



## Course Information

2019

## **About Us**

Established in 1959, Commercial Safety College is a locally owned and operated private career college in Masstown, Nova Scotia dedicated to providing the highest quality training in truck driving, bus driving, and heavy equipment operation.

Each of our programs were designed with industry in mind, ensuring students that they have the training needed to enter the workforce. In addition, each of our programs have met the approval of industry standard bearers and provincial regulators. We believe that small class sizes are important to learning a new skill and we ensure that all students get the seat time needed to successfully complete the programs that we offer.

Whether you are starting a new career path or upgrading your current skill set, Commercial Safety College offers the training you need to succeed.



## **Table of Contents**

<b>Program Start Dates 2019 .....</b>	<b>1</b>
<b>Tractor Trailer Internship Program (Class 1) .....</b>	<b>2</b>
<b>Straight Truck Program (Class 3).....</b>	<b>4</b>
<b>Heavy Equipment Operator Program .....</b>	<b>6</b>
<b>School Bus Driver Training .....</b>	<b>8</b>
<b>Additional Training Programs .....</b>	<b>10</b>
<b>Accommodations .....</b>	<b>10</b>
<b>Financial Assistance Options .....</b>	<b>11</b>
<b>Tuition Payment Options .....</b>	<b>11</b>
<b>Application Form .....</b>	<b>13</b>

## **Program Start Dates 2019**

### **Tractor Trailer Internship Program (Class 1):**

- January 7<sup>th</sup>, 2019
- February 4<sup>th</sup>, 2019
- March 4<sup>th</sup>, 2019
- April 1<sup>st</sup>, 2019
- April 29<sup>th</sup>, 2019
- May 27<sup>th</sup>, 2019
- June 24<sup>th</sup>, 2019
- July 22<sup>nd</sup>, 2019
- August 19<sup>th</sup>, 2019
- September 16<sup>th</sup>, 2019
- October 14<sup>th</sup>, 2019
- November 12<sup>th</sup>, 2019
- December 9<sup>th</sup>, 2019

### **Straight Truck Program (Class 3):**

- January 7<sup>th</sup>, 2019
- January 28<sup>th</sup>, 2019
- February 19<sup>th</sup>, 2019
- March 11<sup>th</sup>, 2019
- April 1<sup>st</sup>, 2019
- April 22<sup>nd</sup>, 2019
- May 13<sup>th</sup>, 2019
- June 3<sup>rd</sup>, 2019
- June 24<sup>th</sup>, 2019
- July 15<sup>th</sup>, 2019
- August 5<sup>th</sup>, 2019
- August 26<sup>th</sup>, 2019
- September 16<sup>th</sup>, 2019
- October 7<sup>th</sup>, 2019
- October 28<sup>th</sup>, 2019
- November 18<sup>th</sup>, 2019
- December 2<sup>nd</sup>, 2019

### **Heavy Equipment Operator Program:**

- Backhoe – January 7<sup>th</sup>, 2019
- Loader – January 28<sup>th</sup>, 2019
- Excavator – February 11<sup>th</sup>, 2019
- Dozer – March 11<sup>th</sup>, 2019
- Backhoe – April 1<sup>st</sup>, 2019
- Loader – April 22<sup>nd</sup>, 2019
- Excavator – May 6<sup>th</sup>, 2019
- Dozer – June 3<sup>rd</sup>, 2019
- Backhoe – June 24<sup>th</sup>, 2019
- Loader – July 15<sup>th</sup>, 2019
- Excavator – July 29<sup>th</sup>, 2019
- Dozer – August 26<sup>th</sup>, 2019
- Backhoe – September 16<sup>th</sup>, 2019
- Loader – October 7<sup>th</sup>, 2019
- Excavator – October 21<sup>st</sup>, 2019
- Dozer – November 18<sup>th</sup>, 2019
- Backhoe – December 9<sup>th</sup>, 2019

### **School Bus Driver Training Program:**

- January 7<sup>th</sup>, 2019
- February 4<sup>th</sup>, 2019
- March 4<sup>th</sup>, 2019
- April 1<sup>st</sup>, 2019
- May 6<sup>th</sup>, 2019
- June 3<sup>rd</sup>, 2019
- July 2<sup>nd</sup>, 2019
- August 5<sup>th</sup>, 2019
- September 3<sup>rd</sup>, 2019
- October 7<sup>th</sup>, 2019
- November 4<sup>th</sup>, 2019
- December 2<sup>nd</sup>, 2019

