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PAGE 1 IS TO BE COMPLETED BY MIDWEST SAFE DRIVER STAFF

SOS AUDIT CHECKLIST

DATE COMPLETED: _____

BATCH #: _____

COURSE ID: _____

NAME: _____

LAST

FIRST

MIDDLE

- _____ STUDENT CLASS D LICENSE
- _____ ENROLLMENT AGREEMENT SIGNED AND DATED
- _____ STUDENT VERIFICATION OF HOURS COMPLETED (LOGSHEET)
- _____ MOTOR VEHICLE HISTORY REPORT (MVR)
- _____ MEDICAL EXAMINATION REPORT (LONG FORM COPY)
- _____ MEDICAL CARD (DRIVER COPY)
- _____ FMCSA CLEARINGHOUSE
- _____ NEGATIVE DRUG TEST RESULTS
- _____ EDLT QUIZES (30 TOTAL)
- _____ CDL-A PERMIT (COMMERCIAL LEARNERS PERMIT)
- _____ COPY OF CDL A LICENSE (UPON COMPLETION)
- _____ ELDT 380.503 CERTIFICATE (IF APPLICABLE)

STUDENT INITIALS: _____



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STUDENT HANDBOOK

MIDWEST SAFE DRIVER

The information in the packet is **MANDATORY READING** for anyone receiving instruction by Midwest Safe Driver. Students are informed that it is mandatory for medical requirements, drug screens, and drug compliance policies to be followed to participate in training.

Upon completion of reading this handbook, Students will sign the Student Policy Agreement form.

The information in this handbook may be revised at any time by Midwest Safe Driver staff. Students will be informed of any changes in a prompt, fair manner. Any Administrative actions will be based on and guided by the most current version of this Handbook.

STUDENT INITIALS: _____



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INTRODUCTION

Welcome to Midwest Safe Driver! Over the next few weeks, you will have the opportunity to learn from seasoned instructors with various backgrounds in transportation. Although instructors may have a variety of experiences to share, the common goal is to pass along a skill set to make you a safe, knowledgeable, and successful driver, as well as a top candidate for hire in the transportation industry.

We, as instructors, pride ourselves on remarkably high success rates over our years of experience in CDL training. Yet, success does not come solely from instruction. A student's attitude and willingness to learn and be taught is a major factor in your success. Come prepared and ready to work. This will help to ensure your experience with Midwest Safe Driver is worthwhile for everyone involved.

PRIOR TO CLASS STARTING

Prior to starting class, you will receive a physical and a drug screen. You will need to have your Driver's License on you. Refer to Midwest Safe Driver Management for more detail. It is recommended that you read *Illinois CDL Commercial Driver's License Study Guide* and attempt to answer the "Test Your Knowledge" questions at the end of the section.

FIRST WEEK OF INSTRUCTION

The first week of instruction will primarily be focused on studying the *Illinois CDL Commercial Driver's License Study Guide*. We will be covering all sections pertaining to obtaining a Commercial Learner's Permit, or CLP. After the necessary sections have been reviewed, you (the student) will take a multiple-choice test at the DMV.

The CDL-A Permit test is only given at select DMV offices. Your class instructor will give you information regarding test facilities. The cost of the CDL-A permit test is \$50.00 (\$60.00 if transferring from another state). This fee is not included in the tuition. Students being reimbursed by WIOA/TAA should request an additional receipt when paying.

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CURRICULUM

CLASSROOM- 40 HOURS

Orientation	CSA- In Detail
CDL Permit Study	PSP- In Detail
Endorsement Study	Drug and Alcohol (DOT Regulations)
Job Procurement	Logbook Hours of Service
Map Reading, Trip Planning	DOT Regulations
Hazard Perception	Night Operation
Extreme Driving Conditions	Railroad Crossing Safety
Distracted Driving	Fixed Object Avoidance
Human Trafficking	

YARD AND ROAD SKILLS- 120 HOURS

Pre/Post-Trip Inspection	Couple/Uncouple
Straight Backing	Space Management
Parallel Parking	Shifting
Double Clutching	Turns
Hazard Perception	Uphill/Downhill
Ramps	Lane Changes

40 hours of classroom instruction primarily, but is not limited to, preparation for SOS examinations. 120 hours of yard and road skills will consist of 20 hours of behind-the-wheel yard skills, 20 hours minimum of behind-the-wheel road skills, 20 hours of observation, and 60 hours of remedial training, which consist of additional classroom and observation, depending on students' needs. Hours may exceed the minimum based on progress of class as a whole or individual student.

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STATE EXAM/CDL TESTING POLICY

As a student of Midwest Safe Driver, you are held accountable for my actions and behavior during testing. I am aware that at any point in time if I am caught cheating, I will be dropped from the program without a refund. I also understand that Midwest Safe Driver has a no tolerance policy for any form, type, or insinuation of a bribe or conversation towards a SOS official, tester, or representative that is not consistent with the training course. Students who do not abide will be immediately dropped with no refund.

DRUG SCREEN/ DOT PHYSICAL POLICY

All students must be able to pass a DOT physical and a controlled substance test which will be administered prior to working with equipment/trucks. If for any reason a student cannot pass a DOT physical in a timely manner, that student will be dropped from the program and referred to our refund policy. If a student receives a positive result on a pre-employment drug screen, the student will be dropped with a 50% tuition reimbursement.

