



## Richfield, WI. Catalog

3001 West Holy Hill Rd

Richfield, WI. 53076

(Revised September 21, 2017 Updated copy #2)

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### **Mission Statement**

Millis Training Institute (MTI) is an institution that offers a truck driver training program. MTI and the program are managed by individuals that fully understand the techniques in training you for a truck driving career. Our instructors are highly skilled in truck driver training along with having full knowledge and the ability to be a professional truck driver. It is the objective of all members of MTI to help all students achieve their objective of becoming a professional truck driver. We are committed to high quality training for all students; we feel our training is among the finest in the country.

### **Owners and Administration:**

Millis Transfer inc., DBA Millis Training Institute

Director of Driver Training: Greg Griffin: greg.griffin@millistransfer.com

Instructor: Jamie Caples ( Veteran Safe Driver and Veteran Driving Instructor)  
jamie.caples@millistransfer.com

### **Licensing**

The School (Millis Training Institute) is approved by the Wisconsin Workforce Commission

### **Location, Facilities, and Equipment**

MTI is located at 3001 West Holy hill Road Hwy 167 Richfield, WI. The corporate and administrative offices are located at 121 Gebhardt Road Black River Falls, WI 54615

The Richfield facility provides classroom and lounge facilities for the students. The classroom seats up to 6 students and accommodates general classroom training through the use of audio/visual equipment, televisions, overhead projectors, dry erase boards, and equipment parts. The range provides off road training for shifting, backing, turning, and simulated driving.

MTI uses and maintains a fleet of modern tractor-trailer units like the ones currently used in the trucking industry. All equipment meets DOT standards. All off road (Basic Control Skills) instruction is done in marked and assigned areas; road instruction is in an area surrounding the training facility, including city driving, rural routes, interstate routes, and two lane highway routes.

### **Admissions**

All students meeting the admissions criteria will be admitted into the training without regard to race, color, creed, sex, or national origin.

### **Requirements**

The minimum age for applicants is 21, you must have a current DOT physical (within 60 Days), have an acceptable driving record possess a valid driver's license, meet all driver qualifications of the Federal Motor Carrier Safety Regulations which includes an approved DOT drug screen, and fulfill accepted industry hiring standards.

A high school diploma or GED is preferred, however not required. Applicants must be able to read, write, and speak fluently the English language and perform simple arithmetic problems.

All applicants are required to complete an application complete with work history, criminal record, motor vehicle record, and age verification, current and previous address and provide the school with a social security number.

All accepted students will receive a phone call and written verification via email, of approval to MTI within 48 hours of final paperwork processing.(Subject to Change) Any student wishing to participate, will need to reply to MTI and submit required deposit monies along with a request for possible date of training. Applicants will be taken on a first come first serve basis once deposit monies have been received.

### **Class Schedule:**

Applicants can contact our recruiting department at 1-800-937-0880 to inquire about the class schedule (SUBJECT TO CHANGE). In order to be accepted into a specific class, all required documents that are requested by the recruiting department, MUST be submitted 10 days prior to the available Monday start date. All classes begin on Monday (not including Holiday Mondays). All accepted applicants are then notified by a recruiter via phone and or email regarding which class is available. A calendar can be referenced on last page of this catalog. (ALL DATES ARE SUBJECT TO CHANGE)

MTI truck driver training program consists of 166 hours in 18 days, running Monday thru Friday for a period of 3 ½ weeks. Classes start at 7:30 A.M. and run 8 to 10 hrs. per day but are subject to change. At least three (3) breaks during the course of the day will be granted but times will vary. Additional time may be required due to adverse weather conditions, and holidays. The school does not provide instruction on the following holidays:



New Years Eve Day    New Years Day

Good Friday            Memorial Day

Independence Day    Labor Day

Thanksgiving Day    Friday after Thanksgiving

Christmas Eve           Christmas Day

Corporate office hours are Mon. – Fri. 8 A.M. – 4 P.M. CST.

### **Outside Students**

Students from outside our school are not accepted at this time. **(SUBJECT TO CHANGE)**

### **Program Description:**

The course of instruction prepares individuals for entry-level jobs in the transportation industry. Students will learn basic skills necessary to operate tractor- trailer units in a safe manner as required by the Federal Motor Carrier Administration. Additional time may be required due to adverse weather and holidays.

