Trinity Truck Driving School

SCHOOL CATALOG

January 1, 2022 - December 31, 2022

524 S Highway 65 82, Lake Village, AR 71653

Mailing Address: PO BOX 307, Lake Village, AR 71653

Toll Free 855-567-8837

[www.trinitytruckdrivingschool.com](http://www.trinitytruckdrivingschool.com)

A tour of the school and premises is available before enrollment. We encourage you to make an appointment with Trinity Truck Driving School at least 48 hours in advance. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Trinity Truck Driving School is a private institution and is approved to operate by the Arkansas Department of Higher Education. Trinity Truck Driving School is approved to operate by the Arkansas Department of Higher Education. Approval to operate means compliance with the state standards. An institution may not imply that the ADHE endorses programs, or that ADHE approval means the institution exceeds minimum state standards.

Trinity Truck Driving School is not accredited by an accrediting agency recognized by the United States Department of Education (USDOE).

MISSION AND OBJECTIVES:

Trinity Truck Driving School’s mission is to provide a student with a level of training, which is not only sufficient to prepare them for taking the Class A licensing exam, but also to make them aware of safety regulations in the trucking industry.

ADMISSIONS STANDARDS AND GRADUATION REQUIREMENTS:

The school’s only course, “Truck Driving” is designed to prepare students for taking the DMV’s Class A licensing exam. One of the first steps to admission is to pass an interview with school official(s) in which the focus will include the individual’s level of interest in trucking; the prospective students' commitment level and understanding of the sacrifices required to successfully complete training, the prospective students' dependability based on previous employment history, the prospective students mental and financial preparedness to successfully complete training, and finally the prospective students' overall potential for success in the trucking industry; Only the School Director has the discretion to waive any of the requirements (with the exception of the ATB test) and enroll any student the Director feels could successfully complete the program and secure employment within the trucking industry. The decision of the School Director shall be final and binding.

Additional requirements for the Truck Driving program at Trinity Truck Driving School are:

•  Be at least age 18 years of age.

•  Have a High School Diploma or equivalent or be able to pass an entrance exam,

•  Have English Language Proficiency according to the Department of Transportation standard.

•  Be able to pass the required U.S. Department of Transportation (DOT) physical examination.

•  Have a valid driver license.

•  Provide a copy of your Motor Vehicle Record (MVR).

* Be physically capable of climbing in and out of vehicles used for teaching.
* Original or Certified Birth Certificate.

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Eligibility for State Licensure:

In order to work in the field of Truck Driving, you must have a Class A Commercial Driver’s License that is issued through the Department of Motor Vehicles (DMV). To obtain a Commercial License, you must be able to:

1. Pass a written test
2. Pass a commercial vehicle inspection test (verbal and visual test)
3. Pass a commercial vehicle skills test (alley dock, straight line backing, parallel parking)
4. Pass a Road test

In order to report gainful employment of its graduates, the job classification program Trinity Truck Driving School prepares its graduates for per the United States Department of Labor’s Standard Occupational Classification codes is 53-0000 Transportation and Material Moving Occupations (Detailed Occupation level).

CREDIT FOR PRIOR EDUCATION AND TRAINING

Prior education or training credit will not be applied to the Truck Driving Course. The transferability of credits you earn at Trinity Truck Driving School is at the complete discretion of an institution to which you may seek to transfer.
Trinity Truck Driving School will not give credit for prior experience.

Trinity Truck Driving School has not entered into an articulation or transfer agreement with any other college or university.

FINANCIAL AID:

Trinity Truck Driving School does not offer federal financial aid at this time.

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ENROLLMENT PROCEDURES

Prior to enrollment, any student can take home a copy of the Trinity Truck School Enrollment Agreement contract and return to fill it out at the second meeting.
Applicants for admission to Trinity Truck Driving School must be interviewed after submitting the following documents:

1. A completed Application for Training
2. A copy of your motor vehicle record (MVR)
\*Applicants that cannot produce copies of the documents required by the DMV will not be admitted on the basis they cannot meet the Arkansas Class A licensing requirements.

If the applicant qualifies for admission, they then fill out all necessary registration forms, pays the registration fee, and make arrangements to pay the program tuition and all other necessary fees.

