



<http://tds-americancdl.com>

SCHOOL CATALOG

2024 / 2025

TRUCK DRIVING SCHOOLS OF AMERICA

2024 / 2025

Established in 2024

Office and classroom:

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MISSION STATEMENT

Truck Driving Schools of America provides a life changing experience. We provide quality training. We are a competency-based school. This allows you to train & test at your own speed. Our students learn better with small class sizes (4 students to one instructor) both on the range and road which will enable our students to learn and develop the knowledge and skills necessary for the trucking industry. Our staff follows the HIS method, Honesty, Integrity, and Sincerity. We train our students to be safety conscious of the industry. Our goal is not simply to train individuals to pass the commercial driver license test, but to produce the finest graduates.

OBJECTIVE

The objective is not only to produce the finest graduates but help the trucking community. By training students with safety in mind, our instructors teach safety more than anything else. Every part of the training is broken down into why's & how's. Why we do it and how to do it safely.

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HISTORY

The school was established in 2024 by Jason Bowen. He has been in the transportation industry since the early 90s. After leaving the ARMY National Guard Jason started driving over the road including Canada. In 1998 he started working for local companies as a driver, including working as a safety director. In 2011 Jason started his journey with CDL schools while he was in college. He started as an instructor and worked his way up. After working with many students to obtain their CDL, Jason felt that he wanted to ensure not only that they gain a CDL but learn how to be a safe and courteous professional driver. During his time in the industry Jason seen a real need to bring back quality training.

ADMISSION REQUIREMENTS

Truck Driving Schools of America has open enrollment every Monday.

Federal and state requirements

- Federal law requires you to be 21 years of age to drive Interstate. Pre-hire is required for anyone under 21.
- Must have an active Arizona Class Driver's license for at least one year to be able to get a commercial learners permit.
- Must be able to read, speak & understand enough English to safely operate a commercial vehicle.

ARIZONA DEPARTMENT OF TRANSPORTATION COMMERCIAL DRIVER LICENSE REQUIREMENTS

<https://azdot.gov/motor-vehicles/driver-services/commercial-driver-license-cdl>

MEDICAL

<https://apps.azdot.gov/files/mvd/mvd-forms-lib/96-0526.pdf>

DRUG SCREEN POLICY

Marijuana is only legal in the state of Arizona but is still illegal in the transportation field. We fall under federal laws and due to this it is important to understand that if you fail a DOT regulated drug test it is recorded in the TPR, Training Provider Registry. If you have recently been a heavy user or have any concerns, you should take an over-the-counter test. Please talk to your admission staff. We are not here to judge but to help!

SCHOOL SCHEDULE

Week 1

40 hours of theory training. We offer hybrid learning. Students are welcome to come in from Monday thru Thursday 8:00 A.M. to 5:00 P.M. and Friday 8:00 A.M. to 2:30 P.M. Instructor will be available upon request.

Behind the Wheel portion is offered from 5:00 A.M. to 1:30 P.M. and 3:30 P.M. to 12:00 A.M. Monday thru Friday.

WEEK 2 & 3

Week 2

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
1st hour	Pre-trip	Pre-trip	Pre-trip	Pre-trip	Pre-trip test
2nd hour	Pre-trip	Offset	Road	45 & 90	Road
3rd hour	Pre-trip	Offset	Road	Backing	Road
4th hour	Pre-trip	Parallel	Road	Backing	Road

Lunch

5th hour	Straight- line	Parallel	Pre-trip	Road	Backing test
6th hour	Straight-line	Parallel	Backing	Road	Backing test
7th hour	Straight-line	Bobtail	Backing	Road	Backing test
8th hour	Offset	Bobtail	Backing	Road	Backing test

Week 3

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
1st hour	Pre-trip test	Pre-trip	Pre-trip	Pre-trip	TESTING
2nd hour	Pre-trip test	Road	Backing	Road	TESTING
3rd hour	Backing	Road	Backing	Road	TESTING
4th hour	Backing	Road	Backing	Road	TESTING

Lunch

5th hour	Road test	Backing	Road	Backing	TESTING
6th hour	Road test	Backing	Road	Backing	TESTING
7th hour	Road test	Backing	Road	Backing	TESTING
8th hour	Road test	Backing	Road	Backing	TESTING

Week 4 is optional pending on test and if student needs extra time.

Anytime past 4 weeks must be approved.