**Class Sizes are no more than 6 students per instructor.**

### **Tuition:**

Registration Fee	\$100.00
Materials	\$ 0
Tuition (minus registration fee)	\$2240.00
Total cost	\$2340.00

- All tuition and fees, payable prior to the commencement of classes.
- All books, supplies, handouts, and equipment are included in the cost of tuition. Textbooks are for the use of the students; however remain the property of MTI.
- The registration fee is required at the time of scheduling for classes
- This training program is not qualified for student financial assistance programs.
- Students must have the monies due at the beginning of the class.

**Additional Cost:**

In addition to the cost of registration and tuition students are responsible for the cost of:

- *A DOT physical (must be current within 60 days).....cost depends on facility used*
- *The Commercial Drivers license and or Permit.....State sets price*
- *The cost of the Commercial Drivers License Test..... \$150.00*
- *ALL ADDITIONAL COSTS ARE SUBJECT TO CHANGE.*

**Refund Policy**

The student will receive a full refund of all money paid if the student cancels within a 3 business day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as a result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 10 business days of cancellation.

**Partial Refund:**

A student who withdraws or is dismissed after the three-business-day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.00

**Before Attending Any Units (Days) of Instruction:**

100% refund less a one-time application fee of \$100

**After Completing:**

At least	but less than	Refund of Tuition
1 unit class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%

50%

60%

40%

60%

NO

NO REFUND

As part of this policy, the school will retain a one-time application fee of no more than \$100.00.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within 40 days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities or submit lesson without providing an explanation to the school regarding inactivity for 1 day.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

### **Student Services**

MTI will provide lodging (including breakfast) for the duration of your school training. MTI will provide transportation to and from training facility and hotel. MTI will provide one (1) lunch while attending class Monday through Friday. (SUBJECT TO CHANGE)

### **Student Records**

The school maintains a record for each student. The records are confidential and only such agencies and individuals authorized by law are allowed access without written permission from the student. The school maintains these records for a period of 6 years. Students may review their permanent record upon reasonable written request to the Director of Training. All such requests will be scheduled during regular school hours under appropriate supervision. A complete record of each student's attendance and progress will be maintained. One official transcript will be provided to the student. Any student who has not satisfied their financial obligation to the school will not be eligible to receive such transcripts. These transcripts are "grade" transcripts only and do not transfer to other schools. This school does not provide any vocational or technical college credits and does not provide a degree to students who complete this program. A student will be provided a certificate of completion upon request.



## **Attendance**

Attendance is mandatory as part of the course requirements. Students are expected to attend all scheduled instructional hours.

- Tardiness- arriving late and or leaving early shall be considered tardy. Punctuality and time management are requirements of professional truck drivers. Two recorded incidents of tardiness, 10 minutes or more, shall be considered reason for dismissal from the training.
- Absences- excused absences of more than two days will result in a full restart of the courses at the next available time. Unexcused absences of more than two days will result in permanent dismissal from the training. These unexcused absences will result in a student's inability to return to a later class. These absences will be recorded on a disciplinary sheet and maintained in their permanent file.
- Leave of Absence- the school realizes that extenuating circumstances may arise where it would not be advantageous for the student to continue with the education process. In such cases, upon written request and at the Director of Driver Trainings discretion may be granted. A leave of absence indicates the student sincerely intends to resume training at the next available class. A student will be terminated from the training if the student does not enroll at the start of the next class or on the predetermined date set by the Director of Driver Training.

## **Conduct**

Students shall at all times, conduct themselves in an exemplary manner in and out of the school. MTI is committed to the standard of professionalism required by employers in the industry and expects the same commitment from the students. Students shall be terminated for any of the following reasons.

- a. Unsatisfactory Progress. Under certain circumstances a student may return to a later class. Subject to change.
- b. Failure to comply with the requirements of the training program.
- c. Being under the influence of or in possession of intoxicating beverages or illegal drugs of any kind, and unacceptable behavior of any kind while on school property, in or around school equipment, and lodging facilities provided by MTI.
- d. Unsafe behavior or unsafe operation of equipment.
- e. Any equipment abuse
- f. Insubordination, disrespect or intolerable conduct.
- g. Possession of weapons, theft. Fighting, vandalism, and any law violations.
- h. Falsification of any of the school's admission paperwork or applications for employment.
- i. Cell phone use is not allowed while in class unless given permission. Cell phone use without permission will be considered Insubordination.

