



School Catalog 2016

Volume 12

Revised 3/17/2016

"Your key to the open road"

*4401 Singleton Station Rd
Louisville, TN 37777
865-330-0035*

WWW.TENNESSEETRUCKDRIVINGSCHOOL.COM

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TENNESSEE TRUCK DRIVING SCHOOL – YOUR KEY TO THE OPEN ROAD

TENNESSEE TRUCK DRIVING SCHOOL

4401 Singleton Station Rd
Louisville, TN 37777
865-330-0035

www.tennesseetruckdrivingschool.com

Owner(s): Barry Henson and Stephanie Henson

Institutional Director: Barry Henson

Educational Director: Greg Bisek

Administration: Jennifer Henson

Instructional Staff

Classroom Instructor: Matthew Mayeux

Yard & Road Instructors: Mark Rodgers, Gerald Kimball, Robert Taliaferro, Roger Travis, Jason Gresham, Mike Freels

Governing Board for Tennessee Truck Driving School

Dynamic Management Services Inc.
4401 Singleton Station Rd
Louisville, TN 37777
(865) 330-0035

Barry Henson – President

Stephanie Henson – VP, Secretary, Treasurer

Our institutional mission is to focus on providing exceptional entry level training to all qualified students aspiring to learn the skills and knowledge to obtain their Class A CDL license. Our combined administrative and educational staff have decades of experience in the transportation industry on all different levels. We share our knowledge and experience with our students in efforts to prepare them for their new career opportunities within the transportation industry.

Tennessee Truck Driving School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. For license verification please visit TN.gov/THEC and click on “Authorized Institutions Data”

For the program entitled Class A CDL Training, I have been informed that, for the July 1, 2014/June 30, 2015 period, the withdrawal rate is 8%, the completion rate is 91%, and the in-field placement rate is 100%. Detailed statistical data for this program may be viewed by going to <http://state.tn.us/thec> and clicking on the “Authorized Institutions Data” button.

This catalog is not to be construed as a contract. Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Tennessee Truck Driving School for clerical, editorial or print errors. From time to time some changes will be necessary but will be done so while adhering to the strict guidelines and approval of the Tennessee Higher Education Commission.

TENNESSEE TRUCK DRIVING SCHOOL

Enrollment Procedures

Enrollment/Admission Policy

Our student enrollment criteria are as follows:

General:

- Must be 21 years old to qualify for job placement assistance.
- Need to have been licensed for the past three years within the United States.
- Must have a High School Diploma or GED. An industry test is available to determine eligibility if necessary.
- Must have the basic fundamental skills to read, write and speak the English language as per F.M.C.S.R.
- Must be able to understand highway traffic signs and signals
- Must be able to make entries on reports and records
- Must be a lawful permanent resident of the United States
- Must have original or certified copy of birth certificate to get permit from DMV.
- Must obtain a seven year MVR with no convictions in the past 3 years of any of the following: DUI, Refusal to take a chemical test, hit and run, leaving the scene of an accident, or careless/reckless driving.
- No DUI in the past 5 years or more than two DUI's in a lifetime

All Students will be required to take and pass a DOT physical and drug screen their first day of class.

All students must meet the United States Department of Transportation physical qualifications as stated in Section 391 of the Federal Motor Carrier's Safety Regulation Handbook. The school may require written documentation from a physician regarding an applicant's health in addition to the DOT Medical Card. Students are required to disclose contagious diseases.

Once these requirements are met, applicants are asked to contact the school and take part in an admissions interview. Upon acceptance, the applicant will then need to complete the enrollment agreement and provide payment for tuition.

A student will need a High School Diploma or GED to attend Tennessee Truck Driving School. If the student does not have either document, an ability to benefit industry test can be administered prior to enrollment. A student is required to pass the test with a minimum of 70% to receive a passing grade.

