
CDL ED TRAINING INC.



TRACTOR – TRAILER TRAINING COURSE

December 2016

102 Chester Street, Lancaster PA 17602 / TEL. (484) 769-6957 / FAX (610) 406-9038

ADMISSION REQUIREMENTS AND PROCEDURES

To be admitted to CDL Ed Training Inc., applicants must comply with the requirements stated in section 391.11 of the Federal Motor Carrier Safety Administration (FMCSA) rules and regulations. Requirements include:

- Applicants must be 18 years old. (21 years old for interstate driving) and proof of identity and residency.
- Applicant must have a High School Diploma or GED.
- Applicants must be able to read, write and speak English well enough to converse, understand traffic signs, respond to official inquires, and fill out required reports.
- Applicants must have a valid Pennsylvania Driver's License.
- Applicants must have a clean Motor Vehicle Driving Record for the past five years, with special emphasis on **NO** DUI/DWI and **NO** current serious offenses.*
- Applicants must have a clean Criminal Record for the past five years.
- Applicants must have a physical and drug screening satisfactory to the Department of Transportation.
- Applicants must have the Commercial Driver License and Endorsements Permits satisfactory to the Department of Transportation.

Applicants will be interviewed by a staff member who will explain all the information about the programs, requirements for graduation, tuition costs, job placement, and other general information. They will be required to complete an enrollment application. Applicants will be provided with job placement information and a school booklet.

*Applicants that have DUI less than 10 years must have a pre-hire letter from a verifiable company.

PROGRAM

CDL ED 220 HOURS

Program Objective: The program equips students who have little or no experience behind the wheel of a Tractor-Trailer with the knowledge, skills, and hands on practice necessary to pass the Department of Transportation test and become an entry level licensed CDL driver.

Course Description: The CDL Ed 220 Clock Hours are divided into 115:00 hours of Classroom/Lab and 105:00 of Skills and Road.

The Program is nine (9) weeks in long. Classroom and lab sessions held Monday through Friday 7:00 AM to 12:00 PM, and skills, and road training sessions held Monday through Friday or *Weekends 7:00 AM to 12:00 PM and 12:00 PM to 5:00 PM.

*If weekends are going to be added in the training program the students will be advice in advance or at the beginning of the program.

The knowledge acquired in the basic control, safe operation, advance operating practices, cargo handling, and hours of service regulations, helps the students understand the Trucking Industry and what is expected from them.

The Program is divided in 23 sections that include:

001 Orientation – 5:00 Hours – During the first day, students will be taught the material that is going to be covered as follows:

- 1) General information of the Trucking Industry.
- 2) The school laws and regulations.
- 3) The Initial Entry Level Driver Training required by the Federal Motor Carrier Safety Administration (FMCSA), Section FMCSA 380.503*.
- 4) The Drug and Alcohol policy required by the FMCSA, Section 382.601*.

* J.J. Keller & Associates is the service provider for the Initial Entry Level Driver Training and the Drug and Alcohol policy certification material.

002 General Knowledge – 5:00 Hours - Students will learn the main parts and components of a Tractor-Trailer and general knowledge on safe driving practices. Students will be able to pass, in conjunction with the Combination section (003), the General Knowledge Commercial Driver's License (CDL) written test.

003 Combination – 5:00 Hours - Students will learn the main parts and components of a Combination Vehicle. With the teaching of this part and the material covered in the General Knowledge section, they will have the knowledge required to pass the General Knowledge written test for their CDL Permit.

004 Air Brake – 5:00 - Students will learn the main parts and components of a Commercial Vehicle equipped with air brakes. They will be ready to pass the Air Brake written test for their CDL Permit.

005 Doubles and Triples – 5:00 - Students will learn the major safety points related to pulling doubles and triples. They should be able to pass the written doubles and triples CDL endorsement.

006 Tankers – 5:00 - Students will learn the major safety points related to driving a Tanker and should be able to pass the written tankers CDL endorsement.

