Putnam Career & Technical Center
Advanced Career Education
HEAVY EQUIPMENT

Heavy Equipment Operator Program Student Handbook

2023-2024

Putnam Career & Technical Center
John G. Hudson, Superintendent
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PCTC
Putnam Career & Technical Center
Start Here... Succeed Anywhere

Putnam County Schools
Achieving Excellence

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Handbook Introduction

The Putnam Career & Technical Center – Advanced Career Education Heavy Equipment Operator Student Handbook is intended to familiarize you with the services, procedures and regulations of the program. This handbook should be used in conjunction with the post-secondary handbook, distributed during orientation and with materials distributed by the instructor. This handbook is designed to provide students with information about the heavy equipment operator programs located at the Putnam Career & Technical Center - Advanced Career Education (ACE) site in Buffalo, West Virginia and the Midway Field Training (MFT) site located at Red House, West Virginia.

Purpose of the Handbook

- To provide expectation overview for prospective students.
- To provide guidance for new students.
- To describe general policies and procedures for the heavy equipment program.
- To inform students of their rights and responsibilities.

Putnam County Schools reserves the right to amend or add policies at any time during the program. The student will be informed of these changes.

Campus Location

The Putnam Career & Technical Center Main Campus is located at 300 Roosevelt Blvd, Eleanor, West Virginia. The Heavy Equipment Operator program is located at the Putnam Career & Technical Center-Advanced Career Education Extension campus located at 81 High School Road, Buffalo, West Virginia. The field site for equipment operation is located at 523 Midway Hollow Road, Red House, West Virginia.

PCTC Vision and Mission Statement

Start Here… Our vision is to equip students with essential occupational skills.

…Succeed Anywhere. Our mission is to produce career and college ready graduates who will thrive in the modern economy.

Non-Discrimination Policy

Title IX ADA 504 Notice

Putnam County Schools does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-0500 x1109. For inquiries concerning 504/ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.

Application

Application packets are available online at www.pctc.edu or at the Putnam Career & Technical Center, 300 Roosevelt Boulevard, Eleanor, WV 25070. If you have any questions regarding the application process, please contact Hannah Hudson, Adult Secretary, at 304-586-3494 ext. 4406.

You can seek assistance in completing application or for other educational support from the Putnam County Adult Education Learning Center, located at 301-A Roosevelt Blvd, Eleanor, WV or call 304-586-2411.

Application Process and Admission Criteria

Applicants must complete a PCTC Postsecondary (adult) Application and meet the qualifications as outlined below. A maximum of 10 applicants will be accepted each term. Applicants will be scored based on a rubric to include the following:

- Be at least eighteen (18) years of age.
- Be a high school graduate or hold a high school equivalency diploma.
- Transcripts: An official copy of your high school transcript or your GED scores must be mailed from the school attended to PCTC directly.
- Complete application: Incomplete applications will not be considered.
- All Appendices require signature and must be attached to your application.
- A valid driver's license is required. (PCTC-ACE Heavy Equipment Operator Program does not include an opportunity to receive a CDL license).
- Completion of a DOT physical and Appendix B is required.
- Personal Interview may be required

General Work Environment

1. All site instruction will occur in a variety of weather settings.
2. Students may be exposed to loud noise during site training while working near moving heavy equipment. Hearing protection, hard hat, safety glasses, and high visibility reflective vest will be provided to participating students.
3. Students will operate hand and foot controls and be required to open and close cab door. In some weather conditions force could be approximately 50 lbs.; this aligns with industry standard.
4. Sedentary and light lifting is required.
5. Seated positions in the cab can vary; twisting of the upper back to view surroundings and maintain view of worksite. Students must be able to safely climb into and exit from equipment cab.
6. Students will alternate between standing and walking to access equipment and will be expected to maneuver on uneven terrain.
7. Occasional crawling to check equipment and machinery for safe day-to-day operations and for general maintenance needs is required. Students must be able to squat, bend or kneel during general inspection of equipment.
8. For safety purposes, applicants must be able to pass a vision screening. If physician recommends corrective lens, applicant must complete prior to start of program.
9. Applicants must understand and agree to the work environment (Appendix C).

