

PSATS CDL PROGRAM

REQUEST FOR ON-SITE TRAINING

Workshop descriptions,
registration fees, and
class reservation form.

NOTE: This document is formatted for two-sided printing, and is current as of 6/2016.



PSATS CDL Program “By Request” Training

Workshop Descriptions

and Registration Fees

“By Request” Training: The PSATS CDL Program offers the following 3-hour educational workshops “by request,” in which a requesting organization determines the best date and location to maximize attendance while saving on travel, lodging, and meal costs. Small employers and other organizations are encouraged to work with their local municipalities and Chambers of Commerce to generate sufficient interest to warrant hosting a local day-long training. Full-day training would include any two of the three classes outlined below, with the second class qualifying for a 50% discount. For more information, contact James Wheeler, Manager, PSATS CDL Program, at (717) 763-0930, ext. 128.

FEDERALLY REQUIRED CDL TRAINING

“Probable Cause Training for CDL Supervisory Personnel”: Federal transportation regulations require every employer with employees who drive vehicles with a gross vehicle weight rating or operating weight of more than 26,001 pounds used on public roads to participate in a drug and alcohol testing program. These same regulations also require that each such employer shall train all personnel who supervise employees with commercial driver’s licenses (CDLs) in handling suspected on-the-job drug or alcohol use. This training session addresses these federal requirements by providing supervisory personnel (and we encourage all your road crew and public works employees to also attend) with a working understanding of the federal CDL regulations, including on-the-job probable cause procedures.

Participants will learn what to do if they suspect or verify that a CDL employee is under the influence of drugs and/or alcohol while on duty. Each participant who completes the workshop will receive a certificate of attendance at supervisory personnel training for permanent retention in their employer's files. This training is required *at least once* for all personnel who have any supervisory responsibilities for CDL employees. All your CDL and CMV employees will benefit from attending this workshop.

PSATS CDL PROGRAM SUGGESTED TRAINING

“CMV/CDL Records Management Class”: The PSATS CDL program has developed this class to help employers understand all the records they should be maintaining for their commercial motor vehicles (CMVs) and the employees who operate them. In Pennsylvania, a CMV is generally any vehicle with a gross vehicle weight rating or operating weight of more than 17,001 pounds used on public roads. Each workshop participant will receive a course instructional packet containing copies of each form and detailed directions on their use.

This workshop will review CMV/CDL employee and vehicle paperwork, including pre-employment inquiries regarding a CDL applicant's drug and alcohol test results from previous employers; requests for CMV driver's license information; annually reviewing each CMV driver's qualification to continue driving; CMV daily vehicle inspection, maintenance, and repair reports; the employer's required policy on CDL drug and alcohol testing; and a general overview of all the CDL regulations.

“Safety Review Training”: The PSATS CDL Program offers this important workshop to provide elected officials, supervisory personnel, municipal vehicle drivers, and road and public works employees with an update and review of the latest rules and regulations regarding commercial motor vehicles (CMVs) and CDL drivers and vehicles, work zone safety practices, personal protective equipment (PPE), hazardous materials marking standards, and general road and municipal garage safety procedures. This class consists of structured content with plenty of interactive “question and answer” opportunities, and will get your employees up-to-speed on all matters pertaining to workplace safety.

Over ...

7. Requesting Organization's Contact Person

Name: _____
Title: _____
Employer/Organization: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____
Phone #: (_____) _____ FAX #: (_____) _____

8. Payment Information

Check here () if you want PSATS to invoice you.

Check here () if paying by credit card and complete the following:

Indicate which card: () VISA / () MC / () Discover

Credit Card Number: _____

Expiration Date: __ __ / __ __ 3-Digit Security Code: __ __ __

Name on Card: _____

Signature of Card Owner: _____

Billing Address of Credit Card: _____

9. General Workshop Information

Cancellation Policy

If the requesting organization cancels a workshop within 10 days of the scheduled class, a \$100 processing fee will apply. If such cancellation occurs within 2 days of the scheduled class, a \$350 processing fee will apply.

"No Show" Policy

The requesting organization will be responsible for the payment of all persons registered to attend. "No Shows" will not be refunded, but substitutions are permitted.

Inclement Weather

In the event of inclement weather, it shall be the requesting organization's responsibility for notifying PSATS and all attendees of any cancellation. The processing fee will be waived if a workshop cancelled due to inclement weather is rescheduled for a later date.

Other Requesting Organization Responsibilities

The requesting organization is responsible for marketing the workshop(s), arranging with an appropriate facility, providing refreshments (if any), and sending final attendance figures to PSATS at least 5 days prior to the event.

When completed, return pages 3 & 4 to PSATS by email to cdl@psats.org; by fax to (717) 763-9732; or by mail to PSATS CDL Program, 4855 Woodland Drive, Enola, PA, 17025.