



**Swift Driving Academy
Truck Driving Course
Catalog**

2018 Edition
Revised February 2018

**2476 American Drive
Neenah, Wisconsin 54956
(920) 991-0069
www.swifttrans.com**

I acknowledge that I have received the Student Catalog upon enrollment and understand the Academy policies and procedures as listed in the Catalog.

Signature: _____

Print Name: _____

Date _____ **Class Number** _____

SS # _____ - _____ - _____

Applicant Invitation to Identify

To comply with government regulations and reporting requirements, we request that you complete the **VOLUNTARY** data form. Refusal to provide this information will not subject you to any adverse treatment. All information provided will be held confidential.

I wish to be considered under the Affirmative Action Program as a:

☐ Male

☐ Female

- ☐ **American Indian or Alaskan Native:** A person having origins in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- ☐ **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- ☐ **Black:** A person having origins in any of the black racial groups of Africa, not of Hispanic origin.
- ☐ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ **White**

By voluntarily providing the above information, I fully understand that it will be kept confidential.

Print Name _____ Date _____

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The information contained in this catalog
is true and correct to the best of my knowledge.

David Lederer

David Lederer, Academy Leader

Mission

The Swift Driving Academy philosophy is to provide a quality Education for Students seeking a career as Tractor-Trailer Drivers. The emphasis throughout the program deals with hands-on training as well as awareness and compliance with established safety rules and regulations.

**OUR OBJECTIVE IS TO PRODUCE A
SUPERIOR DRIVER WITH CLEARLY DEFINED
GOALS REPRESENTING TODAY'S PHILOSOPHICAL
CHANGE IN THE TRUCKING INDUSTRY. WE DO THIS
BY BUILDING A QUALITY RELATIONSHIP BETWEEN
THE DRIVER AND SWIFT TRANSPORTATION,
ONE DRIVER AT A TIME.**

**Attending the Swift Driving Academy does not guarantee
you a Commercial Drivers License, CDL. You must work
hard to earn this CDL while you are enrolled in school.**

**If you fail your state administered CDL test to obtain
your CDL, Swift Driving Academy reserves the right to move
you to the end of the waiting list before booking a new
appointment in your state of domicile.**

Objectives:

To offer an individual with little-to-no experience, the opportunity to train and qualify as an entry-level tractor-trailer operator.

To supply the transportation industry with qualified drivers for entry-level positions.

To advise the student of the requirements for routine vehicle inspection before and after the unit is in operation.

To teach the proper method of vehicle operation including coupling and uncoupling of units, and parking and securing the vehicle under various conditions.

To advise the student of the rules and regulations of the Department of Transportation and other Federal and State Regulatory Agencies.

Importance of the Tractor Trailer Driver

According to the U.S. Department of Labor (DOL) the demand of heavy trucks and Tractor-Trailers will grow by 21% between 2010-2020. Employment opportunities for these occupations are expected to grow by 330,100, according to the DOL's Bureau of Labor & Statistics.

According to the U.S. Department of Transportation (DOT), the trucking industry collectively employs over 10 million people. According to the DOT, Truck Drivers transport approximately 9 billion tons of freight each year worth nearly \$6.7 trillion.

Program History

The Swift Transportation training program was established in 1986 to assist those just graduating from other driving schools in acquiring entry-level skills into the trucking industry.

In 1986, MS Carriers established a training program to assist new employees who were recent graduates from external driving schools. The training program taught entry-level skills for those entering the trucking industry. Due to the lack of quality graduates from outside schools and a nationwide driver shortage and the need to expand, MS carriers opened its own Driving Academy in Memphis, Tennessee in August 1995. The Academy moved to Millington, Tennessee in August 1999. Swift Transportation merged with MS Carriers in January 2002 and the school was renamed Swift Driving Academy.

The San Antonio Academy opened in December 2002, Phoenix Academy opened in May 2004, Lewiston Academy opened in June 2005, and Richmond Academy opened in December 2005. Graduates of our program have the opportunity to be placed with Swift Transportation.

In the past ten years, graduates of Swift Driving Academy have shown marked improvement in all measurable categories when compared with students from outside schools and our experienced driving force.

BOARD & MANAGEMENT

Officers of Swift Corporation

KEVIN KNIGHT
President and CEO

KEVIN QUAIST
Chief Operating Officer

ADAM MILLER
Chief Financial Officer

KENNETH C. RUNNELS
Executive Vice President, Operations

Academy Information

If there are any questions, please contact:

David Lederer Academy Leader 920-991-0069
Graduate Fox Valley Technical College CDL program. Eight years CDL experience.

For any questions regarding tuition, contracts, reimbursement, or diplomas, please contact the Student Loan Department at (800) 800-2200. Ask operator to connect you with the loan department.

Mailing Address:
Swift Transportation
2476 American Drive
Neenah, Wisconsin 54956

Description of Facilities and Equipment

Training equipment is representative of the Swift Fleet consisting of 4 conventional design 2013 Volvo units, as well as 53 foot long, 102 wide trailers. The Classrooms contain state of the art video equipment and other visual aids. All of the equipment is owned by the institution, and is maintained in a clean, modern facility.

If necessary, additional equipment can be made available in order to keep the Student-to-Truck ratio at a desired level. Having immediate access to our fleet equipment is only one of the many advantages for a Company owned School.

