms and trucks.

**ALL CLASSES WILL BE HELD AT THE TRAINING SITE,
7000 COLLEGE DR. SUFFOLK, VA 23432.
DO NOT COME TO THE PORTSMOUTH CAMPUS FOR CLASS!!**

**Students are required to have a Student ID on any TCC campus/facility.
Call (757) 822-2175, first before coming to get your ID.
Students can get an ID at the Portsmouth Campus or any TCC campus
72 hours after you have registered.**

TO ACCESS THE STUDENT INFORMATION SYSTEM (SIS) FOR CANVAS AND VCCS EMAIL YOU WILL NEED TO DOWNLOAD THE RAPIDIDENTITY APP.

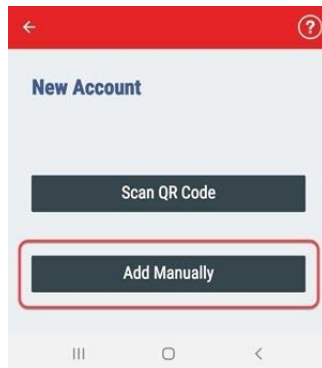
PingMe authentication requires the RapidIdentity Mobile application.

1. Users can download and open the RapidIdentity app from [Google Play](#) or [Apple AppStore](#) and create an account manually. From the mobile device:

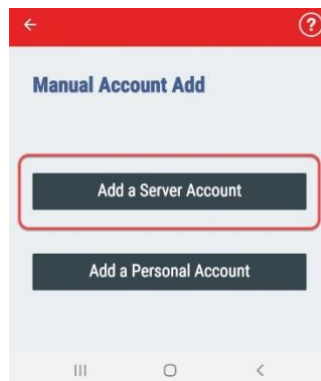
a. Click the + in the top right of the application's screen.



b. Click **Add Manually**.



c. On the next screen, click **Add a Server Account**



d. Enter the Server URL of the RapidIdentity system the user will be authenticating into and click **Submit**.

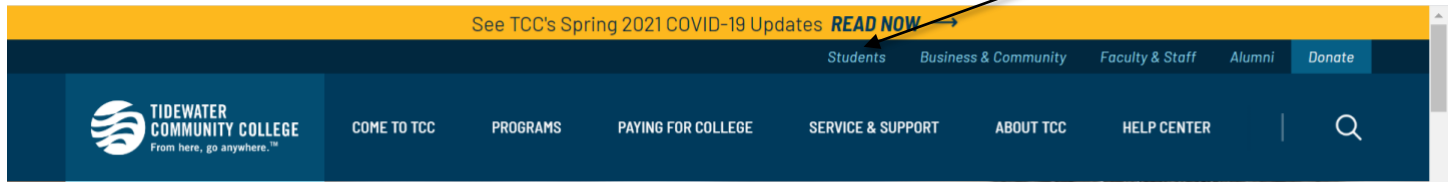
<https://my.vccs.edu>

e. Enter user credentials when requested, and create a 6-digit PIN for further security.

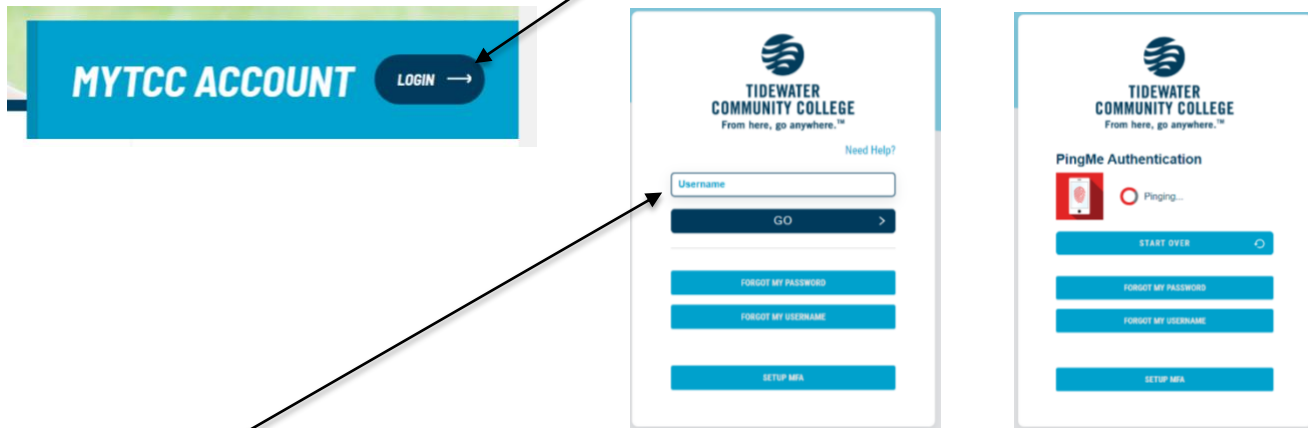
f. Once this has been completed, the user will now be able to receive a PingMe request from the RapidIdentity app on this mobile device to provide secondary authentication. Each approval will be accompanied by the entry of the user's PIN.

