

ROADMASTER DRIVERS SCHOOL



2013 / 2014
CATALOG • VOLUME 10

1-800-831-1300 • WWW.ROADMASTER.COM

MESSAGE FROM THE PRESIDENT

You are to be congratulated for choosing a career objective with a promising future! The U.S. Department of Labor & Hudson Institute predicts the trucking industry will hire, on average, 403,000 truck drivers each year to fill empty seats to move freight in America.

Roadmaster Drivers School is dedicated to preparing individuals for a career in truck driving to meet the fast growing need for qualified professional truck drivers.

Your decision to enroll at Roadmaster will get you started toward a very gratifying and rewarding career. It is our objective to help each individual reach his/her goal of a more secure, productive future, and to become the kind of professional driver every company wants to hire.

Congratulations again on your decision, and good luck.

John E. Kearney, Sr., President & CEO

"The information contained in this catalog is true and correct to the best of my knowledge."



ROADMASTER DRIVERS SCHOOL

MISSION STATEMENT

Roadmaster Drivers School is dedicated to preparing individuals for a career in truck driving to meet the fast growing need for qualified professional truck drivers. By preparing students for a successful career through providing the best possible state of the art training, Roadmaster will work for the success of every student while building a reputation that will ensure valuable future opportunities for graduates of Roadmaster Drivers Schools. Roadmaster's mission will be enhanced and realized through strong community commitment and upholding the value of every individual student who enrolls into a Roadmaster school.

VISION STATEMENT

Recognition as the industry leader in the training of professional truck drivers.

PURPOSE

The purpose/objective of Roadmaster Drivers School is to prepare our students for a successful career by providing the best possible training, while also providing a pleasant, rewarding work environment for our associates. We are working for the success of every student and to build an educational reputation that will assure valuable future opportunities for our graduates.



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THE CONTENTS OF THE CATALOG ARE EXPECTED TO REMAIN EFFECTIVE THROUGH DECEMBER 31, 2014. REVISED
JANUARY 2014. CATALOG IS NOT COMPLETE WITHOUT APPROPRIATE SCHOOL ADDENDUM.

LICENSURE AND OPERATION AUTHORITY, BOARD OF DIRECTORS, OFFICERS, OWNERS

ARKANSAS

Arkansas Board of Private Career Education
501 Woodlane, Suite 312S, Little Rock, AR 72201
501.683.8000
Arkansas Code 6-51-601-622
Fax 501- 683-8050

TENNESSEE

State of Tennessee Higher Education Commission
Parkway Towers, Suite 1900, Nashville, TN 37243-3605
615-741-6230

Roadmaster Drivers School of West Memphis, AR and Roadmaster Drivers School of Chattanooga, Inc. are authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

FLORIDA

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission: 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 888-224-6684

INDIANA

This institution is regulated by
Bureau of Motor Vehicles
Indiana Government Center North
100 North Senate Ave., Room N481
Indianapolis, IN 46204
317-234-3593

NORTH CAROLINA

North Carolina Department of Motor Vehicles
1100 New Bern Avenue
Raleigh, N.C. 27699

OHIO

Department of Public Safety through the Governor's Highway Safety Office
1970 West Broad Street, PO Box 182081
Columbus, OH 43218-2081
614-466-3250

OKLAHOMA

Department of Public Safety, Driver License Division
P.O. Box 11415
Oklahoma City, OK 73136

CALIFORNIA

Roadmaster Drivers School of Fontana, Inc. is a Florida corporation registered to do business in California. Roadmaster Drivers School of Fontana, Inc. is a private institution that is approved to operate by the Bureau for Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. 916-431-6959 or 888-370-7589.

TEXAS

Approved and Regulated by:
The Texas Workforce Commission, Career Schools and Colleges
Room 226T, 101 East 15th Street, Austin, Texas 78778-0001.
512-936-3100 <http://csc.twc.state.tx.us>

UTAH

Registered under:
The Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code)
Department of Commerce/Division of Consumer Protection
160 East 300 S., Second Floor, SM Box 146704
Salt Lake City, UT 84114-6704
801-530-6601

Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.
Roadmaster Drivers School of Salt Lake City, Inc. is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

CORPORATE OFFICE

11300 4th Street, Suite 200, St. Petersburg, FL 33716 727-342-6420
www.careerpathtraining.com

BOARD OF DIRECTORS/OFFICERS

Jon Tomion, Chairman
John E. Kearney, Sr., Vice Chairman/President & CEO
John E. Kearney, Jr., Vice President, Secretary/Treasurer,
School Operations Director

ADMINISTRATIVE OFFICERS

John E. Kearney, Sr., President & CEO
John E. Kearney, Jr., Vice President of Administration, Secretary/Treasurer,
School Operations Director
Kenneth E. Whittington, Vice President of Operations
Brad Ball, Vice President of Industry Relations & Student Finance
Dustin Hebrank, Chief Financial Officer

OWNERSHIP

Roadmaster Drivers School is owned by Career Path Training Corp, a Florida corporation formed under the laws of the State of Florida.

The governing authorities of Roadmaster Drivers School will abide by all state statutes and regulations in providing reasonable service to all students and will observe ethical and equitable business standards as required by states.

HISTORY

The Company was originally formed in 1992 as Roadmaster Drivers Schools, Inc. In March 1995, Career Path Training Corp, a Florida Corporation was formed as the parent company to better reflect the Company's educational programs and business focus. Career Path currently operates its nine commercial truck driving schools through the following subsidiaries:

- Roadmaster Drivers School, Inc. opened its first school at the Florida State Fairgrounds location in Tampa, Florida in 1992. During its first year of operation, the Company obtained a license to perform as a Third Party Commercial Driver Licensing Examiner for the State of Florida. Focusing on maintaining high education and placement standards, the school gained a national reputation in the trucking industry for quality training of entry-level commercial truck drivers.
- After conducting various demographic studies, Columbus, Ohio was chosen as the location of the Company's second school. Roadmaster Drivers School of Ohio, Inc. opened in October 1995.
- March 1995, Career Path Training Corporation was formed and became the parent company of the Roadmaster Drivers School operations.
- November 1997, a major competitor in the field at the time closed its Jacksonville, Florida school. Career Path re-opened this location as Roadmaster Drivers School of Jacksonville, Inc. In May of 1999 the school received approval from the Florida Commission for Independent Education to extend the school's educational programs to include a Diesel Truck Service Tech Program.
- Orlando, Florida training facility received approval from the Florida Commission for Independent Education to operate under the name of Roadmaster Drivers School of Auburndale/Orlando in 2002. In addition to the driver-training program, the company began a service technician program in March 2003.
- July 2002, Roadmaster Drivers School of Salt Lake City, Inc. began to offer its first classes.
- September 2002, Roadmaster Drivers School of San Antonio, Inc. began school operations.
- September 2004, Roadmaster Drivers School became a training partner with Mid South Community College and opened a commercial truck driver program on the campus in W. Memphis, Arkansas.
- October 2005, Roadmaster Drivers School opened a commercial truck driver program in Columbus, Indiana. The school was relocated to Indianapolis in January 2007.
- August 2007, Roadmaster Drivers School acquired Interstate Driving Academy in Dunn, North Carolina.
- January 2009, Roadmaster Drivers School took over the management of American Truck Training Academy and American Truck Training of Oklahoma and Missouri and acquired their assets in March 2009.
- October 2009, Roadmaster Drivers School of Fontana, Inc. was established.
- January 2011, Roadmaster Drivers School of Chattanooga, Inc. was established.