**DISCLAIMER**

The school is not responsible for injury or property damage incurred by a student as a result of the student's own negligence, unsafe behavior, or other misbehavior or failure to adhere to the policies and procedures of MTI.

**Student Grievance/ Complaints**

Student concerns will be referred to Greg Griffin, the Director of Driver Training @ 770-607-6917 or email: [greg.griffin@millistransfer.com](mailto:greg.griffin@millistransfer.com). If a student is unable to resolve a complaint with the school, he/she may contact the Educational Approval Program (formerly the EAB) at 608-266-1996 or Brian Banach @ 608-266-3185 or via email [Brian.Banach@wisconsin.gov](mailto:Brian.Banach@wisconsin.gov) for further assistance.

**Grading and Satisfactory Academic Progress**

The school advises the student's of their progress verbally, on an on- going basis, in addition to normal and regular events such as homework and classroom test quizzes , evaluation sheets for range and road driving skills are completed and discussed on a daily basis.. All students must successfully pass the weeks courses (Range skills or Road skills) before being allowed to move forward to the next weeks assignments. Students who fail to meet the minimum performance standards are counseled concerning their performance. Range and road skills are evaluated on a 5 day period. Evaluation sheets will reflect the progress of each student. If by the 3<sup>rd</sup> day, any individual that is not at satisfactory level will be verbally notified of said progress and given 2 more days to reach a satisfactory level. Counseling notes are maintained and kept in the Students Permanent Record. Students whose performance does not improve following such counseling will be dismissed from the program.

**Graduation**

The student must have successfully completed all the requirements of the training before receiving a certificate, including payment of tuition and fees. A certificate of completion will be awarded.

**Placement and Employment**

MTI provides free employment advisory job assistance and services to our graduates. Our parent company, Millis Transfer Inc., may offer employment opportunities to MTI graduates provided the graduate completes a 15000 mile "on the job" training requirement with a Millis Transfer Inc. Driver Trainer. MTI will work with students prior to graduation to determine areas of employment. State regulations prohibit MTI from guaranteeing employment.

This catalog is a true and accurate account of training course offered by MTI.



## **Curriculum Outline:**

### Day 1

- Welcome
- 1-1 HOURS OF SERVICE
  - The purpose of this chapter is to introduce the student to the basic concepts and requirements of the hours of service regulations Part 395 of the Federal Motor Carrier Safety Regulations (FMCSR)
- Homework Assignments
  - CLASSROOM 9 HOURS

### Day 2.

- 2-1 DRIVERS DAILY LOG PROGRAM
  - The purpose of this properly instructs students on how to fill out the paperwork according to Part 395 of FMCSR
- 2-2 TRIP PLANNING PROGRAM
  - Introducing Students to the techniques used to plan the most effective, efficient And safe trip plan possible.
- 2-3 CONTROL SYSTEMS
  - Introduce students to controls and instruments found on a commercial motor vehicle and understanding there function.
- 2-4 SHIFTING PROGRAM
  - Introduce students to shifting Patterns and procedures to efficiently perform basic gear shifting maneuvers.
- RANGE MAP AND RULES
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 9 HOURS

### DAY 3

- CONTROL SYSTEMS DEMONSTRATION
- RANGE INSTRUCTION – SHIFTING, DRIVING
- HOMEWORK ASSIGNMENTS

- CLASSROOM 1 HOUR
- RANGE 8 HOURS

#### DAY 4

- 4-1 VISUAL SEARCH PROGRAM
  - Introduce students to skills needed to perform a safe and effective visual search while on the road.
- 4-2 COMMUNICATION PROGRAM
  - Introduce Students to the basic principle of communication to others and your intentions.
- 4-3 COUPLING UNCOUPLING PROGRAM
  - Introduce students to the step by step procedures used to couple and uncouple combination vehicles.
- 4-4 VEHICLE BACKING PROGRAM
  - To prepare the student for executing one of the most difficult maneuvers in trucking, backing a tractor- trailer safely.
- 4-5 VEHICLE INSPECTION PROGRAM
  - Teaching students the importance of conducting appropriate and systematic vehicle inspections.
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 9 HOURS

#### DAY 5

- WEEKS REVIEW QUESTIONS AND ANSWERS
- CORRECT WEEK 1 TEST
- RANGE INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 1 HOUR
  - RANGE 8 HOURS

#### DAY 6

- RANGE INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 1.5 HOURS
  - RANGE 8.5 HOURS



#### DAY 7

- RANGE INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 1.5 HOURS
  - RANGE 8.5 HOURS