All students will be subject to both Random and Reasonable Cause controlled substance and alcohol testing. Any student that tests positive in this instance will be dropped without a refund.

Any student returning to the program after an absence of 30 days will be susceptible to a drug screen. A positive result will result in a drop without a refund.

(A copy of the Midwest Safe Driver Controlled Substance and Alcohol Testing policy is enclosed in this Handbook)

STANDARDS POLICY

Midwest Safe Driver insists on a safe learning environment. The school reserves the right to delay testing per an instructor's request. Students may need additional time and/or instruction before moving forward. This is at the instructor's discretion. This additional time may be implemented at any time during the course. No additional fees will be assessed.

Midwest Safe Driver reserves the right, with the written acknowledgements of one instructor and school management, to release any student they deem unsafe or incapable of meeting school standards at any point during the course.

STUDENT INITIALS: _____



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TIME COMMITMENT

Students are required to attend 40-hour sessions, Monday through Friday, 7:30 a.m. until 4:00 p.m. for approximately 4 weeks. If a student misses required instruction time, they must make up that time before being issued a Certificate of Completion from Midwest Safe Driver to obtain their CDL-A license from an Illinois DMV facility. Students who do not complete the required curriculum will not be issued a certificate.

If a student misses more than two days of instruction without justified cause, they will be dropped without refund.

Your training is considered finalized by taking the State Licensing Exam at the DMV. While we request test times during your scheduled 4 weeks, you may have to wait for availability of a time slot. If this later scenario happens, you will continue to meet and practice as you would if the class was still in session, with no additional fee assessed.

During the DMV State Licensing Exam, you will be asked to show skills in Pre-Trip knowledge, Yard Maneuvering, and Driving on the road. Following the completion of all required hours and Midwest Safe Driver curriculum, you will have three attempts, in total, to pass the State Licensing Exam. All scheduling of attempts with the DMV will be conducted by Midwest Safe Driver and students are expected to complete all three attempts within 14 days of the last scheduled day of their course. An attempt, as it is used, is defined as the execution of any or all portions of the State Licensing Exam. In the event you do not pass within the three allocated attempts, you will be locked out from testing at the DMV for 30 days, per state mandate. At this point, you, the student, will be disenrolled and will no longer be allowed access to Midwest Safe Driver equipment, resources, or staff. At the manager's discretion, a student may be enrolled into the follow-on course at an additional fee. Enrollment in the follow-on course constitutes an additional three attempts to pass the State Licensing Exam

JOB SEARCH

While at Midwest Safe Driver, you will have the opportunity to listen to area recruiters tell you about what their companies have to offer you as a newly licensed driver. Please, always be courteous and listen to what the presenter has to offer. They will leave materials behind or tell you how to find applications for their company. You are under no obligation to work for any company that has you fill out an informative survey.

Instructors and Managers at Midwest Safe Driver have no influence over you getting hired at any one company and are not responsible for finding you employment. Upon request, we may help



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you find appropriate materials to help you in the decision-making process as to what type of freight may be a suitable fit for you.

EQUAL OPPORTUNITY ASSURANCE STATEMENT

- **WIOA Section 188** which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of their citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title 1 financially assisted program or activity.
- **Title VI of the Civil Rights Act of 1964**, as amended, which prohibits discrimination on the basis of race, color, and national origin.
- **Section 504 of the Rehabilitation Act of 1973**, as amended, prohibits discrimination against qualified individuals with disabilities.
- **Americans with Disabilities Act (ADA) of 1990**, which prohibits discrimination against qualified people with disabilities.
- **Age Discrimination Act of 1975**, as amended, prohibits discrimination on the basis of age.
- **Title IX of the Education Amendments of 1972**, as amended, which prohibits discrimination based on sex in educational programs.
- **29 CFR part 37** and all other regulations implementing the laws listed above; and This assurance applies to the grant Applicant's operation of the WIOA Title 1 financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title 1 financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of the assurance.

Students are informed that Midwest Safe Driver abides by the Sexual Harassment Discrimination Act under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. Students are also required to abide by this same act. Students that do not respect the differences of others may be terminated or dropped from the program without a refund. It is the student's right and responsibility to report any harassment to Joe Dahm, Managing Partner (815)-757-5451.

AMERICAN'S WITH DISABILITIES ACT POLICY

Midwest Safe Driver is committed to a policy of nondiscrimination on the basis of disability.

This policy ensures that: A qualified individual with a disability shall receive equal employment opportunities in regard to the employment application process, hiring, retention, advancement, discipline, layoff, termination, compensation, benefits, job training, terms, conditions, and privileges of employment, and an individual with a disability shall receive appropriate access to and participation in and benefit from the programs,



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AMERICAN'S WITH DISABILITES ACT POLICY, CONT.

services, and activities. Compliance with this policy is the responsibility of all Midwest Safe Driver employees.

Midwest Safe Driver shall not discriminate against an otherwise qualified individual with a physical or mental disability that substantially limits one or more of the major life activities when the individual, with or without reasonable accommodation, can perform the essential functions of the employment position. Midwest Safe Driver recognizes its obligation to provide reasonable accommodation when requested unless there is an undue hardship on the operation of Midwest Safe Driver, the accommodation is unfeasible, or is otherwise not legally required.