CAMPUS LOCATIONS

TOLL FREE: 800.831.1300

Roadmaster Drivers School, Inc. (Tampa, FL)

5025 Orient Road, Tampa, FL 33610-3613
813-626-2400, Fax 813-626-6302

Roadmaster Drivers School of Orlando, Inc. (Orlando, FL)

6000 Cinderlane Parkway, Orlando, FL 32810-4753
407-532-3619, Fax 407-532-3597

Roadmaster Drivers School of Jacksonville, Inc. (Jacksonville, FL)

1409 Pickettville Road, Jacksonville, FL 32220-2465
904-783-3333, Fax 904-783-3378

Roadmaster Drivers School of Ohio, Inc. (Columbus, OH)

4060 Perimeter Drive, Columbus, OH 43228-1037
614-351-1748, Fax 614-351-7422

Roadmaster Drivers School of San Antonio, Inc. (San Antonio, TX)

7196 S.W.W. White Road, San Antonio, TX 78222-5202
210-648-8600, Fax 210-648-8606

Roadmaster Drivers School of Salt Lake City, Inc. (Salt Lake City, UT)

6211 W. 2100 S., West Valley City, UT 84128-6414
801-952-9000, Fax 801-952-9031

Roadmaster Drivers School of W. Memphis, Inc. (W. Memphis, AR)

2800 E. North Service Road, W. Memphis, AR 72301
870-400-4090, Fax 870-400-0064

Roadmaster Drivers School of Indiana, Inc. (Indianapolis, IN)

3016 Bluff Road, Indianapolis, IN 46217-9267
317-783-7483, Fax 317-783-3644

Roadmaster Drivers School of North Carolina, Inc. (Dunn, NC)

1111 South Clinton Avenue, Dunn, NC 28335
910-891-1344, Fax 910-891-1345

Roadmaster Drivers School of Tulsa, Inc. (Tulsa, OK)

15615 E. Pine Street, Tulsa, OK 74116
918-834-6221 Fax 918-834-6227

Roadmaster Drivers School of Fontana, Inc. (Fontana, CA)

10251 Calabash Avenue, Fontana, CA 92335
909-202-4270, Fax 909-202-4281

Roadmaster Drivers School of Chattanooga, Inc. (Chattanooga, TN)

3800 Cummings Hwy, Chattanooga, TN 37419
800-831-1300

FACILITIES AND EQUIPMENT

SCHOOL FACILITIES AND EQUIPMENT

- All school locations have administrative offices, spacious classrooms, and computer labs. The schools maintain specially designed field-driving courses where students practice backing, coupling, uncoupling, and docking. Roadmaster provides equipment for Commercial Driver Licensing (CDL) testing at all locations. Schools in Florida, Ohio, Arkansas, Utah, and North Carolina are sites for CDL testing. Most of the schools operate truck maintenance shops.
- Roadmaster owns a fleet of late model tractor-trailers used exclusively for student training. All equipment is operated under licensing of the states in which they are registered.
- Training simulators are used to familiarize students with shifting patterns of different truck transmissions. The simulators are located in Tampa, Orlando, and Columbus.
- The corporate office located in St. Petersburg, Florida, provides support to all of the locations in administrative, operations, and personnel areas.

ADMISSION POLICIES

OPEN DOOR ADMISSIONS POLICY

- Roadmaster admission is open to all applicants who desire to obtain a career skill in professional truck driving
- Applicants are screened by personal interview with an admissions representative to determine their ability to benefit from the training provided

AFFIRMATIVE ACTION POLICY AND NONDISCRIMINATION STATEMENT

- All applicants are interviewed and considered for admission without regard to race, creed, age, gender, religion, national origin, disability, handicap, marital status or veteran status, or any other characteristic protected by law except where age, sex, or physical status is a bona fide occupational qualification
- All considerations for educational opportunities are provided free of any and all discriminatory practices
- Any applicant expressing interest in career opportunities offered by Roadmaster is given full encouragement to make application for admission
- Roadmaster recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and similar state laws. These Acts prohibit discrimination on the basis of a disability and require reasonable accommodations to qualified individuals with disabilities

ENTRANCE REQUIREMENTS

- Eighteen (18) years of age to drive intrastate or at least twenty-one (21) years old to be employed to drive interstate
- Beyond the age of compulsory high school attendance as defined by each state
- Possess a valid driver license at the time of enrollment and one (1) year of driving experience (Must maintain a valid driver license during the training period)
- Provide Social Security Card or Valid Picture ID
- Drug free and agree to random drug testing during training
- Ability to read, speak, and understand English language sufficiently to converse with general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make legible entries on reports and records
- No language services are provided; instruction is provided in English only

SPECIAL ENTRANCE REQUIREMENTS FOR TEXAS, UTAH, ARKANSAS AND TENNESSEE:

Proof of (1) secondary education; (2) successful completion or equivalent of one full-time academic semester or quarter at an accredited postsecondary school; or (3) proven ability-to-benefit by obtaining minimum acceptable Scale Score (SS) as follows: TABE Form 9 or 10 Survey Level D: Reading 528 and Vocabulary 522. The Education Department administers the test. An applicant may take a second entrance test the same day providing it is a different Form number, otherwise, the applicant must wait (3) days prior to a retake of the same form

ENTRANCE PROCEDURES

- Complete Qualification Application
- Interview with Admissions Representative
- Receive recommendation by Admissions Representative of eligibility for acceptance
- Complete enrollment agreement
- Pass Department of Transportation (DOT) physical and drug screen, present copy of the Physical Exam of Drivers form, completed and signed by a licensed medical professional — approximate cost \$80, is not included in tuition costs
- Pay registration fee, if applicable, as reflected on the enrollment agreement
- Acceptance of application by School Director

CREDIT FOR PRIOR TRAINING/EXPERIENCE

- Individual consideration for credit will be given to an applicant who has prior training or experience
- An evaluation of the applicant's actual work experience in the field, previous training, and driving ability will be conducted by the Director of Training
- Applicant must submit a certificate of completion or diploma and course outline at time of application for credit consideration
- Credit for a portion of the program will result in an adjustment to the full tuition.

