



2021 School Catalog

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Volume 1

Champion Truck Driving School Inc.
1501 Lake Ave. SE, Largo 33771
727-900-5258
www.GetCDL.com

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Information Sheet

Owner: Craig Parsons Sr.

Director: Craig Parsons Sr.

Administrator: Craig Parsons Sr.

Student Coordinator: Jill Fenlon

Recruiting: Vacant

Training Manager: Vacant

Instructional Staff: Vacant

Champions Truck Driving School is a community driven school with a focus to get students prepared for the open road. Empowering students with the knowledge and support to become the next generational truck drivers.

Disclosure Statements

Champion Truck Driving School Inc. is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Champion Truck Driving School Inc. may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Champion Truck Driving School Inc. for clerical, editorial or print errors. From time to time, some changes will be necessary but will be done so while adhere to the strict guidelines and approval of the Commission for Independent Education, Department of Education.

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

Champion Truck Driving School Inc. 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 18 years or older. (If under 21, intrastate driving only is permitted. Only 21 yrs. old and up are allowed to cross state lines in a CMV)
- Must have the basic fundamental skills to read, write and speak the English language as per Federal Motor Commercial Safety Regulations
- Must be able to make entries on reports and records.
- Must be a lawful permanent resident of the United States, able to provide legal documentations.
- Must have correct paperwork and criteria met to obtain a permit and license from DMV.
- Must be able to pass a D.O.T. Physical and Drug Screen.

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. Authorized and in compliance with all HIPPA guidelines, students are required to disclose contagious diseases and school will .

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.

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 Florida or any other state
- More than one 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 Champion Truck Driving School Inc. 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 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 program once well enough.
- Accident
- **All students are required to make up any 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	90-100	F	0-59
B	80-89	I	Incomplete
C	70-79	W	Withdrawal
D	60-69		

Students are required to obtain an 80% or better on their CDL Permit test and must complete their training with Champion Truck Driving School Inc. with an 80% or better to graduate and complete the 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 express 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 Academic Progress

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 160 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 160 hours

Student Behavior and Conduct

Champion Truck Driving School Inc. 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, their instructors, and the administrative staff will facilitate a positive learning environment for all involved.

The use of any illegal drugs or controlled substance while attending Champion Truck Driving School Inc. 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 or 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 Champion Truck Driving School Inc.

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.

Champion Truck Driving School Inc. 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

Champion Truck Driving School Inc. 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. Credits earned at Champion Truck Driving School Inc. shall not transfer to another educational institution. Credits earned at another educational institution shall not be accepted by Champion Truck Driving School Inc.

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 Champion Truck Driving School Inc., the student is directed to first attempt resolution with the staff or faculty member directly who is at the source of the complaint immediately of the complaint. If this first attempt does not resolve the difficulty, the student complainant should proceed with the steps outlined below.

1. Contact the Director of Education, Craig Parsons Sr., immediately after attempting resolution with staff or faculty members 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/President within (10) ten days. The Institutional Director/President will respond in writing within (14) fourteen business days of receipt of the original complaint.

- a. Contact Information:

Institutional Director/President – **Craig Parsons Sr.**
1501 Lake Ave SE
Largo, FL 33771
(727) 900-5258

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
(888) 224-6684

Notice of Withdrawal

A student who is considering withdrawing from Champion Truck Driving School Inc. must see the Director. 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 a 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.

Any applicable refund will be returned to the student or individual whom payment was received 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, through 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 more than 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 student's enrollment or received of Cancellation Notice from student.

2021 Course Fee Schedule for Class A CDL Training

160 Hours Class A CDL Tuition*	\$ 4800.00
Application Fee*	150.00
DOT Medical Exam*	50.00
Drug Screen (Urinalysis)*	40.00
State of Florida CDL Permit Fee (Permit failure is \$10.00/portion failed extra)*	6.25
State of Florida Class A CDL License Fee*	81.25
Background Check & MVR (if necessary)	40.00
Total	\$5,167.50

*Required

Cash Policy: Students who wish to pay their full tuition amount in cash prior to their start date may do so with a reduction of \$805.00 on the tuition, making the tuition price \$3995.00. Students are responsible for all applicable fees.

