



## 2022-2023 Catalog

### Great Lakes Truck Driving School

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[www.greatlakestds.com](http://www.greatlakestds.com)

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## TABLE OF CONTENTS

Administration & Faculty Roster	3
School History	3
Mission Statement	4
Institutional Philosophy	4
General Information	4
Non-Federal Loan Options	4
Training Grants	4
Veteran Funding	4
Payment Plans	4
Alumni Grant	5
Admissions Procedures	5
DOT Medical Exam and Commercial Learner's Permit	5
Cancellation and Settlement Policy	6
Date of Determination	6
Refund Policy	6
Tuition	7
Fees	7
Additional Training CDL Testing Policy	7
Retest Fees	7
Additional Training Time	8
Test Date Policy	8
Out of State Testing	8
Standards of Satisfactory Academic Progress	8
Elements of SAP	8-11
Theory (CDL)	8
Theory (Heavy Equipment)	8
Theory (Oil & Gas)	8
Laboratory (    Heavy Equipment)	8
Laboratory (CDL)	9
Unsatisfactory Progress	9
Incomplete Grades	9
Withdrawals	9
Appeal	9
Re-entry	9
Incremental Reviews	9-10
Maximum Timeframe	10
Attendance Policy	10
Make-Up Time	10
Tardiness	10
Leave Policy	10
Transfer Policy	11
Pursuit of a Second Program	11
Repeating Programs	11
Remedial Courses	11
Commercial Learner's Permit (CLP) Policy	11
Americans with Disabilities Act	11
Placement Assistance Program	11-12
Student Conduct Policy	12
Termination	12
Grievance Definitions	12
Procedure for Filing a Grievance	12

Compliant/Grievance Procedure	12
Student Responsibility	13
Management and Policy Group Responsibility	13
Firearms/Weapons	13
Random Drug/Alcohol Testing	13
Student Services	13
Continuation of Training	13
Ohio Relay Service	13
Medical and Safety Requirements	13
Training Ratios	14
Classroom & Lab Breaks	14
Certificate of Completion	14
Snow Days/Delays	14
Training Facilities	14
Classrooms	14
Driving Range	14
Heavy Equipment	14
Road	14
Premier Training Program (500 Clock Hours)	15-18
CDL Skills / Heavy Equipment for the Drilling Industry (400 Clock Hours)	19-22
CDL Skills / Heavy Equipment Training Program (360 Clock Hours)	23-26
CDL Skills / Crane Operations Training Program (300 Clock Hours)	27-30
CDL Skills Training Program (200 Clock Hours)	31-34
Tractor-Trailer Upgrade Course (160 Clock Hours)	35-37
Heavy Equipment & Construction Safety Course (160 Clock Hours)	38
Straight Truck / Bus Training Program (100 Clock Hours)	39-41
Crane Operations Training Program (100 Clock Hours)	42

<b>James Young, President</b>		
<b>Holly Barta</b> Executive Vice President	<b>Don Mutters</b> Director of Admissions	<b>Sandra Rosario</b> Receptionist
<b>Kim Blevins</b> Bookkeeper	<b>Vicki Zver</b> Student Services Coordinator	<b>Paulette Moncini</b> Student Registrar
<b>Tanya Cool</b> Admissions Representative	<b>Courtney Fordyce</b> Admissions Representative	<b>Tony Gonzalez</b> Student Training Evaluator
<b>Jonathan Barta</b> Shop Manager	<b>Sean Grudier</b> General Laborer	<b>Lynda Smith</b> Custodian
<b>Training Managers (Years of Industry Experience)</b>		
<b>Sarah Batz (12)</b> H.S. Diploma 1991 Versailles, KY	<b>Dwayne Claytor (22)</b> H.S. Diploma 1992 Cleveland, OH	<b>Jim Kazee (28)</b> H.S. Diploma 1974 Brunswick, OH
<b>Full-Time CDL Instructors (Years of Experience)</b>		
<b>Bob Duwe (15)</b> H.S. Diploma 1986 Berea, OH	<b>Lonnie Brown (26)</b> GED 1978 Philadelphia, PA	<b>Marvin Walters (21)</b> Associates 2001 Cincinnati, OH
<b>Steven Sorg (22)</b> H.S. Diploma 1999 Wellington, OH	<b>Randy Brown (16)</b> H.S. Diploma 2002 Altoona, PA	<b>Dave Lemons (6)</b> H.S. Diploma 1975 Elyria, OH
<b>James Eden (8)</b> H.S. Diploma 1995 Madison, OH	<b>Rob Dennis (35)</b> GED 1989 Lorain, OH	<b>Matt Henderson (31)</b> H.S. Diploma 1987 Creston, OH
<b>Part-Time CDL Instructors (Years of Experience)</b>		
<b>Stan Hively (16)</b> H.S. Diploma 1992 Bellville, OH	<b>Rick Mikesell (43)</b> H.S. Diploma 1971 Strongsville, OH	
<b>Jerry White (30)</b> Associates 1990 Cleveland, OH	<b>William Lamb (37)</b> H.S. Diploma 1975 Wooster, OH	
<b>Heavy Equipment Instructors (Years of Experience)</b>		
<b>Samuel Rosario (25)</b> H.S. Diploma Seven Hills, OH	<b>William Winter (3)</b> GED 2000 Cleveland, OH	

**GREAT LAKES TRUCK DRIVING SCHOOL IS:**

- **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
- **Licensed & Regulated by the Driver Training Program Office,** a division of the Bureau of Motor Vehicles, 1970 West Broad Street, Columbus, OH 44223.

**SCHOOL HISTORY**

Great Lakes Truck Driving School, Inc. (GLTDS) was founded in 2008 and is a privately held corporation and co-owned by James Young and Doris Young.

Our 28-acre training facility 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.

## 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

GLTDS offers training programs in professional truck-driver training, heavy equipment operation, pipeline 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 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.

## GENERAL INFORMATION

Great Lakes Truck Driving School firmly believes that education is the right of every individual. Lack of financial resources alone should not be a barrier for attending one's school of choice.

