



# School Catalog

CDL Training Programs



2017

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# 1 About Tri-Area Trucking School

For years Tri-Area Trucking School has been training individuals in the safe, proper way to drive. Whatever type of commercial motor vehicle you intend to drive, *we have a training program for you!*

**Certification**

This is to certify that this catalog is true in content and policy



## ***1.1 Administration and Faculty***

Tri-Area Trucking School employs both full-time and part-time instructors with years of real world truck driving experience as well as a full time support staff to assist students from enrollment through graduation. We also provide lifetime career service assistance for all of our graduates.

<b>Brad Peterson</b>	Campus Director
<b>Adam Ellis</b>	Assistant Campus Director
<b>David Decker</b>	School Representative
<b>Stephanie Ripper</b>	Office Assistant/Placement

## ***1.2 Business Office Hours***

While Tri-Area Trucking School prides itself in providing flexible training schedules, it also maintains regular business hours that visitors, students or graduates may visit or contact our office. We are open Monday through Friday from 8:00am to 5:00pm.

## ***1.3 Contact Information***

Tri Area allows visitors, students, graduates, and any other organizations contact us in a variety of ways:

**Tri-Area Trucking School**

**Main Location:**

6272 Midland Rd.  
Freeland, MI 48623

Branch Location:

1680 W. M 61  
Gladwin, MI 48624

## 2 Enrollment

### 2.1 Requirements

1. You must be at least 18 years of age at date of enrollment.
2. You must qualify to obtain (or have) a **Commercial Driver's License (CDL)** and a **Temporary Instruction Permit (TIP)**. (You may check with your local Secretary of State Office to determine your eligibility).
3. You must have a valid **Michigan** Driver's License (Michigan State ID is not acceptable).
4. You must not have had any disqualifying suspensions on your license within the last three (3) years.

***You must be able to pass a Department of Transportation (DOT) Physical and Drug screen. In order to pass your DOT physical, you must have at least 20/40 vision with or without corrective lenses. You must not be taking insulin in shot form. You must not have any heart issues that are not controlled by medication. For additional health requirements or concerns, see the Campus Director or consult with a Certified Medical Examiner.***

1. Tuition payment arrangements must be met *before* any individual enrolls into a Tri-Area training program.
2. Each individual must complete and sign a Tri-Area Trucking School's **School Registration Form**. The student will be asked a variety of questions regarding their driving record, work history, health, and criminal background. This application will help us to better determine if they are eligible for employment in the trucking industry and acceptance into our school.
3. Each individual will be required to read and sign a Tri-Area Trucking School Student **Enrollment Agreement**. This is a contract between the school and the individual receiving the training. It provides each student with an explanation of the instruction that they will receive and a breakdown of their tuition monies, the school's cancellation policy, and school rules and regulations.
4. Prior to the start of class, students must complete their Department of Transportation (DOT) physical and DOT Drug Screen. The student must then provide the school with the Medical Examination Report and DOT medical card. At this time, students are also required to take a drug screen.
5. Students must show (and carry) a copy of their valid Michigan Driver's License, their TIP, along with a copy of their current DOT medical card prior to starting the driving portion of their training.

## **3 Overall Program Descriptions**

### ***3.1 Class A CDL Program***

The Class A CDL Program is a comprehensive training program that is ideal for all people interested in the trucking industry, whether they have prior driving experience or not. The program is three (3) weeks and includes both classroom and behind the wheel training (BTW), yet focuses primarily on allowing students as much hands-on training as possible. In addition to a home study component, this program is divided into two areas. The classroom portion of the program begins with the basics of the trucking industry and preparation in obtaining a TIP and DOT physical if necessary. It continues with vehicle familiarization, basic systems, Federal Motor Carrier Regulations, defensive driving, trip planning, map reading, and log-book instruction. This portion of the program allows students to get more in depth knowledge of the trucking industry and truck operations.

Upon obtaining a TIP, DOT physical and Drug Screen, successful completion of the classroom portion of the program, the student may proceed to the skills portion of the program. Skills training will concentrate on the proper techniques of urban, rural and highway driving and include straight line backing, alley docking, safe turns, and vehicle inspection. During this time each student will have the opportunity to observe real world driving situations. Students will learn how to properly change lanes, downshift, upshift, and how to do traffic checks and other safe driving techniques, giving you confidence in your abilities to handle a tractor-trailer in all driving conditions. Safety is always stressed in and around vehicles and skill areas at all times.

