

H. Councill Trenholm State Community College

POLICY NAME:	Truck Driving Third Party Testing Policy
EFFECTIVE:	March 4, 2015
REVISED:	March 4, 2015
APPROVED BY POLICY COMMITTEE:	Yes 2/26/15; 3/4/2015
APPROVED BY PRESIDENT'S CABINET:	March 4, 2015

The Truck Driving program at H. Councill Trenholm State Community College is designed to prepare the student to operate vehicles requiring the Commercial Driver's License (CDL). The program is licensed by the Alabama State Board of Education and affiliated with the Alabama Truck Driving Association. Trenholm State has been able to provide a much needed service to the rapidly expanding trucking industry. The College is a third-party testing site for the CDL and to be consistent in the delivery and quality of services provided, the following testing policies are proposed for the program:

1. All appointments for third-party testing are on a first-come, first-served basis. Applicants must contact the Truck Driving Program Coordinator to schedule CDL tests.
2. The methods of payment are as follows:
 - a. Individual must confirm their appointment.
 - b. All test fees must be paid in the Cashier's Office at either campus.
 - c. An individual using Trenholm State's vehicle, the cost is \$250.00.
 - d. An individual using his/her own vehicle, the cost is \$150.00.
3. The tester must present the following documents in order to take the test:
 - a. A receipt of payment must be provided from the cashier's office.
 - b. A current Alabama Commercial Driver's License.
 - c. An Alabama Department of Transportation Medical Card.

If an individual does not have the above documents, he/she must reschedule to take the test.

4. Tests are considered complete in any of the following situations:
 - a. All sections of the test have been determined to be passed
 - b. The individual fails any phase of the test.
5. Re-testing Policy:
 - a. If an individual fails any part of the test, there is a 48- hour waiting period before re-testing.
 - b. All re-testers must follow the original policies for test fees and documentation.

All of the above polices are in accordance with the Alabama Third Party Agreement and the CDL Examiners Manual 2015 (FAD2-15).