

# MATC Truck Driving Program Pre Admission Guide

# MATC TRUCK DRIVING PROGRAM ENROLLMENT STEPS & CHECK LIST

Is the truck driving program a good fit for you? Complete an entrance survey to meet with a pathway advisor here: <https://forms.gle/4zPPb1HnSQji5hGL8>

If you meet Truck Driving Program requirements below, proceed to checklist for steps to follow to register. The requirements are as follow:

1. **Recommended but not required** - High school diploma or GED
2. Age 18 years or older
3. **Valid Wisconsin driver's license** and acceptable driving record
4. Register with the FMCSA Drug & Alcohol Clearinghouse – **after obtaining your CDL permit**
5. Being able to pass Department of Transportation medical exam and drug test
6. **Valid Commercial Driver Learner permit (CLP)** – For more information see Wisconsin Commercial Driver's Manual at [wisconsin.dmv.gov](http://wisconsin.dmv.gov) or at local DMV office. For your convenience MATC offers CLP classes (TRCKDR-400). **Tests needed take and pass for a class A CDL Permit (CLP): General Knowledge** (sections 2 & 3 Driving Safely and Transportation Cargo Safely), **Air Brakes Test** (section 5 Air Brakes), & **Combination Vehicles Test** (section 6 Combination Vehicles). **Permit Test is taken at the DMV.**

**Please, complete and check out every step before proceeding to the next one (documents submitted must be valid up to the day after class attending ends).**

- Complete or update MATC Application (including \$30 application fee)  
Can be done online or in person at any MATC Admission's Center location.
- Complete Driver License Waiver and Agreement Forms and submit with a copy (front and back) of your valid Driver's License to an MATC Admission's Center or scan a copy and send to [matccdtraining@matc.edu](mailto:matccdtraining@matc.edu). Waiver forms can be found on the last three pages of this packet. Forms need to be filled out completely in order to be processed. **Your Driving Record will be reviewed and MATC will notify you about your eligibility.** Can be done at Admission's Center at any MATC location during Application submission.
- Schedule and complete a pre admissions interview with a day or evening instructor according to your desired program.

Modality	Scheduling Link
ONLINE/VIRTUAL	<a href="https://tiny.cc/cdlmatcvirtual">tiny.cc/cdlmatcvirtual</a>
IN-PERSON	<a href="https://tiny.cc/cdlmatcinperson">tiny.cc/cdlmatcinperson</a>

- Obtain and submit (front and back) your Commercial Learner's permit to by scanning a copy and sending to [matccdtraining@matc.edu](mailto:matccdtraining@matc.edu) or any MATC Admission's Center.
- Register with the Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse <https://clearinghouse.fmcsa.dot.gov/Register>. **CDL permit number is the same as your regular Driver's License number.**
- Complete DOT Physical Exam and DOT Drug Screen (\$200 average cost together)  
You will need a form that you will be required to take with you to our designated clinic.  
If you already have a valid FedMed Card, you will be required to complete DOT Drug Screen only at Concentra Airport, 5007 S. Howell Ave, Milwaukee, WI 53207. Information about the medical exam and its requirements can be found in the Wisconsin DOT manual at <https://wisconsin.dot.gov/Documents/dmv/shared/bds356-cdl-manual.pdf>
- Once you have be admitted to the program, an admissions navigator will reach out to you via email to provide your next steps. You will need to log into [Self Service](#) (same login information used to log into your student email). Through self-service you will be able to register for courses, make payments/payment plan, and see your class schedule after you register.
- This program is not currently eligible for Financial Aid. Payment plan options are available.** See the Funding Options page in our Student Information Packet for outside funding opportunities.

# CDL Permit Requirements

The MATC truck driving program requires students to obtain their class A CDL permit as part of the pre admissions enrollment process prior to registering for classes. Students have the option to study on their own or attend the MATC CDL Permit Preparation Course. The CDL permit test is taken at a local DMV (Department of Motor Vehicles) center.

## Steps to obtain your CDL permit

1. Study the appropriate section(s) in the [Commercial Driver's Manual](#) before taking your test(s). All applicants for a CDL must pass the General Knowledge test.
2. Take and pass the appropriate knowledge test(s) for the vehicle you plan to drive.
  - a. All knowledge tests are free. No appointment is necessary. Be sure to allow enough time to complete your test prior to when the DMV customer service centers is scheduled to close. CDL knowledge tests take at least 1 to 1½ hours.
  - b. Passing grade is 80% or more correct answers.
  - c. You must present a valid Class D license at the time of testing.
  - d. Applicants for a Hazardous Materials (H) endorsement must show [Proof of Citizenship or Legal Status in the U.S.](#) at the time of testing.

