

# **ROADMASTER DRIVERS SCHOOL**



**2015 / 2016**

**CATALOG · VOLUME 12**

***FLORIDA EDITION***

**1-800-831-1300 · [WWW.ROADMASTER.COM](http://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 in content and policy."

A handwritten signature of "John E. Kearney" in black ink, followed by a solid horizontal line underneath it.

# **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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**Photographs:** All photographs included in this catalog are of actual Roadmaster vehicles and locations.

THE CONTENTS OF THE CATALOG ARE EXPECTED TO REMAIN EFFECTIVE THROUGH DECEMBER 31, 2016. PUBLISHED SEPTEMBER 30, 2015. CATALOG EFFECTIVE DATES: SEPTEMBER 30, 2015 THROUGH DECEMBER 31, 2016. 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  
615-741-5293.

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 at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number 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  
BMV Customer Contact Number: 1-888-692-6841

## 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.

Roadmaster Drivers School is fully licensed to operate in every state where it is located; however, Roadmaster Drivers School is not accredited at any of its locations.

## TEXAS

Approved and Regulated by:  
The Texas Workforce Commission, Career Schools and Colleges  
Room 226T, 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001.  
512-936-3100 [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)

## 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.

## PENNSYLVANIA

Licensed by: State Board of Private Career Education  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

## CORPORATE OFFICE

11300 4th Street, Suite 200, St. Petersburg, FL 33716 727-342-6420  
[www.careerpathtraining.com](http://www.careerpathtraining.com)

## BOARD OF DIRECTORS/OFFICERS

John E. Kearney, Sr., Chairman/President & CEO  
John E. Kearney, Jr., Vice President, Secretary/Treasurer, Director  
Brad Ball, Director  
Greg Schmitz, Director

## ADMINISTRATIVE OFFICERS

John E. Kearney, Sr., President & CEO  
John E. Kearney, Jr., Vice President of Administration, Secretary/Treasurer, Director of School Operations  
Kenneth E. Whittington, Vice President of Operations  
Brad Ball, Vice President of Industry Relations & Student Finance  
Pamela Van Sant, Vice President of Finance

## 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

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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 thirteen 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. began enrolling students..
- August 2014, Roadmaster Drivers School of Pennsylvania, 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)**  
2215 N. Sheridan, Tulsa, OK 74115  
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.  
(Millington, TN)**  
8050 Singleton Avenue, Millington, TN 38053  
901-873-3742

**Roadmaster Drivers School of Pennsylvania, Inc.  
(Bethlehem, PA)**  
4219 Fritch Drive  
Bethlehem, PA 18020  
800-831-1300

## 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. All 3 Florida schools operate truck maintenance shops.
  - Tampa location operates from a 3,072 square foot building that contains 10 offices and 1 large classroom. This location has a total of 15 acres of total land use space.
  - Orlando location operates from a 14,000 square foot section of a larger building, has 14 offices, 2 classrooms, and a total of 6.5 acres of total land use.
  - Jacksonville location operates from a 12,800 square foot building that has 13 offices, 2 classrooms, and 3.8 acres of total land use.
- Roadmaster provides equipment for Commercial Driver Licensing (CDL) testing at all locations. All 3 Florida schools are sites for CDL testing.
- Roadmaster owns and leases 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. The Division of Highway Safety and Motor Vehicles licenses all tractors and trailers used for road driving in all 3 Florida locations.
- Training simulators are used to familiarize students with shifting patterns of different truck transmissions in both Tampa and Orlando.
- The corporate office located in St. Petersburg, Florida, provides support to all of the locations in administrative, operations, and personnel areas. Weekly conference calls between campus management and corporate management assist in providing open communication between all facilities.

# 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

## GENERAL 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 the 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

## ADMISSIONS 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



## TRANSFER CREDITS

### 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 **as well as transcripts** at time of application for credit consideration
- Roadmaster will not transfer credits or give credit for work experience for more than 50% of the total program hours.
- Credit for any portion of the program will result in an adjustment to the full tuition.

### 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 13.

### 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 12.)

### 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.

### CATALOG NOTICE

This catalog applies to all Florida Roadmaster locations. If you are a student or prospective student of any other Roadmaster location, you should request a catalog specific to that location.

