ROADMASTER
DRIVERS SCHOOL

SCHOOL CATALOG

2022-2023 • Tennessee Edition • Volume 22 / Issue 1

ROADMASTER DRIVERS SCHOOL

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Photographs: All photographs included in this catalog are of actual Roadmaster vehicles and locations.

THE CONTENTS OF THE CATALOG ARE EXPECTED TO REMAIN EFFECTIVE THROUGH DECEMBER 31, 2023. PUBLISHED DECEMBER 20, 2021. CATALOG EFFECTIVE DATES: JANUARY 1, 2022 THROUGH DECEMBER 31, 2023. CATALOG IS NOT COMPLETE WITHOUT APPROPRIATE SCHOOL ADDENDUM.

MESSAGE FROM THE BOARD

We are truly honored that you have selected Roadmaster Drivers School as your commercial driver training organization. Students are the most important people on our premises. Our organization is fully committed to the ultimate success of our Students and Graduates. Roadmaster strives to fulfill its mission by providing its Students with some of the highest quality training services available in the industry today.

As an industry leader in commercial truck driver training, Roadmaster Drivers School is continuously investing in our training fleet and training personnel to ensure each Student's opportunity to become a professional commercial truck driver is maximized. Simply put, the success of Roadmaster is solely defined by the success of our Students and Graduates. With nearly 30 years of experience in the industry and having successfully trained approximately 150,000 professional entry-level commercial drivers, we are confident that Roadmaster will deliver on its mission and provide you with the foundation needed to become a safe and successful professional commercial driver.

Congratulations on your first step to a new career as a professional commercial truck driver and thank you for the opportunity to serve you!

Board of Directors
Roadmaster Drivers School

ROADMASTER DRIVERS SCHOOL

MISSION STATEMENT

The mission of Roadmaster Drivers School is to prepare our students for a career in professional truck driving to meet the fast growing demand for qualified and safe professional truck drivers. By preparing students for a safe and successful career through state of the art training, Roadmaster will work diligently to help every student achieve success, while building a reputation that will ensure valuable future opportunities for our Graduates. Roadmaster's mission will be enhanced and realized through strong community involvement, unwavering commitment to safety, and upholding the value of every individual who enrolls in Roadmaster Drivers School.

VISION STATEMENT

The vision of Roadmaster Drivers School is to achieve recognition as the industry leader in the training of safe and professional commercial truck drivers.

PURPOSE

The purpose and objective of Roadmaster Drivers School is to provide cost effective, quality CDL training for future generations of safe and professional truck drivers by providing the best possible training through cutting edge training techniques and the use of late model equipment, while also providing a collegial, pleasant and rewarding work environment for our associates.

"The Information contained in this catalog is true and correct in content and policy."

President's Signature

TENNESSEE
State of Tennessee Higher Education Commission
Parkway Towers, Suite 1900, Nashville, TN 37243-3605
615-741-5293.
Roadmaster Drivers School of Tennessee, Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

FLORIDA
Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number 888-224-6684

NORTH CAROLINA
North Carolina Department of Motor Vehicles
1100 New Bern Avenue
Raleigh, N.C. 27699

OHIO
Department of Public Safety
1970 West Broad Street, PO Box 182081
Columbus, OH 43218-2081
614-466-3250

CALIFORNIA
Roadmaster Drivers School of Fontana, Inc. is a Florida corporation registered to do business in California. Roadmaster Drivers School of Fontana, Inc. is a private institution that is approved to operate by the Bureau for Private Postsecondary Education: 1747 North Market, Suite 225, Sacramento, CA 95834. 916. 574– 8900 or 888.370.7589. *www.bppe.ca.gov*
Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

STATEMENT
Roadmaster Driver School of Fontana, Inc., does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, nor has had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

TEXAS
Approved and Regulated by:
The Texas Workforce Commission, Career Schools and Colleges
Room 226T, 101 East 15th Street, Austin, Texas 78778-0001.
512-936-3100 *www.texasworkforce.org/careerschoolstudents*

PENNSYLVANIA
Licensed by: State Board of Private Career Education
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

GEORGIA
Department of Driver Services
Regulatory Compliance Division
2206 East View Parkway
Conyers, GA 30013

MISSOURI
Missouri Department of Higher Education
& Workforce Development
301 West High Street
Jefferson City, MO 65101
573-522-2384

ARIZONA
Arizona Department of Transportation
Mail Drop 555M
Motor Vehicle Division
PO Box 2100, Phoenix, AZ 85001-2100
602-255-0072

MISSISSIPPI
Commission on Proprietary School and College Registration
3825 Ridgewood Road, Sixth Floor
Jackson, MS 39211
601-432-6518
https://www.mccb.edu/officers/proprietary-schools
Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C-710. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by and accrediting agency recognized by the U.S. Department of Education.

SOUTH CAROLINA
South Carolina Department of Motor Vehicles
10311 Wilson, Blvd., Building C
Blythewood, SC 29016
Office of Inspector General
SCDMV CDL: Compliance/Compliance Reporting
803-896-9606

NEBRASKA
Nebraska Department of Motor Vehicles
Driver Licensing Services,
301 Centennial Mall South, P.O. Box 94756,
Lincoln, NE 68509, (402) 471-3861

OWNERSHIP
Roadmaster Drivers School is owned by Career Path Training Corp, a Florida corporation formed under the laws of the State of Florida. The governing authorities of Roadmaster Drivers School will abide by all state statutes and regulations in providing reasonable service to all students and will observe ethical and equitable business standards as required by states. Roadmaster Drivers School is fully licensed to operate in every state where it is located; however, Roadmaster Drivers School is not accredited at any of its locations.

National Headquarters
11300 4th Street, Suite 200, St. Petersburg, FL 33716
727-342-6420
www.roadmaster.com

BOARD OF DIRECTORS/OFFICERS
Brad Ball, President & Director
Don Hudson, Vice President & Director
John E. Kearney, Jr., Secretary, Treasurer & Director

OWNERSHIP
Roadmaster Drivers School is owned by Career Path Training Corp, a Florida corporation formed under the laws of the State of Florida.

HISTORY

The Company was originally formed in 1992 as Roadmaster Drivers School, Inc. In March 1995, Career Path Training Corp, a Florida Corporation was formed as the parent company to better reflect the Company's educational programs and business focus. Career Path currently operates its commercial truck driving Schools through the following subsidiaries:

- Roadmaster Drivers School, Inc., opened its first School on the Florida State Fairgrounds in Tampa, Florida in 1992. During its first year of operation, the Company obtained a license to perform as a Third Party Commercial Driver Licensing Examiner for the State of Florida. Focusing on maintaining high education and placement standards, the School gained a national reputation in the trucking industry for quality training of entry-level commercial truck drivers.

- After conducting various demographic studies, Columbus, Ohio was chosen as the location of the Company's second School. Roadmaster Drivers School of Ohio, Inc. opened in October 1995. .

- November 1997, a major competitor in the field at the time closed its Jacksonville, Florida School. Career Path re-opened this location as Roadmaster Drivers School of Jacksonville, Inc.

- The Orlando, Florida training facility received approval from the Florida Commission for Independent Education to operate in 2002.

