***Drivers Edge CDL Training Academy***

***7450 Union Shelby Rd. Piqua, Oh 45356, 937-778-3796***

***License #1477-2487***

***Class A CDL Catalog***

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***Jan. 2020-2021 Edition***

***Drivers Edge CDL Training Academy***

*This catalog provides basic information about our CDL program, including student requirements and financial policies.*

*Educational Services: CDL Truck Driver Training.*

*Our Program Objectives: The program is adult education training for CDL. Federal Rules and Regulations, CSA, Logbooks, Pre-trip, Post Trip, Backing Maneuverability, and Road Training.*

*Instruction: Our program is conducted by our instructors that are Licensed through the Ohio Department of Public Safety.*

***Our Mission Statement***

*“Our Mission at Drivers Edge CDL Training Academy is to provide our students with the Best Quality Training Available to produce a solid foundation of skills, knowledge and confidence for entry level truck drivers that will bestow the attitude of being a successful and safe driver in a life long driving career for an industry that is cultural and in high demand.”*

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***Course Description***

*Concepts, theory and practice of professional commercial driving as applied in today’s “just in time” engineered logistics environment. The program consists of sections; professional driving, maneuverability backing skills and on road driving.*

***Curriculum***

*Program consists of 4 Week CDL Training. (160 hours) Monday – Friday 8am - 5pm. All training will be done under licensing by the Ohio Department of Public Safety as Required by Ohio administrative code section 4501-7.*

*Topics covered in classroom include: trip planning, state and federal regulations, maintaining professional paperwork, hours of service, pre-trip, coupling, maintaining equipment, human trafficking, personal health and safety, speed and space management, night driving, extreme driving conditions, hazard perception, railroad crossings, emergency maneuvers, skid control and recovery, breakdowns, public and employer relations, defensive driving, backing, and road training.*

*The main resources for training in the classroom will be the JJ Keller Tractor Trailer Drivers Training, Ohio CDL manual, federal motor carrier safety regulations handbook, hazardous materials handbook and logbook. The maneuverability and road training are hands on.*

*Outcomes:*

1. *The student will be knowledgeable of the principles of commercial driving to be comfortable performing all required tasks, in varying environments.*
2. *The student will be aware of their responsibilities to the carrier, the customer and the motoring public. They will recognize the need for continual learning, to remain well prepared to face the challenges of North American and Global transportation competition,*
3. *The student will demonstrate the knowledge, as well as, the skills ability to operate commercial vehicle in varying environments. Each student will be tested by Commercial Driver License components of the Ohio State Patrol and will receive the commercial drivers license upon passing their CDL exam.*

*Evaluation Process:*

*The grade for this course is based on the following criteria:*

*Federal Motor Carrier Safety Administration Rules Examination*

*(FMCSR) 16.7%*

*Midterm Examination 16.7%*

*Final Examination 16.7%*

*State Pre-trip Exam 16.7%*

*State Backing Maneuvers 16.7%*

*State Road Exam 16.7%*

*Final Grade will be based on the following scale:*

*Average Grade*

*90-100% A*

*80-89% B*

*79% and Below F*

*Scores below 80% are recognized as failing by the Federal Motor Carrier Safety Administration and the Ohio Department of Public Safety.*

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***Course Requirements***

*Must have valid driver’s license, no more than 6 points, no more than 2 moving violations in a 12-month period, no failure to control accidents in the last 3 years, no reckless operation citations in last 3 years, no DWI’s, DUI’s, or OVI’s in last 5 years. Criminal history- No aggravated convictions unless 10 years old, no drug convictions unless 10 years old, if on probation one must be able to leave the state. Must be 18 or older.* ***NOT*** *Required- High School Diploma or GED. Must be able to pass a DOT physical and drug screen. Must be able to obtain their Class A CDL permit.*

*Drivers Edge CDL Training Academy* ***CAN NOT*** *guarantee a student will receive a cdl license, or employment at the completion of training. (Per Ohio Administrative Code 4501-7-35)*

***Enrollment:*** *Student may enroll at any time, but at least 2 weeks prior if wanting a seat in the next available class.*

***Tuition and Fees:***

***All tuition and fees are due at time of registration***. The fee for the basic course is $5,000.00. Required Federal Motor Carrier Safety Administration / Department of Transportation physical and a controlled substance test (Drug Test). $115.00. State exam fee for (1) CDL State Exam. $200.00. All books required are included in the cost of tuition, some may be loaner books. All students withdrawing from the program and having paid their course fee will be entitled to a refund of fees according to the refund policy below.

Any additional testing or training will be at the student’s expense. Re-Test $115, Truck Rental $400 per test, Training is $400 per day. Tuition and fee charges are subject to change at the school’s discretion.

