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 CATALOG

2018 Edition



 S.C.D.T.I Driver Training School

 **SAFETY IS ALWAYS FIRST**



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Sabertooth Commercial Driver Training Institute, Inc.

GENERAL INFORMATION

**Date of Publication:** Summer, 2018

**Philosophy and Mission Statement:**

 Atraining program’sgoal is to inspire and promote a positive and professional attitude through education and evaluation based on uniform standards. The entire staff is dedicated to the betterment of the driver through continual education, training and support. We are aware of the need of well trained, professional drivers. The instructor’s role in training to produce a quality product is paramount. The image of the industry can be, and must be, enhanced through quality consistent training based on high standards. Our training is dedicated to helping all personnel to perform to their highest potential. This includes new drivers entering the profession and experienced drivers alike.

 It is our goal to instruct drivers in methods that will allow them to operate their equipment in a safe and professional manner. This allows the drivers to complete their tasks on time and with maximum compensation. Service such as this keeps customers satisfied, providing jobs for quality, professional truck drivers.

 We will help in whatever way we can to make the students transition from their past work environment into the world of the professional truck driver a safe and successful one. In some cases this will not be an easy change. The life of an over the road truck driver can be, at times, very demanding.

 Death and injury on the highway are major public concerns. They are also the concerns of every business that operates passenger cars, trucks or busses. Current accident rates and concern for public safety have encouraged fleets to increase emphasis on preventing accidents, whether they involve double bottoms, tractor trailers, straight trucks, busses, or passenger cars used on company business or by the public. Fortunately for those that are conscientious, responsible, and alert to the driving environment, the accidents are few in number.

The principle of *Decision Driving* is based on the concept of teaching drivers to be aware of the environment in which they are driving. With the highway system to include more expressway driving, coupled with an increasing number of vehicles on the highway, it becomes even more important that we teach advanced skills to cope with the technological advances in highway design and mechanical engineering of the vehicle. *Decision Driving* fills this void which has been missing as an ingredient in programming the driver to cope with those situations. Highway intersections can be controlled with mechanical traffic lights, the vehicle can be equipped with better braking power, but the only alternative left to engineer is to program the driver with the advanced skills in *Decision Driving* habits.

 At times, responsibility for motor vehicle accidents can be readily assigned, but more often it is shared in varying degrees by all involved. Accident-free driving should not be a matter of chance. The driver should not be a victim of circumstances. When it comes to having an accident the driver has more alternatives open than is likely to be realized. Realization of driver and vehicle limitations is the first step toward significantly reducing accidents.

 The best ways to avoid an accident are to use safe driving procedures and to watch for the potentially unsafe actions of others. However, even the most conscientious drivers will encounter emergency situations created by traffic or roadway conditions. The ability to analyze the critical situation and then maintain control of the vehicle will help to reduce the likelihood and severity of an accident.

 *Emergency Reaction Driving Training* is felt by many automobile safety professionals to be a solid step toward the reduction of deaths and serious injury in motor vehicle accidents. It concentrates on the key areas most often neglected in driver education, driver and vehicle limitations.

 Most efforts have been devoted to the driver. We believe and many others support our belief the driver is the most important element in reducing highway accidents. We have also advocated the ability of the driver in the highway system of tomorrow will still be the most important factor in safe highway transportation.

 **Our mission statement is: To provide those entering the driving fraternity with the skills, knowledge and understanding needed to become a safe and productive member of the group. This includes enhancing the new member’s grasp of what is necessary to succeed in all current facets of the industry.**

**School Facility and Equipment:** The school is located in Waupaca, Wisconsin with a tractor trailer combination unit for training. We have access to:

* Classrooms – Projectors, white board, handouts, etc.
* Preset road courses to train on and also to test on. Small city traffic for beginning your training.
* No more than three students for one instructor!
* Training modules of all kinds.
* The same type of tractor that most training companies use as their main tractors with a standard 10 speed transmission.
* A 48 foot trailer by 102’ wide and 13’ 6” high and a 53 foot trailer by 102” wide 13’6” high
* Safe Sim training tool. Simulates driving under all kinds of conditions.
* Tiger tracts testing equipment – keeps track of the students tests scores to let them know how they are doing in the course.

