

REFERENCE GUIDE 2022-2023

cftr
CENTRE DE FORMATION
DU TRANSPORT ROUTIER
DE SAINT-JÉRÔME



Commission scolaire
de la Rivière-du-Nord

Name: _____

Group: _____



Welcome to the new students of the CFTR

Madam, Sir,

We are happy to welcome you at the Centre de Formation du Transport Routier Saint-Jérôme.

At the CFTR, you will take advantage of a full and complete training program, surrounded with experienced teachers that will not only transmit you their knowledge, but also their passion.

Moreover, you will have the chance to learn in an environment that reflects the reality of the transport industry. Everything is put together so that you can achieve your academic objective, therefore facilitating your future insertion into the job market.

With its 30 years of experience, the CFTR had acquired a notoriety that makes it a leader in terms of transport related job training.

We are pleased to have you here with us, and wish you a great school year.

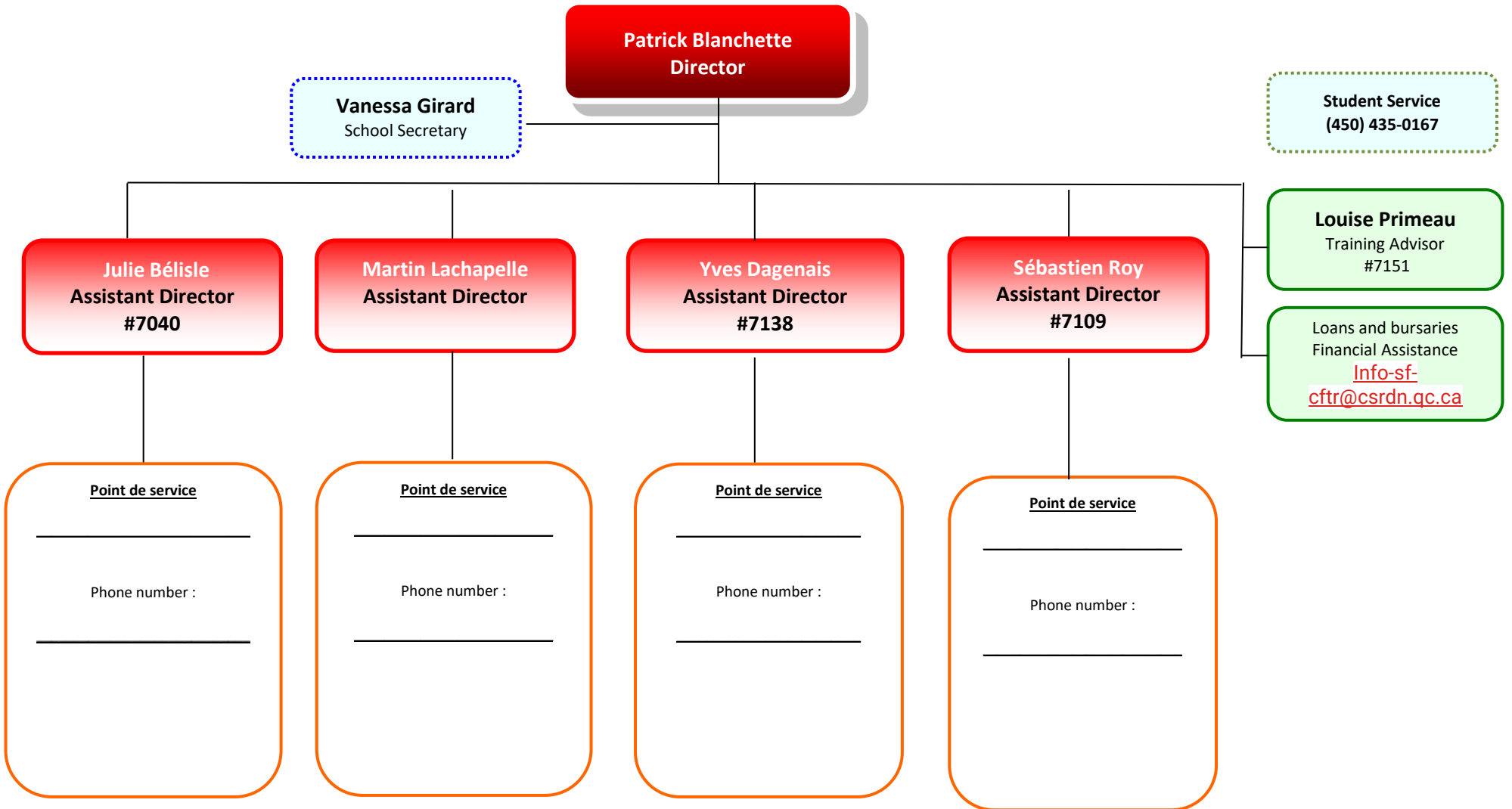
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Patrick Blanchette
Director

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TRAINING PLANIFICATION 2020-2021

DATE and other information	THEORY	MODULE /LESSON	DESCRIPTION
	T1	1.1	Welcoming the students (1 of 2) (CFTR / Documents)
	T2	1.2	Welcoming the students (2 of 2) Program description
	T3	1.3	Realities of the trade (1 of 2)
	T4	1.4 1.5	Learning strategies Searching methods
	T5	3.11 A 3.1	Driver's obligations «Law 430» (1 of 2) Class 1 preparation
	T6	3.2 A	Hours of service (1 of 3)
	T7	1.6	Trade /Employer visit (2 of 2)
	T8	2.1 2.2	Makes and Models Instrument panels
	T9	2.3	External parts
	T10	2.4 2.5	Tires / wheels Steering / suspension
	T11	5.1 5.2	Transmission and gear changing techniques
	T12	2.7 5.2	Using driving axle fifth wheel inspection Snow removal techniques
	T13	2.6A	Air brakes (1 of 2)
	T14	3.2 A	Hours of service (2 of 3)
	4b 1		Lab module 4
	4b 2		Lab module 4
	4c 1		Lab module 4
	4c 2		Lab module 4
	4d 1		Lab module 4
	4d 2		Lab module 4

***Activities :**

T=Theory **EV**=planned evaluation **P**=practice **EC**=Corrective teaching **X**=available period (SAAQ test)

Version 2018-01-22

DATE and other information	THEORY	MODULE /LESSON	DESCRIPTION
	T15	2.6 B	Air brakes (2 of 2) ABS /ATC system
	T16	3.3	Questionnaire correction CL1
	4d 3		Lab module 4
	4d 4		Lab module 4
	7b 1		Lab module 4
	4d 5		Lab module 4
	4d 6		Test module 4
	4d 7		Test module 4
	T17	3.3 B	SAAQ Review
	XE 1		SAAQ Theoretical evaluation (Learner / Air break mention)
	T18	5.3 5.4	Backing techniques Turn techniques
	T19	2.10	Engine particularities
	EC1		Corrective teaching
	EC2		Corrective teaching
	T20	8.1	Preventing driving
	T21	3.4	Load securing (1 of 2)
	T22	6.1	Info satellite GPS and electronic map
	T23	3.5	Load and size limits
	EC3		Corrective teaching
	EC4		Corrective teaching
	T24	3.4 A	Load securing (2 of 2)
	T25	3.2 8.2	Hours of service (3 of 3) Fatigue at the steering
	EV1		Test Module 5
	EV2		Test Module 5

***Activities :**

T=Theory EV=planned evaluation P=practice EC=Corrective teaching X=available period (SAAQ test)

Version 2018-01-22

DATE and other information	THEORY	MODULE /LESSON	DESCRIPTION
	T26	6.2	Provincial maps
	T27	3.6	Module 3 Revision load securing
	T28	2.9 2.11	Review driving axle Economical driving
	T29	2.12	Module 2 revision
	T30	3.8	Transporting dangerous goods
	T31	2.13	Test module 2
	EC5		Corrective teaching
	EC6		Corrective teaching
	T32	3.9	Module 3 (Final) revision
	T33	10.1	Traineeship preparation (1 of 2)
	T34	3.10	Test Module 3
	T35	6.3	Municipal maps
	EV3		Test Module 8
	EV4		Test Module 8
	T36	7.1	Transport Logistics
	T37	6.6	Map exercises (Provincial and municipal)
		7e 1	Lab module 7
		7e 2	Lab module 7
	T38	7.1 7.2	Handling loads Balancing loads
	T39	6.4	Charts and calculations used in truck transportation
	T40	10.2	Traineeship preparation (2 of 2)
	T41	6.5	National and International maps
	7e 3		Lab module 7
	7e 4		Lab module 7
	RS	10	Free period for traineeship searching

***Activities :**

T=Theory EV=planned evaluation P=practice EC=Corrective teaching X=available period (SAAQ test)
Version 2018-01-22

DATE and other information	THEORY	MODULE /LESSON	DESCRIPTION
	RS	10	Free period for traineeship searching
	7e 5		Test module 7
	7e 6		Test module 7
	T42	6.11 6.12	Custom / Border crossing Obligation
	T43	6.7	Planning International trip
	EC 7		Corrective teaching
	EC 8		Corrective teaching
	T44	6.9	Planning a short trip
	T45	6.10	Planning a long trip
	T46	6.14	Module 6 final revision
	T47	6.15	Module 6 Evaluation
	EV5		Test Module 9
	EV6		Test Module 9
	T48	3.11 B	Driver's obligations and responsibilities « Law 430 » (2 de 2)
	T49	10.3 10.4	Traineeship confirmation End of Training

***Activities :**

T=Theory **EV**=planned evaluation **P**=practice **EC**=Corrective teaching **X**=available period (SAAQ test)

Version 2018-01-22



PROGRAM

Title of module	Code	Module	Hours	Credits
Trade and training	860301	1	15	1
Truck systems	860313	2	45	3
Regulations	860323	3	45	3
Condition of the truck	860333	4	45	3
Basic driving technics	860346	5	90	6
Planning a trip	860353	6	45	3
Loading and unloading	860363	7	45	3
Rural and highway driving	860374	8	60	4
Delivery trips	860389	9	135	9
Integration into the workplace	860396	10	90	6