No individual with a physical or mental disability that substantially limits on or more of the major life activities shall be excluded from participation in or be denied the benefits of services, programs, or activities of Midwest Safe Driver , or be denied the opportunity to participate in or benefit from aid, benefit, or service when the individual can be reasonably accommodated by law.

Midwest Safe Driver will strive to provide, within the limits of mission, resources, facilities, and personnel, appropriate accommodations to individuals with disabilities so that they may participate in the program or services offered. Midwest Safe Driver will make reasonable modifications and adjustments provided such adjustments would not result in fundamental alteration of the affected service, program, or activity; lower the standard of the program; result in an undue financial or administrative burden; or create a direct threat to the health and safety of others. Determinations of this matter will be based upon the principles and requirements contained in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

Retaliation or adverse action against an individual for filing a complaint, reporting an incident, or cooperating in an investigation of an alleged incident is prohibited.

Midwest Safe Driver may state the specific duties or physical requirement of the job and request applicants to describe or demonstrate how they will perform the duties and may ask about non-medical qualifications and skills. Midwest Safe Driver may ask disability related questions (for workers comp purposes) and may require medical examinations as long as this is required of all entering employees in that job category. Midwest Safe Driver will maintain the confidentiality of medical information related to the disability and request for accommodation in accordance with applicable laws.

Contact Information to pursue a complaint: Joe Dahm, Managing Partner (815) 757-5451



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SEXUAL HARRASSMENT POLICY

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Policy Statement

It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment.

Definition of Sexual Harassment

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when,

- Submission to such conduct is made either explicitly or implicitly a term of conduct of an individual's employment
- Submissions to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

Visual: Posters, signs, pin-ups, or slogans of a sexual nature.

Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same sex. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment on a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms as "honey", "darling", and "sweetheart", is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace: "That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is most likely to be perceived as sexual harassment, depending on an individual's perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to ere on the side of caution.

Responsibility of Individual Employees or Program Participants

Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace.

An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.

The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with program policy.

Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining the workplace and program environment free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee and program participant misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee or program participant but does business with an organization, such as a contractor, student, client, or speaker).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the coordinator or director acting as an agent of the organization or program. As such, the coordinator/director must act quickly and responsibly not only to minimize their own liability but also that of the agency or program.

Specifically, a coordinator or director must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee or program participant tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.



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In addition, the director must ensure that no retaliation will result against an employee or program participant making a sexual harassment complaint.

The agency's Equal Opportunity (EEO) Officer is available to consult with coordinators or the director.

Procedures for Filing a Complaint

An employee or program who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor or program coordinator, EEO Officer and offending employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, emails, and telephone messages.

No one making a complaint will be retaliated against even if a complaint made in good faith cannot be substantiated. In addition, any witness will be protected from retaliation.

The process of making a complaint about sexual harassment falls into several stages.

Direct communication. If there is sexually harassing behavior in the workplace or program environment, the harassed employee or program participant should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing on a note or memo.

Contact with the Program Coordinator or Director. At the same time direct communication is undertaken, or in the event the employee or program participant feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor, program coordinator or EEO Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the EEO Officer.

Formal Written Complaint. An employee or program participant may also report incidents of sexual harassment directly to the programs EEO. The EEO Officer will counsel the reporting employee or program participant and be available to assist with filing a formal complaint. The Department will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Department. It is hoped that most sexual harassment complaints and incident can be resolved with an agency. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days, complaint with the EEOC must be filed within 300 days. Program participants wishing to file complaint may also refer to their "Workforce Investment Act (WIA) Complaint Procedures" booklet, which was given to them at the time of the program application. They may also call Ms. Lugenia Thomas, EEO Officer for Kane County Department of Employment and Education at (630)-208-1601.

An employee or program participant who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation. An employee or program participant who has been physically harassed or threatened while on the job or while participating in the program may also have grounds for criminal charges of assault and battery.

False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offence that can itself result in disciplinary action.



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CONTROLLED SUBSTANCE AND ALCOHOL TESTING POLICY

In accordance with the Federal Laws Section 382 of the Federal Motor Carriers Safety Regulations, Midwest Safe Driver will be enforcing a Controlled Substance and Alcohol testing policy. The purpose of this policy is to prevent the illegal use of controlled substances and alcohol misuse by drivers while operating a commercial motor vehicle.

This law applies to motor carriers and persons who operate a commercial motor vehicle, defined as drivers. Drivers subject to testing are currently employed drivers, drivers applying for hire, and CDL instructors.

Truck and bus driver training schools meet the definition of an employer because they own or lease CMVs and assign students to operate them at appropriate points of their training. Similarly, students who operate CMVs to complete their coursework qualify as drivers.

THE FOLLOWING IS A WRITTEN DESCRIPTION OF THAT POLICY FOR ALL INDIVIDUALS MEETING THE ABOVE DESCRIPTION.