### READ THE CATALOG

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

### CHANGES

Changes that impact the signed agreement the students have made with Roadmaster will be disclosed to all students. Notifications may be announced using the method or methods deemed most appropriate for the message from the following options: bulletin boards postings, in-class announcements, and/or letters written and sent to the students' homes.



## **TUITION COST AND FEES, CANCELLATION AND REFUND POLICIES**

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. (See the Catalog Addendum and/or your School Director for additional information.)

### **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.

### **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
- 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 POLICY**

- All monies paid to the School will be refunded to the applicant if he/she is not accepted by Roadmaster or admission
- 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 moneys paid by the applicant will be refunded.
- 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 earlier of the following: Date of receipt of notice of cancellation by the student or last date of actual attendance by the student
- All refunds will be made within thirty (30) days of receipt of cancellation or termination of training.

### **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 completed to the date of cancellation less the \$150 registration fee
After completion of 50% of the program	No Refund—Full Tuition Due

### **OUT OF POCKET EXPENSES**

Out of pocket expenses include but are not limited to hotel, meals, DOT physical, drug screens, transportation to and from Roadmaster, and other training related costs not included in the tuition and fees described above are NOT subject to the cancellation and refund policy at Roadmaster and are non-refundable.



# 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 15-17 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.

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

## 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 Commission for Independent Education, Florida Department of Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number 888-224-6684.



## GRADUATION REQUIREMENTS

In order to graduate from Roadmaster Drivers School:

- Student must have completed at least the minimum number hours of training required for the program
- Achieved at least a 70% overall grade average (Veteran students should review VA requirements on page 13.)
- Must pass the CDL Skills test

## CERTIFICATE OF COMPLETION

- Upon graduation, the graduate will receive a Certificate of Completion and assistance in obtaining the Commercial Driver License (CDL).

## **ACADEMIC POLICIES—CONTINUED**

### **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
- Any absence may be cause for the interruption of student's training
- Students are required to notify the Director of Training when they know they will be absent or tardy.
- Failure to notify the Director of Training for absences of 2 or more days may be grounds for dismissal from the program.
- Students who are tardy or absent up to 25% may be placed on verbal or written attendance warning.
- Students missing 25% or more of the program may be dismissed
- 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

### **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

## ACADEMIC POLICIES—CONTINUED

### 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, 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.

## **ACADEMIC POLICIES—CONTINUED**

### **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:

- Students who are tardy or absent any time up to 19% of the program time may be placed on verbal or written attendance warning.
- Students missing 20% or more of the program will be dismissed.
- Absences are counted in exact time increments ( 2 hours absent equals 2 hours toward the 20% maximum.)

#### **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
- The grading period is defined as weekly.

#### **VETERANS' REFUND POLICY**

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c)(13). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

#### **VETERANS' TRANSFER OF CREDIT/ CREDIT EVALUATION POLICY**

Veteran students enrolled at Roadmaster are required to provide proof of previous post-secondary training (including transcripts from ALL institutions attended) by the time they begin classes with Roadmaster. Veteran students who have never attended post-secondary training prior to attending Roadmaster will be required to sign a statement of no prior training.

#### **LEAVE OF ABSENCE POLICY**

If a Leave of Absence is requested and approved by Roadmaster for a VA student, VA education benefits will be terminated while the VA student is on the Leave of Absence.

#### **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.

## **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
- Prior to graduation, each student is given individual guidance and information about companies that are currently hiring graduates of Roadmaster.

### **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 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.

### **ACADEMIC ASSISTANCE**

Academic Assistance is available by contacting the Director of Training or the School Director.

### **PERSONAL ASSISTANCE**

Roadmaster does not have counselors available for personal issues. Students who need assistance with personal issues should contact the Director of Training or the School Director for a list of local service providers.

# Student Harassment, Sexual Misconduct and Sexual Violence Policy

**ROADMASTER DRIVERS SCHOOL** intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee, or visitor from harassing another student, employee, or visitor at any Roadmaster Drivers School location on the basis of sex, race, color, religion, national origin, age, sexual orientation disability, or veteran or marital status.