Approvals are based upon attendance, progress and behavior.

PLACEMENT

All students are required to have two Job application on file. Exception is if company paid.

Graduates will have lifetime job placement. We will provide the students with companies that are hiring in the area.

REFUND POLICY

Cancellation:

A student not accepted by the school will receive a full refund of the program cost. A student may cancel enrollment any time before the start of class by sending a written notice of cancellation to the school. If the cancellation is effective within three days of the execution of the enrollment agreement and before the start of class, the student shall receive a refund of all the money paid, less any deduction for fees of services provided. Refunds are made within 30 days of receiving the notice of cancellation.

Dismissal:

Students may be dismissed for violation of any of the following:

- ✓ Failure to keep satisfactory academic progress.
- ✓ Failure to follow the school's attendance policy.
- ✓ Failure to follow the school's student conduct policy.
- ✓ Does not meet all financial obligations to the school.
<https://d.docs.live.net/B16ED539B493A3B5/Desktop/Word%20doc/School%20Catalog%202024%20-%202025.docx>
- ✓ Violates any of the conditions in the signed enrollment agreement.

Withdrawal:

If the student withdraws from the school after the period allowed for cancellation of the agreement, as stated above, or if the student is dismissed by the school for violation of any of the above, but within the first 60% of the program, tuition refund will be based on the program cost using the prorated refund policy. A \$200.00 administrative fee and other fees will not be refunded. After the 60%, no refund will be offered.

Refund

Any student that completes less than 60% will be charged an hourly rate plus \$200.00 administrative fee. Any money due to the student shall be refunded within 60 days of the last

date of the student attendance or within 60 days from the receipt of the drop request, pending no payment is made after the last day of attendance.

ATTENDANCE

Truck Driving Schools of America takes each student's education very seriously. We expect each student to treat this as if this was a job interview. Companies that hire students will want to see your attendance. Our policy says you can't be absent more than 2 days in a week and no more than 4 days in total program time. If you exceed either one you will be dropped from school. Any medical, or family emergency reasons will be considered for an exception.

HOLIDAY

Truck Driving Schools of Arizona observe the following Holidays:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve and Christmas

*The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change.

GRADING SYSTEM

The following grading system is in effect at Truck Driving Schools of America

Score	Description	Percentage
1	Not proficient	60%
2	Partial Proficiency	70%
3	Minimal Proficiency	80%
4	Proficient	90%
5	Fully Proficient	100%

Not proficient – Student needs constant guidance.

Partial Proficiency – Student is starting to perform exercise.

Minimal Proficiency – Student perform exercise with minimal help.

Proficient- Student can perform exercise with no help.

Fully Proficient- Student can perform exercise with minimal mistakes.

To be able to take the test & graduate all scores must be 3 or higher.

GRADUATION REQUIREMENTS

Students must have:

- 80% score or higher in Theory & Behind the wheel
- 80% attendance in both Theory & Behind the wheel
- Passed the CDL test
- Have a committed pre-hire.
- Satisfy all financial responsibilities.

COURSE DESCRIPTIONELTD

ELDT Theory & Commercial Learner Permit Training

ELDT Theory training is hybrid via the internet. The student has the option of doing it at home or in the classroom from 8:00 A.M. to 5:00 P.M. Monday thru Thursday and 8:00 A.M. to 2:30 P.M. on Friday. This is work at your own pace. Either choice you make we will provide you will materials needed. All parts of the theory must be completed and passed, before the Behind the Wheel portion starts.

We offer a special Pre-trip class conducted in the classroom to prep for first day of Range.

Behind the Wheel Training

- Pre-trip done daily.
- Backing skills done daily (straight-line, off-set. parallel). The (90° 45°) will be done once a week.
- Coupling is done daily.
- Road is done in progression starting with basic rights and lefts advancing to more challenging including adding roadside stops, railroad crossing and freeway.
- Hours of Service log sheets are done every time on road.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are assessed at certain intervals during the program. At a minimum, the student must have a cumulative grade point average (CGPA) of 60% on written classroom scores at the end of the first 25 percent of the program, a CGPA of 70% on written scores from the Arizona Department of Transportation at the program's mid-point, and a CGPA of 80% on all Arizona Department of Transportation scores upon graduation (scores include the Vehicle Inspection, Basic Vehicle Controls Skill Test and the MVD On-Road Test).