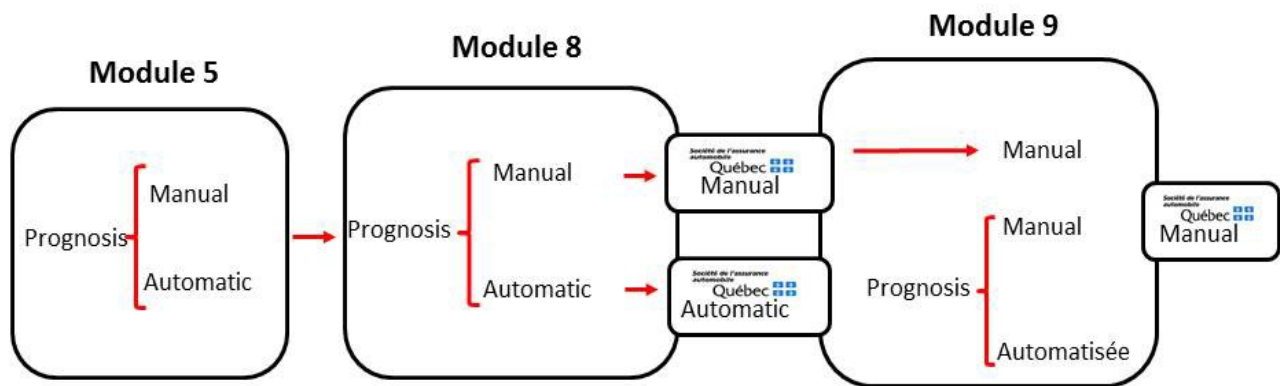
List of competencies

- To determine their suitability for the trade and the training process.
- To identify the possible systems that characterize semitrailers.
- To resolve problems stemming from the application of regulations..
- To ensure that the truck is in good condition.
- To perform basic driving technics.
- To plan a trip.
- To handle the loading and unloading of a truck.
- To drive a truck on rural roads and highways.
- To make a trip with a delivery.
- To integrate into the workplace.

DEP EVALUATION PROCESS ANALYSIS



Example of evaluation process



The prognosis is a tool used by teachers to validate the execution and stability of the taught elements in order to determine the type of transmission used for final exams.

This is done towards the end of each module over a minimal period of 3 to 4 practice days.



INFORMATION GUIDE

DEP 5791

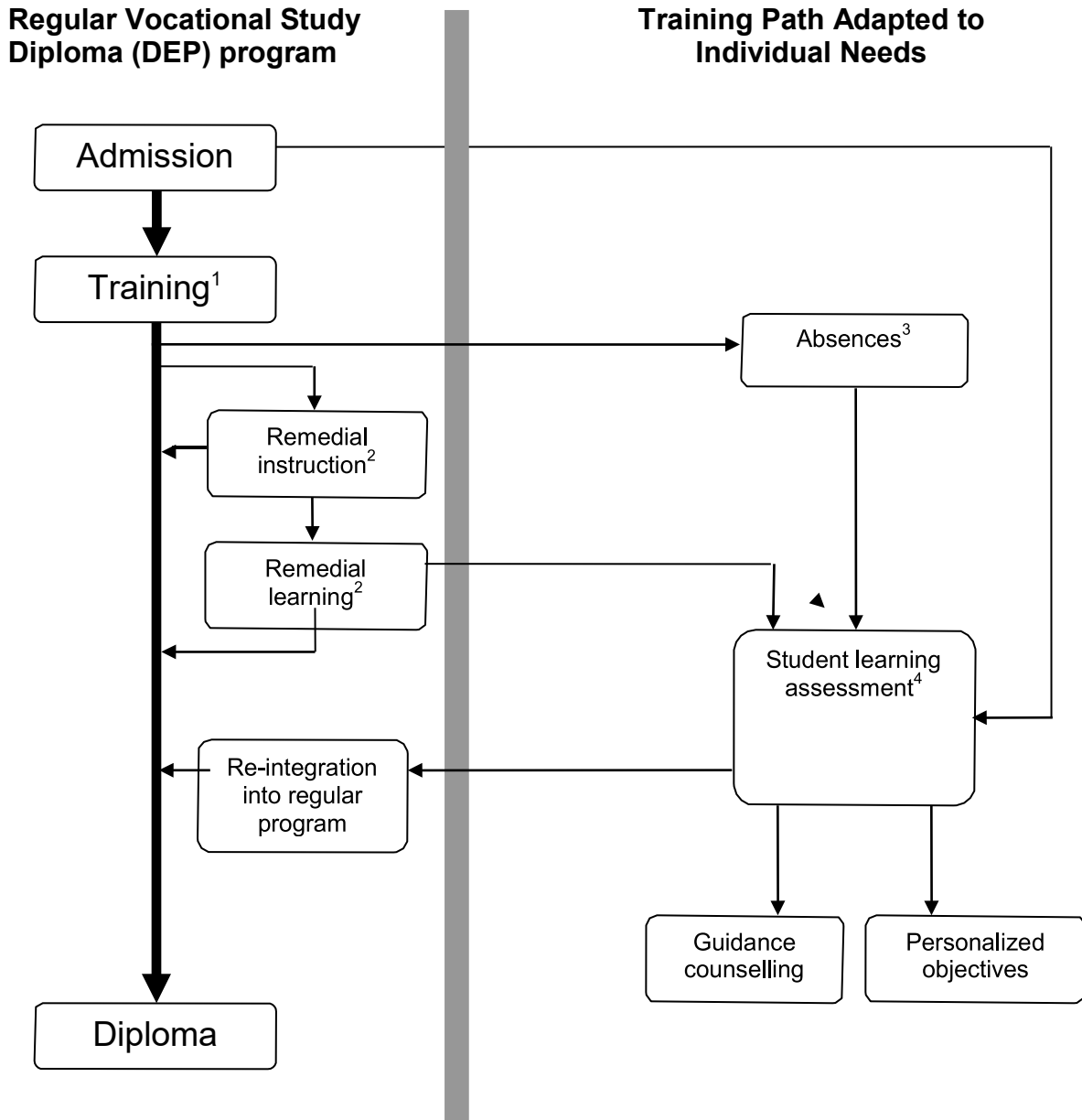
The administration and the instructors have prepared this guide containing useful information on the School's rules and procedures to help you obtain maximum benefit from your training. The CFTR is committed to helping its students achieve their full potential. The training they receive will help them to acquire solid skills suited to the present-day needs of the labour market.

Because each person's learning pace is different, a variety of options may be available to you. We wish to remind you that your success in the training program depends on you. Your participation and your attitude will be key determining factors in helping you acquire the skills that are sought after in the industry.

We wish you well in your training!

CFTR Team

1. TRAINING PATH



¹ Subject to learning assessment standards and procedures

² Involves a remedial learning plan

³ Depending on the absenteeism policy in effect, the student may have to undergo a student learning assessment.

⁴ Student learning assessment file created

2. STUDENT PARTICIPATION

Students are expected to actively participate in their training.

So that students have a clear idea of the progress they are making in their training, they are responsible for keeping an up-to-date portfolio of their practical assignments. It is also their responsibility to complete exercises, activities and tasks that the instructors ask them to do and to follow instructions.

3. ORGANIZATION OF ACTIVITIES

To enable students to learn a variety of skills, the trucks used will be selected by the instructor at his/her discretion.

The training provided will be group instruction whereby students are organized into teams and work with their fellow team members. The instruction provided for the student teams by the instructors is based on the students' learning requirements. To make it easier for everyone to make progress in their training, good interpersonal relationships between students are essential.

4. LEARNING EVALUATIONS

4.1. Class 1 driver's licence

The Class 1 driver's licence test is a service that the CFTR provides for its students, but it is not a requirement for the vocational study diploma (DEP).

Students are given the option of taking the Class 1 driver's licence test as part of the training program.

To be able to take the Class 1 driver's licence test and be able to drive autonomously, students must pass the learning assessment (formative evaluation) required to obtain a Class 1 licence.

Students must meet the requirements of the Société de l'assurance automobile du Québec (SAAQ).

4.2. Competencies 1 to 10

When students successfully complete a competency assessment test or examination, they will be accredited by the School.

Students who are caught copying the answers of other students during a test or examination for accreditation purposes (at the end of a training module) will be given a failing grade.

After students have taken a learning assessment test or examination for accreditation purposes, the instructor will inform them in writing of the score (pass or fail) that they obtained and of the areas in which they need to improve.

Students who must take the test over again must demonstrate that they have corrected the learning problems that they had in the training module after being given a **remedial learning plan to follow**.

Students will undergo various types of assessments (mid-term assessment tests and exams as well as exams and assessments for accreditation purposes) in accordance with the CFTR Learning Evaluation Standards and Procedures [see **Appendix C**].

4.3. Individual learning paths for students with learning problems

Students who are having learning problems for whatever reason—e.g. they are frequently absent, they are slow learners, they have failed one or more training modules, or other reason— will be required to undergo a learning assessment.

After the student's file is reviewed, the student will have a meeting with a representative of the School administration to assess what needs to be done to enable the student to continue in the training program.

A remedial learning plan may be drawn up for students with learning problems.

5. WORKPLACE HEALTH AND SAFETY

Students must report all workplace accidents promptly to the person in authority. In emergencies resulting from workplace accidents, the injured person(s) must be taken to a hospital.

The injured person(s) must fill out an Accident Report form provided by the instructor, who shall forward the form or forms to the CFTR secretariat within 24 hours. The report will contain a detailed statement concerning the accident and include the names of two witnesses. If the student is unable to fill out the form, the instructor in charge will fill out the form.

Personal protective equipment (gloves, safety goggles, safety shoes, orange-coloured road safety vests, and safety hats) must be worn, where required (e.g. cargo securement workshop and vehicle washing area).

During practice sessions on internal and external driving circuits, workplace health and safety rules will apply. **Orange-coloured safety vests must be worn.**

6. DRIVING EXPERIENCE

Reminder: Recent experience driving a passenger vehicle (Class 5 driver's licence) will make it easier to successfully complete the training.

7. RE-INTEGRATION INTO THE TRAINING PROGRAM

The administration, the teaching staff concerned and the training adviser will review the student's file and assess the student's training path.

A student who is absent for valid reasons¹ may re-integrate into a group after he or she has undergone a learning assessment and when the administration and the training adviser deem it appropriate for the student to rejoin the group. The promptness with which students are allowed to re-integrate into the training program depends on where they stand on the list of students awaiting re-integration into their training groups and the number of spaces available for students at the CFTR.

Only one re-registration is possible at the CFTR.

8. CFTR SCHEDULE

The CFTR Mirabel campus opens at 6:30 am.

The teaching staff are the first to enter and the last to leave a classroom.

8.1. Full-time study program – Twin and split groups

Considering that schedules differ from one service point to another, you must refer to your pedagogical planification for class hours.

