



VERIHA DRIVING ACADEMY COURSE CATALOG

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2830 Cleveland Avenue
Marinette, WI 54143
1-800-666-5187
Academy@veriha.com

PHILOSOPHY

We believe all individuals deserve a high quality education that will provide the necessary skills to be successful in the transportation industry. Instruction will be delivered in an honest, relevant, and supportive manner that will prepare our students for success.

MISSION STATEMENT

Veriha Driving Academy is a value driven, safety conscious, professional driving school that is dedicated to the education and development of future drivers. Veriha Driving Academy provides quality instruction utilizing PTDI (Professional Truck Driver Institute - 555 E Braddock Road Alexandria, VA 22314) - certified curriculum taught by knowledgeable and highly skilled instructors. It is our desire that our career training programs will contribute to the economic growth of the individual, community and state.

ORGANIZATION

Veriha Driving Academy is owned by Veriha Enterprise, LLC.

- Karen Smerchek, President and Chief Administrator

INSTRUCTORS

- Robert Schneider, Licensed Certified Instructor
- Kyle McDonald, Licensed Certified Instructor

SCHOOL REPRESENTATIVES

- Leigh Olsen, Admissions
- Megan Davis, Admissions
- Megan Wells, Human Resources

FACILITIES and EQUIPMENT

The classroom, range and road instruction will be conducted in our professional training facility located at our Marinette, WI campus. The address is 2830 Cleveland Avenue, Marinette, WI 54143. The facility is handicap accessible. If other accommodations are needed, please contact your school representative.

The classroom is equipped with laptop computers, PowerPoint projector and text books (option to purchase is available) to ensure the highest quality classroom instruction is provided. Range and Road equipment will be provided for the students. The equipment is configured so that three students and an instructor can participate at once as observation is part of the learning curriculum. Restrooms, a break room equipped with a microwave and refrigerator, as well as a lounge is available.

HOLIDAYS AND HOURS of OPERATION

Veriha Driving Academy is open 8:00 AM - 5:00 PM Monday through Friday. The school is open further hours on Saturday from 9:00 AM – 12:00 or 9:00 AM - 4:00 PM, if additional or optional work is needed.

Veriha Driving Academy is closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

Veriha Driving Academy produces an annual calendar of classes subject to change, based upon enrollments and scheduled hours of operation. Each class runs approximately 15 business days (optional Saturdays if additional work is needed) and is considered the enrollment period. Classes are scheduled quarterly, but can vary based upon enrollment size and need. Class start days will be available on the Veriha website, or by calling Veriha Driving Academy.

ADMISSIONS POLICIES and PROCEDURES

To apply for admittance to the Veriha Driving Academy, a prospective student must complete an admissions application and be reviewed, interviewed and recommended by a member of the academy admissions staff and/or the Director of Instruction. Prospective students without a HS Diploma, HSED or GED, will be given a knowledge exam prior to acceptance into the academy program. Applicants that have been denied admission will be notified in writing of the reason of denial. Final acceptance of the applicant, after reviewing the enrollment packet, will be made by a school official upon reviewing the student's application for admission and representative recommendation. Accepted students will be notified in writing (acceptance letter) and will receive a follow up phone call within seven business days. All student applicants will receive equal consideration (as required by applicable federal and state law) without regard to race, age, creed, religion, gender, national origin, ancestry, disability, veteran status, marital status or sexual orientation.

All admission requirements must be met and completed at least 24 hours in advance of the proposed class start date. If requirements are not met, this may delay entry into the program. If a student shows up for class without a valid learner's permit and is required to retest a portion of the requirements, the student will have 48 hours to complete the required testing or they will be required to withdraw from the current class and begin class on the following scheduled class start date.

ADMISSION REQUIREMENTS

- Applicants must be at least 21 years of age or older;
- Must possess a high school diploma, or its equivalent, or pass an entrance examination
- Must possess a valid driver's license (Driver license must be held in the state of residency)
- Must possess a valid Class A Learner's or Instruction Permit from the students state of residency
- Must have the ability to pass a Department of Transportation physical in accordance with 391.41 of the Federal Motor Carrier Safety Regulations. Students will be given a DOT physical prior to operating any commercial vehicles. The school uses specific clinics that will test all applicants as to their ability to perform all necessary job functions.
- Must be able to successfully pass the functional capacity evaluation, if required.
- Must certify they are drug free. All students will be drug tested in accordance with 382.301 of the Federal Motor Carrier Safety Regulations prior to operating any commercial vehicles
- Must meet Department of Transportation requirements for employment

- We will run an MVR (motor vehicle record) in your state of residence. The fee is \$20.00 which is included in tuition.

