

2018-2019 Student Catalog

Eagle Training Services, Inc.

Revised
8/1/2018



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A. SCHOOL HISTORY:

The school is owned and operated as Eagle Training Services, Inc. located at 3504 – 40th Street, Kenosha, WI 53144. The school was founded in 2006, and the Kenosha Branch opened in 2016. The School roughly trains 75-100 students per year. The School is approved by the Wisconsin Educational Approval Board(pending), and the Wisconsin Department of Transportation(pending).

B. INSTITUTIONAL PHILOSOPHY:

Eagle Training Services Inc, is dedicated to the success of every one of our student drivers. We believe in giving all the attention and direction that is needed in order to develop skill in the classroom, in the yard and on the road. We are committed to the policy that all persons shall have equal access to our programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, veteran status or sexual orientation.

Our Philosophy and Goals:
Our philosophy is not to just help a student pass the CDL test, our goal is to give the student the skills, habits and knowledge that will change the student's future.

Students will receive training that teaches them to inspect, maneuver, and drive their tractor-trailer successfully on the open road. Upon graduation, this training will provide them the basis to become employed as a professional truck driver in the transportation industry.

C. OWNERSHIP, OFFICERS, & FACULTY:

OWNERSHIP:

Eagle Training Services, Inc.is privately owned Illinois based corporation. The shareholders consist of Jeffrey Clark, and Don Meyer.

CORPORATE OFFICERS:

Managing Partner..... Jeffrey Clark
Partner..... Don Meyer

FACULTY:

Location Manager/Instructor..... Kevin Davis
Instructor..... Carl Palmer
Director of Student Services..... Jennifer Berndt

D. FACILITIES AND EQUIPMENT:

The school’s office is located at 3504 – 40th Street, Kenosha, Wisconsin, 53144 and consists of approximately 1500 sq. ft. of usable space consisting of classroom, office, reception, and toilet facilities. Skills training takes place at the same location with a field practice area, and student/Instructor parking available. We utilize late model Freightliner tractors and 48 foot trailers for yard skills and On-The-Road driving.

E. ADMISSION REQUIREMENTS & PROCEDURES:

ADMISSION REQUIREMENTS:

The school does not deny admission to anyone based on race, creed, color, gender, sex, age, religion or national origin. To qualify for enrollment, applicants must also have a valid regular driver's license, be able to read and write the English language, be at least age 18 years of age, pass a DOT Physical, and pass a certified USDOT drug screening. The following may disqualify an applicant:

- a. Any history of epilepsy and/or seizures or, being on medication, which may interfere with one’s ability to operate equipment.

- b. Certain prescription medications may disqualify an applicant for enrollment or cause a student to be terminated from their enrollment due to the side effects and safety risks associated with certain drugs or medications. The school reserves the right to request additional information regarding medications being used by applicants or students. The school may also request documentation and/or a doctor's release before accepting an applicant for enrollment.

ADMISSIONS PROCEDURES: Applicants must submit a completed Enrollment Application along with a copy of their Wisconsin Motor Vehicle Record (MVR) to the School to apply for enrollment. Applicants may apply for enrollment at any time prior to the class starting date. Students will be notified by phone or email of acceptance into the program upon successful review of their Motor Vehicle Record.

PHYSICAL REQUIREMENTS: The School does not discriminate based on mental or physical handicaps. However, students must be physically capable of getting up and down on a piece of equipment frequently and on a daily basis in order to successfully complete the program. The School encourages all students who may have a concern regarding a physical or mental issue to visit the School and allow the School to evaluate individual circumstances. The School will allow a student to demonstrate physical capability using the equipment without being obligated for tuition charges.

F. CURRICULUM DESCRIPTIONS:

1. Program of Study: **CDL-A Semi-Tractor Driver Training Course** Clock Hours: **160**

Objective: To provide the training necessary for students to obtain their Commercial Class-A Driver's License.