## Tests needed to pass to obtain a Class A CDL permit

Topic / Test subject	Questions	CDL manual
<b>Classes</b>		
B/C - General Knowledge	50	Section 1-3
A - Combination Vehicles	20	Section 6
<b>Restrictions</b>		
Air Brakes	25	Section 5

### 3. Obtain your Commercial Driver Learner permit (CLP)

- o Complete a Wisconsin Driver License Application [MV3001](#).
- o Complete a Commercial Driver Certification: Tier of Operation [MV3230](#).
- o Present your valid [Federal Medical Card](#).
- o Provide [Proof of Citizenship or Legal Status in the U.S.](#) at time of application.
- o Pay the required [fee\(s\)](#). Additional fees are required for the H endorsement background check and [fingerprinting](#).
- o Your CLP will be valid for 180 days. You may renew it.
- o Use your CLP to practice driving with a qualified instructor or CDL driver holding a valid license at or above the level of your permit.
- o You must hold the permit for 14 days prior to taking the road test(s).

When you have obtained your CDL permit, email clear pictures/scans of both the front and back of the permit to [matccdtraining@matc.edu](mailto:matccdtraining@matc.edu).

**Note:** You must pass a medical examination and hold a valid Federal Medical Card to drive in intrastate or interstate commerce in accordance with Federal Motor Carrier Safety Regulations 49 CFR 391, Subpart E. You must show your Federal Medical Card to the DMV at the time of licensing to avoid restrictions on your license. See [CDL medical requirements](#).

# QUALIFYING DRIVING RECORD REVIEW

## **You must have:**

- Valid Wisconsin Driver's License
- Acceptable driving record at time of admitting.

To gain a better understanding of the driving record review process, please review the following criteria used to evaluate your driving record. Any Major Violations in the previous 365 days of the intended class will prevent admission into the MATC Truck Driving Program.

## **Data for past one year:**

- Maximum of 6 points, in total, within the previous 365 days from the starting date of the intended class

## **Example of Major Violations:**

- Operating the vehicle under the influence of alcohol or narcotics (DUI or DWI)
- Driving with a suspended, revoked or invalid license
- Reckless driving or negligent driving (speeding 15 MPH or more)
- Drag racing
- Use of a vehicle to commit a felony
- Hit and run, leaving the scene of an accident
- Refusing to stop or fleeing from a law enforcement officer
- Vehicular homicide or manslaughter

## MATC Truck Driving Program Contact Information

### MATC Truck Driving – Manufacturing, Construction & Transportation Academic Pathway

MATC E-mail	Primary Phone	Pathway	Department	Virtual/Video
<a href="mailto:matccdtraining@matc.edu">matccdtraining@matc.edu</a> or <a href="mailto:mctpathway@matc.edu">mctpathway@matc.edu</a>	(414) 297-8901 (ext. 78901)	<a href="#">MCT Academic Pathway</a>	<a href="#">Truck Driving</a>	<a href="#">Zoom</a>

### Recruitment

MATC E-mail	Primary Phone	Virtual/Video
<a href="mailto:recruitment@matc.edu">recruitment@matc.edu</a>	(414) 297-6228 (ext. 76228)	<a href="http://matc.edu/visit">matc.edu/visit</a>

### Agency/Sponsorship Arrangements

If you are sponsored by an Agency, you will need to speak to someone who can assist with payments and registration.

Name	MATC E-mail	Primary Phone	Room Number
Ann Schramm	<a href="mailto:schramma@matc.edu">schramma@matc.edu</a>	(414) 571-4630 (ext. 54630)	A106

### Financial Aid

If you need help with your FAFSA application or want to apply for scholarships, please contact the number or email located below.

MATC E-mail	Primary Phone	Virtual/Video
<a href="mailto:finaid@matc.edu">finaid@matc.edu</a>	(414) 297-6282 (ext. 76282)	<a href="#">Zoom</a>

### Student Accounts/Cashier's Office

If you have an outstanding balance, have at any time had your MATC debt turned over to a collections agency, pay your tuition, or set up a payment plan contact this office.