9. CFTR CLOSINGS

In the event that severe weather conditions cause **major, widespread** problems throughout the region, the administration of the Commission scolaire de la Rivière-du-Nord (CSRDN) will decide whether or not to close all of the schools in the school board's jurisdiction.

However, **at the local level**, when special circumstances make it necessary, the Director of the CFTR has the responsibility to decide whether or not to close various service points.

See **Appendix B** for the various procedures to follow if the Centre closes.

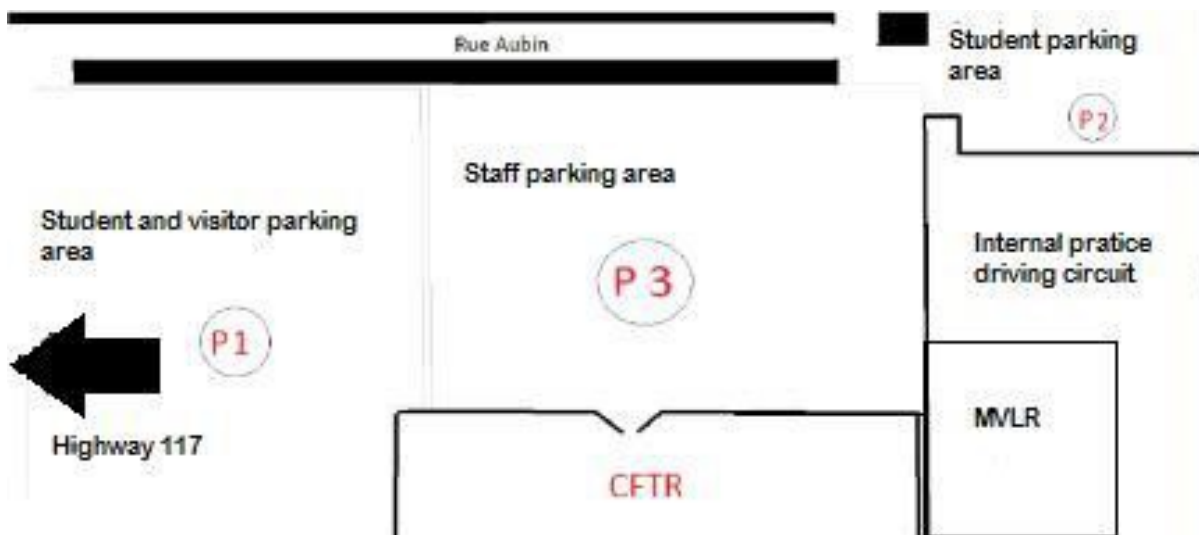
¹ Illness confirmed by a medical certificate, death of a relative (mother, father, brother, sister, grandparent, child or spouse), summons to appear in court or absence previously authorized by the Centre administration.

10. PARKING

10.1. Mirabel campus

Parking for student vehicles and the vehicles of visitors to the Mirabel campus is provided in designated areas on the east side of the School along Highway 117 [P1] and in front of the internal practice driving circuit [P2].

Please do not park in the parking area reserved for staff.



10.2. Service point

Please follow the instructions of your service point.

11. HANDLING OF COMPLAINTS

- (1) A student wishing to file a complaint (complainant) shall submit the complaint first to the staff member whom the complaint concerns and the student and the staff member concerned shall try to establish common ground for resolving the complaint.
- (2) If no satisfactory solution is found, the complainant shall submit the complaint to the Centre administration, which will make a decision in regard to the complaint.
- (3) If the complaint is still not resolved despite the formal procedures set out in (1) and (2) above, the complainant shall contact the person responsible for handling complaints (complaint examination officer) in the *Service du secrétariat général et des communications*² (450-438-3131, ext. 2113), who will work with the parties to find a solution that is satisfactory to all concerned, where possible.

² Administration and communications office

- (4) If the complaint examination officer fails to find a solution that is satisfactory to the complainant, the complaint examination officer will inform the complainant of the School Board's recourse procedures that are available to the complaint and will inform the complainant, in particular, that he or she has the right to submit his/her complaint to the Student Ombudsman.
- (5) If the complainant wishes to submit his/her complaint to the Student Ombudsman, the complaint must be submitted promptly to the Student Ombudsman. The complaint examination officer may help the complainant, at the latter's request, to draft his/her complaint.
- (6) Within 30 days of receipt of the complainant's request, the Student Ombudsman must conduct an investigation and provide the commissioners with his/her opinion on the merits of the complaint and recommended corrective measures that he or she deems appropriate.
- (7) The council of commissioners will issue a resolution stating the action it intends to take in respect of the Student Ombudsman's recommendation and the general secretary will submit notice of the council of commissioners' official decision to the complainant, to the complaint examination officer and to the person or authority against whom or which the complaint was made as soon as possible following the meeting during which the council of commissioners arrived at its decision.

12. COMMUNICATON DEVICES

Students are prohibited from using portable digital audio players, headphones, cellular telephones or any other communication devices during class time [see Code of Conduct.]

ATTENTION: *Students are prohibited from taking photographs or making videos or audio recordings in the shop or in trucks. Students who violate this rule will be subject to a penalty up to and including permanent dismissal from the training program, except in cases where they are authorized by an instructor to take photographs or make videos or audio recordings.*

13. PROCEDURE TO BE FOLLOWED WITH RESPECT TO THE CONSUMPTION OF DRUGS AND/OR ALCOHOL

The following is the Centre's procedure to be followed if an instructor has reason to believe that a student or students may be under the influence of alcohol or drugs [Appendix A]:

- (1) The activity in progress will be stopped immediately;
- (2) The student or students concerned will be required to sign a drug test consent form [Appendix A];
- (3) The drug or alcohol test will be carried out either at the Centre or in a laboratory, depending on the case;
- (4) If found to have consumed drugs or alcohol, the student or students will be suspended from the training program (see **Code of Conduct**);
- (5) The conduct of the student or students concerned will be reviewed and a formal contract relative to their resumption of the training program may be drawn up;

- (6) A decision is made as to whether or not the student or students will be allowed to resume the training program and whether or not they will resume the training program under a formal contract.

14. CFTR CODE OF CONDUCT

The CFTR's number one priority is to help its students complete the training program successfully. However, this will not be possible without the students' full participation and co-operation. The CFTR administration and instructors believe that their students, who have registered for this training program and been selected from among many other applicants, will behave responsibly and make every effort to meet the requirements of the CFTR training program and the truck driver occupation.

The CFTR Code of Conduct is straightforward and consists of four sets of rules, which your future employers will also expect you to follow.

14.1. Punctuality and regular attendance

No student may be absent from training activities without a valid reason. The CFTR enforces this rule in that same way that an employer in the industry would not permit an employee to be absent from work without a valid reason.

If you must be absent from school, notify the School secretariat the same day, just as any employee of a business must do. When you return to school, you must provide your instructor with a reason for your absence and submit written proof to the School secretariat. If you do not provide written proof to explain your absence, your absence will be considered an absence **without a valid reason**. The CFTR does not tolerate absences or late arrivals for class without valid reasons.

You must be on time for all of your classes and may only leave the training area when the instructors authorize you to do so and not when you think the class has ended.

If you are **late for class** or **leave class early**, it will be considered an absence.

In addition, it is not enough to simply report for class; you must **get involved and participate** in the activities assigned by the instructors. You must make an effort to learn in all of your learning activities.

Attendance and punctuality are factors of academic success and essential qualities sought by employers. Regular attendance in class is mandatory and every student is expected to attend all classes unless there are serious grounds: illness confirmed by a medical certificate, hospitalization, marriage, maternity, paternity, death of a relative (mother, father, brother, sister, grandparents, child or spouse), moving, convocation to court or absence previously authorized by the center's management. All absences must be confirmed by a written justification that must be handed to the CFTR's receptionist as soon as possible.

In the event of frequent absences and/or tardiness, your record will be reviewed in order to decide whether the student is maintained in school or expelled.

14.2. Absences of two or more consecutive days

If you should be absent for more than 2 consecutive days or more, you must inform the receptionist at extension 7101.

After 2 days of unannounced consecutive absences, a member of the administration will call you to verify the cause of your absence and assess the situation and conditions of your return to class.

14.3. One-day absences

For one-day absences, you must notify the receptionist before the start of the course. The teacher concerned will be notified.

Mirabel campus: Contact the **receptionist at 1-877-435-0167, ext. 7101.**

Service points: Leave a **message on the service point answering machine.** See contact information in **Appendix B**

14.4. Lateness

Arriving late after classes have begun or after the break and leaving class early are considered absences.

14.5. Recording of absences and late arrivals for class

The following are recorded as absences:

- (1) Absence from a full class period;
- (2) A minimum of one full hour of absence will be recorded for all late arrivals to class or early departures from class.

14.6. Measures following repeated absences

- (1) After 12 hours: You will be met by your teacher to sign the first warning note.
- (2) After 24 hours: You will be met by your teacher to sign the second warning note.
- (3) After 40 hours: You will be met by the vice principle to sign a contract of attendences.

14.7. Respect

You will be given very expensive equipment to use that is potentially hazardous if not properly used. Because you will be driving on public roads and sharing the road with other drivers, we require you to be respectful of other people at all times. Always follow instructions and obey safety rules that are given to you and make sure in all of your activities that you are careful in your behaviour and demonstrate a concern for others.

14.8. Dress code

The CFTR dress code is similar to what is required in the companies where you may be employed. Because it is our job to train professional truck drivers for the industry, we believe that the image you present is just as important as your attitude and driving ability. We therefore require you to wear clothing that is appropriate for the truck driver occupation and practise good hygiene.

All students must wear clean uniforms (blue work pants and shirt) as well as safety equipment required during the training, as described in the **Workplace Health and Safety** section above. Students who are not wearing their uniform when they report for class will be notified of their breach of the dress code in accordance with the stages of disciplinary measures set out in the Code of Conduct.

NB: To ensure the safety of students and that they comply with Occupational Health and Safety Regulations, shirts and safety shoes must be worn and long hair must be tied back.

Loose or oversize clothing must not be worn. The wearing of jewellery or accessories that might become wedged in truck wheels or vehicle mechanisms is prohibited.

14.9. Prohibited behaviour

Strict penalties will be imposed for prohibited behaviour. Prohibited behaviour is not subject to negotiation or to disciplinary measures implemented in stages. We recommend that you read the section on Prohibited Behaviour in the Code of Conduct.

