

**S&P CDL TRAINING**

**STUDENT  
HANDBOOK**

**APRIL 2023**



**CDL TRAINING**

*130 Rattlesnake Ave  
Mountain Home, ID 83647*

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## **S&P CDL TRAINING BRIEF OVERVIEW**

### **SCOPE**

The objective of this program is to educate and train new drivers, giving them the knowledge as well as hands on training to meet the new Federal Motor Carrier Safety Administration (FMCSA) requirements, ensuring a minimum standard which applies to all new drivers as of Feb. 7th, 2022, thereby reducing or mitigating motor vehicle accidents and injuries associated with those accidents, by following the rules and regulations, learning safe habits and procedures and applying them both in the class room and real life experiences.

Compliance with this program is mandatory for all student trainees, no exceptions. Violations of this program will result in disciplinary action, up to and including suspension or expulsion. Any deviation from this program must be immediately brought to the attention of the Instructor or Program Administrator.

### **POLICIES**

**Management:** S&P CDL Training is responsible for ensuring the implementation of education by the instructor are being followed and providing the resources and tools necessary for the instructor to teach the Student/Trainee.

#### **Instructor Responsibilities:**

- Providing student/trainees with policies and procedures.
- Providing student/trainee with ELDT (Entry Level Driver Training) Theory workbook and/or online instruction.
- Evaluations and testing, ensuring student/trainees understanding of course materials presented.
- BTW (Behind the wheel) range training
- BTW (Behind the wheel) Public Road Training
- Preparing and evaluating Student/Trainees for State skills test
- Record management for all completed courses by student/trainees
- Conducting the course in a professional manner, taking in to account the capacity and ability of each student/trainee to learn
- Discipline, in cases of disregard for safety, harassment, or coming to class unprepared.

#### **Student/Trainee Responsibilities:**

- Being on time and prepared for class
- Practicing safe habits and a desire to learn
- Bringing outside weather gear, (i.e. coats, hats, jackets, and gloves etc.)
- Being alert, well rested, exhibiting attention to detail, with good communication skills while being respectful of others
- Meet all medical qualifications for a Commercial Motor Vehicle Driver
- The ability to Pass a drug/alcohol test (paid for by student)
- All food, lodging, and transportation to and from the school shall be the responsibility of the student

### **MINIMUM ENTRY-LEVEL REQUIREMENTS FOR TRUCK DRIVING SCHOOL**

- You are 18 years old to drive intrastate, 21 Years old to drive Interstate.
- You can speak, read and write English well enough to do your job.
- You are safety oriented.
- You can pass the D.O.T. physical examination.
- You have an up-to-date Driver's License.
- You have a good driving record.
- You are a resident of the state of Idaho.

**S&P CDL TRAINING, LLC**  
130 Rattlesnake Ave  
Mountain Home, ID 83647  
(208) 861-8914  
EMAIL: [spcdltraining@hotmail.com](mailto:spcdltraining@hotmail.com)  
[www.spcdltraining.com](http://www.spcdltraining.com)

The term “the School” is used throughout this catalog. The term refers to and represents S&P CDL Training, LLC.

### **RECOGNITION**

S&P CDL Training LLC. is registered with the Idaho State Board of Education, the Idaho Department of Motor Vehicles, and the FMCSA Training Provider Registry (TPR).

Additional information regarding this institution may be obtained by contacting either:

Idaho State Board of Education  
PO Box 83720  
Boise, Idaho 83702  
(208) 332-1587

Federal Motor Carrier Safety Administration  
Training Provider Registry  
<https://tpr.fmcsa.dot.gov>  
(800) 832-5660

### **BRIEF HISTORY OF S&P CDL TRAINING**

S&P CDL Training LLC is a privately owned company established in 2022. It is a proprietary vocational educational school designed to serve individuals desiring skill training necessary to obtain a Class A Commercial Drivers License (CDL) as set forth by the FMCSA. From the administrative staff to qualified instructors, S&P is appropriately qualified, according to the FMCSA, to ensure courses are of high quality and the rights of the students are protected.

### **EQUAL OPPORTUNITY**

S&P CDL Training LLC, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, color, religion, national origin, sex, age, ancestry, or physical handicap. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws.

### **STUDENT RECORDS**

All student’s general and academic records are maintained electronically by our Multi-User Computer System located at the Administration Office. This system maintains information, pertinent individual financial records, and personal data for instantaneous retrieval. All pertinent records are available for individual review upon request. As a training provider listed on the TPR, S&P CDL Training is required to retain a student’s records for a minimum of three years from the date each required record is generated or received.

