

# Shelly Truck Driving School Catalog

Published 9/5/2019

## Admissions

### Admission Requirements

Admission to the Shelly Truck Driving School LLC is open to any High School graduate, or GED (equivalent) eighteen years or older. Individuals with no high school diploma or GED can be admitted provided such applicants are able to pass an ability to benefit examination (Wonderlic Test with a score of 10 or more) which will be administered by the school at no charge. Applicants must be able to pass a D.O.T physical and Regulated drug test. An individual 18 years old or under the age of 21 years old are restricted to Intrastate travel only.

Before being admitted, applicants must provide a copy of:

1. A valid Drivers License
2. High School Diploma / GED / Wonderlic (verifiable)

### Procedures For Admission

A school staff member will interview the applicant explaining such pertinent information as training programs, graduation requirements, job placement, costs, and other general information. Applicants will be provided with a school catalog and information on the school placement program. All applicants are required to complete an enrollment application.

## Programs

### Class A 160 Diploma Tractor Trailer Program

General Description: 160 clock hours (4weeks) designed to meet the needs of the student who has never driven a Class A tractor trailer. A Class A vehicle weighs more than 26,001 lbs and tows a trailer in excess of 10,001lbs. The student gets 80 hours training with the truck. The prerequisites for truck training are orientation and permit preparation. A minimum of 40 hours are spent in the truck practicing the maneuvering skills in a confined area. A

minimum of 35 hours are spent on over-the-road truck training. The remaining 5 hours are reserved for preparation and CDL testing. Also included in this course is 80 hours of class room and lab.

Objective: To prepare the student to become a licensed (CDL) entry level, Class A tractor-trailer driver.

The class and lab training are divided into fifteen (15) sections:

1. Orientation; The student is introduced to our school and is told about scheduling, grading, and what is expected of the student.
2. Preparation for written Exam (CDL): This section gets the student ready to pass the written exam, which includes general knowledge, air brakes, and the endorsements of hazardous material, doubles and triples, and tanker.
3. Introduction to trucking: the trucking industry, its rules and regulations and what it takes to become a professional driver.
4. Map reading: The student will learn to use a road atlas, plan trip routes, estimate mileage / travel time, obtain permits and plan for personal needs and expense money.
5. Log Books: The student learns how to use a log book, record time, compute on duty and off duty time and regulations.
6. Coupling and Uncoupling: The student will learn how to couple and uncouple a tractor and trailer along with the hazards involved with it.
7. Vehicle Systems: Student will learn how the many parts / components of a truck relate to one another. Particular attention is given to the brakes and electrical systems, and safety of the vehicle.
8. Vehicle Maintenance: The student learns to troubleshoot mechanical problems.
9. Vehicle Inspection: The student is taught the CDL pre-trip inspection per the regulations outlined in the Federal Motor Carriers Regulations Handbook.
10. Shifting: Basic gear shifting patterns and methods of shifting.
11. Backing: The student will learn backing principles and rules. Safe basic backing maneuvers are taught.
12. Visual Search: Visual safeguards and the importance of mirrors.
13. Space Management: Safe driving space and following distance. Control of space and the dangers of overhead obstructions.
14. Speed Management: Speed and stopping distance, fuel economy and safe speed management.

## Physical Facility Location

York, PA (400 Mulberry Street). The school is located in the S&H Express building. There is a break room (12'x12') equipped with a microwave, and a refrigerator. Class Room is right off the break room (18'x32') and the bathrooms are just across the hall way. There is a smoking area outside with a big parking area.

The skills range is located on Hay Street York, PA. It is 2 blocks from the classroom and is owned by S & H Express.

## Student Information

### Dress Requirements

Students must dress with safety in mind. Loose clothing and hair that could get caught in doors and equipment will not be tolerated. Students are required to wear shoes during truck training sessions. Sandals and flip-flops are not allowed.

### Textbooks and Supplies

Text books and supplies will be handed out during the first day of class and are the responsibility of the student. Students must bring text books to class everyday.