David Lederer
Academy Leader
920-991-0069

LETTER OF EXPECTATIONS

TO: All New Students Enrolling in the Swift Driving Academy

We would like to take this opportunity to congratulate you on choosing the Swift Driving Academy in Neenah, WI as your choice to pursue an education in the field of Tractor-Trailer Driving.

While we are excited about this opportunity for you, we would like to discuss the expectations at this time. Please take all instruction seriously and give the training your best effort. The training is very challenging, but extremely rewarding for those that complete the course. Our expectations of you are to treat the training program as a qualifying opportunity with Swift Transportation. Be on time to school, discuss any problems you have, participate and study. Your progress through the school is reported to Swift. The Academy will not tolerate the use or possession of any drugs, alcohol, guns or weapons while enrolled.

If you experience problems during your educational venture at the Swift Driving Academy, the best way to resolve them is through communication. Please notify your Instructor first. If your problem is not resolved, then the next step is to notify a Supervisor. If the Supervisor can not help you, then please go the next level and talk to David Lederer at the direct number shown above. If a student is not able to resolve issues with Swift Driving Academy please contact:

Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719
Phone: (608) 264-8477
Email: eabmail@eab.wisconsin.gov
www.eab.state.wi.us

Keep in mind, the Swift Driving Academy has an open door policy.

Again, thank you for choosing the Swift Driving Academy for your truck driving training and good luck!

ADMISSIONS AND ENROLLMENT POLICY

To be accepted for admission, an applicant must:

1. Possess a valid unexpired Class A CDL Learners Permit.
2. Possess a Social Security Card (no copies or metal cards)
3. Possess the original of the long form physical and the DOT medical card.
4. Be able to pass a DOT Drug/Alcohol Screening.
5. Be at least 21 years of age.
6. Be able to read and write the English language as per DOT regulation 391.11.
7. Must not have more than 1 moving violation in any vehicle within 1 year from date of application.. No more than 3 moving violations in any vehicle within 5 years from date of application. No careless or reckless driving charges in the past 12 months, (DUI / DUI can not be original charge then plead down to careless or reckless), no more than 1 in the last 3 years.
8. All students must successfully complete the CDL ability to benefit assessment before arriving at the academy. All students must have 80% of all section on the on-line. Any student not meeting this requirement will not be admitted.

Once a student is accepted into the program they will be contacted by the school.

LATE ENROLLMENT POLICY

Late enrollments are not accepted at Swift Driving Academy. If a student misses any time, he/she must contact Academy Coordinator to reschedule.

Swift Transportation is an Equal Opportunity Employer. We do not discriminate on the basis of age, race, gender, disability, veteran status, religion, color, or national origin.

STUDENT LOAN/TUITION SHARING PROGRAM

TOTAL COST	\$3,900* <i>(tuition does not include CDL Test Fees or Housing)</i>
INTEREST RATE	0% (Interest Free Loan)
TERMS	13 months @ \$300.00
LOAN PAYMENT	\$300.00 @ \$75.00 weekly for 13 months
TUITION REIMBURSEMENT	\$150.00 @ \$37.50 weekly for 26 months should you accept employment with Swift Transportation.

**OTHER PAY OPTIONS INCLUDE CASHIERS CHECK, MASTERCARD,
AND VISA ACCEPTED.**

\$3,900.00 (Refunded 6 months from hire
date should you accept employment with
Swift Transportation.)

*Please note that fees for the CDL Permit and Class A are not included in the total
cost figure of \$3,900. The CDL Permit and Class A costs are the total responsibility
of the Student. The Permit must be obtained prior to arrival at the Academy*

**WORKFORCE INVESTMENT/
VETERANS EDUCATION:** Contact your local Employment Office or
Veterans Affairs for more details.

INCENTIVE

No Credit Requirements
(Nonqualified Loan)

No down payment

No interest

No Cosigner

Paid in full in 13 months through
Tuition Sharing

If you complete the 26 months of service,
your schooling is basically provided at no
cost to you.

NOTE:

**PAYMENTS SHOULD BEGIN WHEN
THE INDIVIDUAL IS RELEASED TO
A SOLO POSITION. DRIVER WILL
NO LONGER QUALIFY FOR TUITION
REIMBURSEMENT IF HE/SHE
TRANSFERS FROM COMPANY
DRIVER TO ANY OTHER POSITION
IN THE COMPANY.**

***MasterCard and Visa Accepted**

STUDENT LOAN REPAYMENT INFORMATION

1. If student leaves within 3-day grace period, there is no cost to student. The loan will be prorated if student is terminated before the 8th day of class.
2. If student pays \$3,900.00 cash to attend Swift Driving Academy prior to his/her graduation date, the \$3,900.00 will be refunded in full after 6 mos. of continuous full time employment from the hire date as a Company Driver with Swift Transportation.
3. Driver will begin to receive tuition reimbursement at \$150.00 each month when he/she is released to solo status and as long as he/she remains employed with Swift Transportation as a full-time Company Driver until loan is reimbursed in full. It will be your responsibility to advise the Student Loan Department, if your reimbursement has not begun, at this time. In addition, the driver authorizes Swift to payroll deduct \$300.00 each month until loan is paid in full. Deductions will resume if driver rehires with Swift. Driver will not qualify for tuition reimbursement upon rehire if loan is in default (over 30 days of last payment).
4. Tuition reimbursement will stop upon termination of employment with Swift. The terms of the loan are as follow:

LOAN AMOUNT \$3,900.00

TERMS 13 months @ \$300.00

STUDENT LOAN PAYMENT . . \$300.00 @ \$75.00 weekly for 13 months

TUITION REIMBURSEMENT . . \$150.00 @ \$37.50 weekly for 26 months

5. I understand that I will no longer qualify for tuition reimbursement if I transfer from Company driver to any other position.
_____ Drivers Initials
6. I authorize Swift Transportation to continue deductions for my student loan payments until my loan is paid in full if I transfer from Company Driver to any other position.
7. No information regarding Academy records will be released until loan is paid in full.
8. You are authorized to check my credit and employment history and to provide information regarding your credit experience with me.
9. This is a contract for training, not employment with Swift. It is your obligation to repay your student loan regardless of your employment status.
10. Student / Driver is responsible for all court costs and collection fees if loan is sent to a collection agency / attorney for collection.
11. Default of this loan agreement may cause negative information to be reported to DAC, Credit Bureaus.
12. Upon termination, the maker authorizes Swift Transportation, to deduct the remaining balance of the note and any other amounts owed to Swift Transportation, from any compensation due maker by Swift Transportation.

Refund and Cancellation

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 6.03;
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.

Swift Driving Academy's students are allowed to cancel enrollment for a full tuition and fee refund until midnight of the third business day. Swift Driving Academy will refund tuition and fees paid in advance no later than 10 business days after notice of cancellation is received.

This statement is made in accordance with Wis. Adm. Code EAB 8.05(3) notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal.

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	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 circumstance beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

Disclosure of appropriate provisions regarding when a student is deemed to have provided constructive notice of withdrawal. It is also required that there be: No language requiring or implying that the student must ask the school to issue a refund.

For Wisconsin students: To request a cancellation, please visit <http://eab.state.wi.us/resources/forms1.07.pdf> or use the form in the catalog.

Prior to withdrawal from the program, students are encouraged to meet with their instructor to discuss alternatives. If a student must withdraw from the program they will follow the refund schedule in the catalog. A student may initiate the withdrawal through their instructor or school administration, and the student is strongly encouraged to ensure that withdrawal is complete.

20 DAY PROGRAM

The **20** day Swift Program is in compliance with Federal Motor Carrier Safety Regulations known as (FMCSR). This includes Parts 40, which covers Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Part 380 which covers Entry Level Driver Training, and Part 395 that covers Hours of Service. The Website for FMCSR is www.fmcsa.dot.gov.

Each student must obtain the CDL permit from domicile state before Academy training.

6:00 AM

Day 1 - MONDAYDrug Screens

Qualifications Paperwork

Lunch provided on first Monday only.

Academy Paperwork: Topics covered include

Contracts, Policies and Procedures

Day 2 - TUESDAYClass (logs, mapping and trip planning)

Day 3 - WEDNESDAY ...Range (basic skills and controls and daily evaluations)

Day 4 - THURSDAYRange (basic skills and controls and daily evaluations)

Day 5 - FRIDAYRange (basic skills and controls and daily evaluations)

Day 6 - SATURDAYRange (basic skills and controls and daily evaluations)

Day 7 - SUNDAYClass (hours of service, trip planning, life on the road)

Day 8 - MONDAYClass (review hours of service, defensive driver training)

Day 9 - TUESDAYRange (basic skills, controls, and daily evaluations)

Day 10 - WEDNESDAY ..Range (basic skills, controls, and pre-trip exam)

Day 11 - THURSDAYRange (basic skills, controls, and daily evaluations)

Day 12 - FRIDAYRange (basic skills, controls, and skills exam)

Day 13 - SATURDAYRange (basic skills, controls, and daily evaluations)

SUNDAYOFF

Day 14 - MONDAYRoad (shifting review, road skills introduction, and evaluation)

Day 15 - TUESDAYRoad (Road skills continuation and daily evaluation)

Day 16 - WEDNESDAY ..Road (Road skills continuation and daily evaluation)

Day 17 - THURSDAYRoad (Road skills continuation and daily evaluation)

Day 18 - FRIDAYRoad (comprehensive review, Road exam, and state of domicile CDL testing)

Day 19 - MONDAYOrientation (state of domicile)

Day 20 - TUESDAYOrientation

.....continued on next page

Orientation will introduce the trade of truck driving and Swift policy and procedures. Orientation will account for 2 days of preparation time. Therefore day 19 and 20 will be Orientation.

The total training program will consist of 20 days.

* All Students should start their Road training on Monday.

**MONDAY - FRIDAY - 6:00 AM to 4:30 PM Classroom and Range Training
7:00 AM to 5:30 PM Road Training**

COURSE DESCRIPTIONS

NON-VEHICLE ACTIVITIES

This course incorporates information for managing life on the road, dealing with environmental hazards and regulations, and documenting a Driver's hours of service.

40 HOURS

VEHICLE ACTIVITIES - RANGE

This course introduces the basic operation of skills needed in order to successfully pass the Range evaluation. This includes, but not limited to backing skills, drop and hook functions, weight distribution, right turn maneuver, forward stop, serpentine and gear shifting.

89 HOURS

VEHICLE ACTIVITIES - ROAD

This course introduces the basic skills needed in order to successfully pass the road evaluation. This includes, but not limited to backing skills, hazard perception, night operations, extreme driving conditions, emergency maneuvers, and railroad crossing. Students are also exposed to visual search, communication on the road, speed management, and space management.