DEFINITIONS

COMMERCIAL MOTOR VEHICLE (CMV): Any self-propelled or towed vehicle used on public highways to transport passengers or property when:

- A. The vehicle has a gross weight of 10,001 pounds or more*
- B. The vehicle is designed to transport 15 persons or more
- C. The vehicle is used in the transportation of hazardous materials

*Federal law states any driver of a CMV over 26,000 pounds must undergo controlled substance tests. Midwest Safe Driver has a testing policy that includes and CMV driver regardless of vehicle weight.

MEDICAL REVIEW OFFICER (MRO): A licensed Medical Doctor or osteopathy with knowledge of drug abuse disorders that is employed or used by a motor carrier to conduct drug testing in accordance with this part.

COLLECTION SITE: A place where individuals present themselves for the purpose of providing samples to be analyzed for specified controlled substances or alcohol misuse.

DRIVER: For the purpose of this policy, Midwest Safe Driver is the motor carrier and the driver refers to any Student or Instructor operating a commercial motor vehicle.

SUBSTANCE ABUSE PROFESSIONAL (S.A.P): A trained professional specializing in recognizing and treating chemical dependencies in individuals. These S.A.P.s must meet DOT qualifications.



TYPES OF TESTS THAT MAY BE CONDUCTED (FMCSR)

1. Pre-Employment (382.301)
2. Post-Accident (382.303)
3. Random (382.305)
4. Reasonable Suspicion (382.307)
5. Return to Duty (382.309)
6. Follow-Up Testing (382.311)

Note: Periodic testing is no longer required if the driver-employee is in a random testing program.

DESCRIPTION OF TEST REQUIREMENTS

PRE-EMPLOYMENT: A motor carrier shall require a driver applicant whom the motor carrier intends to hire and/or an individual who meets the 382.103 definition to be tested for controlled substances and/or alcohol misuse as a pre-qualification condition. A motor carrier may hire a driver, if they so choose, who has not been pre-employment tested by the motor carrier provided the driver has participated in a documented controlled substance and alcohol misuse testing program of another motor carrier within the last 30 days and has tested negative for use of controlled substances or the misuse of alcohol within the last 6 months. If the motor carrier hires such a driver, they must obtain and keep in driver's qualification file, if required.

- A. The name and address of the program
- B. Verification that the driver participated in the program
- C. Verification that the program conforms
- D. Verification that the driver qualifies, has not refused to be tested for controlled substances or alcohol misuse
- E. The date the driver was last tested
- F. The results, positive or negative, of any controlled substance test taken for the previous two years
- G. The results of any alcohol misuse test with an alcohol concentration level of .02% or higher taken in the last two years.

POST-ACCIDENT: A driver shall be tested for the use of a controlled substance and alcohol misuse as soon as possible if the following conditions are met:

- An incident or accident involves a human fatality
- An incident or accident involves a bodily injury requiring immediate medical treatment and the driver was given a citation



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POST-ACCIDENT, CONT.

- An incident or accident results in disabling damage to either vehicle requiring the vehicle to be towed away and the driver receives a citation

If an incident or accident results in bodily injury, or either vehicle being towed, but the driver does not receive a citation, the driver does not have to be tested.

For drivers who are subject to post-accident testing, the test should be performed within two (2) hours. If the test is not done within this time parameter, a written explanation for the delay is required. Testing will be done at a Midwest Safe Driver pre-approved medical facility.

No driver required to take a post-accident alcohol test shall use alcohol or medication containing alcohol prior to undergoing the post-accident alcohol test. This cannot be used as a defense. All drivers should be aware that post-accident testing may be required of them and should refrain from alcohol or medication containing alcohol until such tests have been conducted. If the driver is hospitalized due to the accident, the driver shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances or alcohol misuse on the driver's part.

RANDOM TESTING: The motor carrier shall use a random selection process to select a driver to be tested for the use of controlled substances and alcohol misuse. The number of tests conducted for controlled substances under this section annually shall be equal to or exceed 50% of the average number of CMV driver positions and any students operating a CMV for which testing is required.

Random selection will be accomplished by preselecting driver's names from a test pool. After the names of drivers to be tested are selected, Rochelle Hospital On-The-Go Clinic will contact our office, and the individuals selected will be notified.

REASONABLE SUSPICION: Reasonable suspicion is conducted when a motor carrier believes the action, appearance, conduct, or physical evidence compiled on a CMV driver or student while on duty, just prior to going on duty, or just coming off duty are indicative of the use of a controlled substance or alcohol misuse. That driver shall submit to testing within two (2) hours. If testing cannot be administered within the 2-hour window, a company official or the driver shall submit written documentation pertaining to the delay.

The conduct or evidence must be witnessed by two company employees, if feasible, else one company employee need witness the conduct. That person or persons should document and sign a written description of the driver's conduct or list the physical evidence within 24 hours or before test results are released, whichever comes first. This written document shall be placed in the driver's file and joined with the test results. If a driver's action, appearance, conduct, or



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REASONABLE SUSPICION, CONT.

physical evidence is observed and it is determined by that observation that there is evidence to support reasonable cause testing, that driver shall submit to testing immediately. If testing cannot be conducted by Rochelle Hospital On-The-Go Clinic due to the unavailability of reliable collection source, the driver shall be suspended from further safety sensitive functions until the facility returns a result. If the result is positive for controlled substance or alcohol misuse, action will be taken in accordance with our company enrollment policy. If the test result is negative, the driver will be reinstated. If a driver refuses to be tested it will be assumed that he/she is resigning/withdrawing from our school and that driver will be given time to collect their personal belongings and depart company property.

