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Catalog

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HDS TRUCK DRIVING INSTITUTE

Founded in 1991

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MISSION STATEMENT

HDS Truck Driving Institute is a private, post secondary educational institution serving men and women of all ages. Our mission is to offer students the opportunity to develop both the technical knowledge and the personal skills vital to employment in the ever-changing world of truck driving.

HISTORY

In 1991, HDS Truck Driving Institute was founded by Highway Distribution Services, Inc. as a driver-leasing company, safety and compliance services, and a drug-testing consortium. The Arizona Department of Transportation Motor Vehicle Division first licensed HDS Truck Driving Institute in 1991.

Douglas A. Prall, President of HDS, has been in the trucking business since 1977. His father, George Prall, founded Highway Express, a Driver's Dispatch service in 1969 in Phoenix, Arizona.

HDS was formed when George Prall stepped down as president of Highway Express and Doug Prall took over as president and renamed the company (HDS) Highway Distribution Services.

In 1999, HDS Truck Driving Institute broke away from Highway Distribution Services, Inc. into its own corporation, named HDS Truck Driving Institute.

The first truck-driving program HDS had was in 1991 and was a 160-hour program. In 1999, the Professional Truck Driver Program was added. In February 2000, HDS Truck Driving Institute was granted initial accreditation by ACCSCT, the Accrediting Commission of Career Schools and Colleges of Technology.

PROFESSIONAL AFFILIATIONS

American Trucking Association (Member since 1987)
Arizona Motor Transport Association (Member since 1969)
Arizona Motor Transport Association Safety Council (Member since 1989)
ATA Safety Management Council (Member since 1992)
National Safety Council
Driver Employer Council of America (Member since 1969)
Arizona Private School Association

FACILITIES AND EQUIPMENT

HDS Truck Driving Institute, Inc. corporate offices, classrooms, and training yard are located at 6251 South Wilmot Road, Tucson, Arizona 85756. The training yard is two acres with a 46' x 12' trailer in the middle of the yard for a student lounge, restroom, and office for instructors. The school has five three-axle semi trucks, five box trailers, one flat bed trailer, and one bus. All training is completed within the guidelines of the AZ Department of Transportation Commercial Drivers License requirements.

The Administrative Offices and classroom are located in a separate facility and are shared with several other businesses. HDS Truck Driving Institute shares a receptionist and has two Admissions offices, and one Financial Aid & Student Services Office, Placement Office, Learning Resource Center and School Director's office. The classroom can accommodate 20 students. A video library is also located in the classroom and there are additional computers for student use in the lobby and in the trailer in the yard.

ADMISSION REQUIREMENTS

Education:

Applicants must either possess a high school diploma or a recognized equivalent like a GED or, depending on the program, demonstrate the ability to benefit by passing an approved test. Applicants with a high school diploma or equivalent must provide the institute (within 30 days) a high school diploma or transcript showing a graduation date or a transcript of the GED test scores. The school keeps the documentation on file.

If the school enrolls a person who does not possess a high school diploma or recognized equivalency certificate (non-degree program only):

1. The determination of the applicant's ability to benefit from the training offered must be confirmed by documentation of the applicants achievement of an approved score on a test or tests that have been reviewed by a qualified, independent third party for appropriateness of the instrument and specific score levels required for admission.
2. The acceptable score ensures that students will benefit from the training provided and that a substantial number of students will complete the training and be employed in the field for which training was provided.

In addition to the above-mentioned admissions requirements, the following criteria are required for admissions to the Truck Driving Programs:

1. Must be twenty-one years of age by the time the program is completed for an interstate license and eighteen years of age by the time the program is completed for an intrastate license
2. Must have an active Arizona driver's license before you can receive an Arizona CDL
3. Must be able to read and speak the English language sufficiently to converse with the general public to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records
4. Must have proof of at least one (1) consecutive year of driving experience with a standard operator's license issued by state or country
5. All documents as required by the AZ Department of Transportation, which includes the following: Social Security Card, current CDL credential or motor vehicle record, properly completed Medical Examiner Certification form, Proof of domicile

ADMISSIONS PROCEDURES

To apply for admission, applicants should call (520)-721-5825 or write the admissions representative at the school to schedule an appointment for a personal interview and a tour of the school facilities. At that time, applicants will complete the pre-enrollment information sheet. Parents or spouses are encouraged to accompany the prospective student. The Admissions Representative will assist applicants in filling out the paperwork necessary to meet the admission requirements. Applicants will also be referred to various financial sources for help in applying for financial assistance, if they qualify. Once the funding has been arranged for training, the school will then review the applications and applicants will be notified of their acceptance status. Enrollment packets and financial arrangements must be completed before a student can start the CDL program.

FINANCIAL AID

Financial Aid Policy:

Financial Aid is available for those who qualify. Financial Aid programs provide assistance to students whose financial resources are insufficient to meet the full cost of their education and choose to finance part of their education costs with student loans.

How to Apply for Financial Aid:

All students must apply for admission to HDS Truck Driving Institute before they can be considered for financial aid. The student must then complete an application for loans. These applications are available at the Financial Aid Office at HDS. These forms should be submitted as soon as possible to ensure access to available loans.