48 HOURS

Description of Program

A description of the program is offered, including objectives, length of program components, and course requirements:

There are 177 hours of course-work. Objectives are listed previously in this Catalog. A degree is not offered for students that complete the program.

The on-line ability to benefit assessment is offered to students at no charge. Swift Driving Academy understands the consideration of changing career fields can be very challenging.

There are three components of the driver-training course:

1. Classroom
2. Range
3. Road

Classroom instruction covers Federal and State regulations, as well as navigation and logging skills. During Range training students learn all backing skills necessary to pass the CDL exam. Road training is hands-on training on state and interstate highways that teaches the student to deal with the driving public and prepares him/her for the CDL practical exam. To graduate from Swift Driving Academy, the student must maintain an 80% or better grade average on all components of training.

Institutional Calendar

Classes begin each week, for a total of 50 classes per year. The total student's training time consists of **20 days** which includes Classroom, Range, and Road instruction.

The Swift Driving Academy operates year-round, excluding the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Extra training hours during the standard (20) day program will make up for these days. The program involves one hundred seventy-seven (177) hours of truck driving training.

Classes always start on Monday regardless of holiday.

Evaluation and Grading System

The student is graded using the following system:

Excellent	94 - 100%	Average	80 - 85%
Above Average	86 - 93%	Failing	Below 79%

The cumulative percent score average is determined by adding the percentage scores attempted and dividing the total of the percentage scores by the number of percentage scores attempted. Eighty percent (80%) is required for graduation from any program. Example: A 90% in Written Examination and an 82% in Vehicle Inspection would be: $(90\% + 82\% = 172\% / 2 = 86\%)$.

Students are re-evaluated in three major phases: (1) Classroom work (2) Range (3) Road training.

Required Skill	Grading or Evaluation Method
CDL On-Line	On-Line Test
Classroom Log and Map Reading Skills	Minimum Accuracy as Determined by Instructor
CDL permit is required	Skills & Road Evaluation as required by Swift Driving Academy; an 80% average is required. The 80% average along with a properly endorsed CDL permit is required prior to going to the Range.

Clock Hour: A Clock Hour is 60 minutes of instruction per hour.

Training Ratio

Classroom Training includes 4 days under the supervision of the Classroom Instructor. Topics include map reading, route selection, planning, math, CDL sections, maintenance, and many other relevant items. These topics are taught, reviewed and evaluated.

Skills Training is conducted on the driving range under the supervision of the Range Instructors. Topics such as straight line backing, drop and hook procedures, and pre-trip are covered extensively. Range Training will consist of 34.75 hours BTW per student.

Road training is conducted on local roadways under the supervision of a Field Trainer. There will be a 1:1 student to Instructor ratio and a 4:1 student to truck ratio. Topics such as shifting, visual search, vehicle communication, speed management, space management, hazardous road conditions, and extreme road conditions are covered fully. Road Training will consist of a minimum of 12 hours BTW per student.

Daily rolls are taken to reflect attendance.

THE STUDENT IS ALLOWED ONE ACADEMIC PROBATION. (Please see page 17 on Academic Probation).

1. Pre-trip evaluation. Eighty percent (80%) accuracy is required.
2. Basic control skills. Eighty percent (80%) accuracy is required.
3. Road evaluation. Eighty percent (80%) accuracy is required.

Acceptable Level of Performance

As Students complete each phase of training, the training Instructor evaluates their progress. Advancement to the next phase of training depends on satisfactory grades in the previous phase.

Enrollment to Swift Driving Academy is at one's own free will. Both Students and Swift reserve the right to terminate the enrollment relationship at any time, for any reason, without prior notice.

Dismissal, Retention and Re-entry Policy

Swift Driving Academy reserves the right to dismiss any student from the program if he/she fails to comply with the contract, policies, or rules and regulations adopted by the Swift Driving Academy. If Swift Driving Academy dismisses a student from the program, he/she may return upon meeting the re-entry level requirements. All re-entries are subject to the length of time of the absence, the availability in the Academy, and the status of a current loan they may have with Swift. All re-entries must go thru the Academy regardless of the reason or length of time at the Academy.

The Academy requires an eighty percent (80%) overall average on all Exams (Pre-Trip, Skills, and Road evaluations). Failure to achieve an average of eighty percent (80%) is cause for Academic Probation. Academic Probation will be granted one time only. Student must maintain sufficient grade average in all other areas after probation deficiency is corrected. If the student's grade average falls below 80% on a second time, the student will be dismissed.

Academic Probation:

Any Student not passing the Range Skills Evaluation or Road Evaluation successfully will be placed on Academic Probation for one time only. The Student will be advised by Student Services concerning the Student's Probation and their continuation with the school. Probation will be as follows:

- Student will complete the current week of training with his/her current class.
- Student will repeat the week of training with the new class but will retain his/her original class number.
- Student will be re-evaluated again in section pertaining to probation. Student must successfully pass the required evaluation with an 80% average or better for portions of the Range and Road Training only.
- If Student successfully completes the re-evaluation, the Student will be removed from Academic Probation and move on with the current class.
- If the Student fails to successfully complete the re-evaluation, the student will be removed from Probation and be dismissed from the school.
- If a Student is dismissed from the school after the 9th day, the entire dollar amount of the loan (\$3,900) will be owed.
- If the Student re-qualifies they will become a new student and be responsible for all fees and tuition as required of all other new students.
- A student may only be on Academic Probation for one time only.
- Academic Probation is not available for Straight Line skills.