Code of Conduct

We encourage all Putnam County students to behave in a manner that promotes an orderly, safe school environment that is conducive to learning and personal development:

- Students will help create an atmosphere free from bullying, intimidation, harassment, and violence.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control, and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

Out-Of-Pocket Expense

$1800.00 Tuition. Students must provide steel-toe boots to wear during training; instructor will approve boots to ensure safety measures. Applicants will assume all costs related to Division of Transportation physical or medical release.

Class Days and Hours

Classroom or field site: Monday through Friday from 8:00 a.m. to 3:30 p.m. to include 30-minute lunch and two (2) 15-minute breaks.

Media Center: Monday through Friday from 8:00 a.m. to 3:30 p.m.

The Heavy Equipment instructor will distribute a copy of the calendar to students at program orientation. Students will not be granted personal time for vacation during the program.

If Putnam County Schools are closed due to inclement weather, class will be cancelled for that day and an extension scheduled. In the event of a delay due to weather conditions, report at the appropriate time.

1-hour delay – report at 9:00 a.m.
2-hour delay – report at 10:00 a.m.

Textbooks/Workbooks

Upon admission to the program, students will be provided a set of textbooks and other materials that will be collected at the conclusion of the program and do not remain the property of the student. After the books are issued, the student will assume full responsibility if lost. If a student withdraws or is dismissed, textbooks and materials must be properly returned.

Acceptable Use Policy (Technology)

All students will review and sign an acceptable use policy prior to accessing technology hardware or the internet. A laptop will be provided for the student to use onsite and in the event of remote learning. Students are responsible to arrange for technology access outside the school day as deemed necessary. All students are to view the Orientation to Technology presentation available at www.pctc.edu.

Media Services

Refer to the PCTC Post-Secondary Student Handbook

Media Resources

PCTC-ACE maintains a mobile lab. The lab offers internet access with various productivity packages installed, including Microsoft Office 365. Wi-Fi is available for all students and guests to access the PCTC-ACE network from their personal devices. A copier/printer/scanner is located in the media center area.

Counseling and Guidance

Students may request to discuss any concerns related to their academic status, performance or other matters. However, faculty are not professional counselors or doctors. Personal and complex problems will be referred to qualified persons outside the school.

Program/Course/Instructor Evaluation

Students will evaluate classroom instruction and instructors using data gathering method developed by Putnam Career & Technical Center. Evaluation will be completed at the end of each program and will be used to measure the effectiveness of the occupational training and student services for program improvement.

Program Completion

Heavy Equipment Operator Program – 600 clock hours

This program will introduce students to the fundamentals of operation and preventative maintenance of heavy equipment and industry safety standards. The course will focus mainly on safety and familiarization with equipment. Equipment that will be utilized for training are skid steers, rough terrain forklift, and laser leveling equipment.

As students' progress through the program, they will be introduced to larger equipment. The program will enhance the knowledge and ability to operate equipment to include classroom and field training on-grade, on-highway dump truck, bulldozers, hydraulic excavators and a compactor/roller.

Students will be evaluated using a variety of assessment tools to include written exams or assignments, presentations, performance evaluations and skill check sheets.

A student is considered a completer once they have completed all required clock hours of the program of study. Students will have the opportunity to earn NCCER credentials, OSHA 10 Safety Card and operator endorsements.

Expectations of Students

It is important for students to remember that time needs to be conducive to learning. Each person is expected to maintain a level of professionalism that will enhance the learning environment.

Be Courteous and Respectful

Students will address each person by his/her name and treat him/her respectfully. Foul language will not be tolerated. Students are not to belittle, harass, or bully one another. Students are not to interrupt when another person is speaking.