#### DAY 8

- RANGE INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 1.5 HOURS
  - RANGE 8.5 HOURS

#### DAY 9

- RANGE INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 1.5 HOURS
  - RANGE 8.5 HOURS

#### DAY 10

- RANGE INSTRUCTION
- SPEED MANAGEMENT PROGRAM
  - Introduce the student to the importance of speed management when it comes to safely operating a tractor-trailer
- SPACE MANAGEMENT PROGRAM
  - Introduce the student to the importance of space management for safe operation.
- EXTREME DRIVING CONDITIONS
  - To assist student in learning how to safely operate under extreme driving conditions.
- HAZARD AWARENESS PROGRAM
  - Introduce the student to the nature of hazards and clues to recognizing these hazards.

- SKID CONTROL AND RECOVERY PROGRAM
  - To introduce students to the conditions that cause skids, and the procedures for recovering from skids.
- ACCIDENT PROCEDURES PROGRAM
  - To introduce students to accident scene procedures.
- PERSONAL HEALTH AND SAFETY PROGRAM
  - To introduce students to a variety of subjects that together makes for an alert, healthy, and safe driver.
- HOMEWORK ASSIGNMENTS
  - CLASSROOM 3 HOURS
  - RANGE 7 HOURS

#### DAY 11

- 2<sup>nd</sup> RANGE TEST IF NEEDED
- ROAD INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM .5 HOURS
  - ROAD 8.5 HOURS

#### DAY 12

- ROAD INSTRUCTION
- HOMEWORK ASSIGNMENTS
  - CLASSROOM .5 HOURS
  - ROAD 8.5 HOURS

#### DAY 13

- 13-1 NIGHT DRIVING PROGRAM
  - To introduce the student to the unique challenge of night driving and the changes in general procedures.
- ROAD INSTRUCTION (NIGHT DRIVE)
- HOMEWORK ASSIGNMENTS
  - CLASSROOM .5 HOUR
  - ROAD 8.5 HOURS

#### DAY 14

- ROAD INSTRUCTION
- HOMEWORK ASSIGNMENTS



- CLASSROOM .5 HOURS
- ROAD 8.5 HOURS

#### DAY 15

- ROAD INSTRUCTION/ TESTS
  - CLASSROOM .5 HOURS
  - ROAD 8.5 HOURS

### **Job Placement Preparation**

#### DAY 16

- PHYSICAL AND DRUG SCREENING
- ROAD TESTING
- HAND OUT DRIVER PACKETS (contains Company Policies, Log Records etc.)
- EMPLOYMENT APPLICATION
- PERSONAL FILES COMPLETE PAGE BY PAGE
- HEALTH INSURANCE PROGRAM AND FORMS
- WISCONSIN MOVE OVER ACT 68 (Power Point)
- QUESTION AND ANSWER
  - CLASSROOM 9 HOURS

#### DAY 17

### **Company Policy Book**

- PAY PACKAGES, PER DIEM, AND NON PER DIEM
- STUDENT PAY
- PREMIUM PAY
- LOAD AND UNLOAD
- STOP OFF AND PICK UP PAY
- LAYOVER PAY
- RECRUITING BONUS, EXPERIENCED AND STUDENTS
- HOLIDAY PAY
- PAY PERIODS
- PAYROLL HONOR PROGRAM/ PERFORMANCE BONUS

- TOLL ROAD POLICY (hand out)
- TRUCK WEIGHING LOCATIONS (handout)
- TRUCK AND TRAILER WASHING, AND WASHOUTS
- MOTELS
- PO NUMBERS
- LUMPER RECIEPTS

DAY 17 CONTINUED:

- MAILING PAPERWORK AND SCANNING PAPERWORK IN
- WEEKLY PAYMENT CHOICES
- COMDATA AND MONEY CARD
- DIRECT DEPOSIT
- WEEKLY PAY SHEETS
- LEGEND DESCRIBING CONTENTS
- BRIDGE LAW (handout)
- BENEFITS
- GROUP HEALTH INSURANCE
  - 1. STANDARD PLAN
  - 2. PREMIUM PLAN
  - 3. NON-ELECTION (.01 PER MILE)
- PER DIEM PAY
- NON PER DIEM PAY
- CLOTHING
- FAMILY MEDICAL LEAVE
- ADVANCES
- TRUCK
- PERSONAL
- LOAD SELECTION
- LATE DELIVERIES
- APPOINTMENTS
- DISPATCHERS
- ROUTES AND ROUTING
- TOLL ROADS
- PASSENGER AUTHORIZATION
- FINES AND TICKETS
- WEIGHING LOADS
- SCALE LOCATIONS
- PRE TRIP INSPECTION



- PERMITS
- SECURITY OF PARKED EQUIPMENT

Day 17 continued....

