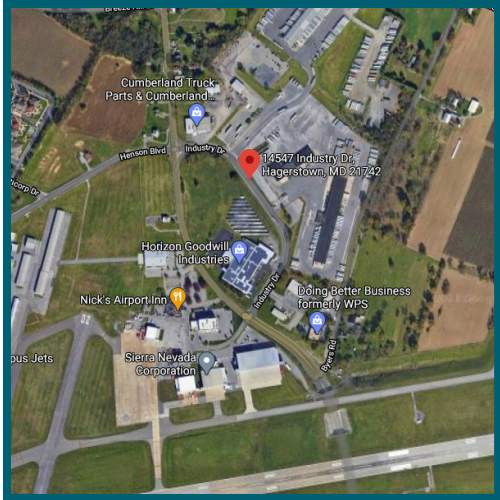


REGISTER IN TWO EASY STEPS!

- 1. Contact Commercial Vehicle Transportation Specialist Janie Spielman at 240-500-2578, or email [jjspielman@hagerstowncc.edu](mailto:jjspielman@hagerstowncc.edu) to set up an appointment. She will walk you through the admissions process.
- 2. Fill out an application online at: [www.hagerstowncc.edu/admissions/apply-online](http://www.hagerstowncc.edu/admissions/apply-online). First time applicants will be advised to create an account. After creating your account, click on “Application for Admission” and enter your account information. Choose “CER TRK Commercial Vehicle Transportation Specialist” as your major.

Please note that early registration is recommended for this program.



11400 Robinwood Drive  
Hagerstown, Maryland 21742  
240-500-2578  
[www.hagerstowncc.edu](http://www.hagerstowncc.edu)  
*Stay close. Go far.*



Commercial Vehicle  
Transportation



Truck driver training at HCC

WHAT IS THE COMMERCIAL VEHICLE  
TRANSPORTATION PROGRAM?

The Commercial Vehicle Transportation (CVT) program is a comprehensive program designed to guide students into the transportation industry by giving them an opportunity to study for Class A and Class B commercial drivers licenses. Students receive classroom instruction and experience behind-the-wheel truck driving. The transportation pathway is further extended into transportation management and administration through a certificate and degree program.

WHAT ARE THE BENEFITS OF TRUCK  
DRIVER TRAINING AT HCC?

Classes are available to suit your schedule:

- Weekday sessions are held Monday through Friday, from 8 a.m. to 4:30 p.m.
- Weekend sessions are held Saturday from 8 a.m. to 6 p.m. and Sunday, from 7 a.m. to 5 p.m.
- Standard class size is 20 students or less with a maximum one-to-four ratio

Job placement assistance is offered:

Local and nationally-based trucking companies frequently visit each class to recruit drivers.

Decent starting pay:

As an entry-level Class A driver, starting pay typically averages between \$50,000 to \$65,000 per year (*U.S. Dept. of Labor*).

FREQUENTLY ASKED QUESTIONS

Is tuition assistance or financial aid available?

Yes, HCC’s CVT program is accredited and many students qualify for financial aid. Financial aid options include:

- Federal financial aid including student loans\*
- No-interest payment plan
- Veteran (VA) financing available\*\*

\* Students may apply for a Pell Grant or a low-interest Stafford Loan.

\*\* To find out if you are eligible to receive VA benefits, go to [www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans).



What are the requirements to enter the program?

- Must possess a valid license and be 18 years of age
- Must be able to pass a DOT physical and drug screen
- Must be able to communicate in English sufficiently, as required by the U.S. Dept. of Transportation.
- Applicants must pass college assessment test.
- Must perform all technical standards associated with the CVT Program
- Must have CDL Class A Learner’s Permit
- Must grant permission to complete a full query on FMCSA DOT Clearinghouse, which must show no restriction

Do I need to transfer my license to Maryland if I’m not a Maryland resident?

No, if you are currently licensed in Pa., W.Va., or Va., CDL testing and licensing will take place in your state of residence.

What credentials will I receive upon completion?

- A Class A CDL through your state of residence once you pass the driving test
- 16 college credits, some of which can be applied towards a certificate or an associate’s degree from HCC



HOW IS THE PROGRAM STRUCTURED?

This 16-credit program includes a combination of classroom instruction and range and road training (TRK 108, 110, 112, and 115).

Classroom instruction

Topics covered include:

- Trucking industry introduction including service hours
- Endorsements: HazMat, tankers and doubles and triples
- Federal motor carriers safety regulations
- State and federal motor traffic laws
- Trip planning and map reading
- Defensive driving certification
- DOT pre-trip safety inspections
- Employment preparation

Range and road instruction

Topics covered include:

- Basic vehicle control and vehicle control systems
- Shifting, cornering, and maneuvering, which includes front line stopping, straight line backing, serpentine backing, parallel parking, and alley docking
- Emergency procedures and hazard perception
- Safety and defensive driving including visual searching
- Speed and space management including passing and meeting other vehicles
- MVA testing

\* This course provides the major skills training and practice necessary to prepare for state CDL Class A driving exam. A CDL Class A learner’s permit is required to take this course.

Program Fees

Tuition costs are determined by state of residency. For current tuition costs, go to [www.hagerstowncc.edu/finance](http://www.hagerstowncc.edu/finance).