- September 2002, Roadmaster Drivers School of San Antonio, Inc. began School operations.

- August 2007, Roadmaster Drivers School acquired Interstate Driving Academy in Dunn, North Carolina.

- October 2009, Roadmaster Drivers School of Fontana, Inc. was established.

- January 2011, Roadmaster Drivers School of Chattanooga, Inc. began enrolling Students. This School was renamed Roadmaster Drivers School of Tennessee, Inc. and relocated to Millington TN in July, 2015.

- In May 2014, Werner Enterprises, Inc. acquired ownership of Career Path Training Corp., as the parent company of Roadmaster Drivers School.

- August 2014, Roadmaster Drivers School of Pennsylvania, Inc. was established.

- Late Spring 2016, Roadmaster opened a new location near Atlanta, Georgia.

- March 2018, Roadmaster opened a new location in Dallas, Texas.

- December 2018, Roadmaster's sister school in Phoenix, Arizona started offering classes under the Roadmaster name.

- February 2019, Roadmaster opened a new locations outside of Kansas City, Missouri.

- December 2020, Roadmaster opened a new location in Savannah, Georgia.

- March 2021, Roadmaster opened a new location in Jackson, Mississippi.

- St. Louis, Missouri opened in Summer 2021 becoming the second location in the state of Missouri.

- Columbia, South Carolina opened in Fall, 2021.

- Conley, Georgia became Roadmaster's third location in Georgia in Winter, 2021.

- Omaha, Nebraska school began operating under the Roadmaster name in January, 2022.

CAMPUS LOCATIONS — TOLL FREE: 800.831.1300

Roadmaster Drivers School, Inc. (Tampa, FL)
5025 Orient Road, Tampa, FL 33610-3613
813-626-2400, Fax 813-626-6302

Roadmaster Drivers School of Orlando, Inc. (Orlando, FL)
6000 Cinderlane Parkway, Orlando, FL 32810-4753
407-532-3619, Fax 407-532-3597

Roadmaster Drivers School of Jacksonville, Inc. (Jacksonville, FL)
1409 Pickettville Road, Jacksonville, FL 32220-2465
904-783-3333, Fax 904-783-3378

Roadmaster Drivers School of Ohio, Inc. (Columbus, OH)
977 Frank Road, Columbus, OH 43223
614-351-1748, Fax 614-351-7422

Roadmaster Drivers School of San Antonio, Inc.
(San Antonio, TX)
927 Eddie Road, San Antonio, TX 78219
210-648-8600, Fax 210-648-8606
(Dallas, TX)
8701 Peterbilt Avenue, Dallas, TX 75241
972-220-9030, Fax 888-281-3308

Roadmaster Drivers School of North Carolina, Inc. (Dunn, NC)
1100 South Clinton Avenue, Dunn, NC 28335
910-891-1344, Fax 910-891-1345

Roadmaster Drivers School of Fontana, Inc. (Fontana, CA)
10251 Calabash Avenue, Fontana, CA 92335
909-202-4270, Fax 909-202-4281

Roadmaster Drivers School of Pennsylvania, Inc. (Bethlehem, PA)
4219 Fritch Drive, Bethlehem, PA 18020
610-365-1037, Fax 610-861-7453

Roadmaster Drivers School of Tennessee, Inc.
(Millington, TN)
8050 Singleton Avenue, Millington, TN 38053
901-873-3742

(Grandview, MO)
11903 Grandview Road, Grandview, MO 64030
816-541-7774

Roadmaster Drivers School of Georgia, Inc.
(Lithia Springs, GA)
1414 Blairs Bridge Road
Lithia Springs, GA 30122
678-217-8656, Fax 470-282-2700
(Savannah, GA)
30 Artley Road, Savannah, GA 31408
912-348-7282, Fax 912-348-7281
(Conley, GA)
4272 Transport City Drive, Conley, GA 30288
800-831-1300

Roadmaster Drivers School (Phoenix, AZ)
2350 S. 48th Avenue, Phoenix, AZ 85043-3800
602-233-2222

Roadmaster Drivers School (Jackson, MS)
1500 W. Highland Drive, Jackson, MS 39204
601-203-7829

Roadmaster Drivers School (St. Louis, MO)
8000 Hall Street, Lot 1, St. Louis, MO 63147
800-831-1300

Roadmaster Drivers School (Columbia, SC)
1602 Andrews Road, Columbia, SC 29201
800-831-1300

Roadmaster Drivers School (Omaha, NE)
10008 Sapp Brothers Drive, Omaha, NE 68138
800-831-1300

FACILITIES AND EQUIPMENT

SCHOOL FACILITIES AND EQUIPMENT

- All school locations have administrative offices, spacious classrooms, and computer labs. The schools maintain specially designed field-driving courses where students practice backing, coupling, uncoupling, and docking. Roadmaster provides equipment for Commercial Driver Licensing (CDL) testing at all locations after graduation.
- Roadmaster owns a fleet of late model tractor-trailers used exclusively for student training and testing. All equipment is operated under licensing of the states in which they are registered.
- The corporate office located in St. Petersburg, Florida, provides support to all of the locations in administrative, operations, and personnel areas. Conference calls with campus management and corporate management assist in providing open communication with all facilities.

Admission Policies

Open Door Admissions Policy

- Roadmaster admission is open to all applicants who desire to obtain a career skill in professional truck driving.
- Applicants are screened by interview with an Admissions Advisor to determine their ability to benefit from the training provided.

Affirmative Action Policy and Nondiscrimination Statement

- All applicants are interviewed and considered for admission without regard to race, creed, age, gender, religion, national origin, disability, handicap, sexual orientation, gender identity, marital status or veteran status, or any other characteristic protected by applicable law except where age, sex, or physical status is a bona fide occupational qualification.
- All considerations for educational opportunities are provided free of any and all discriminatory practices.
- Any applicant expressing interest in training opportunities offered by Roadmaster is given full encouragement to make application for admission.
- Roadmaster recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and similar state laws. These Acts prohibit discrimination on the basis of a disability and require reasonable accommodations to qualified individuals with disabilities.

Admissions Requirements

- Interview with an Admissions Advisor or Agent.
- Be eighteen (18) years of age to drive intrastate or at least twenty- one (21) years of age to drive interstate.
- Be beyond the age of compulsory high School attendance.
- Have a valid driver's license in your possession at the time of enrollment. (Must maintain a valid Class C driver's license during the training period).
- Provide a social security card and valid government issued photo identification.
- Complete enrollment agreement.
- Obtain an acceptable US Department of Transportation physical and acceptable US Department of Transportation verified negative drug screen in accordance with FMCSA regulations. (The approximate cost of physical and drug screen is $110 which is not included in tuition).
- Have a satisfactory criminal background and motor vehicle record.
- Agree to remain drug free and agree to random, post-accident and suspicion-based drug and/or alcohol testing during training.
- Able to sufficiently read and speak the English language to converse with the general public; to understand highway traffic signs and signals in the English language; to respond to official inquiries,; to make entries on reports and records, as required by applicable FMCSA regulations; to meet minimum prior education requirements or ability to benefit (ATB) scores as stated in the School catalog.
- No language services are provided; instruction is in English only.
- Satisfactory proof of (1) secondary education; (2) successful completion or equivalent of one full-time academic semester or quarter at an accredited postsecondary school from a program taught exclusively in English; or (3) proven ability-to-benefit by obtaining minimum acceptable score as follows: Roadmaster approved Entrance Examination minimum 70% (21/30 correct). An applicant may take a second entrance test the same day providing it is a different Form number, otherwise, the applicant must wait (5) days prior to a retake of the same form.
- Receive recommendation by Admissions Advisor of eligibility for acceptance.
- Pay all fees including registration fee, if applicable, as reflected on the enrollment agreement.
- Acceptance of application by School Manager.