Weeks to Complete: **Full Time - Four Weeks** Days of the week offered: **Full Time - MTWHF**

Hours: **Monday through Friday 7:30am TO 4:00pm**

Cost of Program: **Tuition: \$4,100.00**

G. CURRICULUM OUTLINES: (Please see pages 15-16 for more detailed descriptions of each item)

CLASSROOM

40 Hours

| | |
|------------------------------------|----------------------------|
| Orientation | Night operation |
| CDL permit study | Extreme driving conditions |
| Endorsement study | Railroad crossing safety |
| Drug and Alcohol (DOT Regulations) | Distracted Driving |
| Job procurement | Map reading, trip planning |
| Log book hours of service | DOT regulations |
| CSA – In Detail | Hazard perception |
| PSP – In Detail | |

YARD AND ROAD SKILLS

120 Hours

| | |
|---------------------|-------------------|
| Pre-trip inspection | Turns |
| Couple / Uncouple | Hazard perception |
| Straight Backing | Uphill / Downhill |
| 45 Degree Backing | Ramps |
| Offset Backing | Lane changes |
| Parallel Parking | Space management |
| Shifting | |
| Double clutching | |

40 hours' classroom instruction includes but is not limited to, preparation for Wisconsin Dept. of Transportation written examinations. 120 hours' yard and road skills consists of 20 hours of behind-the-wheel yard skills, 20 hours minimum of behind-the-wheel road skills and 80 hours of remedial training, which consists of observation and additional classroom, yard and road skills training based on each CDL student's specific needs.

Notice: Day time classroom hours are 7:30 AM to 4:00 PM. All hours listed above are minimum and routinely exceeded. Defensive driving techniques are part of all training. Students who miss hours must reschedule with instructors. Students must pass Demonstrated Proficiencies on all parts of the curriculum.

H. STUDENT ACCESS TO FILE INFORMATION:

Eagle Training Services, Inc. maintains all supporting documentation, progress reports, grades, and transcripts for a period of six years. Students are allowed access to their student record file at any time during regular business hours. Graduates may also request copies of information in their student record file at any time by sending written notice to the school describing their request. There is a \$15 administrative fee charged per request.

I. STUDENT INFORMATION RELEASE POLICY:

The School will not release any student file information without the student's written permission. The school does release certain information regarding a student's attendance, grades, completion status, and personal data to employers or certain state funding agencies if the student has requested.

J. TRAINING DESCRIPTION & SCHEDULES:

Resident Training takes place at the Kenosha facility. The average class size is six to eight students. The training program consists of classroom instruction and field instruction/practice. Field training is structured where students are organized in groups of three or four students per piece of equipment with four being the maximum. Maximum student to instructor ratios are as follows:

Classroom Instruction - 12:1, and field instruction - 4:1. The normal training day runs approximately 8 hours with a lunch break of 30 minutes. Variations in training schedules may occur due to major holidays (Section U), weather conditions or other unforeseen circumstance; however, missed training is made up by lengthening the daily schedule or scheduling an additional day.

K. TUITION & PAYMENT METHOD:

| Course Name | Hours | Weeks | Price |
|--------------------------------------|-------|-------|-------------|
| Four Week CDL Driver Training Course | 160 | 4 | \$4,100.00* |

(Tuition does not include housing or transportation costs)

*Does not include the cost of CDL Learner's Permit Fee (\$30), endorsement fees (\$5-\$75), or State CDL Exam (\$150). We accept VISA/MasterCard, money orders, certified and personal checks.

FINANCIAL ASSISTANCE: Is available through many local, state, and federal agencies such as: Workforce Investment Act (WIOA), Dislocated Workers, Dislocated Farmers, Vocational Rehabilitation, United Migrant Opportunity Services, Tribal Education Programs, Veterans Benefits (G.I. Bill) (pending), and others. For more information on these types of programs, contact your county job center office.

OTHER COSTS: Housing (Ranges from \$120 - \$300 weekly), CDL Learner's Permit Fee (\$30), Final CDL License Fee (\$74), Out of State License Conversion Fee (\$30), State CDL Exam (\$150), CDL Retest Fee if needed (\$50 each retest), Hazmat Endorsement Cost (\$71.50), and any other living expenses.

L. CREDIT FOR PREVIOUS TRAINING/TRANSFERABILITY/ADVANCED STANDING:

Unfortunately, Eagle Training Services, Inc. does not offer any type advanced standing, adjustments or credit for previous related experience at this time.

M. SATISFACTORY ACADEMIC PROGRESS:

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance. SAP is applied to all students equally whether full or part time. In order to comply with the school's SAP policy, the student must:

1. Attend at least 80% of all scheduled classes.
2. Complete at least 80% of all class assignments.
3. Complete his/her program within the maximum time allowed. Maximum time allowed is 125%, or one and one quarter times, of the published course length.

Satisfactory Progress Period: Progress is measured weekly, and progress reports given to students.

Incomplete Grades: The student has a maximum of 15 days to complete an incomplete grade.

