

MAIN CAMPUS

U.S. Truck Driver Training School, Inc.

6500 15 Mile Rd, Sterling Heights, MI 48312

(586) 838-1268

Hours: The admissions and corporate offices are open from 8:00 A.M. – 5:00 P.M. Monday – Friday. *The Office of Admissions* is also open between 8:00 A.M. – 12:00 P.M. on Saturdays by appointment only.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and USTDTS. The institution, through appropriate action, reserves the right to change any provision or requirement at any time prior to or within the student’s scheduled training program. Any changes or modifications to the student’s application and/or enrollment agreement shall be agreed to, in writing, by all parties.

I hereby certify that the contents found herein are true and correct in content and policy.

Authorized Official Tyler LaBarge

Title of Official President & CEO

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NEW STUDENTS

WELCOME

Welcome to U.S. Truck Driver Training School, Inc. (USTDTS) We are honored to assist you in pursuing your career goals. We look forward to working with you toward successful completion of your program. The purpose of this handbook is to provide important information to assist you as a student.

APPROVALS

U.S. Truck Driver Training School, Inc. (USTDTS) is approved by the Michigan Department of States Driver Education and Testing Section to conduct Commercial Driver Education and CDL Testing.

Driver Education and Testing Section

Michigan Department of State

Driver Ed email: drivered@michigan.gov

Driver Ed web: michigan.gov/drivered

Driver Ed phone: (517) 241-6850

Driver Testing email: mdos-drivertesting@michigan.gov

Driver Testing web:

<https://www.michigan.gov/sos/industry-services/driver-testing-businesses-and-examiners>

Driver Ed phone: (517) 335-3155

U.S. Truck Driver Training School, Inc. (USTDTS) is approved by the Training Provider Registry to provide ELDT Training.

Learn more at: [HTTP://TPR.FMCSA.DOT.GOV](http://TPR.FMCSA.DOT.GOV)

VETERANS

USTDTS is approved by the Michigan State Approving Agency for the training of VA students and other eligible beneficiaries. Veterans can utilize their military benefits (or the GI Bill®) * to pay for their education. These benefits include Chapters 31, 1607, 30, 35, and 33.

FACILITIES & CAMPUS MAINTENANCE

The institution is well lit and in an open area. There are multiple exits that are all marked. Security cameras are installed in and outside for student and faculty protection. The facility is regularly inspected for maintenance issues. First aid kits are restocked regularly by a third-party vendor. All facilities are carpeted and/or tiled, barrier free, handicap accessible, air conditioned, and cleaned/sanitized daily. The campus has ample space to provide proper instruction. In addition to

space devoted for classroom and range training, the campus houses administrative offices, a maintenance garage, media center, and general-purpose rooms.

MISSION STATEMENT

"Our staff of experienced, well-trained, licensed instructors maintains our excellence by providing the highest standard of education that includes classroom, field, and road instruction. Here at U.S. Truck Driver Training School, we ensure that each student is equipped with the knowledge and the professional skills necessary to start a new career in the transportation industry, because we realize that your success is our success."

ADMISSION ADVISEMENT

Students applying for enrollment at U.S. Truck Driver Training School, Inc., are advised of the following requirements.

Applicants must have a valid Michigan driver's license, be eligible through the state of Michigan for a Class A or B CDL upgrade and be at least 18 years old. Applicants should be advised that seeking employment in the transportation industry after they have completed the program may be difficult if they have had any of the following incidents:

- DWI, DUI, or Open Container charge within the past 3 to 5 years.
- Have had more than one DWI, DUI, or Open Container charge in a lifetime.
- Been convicted of a felony within the past 7 years.
- Have more than two moving violations in the past 3 years.
- Careless or reckless driving within the past 3 years.
- Any at-fault accidents in the past 1 year.
- Are under the age of 21.

It is advised that if any of these circumstances apply to a prospective student, they are strongly encouraged to work with their admissions advisor to obtain a letter of pre-employment within our employer network. Alternatively, a prospective student may provide a letter of pre-employment from an employer outside of the USTDTS network.

If a prospective student with any of the incidents listed above is unable to obtain or provide a letter of pre-employment the prospective student will be required to sign an employment advisement letter stating that they understand the risks and have chosen to move forward with enrollment.

Students admitted into the program must be able to pass a Department of Transportation physical and a drug screen. Students must also be able to pass the Secretary of State's Commercial Learners Permit (CLP) written test.

The Department of Transportation Physical Exam is administered by a third-party medical center.

The Commercial Learners Permit written test is administered by the Michigan Secretary of State.

**Students may purchase an optional driving background check for \$25 if they are unsure of their driving record.*

Students admitted into the program must also be able to pass a Department of Transportation physical test and take a drug screen. Students must also be able to pass the Secretary of State Commercial Learners Permit written test, which requires basic reading and writing of the English language. Students with a high school diploma or GED equivalent should not have difficulty passing this written exam. Tests are administered by a third-party medical center (DOT Physical) and Secretary of State (CLP). Your instructor will provide information on testing times and dates during the first 40 hours of the scheduled class.

VACCINATION POLICY

USTDTS does not require any specific vaccinations for enrollment purposes. USTDTS does encourage all students to receive proper vaccinations based on their healthcare professional recommendations.

ADMISSIONS POLICY

To be admitted to U.S. Truck Driver Training School, each prospective student must complete an admissions application. Applying for entry through the admissions application portal does not mean that a student has enrolled. It is a document used to create a prospective student's institutional profile. The information provided will be used to help determine an applicant's eligibility for CDL upgrade through the state of Michigan, help USTDTS admissions staff qualify students for entry, and to populate an enrollment agreement if the prospective student agrees to move forward with enrolling into a program or course.

Prospective students that have agreed to enroll into a program or course will be required to submit a copy of their driver's license.

Please note that entry into **some** courses requires a copy of a Commercial Learners Permit (CLP) and a Department of Transportation Physical Card.

To be admitted into a program or course at USTDTS, a prospective student must have the following:

- A valid state of Michigan Driver's License
- Be cleared by the state of Michigan for CDL upgrade.
- Have one of the following documents to obtain a commercial learners permit (CLP)
- Unexpired Enhanced Driver's License
- Unexpired Passport
- Valid Birth Certificate with stamp or raised seal.

- Meet Federal Motor Carrier Safety Administration (FMCSA) regulations regarding license upgrade eligibility for non-U.S. Citizenship.
- Unexpired Permanent Resident Card (Green Card – I551)
- Unexpired foreign passport with a U.S. Visa stamped with I-94

Prospective students enrolling in USTDS must be at least 18 years of age to qualify for a commercial driver license upgrade. Also, note that drivers under the age of 21 **are not** permitted to legally cross state lines with a commercial motor vehicle. This severely limits employability post-graduation.

Prospective students enrolling into USTDS are advised that completion of a program or course does not guarantee the issuance of a commercial driver's license. Graduates must successfully pass their state of Michigan CDL exam to be issued their Class A or B CDL.

Additionally, employment after obtaining a CDL is not guaranteed. Our employment partnerships each have their own hiring criteria, and it is the responsibility of each student to provide accurate and truthful information when applying for a position as a commercial driver. Various factors are considered when reviewing employment applications that include, but are not limited to the following:

- Motor Vehicle Record
- Criminal History Review
- Work History
- DOT Physical & Drug Testing
- Meet the company's specified age requirement.

Admissions Policy for Felony Convictions

After reviewing the application, a member of the admissions team will recommend enrollment options. The following factors come into consideration during the admissions process;

- The number of offenses/convictions,
- The type of the original charge(s),
- The crime(s) for which the potential student was convicted,
- The length of time since the date(s) of conviction(s),
- The length of time served,
- If the potential student was incarcerated, the length of time from the release date, and
- Any other relevant information requested by the institution.

If the applicant is on parole, he/she may be asked to provide the name and contact information of his/her parole officer. The institution will try to obtain the conditions of parole and determine whether admittance is possible within the conditions of the applicant's parole. Also, If the institution requests, the applicant will provide any releases or waivers necessary to obtain information that the institution deems as relevant.

USTDTS informs all students that all admissions staff consider all circumstances applicable to potential students, including any felony convictions.

TRANSFERS

Credits earned at U.S. Truck Driver Training School may not transfer to another educational institution. Transferring credits or granting of advanced standing is at the discretion of the other institution. U.S. Truck Driver Training School will furnish transcripts to another institution at the request of the student. The ability to transfer credits from U.S. Truck Driver Training School to another educational institution may be limited.

TRANSFER CREDIT POLICY FOR VA BENEFICIARIES

U.S. Truck Driver Training School, Inc. will review prior experience and training received from other schools or institutions. This will be determined by conducting a driver skills evaluation and verifying training through the FMCSA's Training Provider Registry. Per federal regulation all Entry Level Driver Training requirements must be met at a proficiency level of 80% or above to be eligible to take CDL Skills Examination. Please note that U.S. Truck Driver Training School, Inc. may not grant credit for prior CDL training unless the training meets the minimum quality standards and rigor established by our institution and the FMCSA's Entry Level Driver Training mandate established February 7th, 2022. For more information regarding the Training Provider Registry and the federal Entry Level Driver Training mandate, please visit the Training Provider Registry ([dot.gov](https://www.fmcsa.dot.gov))

VETERANS' BENEFITS

U.S. Truck Driver Training School, Inc. (USTDTS) is proud to work with Veterans. We thank you for your service!

This section of the Student Handbook describes policies and procedures specific to Veterans. Some repetition of information occurs as some policies and procedures are the same for veteran and non- veteran students. Veterans should review all parts of the Student Catalog, not just this section, to fully understand USTDTS policies and procedures.

Programs at specific USTDTS may be approved for veterans to receive VA education benefits. Please contact USTDTS to verify that your program is approved.

Veterans are required to acknowledge specific policies by signing a document presented during the enrollment process.

Veterans' Benefits are available to eligible students upon acceptance to U.S Truck Driver Training School through the GI Bill®. Such students must complete the necessary paperwork in the Military Education Group. Prospective students should contact the Military Education Office as soon as possible. The Military Education Group will help students initiate and process the benefit paperwork. USTDTS is approved to train eligible veterans and their dependents under Chapters 33 and other types of veterans' benefits. If you are a veteran or dependent and would like more information regarding VA benefits, go to www.gibill.va.gov. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.gibill.va.gov

The U.S. Department of Veterans Affairs can pay benefits directly to the students or to USTDTS. The chapter of benefits for which the student qualifies determines the payment method. The student is responsible for any balances owed to USTDTS from such payments.

Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to fafsa.ed.gov.

Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.) Students failing to remain in good academic standing will be placed on academic probation. Student veterans who are not removed from probationary status will not be recertified for VA educational benefits until they are removed from academic probation. The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of probation period.

The Veterans Benefit Administration determines enrollment status according to the dates of the classes and USTDTS is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at USTDTS.

Starting August 1st, 2019, students enrolling under GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) can attend training for up to 90 days from the date the student provides a certificate of eligibility, or valid VAF 28-1905. This policy allows a student to attend training until VA provides payment to the institution. The Institution will not impose a penalty, or require students under VA benefits to borrow additional funds to cover tuition and fees due to late payments from VA.

VETERANS BENEFITS

USTDTS will not impose any penalty, including the assessment of late fees, the denial of access to classes, media center, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet

his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of United State Code 38, Veteran's Benefits.

GRANTS

Grants are available to veterans and spouses. Please refer to the Financial Assistance section in the Student Handbook.

ACADEMIC PROGRESS AND ATTENDANCE

All students must maintain Satisfactory Academic Progress (SAP).

To maintain Satisfactory Academic Progress, a student must meet minimum standards of cumulative grade point average (qualitative measurement) and cumulative rate of completion (quantitative measurement). Cumulative Rate of Completion is defined as clock hours earned versus clock hours attempted. To graduate, a student must successfully complete all the required clock hours in the program with a cumulative grade of 80% or higher.

Below are the policies for veteran students regarding academic progress and attendance.

Academic Progress Policy: The academic progress of students receiving VA education benefits is evaluated monthly at the end of the month. VA students must maintain an 80% or greater cumulative grade point average on tests, written and practical exams, and satisfactory and timely completion of all assignments.

GI BILL PAYMENTS

If the student will be using veteran assistance (VA) benefits through the GI Bill to pay for tuition, payment is due by the end of the program. If the student has not received his or her VA payment by that date, the student is still responsible for paying this balance. A late fee may be applied after this date.

If the student believes he or she may have problems paying the balance if a VA payment is delayed, the student should contact the Bursar office.

Questions regarding VA certifications should be directed to the VA Point of Contact in the Bursar office.

Title 38 United States Code Section 3679(e) School Compliance

All covered individuals are permitted to attend and participate in course of education during the period that the individual provides their Certificate of Eligibility for entitlement to education assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "statement of benefits" obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following

dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Any covered individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits will not be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries (media center), or other institutional facilities, or that the covered individual be required to borrow additional funds, because of the covered individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under chapter 31 or 33.



USTDTS STUDENT PERSONALIZED SHOPPING SHEET

Estimated Cost of Course/Program (including tuition, fees, books, supplies)

An estimate of the total cost of tuition is provided in the Veterans Benefit section of the USTDTS student handbook. Program tuition, which includes fees, books, supplies, and additional costs may be covered by VA Education Benefits, dependent upon the student's individual entitlement.

Estimated Cost of Living Expenses

Below are the estimated living expenses a student may experience. Beyond tuition and fees, indirect costs are also included in a student's Cost of Attendance calculation. The amount of indirect costs listed below are multiplied by the number of months in the student's academic program. The indirect costs provided are reflected in estimates. Your personal expenses may differ. The student's costs may vary due to personal circumstances.

STANDARD STUDENT BUDGET ALLOWANCES	WITH PARENTS	OFF CAMPUS
HOUSING WITH DEPENDENTS	\$975.00	\$1600.00
HOUSING WITHOUT DEPENDENTS	\$975.00	\$1600.00
TRANSPORTATION	\$1100.00	\$1148.00
MISC/ PERSONAL TOTALS	\$880.00	\$880.00
BOOKS & SUPPLIES	\$265.00	\$265.00
FOOD ALLOWANCE WITH DEPENDENTS	\$755.00	\$755.00
FOOD ALLOWANCE WITHOUT DEPENDENTS	\$479.00	\$479.00
UNDERGRADUATE DIPLOMA TOTAL	\$16,464	\$17,762

Amount of Costs Above Covered by VA Education Benefits

Program tuition costs may be covered by VA Education Benefits. The eligibility percentage/amount is determined by the VA.

Other Types of Federal Financial Aid, Not Administered by VA

Additional funding, which includes, but is not limited to loans, grants, scholarships, workforce agency funds and employer tuition assistance may also be available to VA Education Benefit students who qualify. Some students may also qualify for a loan directly through Ross. See the VA specific section of the catalog for details.

ORIENTATION

An orientation is conducted for all new students in the first week of class. The program is designed to briefly explain institution policies and procedures, to provide an opportunity for students to ask questions, and to allow the students to become familiar with campus facilities and resources. During orientation students will become familiar with the institution, academic requirements, student expectations, learning environments, and the many services and resources available to them. It is also an important time for forming relationships and connections with fellow students, program advisors, and other members of the USTDTS community.

NEW AND CURRENT STUDENTS

PROGRAM & COURSE INFORMATION

CLASS A CDL 80 HOUR TRAINING COURSE

U.S. Truck Driver Training School, Inc. (USTDTS)

Program Overview

The Class A CDL 80 Hour Training Course is an accelerated, fast-paced program designed for individuals who already have meaningful experience operating larger non-CDL vehicles with mid-to-large-sized trailers and need to obtain their Class A CDL in a more condensed format.

This program is ideal for those who require CDL licensure for a current job or are launching their own business where Class A equipment is involved.

Due to the condensed nature of this program, it is important to note that 80 hours of training is typically not sufficient to meet the hiring standards of major local or regional trucking companies. This course is best suited for individuals with a specific, defined purpose for their CDL course, not those seeking entry-level employment with large carriers.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380, all individuals applying for a Class A CDL for the first time must complete ELDT with an FMCSA-registered Training Provider. USTDTS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these national prerequisite training standards. Upon completing this program, students are eligible to sit for the Class A CDL state skills exam through our on-site, Michigan-certified third-party testing facility.

Program Details

Program Name	Class A CDL 80 Hour Training Course
Duration	2 Weeks (Full Time) / 5 Weekends (Part Time)
Total Clock Hours	80 Hours
License Earned	Class A Commercial Driver's License (CDL)
Prerequisites	Valid Commercial Learner's Permit (CLP) Valid Department of Transportation (DOT) Physical Card Experience operating larger non-CDL vehicles equipped with mid to large-sized trailers

Schedule Options

This program is offered in two formats to fit your schedule:

	Full Time	Part Time
Days	Monday – Friday	Saturday & Sunday
Hours per Week	40 Hours	16 Hours
Duration	2 Weeks	5 Weekends
Training Hours	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.

What You Will Learn

This program covers all ELDT federal requirements — Theory, Range, and Road — needed to qualify for and sit for the state of Michigan Class A CDL exam:

- **ELDT Theory** — Federal Entry Level Driver Training requirements and compliance standards as established by the FMCSA under 49 CFR Part 380, including vehicle systems, safety protocols, hours of service, and pre-trip inspection procedures
 - **CDL Range Training** — Hands-on maneuvering skills including backing, turning, and vehicle control in a controlled environment using manual 10-speed tractor-trailers equipped with airbrakes
 - **CDL Road Training** — Real-world driving experience on public roads under the guidance of a certified instructor
-

Program Outcomes

Upon successful completion, graduates will:

- Meet all federal ELDT requirements for Class A CDL licensure
 - Be fully eligible to take the Class A CDL state exam through USTDTs's on-site Michigan-certified testing facility
 - Receive their Class A Commercial Driver's License upon passing the state exam
 - Have access to job placement and career assistance
-

Tuition & Fees

Tuition	\$3,995.00
Materials & Supplies Fee	\$100.00
Exam Fee	\$100.00
Total Tuition and Fees	\$4,195.00

CLASS A CDL 120 HOUR TRAINING COURSE

U.S. Truck Driver Training School, Inc. (USTDTs)

Program Overview

The Class A CDL 120 Hour Training Course is designed for individuals who have already obtained their Commercial Learner's Permit (CLP) and are ready to complete the federal training requirements needed to take their Class A CDL state exam. By bypassing the permit preparation

phase, this program delivers a focused, efficient path to licensure through comprehensive Entry Level Driver Training (ELDT) — covering theory, range, and road.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380, all individuals applying for a Class A CDL for the first time must complete ELDT with an FMCSA-registered Training Provider. USTDTS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these comprehensive national prerequisite training standards. Upon completing this program, students are eligible to sit for the Class A CDL state skills exam through our on-site, Michigan-certified third-party testing facility.

Program Details

Program Name	Class A CDL 120 Hour Training Course
Duration	3 Weeks (Full Time) / 7.5 Weekends (Part Time)
Total Clock Hours	120 Hours
License Earned	Class A Commercial Driver's License (CDL)
Prerequisites	Valid Commercial Learner's Permit (CLP) Valid Department of Transportation (DOT) Physical Card

Schedule Options

This program is offered in two formats to fit your lifestyle:

	Full Time	Part Time
Days	Monday – Friday	Saturday & Sunday
Hours per Week	40 Hours	16 Hours
Duration	3 Weeks	7.5 Weekends
Training Hours	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.

What You Will Learn

This program covers all ELDT federal requirements needed to confidently operate a Class A commercial motor vehicle and qualify for the Class A CDL state exam:

- **ELDT Theory** — Federal Entry Level Driver Training requirements and compliance standards as established by the FMCSA under 49 CFR Part 380, including vehicle systems, safety protocols, hours of service, and pre-trip inspection procedures
- **CDL Range Training** — Hands-on maneuvering skills including backing, turning, and vehicle control in a controlled environment using manual 10-speed tractor-trailers equipped with airbrakes

- **CDL Road Training** — Real-world driving experience on public roads under the guidance of a certified instructor
-

Program Outcomes

Upon successful completion, graduates will:

- Meet all federal ELDT requirements for Class A CDL licensure
 - Be fully eligible to take the Class A CDL state exam through USTDTs's on-site Michigan-certified testing facility
 - Receive their Class A Commercial Driver's License upon passing the state exam
 - Have access to job placement and career assistance to help launch their trucking career
-

Tuition & Fees

Tuition	\$4,780.00
Materials & Supplies Fee	\$100.00
Exam Fee	\$100.00
Total	\$4,980.00

Who This Program Is For

This program is built for individuals who have already obtained their Commercial Learner's Permit and are ready to complete the required ELDT training and move directly into CDL skills testing. If you have your CLP in hand and want a focused, streamlined path to your Class A CDL, this is the program for you.

ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160

U.S. Truck Driver Training School, Inc. (USTDTs)

Program Overview

The Entry Level Tractor Trailer Training Program 160 is USTDTs's foundational CDL training program — designed specifically for individuals with no prior commercial driving experience. In just four weeks, we take students through every step of the process, from the basics of CDL theory to hands-on range and road training, and all the way to career placement support upon graduation.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380 — which took effect February 7, 2022 — all

individuals applying for a Class A CDL for the first time must complete ELDT with an FMCSA-registered Training Provider. USTDTS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these comprehensive national prerequisite training standards for entry-level commercial truck drivers seeking to obtain a commercial driver's license. Upon completing this program, students are eligible to sit for the Class A CDL state exam through our on-site, Michigan-certified third-party testing facility.

Your Path to a Class A CDL

USTDTS guides students through every step of the CDL process:

1. **CDL Theory Instruction** — The first phase of the program covers CDL General Knowledge, ELDT rules and regulations, and the foundational knowledge required to pass the CDL knowledge tests at the Michigan Secretary of State (SOS).
 2. **Obtain Your Commercial Learner's Permit (CLP)** — Using the knowledge gained in the classroom, students visit a Michigan Secretary of State branch office to pass the required knowledge tests and receive their CLP. The CLP must be held for a minimum of 14 days before taking the CDL skills test.
 3. **Behind-the-Wheel Training** — With CLP in hand, students progress into CDL Range and CDL Road training with USTDTS-certified instructors on manual 10-speed tractor-trailers equipped with airbrakes.
 4. **Take Your CDL Skills Test** — Sit for the Class A CDL state skills exam at USTDTS's on-site, Michigan-certified third-party testing facility — no outside scheduling required.
 5. **Receive Your Class A CDL** — Upon passing, your Class A Commercial Driver's License is issued by the state of Michigan.
 6. **Launch Your Career** — Access USTDTS's job placement and career assistance to step into your new trucking career.
-

Program Details

Program Name	Entry Level Tractor Trailer Training Program 160
Duration	4 Weeks
Total Clock Hours	160 Hours
License Earned	Class A Commercial Driver's License (CDL)
Credential Awarded	Entry Level Tractor Trailer Training Program 160 Certification

Schedule Options

This program is offered in two formats to fit your lifestyle:

	Full Time	Part Time
Days	Monday – Friday	Saturday & Sunday

	Full Time	Part Time
Hours per Week	40 Hours	16 Hours
Duration	4 Weeks	10.5 Weekends
Training Hours	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.

What You Will Learn

This program covers everything you need to confidently operate a Class A commercial motor vehicle and pass your state CDL exam:

- **ELDT Rules & Regulations** — Federal Entry Level Driver Training requirements and compliance standards as established by the FMCSA under 49 CFR Part 380, covering both theory instruction and behind-the-wheel (BTW) training components
 - **CDL Theory** — Vehicle systems, safety protocols, pre-trip inspections, and industry knowledge
 - **CDL Range Training** — Hands-on maneuvering skills including backing, turning, and vehicle control in a controlled environment
 - **CDL Road Training** — Real-world driving experience on public roads under the guidance of a certified instructor
-

Program Outcomes

Upon successful completion, graduates will:

- Earn the Entry Level Tractor Trailer Training Program 160 Certification
 - Be fully eligible to take the Class A CDL state exam through USTDTs's on-site Michigan-certified testing facility
 - Receive their Class A Commercial Driver's License upon passing the state exam
 - Have access to job placement and career assistance to help launch their trucking career
-

Tuition & Fees

Tuition	\$5,995.00
Road Test Fee	\$100.00
Materials & Supplies Fee	\$100.00
DOT Physical Fee	\$95.00
Drug Test Fee	\$45.00
Registration Fee	\$40.00
Permit Fee	\$60.00
Total	\$6,435.00

Who This Program Is For

This program is built for career changers, first-time students, and anyone ready to take the first step toward a high-paying career in trucking — no prior commercial driving experience required. If you're starting from zero, this is where your road begins.

CLASS B CDL 80 HOUR TRAINING COURSE

U.S. Truck Driver Training School, Inc. (USTDTS)

Program Overview

The Class B CDL 80 Hour Training Course is designed for individuals with no prior experience operating a Class B commercial motor vehicle. This program is built for those who want to drive commercially rated straight trucks — and takes students through every step of the process, from obtaining their Commercial Learner's Permit (CLP) to completing all federal Entry Level Driver Training (ELDT) requirements, including Theory, Range, and Road training.

Training is conducted on equipment featuring a 6-speed manual transmission equipped with airbrakes, giving students real-world, hands-on experience with the type of vehicles they will operate in their commercial driving career.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380, all individuals applying for a Class B CDL for the first time must complete ELDT with an FMCSA-registered Training Provider. USTDTS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these comprehensive national prerequisite training standards. Upon completing this program, students are eligible to sit for the Class B CDL state skills exam through our on-site, Michigan-certified third-party testing facility.

Your Path to a Class B CDL

USTDTS guides students through every step of the CDL process:

7. **CDL Theory Instruction** — The first phase of the program covers CDL General Knowledge, ELDT rules and regulations, and the foundational knowledge required to pass the CDL knowledge tests at the Michigan Secretary of State (SOS).
8. **Obtain Your Commercial Learner's Permit (CLP)** — Using the knowledge gained in the classroom, students visit a Michigan Secretary of State branch office to pass the required knowledge tests and receive their CLP. The CLP must be held for a minimum of 14 days before taking the CDL skills test.

9. **Behind-the-Wheel Training** — With CLP in hand, students progress into CDL Range and CDL Road training with USTDTs-certified instructors on a 6-speed manual transmission vehicle equipped with airbrakes.
 10. **Take Your CDL Skills Test** — Sit for the Class B CDL state skills exam at USTDTs's on-site, Michigan-certified third-party testing facility — no outside scheduling required.
 11. **Receive Your Class B CDL** — Upon passing, your Class B Commercial Driver's License is issued by the state of Michigan.
 12. **Launch Your Career** — Access USTDTs's job placement and career assistance to step into your new commercial driving career.
-

Program Details

Program Name	Class B CDL 80 Hour Training Course
Duration	2 Weeks (Full Time) / 5 Weekends (Part Time)
Total Clock Hours	80 Hours
License Earned	Class B Commercial Driver's License (CDL)
Credential Awarded	Class B CDL 80 Hour Training Course Certification
Prerequisites	Valid Driver's License Valid Department of Transportation (DOT) Physical Card

Schedule Options

This program is offered in two formats to fit your lifestyle:

	Full Time	Part Time
Days	Monday – Friday	Saturday & Sunday
Hours per Week	40 Hours	16 Hours
Duration	2 Weeks	5 Weekends
Training Hours	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.

What You Will Learn

This program covers all ELDT federal requirements needed to confidently operate a Class B commercial motor vehicle and pass your state CDL exam:

- **ELDT Theory** — Federal Entry Level Driver Training requirements and compliance standards as established by the FMCSA under 49 CFR Part 380, including vehicle systems, safety protocols, hours of service, and pre-trip inspection procedures
- **CDL Range Training** — Hands-on maneuvering skills including backing, turning, and vehicle control in a controlled environment using a 6-speed manual transmission vehicle equipped with airbrakes

- **CDL Road Training** — Real-world driving experience on public roads under the guidance of a certified instructor
-

Program Outcomes

Upon successful completion, graduates will:

- Earn the Class B CDL 80 Hour Training Course Certification
 - Meet all federal ELDT requirements for Class B CDL licensure
 - Be fully eligible to take the Class B CDL state exam through USTDTs's on-site Michigan-certified testing facility
 - Receive their Class B Commercial Driver's License upon passing the state exam
 - Have access to job placement and career assistance to help launch their commercial driving career
-

Tuition & Fees

Tuition	\$4,635.00
Materials & Supplies Fee	\$100.00
Exam Fee	\$100.00
Total Tuition and Fees	\$4,835.00

Who This Program Is For

This program is built for individuals with no prior Class B commercial driving experience who are ready to start a career operating straight trucks. Whether you're making a career change or entering the commercial driving industry for the first time, this program gives you the training, licensing, and career support you need to get on the road.

CLASS B/P CDL 80 HOUR TRAINING COURSE

U.S. Truck Driver Training School, Inc. (USTDTs)

Program Overview

The Class B/P CDL 80 Hour Training Course is designed for individuals with no prior experience operating a Class B passenger vehicle and who want to drive a commercially rated passenger bus. This program takes students through every step of the process — from obtaining their

Commercial Learner's Permit (CLP) to completing all federal Entry Level Driver Training (ELDT) requirements for both Class B vehicles and Passenger vehicles, including Theory, Range, and Road training for each.

Training is conducted on a Class B CDL-rated passenger bus equipped with an automatic transmission and airbrakes. Because training is performed on a vehicle with an automatic transmission, graduates who successfully pass their road test will receive a Class B CDL with a Passenger Endorsement and a Manual Restriction on their license.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380, all individuals applying for a Class B CDL with a Passenger Endorsement for the first time must complete ELDT with an FMCSA-registered Training Provider for both the Class B vehicle and the Passenger vehicle classifications. USTDTS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these comprehensive national prerequisite training standards. Upon completing this program, students are eligible to sit for the Class B CDL state skills exam through our on-site, Michigan-certified third-party testing facility.

Your Path to a Class B CDL with Passenger Endorsement

USTDTS guides students through every step of the CDL process:

13. **CDL Theory Instruction** — The first phase of the program covers CDL General Knowledge, ELDT rules and regulations for both Class B and Passenger vehicles, and the foundational knowledge required to pass the CDL knowledge tests at the Michigan Secretary of State (SOS).
 14. **Obtain Your Commercial Learner's Permit (CLP)** — Students visit a Michigan Secretary of State branch office to pass the required knowledge tests and receive their CLP for a Class B CDL vehicle with Airbrakes and a Passenger Endorsement. The CLP must be held for a minimum of 14 days before taking the CDL skills test.
 15. **Behind-the-Wheel Training** — With CLP in hand, students progress into CDL Range and CDL Road training with USTDTS-certified instructors on a Class B CDL-rated passenger bus with automatic transmission and airbrakes.
 16. **Take Your CDL Skills Test** — Sit for the Class B CDL state skills exam at USTDTS's on-site, Michigan-certified third-party testing facility — no outside scheduling required.
 17. **Receive Your Class B CDL with Passenger Endorsement** — Upon passing, your Class B Commercial Driver's License with Passenger Endorsement and Manual Restriction is issued by the state of Michigan.
 18. **Launch Your Career** — Access USTDTS's job placement and career assistance to step into your new commercial driving career.
-

Program Details

Program Name	Class B/P CDL 80 Hour Training Course
Duration	2 Weeks (Full Time) / 5 Weekends (Part Time)
Total Clock Hours	80 Hours
License Earned	Class B Commercial Driver's License (CDL) with Passenger Endorsement
License Restriction	Manual Restriction (due to automatic transmission training vehicle)
Credential Awarded	Class B/P CDL 80 Hour Training Program
Prerequisites	Valid Driver's License Valid Department of Transportation (DOT) Physical Card

Schedule Options

This program is offered in two formats to fit your lifestyle:

	Full Time	Part Time
Days	Monday – Friday	Saturday & Sunday
Hours per Week	40 Hours	16 Hours
Duration	2 Weeks	5 Weekends
Training Hours	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.