007 Hazmat – 5:00 - Students will learn the required regulations for hauling hazardous materials and should be able to pass the written hazmat CDL.

008 Vehicle Inspection – 30:00 Hours - Students will learn (in the classroom and on the range) the inspection of the main parts and components of a Tractor-Trailer as required by the Federal Motor Carrier Safety Administration (FMCSA).

009 Log Books – 5:00 Hours - Students will learn the regulations, the maximum hours of service, and the proper way to record their hours of service as required by the FMCSA.

010 Vehicle Systems – 5:00 - Students will learn all the systems of the Tractor and Trailer and the proper way to use them safely. The course covers details on how the systems work and the proper way to inspect and maintain them.

011 Vehicle Maintenance – 5:00 Hours - Students will learn how to do an inspection for preventive maintenance and servicing of a Tractor-Trailer and how to regularly maintain the equipment as required by the Federal Motor Carrier Safety Regulations.

012 Coupling and Uncoupling – 10:00 Hours - Students will learn (hands on) the proper way to couple and uncouple a Tractor-Trailer as required by the FMCSA.

013 Backing – 35:00 Hours - Students will learn (hands on) the proper way for backing a Tractor-Trailer as required by the FMCSA. They will also learn the different types of backing and how to do them.

014 Shifting – 15:00 - Students will learn (hands on) the proper way to shift gears safely in a Tractor-Trailer and the different types of transmissions they may encounter.

015 Basic Control – 15:00 Hours - Students will learn (hands on) the basic control skills required to drive a Tractor-Trailer in a safe manner.

016 Visual Search – 10:00 Hours - Students will learn (hands on) how to scan the environment and how to drive defensively in a Tractor-Trailer.

017 Space Management – 15:00 Hours - Students will learn (hands on) how to manage the space around and between their Tractor-Trailer and other vehicles.

018 Speed Management – 15:00 Hours - Students will learn (hands on) how to manage the speed of the Tractor-Trailer in a safe manner.

019 Map Reading – 5:00 Hours - Students will learn (hands on) how to plan trips in a safe manner.

020 Night Driving - 5:00 Hours - Students will learn the difference between driving at night and during the day. In addition, the four factors that contribute to night driving problems are examined.

021 Extreme Driving Conditions – 5:00 Hours - Students will learn the difference between driving in extreme conditions and driving in optimal conditions. They will also be provided with an opportunity to learn how to inspect and prepare a rig for driving in extreme conditions.

022 Emergency Maneuvers – 5:00 Hours – Students will be provided information on how to prepare for, recognize, and respond to possible emergency situations on the roadway. Additionally, types of emergency maneuvers are covered such as evasive steering, off-road recovery, emergency stopping, what to do in the event of brake failure, and what to do if a rig has a blowout.

023 Compliance, Safety, Accountability (CSA) – 5:00 Hours - Students will learn that the FMCSA's and CSA initiative to make professional drivers safer on our continent's highways is an important step that drivers should welcome and educate themselves about.

Notes:

1. Students will get a certification for taking the CMV Driver Basics for Entry Level Training in accordance with the FMCSA 380.503 section.
2. Students will get a certification for taking the Drug and Alcohol policy in accordance with the FMCSA 382.601 section.
3. Material used in these trainings have been supplied by JJ Keller & Associates Inc.

TRAINING

The training will be divided as follows:

- Classroom - Students will have 115:00 hours of training.
- Range - Students will spend 65:00 training hours learning maneuvers in the Trucks. There will be three students with the trainer.
- Road - Students will spend 40:00 hours behind the wheel on the road. This will be two-on-one training.

SCHOOL'S PHYSICAL FACILITIES

Lancaster facilities, offices, and classroom are located Tec Centro Group in 102 Chester Street, Lancaster PA 17602. The building, the Tec Centro Group, belongs to Spanish American Civil Association (SACA).