**School Owners:** Sabertooth Commercial Driver Training Institute, Inc.

**School Administrator:**  Pat Walesewicz

 Sabertooth Enterprises /1439 Churchill Street Suite 102 Waupaca, WI. 54981

 admission@sabertoothcdl.com

**Holiday schedule and policy:**

When a holiday falls during the school schedule, the class meets as a whole to decide if they want to work the holiday or if they want to make the time up on a weekend day. This needs to be done as the time schedules call for the entire 150 hours to be met during the allotted time.

**NAMES OF FACULTY MEMBERS AND QUALIFICATIONS:**

Ashley Backhaus: Ashley started at Sabertooth Enterprises dealing with compliance safety and log audits. She also helped out at Sabertooth Commercial Driver Training Institute with students finding employment and homework if they needed it. Ashley started her training to become the school director with Gary Richardson before he retired. She took the school Director Role in 2016.

**ADMISSIONS AND ENTRANCE REQUIREMENTS**

1. The student must be able to read and speak the English language to sufficiently converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.
2. Must submit and sign a completed school application for the SCDTI, CDL training course which can be found on our website: [www.sabertoothcdl.com](http://www.sabertoothcdl.com) or if need more information, can contact: Ashley Backhaus or Pat Walesewicz at: 715-942-2700
3. Obtain a CDL learners permit and bring it along
4. Satisfy all State and Federal DOT physical requirements
5. Pass a DOT physical and drug screen
6. Submit a down payment of 10% of the tuition cost
7. Age requirement – 18 or older.
8. Cost - $4295.00 per CDL training course.
9. Completed DOT Employment Application to include, but not limited to;
	1. Background (Job history, schooling, etc.)
	2. Driving record (Up to date driver’s license)
	3. Emergency names and phone numbers
	4. Home location

**Other things needed for classes:**

* Warm clothes for winter and a rain jacket for the rest of the year.
* We will supply a care package for our students:
1. Pen and notebook
2. Ruler for logging
3. Work gloves
4. Federal Motor Carriers Safety Regulations handbook and a few other essentials to help them be successful in their new profession.

 **Training provided and benefits derived from:**

* We are offering an individual with limited or no experience an opportunity to qualify for a Commercial Driver’s License to work in an industry that is growing at a very quick pace. The opportunities are everywhere.
* When the student completes our program, and passed the State test, they will be ready to work as a Trainee (Second seat Driver) with almost any Training Company in the industry that is willing to accept them as an employee.

**How is a student accepted and notified of acceptance?**

* The student will be accepted if they meet the admission policies and entrance requirements listed on (Page 7).
* He / she will be notified by phone and by mail as soon as we can contact them.

**School’s application deadline:**

* The school’s deadline to apply will depend on availability of room in the class for the new student. Contact Pat Walesewicz at: 715-942-2700 at EXT. 101

**\*SCDTI may grant credit and shorten the training program for prior education and training (including military training), if SCDTI feels the student’s previous experience was in line with the course. Applicable training will be addressed prior to the student starting the program.\***

 **Session Dates**

The daily schedule will have classes start at 0730 and end at 1730 (7:30am to 5:30pm)

 We operate one session per month for a three consecutive week period. CDL testing happens at the end of the third week or the beginning of the fourth week. Please see the current start dates listed under the “Class Schedule” tab.

**Our school’s grading system:**

 Our grading system will be set up on:

* 4.0……….A……….90 –100%
* 3.0……….B……….80 – 89%
* 2.0……….C……….70 – 79%
* 1.0……….D……….60 – 69%
* 0……………F....Below 60%

In order to complete this course successfully, must have reached a 60% or higher on each test and maintain a cumulative average of 70% or higher. Students will receive test grades and progress reports on a daily basis.

If a student fails any of the tests, he or she will be placed on probation. The probationary period will be two days. The student will be given two days to correct their mistakes and bring their score back up to 60%. Once the student scores at 60%, he or she will be readmitted from probation.

A student can be dismissed for poor performance on the testing procedures if they don’t improve from the failed tests.