If you are having trouble with downloading the app contact the Help Desk at 757-822-2457.

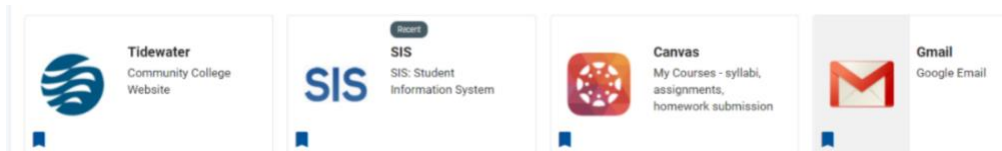
1. After downloading the RapidIdentity app, go to the TCC home page at www.tcc.edu, and click “Students”.



2. Scroll down to the middle of the page and click the “LOG IN” button.



3. Put in your username and wait for RapidIdentity to send a message via phone and put in your password.
4. Once you have successfully logged in go to SIS, you can view your classes, financial aid, email, and Canvas. **Canvas** is for your SDV 106 portion of the program. You can also use SIS (Student Information System) to



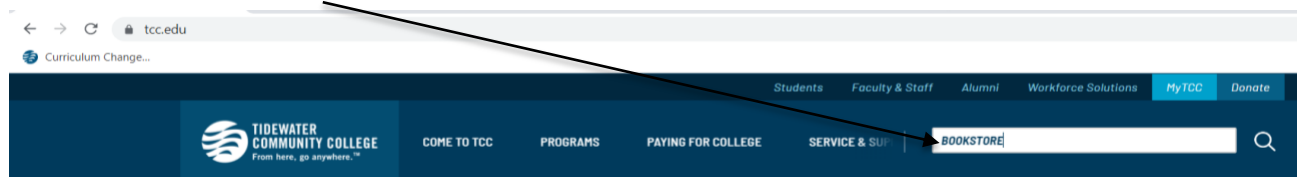
FINANCIAL AID

Online Book Authorization Form:

Bookstore Authorization Forms can only be completed online through your Student Information System (SIS). To access them, log into [myTCC](#), click on the SIS icon, and navigate to your Student Center. The form will be located in your “To Do List”. This step must be completed before you can use financial aid to pay for your books.

To get your books follow the directions:

1. Type in “Bookstore:



2. Click "Bookstore"

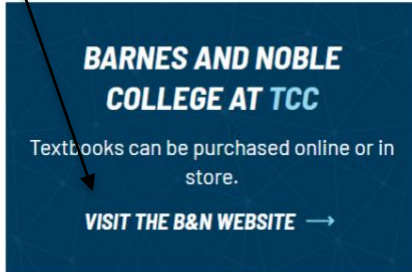
SITE SEARCH RESULTS

BOOKSTORE

PAGE 1 OF 2 FOR 10 RESULTS

[BOOKSTORE](#)

3. Click link:



What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment is a Federal law that protects the privacy of student educational records. The rights provided by this Act transfer from the parent to the son or daughter when the student reaches the age of 18 **OR** attends a postsecondary school -- whichever comes first. Under this law, students have the following rights concerning their educational records:

What FERPA means? FERPA means a student is the only one that can access their educational records. Once a student has registered, we (TCC) CANNOT release any information regarding their education to anyone, unless they have the proper paperwork stating otherwise.

Additional information concerning these rights is contained in the [Student Handbook](#).

IF FOR ANY REASON YOU NEED TO DROP THE PROGRAM, LET YOUR INSTRUCTOR KNOW AND CONTACT THE TRUCKING OFFICE AT (757) 822-2428. FAILURE TO DO COULD AFFECT YOUR GRADES AND TUITION PAYMENT.

