

Dolphin  Trucking School ,Inc.

“Proudly Making A Difference In Peoples Lives”

Better Your Future * Achieve Your Dream



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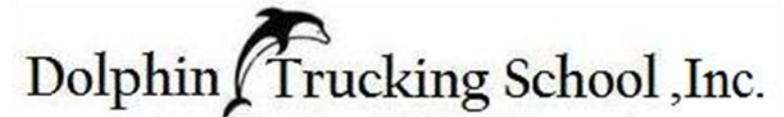
Better Your Future

Achieve Your Dream

Catalog

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Testimonials/Notes

Mario Martinez writes:

“Thank You Dolphin for helping me get my Class A with Passenger Endorsement. Instructors Jose Luis Herrera, Lincoln Galvez and Patricia Franco were the best.....Muchas Gracias to the Dolphin Family.” May 15, 2013

James Konakowitz writes:

“Thank you Lincoln, Carla, Aida and the whole Dolphin Family. Thanks for believing in me to make it. I know I am one of your most difficult students, and if I can make it...others can make it also. You are a great truck driving school. Thank you so much, you are wonderful people. God Bless You All!” May, 2013



Grievance / Complaint Procedure

Under the Dolphin Trucking School grievance / complaint procedure, one is entitled to the following within the specified days from the day they file a grievance or complaint:

1. Assistance from your training program operator in preparing your complaint in writing within the first day.
2. An informal conference with the training program operator in order to discuss your complaint, within five days.
3. A decision on your complaint from the training program operator within ten days
4. An informal conference with the training program operator, Applicant / participant to identify and classify the issues of disagreement in an attempt to reach a mutually satisfactory resolution within 15 days
5. An informal hearing on your complaint with the school director within 60 days
6. A final decision on your complaint from the school director within 60 days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary education at 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

This institution does not have a pending petition in bankruptcy, is operating as a debtor in possession. No petition has been filed within the last 5 years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11U.S.C. Sec. 1101 et seq.)



Approval Disclosure Statement

Dolphin Trucking School was granted institutional approval from the California Bureau for Private Postsecondary and Vocational Education in the Department of Consumer Affairs. The Bureau's approval means the institution and its operation comply with the standards established under the law for occupational instruction by private educational institutions, approval does not imply any endorsement or recommendation by the state or Bureau. Institutional approval must be re-approved every three years and is subject to continuing review.

Statement of Philosophy

Dolphin Trucking School strives to educate and train students to become professional truck drivers for the transportation industry in the United States. This is accomplished through classroom training using written materials, video, visual aids, and a lecture format. The second phase includes practical experience in and around the tractor and trailer or bus.



Dolphin Trucking School has life time placement services providing students with access to a vast employment sector with serious shortages of qualified applicants. Income and benefit levels are excellent and provide stable career opportunities for the successful school graduate.

4. Hypothetical Refund Example: Assume you, upon enrollment in a 400 hour course, pay \$2,000 for tuition, \$75 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

\$2,075 - \$75	x(.75)	300 hours of instruction	= \$1,500.00
Amount Paid	registration fee	paid for & not received	Actual
2000 tuition +	retained by school	400 hours of instruction	Refund
75 registration fee		for which you have paid	amount

If you return the equipment in good condition within 30 day following your withdrawal, the school shall refund the charge for the equipment as described above. The actual refund amount would then be \$1650. For programs over 12 months, if you withdraw prior to the next 12 month period, all charges collected for that next period will be refunded.

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawal from the course when any of the following occurs:

- You notify the school of withdrawal or the actual date of withdraw
- School terminates your enrollment
- You fail to attend classes for a three week period

You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of record attendance.

6. If any portion of your tuition was paid from loan proceedings, the refund will be sent to the lender or the agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

Buyer's right to Cancel and Refund Right

1. You have the right to cancel the agreement for educational service, any equipment or other goods and services. Cancellation period: for programs under 50 days in length, 1 business day for each 10; Over 50 days, until midnight of the fifth business day after the first class you attend.

Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of the enrollment agreement.

You can do this by mail, in person, by fax, or telegram to the addressed school official on the front of the enrollment agreement. The notice of cancellation, if mailed, is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form; it needs only state you wish to cancel the agreement. You will be given two notice of cancellation form on the first day of class. If you cancel this agreement, the school will refund any money you paid within 30 days after your notice is received.

2. If the school has given you any equipment, you shall return it to the school within 30 days following the date of your notice or cancellation or withdrawal. If you fail to return this equipment in good condition within the 30 day period, the school may retain the portion of payment paid to you by the document cost, and deduct the amount from any refund that may be due to you once you pay for the equipment, it is yours to keep without further obligation.

3. You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the school will remit a refund less a registration fee (not to exceed \$75.00) 30 days following your withdrawal. The maximum non refundable fee allowed by the DVA is \$10. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for the instruction multiplied by a fraction, the numerator which is the total hours of instruction which you have not received but for which you have paid. You are liable for the amount, if any, by which the equipment exceeds the refund amount. If the amount you have paid is more than the amount you owe, then a refund will be made to you. If the amount you owe is more that the amount you paid, you will have to make arrangements to pay it within 30 days of your withdrawal from the school.

The Following Courses Are Approved:

A – Commercial Drivers Training – Class “A” 168 hours

B- Class “A” with Passenger Endorsement 180 hours

C – Commercial Drivers Training – Class “B” with passenger endorsement 120 hours

** Definition of clock hours: A clock hour is defined as 50 minutes of instruction per each 60 minute hour.

Information:

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school prior to enrolling or signing enrollment agreements. This school currently has some sponsor programs to provide funds in the form of loans or subsidies to pay for all or portions of tuition and fees available, Dolphin does not provide English as a second language (ESL) instruction.

All information in the content of this school catalog is current and correct and is so certified as true by Mrs. Carla Lorena Galvez, Director.

History

Dolphin Trucking School was founded in October of 1999 by Lincoln and Carla Galvez. Together, they noticed the great need for professional Class “A” Commercial drivers. Lincoln knew that with his experience as an over-the-road truck driver and instructor he would be able to better prepare individuals for the trucking industry in the United States; Carla noticed a need for more helpful service toward students in the trucking industry. She knew that she could provide individuals with the best service possible in Southern California.

It all started with a dream and a truck, as the school has grown over the years, new vehicles and training programs have been added to the school. With a convenient school location it is simple for aspiring commercial drivers to train for their license.

Dolphin Trucking School, Inc. Is a family owned and operated business that strives to educate individuals for the Class “A” Commercial and Class “B” Commercial license, so that they may better their future and achieve their dreams. For this reason the school has different modalities of payment and very economic prices, so that all may be able to be a part of the growing transportation industry. The trucking school works with unemployment offices to train individuals for their Class “A” or Class “B” Commercial License. The schools training and lifetime job placement assistance program guarantee the success of its graduates in the transportation industry.

Notice of Student Rights

1. You may cancel your contract with the school, without any penalty or obligation on the third business day following your first class session as described in the Notice of cancellation form that will be given to you at the first class you attend.

(Note: you will receive two cancellation forms)

Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost the contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number listed below for information.

4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

(916)431-6959

Note: You will receive two copies of the notice of cancellation on the day you begin classes.



Placement Assistance

This school offers lifetime placement assistance by helping students obtain interviews with employers. Examples include: Schneider National, Werner enterprises, Covenant Transportation, Swift Transportation, U.S. Xpress, and May Trucking. Although the school does provide Job placement assistance, it cannot guarantee placement or level of income or wages. Students are encouraged to attend recruiter presentations when they become available.

