

Training Facility Fact Sheet District 3-0, Montoursville

715 Jordan Avenue
Montoursville, PA 17754
570-368-8686

We look forward to your upcoming visit with us. Please direct questions or information requests to the Technical Training and Development Section at 717-214-8757.



Security

Business hours are 7:30 a.m. to 4:30 p.m. Should you require admittance to the office outside of regular business hours, contact the switchboard receptionist at 570-368-4299 to make arrangements.

Enter building through main doors, sign the visitor log, show photo ID to receptionist, and state what training class you are attending to obtain a visitor's badge. Return the badge and sign out at the end of each day.

Parking

Parking is available in the east and west lots of the District Office.

Food Service

Several restaurants are located within a short driving distance.

Restrooms

There are two sets of restrooms located on the first floor; one set to the right of the main doors directly across from the copy room, and the second set is to the left of the main doors on the west side of the building.

Communication Facilities

Contact the receptionist at 570-368-4299 for access to a telephone, fax machine, computer, or to retrieve incoming messages. The fax number is 570-368-4321.

Classroom Locations

Classrooms are located on both the upper and lower levels (elevator accessible) of the building. The receptionist will direct you to the exact location.

Classroom Equipment

The computer training room has 12 participant computers and one instructor computer connectible to either the CADD or PennDOT LAN networks. Other equipment includes an LCD projector, screen, and two whiteboards.

The lower-level conference room has two televisions, a VCR, whiteboard and flip charts. This room also has an overhead projector and computer set-up. Instructors can connect their own laptop.

The upper-level conference room has computer set-up with an overhead projector, whiteboard, and flip charts upon request.

Provide at least four weeks notice before the class date to request additional classroom equipment. Call 717-214-8757 to make arrangements.

Training Calendar

Visit the Technical Training Calendar, www.dot.state.pa.us/tc to confirm class details such as location, dates, times, and any special instructions.

Hotels

Current information on hotels in the Montoursville and Williamsport area can be found on the Internet.

Emergency Egress

If the fire alarm should sound while you are in class, please exit the building via the building evacuation plan posted in your room as quickly and orderly as possible. Reenter the building when notified.