RETURN TO DUTY TESTING AND FOLLOW-UP TESTING: *Return to Duty and Follow-Up testing is not permitted for any driver who is subject to the Student Enrollment Package at Midwest Safe Driver.* All motor carriers shall ensure that any driver who once tested positive for alcohol misuse with an alcohol concentration level of more than .04% re-test with a result indicating an alcohol concentration of less than 02% prior to returning to duty.

All motor carriers shall ensure that any driver who once tested positive for Controlled substance use re-test with a negative result prior to returning to duty.

Also, any driver (employee) who has tested positive for alcohol misuse with an alcohol concentration level of more than .04% or any driver who has tested positive for controlled substances must see a substance abuse professional (S.A.P.) for evaluation and treatment prior to returning to duty at the driver's expense.

The tested individual will be suspended without pay for the entire time period necessary for the S.A.P. to complete the evaluation and give their recommendation of what assistance, if any, the employee needs in resolving their substance use problem. The S.A.P. will also recommend what follow-up is testing the individual will be required to follow. After the S.A.P. releases the employee to return to work, the employee is responsible for following the S.A.P.

recommendation and providing written documentation of the counseling program to Midwest Safe Driver. Failure to do so in a timely manner will be equivalent to failure to comply.

Note: Retesting and follow-up testing only applies to drivers who are not terminated. Any driver operating under the influence of alcohol or drugs is subject to termination. Termination under this rule would be complete disregard of safety for themselves and the public or for testing positive on a post-accident test.

ANY REFUSAL BY A DRIVER TO TAKE A TEST SHALL BE TREATED AS THAT DRIVER'S RESIGNATION/WITHDRAWAL FROM MIDWEST SAFE DRIVER.



THE ACTUAL TEST

A driver or new applicant who is asked to take a controlled substance or alcohol misuse test will be sent to a pre-approved collection cite where they will be tested. Any attempt to falsify a test will be treated as a positive test result.

After the test results are confirmed, the MRO shall report to the motor carrier whether a driver's test was positive or negative. If the test is positive, the identity of the controlled substance for which the test was positive shall be reported to the motor carrier by the MRO.

A motor carrier shall ensure that all records related to the administration and results of the drug testing program for its drivers subject to the testing requirements are maintained. A motor carrier shall retain in the driver's qualification file if applicable, such information that will indicate:

1. The type of controlled substances testing for which the driver submitted a urine specimen
2. The date of collection
3. The location of collection
4. The identity of person or entity:
 - a. Performing the collection
 - b. Analysis of the specimens, and serving as MRO
5. Whether the test finding was positive or negative
6. Any alcohol misuse test registering an alcohol concentration level of .02% or higher

A motor carrier shall produce upon demand and shall permit the federal highway administrator to examine all records related to the administration and results of controlled substance and alcohol misuse testing performed under this part.

A motor carrier shall maintain an annual summary of the records related to the administration and results of the controlled substance and alcohol misuse testing program. This summary shall include: the total number of controlled substance and alcohol misuse tests administered in each category: pre-employment, reasonable cause, random, post-accident, return to duty, and follow-up testing.

A motor carrier shall maintain:

1. The total number of individuals that did not pass a controlled substance or alcohol misuse test by testing category
2. The disposition of each individual who did not pass a controlled substance or alcohol misuse test.



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THE ACTUAL TEST, CONT.

The MRO shall maintain:

1. The number of controlled substance tests performed by a laboratory that indicated evidence of a prohibited controlled substance or metabolite in the screening test in a sufficient quantity to warrant a confirmatory test.
2. The number of controlled substance test performed by a laboratory that indicated evidence of a prohibited controlled substance of metabolite in the confirmatory test in a sufficient quantity to be reported as a positive finding to the medical review officer.
3. The number of controlled substance test that were performed by a laboratory that indicated evidence of a prohibited controlled substance or metabolite in the confirmatory test in a sufficient quantity to be reported as a positive finding by substance category (E.G., Marijuana, Cocaine, Opium, PCP, or Amphetamine).

DRIVER'S/EMPLOYEE'S RIGHTS

No medical review office shall release an individual's test results without written authorization from the tested individual except to employing motor carrier. This also applies to persons applying for employment. No motor carrier shall release such information retained about any employee, employee applicant, or previous employee without first obtaining written authorization from the employee.

A person who refuses to be tested under the provisions of this policy shall not be permitted to operate a commercial motor vehicle. Such refusal shall be treated as an individual's resignation from the employment of this company. Students will be subject to the enrollment policy.

If a driver tests positive, the MRO shall afford a tested individual the opportunity to discuss a positive result with the MRO before reporting the positive results to the motor carrier. If the MRO is unable to contact the tested person prior to that person going on duty, the MRO shall contact the motor carrier to arrange for the individual to contact the MRO prior to going on duty. This shall not be treated as a positive result. At that time, the individual shall be relieved of duty until the MRO has spoken to them, and notified the motor carrier that their duty status is reinstated.