MATC E-mail	Primary Phone
<a href="mailto:saccounts@matc.edu">saccounts@matc.edu</a>	(414) 297-6797 (ext. 76797)

**MATC Truck Driver Training Program**  
**Program Code: 30-458-1**  
**Estimated Student Fee Schedule**

**Estimated Program Costs to Student\*\***

CDL Permit Preparation Class <i>**This is not a required course if you already have a valid CDL learners permit**</i>		\$ 66.58
CDL Permit Preparation Class Textbook		\$ 32.50
MATC – Class Tuition – Technical Diploma	\$ 2088.00	
ID Fee	\$ 7.50	
Admin Fee (incl. insurance)	\$ 7.00	
Textbooks (tax included)	\$ 55.25	
Parking	\$ 25.00	\$ 2182.75
Skid Pad Experience (\$170 cost paid by MATC)		\$ .00
Medical Exams and Tests **		\$ 200.00
Licensing (re-testing is not considered in this estimate)**		\$ 360.00
<b>Estimated Total Cost</b>		<b>\$ 2841.83</b>

These are the costs to the best of our knowledge and control. The fees that are paid to an organization other than MATC are outside our control. You may contact the Wisconsin Department of Motor Vehicles or Concentra directly to confirm the cost of your licensing and screening fees.

**\*\*Costs subject to change\*\***

Supplies required (student responsibility)

- Good gloves
- Flashlight
- Notebook
- Lock for locker

MATC Foundation Scholarship may be available to those who demonstrate a financial need. Please refer to MATC Truck Driver Training Scholarship form.

Veteran's benefits may apply – please contact MATC Veteran's Education Benefits office at 414-297-8363.

## **Truck Driving**

Technical Diploma

Manufacturing, Construction and Transportation Academic Pathway

Oak Creek Campus

Program Code: 30-458-1

**For Information:** 414-297-8901

**Overview** – After completing this 8-week Truck Driving program, you will enter an industry in need of qualified workers. Graduates are prepared for entry-level positions as drivers or local drivers with skills and knowledge related to safety, maintenance and operation of trucks. The curriculum focuses on developing backing and driving skills through classroom, lab, range and roadway experiences. Online resources also assist with developing your skills. Students have the opportunity to attain Class A CDL (Commercial Driver's License) as a result of their training.

**Career Outlook** – Currently the need for qualified truck drivers remains high in Wisconsin. The demand for truck drivers is expected to continually increase due to the retirement of current drivers and the increased need for freight-carrying services. Long-term drivers interested in running their own business can become independent owner-operators of their trucks.

**Program Learning Outcomes** — Employers expect graduates to:

- Drive a commercial vehicle safely
- Inspect the vehicle to ensure safety of operation
- Demonstrate knowledge of the laws and regulations pertaining to the operation of a commercial vehicle in the United States
- Complete appropriate paperwork correctly
- Demonstrate ability to plan trips and routes including managing loads and weight distribution
- Communicate effectively with peers, customers and supervisors
- Obtain a commercial driver's license

**Preparation for Admission** — The following are required for admission to the program:

- Recommended but not required – High school diploma or GED
- 18 years of age or older
- Valid Wisconsin driver's license
- Acceptable driving record
- Valid CDL Learners Permit
- Department of Transportation medical exam and drug test
- Registered with the FMCSA Drug and Alcohol Clearinghouse

Attaining your CDL learner's permit by passing the written test prior to applying for this program is now required. The Wisconsin Department of Transportation Motor Vehicles Division administers the test. A free study guide is available; the DOT charges a fee to take the test.

If you are not comfortable or unable to obtain the CDL Learners Permit by studying on your own, MATC offers this as a separate course. The course is offered independently from the technical diploma course and is not required if you already have your CDL learners permit.



# Commercial driver license (CDL) medical requirements

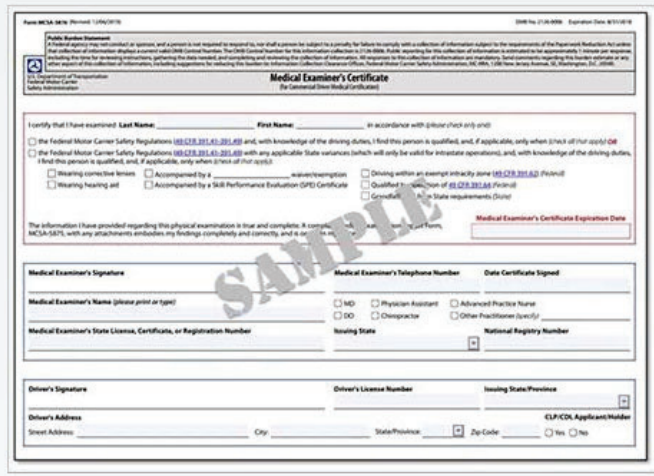
- Military or out-of-state driver license renewal
- Motorcycle license
- Federal medical cards
- Tiers of operation
- Upload your Fed Med card
- Driver license/ID card
- Commercial license
- Teen drivers
- Vehicles

To drive in intrastate or interstate commerce, you must have passed a medical examination, within the past 2 years, in accordance with Federal Motor Carrier Safety Regulations 49 CFR 391, Subpart E, as defined in the Federal Motor Carrier Safety Administration's (FMCSA) Medical Examination Report.

