School Catalog 2016
Volume 4
Revised April 15, 2016

“Your key to the open road”

8501-B Sabal Industrial Blvd
Tampa, FL 33619

WWW.TAMPATRUCKDRIVINGSCHOOL.COM
# Table of Contents

**Page Two**  
**Table of Contents**

**Page Three**  
**School owner information/Governing Board and faculty**

**Page Four**  
**Enrollment and admission requirements**

**Page Five**  
**Class attendance and excused absences**

**Page Six**  
**Progress reporting and satisfactory progress standards/holidays**

**Page Seven**  
**Student behavior**

**Page Eight**  
**Credit for previous training and student complaint/grievance procedures**

**Page Nine/Ten**  
**Notice of withdrawal and refund/cancellation policies/financing**

**Page Eleven**  
**Course fee schedule and student fees while attending school**

**Page Twelve**  
**Curriculum breakdown**

**Page Thirteen**  
**Job placement assistance**

**Page Fourteen**  
**2015 Calendar**

**Page Fifteen**  
**Facilities and Training equipment and educational staff**
Owner(s): Barry Henson and Stephanie Henson
Institutional Director: Shawn Davis
Administration: Soera Davis
Recruiting: Antoine Jones, Raquel Brunet
Instructional Staff
Jeff Macilveen, Brian Peel, Sonja Roberts, Marcia Hogan, Alan Hogan
and Mark Gonzalez

Governing Board for Tampa Truck Driving School, Inc.
8501-B Sabal Industrial Blvd
Tampa, FL 33619
(813) 405-0055
Barry Henson – President
Shawn Davis - Vice-President
Stephanie Henson - 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.

Tampa Truck Driving School is licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding Tampa Truck Driving School may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684. 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. Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Tampa 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 Commission for Independent Education, Department of Education.
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 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 test prior to enrollment
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.

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 Tampa 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 15 minute 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>86-92</td>
</tr>
<tr>
<td>C</td>
<td>85-80</td>
</tr>
<tr>
<td>D</td>
<td>79-70</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

Students are required to obtain an 70% or better on their CDL Permit test and must complete their training with Tampa Truck Driving School with an 70% 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.

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 70% for each section of their training throughout their program. If a student falls below the 70%, they will need to do additional training to get their scores above the required 70%. We allow each student an additional 55 hours of training at no additional cost. We know that not everyone trains at the same pace. If a student still cannot get above the 70% that student can still train at a cost of $ 250.00 per day until they do or decide to withdraw from the program.

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

A Certificate of Completion will be issued to all graduating students upon completion of the training course.
**HOLIDAYS:** Our school observes the following national holidays and will not be in session on these holidays:

New Years 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**

Tampa 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 Tampa 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.

We are clear on our policy in regards to drugs and alcohol use while at Tampa Truck Driving School.

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

1. Tardiness
2. Excessive absences
3. Using of cell phone in class, only permitted on brakes
4. Undisciplined talking in class
5. Sleeping in class
6. Negative attitudes
7. Coming to school under the influence of alcohol or other drugs
8. Verbal threats or violent or unruly behavior
9. No bullying or derogatory remarks about other students or faculty
10. Sexual or vulgar acts towards co-students or school employees

Any student found to commit any of the above listed actions # 7 through # 10 will be immediately expelled “with cause”.

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 and will be grounds for dismissal from the program.
Disclosure about Transferability of Credits

Due to the short nature of our training program, Tampa Truck Driving School does not accept or transfer "credits" to or from, any other training institution. To ensure quality of training, we require all students to complete the full 165 hours of training at our facility to earn a certificate of completion. It is up to the future education institution to determine if any credits from Tampa Truck Driving School will be accepted.