Types of Financial Aid Available:

Students may pay cash (debit/credit or money order), bill the amount due directly to an agency or company, apply for loans that may require qualified co-signers, or complete a FAFSA Application to determine Title IV Eligibility for Federal Direct Student Loans or Pell Grants (for those that qualify). Loans are borrowed money that must be repaid with interest. Students may receive a combination of these types of aid. Tuition reimbursements may be available to students through various trucking companies.

Financial Aid Programs:

The financial assistance programs described here represent the major programs administered directly or indirectly by HDS Truck Driving Institute Financial Aid Office. Our applicants are encouraged to investigate other aid sources such as:

- Military Tuition Assistance (TA)
- GI Bill[®]
- Arizona@Work System
- The Military Spouse Career Advancement Accounts (MyCAA)
- Vocational Rehabilitation
- Workforce Innovation & Opportunity Act (WIOA)
- Portable Practical Educational Preparation (PPEP)

In addition, many trucking companies will even reimburse the cost of training. To learn more about Tuition Payment options and to find out if you qualify, call us toll-free at (877) 205-2141 or contact us online at <http://www.hdstruckdrivinginstitute.com/>.

The two lending sources HDS currently uses are Federal Direct Student Loans, and HDS Promissory Notes. Students have the option to use their own lending institution as well.

REFUND POLICY/CERTIFICATE PROGRAMS:

Cancellation:

A student not accepted by the School will receive a full refund. A student may cancel enrollment any time before the start of class by sending a written Notice of Cancellation to the School. If cancellation is effective within three days of the execution of the Enrollment Agreement and before the start of classes, the student shall receive a full refund. Cancellation shall be effective as of the date of mailing. If cancellation is effective more than three days after execution of the Enrollment Agreement and before the start of class, the student shall receive a refund of all money paid, less any deduction for fees of services provided, and books received but not returned in reusable condition. Refunds are made within 30 days of receiving the Notice of Cancellation.

Students who have not visited the institute facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the institute facilities and inspection of equipment.

Dismissal:

Students may be dismissed for violation of any of the following: a. Failure to maintain satisfactory academic progress. b. Failure to comply with the school's attendance policy. c. Violation of any of the conditions set forth in the signed Enrollment Agreement.

Withdrawal:

If a student withdraws after the period allowed for cancellation of the agreement as stated above or is terminated by the school for violation of any of the above, but within the first 60% of the program, tuition refunds will be based on program costs using the pro-rata refund policy. After 60% of program completion, there is no refund. A \$100 administrative fee and other fees used will not be refunded.

Pro-Rata Refund Policy:

The institute will perform a pro-rata refund for students who are attending HDS Truck Driving Institute and terminate their training before completing more than 60% of their enrollment. Refunds are calculated using the program tuition only. Refunds are calculated by dividing the total number of scheduled clock hours comprising the period of enrollment for which the student has been charged into the number of scheduled clock hours remaining to be completed by that student in that period as of the last recorded day of attendance by the student.

Any monies due the student shall be refunded within 60 days from the last date of student

attendance or within 60 days from the date of receipt of payment in the event that the date of such receipt is after the student's last date of attendance.

REFUND POLICY/PROFESSIONAL TRUCK DRIVER PROGRAM

INSTITUTIONAL REFUND POLICY

Refunds are calculated based on the portion of the course completed. The date from which refunds are calculated is the student's last date of attendance. Refunds are made within 45 days of the determination of withdrawal.

RETURN OF TITLE IV FUNDS POLICY

The portion of the federal grants and loans that a student is entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the period of enrollment to the number of calendar days that the student was expected to complete as of the last date of attendance. For example, if a student is expected to complete 30% of the period of enrollment, then 30% of the approved federal aid that was disbursed or could have been disbursed for the period of enrollment would be earned. This means that 70% of the student's aid that was disbursed or could have been disbursed remains unearned and must be returned to the Federal Title IV programs.

After the 60% point of the period of enrollment, a student has earned 100% of the Title IV funds disbursed or that could have been disbursed for the period of enrollment. This policy governs the earned and unearned portions of the student's Federal Title IV financial aid only and determines how much, if any, the student and/or the training facility may need to return. If it is determined that a portion of the financial aid received on the student's behalf is unearned, the training facility has the responsibility of returning those funds to the Federal Title IV programs within 45 days of the date of determination of withdrawal. Unearned funds are returned in the following order:

- Unsubsidized Direct Stafford loan
- Subsidized Direct Stafford loan
- Direct PLUS loan
- Federal Pell Grant

Any student eligible for a Post-withdrawal disbursement of loan funds is offered those funds within 30 days of the date of determination and notified if an overpayment is due. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. The Institutional Refund Policy is outlined above and will be used to determine the reduction, if any, in the student's charges. The student is responsible for paying any outstanding charges to the training facility.

The institution returns Title IV funds to the programs from which the student received aid during the period of enrollment, in the following order:

- Unsubsidized Direct Federal Loans
- Subsidized Direct Federal Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

Please contact the Financial Aid Director for specific details.

