



Enrollment Procedures Checklist

Truck Driving

Do you meet the prerequisites?

- 1**
- Must be at least 21 years of age or 18 with two (2) years' experience as a licensed driver. If under 21, you may only drive within your state of residence.
 - Must have no physical impairments that would interfere with their ability to drive a CMV (Commercial Motor Vehicle) as outlined in the FMCSR (Federal Motor Carrier Safety Regulations). Certain medications are also prohibited. You can call the WV DOT @ 304.347.5935 to determine medical eligibility.
 - Must hold a valid driver's license in West Virginia, Virginia, Maryland, or Pennsylvania.
 - Must not have more than six (6) points against your driving record. It is the responsibility of the applicant to furnish a certified original copy of his/her lifetime Department of Motor Vehicle record prior to final acceptance.
 - Must not have been convicted of any of the following crimes:
 - a. Driving while under the influence of alcohol or illegal drugs within the past year.
 - b. Transporting drugs.
 - c. Leaving the scene of an accident during the year prior to enrollment.
 - d. Using a vehicle to commit a serious crime.
 - e. Be convicted of a felony offense during the year prior to enrollment.
- Note:** These are minimum CDL requirements. Company hiring policies may be more stringent. It is advisable to discuss personal situations with an instructor.

See the next page for Steps 2 & 3 



For more information

Find tips, resources, and more detailed information on the JRTI Truck Driving Program's website: <https://jrtitruckdriving.wordpress.com/>

2 What to do next

- Visit the program any Wednesday at 2:00 p.m. to complete the interview process. You can contact the instructor via email from the Truck Driving program's page on our website.
- If you do not possess a high school diploma, HISET, TASC™, or GED®:** Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application and pay the registration fee.
- Schedule and pass a Department of Transportation approved physical examination and drug screen. After passing the physical, a copy must be sent to Charleston along with a CDL application from the DMV. See Instructor's site for complete details: jrtitruckdriving.wordpress.com.

3 Final steps

- Students will be permitted to begin after the tuition for the class has been paid or arrangements have been verified in writing from a sponsoring agency.

Financial Aid

The Pell Grant is not available for the Trucking Driving program. However, students may be eligible for a Higher Education Adult Part-Time Student (HEAPS) Grant.

Refund Policy

There is no refund for the registration fee, textbooks or tools.

Class meets from 8:00am-2:40pm Monday through Friday and follows the schedule for Berkeley County Schools openings & closings.

