



2020 School Catalog

Volume 20.0
January 1, 2020

“Your key to the open road.”

4401 Singleton Station Road
Louisville, TN 37777
(865) 330-0035

TennesseeTruckDrivingSchool.com

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Information Sheet

Owner(s): Barry and Stephanie Henson

Institutional Director: Barry Henson

Educational Director: Aaron Wolfe/Sean Henson

Administration: Janet Hill, Lisa Tunnell

Training Manager: Robert Taliaferro

Instructional Staff:

Classroom Instructor: Andy McGinnis

Yard Instructors: Anthony Christian, Michael Jacobs

Road Instructors: Steven Finchum, John Nicholson, Shamel Tunnell, Bobby Wells

Governing Board for Tennessee Truck Driving School

Dynamic Management Services, Inc.

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, an effort to prepare them for their new career opportunities within the transportation industry.

Disclosure Statements

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 Fiscal Year 2017-18, the withdrawal rate is 12.2%, the completion rate is 86.9%, and the in-field placement rate is 100%. Detailed statistical data for this program may be viewed by going to <http://state.tn.us/thecc> 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 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.

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

Enrollment Procedures and Admission Policy

Our student enrollment criteria are as follows:

General Enrollment Criteria

- Must be 21 years old to qualify for job placement assistance
- Need to have been licensed for one year 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 and 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 an original or certified copy of birth certificate to obtain a permit from the DMV
- Must obtain a 7 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 by 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.

Enrollment Procedures and Admission Policy Continued

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

Traffic Violations

- More than one at fault accident in the past three years
- If your current license is suspended, cancelled 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 Convictions

- A felony criminal record in the past five years. Felonies over five years are reviewed on a case-by-case basis
- A misdemeanor record in the past will be reviewed by the Director who may waiver the time limit on a misdemeanor charge depending on the circumstances of each case
- Parole or restricted probation

Late Enrollment: We will not allow late enrollments. Students must attend orientation, or they will need to start the following week.

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 daily by all instructors as well as the administrative 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 black or blue 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 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 phase once well enough
- Accident

All students are required to make up time missed 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. 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 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	F	0-69
B	86-92	I	Incomplete
C	85-80	W	Withdrawal
D	79-70		

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 to successfully complete their program.

- Each student must maintain an average of 80% for each section of their training throughout the program.
 - If a student falls below the 80%, they will need to do additional training to get their scores above the required 80%
- Each student must complete a minimum total of 165 hours

A progress report is available to each student for viewing at the completion of each phase of training. All progress records are stored in the student's file.

Students who have paid in full for the training may request a copy of their certificate and transcripts at any time. Students who have financed their tuition must pay their loan in full before the certificate and transcripts will be released.

For students requiring additional training time, up to 55 hours will be allowed at no additional cost. We know that not everyone trains at the same pace. Additional training time over 55 hours will be charged at \$250.00 per day.

Graduation Requirements

To graduate, students must meet the following criteria:

1. Obtain an overall average of 80% or above
2. Complete a minimum of 165 hours

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 regarding drug and alcohol use while at Tennessee Truck Driving School.

Disruptive behavior of any type will not be tolerated. Examples can include but are not limited to the following:

- Tardiness
- Excessive absences
- Use of cell phone in class, only permitted on breaks
- 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
- Bullying or derogatory remarks about other students or faculty
- Sexual or vulgar acts towards peers or school staff

Possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate school functions calculated to intimidate, disturb, discomfort, or injure a member of the school community are **strictly 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. Re-admission for Conduct Suspension or Dismissal will be evaluated on a case by case basis by the Director.

Disclosure about Transferability of Credits

Tennessee Truck Driving School is a special purpose institution. That purpose is to provide exceptional entry level training to all qualified students aspiring to learn the skills and knowledge to obtain their Class A CDL license. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student wishing to transfer credits should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Credits earned at Tennessee Truck Driving School may not transfer to another educational institution. Credits earned at another education 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. 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 Tennessee Truck Driving School to before you execute an enrollment contract or agreement.

Credit Transfers

Tennessee Truck Driving School has established the following guidelines for a cooperative relationship between Tennessee Truck Driving School and Tampa Truck Driving School. Students transferring from Tampa Truck Driving school may transfer contact hours to Tennessee Truck Driving School. Students must complete a minimum of 165 contact hours to be eligible for a Certificate of Completion for Class A CDL Training at Tennessee Truck Driving School.

Student intending to transfer should complete the admissions process for Tennessee Truck Driving School. There are no additional fees for contact hour transfer.