The Tec Centro Group building provides flex class rooms, reception area, interview area, conference room, computer lab, workshop, restrooms, vending machines, a small kitchen, restaurant and a large parking area. We have ample space to interview and review offerings to new prospects, like job searching in the computer lab, to our students.

Tec Centro Group offers a wide variety of services for the public that includes support for Employment, Adult Education, Case Management, and Training Skills.

Prospect students will be received in the reception and waiting area at the Tech Centro facilities, here they will be interviewed and have the opportunity to clarify how the program works, financial assistance and options, and possible future job opportunities in the industry after they complete the program requirements.

The practice area, range and road, is located at 349 Buck Road, Quarryville PA, 13 miles from the classroom and is the student responsibility to provide for their own transportation to this training site. A shelter for the students, portable toilet, large parking area are located at the premises. Restaurants and a Library are nearby.

Students will learn the straight line, parallel, and alley dock backing among other skills in this area. Also from this site the Tractors and Trailers will be departing for road training.

***Students must provide their own transportation from and to the practice area located in Quarryville PA, 13 miles away from the school's facilities in Lancaster PA.**

EQUIPMENT MAINTENANCE

All of our equipment is maintained at the site. We have mechanics that will do the preventive maintenance on the vehicles during the weekends or after school. If there is a breakdown of the vehicle, the school has an account with Penske to rent any of the equipment needed.

It is very important for us to have the best equipment available for our students, so we can provide the best training on the market.

ATTENDANCE

Prompt attendance at all academic appointments (in the classroom, at the skill area, and on the road) is an essential part of the educational plan for the program and is expected of students. In the event of a class absence, it is the student's responsibility to contact the Instructor directly, by phone, voice mail, or e-mail. The responsibility for work missed because of absenteeism rests entirely upon the student.

TARDINESS

Students are expected to be on time for all parts of their training including classroom, skills, road practices, and tutoring.

Excessive tardiness will result in disciplinary action, and this can be:

- Make-up work – Students will have to arrange with their Instructors the time that they will be expected to come to class for their tutorial.
- If the student tardiness persists, the School Director will evaluate the case and, if required, he can terminate the student.

Make-up work will be administered at no extra charge.

ABSENCES

Students are expected to maintain at least 90% attendance. Every time the student is absent and does not call to report the absence or does not give a satisfactory explanation, it will be considered an unexcused absence.

Categories of absences include:

Excused Absences: Permissible excused absences are: (1) personal illness, (2) doctor/dental appointments, (3) quarantine, (4) death in the immediate family, (5) traditionally-recognized religious holidays, (6) religious instruction as defined below, (7) approved educational travel, (8) court appearances and (9) other urgent reasons as approved by the School Director.

Unexcused Absences: The following constitute unexcused absences: (1) lack of a valid excuse from (and/or licensed health care provider, where deemed appropriate by the School Director), (2) oversleeping, (3) working at home, and (4) other reasons not sanctioned under excused absences.

If the student reaches 10% absenteeism or 4 unexcused absences, this will result in disciplinary action, and this can include:

- Make-up work – Students will have to arrange with their Instructors the time that they will be expected to come to class for their tutorial.
- If the student absenteeism persists, the School Director will evaluate the case and, if required, he can terminate the student.

Make-up work will be administered at no extra charge.

LEAVE OF ABSENCE

If a student is required to leave the school for personal reasons, and this is approved by the Director, he may do so at no extra charge. The leave of absence can be for a maximum of 30 days.

MAKE-UP WORK

An unsatisfactory grade of D, excessive absenteeism or tardiness may result in remedial training. Students are expected to arrange with their Instructor the time that they will be expected to come to class, skills training, or road training for their tutorial. There will be no extra charge.

CLASSROOM CONDUCT

Students are required to conduct themselves in a proper manner inside the classroom, at the skill area, and on the road. They are expected to follow the rules listed below:

- Pay attention to the Instructor.
- Cell phones must be off.
- No food consumption.
- No radios in the classroom, skill, or road area.
- No bad language.