Students without a CDL Permit will not be able to complete coursework at Roadmaster Drivers School.

ROADMASTER
DRIVERS SCHOOL

Transfer Credits

Credit for prior Training/Experience

- Individual consideration for credit will be given to an applicant who has prior training or experience.
- An evaluation of the applicant's actual work experience in the field, previous training, and driving ability will be conducted by the School Manager.
- Applicant must submit a certificate of completion or diploma and course outline as well as transcripts at time of application for credit consideration.
- Credit awarded is at the sole and absolute discretion of the school and will not exceed 25% of the training time required to graduate.
- Credit for a portion of the program will result in an adjustment to the full tuition.

Transfer of Credit to Other Schools

- Roadmaster neither implies nor guarantees that credit for courses completed at Roadmaster will be accepted by any other institution.
- Each institution has individual policies that govern the acceptance of credit transfer.
- For additional information refer to page 14 & 15.

Articulation Agreements

Roadmaster Drivers School does not have articulation agreements with any other institution for transferability of credits.

General Information

Completion Time

All students are expected to complete the required training program within the same time period as all students that start training on the same date. Special consideration will be granted for requested leave from training. (See Leave of Absence — page 12.)

Cancellation of Classes

If the School is unable to provide training for any reason beyond its control, such as, but not limited to hurricanes, floods, etc., the School reserves the right to suspend training for a period of not more than 120 days. Any student affected by such action may return to the School to complete training at no additional tuition charge. In case of a change of training location, a notice will be sent to each student for approval. If the student does not approve the change of location, a refund shall be made in accordance with the stated refund policy.

Catalog Notice

This catalog applies to all Roadmaster Drivers School in Tennessee only. If you are a student or prospective student of Roadmaster in any other location or state, you should request a catalog specific to that location.

Read the Catalog

As a prospective student you are encouraged to read the catalog and its addendum prior to signing your enrollment agreement.

Tuition cost and fees

Tuition Cost and Fees: $7,035 -Includes: $6,995.00 Tuition, $40.00 Consumer Report Fee, all required materials, and one attempt at the CDL exam at no additional cost. Career Guidance and Placement Assistance are provided to students and/or graduates at no additional charge. Only authorized placement personnel are permitted to provide placement assistance to students/graduates. Instructors are not permitted to provide placement assistance. Students pay an approximate additional $110 for DOT drug screen and physical and required background check which may be completed through Roadmaster or a third party. Students are responsible for travel, meals, housing (if required) and incidental expenses not directly related to training. Students are also responsible for repeat attempts at the CDL exam and the costs associated with endorsements if desired. Administrative staff can answer questions regarding tuition costs and fees.

Title IV Funding

Roadmaster Drivers School is not approved by the US Department of Education to receive Title IV funding on behalf of its Students.

Tuition Financing

Students who obtain financing to pay for their education have the responsibility to repay the full amount financed plus finance charges less any refund. Federal Student loans under Title IV are not available to Students of Roadmaster.

Employer Sponsored Training

Eligibility: Participant must be a full-time employee of an Approved Employer during training. Approved Employer must request training and agree to pay the cost of tuition. Participant must have a valid Commercial Learner's Permit (CLP) and valid U.S. DOT Physical prior to enrollment. Cost of tuition is based upon prior agreement with Approved Employer at the discretion of the school. For additional information, please see the School Manager.

Scholarships

Roadmaster is an active member of various state school associations that offer scholarships to individuals making application for consideration. If a Student is eligible for a scholarship from some other source, the School will assist the Student in making application.

Financial Policies

Students are responsible for payment of tuition and fees in accordance with their enrollment agreements. The school's student finance department will provide assistance to the Student regarding tuition financing.

Additional Expenses

Additional expenses include but are not limited to hotel, meals, DOT physical, drug screens, transportation to and from Roadmaster, and other training related costs not included in the tuition and fees described above are NOT subject to the cancellation and refund policy at Roadmaster and are non-refundable after service has been incurred.

Campus Security Policy

Roadmaster Drivers School considers the safety and security of both students and staff to be paramount. Part of our mission is to produce safe and responsible CDL drivers for our nation's highways. Roadmaster's campus office is always staffed with school personnel when the school is open for business and training. Staff are trained in various safety procedures to include summoning emergency medical services and/or law enforcement when necessary. All students will receive training and guidance in safety procedures and all students are required to abide by the code of student conduct, student safety rules and campus rules at all time. Roadmaster strictly prohibits weapons of any kind on campus, within training vehicles or within personal vehicles on campus at anytime. Additionally, the rules require that any student or staff member report any threats or physical violence immediately, as well as to report any unsafe conditions on campus. All students and staff should dial 911 immediately in the event of an emergency. Roadmaster's campus is secured by perimeter fencing limiting ingress and egress to a single point of access. All campus visitors must check-in at the front desk upon arrival. All students and staff must have their campus issued credentials at all times while on campus. All students will receive training on how to recognize and report any suspected instance of human trafficking activities. State and local officials are able to provide reported crime activity in the vicinity of the school campus if requested. Any campus security or safety concerns should be immediately reported to the School Manager as well as via email to safety@roadmaster.com.

CANCELLATION AND REFUND POLICIES

TENNESSEE

- If an applicant is not accepted by ROADMASTER, all monies paid by the applicant will be refunded, less additional expenses incurred.
- If the applicant notifies the School of the desire to cancel the Enrollment Agreement, in any form, within three (3) business days of signing the Agreement, all monies paid by the applicant will be refunded, except for additional expenses actually incurred.
- The effective date of the termination/cancellation for refund purposes shall be the last day of attendance.
- The refund shall be based on the cost and length of the program. All monies beyond the current enrollment period shall be refunded when a student terminates.

REFUND SCHEDULE

Within three (3) business days	100% - less additional expenses incurred
After start of training, but before completion of all required program hours	Pro-rata computed on the number of hours completed to the date of cancellation - less additional expenses incurred
Completion of the required program hours	No Refund—Full Tuition Due

- All refunds will be made within thirty (30) days of receipt of cancellation or termination of training.

All monies paid are applied in the following order: Consumer Report Fee, DOT Drug Screen, DOT Physical, Lodging Expense. Any remaining amounts will be applied towards tuition due.

CANCELLATION POLICY

- If a student is unable to pass the Department of Transportation (DOT) physical examination, all tuition paid will be refunded upon proof of failure to pass less the cost of any additional expenses incurred such as hotel, meals, drug screen/physical.
- In the event a course is discontinued by the School, all tuition paid by the student will be refunded.
- If the School discontinues training or changes locations that prevent the student from attending, the student is eligible for a full refund, less additional expenses incurred.