The MRO may verify a positive test result without communicating with the driver if the driver expressly declines the opportunity to discuss results of the test, or if the driver fails to contact the MRO within 5 days after the management official of the motor carrier instructed the driver to contact the MRO.



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DRIVER'S/EMPLOYEE'S RIGHTS, CONT.

Any driver who is taking non-prescribed or prescribed drugs that may affect their ability to operate a motor vehicle must notify the motor carrier of this prior to their going on duty, and they must be able to prove positive that they are taking the medication so as not to interfere with their ability to operate a commercial motor vehicle while on duty.

AFFIRMATIVE DEFENSE FOR PRESCRIBED DRUGS:

Any driver who is alleged to have violated this non-drug policy, and tested positive for drug use, must be able to prove through clear and convincing evidence that the drug was prescribed by a licensed medical practitioner who is familiar with the driver's medical history, work history, and assigned driving duties. The drug is being used in such a way as to not interfere with the driver's ability to operate a CMV while on duty and the driver properly notified the motor carrier that he was using the drug under a doctor's supervision prior to going on duty.

All positive tests reported to the motor carrier in which the MRO did not discuss the results with the driver shall be so noted and be accompanied by complete documentation of the MRO's efforts to contact the driver prior to reporting to the motor carrier.

IF THE DRIVER TESTS POSITIVE FOR A CONTROLLED SUBSTANCE OR ALCOHOL MISUSE, THE STUDENT WILL BE REMOVED FROM THE PROGRAM WITHOUT REFUND.

STUDENT GRIEVANCE POLICY AND PROCEDURE

INTRODUCTION: A student grievance exists when a student claims that a violation, misapplication, or misinterpretation of Midwest Safe Driver's policy, procedure, or practice has occurred. A student filing a grievance should follow the procedures as outlined.

INFORMAL PROCEDURE: It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the student must meet with the instructor and/or staff that s/he believes has violated, misapplied, or misinterpreted the policy of procedure within 24 hours after the occurrence.

If a student believes s/he has been discriminated against because of race, sex, sexual orientation, color, religion, age, veteran status, marital status, ancestry, or national origin in any way by Midwest Safe Drive, it is important that s/he bring the situation to the attention of the Managing Partner or The Head of Instruction if there is a potential conflict of interest with the Managing Partner.



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FORMAL PROCEDURE: If the student is not satisfied with the results of the informal process, s/he should initiate the formal process no later than five (5) working days after the occurrence that caused the complaint.

The student must file a written, (Formal), complaint with Midwest Safe Driver that outlines:

- The reason for the grievance
- The person in which the grievance is filed against
- The actions that have been taken up to this point
- Any resolutions from the Informal Procedure
- The desired outcome of the Formal Procedure

The school must respond to the student within ten (10) working days after the filing of the Formal Complaint. If the student is not satisfied with the reply, they may appeal in writing within five (5) working days after the school's formal response.

NO REPRISALS: No reprisals shall be taken by instructors, administration, or staff against any student or staff because of participation in a grievance. A Grievance record will be kept for one year.

SCHOOL STANDARDS AND POLICIES

ACADEMIC HONESTY

Midwest Safe Driver is made up of instructors with the highest ethical standards, not just in transportation, but in all facets of our lives. We encourage you to be honest about your work on and away from our facilities and be honest with us. This is a key component to success with everyone involved in your training.

PARKING

There is a lot of busy neighboring businesses to our campus. Please park in areas designated by your instructors.

ELECTRONIC DEVICES

Students are asked to turn off cell phones during class time. Phone calls, other than emergencies, are prohibited during any classroom and yard time unless permission is expressly given by the instructor. Phone usage in school vehicles, passenger or otherwise, along with the truck's AM/FM radio is prohibited.



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SMOKING/VAPING/SNUFF

Use of vaping paraphernalia and use of tobacco products is restricted to designated areas only. These activities are prohibited in the classrooms, offices, trucks, practice yard, and anywhere else not deemed a smoking area.

VEHICLE AND CLASSROOM CLEANLINESS

In order to maintain a comfortable learning environment, and a pleasurable atmosphere for all present, we require students to pick up after themselves when in the classroom or in the trucks. This will be done on a daily basis. Those who choose not to adhere to this policy may be subject to administrative action, as this is a sign of disrespect to staff and classmates.

RESPECTING DIVERSITY

Midwest Safe Driver recognizes our community as culturally diverse. Although we all may have different viewpoints, keep in mind we all have the same goal in mind in attending our school. Please be respectful and professional at all times.

SCHOOL CLOSURES

As drivers, you will be expected to perform your duties in various weather situations. Under normal circumstances, we will be open during rain and snow events. Should the weather become too extreme as to compromise the safety of instructors and students, we will notify you via phone/text ASAP.

AUDIO/VIDEO RECORDING FOR TRAINING

For curriculum building purposes, audio/video recording may take place while you are on campus. Students will be notified ahead of time, and are not under any obligation to participate.



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STAYING ALERT AND FIT TO DRIVE

(From Illinois CDL Study guide)

Leaving on a long trip when you are already tired is dangerous. If you have a long trip scheduled, make sure you get enough sleep before you go.