If the students keep behaving in an improper manner, he/she can be terminated or face withdrawal.

STUDENT CONDUCT

In the interests of safety and academic achievement, all students are expected to maintain mature, responsible, adult behavior at all times. Students may be terminated from the program for any of the following reasons:

- Possession, sale, or use of any illegal drugs or alcohol during school hours, or while on school property.
- Malicious destruction or theft of any property.
- Any act or threat of physical or verbal abuse towards any student or employee of CDL ED TRAINING INC.
- Excessive tardiness or absenteeism, or 4 unexcused absences.

TERMINATION

Students may be terminated for have improper conduct or dress, excessive absenteeism, excessive tardiness, not maintaining a passing grade, or for not following the school Rules and Regulations. The School Director will make the final decision on any terminations. Students who are absent 4 days or 10% of the Program may be terminated.

GRADING SYSTEM

Classroom / Lab

Students will be tested throughout the course. The tests will be graded and recorded in their transcript. The Director and the Head Instructor will review the grades weekly.

They will be graded as follows:

A – 90% to 100% Excellent

B – 80% to 89% Good

C – 70% to 79% Satisfactory

D – 60% to 69% Unsatisfactory*

*If the grades are unsatisfactory, make up work will be required.

Permits and Endorsements

Students are required to pass the General Knowledge, Combination, and Air Brake tests to get their permit. They will have 3 opportunities to take the test in the Department of Transportation (PENNDOT). If they fail, they will be terminated. *

Students are required to pass the Doubles and Triples, Tankers, and Hazmat endorsement tests. They have 3 opportunities to take the test at the Department of Transportation (PENNDOT). If they fail, they will be terminated. *

* There will be no charge to the student.

Skill / Road

Students will be evaluated by progress reports. The instructors will make notes and critique students in their reports. The Director and Head Instructor will review these reports weekly.

REQUIREMENTS FOR GRADUATION

A minimum grade average of 70% and an attendance rate of 90% are required at the end of the course. In addition, a passing score on the State's Commercial Driver License written and driving test is required.

DIPLOMA

Upon completion of the program, the student/graduate will be awarded a Diploma.

TUITION

CDL Ed 220 Hours Tuition - \$5,500.00
Includes all materials and textbooks.

STUDENTS EXPENSES

Department of Transportation Physical Test, Drug Screen Test, and Commercial Driver License Permit and Endorsements Permits fees are paid by the student and are not included in the cost of tuition. These items are to be acquired before starting the program.

CDL SKILL TESTING

The initial cost of CDL skills testing is included in the cost of the tuition. If additional testing is required, other charges will be applied to cover testing costs.

CANCELLATION

If an applicant wishes to cancel his/her enrollment agreement before the classes start, they may do so and receive a 100% refund. If the applicant has never seen our facilities and had enrolled, he/she will receive a 100% refund if not satisfied after touring the facilities and wishes to cancel.

REFUND POLICY

(1) For a student cancellation made after the fifth calendar day following the date of enrollment as defined in § 73.132 (relating to application or registration fee) but prior to the beginning of classes, money paid to the school shall be refunded except for the nonrefundable amount of the application or registration fee as calculated in § 73.132.

(2) If a student enrolls and withdraws or discontinues after the term, semester, or quarter has begun but prior to completion of the term, semester, or quarter, the following minimum refunds apply:

*For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester, or quarter.

*For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester, or quarter.

*For a student withdrawing or discontinuing after 25% but within 50% of the term, semester, or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition cost.

*For a student withdrawing from or discontinuing the program after 50% of the term, semester, or quarter, the student is entitled to no refund.

*For refund computations, a term, semester, or quarter may not exceed 18 weeks.

(3) For students who fail to get their Permit or Endorsements, the school shall refund 100% of the total cost of the Program less registration fees.