However, students must complete the program within a maximum amount of time. The maximum amount of time is defined as one and one-half times the time normally required to complete the program in which a student is enrolled. (For example, the maximum time frame for a full-time student for a program normally requiring 4 weeks to complete is 6 weeks). The maximum time frame is pro-rated for students enrolled at less than full-time status. (For example, the maximum timeframe for a half-time student for a program normally requires 8 weeks to complete is 12 weeks).

ACADEMIC DISMISSAL:

If a student does not maintain Satisfactory Academic Progress (SAP), the student will be dismissed unless conditions exist, which, in the opinion of the School Director or Training Supervisor, warrant placing the student on probation (see below). Any student not completing the training within the maximum time frame will be dismissed from the program.

DISMISSAL POLICY

A student is subject to dismissal for violation of the following:

- a. Failure to keep Satisfactory Academic Progress
- b. Failure to follow the school's attendance policy.
- c. Failure to follow the school's student conduct policy.
- d. Does not meet all financial obligations to the school.
- e. Violates any of the conditions in the signed Enrollment Agreement

ACADEMIC PROBATION

A student who does not keep Satisfactory Academic Progress as defined above, will be placed on academic probation until the next monitoring interval. Financial Assistance may be disbursed during the probation period. The student will receive a written warning of academic probation. After a second consecutive interval of performance below Satisfactory Academic Progress standards, or if the student is below the minimum completion requirement, the student will be suspended from Truck Driving Schools of America. Any government agency that has funded the student will be notified within 30 days after the student has voluntarily or involuntarily left school.

TARDINESS

Any student who is more than 15 minutes late or leaves school early more than 3 times during the entire school section, will be put on attendance probation.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is appropriate for a professional work environment. The following list, while not limited to, includes violations of the school's conduct policy. The school reserves the right to dismiss and to exclude students from campus for the following reasons:

- A. Destruction of school property.
- B. Illegal activities of any kind.
- C. Unethical, immoral or unprofessional conduct which would discredit the individual, the school or any student.
- D. Threatening with verbal or physical harm to all students or faculty. This would include but not limited to cyber stalking.

RE-INSTATEMENT

A student that has been dropped from school for any reason can submit a written formal reason why, and what changes have or will happen. If the student is with WIOA, Phoenix Indian Center or any other funding source, must include them as well. Send a letter to your admission recruiter. All requests are reviewed weekly, and some kind of response will be sent by the end of the following week.

APPEALS

If a student believes that an error has been made in the findings of unsatisfactory progress or wishes reconsideration, the student may file a written appeal. The student must send it to the Director of the School. Final decision will be made within 30 days of appeal.

MAKE UP TEST AND ADDED TEST

Any student that misses a test for medical or family emergency will be permitted to reschedule a test within the allotted time. Each student is allowed 2 tests and any more must be requested in writing.

LEAVE OF ABSENCE

Leave of absence is issued for up to 30 days. They are only granted for emergencies that are 100% out of the student's control. Medical and Military leave are the only ones that can exceed 30 days but no longer than 180 days.

TUTORING

Any student that needs more time can request this with the lead instructor.

STUDENT COMPLAINT/GRIEVANCE PROCEDURES

Students should contact their instructor if appropriate. If the problem can't be resolved or needs someone other than the instructor or the lead instructor, contact the School Director. All parties, if any, will be notified of a request to meet with the School Director. All parties will be informed of the allegation. All parties will be allowed to refute the allegation given. A thorough investigation will be carried out, and all parties will be notified of the outcome.

Any disciplinary action is kept confidential.

If the allegation is not found to be creditable, the person with the complaint and the accused person shall be informed, with appropriate instructions provided to each person.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

TRUCK DRIVING SCHOOLS OF AMERICA is committed to the principles of equal employment opportunity and affirmative action. The school prohibits discrimination in the terms and conditions of employment based on race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, gender identity or any other basis protected by law. Our affirmative action program identifies specific recruiting needs to increase the representation of minorities, women, individuals with disabilities and protected veterans in our company.

ANTI-HARASSMENT

The school is committed to providing a work and education environment that is free from harassment. Harassment based on race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, gender identity or any other basis protected by law is prohibited. All employees and students are expected to abide by the policy. Retaliation against any member of the school community for reporting harassment, filing an internal or external complaint, or participating in an investigation is strictly prohibited.