



# SCHOOL CATALOG

## **GENERAL INFORMATION**

### **Background, Mission and School Approach.**

SAGE Truck Driving Schools have provided professional truck driver training since 1989. SAGE 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.**

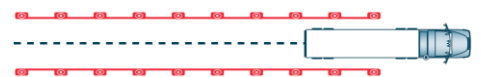
SAGE is properly licensed in accordance with state requirements, as identified elsewhere in this Catalog. SAGE holds numerous memberships in national and state trucking industry and educational associations, including the American Trucking Associations, numerous state trucking associations, Truckload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

### **Program Development.**

SAGE truck driver training programs are patterned after the U.S. Department of Transportation's standards for training tractor-trailer drivers. 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.

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### **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 and Hours of Operation.**

Students in the full-time programs follow a daily class schedule that may be offered Monday-Friday from 8:00 a.m. to 6:00 p.m. for the classroom and lab portions of the program. Included in this schedule are one-hour meal breaks and periodic ten-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 7 days a week in 4-hour day or night sessions according to availability of equipment and instructors. Drive sessions include hourly ten-minute breaks. 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. In order to enroll, students must enroll prior to the first day of class.

### **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 typically closed on New Years' day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas.

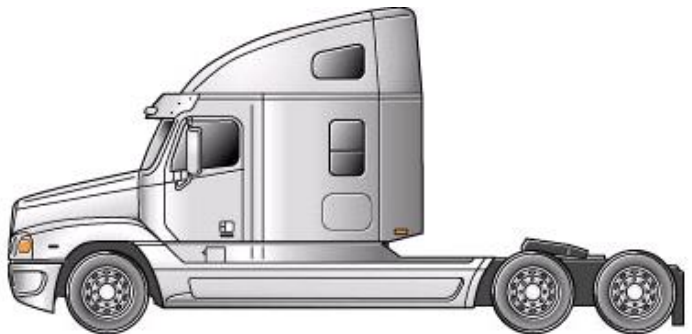
### **Class Size and Student-to-Instructor Ratios.**

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 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 (<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 Grievances/Complaint Procedure.**

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

**Notification of Complaint to the Texas Workforce Commission.**

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [texasworkforce.org/careerschools](http://texasworkforce.org/careerschools).

**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.

**Attendance, Tardiness and Make-Up Work Policy.**

Students are expected to attend all lectures, labs, and driving sessions, and to be punctual in attending classes. Instructors will maintain a positive record of attendance for all classes. A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence. There is no charge for make-up work for class time. 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, may be placed on probation or terminated from the program. Excessive tardiness may 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.

## Graduation Requirements.

In order to graduate from a program, students must have an overall 80% Grade Point Average, an overall attendance record of 80%, and must have a passing score on the state's CDL written and practical examination. The maximum time allowed to complete any program is 150% of the total clock hours of the program.

## 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. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## Leave of Absence Policy.

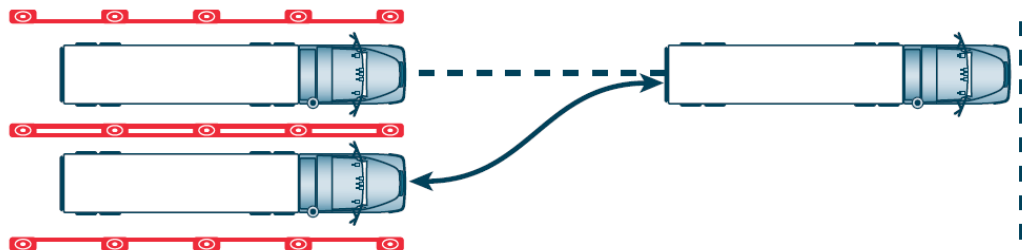
If a student must temporarily suspend training due to circumstances beyond his/her control (i.e. legal, medical, or other legitimate problems approved by the School Director), they may be extended one leave of absence not to exceed 60 days. At the end of 60 days, if the student has not returned to School, 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 not making satisfactory academic progress, or not meeting attendance, tardiness, conduct, policy, safety, payment or other School requirements at any given time may 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.