PROVISIONS FOR APPEAL

- Refer to page 13

TRANSFER OF CREDIT TO OTHER SCHOOLS

- Roadmaster neither implies nor guarantees that credit for courses completed at Roadmaster will be accepted by any other institution
- Each institution has individual policies that govern the acceptance of credit transfer
- For additional information refer to page 16

ARTICULATION AGREEMENTS

- Roadmaster Drivers School does not have articulation agreements with any other institution for transferability of credits.

GENERAL INFORMATION

COMPLETION TIME

All students are expected to complete the required training program within the same time period as all students that start training on the same date. Special consideration will be granted for requested leave from training. (See Leave of Absence — page 15)

CANCELLATION OF CLASSES

If the School is unable to provide training for any reason beyond its control, such as, but not limited to hurricanes, floods, etc., the School reserves the right to suspend training for a period of not more than 120 days. Any student affected by such action may return to the School to complete training at no additional tuition charge. In case of a change of training location, a notice will be sent to each student for approval. If the student does not approve the change of location, a refund shall be made in accordance with the stated refund policy.



TUITION COST AND FEES

Tuition cost includes the registration fee, books, and supplies. Career guidance and placement assistance are also provided to students and/or graduates at no extra charge. Students are responsible for travel, meals, housing (if required) and incidental expenses not directly related to training.

TITLE IV FUNDING

- Roadmaster Drivers School is not approved by the US Department of Education to receive Title IV funding on behalf of its students.

CANCELLATION POLICY

- All monies paid to the School will be refunded to the applicant if he/she is not accepted for admission
- If a student is unable to pass the Department of Transportation (DOT) physical examination, all tuition paid will be refunded upon proof of failure to pass less the cost of any out-of-pocket expense incurred such as hotel, meals, drug/physical
- In the event a course is discontinued by the School, all tuition monies paid by the student will be refunded
- If the School discontinues training or changes locations that prevent the student from attending, the student is eligible for a full refund
- Unless directed otherwise by a state in which Roadmaster operates, the effective date of cancellation for calculation of refund will be the earliest of the following:
 - Date of receipt of notice of cancellation by the student
 - Last date of actual attendance by the student

LOANS

- Students who obtain loans to pay for their education have the responsibility to repay the full amount of the loan plus interest less any refund. Federal student loans under Title IV are not available to students of Roadmaster.

SCHOLARSHIPS

- Roadmaster is an active member of various state school associations that offer scholarships to individuals making application for consideration
- Scholarships are made available for the spouse of an enrolled student or graduate
- If a student is eligible for a scholarship from some other source, the School will assist the student in making application or offer any assistance requested

FINANCIAL POLICIES

- Students are responsible for payment of tuition and fees in accordance with their enrollment agreements.
- The school financial officer/director will provide assistance to the student regarding payment of the tuition

CANCELLATION AND REFUND POLICIES

ARKANSAS AND TENNESSEE

IF AN APPLICANT IS NOT ACCEPTED BY ROADMASTER, ALL MONIES PAID BY THE APPLICANT WILL BE REFUNDED.

If the applicant notifies the school of the desire to cancel the enrollment agreement, in any form, within three (3) business days of signing the agreement, all monies paid by the applicant will be refunded.

The effective date of the termination/cancellation, for refund purposes, shall be the last day of attendance.

The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.

REFUND SCHEDULE

Within three (3) business days	100%
Completion of less than 25% of the program	Pro rata computed on the number of hours scheduled to the date of cancellation* to the total program hours less the \$100 registration fee
Completion of 25% but less than 50%	Refunded not less than 50% of the tuition
Completion of 50% but less than 75%	Refunded not less than 25% of the tuition
Completion of 75% or more	No Refund—Full Tuition Due

All refunds will be made within thirty (30) days of receipt of cancellation or termination of training.

FLORIDA, OHIO, OKLAHOMA, AND UTAH

If an applicant is not accepted by ROADMASTER, all monies paid by the applicant will be refunded. (Does not include out of pocket expenses.)

If the applicant notifies the school of the desire to cancel the enrollment agreement, in any form, within three (3) business days of signing the agreement, all monies paid by the applicant will be refunded.

The effective date of cancellation for calculation for refund purposes will be the earlier of the date of receipt of the notice from the student or the last date of attendance by the student.

REFUND SCHEDULE

Within three (3) business days	100%
After three (3) business days, but before attending the first class	100% less \$150 registration fee
After start of training, but before 50% completion	Pro rata computed on the number of hours scheduled to the date of cancellation* to the total program hours less the \$150 registration fee
After completion of 50% of the program	No Refund—Full Tuition Due

All refunds will be made within thirty (30) days of receipt of cancellation or termination of training.

CANCELLATION AND REFUND POLICIES

INDIANA

- (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.
- (b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:
- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
- (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

NORTH CAROLINA

- If an applicant is not accepted by ROADMASTER, all monies paid by the applicant will be refunded.
- If the applicant notifies the school of the desire to cancel the enrollment agreement, in any form, within five (5) business days of signing the agreement, all monies paid by the applicant will be refunded.
- The effective date of the termination/cancellation, for refund purposes, shall be the last day of attendance.
- The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.

REFUND SCHEDULE

Within five (5) business days	100%
After start of training, but before completion of program	Pro rata computed on the number of hours scheduled to the date of cancellation* to the total program hours less the \$150 registration fee
After Completion of the Program	No Refund—Full tuition Due

*All refunds will be made within twenty-one (21) days of receipt of cancellation or termination of training.

CANCELLATION AND REFUND POLICIES

TEXAS

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (**see below)

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as, books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases: (a) An enrollee is not accepted by the school; (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

****Non-Refundable Fees:** The U.S. Department of Transportation Federal Motor Carrier Safety Regulations: Part 382 Controlled Substance and Alcohol Use and Testing, Part 391/ Subpart C Background and Character, and Part 391/ Subpart E Physical Qualifications and Examinations require that each student have a D.O.T. Drug Test, Physical, and complete a background check. The cost of these services is the responsibility of the student, agency, or company. If these services are available at the school and the student, agency, or company chooses to use the school services, the pass through costs of these services will not be refunded. This is also true of any other costs such as lodging and/or fees required by the State of Texas Department of Public Safety that were paid on behalf of the student. Though fees are not set by Roadmaster Drivers School of San Antonio we have included the normal cost of these fees in the catalog addendum.

