

AFFORDABLE CDL TRAINING SCHOOL

Course Catalog

2012

532A New London Rd
Colchester CT 06415
860-537-8CDL
860-537-8235

WWW.AFFORDABLECDLTRAINING.COM

Affordable CDL Training School

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Our Mission:

Affordable CDL Training School's mission is to provide the commercial trucking industry with highly qualified entry-level drivers and to increase the proficiency and professionalism of the entry-level driver.

Facility:

Affordable CDL Training School provides both classroom and driving course/road driving for students to perfect their skills. Affordable CDL Training School has a complete practice-driving course used for practice and testing as well as a 350 square foot classroom for course lectures and driving simulator.

The facility is located on the Colchester Salem town line. It is minutes off of Route 11 or Route 2 conveniently located on New London Rd (Rte 85). Affordable CDL Training School does not offer room and board accommodations.

Admission Requirements:

Affordable CDL Training School requires that all students at the time of enrollment be 18 Years of age. All Students must have a valid State drivers License. It is the student's responsibility to confirm eligibility with State Motor Vehicle Department prior to enrollment if the student plans on securing a Commercial Drivers License. All students are subject to pre-enrollment drug testing, random drug and alcohol testing enrollment administered by a facility of the schools choice. The student must test negative to all substances to be eligible for the program and pass a competency entrance exam. Drug testing fees are non-refundable. Drug and Alcohol testing procedures are in accordance with FMCSA regulations Part 382. The student must be able to read and understand the English language per FMCSA regulation definition 391.11. Affordable CDL Training School requires that the student provide the school with this medical card and supporting long form and valid operators license for the purposes of photocopying for students file prior to starting class.

Barriers to Employment:

A student whose driving history includes moving violations, drug or alcohol convictions or a criminal record may affect his/her eligibility for employment in the Commercial Motor Vehicle industry. This may include but is not limited to prior accidents, moving violations, driving under the influence of Alcohol or drugs or criminal record.

A positive Drug/Alcohol test can negatively affect the Students ability to obtain a job in the Commercial Motor Vehicle Industry.

Additional requirements for securing a Commercial Drivers License, all individuals attempting to obtain a CDL are required to pass a Medical exam; a driver with no health issues is required pass a Medical exam in accordance with CRF Title 49, Section 391.41 every 24 months. Additional requirements apply to those with Medical conditions.

Additional requirements for securing Endorsement HAZMAT in accordance with the USA PATRIOT ACT all individuals are required to undergo a security threat assessment. TSA HAZPRINT and Finger Printing are required to apply for HAZMAT Endorsement.

Additional Age requirements for Interstate Driving and HAZMAT endorsement: In order to secure HAZMAT Endorsement the applicant's legal age must be at least 21. In order to Travel interstate operating a Commercial Motor Vehicle the operator's legal age must be at least 21.

School Calendar:

Affordable CDL Training School is open all year with the exception of the following days. Students should check with the school for weather closures (860-537-8235).

2012 School Closure Schedule

Holiday / Maintenance	Day(s) of Week	Date
New Year's Closure	Friday - Monday	January 1 - January 2, 2012
Easter Sunday	Sunday	April 22, 2012
Memorial Day	Saturday- Monday	May 26 - May 28, 2012
June-July Maintenance closure	Monday - Wednesday	June 25 - July 16, 2012
Labor Day	Friday - Monday	August 31 - September 3, 2012
Thanksgiving Break	Wednesday- Sunday	November 21, 2012 - November 26, 2012
December Maintenance Closure	Saturday - Wednesday	December 22, 2012 - January 2, 2012

Job Placement:

Affordable CDL Training School offers job placement support but does not guarantee employment.

Barriers to Employment:

A student whose driving history includes moving violations, drug or alcohol convictions or a criminal record may affect his/her eligibility for employment in the Commercial Motor Vehicle industry. This may include but is not limited to prior accidents, moving violations, driving under the influence of Alcohol or drugs or criminal record.

A positive Drug/Alcohol test can negatively affect the Students ability to obtain a job in the Commercial Motor Vehicle Industry.

Additional requirements for securing a Commercial Drivers License, all individuals attempting to obtain a CDL are required to pass a Medical exam; a driver with no health issues is required pass a Medical exam in accordance with CRF Title 49, Section 391.41 every 24 months. Additional requirements apply to those with Medical conditions.