## LOAN OPTIONS

The School can provide students with information on non-federal 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

(Administered by various State & County Agencies)

Students may qualify for funding from area government funding agencies. If the Admissions Representative 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.

## VETERAN FUNDING

Veterans are considered a covered individual if they are entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits. Covered individuals may enroll and attend in their selected program beginning as early as the date the individual provides a Certificate of Eligibility (COE) for entitlement to education assistance under chapter 31 or 33 and ending on the earlier of the following dates: the date the payment from the VA is made to the school or 90 days after the date the school certified tuition and fees following the receipt of the COE. The school will not impose any fees or penalties, denial of access to institutional facilities, or additional funds to any covered individual due to delayed disbursements from the Department of Veterans Affairs under chapter 31 or 33.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## PAYMENT PLANS

In some instances, students that are not eligible for need-based funding may be able to set up a Payment Plan with Great Lakes Truck Driving School. This will allow the student to split their tuition into two payments. Eligibility is determined on a case-by-case basis.

## ALUMNI GRANT

This grant will be awarded as a tuition credit in the amount of 25% of program tuition. To be eligible for the grant, a student must be a graduate from a different program at Great Lakes Truck Driving School. Any potential student who is a prior graduate of Great Lakes Truck Driving School who applied and is enrolling into a new program will be awarded the grant.

## ADMISSIONS 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 Admissions Requirement in order to benefit from the program(s) being offered. See individual Program descriptions for additional Admissions Requirements.

A prospective student with a felony record or more than two moving violations within the past three years will be evaluated by the Placement Department, on an individual basis prior to acceptance for admissions. All students are required to obtain a valid commercial learner’s permit (CLP) before starting training.

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

PROGRAM	ADMISSIONS REQUIREMENTS
<b>All Programs Containing CDL</b>	<ul style="list-style-type: none"> <li>A. Must complete a School Application</li> <li>B. Must be at least 18 years old and have held a Class D operator’s license for a minimum of 2 years</li> <li>C. Must pass a DOT physical and drug screen prior to class start</li> <li>D. Must have obtained a Commercial Learner’s Permit (CLP) prior to class start</li> <li>E. Must have less than 6 points on their official Motor Vehicle Record (MVR)</li> <li>F. No DUIs or physical controls within last 3 years</li> <li>G. Must have all payment arrangements accepted by the Fiscal Office prior to class start</li> <li>H. Must be a US Citizen or Eligible Non-Citizen</li> <li>I. Must be able to read, write, and understand the English language</li> <li>J. Students with English as their second language must pass an Entrance Exam prior to class start</li> <li>K. Must have the ability to benefit from the training offered</li> </ul>
<b>All Programs Containing Heavy Equipment, Oil, Crane</b>	<ul style="list-style-type: none"> <li>A. Must complete a School Application</li> <li>B. Must be at least 18 years old and have held a Class D operator’s license for a minimum of 2 years</li> <li>C. Must pass a drug screen prior to class start</li> <li>D. Must have all payment arrangements accepted by the Fiscal Office prior to class start</li> <li>E. Must be a US Citizen or Eligible Non-Citizen</li> <li>F. Must be able to read, write, and understand the English language</li> <li>G. Students with English as their second language must pass an Entrance Exam prior to class start</li> <li>H. Must have the ability to benefit from the training offered</li> </ul>

## DOT MEDICAL EXAM AND COMMERCIAL LEARNER’S PERMIT

The Federal Motor Carrier Safety Administration (FMCSA) requires each student to hold a valid Department of Transportation (DOT) physical examination and negative drug screen in order to engage in behind-the-wheel training in a commercial motor vehicle (CMV) on public roads or highways. Additionally, regulations set forth under 49 CFR 383.25 require that each student hold a valid license and appropriate Commercial Learner’s Permit (CLP) in order to engage in behind-the-wheel training in CMV on public roads or highways.

## 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 3<sup>rd</sup> scheduled 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 3332-1-10.1.

**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 3332-1-10:** 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 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 contractual obligation between 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 refund policy:

Program Name	Hours	# of Terms	Hours in Each Term
Premier Training Program	500	2	250
CDL Skills / Heavy Equipment for the Drilling Industry	400	2	200
CDL Skills/Heavy Equipment Training Program	360	2	180
CDL Skills / Crane Operations Training Program	300	1	300
CDL Skills Training Program	200	1	200
Tractor-Trailer Upgrade Course	160	1	160
Heavy Equipment & Construction Safety Course	160	1	160
Straight Truck/Bus Training Program	100	1	100
Crane Operations Training Program	100	1	100

## TUITION

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 class start following student notification.

Program	Hours	Tuition	Term Tuition	Fees	Total
<b>Premier Training Program</b>	500	\$22,080	\$11,040	\$315	\$22,395
<b>CDL Skills / Heavy Equipment for the Drilling Industry</b>	400	\$15,680	\$7,840	\$315	\$15,995
<b>CDL Skills / Heavy Equipment Training Program</b>	360	\$12,180	\$6,247.50	\$315	\$12,495
<b>CDL Skills / Crane Operations Training Program</b>	300	\$11,280	N/A	\$315	\$11,595
<b>CDL Skills Training Program</b>	200	\$6,480	N/A	\$315	\$6,795
<b>Tractor-Trailer Upgrade Course</b>	160	\$5,180	N/A	\$315	\$5,495
<b>Heavy Equipment &amp; Construction Safety Course</b>	160	\$5,740	N/A	\$255	\$5,995
<b>Straight Truck/Bus Training Program</b>	100	\$4,380	N/A	\$315	\$4,695
<b>Crane Operations Training Program</b>	100	\$6,340	N/A	\$255	\$6,595

The tuition for any program containing heavy equipment or crane includes a hard hat and safety glasses. Training manuals will be provided for heavy equipment 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.