Course Withdrawals: A grade of W (withdrawn) will not be considered as course work successfully completed, but will be counted as course work attempted. You may withdraw at any time from the course with or without notice.

Course Repetitions: Students may repeat modules in which they have been unsuccessful in passing the exam(s). Course Repetitions must be completed within 15 calendar days of last day of the course work that is being repeated.

Failure to Meet SAP Standards: If a student fails to meet the SAP standards, he/she will be advised of this in writing by the School Managing Partner. SAP notifications are given to the student personally or sent by U.S. Mail. After one weeks of unsatisfactory progress a student will be put on a one-week probation. Students on probation must show satisfactory progress by the end of the probation period or they will be terminated from training. A student may be terminated from training at the end of their probationary period, if they are still unable to show satisfactory progress.

Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the School Managing Partner and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a re-occurrence. Appeals must be made within ten days of the date of SAP notification. The School will make answers to appeals within ten days after School receipt of the notification of appeal.

Reinstatement: Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period of three weeks.

Such students will be re-admitted under a probation status (Section O).

Transferred or Re-admitted Students' Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 125% of the portion of the program remaining at the point re-entry.

N. GRADING SYSTEM & GRADUATION REQUIREMENTS:

GRADING SYSTEM: The School's curricula are formatted in subject modules. Each module includes a written exam and some include performance objectives. Students must achieve a grade of at least 80% for the written exam and performance objectives in order to successfully complete the module. Students are allowed to make up an exam no more than two times. Should the student fail the second retest; the student will be required to repeat the classroom or fieldwork for that module. Upon repeating the classroom or field instruction, the student will be given two more opportunities for retest. Should the student fail after this, the student will have failed that module.

GRADUATION REQUIREMENTS: Students must successfully complete at least 80% of all course modules in order to graduate. Upon successfully completing all of the required course work, and upon satisfying all of the School's financial requirements, graduates will be awarded a certificate.

O. ATTENDANCE, PROBATION, RULES & CONDUCT, TERMINATION & COMPLAINT

PROCEDURE:

ATTENDANCE:

A student's attendance while in training is extremely important. Classes, which are missed, can be detrimental to a student's progress. In addition, employment potential may be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making a decision to hire. Students attendance is taken daily, and students are asked to sign their training sheet as proof of attendance.

a. Absenteeism: Excessive absence will affect the student's standing negatively. A student may be terminated for excessive absenteeism. Three or more absences during any three-week period are considered excessive. The School does not differentiate between excused or unexcused absences. If a student's absenteeism is excessive, disciplinary action will occur. Disciplinary action may include one or more of the following:

- A. The student is put on probation for a minimum of at least one week.
- B. The student may have to make up missed classes.
- C. The student is re-scheduled into a future class.
- D. The student is terminated from training.

b. Tardiness: Tardiness is defined as any student arriving for class more than five minutes late. Three tardies will equal one absence.

c. Leave of Absence: Students will be allowed one leave of absence not to exceed one half of the total length of the program. A leave of absence may only be granted for the following two reasons: 1) Death in the immediate family 2) Health or medical issues which would make it impossible or unsafe for a student to continue training. Additional leaves of absence will be denied unless the leave is for health reasons, which must be verified in writing by a certified physician. All leaves of absence requests must be submitted in writing and then approved by the School Managing Partner.

d. Make up Work: Students are allowed to make up course work for any qualifying leave of absence. Make up work must be completed within 15 calendar days of last day of the course work that was missed. Grades given for make-up work will be the same as grades given for regular work.

PROBATION:

Students who fail to meet SAP standards or attendance standards as set forth above will be placed on probation for a period of one week. Students on probation must show satisfactory progress by the end of the probation period or they will be terminated from training. For a student's progress to be deemed satisfactory, that student must be able to perform all functions of their training adequately, competently, and safely.

RULES & CONDUCT:

To maintain order and efficiency during training the school requires all students to abide by the rules. Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

- a. Being under the influence of intoxicating drugs or alcohol.
- b. Bringing to or possessing firearms, drugs or alcohol onto school property.
- c. Any unauthorized starting or operating of a school vehicle.
- d. Violating any industry safety code.
- e. Fighting, vulgarity, horseplay, harassment of ANY kind
- f. Insubordination (failure to comply with the instructions of instructor or school employee.)
- f. Illegal acts on or off school property, while in training.