A student will not be readmitted once they are dismissed.

**STUDENT RECORDS:**

* Records will be kept on student’s testing, and daily progress reports, and attendance.
* The student’s records will be kept for 6 years after the student leaves the school and their Transcripts will be kept permanently.
* If they need their records they should contact Ashley Backhaus at: 715-942-2700 EXT. 105
* The school will not release any of the student’s records without a signed release form from the student. Our school policy is to keep everything confidential.

**Student conduct. These may all lead to immediate termination:**

* Use of alcohol or narcotics of any kind.
* Verbal or physical abuse of any of the staff or other students.
* Excessive use of profanity.
* Stealing of any kind.
* Intentional abuse of equipment.
* Unauthorized use of equipment.
* Unsafe acts of any kind.
* Bringing any type of weapon to class.
* Insubordination or any act that the staff perceives as threatening or deemed dangerous to the general public, staff, or to themselves.

Students must complete the required hours of training and successfully complete the entire program with a minimum cumulative score of at least 70%.

Students must also dress appropriately for working outside in all kinds of weather and use common sense.

**A student will not be readmitted once they are dismissed.**

**LEAVE OF ABSENCE**

* A student may receive a leave of absence if the reason is sufficient to warrant such a request. The request for a leave of absence must be accompanied by a written statement as to the reason for the request and plan for making up missed time. If the request is granted, the time missed must be made up in the next 90 days. The 90 day period begins the first day of the student’s initial leave. Leaves of absence may be granted for documented jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, provided the total number of days of the leave does not exceed 90 days.
* Upon receipt of the student’s request for a leave of absence, the school will determine if there is a reasonable expectation that the student will return to training, and approve or deny the request. If the request is approved, the student will be permitted to complete the coursework he or she began before the leave of absence. There will be no additional charges to the student for the leave of absence.
* If the student fails to return to training at the end of an approved leave of absence:

The withdrawal date is the last day of attendance as documented by the school’s attendance records. The determination of the withdrawal date is the date of the end of the leave of absence or the date that the student notifies the school that they will not be returning, whichever is earlier.

**ATTENDANCE & LATENESS**

If a student is going to be late or absent, he or she should call 715-942-2700 ext. 105 and leave a message.

* Attendance is defined as one day equals a full 8 hours of lecture, lab, range, and on the road training. It can be eight hours of one of the above or any combination of them. If they quit anytime during a day, that day will not be counted as any part of a day attended.
* If a student is satisfactorily progressing, and needs a day off for an emergency, is sick, death in the family, or any other reason that is deemed okay by the school, the day can be excused by the school. The student must notify the school of any days that will be missed as soon as they possibly can.
* If the student misses two days, one of the days must be made up as soon as possible. It will most likely be made up on a Saturday, without extra cost to the student.
* If a student misses more than two days, and they haven’t asked or were not granted a leave of absence, they will be terminated from the program. Even with the makeup work, they must be progressing at a satisfactory level. They must be at a 60% level or better on their testing or they may be subject to termination.
* The school will take attendance before every class and it will be marked on an attendance sheet. There will also be a place to mark a student if they are late. Attendance and tardiness will be marked and kept with the student’s main folder and they will be kept at least six full years. The definition of tardiness will be: if a student shows up late when a pre-determined time was set for the class (inside classroom or outside truck and/or trailer) and known by the student in advance and the student shows up late.
* If a student is late more than three days without an acceptable excuse, this will be considered as a day absent. It the student acquires two or more days absent, they may be subject to termination.

**STUDENT COMPLAINTS**

Student’s complaints will be addressed and everything that can possibly be done will be done to correct the complaint first with the immediate instructor. If this doesn’t satisfy the complaint, then it will be addressed by the school administrator. As the school Administrator will also be teaching classes, he will be very accessible at the school.