**STUDENT ACKNOWLEDGEMENT STATEMENT**

I hereby acknowledge that I have received the April 2023 S&P CDL Training’s Course Catalog, Policies & Procedures prior to signing the Enrollment Agreement.

I understand it is my responsibility to read carefully all the information contained within the School catalog.

I understand that S&P CDL Training is registered with the Idaho State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by S&P CDL Training, and that these courses may not be accepted for transfer into any Idaho public postsecondary institution.

**Student Signature to this understanding is required in the enrollment folder.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
S&P Admissions Representative Signature

\_\_\_\_\_  
Date

## **OUR MISSION**

S&P CDL TRAINING is dedicated to helping future truck drivers obtain their Class A CDL by preparing them for the CDL skill test. Objectives:

- Offer courses with technical, skill-based and career-oriented curricula
- Provide knowledgeable and experienced teaching faculty
- Provide classrooms with appropriate technical equipment
- Provide quality tractor-trailers that comply with Federal and State safety requirements

## **VISION STATEMENT**

S&P CDL Training aspires to be a premium vocational institution which serves at a level of national quality by maintaining our role within the trucking industry. S&P CDL Training strives to excel and exceed the industry standard for vocational training which will allow our graduates to achieve the maximum outcome: gainful employment.

## **CORE VALUES**

- Begin and end with the student in mind.
- Maintain a high level of integrity and ethical values.
- Be accountable for our actions and deliver the right result the first time.
- Maintain diversity and cultural sensitivity towards all people.
- Practice mutual respect and civility
- Be a good neighbor and provide a positive contribution to our community.

## **OUR STUDENTS**

We are committed to our students by providing strong curricula emphasizing practical, usable skills blended. This is accomplished in a caring environment with personal attention and close faculty-student interaction. We offer education opportunity, with an “open door” admission component, to a diverse array of students, including high school graduates, Vocational Rehabilitation students, military personnel, national and international students, as well as non-traditionally prepared students. We currently have a 100% completion rate.

## **OUR PROGRAMS**

We are entirely committed to giving our students the highest quality education possible to obtain entry-level employment skills in the truck driving industry with quality, entry-level individuals who can satisfactorily pass their Class A CDL skills test, complete their fleet job and contribute to their community.

## **OUR EMPLOYEES**

We are committed to high standards of performance and pride in accomplishment, with the understanding that the strength of our organization is our people. We embrace the concepts of equal opportunity, affirmative action, and cultural diversity. We encourage teamwork, professional growth, acceptance of responsibility, and recognition for achievement.

## **OUR COMMUNITIES**

We are committed to being good neighbors and giving our community something they can be proud of in a company. Through our training program we strive to give our community professional, responsible, and safe Semi Tractor-Trailer Drivers and contribute to its development.

## **OUR STATE**

We are committed to contributing to the economic vitality of our state by providing a well-trained and educated work force.

## **MESSAGE FROM THE DIRECTOR**

Let us first start by stating that our programs are both challenging and rewarding to complete. All our programs have been specifically designed with you and the public's safety in mind. Our programs emphasize hands-on learning as the primary vehicle to build your skills as a Professional Tractor-Trailer Driver. Make no mistake that proficiency, competence, and proper driver safety can only be attained with generous preparation time. Our very effective training system provides our students with efficient training hours while limiting the actual physical attendance at the school to only 4 weeks, 100 hours.

You will be driving actual tractor-trailers in a matter of a few days. The classroom hours are very efficiently determined by need. Remember, your time here is limited and important; "behind-the-wheel" training time should not be taken up studying a lot of "filler" classroom subjects. The S&P CDL Training program is ideally designed for the busy, on-the-go student of the new millennium.

We are in constant contact with trucking industry personnel who advise and help us maximize the training content and quality thus providing our graduates an opportunity for success.

This program is registered with the Idaho State Board of Education. In addition, S&P CDL Training is approved by other appropriate agencies to offer Professional Tractor-Trailer Training. S&P CDL Training program is approved for the Idaho's Workforce Innovation and Opportunity Act and the Idaho Division of Vocational Rehabilitation.

What all this means to you is: VALUE AND EMPLOYER RECOGNITION. We offer up to date, no-nonsense programs with a very competitive tuition. Your hard-earned dollars deserve the highest quality and quantity of professional training preparation that is possible. Compare our training fleet and unsparing training hours with our budget conscious tuition prices. I'm sure you will see the value in the training we offer you. So, welcome to S&P CDL Training, future graduate. We look forward to working with you and helping you achieve your career goals.