PROFESSIONAL TRUCK DRIVER PROGRAM
Diploma Program

Course Outline &
Educational Objectives

730 Clock Hours / 26 Weeks

730 Clock Hours / 40 Weeks

<u>Course Outline</u>	<u>Clock Hours</u>
100 Introduction to AZ CDL	100
200 Safe Operating Practices	84
300 Advanced Operating Procedures	66
400 Vehicle Control	160
500 General Driving / Testing	80
600 Externship	240

Educational Objectives

The Professional Truck Driving Program is an in-depth program which addresses not only the body of knowledge a driver needs to know and understand, but teaches the procedures that, with practice, will enable the student to become an entry-level Commercial Truck Driver. Safety practices are emphasized throughout the program.

In addition to classroom instruction, many real-life driving problems and situations are presented for the student to solve.

The length of this program is needed to give the student the depth this program is intended for because tractor-trailer drivers are placed in a unique position of being entrusted with expensive equipment and cargo as well as representing the industry to the public at large. This program takes the time to stress the importance of developing traits and demonstrating the behavior that characterize true professionals.

The student will apply for and be prepared to pass the Arizona State Commercial Driver's License written examination, three endorsements, and the three physical skills tests, pre-trip vehicle inspection, basic vehicle control skills test, and on-road driving test.

HDS Truck Driving Institute
COMMERCIAL TRUCK DRIVER PROGRAM
Diploma Program

Course Outline &
Educational Objectives

310 Clock Hours / 8 Weeks
310 Clock Hours / 16 Weeks

Class A Commercial Drivers License with Bus Driving:

<u>Course Outline</u>	<u>Clock Hours</u>
1100 Introduction to Arizona CDL	100
1200 Safe Operating Practices	50
1300 Vehicle Control	80
1400 General Driving / Testing	40
1500 Bus Driving Skills/Passenger	40
Total Class A Commercial Driver's License	310

Educational Objectives

The Commercial Truck Driver Program is a condensed program designed with the addition of the Passenger Endorsement to better prepare the student to become an entry-level Commercial Truck or Bus driver.

This program is designed to meet the needs of the majority of companies across the country. It is the basic foundation of our truck and bus driving programs and meets the needs today for many companies and for many students to get started in the bus and trucking industry.

The student will apply for and be prepared to pass the Arizona State Commercial Driver's License written examination, four endorsements, and the three physical skills tests, pre-trip vehicle inspection, basic vehicle control skills test, and on-road driving test.

CDL TRAINING PROGRAM
Certificate Program

Course Outline &
Educational Objectives

160 Clock Hours / 4 Weeks &
160 Clock Hours / 8 Weeks

<u>Course Outline</u>	<u>Clock Hours</u>
3100 Introduction to Arizona CDL	40
3200 Safe Operating Practices	40
3300 Vehicle Control	40
3400 General Driving / Testing	40
Total Class A Commercial Driver's License	160

Educational Objectives

The CDL Training Program is a condensed program designed to prepare the student to become an entry-level Commercial Truck Driver.

This program is designed to meet the needs of the majority of companies across the country. It is the basic foundation of our truck driving programs and meets the needs today for many companies and for many students to get started in the trucking industry.

The student will apply for and be prepared to pass the Arizona State Commercial Driver's License written examination, three endorsements, and the three physical skills tests, pre-trip vehicle inspection, basic vehicle control skills test, and on-road driving test.

CDL DRIVER TRAINING PROGRAM

80 Clock Hours Certificate Program

Course Outline & Educational Objectives

80 Clock Hours / 3 Weeks or
80 Clock Hours / 4 Weeks

<u>Course Outline</u>	<u>Clock Hours</u>
2100 Introduction to Arizona CDL	40
2200 Safe Operating Practices	15
2300 Vehicle Control	15
2400 General Driving / Testing	10
Total Class B Driver's License	80

Educational Objectives

The CDL Driver Training Program is designed to prepare the student to become an entry-level Class B commercial truck or bus driver.

This program is designed to meet the needs of the majority of companies across the country looking for Class B drivers. It is the basic foundation of our program and meets the needs today for many companies and for many students to get started in the trucking industry.

The student will apply for and be prepared to pass the Arizona State Commercial Driver's License written examination, passenger and tanker endorsements, and the three physical skills tests, pre-trip vehicle inspection, basic vehicle control skills test, and on-road driving test.

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
PROFESSIONAL TRUCK DRIVER PROGRAM

100 INTRODUCTION TO AZ CDL Clock Hours 100

This course is designed to familiarize the student with course and industry requirements, available services, technological advances, communications skills, personal management, and commercial driver's license testing.

200 SAFE OPERATING PRACTICES Clock Hours 84

This course will prepare students for the commercial driver's license written examinations while presenting a general overview of trucks, the trucking industry and job placement.

300 ADVANCED OPERATING PROCEDURES Clock Hours 66

This course will allow the student to develop, practice and perfect the skills required to successfully pass the pre-trip and backing maneuver tests required by the State of Arizona. This course also allows the student to begin development of the driving skills needed to pass a road test for the state commercial driver's license physical skills test as well as those of prospective employers.

400 VEHICLE CONTROL Clock Hours 160

The course is designed to develop and enhance the individual's knowledge of the industry, and vehicle activities that directly relate to the individual's refinement in control of the vehicle as it relates to the requirements of CDL prior to final testing.