 If this is not to everyone’s satisfaction, the student can contact the Wisconsin Educational Approval Board (EAB) **(608) 266-1996 / 431 Charmany Drive Suite 102 / Madison, WI. 53703 /** <http://eab.state.wi.us> or eabmail@eab.state.wi.us

**TUITION, FEES, AND REFUNDS:**

**The tuition cost for the school program is $4295.00; Books, materials and supplies are included in the tuition cost. No credit will be given for private purchases.**

**The student shall be required to submit a down payment of thirty five percent (35%) of his / her tuition cost to SCDTI with the student’s completed enrollment agreement. The down payment will be applied to the student’s tuition fee. The balance of the tuition fee is due when SCDTI assigns a start date.**

A student may cancel his or her enrollment within three business days. A form for cancellation is included in the enrollment agreement. A student who cancels his or her enrollment is entitled to a full refund of any payments made. This refund will be made within 10 business days. A student who withdraws or is terminated from the program after the three business days referred to above is entitled to a refund as described by our policy:

* A student who has completed 60% or more of the program is not entitled to a refund.
* A student who has completed less than 60% of the program is entitled to a refund based on a percentage of classes not attended. This pro-rated refund shall be determined by dividing the number of hours in the program, rounded downward to the nearest ten percent. Pro-rated refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period. The school may keep $100 as an administrative fee for all pro-rated refunds.
* Refunds will be made within 40 days.

The chart below describes how refunds will be calculated:

 Time Enrolled Refund Percent Refund Amount Refund less $100

|  |  |  |  |
| --- | --- | --- | --- |
| 0% | 100% | $4295.00 | $4195.00 |
| 1-10% | 90% | $3865.50 | $3765.50 |
| 11-20% | 80% | $3436 | $3336 |
| 21-30% | 70% | $3006.50 | $2906.50 |
| 31-40% | 60% | $2577 | $2477 |
| 41-50% | 50% | $2147.50 | $2047.50 |
| 51-59%  | 40% | $1718 | $1618 |
| 60-100% | NONE | $0 | $0 |

**EMPLOYMENT SERVICES**

**After the students successfully pass the CDL testing, they will be encouraged to apply for employment at trucking companies. We do have contacts with recruiters in the industry, and will help set up the students with different companies. As far as getting them employment, that is between the student and the trucking company. They also may be applying at some companies that we do not have any contact with. We will help as much as we can, but we cannot guarantee employment to anyone.**

![C:\Users\Demo\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IXB3ZAHZ\MC900444766[1].jpg]()

Addendum for Veterans Administration (38 CFR 21.4255).

Institution’s refund policy we have a pro rate refund policy not to exceed the total charges that the number of days or hours of program completed bears to the total length of the program. The non-refundable portion of registration fees will not exceed $10.00.

Student: (Please print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: (Please sign name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Sabertooth CDL School Director: (Please print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sabertooth CDL School Director: (Please sign name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**PROGRAM CURRICULUM:**

Objectives:

Primary functions of an over the road driver: **SAFETY**

1. Be able to read and interpret the trucks control systems
2. Perform exemplary vehicle inspections
3. Diagnose and report malfunctions
4. Exercise basic control of the vehicle
5. Be proficient at shifting
6. Be able to back and dock a tractor-trailer
7. You must also be able to couple and uncouple a trailer
8. Perform a visual search when driving
9. Manage and adjust vehicle speed and space relations
10. Identify Potential driving hazards and perform emergency maneuvers
11. Adjust to difficult and extreme driving conditions
12. Handle and document cargo
13. Deal with accident scenes and reporting procedures
14. Deal with environmental issues
15. Plan trips and make appropriate decisions (routing, fuel stops, breaks, safety, etc.)
16. Use effective communication and public relations skills
17. Manage your personal resources / Manage life on the road
18. Record and maintain “Hours of Service” requirements

This is not all inclusive as to your job and your responsibilities. You will be learning something new every day. This is what helps to keep you safe and productive.