Additional fees

Prior to the start of class, students must have the following:

- DOT physical and a 10-panel drug screen. Exams can be done at Health@Work in Hagerstown (240-313-9910). The DOT form may be picked up at the MVA.
- Copy of driver’s record from the MVA. Please check for outstanding violations that would prevent you from obtaining your CDL permit or license.
- CDL learner’s permit. Pick up the free commercial driver license manual at the MVA and study chapters one through six for the written exam. The practice Web site for the learner’s permit is [www.thetruckersreport.com](http://www.thetruckersreport.com).
- Textbooks
- FMCSA Clearinghouse requires a DOT full query be completed, for which student must register and pay \$1.25.

Certificate  
COMMERCIAL VEHICLE  
TRANSPORTATION SPECIALIST

This skills-oriented program leads to a commercial vehicle transportation specialist certificate and is for those individuals seeking a career in professional truck driving. The curriculum consists of classroom, skills, and field instruction and is based on industry recognized skill standards.

Successful students will be eligible to test for a Class A commercial vehicle license with air brakes, combinations, doubles/triples, tankers, and hazardous materials endorsements, as well as the Defensive Driving Certification. Interested individuals must have a valid driver’s license from Maryland, Pennsylvania, West Virginia, or Virginia, a CDL Class A Learner’s Permit, and must pass a Department of Transportation physical examination and drug screen.

Program Requirements			16 credits
TRK	108	Commercial Vehicle Transportation Career Development.....	1
TRK	110	Introduction to Commercial Vehicle Transportation.....	4
TRK	112	Pre-Trip Inspection .....	3
TRK	115	Commercial Vehicle Skills Application .....	8

Certificate Requirement ..... 16



PROGRAM OPTIONS



Certificate  
COMMERCIAL TRANSPORTATION  
MANAGEMENT

The certificate is designed for the individual who is working in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Successful students will be prepared for the following job titles: distribution manager, traffic manager, truck driver dispatcher, logistics salesman, and freight-forwarder. Students may choose either Track I or Track II to earn this certificate. Students who currently possess a valid Commercial Driver’s License (CDL) may petition to receive college credit for TRK 112 and TRK 115.

Program Requirements			25 credits
Track I:			
TRK	108	Commercial Vehicle Transportation Career Development.....	1
TRK	109	Fundamentals of Commercial Vehicle Transportation.....	3
TRK	110	Introduction to Commercial Vehicle Transportation.....	4
TRK	112	Pre-Trip Inspections .....	3
TRK	115	Commercial Vehicle Skills Application .....	8
TRK	130	Production and Operations Management.....	3
TRK	210	Transportation Management.....	3

Track II:			
BUS	101	Introduction to Business Organization and Management.....	3
BUS	104	Legal Environment of Business .....	3
BUS	145	Customer Service .....	1
CSC	102	Introduction to Information Technology .....	3
IST	106	Spreadsheet Software .....	3
MGT	103	Principles of Management.....	3
TRK	109	Fundamentals of Commercial Vehicle Transportation.....	3
TRK	130	Production and Operations Management.....	3
TRK	210	Transportation Management.....	3

Certificate Requirement ..... 25

A.A.S. Degree  
COMMERCIAL TRANSPORTATION  
ADMINISTRATION

The Commercial Transportation Administration program is for students interested in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Students are expected to acquire basic competence in a wide range of business and management functions, and the program will provide a broad educational experience designed to develop and improve management effectiveness. Students will also examine the outside forces that influence business and management, and consider the responsibilities of business and management in society. Upon completion of this program, students will be prepared for the following job titles: distribution manager, traffic manager, truck driver, dispatcher, logistics salesman, freight-forwarder, load optimization specialist, supervisor, administrator, manager, general manager of transportation and logistics, and director. Students who currently possess a valid Commercial Driver’s License (CDL) may petition to receive college credit for TRK 112 and TRK 115. This program can be earned entirely through online courses.

General Education Requirements 18-19 credits  
\*See current college catalog at [www.hagerstowncc.edu/academics/catalogs](http://www.hagerstowncc.edu/academics/catalogs) for current program requirements

Program Requirements			35 credits
BUS	101	Introduction to Business Organization and Management.....	3
BUS	104	Legal Environment of Business .....	3
BUS	145	Customer Service .....	1
COM	108	Introduction to Human Communication .....	3
CSC	102	Introduction to Information Technology .....	3
IST	106	Spreadsheet Software .....	3
MGT	103	Principles of Management.....	3
MGT	104	Marketing.....	3
MGT	210	Human Resources Management .....	3
STU	106	Professionalism in the Workplace .....	1
TRK	109	Fundamentals of Commercial Vehicle Transportation.....	3
TRK	130	Production and Operations Management.....	3
TRK	210	Transportation Management.....	3

Electives			6-7 credits
Some recommended courses are listed below:			
ACC	101	Principles of Accounting I.....	(3)
ACC	102	Principles of Accounting II.....	(3)
ACC	210	Managerial Accounting.....	(3)
COM	103	Public Speaking .....	(3)
ECO	201	Macroeconomic Principles.....	(3)
ECO	202	Microeconomic Principles.....	(3)
MAT	109	Introduction to Statistics .....	(3)
TRK	108	Commercial Vehicle Transportation Career Development.....	(1)
TRK	110	Introduction to Commercial Vehicle Transportation.....	(4)
TRK	115	Commercial Vehicle Skills Application .....	(8)
TRK	269	Internship.....	(3)

Degree Requirement..... 60