What You Will Learn

This program covers all ELDT federal requirements for both Class B and Passenger vehicle classifications, as established by the FMCSA under 49 CFR Part 380:

- **ELDT Theory (Class B)** — Vehicle systems, safety protocols, hours of service, pre-trip inspection procedures, and operational requirements for Class B commercial motor vehicles
 - **ELDT Theory (Passenger)** — Passenger vehicle safety regulations, loading and unloading procedures, emergency exits, and passenger management requirements
 - **CDL Range Training** — Hands-on maneuvering skills including backing, turning, and vehicle control in a controlled environment using a Class B CDL-rated passenger bus with automatic transmission and airbrakes
 - **CDL Road Training** — Real-world driving experience on public roads under the guidance of a certified instructor
-

Program Outcomes

Upon successful completion, graduates will:

- Earn the Class B/P CDL 80 Hour Training Program Certification
- Meet all federal ELDT requirements for Class B CDL and Passenger Endorsement licensure
- Be fully eligible to take the Class B CDL state exam through USTDTs's on-site Michigan-certified testing facility
- Receive their Class B Commercial Driver's License with Passenger Endorsement and Manual Restriction upon passing the state exam
- Have access to job placement and career assistance to help launch their commercial driving career

Tuition & Fees

Tuition	\$4,295.00
Materials & Supplies Fee	\$100.00
Exam Fee	\$100.00
Total Tuition and Fees	\$4,495.00

Who This Program Is For

This program is built for individuals with no prior Class B passenger vehicle experience who are ready to start a career operating passenger buses. Whether you're pursuing employment with a transit authority, school district, charter service, or any other passenger transportation operation, this program gives you the training, licensing, and career support you need to get on the road.

PASSENGER ENDORSEMENT ADD-ON COURSE

U.S. Truck Driver Training School, Inc. (USTDTS)

Program Overview

The Passenger Endorsement Add-On Course is designed for licensed Class A or Class B CDL holders who want to add a Passenger Endorsement to their existing commercial driver's license. This 40-hour program picks up right where the permit process leaves off — students enter the course with their Passenger Endorsement Permit already in hand and move directly into the full Passenger Endorsement Entry Level Driver Training (ELDT) curriculum, covering Theory, Range, and Road.

Training is conducted on a Class B CDL-rated passenger bus equipped with an automatic transmission and airbrakes. Upon successfully completing the program and passing the required

road test, students will have their Passenger Endorsement added to their existing Class A or Class B CDL.

Please Note: If a student's current Class A or Class B CDL is unrestricted, their Passenger Endorsement will also be unrestricted. If a student's current license carries a Manual Restriction, that restriction will carry over to their Passenger Endorsement as well.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380, all individuals adding a Passenger Endorsement to their CDL for the first time must complete Passenger Endorsement ELDT with an FMCSA-registered Training Provider. USTDTS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these national prerequisite training standards. Upon completing this program, students are eligible to sit for the Passenger Endorsement road test through our on-site, Michigan-certified third-party testing facility.

Program Details

Program Name	Passenger Endorsement Add-On Course
Duration	1 Week (Full Time) / 2.5 Weekends (Part Time)
Total Clock Hours	40 Hours
Endorsement Earned	Passenger Endorsement added to existing Class A or Class B CDL
Credential Awarded	40 Hour Passenger Endorsement Add-On Course
Prerequisites	Valid Class A or Class B Commercial Driver's License (CDL) Valid Passenger Endorsement Permit Valid Department of Transportation (DOT) Physical Card

Schedule Options

This program is offered in two formats to fit your schedule:

	Full Time	Part Time
Days	Monday – Friday	Saturday & Sunday
Hours per Week	40 Hours	16 Hours
Duration	1 Week	2.5 Weekends
Training Hours	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.

What You Will Learn

This program covers all Passenger Endorsement ELDT federal requirements as established by the FMCSA under 49 CFR Part 380:

- **ELDT Theory (Passenger)** — Passenger vehicle safety regulations, loading and unloading procedures, emergency exits, passenger management requirements, and operational compliance standards
 - **CDL Range Training** — Hands-on maneuvering skills including backing, turning, and vehicle control in a controlled environment using a Class B CDL-rated passenger bus with automatic transmission and airbrakes
 - **CDL Road Training** — Real-world driving experience on public roads under the guidance of a certified instructor
-

Program Outcomes

Upon successful completion, graduates will:

- Earn the 40 Hour Passenger Endorsement Add-On Course Certification
 - Meet all federal ELDT requirements for Passenger Endorsement licensure
 - Be fully eligible to take the Passenger Endorsement Road test through USTDTs's on-site Michigan-certified third-party testing facility
 - Have their Passenger Endorsement added to their existing Class A or Class B CDL upon passing the road test
 - Have access to job placement and career assistance
-

Tuition & Fees

Tuition	\$2,000.00
Materials & Supplies Fee	\$100.00
Exam Fee	\$100.00
Total Tuition and Fees	\$2,200.00

Who This Program Is For

This program is built for licensed Class A or Class B CDL holders who are ready to expand their credentials and open the door to passenger transportation opportunities. Whether you're pursuing employment with a transit authority, school district, charter service, or any other passenger carrier, adding your Passenger Endorsement is a straightforward next step — and this course gets you there efficiently.

HAZARDOUS MATERIAL ENDORSEMENT COURSE

U.S. Truck Driver Training School, Inc. (USTDTs)

Program Overview

The Hazardous Material Endorsement Course is a one-day, in-person theory course designed to prepare CDL holders and permit holders for the Hazardous Materials (HazMat) Endorsement. This course satisfies all federal Entry Level Driver Training (ELDT) requirements for the Hazardous Materials Endorsement, certifying students as ELDT compliant upon completion.

In addition to preparing students to pass the Hazardous Materials knowledge test at the Michigan Secretary of State, this course walks students through the full process of obtaining their HazMat Endorsement — including the required fingerprinting and TSA background check that must be completed before the endorsement can be issued.

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) regulations under 49 CFR Part 380, all individuals adding a Hazardous Materials Endorsement to their CDL for the first time must complete HazMat Endorsement ELDT with an FMCSA-registered Training Provider. USTDS is listed on the FMCSA's Training Provider Registry (TPR) and fully satisfies these national prerequisite training standards.

Program Details

Program Name	Hazardous Material Endorsement Course
Duration	1 Day
Total Clock Hours	8 Hours
Credential Awarded	Hazardous Materials Endorsement ELDT Certification Course
Training Format	In-Person Theory Instruction
Prerequisites	Valid Class A or Class B Commercial Driver's License (CDL) or Valid Class A or Class B Commercial Learner's Permit (CLP)

What You Will Learn

This course covers all ELDT theory requirements for the Hazardous Materials Endorsement as established by the FMCSA under 49 CFR Part 380:

- **HazMat ELDT Theory** — Federal regulations governing the transportation of hazardous materials, proper handling and placarding requirements, emergency response procedures, and compliance standards
- **Michigan SOS Test Preparation** — Targeted instruction to prepare students to pass the Hazardous Materials Endorsement knowledge test at the Michigan Secretary of State

- **HazMat Endorsement Process** — Step-by-step guidance on obtaining the endorsement, including visiting the Michigan Secretary of State for testing and completing the required fingerprinting and TSA background check
-

Program Outcomes

Upon successful completion, graduates will:

- Earn the Hazardous Materials Endorsement ELDT Certification
 - Meet all federal ELDT requirements for the Hazardous Materials Endorsement
 - Be fully prepared to pass the HazMat knowledge test at the Michigan Secretary of State
 - Understand the complete process for obtaining their HazMat Endorsement, including fingerprinting and TSA background check requirements
-

Tuition & Fees

USTDTS offers a discounted rate for currently enrolled students and graduates of any USTDTS program or course:

Tuition — USTDTS Students & Graduates	\$300.00
Tuition — General Public	\$350.00

Who This Program Is For

This course is built for Class A and Class B CDL holders and permit holders who are ready to add the Hazardous Materials Endorsement to their license. Whether you are a current USTDTS student looking to maximize your credentials before graduation, a USTDTS graduate expanding your career opportunities, or a CDL holder from outside our school seeking ELDT compliance for your HazMat Endorsement — this course gives you everything you need to get it done in a single day.

Cancellation & Refund Disclosure

Students will receive a non-college degree certificate upon successful completion of the program. To receive a CDL credential, students must schedule and pass the State of Michigan CDL skills exam. U.S. Truck Driver Training School, Inc. (USTDTS) is licensed by the State of Michigan to perform the State of Michigan CDL skills exam. The program cost includes tuition, books, DOT fees, registration fees, and other fees connected with the program. The student may cancel or terminate at any time by giving notice to the institution, subject to the institution's refund policy. The computation for a refund is based on the last date scheduled. If a student does not show up for class for three consecutive days, with no contact, the student may be

terminated from the program, and the cancellation of the student's enrollment contract may commence unless reasonable circumstances can be presented. Refunds are pro-rated and based on the hours scheduled. A student terminated under these circumstances may apply for readmission. A student applying for readmission must furnish a written request to the Vice President of Educational Services for consideration. Students who withdraw after 60% of the scheduled program has elapsed are not entitled to a refund (Veterans and other eligible beneficiaries are exempt from the 60% rule).

The Method of Delivery for this program is 100% instructor guided.