## **Tractor Trailer Internship Program (Class 1)**

Our 12-week Tractor Trailer Internship training program consists of two parts:

- Eight (8) weeks of training at our facility in Masstown, NS
- Four (4) weeks of internship with a qualified coach

During the eight (8) weeks at our facility, students are trained in the following four (4) categories:

- Practical Skills (field maneuvering skills and on-road driving skills)
- Mechanical Skills (including air brake course)
- Safety Studies (Dangerous Goods, PDIC, WHMIS, CPR/First Aid, Log Books, Occupational Health & Safety, etc.)
- Life Skills, Technology Familiarization

Once students have successfully completed their training at our facility, they begin the four (4) week internship component of the program. This consists of:

- Minimum 100 hours of driving time with a qualified coach
- Driving the vehicle in real world situations which can not be replicated in our controlled environment
- Allowing students to become familiar with topics such as border crossings, customer relations, load pick-up and deliveries, and much more.

### ***Student to Instructor Ratios:***

- Classroom Training – 12 students to 1 instructor
- Field Maneuvering – 6 students to 1 instructor
- On-Road Driving – 2 students to 1 instructor

### ***Admission Requirements:***

- Pre-Screening: Complete a one-on-one interview with admissions staff and write/pass the TOWES (Test of Workplace Essential Skills). This is held every other Thursday at our campus and there is a fee of \$115. Please call us to book an appointment.
- Minimum 19 years of age
- Class 5 License with Air Brake Endorsement (if on the Graduated Licensing System, must be eligible to have “N” removed)
- Class 1 Nova Scotia Driver’s Medical
- Driver’s Abstract
- Proof of minimum Grade 8 education
- Criminal Search Report
- Letter of Intent from potential employer (indicates that the employer would consider you for a position upon successful completion. It is in no way binding for the employer).

**Note:** If an applicant has criminal record, it must be noted in the Letter of Intent.

***Program Costs:***

• Program Tuition (including books and materials):	\$ 9,999.00
• THRSC Screening Fee:	<u>\$ 150.00</u>
Total Program Cost:	\$10,149.00

Please Note:

- **A non-refundable deposit of \$200.00 is required to confirm your seat for the program start date of your choice, which will be deducted from your tuition.**
- The above costs do not include room and board, any Access Nova Scotia testing fees, or additional funds required while on internship.

***Certificates and Wallet Cards Received:***

Upon successful completion of the program, students receive the following documents which are recognized throughout the truck driving industry.

*Certificates:*

- Tractor Trailer Operator – Module 1 (awarded after successful completion of the eight weeks of training at our facility)
- Tractor Trailer Operator – Module 2 (awarded after successful completion of the internship phase of the program)
- Certificate of Competence
- Professional Driver Improvement Course
- CPR/Emergency First Aid

*Wallet Cards:*

- Tractor Trailer Operator
- 20 Hour Air Brake Course
- Hours of Service Seminar
- NS Vehicle Compliance
- Transportation of Dangerous Goods
- Border Crossing Seminar
- Use, Care, and Maintenance of Fire Extinguishers
- WHMIS



## **Straight Truck Program (Class 3)**

Our three (3) week Straight Truck training program consists of the following:

- Practical Skills (Field Maneuvering Skills and On-Road Driving Skills)
- Pre-Operating Inspection
- Air Brake course (8 hours)
- Professional Driver Improvement Course (PDIC)
- Occupational Health and Safety
- Log Books

### ***Student to Instructor Ratios:***

- Classroom Training – 3 students to 1 instructor
- Field Maneuvering Skills – 3 students to 1 instructor
- On-Road Driving – 3 students to 1 instructor

### ***Admission Requirements:***

- Minimum 18 years of age
- Class 5 License with Air Brake Endorsement (if on the Graduated Licensing System, must be eligible to have “N” removed)
- Class 3 Nova Scotia Driver’s Medical
- Driver’s Abstract
- Proof of Minimum Grade 8 Education

### ***Additional Documentation:***

- Class 3 Written Test from the RMV (must be completed **prior** to the third week of training)
- We recommend that you obtain a Letter of Intent from potential employer (indicates that the employer would consider you for a position upon successful completion. It is in no way binding for the employer).

### ***Program Costs:***

- Program Tuition (including books and materials): \$4,747.00

### **Please Note:**

- **A non-refundable deposit of \$200.00 is required to confirm your seat for the program start date of your choice, which will be deducted from your tuition.**
- The above costs do not include room and board or any Access Nova Scotia testing fees.