SUSPENSION/TERMINATION:

Students may be suspended or terminated for unsatisfactory progress, unsatisfactory attendance, and/or unsatisfactory conduct. Students who fail their initial drug screening (ANY result other than “NEGATIVE”) will be immediately dismissed from the school. No retests will be given unless in accordance with federal, state, and USDOT regulations. Students who fail any drug screening will be banned from the program permanently.

Students may appeal the termination with the School Managing Partner based upon extenuating circumstances.

Students who are dismissed for misconduct may file an appeal with the School Managing Partner, along with an action plan as to how the student will assure the school that their conduct will no longer be detrimental to the school or to other students. The School President will have the final decision on whether or not the student will be re-admitted. Suspended students will be reinstated after a three-day suspension, and immediately placed on two weeks conduct probation. Any violations during that period will result in the student’s dismissal.

COMPLAINT PROCEDURE:

Student grievances must be submitted in writing. Grievances related directly to training must be submitted to the Location Manager. Any grievance remaining unresolved after being handled by the Location Manager can be submitted to the School Managing Partner. Non-training related grievances must be submitted to the School Managing Partner. The School Managing Partner will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. Complainants may also contact the school’s state licensing agency:

Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
Phone:(608) 266-1996
Fax: (608) 264-8477
Email: eabmail@eab.wisconsin.gov
<http://eab.state.wi.us>

P. TUITION/PAYMENT SCHEDULE

1. The total tuition cost is \$4,100. All students who self-pay must make an initial down payment of \$500 to secure their position for the next class. All remaining fees must be paid in full prior to the class start date. The tuition cost includes the DOT Physical, the drug screening, and all books and materials needed for the course. It does NOT cover any other costs, such as fees payable to the State DMV office for permits, or licenses. Fees due to the State DMV office must be paid directly to that office, and WILL NOT be accepted as part of the tuition payment. Tuition does NOT cover any food, transportation to and from school, or any housing costs that a student may incur. No installment payments of any type will be allowed.

Students who attend through a third-party payer (i.e., WIA program, DVR Program, Veterans Benefits (G.I. BILL) (pending) will have their payments paid for that particular agency. Students who attend through a third-party payer will only be allowed to begin training once proper authorization has been forwarded to the school by the appropriate agency.

Eagle Training Services, Inc. reserves the right to hold all certificates and paperwork regarding course completion, and CDL licensing until a self-paying student’s balance has been paid in full with the school.

If a self-paying student is paying by personal check, we reserve the right to hold all paperwork until the check has cleared the bank. We also accept Visa/MasterCard, Discover Card, and money orders. Student Checks returned for insufficient funds will be assessed a \$50 penalty to cover charges we incur through our bank.

Q. STUDENT SERVICES:

1. Academic Advising:

The school staff will provide all students with academic advice on satisfactory progress and probationary policies. Students have the opportunity to meet with and discuss their academic situation with the school manager and receive advice on corrective actions.

2. Career Services:

The school is available to assist graduates with finding employment. **The school does not guarantee any of it's graduates that they will become employed as a result of the training.** Below are the different aspects of the school's service:

- a. The school will help the student make contact with prospective employers.
- b. Upon a student's successful completion of the program, the school will give each graduate a list of employers who have hired our graduates or requested to be on the school's list of prospective employers.
- c. Career services consist of referring graduates of the school to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.

Your Instructors will have several schedule appointments for recruiters to attend your class and discuss their companies and employment opportunities. Instructors will assist students in job placement and will even attempt to aid students who do not meet the employment criteria. **Unfortunately, we cannot guarantee placement and students are informed that some situations will make it more difficult for students to receive a job. Items that may interfere with employment in the trucking industry are as follows:**

| | |
|--|---|
| Driving Record (MVR) inconsistent with | Physical Limitations |
| Industry (tickets, violations), etc. | Medications that may interfere with driving |
| Felony convictions | Failing a DOT Physical and/or Drug Test |
| History of drug and/or alcohol abuse | Alcohol related violations |
| History of mental disorder | Inconsistent work history |
| Permanent Disability | Past Revocation of a CDL license |

R. DRUG & ALCOHOL PREVENTION/AWARENESS

The School prohibits the unlawful possession, use or distribution of illegal drugs or alcohol by students on school property, in student housing, or as any part of the school's activities. If a student of the school conducts themselves in a manner contrary to the above, they may be reported to the authorities and could face possible termination from training. Abuse of illegal drugs or alcohol can expose you to certain legal sanctions and many health risks. If you need assistance with a drug or alcohol problem, you may ask the School Manager for a listing of local agencies who may be able to help you with a drug or alcohol abuse problem. In addition, you may wish to refer to the Yellow Pages of a local telephone book under Hospitals-Drug and Alcohol Assistance.