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Additional Age requirements for Interstate Driving and HAZMAT endorsement: In order to secure HAZMAT Endorsement the applicant's legal age must be at least 21. In order to Travel interstate operating a Commercial Motor Vehicle the operator's legal age must be at least 21.

Attendance Policy:

Affordable CDL Training School requires that all students attend classroom sessions and participate in Labs. Any student that misses sixteen (16) hours of training will be subjected to a \$75.00 re-admittance fee to return to training. A student that misses more than two (2) weeks of training will be terminated from training and will be responsible to pay any outstanding balance. Any student unable to attend a class or lab will be required to make up that missed session. It is the students' responsibility to arrange with an instructor to make up any missed time.

Student Conduct/Dismissal:

While enrolled at Affordable CDL Training School, students agree to abide by school policies and procedures and behave in a professional manner while in classroom or driving. A professional manner is defined as non-disruptive, non-abusive and respectful of other students, members of the faculty and toward school equipment. Students are encouraged to ask questions and participate in classroom and Lab in a calm rational manner.

The dress code for the class is casual, comfortable and appropriate. Open toe shoes are not permitted. NO Firearms, drugs, alcohol, violence, or abusive language is allowed while on campus or operating equipment.

Failure to comply with Student Conduct will result in immediate dismissal. Failure to comply with the Student Conduct will result in forfeiture of all tuition and fees as well as the student will be required to pay any outstanding balance immediately.

Students will be enrolled in and may be selected for random drug and alcohol testing. Failure to test or testing positive will be terms for immediate dismissal and no refunds will be given and outstanding balances will be due immediately.

Student Withdrawal/Refund:

Refund policy applies to student withdrawal or school dismissal.

In the event the student does not begin classes and cancels this agreement within 3 calendar days of signing the enrollment agreement, the student shall receive a full refund of Tuition Paid less Registration Fee and Drug and Alcohol Testing fee.

In the event a student does not cancel within 3-calendar day limit, but withdraws from a class before the end of the first in- class session, the following refund will be afforded.

Course	Refund Percentage of Money received less any Registration Fee, Drug and Alcohol testing fee.
CDL Tractor Trailer Training Class A	50%
CDL Tractor Trailer Training Class A: Fast Track	0%

In the event that a student withdraws, or is dismissed from the course/program, all refunds will be based on the last date of verifiable attendance and in accordance to the above refund policy. The student must notify Campus or School Director prior to the end of the first class to obtain any refund outlined above. Upon completion of the first class the enrolled student is responsible for full payment as outlined in the enrollment agreement and cost associated with collecting balance without exception.

All Refunds will be made within 30 days of withdrawal or dismissal based on schedule above. Refund checks will be mailed to address provided on enrollment form.

Textbooks can be sold back to the school upon inspection by Affordable CDL Training School faculty for 50% of purchased price (\$25). Textbooks must be current

edition and cannot be written in or have missing pages and must be in satisfactory condition to be eligible for sale back to the school. Federal Motor Carrier pocket manuals cannot be sold back and will not be eligible for any returns or refunds.

There are no refunds of registration fee or Drug and Alcohol testing fee.

Grading Policy:

A minimum of score of 80% on classroom material and 80% on practical driving skills (A = 90%-100%, B= 80%-89%, C = 70%-79%).

Anyone receiving a score below 80% on classroom work and below 80% on practical driving skills is at the risk of failing and will be notified by schools faculty to develop a remediation plan.

Affordable CDL Training School considers the completion of in-classroom training to be the half way point of material presented in the course. Students will receive in writing their grade to evaluate their performance at this time. Any student with a below acceptable grade for successful completion of the course will be informed of the potential failing grade by their instructor to determine an acceptable means to increase their grade.

Graduation Policy:

Affordable CDL Training School requires all students have 100% attendance for classroom work, and complete all exams, quizzes and Lab required hours. Affordable CDL Training School requires that all students complete all the stated hours of in-class training and practical training (CDL Tractor Trailer Training Class A140 hrs total or CDL Tractor Trailer Training Class A: Fast Track total of 65 hrs). A minimum of score of 80% on classroom material, and 80% on practical driving skills is required.

The student will receive a certificate of completion when they have completed the program and paid all fees in full.

Students Grievance and Complaint Procedure:

A student that wishes to file a complaint while in school may approach any school faculty. If this does not lead to satisfactory conclusion the student can address the issues with the Office of Financial and Academic Affairs for Higher Education.

