



2023 School Catalog

July 1, 2023

Volume 2

Florida Truck Driving School Inc.
5310 New Kings Rd Pike
Jacksonville, FL 32209
904-297-8790
FLCDLSchool.com

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Information Sheet

Owner(s): Shawn Davis C.E.O.

Priscilla Almonte C.O.O.

John Almonte C.F.O.

Director: Shawn Davis

Administrator: Priscilla Almonte

Instructional Staff: Shawn Davis, John Almonte

Facility Description

Florida Truck Driving School is located on four acres adjacent to a trucking company terminal. The school is in a 3000 square foot building, with a 500 square foot classroom located upstairs in the building. There is a separate entrance for the reception lobby area and classroom. The classroom has a men's and women's bathroom. The property has a parking lot for a driver training range and student parking.

Florida 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

“Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.”

Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Florida 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.

Florida Truck Driving School Inc. further states that there will be no discrimination against students or employees based on 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 Florida Truck Driving School Inc. implies the acceptance of these conditions concerning all matters within this catalog.

Florida 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 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. 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.

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 Florida 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.**

Satisfactory Academic Progress

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 Florida 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. Students that don’t maintain the 80% score will be placed on academic probation for a period of three days. During probation the student will receive additional training and complete additional assignments that will be scored. If the 80 % score is achieved they will receive Readmission from Academic Probation or Suspension. Each student will be determined on 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.

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

Florida 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 Florida 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 Florida 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.

Florida 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

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

Student Services

Academic Advisement. The Director shall be responsible for academic advisement. Academic advisement is “The intentional educational process through which a student grows.” The center of advisement is relationship. The Director shall be responsible for academic advisement. The Director will take into consideration the student’s attitude, identity, behavior, and life situations to assist the student in obtaining his goals.

Financial aid advisement. Financial aid is not provided.

Personal advisement. The school maintains a student bulletin board with information on Human trafficking, drug free community programs, trucking industry information, yoga for truckers, and other wellness programs for students.

Placement services. Placement services shall be provided to all graduates without additional charge. Student’s will be given the opportunity to be pre-hired by a trucking company prior to starting the school. Florida has relationships with Trucking companies that will hire students that have graduated from the school, an meet the qualifications.

No guarantee of placement shall be directly or indirectly implied. Records of initial employment of all graduates shall be maintained. Exceptions to this requirement shall be made for those graduates who attended the institution on a student visa or other temporary immigration status, and who do not seek employment in this country.

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 Florida 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, Shawn Davis, immediately after attempting resolution with staff or faculty member 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. 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 – **Shawn Davis**
5310 New Kings Rd
Jacksonville, FL 32209
904-297-8790

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 Florida 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.

Cancellation and Refund Policy

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, except for 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 receipt of the Cancellation Notice from student.

Termination: Violations of Student Code of Conduct (see School Catalog) are grounds for termination from school.

2021 Course Fee Schedule for Class A CDL Training

160 Hours Class A CDL Tuition*	\$ 4,900.00
Application Fee*	150.00
DOT Medical Exam*	112.00
Drug Screen (Urinalysis)*	68.00
State of Florida CDL Permit Fee (Permit failure is \$10.00/portion failed extra)*	Free
State of Florida Class A CDL License Fee*	81.25
Background Check & MVR (if necessary)	40.00
Total	\$5,351.25

*Required

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. Florida 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.

Florida 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 must be received prior to enrollment. We have the following options available to those who qualify:

1. Full Payment: Payment can be made by cash, check, credit/debit card, or money order.

Please speak with a recruiter or enrollment specialist for information regarding outside 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, can go straight to work.