**DAILY SCHEDULE**

**Day 1**

7:30 - 9:30am Intake, Paperwork, Enrollment Agreement, Driver Disqualifications, Whistleblower Policy,

 Health and Wellness, Organ & Tissue Donor

9:30 - 10:00am Rules and Policies

10:00 - 10:45pm Substance Abuse Policy – Video and Discuss

10:45 - 12:00pm Equipment Familiarization & Vehicle Inspection Class

12:00 - 1:00pm Lunch

1:00 – 2:30pm Shifting Class

2:30 – 4:00pm Engine Operation, Basic Vehicles Controls System Class

4:00 – 5:30pm Tour of Facilities, Equipment Familiarization and Vehicle Inspection - Practical

5:30 – 6:30pm Vehicle Inspection

**Day 2**

7:30 – 10:00am Test on Orientation, Motorcyclists, Bicyclists, and Pedestrians / Moving over for Emergency

 Equipment (Phone Logging – Teach them how to use)

10:00 – 10:15am Open Discussion

10:15 – 12:00pm Hours of service and Drivers Log

12:00 – 1:00pm Lunch

1:00 – 2:45pm Shifting Lab

2:45 – 3:00pm Break

3:00 – 5:30pm Shifting Lab

5:30 -6:30pm Air Brake System Testing

**Day 3**

7:30 – 9:30am Controls system test – Class on Hours of service and Drivers Log

9:30 – 9:45am Open Discussion

9:45 – 11:00am Safety Tips for on the Road

11:00 – 12:00pm Air Brake Class, Coupling & Uncoupling

12:00 – 1:00pm Lunch

1:00 – 2:30pm Air Brakes Lab

 2:30 – 5:30pm Coupling & Uncoupling Practical

 5:30 – 6:30pm Hours of Service and Shifting

**Day 4**

 7:30 – 10:00am Test on Hours of Service, & Shifting – Class on Basic Maneuvers (Turning and Backing)

10:00 – 10:15am Open Discussion

10:15 – 12:00pm Speed and Space Management

12:00 – 1:00pm Lunch

1:00 – 2:45pm Basic Maneuvering Practical (Yard)

2:45 – 3:00pm Open Discussion

3:00 – 5:30pm Basic Maneuvering Practical (Yard)

5:30 – 6:30pm Basic Maneuvering (Yard) Backing

**Day 5**

7:30 – 10:00am Written Test on Backing, Class on Visual Search & Hazard Perception

10:00 – 10:15am Open Discussion

10:15 – 12:00pm Speed and Space Management – Extreme Driving Conditions

12:00 – 1:00pm Lunch

1:00 - 2:45pm Road – First Road Work

2:45 - 3:00pm Open Discussion

3:00 - 5:30pm Road - Practice

5:30 – 6:30pm Space &Speed Management, Extreme Driving Conditions, Hazard

 Perception and Visual Search

**Day 6**

7:30 - 10:00am Testing on Visual Search, Space Management, and Speed Management, Extreme Driving

 Conditions, and Hazard Perception – Class on Map Reading

10:00 -10:15am Open Discussion

10:15 -12:00pm Weights and Measures and Freight Securement & Documenting, Trip Planning and

 Freight Documentation & Mountain Driving (Page 16)

12:00 -1:00pm Lunch

1:00 - 5:30pm Basic Maneuvering (Yard)

5:30 – 6:30pm Weights & Measures, Freight Securement & Documenting, Map

 Reading and Trip Planning

**Day 7**

7:30 - 9:00am Tests on Map Reading, Trip Planning, Handling & Documenting Cargo

9:00 - 10:00am Vehicle Communication

10:00 – 10:15am Open Discussion

10:15 – 11:00am Trip Envelope Class

11:00 – 12:00pm Basic Control

12:00 -1:00pm Lunch

1:00 – 1:30pm Pre-trip and Couple

1:30 – 5:00pm Basic Maneuvering (Yard)

5:00 – 5:30pm Post Trip and Uncouple

5:30 – 6:30pm Vehicle Communication and Basic Control

**Day 8**

7:30 - 8:30am Test on Vehicle Communication, and Basic Control

8:30 - 10:00am Environmental Issues (Hazmat)

10:00 - 10:15pm Open Discussion

10:15 – 12:00pm Environmental Issues (Hazmat)

