



2020 School Catalog

Volume 20.0

January 1, 2020

“Your key to the open road”

8501-B Sabal Industrial Blvd

Tampa, FL 33619

(813) 405-0055

TampaTruckDrivingSchool.com

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Information Sheet

Owner(s): Barry and Stephanie Henson

Director: Sean Henson

Student Coordinator: Erika Funtow

Enrollment Specialist: Stan Singletary

Recruiting: Jasmine Alsup, Deborah Vega

Training Manager: Camilo Paz Quinones

Instructional Staff

Classroom Instructor: Wayne Yarian

Yard Instructors & Road Instructors: Christopher Chaney, Larry Beilharz, Charles Decker, Daniel Medero Lopez, Josh Grimaldi, Angelo Orama, Nelson Tutein

Governing Board for Tampa Truck Driving School

Dynamic Management Services, Inc.

Barry Henson – President

Stephanie Henson – VP, Secretary, Treasurer

Our institutional mission is to focus on providing exceptional entry level training to all qualified students aspiring to learn the skills and knowledge to obtain their Class A CDL license. Our combined administrative and educational staff have decades of experience in the transportation industry on all different levels. We share our knowledge and experience with our students in efforts to prepare them for their new career opportunities within the transportation industry.

Disclosure Statements

Tampa Truck Driving School is licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding Tampa Truck Driving School may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. 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.

This catalog is not to be construed as a contract. Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Tampa Truck Driving School for clerical, editorial or print errors. From time to time, some changes will be necessary but will be done so while adhere to the strict guidelines and approval of the Commission for Independent Education, Department of Education.

Tampa Truck Driving School further states that there will be no discrimination against students or employees on the basis of race, creed, color, age, sex, disability, or national origin in relation to all policies and procedures including but not limited to admissions, education programs, employment practices and financial aid. Enrollment with Tampa Truck Driving School implies the acceptance of these conditions concerning all matters within this catalog.

Tampa Truck Driving School respects your privacy. We will not sell any information to outside parties and any transfer of personal information for pre-hire purposes will be done so with the student's written approval.

Enrollment Procedures and Admission Policy

Our student enrollment criteria are as follows:

General Enrollment Criteria

- Must be at least 21 years old to qualify for job placement assistance
- Must have a current Florida drivers license in good standing and issued in the United States
- Must have a high school diploma or GED. An industry test is available to determine eligibility if necessary
- Must have the basic and fundamental skills to read, write and speak the English language as per F.M.C.S.R.
- Must be able to understand highway traffic signs and signals
- Must be able to make entries on reports and records
- Must be a lawful permanent resident of the United States
- Must have an original or certified copy of birth certificate to obtain a permit from the DMV
- Must obtain a seven year MVR with no convictions in the past 3 years of any of the following: DUI, Refusal to take a chemical test, hit and run, leaving the scene of an accident, or careless/reckless driving
- No DUI in the past 5 years or more than two DUI's in a lifetime

All student will be required to take and pass a DOT physical and drug screen by their first day of class.

All students must meet the United States Department of Transportation physical qualifications as stated in Section 391 of the Federal Motor Carrier's Safety Regulation Handbook. The school may require written documentation from a physician regarding an applicant's health in addition to the DOT Medical Card. Students are required to disclose contagious diseases.

Once these requirements are met, applicants are asked to contact the school and take part in an admissions interview. Upon acceptance, the applicant will then need to complete the enrollment agreement and provide payment for tuition.

The Federal Motor Carrier Safety Administration requires every driver to be able to read, write and speak the English language therefore, Tampa Truck Driving School will administer an Ability to Benefit test to each applicant.

Enrollment Procedures and Admission Policy Continued

Any one of the following conditions may be cause for non-admittance:

Traffic Violations

- More than one at fault accident in the past three years
- If your current license is suspended, cancelled or revoked in the State of Florida or any other state
- More than one careless and/or reckless driving convictions in the past three years
- Any alcohol/drug related violations in a motor vehicle in the last five years
- More than three moving violations in the last three years

Criminal Convictions

- A felony criminal record in the past five years. Felonies over five years are reviewed on a case-by-case basis
- A misdemeanor record in the past will be reviewed by the Director who may waiver the time limit on a misdemeanor charge depending on the circumstances of each case
- Parole or restricted probation

Late Enrollment: We will not allow late enrollments. Students must attend orientation or they will need to start the following week.