S. REFUND POLICY

A. GENERAL INFORMATION AND PROCEDURES TO BE FOLLOWED: The termination date will be the date the student notifies the School in writing, or the last day of attendance for a student or ceases to attend. **Once a student begins the course, a written notice of withdrawal is not required.** A student shall be deemed to have provided constructive notice of an intention to withdraw if the student fails to attend classes for 3 consecutive sessions without providing, prior to and during that period, an explanation to the School regarding absences. If a student decides to give notice, all notices must be sent to:

**Jeffrey Clark, Managing Partner
Eagle Training Services, Inc.
1095 Pingree Rd suit 217, Crystal Lake, IL 60014**

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 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:

| At Least | But Less Than | Refund of Tuition |
|----------|---------------|-------------------|
| 1 class | 10 % | 90 % |
| 10 % | 20 % | 80 % |
| 20 % | 30 % | 70 % |
| 30 % | 40 % | 60 % |
| 40 % | 50 % | 50 % |
| 50 % | 60 % | 40 % |
| 60 % | NA | NO REFUND |

As part of this policy, the school will 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, **no refund will be issued** regardless of the circumstances regarding the withdrawal.

1. Except as described in Item-1 and Item-2 above, the School may retain a one-time cancellation fee of \$100 in addition to the tuition charges described in Item-3 above.
2. If for any reason a student withdraws or is dismissed by the School after completing 60% of the course of instruction, **NO REFUNDS WILL BE GIVEN.**

3. All agents responsible for collecting amounts due under an Enrollment Agreement are informed of the School's Refund and Cancellation Policy and these policies are consistently applied.
4. The School Policy on refunds due a student where the student has used a third party funding agency is that all monies refunded go directly the funding agency.
5. **FOR PERSONS RECEIVING VETERANS' EDUCATIONAL BENEFITS (G.I. Bill) (pending):**
The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the School, registration fees in excess of \$10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course.

T. GRADUATE FOLLOW-UP & CURRICULUM UPDATING:

GRADUATE FOLLOW-UP

The School uses the following procedures to follow-up on graduates:

1. Graduate Survey: The School sends a series of employment surveys to all graduates to determine their employment status. The surveys are sent at 30, 90 and 360 days following graduation.
2. Employer Survey: The School sends surveys to the employers who may have hired graduates of the school's programs. This survey asks the employer if they have hired graduates of the program. The survey also queries the employer for information regarding labor needs and future referrals.

CURRICULUM UPDATING:

The School monitors the effectiveness of the curriculum with the following procedures:

1. Industry feedback: As indicated previously, the school surveys employers to whom we have referred graduates to solicit feedback as to whether the training is effective and up to date.
2. Student Critique: The School requires each student to complete a Student Critique upon completing the course, which solicits feedback from the student as to whether the training was effective and what changes/improvements could be recommended.
3. Graduate Survey: The School surveys all graduates to determine their employment.

As responses and information from the above sources becomes available and are analyzed, the school uses this information to make decisions on curriculum improvements and updates.

U. ACADEMIC CALENDAR:

Honored Holidays (School Closed): Memorial Day, Easter, Independence Day, Labor Day, Thanksgiving Day (Friday after), Christmas Day (Monday After), New Year's Day 2017.

Classes start every week on Mondays. Applications for admission into the program are accepted anytime up to the class start date. No applications for a specific training session will be accepted once that session has started.

V. FACULTY BACKGROUND/BIOS

Jeffrey Clark, Managing Partner – has over 30 years' experience as a Commercial Driver, spanning two continents. Leon also holds a Master's Degree in Mechanical Engineering with emphasis in automotive/truck repair.

Kevin Davis, Location Manager/Instructor – has worked in the transportation industry since 1999. He has been a driver, owner/operator, dispatcher, Safety Director, Warehouse Manager, Freight Broker, Hazmat Trainer, and Operations Manager for different companies throughout Wisconsin, and the U.S.