Tri-Area Trucking School also offers lifetime career services to its graduates and employs a full time staff to assist its students with excellent employment opportunities at known companies. We take pride in helping our past, present, and future students find good jobs; however, Tri-Area cannot in any way or any time guarantee employment.

**Total Hours: 160**

### ***3.2 Class B CDL Program***

The Class B CDL Program is a shortened version of the Class A Program, due to the more simplified operation of the vehicle involved. It includes three (3) days of training that instructs an individual with little or no experience with commercial driving on how to correctly operate a Class B commercial vehicle. The training consists of one (1) day of classroom and two days of BTW instruction. Our instructors help prepare drivers for real life situations that can occur during highway, urban, rural, and interstate driving. You will be instructed on how to properly change lanes, how to do traffic checks, and other driving techniques that will help give you the confidence you need to handle a variety of driving conditions. However, students must get their TIP and DOT physical and Drug Screen before beginning training.

**Total Hours: 24**

**Note: All of the above programs (except those that are conducted one-on-one) have an instructor to student ratio of no more than four (4) students to one (1) instructor.**

## 4 Program Details

### 4.1 Program Outline

#### Class A- #101

Course #	Description	Hours	Tuition
	Introduction to Truck Driving		
	Hours of Service		
	Temporary Instruction Permit		
	DOT Physical & Drug Screen		
	Home Study		
	Beginning Yard & Road Training*		
	Advanced Yard & Road Training*		
	Third Party Road Test		
	Totals	160	\$ 3,900.00

#### Class B -#103

Course #	Description	Hours	Cost
	Class B Yard & Road Training*		
	Third Party Road Test		
	Totals	24	\$ 1,500.00

#### Additional Offerings

Course #	Description	Hours	Cost
	1 Hour Evaluation/Training*	1	100.00
	1 Day BTW Training*	8	600.00
	#102 Beginning Yard & Road Training* 40 hrs \$1300		
	#104 Advanced Yard & Road Training* 80 hrs \$2600		
	Entry Level Driver Training 49 CFR Part 380.503		200.00

*(Corporate clients should contact us concerning special pricing)*

\* On the road driving includes the following areas of study:

Turns	Railroad Crossings	Speed/Throttle Control
General Driving Behavior	Bridge/Overpass/Signs	Lane Usage
Intersections	Vehicle Spacing	Signal Usage
Rural Straight	Clutch Usage	Obedience to Signs/Signals
Urban Straight	Gear Usage	Traffic Laws
Expressway Straight	Brake Usage	Safety Belt Usage

Lane Changes  
Curves

Steering Technique  
Traffic Checks/Search

Exiting/Entering Traffic  
Stop/Starts

#### 4.2 Required Items

To obtain a Commercial Driver’s License, a student must also secure specific items either before, during or after graduation. The required items are as follows:

ITEM NEEDED FOR GAINING MY CDL LICENSE:	DESCRIPTION OF EACH ITEM:	WHERE DO I GO TO OBTAIN THIS ITEM?	WHEN DO I NEED TO HAVE THIS DONE?	COST TO OBTAIN EACH ITEM:
<b>Department of Transportation Physical (DOT) &amp; Drug Screen</b>	Health Physical which provides you with a valid medical card under DOT standards	The DOT physical is obtained by any Certified Medical Examiner	The DOT physical needs to be completed <b>prior</b> to attending class.	See course description
<b>Temporary Instruction Permit (TIP) with Air Brakes Endorsement ONLY!</b>	Permits you to drive with a certified instructor. (Typically good for 6 months, but can be renewed)	The TIP is obtained at any local Secretary of State’s office	The Temporary Instruction Permit (TIP) needs to be completed <b>prior</b> to attending your yard training.	See course description
<b>Final Road Test</b>	General Road Skills test given by any 3 <sup>rd</sup> party examiner	The test will be scheduled by Tri-Area Trucking School & given by a 3 <sup>rd</sup> party examiner.	This test is given upon completion of your instruction with Tri-Area Trucking School	See course description
<b>Chauffer’s License</b>	Addition to your operator’s license to allow you to drive a commercial vehicle	The license is obtained at any local Secretary of State’s office	Either before or after you graduate (Do <b>not</b> get with your TIP)	\$35
<b>Final License Fee</b>	Hard Copy obtained by giving any local Secretary of State’s office your certificate received by the 3 <sup>rd</sup> party examiner	The final license is obtained at any local Secretary of State’s office.	The final license can be obtained upon passing your final road test with a third party examiner.	\$18

