

# ROADMASTER DRIVERS SCHOOL



**2012 / 2013**

**CATALOG • VOLUME 9**

***CALIFORNIA 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 to the best of my knowledge."



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## 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, 2013. REVISED MARCH 2013. CATALOG IS NOT COMPLETE WITHOUT APPROPRIATE SCHOOL ADDENDUM.  
EFFECTIVE DATES OCTOBER 1, 2012 THROUGH DECEMBER 31, 2013

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

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## 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  
The Indiana Commission on Proprietary Education  
302 W. Washington Street, Room E201, Indianapolis, IN 46204  
317.232.1320  
Indiana Code 20-12-76  
800.227.5695

## 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, Austin, Texas  
Texas Workforce Commission, Career Schools and Colleges Room  
104T101 E. 15th St., Austin, TX 78778-0001  
512.936.3100

## 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](http://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

## 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 and 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.

## STATEMENT

Roadmaster Driver School of Fontana, Inc., does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, nor has had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

**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)**

Florida State Fairgrounds, Orient Road Entrance  
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)**

On the Campus of Mid South Community College  
1550 Ingram Blvd., Suite D, W. Memphis, AR 72301  
870-400-4090, Fax 870-400-0064

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

1375 West Thompson 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

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### 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

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### 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. A TOEFL PBT test score of 350 is required when English is not a first language.
- No language services are provided; instruction is provided in English only
- No VISA services or vouchers are provided

ALL PICTURES IN THIS CATALOG ARE OF ROADMASTER OWNED EQUIPMENT LOCATED AT ROADMASTER SCHOOLS.



## 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 9

## 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 14.

## ARTICULATION AGREEMENTS

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

## GENERAL INFORMATION

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### 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 11)

### 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

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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 of Fontana, Inc. 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; if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. 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

## CALCULATION AND REFUND POLICIES

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### CALIFORNIA

- 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 seven (7) business days of signing the agreement or through the first day of class whichever is later, 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 seven (7) business days or through the first day of class whichever is later	100%
After start of training, but before 60% completion	Pro-rata computed on the number of hours scheduled to the date of
After completion of 60% 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.



# ACADEMIC POLICIES

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## 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 11 pm, 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 24 and 25 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 11 pm 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.

## 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
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). CEC 94909(a)(3)(C)
- Students who receive funding from a state or workforce (WIA) agency should contact their counselor at that agency.

## GRADUATION REQUIREMENTS

In order to graduate from Roadmaster Drivers School:

- Student must have competed 160 hours of training
- 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)



## **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.



# STUDENT SERVICES

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## 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 10 & 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.

## STUDENT TUITION RECOVERY FUND

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**"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:**

You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to pay a third party.

**You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:**

You are not a California resident, or are not enrolled in a residency program, or

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

**"The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.**

**You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:**

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

*Note: Authority cited: Sections 94803, 94877, and 94923 Education Code. Reference: Section 94923, Education Code.*

## TRANSFERABILITY OF CREDITS

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### **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.

### **Read the Catalog**

As a prospective student you are encouraged to read the catalog and its addendum prior to signing your enrollment agreement. You are also encouraged to read the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

### **Catalog Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Roadmaster Drivers School of Fontana, Inc. may be directed to the Bureau for Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Phone: 916.431.6959 or Toll Free 888.370.7589. Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov). [www.bppe.ca.gov](http://www.bppe.ca.gov)