Student Services

Advising: Swift Driving Academy aims to relieve the stress caused by problems at school, home or work, which interferes with Academic performance. When problems occur, students are encouraged to ask for a private conference with key staff, which is held in strict confidence. Students needing personal counseling are referred to local agencies.

Employment and Placement Assistance: Swift Driving Academy can not guarantee employment. We do, however, work diligently to assist both current Students and graduates in obtaining employment with Swift Transportation. Please note that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

Learning Resources: Books, videos and other reference study materials can be found in the learning resource system.

Student Records: Student records are kept 7 years after graduation or date, of year of last attendance.

Transcripts: A Transcript summarizes a student's academic history. Swift Driving Academy provides transcripts for students, employers and institutions of higher education upon written request from the student. If a student's tuition account is not fully paid, the school will withhold the student's certificate and transcript until the account is paid in full.

All transcripts are held permanently at our parent location in Phoenix, Az. Please contact student loans at 1-800-800-2200. Swift maintains strict confidentiality of student records.

STUDENT CLOSING FORM

Bring forms of ID: Social Security Card AND CDL Permit. Must have a valid Drivers License for at least 12 months prior to enrolling in the Academy (no paper copies or temporary license)

- 1. All students must successfully complete the CDL ability to benefit assessment before arriving at the Academy. This is part of the admission requirements. Any student not meeting this requirement will not be admitted.**
2. All students are responsible for all CDL testing fees. Please check with your DMV prior to arriving at the Academy. Test fees are not a part of your tuition.
3. Housing is not a part of the cost of tuition. All students that need housing must sign a Housing Agreement. Students have the option to arrange housing on their behalf.
4. **Must not arrive before Sunday.** You will be charged for a room if you arrive early. If you drive save your gas receipts. Turn these into your Processor in Memphis when you return for Orientation. Reimbursement will be on one of your paychecks.
5. A Marriage License will be required if you are entering the Academy under the Spousal Waiver Program. This program applies only if your spouse drives for Swift Transportation and has a minimum of 90 days continuous service. Your spouse will be required to sign a Spousal Agreement within the first 2 days of attendance.
6. On Monday only you will be provided with lunch.
7. Bring **Social Security Card, DD Form 214, and Driver's License/CDL Permit.**
8. If unemployed for more than 60 days, bring 2 notarized letters stating why.
9. Please make sure you have listed all convictions (misdemeanor or felony) on your application. Detailed background investigations will be conducted prior to your arrival.
10. Supplies needed: Calculator, Pen or Pencil, Highlighter, Work Gloves, Flashlight, Poncho or Rain suit.
11. Please wear appropriate attire while attending school. The following applies:
 - Collar length hair, long hair has to be pulled back in a ponytail.
 - Beards and moustaches neatly trimmed.
 - No shorts or tank tops.
 - No sandals, flip flops, or any open toe shoes.
 - No excessive amount of jewelry.
12. You must be able to pass a D.O.T. physical, substance/alcohol screening, and have **20/40** vision or below in **each** eye.

13. Bring eye glasses, contacts, and hearing aids if required. Please bring an extra pair of corrective items for emergency situations. This is per DOT regulations
14. Bring a credit card /phone card for phone services at the hotel & Academy.
15. Bring clothing for various weather conditions. Coin laundry available at hotel.
16. You will be sharing a room with 3 other students, twin beds with bedding supplied. All suites are **non-smoking** with a dining area, TV, and a full kitchen with stove, pots / pans, dishes and microwave.
17. Any student found with alcohol or a person of the opposite sex in their room **at any time** will be terminated and sent home immediately.
18. Must bring money for food and other personal expenses. We recommend at least \$150.00 extra to live on.

© 2006 Swift Transportation.

Conduct Policy

Policy regarding student conduct, including causes for dismissal and conditions of readmission:

Students of Swift Driving Academy are expected to conduct themselves in an adult and professional manner typical of what is expected of them in a working environment. This will enable the School to recommend that the Graduate become a part of Swift Transportation as a courteous, well-mannered individual. Students are expected to adhere to generally accepted social standards and will refrain from any dishonesty, theft or defacement of property. The School does not allow the use of alcoholic beverages or illegal drugs at all. Violation of these policies will result in dismissal and are applicable on Swift premises including the classrooms, equipment use areas, anywhere on the property, or at the Academy's arranged lodgings. Students who are dismissed because of conduct policy violations are not eligible for reinstatement or reapplication at anytime at any of Swift's Driving Academies.

Conduct Policies and Standards

1. Students of Swift Driving Academy are expected to conduct themselves in an adult and professional manner. Students are expected to adhere to generally accepted social standards and must refrain from dishonesty, theft, defacement of property, or solicitation.
2. Disorderly conduct or any undesirable behavior will result in dismissal. Profanity, inappropriate language or obscene gestures are not permitted during training hours or on Swift Academy premises including the Classrooms, equipment use areas, anywhere on the property, or at the Academy's arranged lodgings.
3. The Academy has neither the time nor the facilities to accept any incoming phone calls for the students other than emergencies. Our phone is for business use only. Please, let's use it for that purpose only.
4. Smoking, dipping or chewing tobacco are not allowed in the Classroom or in the Tractor Cabs. Smoking is permitted in designated areas only.
5. No eating or drinking is allowed in the Tractors.
6. All students are responsible for keeping Swift Academy facilities and equipment clean. Put trash and cigarette butts in the proper receptacles.
7. Students are expected to remain on the Academy's property during hours of instruction. If you must leave for any reason, always obtain permission from an Instructor first.
8. Students are not allowed to Gamble or Drink alcohol.
9. No knives, guns or other weapons are allowed on the Students' person or in the Truck.
10. Students must immediately report any and all crashes, regardless of the severity, to an Instructor. If you are involved in a crash on the backing range, you must turn off your vehicle immediately and report the occurrence

to an Instructor. The vehicle(s) involved will not be moved until directed to do so by an Instructor.