New requirements and your Fed Med card -- what you need to know and do.

## Acceptable proof of examination

Acceptable proof of examination for the Wisconsin Division of Motor Vehicles (DMV) is a fully completed [Medical Examiner's Certificate](#). A medical examiner on the [National Registry](#) will need to complete the FMCSA Medical Examination Report for Commercial Driver Fitness Determination as well as the certificate at the end of the packet. You will need to carry a copy of this certificate with you when operating a commercial motor vehicle. We recommend that you make a copy of your card to keep in your files.



Form FMCSA 3476 (Revised 1/26/2016) DMV No. 2126-0000 Expiration Date 8/31/2018

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**Medical Examiner's Certificate**  
 (By Commercial Driver Safety Certificate)

I certify that I have examined: Last Name \_\_\_\_\_ First Name \_\_\_\_\_ in accordance with §163.201 and §163.202 of the Federal Motor Carrier Safety Regulations (49 CFR 391.41, 391.43, and, with knowledge of the driving duties, find this person is qualified, and, if applicable, only when §163.201 of that apply OR §163.202 of that apply, and, if applicable, only when §163.201 of that apply.

wearing corrective lenses  accompanied by a \_\_\_\_\_  Driving within an exempt territory zone §163.201.6(d) Permit  
 missing hearing aid  accompanied by a 2008 Performance Evaluation (PE) Certificate  Qualified in accordance of §163.201.6(b) Permit  
 \_\_\_\_\_  Grandfathered in State requirements Court

The information I have provided regarding this physical examination is true and complete. A complete \_\_\_\_\_ and Form \_\_\_\_\_  
 FMCSA 3476, with any attachments, embodies my findings completely and correctly, and is accurate.

**Medical Examiner's Signature** \_\_\_\_\_ **Medical Examiner's Telephone Number** \_\_\_\_\_ **Date Certificate Signed** \_\_\_\_\_

**Medical Examiner's Name (please print or type)** \_\_\_\_\_  MD  Physician Assistant  Advanced Practice Nurse  
 DO  Chiropractor  Other Practitioner (specify) \_\_\_\_\_

**Medical Examiner's State License, Certificate, or Registration Number** \_\_\_\_\_ **Issuing State** \_\_\_\_\_ **National Registry Number** \_\_\_\_\_

**Driver's Signature** \_\_\_\_\_ **Driver's License Number** \_\_\_\_\_ **Issuing State/Province** \_\_\_\_\_

**Driver's Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State/Province** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **CLP/CDL Applicant Holder**  Yes  No

## Medical examiner



Medical examiners who perform driver medical exams are expected to understand fully the medical standards of the Federal Motor Carrier Safety Regulations (FMCSRs) and related guidance. The National Registry requires medical examiners to participate in required training, pass a certification test, and register on the [National Registry](#) system to become a certified medical examiner.



A waiver of certain physical impairments or diseases may be available.

For information on federal exceptions or waivers see [FMCSA Exemptions Programs](#) or [Skill Performance Evaluation \(SPE\)](#).

**If you do not hold a federal medical card or are not grandfathered, you will be issued a restricted commercial driver license. This license would only be valid if you are:**

- a school bus driver employed by a private contractor and you do not cross state lines for extracurricular activities;
- a school bus driver employed by a school district and drive a school bus owned by the district;
- employed by a municipality, county or state organization (i.e., a political subdivision).

