Diesel Technology

Policy Standards 2026-2027

Chemeketa Community College - Brooks
4910 Brooklake Road NE
Brooks, Oregon 97305

Program Policies

A. Parking at Brooks Center

1. Students **may not** park in front of Building 1; these spaces are reserved for staff and visitors.
2. Students **may not** park in Agency Parking; this area is strictly for agency use.
3. Parking at red curbs, on the fire station apron, or in front of building doors is **prohibited**.
4. Personal vehicles may be parked in any marked spot south of Building 2, up to the automatic gate.
5. Students may also use the gravel lot behind the drill grounds but must park in an orderly way to ensure others can enter and exit easily.
6. Driving through fields behind the drill grounds is not allowed due to the risk of tire damage. The college is not responsible for any resulting damage.

B. Parking Safety Tips

1. Always lock your vehicle and remove valuables—including electronics, bags, sunglasses, and even spare change—as glass offers little protection.
2. Replace the cigarette lighter and close auxiliary plugs before leaving; open plugs can signal to thieves that valuables may be hidden.
3. Keep doors locked and windows rolled up while parked.

C. Driving at Brooks Center

1. Diesel students must follow a maximum speed limit of **15 mph on campus** and **10 mph on the back gravel road**. This aligns with industry safety standards.
2. All traffic laws must be observed. Reckless driving—including texting, burnouts, donuts, drag racing, or driving backwards—is strictly prohibited. A clean driving record is essential for future employment and CDL eligibility.
3. Use of program vehicles or equipment must be professional and safe. Violations of driving rules are subject to a **zero-tolerance policy**:
    - First offense: Behavioral contract write-up.
    - Continued violations: Removal from class for the day and possible program dismissal.
    - Serious violations: Immediate dismissal from the program.
    - Driving violations may also result in the loss of on-campus driving privileges, requiring students to park off campus and walk.

D. Access to Building 10 (Diesel Lab)

1. The gate is open during business hours; if it is closed contact the instructor to open it.
2. Always approach Building 10 via the gravel road west of the drill grounds equipment building. Cutting across the drill grounds is not allowed to avoid disrupting training and prevent tire damage from hazards like nails.
3. While walking, stay within the designated red walking path when possible. Avoid hoses, equipment, and active training areas.

E. Uniform and Dress Code

1. Students must wear the Chemeketa Diesel Technology program shirt (available at the bookstore) or a uniform shirt from their industry job. Shirts must be clean, in good condition, and buttoned properly.
2. Closed-toe shoes or boots are required; steel-toe is preferred. Open-toe shoes are not allowed in labs.
3. Appropriate pants must be worn; coveralls are allowed when needed.
4. Shorts are prohibited in labs for safety reasons.
5. Long hair must be tied back or otherwise secured.
6. Remove long chains and jewelry before entering labs.
7. Always bring and wear required PPE: safety glasses, cut-resistant gloves, and hearing protection.

F. Smoke-Free College

- Smoking—including vaping and e-cigarettes—is prohibited anywhere on college-owned or controlled property, including inside vehicles. Individuals under 21 may not possess tobacco or marijuana products.
- Violations may lead to fines (up to $50) or trespass notices. Retaliation against those who report violations is strictly prohibited.

G. Alcohol, Marijuana, and Other Drugs

- The possession, use, distribution, or being under the influence of alcohol, marijuana, or illegal drugs is prohibited on college property and at college-sponsored events.
- Sanctions may include warnings, probation, suspension, expulsion, and possible legal consequences such as fines or imprisonment under federal and state laws.
- Students seeking help can contact the Advising and Counseling Center. Retaliation against individuals who make complaints is prohibited.

H. Use of Public Spaces and Community Equipment

- Be respectful of others.
- Clean up after yourself.
- Return shared items to their proper place after use.
- Label personal food items in shared refrigerators and avoid leaving them overnight; unlabeled or expired items may be discarded monthly.

I. Student Insurance and Liability

- Chemeketa does **not** provide accident insurance; students are strongly encouraged to carry personal health insurance.
- File medical claims through your personal insurance provider.
- College liability insurance does **not** cover student medical costs from lab incidents.
- Students facing unexpected expenses can apply for support through the Chemeketa Student Emergency Fund.

Student Code of Conduct

Introduction

By enrolling, students agree to act as responsible members of the college community. Fair processes for addressing concerns and complaints are in place.

Purpose

To help students understand and meet expectations while balancing individual rights with the standards of the college community.

Community Standards

Students must demonstrate:

- **Civility:** Respect for the dignity of others.
- **Accountability:** Taking responsibility for their actions.
- **Integrity:** Practicing honesty and fairness.

Student Responsibilities

Students must know and comply with the Code of Conduct, college policies, and department guidelines.

Authority & Scope

- Applies to conduct on or off campus, online, and during college-sponsored events.
- Applies before, during, and after a student's enrollment.
- Disciplinary proceedings are separate from criminal or civil legal actions.

Examples of Violations

(Not an exhaustive list)

- Academic dishonesty (cheating, plagiarism)
- Threats, harassment, or endangerment
- Bullying and cyberbullying
- Classroom disruption
- Complicity in misconduct
- Copyright infringement
- Discrimination or harassment based on protected status
- Ethical misuse of technology
- Forgery and misrepresentation
- Gang activity
- Hazing
- Alcohol and drug violations
- Unauthorized possession of weapons
- Indecent or lewd behavior
- Misuse of property
- Obstruction of conduct process
- Refusal to comply with college officials
- Safety violations
- Stalking
- Threatening behavior
- Unauthorized access or use
- Violations of college policies