



Commercial Driver's License Four Week Training Program

Course Catalog

**Volume 5
November 2016**

160 Driving Academy Commercial Driver's License Training Course

At the 160 Driving Academy, our **mission** is to provide a top quality Commercial Driver's License program to train students for careers in the fast growing trucking industry. While the 160 Driving Academy does not guarantee employment for any student, we work with over 20 partners in the trucking industry to assist our students in finding jobs after our four-week program. You are enrolling into this course to join the 2,000,000 truck driver professional in the United States. *According to the American Trucking Association the average truck driver will earn \$40,000 in their first year of their employment.*

**Student referrals are not based on direct contact with employers regarding job openings.*

Our Wisconsin school location is:

Milwaukee
160 Driving Academy
9545 South 20th Street
Oak Creek, Wisconsin 53154
414.828.0160

160 Driving Academy – Milwaukee Employees, Facilities and Equipment

Corporate Officers

Steve Gold, Owner
Jose Ochoa, Chief Operating Officer
Lowell Newbold, Lead Instructor

Branch Manager

Irma Jimenez

Instructors

Robert Camacho, Lead Instructor
Mark Morzy

**All instructors have a valid Class A Commercial Driver's License; a High School Diploma, or GED; a clean Motor Vehicle Record (MVR) and at least three years over-the-road truck driving experience.*

Facilities

The Milwaukee classroom, located at our offices at 9545 South 20th Street Oak Creek, Wisconsin 53154, measures over 300 square feet and has seats for up to 20 students. Our lot is located at 13629 Northwest Avenue, Franksville, Wisconsin and measures two acres.

Equipment

We use four trucks and four trailers to train students.

Trucks

- 2005 International
- 2005 International
- 2007 International
- 1998 Volvo

Trailers

- 1990 Utility
- 1992 Monon
- 1998 Great Dane
- 2002 Stoughton

Course Policies and Procedures

1. **Admission Requirements:** Students must be 21 years old and possess a valid Wisconsin Driver's License and provide a:
 - a. Copy of your drug screen – *must have a negative result score*
 - b. Copy of your DOT physical – *must have a doctors approval to drive*
 - c. Motor Vehicle Report (MVR) – *must have a clean driving record*

All MVR's, Physicals and Drug Screens must be successfully completed and submitted to the 160 Branch Manager by the first day of class.

2. **Appropriate dress code:** Shirts, shoes, blues jeans, etc, is required at all times - no offensive logos or designs will be allowed at any time. Failure to abide by dress code rules may result in removal from class immediately until appropriate dress code is demonstrated.
3. **Class and School Schedule:** Classes start every Monday of the year and run Monday-Friday from 8:00 AM to 4:30 PM for four weeks. The school is closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

Students can enroll at any time if they qualify for the class. Students are notified of enrollment date in-person or by phone from a 160 Driving Academy Branch Manager within one week of their class start date.

4. **Tuition and Fees:** Tuition is \$4,295.00 inclusive all training materials required for training. No partial or pay-as-you-go payments will be accepted. Students are responsible for their own DOT Physical (up to \$120 depending on your medical provider), Drug Screen (up to \$50 depending on your medical provider), License Permit fee (\$50.00) and State Testing Fees for your CDL (from a third party provider ranges from \$50.00 to \$150.00 depending on your testing location). The

State may change licensing prices without notice, please contact the Wisconsin Department of Transportation for the latest pricing.

5. **Cancellation Policy:** Students are allowed to cancel their enrollment from the 160 Driving Academy within 3 business days of enrollment and are entitled to 100% refund. Should students wish to cancel enrollment they must complete a *Notice of Cancellation form attached* (form EAB 1.07).
6. **Refund Policy:** See below for 160 Driving Academy's refund policy consistent with the State of Wisconsin's Educational Approval Board. All refunds for cancellations or withdraws will be provided within 10 days.
7. **Transcript Request:** The 160 Driving Academy will retain student record for six years and will be released with the student's written consent. At all times student records will remain confidential. Should you or a future employer require a transcript – please call 1-855-buzz160 for a copy of your transcript or enclose a check for \$25.00 made payable to 160 Driving Academy to:

Transcript Request
160 Driving Academy
PO Box 36
Glencoe, Illinois 60022

8. **Attendance Policy:** The 160 Driving Academy requires 160 hours of training to attain a CDL, so regular class attendance is a necessity. The Branch Manager and the 160 Driving Academy instructors will record the student's attendance each day. 160 will make every effort to provide remedial training for students who have missed class for valid reasons, however if attendance issues persist for more than five consecutive days, the student will be dropped. Any student that required make-up time or additional training time due missing classes or failing will be placed in the next class – assuming available space and instructor availability. All past grades will be carried over to when the student returns.