For more information about school bus operations that do and do not require a federal medical card, please see the section federal medical standards frequently asked questions in the [Wisconsin Commercial Driver's Manual](#). Direct other questions concerning federal medical standards to:

1 Point Place  
Suite 101  
Madison, WI 53719-2809  
Phone: (608) 662-2010 (federal medical standard questions only, please)

[Diabetes and vision waivers for a CDL to drive intrastate commerce in Wisconsin](#)

[BDS353](#) – Brochure about diabetes and vision waivers for CDL to drive intrastate commerce

**Driver Eligibility Unit**  
**Email** [Wisconsin DMV email service](#)  
**Phone** (608) 264-7447

### Contact Us

- Contact Us
- Support

### Forms/Notices

- Acceptable use policy
- Forms
- Legal notices
- Privacy policy
- Software information

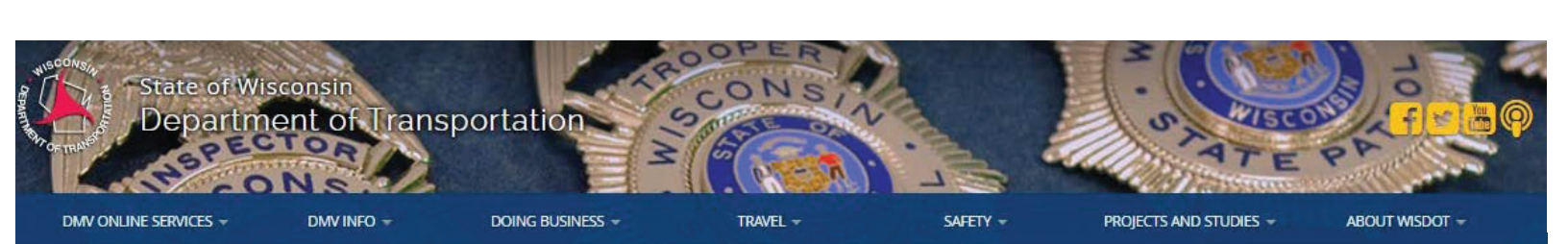
### WisDOT Employees

- Employee information
- HR Self-Service
- Travel Expenses
- WisDOT LearnCenter

### Translate Website

- Traducir el sitio de web
- 翻譯網站
- Website übersetzen
- ترجمة الموقع
- Txhais website
- 웹 사이트 번역
- Перевести сайт





## Fed Med Card

- [Military or out-of-state driver license renewal](#)
- [Motorcycle license](#)
- [Federal medical cards](#)
- [Tiers of operation](#)
- [Upload your Fed Med card](#)
- [Driver license/ID card](#)
- [Commercial license](#)
- [Teen drivers](#)
- [Vehicles](#)

### Federal medical certificate (Fed Med card) and your Commercial Driver License (CDL) – what you need to know

Federal and state regulations require all commercial drivers to certify their tier of operation – the type of operation in which they are engaged. Based on that certification, some drivers will be required to provide a copy of their Fed Med card to the Wisconsin Division of Motor Vehicles (Wisconsin DMV).

#### What has not changed?

Rules concerning which drivers need a federal medical certificate ([Fed Med card](#)) with them while operating a commercial vehicle are not changing.

#### What has changed?

If you drive a commercial vehicle, federal regulations require you to tell DMV where you drive. DMV calls this process selecting a tier of operation. You will need to tell us whether you:

- Drive interstate (you or your load cross state lines)
- Need to carry a [Fed Med card](#)

#### When is this happening?

All CDL holders were required to certify their tier of operation (where they drive) by January 30, 2014. Drivers are required to certify their tier upon original (first time) issuance of a CDL, renewal, change of authority, or out-of-state transfer.

#### What should you do?

- [Learn more about selecting your tier of operation](#)
- If you need to change your current tier of operation or you have not yet selected a tier, you will need to appear in person at your local [DMV customer service center](#), select your tier by completing the Commercial Driver Certification: Tier of Operation form [MV3230](#) and provide your [Fed Med card](#) (if required).
- If you have a Fed Med card and are 21 or older, choose Interstate Fed Med ("Tier 1"). Tier 1 is the most flexible option; it covers you anywhere you operate - in state or out of state.
- If you are under 21 or you don't have a Fed Med card or drive intrastate (you or your load never cross state lines), you will select a different tier. Other tiers restrict where you operate and are not as flexible as Tier 1.

#### Online service

The [interactive driver licensing guide](#) is a helpful tool for those looking for information on commercial driving requirements. The guide will provide you with a checklist of requirements, and allow you to pre-fill any required application(s) before visiting a DMV Customer Service Center. Depending on your eligibility, you may also be able to use the guide to electronically submit your application(s) and schedule an appointment with the DMV for expedited service.

- If you are currently certified as Tier 1, use our [online application](#) to update your current Fed Med card or view and print your tier of operation.
- If you are currently certified as Tier 2, 3 or 4 you may use our [online application](#) to view and print verification of your current tier.