**Sam Adams**  
**Director**



## ADMISSION REQUIREMENTS AND PROCEDURES

- You are 21 years old.
- You can speak, read, and write English well enough to do your job.
- You can pass an employment physical examination.
- Student acknowledges substance abuse urinalysis testing will be required for the first day of resident training.

## ENROLLMENT DATES

S&P CDL Training enrollment is open, and the student may attend a future class date after acceptance. The applicant may apply for enrollment at the office of S&P Trucking CDL Training online, by phone or in person.

## ENTRANCE REQUIREMENTS

While it is preferred that applicants have a high school education, application may be accepted from persons who have at least an eighth-grade education. Applicants for the training program must be 21 or older to enroll. The FMCSA sets the minimum age for drivers in interstate commerce at 21 years old. S&P CDL Training does not discriminate based on sex, race, ethnic origin, age or religion. All enrollment applicants will receive a completed copy of their enrollment agreement.

Applicants for this training program must possess a valid Idaho motor vehicle operator's license that you have held within the last year and have an acceptable driving record (See A, B, C, and D below). All students must obtain a Commercial License Permit during the first week of training. Students are advised that the cost of the written exam, or any other fees are to be incurred and paid by the student and are not covered by the tuition paid to the School. The student understands that they must be an "Idaho Resident" in order to apply for an Idaho CDL Class A License.

Entrance requirements are a constantly evolving process which in part; is connected with the supply and demand of new driver availability and regulatory processes. Disqualifying factors are varied but we have listed some personal record history items that would most likely create difficulty being hired by a company that employs CDL classified drivers. **PLEASE UNDERSTAND THE VARIOUS SCENARIOS LISTED BELOW, ARE NOT ALL INCLUSIVE. EACH EMPLOYING COMPANY VARIES CONCERNING THE LISTED VIOLATIONS BELOW. THE SCHOOL ADVISES IF YOUR BACKGROUND DOES INCLUDE ANY OF THE BELOW LISTED VIOLATIONS, YOU MOST LIKELY WILL HAVE MORE DIFFICULTY OBTAINING EMPLOYMENT.** Here are some samples:

- A. If a prospective student has had in a lifetime more than one felony conviction, they must be at least 7 years old; misdemeanors should be at least 5 years old.
- B. If the prospective student has had a felony conviction of any of the following: Violent crime involving weapons, sex crime, grand theft or drug convictions must be at least 10 years old.
- C. If a prospective student has been incarcerated at any time as a result of a felony conviction and cannot demonstrate acceptable work history since the date of discharge. Or the discharge date is less than 5 years from the date the prospective student makes application to S&P CDL Training.
- D. If the prospective student has been convicted of misdemeanor(s) within the past 5 years which includes any of the following: battery, drugs, theft, sex crime, will be evaluated on a case-by-case basis.
- E. If the prospective student has been convicted of DUI (Driving under the influence) of alcohol or drugs and/or cited for open container violation must be at least 5 years old and/or if the prospective student has more than one DUI in a lifetime.
- F. If the prospective student has in the past 3 years had more than three moving violations which indicates reckless conduct. Two or more "at fault" accidents are usually not acceptable.
- G. If the prospective student has in the past 5 years been convicted of "Careless" or "Improper Driving" with an accident and/or been convicted of "Reckless Driving", "Speed Exhibition" or "Drag Racing".

- H. If the prospective student has had more than one speeding violation in excess of 15+ miles over the limit within the past 5 years.
- I. If the prospective student has been convicted of being a “habitual offender” and had their license suspended as a result thereof within the past 5 years.
- J. If the prospective student is unable to pass the Federal Motor Carriers “D.O.T. Physical”.

### **ENTRANCE REQUIREMENT EXCEPTION**

The School recognizes that some applicants may not meet all of the general entrance requirements listed above, (A through J), but still may be able to secure gainful employment. In addition, the School understands some applicants may be taking training for their own personal enrichment or basis for an independent small business. The above requirements serve to notify applicants that most companies who hire new CDL holders cannot and will not hire recent ex-offenders, alcohol/substance abusers, and applicants with certain physical limitations as defined by Federal D.O.T. Physical requirements or applicants with poor driving records. Therefore, providing the applicant can meet all requirements to obtain a CDL license, the applicant understands and signs a **“Job Placement Assistance Waiver Release” form** before admittance to the School can be considered.

### **INFORMATION DISCLOSURE STATEMENT**

In order for S&P CDL Training, to properly serve your best interests, it is important that the School have knowledge to the fullest extent of your driving and/or possible criminal history. The student must understand that S&P uses this information to aid in the decision to determine your ability to benefit from our CDL training program.