Prerequisite: 100 INTRODUCTION TO AZ CDL

500 GENERAL DRIVING/TESTING Clock Hours 80

This course is designed to develop and enhance the individual's physical driving skills under a variety of conditions with emphasis on adverse conditions, and emergency responses both in city and highway driving, as well as final testing at State MVD offices. The program is also designed to ensure student readiness to enter the externship program.

Prerequisite: 400 VEHICLE CONTROL

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
PROFESSIONAL TRUCK DRIVER PROGRAM (Continued)

600 EXTERNSHIP

Clock Hours 240

This course is designed to allow the individual student to continue the educational process with a paid externship with the company the student has been accepted by. This will permit the student to gain valuable experience in the realities of the industry with exposure to greater variety in driving conditions while being evaluated and guided by the institution.

Prerequisite: 500 GENERAL DRIVING/TESTING

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
COMMERCIAL TRUCK DRIVER PROGRAM
DIPLOMA PROGRAM

1100 INTRODUCTION TO ARIZONA CDL

Clock Hours 100

This course is designed to introduce the student to different aspects of the trucking industry.

- Hours of Service (logbooks) teaches students to show proper logging according to Federal Law Section 395 in the Federal Motor Carriers Safety Regulations book (FMCSR)
- Written Test preparation is designed to prepare and pretest the student in the following areas:
 - General Knowledge
 - Air brakes
 - Combination Vehicles
 - Doubles and Triples
 - Tanker
 - Hazardous Materials
 - Passenger
 - Log Preparation
- Pre-trip Inspection
- Proper Application procedure is shown and the student is advised about and assisted in placement
- Final Written Test is given at the Arizona Department of Transportation; upon passing the test, the student will receive an Instruction Permit for Training

1200 SAFE OPERATING PRACTICES

Clock Hours 50

This course is designed to familiarize the student with the basic backing and driving skills needed to pass the Skills test and Road test for the CDL license. This section covers the following:

- Seat adjustment
- Mirrors
- Putting the truck in motion
- Safe stopping
- Continuation of the Pre-trip Inspection
- Backing procedures - Straight line backing, offset back/left, and parallel parking (conventional)

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
COMMERCIAL TRUCK DRIVER PROGRAM
DIPLOMA PROGRAM

1300 VEHICLE CONTROL

Clock Hours 80

This course is designed for furthering the students driving skills along with review and practice of previous skills. In this phase of the course, students should know the following driving procedures.

- How to score and perform basic control skills
- Safe turning and shifting of the truck
- Consistent scores on pre-testing and confident driving abilities.
- How to pass the CDL final test

Prerequisite: 1100

INTRODUCTION TO ARIZONA CDL

1400 GENERAL DRIVING / TESTING

Clock Hours 40

This course is the final phase of the training. In this section the student is given:

- Final pre-test of all phases of the CDL Test
- The student is then taken to the Arizona Department of Transportation to test on all aspects of training. After passing the exam, the student receives their Arizona CDL
- The student is then shown the Environmental Protection Agency and Hazardous Material 181 films, along with final job placement assistance if needed

Prerequisite: 1300 VEHICLE CONTROL

1500 BUS DRIVING SKILLS / TESTING

Clock Hours 40

This course is designed to allow the individual student to continue the educational process to prepare the student to become an entry-level Bus Driver.

- Pre-trip inspection
- Safe turning on Bus
- Final pre-test on all phases of the training
- Final test on all phases of training

Prerequisite: 1400

GENERAL DRIVING / TESTING

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
CDL TRAINING PROGRAM
CERTIFICATE PROGRAM

3100 INTRODUCTION TO ARIZONA CDL

Clock Hours 40

This course is designed to introduce the student to different aspects of the trucking industry.

- Hours of Service (logbooks) teaches students to show proper logging according to Federal Law Section 395 in the Federal Motor Carriers Safety Regulations book (FMCSR)
- Written Test preparation is designed to prepare and pretest the student in the following areas:
 - General Knowledge
 - Air brakes
 - Combination Vehicles
 - Doubles and Triples
 - Tanker
 - Hazardous Materials
 - Passenger
 - Log Preparation
- Pre-trip Inspection
- Proper Application procedure is shown and the student is advised about and assisted in placement
- Final Written Test is given at the Arizona Department of Transportation; upon passing the test, the student will receive an Instruction Permit for Training

3200 SAFE OPERATING PRACTICES

Clock Hours 40

This course is designed to familiarize the student with the basic backing and driving skills needed to pass the Skills test and Road test for the CDL license. This section covers the following:

- Seat adjustment
- Mirrors
- Putting the truck in motion
- Safe stopping
- Continuation of the Pre-trip Inspection
- Backing procedures - Straight line backing, offset back/left, and parallel parking (conventional)

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
SCHOOL CODE: 9071
CDL TRAINING PROGRAM
CERTIFICATE PROGRAM (Continued)

3300 VEHICLE CONTROL

Clock Hours 40

This course is designed for furthering the students driving skills along with review and practice of previous skills. In this phase of the course, students should know the following driving procedures.