All incoming students must be able to pass the required drug screen and either have or obtain a DOT Medical Certificate. 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.

Please note: Any student that does not pass their CDL skills/road exam may be required to pay an additional \$ 75.00 testing fee to book an additional test appointment. Champion Truck Driving School Inc. 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.

Champion Truck Driving School Inc. Inc. 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 students are eligible for a reduction in tuition if they choose not to utilize Champion Truck Driving School Inc.'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 \$800.00.
2. Financing provided by Champion Truck Driving School Inc.: To qualify for financing, student must meet the requirements for job placement and have a valid checking account.

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

Curriculum Breakdown

Class A CDL Training – 160 contact hours

Empowering students with the knowledge and support to be the next generational truck driver. As a community improving school, the program will be focused on job placement. Our students will be prescreened through drug screens and physicals as well as by trucking companies. This ensures that all students that graduate are able to go straight to work.

CC 101 - Week 1 – Classroom (Monday – Friday) – 60 Hours

In the first week of class, our students will learn in a classroom setting, Monday - Friday from 6:00am until 6pm. Classroom contact hours will be a total 60 hours where students will learn the fundamentals of Entry-Level Driver Training theory and the CDL manual. The main topics covered from the CDL Manual will include General Knowledge, Air Brakes, and Combination Vehicles. Students will learn the opportunities that are in this industry, understand basic maneuvers, safety concepts, be educated on the compliance of state laws, plus be able to pass their permit. We will also teach additional subjects needed to be successful as a driver including trip planning, hours of service, how to fill out a logbook, and map reading. Students will take a multiple-choice test on the information taught in the CDL Manual at the end of the week.

Hours	
Monday-Friday	6:00 am – 6:00 pm

YC 101 - Week 2 – Field Training (Monday - /Friday) – 50 Hours

In the second week students will receive 50 contact hours from Monday - Friday, during the hours of 7:00am-5:30pm with a 30 min lunch break every day. Students will learn basic vehicle control, vehicle inspections, as well as basic backing maneuvers. Backing maneuvers will consist of straight line, angle, offset, and parallel parking. These maneuvers progressively build upon each other to assist in learning. At the end of this week students will be graded on their ability to perform each backing maneuver taught and their ability to perform a Pre-Trip inspection. Grading will assess points for pull ups, getting out of the vehicle, safety measures, and any encroachments. Students must receive an 80% or better on this test to move on to their final week. The third week will then be focused primarily on the road. This area of training will involve driving on all types of roads, such as highways, urban, and rural.

Hours	
Monday - Friday	7:00 am – 5:30 pm

RC 101 - Week 3 – Road Training (Monday - Friday) – 50 Hours – 4:1 Ratio

Students will also receive additional practice in their fundamental backing skills while also receiving advanced backing techniques like 90-degree backing (alley backing). Class hours will also be Monday-Friday from 7:00am-5:30pm which will total 50 contact hours with 30 min lunch break daily. At the end of the course the student will perform a mock CDL test to determine their ability to perform such function. Students must achieve an 80% or better and have a total of 160 contact hours to graduate. Once the student has graduated, an examiner in school will test the student at Champion Truck Driving School

Hours	
Monday - Friday	7:00 am – 5:30 pm

Job Placement Assistance

Champion Truck Driving School Inc. will provide job placement assistance for all its students. In order for us to do this properly, we ask that you fully disclose all pertinent information in regards 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 up front and honest with all questions on the applications.

Champion Truck Driving School Inc. can't 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.

Champion Truck Driving School Inc. can't guarantee you will graduate the program. In order to graduate, you are required to complete 160 hours of training and earn an overall grade of 80% or above.

Champion Truck Driving School Inc. 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.