Late Enrollment:

- **We will not allow late enrollment – students must attend Orientation or they will need to start the following week**

Traffic:

Any one of the following conditions may be cause for non-admittance:

- More than one at fault accident in the past three years
- If your current license is currently suspended, canceled or revoked in the State of Tennessee or any other state
- More than 1 careless and/or reckless driving convictions in the past three years
- Any alcohol/drug related violations in a motor vehicle in the last five years.
- More than three moving violations in the last three years

Criminal:

Any one of the following conditions may be cause for non-admittance:

- A felony criminal record in the past seven years. The School Director will review a felony conviction over Seven years old on a case-by-case basis.
- A misdemeanor record in the past will be reviewed by the Director of Training, who may waiver the time limit on a misdemeanor charge depending on the circumstances of each case.
- Parole or restricted probation

Class Attendance

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Tennessee Truck Driving School. It is the student's responsibility to arrive for classes on time, return from breaks on time and remain in class until dismissed.

- Attendance is monitored on a daily basis by all instructors as well as the administration staff.
- Attendance will be documented in quarter hour increments for late arrivals and early departures.
- Each student is required to sign in when arriving and sign out when leaving.
- All signatures must be legible and in ink only. Sign-in sheets become the official source document for recording attendance. No alteration may be made on the attendance record without an instructor's approval and signature.

All students are required to make up any and all time lost due to any kind of absence, excused or unexcused. Any student having three (3) or more days of unexcused absences will be dismissed from class.

No student will be allowed to re-enter class without the approval of the Director of Training or the School Director.

Excused Absences

The following will be considered excused absences:

- Death in the immediate family
- Sickness that would disrupt or spread to the rest of his/her class or affect their ability to operate school equipment. A doctor's excuse for missed school will be required to obtain make up work and any prolonged illness will require that the student re-start the program once well enough.
- Accident
- All students are required to make up any and all time lost due to any kind of absence, excused or unexcused. Any student having three (3) or more days of unexcused absences will be dismissed from class.

We will try and work with everyone and understand that events do occur that prevent students from being able to attend school. But for the best overall education we will maintain a strict policy in hopes to allow for the best training possible for our students.

***Students may be required to train during weekend hours in order to maintain class hours and scheduling if needed.

Progress Reporting

Student grades are assigned, posted and recorded at the completion of each area. Students may obtain a copy of their grades from the Student Records Office. Grades “D”, “F”, or “I”, is not considered passing.

The following marks reflect the student’s work:

A	93-100
B	86-92
C	85-80
D	79-70
F	0-69
I	Incomplete
W	Withdrawal

Students are required to obtain an 80% or better on their CDL Permit test and must complete their training with Tennessee Truck Driving School with an 80% or better to graduate and complete their course.

The mark “I” signifies that work in a course is incomplete because of illness or circumstances beyond the control of the student or because an instructor feels further evaluation is needed before the grade can be determined.

The mark of “W” signifies withdrawal from an area of instruction and is given when a student officially withdraws from this area. Credit is not given for classes students have not completed at the time of withdrawal.

A student’s daily progress/attendance will be maintained and then filed in their student file upon either graduation or withdrawal.

Any student receiving a “D”, “F”, “I” or “W” will be subject to Academic Probation or Suspension. Academic Probation or Suspension will be determined on a case by case basis by the Director. Examples including, but not limited to class participation, attendance, a student’s efforts and/or grading evaluations will be assessed when determining Academic Probation or Suspension. Readmission from Academic Probation or Suspension will be determined on a case by case basis.

Class Training time is expressed in the form of clock hours. A clock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each clock hour is dedicated to training.

Satisfactory Progress Standards

Each student must meet the following academic requirements in order to successfully complete their program.

- Each student must maintain an average of 80% for each section of their training throughout their program.

A progress report is issued to each student at the completion of each phase of training.

If for some reason a student needs a little more training time, up to five additional days will be allowed at no additional fee. Anything over five days will be charged at \$ 250.00 per day.

HOLIDAYS: Our school observes the following national holidays and will not be in session on these holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas - Students will be required to make up the missed hours from that day and that may involve weekend time.