PLACEMENT ASSISTANCE

The staff assists all the students in job placement. Students will have access to lists of companies that are hiring. Some companies will come to the school for recruiting presentations. Job applications from local, regional, and long run carriers will also be available. A fax, copier, a computer, and a phone will be made available to the students. **CDL ED TRAINING INC. CAN NOT GUARANTEE JOB PLACEMENT.**

SCHOOL CALENDAR

New students begin classes on Mondays (Tuesdays, if Monday is a holiday). There must be a minimum of 4 students for a class to begin. There will be a maximum capacity of 12 students in the classroom.

HOLIDAYS

The school will be closed for observance of New Year's Day, Memorial Day, U.S. Independence Day, Labor Day, Thanksgiving, and Christmas.

TRANSFERABILITY OF CREDITS

The CDL Ed 220 Hours programs sections are internal units of measure not meant for conversion into credit hours and are not intended to imply transferability.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are included in the tuition.

COMPLAINT AND APPEAL PROCESS

If the student feels that he/she has not been treated fairly by the Instructors, Directors, or any school employee, they can write a complaint to the school Director and send it by mail to 102 Chester Street, Lancaster Pennsylvania 17602. If questions or concerns are not satisfactorily resolved by the Director, a written letter concerning the question, problem, or complaint may be sent to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333, or they may be contacted by phone at (717) 783-8228.

It is the policy of CDL Ed Training Inc. not to discriminate on the basis of sex, handicap, race, color, or national origin in its education and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. Inquiries regarding compliance with the IX and Title VI should be directed to the Title VI, Title IX, and section 504 Coordinator at 1057 County Road, Leesport, PA 19533, or by calling (610) 378-0402.

FOR MORE INFORMATION

For more information, contact the CDL Ed Training Inc. at (484) 769-6957, or you may contact us via mail at 102 Chester Street, Lancaster PA 17602 or via e-mail at cdledtraining@gmail.com

**Our Designated Employer Representative is,
Jose M. Sobrino.**

RULES AND REGULATIONS

CDL ED Training Inc. is committed to give our students the best training in the Industry and follow the Federal Motor Carrier Safety Administration (FMCSA) rules and regulations. For the student to get the best training, it is imperative for him/ her to follow our rules and regulations.

If the student feels that he has not been treated fairly by the Instructors, Directors, or any school employee, he/she can write a complaint to the school Director and send it by mail to 102 Chester Street, Lancaster Pennsylvania 17602. If questions or concerns are not satisfactorily resolved by the Director, a written letter concerning the question, problem, or complaint may be sent to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, Pennsylvania 17126-0333, or they may be contacted by phone at (717) 782-8228.

Our Ruler and Regulations are as follows:

I. ATTENDANCE

Prompt attendance at all academic appointments (in the classroom, at the skill area, and on the road) is an essential part of the educational plan for the program and is expected of students. In the event of a class absence, it is the student's responsibility to contact the Instructor directly, by phone, voice mail, or e-mail. The responsibility for work missed because of absenteeism rests entirely upon the student.

II. TARDINESS

Students are expected to be on time for all parts of their training including classroom, skills, road practices, and tutoring.

Excessive tardiness will result in disciplinary action, and this can be:

- Make-up work – Students will have to arrange with their Instructors the time that they will be expected to come to class for their tutorial.
- If the student tardiness persists, the School Director will evaluate the case and, if required, he can terminate the student.

Make-up work will be administered at no extra charge.

III. ABSENCES

Students are expected to maintain at least 90% attendance. Every time the student is absent and does not call to report the absence or does not give a satisfactory explanation, it will be considered an unexcused absence.

Categories of absences include:

Excused Absences: Permissible excused absences are: (1) personal illness, (2) doctor/dental appointments, (3) quarantine, (4) death in the immediate family, (5) traditionally-recognized religious holidays, (6) religious instruction as defined below, (7) approved educational travel, (8) court appearances and (9) other urgent reasons as approved by the School Director.

