

2017 – 2018 Catalog

Great Lakes Truck Driving School



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Columbia Station, OH 44028
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www.greatlakestds.com

Updated September 11, 2017

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Doris Young, President , School Director, Authorizing Official, Licensed Classroom Instructor (31 years Truck Driving School Administration Experience)			
Roger Rollins Vice President, Operations		Mike Nease Vice President, Development	
Tracy Strickland CDL Coordinator		Peggie Steyer Bookkeeper	
Maria Ruminski Bookkeeper		Holly Barta Director of Education / Financial Aid Officer	
Christine Miller Student Registrar		Dustin Moralle Student Services Coordinator	
John Faust Director of Placement / IT Services		Dave Broaddus Placement Representative	
Chris Allen Admissions Representative		Don Mutters Admissions Representative	
Todd Brewer Admissions Representative		Staci Workman Marketing / Veteran Services	
Teresa Gay Receptionist		Melissa McClendon Marketing / Financial Aid Assistant	
Jonathan Barta Maintenance		Shane Cox Maintenance	
Monte Utlak Maintenance		Mike Hamrick Maintenance	
Training Managers (Years of Industry Experience)			
Michael Bouey (22)	Dave Welch (35)	R.J. Sigan (36)	Jerry Gay (6)
CDL Instructors (Years of Experience)			
Bill Larkin (26)	Rick Mikesell (40)	Jerry Gay (6)	
Cedric Donofrio (39)	Hakija Hidic (10)	Dave Welch (35)	
Michael Bouey (22)	Jeff Whitfield (28)	Patrick Shank (35)	
Jim Kazee (26)	R.J. Sigan (36)	Argil Stanley (21)	
Gary Papp (25)	Terrance Mullins (5)	Coleman White (6)	
Heavy Equipment Instructors (Years of Experience)			
Argil Stanley (14)	Jordan Smith (9)	Jeff Whitfield (16)	

GREAT LAKES TRUCK DRIVING SCHOOL IS:

- **Accredited by the Commission of the Council on Occupational Education.** 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350. (800)917-2081 Fax (770)396-3790. Council.org
- **Approved by the State Board of Career Colleges and Schools.** Reg Number 10-09-1944T
- **Approved for the Training of Veterans by State Approving Agency of Ohio**
- **Licensed by the Ohio Department of Public Safety.** License Number 1309-1898
- **Accredited by the International Association of Drilling Contractors HSE Rig Pass.** ID R190729
- **Certified as a women's business enterprise by the Women's Business Enterprise National Council (WBENC),** the nation's largest third-party certifier of the businesses owned and operated by women in the U.S.
- **Named to 2014, 2015, 2016 & 2017 Military Friendly Schools List** by Victory Media, the premier media entity for military personnel transitioning into civilian life.

SCHOOL HISTORY – Great Lakes Truck Driving School, Inc. (GLTDS) was founded in 2008 and is a privately held corporation. School Director, Doris Young is a professional Truck Driving School Administrator with over 30 years of training and experience.

A 10.7-acre training site was formalized at 27740 Royalton Road in Columbia Station, Ohio. The courses of instruction formulated by GLTDS are to provide the knowledge, theories and practical training that form the basis of professionalism of Great Lakes Truck Driving School, Inc. for both men and women. Instruction is conducted by trained professionals whose experience enables them to give quality training to students who will be an asset to his/her employer.

Great Lakes Truck Driving School, Inc. is licensed and monitored by the Ohio Traffic Safety Office, a division of Office of Criminal Justice Services, and Traffic Safety, 1970 West Broad Street, Columbus, OH 44223.

GLTDS is an equal opportunity employer. Programs of instruction that are funded by Workforce Investment Opportunity Act are equal opportunity programs.

MISSION STATEMENT – Our success is measured in direct proportion to the success of our students. Our goal is to provide quality instructional programs in a student-centered culture built on respect, encouragement and continuous support; while empowering students with the foundation for a lifetime of success.

INSTITUTIONAL PHILOSOPHY – Great Lakes Truck Driving School, Inc. offers training programs in professional truck-driver training, heavy equipment operation, and oilfield safety. The school is dedicated to providing its students with the skills necessary to be safe, highly qualified industry professionals. The instructors are greatly experienced in their area of instruction and are well qualified to instruct students that are new to the industry or students seeking advancement in their current career.

To ensure that our graduates have the marketable skills they will need to succeed in the workforce, we will focus on continual development through self-assessment, participation in professional organizations, and an open exchange of ideas with the community as well as employers.

PROCEDURE FOR STUDENT REVIEW OF ACCREDITATION – Any student wishing to review the School’s accreditation information may contact the School President for further information.

CONSUMER INFORMATION HANDBOOK – Any questions regarding the Consumer Information should be directed to the School President. Students may reach the School President with questions Monday through Friday during normal business hours in person, phone, or by email at the contact information below.

Doris Young
President / Owner
Great Lakes Truck Driving School
27740 Royalton Road
Columbia Station, OH 44028
866-932-3436 x 223
Fax 440-236-3507
dyoung@greatlakestds.com

FINANCIAL AID

FINANCIAL AID PERSONNEL – The following person(s) may be contacted with any questions or concerns regarding financial aid. Students may reach these personnel during normal business hours.

Holly Barta
Director of Education / Financial Aid Officer
Great Lakes Truck Driving School
27740 Royalton Road
Columbia Station, OH 44028
440-236-4368 or 866-932-3436 x 261
Fax 440-236-3507
hbarta@greatlakestds.com

Melissa McClendon
Marketing / Financial Aid Assistant
Great Lakes Truck Driving School
27740 Royalton Road
Columbia Station, OH 44028
866-932-3436 x 231
Fax 440-236-3507
mmclendon@greatlakestds.com

STUDENT LOAN ENTRANCE AND EXIT LOAN COUNSELING – Students receiving any financial aid must complete entrance and exit counseling. Students should report to the Financial Aid Officer in person to complete their entrance and exit counseling or visit www.studentloans.gov.

GENERAL INFORMATION – Great Lakes Truck Driving School firmly believes that education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier for attending one's school of choice. Financial aid is available for those who qualify.

NON-FEDERAL LOAN OPTIONS – The School can provide students with information on non-federal based financing options. These loans are made through various financial institutions and acceptance is not guaranteed by the School. The school does not determine loan eligibility for any student. The financial institutions have their own application process and guidelines for loan eligibility.

TRAINING GRANTS – Students who are low income, have some degree of disability, or are unemployed may qualify for funding from area government funding agencies. If the Admissions Representative or Financial Aid Officer has determined that the applicant may qualify for this type of funding, the applicant will be referred to the appropriate agency after the admissions requirements are met.

TITLE IV FUNDING – The following federal financial aid programs are offered to those who qualify and are enrolled in an eligible program. The eligible programs at GLTDS include the Premier Driver Development Program – Options 1 & 2 and the CDL Skills / Heavy Equipment Training Program. The Premier Driver Development Program – Options 1 & 2 (600 clock hours) are eligible for the Federal Pell Grant Program, Federal Direct Student Loan Program and the Federal Parent Loan to Undergraduate Student (Plus). The CDL Skills / Heavy Equipment Training Program (360 clock hours) is only eligible for pro-rated loans; Federal Direct Student Loan Program and the Federal Parent Loan to Undergraduate Student (PLUS). These programs are governed under Title IV of the "Higher Education Act of 1965", 20 USCA 1070 et seq., as amended. Students must file a Free Application for Federal Student Aid (FAFSA) to determine their eligibility for any Title IV Funding. The FAFSA is available at <http://www.fafsa.ed.gov>.

FEDERAL PELL GRANT PROGRAM – This grant program does not require repayment. The Pell Grant assists low-income students in financial need. The amount of the award varies among students and is dependent upon the student's eligibility, enrollment status, cost of attendance, and the payment schedule created by the Department of Education.

FEDERAL DIRECT STUDENT LOAN PROGRAM – This is a student loan that must be repaid with interest. The loan may be subsidized or unsubsidized. A subsidized loan is awarded on a need-basis, whereas an unsubsidized loan is not. For a subsidized loan, a maximum of \$3,500 per year may be awarded. The student will not be responsible for the interest that accrues while he/she is attending school or during any authorized periods of deferment. However, the student is responsible for any applicable interest during the repayment period which will begin six months after the borrower ceases training. Unsubsidized loans accrue interest immediately after disbursement until the loan is paid in full. The student will be responsible for any interest accrued and will be given the option to pay the accruing interest while the student is attending school or the student may allow the interest to accumulate. In the event that the student is not eligible for a subsidized loan, the maximum amount a dependent, first-time student may borrow is \$5,500 and \$9,500 for an independent, first-year student. Otherwise, the maximum amount a dependent, first-year student may borrow is \$2,000 and \$6,000 for an independent, first-year student. Just like subsidized loans, the repayment period for unsubsidized loans will begin six months after the borrower ceases training.

FEDERAL PARENT LOAN TO UNDERGRADUATE STUDENT (PLUS) – Parents with good credit may borrow money to assist the student in paying for their educational expenses. Parents may borrow up to the cost of attendance, minus any other financial aid received by the student. The repayment period will begin around sixty (60) days following the disbursement of the loan.

IRAQ AND AFGHANISTAN SERVICE GRANT – This is a grant program and does not require repayment. Any student whose parent or guardian was a member of the US armed forces and died as a result of military service in Iraq or Afghanistan after September 11, 2001 that is not eligible for the Pell Grant due to their Expected Family Contribution (EFC) may be eligible for this grant. The student must also meet all other eligibility requirements of the Pell Grant (other than EFC stipulation) and must have been under 24 years old or enrolled in college at least part-time at the time of their parent’s or guardian’s death.

SALLIE MAE CAREER TRAINING SMART OPTION STUDENT LOAN® - The Sallie Mae Career Training Smart Option Student Loan® is a credit-based private student loan that must be repaid. The Career Training Smart Option Student Loan® allows students to borrow up to the Cost of Attendance of the Program they are enrolling into. The loan has a variable interest rate that ranges from 5.25% - 12.37% APR. There is no origination fee and no prepayment penalty. A cosigner is recommended when applying for this loan.

PAYMENT PLANS – In some instances, students that are not eligible for need based funding may be able to set up a Payment Plan contract with Great Lakes Truck Driving School. This will allow the student to split their tuition into two payments. The first payment is due upfront and the second payment is due halfway through the student’s training. Eligibility is determined on a case by case basis. For more information, please contact the Financial Aid Officer.

GREAT LAKES TRUCK DRIVING SCHOOL LOAN PROGRAM - This loan program is only available to students enrolled into the CDL Skills / Heavy Equipment Training Program or Premier Driver Development Program - Option 1. In the event that various funding resources, including, but not limited to Workforce Innovation & Opportunity Act (WIOA) grants and Federal Student Aid awards do not fully fund the tuition, Great Lakes Truck Driving School will offer a private loan to help bridge the gap in funding. The maximum loan amount under this program is \$800 and the student may not borrow more than is owed to the school. The term will be 6 months with the first payment due 2 months after graduation. For more information, please contact the Financial Aid Officer.

**Any student borrowing a loan must make a \$125.00 down payment which will be credited to the tuition.

DEPENDENCY STATUS DETERMINATION – When calculating a student’s eligibility for financial aid, the student’s dependency status is used. A student will be considered an “Independent Student” if they meet the following criteria:

- Student was born before January 1, 1994
- Student is enrolled in a master’s or doctorate program
- Student is married on or before the date of application
- Student has children or other dependents that receive more than half of their support by the student
- Student’s parents were deceased or student was in foster care or a ward of the court at any time following the student’s 13th birthday
- Student is a veteran of the US Armed Forces
- Student is currently serving on active duty for purposed other than training
- Student is and/or was an emancipated minor

- Student is and/or was in legal guardianship
- Student was an unaccompanied youth that was homeless according to the student's high school, school district homeless liaison, director of an emergency shelter or transitional housing program funded by the US Department of Housing and Urban Development OR student was self-supporting and at a risk of being homeless according to the director of a group home or transitional living program.

Independent students may file the FAFSA by themselves and will not need their parent's financial information. Any student not fitting the above criteria is considered a "Dependent Student". Dependent students must have their parents complete part of the FAFSA with their financial information. On rare occasions, the Financial Aid Officer may use professional judgement and make the decision to apply a Dependency Override.

PROFESSIONAL JUDGEMENT – SPECIAL CIRCUMSTANCES – Under special circumstances, the Institution may request any documentation that he/she feels appropriate to determine whether the student's circumstances will allow an adjustment to the student's status or income information.

FINANCIAL AID ELIGIBILITY – A student's financial aid eligibility for Title IV funding will be determined based on the need analysis made by the Free Application for Federal Student Aid (FAFSA). In addition to the student's need, a student must:

- Be a US citizen, permanent resident, or eligible non-citizen
- Be enrolled in an eligible program recognized by the Department of Education that is no less than 300 clock hours in length at an eligible institution
- Be attending at least half time
- Not be in default on a Federal Loan and cannot owe on a Federal Grant
- Meet the satisfactory academic progress standards outlined in the school catalog
- Be registered with Selective Service (applicable only to male students between 18-25)
- Not be currently enrolled in high school
- Have a high school diploma, GED, home school certificate, or equivalent
- Possess a valid Social Security Number
- Complete and submit all required paperwork as determined by the Financial Aid Officer
- Complete the Free Application for Federal Student Aid (FAFSA)

DISBURSEMENT OF FINANCIAL AID – Any financial aid received by the student must be collected and applied in accordance with the applicable federal, state, or local regulations. When applying financial aid, the School is required to apply any Federal Pell Grant to the student's account before applying any other aid. Once all financial aid and/or loans have been applied to the student's account, any remaining funds above the student's current balance will be paid to the student within 14 days after the funds have been applied to the student's account. With the student's permission, the School may apply the remaining funds to future terms or classes within the same academic year instead of receiving a disbursement. The student may rescind the agreement to have remaining balances applied to future terms at any time. The institution must clear out any Title IV credit balance by the end of the award year of which the credit balance occurred.

Great Lakes Truck Driving School will notify the parent or student when loan funds have been credited to the student's account. This notification will happen within 5 days of the disbursement. The notification will provide the parent or student with the date and amount of the disbursement, information regarding the right to cancel all or part of the loan disbursement and the procedures regarding the cancellation of all or part of the loan disbursement.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID – Students have the following rights regarding financial aid:

- The right to know how and when to apply for financial aid, what programs are available, and the cost of attendance.
- The right to know how financial need is determined and what resources are used in the calculation of need.
- The right to know how much need has been met by the School.
- The right to request information and explanations of the various programs in the student's aid package.
- The right to know how much student aid in their package must be repaid and the repayment procedures.
- The right to view the contents of the Student's financial aid file, in accordance with FERPA.
- The right for all documentation submitted to the Financial Aid Office to be confidential.

Students have the following responsibilities regarding financial aid:

- The responsibility to complete and submit all application to the appropriate agencies within the time frames allowed.
- The responsibility to provide accurate information on any financial aid applications.
- The responsibility to provide any documentation requested by the Financial Aid Office.
- The responsibility to know and comply with all forms, applications, agreements, etc. that the student signs.
- The responsibility to comply with the stipulations of any Promissory Note or other agreement signed.
- The responsibility to be aware of application deadlines.
- The responsibility to be aware of the School's refund policy as outlined in the school catalog.
- The responsibility to maintain satisfactory academic progress
- The responsibility to understand the conditions of any aid the student receives and the consequences of defaulting on a student loan.
- The responsibility to make sure the School has current student contact information.

DIRECT LOAN DISCLOSURE FORM – A “Plain Language Disclosure for Direct Subsidized Loans and Direct Unsubsidized Loans” form is available to parents and students at <http://www.direct.ed.gov/dlplain.pdf>. This disclosure further explains the terms and conditions of any Direct Loan.

