



School Catalog 2023

Volume 3

Tennessee CDL School Inc.
207 Roosevelt Ave
Madison, TN 37115
615-492-1898
TNCDLSchool.com

Table of Contents

<u>PAGE TWO</u>	<u>TABLE OF CONTENTS</u>
<u>PAGE THREE</u>	<u>SCHOOL OWNER INFORMATION/GOVERNING BOARD AND FACULTY</u>
<u>PAGE FOUR</u>	<u>ENROLLMENT AND ADMISSION REQUIREMENTS</u>
<u>PAGE FIVE</u>	<u>CLASS ATTENDANCE AND EXCUSED ABSENCES / HOLIDAYS / INSTITUTIONAL CALENDAR</u>
<u>PAGE SEVEN</u>	<u>PROGRESS REPORTING AND SATISFACTORY PROGRESS STANDARDS</u>
<u>PAGE EIGHT</u>	<u>STUDENT BEHAVIOR / CREDIT GRANTING POLICY / GRIEVANCE PROCEDURES</u>
<u>PAGE NINE</u>	<u>REFUND/CANCELLATION POLICIES</u>
<u>PAGE TEN</u>	<u>COURSE FEE SCHEDULE AND STUDENT FEES WHILE ATTENDING SCHOOL</u>
<u>PAGE ELEVEN</u>	<u>CURRICULUM BREAKDOWN</u>
<u>PAGE TWELVE</u>	<u>JOB PLACEMENT ASSISTANCE</u>
<u>PAGE THIRTEEN</u>	<u>FACILITIES AND TRAINING EQUIPMENT AND EDUCATIONAL STAFF</u>

TENNESSEE CDL SCHOOL INC.

207 Roosevelt Ave.
Madison, TN 37115
615-492-1898
TNCDSLschool.com

Owner(s):

Shawn Davis C.E.O.
Priscilla Almonte C.O.O.
John Almonte C.F.O.

Institutional Director: Shawn Davis

Administrator: Priscilla Almonte

Enrollment Specialist: Angelisa Miller

Recruiter: Angelisa Miller

Instructional Staff:

Antonio Stabile, Justin Woody, Anthony
Butler

Training Manager- Anthony Butler

Shawn Davis: 9 years in trucking industry including Instructor and Director of CDL Schools.

Antonio Stabile: 30+ years in trucking industry.

Justin Woody: 8+ years in trucking industry.

Anthony Butler: 8+ years in trucking industry.

Tennessee CDL School Inc. 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.

Tennessee CDL School Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility. For the program entitled, Class A CDL Training, I have been informed that, for the July 2020/June 2021 period, the withdrawal rate is 1.6%, the completion rate is 98%, and the in-field placement rate is 100%. Detailed statistical data for this program may be viewed by going to <https://www.tn.gov/thec.html>.

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 CDL School Inc. 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 CDL SCHOOL INC.

Enrollment Procedures

Enrollment/Admission Policy

Our student enrollment criteria are as follows:

General:

- Must be 18 years or older. (Only 21 yrs. old and up are allowed to cross state lines in a CMV)
- Must possess a high school diploma or a high school diploma equivalency.
- 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 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 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.

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. The School Director will review all felony convictions on a case-by-case basis, who may waiver the time limit on a felony charge depending on the circumstances of each case.
- A misdemeanor record in the past will be reviewed by the School Director, who may waiver the time limit on a misdemeanor charge depending on the circumstances of each case.
- Parole or restricted probation

Class Attendance

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Tennessee CDL 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 administration staff.
- Attendance will be documented in quarter hour increments for late arrivals and early departures.
- Each student is required to sign in when arriving and sign out when leaving.
- All signatures must be legible and in ink only. Sign-in sheets become the official source document for recording attendance. No alteration may be made on the attendance record without an instructor's approval and signature.
- Any absence or tardiness for any reason will be recorded and will cause interruption of the students training timeline.
- The student is allowed two (2) absences during the duration of the 3 week program. If the student misses a third (3) day the student will be dismissed from the program.
- Students who are tardy 20% of the program will be dismissed from the program. (20% is 3 days out of the 3 week program)

Students can only be readmitted with the approval of the School Director. Basis for readmission includes a written statement from student as to why they should be readmitted, passing grades, less than 25% tardiness, continue to meet all guidelines, and resubmission of a drug screen at student's expense.