Be Punctual

Learning is disrupted when unnecessary interruptions are made. Please be in your seat and ready to start at the given time. Students are expected to be prompt when going to and returning from lunch or breaks.

Be Prepared

Preparedness is essential to professional behavior. Students need to make sure they have the supplies necessary.

Accountability and Responsibility

As a student, you will be responsible for applying all your knowledge. It is each student's responsibility to take advantage of learning opportunities. If you are having difficulty with a skill, ask for additional instruction. Involvement in the lecture and class discussions is essential to the teaching-learning process. Never perform any task if you are unsure of the proper skill or technique. Always remember that safety comes first.

Cell Phone/Messages

Cell phones are **not permitted** during scheduled class. Cell phones and cell phone usage are only permitted during scheduled breaks and during lunch.

First Offense: Reprimand with a Verbal Warning.

Second Offense: Reprimand with a Written Warning.

Third Offense: Reprimand with a Written Warning.

A meeting will be scheduled with CTE Director and Instructor and dismissal from the program may occur.

In the case of an **emergency**, family members are to call the classroom site or alternate number to state that there is an emergency. A message will then be relayed to the student.

Food and Drink

Students may use the refrigerator for lunch items. These items must be removed daily. Students must maintain the daily cleaning of the lunch area provided.

Fire Drill Policy

Fire drills are conducted periodically in the classroom. The procedure is as follows:

1. When notified, students must stop work immediately.
2. Exit the classroom immediately through designated door and walk in a straight line following the instructor to the designated student area. Remember to move quickly and quietly.
3. If you are in another area of the building, leave the building at the nearest exit and join the class in the designated area.
4. Return to the classroom and resume classes upon notification.

The instructor is responsible to maintain records in accordance with Fire Marshall's requirements.

Attendance Policy

The nature and training necessary in the Heavy Equipment Operator Program requires regular attendance. Each student is expected to attend all scheduled learning experiences. Absences and tardiness will be recorded daily by the instructor. All absences and tardy time is deducted from the total number of missed hours permitted.

1. Students who miss more than 3 days total will be dismissed from the program. The only exception being death in the student's immediate family (stepparent, grandparent, sibling, father-in-law, mother-in-law, grandchildren) may be granted. Documentation must be brought that substantiates the death.
2. The school/ instructor must be notified each day when a student cannot be in attendance. The student must personally notify the school /instructor 30 minutes prior to the beginning of class. Lack of a telephone does not excuse the student from this requirement nor does sending the message by anotherstudent.
3. AUTO ACCIDENT: In the event the student has an auto accident on the way to school, it is recommended that the student be assessed (at their expense) by a physician. The student will be readmitted to class later that day or the next day without attendance penalties (for that day only) with documentation from the physician.

Tardy Policy

Students arriving to class after the official starting time are considered tardy. Tardiness and leaving the classroom prior to dismissal are discouraged and will be recorded. The following guidelines will be followed:

1. Students are required to notify the instructor if an absence or tardiness is eminent.
2. Two (2) tardies will result in a verbal warning with CTE Director.
3. Three (3) tardies equal 1 absent day.

Dress Code

Refer to the PCTC Post-Secondary Handbook for policy. Heavy Equipment students must wear instructor approved steel-toe boots during training.

Transportation/Parking

Each student is responsible for his/her own transportation to school. School parking is free of charge while attending classes. The school is not responsible for any personal or property damage incurred while parking on their lot. Parking privileges can be revoked for improper or dangerous driving practices while on school property or within the school vicinity.

Alcohol and Tobacco Policy

Putnam County Schools has a no tolerance policy regarding possession and use of alcohol, tobacco, and other mind-altering substances. Violation of this policy will result in consequences, including dismissal from the program. This policy applies to activities held off premises and on school property. With probable cause, the school has the right to conduct searches.

Drug and Alcohol Testing Policy

The applicant understands and agrees that he/she will be requested to submit to random drug/alcohol screening during the program.