In all situations where there is a risk that the students' successful completion of the training program may be compromised, the CFTR will take action in accordance with the stages of disciplinary measures that are clearly stated in the Code of Conduct.

Keep in mind that at the CFTR, you are expected to adopt professional behaviour and attitudes that trucking industry employers expect and that the instructors have the authority to expel you from their classes, shops or vehicles if they find that

- (1) your attitude is unacceptable;
- (2) you fail to comply with occupational health and safety regulations;
- (3) you fail to show respect for people, equipment or the environment;
- (4) you pose a danger to yourself or to others;
- (5) you behave irresponsibly or disrespectfully;
- (6) you are under the influence of drugs or alcohol.

14.10. Cigarette and electronic cigarette

You can smoke at least 9 meters away from the center's doors.

Cigarettes and electronic cigarettes are strictly prohibited inside the center, in workshops and in trehcks. Smoking on CFTR's grounds is strictly prohibited.

15. PREVENTION OF BULLYING AND VIOLENCE IN SCHOOLS (Phase 4)

The CFTR has a Bullying and Violence Prevention Plan to make the social and learning environment as appropriate as possible to help you devote yourself fully and safely to successful completion of your program of study. If you are a victim of or a witness to bullying or violence, the entire CFTR staff strongly encourage you to report it.

15.1 How to report a bullying or violence incident?

If you are a victim of or a witness to bullying or violence or wish to report such incidents, this is what you can do:

- Fill out the report form available in Louise Primeau's office in Room A-113 or ask her for an electronic copy of the form at primeaul@csrdn.qc.ca. When you have filled out the form, put it in the designated box in Room A-113, send it to Ms. Primeau by email, or submit it to your sector's administrative office.
- At service points, request a report form directly from your instructor or by email at primeaul@csrdn.qc.ca. When you have filled out the form, you can give it to your instructor or send it by email to Ms. Primeau.
- Read the checklist in Appendix F.

You Are Not Alone!

Louise Primeau will contact you and explain how we can accompany you through the situation. The students involved will not be informed that you reported the incident. The information is confidential.



PEOPLE SKILLS

- ◆ Initiative
- ◆ Ability to work independently
- ◆ Flexibility
- ◆ Courtesy
- ◆ Punctuality and regular attendance
- ◆ Sense of responsibility
- ◆ Concern for own and own vehicle's appearance and cleanliness
- ◆ Good interpersonal skills
- ◆ Good judgment
- ◆ Desire to develop additional skills
- ◆ Self-control at all times and in all circumstances
- ◆ Resourcefulness
- ◆ Professional effectiveness
- ◆ Takes an interest in own occupation
- ◆ Complies with occupational safety and health regulations

KNOW-HOW

- ◆ Ability to make optimum use of equipment
- ◆ Implements regulations
- ◆ Ability to drive safely
- ◆ Ability to organize own work efficiently, economically and safely
- ◆ Ability to communicate effectively
- ◆ Ability to represent the company appropriately and implement company policy
- ◆ Ability to respond quickly in emergencies and unexpected situations
- ◆ Ability to drive various types of trucks
- ◆ Ability to carry out pre-trip inspections of own vehicle in accordance with regulations
- ◆ Ability to monitor and protect cargo
- ◆ Ability to check for consistency between invoices and bills of lading

KNOWLEDGE

Knowledge of the following:

- ◆ Operation of various vehicle mechanical systems (engine, transmission, braking system, suspension system and steering)
- ◆ Regulations
- ◆ Highway Safety Code
 - ◆ *Quebec Act respecting owners, operators and drivers of heavy vehicles*
 - ◆ Vehicle Weight and Size Limits
 - ◆ Driving hours
 - ◆ Pre-trip inspection procedures
 - ◆ Standard 10–Cargo Securement
- ◆ Various transportation-related documents
- ◆ Hitching, cargo securement, loading and unloading, load distribution and driving techniques
- ◆ Principles of physics
- + Trip preparation, map reading and itinerary planning techniques and transportation-related calculations and conversions
- + Defensive driving and occupational safety and health concepts
- + Communication concepts
- + Time and fatigue management
- + Business management operations
- + Record keeping and record updating
- + Authorized load calculations
- + Measures to be taken in case of accidents or incidents
- + Ability to speak, read and write English and French (inter-provincial and international trips); Spanish is an asset.

CODE OF CONDUCT

RULES



PUNCTUALITY AND REGULAR ATTENDANCE

1. I promise to attend, both in body and in mind, all of my classes.

I will show that I am Interested and motivated to learn.



RESPECT

2. I will adopt attitudes and behaviour that are respectful, appropriate and necessary for working in my occupation.

3. I will adopt attitudes and behaviour that are respectful, appropriate and necessary for working in my occupation.

- ◆ Quebec Act respecting owners, operators and drivers of heavy vehicles
- ◆ **Occupational Safety and Health Regulations**
- ◆ **Highway Safety Code Code of Conduct**
- ◆ **Rules for the internal practice driving circuit**
- ◆ **Learning assessment standards and procedures**



DRESS CODE

4. I wear clothing that is safe and appropriate for my training and for working in my occupation (clean, suitable clothing; good hygiene; uniform in compliance with CFTR requirements.)

STAGES OF DISCIPLINARY MEASURES

1. VERBAL WARNING NOTICE

Issued after the instructor has observed inappropriate behaviour on various occasions and made comments to the student concerned to no avail.

Meeting with the instructor concerned

Meeting is held in order to follow up on the Verbal Warning Notice. The following information is entered in the student's record:

- ◆ Date of event
- ◆ Reasons for the meeting
- ◆ Expected improvement to be made
- ◆ Name of the student with whom the instructor had the meeting

2. WRITTEN WARNING NOTICE

Issued subsequent to the Stage 1 verbal warning notice and after no improvement has been observed.

Meeting with the instructor concerned and the team leader or group leader

A written report signed by the student and the instructor is put in the student's file along with the following information:

- ◆ Date of event
- ◆ Reasons for the meeting
- ◆ Expected improvement to be made
- ◆ Names of the student, witness and instructor

3. CONTRACT

Subsequent to Stages 1 and 2 (verbal warning notice and written warning notice), a contract with the student is drawn up if the student has failed to meet the learning criteria for various aspects of the training and continues to have learning problems.

Meeting with administration representatives

The contract drawn up with the administration contains the following:

- ◆ Specific expectations
- ◆ Set time period for learning what is required
- ◆ Expected result (expected grade)

PROHIBITED BEHAVIOUR

PROHIBITED BEHAVIOUR IN CLASSROOMS, WORKSHOPS AND TRUCKS

BEHAVIOUR PROHIBITED AT ALL TIMES
Students committing this prohibited behaviour go directly to Stage 3 – Contract drawn up and meeting with administration representatives

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**CELLULAR TELEPHONES, PORTABLE DIGITAL
AUDIO PLAYERS AND PORTABLE ELECTRONIC
DEVICES**

To ensure respect for fellow classmates and the instructor, all items unnecessary for learning purposes may be confiscated and given back to students at the end of the class or teaching day.

**DRUGS, ALCOHOL, PHYSICAL VIOLENCE,
THREATS, HARASSMENT, BULLYING,
THEFT AND VANDALISM**

These types of behaviour will result automatically in the student's suspension from the training program or dismissal, if necessary. The purposes of these penalties are to ensure safety and respect for fellow students, School staff and other road users.

If a student demonstrates a high degree of motivation to return to the training program, he or she may be allowed to resume the training if a contract outlining the student's commitment is drawn up.



FOLLOWER TRUCK INSTRUCTIONS

(MODULE 8 AND 9)

- 1. Follow the lead truck (teacher) at any time and from a safe distance.**
 - Avoid using the cruise control.
 - Use with respect and civility the engine brake (If equipped).

- 2. If you lose sight with the lead truck, contact your teacher through the radio transmitter (FM) and stay with the initial itinerary establish with your teacher at time of departure.**
 - At all times, **it is forbidden** to make U-turns in an unauthorized places such as: shopping center, Transport Company or other private property, even if there is enough space to perform a turning maneuver;
 - **You must remain on public roads.**

- 3. If you have been authorized by your teacher to continue your route and you arrive at your destination before the lead truck:**
 - Always be in contact radio with your teacher.
 - Do not enter a company premises without the presence of your teacher.
 - Wait for your teacher, park a bit away on the public road and activate the emergency flashers.
 - Advise your teacher, that you have reached your destination.
 - Do not start any back-up maneuvers to a company premises, without the presence of your teacher.



FOLLOWER TRUCK INSTRUCTIONS

(MODULE 8 AND 9)(Next)

- 4. If you are lost and you cannot contact your teacher, go to an address that you had pre-determined with your teacher before departure or return to your CFTR Center and wait for the return of your teacher.**

OTHER IMPORTANT INFORMATION

- You are responsible for your actions on the roads.
- Confirm that, no restrictions apply to your vehicle before you commit yourself on a road segment. (Ex. NO TRUCK or TRANSIT).
- If a weigh station is open (flashing lights), you must enter and pass on the scale.
- As a training center, we are still obliged by the rules and laws of the Road Safety Code.
- Tickets can still be issued to students by the police or the DOT law enforcers.
- You must comply with these rules in the best interests and safety of all.
- You will have to sign a document to that effect during the initial training or during the presentation of the CFTR code of conduct.

Thank you and drive safely.

