



TIDEWATER COMMUNITY COLLEGE

From here, go anywhere.™

TRUCK DRIVING PROGRAM 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.)

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!!

SPRING SEMESTER SCHEDULE

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.)

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

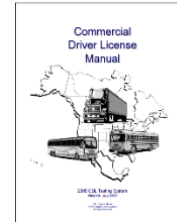
**Submit an Application for Admission to TCC and your financial aid form.
Tuition is due on December 16, 2024.**

SUMMER AND FALL SEMESTER DATES ARE FORTHCOMING.

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!

1. Type in Bookstore in "Site Search" and click "Bookstore" or use the QR Code to order bookstore.

SITE SEARCH RESULTS

BOOKSTORE

PAGE 1 OF 2 FOR 10 RESULTS

BOOKSTORE

**BARNES AND NOBLE
COLLEGE AT TCC**

Textbooks can be purchased online or in store.

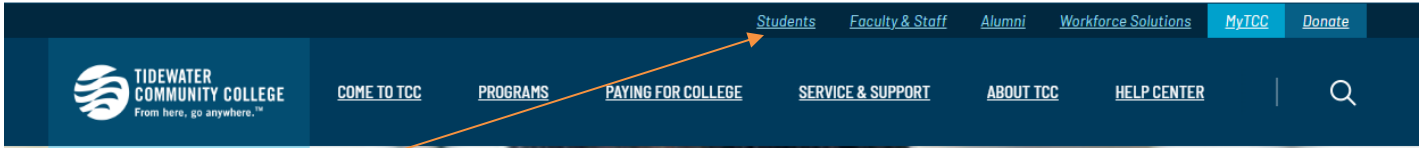
VISIT THE B&N WEBSITE →



- 2.

If you are using financial aid please log into your account and use the book authorization form found on your "To DO List".

HOW TO LOG INTO YOUR SIS ACCOUNT



1. Go to "Students"
2. Scroll down to the middle of the page and click the "LOG IN" button.



3. Click the "Need Help?"

[Need help?](#)

Username

[Forgot Username?](#)



Multi-Factor Authentication (MFA) Setup

TIME-BASED ONE TIME PASSWORD

Can be used with Microsoft and Google Authentication Apps.

ALTERNATIVE MFA OPTIONS

PUSH AUTHENTICATION

Secure Authentication

Security Key / Passkey

The most secure authentication. May require the purchase of a FIDO key

Other options available

SMS

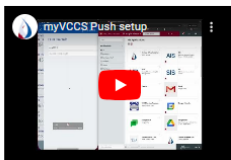
Low security - Should only be used if you don't have a smartphone

EMAIL BASED ONE TIME PASSWORD

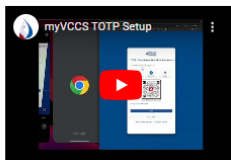
Least Secure - Does not require a cell phone and is also available as a backup to other MFA options

EXAMPLES OF THE MFA

PUSH AUTHENTICATION



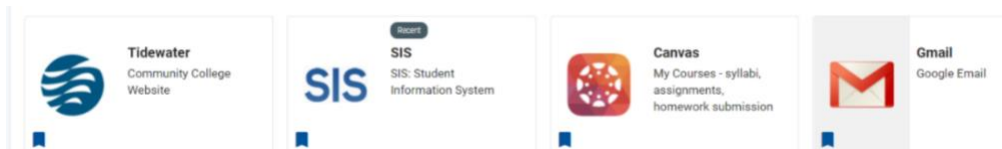
TOTP



Security Key / Passkey



3. Choose the option you want to use to log in. Watch video if you aren't sure.
4. Once you have successfully chose your option. Log into MYTCC and go to SIS, you can view your classes, financial aid, email, and Canvas. **Canvas** is for your SDV 106 portion of the program.





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.**



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.