In addition, the faculty has the right to request the student to submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screening to determine whether alcohol, controlled substances, or substances which are mood altering in any way are present in his/her blood and/or urine. Said testing shall be performed as soon as possible following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request may be grounds for immediate dismissal from the program.

Any student who is prescribed any narcotic medication or medication, which may be mood altering in any way, shall have his/her physician document the prescribing of the medication. The student shall provide this documentation to the CTE Director on the next instructional day following the prescribing of such medication. Any student who utilizes a prescription or non-prescription substance which may contain alcohol, cause drowsiness, or in any way impair his/her ability to perform functions safely shall inform the faculty on any instructional day on which the substance is utilized, and prior to the student's submission to any drug/alcohol screen.

At no time shall the student engage in heavy equipment operations while he/she is under the influence of alcohol, a narcotic, non-prescription drug, or other mood-altering medication, without a statement from his/her attending physician stating the student's ability to perform safely. The instructor will evaluate the student's functional ability. The instructor will determine if he/she is comfortable assuming liability for the student's actions. Any time a student's behavior indicates that he/she is unable to practice safe equipment operations, the instructor will arrange for removal.

Receipt of results indicating the presence of any amount of any substance for which the student has no legal, valid prescription or non-prescription substance not declared prior to the drug/alcohol screen may be grounds for immediate dismissal from the Putnam Career & Technical Center – Advanced Career Education Heavy Equipment Operator Program.

Any student on Methadone/Suboxone maintenance shall agree to random drug/alcohol screening. Any drug screening on these individuals, whether at the time of admission or after enrollment in the heavy equipment program, shall specifically test for Methadone/Suboxone and differentiate any positive results for opiates and other substances. Further, these individuals must have their treating physician to submit a written statement to the instructor on a weekly basis verifying their compliance with treatment and ability to function safely as a heavy equipment operator in training. Any individual on Methadone/Suboxone maintenance will provide result of any drug screening conducted by the individual's treating physician to the heavy equipment instructor. Any evidence of non-compliance with treatment and/or any drug screen which is positive for any substance other than Methadone/Suboxone for which the individual has no valid prescription and has not declared prior to the drug screen may be grounds for immediate dismissal from the heavy equipment program.

Drug Testing Procedure

Students will be selected at random. The student will be notified the day of the testing and will be expected to report for testing immediately to the site designated by Putnam County Schools. Breath, urine, swab and blood alcohol tests may also be given to students. ***Any tests deemed to be positive may result in immediate dismissal from the program.***

Disciplinary Process and Dismissal Procedure Policy

Verbal Warning

Verbal warning may be given at any time regarding classroom or digging site performance, appearance, attitude, or conduct. Verbal warning will be documented in a student's file. The student will sign this documentation indicating the verbal warning was given.

Written Warning

A written warning will be given to the student by instructor, indicating the violation. A letter or warning will be given to the student. The student will sign this documentation indicating the written warning was given.

The instructors shall recommend dismissal of a student if **three (3) or more** written warnings occur.

Dismissal

If improvement does not occur, a conference will be scheduled for the student to meet with the CTE Director. Dismissal from the program may result.

Immediate Dismissal

Students may be subject to immediate dismissal without warning for certain offenses including, but not limited to the following:

- Falsifying information
- Cheating/Dishonesty
- Refusal to undergo requested drug/alcohol testing
- Reporting to class or digging site intoxicated under the influence of drugs or alcohol
- Intentional acts of physical or verbal abuse
- Insubordination.
- Attendance
- Unsatisfactory performance
- Possession of weapons on school grounds or site
- Engaging in unsafe behavior. Examples of unsafe behavior: operating machinery while impaired by alcohol, drugs, or mental disabilities, not practicing safe equipment operation, endangering others or self.

Transfer of Students and Credits

Refer to the PCTC Post-Secondary Student Handbook

Withdrawal Policy

A student who wishes to withdraw from the program should notify the CTE Director and present a written request stating the reason for withdrawal. Failure to adhere to this procedure will result in the student not being considered for re-admission at a future time.