Cancellation & Refund Policy

- a) An applicant may cancel enrollment at any time before the commencement of class.
- b) An applicant rejected by the institution shall be entitled to a refund of all monies paid. All refunds shall be returned within 60 days.
- c) Refunds will be made within 60 days of the date of cancellation/determination or termination. Refunds will be calculated as of the last date scheduled. All refunds are processed via ACH. It is the student's responsibility to provide their bank account and routing information for a timely refund (within 60-day period).
- d) **Special cases.** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the institution may make accommodations which are reasonable and fair to both parties.
- e) **Textbooks.** Students will be provided with textbooks for the program when applicable. Textbooks are non-refundable and not included in refund calculations if student termination or withdrawal occurs after the commencement of class. After the students start class, they will be obligated for tuition payments based on the hours already scheduled.

Example: If a student begins the course on a Monday and attends Monday, Tuesday, and Wednesday, but decides to withdraw from the program after the third day of training, the refund will be calculated through Friday of the scheduled week. Students who withdraw after **60%** of the program has elapsed are not entitled to a refund. (*Veterans and other eligible beneficiaries are exempt from the 60% rule.*) To begin the withdrawal process, a student should contact the **Vice President of Educational Services**.

Veterans and Other Eligible Beneficiaries Refund Policy

If a student eligible for Veteran Education and training benefits fails to enter a course, withdraws, or training is discontinued at any time prior to completion, the amount charged will be an approximate pro-rata portion of total charges for tuition, registration fees, and other charges collected by USTDTs that the length of the completed portion of the course bears to its total length' less \$10.00 for the registration fee.

Termination / No-Show

- If a student does not show up for class for **three (3) consecutive days** with no contact, the student may be terminated from the program and the cancellation of the student's enrollment contract may commence, unless reasonable circumstances can be presented.
- Refunds are pro-rated and based on the hours scheduled.
- A student terminated under these circumstances may apply for readmission.
- A student applying for readmission must furnish a written request to the **Vice President of Educational Services** for consideration.

Institution Policies / Agreement Terms

- The institution reserves the right to postpone or cancel classes and/or programs should the need arise. Classes will not be delayed for more than **five (5) weeks**.
- Implementation of changing federal regulations could allow the institution to change the conditions of the program, which would require students to sign an addendum or a new enrollment agreement.
- This agreement solidifies the agreement between USTDTS and the student. The student agrees and acknowledges that oral statements or promises that may have been made contrary to what is contained in this written agreement are void.
- To modify or amend any contents of this agreement, it must be in written form and signed by both the student and the Designated Representative.
- Students understand that certificates of completion and student transcripts will not be issued until the student has met all appropriate program/course requirements and has paid all monetary obligations owing to the institution.
- The student understands and acknowledges that USTDTS does not promise or guarantee employment.
- The student understands that completion of the program does not guarantee Class A CDL Certification or achievement.

PAYMENT OPTIONS

TUITION PAYMENTS

Tuition may be paid at registration, prior to the start of the scheduled class start, or through an approved payment plan. Absenteeism and withdrawals may not reduce a student's financial obligation. (See the Class Withdrawal and Refund Policies section in this Handbook.) Invoices will be generated throughout the program and mailed to the address on file.

Tuition payment can be made as follows:

- By cash

- By credit/debit card. No fee is associated with DEBIT card payments.
- By cashier's check or money order mailed to USTDTS or delivered to the Bursar office.

EMPLOYER TUITION REIMBURSEMENT PROGRAM

The employer tuition reimbursement program is a tuition deferment program available to students whose employers pay tuition costs. Enrollment in this program allows students to defer payments until after the program ends.

To be eligible for the program, the student must complete the following:

- Sign an employer tuition reimbursement contract.
- Submit the reimbursement contract along with a letter on company letterhead, or a copy of the company policy stating the guidelines for tuition payments made by the employer.

Financial Services will hold the responsibility to submit the invoice and grades to the employer when necessary. Any portion of tuition not paid by the employer must be paid by the student by the deadline stated on the retail installment contract.

FAILURE TO PAY

If the student fails to communicate/stay current with the Business Office regarding their payment arrangement, they will be dropped/suspended from their program for non-payment.

EMPLOYER TUITION ASSISTANCE PROGRAM

Employers that provide tuition assistance issue a voucher, letter of credit, or tuition assistance form for tuition. The student must turn in this documentation to the Financial Aid Office upon receipt. Please verify that all information is correct, including start date and course name. The institution will invoice the student's employer using this document, and employers will send payment directly to the Institution. Any unpaid balance is the responsibility of the student. It is also the student's responsibility to obtain the voucher/form. The Institution will not invoice the student's employer unless he or she has turned in the voucher/form unless the employer contacts the Financial Aid Department directly to authorize attendance and tuition amount.

PAYMENT PLANS

USTDTS provides payment plan options for students who are unable to pay their full charges prior to the start of their class. A \$35 fee will be charged to enroll in the payment plan; however, enrollment in the payment plan will prevent students from being charged the \$50 late fee. A late fee will be assessed if the terms of the payment plan are not met. Students can see the Business Office to set up a payment plan.

PRIVATE FINANCING LOAN CANCELLATION

Students utilizing some forms of private financing who do not complete the course will still be obligated to fulfill their obligation to the pro-rated tuition balance. In some cases, the lender will cancel the loan due to non-completion of the course. In the event of a loan cancellation the

student can make arrangements with the finance department to establish a reasonable payment plan.

PAYMENT POLICY

Students receiving financial assistance from any agency or funding source are advised that it is their responsibility to ensure that all proper paperwork is filed so the school receives tuition in a timely fashion. All tuition and fees are the responsibility of the student regardless of anticipated grants and/or student loans. All balances must be current to progress through the course, graduate, and/or receive a transcript or diploma.

**A \$15.00 late fee will be applied to the student's account for late payments received 5 days past the scheduled due date.*

***A \$35.00 fee will be assessed for any returned check. **Checks are accepted from registered students only.*

PAST DUE BALANCES

Students with outstanding balances may not be allowed to re-enroll if previously dropped to receive official transcripts of credit, letters of recommendation, employment placement assistance, or a certificate of completion until their student account is settled.

NOTE: Federal regulations prohibit the use of Title IV funds toward a past due balance greater than \$200.

Unpaid balances will be sent to an outside collection agency and will be reported to the credit bureau(s). USTDTS reserves the right to charge students collection costs.

REFUNDS

All USTDTS refunds to students are processed via ACH. See Business Office for more information.

WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Withdrawal is considered official when the student notifies the school of their desire to leave the program. This is typically done in writing by the student but is not a requirement of withdrawal. Unofficial withdrawal of a program happens when a student stops attending school without prior notice. Students are unofficially withdrawn from their program of study when no contact is made for three consecutive days in the 160 clock hour program School Official will attempt contact. If no contact is made between the student and the school official, then the unofficial withdrawal will be initiated. The students' last day of scheduled activity at school will be factored into tuition owed.

USTDTS does not offer withdrawal passing vs. withdrawal failing grades.

FAILURE TO ATTEND TRAINING / READMISSION AND RE--ENRTY

The procedure for switching and/or dismissal from USTDTS programs in relation to excessive absenteeism are as follows: On the third consecutive day that the student has an unexcused absence, the Director of Educational Services is notified, and a call and/or text message is placed to the student. On the fourth consecutive day that the student has an unexcused absence, the termination procedure will commence. A final phone call will be placed to the student and a drop slip will be inserted into the student's file. *Students wishing to return to USTDTS after excessive unexcused absenteeism of three or more days may be required to write a letter to the school stating the reasons why he or she was absent from the program and request for reinstatement.* Reinstatement is subject to availability.

VETERANS AND OTHER ELIGIBLE BENEFICIARIES REFUND POLICY

If a student eligible for veteran education and training benefits fails to enter a course, withdraws, or training is discontinued at any time prior to completion, the amount charged will be an approximate pro-rata portion of total charges for tuition, registration fees, and other charges collected by USTDTS that the length of the completed portion of the course bears to its total length less \$10.00 for the registration fee.

SATISFACTORY ACADEMIC PROGRESS POLICY:

The Satisfactory Academic Progress (SAP) Policy applies consistently to all students enrolled (full or part time) at the USTDTS. It is printed in the student handbook/catalog to ensure that all students receive a copy prior to the first day of class. The USTDTS has established policies that comply with guidelines established by the Michigan Secretary of State & FMCSA.

In addition to academic grades and attendance, satisfactory academic progress is also measured in a quantitative fashion.

QUALITATIVE MEASUREMENT-GRADE POINT AVERAGE (GPA)

From a qualitative perspective, all student progress is monitored. Evaluations include grades from 1) classroom assignments, pre-trip inspections, basic yard maneuver assessments, and on-the-road driving performance; and 2) student cumulative attendance percentage based on a numerical 100% scale.

Students are given percentage-based grades; a student's grade is their percentage earned of total points possible.

PACE ATTENDANCE AND ACADEMIC PROGRESS EVALUATIONS:

ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160

The student must complete **80%** of the hours possible based on the applicable attendance schedule to complete the program. The attendance percentage is determined by dividing the total actual hours accrued by the total number of scheduled hours available. At the end of each evaluation period, the school will determine if the student has maintained at least **80%**

cumulative attendance since the beginning of the program which will indicate, given the same attendance rate, the student will graduate within the maximum time frame allowed.

NOTE: Students must complete **80%** of the required hours for program completion and graduation.

ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 / PACE 80% Needed for SAP

40 Hours (End of 1st Week)/ PACE at 80% = 32 hours need to be completed.

160 Hours (End of Program)/PACE at 80%=128 hours need to be completed.

MAXIMUM TIME FRAME (MTF):

ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160

Given the short nature of the Entry Level tractor trailer training program 160, the course carries a stricter attendance policy. However, it holds a maximum allowable time frame of 125%.

- Scheduled Time: Full Time, 40 Hours /week- 160 Hours.
- Maximum Time Allowed - 200 Hours or 5 weeks.

CURRENT STUDENTS

ACADEMIC INFORMATION

EDUCATIONAL TERMS/SEMESTERS

USTDTS offers rolling enrollment, which means the school does not operate as a semester-based program. Classes start year around. The academic calendar starts on July 1st and ends on June 30th (Example July 1st, 2015 - June 30th, 2016). Classes will be regularly scheduled between those dates.

Breaks in programs are only represented by holidays. Hours will be made up to accommodate programs that include holidays between the scheduled start and completion date.

FULL TIME EQUIVALENT

Students attending 40 scheduled clock hours per week are considered full time.

ADVISING AND REGISTRATION/ENROLLMENT

Advising

Academic advising is provided in the Admissions Office for students with academic questions and concerns.

Registration/Enrollment

Students complete their enrollment paperwork before their scheduled class starts.