#### For Fed Med questions:

Email [fedmed@dot.wi.gov](mailto:fedmed@dot.wi.gov)  
Phone (608) 267-2290



# Wisconsin State Waiver Information for CDL Drivers

BDS353 4/2018

## What is a State Waiver?

Wisconsin Division of Motor Vehicles (DMV) offers waivers to drivers who are insulin-dependent or who do not meet federal vision standards. Please be aware that a Wisconsin State Waiver (Intrastate) is not the same as a Federal exemption/waiver (Interstate) and cannot be used for operating your Commercial Motor Vehicle (CMV) across state lines.

## When would you need a Wisconsin State Waiver?

For **diabetes**, if you:

- » Are insulin-dependent.
- » Are not in an excepted industry.
- » Are not grandfathered.

For **vision**, if you:

- » Have less than 20/40 vision in either eye or less than 70-degree field of vision in either eye.
- » Are not in an excepted industry.
- » Are not grandfathered.

## How to apply for a State Diabetes or Vision Waiver

1. Check your driving record:
  - » If you are applying for a **diabetes waiver**, your driving record will need to be free of any moving violations or at-fault accidents *due to the diabetes* in the past 3 years to qualify for the waiver.
  - » If you are applying for a **vision waiver**, your driving record will need to be free of any moving violations or at-fault accidents in the past 3 years to qualify for the waiver.
2. Submit a driving description with your name, date and driver license noted which includes the following information:
  - » Type of vehicle you intend to drive (i.e. straight truck, tractor/trailer combination, tank, etc.).
  - » Type of driving you intend to do (i.e. long-distance transport, local transport, etc.).
  - » Type of cargo you will transport.
  - » Number of hours and miles you will drive, listed by daytime and nighttime operation.
  - » Modifications made to the vehicle you intend to drive.
3. Submit your medical or vision report(s):
  - » If you are applying for a **diabetes waiver**. Submit two separate [Medical Examination Reports MV3644](#), Sections A, D and G completed by two different health care professionals (MD, DO, APNP or PA-C). Examinations must be conducted within 90 days of its receipt at the DMV.
  - » If you are applying for a **vision waiver**. Submit a [Certificate of Vision Examination by Competent Authority MV3030V](#) based on an examination conducted within 90 days immediately prior to applying for the waiver.
4. Email, fax or mail your driving description and medical reports or vision report to the Medical Review and Fitness Unit for review. All addresses are listed at the end of this document.

*Reminder:* If you are grandfathered, you do not need this waiver for CMV operation. However, if you operate a school or passenger bus, you will need to get board approval which is an exception to the state statutes.



## Wisconsin State Waiver Information for CDL Drivers *(continued)*

### What happens after your waiver material is reviewed?

If *approved* for a State Waiver:

- » You will receive a letter approving the waiver. The expiration date will appear on the letter which you must carry with you when operating a commercial motor vehicle.
- » You will need to get a Medical Examiner's Certificate (Fed Med card) indicating a need for a waiver and marked "Intrastate Only." You will also need to self-certify as a Tier 3 driver. Once you do this, your driver license will be reissued with the following restrictions: VALID WISCONSIN INTRASTATE WAIVER ON FILE. CDL INTRASTATE ONLY.
- » The appropriate renewal forms will be sent to you approximately 3 months before your waiver renewal is due.
- » A waiver can be cancelled due to non-compliance with applicable reporting requirements, a change in medical condition or driving history.

If *denied*:

- » Information regarding your appeals options will be sent to you.

### What if I am or want to be a school or passenger bus driver and I now have insulin-dependent diabetes or do not meet federal vision standards?

You will need to be approved by the Medical Review Board. It does not matter whether you have a Wisconsin state waiver, a federal exemption, an industry exception or are grandfathered—for **driving passenger and/or school bus**, you will need to get the special exception available only after consideration by the Medical Review Board.

### If you have any questions, please feel free to contact us at any time.

Medical Review and Fitness Unit  
P.O. Box 7918  
Madison WI 53707-7918

Email: [dmvmedical@dot.wi.gov](mailto:dmvmedical@dot.wi.gov)  
Telephone: (608) 266-2327  
FAX: (608) 267-0518

## **\*\*What CDL drivers should know about using CBD products\*\***

**It is important for all employees who perform safety-sensitive functions, including CDL drivers, to know:**

- The USDOT requires testing for marijuana and not CBD.
- The labeling of many CBD products may be misleading because the products could contain higher levels of tetrahydrocannabinol (THC) than what's stated on the product label.
- The USDOT's Drug and Alcohol Testing Regulation, 49 CFR [Part 40](#), does not authorize the use of Schedule I drugs, including marijuana, for any reason.
- **CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result.** Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, **even if an employee claims they only used a CBD product.**
- Since the use of CBD products could lead to a positive drug test result, USDOT-regulated CDL drivers should **exercise caution when considering whether to use CBD products.**

Read the USDOT's "CBD Notice" in full on the [USDOT website](#).