Veriha Driving Academy reviews all diplomas/equivalents to determine validity. Decisions on validity by VDA is final.

ABILITY TO BENEFIT

Applicants not possessing a high school diploma or its equivalent will be required to pass an entrance exam to determine their ability to benefit from the program of instruction.

A student's ability to benefit will be determined by passing the occupation specific CDL Instruction Permit (learner's permit). The permit and subsequent road test are prerequisites to obtain a CDL as mandated by the Federal Motor Carrier Safety Act of 1986.

ADVANCE STANDING

No prior credit will be given for prior driving school or experience.

VERIHA DRIVING ACADEMY CURRICULUM

The curriculum listed below will deliver a high quality program of instruction that will enable our graduates to successfully obtain the skills necessary to pass their CDL Class A examination. Upon successful completion of the program, students will earn a certificate of completion stating they have met the requirements of the course. Students will not be awarded a degree or vocational credits.

PROGRAM OF INSTRUCTION OUTLINE

Course	Classroom Hours	Lab Hours	Behind the Wheel Hours
Unit 1 – Basic Operation Objective: Interaction between students and the vehicle and intended to teach students to control the motion of the vehicle, ensure proper operating conditions and correctly couple to trailers. Includes academy policies, conduct, and what to expect from a career in truck driving. <ul style="list-style-type: none"> Welcome to the Academy History of American Trucking What to Expect and Orientation Control Systems Vehicle Systems Vehicle Inspections Basic Control Shifting Backing Coupling and Uncoupling Unit One Final Exam 	16.0	4.0	25.0
Unit 2 – Safe Operating Practices Objective: This section will cover the interaction between the student, combination vehicle and the highway traffic environment. It's intended to teach students to apply their basic operating skills in a way that ensures their own safety and the safety of other road users. <ul style="list-style-type: none"> Visual Search Communication Distracted Driving Speed Management Space Management Unit Two Final Exam 	7.0	3.0	18.0
Unit 3 – Advanced Operating Practices Objective: This unit will cover the higher level skills needed to cope with the hazards of the roadway traffic environment. Its purpose is to develop perceptual skills needed to recognize the potential hazards as well as the manipulative skills needed to handle the vehicle in an emergency. <ul style="list-style-type: none"> Night Driving Extreme Driving Conditions Hazard Perception Railroad Crossings Emergency Maneuvers Skid Control and Recovery Special Rigs Unit Three Final Exam 	12.0	4.0	4.0
Unit 4 – Vehicle Maintenance Objective: This section covers the manner in which the various components of the vehicle work so students can recognize a malfunction or safety hazard before it causes serious damage or an accident. Its purpose is to teach students to perform routine service functions and simple maintenance tasks and to recognize when the vehicle needs repairs. <ul style="list-style-type: none"> Preventative Maintenance Diagnosing / Reporting Malfunction: Unit Four Final Exam 	5.0	4.0	0.0
Unit 5 – Non-Vehicle Activities Objective: This section covers activities not directly related to the vehicle. Its purpose is to teach students to carry out these activities in a way that protects their safety and the safety of the vehicle, cargo and other motorists. <ul style="list-style-type: none"> Handling Cargo Cargo Securement Cargo Documentation Handling Cargo Safely Hours of Service Accident Procedures CSA Health and Wellness Unit Five Final Exam Course Final Exam 	35.0	11.0	N/A

Classroom hours will include homework assignments. Classroom instruction hours may vary based upon homework assignments and completion.

CONTINUED PROGRESS POLICY

It is implied that there is a normal time frame to complete the full time program of instruction. There is also a maximum time allotment (as to when the student must graduate). If the student fails to schedule and complete the required training or fails to demonstrate continued progression towards competencies within the maximum allowable time frame for the program, the student shall be dismissed from the school.

GRADING

90-100% - Satisfactory (Exceptional)

80-89% - Satisfactory (High Performance)

79% or less – Unsatisfactory / Fail

The student's cumulative grade average will be determined at the end of each instructional unit. Students are required to maintain a satisfactory grade after each unit of instruction. Students must maintain a satisfactory grade of 80% or higher. If the student has less than a "satisfactory" rating at the end of each unit the student must make progress by retaking the instructional unit exam until a satisfactory rating is achieved. Students may retake each exam up to three times in order to continue. Students must receive a satisfactory grade of at least 80% within 5 business days of unit completion. If student is unable to successfully pass within this timeframe, the student will be dismissed from the program.