Your body gets used to sleeping during certain hours. If you are driving during those hours, you will be less alert. Heavy motor vehicle accidents occur between the hours of midnight and 6:00am. Trying to push on and finish long trips can be very dangerous.

Avoid medications that make you drowsy or dizzy. There are many medications that can make you sleepy, even over the counter cold medicines. Most have warning labels against operating a vehicle or machinery, but the most common of all pills is an ordinary cold pill. If you have to drive with a cold, you are better off suffering from the effects of the cold than the effects of the medication.

A hot, poorly ventilated cab can make you sleepy. Keep the window cracked or use the air conditioner if you have one. Short breaks can also keep you alert, but take them before you are tired, stop often! Walk around and inspect your vehicle, it may help to get some physical exercise. Stop to sleep, when your body needs to sleep, sleep is the only cure. If you cannot stop for the night, at least pull off at a safe place to take a nap. A half-hour nap does more for you than a half-hour coffee stop.

Avoid drugs; there are no drugs that can overcome being tired. While they may keep you awake for a while, they will not make you alert. And eventually they will make you more tired than if you had not taken them at all. Once again, sleep is the only thing that can overcome fatigue



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STUDENT PLACEMENT UNDERSTANDING

Midwest Safe Driver will periodically have recruiters from local and nationwide carriers attend your class to give presentations pertaining to what their companies offer drivers who sign on to work for them. Instructors may assist students in job placement and may attempt to aid students who do not meet certain employment criteria. Unfortunately, Midwest Safe Driver Cannot Guarantee Students Jobs. Some criteria that may make employment more difficult to find are, but not limited to:

MVR Violations	Physical Limitations	Felonies	Medication Restrictions
Substance Abuse History	Permanent Disability		Alcohol Violations
Inconsistent Work History	History of Mental Disorder		Past Revocation of CDL

I have read the above statement and acknowledge that job placement is not guaranteed by Midwest Safe Driver.

STUDENT SIGNATURE: _____ DATE: _____

ACKNOWLEDGEMENT OF STUDENT POLICIES AND EXPECTATIONS

As a student at Midwest Safe Driver, I have read, understood, and accept all expectations of of students as outlined in the student handbook. This includes, but is not limited to:

- Student Placement Course Policies Student Standards*
- Americans with Disabilities Act Sexual Harassment Policy Refund Policy*
- Controlled Substance and Alcohol Testing Policy Medical Requirements*
- Drug Screening & Requirements Staying Alert & Fit to Drive*
- State Exam/CDL Testing Policy Student Grievance Policy and Procedure*
- Time Commitment School Standards and Policies*

STUDENT SIGNATURE: _____ DATE: _____

STUDENT INITIALS: _____



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STUDENT INFORMATION

COURSE DATES: _____

LOCATION: _____

DOWN PAYMENT SUBMITTED: **YES / NO**

PAID IN FULL: **YES / NO**

NAME: _____

LAST

FIRST

M.I.

ADDRESS: _____

STREET

CITY

ZIP CODE

PHONE: _____ EMAIL ADDRESS: _____

SSN (LAST FOUR): _____ D.O.B: _____ GENDER: _____

MINIMUM AGE TO HOLD A CDL IN ILLINOIS IS 18; DO YOU MEET THIS REQUIREMENT: **YES / NO**

HOW DID YOU HEAR ABOUT US? _____

REFERRED: **YES / NO** IF SO, BY WHO: _____

COURSE TYPE: **CLASS A | CLASS B | UPGRADE | REFRESHER | OTHER:** _____

CDL HOLDER PAST EMPLOYER DRUG SCREEN VERIFICATION CHECK: _____

JOB OFFER (CIRCLE ONE): **YES / NO / OTHER:** _____ COMPANY: _____

FELONY: _____ DUI: _____ OTHER: _____

ADDITIONAL COMMENTS: _____

_____ PHYSICAL/MEDICAL SCREENER DATE

_____ DRUG SCREENER DATE

_____ COMMERCIAL LEARNERS PERMIT DATE

STUDENT INITIALS: _____



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EMPLOYMENT HISTORY

Please list your complete Employment History for the last **Ten Years**. Ask for additional forms if needed. Midwest Safe Driver may contact your previous employers to verify work history (FMCSR 383.35 C)

EMPLOYER NAME: _____

ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

START DATE: _____ END DATE: _____

REASON FOR MOVING ON: _____

EMPLOYER NAME: _____

ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

START DATE: _____ END DATE: _____

REASON FOR MOVING ON: _____

EMPLOYER NAME: _____

ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

START DATE: _____ END DATE: _____

REASON FOR MOVING ON: _____

EMPLOYER NAME: _____

ADDRESS: _____

PHONE: _____ SUPERVISOR: _____

START DATE: _____ END DATE: _____

REASON FOR MOVING ON: _____

STUDENT INITIALS: _____



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EMPLOYER NAME: _____

ADDRESS: _____

PHONE: _____ **SUPERVISOR:** _____

START DATE: _____ **END DATE:** _____

REASON FOR MOVING ON: _____

**REQUEST AND CONSENT FORM FOR INFORMATION FROM PREVIOUS EMPLOYER ON ALCOHOL
& CONTROLLED SUBSTANCE TESTING**

FMSCR 382.405 (f) (h) & 382.413 (a) (b) (c) (e) and (f) 49 CFR

STUDENT NAME (PLEASE PRINT): _____

STUDENT INITIALS: _____



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DRUG AND ALCOHOL BACKGROUND CHECK FORM (FORM A(FMSCA))