Student Behavior and Conduct

Tennessee Truck Driving School provides quality career training for those students desiring to learn how to operate a Class A vehicle in a proper and safe manner. Students are expected to begin their professionalism from the moment they arrive on day one. Respecting fellow students, the instructors, and the administrative staff will facilitate a positive learning environment for all involved.

The use of any illegal drug or controlled substance while attending Tennessee Truck Driving School on or off campus will not be tolerated. Any student found or believed to be doing any type of illegal or controlled substance will be subjected to a mandatory drug and alcohol test, at the student's expense. If the student tests positive for any of the substances tested, that will be cause for immediate dismissal and loss of all tuition paid. We are clear on our policy in regards to drugs and alcohol use while at Tennessee Truck Driving School.

Disruptive behavior of any type will not be tolerated. Examples follow:

- Tardiness
- Excessive absences
- Using of cell phone in class, only permitted on brakes
- Undisciplined talking in class
- Sleeping in class
- Negative attitudes
- Coming to school under the influence of alcohol or other drugs
- Verbal threats or violent or unruly behavior
- No bullying or derogatory remarks about other students or faculty

Possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate schools functions, activities, assemblies or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the school community are **absolutely prohibited**.

Cheating, copying the work of another student, falsifying homework assignments, and any other variation of academic dishonesty is prohibited.

Tennessee Truck Driving School will not tolerate any of the above mentioned items. Noncompliance of the above mentioned items are subject to Conduct Suspension or Dismissal. Readmission from Conduct Suspension or Dismissal will be evaluated on a case by case basis by the Director.

Disclosure about Transferability of Credits

Credits earned at Tennessee Truck Driving School may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Tennessee Truck Driving School. You should obtain confirmation that Tennessee Truck Driving School will accept any credits you may have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Tennessee Truck Driving School to determine if such institutions will accept credits earned at Tennessee Truck Driving School prior to executing an enrollment contract or agreement. The ability to transfer credits from Tennessee Truck Driving School to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Tennessee Truck Driving School if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Tennessee Truck Driving School and of any other educational institutions you may in the future want to transfer the credits earned at Tennessee Truck Driving School before you execute an enrollment contract or agreement.

Student Complaint / Grievance Procedure

Schools authorized by the Tennessee Higher Education Commission must have policies and procedures for handling student complaints. If ever a student has a complaint concerning any staff or faculty member of Tennessee Truck Driving School, the student is directed to first attempt resolution with the staff or faculty member directly who is at the source of the complaint. If this first attempt does not resolve the difficulty, then the complainant should proceed with the steps outlined below:

1. Contact the Director of Education, Greg Bisek immediately for a resolution to the complaint.
2. If the Director of Education cannot satisfactorily resolve the complaint, the complainant should file a written, signed and dated complaint against said instructor, school official, or other student with the school's Director. The Director will respond in writing within (14) days of receipt of the original complaint.

Contact Information:

Director – **Barry Henson**

4401 Singleton Station Road

Louisville, TN 37777

(865) 330-0035

3. Should this not satisfactorily resolve the complaint, the complainant may consider contacting the Tennessee Higher Education Commission, which authorizes schools to operate in the state of Tennessee. The Commission's address and phone number is as follows:

**State of Tennessee
Higher Education Commission
Parkway Towers, Suite 1900
Nashville, Tennessee 37243-0830
Phone: (615) 741-5293
Fax: (615) 532-8845**

Notice of Withdrawal

A student who is considering withdrawing from Tennessee Truck Driving School must see the Director of Education. Once a decision is made to withdrawal from the school, an official exit interview form and/or a withdrawal letter needs to be completed which can be obtained from the Student Record Office. The completion of this form is especially important to students in order to prevent problems that may surface when students do not properly withdraw from school. Not showing up for class is not proper withdrawal.

Refund and Cancellation Policy

This portion of the catalog outlines the obligations and entitlements of both the school and the student if the student withdraws from school before completing the full course of study in which he or she is enrolled.

All applicable refunds will be calculated according to the following policy. Amounts due will be refunded within thirty days.