Office of Financial and Academic Affairs for Higher Education
61 Woodland Street
Hartford CT 06105
860 947 1816.

Discrimination:

Affordable CDL Training School does not discriminate against any applicant based on race, color, gender, sexual orientation, disability and religion, national or ethnic origin.

Payment:

Course	Payment Schedule
CDL Tractor Trailer Training Class A	\$500.00 due at enrollment, balance is due after successful completion of In-class Exam (half way point of material presented). Affordable CDL Training School may with prior arrangements allow students to make weekly payments. All students making payments must be paid in full prior to Connecticut DMV Testing.
CDL Tractor Trailer Training Class A: Fast Track	\$500.00 due at enrollment. Affordable CDL Training School may with prior arrangements allow students to make weekly payments. All students making payments must be paid in full prior to Connecticut DMV Testing.

Payment forms acceptable: Cash, Check, (MasterCard and Visa through paypal). Students are responsible for DMV and Drug and Alcohol testing fees (billed to the school).

Program of Study:

CDL Tractor Trailer Training Class A:(In-class 40 hours, Lab 100 hours; Total program hours 140)

CDL Tractor Trailer Training Class A programs objective is to take individuals with little or no trucking experience and prepare them for entry-level tractor trailer and truck driving employment. This program is well suited for students with little or no standard shift commercial motor vehicle experience.

Training will begin with classroom studies on industry related material, which includes FMCSR 380.503 Entry-level driver requirements. The material presented in the class includes but not limited to Driver qualification requirements, Hours of service of Drivers, Driver Wellness, Whistleblower Protection, Air Brake Systems, Defensive Driving, Trip Planning, and Department of Transportation Rules and Regulations. This program involves a full text book called Tractor-Trailer Driver Training Manual for their curriculum studies.

At the completion of classroom students will move on to the road and skill portion of the program referred to as the lab hours of the program. Students must hold a Commercial Driver's Instruction Permit and provide a copy to the school prior to starting the Lab portion of the class. This is where standard shift training will be taught for anyone with no or limited experience with shifting. Industry related backing maneuvers under instructor supervision and road operation procedures are taught one on one with an instructor. Students waiting to drive during the backing maneuvers Lab portion of course will be required to observe other drivers' maneuvers while an instructor explains corrections to maneuvers. Daily grading and progress is monitored and recorded on each student.

Student will receive in class instruction, driving simulator time, practice (Lab) course driving, and trailer coupling/uncoupling practice as well as over the road one on one driver training.

Upon satisfying a "passable execution" (80% on practical driving skills) of the course and (80% on the In-Class requirements) by the student, Affordable CDL Training School completion certificate will be issued and the schools equipment will be made available for the student to take the state administered driving exam. Students are responsible for taking and passing the Connecticut Department of Motor Vehicle Practical Test and all related fees in order to obtain a Commercial Drivers License.

Objectives:

Upon completion of the classroom portion of training, students will have the knowledge to pass the required exams to obtain a Commercial Drivers Instruction Permit. The student will be familiar with truck related components terms and procedures used in the trucking industry. The student will be familiar with Federal Motor Carrier Safety Regulations. Students will be exposed to a heavy concentration of hours of service and general paper work in the trucking industry. The student will be familiar with public and employer relations and job requirements. Once the student has completed the Lab portion of the training they will be trained to perform specific backing operations in a Class A Commercial Motor Vehicle including but not limited to; straight line, parallel parking, and backing into a loading dock as well as performing an accurate and complete pre and post trip inspection. The student will experience how to safely operate Class A Commercial Motor Vehicle on public roads and highways, with the skills and techniques they will need to master, as a true professional, within the trucking industry.

Textbook and study material required

CDL Tractor Trailer Training Class A: Fast Track: (In-class 40 hours, Lab 25 hours; Total program hours 65)

CDL Tractor Trailer Training Class A: Fast Track program objective is to take individuals with limited trucking experience and prepare them for entry level tractor trailer and truck driving employment. This program is well suited for students with straight truck experience looking to enter into the Tractor Trailer or Class A professions.

