



SCHOOL CATALOG

GENERAL INFORMATION

Background, Mission and School Approach.

SAGE Truck Driving Schools have provided professional truck driver training since 1989. SAGE Truck Driving Schools is owned by IEC/AAI Holdings Inc, a California corporation. SAGE's mission is to own and operate high-quality private truck driving schools and provide driver training services to fleets, government agencies and numerous industries. SAGE also provides technical and educational services to community colleges and technical schools. SAGE's schools are committed to providing Commercial Driver's License (CDL) programs that prepare students to enter the workforce with skills necessary to become productive, entry-level, supervised truck drivers. The School places a great deal of emphasis on behind the wheel driving skills, hands-on truck labs and focused classes and independent study. Programs are modeled on industry standards and the legal requirements of the trucking industry, which is constantly consulted to improve training.

Importance of Professional Drivers and Trucking.

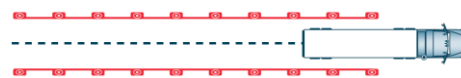
Trucking is a critical industry in the U.S., and professional drivers are the most important asset of trucking companies. This makes CDL training and employment of truck drivers an essential service. Almost all products in America travel by truck for at least some part of their journey in commerce. The saying goes, "if you got it, a truck brought it!" The industry employs about 10 million people overall and generates almost \$400 billion a year in revenue. Men and women are constantly needed to become professional truck drivers for this exciting and essential industry. Industry experts and government agencies forecast a significant need for truck drivers each year to meet this demand. The American Trucking Associations reports that through the year 2025 an estimated 890,000 drivers will need to be hired, with a current estimated shortage of 80,000 drivers. The driver shortage could grow to 174,500 drivers by the year 2024. The Occupational Outlook Handbook published by the U.S. Department of Labor reports that "job prospects for heavy and tractor-trailer truck drivers with the proper training are projected to be favorable."

Licensing and Memberships.

SAGE is properly licensed in accordance with state requirements, as identified elsewhere in this Catalog. SAGE holds numerous memberships in national and state trucking industry and educational associations, including the Commercial Vehicle Training Association, American Trucking Associations, Florida Trucking Association and other state trucking associations, Truckload Carriers Association, the National Safety Council and others.

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SAGE Truck Driving Schools is licensed by the Commission for Independent Education, Florida Department of Education. Additional Information may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684.

Institutional Leadership

SAGE Truck Driving Schools is owned and controlled by IEC/AAI Holdings, Inc., a California Corporation. IEC/AAI Holdings, Inc. is a wholly-owned subsidiary of IEC Corporation (IEC), a Delaware Corporation, headquartered in Irvine, California.

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Shoukry Tiab, Koonal Bharat Gandhi, Charles Cook, Sandy Lockwood, Justin Topilow, and Charlie Dent. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

Program Development.

SAGE truck driver training programs are patterned after the U.S. Department of Transportation's standards for Entry Level Truck Drivers (ELDT). SAGE offers high quality, hands-on truck driving programs designed to help prepare students to take a state CDL test and develop skills needed to operate commercial vehicles in an interstate operation. SAGE programs are continually developed with the guidance of SAGE's Program Advisory Committees, comprised of a broad base of the trucking industry and workforce training professionals. Program changes are based on responses from employers and graduates, state and community objectives, safety considerations, government regulatory changes, trucking industry associations.

Program Selection.

Truck driving jobs vary greatly in the amount of knowledge and skill required to qualify for initial employment. SAGE offers a variety of programs that differ based on purpose, topics, prior experience, industry certification, driving time, clock hour length, career objectives, and tuition, among other factors. Trucking can be personally and financially rewarding for many drivers. However, SAGE recommends that students discuss career path options with admissions staff and family prior to enrolling to ensure the student believes the program selected meets their objectives and is otherwise appropriate in light of the student's family, medical, financial and lifestyle circumstances. Applicants are also advised to carefully consider the challenges and unique lifestyle associated with the trucking industry, which can be difficult and stressful, especially as an entry-level driver. Programs are measured by clock hours.