- If the student withdraws during the first 10% of the training period (up to Sixteen hours), Tennessee Truck Driving School will refund at least 75% of the tuition.
- If the student withdraws during 11% to 25% of the training period (17 hours to 41 hours), Tennessee Truck Driving School will refund at least 50% of the tuition.
- If the student withdraws during 26% to 50% of the training period (41 hours to 82.5 hours), Tennessee Truck Driving School will refund at least 25% of the tuition.
- Once a student completes 51% of the training period (over 82.5 hours), Tennessee Truck Driving School will retain the full paid tuition funds.

Graduation Requirements

In order to graduate, students much meet the following criteria:

- Obtain and overall average of 80% or above
- Complete a minimum of 165 hours
- Pass the CDL skills and road test

TENNESSEE TRUCK DRIVING SCHOOL

2016 Course Fee Schedule

165 Hour Class A CDL Tuition \$ 4000.00

All incoming students must be able to pass the required USDOT drug screen and either have or obtain a USDOT Medical Card. We will be happy to assist incoming students by directing them to designated approved testing facilities here locally. These are **additional fees** for the required testing and reports needed prior to starting school along with the licensing fees for your CDL Permit and License:

- USDOT Medical Exam/Physical & Drug Screen \$ 109.50
- Motor Vehicle Report (MVR) 7 years if necessary \$ 5.00
- Class A CDL Permit Fee \$ 14.00
- Class A CDL License Fee \$ 70.00
- **Application Fee if necessary (applied to CDL Exam) \$ 150.00**
- **Each additional CDL test appointment \$ 75.00**

The following are miscellaneous costs that the student will be responsible for:

- Daily food expenses (we have vending machines and a refrigerator for students to use if they choose to bring their lunch with them)
- Transportation to and from school. Bus service does run by the school, call for schedule of service

Please note: Any student that has an out of state license and does not pass their CDL skills/road exam will be required to pay an additional \$ 75.00 testing fee to book an additional test appointment. Tennessee Truck Driving School will allow a student up to an additional 55 hours (1 week) of training time to help prepare for the second test.

If any student needs additional training after the extra week allowed, the student will be required to pay \$250.00 per day for the additional training.

Tennessee Truck Driving School will only CDL test a student three (3) times.

Curriculum Breakdown

3 Week Course (165 Hours)

- New classes begin every Monday. Classes are Monday through Friday.
- **Week 1 Hours**
 - Monday (8:00am to 8:00 pm)
 - Tuesday – Thursday (7:00am to 7:00pm)
 - Friday (7:00am 4:30pm)
- **Week 2 Hours**
 - Group 1: Monday – Thursday, 6:00am to 6:00pm; Friday, 6:00am to 3:30pm
 - Group 2: Tuesday – Friday, 9:00am to 9:00pm; Saturday 9:00am to 6:30pm
- **Week 3 Hours**
 - Sunday – Wednesday, 6:00am to 6:00pm; Thursday, 6:00am to 3:30pm
 - Friday you will come in for you testing time. At this point you should have all hours completed
- Students are required to attend for 15 days for a total of 165 hours. The last Friday will be graduation.
- Students will be tested for their Road/Skills test here on our property with our State Licensed Third Party Testers.

Classroom Training (Monday through Friday) – 55 Hours

Our classroom training will begin with orientation on Monday to get the students familiar with the policies and procedures of the school as well as go over the expectations for the next 15 days. From there we will begin our classroom training which will cover the items listed below. Upon completion of the classroom training, students will be taking their CDL permit test on-site. Subjects of study include but are not limited to the following:

- A. General Knowledge
- B. Air Brakes
- C. Combination Vehicle
- D. Homework, classroom assignments

Field Training (Monday – Friday or Tuesday -Saturday) – 55 Hours

Our field training will allow our students to have hands-on training with both trucks and trailers at our five-acre yard training facility. Subjects of study include but are not limited to the following:

- A. Pre-Trip Inspection – this is done every day of training
- B. Straight-line Backing
- C. 45 Degree Angle back
- D. Offset back – left & right
- E. Coupling and Uncoupling
- F. Sliding Fifth Wheel and Tandems
- G. Homework...Pre-Trip Inspection

Road Training (Sunday – Thursday and Friday) – 55 Hours 4:1

The third area of training will involve driving on all types of roads, such as highways, city, rural. This will help our students gain confidence in their driving abilities in different driving settings. These last 55 hours will be split between road training and field training for added behind the wheel time to prepare for the CDL test.