#### 4.3 Student Evaluation/Grading

Tri-Area’s goal is to help prepare each individual student for their final road test. We cannot and do not guarantee that any individual will receive any CDL license. However, upon successful completion of any Tri-Area Trucking School program and after meeting all financial obligations, each student will receive a graduation certificate. The graduation certificate will display the student’s name, and graduation date, along with their final scores for any classroom, yard, and road training taken.

Yard and Road Evaluations: Students are evaluated daily throughout the yard portion of their training based on their performance during vehicle inspections, straight line backing, alley docking, and off-set backing. Students are evaluated daily throughout the road portion of their training based on their performance during left turns, right turns, intersections, urban/rural straight, urban/rural lane changes, expressways, stops/starts, curves, upgrade/downgrade, railroad

crossing, bridge/overpass/signs, general driving behavior, clutch/gear/brake usage, steering technique, traffic checks/search, vehicle spacing, speed/throttle control, lane/signal/seatbelt usage, and obedience to signs, signals, and laws. Each day all students will be given a percentage based on his or her daily progress, and competency of each required task. This helps the instructor to determine which areas the student needs the most improvement to successfully pass their final road test.

#### ***4.4 Program Credit***

Any person that has received prior CDL training from another training organization within the last 90 days will be credited for that training. The individual must be able to provide a certificate of completion or a letter from that organization stating details of the training that the individual has received. A copy of the student's attendance records must also be obtained including the dates and times of their prior training.

#### ***4.5 Graduation Requirements***

In order to qualify for graduation, each student must successfully complete each course with 90% attendance and obtain 80% or greater on classroom, yard, and road test scores. **no** later than their last day of training in the truck. No certificates of completion or transcripts will be issued until all applicable course requirements are met and all financial arrangements concerning tuition and fees to the school are satisfied.

#### ***4.6 Road Testing***

For those students that need to obtain their CDL, a road skills test will be administered after training. This test is conducted by a third-party examiner. The testing organization sets its own fees and schedules. Any cost for this test is outlined in the Student Enrollment Agreement.

Students will have the use of one of our vehicles for the test, but Tri-Area Trucking School cannot guarantee which vehicle may be available. In the event a student refuses to test in an available vehicle, or cancels their test without giving at least 24 hours notice, they will be charged a fee.

#### ***4.7 Retraining/Retesting***

The student is required to achieve a minimum of 80% in their coursework and 90% attendance in order to take the final road test. If a student does not pass their final road test, the student may be allowed to retrain in the truck and retest one additional time, but the student **may** be charged for this extra training and testing. The Campus Director has the sole discretion to determine student's participation in the program to that point and from this determine whether retraining/retesting is granted and if additional charges are assessed. If a second failure occurs, the student will only be allowed reentry if they opt to retake the entire training program.



## 5 Rules

Tri-Area Trucking School is concerned about your safety, your fellow student's safety, as well as the safety of our instructors. We have established a goal of trying to maintain a safe and healthy condition during all areas of your training.

Any student in violation of these rules will be subject to disciplinary action, up to and including immediate dismissal from the program.

Please be kind, courteous, and respectful to your fellow students, your instructor, and school staff at all times. Remember, you are here for one reason: TO LEARN!

**Note: All students must initial their student enrollment agreement acknowledging that they have read and understand these rules and regulations.**