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.



ACADEMIC POLICIES

SCHOOL CALENDAR

- Classes are held on a twelve (12) month basis with students enrolling at any time throughout the year
- New full-time classes begin every Monday
- Day classes begin at 7 am and end at 6 pm.
- Evening classes begin every other Monday and run through Saturday
- Evening classes are held from 6 pm to 12 am (midnight)***, Monday-Friday; plus Saturday from 7 am to 6 pm
- Weekend classes begin every other Saturday at most training sites
- Full-time classes consist of 160 clock hours* of training for three (3) weeks or four (4) weeks on site**
- Evening classes when available consist of 160 clock hours* of training for four (4) weeks on site plus 20 clock hours of Homework Assignments
- Weekend classes when available consist of 160 clock hours* of training for eight (8) consecutive weekends on site
- Classes are not held on the following holidays; however, lost training time will be made up during the designated training period
The special school holidays are: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and Easter for weekend programs
- Refer to calendars on pages 18 -20 in this catalog.

CLASS SCHEDULES

- Weekday classes begin at 7 am and end at 6 pm Monday through Friday. Morning, afternoon, and lunch breaks are provided for all students.
- Weekend classes on Saturday and Sunday begin at 7 am and end at 6 pm. Morning, afternoon, and lunch breaks are provided for all students.
- Evening classes begin at 6 pm and end at 12 am (midnight)*** Monday through Friday; 7 am to 6 pm on Saturday. Breaks are provided for all students.
- If necessary, additional road time may be scheduled during evening hours to accommodate nighttime behind-the-wheel training skills.

*Clock Hour is equal to 50 minutes of instruction in the classroom, lab, range, behind-the-wheel, and road driving (60 minutes in Ohio)

**Check with School Officials and Enrollment Agreement for local schedule.

***Salt Lake City night classes end at 11 pm.

APPEAL PROCESS/GRIEVANCE PROCEDURE

Students may appeal any decision, policy, and/or procedure that they feel has an adverse affect upon their opportunity to complete a program at Roadmaster. Such instances may include: dismissal, involuntary withdrawal, grade received in a class. The following procedures must be followed in order to make a proper appeal:

- Speak with the Director of Training
- If not satisfactorily resolved, speak with the School Director
- School Director will notify student of decision
- If not satisfied, address the complaint to the Corporate Office and request an appointment: John E. Kearney, Sr., President, at 11300 4th Street N., St. Petersburg, FL 33716, (727)342-6420
- Dissatisfied students who have followed the procedures outlined above may address their concerns with the appropriate licensing agency listed on page 4 of this catalog.

GRADUATION REQUIREMENTS

In order to graduate from Roadmaster Drivers School:

- Student must have competed at least the minimum number hours of training required for the program
- Achieved at least a 70% overall grade average

CERTIFICATE OF COMPLETION

- Upon graduation, the graduate will receive a Certificate of Completion and assistance in obtaining the Commercial Driver License (CDL)
- Texas: Students completing the program requirements will receive a Compliance and Completion Certificate
- Ohio: Students completing the program requirements will receive an Ohio Certificate of Completion



GRADING SYSTEM

A — Excellent	96-100
B — Good	88-95
C — Average	75-87
D — Below Average	70-74
F — Not Passing	Below 70

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

- Training instructor's approval is required for each phase of the training before the student may advance to the next phase
- When a student does not meet specific standards for a phase of training, additional instruction may be required and given
- If additional time is required to achieve an approved level of performance, there will be no extra charge to the student
- Amount of time spent on any field-training topic may vary among students
- All students are required to maintain at least a seventy percent (70%) grade average
- Students missing 25 percent (25%) of the program may be dismissed

ACADEMIC PROBATION

- Students who do not maintain a seventy percent (70%) grade average will be placed on probation and allowed to continue for one week
- Students on probation who are able to improve the grade point average to at least seventy percent (70%) and can be certified by the instructor, will be considered for graduation
- Students failing to improve the grade point average to a minimum of 70% will be terminated from the school

ATTENDANCE POLICY

- Attendance at each scheduled class is required and recorded
- Students are required to report to class on time
- Absences will be recognized as valid in the event of student illness or death of an immediate family member
- Any absence that is not authorized by the Director of Training may be cause for the interruption of student's training
- When an absence is authorized, the student will be entitled to make-up classes at no additional cost, although this does not remove the absences
- Students missing 25 percent (25%) of the program may be dismissed
- Two or more unauthorized absences may result in dismissal
- Absence for two (2) consecutive days without authorization from the Director of Training will be grounds for dismissal from training
- All missed classes must be made up prior to graduation
- It is the responsibility of the student to schedule make-up time with the Director of Training
- Three (3) ten minute (10) periods of tardiness will be considered equal to an unexcused absence
- Each unexcused absence will require the student to repeat the scheduled class related to the absence/tardiness
- Students are required to notify the Director of Training when they know they will be absent or tardy

DISMISSAL POLICY

Students may be dismissed from School for the following:

- Failure to maintain satisfactory academic progress
- Unauthorized absences and/or repeated tardiness
- Failure to adhere to the Student Conduct Policy, including but not limited to, use of alcohol or drugs, gambling, or lack of cooperation
- Failure to comply with course requirements
- Failure to respond to a School inquiry or request

RE-ENTRY POLICY

- Reinstatement of a dismissed student will be based on individual circumstances
- Student must wait until his/her class has graduated before re-entry will be considered
- Student desiring to re-enter school must apply to the School Director
- Director of Training must approve all re-entries

INCOMPLETE POLICY

- Any student not completing the training within the prescribed time frame is eligible for a refund of tuition based on the applicable state refund policy

WITHDRAWAL POLICY

- A student who withdraws or is withdrawn is eligible for a refund of tuition based on the applicable state refund policy
- A student may be withdrawn due to violation of school policies

LEAVE OF ABSENCE POLICY

- In cases of extenuating circumstances, and upon written request to the School Director, a leave of absence (LOA) may be granted
- Leave of absence indicates that the student intends to resume training
- If a student on a leave of absence does not re-enter school within thirty (30) school days or sixty (60) calendar days (maximum 30 calendar days in Texas), the student will be dismissed
- Only one (1) leave of absence will be granted to a student in a twelve (12) month period

MAKE-UP POLICY

- Student is responsible for making arrangements with the training director
- All missed class work must be made up prior to being eligible to graduate

STUDENT CONDUCT

- Students are expected to conduct themselves in a manner that will reflect credit to the school, the community, and themselves
- Students may not, at any time, consume alcoholic beverages or use illegal drugs
- Students may not exhibit disruptive behavior and/or use profanity
- Students convicted of illegal trafficking or possession of drugs or alcohol will be dismissed from School
- Smoking is allowed only in designated areas
- Knives, guns, or other weapons are not allowed
- Open-toed shoes may not be worn during training
- Any actions considered unsafe will not be permitted
- CDL permit or a valid driver license authorizing the operation of the type of vehicle used at training must be shown to the instructor prior to driving public roads
- Student is expected to reply to all inquiries which may be necessary for completion of the program within a maximum of thirty (30) days from the date of the inquiry from the School. Failure to respond may be cause for termination from School
- All lesson assignments must be completed before graduation
- Computers provided by the School are to be used only for educational purposes

Any problem in training should be reported to the Director of Training.