CLASSIFICATION OF STUDENTS

Non-Degree Certificate

Students Enrolled in ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 Full or Part Time

GRADES

It is the responsibility of each student to meet the specific outcomes in the program. The student must also meet the general overall requirements for graduation, which include the following:

SAP (Satisfactory Academic Progress) Policy: U.S. Truck Driver Training School maintains a SAP policy that requires students to achieve scores of 80% or better on all graded curricula. This SAP policy is reflected for both behind the wheel curriculum and theory-based curricula for all programs offered through U.S. Truck Driver Training School.

Full-Time to Part-Time Transition Policy: Students enrolled in the Entry-Level Tractor Trailer Training Program 160 and 120 courses that experience a documented major life change may be permitted to transition from full-time training (weekday) to part-time training (weekend) pending approval from the students funding source (if applicable) and from U.S. Truck Driver Training School staff. Proof of a major life change must be presented by the student to U.S. Truck Driver Training School staff. Students transitioning to a part time program must be able to attend both Saturday and Sunday and be available from 8:00am to 4:30pm both days to have the ability to be approved for the transition. If the student cannot attend both days for the time frame mentioned above, the student will be immediately dropped from the program. Part-time program offerings for Class B and short/special courses are strictly determined by the U.S. Truck Driver Training School staff and may not be possible. If possible, these programs will be scheduled based on the convenience and availability of U.S. Truck Driver Training School assets.

State Exams and SAP: Any student who does not complete SAP with scores of at least 80% for all behind the wheel and 80% cumulative for theory, range, and road ELDT curriculum assigned to their program will not be able to take a state exam for their respective CDL or endorsement. This is mandated by federal law and institutional policy.

Hazardous Materials Endorsement SAP: Students who fail to achieve an overall grade of 80% for the theory based hazardous materials endorsement course will not be uploaded to the FMCSA Training Provider Registry and thusly will not be able to take the hazardous materials endorsement knowledge test at a Michigan Secretary of State location. The student will be financially responsible for the cost of the course to continue after exhausting (2) attempts per

quiz/assessment and failing to achieve an overall GPA of at least 80%. The student is responsible for determining their own qualification for obtaining a hazardous materials endorsement. No refunds will be issued if a student partially, or fully completes hazardous materials training and is then found to not be qualified to obtain their hazardous materials endorsement by the TSA, FMCSA, State, local, or any other government agency.

GRADE DEFINITIONS

Students are given percentage-based grades; a student's grade is their percentage earned of total points possible. Students are required to maintain an overall grade of at least 80%. This grade is an average of the grades received in the Classroom, Range, and Road courses. Skills are evaluated according to the procedures governed by the Michigan Department of Transportation and adopted by the school.

Percentage Grade definition:

90-100% Excellent

80-89 % Very good

70-79% Good

69-0% Failing.

CLOCK HOUR DEFINITION

USTDTS **ONLY** offers programs in Clock Hours.

Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing the program.

To fulfill the full course of study requirement, students enrolled in:

ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 Full time must meet for at least 40 hours per week, while students in:

ENTRY LEVEL TRACTOR TRAILER TRAINING PROGRAM 160 Part-Time must meet for at least 16 hours per week.

Attendance is important in programs that use clock hours, as you cannot fulfill the clock hour requirements for a full program of study unless you participate in instruction.

CHANGING PROGRAMS OF STUDY

Students are not permitted to transfer between programs at USTDTS.

ENROLLING IN A SECOND PROGRAM OF STUDY

USTDTS does not offer an option for a second program to be taken concurrently. A student may take the second-choice program after completing the program that the student is currently enrolled in. SAP-status and the maximum-duration of each program will be counted separately from the first program choice.

MAKE-UP POLICY (CLASSROOM AND BTW)

- Planned absences: Students must provide written communication for planned absences so the institution can plan and schedule accordingly. Notice must be given at least one (1) week in advance.
- Inclement weather / snow day: When there is inclement weather (e.g., a snow day), the institution will make up that day.
- No-call / no-show: A no-call/no-show forfeits the scheduled session, and the student is not entitled to make-up unless reasonable circumstances are provided with proof.
- Make-up deadline: Students have 7 days to make up class that is missed due to the students' own doing, natural disaster, inclement weather, equipment failure, or instructor unavailability due to sickness or other unforeseen circumstances.

ACADEMIC & STUDENT RESOURCES

Standards of Conduct

USTDTS is a drug- and alcohol-free institution. It does not consider the use of drugs or alcoholic beverages as necessary or conducive to the process of higher education. USTDTS students and employees are expected to abide by all federal, state, and local laws. The use of alcohol on USTDTS owned or leased property or during an institution sponsored activity is strictly prohibited. Violations will result in immediate disciplinary action up to and including expulsion.

Health Risks

Alcohol and drug use present numerous health, behavioral, and social problems. These include acute health problems related to intoxication or overdose, physical and psychological dependence, interference with memory sensation and perception, potential permanent brain damage or death, additional long-term health problems, contraction of diseases, pregnancy problems, psychological problems, diminished behavior, risk taking, violent behavior, accidents, negative side effects on academic or work performance, and conduct problems.

Legal Sanctions

The following laws are strictly enforced by USTDTS Campus Authority and local law enforcement agencies.

Federal Law

Federal Law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircraft, and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

State Law

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, he or she may be subject to large fines and imprisonment. A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out-of-pocket expenses related to required substance abuse screenings.

Local Laws

Although local laws and ordinances may vary by county, they typically consider the following as violations: consumption in public places, possession, and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment.

Institutional Sanctions

The use of illegal drugs or alcohol on any USTDTS owned or leased property, or during an institution sponsored activity is strictly prohibited.

- **For students, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including verbal warning, written warning, and changes to academic schedule, suspension or expulsion from the institution.**
- **Distributing, possessing, carrying, using, or being under the influence of illegal drugs on USTDTS premises, will be cause for immediate expulsion from the institution.**
- **Possessing, carrying, using, or being under the influence of alcohol on USTDTS premises will be cause for disciplinary action up to and including expulsion from the institution.**

For employees, a violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including transportation changes/restrictions, changes in work assignment/location, suspension or termination of employment.

DEFINITIONS OF CRIMES

- **Aggravated assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (this type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm).
- **Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Burglary** – The unlawful entry of a structure to commit a felony or a theft.
- **Dating Violence**-Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.
- **Destruction/damage/vandalism of property** – To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Domestic Violence** - Includes felony or misdemeanor crimes of violence committed: By a current or former spouse or intimate partner of the victim; By a person with whom the victim shares a child in common; By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Drug Abuse Violations** – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
- **Hate Crime** - Is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. There are eight categories of bias: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. Hate crimes include any of the following offenses that are motivated by bias; Criminal Homicide, including Murder and Non negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson, Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property.

- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.
- **Larceny-Theft (Except Motor Vehicle Theft)** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (attempted larcenies are included; embezzlement, confidence games, forgery, worthless checks, etc. are excluded).
- **Liquor Law Violations** – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Manslaughter by Negligence** – The killing of another person through gross negligence.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.
- **Murder/Non-negligent manslaughter** – The willful (non-negligent) killing of one human being by another.
- **Robbery** – The taking or attempted taking of anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.
- **Sex Offense-Forcible Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sex Offense-Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Sex Offense-Rape**: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sex Offense-Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Simple assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Stalking**: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.
- **Weapons: Carrying, Possessing, Etc.** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons (this classification encompasses weapons offenses that are regulatory in nature).

EMERGENCY RESPONSE & EVACUATIONS

U.S. Truck Driver Training School practices emergency response procedures during the academic school year. Evacuation plans are posted throughout the school and fire drills are practiced at random throughout the academic year while class is in session. Evacuation maps are in all office spaces, classrooms, bathrooms, garages, and gathering places throughout the USTDTS facility. In the event of an emergency that requires evacuation, all staff and students are to immediately exit the building and training grounds and meet at the USTDTS sign located nearest the street in front of the building. Daily evaluation sheets will be used to conduct a head count of students at the meeting area. The most recent list of USTDTS staff and visitor sign-in sheets (located at the front lobby reception desk) will be used to conduct a head count of staff and visitors at the meeting area (the USTDTS sign located nearest the street in front of the building).

EMERGENCY EVACUATION

Evacuation maps are in all office spaces, classrooms, bathrooms, garages, and gathering places throughout the USTDTS facility. In the event of an emergency that requires evacuation, all staff and students are to immediately exit the building and training grounds and meet at the USTDTS sign located nearest the street in front of the building. Daily evaluation sheets will be used to conduct a head count of students at the meeting area. The most recent list of USTDTS staff and visitor sign-in sheets (located at the front lobby reception desk) will be used to conduct a head count of staff and visitors at the meeting area (the USTDTS sign located nearest the street in front of the building).

In the event of a take shelter emergency students and staff are to gather in the student restrooms located next to the main classroom on the east side of the building

CAMPUS EMERGENCY NOTIFICATION

Upon confirmation of an emergency (typically confirmed by School Director in conjunction with institution administrators, local first responder agencies and/or the National Weather Service) or ongoing dangerous situation on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus that, in the judgment of the President, a Vice President and/or School Director and/or their designee constitutes an immediate threat to the health or safety of some or all of the members of the USTDTS community, an emergency notification will be immediately issued to the campus community or the segment of the community that is affected by the emergency. The decision to issue an emergency notification, determine the appropriate segment of the campus community to notify, and the content of the notification, will be made on a case-by-case basis by consultation with the School President, Vice Presidents, and/or School Director, or their designee in light of all the facts, the nature of the incident, the continuing immediate danger to the campus community and the possible risk of compromising law enforcement efforts. USTDTS will immediately determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending upon the particular circumstances of the crime or incident, an emergency notification may be issued utilizing one or more of the following methods:

- Email
- Text messaging
- Voice Messaging
- Contacting the local media
- Face-to-face communication, if deemed necessary

Additionally, anyone with information warranting an emergency notification may report the circumstances to the Campus Authority by calling **586-838-1268** or by coming into the office.

Due to the nature of services provided at USTDTS (classroom, yard, and road) Instructors will be notified of an emergency and instructors will immediately notify their students.

General information about the emergency response and evacuation procedures for USTDTS are publicized each year as part of the institution's Clery Act compliance efforts (*Annual Security and Fire Safety Report*).

REPORTING A CRIME OR EMERGENCY

USTDTS encourages accurate and prompt reporting of all crimes to the School Director and the local law enforcement agency. If the victim is unable (physically/mentally) to make such a report first available USTDTS Authority will contact the local law enforcement agency on their behalf.