CC 101 - Week 1 – Classroom (Monday – Friday) – 55 Hours

At Monday’s orientation, students will become familiar with the policies and procedures of the school. Classroom training which will cover the items listed below and include an LMS software-based learning system that can be done either at home or on-site. Upon completion of the classroom training, students will take their permit test at the local Tax Collector’s office. Subjects include but are not limited to the following:

- | | |
|----------------------|--------------------------------|
| A. General Knowledge | C. Combination Vehicle |
| B. Air Brakes | D. ELDT Theory, Pre-Trip Insp. |

Hours	
Monday-Friday	6:30 am – 6:00 pm

YC 101 - Week 2 – Field Training (Monday - /Friday) – 52.5 Hours

Our field training will allow our students to have hands-on training with both trucks and trailers at our 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 |

Hours	
Monday - Friday	7:00 am – 6:00 pm

RC 101 - Week 3 – Road Training (Monday - Friday) – 52.5 Hours – 4:1 Ratio

The last 50 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 of student will include but not limited to the following:

- | | |
|--|--|
| A. Highway Driving | E. Defensive Driving techniques, Extreme Driving Conditions, Emergency Maneuvers |
| B. City Driving | |
| C. Right and Left Turns | |
| D. Safety Procedures, Space and Speed Management | F. 90 Degree Alley Dock |

Hours	
Monday – Friday	7:00 am – 6:00 pm

Job Placement Assistance Services

Florida Truck Driving School Inc. will provide job placement assistance for all its students. For us to do this properly, we ask that you fully disclose all pertinent information regarding 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.

Florida 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.

Florida 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.

Florida 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, Training Equipment and Education Staff

Classroom Instructor: Shawn Davis– CDL Licensed

Students at Florida Truck Driving School Inc. are taught by experienced instructors. Classroom training meets all laws set by the FMCSA on entry level training. The course teaches all theory requirements in a way to meet applicable laws and train students for passing their permit test. All modules and practice tests will require an 80% pass rate.

Yard Instructors: Shawn Davis -CDL Licensed

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

Road Instructors: Shawn Davis – CDL Licensed

On the road training will be done in school owned, well-maintained equipment that is like 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.

All training will be provided at:

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

Florida 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, Florida 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.	7/31/2023	8/18/2023
	2.	8/7/2023	8/25/2023
	3.	8/14/2023	9/1/2023
	4.	8/21/2023	9/8/2023
	5.	8/28/2023	9/15/2023
	6.	9/4/2023	9/22/2023
	7.	9/11/2023	9/29/2023
	8.	9/18/2023	10/6/2023
	9.	9/25/2023	10/13/2023
	10.	10/2/2023	10/20/2023
	11.	10/9/2023	10/27/2023
	12.	10/16/2023	11/3/2023
	13.	10/23/2023	11/10/2023
	14.	10/30/2023	11/17/2023
	15.	11/6/2023	11/25/2023
	16.	11/13/2023	12/1/2023
	17.	11/20/2023	12/8/2023
	18.	11/27/2023	12/15/2023
	19.	12/4/2023	12/22/2023
	20.	12/11/2023	12/30/2023
	21.	12/18/2023	1/5/2024
	22.	12/26/2023	1/12/2024

	23.	1/1/2024	1/19/2024
	24.	1/8/2024	1/26/2024
	25.	1/15/2024	2/2/2024
<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.	1/22/2024	2/9/2024
	27.	1/29/2024	2/16/2024
	28.	2/5/2024	2/23/2024
	29.	2/12/2024	3/1/2024
	30.	2/19/2024	3/8/2024
	31.	2/26/2024	3/15/2024
	32.	3/4/2024	3/22/2024
	33.	3/11/2024	3/29/2024
	34.	3/18/2024	4/5/2024
	35.	3/25/2024	4/12/2024
	36.	4/1/2024	4/19/2024
	37.	4/8/2024	4/26/2024
	38.	4/15/2024	5/3/2024
	39.	4/22/2024	5/10/2024
	40.	4/29/2024	5/17/2024
	41.	5/6/2024	5/24/2024
	42.	5/13/2024	5/31/2024
	43.	5/20/2024	6/7/2024
	44.	5/27/2024	6/14/2024
	45.	6/3/2024	6/21/2024
46.	6/10/2024	6/28/2024	
47.	6/17/2024	7/5/2024	

	48.	6/24/2024	7/12/2024
-/ Each class enrollment period starts no more than 10 days prior to start date and ends on the Friday prior to start date.	49.	7/1/2024	7/19/2024
	50.	7/8/2024	7/26/2024
	51.	7/15/2024	8/2/2024
	52.	7/22/2024	8/9/2024

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:

Thanksgiving and Christmas. Students shall require completing the missed hours from that day on the Saturday following the day off.