### **FUELING**

- FUEL BOOK
- TERMINAL LOCATIONS
- BULKHEAD SETTINGS
- TERMINAL FUELING
- FUEL SPILLS
- AUTHORIZED FUEL LOCATIONS

### **HOURS OF SERVICE PROGRAM**

- AUDIT VIDEO AND WORKSHEETS
- 11-14-70 HOUR RULES
- 7- DAY PRIOR
- LOG POLICY VIOLATIONS (handout)

DAY 17 cont.....

- PICKUP AND DELIVERY
- LOADING AND UNLOADING
- LOAD LOCKS
- BULKHEADS
- SEALING LOADS
- BEER LOADS
  - 1. EXTRA CARE
  - 2. WINTER CARE
- WEIGHING LOADS
- DROPPING EMPTY TRAILERS
  - 1. CLEAN OUT

### **SAFETY**

- SAFETY VIDEO

- SAFETY BONUS
  - ACCIDENT PACKETS
  - WORK COMP
  - CARGO CLAIMS
  - QUESTION AND ANSWERS
- CLASSROOM 9 HOURS

## DAY 18

### MAINTENANCE PROGRAM

- TAKING THE TRUCK HOME
- SERVICE SCHEDULE
- IDLE BONUS
- EQUIPMENT TAMPERING
- EQUIPMENT WASHING
- VEHICLE CONDITION REPORTS (handouts)
- ROAD REPAIRS
  - 1. PREMIER CARE
- SHOP LOCATIONS AND HOURS OF BUSINESS
- TIRES
- SLIDING TRAILER TANDEMS
  - 1. AIR SLIDES
  - 2. WHEN EMPTY
  - 3. BRIDGE LAW (handouts)
- COLD WEATHER OPERATION
- DO NOT RUN OUT OF FUEL
- COMMITMENT TO DRIVERS (handouts)
- MAINTENANCE AND DISPATCH GUARANTEE (handouts)
- DISPATCH PHONE NUMBERS (handouts)
- DOT AUDIT (handouts)
- 401K PROGRAM (handouts)
- Q- COMM
  - 1. GUIDE (handouts)
  - 2. DEMONSTRATION
- BULKHEAD VIDEO
- (Demonstration if possible.)
- GRADUATION

➤ CERTIFICATE OF ACHIEVEMENT

▪ CLASSROOM 8 HOURS

	DAILY CLASS HOURS	DAILY RANGE HOURS	TOTAL TIME PER STUDENT RANGE	DAILY ROAD HOURS	TOTAL TIME PER STUDENT ROAD	
Day 1	9					
Day 2	9					
Day 3	1	8	4			
Day 4	9					
Day 5	1			8	1.4	
Day 6	1.5	8.5	4.25			
Day 7	1.5	8.5	4.25			
Day 8	1.5	8.5	4.25			
Day 9	0.5			9.5	1.6	
Day 10	3	7	3.25			
Day 11	0.5			8.5	1.4	
Day 12	0.5			8.5	1.4	
Day 13	0.5			8.5	1.4	
Day 14	0.5			8.5	1.4	
Day 15	0.5			8.5	1.4	
Day 16	9					
Day 17	9					
Day 18	8					
						TOTAL HOURS:
TOTAL BTW HOURS			20		10	30
TOTAL SCHOOL HOURS	65.5	40.5		60		166

**TOTALS**

**CLASSROOM 65.5 hours**

**RANGE 40.5 hours**



**ROAD            60.0 hours**

**SCHOOL TIME 166 hours**

**ALL STUDENTS WILL HAVE A MINIMUM OF:**

- ❖ **65.5 HOURS CLASSROOM TIME**
- ❖ **20 HOURS BEHIND THE WHEEL RANGE TIME (min)**
- ❖ **10 HOURS ROAD TIME**

**MTI reserves the right to change the order of lessons as set above. However will maintain the minimum number of hours of Classroom, Range, and Road Time.**