Student Complaint / Grievance Procedure

Schools authorized by the Commission for Independent Education must have policies and procedures for handling student complaints. If ever a student has a complaint concerning any staff or faculty member of Tampa 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, Shawn Davis 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 of Education – Shawn Davis  
   8501-Sabal Industrial Blvd.  
   Tampa, FL 33619  
   813-405-0055  
3. Should this not satisfactorily resolve the complaint, the complainant may consider contacting the Commission for Independent Education, which authorizes schools to operate in the State of Florida. The Commission’s address and phone number is as follows:

   **State of Florida**
   **The Commission for Independent Education, Department of Education**
   **325 West Gaines Street, Suite 1414**
   **Tallahassee, FL 32399**
   **Phone: (888) 224-6684**
Notice of Withdrawal

A student who is considering withdrawing from Tampa 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 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 after a signed withdrawal form is completed or dismissal for cause. Failure to show up for class does not constitute withdrawal, an official withdrawal form is required in order to be eligible for any refund.

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

5. Cancellation after completing 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student.
**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. We have the following options available to those who qualify:

- Cash payment for the full tuition of $5000.00 plus fees. This can be paid by either, cash, check, credit/debit card or money order.
- In house financing which requires the student must meet the requirements for job placement and have a valid checking account.
- Further information regarding financing can be discussed with your recruiting agent or financing representative.
2016 Course Fee Schedule * Class A CDL Training #3771-11

165 Hour Class A CDL **Tuition** $ 5000.00

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 current 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 Test $ 100.00
- Motor Vehicle Report (MVR) 7 years if necessary $ 10.00
- Class A CDL Permit Retake $ 10.00
- Class A CDL License Fee $ 81.25
- Application Fee if necessary (applied to CDL Exam) $ 200.00

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

- Daily food expenses (we have refrigerator and microwave 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 the bus line 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. Tampa 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.
Program Description
We have comprised a curriculum to train students all skills necessary to obtain their Class A CDL license. It is broken down into a three week training program which is described below

Curriculum Breakdown

15-Day Course (165 Hours)

- New classes begin every Monday.
- **Week 1 Hours**
  - Monday (8:00 am to 6:00 pm)
  - Tuesday – Thursday (6:00 am to 6:00 pm)
  - Friday (6:00 am to 5:30 pm)
- **Week 2 Hours**
  - Tuesday through Friday (6:00 am to 6:00 pm)
  - Saturday (6:00 am to 3:30 pm)
- **Week 3 Hours**
  - Monday – Thursday (6:00 am to 6:00 pm)
  - Friday (6:00 am to 3:30 pm)
- Students are required to attend for 15 days for a total of 165 hours. The last Friday or Saturday will be graduation.
- All Florida resident students will be tested for their Road/Skills test here on our property with our State Licensed Third Party Testers.

(Program course numbering is an abbreviation of the course title)

**CT 101 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 while they are here with us at Tampa Truck Driving School. From there we will begin our classroom training which will cover general knowledge, air brakes and combination vehicle. At completion of the classroom training the students will be taken to get their CDL permit.

**YT 101 Yard Training (Tuesday-Saturday) – 55 Hours**

Our field training will allow our students to have hands-on training with both trucks and trailers at our six-acre yard training facility. Pre-trip inspection will also be taught this entire week.

**RT 101 Road Training (Monday thru Friday) – 55 Hours**

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 all driving settings. These last 55 hours will be split between road training and field training for added behind the wheel time based on what each particular student’s needs are, to prepare for the CDL test.
Job Placement Assistance Services

Everyone here at Tampa 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. We also offer advising on financial aid, academic and personal advising and, job placement services. 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 Tampa 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 Tampa 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.

Tampa 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 Tampa Truck Driving School implies the acceptance of these conditions concerning all matters within this catalog.

Finally, Tampa 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.
All classes start every Monday unless on holidays listed: New Year’s Day, Memorial Day, Labor Day, Thanksgiving and Christmas
Facilities, Training Equipment and Educational Staff

**Classroom Instructor – Sonja Roberts – CDL licensed**

Students at Tampa 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 students 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 – Marcia Hogan and Mark Gonzalez – CDL licensed**

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

**Road Instructor – Jeff Macilveen, Brian Peel, and Alan Hogan – CDL licensed**

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, and rural routes. 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 are used and they will maintain a 50 mile radius from the school.

**Office Personnel**

**Antoine Jones** – Business Admin Associates Degree, University of Akron, OH  
**Raquel Brunett** – Class A CDL License

All training will be provided at:  
8501-B Sabal Industrial Blvd.  
Tampa, FL 33619