See Additional Expenses on page 8.

ACADEMIC POLICIES

SCHOOL CALENDAR

- Classes are held on a twelve (12) month basis with students enrolling at any time throughout the year.
- New full-time classes begin every Monday .
- Day classes begin at 7:30 am and end at 5:30 pm.
- Full-time classes consist of 180 clock hours* of training for 20 days.
- Classes are not held on the following holidays; however, lost training time will be made up during the designated training period. The special school holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Holidays falling on the weekend will be observed the previous Friday for holidays falling on Saturday and on the following Monday for holidays falling on Sunday.
- Refer to calendars on pages 20-21 in this catalog.

CLASS SCHEDULES

- Weekday classes begin at 7:30 am and end at 5:30 pm Monday through Friday. Morning, afternoon, and lunch breaks are provided for all students.

*Clock Hour is equal to 50 minutes of instruction in the classroom, lab, range, behind-the-wheel, and road driving and includes observation time.

APPEAL PROCESS/GRIEVANCE PROCEDURE

Students may appeal any decision, policy, and/or procedure that they feel has an adverse affect upon their opportunity to complete a program at Roadmaster. Such instances may include: dismissal, involuntary withdrawal, grade received in a class. The following procedures must be followed in order to make a proper appeal:

- Speak with the Lead Trainer.
- If not satisfactorily resolved, speak with the School Manager.
- School Manager will notify student of decision.
- If not satisfied, address the complaint to the Corporate Office and request an appointment: Compliance Department, 11300 4th Street N., St. Petersburg, FL 33716, (727)342-6420, ext. 5001238.
- Any person claiming damage or loss as a result of act or practice by this institution that may be a violation of Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization: Parkway Towers, Suite 1900, Nashville, TN 37243-3605, phone: (6015) 741-5293

GRADUATION REQUIREMENTS

In order to graduate from Roadmaster Drivers School:

- Student must have completed at least the minimum hours of training required for the program and demonstrate required proficiency.
- Achieved at least an 80 overall grade in each course.
- Student must pass General Knowledge (CTD 101), Hours of Service and Trip Planning (CTD 102), Pre-Trip Inspections (CTD 103), Backing & Skills (CTD 104) and Road Driving (CTD 105) and meet all other requirements in the School Catalog to be considered a graduate and receive a Certificate of Completion. Any probationary training hours given beyond 100% of the total program hours are given at the sole discretion of school management. A CDL Examination will only be scheduled upon successful completion of a Pre-Trip Inspection Evaluation, Basic Control Skills Evaluation and Road Driving Evaluation.
- Students are allowed a maximum of two (02) attempts at the examination(s) for CTD 101 and CTD 102. Students are permitted multiple attempts at the final evaluations for CTD 103, CTD 104 and CTD 105 within the maximum training hours offered. The minimum passing scores for CTD 103, CTD 104 and CTD 105 are as follows:
    - CTD 103 – a minimum of 72 correct on the full Pre-Trip Inspection Final Evaluation.
    - CTD 104 – no more than 7 cumulative errors on the Basic Control Skills Final Evaluation.
    - CTD 105 – no more than 20 cumulative errors on the Road Driving Final Evaluation.

CERTIFICATE OF COMPLETION

Upon graduation, the graduate will receive a Certificate of Completion and assistance in obtaining the Commercial Driver License (CDL).

Issuance of a Commercial Driver's License is <u>not</u> guaranteed.

ACADEMIC POLICIES—CONTINUED

GRADING SYSTEM

80 to 100 = Passing
Below 80 = Not Passing

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

- Training instructor's approval is required for each phase of the training.
- When a Student does not meet specific standards for a phase of training, additional instruction may be required and given.
- Additional training time will be provided pursuant to the School's Probationary Training Procedures, a copy of which is available from the School Manager.
- Amount of time spent on any field-training topic may vary among Students.
- All Students are required to maintain at least an 80 in each course.
- Questions regarding Roadmaster's SAP policy should be directed to the School Manager.
- Additional information regarding Roadmaster's SAP policy should be directed to the School Manager.

ACADEMIC PROBATION

- Students who do not maintain an 80 in each course may be placed on probation.
- Students on probation who are able to improve the grade to an 80 and can be certified by the instructor, will be considered for graduation.
- Students failing to improve the grade to an 80 will be terminated from the school.

ATTENDANCE POLICY

- Attendance at each scheduled class is required and is recorded in the official records of the School.
- Students are required to report to class on time ready to commence training.
- Any absence may be cause for the interruption and/or delay of a Student's training.
- Unexcused absences from training will be treated as follows:
    - 1st unexcused absence – grounds for immediate dismissal of the Student from the School, in the discretion of the School Manager.
    - 2nd unexcused absence – immediate dismissal of the Student from the School.
- Students are required to notify the School Manager when they know they will be absent ***or*** tardy.
- Absences may be considered excused, in the sole discretion of the School Manager, upon presentation of satisfactory documentation showing the necessity of the absence (*examples – doctor's note, obituary notice or death certificate, legal subpoena*).
- All missed classes must be made up prior to graduation.
- It is the responsibility of the Student to schedule make-up time with the School Manager.
- Make-up time will be provided as available based upon training time and personnel availability at the School.

DISMISSAL POLICY

Students may be dismissed from School for the following:

- Failure to maintain satisfactory academic progress (SAP).
- Violation of the Attendance Policy.
- Repeated tardiness, defined as being late for training 3 or more times during the Program.
- Failure to adhere to, or violation of the Student Conduct Policy or violation of any other established policy or procedure of the School which includes engaging in any unsafe act during training at any time.
- Failure to comply with all course requirements.
- Failure to respond to a School inquiry or request.

RE-ENTRY POLICY

- Reinstatement of a dismissed student will be based on individual circumstances.
- Student may be required to wait until his/her class has graduated before re-entry will be considered.
- Student desiring to re-enter school must apply to the School Manager.
- School Manager must approve all re-entries.

INCOMPLETE POLICY

Any student not completing the training within the prescribed time frame is eligible for a refund of tuition paid based on the applicable state refund policy as stated in the enrollment agreement.

WITHDRAWAL POLICY

- A student who withdraws or is withdrawn is eligible for a refund of tuition based on the applicable state refund policy as stated in the enrollment agreement.
- A student may be involuntarily withdrawn due to violation of school policies or safety violations.
- Any student who wishes to withdraw from Roadmaster should speak with the School Manager.

LEAVE OF ABSENCE POLICY

- In cases of extenuating circumstances, and upon written request to the School Manager, a leave of absence (LOA) may be granted in the sole discretion of the School Manager.
- LOA indicates that the student intends to resume training.
- If a student on LOA does not re-enter school within thirty (30) days, the student will be dismissed.
- Only one (1) leave of absence will be granted to a student in a twelve (12) month period.
- Any student not returning from an LOA or not completing the training within the prescribed time frame may be withdrawn from the program and subsequently eligible for a refund of tuition based on the applicable state refund policy as stated in the enrollment agreement and catalog.
- The School may also place a Student on an administrative LOA under certain circumstances.

MAKE-UP POLICY

- Student is responsible for making arrangements with the School Manager for any required make-up time.
- All missed class work must be made up prior to being eligible to graduate.