12:00 -1:00pm Lunch

1:00 - 1:30pm Pre-trip & Couple

1:30 – 5:00pm Road Training

5:00 - 5:30pm Post Trip and Uncouple

5:30 – 6:30pm 380 Training

**Day 9**

7:30 - 8:30am Tests on Hazmat

8:30 - 9:30am Night Operations

9:30 - 10:30pm Managing Life on the Road

10:30 – 10:45am Open Discussion

10:45 – 12:00pm Eye on Defensive Driving – Video & Discuss

12:00 -1:00pm Lunch

1:00 – 1:30pm Pre-trip and Couple

1:30 - 5:00pm Road Training

5:00 - 5:30pm Post Trip and Uncouple

5:30 – 6:30pm Emergency Maneuvers

**Day 10**

7:30 - 8:30am Test – Night Operations and Managing Life on the Road

8:30 -12:00pm Emergency Maneuvers/Skid control & Recovery/Passive Railroad Crossing / E- Learning

 Railroad Safety

12:00 -1:00pm Lunch

1:00 – 1:30pm Pre-trip and Couple

1:00 - 5:00pm Road Training

5:00 – 5:30pm Post Trip and Uncouple

5:30 – 6:30pm Control & Recovery/Passive Railroad Crossing

**Day 11**

7:30 - 8:30am Tests on Emergency Maneuvers/Skid control & Recovery/Passive Railroad

 Crossing

8:30 -10:00am Accident Procedures & Communication Skills / Accident PowerPoint / Mountain Driving

10:00 -12:00pm Test on Accident Procedures & Communication Skills

12:00 -1:00pm Lunch

1:00 – 1:30pm Pre-trip and Couple

1:30 - 5:00pm Road Training

5:00 – 5:30pm Post Trip and Uncouple

5:30 – 6:30pm Driver Recaps

**Day 12**

7:30 -10:30am Recap Hours of Service and Mapping / Have them do a make believe trip including

 logging.

10:30 -12:00pm Recap Inspections and Safety

12:00 -1:00pm Lunch

1:00 – 1:30pm Pre-trip and Couple

1:30 – 5:00pm Road Training

5:00 – 5:30pm Post-trip and Uncouple

5:30 – 6:30pm CSA

**Day 13**

7:30 -10:00am C.S.A. (Comprehensive Safety Analysis)

10:00 –12:00pm Truck stop and Road Behavior (Include Safety Tips)

12:00 -1:00pm Lunch

1:00 - 1:30pm Pre-trip and Couple

1:30 – 5:00pm Basic Maneuvering (Yard) Final test range

5:00 – 5:30pm Post-trip and Uncouple

5:30 – 6:30pm Maintenance

**Day 14**

7:30 - 8:30am Identification & Maintenance – Diagnosing & Reporting Malfunctions

8:30 -10:00pm Test on Identification & Maintenance – Diagnosing & Reporting Malfunctions

10:00 – 12:00 Final Exam – 50 Questions

12:00 -1:00pm Lunch

1:00 - 1:30pm Pre-trip and Couple

1:30 – 5:00pm Course Final Road Test

5:00 – 5:30pm Post Trip and Uncouple

5:30 – 7:30pm Road Test Results

**Day 15**

7:30 - 12:00am DDC Safety Training

12:00 -1:00pm Lunch

1:00 – 1:30pm Pre-trip and Couple

1:30 - 5:00pm Course Final Road Testing

5:00 - 5:30pm Post Trip and Uncouple

5:30 – 6:30pm Out-Processing

**Totals:**

Classroom ………………………………………………….83.5

Range……………………………………………………….35

Road………………………………………………………..28.75

Open Discussion……………………………………………2.75

Total……………………………………………………….. 150Hours

These totals do not include the actual CDL road test or the test prep. The amount of hours for these items is computed on a as done basis.

**Completion of the program**: The program is designed as a three week course. At the conclusion of the program the student will be able to take a CDL road test. After they successfully pass the CDL testing, they will be encouraged to apply for employment at trucking companies. SCDTI will provide students information concerning job openings in the industry.

Records are maintained for six years and transcripts are maintained permanently. These records can be sent to an employer as long as a signed letter by the student requesting such paperwork is sent to SCDTI by the employer. In order to obtain the records, send a request by mail to: (Sabertooth Commercial Driver Training Institute, Inc. / 1439 Churchill Street Suite 102 / Waupaca, WI. 54981) or send a request to: admission@sabertoothent.com