Daily Class Schedule.

Students in the full-time programs follow a daily class schedule that may be offered from 7:00 a.m. to 10:00 p.m. for the classroom and lab portions of the program. Included in this schedule are meal breaks and periodic 10 minute breaks. During the driving portion of the program, the schedule is very similar to the schedule a professional driver follows, and lessons can be scheduled anytime - 24 hours per day, 7 days a week - according to availability of equipment and instructors. For those students attending on a part-time basis (evenings or weekends), where available, the School attempts to schedule instruction in order not to conflict with other responsibilities. Refresher and remedial training is also offered and can commence at any time that is convenient to the student, an instructor, and scheduling of equipment.

School Calendar and Holidays.

Classes are held every day except holidays, or in the event of emergencies or unavoidable circumstances such as severe weather. Please consult the School for a current list of program start dates. The School offers a continual selection of start dates. The School is closed for these holidays: New Years' day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day and the day after Christmas.

Class Size and Student-to-Instructor Ratios.

The class size typically will not exceed twenty (20) students. The maximum student-teacher ratio for lecture instruction is thirty students in a classroom (30:1). SAGE believes that personal and individual private instruction is critical for behind the wheel driving lessons. The ratio of student to instructor may be up to 4:1 on the driving range and is 1:1 over-the-road (unless otherwise required by law). Behind the wheel driver training on the road is completed with only one student in a truck with a private instructor.

Conduct and Dress Code.

Students are required to adhere to all School rules, which are posted at the school and on the web at <https://documents.sageschools.com/policies.html>. Students are expected to follow staff and instructor directions. Any conduct determined to be unacceptable, unsafe or otherwise objectionable by the School Director will be considered cause for probation or termination. Examples of prohibited conduct include, but are not limited to: abuse of equipment or facilities, disruptive behavior, unsafe acts or driving, possession of weapons, use of prohibited drugs or alcohol, profanity/offensive conduct, racial or sex/gender harassment, food/drink/smoking in unauthorized areas, failure to wear seatbelts, leaving school early or without approval, failure to follow staff/instructor directions, parking near maneuvering trucks, fraternization with school staff, inappropriate dress, cell phone use in class or when operating equipment, moving vehicles without authorization, theft of property or other illegal act, or providing false/incomplete/misleading application information. Students are expected to dress professionally, appropriately and cleanly during training. It is recommended that students wear gloves, steel-toed boots and safety glasses when around heavy equipment. Sneakers, shorts, loose clothing and open-toed shoes should not be worn. Long or loose hair secured and protected by students when working around equipment.



Anti-Hazing Policy

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that may include counseling and possible expulsion from the school.

Restroom Usage

Students are to use the restrooms available on campus that are designated for use by males or females based on their biological sex at birth. Violation of this policy will result in disciplinary action up to and including termination from the program if a student improperly enters a restroom designated for the opposite sex and refuses to depart when asked to do so by campus personnel. Students have the right to file a complaint with the Attorney General if the school fails to enforce this policy. (Florida Statute 553.865)

Student Complaint Procedure.

Students who are dissatisfied for any reason are encouraged to express their concern(s) at any time to any School official or the School Director. All complaints are given careful consideration by appropriate administrative personnel.

In the event the complaint or concern has not been resolved at the school level or by the school, a student may file a complaint about the institution with:

Commission for Independent Education Florida Department of Education

325 West Gaines Street, Suite 1544

Tallahassee, Florida 32399-0400

Telephone: 850-245-3238

E-mail: cieinfo@fldoe.org Fax: 850-245-3238

School Facilities and Equipment.