**ENGLISH LANGUAGE PROFICIENCY**

All courses at Trinity Truck Driving School are conducted in English. We do not offer any programs in English as a Second Language. English language proficiency will be determined by the student’s English proficiency competence at the time of the student’s interview with School official(s), a High School Diploma, or equivalent, or by achieving a passing score on a school’s placement test.

**INTERNATIONAL STUDENTS**

At this time, Trinity Truck Driving School does not accept International Students.
“International student” when referring to students crossing borders from other countries for the specific purpose of studying.

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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Trinity Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Truck Driving is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Trinity Truck Driving School to determine if your certificate will transfer.

Trinity Truck Truck Driving School has not entered into an articulation or transfer agreement with any other college or university. Units earned in our Truck Driving program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Truck Driving program, in most cases, will not serve as a basis for obtaining a higher-level degree at another college or university.

PLACEMENT ASSISTANCE

Trinity Truck Driving School will assist graduates in developing job search skills. It cannot and **does not guarantee the student will find employment nor does it guarantee the student will realize a given salary following graduation**

HOURS OF SERVICE AND TRAINING LOCATION:

CLASS TIMES:
Class times are Monday - Friday 8:00 a.m. to 4:30 p.m.

CLASS LOCATION:
All classes are held at 524 S Highway 65/82 Lake Village, Arkansas 71653

COURSE LENGTH:
We offer four week (160 hours) courses.

The school also offers special sessions to students whose work hours prevent them from attending a regular day session. Students must arrange such special class schedule by an interview with the School Director. If a student enrolled late for a session already underway, the school will schedule a make- up class as available.

NATIONAL HOLIDAYS OBSERVED:
Trinity Truck Driving School observes the following national holidays. School will be closed on the following days: New Year’s Day, Martin Luther King Day, Labor Day, Memorial Day, Thanksgiving Day, Christmas Eve, Christmas Day, Independence Day, and Veterans Day.

Equipment return policy

If Trinity Truck Driving School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, Trinity Truck Driving School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

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**Cancellation and Refund Policy**

Schools shall publish and adhere to a cancellation and refund policy that provides not less than:

(1) A full refund to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or legal holidays) after the enrollment contract is executed.

(2) If an applicant is not accepted for enrollment by a school the applicant is entitled to a full refund of monies paid less an application fee not to exceed twenty-five dollars ($25).

(3) If the student has contracted with a school to pursue a distance education program, or combination program, the student is considered as having entered training when the student has completed and submitted to the school the first lesson or has attended one regular class period of instruction whichever comes first.

(4) If the student has contracted with a school to pursue a resident program, the student is considered as having entered training when the student has attended one regular class period of instruction at the resident school.

 (5) All refunds shall be made by the school to the student or lender no later than thirty (30) calendar days after the student withdraws, is terminated from or completes the program. Proof of refund(s) shall be placed in the student's file. If refunds are made by check, proof shall be a photocopy of the refund check and proof  that it has cleared the bank such as the bank statement. If refunds are made by electronic funds transfer, the refund shall be recorded on the student’s account record and proof of refund shall be provided to ADHE upon request. If refunds are made to a credit card, the credit receipt shall serve as proof of the refund.

(6) The effective date of the termination, for refund purposes, shall be the last day of attendance.

(7) The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as these materials are needed.

(8) In the event a school discontinues a program in which students are enrolled, a full refund of all tuition, tools, textbooks, etc. and fees is are due. Refunds shall be made within 15 days of the last class meeting date. This statement does not apply to a closed school; however, it does apply to a school that closes only one location.

(9) Schools shall publish and adhere to a refund policy:

(A) The registration fee not to exceed one hundred dollars ($100) paid to the school by the student may be retained as an enrollment or application fee.

 (B) All tuition paid in excess of the registration fee of not more than one hundred dollars ($100) shall be refundable.

(C) The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.

(i) At completion of less than twenty five percent (25%) of the program, the refunds shall be made on a pro rata basis.

(ii) At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.

(iii) At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.

(iv) At completion of 75% or more of the program no refund is due the student.

