

Transportation Training Centers

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School Catalog 2011-2012

SERVING THE
TRUCKING INDUSTRY SINCE 1992

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Transportation Training Centers Past and Present

*“Transportation Training Centers reflects
a commitment to academic and
hands-on excellence.”*

In 1992 our institution was established to meet the driving needs of the trucking industry both at a local level and a national level. There is still a tremendous need and desire by all trucking companies for properly trained truck drivers.

Most trucking companies have employed full-time recruiters whose sole purpose is to provide that company with qualified drivers. Very few industries nation-wide have such a need as does the trucking industry for qualified drivers.

Authorization

The Tennessee Higher Education Commission authorizes Transportation Training Centers to operate in the state of Tennessee. 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.

Transportation Training Centers

Principle and Purpose

“Achievement...Commitment Success”

President, Carrie Meador

Institutional Philosophy

Transportation Training Centers encourages each student to aspire to be the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever academic interest, we offer the best education possible. Our intense emphasis on curriculum, low student-teacher ratio and practical experience will insure the Transportation Training Centers graduate has been thoroughly prepared.

*“Our Philosophy remains to inspire students to strive for excellence
and to achieve maximum personal potential.”*

President, Carrie Meador

Purpose Statement

The purpose of Transportation Training Centers is to serve our students and prepare them for gainful employment in the trucking industry. Our school reflects a solid commitment to both academic and hands-on training.

Program Description

Transportation Training Centers offers two courses of study: For our Class A students who are in-state residents, we offer a 180 hour, 18.5 day driver training program and a 180 Hour, 9.5 week part time program. (For our refresher course we offer a 5-day, 45 hour driver training program.

Both programs are designed to teach student truck drivers to operate Class A vehicles in a proper and safe manner. We prepare the student to pass the State of Tennessee's written examination for their Class A license. We also prepare the student to pass the three Commercial Drivers License's (CDL) skills tests. These three areas are:

- The pre-trip inspection test,
- The basic skills test (straight, parallel 90 degree and offset backing)
- The road test

Our programs are further designed to teach the student Sections 391, 392, 395, and 397 of the Federal Motor Carrier's Safety Regulation Handbook. These sections encompass everything from substance abuse to transporting hazard materials.

Upon successfully completing all of the required criteria, our students are awarded a certificate of completion.

During the July 2009/June 2010 period our 150 hr program had a completion rate of 95.1%, a withdrawal rate of 4.5%, and a placement rate of 97.9%. Visit <http://state.tn.us/thec> , click on institutions and search for our school under "Authorized Institutions Data" to verify statistical data.

Facilities and Equipment

Transportation Training Center's training facility is located at 901 E. Baddour Parkway, Lebanon, TN 37087 which is one mile north of Exit 239 on I-40. Our school has approximately 4,000 square feet of classroom and administrative space and our training grounds cover approximately 1.5 acres.

Our equipment for all programs includes, but is not limited to, TV's, DVD & VCR players, training videos, and overhead projectors. Even though our school has primarily hands on type of instruction, we have the standard items in our library such as Webster dictionaries, thesaurus, and the Britannia encyclopedias along with the current magazines pertaining to the trucking industry.

Based on our student enrollment, Transportation Training Centers always has available the appropriate field trucks and road trucks to insure quality trained drivers.

Staff and Faculty

We are fully staffed with the administration personnel and qualified instructors to meet the standards prescribed by the Tennessee Higher Education Commission.

Admission Policy

Our student enrollment criteria is as follows:

General:

- Must be at least 19 years old to drive in the state of Tennessee and 21 years old to drive interstate.
- Must have the basic fundamental skills to read, write and speak the English language. A Copy of High School diploma, grade transcript, or GED is required, or take WBST test.
- 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 original or certified copy of birth certificate to get permit from DMV.

Traffic:

Any one of the following conditions may be cause for disqualification:

- No more than one at fault accident in the past three years
- No careless and/or reckless driving convictions in the past five years
- No alcohol/drug related violations in a motor vehicle in the last five years.
- No more than three moving violations in the last three years

Criminal:

Any one of the following conditions may be cause for disqualification:

- A felony criminal record in the past seven years. The School Director will review a felony conviction over Seven years old on a case-by-case basis.
- A misdemeanor record in the past will be reviewed by the Director of Training, who may waiver the time limit on a misdemeanor charge depending on the circumstances of each case.
- Parole or restricted probation

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. Students are required to disclose contagious diseases.

If a student wants to enroll in either of our programs for personal reasons or enjoyment and signs an employment wavier, this student will be considered if only the General criteria section is met.)

Class Attendance

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Transportation Training Centers. 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 on a daily basis. 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 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. The only way to make up time is to join the next class during the part you missed. You will not continue with your original class nor get private instruction.

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

Student Behavior

Transportation Training Centers 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 in the classroom. Respecting fellow students, the instructors, and the administration will facilitate a positive learning environment.