11. Students should report all moving traffic violations and all *DUIs/DWIs* to one of our Instructors by the end of class on the following school day. Failure to report any violation is cause for immediate termination. ***If you receive a DUI/DWI while in school, it is grounds for immediate dismissal. If you are convicted of DUI/DWI while in school, you will be terminated.***
12. There should be only one student in a truck at a time during backing practice. ***Do not ride with someone who is trying to maneuver a truck, you can be distracting.*** No one is permitted inside the trucks other than: (1) Students (2) Instructors, and (3) School Personnel.
13. If a student is having difficulty with any part of the theory or practical training, he or she should ask an Instructor for additional help. During all hands-on training, the Instructor observes to see where a student needs help. Regarding paperwork, the student should let his / her Instructor know if he / she is having a problem before submitting the work.

Appearance and Dress Code

It is important that our students project a professional image while they are in training. Students should always maintain a high level of personal hygiene.

The following are the minimum dress standards:

- Slacks or jeans are acceptable
- Boots, leather street shoes or tennis shoes
- Hair must be clean and neatly groomed
- Beards and mustaches must be kept neatly trimmed
- Students are not allowed to wear an excessive amount of jewelry
- Shorts are not allowed in the Classroom or Road training

The following attire is considered inappropriate for students while in training:

- Tank tops
- Sandals (no open-toe shoes)
- Halter-tops
- Women may wear dresses in the Classroom, but not during Range or Road training
- No shorts allowed in the Classroom or Road training
- Any attire (shirts, hats, jackets) with vulgar or inappropriate sayings or gestures.

Transportation

The Academy will provide only two (2) bus tickets to the student:

1. To the Academy at the original start of the school.
2. To the student's home as listed in the AS400 system when:
 - Student graduates from the school.
 - Student fails any evaluations of the course. (Classroom, Range Skills, Road)
 - Student fails the D.O.T. physical.

All returns to the school must provide their own transportation to the school.

All other bus tickets will be the responsibility of the student.

If a student fails a drug screen he/she must provide his/her own transportation home.

Attendance Policy

Attendance Policy, including the minimum attendance requirement, the circumstances under which a student is expelled for unsatisfactory attendance, and the conditions under which a student may be remitted:

Absences

Regular attendance is required. An absence for any reason will be considered as withdrawal, and will require the student to contact the academy for re-entry and be subject to availability and any fees/transportation that may be required. Daily roll call is taken to reflect attendance. Roll call is conducted in the morning at the start of class, after lunch, and before dismissal at the end of the day.

Make-Up Work Due to Absence

Swift Driving Academy's policy on absenteeism does not allow for make-up work. Any student that is absent will be exited from the program and may re-apply.

Leave of Absence

Swift Driving Academy does not have a formal leave of absence policy. A student may exit and re-enter the program at any time that aligns with the schedule.

Tardiness

Any Student that is late for the Academy will be required to adhere to the policy as follows:

- First time over an hour late, student will be dismissed from the academy and must follow the re-entry process.
- If a student is late up to an hour they will be given a disciplinary notice for the first and second occurrence. The third time late up to an hour, student will be dismissed from the academy and must follow the re-entry process.

Readmission

A student is eligible to re-apply for admission to the Academy as follows:

Temporary Dismissal

The student must contact the Academy Coordinator for approval to return. All returns will be subject to availability.

- Any student failing a section of the training and/or placed on Academic probation is not eligible for a temporary dismissal.
- Any student sent home for Medical, license problems, or Recruiting issues will be eligible to return upon verification of correction of the issue.
- Any student returning after 30 days of dismissal will be required to be approved for admission and provide own transportation to the Academy.
- Any student returning within 30 days of dismissal will be required to be approved for admission and provide own transportation to the Academy.
- Once approved the student will return to the section of training they were in when dismissed, depending on the length of time gone from the Academy. The student's grades may be affected by the length of time the student is gone, requiring the student to repeat a section of training.
- Any student may be required to re-take the D.O.T. physical and Drug/Alcohol screening, depending on the length of time the student is gone.

Permanent Dismissal

Any student that is dismissed from any Academy with a permanent status will be ineligible to attend any Academy owned or operated by Swift Transportation at any time.

Graduation Requirements

A student must meet the following requirements in order to qualify for a PTDI Certificate of Attainment.

- A. Achieve a cumulative average of 80% or higher.
- B. Must attend 100% of the scheduled hours of the program.
- C. Complete all designated requirements (evaluations, attendance, etc.) of the program.
- D. Satisfy all financial obligations to the school.
- E. Complete the program within 1.5 times the normal program length.

Description of Placement Assistance

All students who complete the course have the opportunity to be placed with Swift Transportation.