Re-Admission Policy

An individual who leaves the program may request re-admission in writing to the Director of Career and Technical Education. The individual for re-admission will be considered by the same standards as any other applicant to that class. Students who have been dismissed from the program for disciplinary reasons and those

who have withdrawn from the program a second time are not eligible for re-admission. Any re-admission will be at the discretion of the Application Review Team.

The following criteria must be met in order to be readmitted to the program:

1. There must be adequate space available.
2. The student must have a criminal background check immediately before re-entering the program.
3. The student must complete a drug screen.

Release of Information (FERPA)

FERPA is a federal law governing the disclosure of educational records. The law requires that we notify our students of certain rights. This notification does not mean that any of your information has been disclosed or compromised. Staff members are trained annually on FERPA.

Release of Student Information

If you wish for Putnam County Schools to share educational information with any person or agency, please complete a Release of Information (FERPA) Form and submit it to the Adult Secretary (Hannah Hudson) at PCTC main campus. For complete information about this Federal law, visit the website: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Transcripts

To ensure the confidentiality of student records, no records will be forwarded from the school without a signed "Release of Information" form from the student. The first transcript is free. There is a $5.00 charge for each additional transcript. Please complete Appendix J – Release of Student Transcript Information Form

Personal Liability Insurance

Students are strongly encouraged to carry an individual liability insurance policy.

Student Health Policy

Students are responsible for their own health care if they become ill during the school year. It is recommended that each student carry medical hospital insurance.

The school is not responsible for any illness contracted by the student. If a student is injured, he/she is to notify the instructor immediately.

It is the student's responsibility to provide written documentation of any change in his/her health status during the school year. Students who are absent because of back/muscle pain/injury or communicable disease must present written documentation from their physician that they are able to return to the classroom and training facility without risk to others.

Grievance Process

When a student encounters difficulty in the program he/she should take the following steps:

1. Students should be given reasonable opportunities to express complaints and to resolve grievances. According to Board policy, grievances require that:
    1. The student must have the opportunity to meet informally with the teacher, sponsor, or other person involved in the problem; and
    2. The school must provide for an informal appeal to the principal, who shall have authority to resolve grievances after a conference with all parties involved.
2. All student complaints of unequal treatment must be handled pursuant to Title IX regulations. The school administrator will conduct an investigation of the alleged violation.
3. If the complaint cannot be resolved by the sponsor or teacher, the student may appeal first to the principal, then to the Director of Personnel, then to the Superintendent, and finally to the Board of Education. All such grievances should be submitted in writing.
4. For inquiries concerning Title IX, please contact the Director of Personnel, at 304-586-0500 x1109.
5. For inquiries concerning 504 / ADA, please contact the Director of Exceptional Education, at 304-586-0500 x1111.
6. The Council on Occupational Education (COE) recommends that complainants first attempt to resolve complaints through the institution's established policies and procedures. Once the institution's procedures have been exhausted the complainant may file a written and signed letter of complaint to COE describing the nature of the grievance and the preliminary steps taken to resolve the problem. Once the letter is received by COE, a Complaint Certification form is mailed to the individual filing the complaint. The complainant has 14 days to return the signed and completed certification form to COE. The Council staff will then send a copy of the original letter of complaint and a copy of the certification form to the institution. PCTC will have 21 days to submit a formal response to the Council. After the response has been received by COE, the Council will send a copy of the complaint letter, certification form, and institutional response to members of the Commission who will have 21 days to render a judgment on the complaint. The Commission may rule that (a) the institution has responded adequately to the complaint; (b) the institution has not responded adequately and must take appropriate action to resolve the issue; or (c) more information is needed from either the complainant or the institution in order for a judgment to be rendered. Complainants should allow for at least 42 days for the Commission's decision on a complaint once the Council has received a signed Complaint Certification form. The Commission attempts to resolve all complaints within 60 days.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 FAX: 770-396-3790 www.council.org

Grievance Form

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

Student Making Appeal:

_____

Name Phone

_____

Address

Please identify the *specific* policy or procedure claimed to have been violated:

_____
_____
_____
_____
_____

In the space provided below briefly describe the problem or concern, how it affects you, and how you think it should be corrected. (Additional information may be attached).

