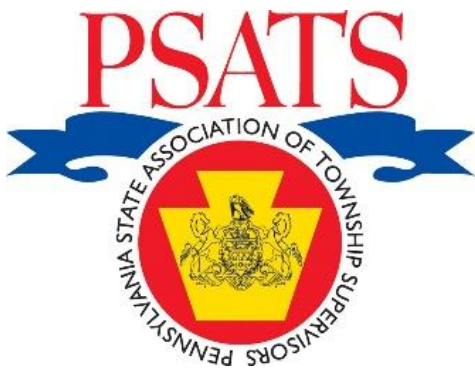


# PSATS CDL PROGRAM

## REQUEST FOR ON-SITE TRAINING

CDL workshop descriptions,  
registration fees,  
and class reservation form.

NOTE: This document is  
current as of 1/2021.



**PSATS CDL Program** | 4855 Woodland Drive | Enola, PA | 17025  
(E) [cdl@psats.org](mailto:cdl@psats.org) | (P) 717-763-0930, x 128 | (F) 717-730-0209

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

The PSATS CDL Program offers the following half-day educational workshops which can be presented at your location and preferred date to maximize employee attendance while eliminating the cost of employee 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](mailto: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 on public roads to participate in a drug and alcohol testing program. These same regulations also require these employers to train all personnel who supervise 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 who are required to attend, all other township CDL employees should attend this workshop to ensure they, too, are 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. However, all your CDL and CMV employees will benefit from attending this workshop.

## **ADDITIONAL PSATS CDL PROGRAM 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 from the FMCSA Clearinghouse; requests for CMV driver's license information from PennDOT; 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), 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-Site Workshop Request Form

**1. Select Workshop(s) to be Presented:**

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

**2. Identify Preferred Dates:**

1. Most preferred date: \_\_\_\_\_
2. Second choice date: \_\_\_\_\_
3. Third choice date: \_\_\_\_\_

Time of morning class:           Registration starts at 8 a.m.  
  Class runs from 8:30 a.m. to Noon.  
Time of afternoon class:       Registration starts at 1 p.m.  
  Class runs from 1:30 p.m. to 4 p.m.

**3. Guaranteed Attendance:**

“Probable Cause Training” attendance = \_\_\_\_\_  
“CMV/CDL Records Management Workshop” attendance = \_\_\_\_\_  
“Road Crew Safety Review Training” attendance = \_\_\_\_\_

**4. Class Costs:** The 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 20<sup>th</sup> person, to a maximum of 75 persons. The cost for any second class offered the same date and place qualifies for a 50% discount. Thus, the cost for the second class, including tuition and materials, is \$400 for the first 20 persons, plus \$20 per person after the 20<sup>th</sup> person, to a maximum of 75 persons. At a minimum, you will be billed for the guaranteed attendance numbers as provided above. You are responsible for any facility rental costs.

**5. Workshop Location:**

Facility Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Facility On-site Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_

**6. Facility Logistics:**

Maximum seating (comfortable 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 #: (\_\_\_\_) \_\_\_\_\_

**8. Billing:**

We will bill the contact person listed above after the class detailing 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 guaranteed number listed in #3 above). "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 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](mailto: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](mailto:cdl@psats.org), by fax to (717) 730-0209, or by mail to PSATS CDL Program, 4855 Woodland Drive, Enola, PA, 17025.