

PSATS CDL PROGRAM

REQUEST FOR ON-SITE CDL TRAINING

Workshop descriptions,
registration fees, and
class reservation form.

NOTE: This document is current
as of 1/2019.



PSATS CDL Program “By Request” Training Workshop Descriptions and Registration Fees

The PSATS CDL Program offers the following half-day educational workshops “by request,” in which the requesting organization determines the best date and location to maximize attendance while saving their on the cost of travel and lodging. Full-day training would include any two of the three classes outlined below, with the second class qualifying for a 50% discount. For questions, contact James Wheeler, Manager, PSATS CDL Program, by email to cdl@psats.org or by phone to (717) 763-0930, ext. 128.

FEDERALLY REQUIRED CDL TRAINING!

“Probable Cause Training for CDL Supervisory Personnel”: State and federal regulations require every employer who has CDL employees driving 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 these employers to train all personnel who supervisor employees with commercial driver’s licenses (CDLs) in handling suspected on-the-job drug or alcohol use. This workshop addresses these federal requirements by providing supervisory personnel with a working understanding of the federal CDL regulations, including on-the-job probable cause procedures. In addition to those supervisory personnel required to attend, all township CDL employees should attend this workshop to ensure that everyone is on the same page regarding this important public safety training.

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 attendee will receive a comprehensive student handout packet containing relevant instructional material. 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 RECOMMENDED CLASSES

“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 past drug and alcohol test results and driving safety reports; 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.

“Road Crew 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 ...

PSATS CDL Program

On-Demand Workshop Request Form

1. Select Workshop(s):

- "Probable Cause Training for CDL Supervisory Personnel"
- "CMV/CDL Records Management Workshop"
- "Road Crew Safety Review Training"

2. List Preferred Dates:

- 1. Most preferred date: _____
- 2. Second choice date: _____
- 3. Third choice date: _____

3. Class Schedules:

Morning class: Registration starts at 8 a.m.
 Class runs from 8:30 a.m. and ends by Noon.

Afternoon class: Registration starts at 12:30 p.m.
 Class runs from 1 p.m. and ends by 4 p.m.

4. Minimum Guaranteed Attendance:

"Probable Cause Training" attendance = _____.

"CMV/CDL Records Management Workshop" attendance = _____.

"Road Crew Safety Review Training" attendance = _____.

5. Class Costs: The minimum cost for a single presentation of any one class, which includes tuition and materials, is \$800 for the first 20 persons, plus \$40 per person after the 20th person, to a maximum of 75 persons. The minimum cost for any second class offered the same date and location qualifies for a 50% discount. Thus, the minimum cost for the second class, including tuition and materials, is \$400 for the first 20 persons, plus \$20 per person after the 20th person, to a maximum of 75 persons.

6. Workshop Location:

Facility Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Facility Contact Person: _____

Email Address: _____

Phone #: (_____) _____ FAX #: (_____) _____

Facility Logistics:

Maximum seating - classroom style (chair and table for each person facing front of room) = _____

Are the proposed dates being held by the facility?: () Yes () No

Is this facility ADA-accessible?: () Yes () No

Continued on Reverse ...

7. Requester Contact Person

Name: _____

Title: _____

Name of Requesting Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone #: (_____) _____ FAX #: (_____) _____

8. Billing

We will send an invoice to the contact person after the class is held showing the final total payment due.

9. General Workshop Information

Cancellation Policy

If the requesting organization cancels a class(es) within 10 calendar days of the scheduled class, a \$100 processing fee will be charged. If such cancellation occurs within 2 calendar days of the scheduled class(es), a \$400 processing fee will be charged.

Payment

The requesting organization will be responsible for payment of the actual attendance for each class (but no less than the minimum guaranteed number). “No shows” will not be refunded, but substitutions from the same employer are permitted.

Inclement Weather

In the event of inclement weather, it shall be the requesting organization’s responsibility for cancelling the class and notifying PSATS and all attendees of such cancellation. The cancellation fee described above 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, ensuring the facility is set in a classroom style for the number of attendees expected, providing refreshments (if any), and emailing an attendee list to cdl@psats.org at least 3 days prior to the class.

PSATS Responsibilities

PSATS will present the class, provide and set up all the necessary a/v equipment, provide the organizer with a copy of the completed sign-in sheet, and provide each registered attendee with a copy of the student handout materials and course attendance certificate.

When completed, return pages 3 & 4 to PSATS by email to cdl@psats.org, by fax to (717) 730-0209, or by mail to PSATS CDL Program, 4855 Woodland Drive, Enola, PA, 17025.