SAGE's instructional facility is designed to accommodate student needs and conveniences. The School building is well lit and meets all required fire and safety regulations. SAGE students can expect a relaxed, non-smoking environment, including in vehicles. For student comfort, a student break area and designated smoking area are provided. Students may have access to library and study materials, videos, training aids and other industry-related material such as the learning resource ProDriverU. Students may request access to administrative personnel for any training or personal reasons. The driving range is

conveniently located near the School. The School owns, leases and rents a variety of tractors, trailers and trucks that are typical in the trucking industry, including late model equipment. Equipment is designed to be consistent with the standards set by the motor carrier industry, and to meet any applicable regulatory requirements. Adequate equipment is available to accommodate the maximum number of students enrolled at any given time.

Student Records.

Student records are maintained in the administrative offices of SAGE. Student records are updated on a regular basis and students may review selected records upon request made to the School Director. Student transcripts are available to students upon request. Any previous transcripts are kept with the student records. Student records are kept for 50 years after graduation, termination or withdrawal.

Attendance and Tardiness.

Regular attendance is required and recorded. Illness, death in the immediate family, or other unavoidable occurrences may be considered excused absences. Prior notice to School staff is typically required for an absence to be considered excused. Students may be required to document any absence. Unauthorized absences are viewed on an individual basis by the School Director. Students must maintain an 80% attendance average to be considered making satisfactory progress. Students who are absent for more than 4 consecutive days, or 20% of training time, will be placed on probation or terminated from the program. Any student who does not report to class or to a scheduled driving assignment at the designated time, is considered tardy. The number of minutes tardy is recorded on the daily attendance record. Excessive tardiness will result in disciplinary action such as probation or termination from the program.

Department of Transportation Requirement

Students are required to pass a DOT Physical conducted by an approved DOT provider; obtain their Commercial Driver's License Permit; and pass a DOT Drug Screen prior to commencing the behind-the-wheel (BTW) portion of the program.

Make-up Work.

For those students who missed any work as a result of excused absences, or received an incomplete grade for an acceptable reason on any assignment, make-up time will be scheduled by the School Director. The School Director may schedule make-up time for training missed as a result of unexcused absences after an advising conference with the student. Additional hourly charges may apply.

Graduation Requirements.

In order to graduate from a program, students must have an overall 80% Grade Point Average on the theory assessment(s), and an overall attendance record of 80%. Students must also demonstrate proficiency in all elements of the Behind-the-Wheel public road and range curriculum.

Cancellation and Withdrawal.

An applicant may cancel his/her agreement at any time prior to starting school by notifying the School Director in person or in writing. The School refund policy will apply to all cancellations. A student may withdraw from the School at any time after classes start. The student must submit a withdrawal request in writing to the School Director. The School refund policy will apply to all withdrawals after classes begin.

Leave of Absence Policy.

If a student must temporarily suspend training due to circumstances beyond his/her control (i.e. legal, medical, or other legitimate problems approved by the School Director), they may be extended a leave of absence not to exceed 60 days. At the end of 60 days, if the student has not returned to School, the situation will be re-evaluated to determine whether an extension of the leave of absence or termination from the program is appropriate. A student must make a written request to be granted a leave of absence. The School refund policy will apply to all terminations following a leave of absence.

Probation and Termination Policies.

Students are evaluated at 25% of program completion for satisfactory progress. Students not making satisfactory academic progress, or not meeting attendance, tardiness, conduct, policy, safety, payment or other School requirements at any given time will be either (1) terminated from a program or (2) placed on probation /for 5 days and considered not making satisfactory progress. Students placed on probation will be re-evaluated at the end of the probationary period to determine if the student has complied with School policy. If so, the student will be considered to be making satisfactory progress and will be removed from probationary status. If at the end of the probationary period the student does not meet the requirements, his/her progress will be considered to be unsatisfactory for that period and the student will be terminated from the program. Students are required to make up any absences exceeding 20% of the program length. Students who are terminated from the School may appeal to the Director of the School in writing describing the circumstances the student would like to have considered for reinstatement. The student may also request a meeting with the Director after submitting the written appeal. If the Director reinstates the student, his/her probationary period will be extended and the probation policy will be in effect from the time of reinstatement. Students terminated from the School will not be eligible for re-admission for a period of six (6) months and only upon the recommendation of the student's instructor(s) and the approval of the Director. The School refunds policy will apply to all terminated students.