FEDERAL PELL GRANT PROGRAM LIFETIME ELIGIBILITY USED – The amount of Federal Pell grant aid that a student receives is limited during the student's lifetime. A student's eligibility is limited to 12 semesters or its equivalent. The maximum amount a student can receive is 6 full time years or 600% LEU. LEU is the student's lifetime eligibility used which can be tracked at http://www.nsls.ed.gov/nsls_SA/.

UNUSUAL ENROLLMENT HISTORY – Some FAFSA applications may be flagged by the Department of Education in instances where there are unusual enrollment patterns. If the FAFSA is flagged using a “2”, it means that there is a possible enrollment pattern problem and if it is flagged using a “3” it means that there is a questionable enrollment pattern. If the student’s FAFSA is flagged with a “2” or a “3”, the school must review the past four years of enrollment and financial aid records for the student to determine whether the student is enrolling only long enough to receive cash refunds of federal student aid.

If a student is found ineligible for financial aid due to unusual enrollment history, the student may appeal the determination by contacting the Financial Aid Office.

ADMISSION PROCEDURES – Applicants must be interviewed by an admissions representative of the school, complete a school application, and submit other information which may be required to determine qualifications for enrollment. Students must have an acceptable driving record, pass a DOT Physical, drug screen, and meet Admission Requirements in order to benefit from the program(s) being offered. See individual Program descriptions for additional Admissions Requirements.

Any student wishing to receive Title IV Financial Aid must be a regular student enrolled in an eligible program. A regular student is defined as a student enrolled in an eligible institution in order to obtain a degree or certificate. The eligible programs at Great Lakes Truck Driving School include the Premier Driver Development Program – Options 1 & 2 and the CDL Skills / Heavy Equipment Training Program.

A prospective student with a felony record or more than two moving violations within the past three years will be evaluated on an individual basis prior to acceptance for admissions by the Placement Department. All students are required to obtain a valid temporary permit before entering the yard portion of training.

Below is a chart of the Admissions Requirements for every program/course offered by GLTDS.

PROGRAM	ADMISSIONS REQUIREMENTS
<p>Premier Driver Development Program – Option 1</p>	<p>A. Must complete a School Application. B. Must be at least 21 years old and have held a Class D operators’ license for a minimum of 2 years. C. Must possess a valid driver’s license and must obtain the appropriate permit to drive a tractor-trailer prior to yard training. D. Must pass a DOT Physical Examination and Drug Screen prior to acceptance. E. Must have all payment arrangements accepted by Financial Aid Office prior to class start. F. Must be a US Citizen or Eligible Non-Citizen G. Must be able to read, write, and understand the English language. H. Must have the ability to benefit from the training offered. I. Must obtain at least 1 pre-hires prior to admission. J. Students participating in Title IV Financial Aid must have a High School Diploma, GED, or equivalent</p>

<p>Premier Driver Development Program – Option 2</p>	<p>A. Must complete a School Application. B. Must be at least 18 years old and have held a Class D operators’ license for a minimum of 2 years. C. Must possess a valid driver’s license and must obtain the appropriate permit to drive a tractor-trailer prior to yard training. D. Must pass a DOT Physical Examination and Drug Screen prior to acceptance. E. Must have all payment arrangements accepted by Financial Aid Office prior to class start. F. Must be a US Citizen or Eligible Non-Citizen G. Must be able to read, write, and understand the English language. H. Must have the ability to benefit from the training offered. I. Students participating in Title IV Financial Aid must have a High School Diploma, GED, or equivalent.</p>
<p>Advanced CDL Skills / Heavy Equipment Training Program</p>	<p>A. Must complete a School Application. B. Must be at least 18 years old and have held a Class D operators’ license for a minimum of 2 years. C. Must possess a valid driver’s license and must obtain the appropriate permit to drive a tractor-trailer prior to yard training. D. Must pass a DOT Physical Examination and Drug Screen prior to acceptance. E. Must have all payment arrangements approved by Financial Aid Office prior to class start. F. Must be a US Citizen or Eligible Non-Citizen G. Must be able to read, write, and understand the English language. H. Must have the ability to benefit from the training offered.</p>
<p>CDL Skills / Heavy Equipment Training Program</p>	<p>A. Must complete a School Application. B. Must be at least 18 years old and have held a Class D operators’ license for a minimum of 2 years. C. Must possess a valid driver’s license and must obtain the appropriate permit to drive a tractor-trailer prior to yard training. D. Must pass a DOT Physical Examination and Drug Screen prior to acceptance. E. Must have all payment arrangements approved by Financial Aid Officer prior to class start. F. Must be a US Citizen or Eligible Non-Citizen G. Must be able to read, write, and understand the English</p>

<p>CDL Skills / Heavy Equipment Training Program (Contd)</p>	<p>language. H. Must have the ability to benefit from the training offered. I. Students participating in Title IV Financial Aid must have a High School Diploma, GED, or equivalent.</p>
<p>CDL Skills Training Program</p>	<p>A. Must complete a School Application. B. Must be at least 18 years old and have held a Class D operators' license for a minimum of 2 years. C. Must possess a valid driver's license and must obtain the appropriate permit to drive a tractor-trailer prior to yard training. D. Must pass a DOT Physical Examination and Drug Screen prior to acceptance. E. Must have all payment arrangements approved by Financial Aid Office prior to class start. F. Must be a US Citizen or Eligible Non-Citizen G. Must be able to read, write, and understand the English language. H. Must have the ability to benefit from the training offered.</p>

CANCELLATION AND SETTLEMENT POLICY – An enrollment agreement may be cancelled within 5 calendar days after the date of signing it provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees pursuant to the enrollment agreement. The refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

DATE OF DETERMINATION – The date of determination is the day the student notified the school of their intent to withdraw from the program. In the event that a student does not officially withdraw, the date of determination will be the 14th day following the student's last day of attendance.

REFUND POLICY – If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 332-1-10.1. Any funds received through Federal Title IV Financial Aid will be calculated according to Title IV Regulations.

The following refund policy applies to all students of GLTDS – Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio

Administrative Code section 332-1-10: requires that any program that exceeds 300 clock hours must be broken into academic terms for the purpose of collecting tuition and issuing terms. Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

- (1) A student who starts class and withdraws before the academic term is 15% complete will be obligated for 25% of tuition and refundable fees.
- (2) A student who starts class and withdraws after the academic term is 15% complete, but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees.
- (3) A student who starts class and withdraws after the academic term is 25% complete, but before the academic term is 40% completed, will be obligated for 75% of the tuition and refundable fees.
- (4) A student who starts class and withdraws after the academic term is 40% complete will not be entitled to a refund of the tuition and refundable fees.
- (5) In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school’s established policy.
- (6) Collection procedures used by the school must be consistent with the laws and rules applicable thereto.
- (7) Refunds to various funding agencies for students who are funded through individual training agreements and drop from the training program will be calculated on a case-by-case basis as determined by the school and agency.

The school shall make the appropriate refund within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

The following chart outlines the parameters of the programs and the application of this reimbursement:

Program Name	Hours	# of Terms	Hours in Each Term
Premier Driver Development Program Option1	600	2	300
Premier Driver Development Program Option2	600	2	300
Advanced CDL Skills / Heavy Equipment Training Program	400	2	200
CDL Skills / Heavy Equipment Training Program	360	2	180
CDL Skills Training Program	200	1	200

RETURN TO TITLE IV CALCULATION – The amount of Federal Title IV Financial Aid that must be returned is calculated using a Return to Title IV (R2T4) form. A calculation is required if the student withdraws prior to the completion of 60% of each term. After the completion of 60% of each term (payment period), the student has earned 100% of their Title IV funds. However, all students are still held liable under the institutional refund policy as well.

In the event that the student receives a Title IV disbursement greater than the amount the student was eligible to receive, the school must return the lesser of the institutional charges multiplied by the unearned percentage OR Title IV funds disbursed multiplied by the unearned percentage. The student would be responsible for returning any remaining unearned aid that the School is not required to return or any loan funds that are to be repaid in accordance with a Promissory Note.

As a result of the R2T4 calculation, if funds must be returned, those federal funds must be returned in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan
- Pell Grant

For official withdrawals, the date of withdrawal will be the date the student notifies the school of their intent to withdraw. For unofficial withdrawals, the date of withdrawal will be the student's last day of attendance.

POST-WITHDRAWAL DISBURSEMENTS – “If the student receives more Title IV aid than the amount earned, the school, the student, or both must return the unearned funds in a specified order” – FSA Handbook.

Great Lakes Truck Driving School may disburse any post-withdrawal disbursements of Title IV grant funds to a student's account without their permission for current charges for tuition, fees, and room and board. This disbursement amount cannot exceed the amount of the outstanding charges. Any charges that are not current will require a student or parent authorization to credit the student's account. An authorization that is obtained prior to the student's withdrawal date may be used for this purpose. Otherwise, GLTDS must obtain an authorization before crediting the student's account. The school must credit the student's account with the post-withdrawal disbursement of grant funds for current charges within 180 days of the date of determination. The school must disburse any portion of Title IV grant funds owed to the student within 30 days of the date the school determines that the student has withdrawn.

Great Lakes Truck Driving School must notify the student or parent in writing prior to making any post-withdrawal disbursement of loan funds. This notice will be provided within 30 days of the date of determination and will allow 14 days for the student and/or parent to determine whether to accept the disbursement and submit a response. If the student and/or parent does not wish to accept some or all of the loan funds that the institution wishes to credit to the student's account, GLTDS cannot disburse those funds. Once the school has received confirmation from a student or parent that they want to receive the post-withdrawal disbursement of loan funds, the school must make the disbursement as soon as possible, but no later than 180 days after the date of determination.

STUDENT’S RESPONSIBILITY FOR OVERPAYMENT – The school must report any grant overpayment to the U.S. Department of Education. The student will be given 45 days to work with the institution to resolve their overpayment. Beyond the 45-day limit, the student must make arrangements with the Department of Education directly.

REFERRAL OF OVERPAYMENTS AND FRAUD CASES – During the verification process, if Great Lakes Truck Driving School discovers that the student has received an overpayment, the school will try to adjust any future financial aid disbursements to correct the overpayment. In the event that the school is unable to correct the overpayment by adjustment, the student will be responsible to repay the overpayment. Students who fail to repay the school an overpayment will be reported to the U.S. Department of Education and will be ineligible for future Federal Aid.

VERIFICATION POLICY – Any SAR or ISIR that contains an asterisk next to the EFC number has been selected for verification by the U.S. Department of Education. Great Lakes Truck Driving School must verify the accuracy of the financial data used to calculate the Expected Family Contribution (EFC). Any student that is selected for verification must submit any required documentation to the Financial Aid Office within 30 days of the date the Financial Aid Office requests the verification documents. Students who fail to provide the requested documentation prior to the end of their training will forfeit their aid. The student will then be responsible for covering any remaining costs associated with their training.

In cases where there is misstated data on the ISIR, GLTDS will correct the information. If the financial aid package would change due to a verification change, a new award letter will be sent to the student.

Any misrepresentation or altering of information by the student on his/her application to increase eligibility is fraud and will be reported to the U.S. Department of Education.

TUITION / FEES – Tuition will be charged by term for any program over 300 clock hours. Tuition and fees are subject to change at the school’s discretion. Any tuition or fee increase will become effective for the school term following student notification.

Program	Total Tuition	Term Tuition
Premier Driver Development Program Option 1 (Class A CDL / Externship)	\$9,995	\$4,997.50
Premier Driver Development Program Option 2 (Class A CDL / Heavy Equipment / Oil)	\$21,000	\$10,500
Advanced CDL Skills / Heavy Equipment Training Program	\$11,490	\$5,745
CDL Skills / Heavy Equipment Training Program	\$9,995	\$4,997.50
CDL Skills Training Program	\$5,645	N/A

Tuition stated above includes the following books and materials: Log Book and Federal Motor Carriers Safety Regulations (FMCSR) Handbook. The tuition stated above also includes a DOT Physical and Drug Screen, Random Drug / Alcohol Testing and the first and second (if applicable) CDL Skills Test.

The tuition for The Premier Driver Development Program Option 1 and any program containing heavy equipment includes a Hard Hat and Safety Glasses. Training manuals will be provided for the Heavy Equipment Operation training and will remain the property of the school.

Any fees due will be charged during the first term along with the first term tuition. Once a student reaches the second term (midpoint of their program for any program over 300 clock hours), the second term tuition will be charged.

FEES

CDL Temporary Permit_____	\$27.00
CDL License_____	\$45.00
Hazmat Security Threat Assessment (Optional)_____	\$86.50
TWIC (Transportation Worker Identification Credentials)_____	\$128.50

ADDITIONAL COSTS FOR WHICH THE STUDENT IS RESPONSIBLE

TRACTOR-TRAILER DRIVER TRAINING STUDENT HANDBOOK – Students will be provided with the Tractor-Trailer Driver Training Student Handbook, but the book will remain the property of GLTDS. Students have the option of purchasing the student handbook for \$50.00.

MEALS AND TRANSPORTATION – Students are responsible for their own meals and transportation to and from school.

ADDITIONAL TRAINING AND CDL TESTING POLICY

RETEST FEES – GLTDS will cover the cost of the first CDL State Skills Exams and associated test vehicle rentals for each of our graduates. However, if a student requires a CDL State Skills Exam beyond the first test, the student must call Maria to make payment arrangements and get a new training card. Retest fees are as follows: Pre-trip, Yard, Road \$85; Yard & Road \$65; Road Only \$45.

ADDITIONAL TRAINING TIME – Great Lakes Truck Driving School will make up to 8 hours (the equivalent of one training day) of additional re-training time available to students that do not pass their CDL State Skills Exam the first time, up to a maximum of 3 times.

If the student requires re-training time beyond the aforementioned maximum, the student will be responsible for the cost of training at the rate of \$125.00 per 4-hour segment (minimum charge of \$125.00) and the \$95.00 truck rental fee. Additionally, if a student does not show up for their complimentary re-training time, they will be ineligible for any further complimentary re-training time, their State Skills Exam will remain as scheduled, and any future re-training time will be charged to the student at a rate of \$125.00 per 4-hour segment (minimum charge of \$125.00) and the \$95.00 truck rental fee..

TEST DATE POLICY – Students are responsible for arriving at the CDL State Skills Exam test site at the date and time assigned to them by Great Lakes Truck Driving School. Any changes to this test date and time must be done at least 48 hours in advance. If a student does not adhere to this policy, they will be charged an \$85.00 no-show fee.

OUT OF STATE TESTING – GLTDS will not provide a truck for out of State CDL testing.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – Title IV regulations require institutions to establish a Satisfactory Academic Progress Policy to determine if students are progressing towards the completion of their academic program. Although the SAP policy is required by the Title IV regulations, this policy will apply to all students at Great Lakes Truck Driving School regardless of their funding source. SAP includes three elements; qualitative (GPA), quantitative (pace; 67% of weeks of program), and maximum timeframe (150% of weeks of program).

GLTDS uses an academic year of 900 Clock Hours and defines a full-time student as one who attends at least 22 hours per week. A part-time student is defined as one who attends less than 22 hours per week.

LETTER GRADE	SCORE RANGE – ROAD& HEAVYEQUIPMENTLAB	SCORE RANGE - CLASSROOM
A	92-100	92-100
B	84-91	84-91
C	75-83	75-83
D	74 -70	74-70
F	69 & below	69 & below
I	Incomplete	Incomplete
W	Withdrawal	Withdrawal

The Elements of Satisfactory Progress are:

Students must retain a 75% or higher cumulative GPA in order to maintain Title IV eligibility.

Classroom – Students will be graded on classroom exercises and must obtain a 75% or greater to maintain a passing score.

