



Commercial Driving School How to Get Started: Admission Requirements Checklist

<http://www.brcc.edu/wsce/driving/>

**** DOT LANGUAGE ENFORCEMENT RULE: YOU MUST BE ABLE TO READ ENGLISH, CONVERSE WITH THE PUBLIC, UNDERSTAND HIGHWAY SIGNS AND SIGNALS, RESPOND TO OFFICIAL INQUIRIES, AND MAKE ENTRIES ON REPORTS OR RECORDS **.**

Prior to your scheduled interview date, prospective students must have the following items completed:

_____ Complete Virginia Community College System Application for Admission; visit website for on-line or printed application form or get printed form from any college location (full-time credit students only): <http://www.brcc.edu/uploads/forms/application.pdf>

_____ Obtain a DMV CDL Class A Instructional Permit (Learner's Permit)

- Free study guide available from DMV: VA Commercial Driver's Manual; study sections 1, 2, 3, & 6
- Additional free study guide (with practice questions and answers) available from BRCC.

_____ Provide a copy of 7-year driving history from DMV (Department of Motor Vehicles)

- Only candidates with negative 4 (or fewer) demerit points are eligible for admission (unless negative points are ready to come off)
- Candidates with a DUI within the last 5 years are **not** eligible for admission

_____ Sign up for an interview with the Commercial Driving School: 453-2215

- Bring CDL Learner's Permit, DMV Driving Record, and completed BRCC application for admission to interview

After attending interview, prospective students must have the following items completed prior to the class start date:

_____ Provide a completed Driver's Medical Exam Report and Medical Examiner's Certificate

- Physician completes the Driver's Medical Exam Report and Medical Examiner's Certificate (by appointment; make sure Dr. has the Driver's Medical Exam form)
- Students may get physical from their personal physician OR a walk-in clinic such as:
Carilion Family Medicine, 1661 S. Main St., Harrisonburg, 433-2554
Emergicare, 755 Cantrell Ave., Harrisonburg, 432-9996
Emergicare, 2611 W. Main Street, Waynesboro, 932-7120
Dr. Mary O'Brien, 422 Commerce Sq., Staunton, 886-6910
- The physical will cost approximately \$60.00

_____ Apply for financial assistance, if you qualify (optional). See CDS website for details:

<http://community.brcc.edu/driving/index.php/financial-assistance/>

- Plato Loan Program, 1-800-244-8750. Apply for the "Plato Connection Loan." Get your loan quickly! Fill out the application on-line!: www.plato.org
- Department of Veteran's Assistance, 1-800-827-1000

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- Valley Workforce Centers, 949-4117, www.valleyworkforce.com
- Department of Rehabilitative Services, 1-800-552-5019
- There is **NO** state/government financial aid available through BRCC (Pell Grants, Federal Stafford loans etc.)

_____ Pass a Drug Screen for controlled substances, required by U.S. Department of Transportation, and give permission to be randomly selected for alcohol and drugs during the program

- Bring your CDL Learner's Permit to OTS screening
- Screening must be obtained at
Occupational Testing Services (OTS) at Dr. Mary O'Brien's office,
Open 9:00 – 4:00 pm, Mon – Fri. (Closed 12:00 – 1:00 pm)
422 Commerce Square, Staunton, VA 24401, 540-886-6910
- There is a \$70 charge for the Drug Screen
- Drug Screen is only good for 30 days: must be completed within 30 days prior to 1st day of class

Prospective students must have the following **FINAL** items completed in order to attend class:

_____ Register for classes: Commercial Driving School personnel will provide registration form once you have successfully completed all of the above requirements

_____ Pay tuition:

- Credit students:
 - Mail, bring payment, or call Student Financial Services, Houff Student Center, 540-453-2296
- Non-credit, customized students:
 - Mail, bring payment, or call Workforce Services & Continuing Education, Plecker Workforce Center, 540-453-2215

_____ Purchase books from BRCC bookstore 540-234-8606. They may also be ordered online at www.brcc.edu and click on current students. The link for the bookstore is located on the left side navigation bar under student services.

**BRCC, Workforce Services & Continuing Education, Commercial Driving School,
Box 80, 1 College Lane, Weyers Cave, VA 24486**

**From Harrisonburg 453-2215, from Staunton 213-7002 x2215 from Waynesboro 943-7002 x2215 or
Other areas in VA 888-750-2722 x2215**