### **DOT "CBD" Notice**

[ODAPC CBD Notice.pdf](#)

#### **DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE**

The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp-derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety-sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others.

It is important for all employers and safety-sensitive employees to know:

1. The Department of Transportation requires testing for marijuana and not CBD.
2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement."\* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label. \*\*[i]

3. The Department of Transportation's Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

**It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.**

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. This policy and compliance notice is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this policy and compliance notice is voluntary only and nonconformity will not affect rights and obligations under existing statutes and regulations. **Safety-sensitive employees must continue to comply with the underlying regulatory requirements for drug testing, specified at 49 CFR part 40.**

February 18, 2020

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[i]\* What You Need to Know (And What We're Working to Find Out) About Products Containing Cannabis or Cannabis-derived Compounds, Including CBD: *The FDA is working to answer questions about the science, safety, and quality of products containing cannabis and cannabis-derived compounds, particularly CBD.* <https://www.fda.gov/consumers/consumer-updates/what-you-need-know-and-what-were-working-find-out-about-products-containing-cannabis-or-cannabis>

\*\*<https://www.fda.gov/news-events/public-health-focus/warning-letters-and-test-results-cannabidiol-related-products>

Regulatory Topic: Drug and Alcohol Testing  
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**Truck Driving Student Process for  
Positive Alcohol and other Drug Test Results**

*Last Updated: October 21, 2020*

This document applies to students who are: (1) active in the Milwaukee Area Technical College (MATC) Truck Driving Technical Diploma program and have received positive alcohol and/or other drug test results; (2) seeking to be re-admitted into the MATC Truck Driving Technical Diploma program due to previous positive alcohol and/or other drug test results; (3) who are applying to the MATC Truck Driving Technical Diploma program for the first time and have received positive alcohol and/or other drug pre-employment drug test results.

In compliance with the Federal Motor Carrier Safety Administration (FMCSA) of the U.S. Department of Transportation, MATC is required to implement an alcohol and other drug abuse program for students who are part of MATC's Truck Driving Technical Diploma program. In addition, all students enrolled in the Truck Driving Technical Diploma program are subject to random and reasonable suspicion drug and alcohol testing.

If you, while enrolled in MATC's Truck Driving Technical Diploma program test positive for alcohol and/or other drugs during a random alcohol and other drug test, the following will apply:

1. You will be immediately removed from the Truck Driving Technical Diploma program. Any tuition, fees, loans, or other forms of tuition and fees payment on your behalf are your responsibility to meet in full. MATC does not allow refunds for this type of dismissal.
2. You will be required to attend and participate in a meeting with the Dean of the Manufacturing, Construction, and Transportation Pathway programs Becky Alsup or her designee. Dean Alsup or her designee will contact you to schedule this meeting.
3. You will be given alcohol and other drug treatment program options.
4. You cannot re-enter MATC's Truck Driving Technical Diploma program until all re-admission requirements are met.
5. The MATC Student Life Office will be notified so that this is noted in your student file and you will be subject to potential disciplinary action.

If you are seeking re-admittance into MATC's Truck Driving Technical Diploma program due to a previous positive alcohol and/or other drug test, the following activities must be completed:

1. Select, participate in, and successfully complete a substance abuse program through MATC's referral source IMPACT, Inc. You can contact IMPACT, Inc. by telephone at 414.256.4808 and you may also explore their website at [www.impactinc.org](http://www.impactinc.org). You must complete all treatment and recommendations at your own expense.
2. The substance abuse program provider must enter the date of your initial evaluation and the date of determination of eligibility for Return-to-Duty testing into the Drug and Alcohol Clearinghouse as part of the Return-To-Duty process. This must be done by the close of the business day following the assessment or determination.
3. The substance abuse program provider will re-evaluate you to determine compliance and create a follow-up testing plan.

