



# 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 United Education Institute. The corporate administrative offices are located in Irvine, CA. 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.**

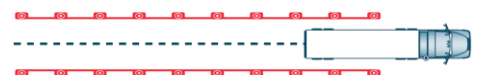
Trucking is a critical industry in the U.S., and professional drivers are the most important asset of trucking companies. This makes CDL training and employment of truck drivers an essential service. Almost all products in America travel by truck for at least some part of their journey in commerce. The 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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## **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.**

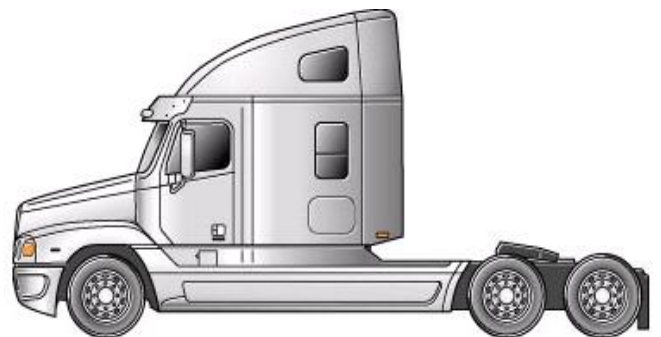
Classes are held every day except holidays, or in the event of emergencies or unavoidable circumstances such as severe weather. Please consult the School for a current list of program start dates. The School offers a continual selection of start dates. The School is closed for these holidays: New Years'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

## **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 over-the-road (unless otherwise required by law).

## **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.

### **Student Complaint Procedure.**

Students who are dissatisfied for any reason are encouraged to express their concern(s) at any time to any School official, the School Director, the President of SAGE, or any appropriate State agency or accreditation or certification body listed elsewhere in this Catalog. The correct procedure to follow for filing complaints, criticisms, and/or objections is posted and fully explained at orientation during the first day of School.

### **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. Student records are kept for the period of time required by the licensing or registered entity. For example: Washington State student records are kept for 50 years.

### **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, and an overall attendance record of 80%.

## **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 (or Diploma in some states) 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.

<b>School Director:</b> Jelena Oller	<b>SAGE Truck Driving Schools</b> <b>412-H South Kit Avenue</b> <b>Caldwell, ID 83605</b>	Phone: 208-454-1209 Email: caldwell@sageschools.com Web: www.sageschools.com
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**PROGRAMS AND TUITION - Classes start weekly throughout the calendar year.**

**Tractor Trailer Driver, Basic (TTD150)**

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 150 clock hours of instruction, including 98 hours of class and lab, 52 hours of behind the wheel driving time and the CDL test. The program is divided into the 6 courses described below **Tuition: \$4,995.00.**

**Commercial Truck Driver, Essentials (CDL2150)**

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 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. The program takes approximately 4 weeks to complete, and includes 150 clock hours of instruction, including 118 hours of class, lab and training exercises, 32 hours of behind the wheel driving time and the CDL test. The program is divided into the 6 courses described below. ~~Tuition: \$4,595.00~~ **No longer accepting new enrollments unless you have a voucher from LAUNCH Idaho.**

**Tractor Trailer Driver, Advanced (TTD 80)**

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. **Tuition: \$3995.00.**

**Tractor Trailer Driver Program, Refresher (TTD 40)**

This program is offered to students who have had 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 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 40 program takes approximately 1-2 weeks to complete, and includes 40 clock hours of instruction, including 24 hours of class, lab and training exercises, 16 hours of behind the wheel driving time and the CDL test. The program is divided into the 6 courses described below. **Tuition: \$2995.00**

**Straight Truck Class B (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. **Tuition: \$2995.00**



### **Specialized Training**

Hourly specialized CDL training is paid for on an hourly basis and focuses on specific ongoing skill development or preparing for a CDL test. ST is designed for individuals who need focused, 1-on-1 instruction, to improve their driving skills or get ready for a CDL exam. Specialized training is sold at the rate of \$125/hr.