VETERANS' SERVICES

Student eligibility for Veterans Education Benefits is established by the Veterans Administration. Initial eligibility and continued eligibility during enrollment is determined by the VA. The following policies are applicable to students receiving VA Benefits:

VETERANS' ATTENDANCE POLICY

VA students must adhere to the same attendance policy as other students attending Roadmaster. In addition to the attendance policy stated in this catalog, students receiving VA benefits in order to attend Roadmaster, must also adhere to the following:

- Excused absences will be granted for extenuating circumstances only and must be substantiated by entries on the student's academic file
- Legitimate documentation of why the absence occurred must be turned in to the Director of Training within a week of the absence
- Early departures, class cuts, and tardies for any portion of an hour will be counted as a full hour of absence
- Students exceeding three (3) days of unexcused absences in a calendar month will be dismissed for unsatisfactory attendance

STANDARDS OF SATISFACTORY PROGRESS FOR VA STUDENTS

Students receiving VA benefits are required to maintain satisfactory progress to remain in good academic standing. Satisfactory Academic Progress for VA students is defined as follows:

- A veteran must maintain an overall point average of at least a C, seventy (70%), at the end of each grading period
- If the cumulative grade point average falls below a C, seventy (70%), the student will be placed on probation for the next evaluation period
- If the grade point average remains below 70% at the end of the next evaluation period, the VA will be notified of the probation, thus leading to the termination of the benefits
- VA students may request reinstatement after a full term of dismissal has passed

VETERANS' REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course, withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion bears to the total length of the course. The proration will be determined on the ratio of days or hours of instruction completed to the total number of instructional days or hours in the course.

TRANSFERABILITY OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Roadmaster Drivers School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Commercial Truck Driver Training is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Roadmaster Drivers School to determine if your credits or certificate will transfer.

CATALOG NOTICE

This catalog applies to all Roadmaster campuses with the exception of Fontana, California. Roadmaster Drivers School of Fontana, Inc. has its own catalog. If you are a student or prospective student of the California school, you should request a California Edition of the catalog.

READ THE CATALOG

As a prospective student you are encouraged to read the catalog and its addendum prior to signing your enrollment agreement.

STUDENT SERVICES

Placement Services

- Basic goal for Roadmaster Drivers School is to provide training in order for the graduate to become employed
- Roadmaster maintains personnel whose efforts are directed at placement assistance for the graduates
- Employment is not guaranteed
- Salary earned is not guaranteed
- Placement Office assists the student to make the transition from school to work
- It is the responsibility of the student to commit personal effort in searching for employment opportunities
- Students are given instructions on completion of employment applications and interviewing techniques during training

Financial Aid Services

- Students are responsible for payment of tuition and fees in accordance with their enrollment agreements.
- The school financial officer/director will provide assistance to the student regarding payment of the tuition.
- See pages 8-11 for additional information.

Records Retention

- Academic progress records are maintained at the school
- Progress records are periodically provided to the student during the training program
- Transcripts are provided to students upon graduation
- Permanent records are maintained at the Administrative Offices and are available to graduates and employers upon request

Student Housing

- Roadmaster Drivers School does not have dormitories or housing available for its students.
- Students are responsible for their own housing arrangements for this short-term training.

Student Learning Resources

- Roadmaster students all receive a copy of the CDL manual as part of their training materials. Students are able to access the eTread computer lab for both eTread simulator training and Internet access to other resources.

SCHOOL CALENDAR 2013 SEPTEMBER—DECEMBER
3 WEEK SCHEDULE

Weekday Class #	Start	Graduation	Weekday Class #	Start	Graduation	Weekend Class #	Start	Graduation	School Holidays
33	8-19-2013	9-6-2013	43	10-28-2013	11-15-2013	27WE	7-6-2013	9-1-2013	Labor Day 9-2-2013
34	8-26-2013	9-13-2013	44	11-4-2013	11-22-2013	29WE	7-20-2013	9-15-2013	
35	9-2-2013	9-20-2013	45	11-11-2013	11-29-2013	31WE	8-3-2013	9-29-2013	Thanksgiving Day 11-28-2013
36	9-9-2013	9-27-2013	46	11-18-2013	12-6-2013	33WE	8-17-2013	10-13-2013	
37	9-16-2013	10-4-2013	47	11-25-2013	12-13-2013	35WE	8-31-2013	10-27-2013	Christmas Day 12-25-2013
38	9-23-2013	10-11-2013	48	12-2-2013	12-20-2013	37WE	9-14-2013	11-10-2013	
39	9-30-2013	10-18-2013	49	12-9-2013	12-27-2013	39WE	9-28-2013	11-24-2013	New Year's Day 1-1-2014
40	10-7-2013	10-25-2013	50	12-16-2013	1-3-2014	41WE	10-12-2013	12-8-2013	
41	10-14-2013	11-1-2013	51	12-23-2013	1-10-2014	43WE	10-26-2013	12-22-2013	
42	10-21-2013	11-8-2013	52	12-30-2013	1-17-2014	45WE	11-9-2013	1-5-2014	
						47WE	11-23-2013	1-19-2014	
						49WE	12-7-2013	2-2-2014	
						51WE	12-21-2013	2-16-2014	