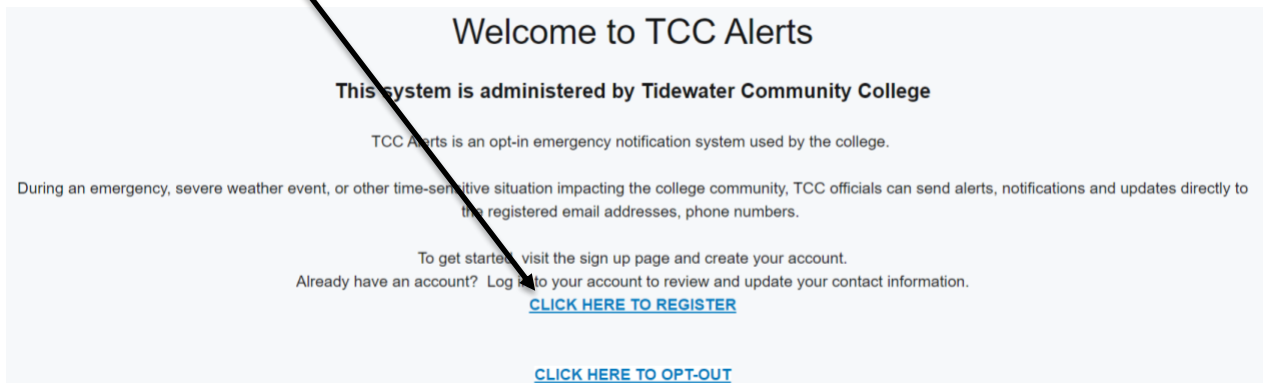


TCC ALERTS!

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.

Why a valid Virginia Driver’s License? - *An out of state commercial learner's permit may not be exchanged for a Virginia commercial learner's permit without testing. Hold a valid Virginia driver's license. In addition, your driving privileges must not be currently suspended or revoked by any licensing jurisdiction.*

➔ **Copy of your valid VIRGINIA driver’s license**
NO restrictions, suspensions, revocations, and NO out-of-state licenses.

Why DMV report? *The information serves as a performance measurement tool that reflects Virginia's efforts to improve highway safety.*

➔ **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.

Why do I need a DOT physical? *In accordance to the FMCSA, A person subject to this part must not operate a commercial motor vehicle unless he or she is medically certified as physically qualified to do so, and, except as provided in paragraph (a)(2) of this section, when on-duty has on her or her certificate that he or she is physically qualified to drive a commercial motor vehicle.*

**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.

Why do I need a DOT Drug Test? *No employer shall allow a driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substance test result form the MRO or C/TPA indicating a verified negative test result for that driver.*

THESE FACILITIES ARE DOT QUALIFIED! IF YOU DECIDE TO GO TO ANOTHER FACILITY MAKE SURE THEY ARE DOT QUALIFIED. BE AWARE THAT YOU BE CHARGED FOR A PHYSICAL AND DRUG TEST (TWO PAYMENTS). ONCE YOU TAKE YOUR DRUG TEST, PLEASE KEEP TRACK OF YOUR RESULTS AND NOTIFY THE TRUCKING OFFICE IF A SITUATION ARISES!

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 JANUARY 3, 2025!
PLEASE TAKE YOUR DRUG TEST AFTER THE DATES**

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!**

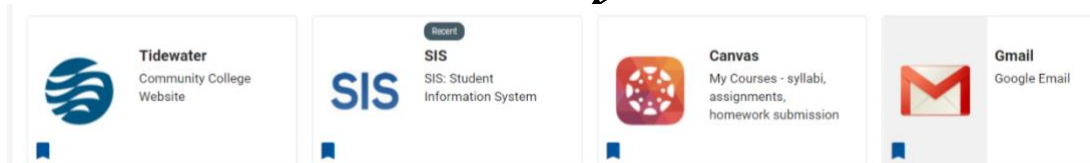
**PAPERWORK WILL NEED TO BE SUBMITTED TO THE TRUCKING OFFICE BY
EMAIL, FAX, OR IN PERSON! DO NOT SEND THROUGH YOUR PHONE OR
LEAVE YOUR PAPERWORK WITH ANYONE BUT THE TRUCKING OFFICE!**

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.