- How to score and perform basic control skills
- Safe turning and shifting of the truck
- Consistent scores on pre-testing and confident driving abilities.
- How to pass the CDL final test

Prerequisite: 3100 INTRODUCTION TO ARIZONA CDL

3400 GENERAL DRIVING / TESTING

Clock Hours 40

This course is the final phase of the training. In this section the student is given:

- Final pre-test of all phases of the CDL Test
- The student is then taken to the Arizona Department of Transportation to test on all aspects of training. After passing the exam, the student receives their Arizona CDL
- The student is then shown the Environmental Protection Agency and Hazardous Material 181 films, along with final job placement assistance if needed

Prerequisite: 3300 VEHICLE CONTROL

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
CDL DRIVER TRAINING PROGRAM

2100 INTRODUCTION TO ARIZONA CDL

Clock Hours 40

This course is designed to introduce the student to different aspects of the trucking and bus industry.

- Written Test preparation is designed to prepare and pretest the student in the following areas:
 - General Knowledge
 - Air Brakes
 - Tanker
 - Passenger
- Pre-trip Inspection
- Proper Application procedure is shown and the student is advised about and assisted in placement.
- Final Written Test is given at the AZ Department of Transportation; upon passing the test, the student will receive an Instruction Permit for Training.

2200 SAFE OPERATING PRACTICES

Clock Hours 15

This course is designed to continue with the basic backing and driving skills needed to pass the Skills test and Road test for the Class B CDL license with Passenger endorsement. This is a hands-on phase, which covers the following:

- Pre-trip inspection
- Cover all components for the Truck and Bus for a full understanding.
- Preparation for the basic backing skills.
- Seat adjustment
- Mirrors
- Putting the Vehicle in motion
- Safe stopping
- Continuation of the Pre-trip Inspection
- Backing procedures - Straight line backing, offset back/left, and parallel parking (conventional)

COURSE DESCRIPTIONS
HDS TRUCK DRIVING INSTITUTE
CDL DRIVER TRAINING PROGRAM (Continued)

2300 VEHICLE CONTROL

Clock Hours 15

This course is designed for furthering the students driving skills along with review and practice of previous skills. In this phase of the course, students should know the following driving procedures.

- How to score and perform basic control skills
- Safe turning and shifting
- Consistent scores on pre-testing and confident driving abilities
- How to pass the Class B CDL final exam

Prerequisite: 2100 INTRODUCTION TO ARIZONA CDL

2400 GENERAL DRIVING / TESTING

Clock Hours 10

This course is the final phase of the training. In this section the student is given:

- Final pre-test of all phases of the CDL test
- The student is then tested on all aspects of training. After passing the exam, the student receives their Arizona Class B CDL with Passenger and Tanker Endorsements
- The student is then followed up with final job placement assistance if needed

Prerequisite: 2200 VEHICLE CONTROL

HDS TRUCK DRIVING INSTITUTE ACADEMIC CALENDAR

Day classes begin bi-weekly and night classes begin the third Monday of every month.

Students are encouraged to meet with their Recruiter to establish a schedule that meets their individual needs.

HDS Truck Driving Institute observes the following Holidays:

- **New Year's Day**
- **Memorial Day**
- **4th of July**
- **Labor Day**
- **Veteran's Day**
- **Thanksgiving**
- **Christmas Day**

TUITION AND FEES SCHEDULE
TOTAL COST PER COURSE
EFFECTIVE JANUARY 1, 2017

PROGRAM				
	CDL Driver Training	CDL Training	Commercial Truck Driver	Professional Truck Driver
	80/Clock Hours	160/Clock Hours	310/Clock Hours	730 /Clock Hours
Total Cost of Program (Books + Tuition + Fees)	\$2,295	\$3,995	\$5,495	\$10,995
Books	\$30	\$30	\$30	\$30
Cost of Tuition	\$1,895	\$3,595	\$5,060	\$10,595
Fees	\$370	\$370	\$405	\$370
<u>Exam/Testing/Endorsement Fees</u>				
Passenger Endorsement	\$10	\$0	\$10	\$0
Doubles & Triples	\$0	\$10	\$10	\$10
Tanker	\$10	\$10	\$10	\$10
Hazardous Materials Endorsement	\$10	\$10	\$10	\$10
Class A CDL Test	\$0	\$25	\$25	\$25
Class B CDL Test	\$25	\$0	\$25	\$0
Sub-Total	\$55	\$55	\$90	\$55
<u>Additional Fees/Costs</u>				
TSA Background Application Fee (Required)	\$90	\$90	\$90	\$90
Drug Screen	\$55	\$55	\$55	\$55
Physical	\$70	\$70	\$70	\$70
Admin Fee	\$100	\$100	\$100	\$100
Total Fees	\$370	\$370	\$405	\$370

GRADING SYSTEM:

The following grading system is in effect at HDS Truck Driving Institute:

Grade	CGPA
Excellent	94-100%
Above Average	86-93%
Average	80-85%
Below Average	75-80%
Failing	Below 75%

The Cumulative Grade Point Average (CGPA) Percent is determined by adding the Percentages of the Courses Attempted and dividing the total of the number of Courses Attempted.

A CGPA of Eighty Percent (80%) is required for graduation from any program. Example: A 96% in Written Examination and a 92% in Vehicle Inspection would be: $(96\% + 92\% = 188\% / 2 = 94\%)$.