## SEXUAL VIOLENCE

Sexual violence is defined as a sexual act committed against someone without that person's freely given consent. Sexual violence is divided into the following types:

- Completed or attempted forced penetration of a victim
- Completed or attempted alcohol/drug-facilitated penetration of a victim
- Completed or attempted forced acts in which a victim is made to penetrate a perpetrator or someone else
- Completed or attempted alcohol/drug-facilitated acts in which a victim is made to penetrate a perpetrator or someone else
- Non-physically forced penetration which occurs after a person is pressured verbally or through intimidation or misuse of authority to consent or acquiesce
- Unwanted sexual contact
- Non-contact unwanted sexual experiences

## CONSENT

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

### ***Communicating consent:***

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

### ***Alcohol and Drug Related Consent:***

- A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

## DRUG OR ALCOHOL FACILITATED SEXUAL VIOLENCE

In cases of drug-facilitated sexual assault, survivors often blame themselves. Remember—you are not to blame. Someone took advantage of you, and that is not your fault.

### ***What is drug-facilitated sexual assault?***

Drug-facilitated sexual assault occurs when alcohol or drugs are used to compromise an individual's ability to consent to sexual activity. These substances make it easier for a perpetrator to commit sexual assault because they inhibit a person's ability to resist and can prevent them from remembering the assault. Drugs and alcohol can cause diminished capacity, a legal term that varies in definition from state to state.

You may have heard the term “date rape drugs” to refer to substances that can aid a perpetrator in committing sexual assault. Drug-facilitated sexual assault can happen to anyone, by anyone, whether the perpetrator is a date, a stranger, or someone you’ve known for a while.

### ***How does a perpetrator use drugs and alcohol?***

Drug-facilitated sexual assault occurs in two ways: when the perpetrator takes advantage of a victim’s voluntary use of drugs or alcohol or when the perpetrator intentionally forces a victim to consume drugs without their knowledge.

Some victims blame themselves for drinking too much at a party or putting themselves in a potentially dangerous situation. It’s important to remember that if a sexual assault occurs under these circumstances, it is still not your fault. The blame falls on the perpetrator who took advantage of you.

A perpetrator may intentionally drug a victim, resulting in a situation where it is easy to manipulate the circumstances and commit an assault. Perpetrators use a variety of substances to incapacitate a victim.

- Alcohol is the most commonly used substance in drug-facilitated sexual assault.
- Prescription drugs like sleep aids, anxiety medication, muscle relaxers, and tranquilizers may also be used by perpetrators.
- Street drugs, like GHB, rohypnol, ecstasy, and ketamine can be added to drinks without changing the color, flavor, or odor of the beverage.

### ***How will I know if I've been drugged?***

Depending on the substance, the initial effects of a drug can go unnoticed or become apparent very quickly. Being familiar with the warning signs can help alert you to the possibility of drugs in your system. If you notice any of the following warning signs in yourself or someone you know, reach out to someone you trust immediately. If you notice these symptoms in another person, you can take steps to keep that person safe.

- Nausea
- Loss of bowel or bladder control
- Difficulty breathing
- Feeling drunk when you haven’t consumed any alcohol or very limited amounts
- Sudden increase in dizziness, disorientation, or blurred vision
- Sudden body temperature change that could be signaled by sweating or chattering teeth
- Waking up with no memory, or missing large portions of memories

### **RISK EDUCATION AND PERSONAL PROTECTION**

It is important to understand the risks associated with certain behaviors as they relate to Sexual Violence and Sexual Harassment both on and off campus. The following should be considered in guarding against potential incidences of Sexual Violence and Sexual Harassment:

- Be aware of your surroundings at all times. Do not venture into unknown or unsafe areas
- Inform friends or family of your plans and make a point to check-in with them on a regular basis
- Avoid consuming any amount of alcohol which would impair your faculties or judgment
- Do not accept an open container of food or drink
- If you feel uncomfortable or unsafe in any situation, do not be afraid to contact the School Director or local law enforcement for help
- Consider keeping a noise making device such as a whistle or horn with you at all times to alert others in case you are in distress
- Contact local law enforcement or the women’s crisis center for additional information on steps you can take to guard against Sexual Violence or Sexual Harassment