(10) Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

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**MAKE UP WORK:**

A student may be granted the privilege of making up missed assignments. When permitted, make up work should be completed in advance when a student knows he or she will be absent. A maximum time frame of 4 weeks’ length of the course is allowed to complete the course.

**ATTENDANCE POLICY:**

Students will be required to sign a class attendance list as proof of their attendance. Additional attendance detail will be recorded on the student’s activity record by the course instructor.

**LEAVE-OF-ABSENCE POLICY**:

Any student needing time off must get permission from the school director in writing for any leave-of- absence.

**PROBATION AND DISMISSAL POLICY:**

Due to the shortness of the course, there are suspension policies. Dismissal policies fall into one of three categories: 1) Attendance, 2) Student Conduct, and 3) Academic performance.

**ATTENDANCE**

Students must be present for their scheduled use of equipment. Make-ups for time spent on equipment will be limited, if available at all. Students that miss enough classes so as to not be evaluated for any area covered on the student’s activity record, will be dismissed from the course due to lack of attendance.

**STUDENT CONDUCT**

It is expected that students will conduct themselves so as to not interfere with the learning environment of the other students. Disruptive conduct will cause the student to receive an oral warning from the instructor for the first offense, a written warning from the school for the second offense, and a written notice of dismissal from the school for any subsequent offense.

In addition to class conduct, students are expected to operate all equipment in a safe and lawful manner. Failure to do so will result in the student receiving an oral warning from the instructor for the first offense, a written warning from the school for the second offense, and a written notice of dismissal from the school for any subsequent offense. In some cases, student equipment conduct may be so reckless as to warrant an immediate dismissal from the school without any oral or written warning. Such cases will be determined by the discretion of the instructor, and subject to appeal where the school director will make a final ruling on the matter.

**ACADEMIC PERFORMANCE**

In order for students to be able to receive most of the instruction relating to actual truck driving, students will be required to obtain a Class A permit. The DMV will issue this permit upon passing the written exam portion of the licensing procedure. Trinity Truck Driving School provides study and review time for the DMV written exam in its course, to aid students in obtaining their permit. Students that do not pass this test by the end of the second week of the course will be given a written recommendation from the school to withdraw from the course. If the student decides to continue with the instruction, but still fails to pass the written exam by the end of the third week of the course, the student will be dismissed for academic reasons. Pilot Trucking School believes this policy will maximize the opportunity for the student to correct academic performance deficiencies, while at the same time, maximize any refund due, if the student can no longer demonstrate the ability to pass the course.

REQUIREMENTS FOR GRADUATION:

In order to graduate, students must successfully complete their program of studies in accordance with the grade requirements discussed herein and not be in violation of any policy, which, may result in termination. Students must also successfully pass the written, verbal inspection, skills and driving tests in order to complete graduation requirements. Students must maintain a grade of 85% and not be on probation at graduation time.

Grades are evaluated as follows:

A= Excellent 96-100
B= Above Average 91-95

C=Satisfactory 85-90

F=Failing 84 and below

This section of the catalog gives you specific information about the costs of enrolling in the Trinity Truck Driving School program. This includes the tuition costs for the separate study programs and the required fees.

TUITION AND FEES FOR 4 WEEK, 160-HOUR Truck Driving Class A TRAINING PROGRAM:

|  |  |
| --- | --- |
| **Program** | Truck Driving 160 Hour  |
| **Registration Fee** | $100.00 |
| **Tuition**  | $4,000 |
| **DMV Retest**  | 50.00 not included in tuition  |
| **DOT Physical/Drug Screening** | $200.00 Approximate not included in tution  |
| **Books and Supplies** | $200.00 included in tuition  |
| **DMV Cdl Packet/ Driving record** | $60.00 not included in tution  |

 **COMPLAINT AND GRIEVANCE PROCEDURE**:

The following procedure is adopted to file a complaint or grievance:

1. Notify your instructor of your complaint within two days of the incident.

2. If the complaint is not resolved, submit your complaint in writing to the School Director within five days of the incident.

 3. If the School Director does not resolve your complaint, a student or any member of the public may file a complaint about this institution with the: Arkansas Division of Higher Education at 501-370-2000