### 5.1 General

- 1) No smoking is allowed in any building or vehicles; please use designated break areas.
- 2) Engaging in any physical disputes is not allowed and is grounds for dismissal. Violence of any kind is strictly forbidden.
- 3) Possession of any type of weapons (gun, knife, etc.) will not be tolerated and will be grounds for immediate dismissal.
- 4) Drugs or alcohol of any amount will not be allowed on the property, in the building, or in any vehicle. If any student is noticeably under the influence of drugs or alcohol, the student will be subject to a reasonable cause alcohol/drug screen. This will result in a loss of training time at the student's expense. Positive test results will result in immediate dismissal. If any student suspects another student is using drugs or alcohol, he/she must report it to their instructor immediately.
- 5) Participating in yard or road maneuvers while using medication that causes drowsiness or impaired judgment when operating a motor vehicle is prohibited. It is the responsibility of the student to make his/her instructor aware of any medications he/she may be taking. Tri-Area Trucking School has a zero tolerance policy concerning drugs and alcohol as part of its enrollment agreement.
- 6) No personal calls may be on corporate phones without instructor/staff approval. With permission, students must use the phones that are designated for student use.
- 7) No electronic devices are allowed during yard and road training sessions, except for designated breaks.
- 8) No training materials may be removed from school property without staff approval.
- 9) Students are responsible for their own trash (food wrappers, drink containers, etc.) and must remove or dispose of it at the end of each day. Students are also responsible for personal items and may not leave them at the school or in the vehicles.
- 10) No feet on the desks or chairs and no leaning back on furniture. This is for your own safety!!
- 11) Offensive language or comments will not be tolerated.

- 12) Sexual harassment will not be tolerated. Please familiarize yourself with the Unlawful Harassment Policy contained in the Student Enrollment Agreement.
- 13) Tri-Area Trucking School is not responsible for any personal property that is lost, stolen, or broken.
- 14) During class, the student's primary objective is to learn. Consequently, please limit visits with office staff. If you need to speak to a staff member, schedule something in advance and only do so during class time with the instructor's approval.

## ***5.2 Attendance***

Students are expected to attend classes every day for their training program, but students can be excused from class under certain circumstances, providing those absences do not exceed 10% of their total training time. Students that wish to make up for absences that occur during their training can do so by scheduling a make-up day. Make-up days must be agreeable between the student and their instructor, and will be scheduled on the student's own personal time. However, there *may* be a charge of \$260 for each additional day of make-up training. Any student that exceeds the number of absences allowed for their particular training program will be given the option to schedule make-up days at their expense or be expelled from school.

- 1) Each student is required to initial an attendance sheet daily.
- 2) Training hours are Monday through Friday, 8:00am to 4:30pm unless otherwise authorized by your instructor.
- 3) Students are allowed periodic break periods throughout their training. They will be allowed at least one 5-minute break period for every hour of instruction, two 15-minute break periods daily, and a 30 minute lunch break period for every 8 hours of instruction.
- 4) Students must be on time for training. Classes cannot be delayed because of student tardiness. A student must contact the school or the instructor ahead of time for any absences or tardiness
- 5) Personal calls are allowed only when other classes or functions are not being held.
- 6) Students must understand that absenteeism or tardiness may affect the amount of time spent on specific training functions. For example, not being in class at a certain time may preclude the student from participating in a vehicle inspection or going on driving time.

## ***5.3 Dress Code***

- 1) All students are required to follow an appropriate dress code for health and safety standards. Students in violation of the dress code will be asked to leave until dressed appropriately. This will result in lost training time at the student's expense.
- 2) A majority of training will be conducted outdoors. Students are responsible to dress suitable for the current weather conditions.
- 3) No skirts are allowed. Shorts may be worn if they are not too short and are in good taste. Please see your instructor if you need further details.
- 4) Tank tops, halter tops, and fish-net tops are not allowed. Shirts must not display offensive language or logos of any kind.

- 5) Students must wear comfortable and appropriate footwear. Open-toed shoes, high heels, sandals, flip-flops, etc. are not allowed. Shoes must be worn at all times.

#### ***5.4 Yard & Road***

- 1) Please observe all safety signs and rules.
- 2) Any accident will require that any student involved complete an accident report as soon as possible. See your instructor or administrator for assistance when an accident occurs.
- 3) Smoking and eating are not allowed in or around the vehicles during training.
- 4) Students must use only the approved bathroom facilities. Going to the bathroom outside will result in expulsion.
- 5) No glass items are allowed during training.
- 6) Students may not leave the training area during class time without instructor approval.
- 7) No radios, iPod's, etc. are allowed during yard and road training sessions.
- 8) Students should use extreme caution while operating any vehicle in the event they believe the instructor cannot see them.
- 9) Your instructor has the final say in all matters concerning training and testing. Listen to him/her carefully to avoid injury or disruption to learning.
- 10) Come to training prepared by bringing any materials, equipment, or additional clothing required/requested by the instructor.
- 11) When driving the vehicle, safety is the main concern! Be alert at all times and listen carefully to the instructor. **EVERYONE'S SAFETY IS EVERYONE'S RESPONSIBILITY!**
- 12) Wear a safety belt at all times in the vehicle.
- 13) Do not jump out of the vehicle; use all steps and handrails and use proper descending methods to prevent serious injury.
- 14) Maintain a distance of 15 feet when crossing in front of the tractor. Keep in mind that a driver may not see someone who is directly in front of the vehicle or in another blind spot.