Awards.

Upon satisfactory completion of all course work and complete payment of all outstanding tuition and fee obligations, the student will be awarded a Certificate for the program completed. Based upon the student meeting applicable course criteria, satisfactory academic progress, and recommendations of the School Director, the School also may present certificates for outstanding achievement, perfect attendance, academic excellence, or most improved driver.

Course Numbering

The course numbering system uses prefix characters that represent the program title and an alphanumeric identifier that represent the program length in clock hours. All courses, regardless of number, are lower level courses.

TUITION AND FEES:

Program Name		Fees and Other Costs				Total Program Cost
		DOT Physical	Drug Screening	State Motor Vehicle Report	CDL Road Test	
Tractor Trailer Driver, Basic (TTD160)	\$4,895	\$75	\$85	\$20	\$375	\$5,450
Tractor Trailer Driver, Advanced (TTD 80)	\$3,995	\$75	\$85	\$20	\$375	\$4,550
Tractor Trailer Driver Program, Refresher (TTD40)	\$2,995	\$75	\$85	\$20	\$375	\$3,550
Straight Truck Driver Training Program (STB40)	\$2,995	\$75	\$85	\$20	\$375	\$3,550

School Director: Jennifer Dylis	SAGE Truck Driving Schools 1206 North Park Rd. Plant City, FL 33563	Phone: 813-757-2298 Email: tampa@sageschools.com Web: www.sageschools.com
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PROGRAMS

Tractor Trailer Driver, Basic (TTD160)

This program is designed for the needs of students with no prior knowledge or experience in truck driving. The objective is to provide students with an in-depth look at the trucking industry and a thorough introduction to long haul truck driving. The program is structured to provide students with basic knowledge and practical skills necessary to take the Class A CDL test and assist in preparing them to become entry level over-the-road, regional or local drivers of tractor-trailers and other commercial vehicles. The Class A CDL is administered by the State, and can include doubles and triples, tank truck, and hazardous materials endorsements. Successful completion of the program qualifies graduates to work in a co-driver/driver trainee position, although some graduates may be qualified to work as a solo driver, depending on individual skill development and employer requirements and policies. The program takes approximately 5 weeks to complete, and includes 160 clock hours of instruction, including 108 hours of academic theory and lab activities, 52 hours of behind the wheel driving time and the CDL test. The program is divided into the 6 courses described below.

Tractor Trailer Driver, Advanced (TTD 80) and Tractor Trailer Driver Program, Refresher (TTD 40)

This program is offered to students who have had some commercial driving experience and/or training as a truck driver, but not a sufficient amount or caliber to qualify for most truck driving positions. The objective of this program is to provide these students with the basic knowledge and practical skills necessary to obtain their CDL and qualify them to become entry level over-the-road or in-town drivers of tractor-trailers, heavy duty trucks, dump trucks, and medium sized delivery trucks. The length and nature of that experience is assessed by the staff to determine if this program is appropriate for the applicant. The assessment will determine if the content and the length of the program will prepare the individual sufficiently to enter the trucking industry or, if the individual is already employed as a driver, to improve his/her position in the field. The Class A or B CDL is administered by the State, and can include doubles and triples, tank truck, and hazardous materials endorsements. Successful completion of the program qualifies graduates to work in a co-driver/driver trainee position, although some graduates may be qualified to work as a solo driver, depending on individual skill development and employer requirements and policies.

The TTD 80 program takes approximately 2-3 weeks to complete, and includes 80 clock hours of instruction, including 52 hours of class, lab and training exercises, 28 hours of behind the wheel driving time and the CDL test. The program is divided into the 6 courses described below.