SECTION I

To be completed by the new employer, signed by the student, and transmitted to the previous employer:

STUDENT NAME (PRINT): _____

LAST 4 of SOCIAL SECURITY NUMBER: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-B*, to the employer listed in *section I-A*. This release is in accordance with DOT Regulation 49 CFR part 40, Section 40.25 and 391.23. I understand that information to be released in *Section II-A* by my previous employer is limited to the following DOT-regulated testing items:

1. Alcohol test with a result of 0.04 or higher
2. Verified positive drug tests
3. Refusals to be tested
4. Other violations of DOT agency drug and alcohol testing regulations
5. Information obtained from previous employers of a drug and alcohol rule violation
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

STUDENT SIGNATURE: _____ DATE: _____

I-A.

NEW EMPLOYER NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____ FAX: _____

DESIGNATED EMPLOYER REPRESENTATIVE: _____

I-B.

PREVIOUS EMPLOYER NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____ FAX: _____

DESIGNATED EMPLOYER REPRESENTATIVE: _____

SECTION II

To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the past **three** years prior to the date of the student's signature (in Section I), for DOT-regulated testing:

1. Did the student have alcohol tests with a result of 0.04 or higher? (Circle one) YES / NO
2. Did the student have verified positive drug tests? YES / NO
3. Did the student refuse to be tested? YES / NO
4. Did the student have other violations of DOT agency drug and alcohol testing regulations? YES / NO
5. Did a previous employer report a drug and alcohol rule violation to you? YES / NO
6. If you answered "yes" to any of the above items, did the student complete the return-to-duty process?
YES / NO / NA

Note: If you answered "yes" to Items 5 or 6, you must return all appropriate documentation pertaining to the incident.

II-B. Name of person providing information in Section II-A: _____

Title: _____ Phone #: _____

Signature: _____ Date: _____

STUDENT INITIALS: _____



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PERTAINING INFORMATION RELATED TO THIS FORM (From 391.23)

(e) In addition to the investigations required by paragraph (d) of this section, the prospective motor carrier employers must investigate the information listed below in this paragraph from all previous DOT regulated employers that employed the driver within the previous three years from the date of the employment application, in a safety-sensitive function that required alcohol and controlled substance testing specified by 49 CFR part 40.

(1) Whether, within the previous three years, the driver had violated the alcohol and controlled substances prohibitions under subpart B of part 382 of this chapter, or 49 CFR part 40.

(2) Whether the driver failed to undertake or complete a rehabilitation program prescribed by a substance abuse professional (SAP) pursuant to §382.605 of this chapter, or 49 CFR part 40, subpart O. If the previous employer does not know this information (e.g., an employer that terminated a student who tested positive on a drug test), the prospective motor carrier must obtain documentation of the driver's successful completion of the SAP's referral directly from the driver.

(3) For a driver who had successfully completed a SAP's rehabilitation referral, and remained in the employ of the referring employer, information on whether the driver had the following testing violations subsequent to completion of a §382.605 or 49 CFR part 40, subpart O referral:

(i) Alcohol tests with a result of 0.04 or higher alcohol concentration;

(ii) Verified positive drug tests;

(iii) Refusals to be tested (including verified adulterated or substituted drug test results).

(4) As of January 6, 2023, employers subject to §382.701(a) of this chapter must use the Drug and Alcohol Clearinghouse to comply with the requirements of this section with respect to FMCSA-regulated employers.

(i) *Exceptions.* (A) If an applicant who is subject to follow-up testing has not successfully completed all follow-up tests, the employer must request the applicant's follow-up testing plan directly from the previous employer in accordance with §40.25(b)(5) of this title.

(B) If an applicant was subject to an alcohol and controlled substance testing program under the requirements of a DOT mode other than FMCSA, the employer must request alcohol and controlled substances information required under this section directly from those employers regulated by a DOT mode other than FMCSA.

(f)(1) A prospective motor carrier employer must provide to the previous employer the driver's consent meeting the requirements of §40.321(b) of this title for the release of the information in paragraph (e) of this section. If the driver refuses to provide this consent, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle for that motor carrier.

(2) If a driver refuses to grant consent for the prospective motor carrier employer to query the Drug and Alcohol Clearinghouse in accordance with paragraph (e)(4) of this section, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle.

More Information @

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.391#se49.5.391_123



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CERTIFICATION AGREEMENT

I certify that all of the information that I have provided in this document is true and accurate to the best of my knowledge and that I have not provided any responses to questions that may otherwise be misleading or anything other than fact. Should it be discovered that I provided information that in anyway deviates from the truth, I understand that I will not be allowed to proceed with training, will not receive a reimbursement for any and all payments made to Midwest Safe Driver, and will lose access to all student-specific documentation, training materials, and instructor support.

STUDENT SIGNATURE: _____ DATE: _____

STUDENT NAME (PLEASE PRINT): _____

STUDENT INITIALS: _____