Oilfield Safety Course – Students must obtain an 80% or greater in order to obtain a passing score.

Road – Students will be graded on a 1-5 grading scale at the end of each session. Assessments will be given to every student after they have completed at least 6 hours of behind-the-wheel to evaluate the student’s progress; however, these assessments will not be averaged into the overall grade. During the road portion of training, students must obtain a 70% or higher to maintain a passing score. Please see the grading scale below.

Heavy Equipment Lab – Students are graded at the end of each lab session. Grading scale ranges from 1 to 5.

1 = 20% 2 = 40% 3 = 60% 4 = 80% 5 = 100%

During the lab portion of training, students must average a 3.5 (70%) or higher to maintain a passing score.

CDL Yard – Students will be graded at the end of each lab session on a scale of 1-5 to measure the student's progression; these grades will be averaged to get the student's overall yard grade. Please see the grade scale on page 19. Students must average a 70% or higher to pass.

Unsatisfactory Progress - If any of the above listed violations have been made by the student, the student will be issued a determination of Unsatisfactory Progress.

Attitude – Students will be graded on attitude throughout training. Attitude grades consist of adhering to the rules of the school as well as having an overall positive attitude toward learning. Attitude grades will be noted separately on the student transcript. Grades may be, and are often, taken into account by hiring companies.

PROGRAM	PROBATION
Premier Driver Development Program (Option 1 and 2)	40 Hours
Advanced CDL Skills / Heavy Equipment Training Program	30 Hours
CDL Skills / Heavy Equipment Training Program	30 Hours
CDL Skills Training Program	20 Hours

Warning Status – A warning status lasts for one payment period only, during which the student may continue to receive Title IV funds. Students who fail to make satisfactory progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation.

Incomplete Grades – A student who receives a “W” (withdrawal) or “I” (Incomplete) must complete the program requirements satisfactorily within 30 days or they will be dropped from the program. If a student demonstrates mitigating circumstances (such as death in the immediate family, serious family illness, etc.) the School Director, Doris Young, may reinstate the student to their original program of instruction at her discretion.

Appeal – A student may appeal the determination of Unsatisfactory Progress by submitting a written appeal to the School Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (ie. Illness, death in the family, etc.).

Re-Entry – The training manager or student registrar must approve the date of re-entry to the program. *Re-entrance to the training program after Unsatisfactory Progress or conduct will be permitted at the discretion of the Director. A student can re-enter the training program providing the cause of previous problems are resolved.

Incremental Reviews – The institution completes incremental reviews to verify that students are maintaining SAP to determine if students are eligible for subsequent disbursements after the initial payment period. These incremental reviews will occur at the midpoint of each program. By the midpoint of the program (in hours), students should have at least a 75% cumulative GPA, must have attended at least 80% of their scheduled hours and must have finished at least the minimum weeks listed on the chart below.

Program	Program Hours	Midpoint Hours	Cumulative GPA Required at Midpoint (Qualitative)	Minimum Attendance Rate at Midpoint	Minimum Weeks Completed at Midpoint (Full-time) (Quantitative)	Minimum Weeks Completed at Midpoint (Part-Time) (Quantitative)
Premier Driver Development Program (Option 1 & 2)	600	300	75%	80%	11	N/A
Advanced CDL Skills / Heavy Equipment Training Program	400	200	75%	80%	8	N/A
CDL Skills / Heavy Equipment Training Program	360	180	75%	80%	7	N/A
CDL Skills Training Program	200	100	75%	80%	4	N/A

Maximum Timeframe - The institution defines the maximum time frame allowed for students to complete the program as 150% of the total program length (measured in weeks). GLTDS rounds the maximum time allowable to nearest full week. In the event that rounding the number of weeks in the maximum time allowable would cause the maximum time to exceed 150% of the program length, the institution rounds the number of weeks down. For example, the Premier Driver Development Program Option 1 & Option 2 have program lengths of 15 weeks. The maximum time allowable to complete this program is 150% or 22.5 weeks. Standard math rules would suggest rounding 22.5 up to 23 weeks. However, 23 weeks would exceed the allowable 150%. Therefore, the maximum time allowable is 22 weeks. If a student receiving Title IV Funds fails to complete the program within the Maximum Time Allowable, they will no longer be eligible to receive Title IV Aid. Please see the chart below.

Program	Hours	Length in Weeks (Full-time)	Max Time Allowable (Full-Time)	Length in Weeks (Part-time)	Max Time Allowable (Part-time)
Premier Driver Development Program Opt1	600	15 Weeks	22 Weeks	N/A	N/A
Premier Driver Development Program Opt2	600	15 Weeks	22 Weeks	N/A	N/A
Advanced CDL Skills / Heavy Equipment Training Program	400	11 Weeks	16 Weeks	N/A	N/A
CDL Skills / Heavy Equipment Training Program	360	10 Weeks	15 Weeks	N/A	N/A
CDL Skills Training Program	200	5 Weeks	8 Weeks	N/A	N/A

Attendance Policy – Attendance is crucial to each student’s success. Students are expected to be in school every day during their scheduled hours. Those who are not in class will be marked absent. Any student missing 5 consecutive days will be written-up for poor attendance. Any student missing 14 or more consecutive days will be considered an unofficial drop. Students are expected to have at least an 80% attendance rate at midpoint. Certain programs are regulated by state or federal agencies and may have more stringent requirements. Additionally, certain programs require students to be in attendance for testing in order to obtain all certificates available within the program. If a student misses any class hours on dates where state-mandated material or other required lessons are taught or testing takes place, the student may be ineligible to receive the corresponding certificate if the student does not make-up the missed material. Should a student fail to make up those required lessons and/or tests, the student will be ineligible for a certificate of completion and will only be issued a certificate of attendance. All absences count against the attendance total for the student’s SAP, certificates issued, and any financial aid the student may be receiving. Students must complete at least 90% of their program hours to graduate.

Students who will be absent or tardy for school must call (440)252-4141 prior to the beginning of the day’s class session. Students may also text to (440)252-4141. If texting your absence, make sure to include your name and the date you will be absent. If a student has to leave early for any reason, he/she is to inform their instructor and Dustin from Student Services.

Make-up Time – Students will not be required to make-up missed hours as long as the student has completed all of the training requirements as stated in the Ohio Administrative Code 4501-7-28, NCCER, or Oil & Gas curriculum. Make-up time, if necessary, will be scheduled by GLTDS. Under some circumstances, the School Director may approve make-up time if the student demonstrates extenuating circumstances that led to the absences.

Tardiness – A student will be considered tardy if they arrive to school or return from lunch more than 15 minutes late. If the tardiness is in the classroom portion of training, the student will be written up after three (3) instances and called into the Student Services Office for counseling. If the tardiness occurs during the yard or heavy equipment portion of training, the student will be sent home and counted absent for the remaining duration of the training day. However, if a student is more than 5 minutes late during road training, they will be sent home. It should also be noted that if the student calls into the school attendance line to alert the school of their tardiness and reasoning behind the tardiness, the school will take this into account when deciding on the application of this tardiness policy. GLTDS reserves the right to make exceptions to this policy in the event of extenuating circumstances.

Veterans (Attendance/Absence Policy) – If a student’s absences exceed 20 percent of the scheduled hours in a program, the school will notify the VA to terminate the payment of educational benefits.

Leave Policy – All requests for a leave of absence (LOA) must be in writing and approved by the school’s Student Services Coordinator. If a student does not follow the procedures, he/she will be considered absent and may be terminated when the student exceeds the maximum absences allowable, as determined by the absence policy for the program he/she is enrolled. The maximum number of days allowed or a personal or medical leave is 180 days. A student may take multiple leaves; however, the combination of total days on leave cannot exceed 180.

A LOA may be granted to accommodate a temporary situation beyond the student’s control, such as personal or family illness, death of an immediate family member, military or jury duty, conflicts in work schedules, transportation problems, or inability to obtain the CDL Temporary Permit.

If a student who is on an approved LOA fails to return to school on the day after the leave expires, the student will be terminated from their course and a refund (if applicable) will be calculated as stated in the school’s refund policy and based on the student’s last day of attendance. Students taking a medical leave must submit a doctor’s excuse within 30 days of the start of the leave for approval and a doctor’s release must be submitted to the Student Registrar before returning to training.

OHIO DEPARTMENT OF PUBLIC SAFETY (CLOCK HOUR DEFINITION) –Classroom instruction and behind-the-wheel instruction shall consist of no less than sixty minutes for each hour credited toward completion of the required instruction. Time taken for breaks shall not be included when calculating completion of the required instruction (Ohio Administrative Code 4501.7.28 Training Required for the Operation of Commercial Motor Vehicles, Par: E).

Great Lakes Truck Driving School, Inc. shall make all required classroom and behind-the wheel training available to the student within two hundred seventy days after the first lesson, unless mitigating circumstances occur which shall be documented by the school in the student's record. Mitigating circumstances include health and family issues that disrupt the student's ability to receive training (Ohio Administrative Code 4501-7-28 Training Required for the Operation of Commercial Motor Vehicles, Par: B). The declared date for this enrollment shall be _____ (Ohio Administrative Code 4501-7-29 CDL School Training Agreements, Par: B, Sec. 9).

TRANSFER POLICY

OUT-OF-STATE LICENSE TRANSFER POLICY - In order to gain an Ohio CDL Temporary Permit, a student must provide proof of Ohio residency to the local Ohio Bureau of Motor Vehicles (BMV). Acceptable forms of Ohio residency include such items as a cell phone bill or bank statement, showing the address of Ohio residency while in training. Failure to follow this procedure will result in the student having to provide a CDL Temporary Permit from his/her originating state and the necessity for him/her to take the CDL State Skills Exam in the originating state. In this situation, the cost to test in your originating state will be the responsibility of the student.

TRANSFER OF STUDENTS BETWEEN PROGRAMS WITHIN THE INSTITUTION - Applicants with previous experience or formal training will be evaluated on a case-by-case basis and credit for previous experience may be granted toward the completion of the course. If credit toward completion of the course is granted, the applicant will be admitted to the class on the level determined by Great Lakes Truck Driving School. Course costs will be prorated according to the length of time in school training. Any student enrolled in a Title IV eligible program who is receiving Title IV Aid will not be able to transfer into a shorter program that is not Title IV eligible and still receive completion certificates. The student must complete the Title IV eligible program, transfer into a longer Title IV eligible program, or completely withdraw. Students transferring from one program to another must have the transfer approved by Student Services and the Financial Aid office before completing 80 scheduled clock hours.

REPEATING PROGRAMS – Great Lakes Truck Driving School does not allow students to repeat courses. Therefore, Standards of Satisfactory Progress regarding students repeating a course are not applicable.

CONSTITUTION DAY – Every year on September 17th (or the closest school day thereto), Great Lakes Truck Driving School will hold “Constitution Day”. This is a day where we will offer an educational program on the U.S. Constitution in commemoration to the signing of the U.S. Constitution on September 17, 1787.

AMERICANS WITH DISABILITIES ACT – Auxiliary Aides and services are available upon request to individuals with hearing or language disabilities.

DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION – Great Lakes Truck Driving School is required to provide drug and alcohol abuse prevention information to all students and employees. This information can be found in the Great Lakes Truck Driving School Crime and Safety Handbook which is distributed annually. Students will receive their copy during orientation and employees will receive a copy with their paycheck.

CLERY ACT AND CAMPUS SAFETY – Information regarding the Clery Act, Campus Safety and Security, and Crime Statistics can be found in the Great Lakes Truck Driving School Crime and Safety Handbook which is distributed annually. Students will receive a copy during orientation and employees will receive a copy with their first paycheck. For further information on the school's security policies and crime statistics, you may contact the Financial Aid Officer at the contact information below.

Holly Barta
Director of Education / Financial Aid Officer
Great Lakes Truck Driving School
27740 Royalton Road
Columbia Station, OH 44028
(440) 236-4368 or (866) 932-3436 x 261
Fax (440) 236-3507
hbarta@greatlakestds.com

STUDENT-RIGHT-TO-KNOW ACT – Under the terms of the Student Right to Know Act, Great Lakes Truck Driving School must maintain and report statistics of graduation, employment and licensing examination rates of students. For further information on completion or graduation rates, you may contact the Financial Aid Officer at the contact information below.

Holly Barta
Director of Education / Financial Aid Officer
Great Lakes Truck Driving School
27740 Royalton Road
Columbia Station, OH 44028
(440) 236-4368 or (866) 932-3436 x 261
Fax (440) 236-3507
hbarta@greatlakestds.com

PLACEMENT ASSISTANCE PROGRAM

Great Lakes Truck Driving School, Inc. offers job placement assistance for its students in the following ways:

The school schedules a variety of trucking companies to come into the school and give presentations, take applications and interview for job openings.

Great Lakes Truck Driving School, Inc. also assumes a full share of responsibility for disseminating its brochures, pamphlets, and school data to industries in need of truck drivers.

Job orders are taken from local trucking companies. These job orders are posted on the School's bulletin board to provide current employment needs.

The school maintains a listing of all job orders from employers. The listing is maintained in a job order spreadsheet with the placement department and is available for review to all current students and graduates.

Upon completion of a program and following customary placement services, students are granted referrals beyond initial employment as more advanced employment opportunities arise. Students may call the school for additional referrals.

It is expressly understood that the school makes no guarantee or warranty that any student will be employed upon completion of their course. All students must obtain his/her own employment.

RETENTION RATES OF CERTIFICATE-SEEKING STUDENTS – Retention Rates for 7/1/2015-6/30/2016. The overall graduation rate for GLTDS is 96%. The rates for 16-17 will be available January of 2018.

Program	Grad. Rate
Premier Driver Development Program – Option 1	86%
Premier Driver Development Program – Option 2	93%
Advanced CDL Skills / Heavy Equipment Training Program	91%
CDL Skills / Heavy Equipment Training Program	98%
CDL Skills Training Program	96%

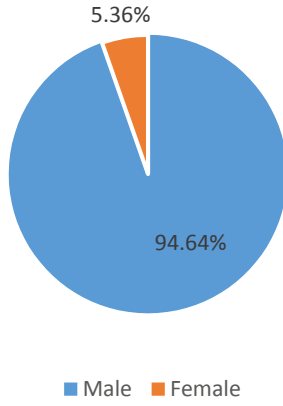
PLACEMENT STATISTICS – Placement Rates for those who graduated between 7/1/2015 – 6/30/2016. The rates for 16-17 will be available January of 2018.