Unexcused Absences: The following constitute unexcused absences: (1) lack of a valid excuse from (and/or licensed health care provider, where deemed appropriate by the School Director), (2) absence because of parental neglect, (3) unapproved educational travel, (4) oversleeping, (5) working at home, and (6) other reasons not sanctioned under excused absences.

If the student reaches 10% absenteeism or 4 unexcused absences, this will result in disciplinary action, and this can include:

- Make-up work – Students will have to arrange with their Instructors the time that they will be expected to come to class for their tutorial.
- If the student absenteeism persists, the School Director will evaluate the case and, if required, he can terminate the student.

Make-up work will be administered at no extra charge.

IV. LEAVE OF ABSENCE

If a student is required to leave the school for personal reasons, and this is approved by the Director, he may do so at no extra charge. The leave of absence can be for a maximum of 30 days.

V. MAKE-UP WORK

An unsatisfactory grade of D, excessive absenteeism or tardiness may result in remedial training. Students are expected to arrange with their Instructor the time that they will be expected to come to class, skills training, or road training for their tutorial. There will be no extra charge.

VI. CLASSROOM CONDUCT

Students are required to conduct themselves in a proper manner inside the classroom, at the skill area, and on the road. They are expected to follow the rules listed below:

- Pay attention to the Instructor.
- Cell phones must be off.
- No food consumption.
- No radios in the classroom, skill, or road area.
- No bad language.

If the students keep behaving in an improper manner, he/she can be terminated or face withdrawal.

VII. STUDENT CONDUCT

In the interests of safety and academic achievement, all students are expected to maintain mature,

responsible, adult behavior at all times. Students may be terminated from the program for any of the following reasons:

- Possession, sale, or use of any alcohol or illegal drugs during school hours, or while on school property.
- Malicious destruction or theft of any property.
- Any act or threat of physical or verbal abuse towards any student or employee of CDL ED TRAINING INC.
- Excessive tardiness or absenteeism, or 4 unexcused absences.

VIII. SATISFACTORY ACADEMIC PROGRESS

Classroom / Lab

Students will be tested throughout the course. The tests will be graded and recorded in their transcript. The Director and the Head Instructor will review the grades weekly.

They will be graded as follows:

- A – 90% to 100% Excellent
- B – 80% to 89% Good
- C – 70% to 79% Satisfactory
- D – 60% to 69% Unsatisfactory*

* If the grades are unsatisfactory, make-up work will be required.

Skill / Road

Students will be evaluated by progress reports. The Instructors will make notes and critique students, in a report. The Director and Head Instructor will review these reports weekly.

IX. REPEAT COURSE POLICY

Students are permitted to retake any course at CDL Ed Training Inc. Generally, the course should be repeated in the following semester; however, it may be repeated any time prior to graduation. Regardless of which grade is higher, the most recent grade counts in calculating the cumulative grade point average.

X. DRESS CODE

For safety purposes, students are required to wear long pants, only shirts with short only sleeves, and closed shoes. This avoids accidental snagging during vehicle operation.

XI. EQUAL OPPORTUNITY STATEMENT

CDL Ed Training Inc. is committed to equal opportunity in training, development, placement, and financial assistance for all students.

CDL Ed Training Inc. offers equal opportunity to all students regardless of sex, age, race, color, national origin, religion, or handicap.

XII. PRIVACY

The privacy of student records will be strictly maintained. Records are not available for the public in general, except by judicial order or for accredited agencies.

XIII DRIVER QUALIFICATIONS

Every student must complete the qualifications required by the Federal Motor Carrier Safety Administration, part number 391, subparts B and E, applicable to the entry-level driver training requirements.

XIV ENTRY-LEVEL DRIVER TRAINING

Each student must pass the Entry-Level Training Certification as set by the FMCSA part number 380.503.

XV DRUG AND ALCOHOL CERTIFICATION

All students must pass the Drug and Alcohol Certification as required by the FMCSA part number 382-601.