If anyone on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus is a victim of a crime, a witness to a crime, has third party information, or observes suspicious activity, they should immediately report it to the Campus Authority by calling **586-838-1268** or by coming into the office. For non-campus options crimes may be reported to the Sterling Heights Police Department, by calling **586-446-2800**, or the Michigan State Police Department by calling **911** or stopping by the local police station. If law enforcement is requested, the department may take information over the phone, may respond to your location, or require you to make the report at the police station. Law enforcement may gather information, collect evidence, obtain written statements, prepare a report and submit it to the local prosecutor.

Crimes **should** be reported to a school official, and the Financial Aid Department must be notified to ensure inclusion in the annual crime statistics and to aid in providing Timely Warning Notices to the institution's community, when appropriate.

Crimes may also be reported to any Campus Authority (CA). The CA is anyone on campus who has significant responsibility for student and campus activities. A CA may include President, Vice-President, Campus Director, Admissions Representative, Instructor, and or Career Services Advisor.

RESPONSE TO REPORTS

Administrative Personnel are available at the number listed above between 8 am and 5 pm Monday through Friday to answer your calls. Yard and Road instructional staff are available Saturday and Sunday from 8 am to 4:30 pm. In response to a call, the Campus Authority will take the required action, either dispatching an officer or asking the victim to report to the School Director to file an incident report. All reported crimes may be investigated by the institution and may become a matter of public record. Campus Safety incident reports are forwarded to the school Director for review and referral to the Vice President. Investigation will be performed by the VP and if assistance is required from a local law enforcement agency or the local fire department, Campus Authority will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including Campus Authority, will offer the victim a wide variety of services.

VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES

USTDTS encourages anyone who is the victim or witness to any crime to promptly report the incident to the authorities. Individuals who report information to the police should be given the opportunity to remain anonymous. If a student reports a crime to the school the school will hold their name confidential unless the student wishes to divulge themselves as a witness to a crime.

SEXUAL ASSAULT DEFINITIONS

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

In Michigan Criminal Sexual Assaults are defined as: sexual penetration or sexual contact with a person without their consent, or with someone who is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

In Michigan Domestic Violence means the occurrence of any of the following acts by a person that is not an act of self-defense: Causing or attempting to cause physical or mental harm to a family or household member, placing a family or household member in fear of physical or mental harm, causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress, engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Family or household member includes any of the following: spouse or former spouse, an individual with whom the person resides or has resided, an individual with whom the person has or has had a dating relationship, an individual with whom the person is or has engaged in a sexual relationship, an individual to whom the person is related or was formerly related by marriage, an individual with whom the person has a child in common.

Dating Violence: Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on the reporting party's statement with a consideration of the following factors:

1. The length of the relationship,
2. The type of relationship,
3. The frequency of interaction between the people involved in the relationship.

For the purposes of this definition:

- A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- B) Dating violence does not include acts covered under the definition of domestic violence.

In Michigan, Dating Violence is violence when a person is in a dating relationship with someone. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional involvement. A dating relationship does not include a causal relationship or an ordinary fraternization between two individuals in a business or social context.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

fear for his or her safety or the safety of others. Also, suffer substantial emotional distress. For the purposes of this definition:

- A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- B) A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. In Michigan Stalking means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking:

<https://www.mcedsv.org/help/find-help-in-michigan.html>

VIOLENCE AGAINST WOMEN ACT/SEXUAL ASSAULT PROCEDURES FOR REPORTING A COMPLAINT

The institution has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, this includes informing individuals about their right to file criminal charges as well as the availability of medical, counseling, and support services. It is the victims' choice to call, or not call, local law enforcement in regard to their complaint. The Campus Authority will assist in calling local law enforcement if requested. If law enforcement is requested, the department may take information over the phone, may respond to your location, or require you to make the report at the police station. Law enforcement may gather information, collect evidence, obtain written statements, prepare a report and submit it to the local prosecutor. Additional remedies may be implemented to prevent contact between a complainant (victim) and an accused party, such as academic, transportation, and working accommodations, if reasonably available. To file a complaint, students should contact the School Director **(586-838-1268)**.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student or employee's rights and options.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. USTDTs wants to promote a culture of community accountability where bystanders are actively

engaged in the prevention of violence without causing further harm. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger or it is not safe for you to intervene dial **911**.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
- a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are:

Needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

CAREER PLACEMENT ASSISTANCE

The purpose of the career services department is to provide career guidance and industry insight to current students and graduates. Each enrolled student should complete a full job placement consultation during their training course to ensure applications are accurately completed and submitted for review. All graduates are encouraged to utilize U.S. Truck Driver Training School's career services department for a lifetime.

CAREER PLACEMENT ADVISEMENT

Please note that U.S. Truck Driver Training School **does not guarantee** employment. U.S. Truck Driver Training School will make every effort to assist students in finding a job, however, certain conditions may make it more difficult to find employment in the truck driving industry. Examples of conditions include certain moving and traffic violations, criminal history, age (individuals under 21 cannot legally cross state lines in a commercial vehicle), and physical health.

ACADEMIC POLICIES

INCLEMENT WEATHER PROCEDURES

In case of inclement weather an emergency notification may be issued utilizing one or more of the following methods:

- Email
- Text messaging
- Voice Messaging
- Contacting the local media
- Face-to-face communication, if deemed necessary

Additionally, anyone with information warranting an emergency notification may report the circumstances to the Campus Authority by calling **586-838-1268** or by coming into the office.

Due to the nature of services provided at USTDTS (classroom, yard, and road) Instructors will be notified of an emergency and instructors will immediately notify their students.

General information about the emergency response and evacuation procedures for USTDTS are publicized each year as part of the institution's Clery Act compliance efforts (*Annual Security and Fire Safety Report*).

CANCELLATION OF CLASSES

Should inclement weather conditions arise or be anticipated that would make class attendance unsafe, institution officials may elect to cancel classes for a defined period. If so, students and faculty are released from all classes held on-campus and off-campus sites, and they may leave the institution at the designated time. All other employees, however, are required to complete their normal work shift and assignments. Appropriate media outlets will be kept apprised of the status of the institution.

TERMINATION PROCEDURES

Trainees to be terminated are notified in writing and may appeal to the institution's Designated Representative within one week of "Notice of Termination."

CONFLICT RESOLUTION PROCEDURE

If a trainee has a conflict, disagreement, or dispute with another trainee, a USTDTS staff member, a grade, scheduling issue, policy, or any other items they disagree with, trainees should follow the proper conflict resolution procedure. It is important that the trainee follows the chain of command and follows the following steps to resolve the issue. If the issue is not resolved during one of the steps the trainee should proceed to the next step in the procedure.

1. Meet with the instructor that you are assigned to at the time of the conflict.
2. Notify administration to discuss a resolution if none is met during step one.
3. Schedule an appointment with institutional administration by speaking to the receptionist who will make an appointment.
4. Meet with the Administration for resolution.
5. If there is no resolution, file a grievance with the Vice President.

PRIVACY OF RECORDS

U.S. Truck Driver Training School complies with the Family Educational Rights in Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Students must verify their identity with an appropriate official at the institution. The USTDTS official notifies the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom it should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the school to amend a record that they believe is inaccurate. They should write to the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise on the reasoning behind the decision.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in administrative, supervisory, academic research, or support.

PHYSICAL AND INTELLECTUAL DISABILITY SERVICES

For students with documented physical and intellectual disabilities, it must be determined if the student can pass a D.O.T. physical to complete a program. School personnel, including instructors and advisors, are provided a variety of resources including but not limited to handicap restroom access and wheelchair access. Students who anticipate needing accommodation in any course are asked to notify their instructor and or administration during the first week of the course. Both instructors and student advisors are available to refer students with disabilities to various resources and strategies, including after-hour additional training and physical disability waivers.

For those in need of any disability waivers or exemptions, please visit the following link for assistance.

<https://www.fmcsa.dot.gov/medical/driver-medical-requirements/driver-exemption-programs>

ACADEMIC DISHONESTY

Will not be tolerated at U.S. Truck Driver Training School, Inc. Any student found to be participating in Academic misconduct, or plagiarism will receive an automatic zero for that assignment and may also result in dismissal from the program, subject to review by institutional administration.

- Plagiarism - presenting someone else's words, ideas, or data as your own work.
- Fabrication - using invented information or falsifying research or other findings.
- Cheating - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered.
- Examples include, but are not limited to, the following:
 - Copying from another student's work
 - Allowing another learner to copy from your work.
 - Taking credit for and submitting materials without permission from your instructor's permission
 - Collaborating on an assessment (graded assignment or test) without permission from the instructor
 - Taking a test for someone else or permitting someone else to take a test for you.
- Academic Misconduct – includes other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing answers to tests, or selling or buying products such as papers, research, projects, or other artifacts that document achievement of learning outcomes.

U.S. TRUCK DRIVER TRAINING SCHOOL STUDENT CODE OF CONDUCT AND POLICIES

Students must adhere to the high standards of U.S. Truck Driver Training School's code of conduct. Students whose conduct reflects discredit upon him or herself or U.S. Truck Driver Training School may be subject to probation and/or termination. Termination from the program will result in the termination of VA education benefits. The trainee must adhere to conduct that will not interfere with the learning progress of any other trainees, the classroom presentation by the instructor, or the progress of the class.

The administration of U.S. Truck Driver Training School reserves the right, in the exercise of its judgment, to place on probation and/or terminate a trainee on any of the following grounds:

- a. Violation of rules and regulations of U.S. Truck Driver Training School
- b. Conduct that reflects unfavorably upon U.S. Truck Driver Training School, its staff, faculty and/or its students (Including on the road driving and behavior while on the road)
- c. Unsatisfactory academic progress
- d. Excessive absences or tardiness
- e. Failure to pay fees when due and/or to make available required documents.
- f. Cheating
- g. Falsifying U.S. Truck Driver Training School records
- h. Breach of U.S. Truck Driver Training Enrollment Agreement
- i. Demonstrating poor judgment or inability to function properly and/or professionally.
- j. Entering U.S. Truck Driver Training premises while under the influence of alcohol, drugs, or narcotics of any kind
- k. Carrying a concealed or potentially dangerous weapon
- l. Using, selling, buying, distributing, or offering for sale any illegal substance
- m. Aiding, abetting, or inciting others to commit any act that would detract from the continuity of the normal operation.
- n. Theft

A student terminated for non-adherence to the listed codes of conduct may apply for reinstatement. Re-admittance is determined by institutional administration and/or Designated Representative. A trainee placed on probation may be removed from probation status if he/she demonstrates continued adherence to U.S. Truck Driver Training School policies and codes of conduct.