## SCHOOL CALENDAR 2012 SEPTEMBER—DECEMBER

## 3 WEEK SCHEDULE

Weekday Class #	Start	Graduation	Weekday Class #	Start	Graduation	Weekend Class #	Start	Graduation	School Holidays
34	8-20-2012	9-7-2012	44	10-29-2012	11-16-2012	31WE	6-14-2012	9-9-2012	Labor Day 9-3-2012
35	8-27-2012	9-14-2012	45	11-5-2012	11-23-2012	33WE	6-28-2012	9-23-2012	
36	9-3-2012	9-21-2012	46	11-12-2012	11-30-2012	35WE	8-11-2012	10-7-2012	Thanksgiving Day 11-22-2012
37	9-10-2012	9-28-2012	47	11-19-2012	12-7-2012	37WE	8-25-2012	10-21-2012	
38	9-17-2012	10-5-2012	48	11-26-2012	12-14-2012	39WE	9-8-2012	11-4-2012	Christmas Day 12-25-2012
39	9-24-2012	10-12-2012	49	12-3-2012	12-21-2012	41WE	9-22-2012	11-18-2012	
40	10-1-2012	10-19-2012	50	12-10-2012	12-28-2012	43WE	10-6-2012	12-2-2012	New Year's Day 1-1-2013
41	10-8-2012	10-26-2012	51	12-17-2012	1-4-2013	45WE	10-20-2012	12-16-2012	
42	10-15-2012	11-2-2012	52	12-24-2012	1-11-2013	47WE	11-3-2012	12-30-2012	
43	10-22-2012	11-9-2012				49WE	11-17-2012	1-13-2013	
						51WE	12-1-2012	1-27-2013	
						52WE	12-15-2012	2-10-2012	

## SCHOOL CALENDAR 2012 SEPTEMBER —DECEMBER

## 4 WEEK SCHEDULE

Weekday Class #	Start	Graduation	Weekday Class #	Start	Graduation	Weekend Class #	Start	Graduation	School Holidays
33	8-13-2012	9-7-2012	43	10-22-2012	11-16-2012	31WE	6-14-2012	9-9-2012	Labor Day 9-3-2012
34	8-20-2012	9-14-2012	44	10-29-2012	11-23-2012	33WE	6-28-2012	9-23-2012	
35	8-27-2012	9-21-2012	45	11-5-2012	11-30-2012	35WE	8-11-2012	10-7-2012	Thanksgiving Day 11-22-2012
36	9-3-2012	9-28-2012	46	11-12-2012	12-7-2012	37WE	8-25-2012	10-21-2012	
37	9-10-2012	10-5-2012	47	11-19-2012	12-14-2012	39WE	9-8-2012	11-4-2012	Christmas Day 12-25-2012
38	9-17-2012	10-12-2012	48	11-26-2012	12-21-2012	41WE	9-22-2012	11-18-2012	
39	9-24-2012	10-19-2012	49	12-3-2012	12-28-2012	43WE	10-6-2012	12-2-2012	New Year's Day 1-1-2013
40	10-1-2012	10-26-2012	50	12-10-2012	1-4-2013	45WE	10-20-2012	12-16-2012	
41	10-8-2012	11-2-2012	51	12-17-2012	1-11-2013	47WE	11-3-2012	12-30-2012	
42	10-15-2012	11-9-2012	52	12-24-2012	1-18-2013	49WE	11-17-2012	1-13-2013	
						51WE	12-1-2012	1-27-2013	

# School Calendar 2013 January—December

## 3 Week Schedule

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



# SCHOOL CALENDAR 2013 JANUARY—DECEMBER

# 4 WEEK SCHEDULE

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



# ROADMASTER TRUCK SCHOOL PROGRAMS

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## **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

## **JACKSONVILLE AND ORLANDO, FLORIDA:**

DIESEL TRUCK SERVICE TECHNICIAN  
120 Clock Hours  
Full time Weekdays (available on limited basis)

## **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

**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>		
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
<b>On-Site Instruction:</b>		
102	Pre-Trip Inspection	12
103	Coupling and Uncoupling	4
104	Straight-Line Backing	12
105	Angle Backing	16
106	Shifting and Maneuvering	6
<b>Road Instruction:</b>		
*107	Road Driving	50
<b>CDL Testing:</b>		
113	CDL Examination	2
<b>Total Hours</b>		<b>160</b>

\*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.



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