Note: Specialized Training is not available for VA qualified applicants.

### **OTHER STUDENT EXPENSES**

Students are responsible for paying for their Department of Transportation (DOT) physical examination and drug test, which must be administered at a SAGE-approved site. The cost of the drug test is approximately \$85, and is paid to SAGE. 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; fees are paid directly to the administering physician. Students are also responsible for payment of their State Learner's Permit, CDL License and skills exam. See the school for current fees, which vary by state. A state Motor Vehicle Report is also required (approximately \$15.00), as well as a CDL Test fee (\$225). Students may be required to purchase textbooks from the School for their program (approximately \$20.00). 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 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 through third party lenders are available to qualified persons. Students requesting such assistance should contact the School for information.

### **REFUND POLICY**

SAGE applies a pro-rated refund policy to students who have paid all required School charges (tuition, fees, etc.), but who cancel prior to starting class, withdraw after beginning classes, are terminated from the School, or otherwise fail to complete the Program on or after the first day of the class enrollment for which they were charged.

**Cancellation:** If notice of cancellation is dated within three days (72 hours) after signing the Enrollment Agreement, all money paid to the School will be refunded. If the applicant cancels the Agreement more than three days after signing an Enrollment Agreement, but before seven days after signing the Enrollment Agreement, the applicant will be entitled to all money paid to the School, minus \$50. Students who have not visited the School facility prior to enrollment will have the opportunity to cancel without penalty (full refund) within three days following either attendance at a regularly scheduled orientation or following a tour of the School facilities and inspection of equipment.

**Withdrawal and Termination:** The enrollment period is measured in calendar time, and the refund is calculated based upon the last recorded day that the student attended the SAGE Program: fifty percent (50%) of the total cost of the program will be refunded to a student if notice of withdrawal or termination is dated during the first quarter of the program. Twenty-five percent (25%) of the total cost of the program will be refunded to a student if notice of withdrawal or termination is dated after the first quarter, but before the first half of the program is completed. No refund will be made to the student that has completed the first half of the program. SAGE will refund unearned tuition according to the School's Refund Policy within 30 days of the student's last date of attendance.

**Cancellation, Withdraw, Termination Refund policy for GI Bill® funded students:** students who terminate the program prior to completion will be refunded the pro rata unused portion of tuition, fees and other charges (rounded down to the nearest 10 percent) based on the ratio of the length the completed portion of the course instructional days or hours bears to the total course length in instructional days or hours. (38 CFR 21.4255)

### **LICENSING, CERTIFICATION, AND APPROVALS; OWNERSHIP**

Sage does not discriminate against schools or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. If the School is notified that a qualified individual with a disability requires "reasonable accommodation" in order to participate in the application process, perform the essential functions of the training program, or enjoy equal benefits and privileges of training, the School will work with that individual to find a reasonable accommodation unless to do so would impose an undue hardship on the School's business. The school's programs have been approved by the Idaho State Approving Agency to accept VA Benefits. The school also participates with the Bureau of Indian Affairs and the Office of Vocational Rehabilitation, Workforce Innovation and Opportunity Act (WIOA). SAGE is also a member in good standing of the Career Education Colleges and Universities (CECU).

### **State Licensing:**

SAGE is registered with the Idaho State Board of Education in accordance with Section 33-2404, Idaho Code. The State Board of Education has not accredited or endorsed any course of study being offered by SAGE. Idaho State students may submit a complaint to the Office of the State Board of Education, Attn: Private Postsecondary & Proprietary Schools, PO Box 83720, 650 W. State Street, Suite 307, Boise, ID, 83720-0037. A complaint form may be downloaded from their website at <https://boardofed.idaho.gov/wp-content/uploads/2020/07/Student-Complaint-Form-7-2020.docx>. VA Education beneficiaries can submit complaints here: <https://www.va.gov/education/submit-school-feedback/introduction>.