SCHOOL CALENDAR 2013 SEPTEMBER—DECEMBER
4 WEEK SCHEDULE

Weekday Class #	Start	Graduation	Weekday Class #	Start	Graduation	Weekend Class #	Start	Graduation	School Holidays
32	8-12-2013	9-6-2013	43	10-28-2013	11-22-2013	27WE	7-6-2013	9-1-2013	Labor Day 9-2-2013
33	8-19-2013	9-13-2013	44	11-4-2013	11-29-2013	29WE	7-20-2013	9-15-2013	
34	8-26-2013	9-20-2013	45	11-11-2013	12-6-2013	31WE	8-3-2013	9-29-2013	Thanksgiving Day 11-28-2013
35	9-2-2013	9-27-2013	46	11-18-2013	12-13-2013	33WE	8-17-2013	10-13-2013	
36	9-9-2013	10-4-2013	47	11-25-2013	12-20-2013	35WE	8-31-2013	10-27-2013	Christmas Day 12-25-2013
37	9-16-2013	10-11-2013	48	12-2-2013	12-27-2013	37WE	9-14-2013	11-10-2013	
38	9-23-2013	10-18-2013	49	12-9-2013	1-3-2014	39WE	9-28-2013	11-24-2013	New Year's Day 1-1-2014
39	9-30-2013	10-25-2013	50	12-16-2013	1-10-2014	41WE	10-12-2013	12-8-2013	
40	10-7-2013	11-1-2013	51	12-23-2013	1-17-2013	43WE	10-26-2013	12-22-2013	
41	10-14-2013	11-8-2013	52	12-30-2013	1-24-2014	45WE	11-9-2013	1-5-2014	
42	10-21-2013	11-15-2013				47WE	11-23-2013	1-19-2014	
						49WE	12-7-2013	2-2-2014	
						51WE	12-21-2013	2-16-2014	

PLEASE NOTE:

- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Weekend classes run on the odd or even weeks of the weekday classes; see school administration for schedule.

SCHOOL CALENDAR 2014 JANUARY—DECEMBER

3 WEEK SCHEDULE

Weekday Class #	Start	Graduation	Weekday Class #	Start	Graduation	Weekend Class #	Start	Graduation	School Holidays
1	1-6-2014	1-24-2014	27	7-7-2014	7-25-2014	1WE	1-4-2014	2-23-2014	
2	1-13-2014	1-31-2014	28	7-14-2014	8-1-2014	3WE	1-18-2014	3-9-2014	
3	1-20-2014	2-7-2014	29	7-21-2014	8-8-2014	5WE	2-1-2014	3-23-2014	New Year's Day 1-1-2014
4	1-27-2014	2-14-2014	30	7-28-2014	8-15-2014	7WE	2-15-2014	4-6-2014	
5	2-3-2014	2-21-2014	31	8-4-2014	8-22-2014	9WE	3-1-2014	4-20-2014	Memorial Day 5-26-2014
6	2-10-2014	2-28-2014	32	8-11-2014	8-29-2014	11WE	3-15-2014	5-4-2014	
7	2-17-2014	3-7-2014	33	8-18-2014	9-5-2014	13WE	3-29-2014	5-18-2014	Independence Day 7-4-2014
8	2-24-2014	3-14-2014	34	8-25-2014	9-12-2014	15WE	4-12-2014	6-1-2014	
9	3-3-2014	3-21-2014	35	9-1-2014	9-19-2014	17WE	4-26-2014	6-15-2014	Labor Day 9-1-2014
10	3-10-2014	3-28-2014	36	9-8-2014	9-26-2014	19WE	5-10-2014	6-29-2014	
11	3-17-2014	4-4-2014	37	9-15-2014	10-3-2014	21WE	5-24-2014	7-13-2014	Thanksgiving Day 11-27-2014
12	3-24-2014	4-11-2014	38	9-22-2014	10-10-2014	23WE	6-7-2014	7-27-2014	
13	3-31-2014	4-18-2014	39	9-29-2013	10-17-2014	25WE	6-21-2014	8-10-2014	Christmas Day 12-25-2014
14	4-7-2014	4-25-2014	40	10-6-2014	10-24-2014	27WE	7-5-2014	8-24-2014	
15	4-14-2014	5-2-2014	41	10-13-2014	10-31-2014	29WE	7-19-2014	9-7-2014	New Year's Day 1-1-2015
16	4-21-2014	5-9-2014	42	10-20-2014	11-7-2014	31WE	8-2-2014	9-21-2014	
17	4-28-2014	5-16-2014	43	10-27-2014	11-14-2014	33WE	8-16-2014	10-5-2014	
18	5-5-2014	5-23-2014	44	11-3-2014	11-21-2014	35WE	8-30-2014	10-19-2014	
19	5-12-2014	5-30-2014	45	11-10-2014	11-28-2014	37WE	9-13-2014	11-2-2014	
20	5-19-2014	6-6-2014	46	11-17-2014	12-5-2014	39WE	9-27-2014	11-16-2014	
21	5-26-2014	6-13-2014	47	11-24-2014	12-12-2014	41WE	10-11-2014	11-30-2014	
22	6-2-2014	6-20-2014	48	12-1-2014	12-19-2014	43WE	10-25-2014	12-14-2014	
23	6-9-2014	6-27-2014	49	12-8-2014	12-26-2014	45WE	11-8-2014	12-28-2014	
24	6-16-2014	7-4-2014	50	12-15-2014	1-2-2015	47WE	11-22-2014	1-11-2015	
25	6-23-2014	7-11-2014	51	12-22-2014	1-9-2015	49WE	12-6-2014	1-25-2015	
26	6-30-2014	7-18-2014	52	12-29-2014	1-16-2015	51WE	12-20-2014	2-8-2015	

PLEASE NOTE:

- Diesel Service Technician Program starts every third week when available.
- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Weekend classes run on the odd or even weeks of the weekday classes; see school administration for schedule.