Fast Track CDL Tractor Trailer Training Class A is only available to drivers over the age of Eighteen (18), who have obtained approval from the Campus or School director and possessing a Class "B" or "Q" license, and such drivers shall only be entitled to one scheduled Department of Motor Vehicle ("DMV") pre-arranged campus test date. Any requested additional DMV test dates and use of school equipment and facilities for such testing would result in an additional charge of \$350.00 per additional test date. Any student not meeting these requirements will NOT be admitted into the fast track program. Fast

Track Program is designed for the experienced driver who needs minimal instruction for their license.

Training will begin with classroom studies on industry related material, which includes FMCSR 380.503 Entry-level driver requirements. The material presented in the class includes but not limited to Driver qualification requirements, Hours of service of Drivers, Driver Wellness, Whistleblower Protection, Air Brake Systems, Defensive Driving, Trip Planning, and Department of Transportation Rules and Regulations. This program involves a full text book called Tractor-Trailer Driver Training Manual for their curriculum studies.

At the completion of classroom students will move on to the road and skill portion of the program referred to as the lab hours of the program. Students must hold a Commercial Driver's Instruction Permit and provide a copy to the school prior to starting the Lab portion of the class. Industry related backing maneuvers under instructor supervision and road operation procedures are taught one on one with an instructor. Students waiting to drive during the backing maneuvers Lab portion of course will be required to observe other drivers' maneuvers while an instructor explains corrections to maneuvers. Daily grading and progress is monitored and recorded on each student. Student will receive in class instruction, driving simulator time, practice (Lab) course driving, and trailer coupling/uncoupling practice as well as over the road one on one driver training.

Upon satisfying a "passable execution" (80% on practical driving skills) of the course and (80% on the In-Class requirements) by the student, Affordable CDL Training School completion certificate will be issued and the schools equipment will be made available for the student to take the state administered driving exam. Students are responsible for taking and passing the Connecticut Department of Motor Vehicle Practical Test and all related fees in order to obtain a Commercial Drivers License.

Additional test dates can be purchased if required for \$350.00 plus any and all DMV fees. Additional test dates DO NOT include practice time with the truck.

Objectives:

Upon completion of the classroom portion of training the student will be familiar with truck related components terms and procedures used in the trucking industry. The student will be familiar with Federal Motor Carrier Safety Regulations and will have the knowledge to take and pass the required

exams to obtain a Commercial Drivers License Permit. Students will be exposed to a heavy concentration of hours of service and general trucking industry paperwork.

Once the student has completed the Lab portion of the training they will be capable of performing specific backing operations in a commercial motor vehicle while towing a trailer including but not limited to; straight line, parallel parking, and backing into a loading dock as while as performing a complete and accurate pre and post trip inspection. The student will be develop their experience with a class B commercial motor vehicle to the safe operation of a Class A commercial motor vehicle on public roads and highways, being able to up shift and down shift while maintaining safe control of the vehicle at all times.

Textbook and study material required

Definitions:

Class "A" is required for any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more provided the gross vehicle weight rating (GVWR) of the vehicle being towed is in excess of 10,000 lbs.

Lab is hands-on and observation time where students independently under the supervision of an instructor are instructed on equipment maneuvers.

Cost of Course

Course	Tuition Cost	Book Fees (Textbook-refundable)	In-Class Hours	Lab Hours	In-Class Time/Schedule
CDL Tractor Trailer Training Class A Evening (Total Program hours 140)	\$2,900.00*	\$55.00	In-Class 40 hr	100 hr	<i>Evening Schedule</i> (In Class/Lab Evening Schedule) 5:30-8:30 PM M/W/Th 8:00 AM -5 PM Sat/Sun By Appointment
CDL Tractor Trailer Training Class A: Fast Track Evening (Total Program hours 65)	\$1400.00*	\$55.00	In-Class 40 hr	25 hr	<i>Evening Schedule</i> (In Class/Lab Evening Schedule) 5:30-8:30 PM M/W/Th 8:00 AM -5 PM Sat/Sun By Appointment

* Subject to the follow additional fees **NON REFUNDABLE** Registration Fee of \$100.00, Subject to a **NON REFUNDABLE** Drug and Alcohol Testing Fee of \$100.00

Affordable CDL Training School has open practice hours for the student who requires additional practice. The student is required to sign up for these sessions. See your instructor to schedule a session. Open practice sessions are available to any registered student and are designed for the student to practice with the instructor in areas the student is having difficulty. There is no additional cost for these hours and they are limited to a first come first scheduled.

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