All companies that employ Class A CDL Drivers, various State agencies and the Federal Department of Transportation (DOT) have strict guidelines and high safety standards which govern the qualifications necessary to obtain a Class A CDL. Anyone that does not meet these standards will not qualify for a Class A CDL and therefore will not have the ability to benefit from this course.

Understand that this statement is not all inclusive and if at a later date additional information regarding a student’s or potential student’s driving record and/or criminal history is discovered the student may be expelled or forced to withdraw from the program.

If you have any additional information regarding your driving and/or criminal history that has not been disclosed, please write a detailed explanation and submit the information with your enrollment application.

### **STUDENT ENROLLMENT PROCEDURE**

1. Contact the office of S&P CDL Training to inform them you are interested in enrolling in the School.
2. Fill out a Qualifying Form.
3. Complete an Interview with an Enrollment Representative
4. Prior to signing an Enrollment Agreement, applicants must first acknowledge receipt and understanding of the School Catalog, Policies & Procedures.
5. Student acknowledges substance abuse urinalysis testing will be required the first day of resident training.

### **PREVIOUS CREDIT/TRANSFER OF CREDIT**

The School will not grant credit for previous training, when such previous training has been from another school. However, if the Student has had some prior or incomplete training from another school, applicant students assume the burden of requesting their former institution to send to the School authenticated transcripts of training completed at an appropriately licensed institution. The transcripts reflecting previous training completed must be directly related to Tractor-Trailer driving. The relevance of the training will be at the discretion of the School. In every case, each graduate

earning a certificate must successfully complete the curriculum, directly with S&P CDL Training, NO EXCEPTIONS.

## **MINIMUM ENTRY-LEVEL TRUCKING INDUSTRY STANDARDS FOR DRIVER REQUIREMENTS**

You Are 18 to drive intrastate. You are 21 years old to drive interstate. You can speak, read and write English well enough to do your job. You can drive a truck safely. You can pass the D.O.T. physical examination. You have an up-to-date driver's license that you have held within the last year. You have passed a D.O.T. written examination on the driver's regulations. You have filled out a detailed job application form. You have a good driving record.

The United States Department of Transportation, effective December 1, 1989, requires you to pass a Pre-Employment Drug Testing, drug testing following accidents, periodic random testing and annual physicals and testing when a Carrier has reasonable cause to suspect the driver is using or in possession of illegal drugs or substances in the workplace.

## **PROGRAM OBJECTIVES**

The S&P CDL Training, program objectives provide the preparation to reasonably diligent students to meet entry-level trucking industry standards via a traditional resident training attendance format curriculum. Our students will receive training by classroom and hands-on training in operation of combination tractor-trailer for entry-level positions within the trucking industry both interstate and intrastate.

1. Students will be able to successfully demonstrate the ability to operate a Class A Tractor-Trailer during basic control skills tests as prescribed by the State of Idaho, Department of Transportation and Division of Motor Vehicles Drivers Licenses as required and amended in the Commercial Motor Carrier Safety Act of 1986.
2. S&P CDL Training will provide students training criteria and standards that are in full compliance with the requirements of the Commercial Motor Vehicle Safety Act of 1986.
3. Students will be able to demonstrate the ability to perform a pre-trip inspection on a Class A Tractor Trailer according to the State of Idaho, Department of Transportation and Division of Motor Vehicles, Drivers Licenses as required and amended in the Motor Carrier Safety Act of 1986.
4. Students completing the program will be knowledgeable of the Rules and Regulations of the Department of Transportation and other federal and state regulatory agencies as applicable to the operation of tractor-trailers on state and inter-state highways.
5. Under supervision from instructors, students will demonstrate the proper methods of starting, operating and shutdown procedures under typical conditions.
6. Students should be able to recognize and articulate the foundational assumptions, central ideas, and the basic information necessary to properly drive Diesel Semi Tractor-Trailers.
7. Students will perform the coupling and uncoupling of units, and parking and securing the vehicle under normal conditions.
8. Students will demonstrate proper road skills to drive a tractor-trailer safely and effectively under a wide variety of traffic, load, road, weather, (practical and by the use of films) and geographic conditions.
9. Graduates will obtain the knowledge and be able to intelligently converse with both industry and enforcement personnel with regard to Department of Transportation safety rules and regulations as stated in the code of Federal Regulations title 49 Parts 383 to 397.
10. Students completing the program will demonstrate common sense and working knowledge of safety procedures as defined by the Occupational Safety and Health Act as applicable to the operation of tractor-trailers on state and inter-state highways.
11. Students completing the program will possess the knowledge to successfully pass the State of Idaho D.O.T. written examination as well as the State of Idaho D.O.T. equipment road test required for employment as a driver in the Trucking Industry.