## NON-REFUNDABLE FEES

- Commercial Learner's Permit (CLP) \$27
- CDL License \$45
- Hazmat Security Threat Assessment (Optional) \$86.50
- TWIC (Transportation Worker Identification Credentials) (Optional) \$135
- DOT Physical Exam \$60
- Drug Screen \$60
- Registration Fee \$25
- Books & Supplies \$150
- Pre-Screening Fee (MVR & Background) \$20

Students are responsible for their own meals and transportation to and from school.

## ADDITIONAL TRAINING & 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 to make payment arrangements and get a new training card. Re-test fees are as follows:

- Pre-Trip, Yard, & Road \$115
- Yard & Road \$88
- Road Only \$61



## ADDITIONAL TRAINING TIME

Great Lakes Truck Driving School will make re-training time available to graduates that do not pass their CDL State Skills Exam the first time. Re-training time will be scheduled by the CDL Coordinator based on availability. All re-training time is mixed in with current students. The maximum amount of re-training offered is 24 hours.

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 \$175 per 4-hour segment (minimum charge of \$175) and the test 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 \$175 per 4-hour segment (minimum charge of \$175) and the test 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 the test fee assessed by the exam site.

## OUT OF STATE TESTING

GLTDS will only pay test and test truck fees for CDL State Skills Exams performed in the State of Ohio. Students who choose to take the CDL State Skills Exam outside of the State of Ohio will assume full responsibility for the payment of all test and test truck rental fees applicable in that state.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

This policy will apply to all students at Great Lakes Truck Driving School regardless of their funding source. All periods of enrollment count towards SAP (including summer). SAP includes three elements; qualitative (GPA), quantitative (pace; 80% of weeks of program), and maximum timeframe (150% of weeks of program).

GLTDS uses an academic year of 900 Clock Hours/26 Weeks 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.

## ELEMENTS OF SAP

### Theory (CDL)

Students will be graded on classroom tests and exercises and must maintain an 80% minimum on all exams. Any student that does not pass every with at least an 80% in the classroom will not be permitted to continue their training. Students who failed a test will be given 2 additional attempts to obtain a passing score. Any student who does not have a passing grade after every re-take attempt has been exhausted, will be terminated from the program.

### Theory (Heavy Equipment)

Students will be graded on classroom tests and exercises and must maintain a 70% minimum cumulative score. Any student that does not pass every test and obtain at least a 70% in the classroom will not be permitted to continue their training. Students who failed a test will be given 2 additional attempts to obtain a passing score. Any student who does not have a passing grade after every re-take attempt has been exhausted, will be terminated from the program.

### Theory (Oil & Gas)

Students must obtain at least an 80% on their final test to pass.

### Laboratory (Heavy Equipment)

Students will be graded on a 1-5 scale (see below) and must maintain a 70% minimum cumulative score.

1 = 20%

2 = 40%

3 = 60%

4 = 80%

5 = 100%

## Laboratory (CDL)

Students will be graded on maneuver and road assessments given throughout the program. These grades will be averaged together for a final lab grade. All CDL students must be given a final 2-hour assessment at the end of their program which encompasses the pre-trip, yard, and road. Students must be deemed proficient by the instructor.

## 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.

## Incomplete Grades

A student who received 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 President may reinstate the student to their original program of instruction.

## Withdrawals

If a student wishes to withdraw, they must submit their request in writing to the Student Registrar's Office. Any student who submits a request will be considered an official withdrawal. Students who do not return from a scheduled Leave of Absence or do not attend for 3 consecutive scheduled days will be considered an unofficial withdrawal. GLTDS does not have a withdrawal passing vs. withdrawal failing policy.

## Appeal

A student may appeal the determination of unsatisfactory progress by submitting a written appeal to the School President. The decision of the President shall be final. Special consideration will be made for mitigating circumstances (i.e., illness, death in the family, etc.).

## Re-Entry

Re-entrance to the training program after unsatisfactory progress or conduct will be permitted at the discretion of the School. A student who failed to maintain SAP will only be permitted to re-enter the program if they start the program over entirely and would be responsible for the full tuition again. Any student that is dropped for reasons other than conduct or SAP, may re-enter the program and may be credited for previous training through Great Lakes Truck Driving School. However, the student will only be permitted to re-enroll once and will have the following restrictions:

1. A \$400 re-enrollment fee must be paid prior to re-enrolling
2. The student must provide a written statement that is signed and dated ensuring GLTDS that any prior issues which may have affected the student's ability to attend have been resolved and will not be an issue in the next enrollment period.
3. If the student's account is paid in full, the student will be allowed to return to training within 180 days of the drop date. If the student has any remaining balance due, the balance must be paid in full or the school must receive an approval from the funding approval from a funding agency before the School will grant re-entrance into the program. Re-entrance must occur within 180 days of the drop date. Any student wishing to re-enter training must have a valid Driver's License, DOT Physical, and Temporary permit.

## 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 once the student has completed 25% of the program and again at midpoint of each program. At each checkpoint in the program, students should have at least a 75% cumulative grade, must have attended at least 80% of their scheduled hours, and must have finished at least the minimum weeks listed on the chart below. If the student does not meet SAP after their first check, they will be placed on warning. If SAP is not met by midpoint of the program, the student will be terminated from the

program. During the hands-on portion of any program which includes CDL, the Training Coordinator will calculate the student's SAP at the halfway point of their range and road training.

### Maximum Timeframe

The institution defines the maximum timeframe allowed for students to complete the program as 150% of the total program length (measured in hours).

### 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 3 consecutive, scheduled days will be terminated from the program. Students are required to have at least an 80% attendance rate throughout their program. Certain programs are regulated by state or federal agencies and may have more stringent requirements. 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. If a student is ineligible to receive a certificate due to failure to complete graduation requirements, the student will only be issued a certificate of attendance.