4. Consult with MATC's Truck Driving Technical Diploma program staff to provide an updated Return-To-Duty alcohol and/or other drug test and current medical exam results.
5. The results of the Return-To-Duty negative drug test must be entered into the Drug and Alcohol Clearinghouse by the Return-To-Duty alcohol and other drug test examiner. There is no defined timeframe in which this will occur.
6. Meet with Becky Alsup, Dean of the Manufacturing, Construction, and Transportation Pathway programs or her designee to discuss your interest in being re-admitted into the Truck Driving Technical Diploma program. You need to provide all necessary documentation verifying that you successfully completed all of the treatment and other recommendations of the substance abuse program at this meeting.
7. Once all of the necessary conditions are met, we will communicate to the necessary staff at MATC that your Truck Driving Technical Diploma program code should be re-activated and you will be able to register for an upcoming course section that has availability. There is no defined timeframe in which this will occur. We cannot guarantee that you will be able to register for any specific course section as all course sections are filled on a first-come-first-served basis.
8. You must complete the required follow-up Return-To-Duty alcohol and other drug testing plan as specified by the substance abuse program provider. You will be subject to random alcohol and other drug testing if allowed to re-enroll in MATC's Truck Driving Technical Diploma program.

Please note that if you are re-admitted and test positive for alcohol and/or other drugs, you will not have an opportunity to re-enter the MATC Truck Driving Technical Diploma program a third time.



Complete the form below and return it to the Welcome Center at any MATC Campus: I am aware that Motor Vehicle Reports may be obtained as part of Milwaukee Area Technical College's evaluation of my driving record for purposes of course requirements involving operation of a vehicle. The report will be procured by Milwaukee Area Technical College representatives, and may include personal information obtained from state Motor Vehicle Departments. An assessment of my status for operating a motor vehicle as part of MATC's Truck Driver Training Program will be completed. By signing this letter, I hereby provide my authorization to Milwaukee Area Technical College or its representatives to procure such information and reports, from time-to-time as deemed appropriate; to evaluate my status for operating motor vehicles on behalf of the College. I certify that the information presented below is accurate, complete and correct information concerning my driver's license.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Student ID Number**

\_\_\_\_\_

**Best Contact Phone Number**

\_\_\_\_\_

**Preferred Email Address**

**Complete All Information Below:**

I have held a driver's license issued from the state of Wisconsin and no other state during the past six (6) years.

I have held a driver's license issued from a state other than Wisconsin within the past six (6) years.

**Name of state issuing license:** \_\_\_\_\_

**Name as it appears on Driver's License:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**State of Issuance of Driver's License:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**MATC is not responsible for the accuracy of information reported by the State Department of Motor Vehicles.**



Please read, initial and sign this document prior to being accepted to the MATC Truck Driver Training program. This is to be sure that you understand your responsibility for coming into the program prepared for successful completion.

- I understand that if I have violations on an out-of-state driver's license or any outstanding warrants for my arrest in any State that I may not be eligible to get a Commercial Driver's License learner's permit from the Wisconsin DOT. \_\_\_\_\_ **Initial**
- I further understand that it is my responsibility to look into my own record for these possible infractions and resolve them. \_\_\_\_\_ **Initial**
- It is also my responsibility to identify and resolve any criminal convictions which may prohibit me from obtaining a CDL. These are listed on the Department of Transportation website. \_\_\_\_\_ **Initial**

**Signature and Date:**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

- **As soon as I register** in MATC Truck Driver Training program classes and regardless if classes are in session, I will be entered into the **RANDOM** drug testing pool used by MATC. \_\_\_\_\_ **Initial**
- If I am selected for the **RANDOM** pool you will be notified and have to report to the clinic to test. If I refuse to test, I will not be able to complete the requirements of this class and will be withdrawn. I will lose any tuition paid to the College for incomplete classes at the time of withdrawal. \_\_\_\_\_ **Initial**
- I am aware that I will be removed from the **RANDOM** pool upon completion, withdrawal or failure of the truck driving program. \_\_\_\_\_ **Initial**

**Signature and Date:**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



I, \_\_\_\_\_ (**your name**), hereby provide consent to Milwaukee Area Technical College (MATC) Truck Driving Program to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol information about me exists in the Clearinghouse.

- I understand that if the limited query conducted by MATC Truck Driving Program indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to MATC Truck Driving Program without first obtaining additional specific consent from me. \_\_\_\_\_ **Initial**
  
- I further understand that if I refuse to provide consent for MATC Truck Driving Program to conduct a limited query of the Clearinghouse, MATC Truck Driving Program will prohibit me from registering for the program's classes. \_\_\_\_\_ **Initial**

**Signature and Date:**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**CLICK HERE TO SUBMIT BY EMAIL**