The TTD 40 program takes approximately 1-2 weeks to complete, and includes 40 clock hours of instruction, including 24 hours of academic theory and lab exercises, 16 hours of behind the wheel driving time and the CDL test. The program is divided into the 6 courses described below.

Straight Truck Driver Training Program (STB40)

This program is offered to students who have had little or no driving experience and/or training as a truck driver. The objective of this program is to provide these students with the basic knowledge and practical skills necessary to obtain their CDL Class B license and qualify them to become entry level regional or in-town drivers of straight trucks, including heavy duty trucks, dump trucks, and medium sized delivery trucks. The CDL test is administered by the State. Successful completion of the program qualifies graduates to work in a co-driver/driver trainee position. The program takes approximately 1-3 weeks to complete. This is a 40 clock hour program of instruction which includes 16 hours of behind-the-wheel driving and 24 hours of academic theory and lab activities, plus the CDL test. The program is divided into the 6 courses described below.

Specialized Training - CDL Skills

The school offers hourly stand-alone course skills training on a variety of topics (such as vehicle inspection, hours of service, CDL endorsements, shifting, backing and defensive driving, etc.). The courses can provide students with continuing education and/or specialized skills as determined by the needs of the driver. **Rates Depend on Course Selection.**

DESCRIPTION OF STUDENT FEES

Students are responsible for paying for their Department of Transportation (DOT) physical examination and drug test. Costs of the DOT Physical are paid directly to the administering physician. Cost of the DOT drug test are paid directly to Sage prior to the test. Drug tests are a split sample, if Bottle B is requested to be tested there is an additional charge of \$250 payable to Sage. Students may select their own physician to administer the physical examination or they may request that the School recommend a physician. Students are also responsible for payment of their State Learner's Permit and state Motor Vehicle Report. Students may be required to purchase textbooks from the School for their program. In addition to the expenses listed, students are responsible for their own room & board (if living away from home) and their daily transportation to and from the School. All tuition charges are due on or before the first day of classes. Special arrangements may be made for those applicants who have difficulty meeting this schedule by submitting a request to the Director of the School. SAGE Truck Driving Schools is committed to assisting students who can benefit from further education but do not have sufficient financial resources to meet all of the costs associated with going to School. Financial assistance and financing alternatives are available to qualified persons. Students requesting such assistance should contact the School for information.

REFUND POLICY

Cancellation and Refunds

In the event a Student does not enter a program for which he/she has enrolled, withdraws after commencement of classes, or is dismissed from the school prior to completion of the program, a refund of monies paid is made to the Student in accordance with the following refund policies:

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES:

1. If the school does not accept the applicant, or cancels the Registration, all funds paid will be fully refunded.
2. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
3. If such cancellation occurs after the three-business-day period but before the commencement of classes, the school will refund any tuition deposits paid.
4. Any monies paid by the Student are refunded to the Student in the event the school discontinues a program of training prior to the Student starting the first class.
5. Any monies due the Student shall be refunded within 30 calendar days from cancellation or failure to appear on or before the first day of class.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education.

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance (LDA) as determined by official attendance records.

Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours. When a student withdraws, the institution prorates tuition charges up to 40% of the period of enrollment based on the formula outlined below. Cancellation after completing more than 40% of the program will result in no refund. For students who withdraw after attempting 40% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

$$\frac{\text{Scheduled hours in period of enrollment up to student's LDA}}{\text{Total hours in the period of enrollment}} = \text{Percentage of period of attempted enrollment}$$

If percentage of period of enrollment attempted is 40% or more, then 100% of tuition will be retained by the institution resulting in no refund to the student. If the percentage is less than 40%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY THE DIFFERENCE.