***Students who will be absent or tardy for school must call (440)236-3436 prior to the beginning of the day's class session. If leaving a message, please make sure to include your name, the date of your reported tardiness or absence, the reason, and a phone number to reach you. If a student has to leave early for any reason, he/she should inform their instructor and/or the Training Coordinator.***

### 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 state in the Ohio Administrative Code 4501-7-28, NCCER, or Oil & Gas curriculum. Make-up time, if necessary, will be scheduled by GLTDS. In certain circumstances, the School 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 5 or more minutes late. After a student is tardy 3 times, the student will be sent home any time thereafter when the student is tardy and will not be permitted to train. GLTDS reserves the right to make exceptions to this tardiness policy in the event of extenuating circumstances.

### Leave Policy

All requests for a Leave of Absence (LOA) must be in writing and approved by the 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 for 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. Students can submit their requests for a Leave of Absence by visiting our website at [www.greatlakestds.com](http://www.greatlakestds.com) and completing the LOA form.

A LOA may be granted to accommodate a temporary situation which prevents the student from attending regularly.

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.

## Transfer Policy

GLTDS does not accept transfer credit from other institutions. However, students are permitted to transfer between programs at Great Lakes Truck Driving School. Students transferring from one program to a shorter program must request the transfer before completing 80 scheduled clock hours. Students may transfer from one program to a longer program at any time as long as the transfer is approved by the Student Services Coordinator. Students who transfer programs will receive credit for any related training they have completed towards their new program and will be under the new program's SAP policies at that time. Any transfer credits will count towards the maximum timeframe.

## Pursuit of a Second Program

Since Great Lakes Truck Driving School's programs are similar in nature, students are not permitted to enroll into more than one program at a time.

## 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.

## Remedial Courses

GLTDS does not offer remedial courses.

## 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. The declared date for this enrollment shall be \_\_\_\_\_ (Ohio Administrative Code 4501-7-29 CDL School Training Agreements, Par: B, Sec.9).

## COMMERCIAL LEARNER'S PERMIT (CLP) POLICY

Each commercial driver's license (CDL) student must acquire a commercial learner's permit (CLP) in order to engage in the operation of commercial motor vehicle (CMV) during training. Students holding an Ohio driver's license will acquire the appropriate Ohio CLP required for training. (1) Student acquires an appropriate CLP from their resident state, allowing them to train and test in Ohio (check with your out-of-state results), or (2) student transfers their out-of-state driver's license to Ohio, followed by the acquisition of an Ohio CLP (check with your Great Lakes Truck Driving School Admissions Representative first, as there are certain restrictions pertaining to the transfer of an out-of-state driver's license to Ohio).

## AMERICANS WITH DISABILITIES ACT

Auxiliary aides and services are available upon request to individuals with hearing or language disabilities.

## PLACEMENT ASSISTANCE PROGRAM

Great Lakes Truck Driving School 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. GLTDS 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 list of all job orders from employers. The listing is maintained in a job order spreadsheet in 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.

Employment Verification forms are completed by company representatives to confirm employment. Placement rates provided within this catalog are the rates for individuals placed within 180 days from graduation.

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

## 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:

- Unsatisfactory progress
- Cheating or assisting others with cheating
- Being under the influence or in the possession of intoxicating drinks or illegal drugs while on school property
- Gambling on school property
- Sexual harassment against any student and/or staff member
- Insubordination and/or intolerable conduct
- Willful abuse of equipment
- Excessive absenteeism
- Failure to make payment on dates due

## 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, if applicable, will be prorated according to the cancellation and settlement policy.

## GRIEVANCE DEFINITIONS

- 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.
- 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 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 President. The School President 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 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. 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.

## STUDENT RESPONSIBILITY

- The student has specific responsibilities and rights in following the established channels in processing of his/her complaint
- 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.
- 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:

- Providing copies of all correspondence concerning an appeal to the next higher level of supervision
- Exercising fair and just consideration in their efforts to resolve appeals
- Providing sufficient time for a thorough review of the appeal with the student and any other parties involved
- Conducting a hearing of the appeal with all parties involved in a manner which permits full expressions of various points of view
- 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
- Participating in the review at each successive appeal level
- 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 position on the matter must be approved by the President. 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.

## FIREARMS / 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 could be randomly selected for a second drug or alcohol test.

## STUDENT SERVICES

Students are encouraged to schedule a visit with the 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.

## MEDICAL AND SAFETY REQUIREMENTS

Employers may comply with medical and safety requirements established under other Federal laws without violating the ADA. Federal Highway Administration requires medical examinations and evaluations of interstate truck drivers.

## TRAINING RATIOS

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

	<b>Student/Vehicle Ratio</b>	<b>Instructor/Student Ratio</b>	<b>Student/Heavy Equip. Ratio</b>
<b>Classroom</b>	N/A	Maximum 1:50	N/A
<b>Yard</b>	2:1	Maximum 1:8	Maximum 4:1
<b>Road</b>	4:1	Maximum 1:4	N/A

## CLASSROOM & LAB BREAKS

Students receive a ½ hour break for lunch. Break time will not be credited towards training time.

## SNOW DAYS / DELAYS

GLTDS may cancel or delay classes depending on weather conditions. If school is delayed or canceled, notification will be aired on Fox 8 News and posted on the Great Lakes Truck Driving School Facebook page.

## CERTIFICATE OF COMPLETION

Students who meet all course requirements and maintain Satisfactory Academic Progress will be awarded a Certificate of Completion. This certificate will be included in a graduation packet that will be available to the student within two weeks of the student's graduation date.

## TRAINING FACILITIES / EQUIPMENT

### TRAINING FACILITIES

Great Lakes Truck Driving School facility encompasses a 28-acre training center situation at 27740 Royalton Rd. Columbia Station, OH 44028. GLTDS 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 the road training provides students with driving experience on both two-lane roads and interstates. Students will also gain experience in both rural and city traffic situations.

