



Commercial Vehicle Safety Alliance

Improving commercial motor vehicle safety and enforcement

CVSA Training Facility/Site Safety Agreement

It is important that the participants who attend CVSA/FMCSA training are provided with a safe place to learn and made aware of training facility/site expectations.

At a minimum, the training facility and classroom must:

- Comply with Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations and standards, fire safety codes per the National Fire Protection Association, and state and local environmental requirements.
- Adhere to Americans with Disabilities Act (ADA) standards, including suitable ingress and egress, seating, lighting, and writing surfaces for each participant.

At a minimum, the training representative must:

- Provide housekeeping and orientation information.
- Provide guidance in the event that training must be suspended or discontinued due to hazardous conditions, inclement weather, support systems failure, or unsafe environmental or workplace conditions.
- Explain the policy on misconduct and the resulting consequences. Note: Follow your agency's guidelines and CVSA Administrative Policy 19. You may access CVSA's administrative policies by logging into the [CVSA member portal](#) and selecting "Operations Manual."

FMCSA and CVSA are committed to providing equal access for all participants. If special accommodations or services are needed for participants or instructors, contact CVSA at training@cvsa.org or fill out the additional information box at the end of the Course Request Form.

Additional Training Facility Considerations:

- The training facility's electrical systems should comply with the National Electrical Code in that the obvious deficiencies (e.g., temporary or unusual wiring, deteriorated/missing equipment, etc.).
- Each floor of the facility/site has access to a minimum of two exits and doors swing in the direction of exit travel.
- All fire doors appear to be in proper working order.
- All exit stairway doors are self-closing and self-latching in facilities/sites with more than one floor.
- Automatic sprinkler protection is provided in all hazardous areas (not required if these areas do not exist on site).
- Automatic sprinkler protection is provided in other spaces (may not be required by code).
- A fire alarm is provided within the site/facility.

- The fire alarm system automatically sounds and notifies a fire department or other outside centralized service provider.
- Hardwired smoke detectors are provided and in working order with operational battery backups.
- Portable fire extinguishers are readily accessible, properly charged and clearly marked.
- Illuminated exit signs and emergency lighting are provided along exit paths.
- Emergency power is provided for exit signs.
- The training facility/site is free from air quality problems.
- Elevator(s) have current county/state inspection certificates (N/A if not equipped).
- The training facility/site is equipped with a readily accessible basic first aid kit, defibrillator and/or other advanced care.
- The training facility/site is ADA compliant and accessible (includes ice/snow removal, railings etc.).
- The training facility/site is cleaned and maintained at or above minimum Centers for Disease Control and Prevention, EPA and OSHA workplace requirements at the time the course is held.