Placement Rates by Program

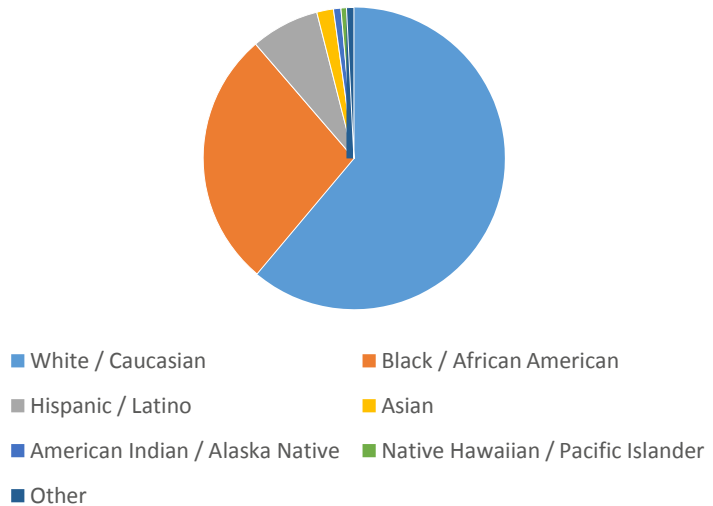
PROGRAM NAME	INDUSTRY RELATED	NOT INDUSTRY RELATED	TOTAL PLACEMENT RATE
Premier Driver Development – Option 1	100%	0%	100%
Premier Driver Development – Option 2	91%	0%	91%
Advanced CDL Skills / Heavy Equipment Training Program	81%	11%	92%
CDL Skills / Heavy Equipment Training Program	78%	9%	87%
CDL Skills Training Program	83%	8%	91%

STUDENT BODY DIVERSITY STATISTICS

Gender Diversity



Racial / Ethnic Diversity



GAINFUL EMPLOYMENT INFORMATION

Program	SOC Code(s)	On-Time Grad Rate	Tuition	Placement Rate for 15-16 AY	Median Loan Debt
Premier Driver Development Program – Option 2	53,48,47,23,21	85%	\$20,600.00	91%	\$0
CDL Skills / Heavy Equipment Training Program	53,48,47,23	87%	\$9,595.00	78%	\$0

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – The Family Educational Rights and Privacy Act (FERPA) is a law that gives parents and students over the age of 18 rights regarding their educational records. This act is designed to protect the student’s privacy. Under this law, parents and eligible students have the right to:

- Inspect and review any and all of the student’s education records maintained by the school. Any parent or eligible student wishing to inspect the student’s education records must submit a written request to the school. Arrangements will then be made for the parent and/or eligible student to review the records. The school is not required to provide copies of their records and may charge a fee for any copies made. The school must comply with the parent’s or student’s request within 45 days of receiving the written request for access.
- Request a correction or amendment of the education records if the parent or eligible student believes them to be inaccurate or misleading. The parent or eligible student must provide the school with a written request that clearly specifies which part of the record they would like amended and the reason for their request. If the school decides not to make the amendment, the parent or eligible student has the right to a formal hearing regarding the request for amendment.

• Provide written consent to the school to disclose any personally identifiable information. The school may disclose records to the following individuals without consent:

- School officials that have a legitimate educational interest
- Any School that the student transfers to
- Certain government officials
- Accrediting Agencies
- State and/or local authorities in cases of health and safety emergencies
- Individuals who have obtained a court order or subpoena

• File a complaint regarding any alleged failure by Great Lakes Truck Driving School to abide by the FERPA Act. Any parent or eligible student may contact the U.S. Department of Education using the contact information below.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

For further information and details regarding the Family Educational Rights and Privacy Act (FERPA) you may visit <http://www2.ed.gov>. To obtain any of the above information available under FERPA, please provide a written request to the School Director.

STUDENT CONDUCT POLICY – Students shall, at all times, conduct themselves in an exemplary manner – both in and out of the classroom. A student may be terminated for:

- a. Unsatisfactory Progress
- b. Being under the influence of or in the possession of intoxicating drinks or illegal drugs while on the school property.
- c. Gambling on the school property.
- d. Sexual harassment against any student and/or staff member.
- e. Insubordination and/or intolerable conduct.
- f. Willful abuse of equipment.
- g. Excessive absenteeism.
- h. Failure to make payment on dates due.
- i. Failure to provide paperwork to the Financial Aid Officer to process loans.

TERMINATION – Violations of the above policies regarding tardiness, absence, make-up work or conduct shall constitute reason for termination. Causes for dismissal will be provided in writing and a refund to the student will be prorated according to the cancellation and settlement policy.

GRIEVANCE DEFINITIONS

- A. A grievance is dissatisfaction with some condition in training. The purpose of the grievance procedure is to secure equitable solutions to the problem that may, from time to time, arise affecting the welfare or training conditions of Students. These proceedings will be kept as informal and confidential as may be appropriate.

- B. An “Aggrieved Person” shall be defined as the student making the claim. Any aggrieved person may present his/her complaint through this procedure. No pressure shall be brought to discourage the student from presenting his/her complaint nor shall he/she be discriminated against in any manner whatsoever for having done so.

PROCEDURE FOR FILING A GRIEVANCE – An aggrieved person shall, within two (2) scheduled working days after the event of condition, which is the basis of the grievance, seek a solution to the grievance by requesting, in writing, a conference with the Director. The School Director shall review the case with all relevant parties. A written record of the meeting must be made and signed by both parties and kept on file. A decision concerning the disposition for the grievance will be issued, in writing, to all parties involved within three (3) working days

COMPLAINT / GRIEVANCE PROCEDURE – All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the School Director. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752; toll free 877-275-4219 and/or the Commission of the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350. (800)917-2081 Fax (770)396-3790 Council.org.

STUDENT RESPONSIBILITY

- a. The student has specific responsibilities and rights in following the established channels in the processing of his/her complaint.
- b. The student should follow the grievance process in the order presented to insure full consideration of his/her appeal. An appeal will be considered settled if not presented to the next higher step within the established time limits.
- c. Students involved in the complaint process, are to maintain respect for all parties involved, and discuss matters with relevant parties only.

MANAGEMENT AND POLICY GROUP RESPONSIBILITY – Supervisors and appropriate policy group members have definite responsibilities in the proper processing of grievances directed to them by students. They are responsible for the following:

- a. Providing copies of all correspondence concerning an appeal to the next higher level of supervision.
- b. Exercising fair and just consideration in their efforts to resolve appeals.
- c. Providing sufficient time for a thorough review of the appeal with the student and any other parties involved.
- d. Conducting a hearing of the appeal with all parties involved in a manner which permits full expressions of various points of view.
- e. Preparing a report on the appeal’s review at his/her level, setting forth the conditions giving rise to the appeal, analysis of the difficulty, and the action taken to resolve the appeal.
- f. Participating in the review at each successive appeal level.

g. All supervisory staff representing GREAT LAKES TRUCK DRIVING SCHOOL will maintain confidentiality concerning any grievances, hearings or the appeal process. Media or other forms of public communication concerning the agency's positions on the matter must be approved by the Director. Supervisory staff is to discuss the matter with relevant parties involved only.

These actions are deemed necessary to the good name of the school and staff person(s) involved in the process.

FIRE ARMS / WEAPONS – Fire arms and weapons are prohibited on school property, trucks, and/or at any school function. Any student in violation of this policy will be immediately terminated.

RANDOM DRUG / ALCOHOL TESTING – The names of students who have been drug tested by an outside agency will be added to the pool of students who have been tested at the school. Students from that pool will be randomly selected for a second drug or alcohol test.

STUDENT SERVICES – Students are encouraged to schedule a visit with Dustin Moralle, Student Services Coordinator, if there is a problem with housing, transportation or any other area that would interfere with a student's attendance or progress.

CONTINUATION OF TRAINING – A student may be awarded a continuation of training if the student has shown considerable effort to achieve the skills necessary to complete training, or has had to overcome extenuating circumstances to continue his/her course of instruction.

OHIO RELAY SERVICE – Individuals who have speech or hearing impairments may call the Ohio Relay Service at 1-800-750-0750 and then dial 711 for assistance.

MEDICAL AND SAFETY REQUIREMENTS – Employers may comply with medical and safety requirements established under other Federal laws without violating the ADA. Federal Highway Administration regulations require medical examinations and evaluations of interstate truck drivers.

TRAINING RATIOS – The following training ratios are for all programs listed in this catalog.

	Student/Vehicle Ratio	Instructor/Student Ratio	Student /Heavy Equip Ratio
Classroom	N/A	Maximum 1:40	N/A
Yard	2:1	Maximum 1:10	Maximum 4:1
Road	4:1	Maximum 1:4	N/A

CLASSROOM BREAKS – Students receive a ½ hour break for lunch. A fifteen (15) minute break will be given in the a.m. and a fifteen (15) minute break will be given in the p.m. during the CDL classroom portion of training. Break time will not be credited toward training time.

LAB BREAKS – Students will receive a ½ hour break for lunch. Break time will not be credited toward training time.

SNOW DAYS / DELAYS – Great Lakes Truck Driving School may cancel or delay classes depending on weather conditions. If school is delayed or canceled, notification will be aired on Fox 8 News.

TRAINING FACILITIES / EQUIPMENT

TRAINING FACILITIES – Great Lakes Truck Driving School facility encompasses a 10.7-acre training center situated at 27740 Royalton Road, Columbia Station, OH 44028. Great Lakes Truck Driving School does not have special facilities for handicapped individuals.

CLASSROOMS – There are 3 classrooms available for training. Each classroom is equipped with a variety of audio-visual training equipment which aids the support of the training curriculum.

DRIVING RANGE – The yard area is used for lab instruction and development of maneuvering skills such as straight line, offset backing, parallel parking, and alley dock. Equipment used for yard instruction includes conventional type tractors, straight trucks, bus, and trailers of various lengths.

HEAVY EQUIPMENT – Approximately four acres is designated for training on various types of heavy equipment. The terrain will allow students to gain experience operating heavy equipment on a variety of slopes and grades.

ROAD – On road training provides students with driving experience on both two-lane roads and interstates. Student will also gain experience in both rural and city traffic situations.

PROGRAMS OFFERED

**PREMIER DRIVER DEVELOPMENT PROGRAM – OPTION 1 (600 CLOCK HOURS)
CLASS A / PASSENGER BUS TRAINING / EXTERNSHIP**

CLASSROOM INSTRUCTION 120 HRS.

Classroom Instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student’s knowledge in truck driving techniques, maneuvers, safety awareness, and CDL prep. Students will also receive OSHA certified HAZWOPER training.

YARD & ROAD TRAINING 200 HRS.

Yard instruction gives students experience operating Class A and Class B vehicles. Driving Range instruction consists of how to properly maintain equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

EXTERNSHIP 280 HRS.

Students will work under the employ of a truck driving company in order to apply the knowledge gained throughout school-based instruction. This portion of training is designed to give the student practical over-the-road driving experience and gain on-the-job training experience.

TOTAL PROGRAM HOURS *** 600 HRS.**

PROGRAM OBJECTIVES – This program is designed for individuals who have no previous tractor-trailer experience and want an extensive training program that focuses on safe driving habits and skill development. This program includes classroom instruction designed to help students pass the CDL Knowledge Test and an emphasis on developing safe driving practices. This course prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver. Training also provides students with on-the-job experience.

CLASSROOM

Orientation	1.0
HAZWOPER	24.0
CDL Prep	15.0
Pre-Trip Walk-Around	1.0
Backing	1.0
Drop & Hook	1.0
Emergency Maneuvers	1.0
Skid-Control Recovery	1.0
Special Rigs	1.0
Personal Health & Safety	1.0
CDL Prep / Pre-Trip Inspection	8.0
Night Driving	1.0
Extreme Driving Conditions	1.0
State Test – Practice Test	2.0
Hazardous Perceptions	2.0
Truck & Cargo Security	2.0
Public & Employer Relations	2.0
Load Securement	1.0
Handling Cargo	1.0
Cargo Documentation	1.0
Pre-Trip Walk-Around	0.5
Traffic Laws	0.5
Rules & Regulations	0.5
Vehicle Brake Systems, Lighting & Emergency Equipment	0.5
Special Taxes, Registration & Licensing Laws	0.5
CDL Requirements	0.5
The Effects of Alcohol & Drugs	0.5
Human Trafficking	0.5
Vehicle Control Systems	1.0
Basic Control	1.0
Occupant Protection Devices	1.0
Railroad Crossings	1.0
FMCSR Regulations	3.0
Crash Reporting & Financial Responsibility Laws	1.0
Hazmat	1.0
Accidents & Breakdowns	1.0
Business Practice for Truck Drivers	1.0
Driver Safety Ratings	2.0
State Test – Practice Test	2.0
FMCSR DOT Open Book	3.0
Great Lakes Driver Safety Course	5.0
Preventative Maintenance Presentation	4.0
Placement Presentation	4.0
Hours of Service	4.0
The Effects of Driver Fatigue	1.0
Log Books	2.0
Practice Logs	0.5
Map Reading & Trip Planning	0.5
Log Exam	2.0
Speed & Space Management	0.5

Courteous Driving Practices	0.5
No Zone	0.5
Yard Orientation / Shifting	0.5
Safe Driving Practices	0.5
Emerging CMV Safety Technologies	0.5
Trucking Technology	1.0
Final Exam	2.0
TOTAL CLASSROOM HOURS *****	120.0

YARD & ROAD TRAINING

Preventative Maintenance	
Vehicle Pre-Trip Inspections / Straight-Line Backing	
Coupling & Uncoupling	
Backing	
Offset Backing Left/Right	
Alley Dock	
Parallel Parking	
Road Training	
YARD & ROAD TRAINING TOTAL	200.0

OILFIELD SAFETY COURSE

Intro to Oil/SafeLand USA/Rigpass/MSHA Site Awareness/Hazwoper Awareness	8.0
OSHA Compliance 30 Hour Construction	30.0
Advanced First Aid OSHA 1926.50(d)/Bloodborne Pathogen Awareness/CPR-AED	2.0
TOTAL OILFIELD SAFETY COURSE HOURS *****	40.0

EXTERNSHIP

Externship Program	280.0
TOTAL EXTERNSHIP HOURS *****	280.0

TOTAL PROGRAM HOURS *** 600.0**

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event changes occur, students will still receive the full amount of training hours detailed within each component.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS – The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during on-yard training and 10 hours of behind-the wheel time during on-road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student.

PROGRAM DESCRIPTION

PREMIER DRIVER DEVELOPMENT PROGRAM – OPTION 1 (600 CLOCK HOURS) CLASS A / PASSENGER BUS TRAINING / EXTERNSHIP

CLASSROOM

ORIENTATION 1.0 HRS. – This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also provides an introduction to the trucking industry and the opportunities as a qualified professional driver.

HAZWOPER 24.0 HRS. – Students will receive OSHA approved training in HAZWOPER (Hazardous Waste Operations and Emergency Response Standard) which provides students with the knowledge necessary to practice safe & healthy habits at hazardous work sites.

CDL PREP 15.0 HRS. – This session presents students with the general, as well as the State of Ohio, Commercial Driver's License Requirements. Students are given an in-depth explanation of material specific to the CDL. Students are also able to complete practice tests prior to taking the actual test.

PRE-TRIP WALK-AROUND 1.0 HRS – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

BACKING 1.0 HRS. – Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

DROP & HOOK 1.0 HRS. – Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

EMERGENCY MANEUVERS 1.0 HRS. – Trainee will learn appropriate responses to driving emergencies. Students are instructed on how to carry out evasive steering, emergency stops, off-road recoveries, and proper responses to brake failures and blowouts.

SKID CONTROL & RECOVERY 1.0 HRS. – Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

SPECIAL RIGS 1.0 HRS. – This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

PREVENTATIVE MAINTENANCE & SERVICING 1.0 HRS. – This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

PERSONAL HEALTH & SAFETY 1.0 HRS. – Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

CDL PREP / PRE-TRIP INSPECTION 8.0 HRS. - Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

NIGHT DRIVING 1.0 HRS. - Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

EXTREME DRIVING CONDITIONS 1.0 HRS. - Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

STATE TEST – PRACTICE TEST 2.0 HRS. - Students will take a practice test to review for their State test.

HAZARD PERCEPTION 2.0 HRS. - This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

TRUCK & CARGO SECURITY 2.0 HRS. - Covers the topics of current terrorism threats, cargo security and theft issues, personal security do's and don'ts identifying suspicious activities and responsibilities for notification, and in-transit security issues and recommendations.

PUBLIC & EMPLOYER RELATIONS 2.0 HRS. - Hiring requirements, pay scales, benefits, etc.

LOAD SECUREMENT 1.0 HRS. - Pre-trip and en-route responsibilities related to cargo loading, cargo inspection, and cargo securement.

HANDLING CARGO 1.0 HRS. - This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics.