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

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 night and weekend hours to maintain class hours, training requirements, and scheduling if needed.

HOLIDAYS: Our school does not observe any holidays.

INSTITUTIONAL CALENDAR:

Each class enrollment period starts no more than 10 days prior to start date and ends on the Friday prior to start date.	Weekday Class #	Start Date	Projected Graduation
	1.	<u>7/31/2023</u>	<u>8/18/2023</u>
	2.	<u>8/7/2023</u>	<u>8/25/2023</u>
	3.	<u>8/14/2023</u>	<u>9/1/2023</u>
	4.	<u>8/21/2023</u>	<u>9/8/2023</u>
	5.	<u>8/28/2023</u>	<u>9/15/2023</u>
	6.	<u>9/4/2023</u>	<u>9/22/2023</u>

Each class enrollment period starts no more than 10 days prior to start date and ends on the Friday prior to start date.	7.	<u>9/11/2023</u>	<u>9/29/2023</u>
	8.	<u>9/18/2023</u>	<u>10/6/2023</u>
	9.	<u>9/25/2023</u>	<u>10/13/2023</u>
	10.	<u>10/2/2023</u>	<u>10/20/2023</u>
	11.	<u>10/9/2023</u>	<u>10/27/2023</u>
	12.	<u>10/16/2023</u>	<u>11/3/2023</u>
	13.	<u>10/23/2023</u>	<u>11/10/2023</u>
	14.	<u>10/30/2023</u>	<u>11/17/2023</u>
	15.	<u>11/6/2023</u>	<u>11/25/2023</u>
	16.	<u>11/13/2023</u>	<u>12/1/2023</u>
	17.	<u>11/20/2023</u>	<u>12/8/2023</u>
	18.	<u>11/27/2023</u>	<u>12/15/2023</u>
	19.	<u>12/4/2023</u>	<u>12/22/2023</u>
	20.	<u>12/11/2023</u>	<u>12/30/2023</u>
	21.	<u>12/18/2023</u>	<u>1/5/2024</u>
	22.	<u>12/26/2023</u>	<u>1/12/2024</u>
	23.	<u>1/1/2024</u>	<u>1/19/2024</u>
	24.	<u>1/8/2024</u>	<u>1/26/2024</u>
	25.	<u>1/15/2024</u>	<u>2/2/2024</u>
	26.	<u>1/22/2024</u>	<u>2/9/2024</u>
	27.	<u>1/29/2024</u>	<u>2/16/2024</u>
	28.	<u>2/5/2024</u>	<u>2/23/2024</u>
	29.	<u>2/12/2024</u>	<u>3/1/2024</u>
	30.	<u>2/19/2024</u>	<u>3/8/2024</u>
	31.	<u>2/26/2024</u>	<u>3/15/2024</u>
	32.	<u>3/4/2024</u>	<u>3/22/2024</u>
	33.	<u>3/11/2024</u>	<u>3/29/2024</u>
	34.	<u>3/18/2024</u>	<u>4/5/2024</u>
	35.	<u>3/25/2024</u>	<u>4/12/2024</u>
	36.	<u>4/1/2024</u>	<u>4/19/2024</u>
	37.	<u>4/8/2024</u>	<u>4/26/2024</u>
	38.	<u>4/15/2024</u>	<u>5/3/2024</u>
	39.	<u>4/22/2024</u>	<u>5/10/2024</u>
	40.	<u>4/29/2024</u>	<u>5/17/2024</u>
	41.	<u>5/6/2024</u>	<u>5/24/2024</u>
	42.	<u>5/13/2024</u>	<u>5/31/2024</u>
	43.	<u>5/20/2024</u>	<u>6/7/2024</u>
	44.	<u>5/27/2024</u>	<u>6/14/2024</u>
	45.	<u>6/3/2024</u>	<u>6/21/2024</u>
	46.	<u>6/10/2024</u>	<u>6/28/2024</u>
	47.	<u>6/17/2024</u>	<u>7/5/2024</u>
	48.	<u>6/24/2024</u>	<u>7/12/2024</u>
	49.	<u>7/1/2024</u>	<u>7/19/2024</u>
	50.	<u>7/8/2024</u>	<u>7/26/2024</u>
	51.	<u>7/15/2024</u>	<u>8/2/2024</u>
	52.	<u>7/22/2024</u>	<u>8/9/2024</u>