**PREMIER TRAINING PROGRAM (500 CLOCK HOURS)**

**CLASS A / HEAVY EQUIPMENT / OIL / CRANE**

**CDL INSTRUCTION**

**200 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 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.

**HEAVY EQUIPMENT OPEARTION**

**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.

**OILFIELD & PIPELINE SAFETY**

**40 HRS**

The Oilfield & Pipeline 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

**MOBILE CRANE**

**100 HRS**

Classroom instruction introduces students to the mobile crane. It covers a wide range of subjects including basic principles, rigging practices, crane safety, load dynamics, lift planning, and more. Hands-on training will allow the students to become familiar with the mobile crane and practice working on safety, movements, and lifts. Training will cover hand signals, charts, serial numbers, machine setup, crane stability, maneuvering the machine, rigging & rigging hardware, extending the riggers, and different picks.

**TOTAL PROGRAM HOURS -----**

**500 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, and gain crane experience. Training prepares students for the CDL Skills Exam and entry-level employment as a tractor-trailer driver, equipment operator, oilfield industry, or mobile crane operator.

**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. OAC 4501-7-28(k)

**TRAINING ORDER**

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.



## PREMIER TRAINING PROGRAM: SUBJECT OUTLINE

### HEAVY EQUIPMENT OPERATION

#### NCCER Core

- 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

- 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

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

#### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

#### Lab Training

- This portion of the course offers hands-on training for various pieces of equipment in the yard.

### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
- CDL Requirements
- Backing & Docking
- Coupling & Uncoupling
- Vehicle Braking, Lighting & Emergency Equipment
- Occupant Protection Devices
- Control Systems & the Dashboard
- Basic Control & Handling
- Shifting & Operating Transmissions
- Distracted Driving
- Night Operation
- Great Lakes Driver Safety Course
  - Visual Search / No Zone
  - Communications
  - Speed Management
  - Space Management
- Defensive Driving
- Extreme Driving Conditions
- Hazard Perception
- Registration & Licensing Laws
- State Test – Practice Test
- Skid Control & Recovery, Jackknifing, & Other Emergencies
- Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad
- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections

- Maintenance
- Handling & Documenting Cargo
- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
- Post-Crash Procedures
- Human Trafficking
- Hazmat
- Courteous Driving Practices
- CMV “No Zone”
- Safe Driving Practices / Distracted Driving
- FMCSR DOT Open Book Exam
- Crossing the Canadian Border
- External Communication
- Whistleblower / Coercion
- Basic Business Practice
- Map Reading
- Trip Planning
- Log Books
- Practice Logs
- Hours of Service
- Log Exam
- Drugs & Alcohol
- Medical Requirements
- Yard Orientation
- Placement Presentation
- Final Exam

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## 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 record keeping.

### 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 carriers’ 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 safety 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 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.

## OILFIELD PIPELINE & SAFETY

### Oilfield Pipeline & Safety

- The Oilfield & Pipeline 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.

## MOBILE CRANE OPERATIONS

### NCCER Level I

- Mobile Crane Operations Level I contains orientation to the trade, basic principles of cranes, rigging practices, crane communications, crane safety and emergency procedures, and operating a crane.

### NCCER Level II

- Mobile Crane Operations Level II contains machine power flow, computer aids / operator aids, wire rope, mobile crane maintenance and inspections, load dynamics, transporting requirements, and on-site equipment movement.

### NCCER Level III

- Mobile Crane Operations Level III contains load charts, lift planning, telescopic boom attachment assembly & disassembly, lattice boom assembly & disassembly, hoisting personnel, and advanced operational techniques.

### Lab Training

- This portion of the course offers hands-on training for mobile crane operation.

## SCHEDULE

Full-time Schedule – 13 Weeks; Monday – Friday 8:00 AM – 4:30 PM

Start Date	Expected Graduation Date	Holidays
TBD	TBD	TBD

\*Expected Graduation Date reflects the student's graduation date if perfect attendance is maintained and there are no other school closures or delays

## CDL SKILLS / HEAVY EQUIPMENT FOR THE DRILLING INDUSTRY (400 CLOCK HOURS)

### CLASS A / HEAVY EQUIPMENT / OIL

#### HEAVY EQUIPMENT OPEARTION 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.

#### PRETRIP THEORY 8 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

#### YARD & ROAD INSTRUCTION 112 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.

#### OILFIELD & PIPELINE SAFETY 40 HRS

The Oilfield & Pipeline 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.

#### 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 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.

### 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. OAC 4501-7-28(k)

### TRAINING ORDER

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.

## CDL SKILLS / HEAVY EQUIPMENT FOR THE DRILLING INDUSTRY: SUBJECT OUTLINE

### HEAVY EQUIPMENT OPERATION

#### NCCER Core

- 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

- 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

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

#### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

#### Lab Training

- This portion of the course offers hands-on training for various pieces of equipment in the yard.

### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
- CDL Requirements
- Backing & Docking
- Coupling & Uncoupling
- Vehicle Braking, Lighting & Emergency Equipment
- Occupant Protection Devices
- Control Systems & the Dashboard
- Basic Control & Handling
- Shifting & Operating Transmissions
- Distracted Driving
- Night Operation
- Great Lakes Driver Safety Course
  - Visual Search / No Zone
  - Communications
  - Speed Management
  - Space Management
- Defensive Driving
- Extreme Driving Conditions
- Hazard Perception
- Registration & Licensing Laws
- State Test – Practice Test
- Skid Control & Recovery, Jackknifing, & Other Emergencies
- Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad
- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections

- Maintenance
- Handling & Documenting Cargo
- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
- Post-Crash Procedures
- Human Trafficking
- Hazmat
- Courteous Driving Practices
- CMV “No Zone”
- Safe Driving Practices / Distracted Driving
- FMCSR DOT Open Book Exam
- Crossing the Canadian Border
- External Communication
- Whistleblower / Coercion
- Basic Business Practice
- Map Reading
- Trip Planning
- Log Books
- Practice Logs
- Hours of Service
- Log Exam
- Drugs & Alcohol
- Medical Requirements
- Yard Orientation
- Placement Presentation
- Final Exam

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## 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 record keeping.

### 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 carriers’ 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 safety 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 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.