SCHOOL CALENDAR 2014 JANUARY—DECEMBER

4 WEEK SCHEDULE

Weekday Class #	Start	Graduation	Weekday Class #	Start	Graduation	Weekend Class #	Start	Graduation	School Holidays
1	1-6-2014	1-31-2014	27	7-7-2014	8-1-2014	1WE	1-4-2014	2-23-2014	
2	1-13-2014	2-7-2014	28	7-14-2014	8-8-2014	3WE	1-18-2014	3-9-2014	
3	1-20-2014	2-14-2014	29	7-21-2014	8-15-2014	5WE	2-1-2014	3-23-2014	New Year's Day 1-1-2014
4	1-27-2014	2-21-2014	30	7-28-2014	8-22-2014	7WE	2-15-2014	4-6-2014	
5	2-3-2014	2-28-2014	31	8-4-2014	8-29-2014	9WE	3-1-2014	4-20-2014	Memorial Day 5-26-2014
6	2-10-2014	3-7-2014	32	8-11-2014	9-5-2014	11WE	3-15-2014	5-4-2014	
7	2-17-2014	3-14-2014	33	8-18-2014	9-12-2014	13WE	3-29-2014	5-18-2014	Independence Day 7-4-2014
8	2-24-2014	3-21-2014	34	8-25-2014	9-19-2014	15WE	4-12-2014	6-1-2014	
9	3-3-2014	3-28-2014	35	9-1-2014	9-26-2014	17WE	4-26-2014	6-15-2014	Labor Day 9-1-2014
10	3-10-2014	4-4-2014	36	9-8-2014	10-3-2014	19WE	5-10-2014	6-29-2014	
11	3-17-2014	4-11-2014	37	9-15-2014	10-10-2014	21WE	5-24-2014	7-13-2014	Thanksgiving Day 11-27-2014
12	3-24-2014	4-18-2014	38	9-22-2014	10-17-2014	23WE	6-7-2014	7-27-2014	
13	3-31-2014	4-25-2014	39	9-29-2014	10-24-2014	25WE	6-21-2014	8-10-2014	Christmas Day 12-25-2014
14	4-7-2014	5-2-2014	40	10-6-2014	10-31-2014	27WE	7-5-2014	8-24-2014	
15	4-14-2014	5-9-2014	41	10-13-2014	11-7-2014	29WE	7-19-2014	9-7-2014	New Year's Day 1-1-2015
16	4-21-2014	5-16-2014	42	10-20-2014	11-14-2014	31WE	8-2-2014	9-21-2014	
17	4-28-2014	5-23-2014	43	10-27-2014	11-21-2014	33WE	8-16-2014	10-5-2014	
18	5-5-2014	5-30-2014	44	11-3-2014	11-28-2014	35WE	8-30-2014	10-19-2014	
19	5-12-2014	6-6-2014	45	11-10-2014	12-5-2014	37WE	9-13-2014	11-2-2014	
20	5-19-2014	6-13-2014	46	11-17-2014	12-12-2014	39WE	9-27-2014	11-16-2014	
21	5-26-2014	6-20-2014	47	11-24-2014	12-19-2014	41WE	10-11-2014	11-30-2014	
22	6-2-2014	6-27-2014	48	12-1-2014	12-26-2014	43WE	10-25-2014	12-14-2014	
23	6-9-2014	7-4-2014	49	12-8-2014	1-2-2015	45WE	11-8-2014	12-28-2014	
24	6-16-2014	7-11-2014	50	12-15-2014	1-9-2015	47WE	11-22-2014	1-11-2015	
25	6-23-2014	7-18-2014	51	12-22-2014	1-16-2015	49WE	12-6-2014	1-25-2015	
26	6-30-2014	7-25-2014	52	12-29-2014	1-23-2015	51WE	12-20-2014	2-8-2015	

PLEASE NOTE:

- Diesel Service Technician Program starts every third week when available.
- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Weekend classes run on the odd or even weeks of the weekday classes; see school administration for schedule.

ROADMASTER TRUCK SCHOOL PROGRAMS

W. MEMPHIS, ARKANSAS:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays and Part time Evenings

JACKSONVILLE, FLORIDA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays and
Part time Evenings/Part time Weekends

ORLANDO, FLORIDA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays and Part time Evenings/Weekends

TAMPA, FLORIDA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays and Part time Evenings/Weekends

COLUMBUS, OHIO:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

INDIANAPOLIS, INDIANA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

SAN ANTONIO, TEXAS:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

SALT LAKE CITY, UTAH:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays and Part time Evenings

DUNN, NORTH CAROLINA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

FONTANA, CALIFORNIA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

TULSA, OKLAHOMA:

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

CHATTANOOGA, TENNESSEE

COMMERCIAL TRUCK DRIVER TRAINING
160 Clock Hours
Full time Weekdays/Part time Weekends

JACKSONVILLE, ORLANDO, AND TAMPA, FLORIDA:

Professional Commercial Truck Driver Training—Combination Distance Ed
& Residency Program
160 Clock Hours
Full time Weekdays or Part time Weekends Combined with on-line course
work (available on limited basis)



COMMERCIAL TRUCK DRIVER TRAINING — 160 CLOCK HOURS (TEXAS SEE PAGES 23 & 24)

PROFESSIONAL COMMERCIAL TRUCK DRIVER TRAINING—COMBINATION DISTANCE ED & RESIDENCY PROGRAM (FLORIDA ONLY)+

+This program contains the same components and courses as the Commercial Driver Training Program. One course, **108 is an on-line course for students enrolled into the Professional Commercial Truck Driver Training—combination Distance Ed & Residency Program.

Description: The purpose of the program is to produce a safe, competent truck driver. Upon successful completion of this program, graduates will be eligible for employment as entry-level, and will require additional supervised driving hours before being able to safely operate tractor-trailers as solo drivers. The specific objectives of the truck driving program are listed below.

Objectives: Upon completion of the training, the student will be able to:

1. Demonstrate knowledge of tractor-trailer operations
2. Describe Department of Transportation and Interstate Commission Rules and Regulations
3. Perform range and close quarter maneuvering
4. Perform day and night driving operations
5. Detect and identify preventive maintenance problems on tractor-trailer units
6. Interpret all safety regulations of tractor-trailer units
7. Describe cargo liability and security regulations
8. Pass the commercial license examination and obtain the commercial license

Job Opportunities:

- Entry-level professional truck driver
- Inter/Intra-state driving
- Occupations within the trucking industry

Course Number	Course Name	Clock Hours
Classroom Training:		
101	Orientation	2
**108	Classroom Demonstrations and/or Computer-Based Interactive Training	40
109	Defensive Driving	6
110	Log Book	4
111	DOT Rules	3
112	Job Placement	3
On-Site Instruction:		
102	Pre-Trip Inspection	12
103	Coupling and Uncoupling	4
104	Straight-Line Backing	12
105	Angle Backing	16
106	Shifting and Maneuvering	6
Road Instruction:		
*107	Road Driving	50
CDL Testing:		
113	CDL Examination	2
Total Hours		160

*107 Road Driving is an accumulation of on-off road and observation.

**108 Classroom Demonstration and/or Computer Based Interactive Training is an on-line course for students enrolled in the Professional Commercial Truck Driver Training—combination Distance Ed & Residency Program.

COMMERCIAL TRUCK DRIVER TRAINING PROGRAM — COURSE DESCRIPTIONS

101 Orientation — Familiarization and overview of training activities

102 Pre-Trip Inspection — Types of vehicle inspections, their importance. Primary vehicle controls and purpose and function of vehicle instruments. Handling emergency situations and filing accident reports.

103 Coupling and Uncoupling — Safe, correct methods of hooking, unhooking tractor-trailer.

104 Straight-line Backing — Correct positioning of vehicle to back in a straight line or serpentine backing. Develop use of left-hand/right-hand mirrors to position of vehicle.

105 Angle Backing — Backing from a variety of angles to straight-line backing. Alley dock 45 and 90-degree angle to straight-line backing.