## **FORMS OF PROHIBITED HARASSMENT AND SEXUAL MISCONDUCT**

- A. Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.
- B. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.
- C. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.
- D. Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, instructor, or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.
- E. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.
- F. Examples of conduct that is prohibited by this policy include, but are not limited to, the following:
  - Explicit or implicit demands for sexual favors in return for benefits or privileges.
  - Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
  - Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
  - Using Roadmaster Drivers School's facilities, time, or resources in relation to any form of entertainment which tends to present men or women as sexual objects.
  - Physical assaults of a sexual nature or coerced sexual contact.
  - Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
  - Unwelcome sexually suggestive looks or gestures.
  - Unwelcome pressure for sexual favors or dates.
  - Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
  - Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.
  - Drug and Alcohol facilitated sexual misconduct whether consumed voluntarily or involuntarily by either the victim or the assailant.
  - This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

## **STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

- A. It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment. Sexual Violence can result in the transmission of disease and/or pregnancy. In addition to obtaining preventative treatment, it is important for the victims of sexual violence to report the incident immediately so that evidence of the assault can be collected and preserved. As such, any violations of this policy or instances of sexual violence must be reported immediately.

- B. Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.
- C. If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:
  - Any student who believes that he or she is being harassed should promptly report her/his concerns to:
  - The Office Administrator, and/or
  - The School Director
  - Any student may report any concerns or violations of this policy directly to the corporate headquarters of Roadmaster Drivers School by contacting (727)342-6420 and requesting to speak with the Compliance Director.
  - It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the School Director immediately.
  - Roadmaster Drivers School will investigate all harassment complaints including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and as confidentially as possible, while still investigating thoroughly. School staff will notify the Corporate Office before beginning and investigation.
  - If the report of prohibited harassment is substantiated, Roadmaster Drivers School will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.
  - It is important to recognize that the victim of harassment or sexual misconduct is not at fault.
- D. If students have any questions regarding sexual harassment in the school/externship site or this policy, they should contact the Office Administrator or School Director.
- E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Roadmaster Drivers School will take appropriate measures to ensure that no such retaliation occurs.
- F. Continued compliance with these policies will assure that the learning environment at Roadmaster Drivers School remains harassment free and that employees and students treat each other with mutual respect.

#### **CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

In the event of an allegation of Sexual Violence, Assault or Harassment, the following rights shall be afforded to the parties involved during the course of the investigation:

- The accuser and accused shall have the same opportunity to have others present during questioning and investigation;
- Both parties shall be informed of the outcome of any disciplinary proceeding;
- Survivors shall be informed of their options to notify law enforcement;
- Survivors shall be notified of options for changing academic and living situation.

#### **CONCERN AND CONTACTS**

All Students are reminded that sexual misconduct can result in the transmittal of sexual diseases and perhaps pregnancy. Immediate attention from a medical facility is extremely important for cases of a sexual nature in particular.

Roadmaster has a list of community services and agencies to assist individuals who may be the victims of sexual assault or sexual misconduct. Lists are available from the School Director. Victims may always contact Rose Lynn Greene, Title IX Coordinator, (727)342-6420 for additional assistance.

#### **FALSE CLAIMS**

As harassment charges are taken with tremendous concern, any person who knowingly makes a false and fraudulent claim of harassment may be subject to disciplinary action up to and including expulsion from Roadmaster Drivers School.