The school will reach out to the student to follow up and coordinate the steps necessary to bring them to a satisfactory standing of 80% or higher. Students may come to class early or stay after to make up unsatisfactory grades. It is expected that the student will keep up with current academic work while working on the continued progress.

All exams, homework assignments, range and road activity will be graded and entered within three business days upon completion. Students will be informed of their grades upon completion of each unit of instruction.

Students will be given feedback on their progress on a daily basis through a daily evaluation sheet. The sheet will provide the student with classroom grade(s), driving range and roadwork.

In order to graduate from the program a student must achieve an overall average grade of 80%, successfully pass the final written exam and pass the final skills exam.

Units of instruction are completed according to the hours identified in the program of instruction outline. Typically, each unit can be completed in 2-3 days but can vary depending on class size and weather conditions for training.

ATTENDANCE, TARDINESS AND LEAVES OF ABSCENCES

Students are expected to attend classes regularly and on time. However, we recognize the fact that unplanned absences can occur. This policy is intended to cover excused, unexcused, and leaves of absences.

Attendance records. Roll call will be taken prior to beginning any classroom, range, or road work for the day. Student absences or tardiness will be noted. Tardiness is defined as 15 or more minutes late for regularly scheduled training.

Excused Absence. In the event that a student must be absent from class it is expected that they will notify the instructor or other academy representatives in advance whenever possible. Students missing 3 or less days (up to 24 hours) will be allowed to make up the class time missed in the current enrollment period. Assignments missed can be made up by coming in early, staying late, completing assigned homework or arranging for weekend academy time. If a student misses more than 3 days this will be considered a constructive quit and the student will be dismissed from the program. A refund will be processed in accordance with the refund policy.

Unexcused Absence/Tardiness. Students failing to report for class without proper notification or are tardy for class on three (3) or more occasions will be dismissed from the program. A refund will be provided in accordance with the refund policy.

Leave of Absence. Students who require a leave of absence must make a request for leave in writing. The student will be dismissed from the program and a refund will be processed in accordance to the refund policy.

DISMISSAL POLICY

Students who are dismissed from the program for failure to complete the program due to unsatisfactory grades or attendance will be allowed to reapply and reconsidered for future acceptance and will be required to pay the full tuition/program costs. Dismissal is indefinite unless the student reapplies and is accepted. No prior credit will be given. The student must retake the entire program of instruction. Students dismissed due to misconduct will not be eligible for reinstatement. The refund policy will apply to all students who are dismissed from the program regardless of reason.

STUDENT, FINANCIAL AND ACADEMIC RECORDS

The academy will maintain records of each's students entire classroom work, homework, range and road work as well as any disciplinary actions will be retained for a period of six (6) years. All student's transcripts will be retained permanently.

Students may request copies of their records by contacting the Veriha Driving Academy at 2830 Cleveland Avenue Marinette, WI 54143 or by email at academy@veriha.com or by calling 800-666-5187.

CONFIDENTIALITY

All student's records will be kept confidential and retained in an electronic database offsite. Access to student's records are strictly limited to authorized personnel only. Students wanting access and copies of their records, must make the request in writing to the Program Director or Administrator. All requests for records approved will be furnished within 7 days of the receipt of written request.

REFUND POLICY

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

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

Refunds will be made within 10 business days of cancellation.

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

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1unit/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 non-refundable fee of no more than \$325. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

NOTICE OF WITHDRAWAL POLICY/RIGHT TO CANCEL

Students wishing to withdrawal from the program after the three (3) business day cancellation period, may do so by stating their intent to withdrawal to the Program Director or Academy Administrator. The intent to withdrawal is not required to be in writing or on any specific form. **Refer to EAB Form 1.07 which is included in the enrollment agreement.**

COMMERCIAL DRIVER'S INSTRUCTION PERMIT

The school requires each student to complete the necessary requirements to receive the CDL "A" Instruction Permit. In most states, you will need to do the following:

- Pass the applicable knowledge exams, and you will have to hold the Instruction Permit for at least 14 days prior to applying through the below steps to get you full CDL.
- Provide proof of citizenship, lawful permanent residency, or an employment authorization document (EAD) or I-94.
- Pay the Instruction Permit Fee (State of Iowa - \$30.00; State of WI - \$30.00, State of IL - \$ 50.00 State of MI - \$ 25.00, State of IN - \$17.00) this is valid for a period of 180 days. If you need more time, you may renew your Instruction Permit for an additional 180 days by paying another licensing fee.