School Director: Candi Delaughter	<b>SAGE Truck Driving Schools</b> <b>204 Dunton Street</b> <b>San Antonio, TX 78226</b>	Phone: 210-826-7066 Fax: 210-826-7093 Email: sanantonio@sageschools.com Web: www.sageschools.com Office Hours: M-F 8:00am-5:00pm
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## PROGRAMS AND TUITION

### Tractor Trailer Driver, Basic (TTD156)

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. Graduates receive a Class A CDL 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 12 weeks to complete, and includes 156 clock hours of instruction, including 104 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 in the Catalog. **Tuition: \$4,500.00**

TTD 156					
Course	Title	Contact/Clock Hours			
		Class/Lecture	Lab	Driving	Total
CDL 101	Commercial Driver License	17	7		24
TRK 101	Basic Operation	9	5	24	38
TRK 102	Safe Operating Practices	10	2	18	30
TRK 201	Advanced Operating Practices	5	4	2	11
MNT 101	Vehicle Maintenance	9	10		19
NVA 101	Non-Vehicle Activities	34			34

### 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 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. The program takes approximately 2-3 weeks to complete, and includes 80 clock hours of instruction, including 48 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: \$3,995.00**

TTD80					
Course	Title	Contact/Clock Hours			
		Class/Lecture	Lab	Driving	Total
TRK 101	Basic Operation	7	7	16	30
TRK 102	Safe Operating Practices	5	3	8	16
TRK 201	Advanced Operating Practices	8	4	8	20
MNT 101	Vehicle Maintenance	2	2		4
NVA 101	Non-Vehicle Activities	8	2		10

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

This program is offered to students with some previous 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 a review of 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. Graduates receive a Class A or B CDL 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 1-2 weeks to complete, and includes 40 clock hours of instruction, including 24 hours of class, lab and independent study exercises, 16 hours of behind the wheel driving time and the CDL test, if applicable. The program is divided into the 6 courses described in the catalog. **Tuition: \$2,995.00**

TTD 40					
Course	Title	Contact/Clock Hours			
		Class/Lecture	Lab	Driving	Total
CDL 101	Commercial Driver License				
TRK 101	Basic Operation	4		4	8
TRK 102	Safe Operating Practices	7		4	11
TRK 201	Advanced Operating Practices		2	8	10
NVA 101	Non-Vehicle Activities	9	2		11

### **Straight Truck Class B (STB 40)**

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**

STB40					
Course	Title	Contact/Clock Hours			
		Class/Lecture	Lab	Driving	Total
CDL 101	Commercial Driver License		2		2
TRK 101	Basic Operation	4		4	8
TRK 102	Safe Operating Practices	5		4	9
TRK 201	Advanced Operating Practices		2	8	10
NVA 101	Non-Vehicle Activities	9	2		11

**NOTE: All programs operate on an "open enrollment basis" - classes begin every two weeks.**

### **OTHER STUDENT EXPENSES**

Students are responsible for paying for their Department of Transportation (DOT) physical examination and drug test. The combined cost of these is approximately \$150. Drug tests are a split sample, if Bottle B is requested to be tested there is an additional charge of \$250 payable to Sage. Cost of the physical is paid directly to the administering physician. Students may select their own DOT certified physician to administer the physical examination or they may request that the School recommend a physician. The school will arrange for the DOT Drug Test and fees are paid to SAGE. Students are also responsible for payment of their state CDL Permit (\$25), state Motor Vehicle Report (\$15), state CDL License (up to \$97) and CDL test fee (\$100). Students may be required to purchase textbooks from the School for their program (\$60.00). 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.

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

### **Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  1. satisfactorily completed at least 90 percent of the required coursework for the program; and
  2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

**In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within the forty (40) days after termination.**

**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 ACCREDITATION AND APPROVALS**

SAGE Truck Driving School Texas, LLC is approved by the Texas Workforce Commission.