How Our Students Are Doing

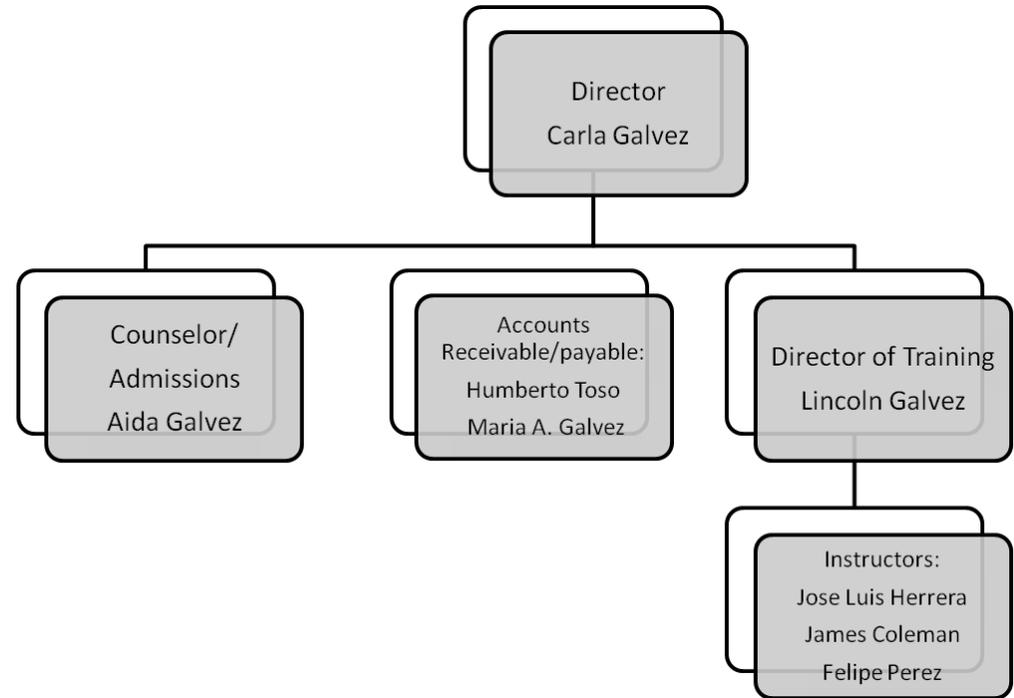
For the period of May 1, 2012 to May 1, 2013 93 students enrolled in the Dolphin Truck Driving School. Of those 93, 90 students or 96% successfully completed the program. Of the 90 students who completed the program 90 students or 100% received their Class A license. Of the 90 students who completed the program and received their license 79 graduates or 87% gained employment.

Records Retention

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a five year period.



Administration:





Facilities and Equipment:

Current facilities for the school include our Corporate office, located at 4820 S. Eastern Ave. Unit "O", Commerce, CA 90040 and our classroom and training yard site located at 5600 Rickenbacker Rd. Bldg 2A-B, Bell, CA 90201. Trucks and trailers include Volvos and International conventional tractors ranging in age from 1992 – 2000, all tractors are two and three axles with wheelbases ranging from 220" to 228". We train on 9 and 10 speed manual transmission trucks and trailers range from 28' to 53' vans.

Training Facilities:

The classroom has a maximum capacity of 15 persons. The building is air conditioned and has ample parking close to the school. The classroom is well equipped with a T.V. and D.V.D player, good lighting, and comfortable seating.

76215. Student Tuition Recovery Fund Disclosures

A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

You are not a California resident, or are not enrolled in a residency program, or

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Student protection Policies/ Student tuition Recovery

The state of California created the student recovery fund (STRF) to relive or mitigate economic losses suffered by California residents who were students attending school approved by, or registered to offer Short-term Career training with the Bureau for privet post-secondary and Vocation Education (Bureau). You may be eligible for STRF if you are a California Resident, prepaid tuition, paid the STRF fee, and suffered economical loss as result of any of the following:

1. The school closed before the course of instruction was completed
2. The school failure to pay refunds or charges on behalf of a student to a third party license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closer in excess of tuition and other costs.
4. The school’s breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the bureau.
6. The school committed fraud during the enrollment. You may also be eligible for STRF if you were a student who was unable to collect a court judgment rendered against the school for violation of the Private postsecondary and Vocational Reform Act of 1989.