## **SCHOOL POLICY**

1. The student authorizes S&P CDL Training, its agents, employees, licensees, and successors in interest, the use of any and all photographs taken of him/her, and any reproduction of them in any form in any media whatsoever and in any derivative work based thereon throughout the world, and to use them to publicize, promote and advertise, including but not limited to use for point-of-sale advertising.
2. If a student is unable to pass a D.O.T. (Department of Transportation) physical examination and is ineligible to drive under the provisions set forth by the U. S. Department of Transportation, all tuition paid by the student will be refunded. The student must send to the school a copy of proof of physical failure from a licensed Medical Examiner. This physical failure notice must be received by the School within thirty (30) days from the date of enrollment or else the school will consider the physical has been passed and no refunds will be made.
3. If the school is unable to continue CDL training at the School for reasons beyond its control such as, but not limited to, extreme weather conditions, fire, flood, etc., then the School reserves the right to suspend training at the Training Site(s) affected for a period not to exceed 120 days. If any student is affected by this clause, the student may return to the School and take the complete Training at no additional tuition charge.
4. The vast majority of students enrolled in this CDL training should successfully graduate after completing the Training. However, the school may find it necessary to give additional training time to the student. Therefore, every student agrees to take additional CDL training, up to 10 additional hours, if the school finds it necessary. There will be no additional tuition for this training, and the student will be assigned to a future CDL Training makeup class. The date will be selected by the School. The 10-hour additional training must be completed no later than sixty (60) days from the last attended class date.
5. The School's resources are always available to past graduates for "Refresher" sessions of training. These services are scheduled through the Training Instructor and will be scheduled at the discretion and availability by the Instructor. Refresher training will only be provided to graduates of the actual program they graduated. The School will provide refresher training on a "by the day" basis. The School's charges to the graduate will be on an actual cost basis. Refresher training costs do fluctuate based on a number of economic factors. Contact the Training Director, with your specific needs, for a current quote. Active military, that trained and graduated during their military service, may require refresher training upon military separation. If needed, military graduates will be afforded ample refresher training, at no additional charge, provided refresher training is completed no later than 60 days after their military separation date.
6. Rules, regulations and policies of the school regarding attendance and conduct during Training shall be given to the student upon arrival for CDL Training. Failure to abide with the foregoing rules, regulations and policies may mean dismissal and resultant loss of training.
7. The student at completion of CDL Training must meet all requirements and be able to satisfactorily demonstrate all equipment and academic skills set forth in the U. S. Department of Transportation Federal Motor Carrier Safety Regulations Pocketbook to obtain a Certificate of Road Test and Certification of Written Examination, Graduation Certificate, and the Idaho CDL Manual for Truck Drivers.
8. Students understand the School obtains driving records, personal background, criminal history (if any) and credit reports on most all students. These records may also be investigated by potential employers.
9. The school will make a prompt refund, if any refund is due, within thirty (30) days of cancellation. A full refund will be made promptly if the student is not accepted by the school.
10. Student's signature on the enrollment contract acknowledges training has begun when notified of acceptance by the school.
11. The student agrees to attend training for any necessary hours during any 24-hour period.
12. The student must successfully complete the CDL Training phase in order to graduate and receive the Certificate of Completion and be eligible for the CDL third-party skills test. Students are advised that the cost of the written exam, skills test or any other fees are to be incurred and paid by the student and are not covered by the tuition paid to the School.
13. It is the policy of the school to assign work-study projects to be completed by the student during the evening hours while attending CDL Training.

14. ALL TRAVEL EXPENSES AND ARRANGEMENTS (TO AND FROM THE SCHOOL) SHALL BE PAID BY THE STUDENT. Costs for food, lodging, pre-employment mandatory substance abuse testing, physical examination and personal necessities while at training shall be paid by the student. It is the student's responsibility to make their own selection and reservations for their lodging. The School sets no restrictions on where the student secures food and lodging.
15. Students must have held a valid Operator's License within the last year to be eligible to report for training. All students must possess a Class A CDL Instructional Permit to be allowed to train on public streets and highways.
16. The student hereby authorizes the School to provide potential employers and authorized governmental authorities 'access to the student's records upon request. Unless otherwise directed by the Home Office in writing, all correspondence, inquiries, payments and other matters relating to this program made by the student shall be directed to:

S&P CDL Training  
130 Rattlesnake Ave  
Mountain Home, ID 83647

### **STUDENT STANDARDS OF SATISFACTORY PROGRESS, GRADING AND TERMINATION**

In order for a student to be making satisfactory progress in their course of study leading to graduation and a certificate, each student is required to maintain satisfactory to excellent progress while attending the required classes to ensure satisfactory completion of the entire course. Each student's progress and attendance will be measured at the end of each one-week increment. Normal completion time for the S&P CDL program is 4 weeks.