CARGO DOCUMENTATION 1.0 HRS. - Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

PRE-TRIP WALK-AROUND 0.5 HRS. - Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

TRAFFIC LAWS 0.5 HRS. - This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(J)(1) Traffic Laws, OAC 4501-7-28(J)(3) FMCSA Regulations**

RULES & REGULATIONS 0.5 HRS. - Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(J)(2) Rules and Regulations of the public utility commission of Ohio**

VEHICLE BRAKING, LIGHTING & EMERGENCY EQUIPMENT 0.5 HRS. – This time is allocated to educate and emphasize the importance of vehicle braking, lighting, & emergency equipment. **OAC 4501-7-28(J)(4) Federal Laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

SPECIAL TAXES, REGISTRATION & LICENSING LAWS 0.5 HRS. – This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(J)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS), OAC 4501-7-28(J)(5) Registration and Licensing Laws**

CDL REQUIREMENTS 0.5 HRS. – Topics include the steps required to obtain a CDL License, driver qualifications, reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

THE EFFECTS OF ALCOHOL & DRUGS 0.5 HRS. – This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(J)(15) The effects of alcohol and drugs**

HUMAN TRAFFICKING 0.5 HRS. – Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(J)(10) Human trafficking prevention in the trucking industry**

VEHICLE CONTROL SYSTEMS 1.0 HRS. – Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

BASIC CONTROL 1.0 HRS. – Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

OCCUPANT PROTECTION DEVICES 1.0 HRS. – Covers the use of occupant protection devices. **OAC 4501-7-28(J)(12) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions.**

RAILROAD CROSSINGS 1.0 HRS. – This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

FEDERAL MOTOR CARRIER SAFETY REGULATIONS 3.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(J)(3) Federal motor safety regulations**

CRASH REPORTING & FINANCIAL RESPONSIBILITY LAWS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(J)(7) Crash reporting and financial responsibility laws**

HAZMAT 1.0 HRS. – This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.

ACCIDENTS & BREAKDOWNS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

BUSINESS PRACTICE FOR TRUCK DRIVERS 1.0 HRS. – This session will cover the topic of business practices for truck drivers.

DRIVER SAFETY RATINGS 2.0 HRS. – Provides students with an understanding of FMCSA’s Driver Safety Ratings program as well as DAC Reports.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

FMCSR DOT OPEN BOOK EXAM 3.0 HRS. – Questions are based on the United States Department of Transportation’s Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carries may continue to administer this written exam as part of their training program.

GREAT LAKES DRIVER SAFETY COURSE 5.0 HRS. – Students will learn about visual search / no zone, communication, speed management, space management, and defensive driving.

Visual Search / No Zone – Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver’s view, also known as the “No Zone”. **OAC 4501-7-28(J)(17) The possibility of other vehicles traveling beside a commercial vehicle out of the driver’s view known as the “no zone”.**

Communications – Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind the wheel. **OAC 4501-7-28(J)(10) Courteous Driving Practices**

Speed Management – Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.

Space Management – Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

Defensive Driving – Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-28(K)(7) Sharing the road, OAC 4501-7-28(J)(9) Safe driving practices, OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies**

PREVENTATIVE MAINTENANCE PRESENTATION 4.0 HRS. – Students learn about brake systems, clutches, and other general maintenance procedures.

PLACEMENT PRESENTATION 4.0 HRS. – Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

HOURS OF SERVICE 4.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 “Hours of Service Regulations” and completes a driver’s Daily Log and logbook recap. **OAC 4501-7-28(J)(8) The effects of driver fatigue**

THE EFFECTS OF DRIVER FATIGUE 1.0 HRS. – This session is partially a continuation of the Hours of Service presentation and will discuss the effects of fatigue on truck drivers in the industry. **OAC 4501-7-28(J)(8) The Effects of Driver Fatigue**

LOG BOOKS 2.0 HRS. – Trainee will comply with hours of service requirements and maintain a complete, neat and accurate driver’s daily log while in training. The students are required to complete a three-day log exam. This exam evaluates their understanding of logging procedures.

PRACTICE LOGS 0.5 HRS. – Students will use this session to practice completing logs.

MAP READING AND TRIP PLANNING 0.5 HRS. – This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

LOG EXAM 2.0 HRS. – During this session, students will complete a log book exam.

SPEED & SPACE AMANGEMENT 0.5 HRS. – Review of speed and space management to safely operate a vehicle in various traffic conditions.

COURTEOUS DRIVING PRACTICES 0.5 HRS. – This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(J)(11) Courteous Driving Practices**

NO ZONE 0.5 HRS. – This session will cover the view limitation in Commercial Motor Vehicles known as the “no zone”. **OAC 4501-7-28(J)(18) Commercial motor vehicle view limitation, also known as the “no zone”**

YARD ORIENTATION / SHIFTING 0.5 HRS. – Students will learn about the yard and what they will be doing once they get to the yard portion of training.

SAFE DRIVING PRACTICES 0.5 HRS. – Students learn about safe driving practices.

EMERGING COMMERCIAL MOTOR VEHICLE SAFETY TECHNOLOGIES 0.5 HRS. – Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

TRUCKING TECHNOLOGY PRESENTATION 1.0 HRS. – This section covers trucking technologies including in truck communication devices, environmental based developments, collision warning systems, logistics programs, and a variety of other technologies that a driver may encounter.

FINAL EXAM 2.0 HRS. – This is a written exam which tests the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

YARD & ROAD INSTRUCTION (CLASS A & B)

PREVENTATIVE MAINTENANCE – Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and recordkeeping.

VEHICLE PRE-TRIP INSPECTIONS / STRAIGHT-LINE BACKING – Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

COUPLING & UNCOUPLING – Provides students with the exact steps to safely and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

BACKING MANEUVERS – Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left / right, alley dock, and parallel parking.

ROAD TRAINING – This portion of training provides students with the behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

EXTERNSHIP

EXTERNSHIP 280.0 HRS. – Students will work under the employ of a truck driving company in order to apply the knowledge gained throughout school-based instruction. This portion of training is designed to give the student practical over-the-road experience and gain on-the-job training experience.

PREMIER DRIVER DEVELOPMENT PROGRAM – OPTION 2 (600 CLOCK HOURS)

CLASS A / HEAVY EQUIPMENT OPERATION / OILFIELD SAFETY

OILFIELD SAFETY COURSE 40 HRS.

The Oilfield Safety portion of training is designed to assist individuals in preparing to enter a career in the oil and gas industries. The certifications obtained in this portion of training are quickly becoming the industry standard. The aerial platform and rough terrain forklift portion of training is designed to provide students with the basic understanding of performing inspections and operating articulating boom lifts and rough terrain forklifts.

HEAVY EQUIPMENT OPERATION 240 HRS.

This course provides students with the basic skills and fundamentals needed to obtain an entry level position in the Heavy Equipment field. Students will receive NCCER certificates in Core Curriculum, Level One, and Level Two. Modular credit will be applied for NCCER Level Three. Certifications will be granted on equipment used in this training.

CLASSROOM INSTRUCTION 120 HRS.

Classroom Instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student's knowledge in truck driving techniques, maneuvers, safety awareness, and CDL prep. Students will also receive OSHA certified HAZWOPER training.

YARD & ROAD TRAINING 200 HRS.

Yard instruction gives students experience operating Class A and Class B vehicles. Driving Range instruction consists of how to properly maintain equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS *** 600 HRS.**

PROGRAM OBJECTIVES – This program is designed for individuals who have no previous tractor-trailer experience or equipment operating experience and want an extensive training program that provides opportunities for graduates in truck driving, equipment operation, and oilfield jobs. This program includes classroom instruction designed to help students pass the CDL Skills Exam, operate heavy equipment in a hands-on environment, and obtain a number of safety credentials valuable to the oil and gas industry. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver, equipment operator, or entry into the oilfield industry.

OILFIELD SAFETY COURSE

Intro to Oil/SafeLand USA/Rigpass/MSHA Site Awareness/Hazwoper Awareness	8.0
OSHA Compliance 30 Hour Construction	30.0
Advanced First Aid OSHA 1926.50(d)/Bloodborne Pathogen Awareness/CPR-AED	2.0
TOTAL OILFIELD SAFETY COURSE HOURS *****	40.0

HEAVY EQUIPMENT OPERATION

NCCER Core	40.0
NCCER Level I	40.0
NCCER Level II	40.0
NCCER Level III	20.0
Lab Training	100.0
TOTAL HEAVY EQUIPMENT OPERATION HOURS *****	240.0

CLASSROOM

Orientation	1.0
HAZWOPER	24.0
CDL Prep	15.0
Pre-Trip Walk-Around	1.0
Backing	1.0
Drop & Hook	1.0
Emergency Maneuvers	1.0
Skid-Control Recovery	1.0
Special Rigs	1.0
Personal Health & Safety	1.0
CDL Prep / Pre-Trip Inspection	8.0
Night Driving	1.0
Extreme Driving Conditions	1.0
State Test – Practice Test	2.0
Hazardous Perceptions	2.0
Truck & Cargo Security	2.0
Public & Employer Relations	2.0
Load Securement	1.0
Handling Cargo	1.0
Cargo Documentation	1.0
Pre-Trip Walk-Around	0.5
Traffic Laws	0.5
Rules & Regulations	0.5
Vehicle Brake Systems, Lighting & Emergency Equipment	0.5
Special Taxes, Registration & Licensing Laws	0.5
CDL Requirements	0.5
The Effects of Alcohol & Drugs	0.5
Human Trafficking	0.5
Vehicle Control Systems	1.0
Basic Control	1.0
Occupant Protection Devices	1.0
Railroad Crossings	1.0
FMCSR Regulations	3.0
Crash Reporting & Financial Responsibility Laws	1.0

Hazmat	1.0
Accidents & Breakdowns	1.0
Business Practice for Truck Drivers	1.0
Driver Safety Ratings	2.0
State Test – Practice Test	2.0
FMCSR DOT Open Book	3.0
Great Lakes Driver Safety Course	5.0
Preventative Maintenance Presentation	4.0
Placement Presentation	4.0
Hours of Service	4.0
The Effects of Driver Fatigue	1.0
Log Books	2.0
Practice Logs	0.5
Map Reading & Trip Planning	0.5
Log Exam	2.0
Speed & Space Management	0.5
Courteous Driving Practices	0.5
No Zone	0.5
Yard Orientation / Shifting	0.5
Safe Driving Practices	0.5
Emerging CMV Safety Technologies	0.5
Trucking Technology	1.0
Final Exam	2.0
TOTAL CLASSROOM HOURS *****	120.0

YARD & ROAD TRAINING

Preventative Maintenance	
Vehicle Pre-Trip Inspections / Straight-Line Backing	
Coupling & Uncoupling	
Backing Maneuvers	
Offset Backing Left/Right	
Alley Dock	
Parallel Parking	
Road Training	
TOTAL YARD & ROAD TRAINING HOURS	200.0

TOTAL PROGRAM HOURS *** 600.0**

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the event that changes occur, students will still receive the full amount of training hours detailed within each component.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS – The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during yard training and 10 hours of behind-the-wheel time during road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student

PROGRAM DESCRIPTION

OILFIELD SAFETY COURSE

INTRO TO OIL & GAS / SAFELAND USA / RIGPASS / MSHA SITE AWARENESS / HAZWOPER AWARENESS 8.0 HRS. – This portion of training will educate students on how to recognize when Hydrogen Sulfide (H₂S) is present in their work area and introduce the precautions necessary to work with Hydrogen Sulfide safely. The information presented will fulfill the training requirements of API Recommended Practice 49, ANSI Z390.1 and other international regulatory standards. Also, students will learn about what to do in an emergency and MSHA Site Training Awareness Requirements. Students will receive HAZWOPER training and will learn about IADC Rigpass and SafeLand USA.

OSHA COMPLIANCE 30 HOUR CONSTRUCTION 30.0 HRS. – The OSHA training will provide individuals with all of the necessary information that is required to obtain their OSHA: Construction Industry 30 Hour Card.

ADVANCED FIRST AID OSHA 1926.50(D) / BLOODBORNE PATHOGEN AWARENESS / CPR-AED 2.0 HRS. – The first aid program provides the basics of CPR and First Aid. Those who successfully complete this session will obtain their certifications in First Aid, CPR, Bloodborne Pathogens & AED.

HEAVY EQUIPMENT OPERATION

NCCER CORE 40.0 HRS. – Core curriculum is the foundation for the Contren Learning series created by the NCCER. Topics include: basic safety, introduction to construction math, introduction to hand tools, power tools, and blueprints. Core curriculum also includes basic rigging, communication skills, and basic employability skills.

NCCER LEVEL I 40.0 HRS. – Heavy Equipment Operations Level I contains an introduction to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, operation of utility tractors and heavy-duty articulated tractors as used in the construction industry, and grades part I.

NCCER LEVEL II 40.0 HRS. – This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

NCCER LEVEL III 20.0 HRS. – This session contains introductory skills for dozers, backhoes, and excavators.

LAB TRAINING 100.0 HRS. – This portion of the course offers hands-on training for various pieces of equipment in the yard.

CLASSROOM

ORIENTATION 1.0 HRS. – This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also provides an introduction to the trucking industry and the opportunities as a qualified professional driver.

HAZWOPER 24.0 HRS. – Students will receive OSHA approved training in HAZWOPER (Hazardous Waste Operations and Emergency Response Standard) which provides students with the knowledge necessary to practice safe & healthy habits at hazardous work sites.

CDL PREP 15.0 HRS. – This session presents students with the general, as well as the State of Ohio, Commercial Driver’s License Requirements. Students are given an in-depth explanation of material specific to the CDL. Students are also able to complete practice tests prior to taking the actual test.

PRE-TRIP WALK-AROUND 1.0 HRS – Students will learn the necessary skills for proper inspection procedures, along with the carrier’s and driver’s legal responsibilities regarding the daily inspection of their tractor and trailer.

BACKING 1.0 HRS. – Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

DROP & HOOK 1.0 HRS. – Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

EMERGENCY MANEUVERS 1.0 HRS. – Trainee will learn appropriate responses to driving emergencies. Students are instructed on how to carry out evasive steering, emergency stops, off-road recoveries, and proper responses to brake failures and blowouts.

SKID CONTROL & RECOVERY 1.0 HRS. – Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

SPECIAL RIGS 1.0 HRS. – This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

PREVENTATIVE MAINTENANCE & SERVICING 1.0 HRS. – This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

PERSONAL HEALTH & SAFETY 1.0 HRS. – Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

CDL PREP / PRE-TRIP INSPECTION 8.0 HRS. - Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier’s and driver’s legal responsibilities regarding the daily inspection of their tractor and trailer.

NIGHT DRIVING 1.0 HRS. – Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

EXTREME DRIVING CONDITIONS 1.0 HRS. – Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

HAZARD PERCEPTION 2.0 HRS. – This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

TRUCK & CARGO SECURITY 2.0 HRS. – Covers the topics of current terrorism threats, cargo security and theft issues, personal security do's and don'ts identifying suspicious activities and responsibilities for notification, and in-transit security issues and recommendations.

PUBLIC & EMPLOYER RELATIONS 2.0 HRS. – Hiring requirements, pay scales, benefits, etc.

LOAD SECUREMENT 1.0 HRS. – Pre-trip and en-route responsibilities related to cargo loading, cargo inspection, and cargo securement.

HANDLING CARGO 1.0 HRS. – This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics.