CLOCK HOUR

A Clock Hour is 50 minutes of instruction per hour.

SATISFACTORY ACADEMIC PROGRESS:

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 passing grades on all final examinations as established by the AZ Department of Transportation upon graduation. Exams include the Vehicle Inspection (minimum passing score is 74%), Basic Vehicle Controls Skill Test (minimum passing score is 80%) and the MVD On- Road Test (minimum passing score is 80%).

Program Name	Clock Hours	Interval (25% Completion)	Interval (50% Completion)
Professional Truck Driver Program	730	182.5 Clock Hours	365 Clock Hours
Commercial Truck Driving Program	310	77.5 Clock hours	155 Clock hours
CDL Training Program	160	40 Clock hours	80 Clock hours
CDL Driver Training Program	80	20 Clock hours	40 Clock hours

However, students must complete the program within a maximum amount of time. 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 20 weeks to complete is 30 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 40 weeks to complete is 60 weeks).

ACADEMIC DISMISSAL:

If a student fails to maintain Satisfactory Academic Progress (SAP), the student will be dismissed unless conditions exist, which, in the opinion of the School Director, warrant placing the student on probation. If a student fails to complete the training within the maximum time frame then they will be dismissed from the program.

DISMISSAL POLICY:

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

- a. Failure to maintain Satisfactory Academic Progress
- b. Failure to comply with the school's attendance policy
- c. Failure to comply with the school's student conduct policy
- d. Fails to meet all financial obligations to the school
- e. Violates any of the conditions set forth in the signed Enrollment Agreement

ACADEMIC PROBATION:

A student who does not maintain Satisfactory Academic Progress as defined above, will be placed on academic probation until the next monitoring interval. Financial aid will 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 dismissed from HDS Truck Driving Institute. Any government agency that has funded the student will be notified within 30 days after the student has voluntarily or involuntarily left school.

STUDENT CONDUCT:

Students are expected to conduct themselves in a manner appropriate to a professional work environment. The following list, while not limited to, include violations of the school's student conduct policy. The School reserves the right to dismiss and to exclude them from the campus and all functions for the following reasons:

- a. Destroying or damaging school property
- b. Unethical or immoral conduct, which would bring discredit to the individual, the School, or other students
- c. Unprofessional conduct found to be offensive or detrimental to the student, the School, or other students
- d. Illegal activities of any kind

RE-INSTATEMENT:

A student who has been dismissed due to poor conduct as listed above, unsatisfactory attendance or poor academic progress may request re-admission to HDS Truck Driving Institute by writing to the Director of the School. The Director of the School will consider the request, determining whether or not the student will be re-admitted at the beginning of the next scheduled start following dismissal. If re-admitted, eligibility for financial aid will be re-established when the student's performance reaches the minimum requirements for progress as outlined above. It is the discretion of HDS Truck Driving Institute as to whether the student may re-enroll.

APPEALS:

If a student believes an error has been made in findings of unsatisfactory progress or wishes reconsideration, (s) he may file a written appeal with the School Director. The decision of the School Director is final. The institution may waive these requirements if the student has undergone undue hardship as determined by the institution. A waiver must be documented in the student's file.

INCOMPLETES AND MAKE-UP WORK:

Students will be allowed to make up all assignments, examinations, tests, quizzes, or other work missed as a result of any excused or unexcused absence. The instructor may assign additional outside make-up work if deemed necessary. All make-up work must be made up within one week of returning from an absence or the student will receive a (0) for that assignment, examination, test, or quiz.

WITHDRAWAL FROM CLASSES:

A student must have the approval of the Director of the School and the Instructor to withdraw from a class. If a student withdraws from a class, the student will be issued a percentage score. Repeating an examination, test, or quiz will result in the highest percentage score on the student's transcript.

GRADE AND PROGRESS REPORTS:

Grade reports are issued to students and such reports are recorded in the permanent office record. This record is the basis for all future recommendations. Each instructor makes regular progress reports, including the attendance of each student in class. Students who are falling behind in the work are notified and advised to bring up their standing.

The School maintains an individual progress report for each student. All grades by the instructors are included in the report and are available to the student at any time upon request. HDS Truck Driving Institute adheres strictly to the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, and does not release any information regarding any student without the student's written request. All tests and assignments are property of the School.

LEAVE OF ABSENCE:

The institution's Leave of Absence Policy requires a student to provide a written, signed, and dated request in advance for a leave of absence. If unforeseen circumstances prevent a student from providing an advance written request, the institution may grant the student's request for a leave of absence, document its decision, and may request written documentation at a later date.

In cases where a school grants a leave of absence to a student who could not provide a request prior to the leave of absence period due to unforeseen circumstances, the school must secure at a later date the request and the reason(s) for the leave of absence along with documentation to show that the leave of absence could not have been requested and approved in advance. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

The leave of absence may not exceed 180 days in a 12-month period. The institution, at its discretion, may allow multiple leaves of absence. However, the leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial leave of absence.

Upon receipt of the student's request for a leave of absence, the school will determine if there is a reasonable expectation that the student will return to training, and approve or deny the request. There are no additional institutional charges to the student as a result of the leave of absence, the student's need does not increase, and the student is not eligible for any additional federal student aid (if applicable).