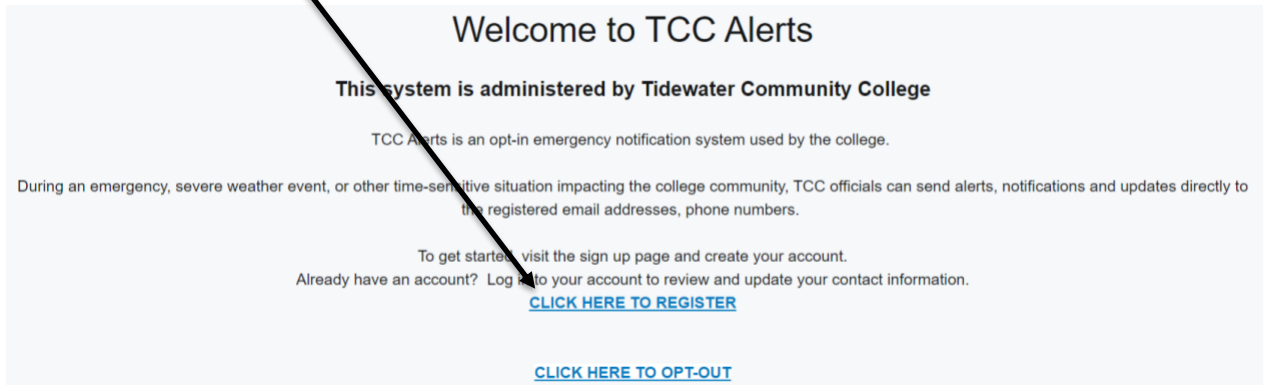
DROP DATES WILL BE GIVEN TO YOU ON THE FIRST DAY OF CLASS.

TCC ALERTS!

To sign up go to the TCC website, www.tcc.edu. At the bottom of the home page, click the “Sign up for TCC Alerts” icon.



Click the “Click Here to Register” icon, and then follow the instructions. It is a great app to have, in case of inclement weather, emergencies, or other unexpected events!



REQUIRED PAPERWORK NEEDED TO COMPLETE THE REGISTRATION PROCESS

(THESE ARE **OUT-OF-POCKET** EXPENSES! IT IS YOUR RESPONSIBILITY TO PAY ANY COSTS ASSOCIATED WITH THESE DOCUMENTS. IF ANY PROBLEM OCCURS WHILE OBTAINING THESE DOCUMENTS NOTIFY THE TRUCKING OFFICE AT 757-822-2428.

- ➔ **DMV report showing at least “7 Years of Driving History” is the name of the report regardless of how many years you have been driving**
May not have negative 5 (-5) or fewer points on your record.
- ➔ **Copy of your valid VIRGINIA driver’s license**
NO restrictions, suspensions, revocations, and NO out-of-state licenses.
- ➔ **D.O.T. Physical Examination/Medical Examination Report Form**
Medical examiners must use MCSA - 5876 and 5875 D.O.T. forms and are on the National Registry of Certified Medical Examiners. You pay for the physical.

**DUE DATE FOR
PAPERWORK:
AUGUST 12, 2024**

**THE ABOVE PAPERWORK CAN BE TURNED IN AS SOON AS YOU OBTAIN THEM.
SUBMIT THEM TO THE TRUCKING OFFICE (BLDG. A, ROOM 134)
ON THE PORTSMOUTH CAMPUS.**

D.O.T. Substance Abuse Screening (Drug Test (DT) results) Federal Drug Testing and Custody and Control Form

NO POSITIVE readings will be accepted! A **NEGATIVE DILUTE** reading will require the student to retest at the student’s expense. **DO NOT HANDLE YOUR DRUG TEST RESULTS**, the facility will send them directly to TCC. DT results can take up to **4 to 5 days**, so please plan accordingly! You pay for the drug test. Only the drug test results will be sent to me by the facility. The facility will **NOT** send any other paperwork to the trucking office.