If students are late to class by more than 15 minutes, they may be subject to removal from that day's class. If a student is removed from class for being tardy they can make the class on the following day. Persistent tardiness – more than 3 days in a row – may result in removal from class at the Branch Manager's discretion. In these cases the student may be enrolled in any future class without any penalty.

9. **Satisfactory Progress Policy:** All students must maintain satisfactory progress to remain eligible for funding assistance. 160 Driving Academy defines satisfactory progress in terms of Attendance (not missing more than 2 consecutive days of class) and maintaining continuous Academic Progress. Failure to maintain Attendance or Academy progress may result in dismissal from the program.
10. **Academic Progress:** All students must maintain a cumulative grade point average of 2.0 in order to be making satisfactory progress. If GPA dips below 2.0, the instructor will work with

the student to bring it up to at least a 2.0. The school director/branch manager will review academic progress on a weekly basis. If a student is not able to raise his GPA above 2.0 after a week of remedial training, the student will be terminated from the program per 160 Driving Academy's refund policy.

11. Progress Reports: Progress reports are reviewed weekly by the branch managers/school directors. Progress reports are maintained in the branch office of the school and are available to students upon request.

12. Graduation Requirements: Students must maintain a grade point average of 2.0 or above in order to graduate. A course Certificate of Completion will be granted upon: 1) successful completion of 160 hours of training and 2) maintaining a cumulative GPA of 2.0.

13. Standards of Conduct Policy: Students are expected to respect both other students and instructors. A student will be asked to leave the class if there is verbal or physical abuse to any student or employee of 160 Driving Academy. Additional grounds for student dismissal include operating a 160 vehicle while under the influence of alcohol or drugs, bringing any weapons onto the premises, or engaging in any activity which could harm fellow students or 160 employees. In addition, a student may be asked to withdraw from the class if it is determined that he/she cannot safely operate a truck. Students dismissed for violating the Standards of Conduct Policy will not be considered for reinstatement.

There is no probationary period. Students who violate Standards of Conduct will not be readmitted to class.

14. Policy for Granting Previous Credits: No previous credit for attending an alternative CDL school will be provided.

15. Grading Policies: Students receive percentage scores on their classroom performance, yard skills and road skills. The overall course grade is an average of all of those scores. At the end of the course, the percentage score is converted to a letter grade based on the following scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, and anything below 60% is a failing grade. To compute grade point averages, A = 4 points, B = 3, C = 2 and D = 1 point.

There is no probationary period for poor training performance. Students who cannot improve to at least a "C Score" (a 2.0) will be regarded "not safe to drive" and after 3 weeks will not be readmitted to class.

16. Regulating Agency: We adhere to all rules and regulations set forth by the Wisconsin Department of Transportation and the Wisconsin Educational Board.

The Wisconsin Department of Transportation address is:
Division of Motor Vehicles
4802 Sheboygan Ave Po Box 7920
Madison, WI 53707-7920
Phone (608) 264 7495

The Wisconsin Educational Approval Board address is:

Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
Phone (608) 266-1966

17. Curriculum: Please see attached Curriculum Guide attached

18. Student Evaluations: Students will be evaluated throughout the program.

- a. **Permitting** – During permit instruction, students will be provided on-line and daily quizzes on subject matter and permitting requirements.
- b. **Range and Behind the Wheel** – Students will receive daily feedback and informal verbal quizzes during the range and behind the wheel training. In addition, grades will be provided on student capability at the end of each week.
- c. **Road Training** – Students will receive daily feedback and informal verbal quizzes during road training. In addition, grades will be provided on student capability at the end of each week.

19. Student Complaints: Students who have complaints about the quality of training or administration of the 160 Driving Academy are encouraged to share their concerns with 160 Driving Academy school officials. Please contact:

Jose Ochoa
160 Driving Academy
PO Box 36
Glencoe, Illinois 60022

If a complaint or grievance cannot be resolved with 48 hours satisfactorily or if a student is not satisfied with the outcome of the decision, then students can contact the Wisconsin Educational Approval Board.

Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
Phone (608) 266-1966
Email: EABMail@eab.wisconsin.gov
Website: www.eab.stat.wi.us

Acknowledgement of Receipt of Catalog

160 Driving Academy has provided me with the Catalog and I have read and understood the policies contained within. I also understand that I will have to comply with the policies contained within the school's catalog (one for the student one for 160 Branch Manager).

Signature of Student: _____

Signature of 160 Driving Academy Representative: _____

	Day 1 Date____ Instructor____	Day 2 Date____ Instructor____	Day 3 Date____ Instructor____	Day 4 Date____ Instructor____	Day 5 Date____ Instructor____	Class, Yard, Road
A M	Classroom SOS Code 1: Orientation & CDL Permit Study	Classroom SOS Code 1: CDL Permit Study	Classroom SOS Codes: 21 & 22- CDL Log Book (Hours of Service)	Classroom SOS Codes: 17 & 18: DOT Test, Hazard Prevention, Night Operation, Extreme Conditions	Classroom SOS Codes: 2, 6 11,12,15: Control Systems, Shifting, Uncouple / Couple Trailer	Class 36 Yard 2 Road 2 Total 40
P M	Classroom SOS Code 1: Orientation & CDL Permit Study	Classroom SOS Code 21 & 22: CDL Log Book (Hours of Service)	Classroom SOS Codes 21 & 22: CDL Log Book (Hours of Service)	Classroom SOS Codes 3 & 6: Pre/Post/ Enroute Trip Inspections, Shifting	Yard & Road SOS Codes: 6 & 7 Shifting, Straight Backing	
	Day 6 Date____ Instructor____	Day 7 Date____ Instructor____	Day 8 Date____ Instructor____	Day 9 Date____ Instructor____	Day 10 Date____ Instructor____	Class, Yard, Road
A M	Road SOS Code 6: Shifting	Road SOS Code 6: Shifting	Road SOS Codes 2,14,15,16: Turns, Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Road SOS Codes 2,14,15,16: Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Road SOS Codes: 2,14,15,16 Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Class 0 Yard 20 Road 20 Total 40
P M	Yard SOS Code 7: Straight Backing	Yard SOS Code 7: Straight Backing	Yard SOS Code 10: Backing 45°Angle	Yard SOS Code 10: Backing 45°Angle	Yard SOS Code 10: Backing 90°Angle	
	Day 11 Date____ Instructor____	Day 12 Date____ Instructor____	Day 13 Date____ Instructor____	Day 14 Date____ Instructor____	Day 15 Date____ Instructor____	Class, Yard, Road
A M	Road SOS Codes 2,14,15,16: Rural Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Road SOS Codes 14-18: City- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 14-18: City- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 14-18: Highway- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 14-18: Highway- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Class 0 Yard 20 Road 20 Total 40
P M	Yard SOS Code 10: Backing 90°Angle	Yard SOS Code 8: Backing Serpentine and Blindside	Yard SOS Code 8: Backing Serpentine and Blindside	Yard SOS Code 9: Backing Parallel Parking	Yard SOS Code 9: Backing Parallel Parking	
	Day 16 Date____ Instructor____	Day 17 Date____ Instructor____	Day 18 Date____ Instructor____	Day 19 Date____ Instructor____	Day 20 Date____ Instructor____	Class, Yard, Road
A M	Road SOS Codes 13-18: Basic Control, Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 13-18: Basic Control, Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Code 23: Prepare for Secretary of State Skills Exam	Road SOS Code 23: Prepare for Secretary of State SkillsExam	Road & Yard SOS Code 23: Prepare for Secretary of State Skills Exam	Class 4 Yard 18 Road 18 Total 40
P M	Yard SOS Code 7-10: Backing- Straight, Parallel Park, Back & Dock	Yard SOS Code 7-10: Backing- Straight, Parallel Park, Back & Dock	Yard SOS Code 23: Prepare for Secretary of State Skills Exam	Yard SOS Code 23: Prepare for Secretary of State SkillsExam	Classroom SOS Code 19 & 20: Doubles, RR Crossing, Accident Reports, Ship Documents, Cargo Loads	

Refund Policy

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under EAB 6.04;
2. Accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds for cancelations or withdraws will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	No Refund	No Refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