Curriculum Equivalency Guide			
Tampa Truck Driving School (Transferring Institution)		Tennessee Truck Driving School Equivalent	
Course Name	Contact Hours	Course Name	Contact Hours
Classroom	1 (max 55)	Classroom	1 (max 55)
Field Training	1 (no max)	Field Training	1 (no max)
Road Training	1 (no max)	Road Training	1 (no max)

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 members 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, Aaron Wolfe, 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 staff, faculty member or other student with the schools Institutional Director. The Institutional Director will respond in writing within (14) fourteen business days of receipt of the original complaint.

a. Contact Information

Institutional 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, TN 37243-0830
Phones: (615) 741-5293 Fax: (615) 532-8845**

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

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 withdraw 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 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.

The official date of termination will be determined by reviewing the last documented day the student attended. All applicable refunds will be calculated per the following policy. Amounts due will be refunded within (30) thirty days.

- If the student withdraws during the first 10% of the training period (up to 16 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.

2019 Course Fee Schedule for Class A CDL Training

165 Hours Class A CDL Tuition*	\$ 5000.00
DOT Medical Exam/Physical & Drug Screen*	\$125.00
7 Year Motor Vehicle Report (MVR) – If Necessary	\$5.00
Class A CDL Permit Fee*	\$14.00
Class A CDL License Fee*	\$70.00
Application Fee (Applied to CDL Exam)*	\$200.00
MVR & Background Check	\$40.00

*Required

Cash Policy: Students who wish to pay their full tuition amount in cash prior to their start date may do so with a discount of \$1000.00 on the tuition, making the tuition price \$4000.00. Students are responsible for all applicable fees.

All incoming students must be able to pass the required DOT drug screen and either have or obtain a DOT Medical Certificate and Long Form. We will be happy to assist incoming students by directing them to designated approved testing facilities here locally.

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

- Daily food expenses (we have 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 free of charge to help prepare for the 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.

Student Financial Assistance and Financing Options

Due to the short nature of our training program, incoming students do not qualify for Federal Financial Aid programs. Payment and/or signed financing agreement must be received prior to enrollment. We have the following options available to those who qualify.

1. Full Payment: All student are eligible for a reduction in tuition if they choose no to utilize Tennessee Truck Driving School's financing options. All students are eligible for the reduction regardless of method of payment (cash, debit/credit card, check, or money order). The reduction shall not exceed \$1000.00.
2. Financing provided by Tennessee Truck Driving School: To qualify for financing, student must meet the requirements for job placement and have a valid checking account.

Please speak with a recruiting agent or enrollment specialist for information regarding financing options.

Curriculum Breakdown

All students are required to attend for 165 hours in order to graduate. Students will be tested for their Road/Skills test here on our property with our State Licensed Third Party Testers.

Week 1 – Classroom (Monday – Friday) – **55 Hours**

Classroom training will cover the items listed below. Subjects include but are not limited to the following:

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

Monday	8:00 am – 7:00 pm
Tuesday – Thursday	6:00 am – 6:00 pm
Friday	6:00 am – 4:30 pm

*** Upon completion of the classroom training, TN residents will take their CDL permit test on-site. Other state residents will return to their home state to test for the CDL Permit.**

Week 2 – Field Training (Monday – Friday) – **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 include but are not limited to the following:

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

Monday – Thursday	6:00 am – 6:00 pm
Friday	6:00 am – 3:30 pm

Week 3 – Road Training (Monday – Friday) – **55 Hours – 4:1 Ratio**

The last 55 hours will be split between road training and field training. Students will drive on a variety of roads, such as highways, city, and rural. Subjects will include but are not limited to the following:

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

Monday – Thursday	6:00 am – 6:00 pm
Friday	6:00 am – 3:30 pm

Job Placement Assistance Services

Tennessee Truck Driving School will provide lifetime job placement assistance for all its students. For us to do this properly we ask that you fully disclose all pertinent information with regard to your driving/background/work history. Please note, the trucking companies will run your driver record, background and verify all previous employment. It is in your best interest to be upfront and honest with all questions on the applications.

Tennessee Truck Driving School cannot guarantee you will get a job. We will do everything we can to assist you, but your employment offer is based on the information you have provided on your application.

Tennessee Truck Driving School cannot guarantee you will graduate the program. In order to graduate, you are required to complete 165 hours of training and earn an overall grade of 80% or above.

Tennessee Truck Driving School cannot guarantee you will obtain your Class A CDL license. We will provide you with all the necessary tools to pass the CDL exam, but it is ultimately up to you, the student.

****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 document, an ability to benefit industry test (ATB Test) can be administered prior to enrollment.****

2020

JANUARY

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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27	28	29	30	31		

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

Facilities, Training Equipment and Education Staff

Classroom Instructor: Andy McGinnis

Students at Tennessee Truck Driving School are taught by experienced instructors. We keep our class size small to ensure quality training and individual attention where needed. Our classroom is well lit, and climate controlled for the 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 Instructors: Anthony Christian, Michael Jacobs

The pre-trip inspection, 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 Instructors: Robert Taliaferro, Steven Finchum, John Nicholson, Shamel Tunnell, Bobby Wells

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

Tennessee Truck Driving School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tennessee Truck Driving School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.