### **ACADEMIC WARNING or TERMINATION**

A minimum overall grade point average of 80% on written examinations, daily graded examinations and a PASS status on all skill tests on equipment is required for graduation. Any student who fails to meet the minimum required cumulative grade point average at the end of each week will be deemed not to be making satisfactory progress.

### **ATTENDANCE POLICY**

- Each student is required to attend every scheduled class.
- The student's cumulative absences for the entire course **cannot exceed 3 days.**
- A student may be deemed not making satisfactory progress if absence exceeds 3-days; student will be terminated from that class.

The only excused absences from training will be for illness, injury or death in the immediate family. Legitimate excuses will be considered on a case-by-case basis and approved by the Training Instructor. All other reasons for absenteeism will be unexcused. THE TOTAL NUMBER OF ANY TYPE OF ABSENCE, EXCUSED OR UNEXCUSED, IS THREE (3) DAYS FOR THE DURATION OF THE COURSE; ANY FURTHER ABSENCE MAY RESULT IN TERMINATION. Time and instruction lost due to an absence may be made up at a later date at the discretion of the Training Instructor. Makeup work must be acceptable to complete the training program.

If the student is **tardy from classes three times** during training, unless the tardiness was due to conditions beyond the student's control, the student will be informed that if the student is tardy once more, the student may be sent home and a later class will need to be scheduled. IF A STUDENT IS RESCHEDULED DUE TO TARDINESS, ANY FURTHER TARDINESS MAY RESULT IN TERMINATION. **Note:** Rescheduling for any reason depends upon availability of class space. Class cutting will be treated the same as tardiness.

### **APPEAL PROCEDURES/READMISSION POLICY**

If there are mitigating circumstances which prevents a student from maintaining satisfactory progress, a student may appeal termination based on these circumstances. The appeal must be made in writing and sent to the Instructor of Training. This appeal letter must explain fully the circumstances behind a student's failure to maintain satisfactory progress and what the student

plans to do to overcome these circumstances and to maintain satisfactory progress for the duration of the course. If an appeal is approved, the student will be notified of the satisfactory progress conditions they must meet for the remainder of the course. If a student subsequently fails to meet the School's conditions of the appeal, the student's enrollment will be terminated. Students may be re-admitted to school under this policy, if approved.

### **MAXIMUM TIME FOR COMPLETION**

In the event the student must change their scheduled training date, the student may reschedule for the next available date, providing the reason to discontinue or absence is excused. The school reserves the option to assign a different class date based on class size.

### **WITHDRAWALS**

A student may be allowed to withdraw and re-enroll in the program once, but the program must be completed within the maximum SATISFACTORY time allowed excluding the time the student is withdrawn.

### **GRADING POLICIES**

The S&P CDL Training Program is a PASS or FAIL grading system. This grading method fits a primarily physical skills training program better than the traditional letter or number grade system. We want our students to attain skilled entry level operational skills more than we want them competing with each other to receive an A or B etc. During training Instructors will measure and grade daily progress of the student by observing daily operational skills and evaluating homework assignments, quizzes and examinations. If the student is lacking in daily satisfactory progress in the instructor's view then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to improve via remedial training.

The PASS or FAIL grading system mirrors our core training belief, operating huge equipment is either done in a safe and professional manner or it is not. This system allows the graduate's employment search to be based on their own personal skill levels obtained versus becoming a victim of employment grade competition.

### **WITHDRAWAL GRADE POLICY**

A grade of "W" is issued to students who withdraw after the start of a course and completion of some training days. Refer to the Refund Policy regarding tuition and fees.

### **INCOMPLETE GRADE POLICY**

Students who are satisfactorily passing their courses but are unable to complete all coursework by the end of the course may petition their instructors to be given grades of Incomplete ("I"). Students will then have 45 days from the end of the course to complete all outstanding work. After 60 days from the end of the course, the grade of "I" will be updated to reflect the appropriate letter grade based on work completed or not completed.

### **SPECIAL GRADING CIRCUMSTANCES**

1. Make-up work and in-completes: time and instruction lost due to an absence may be made up at a later date at the discretion of the Training Instructor. All makeup work must be satisfactorily completed prior to graduation.
2. Remedial Training: any student, as a result of daily evaluations or failure to maintain a minimum grade point average of 80% on quizzes, written exams, or lacks skills to perform at a "passing" skill-level on equipment exercises may be afforded additional training time to help bring up any area of deficiency to satisfactory standards.
3. Withdrawals: any student who discontinues training for any reason other than an approved leave of absence will be considered withdrawn as of the last day of actual attendance. Satisfactory progress up to the withdrawal date will be considered in any appeal for reinstatement after withdrawal. A student's enrollment will be permanently terminated after a second withdrawal.