## OILFIELD PIPELINE & SAFETY

### Oilfield Pipeline & Safety

- The Oilfield & Pipeline 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.

## SCHEDULE

Full-time Schedule – 10 Weeks; Monday – Friday 8:00 AM – 4:30 PM

Start Date	Expected Graduation Date	Holidays
3/20/23	5/26/23	N/A
5/30/23	8/8/23	Memorial Day & Independence Day
8/7/23	10/16/23	Labor Day
10/16/23	12/27/23	Thanksgiving

\*Expected Graduation Date reflects the student's graduation date if perfect attendance is maintained and there are no other school closures or delays

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.

PRETRIP THEORY

8 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

YARD & ROAD INSTRUCTION

112 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 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.

THE OHIO DEPARTMENT OF PUBLIC SAFETY TRAINING REGULATIONS

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TRAINING ORDER

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.



## CDL SKILLS / HEAVY EQUIPMENT TRAINING PROGRAM: SUBJECT OUTLINE

### HEAVY EQUIPMENT OPERATION

#### NCCER Core

- 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

- 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

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

#### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
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- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Handling & Documenting Cargo

- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
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- Human Trafficking
- Hazmat
- Courteous Driving Practices
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- Final Exam

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## 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 record keeping.

### 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 carriers’ 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 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.

**SCHEDULE**

Full-time Schedule – 9 Weeks; CDL Classroom Monday – Friday 8:00 AM – 4:30 PM

<b>Start Date</b>	<b>Expected Graduation Date</b>	<b>Holidays</b>
3/20/23	5/19/23	N/A
5/22/23	7/26/23	Memorial Day & Independence Day
7/24/23	9/25/23	Labor Day
9/25/23	11/28/23	Thanksgiving

\*Expected Graduation Date reflects the student’s graduation date if perfect attendance is maintained and there are no other school closures or delays

CDL SKILLS / CRANE OPERATIONS TRAINING PROGRAM (300 CLOCK HOURS)  
CLASS A / CRANE

CDL 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.

PRETRIP THEORY 16 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

YARD & ROAD INSTRUCTION 104 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.

CRANE CLASSROOM INSTRUCTION 20 HRS

Classroom instruction introduces students to the mobile crane. It covers a wide range of subjects including basic principles, rigging practices, crane safety, load dynamics, lift planning, and more.

HANDS-ON CRANE TRAINING 80 HRS

Hands-on training will allow the students to become familiar with the mobile crane and practice working on safety, movements, and lifts. Training will cover hand signals, charts, serial numbers, machine setup, crane stability, maneuvering the machine, rigging & rigging hardware, extending the riggers, and different picks.

TOTAL PROGRAM HOURS ----- 300 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 or mobile crane operator.

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. OAC 4501-7-28(k)

TRAINING ORDER

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.

## CDL SKILLS / CRANE OPERATIONS TRAINING PROGRAM (300 CLOCK HOURS): SUBJECT OUTLINE

### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
- CDL Requirements
- Backing & Docking
- Coupling & Uncoupling
- Vehicle Braking, Lighting & Emergency Equipment
- Occupant Protection Devices
- Control Systems & the Dashboard
- Basic Control & Handling
- Shifting & Operating Transmissions
- Distracted Driving
- Night Operation
- Great Lakes Driver Safety Course
  - Visual Search / No Zone
  - Communications
  - Speed Management
  - Space Management
- Defensive Driving
- Extreme Driving Conditions
- Hazard Perception
- Registration & Licensing Laws
- State Test – Practice Test
- Skid Control & Recovery, Jackknifing, & Other Emergencies
- Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad
- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Handling & Documenting Cargo
- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
- Post-Crash Procedures
- Human Trafficking
- Hazmat
- Courteous Driving Practices
- CMV “No Zone”
- Safe Driving Practices / Distracted Driving

- FMCSR DOT Open Book Exam
- Crossing the Canadian Border
- External Communication
- Whistleblower / Coercion
- Basic Business Practice
- Map Reading
- Trip Planning
- Log Books
- Practice Logs
- Hours of Service
- Log Exam
- Drugs & Alcohol
- Medical Requirements
- Yard Orientation
- Placement Presentation
- Final Exam

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## 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 record keeping.

### 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 carriers' 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 safety 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 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.

## MOBILE CRANE OPERATIONS

### NCCER Level I

- Mobile Crane Operations Level I contains orientation to the trade, basic principles of cranes, rigging practices, crane communications, crane safety and emergency procedures, and operating a crane.

NCCER Level II

- Mobile Crane Operations Level II contains machine power flow, computer aids / operator aids, wire rope, mobile crane maintenance and inspections, load dynamics, transporting requirements, and on-site equipment movement.

NCCER Level III

- Mobile Crane Operations Level III contains load charts, lift planning, telescopic boom attachment assembly & disassembly, lattice boom assembly & disassembly, hoisting personnel, and advanced operational techniques.

Lab Training

- This portion of the course offers hands-on training for mobile crane operation.

SCHEDULE

Full-time Schedule – 8 Weeks; Monday – Friday 8:00 AM – 4:30 PM

<b>Start Date</b>	<b>Expected Graduation Date</b>	<b>Holidays</b>
TBD	TBD	TBD

\*Expected Graduation Date is the student’s graduation date if perfect attendance is maintained and there are no other school closures or delays

## 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.

#### PRETRIP THEORY 16 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

#### YARD & ROAD INSTRUCTION 104 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.

#### 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. OAC 4501-7-28(k)

#### TRAINING ORDER

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.