SCHOOL RULES

1. **Student Parking:** Students must park in designated area only
2. **Documentation:** Driver's License, CLP, DOT: Any student who does not have all three documents in their possession will not be permitted to operate our equipment.
3. **Medication:** Any student taking any type of medication (prescribed or over the counter) must inform the school official for medication use before operating school equipment. Certain types of medication can impair a person's ability to operate a motor vehicle.

4. **Attendance:** Unexcused absences will not be permitted and will result in disciplinary action. Three consecutive unexcused absences will result in a drop or transfer.
5. **Start Time:** Classes are scheduled between 7:00 a.m. and 7:00 p.m. The specifics of each class's schedule will be communicated by the institution. Students who do not answer roll call will be considered tardy, and the school will notate each tardy in the Student Information System (SIS). Lunch and training breaks are included in the attendance policy.
6. **USTDTS Equipment:** There will be no smoking, eating, or drinking in any of the school's vehicles. Any student violating this rule may be subject to pay cleaning fees or repairs. Abuse or misuse of U.S. equipment will not be tolerated for any reason and is grounds for immediate termination.
9. **Trash:** Students are expected to clean their own mess after lunch and at the end of the day. Trash cans and wastepaper baskets are located all over the school grounds, so please use them.
10. **Think and Practice Safety Always:** Students may not operate equipment unless an instructor is present. Instructors are equipped with whistles, if you hear them, it means stop what you are doing. If you continue to move and hit something, you may be dismissed from class. While in the yard, the trucks must remain in either 1st gear or reverse. Students operating personal vehicles must obey the speed limit of 10mph on campus. Violation of this rule may restrict entering school property with a personal vehicle.
11. **Weapons:** Firearms and/ or weapons of any kind are strictly prohibited on school grounds, or in any of our vehicles. Failure to adhere to this policy will result in expulsion from the program.
12. **Gambling:** There will be no gambling of any kind on school property.
13. **Fighting:** Students are expected to maintain good behavior while in training. Fighting will not be tolerated. Any student(s) involved in a fight will result in an expulsion.
14. **Listen and Learn:** Insubordination, abusive profanity, racial slurs, and/or refusing to follow directions will not be tolerated. Students must not argue with instructors. All problems with instructional staff members should be taken up with the Director of Training.
15. **Cell Phones:** There are no cell phones allowed in the classroom, range, or road. Phones must be out of sight. This policy is to enhance the academic environment for all students and to promote safety during the hands-on portion of the program.

Additional range and road training rules are supplied in either the blue folder and/or verbally covered during student orientation.

U.S. TRUCK DRIVER TRAINING SCHOOL STUDENT DRESS CODE POLICY

Trainees are to be appropriately dressed (no tank tops or excessively loose clothing). Shirts with sleeves must be worn always. Footwear must consist of hard-soled shoes. No sandals, canvas-type, or slick-soled shoes are allowed. Students must also practice proper hygiene habits (i.e., showering) and be courteous to those around them.

ELECTRONIC DEVICES

Please do not use cell phones, pagers, or video games during class. This creates a distraction that infringes on the rights of the rest of the students in the class. You will be asked to leave the class if you cannot abide by this request. Talking on cell phones is also strictly forbidden while driving USTDTS Equipment.

PROHIBITED HARRASEMENT POLICY

Pursuant to USTDTS's policy of equal employment opportunity and nondiscrimination, the Institution will maintain working/educational environments for its employees/students that are free from prohibited harassment. Harassment on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or other protected characteristics is prohibited and against the policies of the Institution.

An example of prohibited harassment is sexual harassment. Sexual harassment involves the following:

(a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education.

(b) making submission to or rejection of such conduct the basis for employment/ educational decisions; or (c) creating intimidating, offensive, or hostile working/educational environments by such conduct.

SEXUAL MISCONDUCT POLICY STATEMENT

USTDTS does not discriminate on the basis of sex. Sexual harassment and sexual violence are considered types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not. These other acts include dating violence, domestic violence, and stalking. USTDTS issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct and the educational programs and procedures that address the reporting, investigation, and adjudication of sexual assault, domestic violence, dating violence, and stalking. This policy applies whether those acts occur on or off campus and when they are reported to a Campus Authority. In this context, USTDTS prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain campus environments emphasizing the dignity and worth of all members of the Institution community.

ANTI BULLYING POLICY

It is the policy of USTDTS to provide safe environments for its employees and students. This policy is intended to protect employees and students from bullying and/or aggressive behaviors. Bullying is defined as repeated, abusive conduct that causes intentional physical or emotional harm to the target and often involves an imbalance of power between the bully and the victim, which may involve a gesture or a written, verbal, social, graphic, or physical act.

USTDTS prohibits any form of bullying or harassment. This prohibition includes written, physical, verbal, and psychological abuse including hazing, gestures, comments, threats, or actions that cause (or threaten to cause) bodily harm, reasonable fear for personal safety, or personal

degradation. Bullying is not the same as teasing, but repeated, harmful teasing is a form of bullying. Constant undue criticism, work sabotage, and glaring are all potential examples of bullying tactics.

Bullying fosters climates of fear and disrespect that can seriously impair the physical and psychological health of its victims. Bullying and harassment create conditions that undermine the ability of individuals to achieve their full potential.

THE FOLLOWING ARE EXAMPLES OF BULLYING OR HARASSMENT:

VERBAL BULLYING: Repeated comments made to, or about, a person by one or more people. These comments can include name calling, intimidation, and humiliation tactics. Verbal bullying often happens when an imbalance of power exists between the bully and the bullied person, but sometimes the goal is to create this imbalance. When bullying creates a hostile environment and is based on a protected category, it could rise to the level of unlawful harassment.

PHYSICAL BULLYING: Repeated physically aggressive actions toward a recipient. Some forms of physical bullying constitute assault, battery, or false imprisonment. Even if no one complains, physical bullying may be occurring.

SOCIAL BULLYING: Harming a person socially, often resulting in social isolation of the victim. Examples of social bullying include spreading rumors, staring, and laughing, or shunning.

CYBER BULLYING: Using digital means such as the Internet, social media, cell phones, or other electronic devices to bully someone. **OTHER:** Bringing, or threatening to bring, baseless legal actions against someone to control or punish him or her.

Students who believe that they have been the subjects of bullying or harassment should report the alleged conduct immediately to their instructor and/or institutional administration. An investigation of all complaints will be undertaken immediately. The investigation and its results will remain confidential to the extent possible.

Any employee/student found by the Institution to have bullied or harassed an employee/student may be subject to appropriate disciplinary sanctions ranging from a warning in his or her file up to and including termination/ expulsion.

Retaliating or discriminating against a student for complaining about bullying, harassment, or participating in an investigation is prohibited.

The Institution recognizes that the issue of whether bullying or harassment has occurred requires a factual determination based on all of the evidence received. The Institution also recognizes that false accusations of bullying or harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of discrimination.

STUDENT GRIEVANCE POLICY

If all conflict resolution steps have been followed and no solution has been made a student may submit a formal grievance outlined in the steps below.

1. Students may submit a written complaint to the institution's designated representative. Within 5 business days, after receiving the formal, written grievance from the student, U.S. Truck Driver Training School will outline the steps that will be followed to resolve the issue. To be considered a "formal student grievance," the information submitted by the student needs to present full details, including any relevant documentation, dates, locations, and witnesses, as appropriate. Additionally, students must state the remedy being sought or the reasonable steps to be taken to resolve their grievance.

2. If the student is still not satisfied with the resolution, they may schedule a meeting with the President of U.S. Truck Driver Training School to discuss their grievance.

3. If the grievance solution is not satisfactorily resolved students have the right to submit their grievance to the Michigan Department of Licensing and Regulatory Affairs CSCL/Complaints
P O Box 30018 Lansing, MI 48909.

o Phone: 517-241-7000 or web <https://www.michigan.gov/lara>

STATEMENT OF NON-DISCRIMINATION

USTDTS shall exclude no persons from participation, deny any benefits, or subject any person to any form of discrimination based upon gender, race, age, creed, religion, nation of origin, or physical disability.

Applicants should, however, be aware that acceptance into the USTDTS programs is based upon eligibility to obtain a CDL license, and when applicable, employment. For this reason, students admitted to USTDTS must meet the basic qualifications as mandated by the Federal Motor Carrier Safety Regulations (FMCSR) which may include but are not limited to, the possession of a current DOT medical card, being able to communicate in English, both orally and in writing, and the ability to meet driver record eligibility requirements. The institution is responsible for any reasonable accommodation of students who are identified to have special needs.

More information about eligibility, requirements, and limitations according to the FMCSR may be found in the Michigan Commercial Driver's License Manual Introduction (pg. I-Xiii) or the Federal Motor Carrier Safety Regulations, 49 CFR S. 383-CDL Standards, Requirements and Penalties and S. 391- Qualifications of Drivers.

LIMITED ENGLISH PROFICIENCY

USTDTS prohibits discrimination against any student or prospective student on the basis of their national origin. Language assistance measures are communication accommodations that enable limited English proficiency (LEP) persons to access program services and or experience them at an acceptable level.

The purpose of this policy is to establish effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and Executive Order 12166, for agency personnel to follow when providing services to, or interacting with, individuals who have limited English Proficiency (LEP). Following these guidelines is essential to the success of our mission.

USTDTS will provide reasonable accommodations to enable students with LEP to fully and equally participate in the programs and services offered by USTDTS.

Individuals with LEP are encouraged to contact the office of Admissions about any necessary accommodations and services. The Office of Admissions, Educational Services Department, and institutional administration coordinates services for students with LEP including assistance in admissions, registration, financial aid, advisement, adapted classroom activities and other special needs. It is the responsibility of the student to request any needed assistance from these offices. Students may initiate their request for reasonable accommodations by contacting us via text at 586-838-1268. Questions, difficulties, or concerns should be directed to these offices as soon as possible.

PLEASE NOTE:

The FMCSA's English Language Proficiency (ELP) law, under **49 CFR § 391.11(b)(2)**, mandates that all commercial motor vehicle (CMV) drivers must be able to read and speak English well enough to converse with the public, understand traffic signs, respond to official inquiries, and complete necessary reports.

STUDENT RECORDS

RETENTION OF RECORDS

USTDTS will securely store all necessary student records for a period of five years following course completion.

TRANSCRIPT AND CERTIFICATE REQUEST POLICY

Students must be current on all tuition dues to receive copies of transcripts or for transcript information to be released to employers. Students must request and verify their identity to process requests.