CARGO DOCUMENTATION 1.0 HRS. – Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

PRE-TRIP WALK-AROUND 0.5 HRS. – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

TRAFFIC LAWS 0.5 HRS. – This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(J)(1) Traffic Laws, OAC 4501-7-28(J)(3) FMCSA Regulations**

RULES & REGULATIONS 0.5 HRS. – Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(J)(2) Rules and Regulations of the public utility commission of Ohio**

VEHICLE BRAKING, LIGHTING & EMERGENCY EQUIPMENT 0.5 HRS. – This time is allocated to educate and emphasize the importance of vehicle braking, lighting, & emergency equipment. **OAC 4501-7-28(J)(4) Federal Laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

SPECIAL TAXES, REGISTRATION & LICENSING LAWS 0.5 HRS. – This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(J)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS), OAC 4501-7-28(J)(5) Registration and Licensing Laws**

CDL REQUIREMENTS 0.5 HRS. – Topics include the steps required to obtain a CDL License, driver qualifications, reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

THE EFFECTS OF ALCOHOL & DRUGS 0.5 HRS. – This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(J)(15) The effects of alcohol and drugs**

HUMAN TRAFFICKING 0.5 HRS. – Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(J)(10) Human trafficking prevention in the trucking industry**

VEHICLE CONTROL SYSTEMS 1.0 HRS. – Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

BASIC CONTROL 1.0 HRS. – Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

OCCUPANT PROTECTION DEVICES 1.0 HRS. – Covers the use of occupant protection devices. **OAC 4501-7-28(J)(12) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions.**

RAILROAD CROSSINGS 1.0 HRS. – This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

FEDERAL MOTOR CARRIER SAFETY REGULATIONS 3.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(J)(3) Federal motor safety regulations**

CRASH REPORTING & FINANCIAL RESPONSIBILITY LAWS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(J)(7) Crash reporting and financial responsibility laws**

HAZMAT 1.0 HRS. – This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.

ACCIDENTS & BREAKDOWNS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

BUSINESS PRACTICE FOR TRUCK DRIVERS 1.0 HRS. – This session will cover the topic of business practices for truck drivers.

DRIVER SAFETY RATINGS 2.0 HRS. – Provides students with an understanding of FMCSA's Driver Safety Ratings program as well as DAC Reports.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

FMCSR DOT OPEN BOOK EXAM 3.0 HRS. – Questions are based on the United States Department of Transportation’s Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carries may continue to administer this written exam as part of their training program.

GREAT LAKES DRIVER SAFETY COURSE 5.0 HRS. – Students will learn about visual search / no zone, communication, speed management, space management, and defensive driving.

Visual Search / No Zone – Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver’s view, also known as the “No Zone”. **OAC 4501-7-28(J)(17) The possibility of other vehicles traveling beside a commercial vehicle out of the driver’s view known as the “no zone”.**

Communications – Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind the wheel. **OAC 4501-7-28(J)(10) Courteous Driving Practices**

Speed Management – Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.

Space Management – Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

Defensive Driving – Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-28(K)(7) Sharing the road, OAC 4501-7-28(J)(9) Safe driving practices, OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies**

PREVENTATIVE MAINTENANCE PRESENTATION 4.0 HRS. – Students learn about brake systems, clutches, and other general maintenance procedures.

PLACEMENT PRESENTATION 4.0 HRS. – Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

HOURS OF SERVICE 4.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 “Hours of Service Regulations” and completes a driver’s Daily Log and logbook recap. **OAC 4501-7-28(J)(8) The effects of driver fatigue**

THE EFFECTS OF DRIVER FATIGUE 1.0 HRS. – This session is partially a continuation of the Hours of Service presentation and will discuss the effects of fatigue on truck drivers in the industry. **OAC 4501-7-28(J)(8) The Effects of Driver Fatigue**

LOG BOOKS 2.0 HRS. – Trainee will comply with hours of service requirements and maintain a complete, neat and accurate driver’s daily log while in training. The students are required to complete a three-day log exam. This exam evaluates their understanding of logging procedures.

PRACTICE LOGS 0.5 HRS. – Students will use this session to practice completing logs.

MAP READING AND TRIP PLANNING 0.5 HRS. – This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

LOG EXAM 2.0 HRS. – During this session, students will complete a log book exam.

SPEED & SPACE AMANGEMENT 0.5 HRS. – Review of speed and space management to safely operate a vehicle in various traffic conditions.

COURTEOUS DRIVING PRACTICES 0.5 HRS. – This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(J)(11) Courteous Driving Practices**

NO ZONE 0.5 HRS. – This session will cover the view limitation in Commercial Motor Vehicles known as the “no zone”. **OAC 4501-7-28(J)(18) Commercial motor vehicle view limitation, also known as the “no zone”**

YARD ORIENTATION / SHIFTING 0.5 HRS. – Students will learn about the yard and what they will be doing once they get to the yard portion of training.

SAFE DRIVING PRACTICES 0.5 HRS. – Students learn about safe driving practices.

EMERGING COMMERICAL MOTOR VEHICLE SAFETY TECHNOLOGIES 0.5 HRS. – Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

TRUCKING TECHNOLOGY PRESENTATION 1.0 HRS. – This section covers trucking technologies including in truck communication devices, environmental based developments, collision warning systems, logistics programs, and a variety of other technologies that a driver may encounter.

FINAL EXAM 2.0 HRS. – This is a written exam which tests the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

YARD & ROAD INSTRUCTION

PREVENTATIVE MAINTENANCE – Students learn the basic components of preventative maintenance including troubleshooting, changing of lights, filters and replacement, air brake system maintenance, checking for proper lubrication levels, tire conditions and pressure, and recordkeeping.

VEHICLE PRE-TRIP INSPECTIONS / STRAIGHT-LINE BACKING – Educates and emphasizes the importance of systematic vehicle inspections. The student will lean the necessary skills for proper inspection procedures along with the carrier’s and driver’s legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

COUPLING & UNCOUPLING – Provides students with the exact steps to safely and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

BACKING MANEUVERS – Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left / right, alley dock, and parallel parking.

ROAD TRAINING – This portion of training provides students with the behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

**ADVANCED CDL SKILLS / HEAVY EQUIPMENT TRAINING PROGRAM (400 CLOCK HOURS)
CLASS A / HEAVY EQUIPMENT**

HEAVY EQUIPMENT OPERATION 160 HRS.

Heavy Equipment Operation provides students with the basic skills and fundamentals needed to obtain an entry level position in the Heavy Equipment field. Students will receive NCCER Core Curriculum and Level One certifications. Modular credit will be applied for NCCER Levels Two and Three. Certifications will be granted on various pieces of heavy equipment.

CLASSROOM INSTRUCTION 80 HRS.

Classroom Instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student's knowledge in truck driving techniques, maneuvers, and safety awareness.

YARD & ROAD INSTRUCTION 160 HRS.

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student's skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS *** 400 HRS.**

PROGRAM OBJECTIVES – This program is designed for individuals who have no previous tractor-trailer experience or equipment operating experience and want a training program that provides opportunities for graduates in truck driving, equipment operation, and oilfield jobs. This program includes classroom instruction designed to help students pass the CDL Skills Exam, operate heavy equipment in a hands-on environment, and a number of safety credentials valuable to the oil and gas industry. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver, equipment operator, or entry into the oilfield industry.

HEAVY EQUIPMENT OPERATION

NCCER Core	40.0
NCCER Level I	40.0
NCCER Level II	40.0
NCCER Level III	40.0
TOTAL HEAVY EQUIPMENT OPERATION HOURS *****	160.0

CLASSROOM

Orientation	0.5
Pre-Trip Walk-Around	0.5
Backing	1.0
Drop & Hook	1.0
Emergency Maneuvers	1.0
Skid-Control Recovery	1.0
Special Rigs	1.0
Preventative Maintenance & Servicing	1.0
Personal Health & Safety	1.0
CDL Prep / Pre-Trip Inspection	8.0
Night Driving	1.0
Extreme Driving Conditions	1.0
State Test – Practice Test	2.0
Hazardous Perceptions	2.0
Truck & Cargo Security	2.0
Public & Employer Relations	2.0
Load Securement	1.0
Handling Cargo	1.0
Cargo Documentation	1.0
Pre-Trip Walk-Around	0.5
Traffic Laws	0.5
Rules & Regulations	0.5
Vehicle Brake Systems, Lighting & Emergency Equipment	0.5
Special Taxes, Registration & Licensing Laws	0.5
CDL Requirements	0.5
The Effects of Alcohol & Drugs	0.5
Human Trafficking	0.5
Vehicle Control Systems	1.0
Basic Control	1.0
Occupant Protection Devices	1.0
Railroad Crossings	1.0
FMCSR Regulations	3.0
Crash Reporting & Financial Responsibility Laws	1.0
Hazmat	1.0
Accidents & Breakdowns	1.0
Business Practice for Truck Drivers	1.0
Driver Safety Ratings	2.0
State Test – Practice Test	2.0
FMCSR DOT Open Book	3.0
Great Lakes Driver Safety Course	5.0
Preventative Maintenance Presentation	4.0
Placement Presentation	4.0

Hours of Service	4.0
The Effects of Driver Fatigue	1.0
Log Books	2.0
Practice Logs	0.5
Map Reading & Trip Planning	0.5
Log Exam	2.0
Speed & Space Management	0.5
Courteous Driving Practices	0.5
No Zone	0.5
Yard Orientation / Shifting	0.5
Safe Driving Practices	0.5
Emerging CMV Safety Technologies	0.5
Trucking Technology	1.0
Final Exam	2.0
TOTAL CLASSROOM HOURS *****	80.0

YARD & ROAD INSTRUCTION

Vehicle Pre-Trip Inspection / Straight-Line Backing
Coupling & Uncoupling
Backing Maneuvers
Offset Backing Left / Right
Alley Dock
Parallel Parking
Road Training
TOTAL YARD & ROAD HOURS *****160.0

TOTAL PROGRAM HOURS *** 400.0**

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the even that changes occur, students will still receive the full amount of training hours detailed within each component.

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PROGRAM DESCRIPTION

ADVANCED CDL SKILLS / HEAVY EQUIPMENT TRAINING PROGRAM (400 CLOCK HOURS)

CLASS A / HEAVY EQUIPMENT

HEAVY EQUIPMENT OPERATION

NCCER CORE 40.0 HRS. – Core curriculum is the foundation for the Contren Learning series created by the NCCER. Topics include: basic safety, introduction to construction math, introduction to hand tools, power tools, and blueprints. Core curriculum also includes basic rigging, communication skills, and basic employability skills.

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NCCER LEVEL III 40.0 HRS. – This session contains introductory skills for dozers, backhoes, and excavators.

CLASSROOM

ORIENTATION 0.5 HRS. – This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also provides an introduction to the trucking industry and the opportunities as a qualified professional driver.

CDL PRE-TRIP WALK-AROUND 0.5 HRS – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

BACKING 1.0 HRS. – Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

DROP & HOOK 1.0 HRS. – Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

EMERGENCY MANEUVERS 1.0 HRS. – Trainee will learn appropriate responses to driving emergencies. Students are instructed on how to carry out evasive steering, emergency stops, off-road recoveries, and proper responses to brake failures and blowouts.

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EXTREME DRIVING CONDITIONS 1.0 HRS. – Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

HAZARD PERCEPTION 2.0 HRS. – This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

TRUCK & CARGO SECURITY 2.0 HRS. – Covers the topics of current terrorism threats, cargo security and theft issues, personal security do's and don'ts identifying suspicious activities and responsibilities for notification, and in-transit security issues and recommendations.

PUBLIC & EMPLOYER RELATIONS 2.0 HRS. – Hiring requirements, pay scales, benefits, etc.

LOAD SECUREMENT 1.0 HRS. – Pre-trip and en-route responsibilities related to cargo loading, cargo inspection, and cargo securement.

HANDLING CARGO 1.0 HRS. – This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics.

CARGO DOCUMENTATION 1.0 HRS. – Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

PRE-TRIP WALK-AROUND 0.5 HRS. – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

TRAFFIC LAWS 0.5 HRS. – This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(J)(1) Traffic Laws, OAC 4501-7-28(J)(3) FMCSA Regulations**

RULES & REGULATIONS 0.5 HRS. – Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(J)(2) Rules and Regulations of the public utility commission of Ohio**

VEHICLE BRAKING, LIGHTING & EMERGENCY EQUIPMENT 0.5 HRS. – This time is allocated to educate and emphasize the importance of vehicle braking, lighting, & emergency equipment. **OAC 4501-7-28(J)(4) Federal Laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

SPECIAL TAXES, REGISTRATION & LICENSING LAWS 0.5 HRS. – This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(J)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS), OAC 4501-7-28(J)(5) Registration and Licensing Laws**

CDL REQUIREMENTS 0.5 HRS. – Topics include the steps required to obtain a CDL License, driver qualifications, reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

THE EFFECTS OF ALCOHOL & DRUGS 0.5 HRS. – This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(J)(15) The effects of alcohol and drugs**

HUMAN TRAFFICKING 0.5 HRS. – Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(J)(10) Human trafficking prevention in the trucking industry**

VEHICLE CONTROL SYSTEMS 1.0 HRS. – Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

BASIC CONTROL 1.0 HRS. – Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

OCCUPANT PROTECTION DEVICES 1.0 HRS. – Covers the use of occupant protection devices. **OAC 4501-7-28(J)(12) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions.**

RAILROAD CROSSINGS 1.0 HRS. – This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

FEDERAL MOTOR CARRIER SAFETY REGULATIONS 3.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations.
OAC 4501-7-28(J)(3) Federal motor safety regulations

CRASH REPORTING & FINANCIAL RESPONSIBILITY LAWS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(J)(7) Crash reporting and financial responsibility laws**

HAZMAT 1.0 HRS. – This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.

ACCIDENTS & BREAKDOWNS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

BUSINESS PRACTICE FOR TRUCK DRIVERS 1.0 HRS. – This session will cover the topic of business practices for truck drivers.

DRIVER SAFETY RATINGS 2.0 HRS. – Provides students with an understanding of FMCSA’s Driver Safety Ratings program as well as DAC Reports.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

FMCSR DOT OPEN BOOK EXAM 3.0 HRS. – Questions are based on the United States Department of Transportation’s Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carries may continue to administer this written exam as part of their training program.

GREAT LAKES DRIVER SAFETY COURSE 5.0 HRS. – Students will learn about visual search / no zone, communication, speed management, space management, and defensive driving.

Visual Search / No Zone – Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver’s view, also known as the “No Zone”. **OAC 4501-7-28(J)(17) The possibility of other vehicles traveling beside a commercial vehicle out of the driver’s view known as the “no zone”.**

Communications – Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind the wheel. **OAC 4501-7-28(J)(10) Courteous Driving Practices**

Speed Management – Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.

Space Management – Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

Defensive Driving – Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-28(K)(7) Sharing the road, OAC 4501-7-28(J)(9) Safe driving practices, OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies**

PREVENTATIVE MAINTENANCE PRESENTATION 4.0 HRS. – Students learn about brake systems, clutches, and other general maintenance procedures.

PLACEMENT PRESENTATION 4.0 HRS. – Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

HOURS OF SERVICE 4.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 “Hours of Service Regulations” and completes a driver’s Daily Log and logbook recap. **OAC 4501-7-28(J)(8) The effects of driver fatigue**

THE EFFECTS OF DRIVER FATIGUE 1.0 HRS. – This session is partially a continuation of the Hours of Service presentation and will discuss the effects of fatigue on truck drivers in the industry. **OAC 4501-7-28(J)(8) The Effects of Driver Fatigue**

LOG BOOKS 2.0 HRS. – Trainee will comply with hours of service requirements and maintain a complete, neat and accurate driver’s daily log while in training. The students are required to complete a three-day log exam. This exam evaluates their understanding of logging procedures.

PRACTICE LOGS 0.5 HRS. – Students will use this session to practice completing logs.

MAP READING AND TRIP PLANNING 0.5 HRS. – This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

LOG EXAM 2.0 HRS. – During this session, students will complete a log book exam.

SPEED & SPACE AMANGEMENT 0.5 HRS. – Review of speed and space management to safely operate a vehicle in various traffic conditions.