The use of any illegal drug or controlled substance while attending Transportation Training Centers on or off campus will not be tolerated. To do so will result at a minimum in random drug testing at the student's expense and at a maximum suspension or dismissal from school.

Disruptive behavior of any type will not be tolerated. Tardiness, excessive absences, 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 are all examples of what is considered disruptive behavior.

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

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

Credit for Previous Training

Credits earned at TTC may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by TTC. You should obtain confirmation that TTC will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at TTC

to determine if such institutions will accept credits earned at TTC prior to executing an enrollment contract or agreement. The ability to transfer credits from TTC to another educational institution may be very limited. Your credits may not transfer and you may need to repeat courses previously taken at TTC if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of TTC and of any other educational institutions you may in the future want to transfer the credits earned at TTC before you execute an enrollment contract or agreement.

Student Services

A primary mission of Transportation Training Centers is to assist students in developing the skills necessary to obtain meaningful employment. Our placement services are available to all students. Our Placement Department connects our graduates with jobs. Although we do offer placement assistance to all of our graduates, Transportation Training Centers specifically disclaims any guarantee of job placement for the student upon graduation.

Historical placement information is available upon request in the Placement Office.

Tennessee Higher Education Commission has provided a link so that you can view detailed job placement and graduation information on the programs offered by TTC. Go to www.state.tn.us/thec & click on the authorized institutions data button.

Start Dates and Holiday Schedules

New classes begin each week for both our 18.5 day, 180 Hour program and our 5 day, 45 hour refresher program.

The following is a list of the holidays that Transportation Training Centers observes

1. New Years Day
2. Easter Sunday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

Grading Standards

Student grades are assigned and recorded at the completion of each area. Students may obtain a copy of their grades from the Student Records Office. Grades below 70 are not considered passing.

The following marks reflect the student's work:

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

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.

For computation of grade point averages, the following values are used: A=4 points, B=3 points, C=2 points, D=1 point

Class Training time is expressed 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 in order to successfully complete their program.

- Each student must maintain an average of 70 to 80% for each section of their training throughout their program, & must have a minimum GPA of 90.0% to graduate.
- Students must complete the 18.5 day program in 23 days or sign up again. A progress record is maintained on each student. At the end of each week, if a student is doing unsatisfactory in any phase of training the director of training will discuss with the student what area he needs to improve.

Student Complaint / Grievance Procedure

Schools authorized by the Tennessee Higher Education Commission must have a procedure and operational plan for handling student complaints. When a student has a complaint concerning any staff or faculty member of Transportation Training Centers the student is directed to first attempt resolution with the staff or faculty member who is at the source of the complaint informally and directly.

If this first attempt does not resolve the difficulty, then the complainant should proceed with the steps outlined below:

1. Contact the Director of Training immediately for a resolution to the complaint.
2. If the Director of Training cannot satisfactorily resolve the complaint, the complainant should file a written, signed and dated complaint against said instructor, school official, or student with the school's Director. The Director will respond in writing within (14) days of receipt of the original complaint, with a copy to the Director of Training.
3. Should this not satisfactorily resolve the complaint, the complainant may consider contacting the Tennessee Higher Education Commission, which authorizes schools to operate in the state of Tennessee. The Commission's address and phone number is as follows:

State of Tennessee
Higher Education Commission
Parkway Towers, Suite 1900
Nashville, Tennessee 37243-0830
Phone: (615) 741-5293
Fax: (615) 532-8845

Notice of Withdrawal

Students who are considering withdrawing from Transportation Training Centers are to see the Director. Once a decision is made to withdraw from the school, an official exit interview form 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.

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, takes a leave of absence or is dismissed from school before completing the full course of study in which he or she is enrolled.

All applicable refunds will be calculated according to the following policy. Amounts due will be refunded within thirty days after withdrawal or dismissal for cause. Up to \$100.00 of the registration fee is non-refundable.

The following section applies to students who begin their course of study and then do not complete it *(due either to withdrawal, leave of absence or dismissal). **ANY STUDENT WHO BEGINS CLASSES IS OBLIGATED TO THE SCHOOL FOR A CERTAIN PORTION OF THE TUITION, \$100.00 MINIMUM REGISTRATION FEE AND ANY MONIES PAID OUT FOR THEIR PHYSICAL, DRUG TEST & PERMIT.**

*Students withdrawing * after beginning the program and prior to completing 60% of the scheduled period of enrollment will be refunded based on the tuition and fees assessed the student on a pro-rata basis. The refund will be calculated based on the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance.*

This will be determined by dividing the total number of clock hours for the program into the number of clock hours remaining to be completed, as the last recorded day of attendance. Clock hours remaining are determined by subtracting the number of hours the student has attended or been scheduled to attend as of the last recorded date of attendance from the total hours of the program. The refund will be rounded down to the nearest 10 percent for that period less any unpaid charges owed by the student for the period of enrollment for which the student has been charged.