You must pay the state imposed fee for the Student Tuition recovery fund (STRF) if all of the following apply to you:

1. You are a student, who is a California resident and prepaays all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third party payer such as an employer, any government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for Protection from the STRF and you are not required to pay the STRF fee if either of the following applies to you:

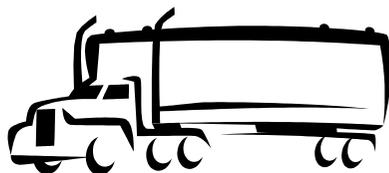
1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separated agreement to repay the third party.

Hours of Operation

Days	Hours
Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 5pm
Friday	9am – 5pm
Saturday	9am – 2pm
Sunday	Closed

Appointments and walk-ins are welcome; however, it is strongly recommended that graduates who wish to have job placement assistance make an appointment to meet with a representative.





Schedule of classes:

Instruction is hourly based, students must complete 160/120 hours before being scheduled for DMV testing. Students will be advised on start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules, and revisions to schedules. Over the road training is scheduled as necessary to accommodate the requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

- New Years Day - Memorial Day - Independence day
- Labor Day - Thanksgiving - Christmas

Language Proficiency:

No English level services are provided at Dolphin Trucking School. A person must be able to read road signs and minimally communicate in English to train at Dolphin. We teach classes in both English and Spanish; however, English may be required to start working with trucking companies once a student has passed the exam.

Tuition Policies and Fees

All tuition and fees must be paid prior to commencement of classes unless other arrangements have been made. If needed there are public and private agencies who may provide tuition assistance in the form of loans and grants to those who qualify under their guidelines.

168 Hour Program	\$3999.00 Tuition
80 Hours Classroom	75.00 Registration
60 Hours Skills/.pre-trip/airbrakes (Group)	135.00 Supplies/Materials
20 hours Driving (Individual)	100.00 Physical/Drug Test
DMV Test Included	68.00 DMV Fee
	89.25 Hazmat Fingerprint
	\$4584.00 Total
180 Hour Program	\$4500.00 Tuition
80 Hours Classroom	75.00 Registration
65 Hours Skills/.pre-trip/airbrakes (Group)	135.00 Supplies/Materials
25 hours Driving (Individual)	100.00 Physical/Drug Test
DMV Test Included	68.00 DMV Fee
	89.25 Hazmat Fingerprint
	\$5085.00 Total
120 Hour Program	\$2999.00 Tuition
80 Hours Classroom	75.00 Registration
60 Hours Skills/.pre-trip/airbrakes (Group)	135.00 Supplies/Materials
20 hours Driving (Individual)	100.00 Physical/Drug Test
DMV Test Included	68.00 DMV Fee
	\$3495.00 Total

Termination policy

A student is subject to termination for violating any of the following:

The school must terminate any student who is unable to satisfactorily achieve the knowledge and skill required by the occupation for which the training is intended

Failure to meet the minimum GPA or fail to complete the training within the maximum time frame, the student must be dismissed.

Failure to comply with the schools attendance policy

Failure to comply with the schools conduct policy

Failure to meet all financial obligations to the school

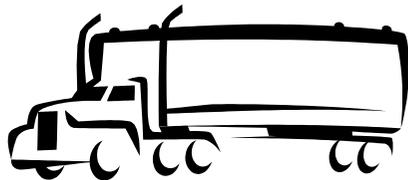
Violation of any of the conditions set forth and agreed in the enrollment agreement.

Conditions for reinstatement

Reinstatement will be approved only after evidence is shown to the director's satisfaction that conditions which caused interruption for unsatisfactory progress have been rectified. A diploma will be issued upon satisfactory completion of the course and all tuition and fees must be paid in full or otherwise accounted for.

Students conduct

At the discretion of the school administration; a student may be dismissed from the school for any serious incident or repeated incident of intoxicated or drugged state of behavior, possession of drugs or alcohol on the school premises, possession of weapons on school premises, disobedient or disrespectful behavior to another student, administrator or faculty member, or any other stated or determined infraction of conduct.