DRESS CODE

- Always dress appropriately for the forecasted weather conditions. Depending on weather conditions Students may wish to bring sun-screen, hats, bottled water/sports drinks/coffee, winter jackets/sweaters, gloves, pocket warmers and any other items appropriate for the prevailing conditions.
- Closed toed, fully enclosed shoes such as boots or sneakers must be worn at all times. Open-toed shoes such as flip-flops and sandals are not permitted. Shoes with an open back are not permitted.
- Students should wear either pants or shorts and long-sleeve or short-sleeve shirts (depending on prevailing weather conditions) during training.
- No tank tops or excessively baggy clothing may be worn during training.
- No clothing with any offensive or derogatory slogans or images, as determined in the School's discretion, may be worn.
- No clothing deemed a safety hazard may be worn as determined by the School Manager.
- Individuals failing to adhere to the School's dress code will be sent home to change. Students may return to training once in proper dress. All make-up for training hours missed as a result of dress code violations is the responsibility of the Student and will be provided based upon availability of training time and personnel.

RECORDING POLICY

Roadmaster Drivers School prohibits the recording of any kind while on our premises. Proprietary materials provided to individuals for training purposes may not be duplicated in any form for any purpose. Individuals who make recordings regardless of whether they are video, audio, or both are subject to dismissal from school. *The School's campus may be subject to video and/or audio recording and monitoring at all times, which may include the recording and/or monitoring of telephone calls and email communications.*

STUDENT CONDUCT POLICY

Roadmaster Drivers School strives to provide high quality training services to all Students. Roadmaster Students are expected to conduct themselves in a manner that will reflect credit to the School, the community, and themselves at all times while on campus and while enrolled as a Student at Roadmaster Drivers School. All Students are expected to treat other Students, Roadmaster personnel, and any third parties with respect and dignity at all times. Violations of, or engaging in, any of the following prohibited behavior or failing to meet the conduct expectation above may result in immediate dismissal from School with tuition to be charged in accordance with the Refund Policy contained in the Enrollment Agreement:

- Consumption of alcohol or alcoholic beverages during training or appearing for training under the influence of alcohol. The possession of or use of illegal or illicit drugs or non-prescribed medication during training or while enrolled in Roadmaster Drivers School. All Students are subject to random and suspicion-based drug and alcohol testing during the entire period of enrollment in Roadmaster Drivers School.
- Exhibiting or engaging in disruptive behavior and/or the use of profanity or other derogatory language. Disruptive behavior includes, but is not limited to, any behavior whatsoever that distracts other Students during training, or, that hinders instructional staff from providing quality instruction to Students.
- Exhibiting or engaging in any physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or unreasonably endangers the mental or physical health, safety or reputation of any person or oneself, including any such conduct achieved through means of social media or any other means of electronic communication.
- Violation of Roadmaster's Student Harassment, Sexual Misconduct and Sexual Violence policy or harassment, discrimination or retaliation in any form directed towards any other Student, Roadmaster personnel or any third parties, which includes sexual harassment, sexually suggestive comments or jokes, the use of racially charged language or the negative treatment of any other Student, Roadmaster personnel or any third parties on the basis of a protected classification under applicable rules and regulations.
- The possession of any form of weapon, including guns and knives, while on Roadmaster premises, at the hotel, or in Roadmaster equipment.
- Failure to comply with directions and/or instructions of Roadmaster personnel and/or law enforcement officers, which includes the failure to identify oneself to these persons when requested to do so.
- Attempted or actual theft of and/or damage to Roadmaster property or property of another person on or off campus.
- Convictions of any felonies or misdemeanors while enrolled in School including but not limited to illegal trafficking of drugs, the unlawful possession of drugs or alcohol, or operating any type of conveyance under the influence of drugs or alcohol. Individuals arrested while enrolled may be required to withdraw from training pending the outcome of the case.
- Violation of any campus rule, policy or regulation established by Roadmaster, or engaging in unsafe actions or practices during training.
- Cheating on any quiz, test or evaluation during training, furnishing false information to any Roadmaster personnel or forgery, alteration or misuse of any Roadmaster document or record.
- Use of Roadmaster computers for any purposes other than training related matters.
- Failure to have a valid Commercial Learner's Permit, Driver's License, and Medical Examiner's Certificate in your possession at all times while operating Roadmaster equipment.
- Smoking in areas other than the designated smoking areas.
- Violation of hotel rules and conduct policy.

Any problem in training should be reported to the School Manager immediately.

VETERANS' POLICIES

Student eligibility for Veterans' Education Benefits is established by the Veterans Administration. Initial eligibility and continued eligibility during enrollment is determined by the VA. The following policies are applicable to students receiving VA Benefits:

VETERANS' ATTENDANCE POLICY

VA students must adhere to the same attendance policy as other students attending Roadmaster. In addition to the attendance policy stated in this catalog, students receiving VA benefits in order to attend Roadmaster, must also adhere to the following:

- Students who are tardy or absent any time up to 19% of the program time may be placed on verbal or written attendance warning.
- Students missing 20% or more of the program will be dismissed.
- Absences are counted in exact time increments (2 hours absent equals 2 hours toward the 20% maximum.)

STANDARDS OF SATISFACTORY PROGRESS FOR VA STUDENTS

Students receiving VA benefits are required to maintain satisfactory progress to remain in good academic standing. Satisfactory Academic Progress for VA students is defined as follows:

- A veteran must maintain an overall grade of at least 80 at the end of each course.
- If the cumulative grade falls below 80 the Student will be placed on probation for the next evaluation period.
- If the grade remains below 80 at the end of the next evaluation period, the VA will be notified of the probation, thus leading to the termination of the benefits.
- VA Students may request reinstatement after a full term of dismissal has passed.
- The grading period is defined as weekly.

VETERANS' REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 31, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of $10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4255.)The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

VETERANS' TRANSFER OF CREDIT/ CREDIT EVALUATION POLICY

Veteran students enrolled at Roadmaster are required to provide proof of previous post-secondary training (including transcripts from ALL institutions attended) by the time they begin classes with Roadmaster. Veteran students who have never attended post-secondary training prior to attending Roadmaster will be required to sign a statement of no prior training. (See Page 7 for additional information on transfer credits.)

LEAVE OF ABSENCE POLICY

If a Leave of Absence is requested and approved by Roadmaster for a VA student, VA education benefits will be terminated while the VA student is on the Leave of Absence.

TITLE 38 COMPLIANCE

Roadmaster Drivers School will permit any covered individual to attend Roadmaster's Commercial Truck Driver Training Program during the period beginning on the date on which the individual provides Roadmaster with a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and completes all other required enrollment paperwork and meets all entrance requirements, and ending on the earlier of

(i) The date on which the Secretary provides payment for such course of education to such institution or

(ii) The date that is 90 days after the date on which Roadmaster certifies for tuition and fees following receipt from the student such certificate of eligibility.

Roadmaster Drivers School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to Roadmaster Drivers School due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. The covered individual will be responsible for payment of the difference between the amount of the covered individual's financial obligations to the school and the amount of the VA education benefit disbursement.