Progress Reporting

Student grades are assigned, posted, and recorded at the completion of each area. Students may obtain a copy of their grades from the Student Records Office. Grades “D”, “F”, or “I”, is not considered passing. The following marks reflect the student’s work:

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

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

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

Satisfactory Progress Standards

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

- Each student must maintain an average of 80% for each section of their training throughout their program.
- A progress report is shown 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.
- If for some reason a student needs any more training time, this training will be charged at \$25.00 per hour.

Student Behavior and Conduct

Tennessee CDL 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, the instructors, and the administrative staff will facilitate a positive learning environment for all involved.

- All students are required to conduct themselves as they would in any professional manner or establishment.
- The student may not consume alcoholic beverages or use illegal drugs at any time during the program.
- Students may not use any aggressive behavior towards the staff or other students.
- Smoking is allowed in designated areas outside of the building.
- Guns, Knives or any other weapons are not allowed on the premises at any time.
- Students must have their CDL permit and Medical Card on them at all times while on the road.

Any problems during the training shall be reported to the Institutional Director and shall be grounds for immediate dismissal. If a student is dismissed for conduct issues, they will not be readmitted.

Credit Granting Policy

The institution will not accept credit for previous education, training, and experience.

Disclosure:

Tennessee CDL School Inc. is a special purpose institution. That purpose 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. 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 interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred."

Grievance Procedure

The complainant should proceed with the steps outlined below:

1. Contact the Institutional Director, for a resolution to the complaint.
2. The complainant should file a written, signed and dated grievance complaint against said instructor, school official, or other student with the school's Institutional Director. The Director will respond in writing within (14) days of receipt of the original complaint.

Contact Information:

Institutional Director – Shawn Davis
720 Gallatin Pike Madison, TN 37115
615-492-1898

3. Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA). DPSA's address is 312 Rosa L. Park Avenue, 9th Floor, Nashville, TN 37243-1102 and its telephone number is (615) 741-5293.
4. The decision is final at the institutional level.

Refund and Cancellation Policy

- If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged.
- For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged.
- If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution.
- If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of seventy-five percent (75%) the student owes the institution.
- If after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one-hundred percent (100%) of the tuition and other fees charged by the institution.
- When computing refunds pursuant to the default refund policy, the last day of attendance for a student shall be one of the following:

(1) The date on the expulsion notice if a student is expelled from the institution;

(2) The date the institution receives a written notice of withdrawal from a student;

(3) When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or

(4) The date the student fails to return from an approved leave of absence.

*Any monies due will be refunded within thirty days from date of withdraw, drop out, or is expelled.

TENNESSEE CDL SCHOOL INC.

2023 Course Fee Schedule

160 Contact Hour Class A CDL Tuition

\$ 4,800.00

All incoming students must be able to pass the required DOT drug screen and either have or obtain a DOT Medical Card. We will be happy to assist incoming students by directing them to designated approved testing facilities here locally. These are additional fees not paid to the school, for the required testing and reports needed prior to starting school along with the licensing fees for your CDL Permit and License:

- USDOT Medical Exam/Physical & Drug Screen \$ 120.00
- Motor Vehicle Report (MVR) 7 years if necessary \$ 5.00
- Class A CDL Permit Fee \$ 14.00

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

- Daily food expenses
- Transportation to and from school.