SAGE holds numerous memberships in national and state trucking industry and educational associations, including the American Trucking Associations, National Safety Council, Truckload Carrier Association, numerous state trucking associations, and the Association of Private Sector Colleges and Universities. All programs at SAGE are offered to the public without regard to sex, race, color, national origin, veteran status or handicap.

### **Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas**

The information contained in this catalog is true and correct to the best of my knowledge.



Debra Lohman, Vice President



## **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 contacting 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 and Marking System.**

Students are 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. The school uses the following grading and marking system:

- 96-100 % Excellent (A)
- 91-95% Good (B)
- 86-90 Average (C)
- 80-85% Below Average (D)
- Below 80% Not Passing (F)

### **Incomplete Policy, Grading, and Re-admission**

If a student does not complete all of the assignments of a particular module a grade on "incomplete" (I) is assigned, and the student has until the completion of the next module to complete the work. Under the Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who received a grade of "Incomplete" may re-enroll in the program during the 12-month period following the date the student withdraws, and complete those incomplete subjects without payment of additional tuition for that portion of the course program. Under Title 40, Texas Administrative Code, Section 807.221-224, students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

### **Satisfactory Academic Progress.**

A cumulative grade average of at least 80% is required for the student to receive the course certificate. The school shall record a student's grades at the midpoint and end of each progress evaluation period and the student will receive a written notification of their progress. Students will receive written notification of their progress at the midpoint and at the end of each weekly evaluation period. A student who is not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. The School Director will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will



be clearly indicated in the student's permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated.

A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

### **Credit for Prior Training or Experience.**

Credit may be granted to students (including veterans) 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.

## **ADMISSIONS**

### **Admission Requirements.**

Applicants must be a high school graduate or GED holder. Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. This POG must be received and uploaded prior to starting school.

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; be able to pass a United States Department of Transportation physical exam, obtain a commercial drivers license permit (CLP) & 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.**

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.

### **Tuition Payment Methods**

Students may pay for the cost of tuition by credit card, check (no personal checks), grants (WIOA, Ready to Work, etc.) or through financial assistance (noted below).

### **Financial Assistance**

Sage Truck Driving Schools offers lending options through an independent student loan company for all programs. In order to qualify for a student loan, the student must apply with the student loan company. Additional information will be provided by your admissions advisor. Students who finance their program must keep their account current by making on-time payments.



#### 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. No prerequisites are required

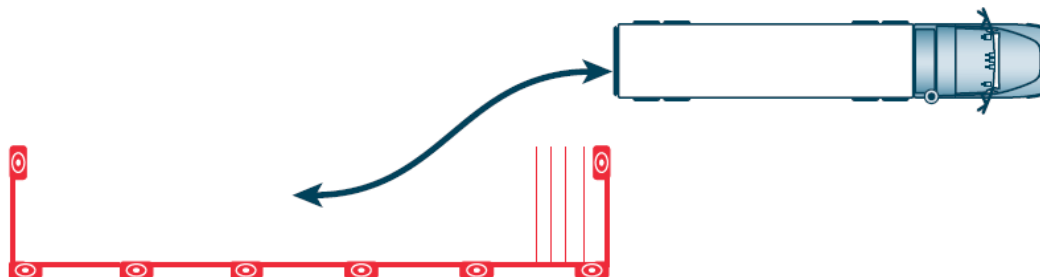
**TRK 101 - Basic Operation:** This course gets the student started on the way to becoming a tractor-trailer driver. The student learns to "pre-trip" (inspect) a tractor and trailer, becomes familiar with the various parts and controls of the vehicle and their use, and how to hook-up a tractor to a semi-trailer.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

**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. Prerequisites: TRK 101

**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. Prerequisites: TRK 101 & 102

**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. Prerequisites: TRK 101

**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, training on the recognition and prevention of human trafficking, and other duties that must be handled by drivers to ensure their safety, the safety of the vehicle, its cargo and other highway users. Prerequisites: TRK 101



### Holiday Calendar

New Years Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day

SAGE selected as a Military Friendly School



Truckload Carrier Association Member



American Trucking Associations Member



***Proud Member***