Student Services

Placement Assistance Services

- The basic goal for Roadmaster Drivers School is to provide training on commercial driving skills which graduates can use to obtain gainful employment as a commercial driver after graduation.
- Roadmaster maintains personnel whose efforts are directed at placement assistance services for the students and graduates.
- Employment is not guaranteed.
- Salary earned is not guaranteed.
- A specific number of behind the wheel hours is not guaranteed.
- The Placement Assistance Department assists the Student to make the transition from School to work.
- It is the responsibility of the Student to commit personal effort in searching for employment opportunities.
- Students are given instructions on completion of employment applications and interviewing techniques during training.
- Prior to graduation, each Student is given individual guidance and information about companies that are currently hiring Graduates of Roadmaster.

Financial Aid Services

- Students are responsible for payment of tuition and fees in accordance with their enrollment agreements.
- The school finance department will provide assistance to the student regarding tuition financing.
- See page 8 for additional information.

Records Retention

- Academic progress records are maintained at the School.
- Progress records are periodically provided to the Student during the training program.
- Transcripts are provided to Students upon graduation.
- Permanent records are maintained at the Administrative Offices and are available to Graduates in good standing and employers upon request.

Student Housing

- Roadmaster maintains a relationship with a local hotel which out-of-town students may access for an additional cost while attending classes at Roadmaster.

Student Learning Resources

- Roadmaster Students all receive access to the state CDL manual as part of their training materials. Students are able to access the computer lab for training and Internet access to other resources.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Student Anti-Harassment, Sexual Misconduct and Sexual Violence Policy

ROADMASTER DRIVERS SCHOOL intends to provide an educational environment that is free from harassment of Students based on sex, race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran, marital status, or any other characteristic protected by applicable law. This policy prohibits any Student, employee, or visitor from harassing another Student, employee, or visitor at any Roadmaster Drivers School location on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, disability, or veteran or marital status.

SEXUAL VIOLENCE

Sexual violence is defined as a sexual act committed against someone without that person's freely given consent. Sexual violence is divided into the following types:

- Completed or attempted forced penetration of a victim.
- Completed or attempted alcohol/drug-facilitated penetration of a victim.
- Completed or attempted forced acts in which a victim is made to penetrate a perpetrator or someone else.
- Completed or attempted alcohol/drug-facilitated acts in which a victim is made to penetrate a perpetrator or someone else.
- Non-physically forced penetration which occurs after a person is pressured verbally or through intimidation or misuse of authority to consent or acquiesce.
- Unwanted sexual contact.
- Non-contact unwanted sexual experiences.

CONSENT

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.
- A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
- The use of alcohol or drugs may seriously interfere with the participants' judgment about whether consent has been sought and given.

DRUG OR ALCOHOL FACILITATED SEXUAL VIOLENCE

In cases of drug-facilitated sexual assault, survivors often blame themselves. Remember—you are not to blame. Someone took advantage of you, and that is not your fault.

What is drug-facilitated sexual assault?

Drug-facilitated sexual assault occurs when alcohol or drugs are used to compromise an individual's ability to consent to sexual activity. These substances make it easier for a perpetrator to commit sexual assault because they inhibit a person's ability to resist and can prevent them from remembering the assault. Drugs and alcohol can cause diminished capacity, a legal term that varies in definition from state to state.

You may have heard the term “date rape drugs” to refer to substances that can aid a perpetrator in committing sexual assault. Drug-facilitated sexual assault can happen to anyone, by anyone, whether the perpetrator is a date, a stranger, or someone you’ve known for a while.

How does a perpetrator use drugs and alcohol?

Drug-facilitated sexual assault occurs in two ways: when the perpetrator takes advantage of a victim’s voluntary use of drugs or alcohol or when the perpetrator intentionally forces a victim to consume drugs without their knowledge.

Some victims blame themselves for drinking too much at a party or putting themselves in a potentially dangerous situation. It’s important to remember that if a sexual assault occurs under these circumstances, it is still not your fault. The blame falls on the perpetrator who took advantage of you.

A perpetrator may intentionally drug a victim, resulting in a situation where it is easy to manipulate the circumstances and commit an assault. Perpetrators use a variety of substances to incapacitate a victim.

- Alcohol is the most commonly used substance in drug-facilitated sexual assault.
- Prescription drugs like sleep aids, anxiety medication, muscle relaxers, and tranquilizers may also be used by perpetrators.
- Street drugs, like GHB, rohypnol, ecstasy, and ketamine can be added to drinks without changing the color, flavor, or odor of the beverage.

How will I know if I’ve been drugged?

Depending on the substance, the initial effects of a drug can go unnoticed or become apparent very quickly. Being familiar with the warning signs can help alert you to the possibility of drugs in your system. If you notice any of the following warning signs in yourself or someone you know, reach out to someone you trust immediately. If you notice these symptoms in another person, you can take steps to keep that person safe.

- Nausea.
- Loss of bowel or bladder control.
- Difficulty breathing.
- Feeling drunk when you haven’t consumed any alcohol or very limited amounts.
- Sudden increase in dizziness, disorientation, or blurred vision.
- Sudden body temperature change that could be signaled by sweating or chattering teeth.
- Waking up with no memory, or missing large portions of memories.

RISK EDUCATON AND PERSONAL PROTECTION

It is important to under the Risks associated with certain behaviors as they related to Sexual Violence and Sexual Harassment both on and off campus. The following should be considered in guarding against potential incidences of Sexual Violence and Sexual Harassment:

- Be aware of your surroundings at all times. Do not venture into unknown or unsafe areas.
- Inform friends or family of your plans and make a point to check-in with them on a regular basis.
- Avoid consuming any amount of alcohol which would impair your faculties or judgment.
- Do not accept an open container of food or drink.
- If you feel uncomfortable or unsafe in any situation, do not be afraid to contact the School Manager or local law enforcement for help.
- Consider keeping a noise making device such as a whistle or horn with you at all times to alert others in case you are in distress.
- Contact local law enforcement or the women’s crisis center for additional information on steps you can take to guard against Sexual Violence or Sexual Harassment.

FORMS OF PROHIBITED HARASSMENT AND SEXUAL MISCONDUCT

A. Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of Students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow Student.

B. Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or School setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.

C. The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or Student may create for another employee or Student an intimidating, hostile, or offensive environment.

D. Any act of "quid pro quo" ("something for something") sexual harassment, where a Student, supervisor, instructor, or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No Student or employee should so much as imply that another Student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

E. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

F. Examples of conduct that is prohibited by this policy include, but are not limited to, the following:
    - Explicit or implicit demands for sexual favors in return for benefits or privileges.
    - Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
    - Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
    - Using Roadmaster Drivers School's facilities, time, or resources in relation to any form of entertainment which tends to present men or women as sexual objects.
    - Physical assaults of a sexual nature or coerced sexual contact.
    - Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
    - Unwelcome sexually suggestive looks or gestures.
    - Unwelcome pressure for sexual favors or dates.
    - Unwelcome teasing, jokes, remarks, innuendos, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or Student who overhears them.
    - Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.
    - Drug and Alcohol facilitated sexual misconduct whether consumed voluntarily or involuntarily by either the victim or the assailant.
    - This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of Students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow Student.