Subjects of study will include but not limited to the following:

- A. Shifting
- B. Highway Driving
- C. City Driving
- D. Right and Left Turns
- E. Safety Procedures, Space and Speed Management
- F. Defensive Driving Techniques, Extreme Driving Conditions, Emergency Maneuvers
- G. Hazardous Materials
- H. Log Book, Map Reading and Trip Planning
- I. 90 Degree Alley Dock

TENNESSEE TRUCK DRIVING SCHOOL

Job Placement Assistance Services

Everyone here at Tennessee Truck Driving School is happy that you have considered a career in the Transportation Industry. We are here to assist you with obtaining the skills and knowledge you will need to get your Class A CDL license as well as aiding you in job placement. During your time here at our school we will make every effort to provide you with a realistic understanding of the nature of the trucking industry to better allow you to make the proper career choices after you graduate. Choosing the right type of trucking position does require serious consideration. It has great benefits but will impact your lifestyle and time with your family. It is important that you take all of these factors into consideration when applying for driving positions. Our staff here at Tennessee Truck Driving School has years of experience in all aspects of the trucking industry and look forward to helping you any way possible to get you on the road to start a rewarding new career in the transportation industry.

Please note, we cannot guarantee anyone a job, but we will do our best to help you apply for open positions in the industry with reputable trucking firms. Trucking companies are constantly looking for responsible, productive and safe employees. With your certificate of completion from Tennessee Truck Driving School, you will be able to qualify for entry level driving positions. Demand for truck drivers is high and there are great opportunities awaiting your graduation.

****A student will need a High School Diploma with transcripts or GED to attend Tennessee Truck Driving School. If the student does not have either documents, an ability to benefit industry test can be administered prior to enrollment. ****

Tennessee Truck Driving School further states that there will be no discrimination against students or employees on the basis of race, creed, color, age, sex, disability, or national origin in relation to all policies and procedures including but not limited to admissions, education programs, employment practices and financial aid. Enrollment with Tennessee Truck Driving School implies the acceptance of these conditions concerning all matters within this catalog.

Finally, Tennessee Truck Driving School respects your privacy. We will not sell any information to others and any transfer of personal information for pre-hire purposes will be done so with the student's written approval.

2016



All classes start every Monday unless on holidays listed: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas

JANUARY

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SEPTEMBER

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NOVEMBER

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DECEMBER

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TENNESSEE TRUCK DRIVING SCHOOL

Facilities, Training Equipment and Educational Staff

Classroom Instructor Matthew Mayeux

Students at Tennessee Truck Driving School are taught by experienced instructors. We keep our class size small to insure quality training and individual attention where needed. Our classroom is well lighted and climate controlled for student's comfort. The classroom tables are large for ample space per student for learning materials. The classroom instructor will use a white board, TV, and Trucking Industry DVD's for training of the basics of tractor-trailer driving, laws and requirements to get the CDL Permit.

Yard Instructor Jason Gresham & Mike Freels

All of the maneuvering, backing, and coupling training will be done on our five-acre lot. There is ample room for all forms of maneuvering as well as straight line backing and ally docking.

Road Instructor Robert Taliaferro, Gerald Kimball, Mark Rodgers, Matthew Mayeux, Roger Travis

On the road training will be done in school owned, well-maintained equipment that is similar to what is on the road today. Students will drive with our Road Instructors on all types of roads such as city routes, interstate/Highways, rural routes and mountainous locations for added education. Initial driving will be done during the day but as the training progresses, some night time driving will be done as well. Set driving routes will be established and they will maintain a 50-mile radius from the school.

All training will be provided at:

4401 Singleton Station Road
Louisville, TN 37777

&

4739 Singleton Station Road
Louisville, TN 37777