APPENDIX

- APPENDIX A** **Policy - Consumption of psychotropic substances during CFTR training activities or on-the-job-training**
- APPENDIX B** **Procedure - In case of closing**
- APPENDIX C** **Learning evaluation rules, Standards and Procedures**
- APPENDIX D** **Directive - Use of Internet, intranet, extranet and email networks**
- APPENDIX E** **Policy - Use of CFTR vehicles**
- APPENDIX F** **Reminder for students victim or witness of intimidation**
- APPENDIX G** **Reporting ticket in case of violence or intimidation**
- APPENDIX H** **Mandatory dress code**

Appendix A

CONSUMPTION OF PSYCHOTROPIC SUBSTANCES DURING CFTR TRAINING ACTIVITIES OR ON-THE-JOB TRAINING

1. DEFINITIONS

For policy interpretation purposes, the following terms are defined as follows:

- 1.1 State of impairment:** A state whereby a person's vigilance, perceptions and/or motor reflexes are altered as a result of fatigue, illness or consumption of alcohol or a psychotropic substance.
- 1.2 Reasonable grounds :** A situation, including any of the following, where alcohol and/or drug tests may be required:
- Student(s) found to be consuming alcohol or drugs;
 - Student(s) exhibiting noticeable signs or indications of consumption of alcohol or drugs;
 - Odour of alcohol or cannabis (for example);
 - Student(s) with slurred speech;
 - Student(s) having difficulty walking or standing;
 - Student(s) found to be repeating mistakes or exhibiting unexplained changes in performance, such as absenteeism or lateness for classes;
 - Student(s) exhibiting capricious or unaccustomed behaviour;
 - Student(s) exhibiting hazardous behaviour;
 - Any incident or accident that clearly has no other cause but human error.
- 1.3 Zero tolerance:** Any event associated with psychotropic substances (possession, sale or consumption) will result in intervention and consequent measures being taken.
- 1.4 Psychotropic substance:** A substance that alters the brain's functioning and causes mood, perception, awareness and behavior changes. Examples of psychotropic substances are alcohol, illegal drugs, some prescription or off-the-shelf drugs or medications and volatile solvents.
- 1.5 Addiction:** A dependency on alcohol, illegal drugs, medication or other intoxicant. An addiction is an illness, of which one of the symptoms is denial of the problem.
- 1.6 Vigilance:** A state of attentiveness that allows a person to act and respond satisfactorily using acquired or innate reflexes.

2. POLICY OBJECTIVES AND IMPLEMENTATION CONTEXT

- 2.1** As the owner/operator of heavy vehicles, the CFTR administration is **responsible** for ensuring that the drivers of CFTR vehicles are in a condition to drive safely and are not impaired by psychotropic substances (alcohol, illegal drugs, prescription or off-the-shelf drugs or medications, or other intoxicants) or by fatigue.
- 2.2** In that regard, the CFTR has adopted a **Zero Tolerance** policy with respect to the consumption of alcohol, drugs or prescription or off-the-shelf drugs or medications that may affect the vigilance of students and compromise safety during student training periods, including on-the-job training periods.
- 2.3** The **Zero Tolerance** principle also applies to any student found to be in possession of or selling a psychotropic substance.
- 2.4** Any breach of this policy will result in action being taken and in an investigation possibly resulting in suspension of the student(s) concerned or their dismissal from the CFTR.
- 2.5** Any student who must take or has taken medication at any time that may affect his/her vigilance (muscle relaxant, antihistamine, etc.) must inform his/her instructor before starting the course.
- 2.6** Similarly, any student driving a vehicle belonging to an organization that provides that student with on-the-job training must comply with this policy and is subject to the same conditions that apply at the CFTR.

3. ALCOHOL TESTING

- 3.1** If an instructor observes clear signs or indications that a student is under the influence of alcohol, the student may be asked to undergo an alcohol test.
- 3.2** The instructor may, on reasonable grounds, require the student to undergo a breathalyzer test with an authorized witness present. On the alcohol testing form provided, the instructor will enter the breathalyzer test readings as well as signs observed and the date and time they were observed.
- 3.3** The student will then sign the consent form, which states that the instructor is submitting the student to an alcohol test on reasonable grounds, that is, after observing signs and indications of possible consumption or following an incident or accident that may be attributable to a state of impairment.
- 3.4** If a student refuses to submit to an alcohol test, he or she must provide a valid reason and meet with a representative of the administration to explain the reasons for his/her refusal and be informed of the measures that will be taken.
- 3.5** If there is no alcohol detection device (professional electronic breath analyser device) available when the test is carried out, an Alco-Tube Plus-type device may be used to obtain a reading.
- 3.6** Following the tests, the instructor will enter the results on the alcohol test report form. The student, the instructor and the authorized witness will sign the form in order to attest to the result, even if the reading is 0.000 g or 0 mg/100 ml of blood.
- 3.7** At all times during CFTR courses and activities, students must have a blood alcohol level between 0.000 g and 0 mg/100 ml of blood. Detection of a blood alcohol level higher than 0 will result automatically in an investigation and consequences for the student.
- 3.8** If the test result is positive, the student will be prohibited on the spot and for the remainder of the day from driving a CFTR vehicle or any other vehicle.
- 3.9** If the student must be sent home or to another location, measures will be taken to ensure that the student arrives safely.
- 3.10** The instructor will inform the administration of the incident if it has not already been reported.
- 3.11** Before resuming the classes of his/her training program, the student must meet with a representative of the administration, who will inform the student of the measures that will be taken.

4. TESTING FOR DRUGS AND MEDICATIONS AFFECTING VIGILANCE, VOLATILE SUBSTANCES AND OTHER INTOXICANTS

- 4.1 If an instructor observes clear signs and indications that a student is under the influence of a drug of any kind, the student may be required to undergo a saliva test on the spot.
- 4.2 The instructor may, on reasonable grounds, require the student to undergo a saliva test with an authorized witness present. On the saliva test form provided, the instructor will enter the saliva test readings as well as signs observed and the date and time they were observed.
- 4.3 **The student will then sign the consent form, which states that the instructor is submitting the student to a screening test** on reasonable grounds, that is, after observing signs and indications of possible consumption or following an incident or accident that may be attributable to a state of impairment.
- 4.4 If the student refuses to submit to the screening test, he or she must provide a valid reason and meet with a representative of the administration to explain the reasons for his/her refusal and be informed of the measures that will be taken
- 4.5 Following the test, the instructor will enter the results on the test report form. The student, the instructor and the authorized witness will sign the form in order to attest to the result, even if the saliva test reading is negative.
- 4.6 In cases of doubt about a negative saliva test result, the CFTR reserves the right to request that a urine analysis be carried out in a certified laboratory.
- 4.7 At all times during CFTR courses and activities, students must not have any trace of drugs in their saliva, urine or blood. The detection of traces indicates that there has been consumption of a psychotropic substance and that the student poses a potential risk. A positive drug test reading will result automatically in an investigation and consequences for the student
- 4.8 If the test result is positive, the student will be prohibited on the spot and for the remainder of the day from driving a CFTR vehicle or any other vehicle
- 4.9 If the student must be sent home or to another location, measures will be taken to ensure that the student arrives safely.
- 4.10 The instructor will inform the administration of the incident if it has not already been reported.
- 4.11 Before resuming the classes of his/her training program, the student must meet with a representative of the administration, who will inform the student of the measures that will be taken.
- 4.12 A student who is diagnosed as having a drug addiction by a specialized physician will be suspended from his/her classes. If he or she wishes, the student may return to class following his/her treatment under certain conditions, one of these being the requirement to submit to periodic drug testing.

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PROCEDURE IN CASE OF CLOSING

PROCEDURE FOR *MIRABEL* CAMPUS STUDENTS

Mirabel campus students can obtain information on the status of the situation by dialling **450-435-0167, ext. 7101** or the toll-free number 1-877-435-0167, ext. 7101. **A recorded message will confirm whether or not the Centre is open or closed.**

A "**Weather Information**" section on the **CFTR Web site** may also provide information in the event that the Centre is closed.

Students can also consult the broadcasts of the following media organizations, but we recommend telephoning first to ascertain the local situation.

Television networks: TVA (Salut Bonjour) - RDI - TQS

Radio stations: CIME 103,9 – LOV RADIO FM 104,9 – Rythme FM 105,7 - Rock Détente 107,3

PROCEDURE FOR STUDENTS AT *REGIONAL TRAINING CENTRES*

Students at regional training centres must contact their Training Centre instructor directly

Abitibi : 819-333-2387

Boucherville_English : 450-906-4474

Boucherville_French : 450-906-4474

Cowansville : 450-263-2332

Gatineau : 819-771-0863 # 862722

Joliette : 450-753-7771

Laval : 450-664-5948 Ext: 5601

Montréal : 514-364-9990

Mont-Laurier : 819-597-2309

Saint-Hyacinthe : 450-771-1113

Saint-Jean-sur-Richelieu : 450-348-0157

Sherbrooke : 819-829-9263

Vaudreuil-Dorion : 450-452-4670



Appendix C

Learning Assessments

Rules applications, standards and procedures

for the

Centre de formation du transport routier Saint-Jérôme

Students (short version)

(full version posted on the CFTR Web Portal)



Commission scolaire
de la Rivière-du-Nord

INTRODUCTION

All of the persons involved in the various components of student learning evaluations and the recognition of competencies—learning evaluation practices; information on learning evaluation procedures to be given to students; key dates; results expected of students during training; results expected of students after their learning evaluations; and a student's right to retake a course after failing—must collaborate in such a way that their learning evaluation practices and margins of flexibility are based on a common vision known as the local framework for the evaluation of learning.

In order to implement this local framework for the evaluation of learning, it is necessary to take learning fundamentals into account and to continually assess the implementation of instructional programs and teaching methods focusing on the acquisition of skills. Learning evaluations also provide supplemental value for the student's learning experience and facilitate the recognition of competencies (targeted skills) acquired in instructional programs.

The local framework is based on the standards and procedures set out in the provisions of statutes and regulations pertaining to learning evaluations, educational accreditation and prior learning credits. These standards and procedures also take into account evaluation aspects that come under the responsibilities of the educational institution, the school board and the Quebec Department of Education, Recreation and Sport.

The reference sources for reviewing learning evaluations are the following: *Education Act*; *Basic vocational training regulation*; *Policy on the Evaluation of Learning*; *Policy on Adult Education and Vocational Development*; *Reference Framework for Planning Learning and Evaluation Activities*; *Administrative Guide for the Certification of Studies and Management of Ministerial Examinations*; vocational study programs; and learning evaluation benchmarks for certification purposes.

Chapters 1 and 2 of this document contain general rules, standards and procedures grouped under two main headings: learning evaluations for learning assistance purposes and learning evaluations for competency recognition purposes. Where necessary, articles related to the legislative and regulatory framework or to various reference documents used to establish the local framework for the evaluation of learning are indicated and refer the reader to Part 4 of the document, which contains a full description. Part 4 also contains a detailed description of the responsibilities of each person concerned in the local framework for the evaluation of learning at the Commission scolaire de la Rivière-du-Nord. The descriptions of their responsibilities are based either on the legislative and regulatory framework or on various reference documents used to establish this local framework for the evaluation of learning.

Part 3 covers the recognition of prior learning and competencies.

There is a glossary at the end of the document to give readers a common understanding of the some of the terms used.