OBTAINING YOUR REGULAR CDL

- Apply at a State Department of Transportation Driver's License Site, and supply documents proving date of birth, full name, and your social security card.
- Fill out the "Certification for Commercial Driver's License" form testifying you are eligible for a CDL.
- Provide proof of citizenship, lawful permanent residency, or an employment authorization document (EAD) or I-94.
- Provide proof of residency (a license showing your address will suffice for most requirements).
- Hold an Instruction Permit for at least 14 days. **(If you need an Instruction Permit see above).**
- You will be subjected to an interstate check of your driving record, which must be clear in all states.
- Pass a vision screening.
- Pass a written knowledge exam. You will also be required to pass additional written exams for each endorsement you seek.
- Finally, you will need to pass an on-on-the-road skills test in the class of vehicle you are being licensed to drive.

HAZARDOUS MATERIALS ENDORSEMENT PROCEDURE/FEE'S

You should complete the TSA HAZPRINT driver application on the [Hazardous Material Endorsement Enrollment](#) website or by calling the HazPrint help desk at **855-347-8371**. The operator at the help desk will guide you through the process and ensure the application is completed correctly. You can also call the help desk at any time if you have questions about the website. ***It is important to note that the application must be completed, either online or through the help desk, prior to arriving at the fingerprint capture location. It cannot be done at the fingerprinting site.***

Included with the application process is the payment of an \$86.50 fee. You may pay by credit/debit card or eCheck (must be a company or business check) directly on the website or by providing this information to the operator at the Help Desk. Electronic payments are the most secure and convenient and will save time at the fingerprint collection site. For those drivers who choose not to pay electronically, the driver must bring a money order in the amount of \$86.50, made out to **MorphoTrust USA**, to the fingerprint collection site. ***Remember, whatever payment method is chosen, you must complete the application online or by calling the help desk in advance of being fingerprinted, as the fingerprint collection site cannot fingerprint a driver who has not completed the HAZPRINT application and paid the \$86.50 fee.***

Your fingerprints can be collected at one of more than 100 fixed and mobile sites in the United States. The [Hazardous Material Endorsement Enrollment](#) website and the HazPrint help desk, 855-347-8371, are the best sources of information on current site locations, operating hours, and driving directions to the site. **Drivers from any of the participating agent states can be printed at any of the agent's sites — even those in another state.** You will be required to provide two forms of identification prior to being fingerprinted. Please refer to the "proper ID types" listed at [Hazardous Material Endorsement Enrollment](#) website. In addition to being fingerprinted, the driver will be asked to review and electronically sign the application to verify its accuracy.

SUMMARY OF COSTS

The following table illustrates a breakdown of all applicable driving academy fees. Room and Board (and food/lodging) is optional. Financing is available. Ask a recruiter for more details regarding the financing option.

OPTION 1: Tuition Only (No Food/Lodging)

Academy Tuition	\$ 5,000
Sub-total	\$ 5,000
Down payment (required <u>at least</u> one week before class begins)	(\$ 325)
Total Financing Available	\$ 4,675

OPTION 2: Includes 15 Days Food & Lodging

Academy Tuition	\$ 5,000
Room & Board – Food & Lodging for 15 days	\$ 1,275
Sub-total	\$ 6,275
Down payment (required <u>at least</u> one week before class begins)	(\$ 325)
Total Financing Available	\$ 5,950

Option 3: Includes 21 Days Food & Lodging

Academy Tuition	\$ 5,000
Room & Board – Food & Lodging for 21 Days	\$ 1,785
Sub-total	\$ 6,785
Down payment (required <u>at least</u> one week before class begins)	(\$ 325)
Total Financing Available	\$ 6,460

Non-refundable scheduled fees of \$325.00 include:

- DOT Drug Screen: \$ 50.00
- DOT Physical: \$ 106.00
- IPCS Test: \$150
- Criminal Screening/Background: \$ 25.00

Tuition Fees

- Classroom/Behind the Wheel Instruction: \$ 4,675.00

Text books and road atlases can be borrowed from the academy or you may purchase your own copies from JJ Keller direct or through the Veriha Driving Academy. If you wish to purchase your own, please ask an academy representative for current pricing. Text books purchased through the Veriha Driving Academy are available at a discounted rate at cost.

SUMMARY OF COSTS NOT INCLUDED IN TUITION:

- Commercial Driver's Instruction Permit: \$ 17 - \$50 depending on state of residency
- CDL State Examination (after completion of course): \$ 150.00
- Commercial Driver's License: \$8 - \$74 depending on state of residency
- Hazardous material endorsement (optional, not required): \$ 86.50
- Student Textbook (optional, not required to purchase): \$ 50.00

If a student borrows a textbook from the academy and the textbook is not returned by the last day of the class or the textbook is returned damaged and/or defaced, the student will be charged a non-refundable \$ 50.00 fee.