Class Attendance

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Tampa Truck Driving School. It is the student's responsibility to arrive for classes on time, return from breaks on time and remain in class until dismissed.

- Attendance is monitored daily by all instructors as well as the administrative staff.
- Attendance will be documented in quarter hour increments for late arrivals and early departures.
- Each student is required to sign in when arriving and sign out when leaving.
- All signatures must be legible and in ink only. Sign-in sheets become the official source document for recording attendance. No alteration may be made on the attendance record without an instructor's approval and signature.

All students are required to make up time lost due to any kind of absence, excused or unexcused. Any student having three (3) or more days of unexcused absences will be dismissed from class.

No student will be allowed to re-enter class without the approval of the Director of Training or the School Director.

Excused Absences

The following will be considered excused absences:

- Death in the immediate family
- Sickness that would disrupt or spread to the rest of his/her class or affect their ability to operate school equipment. A doctor's excuse for missed school will be required to obtain make up work and any prolonged illness will require that the student re-start the program once well enough.
- Accident
- **All students are required to make up any and all time lost due to any kind of absence, excused or unexcused. Any student having three (3) or more days of unexcused absences will be dismissed from class.**

We will try and work with everyone and understand that events do occur that prevent students from being able to attend school. But for the best overall education we will maintain a strict policy in hopes to allow for the best training possible for our students.

*****Students may be required to train during weekend hours in order to maintain class hours and scheduling if needed.**

Progress Reporting

Student grades are assigned, posted and recorded at the completion of each area. Students may obtain a copy of their grades from the Student Records Office. Grades “D”, “F”, or “I”, is not considered passing. The following marks reflect the student’s work:

A	93-100	F	0-69
B	86-92	I	Incomplete
C	85-80	W	Withdrawal
D	79-70		

Students are required obtain an 80% or better on their CDL Permit test and must complete their training with Tampa Truck Driving School with an 80% or better to graduate and complete their course.

The mark “I” signifies that work in a course is incomplete because of illness or circumstances beyond the control of the student or because an instructor feels further evaluation is needed before the grade can be determined.

The mark of “W” signifies withdrawal from an area of instruction and is given when a student officially withdraws from this area. Credit is not given for classes students have not completed at the time of withdrawal.

A student’s daily progress/attendance will be maintained and then filed in their student file upon either graduation or withdrawal.

Any student receiving a “D”, “F”, “I” or “W” will be subject to Academic Probation or Suspension. Academic Probation or Suspension will be determined on a case by case basis by the Director. Examples including, but not limited to class participation, attendance, a student’s efforts and/or grading evaluations will be assessed when determining Academic Probation or Suspension. Readmission from Academic Probation or Suspension will be determined on a case by case basis.

Class training time is express in the form of clock hours. A clock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each clock hour is dedicated to training.

Satisfactory Progress Standards

Each student must meet the following academic requirements to successfully complete their program.

- Each student must maintain an average of 80% for each section of their training throughout the program.
 - If a student falls below the 80%, they will need to do additional training to get their scores above the required 80%
- Each student must complete a minimum total of 165 hours

A progress report is available to each student for viewing at the completion of each phase of training. All progress records are stored in the student's file.

Students who have paid in full for the training may request a copy of their certificate and transcripts at any time. Students who have financed their tuition must pay their loan in full before the certificate and transcripts will be released.

For students requiring additional training time, up to 55 hours will be allowed at no additional cost. We know that not everyone trains at the same pace. Additional training time over 55 hours will be charged at \$250.00 per day.