CHAPTER 1

GENERAL RULES, STANDARDS AND PROCEDURES FOR LEARNING EVALUATIONS FOR LEARNING ASSISTANCE PURPOSES

GENERAL RULES	STANDARDS	PROCEDURES
<p>1.1 Learning evaluations have four objectives:*</p> <ol style="list-style-type: none"> 1) Assess what was learned prior to the course of instruction; 2) Assess what is learned during the course of instruction; 3) Assess what has been learned up until the end of the training period. 4) In the post-instruction period, learning evaluations are carried out for competency recognition (certification) purposes. 	<p>1.1.1 The instruction should take what the student has already correctly learned into account.</p>	<p>1.1.1.1 In their evaluation planning, instructors include a diagnostic evaluation situation, which is intended to determine where the student is on the planned learning path and whether or not it is appropriate to have the student do remedial learning activities or make an adjustment to the teaching plan.</p> <p>1.1.1.2 The teaching program team will determine times for discussion and the information to be provided for the purpose of monitoring the student's learning.</p> <p>1.1.1.3 The instructor provides additional learning activities for students who have already learned what is expected of them.</p>

*Learning evaluations for learning assistance purposes have three objectives, while the fourth objective concerns learning evaluations for competency certification purposes.

GENERAL RULES	STANDARDS	PROCEDURES
<p>1.3 To achieve the objectives set out in the regulations, student learning will be measured and assessed on a regular basis.</p>	<p>1.3.1 For evaluation purposes, information will be collected according to formal, structured procedures.</p>	<p><i>1.3.1.1 Collect information on the student's performance.</i></p> <p><i>1.3.1.2 The necessary information must clearly reflect the competency components.</i></p> <p><i>1.3.1.3 Objective and structured procedures must be used in the evaluation.</i></p> <p><i>1.3.1.4 Information is collected throughout the period of training using structured procedures.</i></p> <p><i>1.3.1.5 Structured procedures help to determine the student's competency level as well as progress in acquiring the competency.</i></p> <p><i>1.3.1.6 Structured procedures help students to assess their learning strategies.</i></p> <p><i>1.3.1.7 Written structured procedures must comply with both French and English writing standards.</i></p> <p><i>1.3.1.8 Instructors are free to use previously developed measurement instruments or to develop their own instruments and use them at the opportune time. However, it is preferable to have a consensus within the group of instructors.</i></p>
	<p>1.3.2 Instructional activities are implemented to enable students to gradually develop their ability to monitor and assess what they have learning.</p>	<p><i>1.3.2.1 Instructors give priority to evaluative practices that encourage active student involvement.</i></p> <p><i>1.3.2.2 Instructors provide students with opportunities to regulate their learning pace by encouraging them to take on challenges and find ways to tackle them successfully.</i></p> <p><i>1.3.2.3 Instructors provide students with opportunities to know what is expected of them at various stages during the learning period, verify whether their learning strategies are effective and consider other methods, if need be.</i></p> <p><i>1.3.2.4 Instructors develop students' capacities to assess their own behaviour and performance and make adjustments, if necessary.</i></p> <p><i>1.3.2.5 Students are required to assess the results of their work.</i></p>

CHAPTER 2

GENERAL RULES, STANDARDS AND PROCEDURES FOR LEARNING EVALUATIONS FOR COMPETENCY RECOGNITION PURPOSES

GENERAL RULES	STANDARDS	PROCEDURES
2.1 Evaluative practices must be transparent.	2.1.1 Students must be familiar with the evaluation procedures and criteria used to assess their participation or acquisition of a competency.	<p>2.1.1.1 At the beginning of each module, instructors inform students in writing of the dates when they will be evaluated and procedures for doing training over again. This information must be included in the students' course outlines.</p> <p>2.1.1.2 Instructors inform students of the competency they are expected to acquire as well as the performance criteria on which their evaluation is based (<u>instructor's observations of students must not be disclosed</u>).</p>
2.2 A person is exempted from having to seek further recognition of acquired competencies or knowledge if the competencies or knowledge have already been meticulously assessed and certified within an official system.	2.2.1 A student may obtain equivalent credits for similar training successfully obtained in a vocational or technical training program in Quebec.	<p>2.2.1.1 A student wishing to prove that he/she has an expected competency, after taking similar training, must submit a request to the administration of the educational institution at least ten working days prior to the start of the training module, to have an educational equivalence assessment carried out.</p> <p>2.2.1.2 No diploma may be obtained solely on the basis of recognized education equivalency credits.</p> <p>2.2.1.3 Admissible documents for the granting of equivalency credits are originals of previous academic transcripts or certified true copies provided by a competent authority. These documents must contain detailed information on each subject taken and the marks obtained, as follows:</p> <ul style="list-style-type: none"> • year of issue of the document; • codes of courses taken; • authorized person's signature. <p>2.2.1.4 No university course may be deemed an equivalency credit for a vocational training module.</p>
2.4 Tests and examinations are prepared and corrected by the instructors and administered by the instructors or by technical or administrative support staff.	2.4.2 Instructors are responsible for supervising examinations and tests.	<p>2.4.2.2 Instructors must inform the students on the terms and conditions of the test. The instructor must ensure, that students fully understand the directives. It is essential for the student to fully comprehend on what he will be evaluated on and what is expected of him, in order for the student to fully understand all judgements and decisions affecting him.</p> <p>2.4.2.3 Instructors check the identities of students and ask for a piece of identification and a photograph if they are unsure of a student's identity.</p>

GENERAL RULES	STANDARDS	PROCEDURES
<p>2.5 Tests and examinations for competency recognition purposes should be held when the instructor believes that the students are able to demonstrate that they have acquired the competency for which training is provided in the module.</p>	<p>2.5.1 Evaluations for learning assistance purposes help to validate whether or not the student is able to demonstrate that he or she has acquired the expected competency.</p>	<p>2.5.1.1 The evaluation for certification purposes are held at time determined by the Training Center in order to assess the progress made thus far in acquiring the competency. Practical examinations are scheduled, respecting a period of a few days prior to the date set on the educational planning. This allows for adjustments according to a student progress or administering time required for the test.</p> <p>2.5.1.2 If an instructor determines, that a student has not acquired certain competencies, which could jeopardize his security or that of others, the instructor must denied the student access to the test. However, the instructor's decision to deny a student access or impose a delay to the test for certification purposes must be authorized by administration.</p> <p>2.5.1.3 Students whose absences do not allow the instructor to carry out evaluations for learning assistance purposes will be deemed to have not acquired the competency for which training is provided in the module. The students may report for the test or examination only when they have demonstrated that have acquired the expected competency.</p> <p>2.5.1.4. In the case of a major learning deficiency, the student must be referred to the administration, which in turn could consult the teaching staff (teachers and/or the group's chiefs and/or academic advisor (cp)), so the terms and conditions of a probationary agreement can be reached allowing the student to complete his training.</p>
	<p>2.5.2 Remedial training is mandatory when a student fails an examination or test in a module with a behavioural objective.</p>	<p>2.5.2.1 The instructor will draw up the remedial training plan and give it to the student. The remedial training plan will include the following information:</p> <ul style="list-style-type: none"> • knowledge to be acquired, skills to be developed and expected competencies for which the remedial instruction is necessary; • various opportunities and methods for implementing the remedial training, including a date and time for an examination or test, if applicable; • Minimum time period allotted for the remedial training.

GENERAL RULES	STANDARDS	PROCEDURES
		2.5.2.2 Students may not take an examination or test for certification purposes over again if they have not carried out the activities set out in the remedial training plan assigned to them and if they have not demonstrated that they have achieved the objectives of the formative assessment activities conducted during the remedial training period.
	2.5.3 Students may sit an examination or test without having participated in all of the previous training.	<p>2.5.3.1 Students may demonstrate on the basis of prior life or work experience that they have an expected competency if the instructor, using a method that he or she deems appropriate and with the feasibility of organizing such a method taken into account, finds that the student has the expected competency and may allow the student, without having participated in all of the previous training, to sit the examination or test in accordance with the criteria established by a committee.</p> <p>2.5.3.2 If, on the basis of prior life or work experience or on the basis of training for which equivalency credits have not been given or training that is not eligible for equivalency credits, a student is able to demonstrate that he or she has more than one competency, that student may be referred to the pedagogical adviser responsible for recognition of prior learning.</p>
2.6 It is the Training Centre's responsibility to ensure that examinations and tests are given and to ensure that they are given in compliance with security standards.	2.6.2 Access to examinations and tests is restricted.	2.6.2.9 Precautions must be taken to ensure the confidentiality of examinations and tests when they are corrected. Therefore, examinations and tests may not be corrected in the students' presence.
2.7 The transmission of examination and test results must comply with Quebec Department of Education, Recreation and Sport (MELS) rules.	2.7.1 The results obtained by a student in an examination or test for competency certification purposes must be transmitted to the student promptly and confidentially.	<p>2.7.1.1 Students must receive notification of their results within five (5) working days.</p> <p>2.7.1.2 Examination and test results must be transmitted <u>in writing</u> and sent to students individually. Lists of results may not be posted in any location.</p> <p>2.7.1.3 Examination and test results are to be expressed dichotomously (i.e. pass or fail). <u>Students' results will be accompanied by an analysis of their strong points and areas in need of improvement.</u> The percentage obtained, which may be used to determine whether a student has passed or failed, must not be disclosed.</p>
2.8 Student attendance at examinations or tests will be recorded.	2.8.1 The word "absent" will be entered beside the name of a student who fails to report for an examination or test for certification purposes.	2.8.1.1 Students report for examinations and tests on the date and at the time scheduled by the instructor.