Curriculum:

Class “A” – Truck Driving

Goals and Objectives:

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional truck driver in either a local or over the road setting. Training includes the DMV competencies required for a Class “A” Commercial license and endorsements. Lifetime job placement assistance is available for graduates to take advantage of. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

Class “A” Commercial Truck Driver Training – 168 hour course

Course Description:

Classroom 80 Hours

- CDL Permit and Endorsement Instruction
- Driver Qualification
- Job Placement
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Vehicle Inspection
- Air Brake Training
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection

Skills Driving 60 Hours

- Pre-trip Inspection
- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques
- Coupling/Uncoupling

Road Driving 20 Hours

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns
- Lane Control

*At the conclusion of the class, DMV will administer the Commercial Driver License (CDL) final test.

Class “A” – Truck Driving with Passenger Endorsement

Goals and Objectives:

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional Truck/Bus driver in either a local or over the road setting. Training includes the DMV competencies required for a Class “A” Commercial license and passenger endorsements. Lifetime job placement assistance is available for graduates to take advantage of. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

Class “A” Commercial Truck Driver Training With Passenger Endorsement– 180 hour course

Course Description:

Classroom 80 Hours

- CDL Permit and Endorsement Instruction
- Driver Qualification
- Job Placement
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Vehicle Inspection
- Air Brake Training
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection

Skills Driving 65 Hours

- Pre-trip Inspection
- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques
- Coupling/Uncoupling

Road Driving 25 Hours

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns
- Lane Control

*At the conclusion of the class, DMV will administer the Commercial Driver License (CDL) final test.

Attendance Policy

1. **Absence** – Absences will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. **Tardiness** – Tardiness is a disruption of a good learning environment and will be discouraged. Tardiness without a legitimate reason on two occasions will be considered an absence.
3. **Interruption for unsatisfactory attendance** – Students with three unexcused absences in any class will receive a written notification of a five day academic probation. Any unexcused absences during such probation period will be reported to the director.
4. **Class cuts** – Class cuts will be considered unexcused absences.
5. **Leave of absence** – Written requests for leave of absence will be considered and such leaves may be granted to students at the discretion of the school director.
6. **Absences and tardiness** -- will be recorded. Students are expected to attend classes as scheduled as they would be expected to be present for work.
7. **Dismissal** – Students failing to maintain satisfactory attendance will be advised by the school counselor. If the attendance fails to improve, the school director will dismiss the student for unsatisfactory attendance. Re-admittance may be permitted if the cause or the unsatisfactory attendance has been corrected.

Satisfactory progress policy

Each student must attain a minimum cumulative grade point average (GPA) of 70% at the end of the second week of instruction, a 70% GPA at the end of the third week of instruction, 70% GPA by the fourth week of instruction, and a cumulative 70% grade point average upon graduation. Student’s progress will be reported at the end of each five day interval. If the student falls behind the above stated grade point average, the student will be placed on formal academic probation. The student will be given lesson plans to bring their grade up to minimum cumulative GPA, this must be accomplished within 5 days. Any student that fails to bring up their GPA within the above mentioned time frame will be dismissed from the school. The student may be reinstated into the school providing that they bring their GPA up to minimum standards and request reinstatement in writing. This must be accomplished within the maximum time frame allowed to be complete the training from within 7 weeks from the class start date. Failure to complete the training within 7 weeks from the class start date will be grounds for dismissal from the school. Any student earning a grade of less than 70% in any portion of the course must repeat that course and successfully complete the course prior to graduation. If a course is repeated, the grade earned for repeating the course will replace the original grade earned in determining the student’s satisfactory academic

Admission Procedures

To apply for admission for school, applicants should contact the admissions office at the school to schedule an appointment for a personal interview and a tour of the schools facilities. At that time applicants will complete:

1. Enrollment application
 2. Qualification Application
 2. Receive a copy of the schools catalog and rules and regulation.
 3. Applicants must provide the school with a copy of a high school diploma or transcripts, a copy of their GED certificate, a copy of their DD-214 from military service, or if one cannot provide the preceding documents they can be eligible if they pass the ability to benefit test.
- School officials will review the enrollment agreement and notify the applicant in writing on the status of his / her class start date.