Kenosha Office and Yard Hours:

3504 – 40th Street Kenosha, WI 53144

Phone: (262) 455-7820

Monday thru Friday 7:30 AM – 4:00 PM

Weekends and Holidays **CLOSED**

Emergency Contact: Kevin (262) 620-0170

Kenosha DMV Service Center

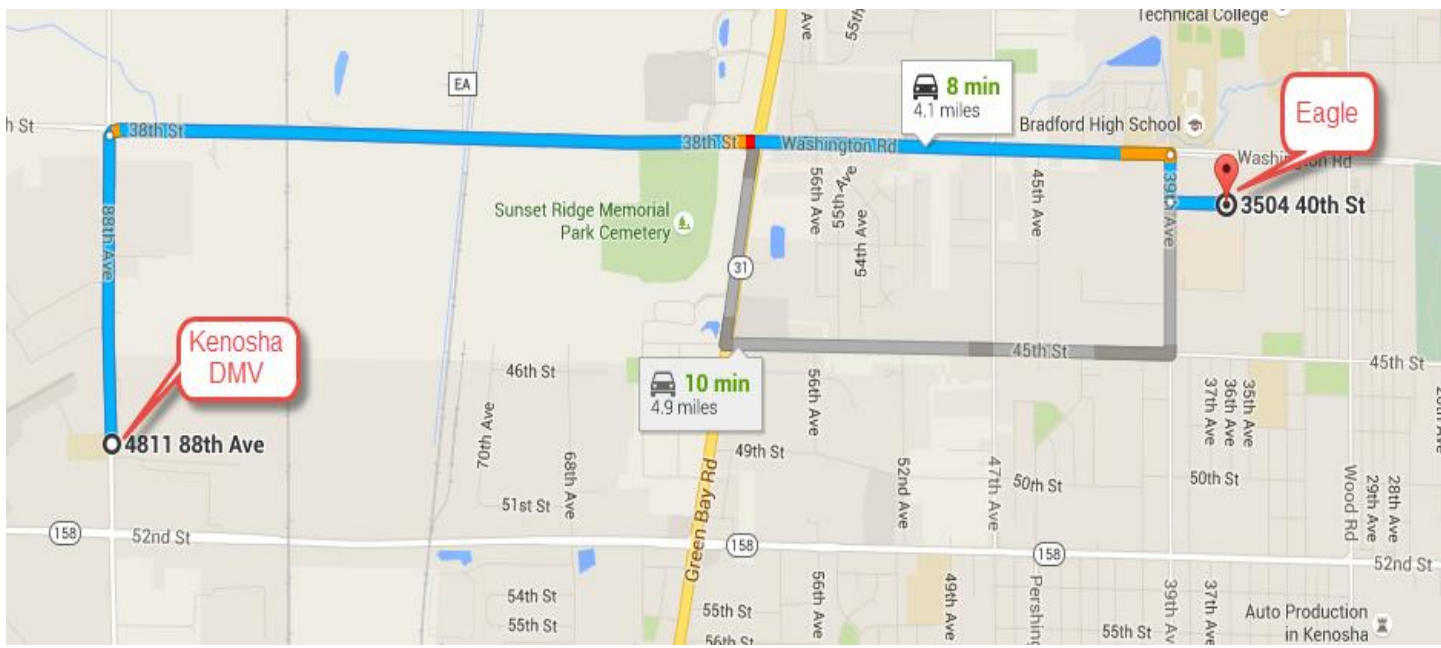
4911 88th Ave., Suite A

(near the corner of Hwy H & Rt. 158)

Kenosha, WI 53144-7439

Hours: 8:30 a.m. - 4:45 p.m. – Monday – Friday

Closed Saturdays and Sundays



CDL –A Semi-Tractor Driver Training 160 hrs.

CURRICULUM

CLASSROOM

40 Hours

| | |
|----------------------------|------------------------------------|
| Orientation | CSA – In Detail |
| CDL permit study | PSP – In Detail |
| Endorsement study | Drug and Alcohol (DOT Regulations) |
| Job procurement | |
| Log book hours of service | |
| Map reading, trip planning | |
| DOT regulations | |
| Hazard perception | |
| Night operation | |
| Extreme driving conditions | |
| Railroad crossing safety | |
| Distracted Driving | |

YARD AND ROAD SKILLS

120 Hours

- Pre-trip inspection
- Couple / Uncouple
- Straight Backing
- 45 Degree Backing
- Offset Backing
- Parallel Parking
- Shifting
- Double clutching
- Turns
- Hazard perception
- Uphill / Downhill
- Ramps
- Lane changes
- Space management
- Wisconsin Dept. of Transportation Class A Skills Test

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