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_____ _____

Signature Date

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Appendix A - Application/Transcript Request

ADMISSION INFORMATION

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

Return completed application to:

Hannah Hudson, Adult Secretary
PO Box 640/300 Roosevelt Blvd
Eleanor, WV 25070
304.586.3494, Ext. 4406

Directions: Complete the entire application. Incomplete applications will not be accepted. ***Please print clearly.***

PERSONAL

Name:_____
(Last) (First) (MI) (Maiden)

Address: _____

City: _____ State: _____ Zip: _____

Phone - Cell: _____ Home: _____ Work: _____

Email address: _____

Date of Birth: _____

Place of Birth: Country: _____ State: _____

County: _____ City: _____

United States Citizen? YES __ NO ___ (If not, what country? _____ Type of Visa _____)

Are you a West Virginia Resident? Yes ____ No _____

EDUCATION

High School: _____ Date of Graduation: _____

High School Equivalency Completion Date:_____

Please request an official copy of your high school diploma or high school equivalency scores and have them sent to PCTC.

List all technical centers, colleges or universities attended.

Name	Date Enrolled	Degree	Completion Date

EMPLOYMENT EXPERIENCE/HISTORY

Please begin with the most recent employer first.

Employer/Supervisor	Address	Phone	Title	Dates Employed

REFERENCES:

List two individuals who you give permission to be contacted.

Name	Complete Mailing Address	Phone	Position

Have you previously applied to or attended a Career and Technical Education Program? Yes_____No_____

If yes, name of Institution: _____ Dates:_____

Do we have your permission to obtain those records? Yes_____No_____

Have you ever been convicted of a misdemeanor or felony crime Yes_____No_____

A mandatory FBI criminal background check will be performed once admitted into the program.

Please attach appropriate signed Appendix Documents.

I voluntarily give Putnam Career & Technical Center permission to make an investigation of my school and employment background, and hereby release from liability or responsibility all persons, places of business and municipalities supplying such information. I certify that all statements in this application are complete and true. I understand that any false information may be grounds for denial of my admission or dismissal.

Signed: _____Date: _____

Appendix B - Physician Authorization

Physician Authorization

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

The physical demands listed below represent what a Heavy Equipment Operator must be able to do to successfully complete to perform the duties related to the position. Applicants must be in good physical and mental health. Verification from a physical that the applicant can meet the following criteria is required.

1. All site instruction will occur in a variety of weather settings.
2. Students will be exposed to loud noise during site training while working near moving heavy equipment. Hearing protection will be provided to participating students.
3. Students will operate hand and foot controls and be required to open and close cab door. In some weather conditions force could be approximately 50 lbs. which aligns with industry standard.
    a. Sedentary and light lifting is required.
4. Seated positions in the cab can vary; twisting of the upper back to view surroundings and maintain vide of worksite. Students must be able to climb into and exit from equipment cab.
5. Students will alternate between standing and walking to access equipment and will be expected to maneuver on uneven terrain.
6. Occasional crawling to check equipment and machinery for safe day to day operations and for general maintenance needs is required. Students must be able to squat or kneel during general inspection of equipment.
7. Forward bending is required.
8. For safety purposes, applicants must be able to pass a vision screening. If physician recommends corrective lens, applicant must address prior to start of program.

Applicant Name:

_____

Name of Physician (MD or DO):

_____

Physician Address and Contact Number:

_____

I verify that the above-mentioned applicant can meet the criteria listed above and in my professional opinion can proceed with the application process. I will inform Putnam Career & Technical Center of any health conditions that may impact the applicant's ability to complete the training program.