GENERAL RULES	STANDARDS	PROCEDURES
		<p>2.8.1.2 During a test, any necessary intervention from the instructor (unacceptable behavior, reckless driving or serious breach of the Road Safety Code), terminate the test. The student receive a fail mark for his test and he's asked to leave the evaluation room or give the unit back to the instructor in the case of a practical examination.</p> <p>2.8.1.2a The instructor must notify the administration of his intervention and submit the same day of the occurrence a written report describing the event. This report will be filed with the student's test. The administration may authorize a re-take of the test, according to the conditions determined following a consultation with the concerned teaching staff.</p> <p>2.8.1.3 Instructors must consider a student absent if he or she is late by more than fifteen (15) minutes (after the instructor has provided instructions) for an examination or test given in a group session.</p> <p>2.8.1.4 Students who are absent for an examination or test may report for an examination or test on a later date and will be entitled to a different version of the examination or test and if they fail, they have the right to take the examination or test over again.</p> <p>2.8.1.5 Students who are absent for an examination or test without a valid reason may only report once for an examination or test, and, in order to be fair to the students who reported for the examination or test without knowing what was in it, will be considered to be taking the examination or test over again.</p> <p>2.8.1.6 Instructors may refuse access to a practical examination or test if they believe that a student is unable to demonstrate his/her ability (because of the student's physical or mental condition) and will schedule another time for the student to sit the examination or text without penalty.</p> <p>2.8.1.7 Students who withdraw from a module in which a competency is learned in a simulated situation may be given a failing mark if they have received formal assessments of their progress in the course at specific intervals and these assessments show that the competency has not been acquired in accordance with the evaluation criteria specified prior to the student's withdrawal.</p>

GENERAL RULES	STANDARDS	PROCEDURES
	<p>2.9.2 Complaints in regard to the conduct of an examination or test must be submitted in writing to the administration of the institution.</p>	<p>2.9.2.1 The complaint must be addressed within a period of five (5) working days following the date of the examination or test.</p> <p>2.9.2.2 The complaint must be addressed to the administration of the institution and include the following: date of the examination or test, teaching module concerned, instructor's name and the reasons for filing the complaint.</p> <p>2.9.2.3 The administration's analysis and reply of a student's complaint must be addressed and returned to the student within ten (10) working days from the complaint submission date.</p> <p>2.9.2.4 If it is found in the analysis that there was an irregularity in the conduct of the examination or test and that it caused harm to the student, the administration must determine an agreed time with the student and the instructor for taking the examination or test over again.</p>
	<p>2.9.3 Requests to review results must be submitted in writing to the administration of the institution.</p>	<p>2.9.3.1 The time period for receiving a request to review results is five (5) working days following the date of the examination or test.</p> <p>2.9.3.1 A. A request for a test result review can be submit within thirty (30) days from the day the rest result was given to the student, It is the student's sole responsibility to initiate such a request.</p> <p>2.9.3.2 The request must be submitted in writing to the administration of the institution and include the following: date of the examination or test, teaching module concerned, instructor's name and the reasons for submitting the request.</p> <p>2.9.3.3 The reply to the request must be addressed and transmitted to the student within the ten-day period following receipt of the request for a review.</p> <p>2.9.3.4 If applicable, a new examination or test result must be transmitted within ten working days following the transmission of the reply to the request for a review. A copy of the letter addressed to the administration of the institution and a copy of the letter addressed to the student must accompany the statement stating that a new mark has been given for the student's examination or test.</p>

	<p><i>2.9.5 Students who fail an examination or test have the right to sit the examination or test over again.</i></p>	<p>2.9.5.1 A student has the right to retake an examination or test once in order to pass an examination or test for certification purposes given in a teaching module with a behavioural objective (valid for Competencies 2 to 9, inclusive).</p> <p>2.9.5.2 A student who has failed a module having a situational objective (competency 1 or 10) is entitled to go over the failed elements. However, for the competency 10 (integration into the workplace), the student who has failed the criteria 2.3, 2.4 or 2.5 (execution of qualifying work activities), will have to go over another traineeship into the workplace</p> <p>2.9.5.3 In order to be entitled to retake an examination or test, a student must attend the remedial instruction sessions that the instructor assigns to him or her. If he or she fails to attend the remedial instruction sessions as agreed, the student will lose the right to retake the examination or test, unless he or she has a valid reason for being absent.¹</p> <p>2.9.5.4 An examination or test may be retaken only when the instructor feels that the student has acquired the competency specified in the module. The instructor will assess whether or not the student has satisfactorily learned the material required to pass the examination or test based on the terms and conditions that the instructor deems acceptable.</p> <p>2.9.5.5 The date and time for retaking the examination or test will be scheduled in accordance with the institutions' provisions, with which the student must comply.</p> <p>2.9.5.6 If a student scheduled to report for the retaking of an examination or test is absent without a valid reason,² he or she will lose the right to retake the examination or test.</p>
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¹Illness confirmed by a medical certificate; death of a family member (father, mother, brother, sister, grandparent, child or spouse); court summons; or an absence previously authorized by the Centre administration.

²Illness confirmed by a medical certificate; death of a family member (father, mother, brother, sister, grandparent, child or spouse); court summons; or an absence previously authorized by the Centre administration.

		<p>2.9.5.7 The examination or test given to the student retaking the examination or test must be different from the examination or test given previously.</p> <p>2.9.5.8 It is possible to retake only a part of an examination or test if this option is clearly stated in the instructions for the examination or test (valid for Competency 7 only).</p> <p>2.9.5.9 The terms and conditions for passing the examination or test will be the same as those for examinations or tests previously taken.</p> <p>2.9.5.10 It must be shown on the verdict sheet that, it is an examination only.</p> <p>2.9.5.11 In the case of a failure of a re-take test or examination, the student records will be analysed by the administration and the concerned instructor(s). Following the file analysis, the student will be met by the administration or by the concerned instructor(s), to establish the terms and conditions of a probationary agreement, allowing the student to complete the training. Exceptionally, upon the recommendation of the teaching staff or the administration, a student could make a second re-take attempt. The student's file would have to be reviewed by the teaching staff and the administration. Elements to be reviewed are the student participation to the assigned recuperation sessions, his attendance to the courses, his performance, his progression following corrective teaching sessions and his motivation to complete his training.</p> <p>2.9.5.12 The mark obtained when a student retakes an examination or test becomes the student's official mark.</p> <p>2.9.5.13 Access to an internship is granted, upon the successful completion of module 1 thru 9 of the program curriculum.</p>
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USE OF INTERNET, INTRANET, EXTRANET AND E-MAIL NETWORKS ¹

1. Purpose

These instructions mainly concern the use of the telecommunications network provided for employees of the schools, training centres and administrative services units of the Commission scolaire de la Rivière-du-Nord.

2. Context

These instructions are issued for the purposes of the policy on use of the Internet, intranet, extranet and email network.

The network includes email and surfing on the Internet, intranet and extranet. The network is also used to exchange files (file transfer protocols [FTP]), participate in forums and discussion groups, download or upload files and send attachments by email.

3. Area of application

These instructions apply to all full-time, casual, temporary, trainee or other types of employees of the school board as well as to all students who use these services. They also apply to external managers, school board trustees, members of committees, consultants, corporations, external auditors and all persons assigned temporarily to specific projects who officially represent the Commission scolaire de la Rivière-du-Nord. They also apply to staff members and students who have electronic access to the network outside regular work hours.

4. Obligations of users

Staff members, as defined under the heading *Area of application*, have the following obligations:

- 4.1 They must comply with acts and regulations in force in Quebec, in the rest of Canada and in other countries that they visit in the course of their assigned duties;
- 4.2 They must comply with acts and regulations in force in Quebec, in the rest of Canada and in other countries that they visit in the course of their assigned duties;
- 4.3 They must use their network access code solely for their own use and take responsibility for actions associated with their use of the network access code;
- 4.4 Ensure the confidentiality and security of school board information at all times;
- 4.5 Use the email system solely for the purposes of carrying out their assigned duties;

¹ This Appendix applies to both students and staff of the Commission scolaire de la Rivière-du-Nord.

- 4.6 Include their signature in all electronic correspondence and use respectful language;
- 4.7 Take all necessary precautions when sending attachments with email messages.

5. Specific provisions concerning the rights and obligations of the Commission scolaire de la Rivière-du-Nord

Where necessary, the School Board reserves the right to monitor computer workstations, access, retrieve, read and disclose files and information as well as withdraw access to electronic correspondence in the following circumstances:

- 5.1 Where the School Board has an obligation to protect its legitimate rights;
- 5.2 Where there is a presumption of an offence or wrongdoing;
- 5.3 Where an investigation is required by law or by a third party in order to protect the interests of the School Board and its representatives;
- 5.4 Where there is a presumption that an employee has committed or is about to commit an action that may directly or indirectly damage infrastructure or harm a staff member;
- 5.5 When a staff member leaves the School Board for a certain period of time and the staff member's date of return cannot be predicted (except for the person authorized by the administration of the institution or unit).

6. Specific provisions concerning prohibited activities

The School Board reserves the right to take immediate action when illegal activities are brought to its attention. The following are prohibited, in particular:

- 6.1 Use of the email system for the purposes of advertising, propaganda or harassment or disseminating defamatory, hateful, disturbing or denigrating statements or comments or images of a sexual or sexist nature;
- 6.2 Disclosure of personal information without the written authorization of the person concerned;
- 6.3 Sending of emails to all School Board employees that concern topics of public interest, contain any type of news, contain chain letters or contain any information deemed inappropriate within the context of day-to-day management activities;
- 6.4 Use of the Internet for personal purposes during work hours or to pay subscription fees or access fees out of the School Board's internal resources;
- 6.5 Use, transfer or distribution of obscene or sexist material or adult or child pornography. Persons found to have used, transferred or distributed such material or pornography will be subject to the disciplinary measures described in the Policy and may even be prosecuted for *Criminal Code* offences;
- 6.6 Altering or transferring of information by email to recipients outside the School Board for commercial purposes;
- 6.7 Using the School Board's letterhead (logo) in order to participate in discussion groups or forums and associating one's statements with the name of the School Board;

- 6.8 Authorizing a third party to access or use the telecommunications network that is part of the School Board's infrastructure;
- 6.9 Using another person's user name and password to disclose any code or password, including one's own. The only permitted exception is disclosure of one's password to the administration concerned when requested by that administration;
- 6.10 Installing of software programs onto a separate computer or network without the authorization of the competent authority of the institution.

7. Responsibility

As part of day-to-day performance of their duties, managers of schools, training centres and administrative services units are responsible for ensuring that these instructions are implemented.

USE OF CFTR VEHICLES

This section sets out the main obligations of students when using vehicles owned or leased by the Commission scolaire de la Rivière-du-Nord (CSRDN).

A member of the administration will meet with any student who is responsible for a situation endangering public safety.

Any member of the CFTR staff may give a verbal warning to a student who fails to comply with the regulations concerning driving routes on or off the campus. Refusal to comply with the regulations may result in penalties.

1. Driving of heavy vehicles

Students must obey Highway Safety Code signs and follow the rules for economical driving. Vehicle users are responsible for any violations of the Highway Safety Code.