STUDENT RESPONSIBILITIES FOR REPORTING PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE

A. It is the duty and obligation of all Students to comply with this policy and to report conduct that they believe to be prohibited harassment. Sexual Violence can result in the transmission of disease and/or pregnancy. In additional to obtaining preventative treatment, it is important for the victims of sexual violence to report the incident immediately so that evidence of the assault can be collected and preserved. As such, any violations of this policy or instances of sexual violence must be reported immediately.

B. Any Student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

C. If the misconduct continues, or if the Student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:
   - Any Student who believes that he or she is being harassed should promptly report her/his concerns to:
   - The Office Administrator, and/or.
   - The School Manager.
   - Any Student may report any concerns or violations of this policy directly to the corporate headquarters of Roadmaster Drivers School by contacting (727)342-6420 and requesting to speak with the Compliance Director.
   - It is the responsibility of each Supervisor within his or her area of control to report Student complaints in writing to the School Manager immediately.
   - Roadmaster Drivers School will investigate all harassment complaints including talking with witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and as confidentially as possible, while still investigating thoroughly. School staff will notify the Corporate Office before beginning and investigation.
   - If the report of prohibited harassment is substantiated, Roadmaster Drivers School will take corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a Student violator, the action may include, but is not limited to, oral or written reprimand, suspension, or expulsion.
   - It is important to recognize that the victim of harassment or sexual misconduct is not at fault.

D. If Students have any questions regarding sexual harassment in the School/externship site or this policy, they should contact the Office Administrator or School Manager.

E. The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Roadmaster Drivers School will take appropriate measures to ensure that no such retaliation occurs.

F. Continued compliance with these policies will assure that the learning environment at Roadmaster Drivers School remains harassment free and that employees and Students treat each other with mutual respect.

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

In the event of an allegation of Sexual Violence, Assault or Harassment, the following rights shall be afforded to the parties involved during the course of the investigation:

- The accuser and accused shall have the same opportunity to have others present during questioning and investigation.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of options for changing academic and living situation.

CONCERNS AND CONTACTS

All Students are reminded that sexual misconduct can result in the transmittal of sexual diseases and perhaps pregnancy. Immediate attention from a medical facility is extremely important for cases of a sexual nature in particular. Roadmaster has a list of community services and agencies to assist individuals who may be the victims of sexual assault or sexual misconduct. Lists are available from the School Manager. Victims may always contact Rose Lynn Greene, Title IX Coordinator, (727)342-6420 ext. 5001238 for additional assistance.

FALSE CLAIMS

As harassment charges are taken with tremendous concern, any person who knowingly makes a false and fraudulent claim of harassment may be subject to disciplinary action up to and including expulsion from Roadmaster Drivers School.

Weekday Class #	Start	Expected Graduation by	Weekday Class #	Start	Expected Graduation by	School Holidays
1	1/3/2022	1/28/2022	27	7/4/2022	7/29/2022	
2	1/10/2022	2/4/2022	28	7/11/2022	8/5/2022	
3	1/17/2022	2/11/2022	29	7/18/2022	8/12/2022	New Year's Day 12/31/2021
4	1/24/2022	2/18/2022	30	7/25/2022	8/19/2022	
5	1/31/2022	2/25/2022	31	8/1/2022	8/26/2022	Memorial Day 5/30/2022
6	2/7/2022	3/4/2022	32	8/8/2022	9/2/2022	
7	2/14/2022	3/11/2022	33	8/15/2022	9/9/2022	Independence Day 7/4/2022
8	2/21/2022	3/18/2022	34	8/22/2022	9/16/2022	
9	2/28/2022	3/25/2022	35	8/29/2022	9/23/2022	Labor Day 9/5/2022
10	3/7/2022	4/1/2022	36	9/5/2022	9/30/2022	
11	3/14/2022	4/8/2022	37	9/12/2022	10/7/2022	Thanksgiving Day 11/24/2022
12	3/21/2022	4/15/2022	38	9/19/2022	10/14/2022	
13	3/28/2022	4/22/2022	39	9/26/2022	10/21/2022	Christmas Day 12/26/2022
14	4/4/2022	4/29/2022	40	10/3/2022	10/28/2022	
15	4/11/2022	5/6/2022	41	10/10/2022	11/4/2022	
16	4/18/2022	5/13/2022	42	10/17/2022	11/11/2022	
17	4/25/2022	5/20/2022	43	10/24/2022	11/18/2022	
18	5/2/2022	5/27/2022	44	10/31/2022	11/25/2022	
19	5/9/2022	6/3/2022	45	11/7/2022	12/2/2022	
20	5/16/2022	6/10/2022	46	11/14/2022	12/9/2022	
21	5/23/2022	6/17/2022	47	11/21/2022	12/16/2022	
22	5/30/2022	6/24/2022	48	11/28/2022	12/23/2022	
23	6/6/2022	7/1/2022	49	12/5/2022	12/30/2022	
24	6/13/2022	7/8/2022	50	12/12/2022	1/6/2023	
25	6/20/2022	7/15/2022	51	12/19/2022	1/13/2023	
26	6/27/2022	7/22/2022	52	12/26/2022	1/20/2023	

PLEASE NOTE:

- When holidays occur during training weeks, dates are extended to accommodate the holiday.
- Class schedules are subject to change without notice. Please speak with the School Manager if you have questions about your schedule.

Weekday Class #	Start	Expected Graduation by	Weekday Class #	Start	Expected Graduation by	School Holidays
1	1/2/2023	1/27/2023	27	7/3/2023	7/28/2023	
2	1/9/2023	2/3/2023	28	7/10/2023	8/4/2023	
3	1/16/2023	2/10/2023	29	7/17/2023	8/11/2023	New Year's Day 1/2/2023
4	1/23/2023	2/17/2023	30	7/24/2023	8/18/2023	
5	1/30/2023	2/24/2023	31	7/31/2023	8/25/2023	Memorial Day 5/29/2023
6	2/6/2023	3/3/2023	32	8/7/2023	9/1/2023	
7	2/13/2023	3/10/2023	33	8/14/2023	9/8/2023	Independence Day 7/4/2023
8	2/20/2023	3/17/2023	34	8/21/2023	9/15/2023	
9	2/27/2023	3/24/2023	35	8/28/2023	9/22/2023	Labor Day 9/4/2023
10	3/6/2023	3/31/2023	36	9/4/2023	9/29/2023	
11	3/13/2023	4/7/2023	37	9/11/2023	10/6/2023	Thanksgiving Day 11/23/2023
12	3/20/2023	4/14/2023	38	9/18/2023	10/13/2023	
13	3/27/2023	4/21/2023	39	9/25/2023	10/20/2023	Christmas Day 12/25/2023
14	4/3/2023	4/28/2023	40	10/2/2023	10/27/2023	
15	4/10/2023	5/5/2023	41	10/9/2023	11/3/2023	
16	4/17/2023	5/12/2023	42	10/16/2023	11/10/2023	
17	4/24/2023	5/19/2023	43	10/23/2023	11/17/2023	
18	5/1/2023	5/26/2023	44	10/30/2023	11/24/2023	
19	5/8/2023	6/2/2023	45	11/6/2023	12/1/2023	
20	5/15/2023	6/9/2023	46	11/13/2023	12/8/2023	
21	5/22/2023	6/16/2023	47	11/20/2023	12/15/2023	
22	5/29/2023	6/23/2023	48	11/27/2023	12/22/2023	
23	6/5/2023	6/30/2023	49	12/4/2023	12/29/2023	
24	6/12/2023	7/7/2023	50	12/11/2023	1/5/2024	
25	6/19/2023	7/14/2023	51	12/18/2023	1/12/2024	
26	6/26/2023	7/21/2023	52	12/25/2023	1/19/2024	