Transferring Credits

Swift Driving Academy is a special purpose institution. That purpose is to provide a quality education for students seeking a career as tractor-trailer drivers. This purpose does not include preparing students for further college study. Students should be aware that transfers of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Swift Driving Academy does not accept academic credits from any other institution.

VETERANS POLICY

- Any Veteran with an absence will be subject to dismissal from the school.
- Any Veteran violating the tardiness policy will be immediately dismissed from the school.
- Veterans who have previously attended a licensed / authorized professional Driving Academy will be evaluated, and credit will be awarded, if appropriate.
- The Veteran must notify the school at the time of application that he / she had received previous training.
- The student record will be noted that an evaluation was made and that credit was or was not granted.
- The Swift Driving Academy is offering Scholarships in the amount of \$1,000.00 to Veterans that have served our Country in one of the many branches of our Military. To qualify you must have received an honorable discharge along with your DD-214.

Grievance Policy

Any unsatisfied or disgruntled student should discuss his/her complaint with the Instructor or staff member involved. If the matter cannot be resolved at this level, the student can meet with both the staff member involved and the Driving Academy Manager. If a reasonable resolution is not agreed upon between all parties, the school reserves the right to administer the final decision which will be in the best interests of the student and institution as a whole.

If you are still in need of assistance please feel free to contact Swift at www.Academy_Synergy@swifttrans.com (800) 783-1359. This is a student Quality Assurance Hotline.

The student has the right to appeal any such decisions made by the school officials.
If a complaint is not settled at the institutional level, the student may contact the:

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



RANGE RULES

“Safe by choice - not by chance”

1. Safety is our most important task for the day – every day. Everyone is responsible for safety.
2. Never exit the truck facing forward. Always use the 3 points of contact.
3. Use the horn before and during ALL backing procedures only while backing.
4. Never stand on the running boards when the truck is running/in motion.
5. 4-ways flashers must be on at all times.
6. Never use the accelerator unless directed by a staff member.
7. Driver’s side window must be down during backing and pre-trip practice. You are to never hang your head/hands/arms out of the window. Road students will be instructed of window usage during road training.
8. Only one student at a time is allowed in the truck at a time unless directed by staff (storms, cooling, heating, demo, pre-trip study, road training).
9. The AM/FM radio in the truck is to always be turned off and is forbidden to use. If the radio is on when you enter the truck, you are responsible for turning it off.
10. Never stand in front or behind a running/moving truck.
11. The hood of truck must be closed before starting engine. When practicing pre-trip, all students in that group must either be in or out of the truck at the same time.
12. No long or dangling jewelry may be worn.
13. Always close the vehicle door after entering/exiting the vehicle.
14. Any and all vehicles entering/exiting Swift property must adhere to the 8.5 mph posted speed limit and must have the 4-way flashers on.
15. You are to never walk thru any training stations. Always walk around the designated training station.
16. You are required to exit the range with your class during all breaks and lunches.
17. Seatbelts must be worn correctly as they are positioned in the truck. This includes students who are road training. Seatbelts have been provided in the observer seat for your safety and are required at all times.
18. The academy has a zero tolerance policy for crashes. Having a crash in an Academy vehicle may result in dismissal from the program.
19. Sitting on the range is not permitted unless permission by academy staff has been granted for extenuating circumstances. Lying on the range is never permitted.

20. You must perform a full pre-trip inspection daily before starting any skills practice or road training.
21. You are required to stay with your assigned group at all times. Wandering off is not permitted.
22. No food or beverage products allowed in the trucks.
23. No tobacco products (smoke or smokeless) or E-cigs permitted in buildings, vehicles, outside toilet facilities. Usage will only be allowed during designated break/lunch. Never spit tobacco or throw cigarette butts on the ground. Do not leave spit bottles in the break area.
24. Please remove all trash from your work area to include the truck, at the end of the day.
25. Last student in truck must roll the windows up and follow the key securing procedures.
26. Each of you must assist and observed one another during skills and pre-trip study. When road training, the instructor will provide instructional information to the student.
27. No loitering on the deck, parking area, steps, golf carts, or entrance of building. Do not use the back door unless directed to do so.
28. Restroom facilities must be utilized. Using the restroom outside of a restroom facility will not be tolerated and will result in dismissal from the program.
29. Clothing must be in a neat and presentable manner and in regulation with the student handbook. Shorts must be knee length. No sleeveless shirts, open toe shoes, vulgar/derogatory slogans or alcohol promotion. Hats must be worn properly. Exercise clothing is not permitted. Shorts are not permitted to be worn at all during road training.
30. Follow the proper chain of command. If there is an issue, speak with instructor first and if a resolution cannot be met and within reason, then the supervisor. Reminder – management maintains an open door policy.
31. In order for each student to gain their full PTDI range time hours, you must be in a truck and practice in rotation with your classmates. It is recommended that you use the outside restroom facilities when possible to prevent loss time walking to and from the building.
32. You are required to always stay with your partner and in your assigned group. Never move a truck without your classmate(s) observing while practicing skills.
33. You are to work until you have been dismissed by a member of staff for break/lunch. The same goes for time to return to work. You must be in your seat after break/lunch. A staff member will send you back to work when time.
34. Roll call will be conducted. Staff will not look for you for roll call. Missed roll call is considered missing in action from school.
35. Refrigerators are provided for your use, and must be cleaned out daily. Items left in the refrigerators will be thrown away at the end of each day by the cleaning crew.