For a student terminating training for any reason after completing more than 60% of the program, the school will retain the entire contract price of the program.

* Examples of reasons students withdraw, terminate or get dismissed are illness, death in the family, leave of absence, failed drug test, failing school program within the maximum timeframe of 4 weeks 2 days, and not able or willing to make up time missed during a excused absence with the next class. (See page 7 second paragraph)

Students who are allowed to return to school after withdrawing will be signing an additional new enrollment agreement and will be charged the full price again. Note: if they have paid they're first invoice in full, we may allow a monetary credit to be applied to the new enrollment agreement. The credit amount will be decided by the Director of the school.

GOVERNING BOARD

Transportation Training Centers is owned and operated by TKSP, Inc. which is located at the following address:

TKSP, Inc.
901 Baddour Parkway East
Lebanon, Tennessee 37087
Phone: (615) 443-2300
Fax: (615) 443-0711

TKSP, Inc. corporate officers are as follows:

Ms. Carrie Meador.....President
Mr. Paul Bucy.....Vice-President
Ms. Suelynn Williams.....Secretary/Treasurer

This catalog is not to be construed as a contract. Although every effort is made to ensure the accuracy of information in this catalog, no responsibility is assumed by Transportation Training Centers for clerical, editorial or printing errors. At the time of preparation for printing Transportation Training Centers has attempted to present what most accurately describes the rules, policies, fees, course offerings and other matters. However, in its unfettered discretion, Transportation Training Centers also reserves the right to change the regulations governing admissions, tuition, fees or other expenses; to cancel programs or courses due to low enrollment or curricular charges; or to alter any regulations affecting the student body. Any modifications made to course content will be made in accordance with the Tennessee Higher Education Commission guidelines and approvals.

At Transportation Training Centers there will be no discrimination on the basis of race, creed, color, sex, age, disability, or national origin in any of its policies, practices, or procedures. This principle applies to, but is not limited to, educational programs, admissions, employment practices and financial aid. Enrollment at Transportation Training Centers implies the acceptance of these conditions concerning all matters and failure to read this catalog does not excuse students from the requirements and regulations required within.

Revised 10/1/11

Fees and Tuition:

All fees and tuition are due prior to the start of classes under the terms of an approved payment plan. An enrollment is complete when the school receives all necessary documents and signature of an approved financial agreement is secured.

While the needs and resources of each student differ, page 14 is a general list of fees and expenses normally encountered. Note that fees are subject to change without notice.

Transportation Training Centers
901 E. Baddour Pkwy. Lebanon, TN 37087
Phone: 888-776-3748 Fax: 615-443-0711
Website: ttcdl.com

Curriculum Breakdown
18.5 Day, 180 Hours) ** for classes starting October 3, 2011

Classroom Training (Monday through Friday) – 50 Hours

- A. General Knowledge
- B. Air Brakes
- C. Combination Vehicle
- D. Hazardous Materials
- E. Log Book, Map Reading and Trip Planning
- F. Homework, classroom assignments and log book
- G. First Friday Log class all day

Field Training (Monday thru Friday) – 50 Hours

- A. Pre-Trip Inspection
- B. Straight Backing
- C. Parallel Parking
- D. 45 Degree Alley Dock
- E. Coupling and Uncoupling
- F. Sliding Fifth Wheel and Tandems
- G. Homework, Pre-Trip Inspection

Road Training (Monday Thru Friday) – 50 Hours

- A. Shifting
- B. Highway Driving
- C. City Driving
- D. Right and Left Turns
- E. Safety Procedures
- F. Defensive Driving Techniques
- G. Homework, Safety

Additional Road and Field training (Monday thru Thursday) -30 Hours
Thursday is Graduation Day!

**** Some days we will have ½ day field training & ½ day road training.**
New classes begin every Monday. Hours are from 6:45 to 4:30 pm Monday through Friday. Students are required to attend for 18.5 days for a total of 180 hours.

Transportation Training Centers 2011-2012 Course Fees

Effective October 3, 2011

180 Hour Class A CDL Tuition	\$ 4,695.00
Registration Fee	\$ 150.00
Permit and CDL license	\$ 80.00
Physical \$	\$ 35.00
Dot Drug Test	\$ 35.00
 <i>Subtotal</i>	 \$ 4,995.00
 Add'l. Fees if needed:	
Housing shared occupancy no weekends	\$ 450.00
Housing shared occupancy w/weekends	\$ 550.00
Housing private room no weekends	\$ 900.00
Housing private room with weekends	\$ 1,100.00
Meal Plan no weekends	\$ 295.00
Meal plan with weekends	\$ 390.00
 45 Hour Refresher Course Tuition	 \$ 1,850.00
Registration	\$ 150.00
<i>Subtotal</i>	\$ 2,000.00
 Addl. fees if needed:	
Housing private room no weekend	\$ 235.00
Housing private room with weekends	\$ 330.00
Meal Plan no weekend	\$ 80.00
Meal plan with weekend	\$ 115.00