If the student is a Title IV recipient, upon their return from the leave, he or she continues to earn the Title IV aid previously awarded for the period. Once the student has earned half the required hours and completed half the number of weeks in the payment period, the student has earned the Title IV funds he or she was previously paid. At that point, if otherwise eligible, the student may receive a second or subsequent disbursement of Title IV program funds.

If a student fails to return to school at the end of an approved leave of absence:

- The withdrawal date is the last date of attendance as documented by the institution's attendance records.
- The determination date is the date the student was scheduled to return from the leave of absence or the date the student notifies the school that they will not be returning, whichever is earlier.
- If the student is a Title IV recipient, he or she is entitled to an initial grace period of six consecutive months before entering into repayment on his or her loans. The six month grace period begins the day after the last day of attendance. Therefore, the borrower will exhaust some or all of the grace period.

COURSE PROGRAMMING:

The School Director approves course programming. The School reserves the right to determine when each course is offered, the number of courses a student may carry, and to make adjustments in the program content.

HDS commits to having a student-to-instructor ratio of no more than 4:1 during driving (Road), 12:1 in the yard (Range) and 20:1 during classroom instruction.

STUDENT SERVICES:

Advising:

The institution aims to relieve the stress caused by problems at school, home, or work, which interfere with academic performance. When problems occur, students are encouraged to ask for a private meeting with either Student Services, a Lead Instructor or the School Director, which is held in strict confidence. Students needing personal counseling are referred to outside local agencies according to the Student's individual needs.

Due to its small size and student demographic, the institution is able to deliver services on a one-on-one basis that best fit the student's needs.

We encourage students with problems or concerns that are outside of the scope of what an instructor is capable of addressing to see either Student Services, Financial Aid, the Placement Office, an Admissions Representative or the School Director, depending on the unique needs of the individual. Personal counseling needs are referred to local outside agencies.

Tutoring:

The institute provides tutoring services for course and make-up work. Students can request tutoring assistance through their instructor, or Director of Student Services.

Employment and Placement Assistance:

Knowing how to get the job is just as important as knowing how to do the job. HDS does not and cannot guarantee employment. The school does however, work diligently to assist both current students and graduates in finding employment. Computers are located adjacent to the reception area and in the Learning Resource Center for on-line access for job searching and completion of industry-specific applications.

Transcripts, Diplomas and Certificates:

A Transcript summarizes a student's academic history. HDS provides transcripts for students, employers, and institutions of higher education upon written request from the student. If a student's tuition account is not fully paid, the school will withhold the student's diploma or certificate, and transcript until the account is paid in full.

Learning Resources:

Books, videos, periodicals, reference materials and course-specific study materials can be found in the Student Library. Computer workstations are available in the Student Library for on-line access of other reference and study materials.

STUDENT COMPLAINT/GRIEVANCE PROCEDURES:

The school recommends that the involved parties meet together and discuss the problem to resolve the grievance. The school strives to remedy complaints or disputes as quickly as possible.

Students seeking to resolve problems or complaints should first contact their instructor (if appropriate). If the problem cannot be adequately resolved, the student should meet with the School Director. If the problem still cannot be resolved, then the student should put the complaint in writing and give to the School Director. A written response will be given to the student within seven working days.

The Schools policy against discrimination and/or sexual harassment is given out during the admissions process. All complaints involving discrimination or sexual harassment must be in writing and given to Human Resources. The student should meet with Human Resources, who will conduct a careful and thorough investigation of the alleged infraction.

If a student is accused of wrongdoing, the School Director and or Human Resources (management) shall conduct a careful and thorough investigation of the alleged infraction. To provide procedural fairness and due process for an accused student, the administration will:

1. Inform the student of the allegations
2. Provide the student with an opportunity to refute the allegations
3. Once the investigation is completed, management must examine the evidence in order to determine whether a preponderance of the evidence indicates that a violation of this policy has in fact occurred. Preponderance of the evidence exists when, after considering all relevant evidence, management concludes that is more likely than not that the charge against the alleged offender is true
4. If management finds that a violation has occurred, appropriate corrective and/or disciplinary action must be initiated. Management will inform the complaining person and the accused person of the results of the investigation and what actions it will take to ensure that the violation will cease and that no retaliation will occur
5. If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each person

6. Any party dissatisfied with the results of the investigation or the action taken as a result of that investigation may submit the matter for review. The School President will conduct the review

Further Appeal:

If the complaint or grievance cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the institute's Accrediting Commission.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Ramona Garcia, School Director or online at www.accsc.org.

ATTENDANCE:

HDS Truck Driving Institute is excited to have the opportunity to work with individuals on getting their Commercial Driver's License. In order to assure student success we strive to make this a *partnership in education*. HDS expects as much of its students as their current or future employers. Students are expected to treat the CDL training with the same sense of urgency and necessity as a regular job. Students are required to attend classes regularly. To maintain satisfactory attendance, students must be present for at least 80% of the class hours **scheduled during an academic period**. (Just like work, if you are scheduled to be there, you need to be there if you expect to have your time counted). Students required to miss extended periods of time may request to be placed on a Leave of Absence until regular training attendance can be resumed. Military students, who are absent for extended periods due to work or training requirements, will be dismissed from school and may request re-enrollment upon their return.