### Student Complaint Procedure

This complaint procedure is gone over during the first day of orientation. Complaints are to directed to the school Director or the State Board of Private Licensed Schools at 333 Market Street, 12<sup>th</sup> floor, Harrisburg PA 17126-0333

### Conduct

Students are expected to be on time for all classes. When in the class room or the range students must follow instructions. Cell phones will not be permitted during class room time, range training, or road training. Drugs and alcohol are not allowed at any time. Students must treat the school's equipment with care. If these rules are not followed it could lead to dismissal by the Director.

### Attendance / Leave of Absence:

Students must maintain an 90% attendance record. Any attendance bellow 90% will lead to dismissal. No show, No call will not be tolerated and will be

reviewed by the Director. Four or more absences will lead to dismissal by the Director. All leaves of absence must be submitted in writing to the Director and approved by the Director.

### **Tardiness**

Being late to classroom or truck training four or more times will lead to termination from the program. Makeup work will be assigned, and is expected to be made up promptly. There is no charge for make up work.

### **Grading System**

Students are graded on their classroom / lab, and their truck driving ability. These activities are graded as follows:

- A – 90% to 100% Excellent work, or has achieved the specific driving objectives.
- B – 80% to 89% above average in class work and behind the wheel
- C – 70% to 79% Average classroom work and behind the wheel
- D – 60% to 69% Unsatisfactory progress. Remedial training may be required

### **Classroom / Lab**

Students are tested throughout the course of the classroom. These tests are graded and placed on their transcript. The grades are evaluated weekly by the Director.

### **Road Work**

A driving progress report is made up on each student. Each driving session is critiqued and noted on this report. The instructor evaluates each student for every driving session, and these reports are evaluated weekly by the Director.

### **Remedial Training**

An unsatisfactory grade of a D may result in some remedial training. This may involve tutoring either before or after class. This may involve up to an additional 5 hours of training with truck. There will be no extra charge for the tutoring and extra truck training.

### **Requirements For Graduation**

A student must have a minimum grade average of 80% at the end of the course, with attendance rate of 90%. The student must have a passing score on the state's Commercial Drivers License (CDL) written and driving examinations. The student will receive a diploma upon satisfying the requirements for graduation.

**Tuition**

Class A 160: Basic Tractor-Trailer Driving The tuition of \$5,300.00 includes all materials and testing.

**Cancellation**

If an applicant wishes to cancel his / her enrollment agreement prior to the start they will receive a 100% refund. If applicant has not toured the school's facilities, but has enrolled that person will receive a 100% refund if unhappy upon touring and so states within three days.

**Termination**

Students may be terminated for not maintaining a passing grade, excessive tardiness or absenteeism (4 or more times) and unsafe behavior. The school Director is in charge of any terminations. Students who are absent 4 or more days or 20% will be terminated.

**Refund Policy**

1. For a student completing up to and including 10% of the total clock hours the school shall refund 90% of the total cost of the program.
2. For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be 55% of the total cost of the program.
3. For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be 30% of the total cost of the program.
4. For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.
5. The school will refund unearned tuition within 30 days of the date of the withdrawal.

In the event a student is unable to pass the learner's permit exam a refund is made in accordance to the standard refund policy based on the last date of attendance. The termination date for refund calculation purposes in the student's last day of recorded attendance.

**Placement Services**

The school has a strong placement service. All staff, including the Director can assist in placement. Several lists are maintained of hiring companies. A Job / Hire board is kept in the classroom. The school can provide job applications from local, regional, and long haul companies. Recruiters visit the school on a regular basis, giving formal presentations about their company. A computer, fax, copier, and telephone are available for the students. Students are assisted in filling out applications. **Shelly Truck Driving School LLC CANNOT GUARANTEE JOB PLACEMENT.**

### **School Calendar**

The school has open enrollment. A student may start any Shelly Truck Driving School LLC program every other Monday (Tuesday if Monday is a Holiday) of the year.

### **Holidays**

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas.

### **Transfer-ability of Credit Hours**

The 160 are units of measure and not meant to show any conversion to credit to credit hours and are not intended to imply transfer-ability.

### **Student Bill of Rights**

Shelly Truck Driving School will not stand for any discrimination against age, race, sex or religion. Any problem with this should be reported to the Director right away.

### **Student Services**

Although the school does not offer counseling, students may seek guidance or advice from the Instructors or Director. Students who need help or assistance for anything outside of the school can reach out to the Director who will try to assist the student to find outside help.