Please note:

- If any student needs additional training after receiving 160 contact hours, the student will be required to pay \$25.00 per hour for the additional training.
- CDL testing is not a requirement of the TN board of education. It is an opportunity we assist in setting up. Equipment, times, and retests are at the Directors discretion. Details are provided after graduation.

Curriculum Breakdown

15-Day Course (160 Hours)

- New classes begin every Monday.
- Class hours for Week 1 is Monday - Friday 6:30am to 6:00pm.
- Class times for Week 2 and Week 3 is Monday – Friday 7:00am to 6:00pm.
- Students are required to attend for 15 days, for a total of 160 hours. The last Friday will be graduation.
- All Tennessee resident students will be tested for their Road/Skills test at DMV or with State Licensed Third Party Testers.

Classroom Training (Monday through Friday) – 55 Hours

Our classroom training will begin with orientation on Monday to get the students familiar with the policies and procedures of the school as well as go over the expectations for the next 15 days while they are here with us at Tennessee CDL School Inc. From there we will begin our classroom training which will cover all 35+ ELDT Theory requirements and CDL Permit Manual. At completion of the classroom training the students will get their CDL permit. Subjects of study include but are not limited to the following:

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

Field Training (Monday thru Friday) – 52.5 Hours

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

- A. Pre-Trip Inspection – this is done every day of training
- B. Backing Maneuvers
- C. Coupling and Uncoupling
- D. Sliding Fifth Wheel and Tandems

Road Training (Monday thru Friday) – 52.5 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 50 hours will be split between road training and field training for added behind the wheel time based on what each particular students needs are. Subjects of study will include but not limited to the following:

- A. Shifting
- B. Highway Driving
- C. City Driving
- D. Right and Left Turns
- E. Safety Procedures, Space and Speed Management
- F. Defensive Driving Techniques, Extreme Driving Conditions, Emergency Maneuvers
- G. Hazardous Materials
- H. H.O.S, Map Reading and Trip Planning
- I. 45 Degree Alley Dock

TENNESSEE CDL SCHOOL INC.

Job Placement Assistance Services

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

Please note, we cannot guarantee anyone a job, but we will do our best to help you apply for open positions in the industry with reputable trucking firms. Trucking companies are constantly looking for responsible, productive, and safe employees. With your certificate of completion from Tennessee CDL School Inc., 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.

Tennessee CDL 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 Tennessee CDL School Inc. implies the acceptance of these conditions concerning all matters within this catalog.

Finally, Tennessee CDL School Inc. 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.

TENNESSEE CDL SCHOOL INC.

Facilities, Training Equipment and Educational Staff

Classroom Instructor: Anthony Butler

Students at Tennessee CDL School Inc. are taught by experienced instructors. Our classroom training takes place inside our 500sq ft building. With ample room, we will practice proper sanitary and social distancing measures. Classroom training meets all laws set by the FMCSA on entry level training. The course teaches all theory requirements in a way to meet requirements and train student for passing their permit test. All modules and practice tests will require an 80% pass rate.

Yard Instructor: Antonio Stabile

All the maneuvering, backing, and coupling training will be done on our 2+ acre lot in a Class-A vehicle. There is ample room for all forms of maneuvering as well as straight line, angle, offset, 90 degree, and parallel backing/parking.

Road Instructor: Justin Woody

On the road training will be done in school owned, well-maintained Class-A equipment that is similar to what is on the road today. Equipment will be able to safely seat an instructor and up to four students. 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 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:
207 Roosevelt Ave, Madison TN 37066
615-492-1898
TNCDLSchool.com