**Ownership:** The school is owned by United Education Institute.

**Instructors:**

Bert Combs CDL-A	Shawn Nash CDL-A
Eric Damron CDL-A	Sarah Nason CDL-A
Alonzo Hernandez CDL-A	Dan Perez CDL-A
Sal Hernandez CDL-A	Tony Rodriguez CDL-A
Tom Hostetter CDL-A	Loren Zumwalt CDL-A

## **STUDENT SERVICES**

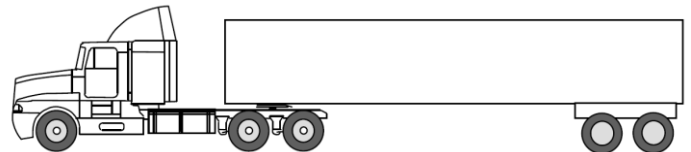
### **Program and Personal Advising Services.**

The School may offer referral to advising services for those students who have difficulty with their program or who may have personal problems that might interfere with their ability to stay in the program. The School maintains information and materials that describe facilities offering professional counseling to those who may need expert assistance with financial, legal, transportation, housing, marriage and family, health, medical and psychological matters. Students are encouraged to use these services by contacting the School Director. School staff are not professional counselors and cannot offer professional advice.

### **Placement Assistance Services.**

SAGE offers job placement assistance services to all students. SAGE has an excellent history of successfully placing graduates with many local and national employers. The School assists students in planning, developing, and obtaining a position in the trucking industry. Students are assisted 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. Data regarding the School's completion rates, typical graduation rates and industry job placement rates are available from the School Director for the previous 12-month period for which the data was reported.

## **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 70% 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 70%, 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.

### **Credit Evaluation Policy for GI Bill® funded students**

For SAGE locations approved for qualified veteran funding, this institution will also inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. Student will be made aware of decision.

## **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; a commercial driver learner's permit; have a motor vehicle driving record free from current serious offenses; be willing to submit to a drug test; be able to pass a United States Department of Transportation physical exam & drug screen; 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. Information on the School's placement and graduation statistics, as well as potential driver income information, is available from the school office. 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, permit, and also a completed physical examination and drug screen on the appropriate U.S. Department of Transportation form (copies available through the School or from most physicians). After all of 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. 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)
- ☐ DOT Physical and DOT Drug Screen
- ☐ 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.

TTD150 – 14 hours      2150 – 24 hours      TTD80 – 0 hours      TTD40–0hours      STB40-2 hours

**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)

TTD150 – 38 hours      2150 – 34 hours      TTD80 – 30 hours      TTD40 – 8 hours      STB40-8 hours

**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.

TTD150- 30 hours      2150 – 24 hours      TTD80 – 16 hours      TTD40 – 11 hours      STB40-9 hours

**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.

TTD150 – 11 hours      2150 – 24 hours      TTD80 – 20 hours      TTD40 – 10 hours      STB40-9 hours

**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.

TTD150- 19 hours      2150 – 6 hours      TTD80 – 4 hours      TTD40 – 0 hours      STB40-2 hours

**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".

TTD150- 38 hours      2150 – 38 hours      TTD80 – 10 hours      TTD40 – 11 hours      STB40-10 hours

## SCHOOL MEMBERSHIPS AND AFFILIATIONS

SAGE selected as a Military Friendly School



***Proud Member***

### All Idaho Locations:

Sage Truck Driving Schools  
4259 W Seltice Way  
Coeur d'Alene, ID 83814  
Phone: 208-765-6346

Sage Truck Driving Schools  
412-H South Kit Ave.  
Caldwell, ID 83605  
Phone: 208-454-1209

Sage Truck Driving Schools  
80 Doud Street  
Blackfoot, ID 83221  
Phone: 208-782-2282

Sage Truck Driving Schools  
@College of Eastern Idaho  
3950 S. Yellowstone Hwy.  
Idaho Falls, ID 83402  
Phone: 208-535-5659