#### ***5.5 On Site Housing***

- 1) A student may be liable for any damages incurred to any property of Tri-Area Trucking School.
- 2) Proper dress attire is required at all times, regardless of whether class is in session or not.
- 3) Swearing or foul language is not allowed.
- 4) A student is expected to clean up after himself/herself: This includes living quarters, kitchen and bathroom.

## 6 School Calendar/Closings

Our office is closed for Thanksgiving, Labor Day, Memorial Day, Christmas, Independence Day, and New Year's Day. However, in certain cases classes may be held on those days. In the event of bad weather, please contact Tri-Area Trucking School for any school cancellations. The school reserves the right to reschedule classes in a manner it sees fit, and may change scheduling to allow for acts of God, war, labor disputes, or equipment availability. In the event that classes are postponed due to equipment malfunctions, bad weather, or any other reason, any missed training will be made up at no expense to the student. Make-up training may be scheduled in early morning, late evening, or on weekends to compensate students for any lost training. Make up training will also be scheduled to fit the needs of the students if possible that lost any other training time.

## 7 Student Dismissals/Withdrawals

### 7.1 Refund Policy

- If a student fails to enter a program or withdraws, or is discontinued at any time prior to completion, the amount charged will be an approximate pro-rata portion of the total charges for tuition and other charges that the length of the completed portion of the program bears to its total length.
- Students having unexcused absences in excess of three (3) consecutive days shall be subject to termination of training. Any student terminated under these circumstances has the right to apply for new enrollment in any and all affiliated school training programs.
- Any veteran who needs to postpone their training for military purposes, and provides documentation of a military leave or equivalent, will be allowed to return to finish their training when they are available to do so. It will be noted in their student file of their leave and possible date of reentry. The school will maintain a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for the previous education and training, with the training period shortened proportionately, and the veteran or eligible person will be so notified. Depending on the length of the absence, the student may need to repeat the entire training program to refresh the training they have received thus far. The student will not have to pay additional tuition money for repeating training they have already completed at that time.

**Any monies due a student will be paid within 30 days, upon approval from Ross Education, LLC.**

## ***7.2 Reentry Policy/Student Appeals Process***

Any student expelled from training due to violation of school policy, rules, regulations, attendance policy, etc. will have the right to appeal their termination. Students must initiate the appeal process within three (3) business days from their expulsion, as determined by Tri-Area Trucking School staff. Students must initiate the appeal process by submitting a written request to the Campus Director addressing the reason for termination, and make a substantial showing of good cause to justify their readmission. Submitting any form of documentation showing just cause such as doctor's notes, etc. will be helpful. The Campus Director will make the final decision to whether or not the student will be allowed readmission into school. Readmission/reentry is typically limited to one occurrence.

## **8 Addendums**

### ***8.1 Start Dates***

Start dates for future quarters will normally be on alternate Mondays and will be published in further addendums. The start dates for the 2017 are as follows:

<b><u>Freeland Campus</u></b>	<b><u>Gladwin Campus</u></b>
01/09/2017	01/02/2017
01/23/2017	01/23/2017
02/06/2017	02/13/2017
02/20/2017	03/06/2017
03/06/2017	03/27/2017
03/20/2017	04/17/2017
04/03/2017	05/08/2017
04/24/2017	05/29/2017
05/08/2017	06/19/2017
05/22/2017	07/10/2017
06/05/2017	07/31/2017
06/19/2017	08/21/2017
07/03/2017	09/11/2017
07/17/2017	10/02/2017
07/31/2017	10/23/2017
08/14/2017	11/13/2017
08/28/2017	12/04/2017
09/11/2017	
09/25/2017	
10/09/2017	
10/23/2017	
11/06/2017	
11/20/2017	
12/04/2017	
12/18/2017	