Graduation Requirements

To graduate, students must meet the following criteria:

1. Obtain an overall average of 80% or above
2. Complete a minimum of 165 hours

Student Behavior and Conduct

Tampa Truck Driving School provides quality career training for those students desiring to learn how to operate a Class A vehicle in a proper and safe manner. Students are expected to begin their professionalism from the moment they arrive on day one. Respecting fellow students, the instructors, and the administrative staff will facilitate a positive learning environment for all involved.

The use of any illegal drug or controlled substance while attending Tampa Truck Driving School on or off campus will not be tolerated. Any student found or believed to be doing any type of illegal or controlled substance will be subjected to a mandatory drug or alcohol test, at the student's expense. If the student tests positive for any of the substances tested, that will be cause for immediate dismissal and loss of all tuition paid. We are clear on our policy regarding drug and alcohol use while at Tampa Truck Driving School

Disruptive behavior of any type will not be tolerated. Examples can include but are not limited to the following:

- Tardiness
- Excessive absences
- Use of cell phone in class, only permitted on breaks
- Undisciplined talking in class
- Sleeping in class
- Negative attitudes
- Coming to school under the influence of alcohol or other drugs
- Verbal threats or violent or unruly behavior
- Bullying or derogatory remarks about other students or faculty
- Sexual or vulgar acts towards peers or school staff

Possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate school functions calculated to intimidate, disturb, discomfort, or injure a member of the school community are **strictly prohibited**.

Cheating, copying the work of another student, falsifying homework assignments, and any other variation of academic dishonesty is prohibited.

Tampa Truck Driving School will not tolerate any of the above-mentioned items. Noncompliance of the above-mentioned items are subject to Conduct Suspension or Dismissal. Re-admission for Conduct Suspension or Dismissal will be evaluated on a case by case basis by the Director.

Disclosure about Transferability of Credits

Tampa Truck Driving School is a special purpose institution. That purpose is to provide exceptional entry level training to all qualified students aspiring to learn the skills and knowledge to obtain their Class A CDL license. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student wishing to transfer credits should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Credits earned at Tampa Truck Driving School may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Tampa Truck Driving School. You should obtain confirmation that Tampa Truck Driving School will accept any credits you may have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any education institution that you may want to transfer credits earned at Tampa Truck Driving School to determine if such institution will accept credits earned at Tampa Truck Driving School prior to executing an enrollment contract or agreement. The ability to transfer credits from Tampa Truck Driving School to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at Tampa Truck Driving School if you enroll in another educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of Tampa Truck Driving School and of any other education institutions you may in the future want to transfer the credits earned at Tampa Truck Driving School to before you execute an enrollment contract or agreement.

Credit Transfers

Tampa Truck Driving School has established the following guidelines for a cooperative relationship between Tampa Truck Driving School and Tennessee Truck Driving School. Students transferring from Tennessee Truck Driving school may transfer contact hours to Tampa Truck Driving School. Students must complete a minimum of 165 contact hours to be eligible for a Certificate of Completion for Class A CDL Training at Tampa Truck Driving School.

Student intending to transfer should complete the admissions process for Tampa Truck Driving School. There are no additional fees for contact hour transfer.

Curriculum Equivalency Guide			
Tennessee Truck Driving School (Transferring Institution)		Tampa Truck Driving School Equivalent	
Course Name	Contact Hours	Course Name	Contact Hours
Classroom	1 (max 55)	Classroom	1 (max 55)
Field Training	1 (no max)	Field Training	1 (no max)
Road Training	1 (no max)	Road Training	1 (no max)

Student Complaint / Grievance Procedure

Schools authorized by the Commission for Independent Education must have policies and procedures for handling student complaints. If ever a student has a complaint concerning any staff or faculty member of Tampa Truck Driving School, the student is directed to first attempt resolution with the staff or faculty member directly who is at the source of the complaint. If this first attempt does not resolve the difficulty, the student complainant should proceed with the steps outlined below.