36. Sleeping anytime during school hours will be grounds for a minimum of a one year dismissal from the program.
37. Academy staff will always be respectful of you. In return, we ask the same from you. The use of inappropriate language including profanity, yelling, threatening, or the misuse and abuse of equipment or property will not be tolerated and will result in dismissal from the program.
38. Swift Driving Academies maintain a zero tolerance policy for the use of alcohol and drugs. Violation of this policy will result in dismissal from the program.
39. Logbooks: you are required per FMSCR standards, to complete a daily log. Failure to comply will result in further training to assist you. If a pattern of failure to complete and turn in a daily log continues, you will be dismissed from the program.
40. Use the ice scoop provided to get ice from the ice machine. Never reach into the ice machine with your hands or use your drinking cup to get ice.
41. Cell phone use is strictly prohibited during training hours. Use of cell phones is permitted during breaks and lunch only.
Range - All phones are required to be turned off and placed in the storage box located in the back of the room. (This box is monitored via CCTV)
Road – All phones are required to be turned off and placed in a designated location of the truck. Your instructor will inform you of this location.
42. No other electronic devices are permitted in school (video/audio recording/playback devices).
43. Pay attention/listen to your instructor, stay focused, and ALWAYS maintain a positive attitude.

STUDENT'S RIGHT TO CANCEL

Wis. Stats. 38.50 (7) (e)
Form EAB 1.07 (Rev. 11/15)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD
431 CHANDLER DRIVE, SUITE 102
JACKSON, WI 53719
(608) 288-1998

Wis. Stats. 38.50 (7) (e) provides that a student shall have the right to cancel enrollment for a program until midnight of the third business day after receipt of notice of acceptance. This notice of the cancellation privilege shall be given to the student upon enrollment and must read as stated below. Questions regarding the use and applicability of this form should be directed to an Educational Approval Board staff.

NOTICE OF CANCELLATION

ENTER DATE OF TRANSACTION: _____

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturdays, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

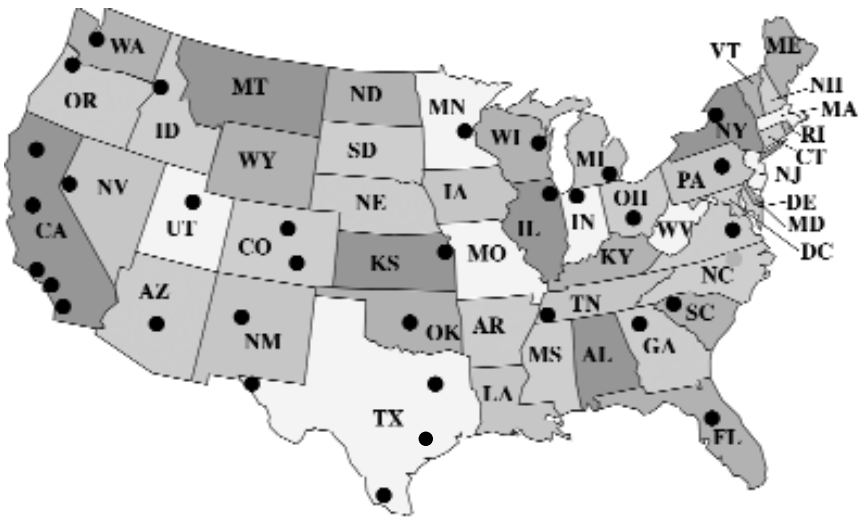
_____ (Name of Seller)
at _____ (Address of Seller)
not later than midnight of the night of _____ (Date)

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date:	Buyer's Signature:	Buyer's Name (Print or Type):
Address:		
City:	State:	Zip Code:

Swift Terminals



- | | |
|---|--|
| 1. Phoenix, AZ800-800-2200 | 18. Sparks, NV800-800-6066 |
| 2. Fontana, CA800-800-6600 | 19. North Syracuse, NY800-347-4485 |
| 3. Lathrop, CA800-800-7700 | 20. Columbus, OH800-800-0870 |
| 4. Otay Mesa, CA800-396-1978 | 21. OK City, OK800-258-0035 |
| 5. Wilmington, CA800-800-6065 | 22. Troutdale, OR800-800-4400 |
| 6. Willows, CA800-713-3920 | 23. Jonestown, PA800-800-7315 |
| 7. Denver, CO800-220-9585 | 24. Greer, SC800-800-7800 |
| 8. Pueblo, CO888-667-2100 | 25. Memphis, TN800-238-6675 |
| 9. Ocala, FL888-878-5283 | 26. El Paso, TX888-240-4494 |
| 10. Decatur, GA800-645-0931 | 27. Lancaster, TX800-800-7133 |
| 11. Lewiston, ID800-345-3732 | 28. Houston, TX888-787-0275 |
| 12. Manteno, IL888-494-3633 | 29. Laredo, TX800-966-0983 |
| 13. Gary, IN800-240-3021 | 30. Salt Lake City, UT800-800-1100 |
| 14. Edwardsville, KS800-688-8810 | 31. Richmond, VA800-347-4698 |
| 15. New Boston, MI800-575-9487 | 32. Sumner, WA800-579-2039 |
| 16. Inver Grove Heights, MN . .877-232-2385 | 33. Neenah, WI800-771-6319 |
| 17. Albuquerque, NM888-413-2775 | 34. Mexico877-906-3538 |