Bon Secours OccuMed
2613 Taylor Road, Suite 101
Chesapeake, VA 23321
(757) 465-4000

Need to make an appointment
Opens from 8 am to 4:30 pm, M – F

DOT Physicals/Drug Tests

Dr. Andy T. Harris
607 S. Church St.
Smithfield, VA 23430
(757) 357-5400 (call to see if he’s in office)
9:30 am – 6:00 pm M-F
Saturdays by appointments

DOT DOC

392 Battlefield Blvd. S.
Chesapeake, VA 23322
(757) 500-3506
Call or text for an appointment

Now Care I

6632 Indian River Road
Virginia Beach, VA 23464
(757) 424-4300

Opens from 8 am to 8 pm, M - F
9 am to 3 pm, Sat. & Sun.
Walk-in - No appt. needed

Labs to Go

5792 Northampton Blvd.
Virginia Beach, VA 23455
(757) 363-8888
7 am - 7 pm, M – F

I & O Medical Centers

838-A Old George Washington Hwy
Chesapeake, VA 23323
(757) 487-9600

You are NOT required to use these facilities; however, you must choose a testing facility that is in accordance with the FMCSR 382.301 and on the National Registry of Certified Medical Examiners. THEY should provide the proper Dept. of Transportation (D.O.T.) forms.

**ALL PAPERWORK IS DUE AUGUST 12!
PLEASE TAKE YOUR DRUG TEST AFTER THE DATES**

SUMMER SEMESTER

DAY AND NIGHT CLASS TAKE YOUR DRUG TEST AFTER APRIL 21!
WEEKEND CLASS TAKE YOUR DRUG TEST AFTER APRIL 24!

FALL SEMESTER

DAY AND NIGHT CLASS TAKE YOUR DRUG TEST AFTER JULY 28!
WEEKEND CLASS TAKE YOUR DRUG TEST AFTER AUGUST 1!

SPRING SEMESTER

DAY AND NIGHT CLASS TAKE YOUR DRUG TEST AFTER DECEMBER 15!
WEEKEND CLASS TAKE YOUR DRUG TEST AFTER DECEMBER 18!

**PAPERWORK IS THE RESPONSIBILITY OF THE STUDENT!
FAILURE TO SUBMIT DOCUMENTS BY THE DUE DATE WILL
RESULT IN BEING DELETED FROM THE PROGRAM WITHOUT
NOTICE!**

**MAKE SURE YOU ARE AWARE THAT YOU BE CHARGED FOR
TWO PAYMENTS, ONE FOR THE PHYSICAL AND ONE FOR
THE DRUG TEST. ONCE YOU TAKE YOUR DRUG TEST,
PLEASE KEEP TRACK OF YOUR RESULTS AND NOTIFY THE
TRUCKING OFFICE IF A SITUATION ARISES!**

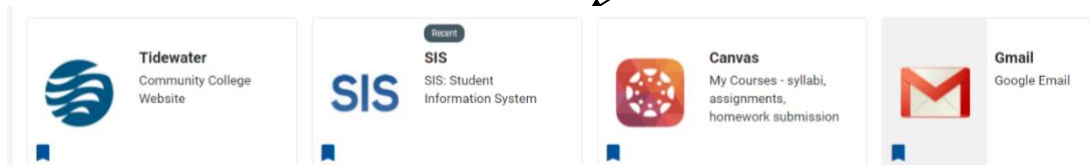
**PAPERWORK WILL NEED TO BE SUBMITTED TO THE
TRUCKING OFFICE BY EMAIL, FAX, OR IN PERSON!
DO NOT SEND THROUGH YOUR PHONE OR LEAVE YOUR
PAPERWORK WITH ANYONE BUT THE TRUCKING OFFICE!**

GRADUATION PROCESS

Log in to your MYTCC account, the same as logging into Canvas (see page 3).



Once you are logged in, go to SIS



BEFORE you submit your graduation application, meet with your academic counselor/advisor to ensure you meet your graduation requirements.

- You are in the correct program plan and catalog year
- Make sure you are in the right curriculum (course of study, "Trucking Program")
- Apply for the appropriate graduation term
- **Verify/update your mailing address**

Once all the information is correct then, "Apply for Graduation"



All graduates are welcome to walk during the commencement ceremony!

PLEASE COMPLETE THE GRADUATION APPLICATION AND THAT YOU ARE IN THE RIGHT CURRICULUM, FAILURE TO DO SO WILL RESULT IN NOT RECEIVING YOUR TCC CERTIFICATE!!!

If you have any questions about graduation, contact 822-1111.