LICENSING, CERTIFICATION AND APPROVALS

The School offers programs that have met the approval of a wide selection of employers. SAGE holds numerous memberships in national and state trucking industry and educational associations, including the American Trucking Associations, Truckload Carriers Association, National Safety Council, Florida Trucking Association and numerous other state trucking associations. THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED ABOVE IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS



STUDENT SERVICES

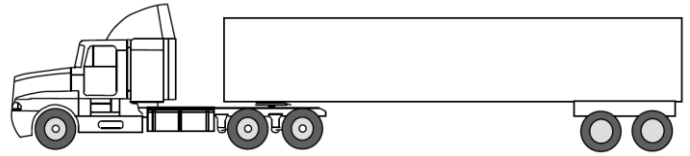
Program and Personal Advising Services.

The School may offer advising services for those students who have difficulty with their program. Students are encouraged to use these services by contacting the School Director.

Placement Assistance Services.

SAGE offers job placement assistance services to all graduates. The School assists students in planning, developing, and obtaining a position in the trucking industry. Students are assisted as applicable based on the need of each student in establishing credentials, writing a resume, developing interviewing skills, and making contact with employers. Students are required to truthfully disclose all relevant information in response to applications for training and employment. Although the School maintains lists and is in contact with prospective employers, SAGE CANNOT GUARANTEE ANY STUDENT A CDL, A SPECIFIC WAGE OR RATE OF PAY, OR EMPLOYMENT IN A JOB AS A RESULT OF TRAINING OR PLACEMENT ASSISTANCE. It is important to note that actual driver income is based on many factors outside the School's control, including carrier rates and policies, economic conditions, driver safety, health and judgment, regulatory requirements, traffic and weather, among others.

ACADEMIC INFORMATION



Grading.

Students are tested and graded on their progress in the classroom and lab, and on their ability to perform behind the wheel of the truck. Classroom work is graded on a percentage basis (0 to 100%), and any grade lower than 80% is considered failing. Driving skills are evaluated each drive session based on safety and progress in development of skill objectives.

Satisfactory Academic Progress.

Each student's academic progress and attendance record is evaluated after each 25% of the program is completed. A student will be terminated or placed on probation for failing to maintain satisfactory academic progress. Grades are reported to the student by the instructor at the completion of each test throughout the program. Driving skills progress is reported to the student at the conclusion of each behind the wheel session. Students are immediately made aware of unsatisfactory grades or progress. Students are required to complete the program in no more than 150% of the program length. In order to be considered making satisfactory progress at the specific levels of completion of the program identified, a student must maintain a minimum grade average of 80%, and must have an attendance rate of at least 80%. Failure to successfully complete a course in accordance with these standards, or the withdrawal from any course in the program, will result in termination.

Credit for Prior Training or Experience

Credit may be granted to students for previous training or experience based on a review by staff of appropriate credit, if any. The School makes no assurance that credit for SAGE training is transferrable to another institution, as the receiving institution decides whether to accept credit for transfer.

Transferability of Credits

SAGE Truck Driving Schools does not guarantee transferability of its credits to any other college, university, or institution. Any decision on the comparability of credits and whether or not they should be accepted is solely at the discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the school's programs are not designed for transfer to other institutions. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the receiving institution.

ADMISSIONS

Admission Requirements.

All programs are offered without regard to gender, race, color, national origin, veteran status or handicap. The Admission requirements are based largely upon trucking industry requirements and a desire to learn about and pursue a career in the trucking industry. To be admitted, students must: be at least 18 years old (21 if intending to drive interstate); possess a valid state driver's license; have a motor vehicle driving record free from current serious offenses; be willing to submit to a drug test; and be able to read, write, speak and understand the English language sufficient to be employed in the trucking industry (read traffic signs, converse with public, respond to official inquiries and complete required written documents).

Procedures for Admission.