Facilities:

School is located on four acres, of which over three acres are concrete paved. Classroom and administrator offices are located in a 1,000 sqft building on the north end of the parking lot. Facility is also completely fenced in. Offices are equipped with a bathroom and a kitchen.

Classroom Instructor: TBD – CDL Licensed

Students at Champion Truck Driving School Inc. are taught by experienced instructors. We keep our class sizes 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 videos for training of the basics of tractor-trailer driving, laws and requirements to get the CDL Permit.

Yard Instructors: TBD – CDL Licensed

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

Road Instructors: TBD – 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 nighttime driving will be done as well. Set driving routes will be established and they will maintain a 50-mile radius from the school.

Administrator: Jill Fenlon**All training will be provided at:**

Champion Truck Driving
School Inc.
1501 Lake Ave. SE
Largo, Florida 33771

Champion Truck Driving School Inc. 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, Champion Truck Driving School Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

INSTITUTIONAL CALENDAR:

	Class	Start Date	Projected End Date
<p style="text-align: center;">Each class enrollment period starts no more than 10 days prior to start date and ends on the Friday prior to start date.</p>	1.	8/9/2021	8/27/2021
	2.	8/16/2021	9/3/2021
	3.	8/23/2021	9/10/2021
	4.	8/30/2021	9/17/2021
	5.	9/6/2021	9/24/2021
	6.	9/13/2021	10/1/2021
	7.	9/20/2021	10/8/2021
	8.	9/27/2021	10/15/2021
	9.	10/04/2021	10/22/2021
	10.	10/11/2021	10/29/2021
	11.	10/18/2021	11/5/2021
	12.	10/25/2021	11/12/2021
	13.	11/1/2021	11/19/2021
	14.	11/8/2021	11/26/2021
	15.	11/15/2021	12/3/2021
	16.	11/22/2021	12/10/2021
	17.	11/29/2021	11/17/2021
	18.	12/6/2021	12/24/2021
	19.	12/13/2021	12/31/2021
	20.	12/20/2021	1/7/2022
	21.	12/27/2022	2/11/2022

	22.	1/31/2022	2/18/2022
	23.	12/20/2021	1/7/2022
	24.	12/27/2021	1/14/2022
	25.	1/3/2022	1/21/2022
<p style="text-align: center;">Each class enrollment period starts no more than 10 days prior to start date and ends on the Friday prior to start date.</p>	26.	1/10/2022	1/28/2022
	27.	1/17/2022	2/4/2022
	28.	1/24/2022	2/11/2022
	29.	1/31/2022	2/18/2022
	30.	1/24/2022	2/25/2022
	31.	1/31/2022	3/4/2022
	32.	2/7/2022	3/11/2022
	33.	2/14/2022	3/18/2022
	34.	2/21/2022	3/25/2022
	35.	2/28/2022	4/1/2022
	36.	3/7/2022	4/8/2022
	37.	3/14/2022	4/15/2022
	38.	3/21/2022	4/22/2022
	39.	3/28/2022	4/29/2022
	40.	4/4/2022	5/6/2022
	41.	4/11/2022	5/13/2022
	42.	4/18/2022	5/20/2022
	43.	4/25/2022	5/27/2022
	44.	5/2/2022	6/3/2022
	45.	5/9/2022	6/10/2022
	46.	5/26/2022	6/17/2022

	47.	5/23/2022	6/24/2022
	48.	5/30/2022	7/1/2022
-/ Each class enrollment period starts no more than 10 days prior to start date and ends on the Friday prior to start date.	49.	6/6/2022	7/8/2022
	50.	6/23/2022	7/15/2022
	51.	6/20/2022	7/22/2022
	52.	6/27/2022	7/29/2022

Clock Hour – Clock hour means a period of 60 minutes, with a minimum of 50 minutes of instruction in the presence of an Instructor. As per F.A.C. Rule 6E-1.003(15).

Holidays: Our school observes the following national holidays and will not be in session on Thanksgiving and Christmas. Students shall require completing the missed hours from that day on the Saturday following the day off.