***Certificates and Wallet Cards Received:***

Upon successful completion of the program, students receive the following documents which are recognized throughout the truck driving industry.

***Certificates:***

- Straight Truck (Class 3) Operator
- Certificate of Competence
- Professional Driver Improvement Course

***Wallet Cards:***

- Straight Truck (Class 3) Operator
- 8 Hour Air Brake Course
- Hours of Service Seminar





## **Heavy Equipment Operator Program**

Our Heavy Equipment Operator training program consists of the following:

- Pre-Operating Inspection Procedures
- Safe Operating Procedures
- Mechanical Classes
- Environmental Concerns
- Float Loading and Load Securing
- Use of All Controls and Operating Skills
- Rigging and Use of Measurement Instruments

Our program is divided into four (4) individual modules that can be taken as a full 12-week program or in any combination:

- Excavator Operator – 4 weeks, 160 hours
- Dozer Operator – 3 weeks, 120 hours
- Backhoe Operator – 3 weeks, 120 hours
- Loader Operator – 2 weeks, 80 hours

### ***Student to Instructor Ratios:***

- Classroom Training – 9 students to 1 instructor
- Practical Training – 9 students to 1 instructor

### ***Admission Requirements:***

- Minimum 18 years of age
- Nova Scotia Driver's Medical
- Proof of minimum Grade 8 education

### ***Program Costs:***

#### **Heavy Equipment Operator:**

- Program Tuition (Including books and materials): \$15,000.00

#### **Excavator Operator:**

- Program Tuition (Including books and materials): \$6,262.00

#### **Dozer Operator:**

- Program Tuition (Including books and materials): \$4,545.00

#### **Backhoe Operator:**

- Program Tuition (Including books and materials): \$4,444.00

#### **Loader Operator:**

- Program Tuition (Including books and materials): \$3,939.00

Please Note:

- A non-refundable deposit of \$200.00 is required to confirm your seat for the program start date of your choice, which will be deducted from your tuition.
- The above costs do not include room and board or any personal protection equipment.

***Certificates and Wallet Cards Received:***

Upon successful completion of the program, students receive the following documents which are recognized throughout industry.

*Certificates:*

Operator Training Certificate indicating the number of training hours specific to a student's chosen program

- Heavy Equipment Operator – 480 hours
- Excavator Operator – 160 hours
- Dozer Operator – 120 hours
- Backhoe Operator – 120 hours
- Loader Operator – 80 hours

*Wallet Cards:*

- Operator Training indicating the piece(s) of equipment from the student's specific program
- WHMIS



## **School Bus Driver Training**

Commercial Safety College has partnered with school boards throughout Nova Scotia to provide guaranteed employment to successful graduates of our School Bus Driver Training program. Only candidates approved by their local school board will be selected for admission into our training program.

Our three (3) week School Bus Driver Training program consists of the following:

- Practical Skills (Field Maneuvering and On-Road Driving with Automatic Transmission)
- Pre-Operating Inspection
- Air Brake Course (4 hours)
- Professional Driver Improvement Course (PDIC)
- Emergency Evacuations
- Occupational Health and Safety
- Log Books/Hours of Service
- Standard First Aid

### ***Student to Instructor Ratios:***

- Classroom Training – 4 students to 1 instructor
- Field Maneuvering Skills – 4 students to 1 instructor
- On-Road Driving – 4 students to 1 instructor



***Admission Requirements:***

- Minimum 25 years of age
- Class 5 License with Air Brake Endorsement (if on the Graduated Licensing System, must be eligible to have “N” removed)
- Class 2 Nova Scotia Driver’s Medical
- Driver’s Abstract
- Criminal Search Report
- Proof of Minimum Grade 12 Education or GED
- Complete School Board application and receive approval
- Class 2B written test from the RMV (to be completed either prior to or during the first week of study)

***Program Costs:***

- Program Tuition (including books and materials) \$3,000.00

Please Note:

- **A non-refundable deposit of \$200.00 is required to confirm your seat for the program start date of your choice, which will be deducted from your tuition.**
- The above costs do not include room and board or any Access Nova Scotia testing fees.

***Certificates and Wallet Cards Received:***

Upon successful completion of the program, students receive the following documents which are recognized throughout the industry.