## **TUITION CHARGE FOR THE CDL COURSE**

S&P CDL Training

In Person Theory with BTW Training Tuition: \$4500.00

Online Theory with BTW Training Tuition: \$3600.00

Methods of payment - cash, personal check, money order, Visa, Master Card, Discover, American Express.

## **REGISTRATION AND ADMINISTRATIVE FEE**

If the student decides to withdraw within a 48 hour period, the deposit is fully refundable minus associated processing fees. After 48 hours from the moment of registration, the deposit is non-refundable.

## **TRAINING EQUIPMENT AND FACULTY**

S&P CDL Training provides and maintains quality tractor-trailers to our students during their training experience. All vehicles used in the Behind-the-Wheel training comply with applicable Federal and State safety requirements and are in the same group and type S&P's students can expect to operate for their CDL skills test.

Students taking S&P's CDL Training Program will train in various locations, from a small classroom to Behind the Wheel training on a controlled driving range and public roadways. We are confident that our training, through following the standards set forth by the FMCSA and the State of Idaho, will produce prepared and ready Class A CDL drivers for the present and future.

S&P's Theory Instructors provide knowledge instruction on the operation of a Commercial Motor Vehicle using FMCSA approved curricula in a classroom setting. Behind-the-Wheel Instructors provide training involving the actual operation of a CMV by an entry-level driver on a range as well as public roadways. Both Theory and BTW Instructors meet the qualifications as set forth by the FMCSA, holding a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV requiring a CDL of the same or higher class and/or the same endorsement and meets all applicable State qualification requirements for CMV instructors.

## **COURSE OUTLINE CURRICULUM HOURS - 4 WEEKS (100 HOURS)**

Training is completed at a public training ground. It consists of classroom, truck lab, driving range and Behind the Wheel Public Road instruction with school equipment.

The student is taught driver techniques, defensive driving, Department of Transportation regulations, log-book procedures and other related subjects. The student also participates in practice driving on a specially prepared driving range on public training grounds and operates tractors with trailers on local area highways and city streets over selected routes.

1. Students will train in groups of 4 students maximum per instructor for tractor-trailer maneuver work.
2. The School utilizes most manufacturers of truck-tractors, engines and most common transmissions.
3. The in-truck student to instructor ratio is 1:1 (Road Driving)
4. Students will receive instruction on Conventional Tractors with Belt Trailers.
5. Students understand there will be daily homework assignments and classroom study during Resident Training. The student agrees to train any day of the week within any 24-hour period.
6. The School cannot guarantee that the student will receive training on any one particular type of vehicle.

## CLASSROOM SUBJECTS/LESSON DESCRIPTIONS

PROGRAM BREAKDOWN BY COURSE					
Course Title: In Person Theory with Behind the Wheel (BTW) Training					
Lesson	CLASSROOM SUBJECT DESCRIPTIONS	Class Hrs	Lab Hrs	Total Hrs	Day
	Orientation				1
RTL-1	BASIC OPERATION				
	ELDT Theory Chapters 1-3 (Vehicle Controls)	2		2	1
	ELDT Theory Chapters 4-7 (Vehicle Inspection, Shifting/Transmissions, Backing, Parking, Coupling/Uncoupling)	2		2	2
RTL-2	SAFE OPERATIONS				
	ELDT Theory Chapters 8-10 (Visual Search, Communications/Signaling, Safe Driver Behavior)	2		2	3
	ELDT Theory Chapters 11-14 (Speed & Space Management, Night Operation, Extreme Driving Conditions)	2		2	4
RTL-3	ADVANCED OPERATING PRACTICES				
	ELDT Theory Chapters 15-17 (Hazard Perception, Railroad-Highway Grade Crossing, Skid Control/Recovery, Jackknifing, and Other Emergencies)	4		4	5
RTL-4	VEHICLE SYSTEMS AND REPORTING MALFUNCTIONS				
	ELDT Theory Chapters 18-20 (Malfunction Identification/Diagnosis, Roadside Inspections, Maintenance)	4		4	6
RTL-5	NON-DRIVING ACTIVITIES				
	ELDT Theory Chapters 21-25 (Handling/Documenting Cargo, Environmental Compliance, Hours of Service, Post-Crash Procedures)	2		2	7
	ELDT Theory Chapters 26-30 (External Communications, Whistleblower/Coercion, Trip Planning, Drugs/Alcohol, Medical Requirements)	2		2	8
	<b>TOTAL CLASS HOURS</b>	<b>20</b>		<b>20</b>	
	<b>HANDS ON EQUIPMENT PROJECTS AND EXERCISES</b>				
RTE-1	Couple/Uncouple Trailers (Hands On)		2	2	3
RTE-2	Pre-Trip Inspection (Hands On)		25	25	2-20
RTE-3	Skills Course Behind the Wheel <u>Range Training</u> : Shifting/Transmissions, Backing, Parking		25	25	6-15
RTE-4	Behind the Wheel <u>Road Training</u> : All procedures studied in Theory Chapters 8-14		25	25	10-20
	CDL Testing and Retesting		3	3	
	<b>TOTAL LAB HOURS</b>		<b>80</b>	<b>80</b>	
	<b>TOTAL CLOCK HOURS</b>			<b>100</b>	
*Clock hours for each subject are general and may vary depending on each student's ability to learn.					
<b>RTE = Resident Training Exercises. RTL = Resident Training Classroom Lessons.</b>					
Lesson title indicates lesson description.					