1.1 Driving routes (on or off campus)

- Students must be in good physical and mental condition and well rested;
- If during inspections students require oil, cooling fluid or other items, they must ask the instructor for them;
- When filling the fuel tank, students must ensure that the engine, headlights, signal lights and flashers are turned off;
- Students must follow the designated driving routes;
- The maximum speed is the speed permitted in the area where the vehicle is being driven. There will be zero tolerance for speeding.
- When following other vehicles on the road, maintain a safe, reasonable distance between your vehicle and the vehicle ahead;
- It is prohibited to take passengers on board the vehicle;
- It is prohibited to enter private property without an instructor present. In addition, when backing a vehicle, it is prohibited to back the vehicle up against a company's building;
- Be sure to have the vehicle registration certificate, your valid driver's licence, proof of insurance and a joint report of vehicle accident form with you;
- When you have to stop the vehicle, drive the vehicle onto the right side of the road and turn on the emergency flashers;
- Aggressive or dangerous behaviour will not be tolerated during classes. Instructors may order students to stop driving and get out of a vehicle, if necessary (please see the Code of Conduct);
- Stop the vehicle immediately if involved in an accident and/or collision. Notify your supervisor and fill out a joint report of vehicle accident form;

1.2 **Specific instructions for driving on routes on campus**

- Do not pass another vehicle unless it is necessary;
- It is prohibited to drive through semi-trailer parking areas;
- Radio frequencies are reserved for safety and instructional purposes only;
- Do not drive behind another vehicle that is backing up, unless you have asked for and received the other vehicle driver's permission;
- When executing vehicle backing manoeuvres, the observer must always get out of the truck to guide the operation and prevent any possible collision;
- Students are responsible for keeping truck interiors clean. At the instructor's request, students must wash their trucks and semi-trailers;
- Students must comply with the procedure for driving autonomously on the internal track.

2. Driver's licence

All drivers of heavy vehicles owned or leased by the CSRDN must provide the CFTR with a photocopy of their driver's licence and a copy of the information in their driving record.

Students whose driver's licence or Class 1 learner's licence is suspended, changed or revoked are required to notify the CFTR administration as promptly as possible.

3. Driving hours and hours of off-duty time (Quebec Act Respecting Owners, Operators and Drivers of Heavy Vehicles)

Students must comply with all regulations concerning driving hours and hours of off-duty time.

Students must submit to the CFTR reports of all paid work hours they have worked.

Students who are required to fill out a daily log at the end of their work day shall submit a copy of the daily log to the CFTR that same day.

Students must comply with the requirement of a minimum number of eight consecutive hours of off-duty time before they start a shift.

Students must have taken at least 24 consecutive hours of off-duty time during the previous 14-day period.

Students must submit to their instructor on a weekly basis a copy of the detailed record or daily log required under CFTR regulations.

4. Pre-trip inspection

Students must comply with the regulations concerning pre-trip inspections set out in the Highway Safety Code.

5. Cargo securement

During their training, students are required to become familiar with, understand and implement Standard 10 – Cargo Securement. If in doubt as to the requirements of this standard, students should ask their instructor.

6. Vehicle weight and size limits

Students are required to become familiar with the regulations concerning vehicle weight and size limits. If in doubt as to the requirements of these regulations, students should ask their instructor.

7. Drugs and alcohol

When on CFTR property:

- Students shall not be in a state of impairment resulting from the consumption of alcohol (zero tolerance);
- Students shall not be in a state of impairment resulting from the consumption of illegal drugs;
- Students shall not consume drugs or alcoholic beverages during their class time;
- Students shall notify their supervisor if they have to take medication;
- If the CFTR has reason to believe that a student is in a state of impairment resulting from the consumption of drugs or alcohol, it will take every appropriate measure at its disposal to ensure the user's safety and the safety of those around him or her (See Appendix A – Policy on the Consumption of Psychotropic Substances During CFTR Training Activities or On-the-Job Training Activities).

NB: *Students found to be in a state of impairment resulting from the consumption of drugs or alcohol or found to be in possession of drugs or alcoholic beverages may be expelled from the School.*

APPENDIX F

Checklist for Students Who are Victims or Witnesses of Bullying or Violence

STUDENT VICTIMS

What to do to make it stop:

- **Don't wait for the bullying or violence to get worse.** Act immediately and **report it!**
- **Be assertive!** Stay calm and do what you have to do.
- **Stay with friends.** As a group, you are less at risk of being bullied and you will be able to defend yourselves.
- **Make sure you are heard! Take action!** Bullying is serious misbehaviour. You must never tolerate it!
- Do not wait. Report the matter to Louise Primeau, who is responsible for dealing with incidents of bullying and violence, in Room A-113, or to the administration or to an instructor.
- You are not a tattletale if you report an incident of bullying or violence. You are a person who wishes to be respected!
- **If ever you feel you are in immediate danger for your safety, or that you are the victim of a criminal act, or that you are being threatened, report it to a staff member you trust immediately. That person will help you take subsequent steps.**

If you are being bullied on social media, in text messages or over the phone, what can you do to make it stop?

- **Protect yourself.**
 - Keep your passwords secret and give your telephone number or email address only to people you trust;
 - Refuse requests to be “friends” and invitations from unknown sources;
 - Keep in contact with your friends outside the virtual space.
- **Take action.**
 - Stop replying to bullying messages immediately;
 - Do not reply to insults or threats. It might be turned against you and make the situation worse;
 - Block addresses, telephone numbers and email addresses of people who are bullying you;
 - Talk about the situation with an adult staff member of the Centre;
 - Track and save messages from and addresses of bullies and bullying emails;
 - Report the situation to the person responsible for dealing with incidents of bullying and violence or a staff member you trust.

Louise Primeau is the person responsible for dealing with incidents of bullying and violence.

STUDENT WITNESSES

What do you do if you witness bullying?

You have a big responsibility if you witness bullying, because your reactions may encourage or discourage the aggressor. If you remain on the site as a spectator, you are part of the problem and making the situation worse.

- You are part of the solution. You must not stay silent or encourage someone who is bullying another person;
- Report the bullying. When you report it, you help to protect the victim;
- If you feel safe, speak out. Talk to the person who is bullying and defend the victim;
- If you are afraid of taking direct action, you can still help the victim by reporting the act to a staff member;
- You can go to the person responsible for dealing with incidents of bullying and violence or to a staff member at any time.

What do you do if you witness cyberbullying?

- Take action when you see people bullying other people;
- Protest every time you witness bullying. It can make all the difference;
- Always refuse to send or forward photos, videos or messages that are insulting to someone;
- Keep bullying messages as evidence;
- Report incidents to a staff member;
- Report bullying to the person responsible for dealing with incidents of bullying and violence or to a member of the administration.

All information or reporting will be kept confidential.

Louise Primeau is the person responsible for dealing with incidents of bullying and violence

Tel.: 450-435-0167, ext. 7151

Email: primeaul@csrdn.qc.ca; Room A.206



NO

NO TO BULLYING AND VIOLENCE AT THE CFTR

At the CFTR, we are all committed to living in a **SAFE** and **HEALTHY** environment.

There are various types of bullying.

Incidents of bullying or violence

Bullying

"bullying" means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes."

(s. 13, *An Act to prevent and deal with bullying and violence in schools*, 2012)

- **Verbal abuse:** Teasing the victim in a mean way, insulting and humiliating the victim; giving the victim mean nicknames; teasing the victim about his/her appearance, handicap, physical difference or clothes; uttering threats against the victim's parents, siblings or friends; laughing at the victim's gender, sexual orientation or ethnicity; embarrassing the victim by verbal provocation; harassing or ridiculing the victim.
- **Physical abuse:** Shoving, hitting, kicking or spitting at the victim; confining the victim in a cramped space, blocking him/her, using physical force to hold him/her down; inflicting bodily injuries; hiding, breaking or stealing the victim's belongings.
- **Psychological abuse:** Ignoring or cutting off contact with the victim; spreading rumours about him/her; damaging his/her reputation; breaking up his/her friendships; excluding the victim from a group; getting his/her peers to reject him/her; playing dirty tricks on the victim without his/her knowledge.
- Use of email, cell phones, text messages, social media and internet sites to threaten, harass, embarrass, socially exclude, or damage reputations and friendships.
- Speaking "behind a person's back" or writing malicious remarks (graffiti, emails, etc.); ridiculing or denigrating a person.

If you are in a situation where you are bullied or acts of violence are committed against you, or you witness bullying or acts of violence, **you can speak to a CFTR staff member at any time.**

YOU ARE NOT ALONE!

To report bullying or violent acts, ask for the form at reception or directly on the CFTR website.





APPENDIX G Reporting Ticket

Type of violence:

Date: _____

Verbal

Bullying or violence committed electronically

Physical

Discrimination

Bullying

Sexual harassment, abuse or assault

Social

DESCRIPTION OF THE INCIDENT:

Has this type of incident already occurred? Yes No Don't know

If yes, how many times?

For how long has it been going on?

Did you do anything to stop the bullying or violent act? Yes No. If yes, explain what you did:

Place where the incident occurred:

Your name: Witness Victim

Group:

Telephone no.:

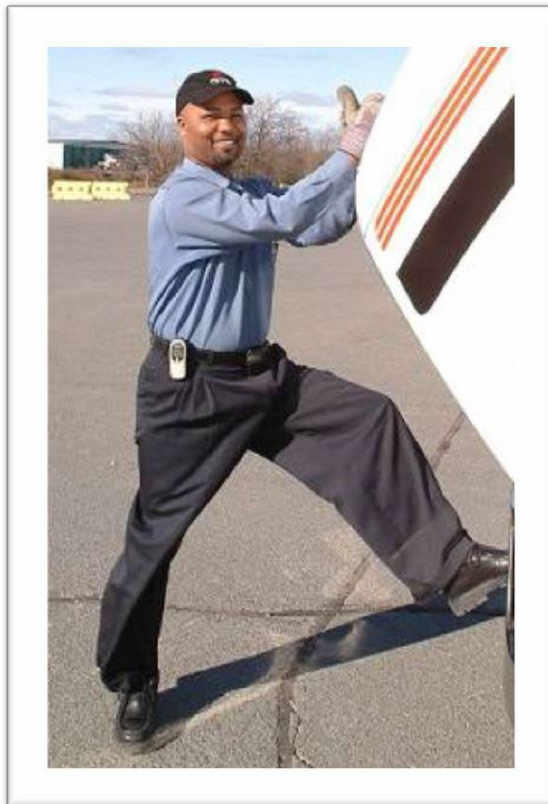
Cellphone no.:

Email address:

We will contact you confidentially to obtain more information.

Confidential Document

**APPENDIX H
Mandatory Uniform**



**Dark blue or black pants
Pale blue shirt
Safety shoes**