# M.T.I. ROLL CALL SHEET

School Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Student Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Ph # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
DL# \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Permit # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
DL State \_\_\_\_ SS # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Company Physical YES \_\_\_\_ NO \_\_\_\_  
Physical Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Physical Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SS Card \_\_\_\_ Birth Cert \_\_\_\_  
Millis Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Orientation Location \_\_\_\_\_

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Student Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Ph # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
DL# \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Permit # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
DL State \_\_\_\_ SS # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Company Physical YES \_\_\_\_ NO \_\_\_\_  
Physical Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Physical Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SS Card \_\_\_\_ Birth Cert \_\_\_\_  
Millis Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Orientation Location \_\_\_\_\_

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Student Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Ph # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
DL# \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Permit # \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
DL State \_\_\_\_ SS # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Company Physical YES \_\_\_\_ NO \_\_\_\_  
Physical Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Physical Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SS Card \_\_\_\_ Birth Cert \_\_\_\_  
Millis Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Orientation Location \_\_\_\_\_

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[illegible]



Start Date: \_\_\_\_\_

Birth Date: \_\_/\_\_/\_\_

Student Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contract # \_\_\_\_\_ Enrollment Book Page \_\_\_\_\_

Receipt# \_\_\_\_\_

**BASIC CONTROL SKILLS FINAL TEST SCORE:**

DATE:									
PRE-TRIP Inspection									
Coupling & Uncoupling									
Straight Line Backing									
Left Hand Offset									
90° Alley Dock									
Parallel Park									
Up shift & Downshift									
Start/ Finish Time									
Daily Hours Total:									
Student Initials									
Instructor Initials									

Instructor Signature \_\_\_\_\_ Instructor License # \_\_\_\_\_

Scoring: 0-Not Evaluated 1- Lacks Basic Skill 2 - Needs Constant Instruction 3-Needs Occasional Instruction

4- Needs Little Construction 5-Has Knowledge of Skill

Permit # \_\_\_\_\_ Validation Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_





Start Date \_\_\_\_\_

Students Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date \_\_\_\_\_

Contract # \_\_\_\_\_

Enrollment Book Page# \_\_\_\_\_

Tuition \$\_\_\_\_\_ Receipt#\_\_\_\_\_

Basic Road Skills	Final Test Score	Transmission Type									
Date											
<b>BASIC CONTROL</b>											
Acceleration											
Braking											
Up shifting											
Down Shifting											
<b>LANE POSITION</b>											
Straight											
Curves											
Turns											
<b>PASSING</b>											
Turn Signals											
<b>VISUAL SEARCH</b>											
Judging Distance											
Mirror Usage-General											
Mirror Usage-turns											
Sign recognition											
Merging											
Hazard Perception											
<b>TRAFFIC LAWS AND REGS.</b>											
Speed limit											
Signs and signal lights											
Turn signals											
4-way flashers											
Following distance											
<b>START/FINISH TIME</b>											
Behind the wheel time TOTAL											
Observing/Instruction time TOTAL											
<b>DAILY HOURS TOTAL</b>											
Student Initials											
Instructor Initials											
Instructors License #											

Scoring: 5- HAS KNOWLEDGE OF SKILL

Scoring: 5- HAS KNOWLEDGE OF SKILL  
3- NEEDS OCCASIONAL INSTRUCTION  
1- LACKS BASIC SKILL

4- NEEDS LITTLE INSTRUCTION  
2- NEEDS CONSTANT INSTRUCTION  
0- NOT EVALUATED

Permit # \_\_\_\_\_ Validation Date \_\_\_\_\_ Expiration Date \_\_\_\_\_





## DISCIPLINARY REPORT

STUDENTS NAME \_\_\_\_\_

REASON FOR REPORT AND ACTION TAKEN.

Lined area for writing the reason for report and action taken.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
School representative

\_\_\_\_\_  
date

# MTI Attendance Report

## Richfield WI.

**Instructor: JAMIE CAPLES**

**Instructor license #1306**

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ graduation date \_\_\_\_/\_\_\_\_/\_\_\_\_

Class start/finish time \_\_\_\_\_

Class date      /      /     

**Topic of the day:**\_\_\_\_\_

[illegible]



# Training Record

Attendance Report

Class Start Date

FORM 89

Class Completion Date

Class Date	_____														
Class Topic by day.	_____														
Class Time Start/Finish															
Instructor Int.															
Instructor License #															
last	first	Mi.													
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

Legend  
P=PRESENT  
A=ABSENT  
T=TARDY