A School staff member will interview an applicant through a personal interview or by telephone. The staff member will explain the training programs, admissions and graduation requirements, information on the trucking industry and driver lifestyle, job placement opportunities, costs, and other general information on the School. Applicants will be provided with a School catalog. Applicants are also required to complete a Training Application. Persons who are able to visit the School before enrolling are encouraged to do so. Applicants are

required to provide a copy of their driver's license. After the above criteria are satisfied, applicants will be required to arrange for payment and complete an Enrollment Agreement with the School. Students approved for admission to the School will be notified. A drug test will be scheduled, results must be received before the start date or within 7 days of the start date. A DOT Drug test will be required prior to commencing the behind-the-wheel driving portion. Military veterans are provided priority enrollment, and will receive earliest priority admission based on selected class date and class availability.

Enrollment Checklist

- ☐ Completed Training Application
- ☐ Current Motor Vehicle Record (MVR)
- ☐ Driver's License
- ☐ Appropriate Payment (or Funding)
- ☐ Enrollment Agreement and Other Documents

COURSE DESCRIPTIONS

Each program is divided into six (6) courses, which are described below. Each course includes a number of units, and each unit consists of several lessons. Course topics are delivered and time is allocated based upon program objectives.

CDL 101 - Commercial Driver's License: Teaches drivers in an academic setting how to prepare for the state CDL exams. Consists of test-taking skills, CDL endorsements (general knowledge, air brakes, combination vehicles, double-triple trailers, tankers, hazmat), and vehicle inspection test information.

TTD160 – 24 hours TTD80 – 0 hours TTD40 – 0 hours STB40 - 8

TRK 101 - Basic Operation: This course gets the student started on the way to becoming a tractor-trailer driver. The student learns to "pre-trip" (inspect) a tractor and trailer, becomes familiar with the various parts and controls of the vehicle and their use, and how to hook-up a tractor to a semi-trailer. The basics of shifting, backing, coupling and uncoupling are emphasized. The student also begins to practice driving on the range (off street driving area).

TTD160 – 36 hours TTD80 – 30 hours TTD40 – 12 hours STB40 - 10

TRK 102 - Safe Operating Practices: This course allows the student to apply all of the basic knowledge learned in the previous unit to driving over-the-road on the public streets. The student learns how much space the tractor-trailer needs, speed control, night driving proficiency and many other skills that are necessary for them to have in order to operate one of these vehicles safely and efficiently.

TTD160 – 28 hours TTD80 – 16 hours TTD40 – 12 hours STB40 - 10

TRK 201 - Advanced Operating Practices: This course provides the student with the opportunity to learn the high level skills that professional drivers need to operate safely under all types of complex traffic conditions, including inclement weather and driving emergencies. The student learns how to quickly recognize hazards and how to deal with them before they become emergencies. Students learn the fundamentals of emergency braking, evasive actions, and responses to other emergencies. Instruction focuses on the causes of skidding and jack-knifing. Techniques for avoiding and recovering from skids are also addressed.

TTD160 – 28 hours TTD80 – 20 hours TTD40 – 8 hours STB40 - 4

MNT 101 - Vehicle Maintenance: This course deals with the various parts of the vehicle and how to determine when they are working properly. While it is not the purpose of this course to teach the student to become a mechanic, a professional driver should be able to recognize certain improperly working parts of the vehicle before serious damage or an accident occurs. The student's safety as well as that of other highway users depends on his/her having this knowledge. The student also learns how to safely and correctly perform basic, everyday vehicle servicing and simple maintenance tasks, as well as how to determine when the vehicle needs the attention of a skilled mechanic.

TTD160 – 12 hours TTD80 – 4 hours TTD40 – 0 hours STB40 - 4

NVA 101 - Non-Vehicle Activities: This course covers such things as cargo handling, hours of service regulations, trip planning, accident procedures and reporting, personal health and safety, public and employer relations and other duties that must be handled by drivers to ensure their safety, the safety of the vehicle, its cargo and other highway users. Includes a minimum of 30 minutes on "Truckers Against Trafficking".

TTD160 – 32 hours TTD80 – 10 hours TTD40 – 8 hours STB40 - 4

SCHOOL MEMBERSHIPS AND AFFILIATIONS



Proud Member