1. Contact the Director of Education, Sean Henson, immediately for a resolution to the complaint.
2. If the Director of Education cannot satisfactorily resolve the complaint, the complainant should file a written, signed and dated complaint against said staff, faculty member or other student with the schools Institutional Director/President. The Institutional Director/President will respond in writing within (14) fourteen business days of receipt of the original complaint.
 - a. Contact Information:
Institutional Director/President – **Barry Henson**
4401 Singleton Station Road
Louisville, TN 37777
(813) 405-0055
3. Should this not satisfactorily resolve the complaint, the complainant may consider contacting the Commission for Independent Education, which authorizes schools to operate in the State of Florida. The Commission's address and phone number is as follows:

State of Florida
The Commission for Independent Education, Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
(888) 224-6684

Notice of Withdrawal

A student who is considering withdrawing from Tampa Truck Driving School must see the Director of Education. Once a decision is made to withdrawal from the school, an official exit interview form and/or a withdrawal letter needs to be completed which can be obtained from the Student Record Office. The completion of this form is especially important to students in order to prevent problems that may surface when students do not properly withdraw from school. Not showing up for class is not a proper withdrawal.

Refund and Cancellation Policy

This portion of the catalog outlines the obligations and entitlements of both the school and the student if the student withdraws from school before completing the full course of study in which he or she is enrolled.

Any applicable refund will be returned to the student or individual whom payment was received within thirty days **after a signed withdrawal form is completed** or dismissal for cause. Failure to show up for class does not constitute withdrawal. An official withdrawal form is required in order to be eligible for any refund.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro-Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of student's enrollment or received of Cancellation Notice from student.

2019 Course Fee Schedule for Class A CDL Training

165 Hours Class A CDL Tuition*	\$ 5000.00
Application Fee*	200.00
DOT Medical Exam*	50.00
DOT Drug Screen (Urinalysis)*	40.00
Hair Follicle Drug Screen	70.00
State of Florida CDL Permit Fee (Permit failure is \$10.00/portion failed extra)*	6.25
State of Florida Class A CDL License Fee*	81.25
Background Check & MVR (if necessary)	40.00

*Required

Cash Policy: Students who wish to pay their full tuition amount in cash prior to their start date may do so with a discount of \$1000.00 on the tuition, making the tuition price \$4000.00. Students are responsible for all applicable fees.

All incoming students must be able to pass the required DOT drug screen and either have or obtain a DOT Medical Certificate. We will be happy to assist incoming students by directing them to designated approved testing facilities here locally.

The following are miscellaneous costs that the student will be responsible for:

- Daily food expenses (we have a refrigerator for students to use if they choose to bring their lunch with them)
- Transportation to and from school. Bus service does run by the school, call for schedule of service

Please note: Any student that does not pass their CDL skills/road exam may be required to pay an additional \$ 75.00 testing fee to book an additional test appointment. Tampa Truck Driving School will allow a student up to an additional 55 hours (1 week) of training time free of charge to help prepare for the test.

If any student needs additional training after the extra week allowed, the student will be required to pay \$ 250.00 per day for the additional training.

Tampa Truck Driving School will only CDL test a student three (3) times.

Student Financial Assistance and Financing Options

Due to the short nature of our training program, incoming students do not qualify for Federal Financial Aid programs. Payment and/or signed financing agreement must be received prior to enrollment. We have the following options available to those who qualify.

1. Full Payment: All students are eligible for a reduction in tuition if they choose not to utilize Tampa Truck Driving School's financing options. All students are eligible for the reduction regardless of method of payment (cash, debit/credit card, check, or money order). The reduction shall not exceed \$1000.00.
2. Financing provided by Tampa Truck Driving School: To qualify for financing, student must meet the requirements for job placement and have a valid checking account.

Please speak with a recruiting agent or enrollment specialist for information regarding financing options.

Curriculum Breakdown

All students are required to attend for 165 hours in order to graduate. Students will be tested for their Road/Skills test here on our property with our State Licensed Third Party Testers.