**SCHOOL CALENDAR 2015 AUGUST—DECEMBER**
**3 WEEK SCHEDULE**

Weekday Class #	Start	Anticipated Graduation	Weekday Class #	Start	Anticipated Graduation	Weekend Class #	Start	Anticipated Graduation	School Holidays
31	8-3-2015	8-21-2015	42	10-19-2015	11-6-2015	31WE	8-1-2015	9-20-2015	Labor Day 9-7-2015
32	8-10-2015	8-28-2015	43	10-26-2015	11-13-2015	33WE	8-15-2015	10-4-2015	
33	8-18-2015	9-4-2015	44	11-2-2015	11-20-2015	35WE	8-29-2015	10-18-2015	Thanksgiving Day 11-26-2015
34	8-24-2015	9-11-2015	45	11-9-2015	11-27-2015	37WE	9-12-2015	11-1-2015	
35	8-31-2015	9-18-2015	46	11-16-2015	12-4-2015	39WE	9-26-2015	11-15-2015	Christmas Day 12-25-2015
36	9-7-2015	9-25-2015	47	11-23-2015	12-11-2015	41WE	10-10-2015	11-29-2015	
37	9-14-2015	10-2-2015	48	11-30-2015	12-18-2015	43WE	10-24-2015	12-13-2015	New Year's Day 1-1-2016
38	9-21-2015	10-9-2015	49	12-7-2015	12-25-2015	45WE	11-7-2015	12-27-2015	
39	9-28-2015	10-16-2015	50	12-14-2015	1-1-2016	47WE	11-21-2015	1-10-2016	
40	10-5-2015	10-23-2015	51	12-21-2015	1-8-2016	49WE	12-5-2015	1-24-2016	
41	10-12-2015	10-30-2015	52	12-28-2015	1-15-2016	51WE	12-19-2015	2-7-2016	

**SCHOOL CALENDAR 2015 AUGUST—DECEMBER**
**4 WEEK SCHEDULE**

Weekday Class #	Start	Anticipated Graduation	Weekday Class #	Start	Anticipated Graduation	Weekend Class #	Start	Anticipated Graduation	School Holidays
31	8-3-2015	8-28-2015	42	10-19-2015	11-13-2015	31WE	8-1-2015	9-20-2015	Labor Day 9-7-2015
32	8-10-2015	9-4-2015	43	10-26-2015	11-20-2015	33WE	8-15-2015	10-4-2015	
33	8-17-2015	9-11-2015	44	11-2-2015	11-27-2015	35WE	8-29-2015	10-18-2015	Thanksgiving Day 11-26-2015
34	8-24-2015	9-18-2015	45	11-9-2015	12-4-2015	37WE	9-12-2015	11-1-2015	
35	8-31-2015	9-25-2015	46	11-16-2015	12-11-2015	39WE	9-26-2015	11-15-2015	Christmas Day 12-25-2015
36	9-7-2015	10-2-2015	47	11-23-2015	12-18-2015	41WE	10-10-2015	11-29-2015	
37	9-14-2015	10-9-2015	48	11-30-2015	12-25-2015	43WE	10-24-2015	12-13-2015	New Year's Day 1-1-2016
38	9-21-2015	10-16-2015	49	12-7-2015	1-1-2016	45WE	11-7-2015	12-27-2015	
39	9-28-2015	10-23-2015	50	12-14-2015	1-8-2016	47WE	11-21-2015	1-10-2016	
40	10-5-2015	10-30-2015	51	12-21-2015	1-15-2016	49WE	12-5-2015	1-24-2016	
41	10-12-2015	11-6-2015	52	12-28-2015	1-22-2016	51WE	12-19-2015	2-7-2016	

**PLEASE NOTE:**

- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Evening classes may also be available. See School Director for scheduled dates.
- Weekend classes run on the odd or even weeks of the weekday classes; see school administration for schedule.