## CDL SKILLS TRAINING PROGRAM (200 CLOCK HOURS): SUBJECT OUTLINE

### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
- CDL Requirements
- Backing & Docking
- Coupling & Uncoupling
- Vehicle Braking, Lighting & Emergency Equipment



- Occupant Protection Devices
- Control Systems & the Dashboard
- Basic Control & Handling
- Shifting & Operating Transmissions
- Distracted Driving
- Night Operation
- Great Lakes Driver Safety Course
  - Visual Search / No Zone
  - Communications
  - Speed Management
  - Space Management
- Defensive Driving
- Extreme Driving Conditions
- Hazard Perception
- Registration & Licensing Laws
- State Test – Practice Test
- Skid Control & Recovery, Jackknifing, & Other Emergencies
- Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad
- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Handling & Documenting Cargo
- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
- Post-Crash Procedures
- Human Trafficking
- Hazmat
- Courteous Driving Practices
- CMV “No Zone”
- Safe Driving Practices / Distracted Driving
- FMCSR DOT Open Book Exam
- Crossing the Canadian Border
- External Communication
- Whistleblower / Coercion
- Basic Business Practice
- Map Reading
- Trip Planning
- Log Books
- Practice Logs
- Hours of Service
- Log Exam
- Drugs & Alcohol
- Medical Requirements
- Yard Orientation

- Placement Presentation
- Final Exam

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## 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 record keeping.

### 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 carriers' 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 safety 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 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.

## SCHEDULE

Full-time Schedule – 5 Weeks; Monday – Friday 8:00 AM – 4:30 PM

Start Date	Expected Graduation Date	Holidays
3/6/23	4/7/23	N/A
3/27/23	4/28/23	N/A
4/17/23	5/19/23	N/A
5/8/23	6/9/23	Memorial Day
6/5/23	7/12/23	Independence Day
6/26/23	8/2/23	Independence Day
7/17/23	8/8/23	N/A
8/7/23	9/11/23	Labor Day
8/28/23	10/2/23	Labor Day
9/18/23	10/20/23	N/A
10/9/23	11/10/23	N/A
10/30/23	12/4/23	Thanksgiving
11/20/23	12/26/23	Thanksgiving & Christmas

Night/Weekend Schedule – 10 Weeks; Monday – Friday 5:30 PM – 9:30 PM

<b>Start Date</b>	<b>Expected Graduation Date</b>	<b>Holidays</b>
3/20/23	5/26/23	N/A
5/1/23	7/12/23	Memorial Day & Independence Day
6/12/23	8/22/23	Independence Day
7/24/23	10/2/23	Labor Day

\*Expected Graduation Date is the student’s graduation date if perfect attendance is maintained and there are no other school closures or delays

## TRACTOR-TRAILER UPGRADE COURSE (160 CLOCK HOURS)

### CLASS A

#### CLASSROOM INSTRUCTION

48 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.

#### PRETRIP THEORY

16 HRS

Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

#### YARD & ROAD INSTRUCTION

96 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 -----

160 HRS

#### PROGRAM OBJECTIVES

This program is designed for individuals who have already obtained a Class B CDL and want to upgrade to a Class A CDL. Training prepares students for the Class A CDL Skills Exam and entry-level employment as a tractor-trailer driver.

#### 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. OAC 4501-7-28(k)

#### TRAINING ORDER

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.

## TRACTOR-TRAILER UPGRADE COURSE (160 CLOCK HOURS): SUBJECT OUTLINE

#### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
- CDL Requirements
- Backing & Docking
- Coupling & Uncoupling

- Vehicle Braking, Lighting & Emergency Equipment
- Occupant Protection Devices
- Control Systems & the Dashboard
- Basic Control & Handling
- Shifting & Operating Transmissions
- Distracted Driving
- Night Operation
- Great Lakes Driver Safety Course
  - Visual Search / No Zone
  - Communications
  - Speed Management
  - Space Management
- Defensive Driving
- Extreme Driving Conditions
- Hazard Perception
- Registration & Licensing Laws
- State Test – Practice Test
- Skid Control & Recovery, Jackknifing, & Other Emergencies
- Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad
- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Handling & Documenting Cargo
- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
- Post-Crash Procedures
- Human Trafficking
- Hazmat
- Courteous Driving Practices
- CMV “No Zone”
- Safe Driving Practices / Distracted Driving
- FMCSR DOT Open Book Exam
- Crossing the Canadian Border
- External Communication
- Whistleblower / Coercion
- Basic Business Practice
- Map Reading
- Trip Planning
- Log Books
- Practice Logs
- Hours of Service
- Log Exam
- Drugs & Alcohol
- Medical Requirements

- Yard Orientation
- Placement Presentation
- Final Exam

## PRETRIP THEORY

### Pre-Trip Theory

- Students will be taught about pre-trip inspection as a class. The classroom instructor will go over the basics of a pre-trip inspection and introduce the class to the routine inspection and parts of the truck.

## 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 record keeping.

### 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 carriers' 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 safety 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 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.

## SCHEDULE

Full-time Schedule – 4 Weeks; Monday – Friday 8:00 AM – 4:30 PM

\*Expected Graduation Date is the student's graduation date if perfect attendance is maintained and there are no other school closures or delays

Start Date	Expected Graduation Date	Holidays
3/6/23	3/31/23	N/A
3/27/23	4/21/23	N/A
4/1/23	5/12/23	N/A
5/8/23	6/5/23	N/A
6/5/23	6/30/23	Memorial Day
6/26/23	7/25/23	Independence Day
7/17/23	8/11/23	N/A
8/7/23	9/1/23	N/A
8/28/23	9/25/23	Labor Day
9/18/23	10/13/23	N/A
10/9/23	11/3/23	N/A
10/30/23	11/28/23	Thanksgiving
11/20/23	12/19/23	Thanksgiving

## HEAVY EQUIPMENT & CONSTRUCTION SAFETY COURSE (160 HOURS)

### HEAVY EQUIPMENT

#### HEAVY EQUIPMENT OPEARTION

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.

TOTAL PROGRAM HOURS ----- 160 HRS

#### PROGRAM OBJECTIVES

This program is designed for individuals who have no previous heavy equipment experience. Training prepares students for entry-level employment as a heavy equipment operator.

#### TRAINING ORDER

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.