Week 1 – Classroom (Monday – Friday) – 55 Hours

At Monday’s orientation, students will become familiar with the policies and procedures of the school and go over the expectations for the next 15 days. Classroom training which will cover the items listed below. Upon completion of the classroom training, students will be taking their CDL permit test on-site. Subjects of student include but are not limited to the following:

- A. General Knowledge
- B. Air Brakes
- C. Combination Vehicle
- D. Homework, classroom assignments

Hours	
Monday	8:00 am – 6:00 pm
Tuesday – Thursday	6:00 am – 6:00 pm
Friday	6:00 am – 5:30 pm

Week 2 – Field Training (Tuesday – Saturday) – 55 Hours

Our field training will allow our students to have hands-on training with both trucks and trailers at our five-acre yard training facility. Subjects of student include but are not limited to the following:

- A. Pre-Trip Inspection – this is done every day of training
- B. Straight-line Backing
- C. 45 Degree Angle back
- D. Offset back – left & right
- E. Coupling and Uncoupling
- F. Sliding Fifth Wheel and Tandems
- G. Homework – Pre-Trip Inspection

Hours	
Monday – Thursday	6:00 am – 6:00 pm
Friday	6:00 am – 3:30 pm

Week 3 – Road Training (Sunday – Thursday) – 55 Hours – 4:1 Ratio

The last 55 hours will be split between road training and field training. Students will drive on a variety of roads, such as highways, city, and rural. Subjects of student will include but not limited to the following:

- A. Highway Driving
- B. City Driving
- C. Right and Left Turns
- D. Safety Procedures, Space and Speed Management
- E. Defensive Driving techniques, Extreme Driving Conditions, Emergency Maneuvers
- F. 90 Degree Alley Dock

Hours	
Monday – Thursday	6:00 am – 6:00 pm
Friday	6:00 am – 3:30 pm

Job Placement Assistance Services

Tampa Truck Driving School will provide lifetime job placement assistance for all its students. In order for us to do this properly, we ask that you fully disclose all pertinent information in regards to your driving/background/work history. Please note, the trucking companies will run your driver record, background and verify all previous employment. It is in your best interest to be upfront and honest with all questions on the applications.

Tampa Truck Driving School cannot guarantee you will get a job. We will do everything we can to assist you but your employment offer is based on the information you have provided on your application.

Tampa Truck Driving School cannot guarantee you will graduated the program. In order to graduate, you are required to complete 165 hours of training and earn an overall grade of 80% or above.

Tampa Truck Driving School cannot guarantee you will obtain your Class A CDL license. We will provide you with all the necessary tools to pass the CDL exam but it is ultimately up to you, the student.

Facilities, Training Equipment and Education Staff

Classroom Instructor: Wayne Yarian – CDL Licensed

Students at Tampa Truck Driving School are taught by experience instructors. We keep our class size small to ensure quality training and individual attention where needed. Our classroom is well lit and climate controlled for the student's comfort. The classroom tables are large for ample space per student for learning materials. The classroom instructor will use a white board, TV, and Trucking Industry DVD's for training of the basics of tractor-trailer driving, laws and requirements to get the CDL Permit.

Yard Instructors: Chris Chaney, Josh Grimaldi – CDL Licensed

All the maneuvering, backing, and coupling training will be done on our five-acre lot. There is ample room for all forms of maneuvering as well as straight line backing and ally docking.

Road Instructors: Nelson Tutein, Daniel Medero Lopez, Larry Beilharz, Angelo Orama – CDL Licensed

On the road training will be done in school owned, well-maintained equipment that is similar to what is on the road today. Students will drive with our Road Instructors on all types of roads such as city routes, interstate/highways, and rural routes. Initial driving will be done during the day but as the training progresses, some night time driving will be done as well. Set driving routes will be established and they will maintain a 50-mile radius from the school.

All training will be provided at:

8501-B Sabal Industrial Blvd
Tampa, FL 33619

Tampa Truck Driving School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tampa Truck Driving School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

2020

JANUARY

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FEBRUARY

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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30	31					

SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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27	28	29	30	31		

Holidays: Our school observes the following national holidays and will not be in session: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas. Students will be required to make up the missed hours from that day which may involve weekend time.