106 Shifting and Maneuvering — Familiarization and use of the various transmissions used in today's trucks. The use of the tachometer, RPMs, and truck speed to correctly select and change gears. Use of turn signals, speed control for turns, and safe procedures for approaching intersections.

107 Road Driving — Procedures for braking; proper stopping time and distance; safe following distance; managing space around vehicle; starting, stopping, controlling vehicle on up, downgrades. Maneuvering vehicle when entering or exiting traffic. Proper use of seat belts, fire extinguishers, flares, reflector triangle warning devices. Speed according to road and weather conditions. Maintaining speed control, maneuvering, use of signals when approaching railroad crossing. Accumulation of on-off road and observation.

****108 Classroom Demonstrations and/or Computer-Based Interactive**

Training — Lectures, video, graphic illustrations demonstrating safety and general skills needed to operate a tractor-trailer. Specialized computer system utilizing video, high-quality graphics and animation may be used in some schools.

109 Defensive Driving — Driving to avoid accidents in spite of mistakes of others or bad driving conditions. Knowing clearance of trailer or load, heights of approaching overhead or tunnel.

110 Log Book — Making proper entries on DOT daily log according to DOT hours of service rules.

111 DOT Rules — Reviewing Federal and State laws pertaining to operation of a tractor-trailer.

112 Job Placement — Job considerations and approaches. How to properly complete a job application. Proper interview techniques.

113 CDL Examination — Review the applicable subjects in preparation for taking the CDL Examination.

Commercial Truck Driver Training Program — Texas

Course Number	Course Name	Classroom/Lab Hours	Range/Road Hours	Clock Hours
CDL101	Intro to Trucks	1/1	0	2
CDL102	Job Placement/Application Review	.5/1.5	0	2
CDL103	Hours of Service/Log Books/Federal Motor Carrier Rules & Regulations/Safety	2/3	0	5
CDL104	Map Reading/Trip Planning	5/0	0	5
CDL105	Pre-trip Inspection	5/5	5/0	15
CDL106	Shifting Procedures	2/0	1/2	5
CDL107	Air Brakes & Brake Adjustments	3/1	0	4
CDL108	Skid Control/Space Management/Cargo Handling	4/1	0	5
CDL109	Weight Distribution	3/1	0	4
CDL110	Coupling & Uncoupling	0/1	4/0	5
CDL111	Measured Right Turn	0/2	2/0	4
CDL112	Alley Dock	0/2	4/0	6
CDL113	Straight Line Backing	0	2/0	2
CDL114	Parallel Park	0/2	6/0	8
CDL115	Road Training	0/57	0/29	86
CDL116	CDL Examination	0/.5	0/1.5	2
Total Hours		25.5/78	24/32.5	160

COMMERCIAL TRUCK DRIVER TRAINING PROGRAM: TEXAS — COURSE DESCRIPTIONS

CDL 101 Intro to Trucks — Upon completion students will identify vehicle components.

CDL 102 Job Placement/Application Review — Techniques & guidelines on completing job applications. Upon completion, student will be able to perform proper interview techniques and understand what companies are looking for in a new driver. Students complete actual job applications and learn job interview techniques. During training some observation time may be used by the student for placement updates.

CDL 103 Hours of Service/Log Book/Federal Motor Carriers Rules & Regulations/Safety — Concepts and requirements of Federal Motor Carrier Safety Regulations Part 395 (hours of service regulations). Upon completion student will be able to perform proper completion and maintenance of daily logs.

CDL 104 Map Reading/Trip Planning — Upon completion student will be able to document pre-trip planning, record expenses, complete Federal and State permits according to vehicle size, weight limitations.

CDL 105 Pre-Trip Inspection — Upon completion, student will know how to perform inspection and determine condition of various critical vehicle components: instruments, controls, engine, drive train chassis & suspension, steering system, braking system, tires & wheel assemblies, lighting & signaling system, emergency equipment, cargo securing devices. Pre-trip inspections in regular systematic sequence that is accurate, uniform, time efficient.

CDL 106 Shifting Procedures — Lecture, computer-based demonstration, practical application on shifting procedures and patterns on multi-speed transmissions both up-shifting, downshifting. Recovering gears at a variety of speeds. Upon completion, student will know shifting techniques & patterns of multi-gear vehicle.*

CDL 107 Air Brakes & Brake Adjustments — Lecture, discussion, computer-based practical application of air brake systems with emphasis on inspecting brakes properly, identifying parts of air brake system from driver's point-of-view, effects of weight when stopping, reaction & distance or braking & stopping. Upon completion, student will know air brake system.*

CDL 108 Skid Control/Space Mgmt/Cargo Handling — Lecture, videos, discussion, computer-based demonstration & practical application. Identifying dangers, prevention, recovery of skidding. Identifying patterns of drivers, need for space & visibility, defensive driving. Upon completion, student will know importance of handling cargo & dangerous materials correctly, safely.*

CDL 109 Weight Distribution — Safety, proficiently adjusting 5th wheel & trailer tandems. Understanding concept of sliding between axles, hazards of sliding, locking & unlocking 5th wheel. Upon completion, student will know proper procedure for sliding 5th wheel, tandem axles.

CDL 110 Coupling & Uncoupling — Through practical application, student will learn proper techniques for backing tractor to trailer unit; speed, clutch control for purpose of coupling; securing trailer; proper height for 5th wheel clearance; raising, lowering landing gear; spacing between tractor frame, landing gear; inspection performance and safe operation. Upon completion, student will be able to perform proper and safe coupling & uncoupling of tractor to trailer.

CDL 111 Measured Right Turn — Time behind wheel learning importance of watching trailer turns, tracking, speed in close quarter turns, proper signaling, judging distance, lane positioning, performing button hook turns. Upon completion, student will be able to make safe right turn.

CDL 112 Alley Dock — Upon completion, student will be able to do backing on curved path; proper procedures for backing to dock and into an alley.

CDL 113 Straight Line Backing — Upon completion, student will know how to perform straight-line backing of combination vehicle in safe, proper manner.

CDL 114 Parallel Park — Upon completion, student will know how to safely & proficiently back combination vehicle into parallel park station with minimal repositioning.

CDL 115 Road Training — Prerequisite is successful completion of CDL 101-114. Upon completion, student will apply skills learned by maneuvering & parking vehicle when entering or exiting traffic, proper use of seatbelts, fire extinguishers, flares & reflector triangle warning devices, speed according to road & weather conditions, & proper use of signals.

CDL 116 CDL Examination — Upon completion, student is prepared to take the state CDL examination.

No prerequisites for CDL 101-114

***Note: 31 Computer Lessons are incorporated in these classes**



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