_____ _____

Signature Date

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Appendix C - Work Site Release

Work Site Release

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

Applicants must understand and agree to the work environment.

- Training will be performed outdoors in all weather conditions.
- Training will expose students to high level of noise, grease and dust that is typically associated with a worksite.
- Students will work near and around other heavy equipment and moving machinery.
- Training may involve a variety of substances commonly found on construction sites such as oil, grease, curing compounds gasoline, diesel fuel and ready mixed concrete.

Successful applicants can request a copy of the soil study that will inform of the possible elements the student will be exposed to while on the work site.

Successful applicants will receive a copy of the Putnam County Schools Asbestos Notification letter for review.

I have read the above and the aforementioned documents. I understand that I may at any time request a conference to discuss said documents and notification.

_____ _____

Signature Date

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Appendix D - Permission to Drug Test

Drug Test Permission

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

In accordance with West Virginia Department of Education Policy 2520.13 and WV §126CSR4, all students enrolled in the Heavy Equipment Operators program will participate in random drug testing.

In addition to required random testing, drug screening will also be required of any student involved in an accident that requires a report to be filed with the WV Board of Risk and Insurance Management (BRIM).

The use of oral swab drug testing allows to determine whether a student is intoxicated at the time of testing. Any student determined to be intoxicated at the time of testing will be removed from all safety areas in the respective classroom or training site and will remain at site until proper determination occurs. An appropriate person on the student's Emergency Card will be contacted to provide transportation home.

Students failing a drug screen will undergo the following procedures:

1. A follow-up drug screen.
2. Failure to successfully pass the retest will require that student initiate counseling provided by a school level counselor who can make proper referrals.
3. Students may be subject to immediate dismissal.

This may include meetings with school counselors, addiction counselors, job placement specialist, members of local law enforcement, or other qualified professionals available to the during school time.

Putnam Career & Technical Center reserves the right to drug test any student demonstrating reasonably suspicious behavior that could indicate intoxication (i.e. slurred speech, unusual motor skill problems, etc.)

I, (Print)_____ understand the conditions regarding the Putnam Career & Technical Center – Advanced Career Education Heavy Equipment Operator Drug Testing Procedures. I also understand the above requirements for PCTC-ACE students. I will make a commitment to be drug free throughout my enrollment in program and failure to do so may result in my dismissal from the PCTC-ACE Program.

_____ _____

Signature Date

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Appendix E - Permission to Complete Background Check

Background Check Permission

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ***Putnam County Schools,*** at any time after receipt of this authorization and throughout my employment and/or school, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; Tel. # 1.877.251.5656; www.backgroundscreeersofamerica.com** and/or Employer. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law. **New York City applicants only:** You acknowledge and authorize the Employer to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.
Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.
Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Employer.

Last Name: _____ First:_____Middle: _____

Other Names/Alias:_____

Social Security* #:_____Date of Birth*:_____

Driver's License #_____ State of Driver's License*: _____

Present Address: _____ Phone Number:_____

City/State/Zip:_____

E-mail: _____

*This information will be used for background screening purposes only and will not be used as hiring criteria.

_____ _____

Signature Date

DISCLOSURE REGARDING "INVESTIGATIVE CONSUMER REPORT" BACKGROUND INVESTIGATION

Putnam County Schools to which you have applied for employment and or school, may request an investigative consumer report about you from a third-party consumer reporting agency, in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics or mode of living. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

You have the right, upon written request made within a reasonable time, to request (1) whether an investigative consumer report has been obtained about you, (2) disclosure of the nature and scope of any investigative consumer report and (3) a copy of your report. These reports will be conducted by **Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; Tel. # 1.877.251.5656; www.backgroundscreeersofamerica.com.** The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of investigative consumer reports throughout the course of your employment to the extent permitted by law.