Veterans are expected to adhere to the attendance and academic progress, as well as the conduct policies and procedures that are stated within the catalog. Attendance is verified on a bi-monthly basis by the VA School Official. Students who for any reason miss more than 20% of the scheduled course hours in a calendar month are considered to be in violation of the attendance policy and are put on attendance probation immediately for a period of 30 days.

The student must re-establish satisfactory attendance during the probationary period of 30 days, by bringing their overall scheduled attendance hours for the program to a minimum of 80%. If a student is unable to bring their overall attendance hours to a minimum of 80% by the end of the

probation period, VA education benefits will be terminated for the remainder of the program. The Veterans Administration will be notified promptly as to the last date of attendance for a Veteran.

If the student re-establishes satisfactory attendance during the 30 day probation period, VA education benefits may continue and the student will continue to adhere to the attendance policy for the remainder of the program.

This attendance policy applies to all students utilizing VA education benefits. The student's attendance record will be retained in the veteran's file for US Department of Veteran's Affairs and State Approving Agency audit purposes.

Daily attendance records are maintained for all classes and become part of each student's grade. It is the responsibility of the student to make arrangements with each instructor for make-up work. Students are encouraged to schedule medical or dental appointments during non-school hours.

We sincerely look forward to working with our students to assure that they:

- Graduate in a timely manner
- Obtain their CDL
- Achieve success in their new career

TARDINESS:

Students who are more than 15 minutes late to class or who leave class early will be counted absent for one hour.

GRADUATION REQUIREMENTS:

A student must meet the following requirements in order to qualify for a Certificate or Diploma:

- 1) Achieve a cumulative percentage average of 80% or higher. The Cumulative Percent Average is determined by adding the Percentages of the Courses Attempted and dividing the total of the number of Courses Attempted
- 2) Eighty Percent (80%) is required for graduation from any program.
Example: A 96% in Written Examination and a 92% in Vehicle Inspection would be:
(96% + 92% = 188% / 2 = 94%)
- 3) Attend at least 80 percent of the scheduled hours of the program
- 4) Satisfy all financial obligations to the school
- 5) Complete the program within 1.5 times the normal program length
- 6) Obtain a Commercial Driver License (CDL)

EMPLOYMENT ASSISTANCE:

It is the primary goal of the Placement Assistance Department to strive to place every graduate in

an entry-level truck-driving job. HDS Truck Driving Institute however does not guarantee placement.

The graduate should remember the final decision on hiring rests with the employer. Employers are influenced by such factors as technical skills displayed, class attendance, character and personality traits, a favorable appearance, driving record, background, previous work history and the basic desire to work.

Inquiries received from potential employers concerning our graduates are reported to our Placement Assistance Department. It is not unusual for many graduates to be pre-hired before they complete school.

The Placement Assistance Department maintains a list of local, regional and long haul companies willing to hire students. They also have website locations that specialize in truck driving jobs.

HDS Truck Driving Institute reserves the right to withhold job placement assistance to those students who do not graduate, or to those graduates who are terminated from a job secured through HDS Truck Driving Institute for misconduct, and those graduates who are delinquent in their tuition or loan payment obligations.

HDS Truck Driving Institute offers ongoing job placement assistance in future years should the graduate contemplate a change in jobs.

CHANGES IN PROGRAMS, AND FACULTY:

In order to serve its students by keeping current with the many changes which occur in business and education, the School reserves the right to add to or substitute courses, programs and areas of study, as well as make faculty changes.

TRANSFER OF CREDIT:

The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred to.

An applicant with documented previous training and/or job related experience may petition any part of the program and receive credit by successfully passing an exam and submitting a completed Petition of Transfer Credit.

Prior Training

Credit for prior training will be considered by reviewing an official transcript from the Postsecondary institution attended. Classes taken at another institution must have been successfully completed with a grade of C or better. The credit hours earned by the completion of a particular class must be equal to or greater than the related class that is being considered for challenge. The institution does not have an articulation agreement with any other schools.

Prior Experience

Prior experience will be considered if the experience pertains to the program applying for and documented by logbooks, DAC records, or documentation from a prior employer. The extent of the experience will be reviewed and a determination made as to what class or classes may be challenged.

These reviews will be conducted in conjunction with the School Director and the Lead Instructor (s). All documentation will be reviewed along with a personal interview and Skills Assessment (Additional Fee of \$100 required prior to the assessment) conducted with the applicant. All requests must be completed before the applicant begins class. A Petition of Transfer Credit will be submitted to the Lead Instructor; approved by the School Director and acknowledged by the applicant. If a portion of the program is successfully challenged, credit will be awarded on a clock-hour basis appropriate for that portion of the program.

At a minimum, 25% of the clock hours required for the program must be completed at HDS Truck Driving Institute.

Prior Military Experience

Prior military experience will be considered by review if the applicant's DD214. Direct driving experience of articulated vehicles with standard transmission will be considered appropriate experience that will allow an applicant to challenge any given class or classes (see **Prior Experience** above for specific details/requirements).

SPECIAL NOTE:

Information in this catalog is accurate at the time of publication. The School reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar, or to make other changes deemed necessary or desirable, giving advance notice of change.

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