COURTEOUS DRIVING PRACTICES 0.5 HRS. – This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(J)(11) Courteous Driving Practices**

NO ZONE 0.5 HRS. – This session will cover the view limitation in Commercial Motor Vehicles known as the “no zone”. **OAC 4501-7-28(J)(18) Commercial motor vehicle view limitation, also known as the “no zone”**

YARD ORIENTATION / SHIFTING 0.5 HRS. – Students will learn about the yard and what they will be doing once they get to the yard portion of training.

SAFE DRIVING PRACTICES 0.5 HRS. – Students learn about safe driving practices.

EMERGING COMMERCIAL MOTOR VEHICLE SAFETY TECHNOLOGIES 0.5 HRS. – Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

TRUCKING TECHNOLOGY PRESENTATION 1.0 HRS. – This section covers trucking technologies including in truck communication devices, environmental based developments, collision warning systems, logistics programs, and a variety of other technologies that a driver may encounter.

FINAL EXAM 2.0 HRS. – This is a written exam which tests the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

YARD & ROAD INSTRUCTION

VEHICLE PRE-TRIP INSPECTIONS / STRAIGHT-LINE BACKING – Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

COUPLING & UNCOUPLING – Provides students with the exact steps to safely and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

BACKING MANEUVERS – Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left / right, alley dock, and parallel parking.

ROAD TRAINING – This portion of training provides students with the behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

**CDL SKILLS / HEAVY EQUIPMENT TRAINING PROGRAM (360 CLOCK HOURS)
CLASS A / HEAVY EQUIPMENT**

HEAVY EQUIPMENT OPERATION 160 HRS.

Heavy Equipment Operation provides students with the basic skills and fundamentals needed to obtain an entry level position in the Heavy Equipment field. Students will receive NCCER Core Curriculum and Level One Certifications. Modular credit will be applied for NCCER Levels Two and Three. Certifications are granted on various pieces of equipment.

CLASSROOM INSTRUCTION 80 HRS.

Classroom Instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student's knowledge in truck driving techniques, maneuvers and safety awareness.

YARD & ROAD INSTRUCTION 120 HRS.

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student's skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS *** 360 HRS.**

PROGRAM OBJECTIVES – This program is designed for individuals who have no previous tractor-trailer experience or equipment operating experience and want a training program that provides opportunities for graduates in truck driving and/or equipment operation. This program includes classroom instruction designed to help students pass the CDL Skills Exam and operate heavy equipment in a hands-on environment. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver or equipment operator.

HEAVY EQUIPMENT OPERATION

NCCER Core	40.0
NCCER Level I	40.0
NCCER Level II	40.0
NCCER Level III	40.0
TOTAL HEAVY EQUIPMENT OPERATION HOURS *****	160.0

CLASSROOM

Orientation	0.5
Pre-Trip Walk-Around	0.5
Backing	1.0
Drop & Hook	1.0
Emergency Maneuvers	1.0
Skid-Control Recovery	1.0
Special Rigs	1.0
Preventative Maintenance & Servicing	1.0
Personal Health & Safety	1.0
CDL Prep / Pre-Trip Inspection	8.0
Night Driving	1.0
Extreme Driving Conditions	1.0
State Test – Practice Test	2.0
Hazardous Perceptions	2.0
Truck & Cargo Security	2.0
Public & Employer Relations	2.0
Load Securement	1.0
Handling Cargo	1.0
Cargo Documentation	1.0
Pre-Trip Walk-Around	0.5
Traffic Laws	0.5
Rules & Regulations	0.5
Vehicle Brake Systems, Lighting & Emergency Equipment	0.5
Special Taxes, Registration & Licensing Laws	0.5
CDL Requirements	0.5
The Effects of Alcohol & Drugs	0.5
Human Trafficking	0.5
Vehicle Control Systems	1.0
Basic Control	1.0
Occupant Protection Devices	1.0
Railroad Crossings	1.0
FMCSR Regulations	3.0
Crash Reporting & Financial Responsibility Laws	1.0
Hazmat	1.0
Accidents & Breakdowns	1.0
Business Practice for Truck Drivers	1.0
Driver Safety Ratings	2.0
State Test – Practice Test	2.0
FMCSR DOT Open Book	3.0
Great Lakes Driver Safety Course	5.0
Preventative Maintenance Presentation	4.0
Placement Presentation	4.0

Hours of Service	4.0
The Effects of Driver Fatigue	1.0
Log Books	2.0
Practice Logs	0.5
Map Reading & Trip Planning	0.5
Log Exam	2.0
Speed & Space Management	0.5
Courteous Driving Practices	0.5
No Zone	0.5
Yard Orientation / Shifting	0.5
Safe Driving Practices	0.5
Emerging CMV Safety Technologies	0.5
Trucking Technology	1.0
Final Exam	2.0
TOTAL CLASSROOM HOURS *****	80.0

YARD & ROAD INSTRUCTION

Vehicle Pre-Trip Inspection / Straight-Line Backing	
Coupling & Uncoupling	
Backing Maneuvers	
Offset Backing Left / Right	
Alley Dock	
Parallel Parking	
Road Training	
TOTAL YARD & ROAD HOURS *****	120.0

TOTAL PROGRAM HOURS *** 360.0**

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the even that changes occur, students will still receive the full amount of training hours detailed within each component.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS – The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during yard training and 10 hours of behind-the-wheel training during road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student.

PROGRAM DESCRIPTION

CDL / HEAVY EQUIPMENT TRAINING PROGRAM (360 CLOCK HOURS) CLASS A / HEAVY EQUIPMENT

HEAVY EQUIPMENT OPERATION

NCCER CORE 40.0 HRS. – Core curriculum is the foundation for the Contren Learning series created by the NCCER. Topics include: basic safety, introduction to construction math, introduction to hand tools, power tools, and blueprints. Core curriculum also includes basic rigging, communication skills, and basic employability skills.

NCCER LEVEL I 40.0 HRS. – Heavy Equipment Operations Level I contains an introduction to the trade, heavy equipment safety, identification of heavy equipment, basic operational techniques, operation of utility tractors and heavy-duty articulated tractors as used in the construction industry, and grades part I.

NCCER LEVEL II 40.0 HRS. – This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

NCCER LEVEL III 40.0 HRS. – This session contains introductory skills for dozers, backhoes, and excavators.

CLASSROOM

ORIENTATION 0.5 HRS. – This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also provides an introduction to the trucking industry and the opportunities as a qualified professional driver.

CDL PRE-TRIP WALK-AROUND 0.5 HRS – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

BACKING 1.0 HRS. – Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

DROP & HOOK 1.0 HRS. – Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

EMERGENCY MANEUVERS 1.0 HRS. – Trainee will learn appropriate responses to driving emergencies. Students are instructed on how to carry out evasive steering, emergency stops, off-road recoveries, and proper responses to brake failures and blowouts.

SKID CONTROL & RECOVERY 1.0 HRS. – Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

SPECIAL RIGS 1.0 HRS. – This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

PREVENTATIVE MAINTENANCE & SERVICING 1.0 HRS. – This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

PERSONAL HEALTH & SAFETY 1.0 HRS. – Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

CDL PREP / PRE-TRIP INSPECTION 8.0 HRS. – Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

NIGHT DRIVING 1.0 HRS. – Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

EXTREME DRIVING CONDITIONS 1.0 HRS. – Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

HAZARD PERCEPTION 2.0 HRS. – This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

TRUCK & CARGO SECURITY 2.0 HRS. – Covers the topics of current terrorism threats, cargo security and theft issues, personal security do's and don'ts identifying suspicious activities and responsibilities for notification, and in-transit security issues and recommendations.

PUBLIC & EMPLOYER RELATIONS 2.0 HRS. – Hiring requirements, pay scales, benefits, etc.

LOAD SECUREMENT 1.0 HRS. – Pre-trip and en-route responsibilities related to cargo loading, cargo inspection, and cargo securement.

HANDLING CARGO 1.0 HRS. – This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics.

CARGO DOCUMENTATION 1.0 HRS. – Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

PRE-TRIP WALK-AROUND 0.5 HRS. – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

TRAFFIC LAWS 0.5 HRS. – This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(J)(1) Traffic Laws, OAC 4501-7-28(J)(3) FMCSA Regulations**

RULES & REGULATIONS 0.5 HRS. – Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(J)(2) Rules and Regulations of the public utility commission of Ohio**

VEHICLE BRAKING, LIGHTING & EMERGENCY EQUIPMENT 0.5 HRS. – This time is allocated to educate and emphasize the importance of vehicle braking, lighting, & emergency equipment. **OAC 4501-7-28(J)(4) Federal Laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

SPECIAL TAXES, REGISTRATION & LICENSING LAWS 0.5 HRS. – This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(J)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS), OAC 4501-7-28(J)(5) Registration and Licensing Laws**

CDL REQUIREMENTS 0.5 HRS. – Topics include the steps required to obtain a CDL License, driver qualifications, reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

THE EFFECTS OF ALCOHOL & DRUGS 0.5 HRS. – This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(J)(15) The effects of alcohol and drugs**

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STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

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SAFE DRIVING PRACTICES 0.5 HRS. – Students learn about safe driving practices.

EMERGING COMMERCIAL MOTOR VEHICLE SAFETY TECHNOLOGIES 0.5 HRS. – Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

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COUPLING & UNCOUPLING – Provides students with the exact steps to safely and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

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**CDL SKILLS TRAINING PROGRAM (200 CLOCK HOURS)
CLASS A**

CLASSROOM INSTRUCTION **80 HRS.**

Classroom Instruction introduces students to the trucking industry; its regulations, laws, taxes, and standards. It covers a wide range of subjects to strengthen the student's knowledge in truck driving techniques, maneuvers, and safety awareness.

YARD & ROAD INSTRUCTION **120 HRS.**

Yard instruction consists of teaching students how to properly maintain their equipment, couple and uncouple tractor-trailer combination units, perform vehicle inspections, and practice various backing maneuvers to advance the student's skill level. Road instruction introduces the students to various traffic situations and roadway systems to develop safe driving techniques. Students apply speed and space management, visual search, communication shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

TOTAL PROGRAM HOURS ***** **200 HRS.**

PROGRAM OBJECTIVES – This program is designed for individuals who have no previous tractor-trailer experience. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver.

CLASSROOM

Orientation	0.5
Pre-Trip Walk-Around	0.5
Backing	1.0
Drop & Hook	1.0
Emergency Maneuvers	1.0
Skid-Control Recovery	1.0
Special Rigs	1.0
Preventative Maintenance & Servicing	1.0
Personal Health & Safety	1.0
CDL Prep / Pre-Trip Inspection	8.0
Night Driving	1.0
Extreme Driving Conditions	1.0
State Test – Practice Test	2.0
Hazardous Perceptions	2.0
Truck & Cargo Security	2.0
Public & Employer Relations	2.0
Load Securement	1.0
Handling Cargo	1.0
Cargo Documentation	1.0
Pre-Trip Walk-Around	0.5
Traffic Laws	0.5
Rules & Regulations	0.5
Vehicle Brake Systems, Lighting & Emergency Equipment	0.5
Special Taxes, Registration & Licensing Laws	0.5
CDL Requirements	0.5
The Effects of Alcohol & Drugs	0.5
Human Trafficking	0.5
Vehicle Control Systems	1.0
Basic Control	1.0
Occupant Protection Devices	1.0
Railroad Crossings	1.0
FMCSR Regulations	3.0
Crash Reporting & Financial Responsibility Laws	1.0
Hazmat	1.0
Accidents & Breakdowns	1.0
Business Practice for Truck Drivers	1.0
Driver Safety Ratings	2.0
State Test – Practice Test	2.0
FMCSR DOT Open Book	3.0
Great Lakes Driver Safety Course	5.0
Preventative Maintenance Presentation	4.0
Placement Presentation	4.0
Hours of Service	4.0
The Effects of Driver Fatigue	1.0
Log Books	2.0
Practice Logs	0.5
Map Reading & Trip Planning	0.5
Log Exam	2.0
Speed & Space Management	0.5
Courteous Driving Practices	0.5

No Zone	0.5
Yard Orientation / Shifting	0.5
Safe Driving Practices	0.5
Emerging CMV Safety Technologies	0.5
Trucking Technology	1.0
Final Exam	2.0
TOTAL CLASSROOM HOURS *****	80.0

YARD & ROAD TRAINING	
Vehicle Pre-Trip Inspections / Straight-Line Backing	24.0
Coupling & Uncoupling	4.0
Backing Maneuvers	52.0
Offset Backing Left/Right	
Alley Dock	
Parallel Parking	
Road Training	
TOTAL YARD & ROAD TRAINING *****	200.0

TOTAL PROGRAM HOURS *** 200.0**

The order of training sections is subject to change pending the best interest of the student, weather conditions, etc. In the even that changes occur, students will still receive the full amount of training hours detailed within each component.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS – The Department of Public Safety’s training regulations requires students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel instruction time during yard training and 10 hours of behind-the-wheel training during road training. The balance of 20 hours behind-the-wheel instruction can be allocated to yard training or road instruction (at the instructor’s discretion) depending on the needs of the student.

PROGRAM DESCRIPTION

CDL SKILLS TRAINING PROGRAM (200 CLOCK HOURS) CLASS A

CLASSROOM

ORIENTATION 0.5 HRS. – This session introduces the student to the school policies, rules of conduct, grading system, and program objectives. It also provides an introduction to the trucking industry and the opportunities as a qualified professional driver.

CDL PRE-TRIP WALK-AROUND 0.5 HRS – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

BACKING 1.0 HRS. – Presentation of the basics of backing techniques such as straight-line, alley dock, parallel parking and reverse lane change.

DROP & HOOK 1.0 HRS. – Provides the student with the exact steps to safely and properly couple and uncouple standard tractor and trailer combination rigs. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

EMERGENCY MANEUVERS 1.0 HRS. – Trainee will learn appropriate responses to driving emergencies. Students are instructed on how to carry out evasive steering, emergency stops, off-road recoveries, and proper responses to brake failures and blowouts.

SKID CONTROL & RECOVERY 1.0 HRS. – Students are introduced to the conditions that cause skids, the major types of skids, and the procedures for recovering from skids.

SPECIAL RIGS 1.0 HRS. – This topic covers classroom instruction on the functions, operating characteristics, and physical dimensions of specialized rigs. Driving challenges that specialized rigs present are also discussed.

PREVENTATIVE MAINTENANCE & SERVICING 1.0 HRS. – This session is to acquaint students with the importance of preventative maintenance and servicing to prevent breakdowns and accidents. Focus is placed on the description of each system, its importance to safe and efficient operation, and what is needed to keep systems in good operating condition.

PERSONAL HEALTH & SAFETY 1.0 HRS. – Students are instructed on the dangers of driver fatigue and the effects of alcohol and controlled substances on the human body. Students also learn the importance of a healthy lifestyle which includes proper diet, exercise, and sleep.

CDL PREP / PRE-TRIP INSPECTION 8.0 HRS. - Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

NIGHT DRIVING 1.0 HRS. – Students are introduced to unique challenges of night driving and changes in general procedures (communication, speed and space management, etc.) a driver must make when driving at night.

EXTREME DRIVING CONDITIONS 1.0 HRS. – Classroom presentation about the various driving challenges associated with wind, rain, mountains, snow, and icy conditions and how to safely operate under extreme driving conditions.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

HAZARD PERCEPTION 2.0 HRS. – This session introduces the student to potential hazards and how to take appropriate defensive action before the dangers develop into emergency situations.

TRUCK & CARGO SECURITY 2.0 HRS. – Covers the topics of current terrorism threats, cargo security and theft issues, personal security do's and don'ts identifying suspicious activities and responsibilities for notification, and in-transit security issues and recommendations.

PUBLIC & EMPLOYER RELATIONS 2.0 HRS. – Hiring requirements, pay scales, benefits, etc.

LOAD SECUREMENT 1.0 HRS. – Pre-trip and en-route responsibilities related to cargo loading, cargo inspection, and cargo securement.