_____ _____

Signature Date

Appendix F - Honesty and Testing Policy Agreement

Honesty and Testing Policy Agreement

Putnam Career & Technical Center Advanced Career Education

Heavy Equipment Operator Program

It is imperative that honesty be practiced in all academic and non-academic areas. Any adult caught cheating, lying, or stealing may be terminated upon completion of an investigation of the incident. We must maintain a proper, honest work ethic in order to be able to recommend a student for employment upon completion of a vocational program.

I have read and understand the testing policy for the Putnam County Schools Heavy Equipment Program. I agree to follow it and understand the consequences if I choose to practice an unacceptable behavior. My questions about the policy have been answered.

_____ _____

Signature Date

_____ _____

Faculty Signature Date

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Appendix G - Safety Agreement

Mobile Equipment Safety Plan Acknowledgement

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

I,_____, acknowledge that I have received, read, and understand the Mobile Equipment Safety Plan for Putnam Career & Technical Center – Advanced Career Education Heavy Equipment Operator Program.

I understand that the mobile equipment safety plan, extended safety training and OSHA regulations will be followed throughout the training.

I understand I must always use all personal protective equipment during the implementation of the program at the Midway Field Training Site.

I understand that safety is our top priority.

_____ _____

Signature Date

_____ _____

Faculty Signature Date

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Appendix H – Release of Student Information

Student Information Release Form

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

AUTHORIZATION FOR RELEASE OF INFORMATION

This is to authorize any physician, nurse, counselor, pharmacist, admissions, record clerk, employers or others to furnish the Putnam Career & Technical Center counseling, administrative staff or any representative thereof any information regarding appointments, attendance, test scores, academic records, progress reports and employment verification, which may include but is not limited to hire/termination dates, employer name and address, job description and title, beginning salary and employee rating.

This also authorizes Putnam Career & Technical Center Staff to furnish any agency listed below any information regarding appointments, attendance, test scores, academic records, and progress reports. Information which includes but is not limited to hire/termination dates, employer name & address, job description, beginning salary and employee rating.

- ABE (Adult Basic Education)
- Adult Probation
- Educational Institution
- Health and Human Resources
- Pell Grant / Title IV Funds
- Social Security Administration
- Veteran's Administration
- Veteran's Administration Rehab
- Vocational Rehabilitation
- Workforce Investment Act
- Worker's Compensation
- Other

I understand that I am voluntarily signing this authorization. This authorization will expire five years from the notarized date below. A copy of this authorization shall have the full force and effect as the original.

MUST BE SIGNED AND NOTARIZED (DO NOT SIGN UNLESS A NOTARY IS PRESENT)

For your convenience, Notary services are available at the Putnam Career & Technical Center.

_____ _____

Name of Student (Print) Signature of Student

STATE OF _____ COUNTY OF _____

Taken, subscribed and sworn to before me this the _____ day of _____, 20 ____

Notary Public _____ My commission expires:_____

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Appendix I – Release of Student Transcript Information

Transcript Release Form

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

A student record will not be discussed or given to any person or institution without the written permission from the student.

_____ _____ _____

Student Name | Date of Birth | Last Four Digits of SS #

I hereby authorize the instructor of the Putnam Career & Technical Center – Advanced Career Education Heavy Equipment Operator Program to forward information from my official transcript to institutions of higher learning, prospective employers, individuals, or organizations listed below.

_____ _____

Signature | Date

Institution, Employer, Individual, Organization:

Name: _____

Address: _____

_____

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Appendix J - Student Handbook Acknowledgement

Student Handbook Acknowledgement

Putnam Career & Technical Center – Advanced Career Education

Heavy Equipment Operator Program

I have read the policies of the heavy equipment operator program and the handbook. Any or all items I did not understand have been explained to me by a member of the faculty or staff. I understand that I must abide by the policies and procedures throughout the duration of the program.

Putnam County Schools reserves the right to amend or add policies at any time during the program. The student will be informed of these changes.

_____ _____

Signature Date