CODE OF STUDENT CONDUCT AND CAUSES FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL OR DISCHARGE

The rules and standards of conduct for Veriha Driving Academy are important and the Academy regards them seriously.

All Students are encouraged to become familiar with these rules and standards. In addition, students are expected to follow the rules and standards consistently. Please note that any student who deviates from the rules and standards of conduct will be subject to disciplinary action, up to and including dismissal from the Veriha Driving Academy.

While not intended to list all the forms of behavior that are considered unacceptable, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including immediate dismissal:

- Theft or inappropriate removal or possession of property
- Falsification of records
- Attending under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the academy
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the classroom or driving range
- Negligence or willful destruction leading to damage of property or equipment
- Insubordination or other disrespectful conduct
- Violation of safety rules or reckless behavior
- Smoking in non-designated areas

- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other Company-owned equipment
- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct
- Gambling on school property
- Belligerent attitude toward any member of the academy staff/student body
- Involvement in any activity which would cause unfavorable community relations
- Involvement with any law enforcement agency of an unfavorable manner
- Possession of weapons of any sort
- Not meeting all requirements set forth in the progress policy
- Failure to comply with written advisory(s)
- Failing to meet all financial obligations to the academy
- Failure to meet graduation requirements

FILING AN APPEAL

Students wishing to contest the disciplinary action taken shall file an appeal in writing within three (3) business days to the Academy Administrator. Upon review of the written appeal and actions taken; the Academy Administrator will make the final decision. The final decision through the appeal process will be made and communicated to the student in writing within two (2) business days of receiving the appeal notice. All decisions at the appeal level are final.

If an appeal decision is overturned through the appeal process and the student is reinstated into the academy, the student will be allowed to make up time missed by coming to class early or staying after to make up assignments/grades. A copy of the appeal decision will be retained with the student's records.

STUDENT COMPLAINTS

The intent of the student complaint procedure is to provide an avenue for students to seek resolution of their complaints and/or problems. If any student feels he/she has a complaint or problem, the problem should be discussed with the classroom instructor. If the problem can't be resolved, it shall then be brought to the Program Director and/or the Academy Administrator. If the student does not feel their complaint was adequately addressed, he/she may consider contacting the Education Approval Board at:

State of WI - Educational Approval Board
431 Charmany Drive, Suite 102 Madison, WI 53719
Phone: (608)266-1996
Email: eabmail@eabwisconsin.gov
Web: www.eab.state.wi.us

A copy of the complaint form is available at the academy and may be obtained by contacting the Academy Administrator.

RIGHTS UNDER THE EAB

The Educational Approval Board (EAB) has the authority, under EAB 4.08(2), to investigate a student complaint, negotiate a settlement, or dismiss a complaint if it is found to be inappropriate. The following information is intended to help students file a complaint about a school that the EAB regulates.

Before you file a complaint with the EAB, state law requires that you try to resolve the matter with the school. Every EAB approved school has a process to resolve student complaints. If the matter is not resolved, you may file a complaint with the EAB using the Student Complaint form found on <http://eab.state.wi.us/resources/forms/3.01.doc> or by contacting the Academy's Administrator to obtain a copy of the form.

Complaints must be filed within one year after the student's last recorded date of attendance. Upon receiving a student complaint, EAB investigates it. If preliminary findings indicate a violation by a school, the EAB shall attempt, through mediation, to resolve the complaint. If no agreement is reached, the EAB may dismiss the complaint or conduct a hearing. Under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after the EAB has acted. Please contact the EAB at (608) 266-1996 if you have any questions about the complaint process.

EMPLOYMENT ADVISORY AND PLACEMENT SERVICES

Veriha Driving Academy will not offer or guarantee employment or any employment services during or after successful completion of the program.

Addendum:

VETERANS REFUND POLICY

When a veteran or other eligible student enrolled in a non-accredited school fails or ceases to attend a class, withdraws from a class or is terminated for any reason before a class is completed, the school will refund a pro-rata portion of all tuition, fees, and other related charges for that class. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days for the course. An established registration fee (variously designated as an application fee, enrollment fee, or the like) in an amount not to exceed \$10, need not be subject to proration. Where the established fee is more than \$10, the amount in excess of \$10 is subject to proration. In addition, pro rata refunds must be made within 40 days after the last class attended, or the effective date of the withdrawal or termination. (Authority: 38 CFR 21.4255)