HANDLING CARGO 1.0 HRS. – This session introduces students to the proper cargo handling methods, legal securement, proper weight distribution, and safe loading and unloading techniques. This includes the Federal Motor Carrier Safety Regulations that apply to these topics.

CARGO DOCUMENTATION 1.0 HRS. – Presentation of basic forms and procedures required when drivers handle cargo, e.g. bills of lading and other freight documentation. Instruction is provided on the procedures and responsibilities for hazardous materials cargo.

PRE-TRIP WALK-AROUND 0.5 HRS. – Students will learn the necessary skills for proper inspection procedures, along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer.

TRAFFIC LAWS 0.5 HRS. – This session covers Ohio Traffic Laws and the guidelines set forth by FMCSA that govern commercial drivers and truck operations in Ohio. **OAC 4501-7-28(J)(1) Traffic Laws, OAC 4501-7-28(J)(3) FMCSA Regulations**

RULES & REGULATIONS 0.5 HRS. – Students will become familiar with the Rules & Regulations of the public utility commission of Ohio. **OAC 4501-7-28(J)(2) Rules and Regulations of the public utility commission of Ohio**

VEHICLE BRAKING, LIGHTING & EMERGENCY EQUIPMENT 0.5 HRS. – This time is allocated to educate and emphasize the importance of vehicle braking, lighting, & emergency equipment. **OAC 4501-7-28(J)(4) Federal Laws relating to vehicle brake systems, lighting, and display of emergency equipment.**

SPECIAL TAXES, REGISTRATION & LICENSING LAWS 0.5 HRS. – This is a classroom presentation covering special taxes such as the International Fuel Tax Agreement and types of registration; e.g. International Registration Plan and the Single State Registration System. **OAC 4501-7-28(J)(6) Special Taxes-International Registration Plan (IRP), International Fuel Tax Alliance (IFTA), and the Single State Registration System (SSRS), OAC 4501-7-28(J)(5) Registration and Licensing Laws**

CDL REQUIREMENTS 0.5 HRS. – Topics include the steps required to obtain a CDL License, driver qualifications, reasons for disqualification, drugs, and alcohol. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

THE EFFECTS OF ALCOHOL & DRUGS 0.5 HRS. – This section focuses on the impact of alcohol and drugs. **OAC 4501-7-28(J)(15) The effects of alcohol and drugs**

HUMAN TRAFFICKING 0.5 HRS. – Students will learn about human trafficking and how it can be prevented. **OAC 4501-7-28(J)(10) Human trafficking prevention in the trucking industry**

VEHICLE CONTROL SYSTEMS 1.0 HRS. – Introduces the student to the location and function of each of the primary and secondary controls of the tractor-trailer. Introduces the student to the design of a tractor-trailer and the vehicles' systems and parts. The student will learn the function and operation of all key vehicle systems; e.g. engine, brakes, drive train, suspension, exhaust, and cooling systems.

BASIC CONTROL 1.0 HRS. – Students are introduced to all of the basic control elements that create the foundation required to safely operate a tractor-trailer. This includes putting the truck in motion, stopping, backing in a straight line, and turning the vehicle.

OCCUPANT PROTECTION DEVICES 1.0 HRS. – Covers the use of occupant protection devices. **OAC 4501-7-28(J)(12) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions.**

RAILROAD CROSSINGS 1.0 HRS. – This section covers the dangers associated with highway-rail grade crossings, the engineering controls in place to make crossings safer, the regulations to make the drivers slow down and/or stop at rail crossings. Students learn to recognize potential dangers and appropriate safety procedures at railroad crossings. **OAC 4501-7-28(J)(16) Proper public thoroughfare railroad grade crossing procedure**

FEDERAL MOTOR CARRIER SAFETY REGULATIONS 3.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-trailers, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the student is provided with a current copy of the Code of Federal Regulations, Title 49, parts 380, 383, and 391 of the Federal Motor Carrier Safety Regulations. **OAC 4501-7-28(J)(3) Federal motor safety regulations**

CRASH REPORTING & FINANCIAL RESPONSIBILITY LAWS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene, and how to properly report accidents. Instruction is also provided on how to prevent and combat vehicle fires. **OAC 4501-7-28(J)(7) Crash reporting and financial responsibility laws**

HAZMAT 1.0 HRS. – This section covers the safety regulations and procedures to be followed when dealing with hazardous materials.

ACCIDENTS & BREAKDOWNS 1.0 HRS. – Students are taught to follow safe and legal procedures at an accident scene or during a breakdown.

BUSINESS PRACTICE FOR TRUCK DRIVERS 1.0 HRS. – This session will cover the topic of business practices for truck drivers.

DRIVER SAFETY RATINGS 2.0 HRS. – Provides students with an understanding of FMCSA’s Driver Safety Ratings program as well as DAC Reports.

STATE TEST – PRACTICE TEST 2.0 HRS. – Students will take a practice test to review for their State test.

FMCSR DOT OPEN BOOK EXAM 3.0 HRS. – Questions are based on the United States Department of Transportation’s Federal Motor Carrier Safety Regulations. Most of the regulations covered here apply to commercial bus and truck drivers and are different from what is required of passenger car drivers. Motor carries may continue to administer this written exam as part of their training program.

GREAT LAKES DRIVER SAFETY COURSE 5.0 HRS. – Students will learn about visual search / no zone, communication, speed management, space management, and defensive driving.

Visual Search / No Zone – Classroom instruction is provided to show students how to properly adjust their seat and mirrors to enhance the maximum field of vision. Students are taught to be aware of other vehicles traveling beside a commercial vehicle that is out of the driver’s view, also known as the “No Zone”. **OAC 4501-7-28(J)(17) The possibility of other vehicles traveling beside a commercial vehicle out of the driver’s view known as the “no zone”.**

Communications – Students are introduced to the basic principles and techniques for different types of communication on the road. Trainee will demonstrate techniques of vehicle communication in practice behind the wheel. **OAC 4501-7-28(J)(10) Courteous Driving Practices**

Speed Management – Classroom instruction on speed management principles to safely operate a vehicle in various traffic situations, weather conditions, and grades. Students practice safe speed management skills throughout all road sessions.

Space Management – Provides the students with space management principles to safely operate a vehicle in various traffic conditions. Students learn how to properly manage their space when executing turns, making lane changes, and other road maneuvers.

Defensive Driving – Instructs students on the basic key defensive driving concepts including seeing and being seen; heightening awareness; managing speed and space; and maintaining the right attitude. **OAC 4501-7-28(K)(7) Sharing the road, OAC 4501-7-28(J)(9) Safe driving practices, OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies**

PREVENTATIVE MAINTENANCE PRESENTATION 4.0 HRS. – Students learn about brake systems, clutches, and other general maintenance procedures.

PLACEMENT PRESENTATION 4.0 HRS. – Placement staff conducts a classroom presentation showing students how to properly complete job applications and how to conduct themselves during the interview process.

HOURS OF SERVICE 4.0 HRS. – Classroom instruction covers the basic concepts and requirements of the Federal Motor Carrier Safety Regulations Part 395 “Hours of Service Regulations” and completes a driver’s Daily Log and logbook recap. **OAC 4501-7-28(J)(8) The effects of driver fatigue**

THE EFFECTS OF DRIVER FATIGUE 1.0 HRS. – This session is partially a continuation of the Hours of Service presentation and will discuss the effects of fatigue on truck drivers in the industry. **OAC 4501-7-28(J)(8) The Effects of Driver Fatigue**

LOG BOOKS 2.0 HRS. – Trainee will comply with hours of service requirements and maintain a complete, neat and accurate driver’s daily log while in training. The students are required to complete a three-day log exam. This exam evaluates their understanding of logging procedures.

PRACTICE LOGS 0.5 HRS. – Students will use this session to practice completing logs.

MAP READING AND TRIP PLANNING 0.5 HRS. – This section provides students with the training needed to effectively route their trips. Students will learn the routes a tractor-trailer can safely travel, how to estimate fuel and fuel stops, how to properly estimate their time of arrival, and the expense associated with the trip.

LOG EXAM 2.0 HRS. – During this session, students will complete a log book exam.

SPEED & SPACE AMANGEMENT 0.5 HRS. – Review of speed and space management to safely operate a vehicle in various traffic conditions.

COURTEOUS DRIVING PRACTICES 0.5 HRS. – This session will cover driving practices that should be applied on the road. **OAC 4501-7-28(J)(11) Courteous Driving Practices**

NO ZONE 0.5 HRS. – This session will cover the view limitation in Commercial Motor Vehicles known as the “no zone”. **OAC 4501-7-28(J)(18) Commercial motor vehicle view limitation, also known as the “no zone”**

YARD ORIENTATION / SHIFTING 0.5 HRS. – Students will learn about the yard and what they will be doing once they get to the yard portion of training.

SAFE DRIVING PRACTICES 0.5 HRS. – Students learn about safe driving practices.

EMERGING COMMERICAL MOTOR VEHICLE SAFETY TECHNOLOGIES 0.5 HRS. – Classroom instruction will go over the emerging commercial motor vehicle safety technologies. **OAC 4501-7-28(J)(13) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems)**

TRUCKING TECHNOLOGY PRESENTATION 1.0 HRS. – This section covers trucking technologies including in truck communication devices, environmental based developments, collision warning systems, logistics programs, and a variety of other technologies that a driver may encounter.

FINAL EXAM 2.0 HRS. – This is a written exam which tests the knowledge the student has gained during the classroom portion of this program. This is a comprehensive exam that covers all the material that was presented in the classroom. Students must score a minimum of 75% on this exam to proceed to the lab exercises.

YARD & ROAD INSTRUCTION

VEHICLE PRE-TRIP INSPECTIONS / STRAIGHT-LINE BACKING – Educates and emphasizes the importance of systematic vehicle inspections. The student will learn the necessary skills for proper inspection procedures along with the carrier's and driver's legal responsibilities regarding the daily inspection of their tractor and trailer. The student will also develop the necessary skills to successfully straight-line back a tractor-trailer unit.

COUPLING & UNCOUPLING – Provides students with the exact steps to safely and properly couple and uncouple standard tractor and trailer combinations. Problems commonly associated with coupling and uncoupling are identified and possible solutions are provided.

BACKING MANEUVERS – Provides the students with the necessary skills to perform various backing maneuvers. Students practice offset backing left / right, alley dock, and parallel parking.

ROAD TRAINING – This portion of training provides students with the behind-the-wheel experience in various traffic situations and on various roadway systems. Students apply speed and space management, visual search, communication, shifting techniques, double clutching, progressive shifting, and defensive driving techniques to safely operate a tractor-trailer.

CLASS SCHEDULES

CDL Skills Training Program (200 Clock Hours)

Full-time Schedule – 5 Weeks

Monday – Friday, 8:00 AM – 4:30 PM

START DATE	EXPECTED GRADUATION DATE	HOLIDAYS
1/16/2017	2/17/2017	None
2/6/2017	3/10/2017	None
2/27/2017	3/31/2017	None
3/20/2017	4/21/2017	None
4/10/2017	5/12/2017	None
5/1/2017	6/5/2017	Memorial Day
5/22/2017	6/26/2017	Memorial Day
6/12/2017	7/17/2017	Independence Day
7/3/2017	8/7/2017	Independence Day
7/24/2017	8/25/2017	None
8/14/2017	9/18/2017	Labor Day
9/5/2017	10/9/2017	Labor Day
9/25/2017	10/27/2017	None
10/16/2017	11/17/2017	None
11/6/2017	12/12/2017	Thanksgiving
11/27/2017	1/3/2018	Christmas & New Year
12/18/2017	1/23/2018	Christmas & New Year

CDL Skills / Heavy Equipment Training Program (360 Clock Hours)

Full-time Schedule – 10 Weeks

Monday – Friday, 8:00 AM – 4:30 PM

START DATE	EXPECTED GRADUATION DATE	HOLIDAYS
1/16/2017	3/23/2017	None
2/6/2017	4/13/2017	None
2/27/2017	5/4/2017	None
3/20/2017	5/25/2017	None
4/10/2017	6/16/2017	Memorial Day
5/1/2017	7/10/2017	Memorial & Independence Day
5/22/2017	7/31/2017	Memorial & Independence Day
6/12/2017	8/18/2017	Independence Day
7/3/2017	9/11/2017	Independence & Labor Day
7/24/2017	9/29/2017	Labor Day
8/14/2017	10/20/2017	Labor Day
9/5/2017	11/10/2017	Labor Day
9/25/2017	12/4/2017	Thanksgiving
10/16/2017	12/22/2017	Thanksgiving & Christmas
11/6/2017	1/17/2018	Thanksgiving, Christmas, & New Year
11/27/2017	2/2/2018	Christmas & New Year
12/18/2017	2/26/2018	Christmas & New Year

CDL Skills / Heavy Equipment for the Drilling Industry (400 Clock Hours)

Full-time Schedule – 11 Weeks

Monday – Friday, 8:00 AM – 4:30 PM

START DATE	EXPECTED GRADUATION DATE	HOLIDAYS
1/16/2017	3/23/2017	None
2/6/2017	4/13/2017	None
2/27/2017	5/4/2017	None
3/20/2017	5/25/2017	None
4/10/2017	6/16/2017	Memorial Day
5/1/2017	7/10/2017	Memorial & Independence Day
5/22/2017	7/31/2017	Memorial & Independence Day
6/12/2017	8/18/2017	Independence Day
7/3/2017	9/11/2017	Independence & Labor Day
7/24/2017	9/29/2017	Labor Day
8/14/2017	10/20/2017	Labor Day
9/5/2017	11/10/2017	Labor Day
9/25/2017	12/4/2017	Thanksgiving
10/16/2017	12/22/2017	Thanksgiving & Christmas
11/6/2017	1/17/2018	Thanksgiving, Christmas, & New Year
11/27/2017	2/2/2018	Christmas & New Year
12/18/2017	2/26/2018	Christmas & New Year

Premier Driver Development Program – Option 1 (600 Clock Hours)

Full-time Schedule – 15 Weeks

Monday – Friday, 8:00 AM – 4:30 PM

START DATE	EXPECTED GRADUATION DATE (W/PERFECT ATTENDANCE)	HOLIDAYS
1/9/2017	4/21/2017	None
2/20/2017	6/5/2017	Memorial Day
4/3/2017	7/18/2017	Memorial & Independence Day
5/15/2017	8/29/2017	Memorial & Independence Day
6/26/2017	10/3/2017	Independence & Labor Day
9/18/2017	1/4/2018	Thanksgiving, Christmas, & New Year
11/20/2017	3/5/2018	Thanksgiving, Christmas, & New Year

Premier Driver Development Program – Option 2 (600 Clock Hours)

Full-time Schedule – 15 Weeks

Monday – Friday, 8:00 AM – 4:30 PM

START DATE	EXPECTED GRADUATION DATE (W/PERFECT ATTENDANCE)	HOLIDAYS
1/9/2017	4/21/2017	None
2/20/2017	6/5/2017	Memorial Day
4/3/2017	7/18/2017	Memorial & Independence Day
5/15/2017	8/29/2017	Memorial & Independence Day
6/26/2017	10/3/2017	Independence & Labor Day
9/18/2017	1/4/2018	Thanksgiving, Christmas, & New Year
12/11/2017	3/27/2018	Christmas & New Year

PART-TIME NIGHT / WEEKEND

CDL Skills Training Program (200 Clock Hours)

Schedule –10 Weeks Monday, Wednesday, Thursday 6:00 PM – 10:00 PM, Saturday 7:30 AM – 6:00 PM

START DATE	EXPECTED GRADUATION DATE	HOLIDAYS
4/10/2017	06/13/2017	Memorial Day
7/10/2017	9/11/2017	Labor Day
10/2/2017	12/5/2017	Thanksgiving