*Certificates:*

- School Bus Driver (Class 2B)
- Certificate of Competence
- Professional Driver Improvement Course
- Standard First Aid

*Wallet Cards:*

- School Bus Operator
- Air Brake Adjustment Seminar (4 hours)
- Log Book/Hours of Service Seminar

## **Additional Training Programs**

Commercial Safety College offers three (3) additional training programs:

- **Class IV Articulated Crane Boom Truck Program**

- 1 week in length (40 hrs)
- \$2,525.00

This course is for boom trucks falling under the Class IV crane license. This program is recognized and accredited by the Nova Scotia Department of Labour and Advanced Education – Technical Safety Division.

- **Forklift Operator Program**

- 3 days in length
- \$488.50

Our Forklift Operator Program teaches all of the skills necessary to be a safe, responsible, and efficient operator.

Our program includes both theory and practical modules.

- **Skid Steer Loader Operator Program**

- 1 week in length (40 hrs)
- \$909.00

Our Skid Steer Loader Operator Program includes topics such as safe operating procedures, basic hydraulics, maneuvering skills, pre-operating inspection procedures, and use of all controls.

If you are interested in any of these programs, please contact us for more information.

## **Accommodations**

We have a list of local accommodations (available upon request) for students interested in staying closer to campus during their training program. Average rate is \$125 - \$150 per week based on Sunday night to Friday noon occupancy. Students wishing to stay during weekends must be prepared to pay extra and make arrangements ahead of time. Please contact us for more information.

## **Financial Assistance Options**

### ***Canada Student Loans:***

Qualified applicants may be able to access partial funding, of up to a combined amount of approximately \$4,500.00 through government student loan (federal & provincial) programs for our 12 week programs (Tractor Trailer and Heavy Equipment Operator).

### ***Bank Student Line of Credit:***

Qualified applicants may be able to access program funding through their preferred financial institution.

### ***RRSP (Registered Retirement Savings Plan):***

The Lifelong Learning Plan (LLP) allows you to withdraw amounts from your Registered Retirement Savings Plan (RRSP) to finance full-time training or education for you or your spouse or common-law partner.

### ***RESP (Registered Educational Savings Plan):***

As a registered private career college on the list of designated institutions, a student's RESP can be used toward the tuition of our training programs.

### ***Employment Nova Scotia:***

If you are currently on EI or have recently finished a claim, you may be eligible for funding through provincial government sponsored programs such as the "Skills Development" or "Fast Forward" programs. Please contact us for additional details.

### ***PayBright:***

We are pleased to now offer flexible financing options through PayBright, an online financing company. Our programs can be financed over a period of up to five (5) years.

### ***Industry Based Initiatives:***

Prospective students may also qualify for funding through industry-based initiatives and various government programs. Please contact us if you have any questions.

## **Tuition Payment Options**

We are able to accept payment by money order, bank draft, certified cheque, cash, or e-transfer. We are unable to accept personal cheques, credit cards, or debit cards.



P.O. Box 848  
Truro, NS B2N 5G6

T: 1-800-667-5455  
F: (902) 662-2657

E: info@safetycollege.ca  
W: www.safetycollege.ca

## Application Form

### General Information (Please print clearly)

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Highest level of education completed: \_\_\_\_\_ Current License (please circle): 5 3 1

### Program Information

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Program of Interest: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Why have you decided to apply for this program?

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Do you have any previous operating experience with trucks, buses or equipment? If yes, please explain:

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Are you submitting any of your prerequisites with your application? If yes, please list which documents:

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**Note:** Your student file is incomplete without all of the necessary prerequisites. Please submit all documents before the program start date. Please call with any questions: 1-800-667-5455.

**Funding Information**

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Are you applying for sponsorship through Employment Nova Scotia?  Yes  No

If yes, what is your counsellor's name, location, and phone number?

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Are you applying for a student loan or student line of credit?  Yes  No

Will you be covering the cost of the program on your own?  Yes  No

If covering the cost of the program in another manner, please explain:

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**Declaration**

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I certify that all of the information in this application is complete and correct and I authorize Commercial Safety College to verify any information provided as part of this application. I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offenses and may be grounds for non-admission or, after admission, grounds for dismissal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return completed form by:  
Mail - Commercial Safety College, P.O. Box 848, Truro, NS B2N 5G6  
Fax - (902) 662-2657  
Email - info@safetycollege.ca



## Contact Us:

1-800-667-5455  
www.safetycollege.ca  
info@safetycollege.ca  
Masstown, NS