PLEASE NOTE:

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Roadmaster Truck School Programs

Jacksonville, Florida
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Orlando, Florida
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Tampa, Florida
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Columbus, Ohio
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

San Antonio, Texas
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Dallas, Texas
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Dunn, North Carolina
Commercial Truck Driver Training
200 Clock Hours
Full time Weekdays

Fontana, California
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Millington, Tennessee
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Bethlehem, Pennsylvania
Commercial truck driver training
180 Clock Hours
Full time Weekdays

Lithia Springs, Georgia
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Grandview, Missouri
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Phoenix, Arizona
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Savannah, Georgia
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Jackson, Mississippi:
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

St. Louis, Missouri:
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Conley, Georgia
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

Columbia, South Carolina
Commercial Truck Driver Training
200 Clock Hours
Full time Weekdays

Omaha, Nebraska
Commercial Truck Driver Training
180 Clock Hours
Full time Weekdays

COMMERCIAL TRUCK DRIVER TRAINING — 180 CLOCK HOURS

Description: The purpose of the program is to produce a safe, competent truck driver. Upon successful completion of this program, Graduates will be eligible for employment as entry-level, and will require additional supervised driving hours before being able to safely operate tractor-trailers as solo drivers. The specific objectives of the truck driving program are listed below.

Objectives: Upon completion of the training, the student should be able to:

1. Demonstrate knowledge of tractor-trailer operations
2. Describe Department of Transportation Rules and Regulations
3. Perform range and close quarter maneuvering
4. Perform day and night driving operations
5. Detect and identify preventive maintenance problems on tractor-trailer units
6. Interpret all safety regulations of tractor-trailer units
7. Describe cargo liability and security regulations

Job Opportunities:

- Entry-level professional truck driver.
- Inter/Intra-state driving.
- Occupations within the trucking industry.

COURSE CODE	SUBJECT	LOCATION	HOURS
CTD 101	General Knowledge	Classroom	40
CTD 102	Hours of Service & Trip Planning	Classroom	5
CTD 103	Pre-Trip Inspections	Pad & Road	45
CTD 104	Backing & Skills	Pad & Road	65
CTD 105	Road Driving	Pad & Road	25
	TOTAL HOURS		180

CTD 105 Road Driving is an accumulation of on-off road and observation.

NOTE: All courses that involve pad and/or road driving require a combination of observation as well as behind the wheel time

Students without a CDL Permit will not be able to complete coursework at Roadmaster Drivers School.

CDL EXAMINATION INFORMATION

Students who take the CDL Examination with a commercial motor vehicle equipped with an Automatic Transmission will have a restriction placed on their commercial driver's license and will not be licensed to operate a commercial motor vehicle equipment with a Manual Transmission without retaking the full CDL Examination.

DESCRIPTIONS

CTD 101 General Knowledge: The General Knowledge training takes place mostly within the classroom. Topics covered include, but may not be limited to the following:

- Introduction to Trucking / Orientation
- Pre- and Post-Trip Inspections
- Backing and Docking
- Visual Search
- Speed Management
- Extreme Driving Conditions
- Skid Control / Recovery, Jackknifing and Other Emergencies
- Identification and Diagnosis of Malfunctions
- Non-Driving Activities
- Fatigue and Wellness Awareness
- Whistleblower / Coercion
- Anti-Human Trafficking
- Basic Operation
- Basic Control
- Coupling and Uncoupling
- Communication
- Space Management
- Advanced Operating Practices
- Railroad — Highway Grade Crossings
- Roadside Inspections
- Handling and Documenting Cargo
- Post-Crash Procedures
- Drug / Alcohol
- Control Systems / Dashboard
- Shifting / Operating Transmissions
- Safe Operating Procedures
- Distracted Driving
- Night Operation
- Hazard Perception
- Vehicle Systems and Reporting Malfunctions
- Maintenance
- Environmental Compliance Issues
- External Communications
- Medical Requirements

CTD 102 Hours of Service and Trip Planning: This section covers FMCSA guidelines surrounding hours of service as well as effective trip planning. Student should be able to understand the consequences for failure to comply with FMCSR hours of service, correctly interpret hours of service categories per CSA, and apply recap totals to the hours of service FMCSR regulation.

CTD 103 Pre-Trip Inspections: This course involves both practical experience and observation. Students are putting into practice the processes they have learned in the classroom. Upon completion, students should be able to identify, inspect, and evaluate key systems such as: Instruments and Controls, Engine, Drive Train / Axel Assemblies, Chassis and Suspension, Steering, Braking System, Tire and Wheel Assemblies, Exterior Clearance Lighting, Exterior Brake and Signal Lighting, Emergency Equipment, and Cargo Securing Devices and preform pre-trip and post-trip inspections as specified in FMCSR 392.7 and 396.11. Students should also be able to identify sections in both State and Federal regulations specific to inspections and identify Out-Of-Service Requirements for both the unit and the individual. FMCSR 396.9(c)(2) and 395.13.

CTD 104 Backing & Skills: This course involves both practical experience and observation in backing maneuvers including docking and parking beginning on the pad and progressing to the road with other drivers. Training includes height identification for clearance, proper spacing, proper speed for close quarters, & proper lane positioning. Students perform backing maneuvers including, coupling and uncoupling, straight-line backing, alley dock backing (45/90), off-set backing and parallel park right and left; use "GET OUT AND LOOK" (GOAL) technique while performing maneuvers; execute safe backing procedures & proper use of mirrors when backing; stop the back of the trailer within minimum required distance of the dock or markers; perform tasks without damaging, knocking over, or otherwise encroaching on cones or markers.

CTD 105 Road Driving: This course involves both practical behind the wheel experience and observation. Road Driving is the culmination of everything the Students learned while in the classroom applied to real life situations. Students will begin with practice on the pad and will progress to the road with other drivers. Upon completion, students should be able to proficiently perform a variety of maneuvers and tasks required for safe commercial vehicle driving including but not limited to the following: Use of vehicle controls including left turns, right turns, lane changes, curves at highway speed, entry/exit on interstate or controlled access highways, proper stopping/quick stopping, use of mirrors and signals, shifting/transmission use, communications and signaling, visual search, speed/space management, safe driver behavior, and hours of service requirements. The student should also be able to demonstrate their knowledge/ability through discussions involving hazard perception, railroad crossings, night operations, extreme driving conditions and skid control/recovery, jackknifing and other emergencies.

Course Numbering System: Roadmaster uses an independent course numbering system to indicate all courses within the Commercial Driver Training Program. As with most driver training programs, theory and skills courses are taught simultaneously. All other courses must be completed prior to a Student taking the final skills evaluation.

ROADMASTER
DRIVERS SCHOOL