***Tuition and fees***

Registration fee……………………..$125.00 Payment: ALL TUITION AND FEES ARE DUE PRIOR TO START OF CLASS

Lab fee…………………………………..$300.00

DOT Physical/drug screen………$115.00

Test fee………………………………….$260.00

Tuition………………………………….$5000.00

Total Cost……………………………..$5800.00

***Cancellation and Settlement Policy***

This enrollment agreement may be cancelled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

***Refund Policy***

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds of books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1 There is one (1) academic term for this program that is 160 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee and DOT physical/drug screen.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic terms is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees. The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

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***Student Financial Responsibility:*** *Students are responsible for any financial obligations incurred while attending the academy. No Certificate will be issued to any student who owes fees. All tuition must be paid prior to the start of class.*

***Attendance Policy:*** *Regular class attendance is* ***Mandatory****. Must be on time. Students are asked to notify Drivers Edge CDL Training Academy of an absence, late arrival or early dismissal for an* ***Emergency.*** *Any missed days will have to be made up at student’s expense, $300.00 per day, unless in case of* ***Emergency.*** *(Illness, death in family, etc.) When a student attendance results in not attaining the required 160 hours during the assigned class period make up time will be scheduled based on training seat and equipment availability. Make up class times and days may be adjusted to fit the schedule of Drivers Edge CDL Training Academy. Late arrivals may need to wait for truck availability; trucks on the road will* ***NOT*** *be called back to the academy to on-board late students. If a student is a no show after the 2nd day of class they will be considered to have officially withdrawn and will not be given a refund.*

***Student Leave of Absence: (Due to an illness or death in family)*** *Drivers Edge CDL Training Academy shall make all required classroom and behind-the-wheel training available to the student within 270 days after the first lesson. Leave of absence* ***Must*** *be in writing. If a student fails to return by the end of leave of absence date they shall be formally withdrawn.*

***Student Conduct:*** *Positive ethical behavior is expected of all students while attending Drivers Edge. If at any time should students conduct indicate a lack of responsibility to safely operate a commercial motor vehicle, any destruction of property, possession, distribution, use of alcohol, or illicit drugs are strictly prohibited. Possession of firearms or acts of violence against fellow students, staff or visitors will be grounds for immediate dismissal, and possible criminal charges.* *Any student who is dismissed for unsatisfactory conduct will not be permitted to reenter the program. All fees and monies will be forfeited.*

***Reentrance:*** *If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates must be paid.*

*Grievance* Policy***:*** *Drivers Edge CDL Training Academy has an open-door policy for all associated with the academy. Students are encouraged to contact the instructor to confidentially discuss any student problem or concern. If any issue cannot be resolved with the instructor then the academy director can be contacted. If a student has gone through this informal procedure and does not think the concern has been reasonably resolved, the student may begin the formal complaint procedure.*

1. *Student submits written complaint with the academy director.*
2. *Director provides written acknowledgement of complaint to student.*
3. *Director investigates and gives student written response, upon completion of investigation.*
4. *Student may appeal this decision by the academy to the director of The State Board of Career Colleges and Schools.*

*Drivers Edge CDL Training Academy, Kimberly Kegley-Director, 7450 Union Shelby Rd., Piqua, OH 45356*

*State Board of Career Colleges and Schools, 30 East Broad St. Suite 2481, Columbus, OH 43215, 877-275-4219*

***General Information:*** *Drivers Edge CDL Training Academy reserves the right to (1) change class start dates, or cancel classes for insufficient class sizes, (2) to change, add or delete our curriculum per Ohio Dept. of Public Safety Requirements (3) to change staff if needed, as long as changes do not alter or increase the requirements needed to graduate.*

***Job Placement:*** *Employment is not guaranteed for a student. However, the academy has recruiters that come in to speak with the students about job opportunities. We encourage the students to apply to which ever company that fits their needs.*

***Tuition Assistance:*** *Students may apply for funding through Ohio Means Jobs, (RLFP) Revolving Loan Fund Program, or apply with our partnering truck companies who may pay your tuition if you qualify.*

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***Faculty:*** *Kimberly Klohe- Owner/Director/Financial Advisor- Drivers Edge CDL Training Academy License #1477-2487. Class A CDL Instructor - License #10006., Matthew Klohe – Class A CDL, Training Manager / CDL Instructor- License #6389, David Finch –Class A CDL, CDL Instructor License # 6697, Tim Anderson-Class A CDL Instructor License # 6452*

***Calendar******:***  *Closed on following holidays- New Year Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanks-Giving Day, Christmas Day*

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| **2020 4-Week CLASS** |
| 1/6/20 |
| 1/27/20 |
| 2/17/20 |
| 3/16/20 |
| 4/6/20 |
| 4/27/20 |
| 5/18/20 |
| 6/8/20 |
| 6/29/20 |
| 7/20/20 |
| 8/3/20 |
| 8/24/20 |
| 9/14/20 |
| 10/5/20 |
| 10/26/20 |
| 11/16/20 |
|  |
| ***WEEKEND ONLY*** |
| 1/4/20 |
| 3/7/20 |
| 5/2/20 |
| 6/27/20 |
| 8/29/20 |
| 10/24/20 |

DATES AND TIMES ARE SUBJECT TO CHANGE AT THE SCHOOLS DISCRETION