**SCHOOL CALENDAR 2016 JANUARY—DECEMBER**
**3 WEEK SCHEDULE**

Weekday Class #	Start	Anticipated Graduation	Weekday Class #	Start	Anticipated Graduation	Weekend Class #	Start	Anticipated Graduation	School Holidays
1	1-4-2016	1-22-2016	27	7-4-2016	7-22-2016	1WE	1-2-2016	2-21-2016	
2	1-11-2016	1-29-2016	28	7-11-2016	7-29-2016	3WE	1-16-2016	3-6-2016	
3	1-18-2016	2-5-2016	29	7-18-2016	8-5-2016	5WE	1-30-2016	3-20-2016	New Year's Day 1-1-2016
4	1-25-2016	2-12-2016	30	7-25-2016	8-12-2016	7WE	2-13-2016	4-3-2016	
5	2-1-2016	2-19-2016	31	8-1-2016	8-19-2016	9WE	2-27-2016	4-17-2016	Memorial Day 5-30-2016
6	2-8-2016	2-26-2016	32	8-8-2016	8-26-2016	11WE	3-12-2016	5-1-2016	
7	2-15-2016	3-4-2016	33	8-15-2016	9-2-2016	13WE	3-26-2016	5-15-2016	Independence Day 7-4-2016
8	2-22-2016	3-11-2016	34	8-22-2016	9-9-2016	15WE	4-9-2016	5-29-2016	
9	2-29-2016	3-18-2016	35	8-29-2016	9-16-2016	17WE	4-23-2016	6-12-2016	Labor Day 9-5-2016
10	3/7/2016	3/25/2016	36	9-5-2016	9-23-2016	19WE	5-7-2016	6-26-2016	
11	3/14/2016	4/1/2016	37	9-12-2016	9-30-2016	21WE	5-21-2016	7-10-2016	Thanksgiving Day 11-24-2016
12	3/21/2016	4/8/2016	38	9-19-2016	10-7-2016	23WE	6-4-2016	7-24-2016	
13	3/28/2016	4/15/2016	39	9-26-2016	10-14-2016	25WE	6-18-2016	8-7-2016	Christmas Day 12-25-2016
14	4/4/2016	4/22/2016	40	10-3-2016	10-21-2016	27WE	7-2-2016	8-21-2016	
15	4/11/2016	4/29/2016	41	10-10-2016	10-28-2016	29WE	7-16-2016	9-4-2016	New Year's Day 1-1-2017
16	4/18/2016	5/6/2016	42	10-17-2016	11-4-2016	31WE	7-30-2016	9-18-2016	
17	4/25/2016	5/13/2016	43	10-24-2016	11-11-2016	33WE	8-13-2016	10-2-2016	
18	5/2/2016	5/20/2016	44	10-31-2016	11-18-2016	35WE	8-27-2016	10-16-2016	
19	5/9/2016	5/27/2016	45	11-7-2016	11-25-2016	37WE	9-10-2016	10-30-2016	
20	5/16/2016	6/3/2016	46	11-14-2016	12-2-2016	39WE	9-24-2016	11-13-2016	
21	5/23/2016	6/10/2016	47	11-21-2016	12-9-2016	41WE	10-8-2016	11-27-2016	
22	5-30-2016	6-17-2016	48	11-28-2016	12-16-2016	43WE	10-22-2016	12-11-2016	
23	6-6-2016	6-24-2016	49	12-5-2016	12-23-2016	45WE	11-5-2016	12-25-2016	
24	6-13-2016	7-1-2016	50	12-12-2016	12-30-2016	47WE	11-19-2016	1-8-2017	
25	6-20-2016	7-8-2016	51	12-19-2016	1-6-2017	49WE	12-3-2016	1-22-2017	
26	6-27-2016	7-15-2016	52	12-26-2016	1-13-2017	51WE	12-17-2016	2-5-2017	

**PLEASE NOTE:**

- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Evening classes may also be available. See School Director for scheduled dates.
- Weekend classes run on the odd or even weeks of the weekday classes; see school administration for schedule.