Granting Credit

Upon enrollment the student will be asked to list any previous education, training or experience in the exact area of training for which enrolled. If previous education, training, or experience is recent enough, sufficiently thorough and relevant, and can demonstrate as to satisfactory proficiency, appropriate credit will be allowed at the discretion of the school administration. The course length will be shortened and the fees proportioned, the student documents will document any such action taken.

Class “B” – Truck Driving /Bus Driving

Goals and Objectives:

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional Truck/Bus driver in either a local or over the road setting. Training includes the DMV competencies required for a Class “B” Commercial license and passenger endorsement. Lifetime job placement assistance is available for graduates to take advantage of. Successful graduate. Students receive a diploma and their transcripts remain available for potential employers to review.

Class “B” Commercial Truck Driver Training With Passenger

Endorsement– 120 hour course

Course Description:

Classroom 40 Hours

- CDL Permit and Endorsement Instruction
- Driver Qualification
- Job Placement
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Vehicle Inspection
- Air Brake Training
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection

Skills Driving 40 Hours

- Pre-trip Inspection
- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques

Road Driving 40 Hours

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns
- Lane Control

*At the conclusion of the class, DMV will administer the Commercial Driver License (CDL) final test.

School policies / Admission requirements

Prior to being considered for admission to the school, each applicant must:

1. Submit a completed registration form to the admissions office.
 2. Provide a high school diploma / transcript, GED certificate, DD-214, college transcript, or take the ability to benefit test provided by the school.
 3. Provide valid driver's license from student's resident state.
 4. Must be free of physical impairment that would prohibit safe operation of the equipment.
 5. Must be beyond the compulsory school attendance age. An individual cannot be D.O.T certified until reaching the age of 21 years; however, students between the ages of 18 and 21 can obtain a commercial driver's license to drive within the state of issuance.
 6. Complete an Ability to Benefit Test. The minimum passing score is 65% or 13 out of 20 questions with correct answers. Statistically, studies have shown that 92% of the applicants pass the exam and are granted admission. Those applicants who did not attain the required score on the entrance / ability to benefit test will then be admitted on a provisional basis, provided they can benefit from additional tutorial assistance. This tutorial assistance would be furnished during the students first week of training and will be in addition to the student's normal training program. Upon completion of the tutorial assistance, the student would be required to take the entrance / ATB exam. Should the student still not meet the required score, he or she would have their enrollment application canceled.
 7. Must be drug free (drug test prior first week of school).
 8. Must pass the DOT physical examination. Must also pass the DMV written examination, and obtain a commercial drivers permit within the first week of the course. The permit is required in order to participate in any behind the wheel training.
 9. Meet with an admissions representative to discuss educational plans and tour the facility.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.**

Special notice to applicants

Please discuss any applicable items with your admissions representative prior to enrollment.

1. No more than two D.U.I's on your driver's record in a lifetime
2. A DUI conviction in the past 5 years
3. A felony conviction of any type in the last ten years. Please speak to the School counselor for more information.
4. Recent hospitalization or under physicians care for emotional or mental instability.
5. Currently taking prescription drugs or under a physician's care (Schedule I drugs)
 6. No more than one at fault accident in the last twelve months, or two accidents in the last 5 years.
 7. No reckless driving or other misdemeanors in the past five years.
 8. Driver must be 21 years of age for interstate driving
 9. Driver must be 18 years of age for intrastate driving
 10. Have no delinquencies on child support
 11. Cannot be currently addicted to drugs or alcohol
 12. Must be capable of reading and speaking the English language sufficiently to converse with the general public, so that one may understand traffic signs and signals in the English language, and to respond to official inquiries and to make entries or reports and records.