#### CDL SKILLS / HEAVY EQUIPMENT FOR THE DRILLING INDUSTRY: SUBJECT OUTLINE

#### HEAVY EQUIPMENT OPERATION

##### NCCER Core

- 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

- 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

- This session contains introduction to earthmoving, dump trucks, rollers, scrapers, loaders, forklifts, excavation math, grades part II, and civil blueprint reading.

##### NCCER Level III

- This session contains introductory skills for dozers, backhoes, and excavators.

#### SCHEDULE

- Full-time Schedule – 4 Weeks; Monday – Friday 8:00 AM – 4:30 PM
- 

Start Date	Expected Graduation Date	Holidays
TBD	TBD	TBD

- \*Expected Graduation Date is the student’s graduation date if perfect attendance is maintained and there are no other school closures or delays

## STRAIGHT TRUCK / BUS TRAINING PROGRAM (100 CLOCK HOURS)

### CLASS B

#### CLASSROOM INSTRUCTION

48 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

52 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

----- 100 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.

#### 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. OAC 4501-7-28(k)

#### TRAINING ORDER

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.

## STRAIGHT TRUCK / BUS TRAINING PROGRAM (100 CLOCK HOURS): SUBJECT OUTLINE

### CLASSROOM

- Orientation
- Traffic Laws
- Rules & Regulations of PUCO
- Pre- & Post-Trip Inspections
- Federal Motor Carrier Safety Regulations
- CDL Requirements
- Backing & Docking
- Coupling & Uncoupling
- Vehicle Braking, Lighting & Emergency Equipment
- Occupant Protection Devices
- Control Systems & the Dashboard
- Basic Control & Handling



- Shifting & Operating Transmissions
- Distracted Driving
- Night Operation
- Great Lakes Driver Safety Course
  - Visual Search / No Zone
  - Communications
  - Speed Management
  - Space Management
- Defensive Driving
- Extreme Driving Conditions
- Hazard Perception
- Registration & Licensing Laws
- State Test – Practice Test
- Skid Control & Recovery, Jackknifing, & Other Emergencies
- Railroad-Highway Grade Crossings & Emergency Notification / Proper Public Thoroughfare Railroad
- Special Taxes
- Identification & Diagnosis of Malfunctions
- Roadside Inspections
- Maintenance
- Handling & Documenting Cargo
- Environmental Compliance Issues
- Emerging Commercial Motor Vehicle Safety Technologies
- Fatigue & Wellness Awareness
- CSA / Driver Safety Ratings
- Special Rigs
- The Effects of Driver Fatigue
- Crash Reporting & Financial Responsibility Laws
- Accidents & Breakdowns
- Post-Crash Procedures
- Human Trafficking
- Hazmat
- Courteous Driving Practices
- CMV “No Zone”
- Safe Driving Practices / Distracted Driving
- FMCSR DOT Open Book Exam
- Crossing the Canadian Border
- External Communication
- Whistleblower / Coercion
- Basic Business Practice
- Map Reading
- Trip Planning
- Log Books
- Practice Logs
- Hours of Service
- Log Exam
- Drugs & Alcohol
- Medical Requirements
- Yard Orientation
- Placement Presentation
- Final Exam

## 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 record keeping.

### 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 carriers' 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 safety 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 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.

## SCHEDULE

Full-time Schedule – 2.5 Weeks; Monday – Friday 8:00 AM – 4:30 PM

Start Date	Expected Graduation Date	Holidays
3/20/23	4/5/23	N/A
4/10/23	4/26/23	N/A
5/1/23	5/17/23	N/A
5/22/23	6/9/23	Memorial Day
6/12/23	6/28/23	N/A
7/24/23	8/9/23	N/A
9/5/23	9/21/23	Labor Day
9/25/23	10/11/23	N/A
10/16/23	11/1/23	N/A
11/6/23	11/22/23	N/A
11/27/23	12/13/23	Thanksgiving

\*Expected Graduation Date is the student's graduation date if perfect attendance is maintained and there are no other school closures or delays

**CRANE OPERATIONS TRAINING PROGRAM (100 CLOCK HOURS)**  
**MOBILE CRANE**

**CLASSROOM INSTRUCTION** **20 HRS**  
 Classroom instruction introduces students to the mobile crane. It covers a wide range of subjects including basic principles, rigging practices, crane safety, load dynamics, lift planning, and more.

**HANDS-ON CRANE TRAINING** **80 HRS**  
 Hands-on training will allow the students to become familiar with the mobile crane and practice working on safety, movements, and lifts. Training will cover hand signals, charts, serial numbers, machine setup, crane stability, maneuvering the machine, rigging & rigging hardware, extending the riggers, and different picks.

**TOTAL PROGRAM HOURS** ----- **100 HRS**

**PROGRAM OBJECTIVES**

This program is designed for individuals who have no mobile crane experience. Training prepares students for the crane certification exam and entry-level employment as a crane operator.

**TRAINING ORDER**

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.

**CRANE OPERATIONS TRAINING PROGRAM (100 CLOCK HOURS): SUBJECT OUTLINE**

**MOBILE CRANE OPERATIONS**

**NCCER Level I**

- Mobile Crane Operations Level I contains orientation to the trade, basic principles of cranes, rigging practices, crane communications, crane safety and emergency procedures, and operating a crane.

**NCCER Level II**

- Mobile Crane Operations Level II contains machine power flow, computer aids / operator aids, wire rope, mobile crane maintenance and inspections, load dynamics, transporting requirements, and on-site equipment movement.

**NCCER Level III**

- Mobile Crane Operations Level III contains load charts, lift planning, telescopic boom attachment assembly & disassembly, lattice boom assembly & disassembly, hoisting personnel, and advanced operational techniques.

**Lab Training**

- This portion of the course offers hands-on training for mobile crane operation.

**SCHEDULE**

Full-time Schedule – 2.5 Weeks; Monday – Friday 8:00 AM – 4:30 PM

<b>Start Date</b>	<b>Expected Graduation Date</b>	<b>Holidays</b>
TBD	TBD	TBD

\*Expected Graduation Date is the student’s graduation date if perfect attendance is maintained and there are no other school closures or delays