**SCHOOL CALENDAR 2016 JANUARY—DECEMBER**
**4 WEEK SCHEDULE**

Weekday Class #	Start	Anticipated Graduation	Weekday Class #	Start	Anticipated Graduation	Weekend Class #	Start	Anticipated Graduation	School Holidays
1	1-4-2016	1-29-2016	27	7-4-2016	7-29-2016	1WE	1-2-2016	2-21-2016	
2	1-11-2016	2-5-2016	28	7-11-2016	8-5-2016	3WE	1-16-2016	3-6-2016	
3	1-18-2016	2-12-2016	29	7-18-2016	8-12-2016	5WE	1-30-2016	3-20-2016	New Year's Day 1-1-2016
4	1-25-2016	2-19-2016	30	7-25-2016	8-19-2016	7WE	2-13-2016	4-3-2016	
5	2-1-2016	2-26-2016	31	8-1-2016	8-26-2016	9WE	2-27-2016	4-17-2016	Memorial Day 5-30-2016
6	2-8-2016	3-4-2016	32	8-8-2016	9-2-2016	11WE	3-12-2016	5-1-2016	
7	2-15-2016	3-11-2016	33	8-15-2016	9-9-2016	13WE	3-26-2016	5-15-2016	Independence Day 7-4-2016
8	2-22-2016	3-18-2016	34	8-22-2016	9-16-2016	15WE	4-9-2016	5-29-2016	
9	2-29-2016	3-25-2016	35	8-29-2016	9-23-2016	17WE	4-23-2016	6-12-2016	Labor Day 9-5-2016
10	3/7/2016	4-1-2016	36	9-5-2016	9-30-2016	19WE	5-7-2016	6-26-2016	
11	3/14/2016	4-8-2016	37	9-12-2016	10-7-2016	21WE	5-21-2016	7-10-2016	Thanksgiving Day 11-24-2016
12	3/21/2016	4-15-2016	38	9-19-2016	10-14-2016	23WE	6-4-2016	7-24-2016	
13	3/28/2016	4-22-2016	39	9-26-2016	10-21-2016	25WE	6-18-2016	8-7-2016	Christmas Day 12-25-2016
14	4/4/2016	4-29-2016	40	10-3-2016	10-28-2016	27WE	7-2-2016	8-21-2016	
15	4/11/2016	5-6-2016	41	10-10-2016	11-4-2016	29WE	7-16-2016	9-4-2016	New Year's Day 1-1-2017
16	4/18/2016	5-13-2016	42	10-17-2016	11-11-2016	31WE	7-30-2016	9-18-2016	
17	4/25/2016	5-20-2016	43	10-24-2016	11-18-2016	33WE	8-13-2016	10-2-2016	
18	5/2/2016	5-27-2016	44	10-31-2016	11-25-2016	35WE	8-27-2016	10-16-2016	
19	5/9/2016	6-3-2016	45	11-7-2016	12-2-2016	37WE	9-10-2016	10-30-2016	
20	5/16/2016	6-10-2016	46	11-14-2016	12-9-2016	39WE	9-24-2016	11-13-2016	
21	5/23/2016	6-17-2016	47	11-21-2016	12-16-2016	41WE	10-8-2016	11-27-2016	
22	5-30-2016	6-24-2016	48	11-28-2016	12-23-2016	43WE	10-22-2016	12-11-2016	
23	6-6-2016	7-1-2016	49	12-5-2016	12-30-2016	45WE	11-5-2016	12-25-2016	
24	6-13-2016	7-8-2016	50	12-12-2016	1-6-2016	47WE	11-19-2016	1-8-2017	
25	6-20-2016	7-15-2016	51	12-19-2016	1-13-2016	49WE	12-3-2016	1-22-2017	
26	6-27-2016	7-22-2016	52	12-26-2016	1-20-2016	51WE	12-17-2016	2-5-2017	

**PLEASE NOTE:**

- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Evening classes may also be available. See School Director for scheduled dates.
- 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

### **MILLINGTON, TENNESSEE**

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

### **BETHLEHEM, PENNSYLVANIA**

PROFESSIONAL TRUCK DRIVER TRAINING  
220 Clock Hours  
Full-time Weekdays  
COMMERCIAL TRUCK DRIVER TRAINING  
220 Clock Hours  
Full-time Weekdays



## COMMERCIAL TRUCK DRIVER TRAINING — 160 CLOCK HOURS

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

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

**NOTE:** All courses that involve yard and/or road driving require a combination of observation as well as behind the wheel time.

# COMMERCIAL TRUCK DRIVER TRAINING PROGRAM — COURSE DESCRIPTIONS

**CDF 101 Orientation** — Familiarization and overview of training activities

**CDF 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.

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

**CDF 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.

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

**CDF 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.

**CDF 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.

**CDF 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.

**CDF 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.

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

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

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

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

**NOTE:** All courses that involve yard and/or road driving require a combination of observation as well as behind the wheel time.

**Course Numbering System:** Roadmaster uses an independent course numbering system to indicate all courses within the Commercial Driver Training Program. As with most driver training programs, theory and skills courses are taught simultaneously. All other courses must be completed prior to a student taking *CDF 113 CDL Examination*.



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