<sup>1</sup>U.S. Department of Education defines a classroom hour as 1 clock hour which equals 50 minutes of instructor led training plus 10-minute break.

<sup>2</sup>The amount of time spent on any one field-training project may vary among students depending on individual progress. Tractor-Trailer Operation times include student observation with B.T.W. (Behind The Wheel).

### **BONUS TRAINING: S&P CDL Training**

Additional subjects that are offered in an Informational Web education format which can be completed on the student's computer, smart phone or tablet. Completion or participation with these subjects is highly recommended for graduation from the program. These subjects do not receive course credit and are available at no additional tuition charge. Think of them as good old-fashioned homework. The lessons can be accessed at any time and can be completed while attending the S&P CDL Training program (during training off hours). The lessons are highly informational and can add knowledge depth to the operational skills. Reasonably diligent students can complete use these resources with a high degree of retention knowledge. There are instructional resources for three very important skills topics, **shifting, backing and hours of service (logs)** as well as many others.

## COURSE OUTLINE CURRICULUM HOURS - 3 WEEKS (85 HOURS)

Training is completed at a public training ground. It consists of online instruction, truck lab, driving range and Behind the Wheel Public Road instruction with school equipment.

The student is taught driver techniques, defensive driving, Department of Transportation regulations, log-book procedures and other related subjects. The student also participates in practice driving on a specially prepared driving range on public training grounds and operates tractors with trailers on local area highways and city streets over selected routes.

1. Students will train in groups of 4 students maximum per instructor for tractor-trailer maneuver work.
2. The School utilizes most manufacturers of truck-tractors, engines and most common transmissions.
3. The in-truck student to instructor ratio is 1:1 (Road Driving)
4. Students will receive instruction on Conventional Tractors with Belt Trailers.
5. Students understand there will be online study and testing using the School's 3<sup>rd</sup> party FMCSA ELDT aligned curriculum.
6. The School cannot guarantee that the student will receive training on any one particular type of vehicle.

PROGRAM BREAKDOWN BY COURSE		
Course Title: In Person Theory with Behind the Wheel (BTW) Training		
Lesson #	CLASSROOM SUBJECT DESCRIPTIONS	Clock Hours
	Orientation	
RTL-1	Basic Operation	
	ELDT Theory chapters 1-7	1
RTL-2	Safe Operations	
	ELDT Theory chapters 8-14	1
RTL-3	Advanced Operating Practices	
	ELDT Theory chapters 15-17	1
RTL-4	Vehicle Systems and Reporting Malfunctions	
	ELDT Theory chapters 18-20	1
RTL-5	Non Driving Activities	
	ELDT Theory chapters 21-30	1
RTL-6	Submitting your results for ELDT Theory Training	
		5
	<b>HANDS ON EQUIPMENT PROJECTS AND EXERCISES</b>	
RTE-1	Couple/Uncouple Trailers (Hands On)	2
RTE-2	Pre-Trip Inspection (Hands On)	25
RTE-3	Skills Course Behind the Wheel <u>Range Training</u> : Shifting/Transmissions, Backing, Parking	25
RTE-4	Behind the Wheel <u>Road Training</u> : All procedures studied in Theory Chapters 8-14	25
	CDL Testing and Retesting	3
	<b>TOTAL CLOCK HOURS</b>	<b>80</b>
*Clock hours for each subject are general and may vary depending on each student's ability to learn.		
RTE = Resident Training Exercises. RTL = Resident Training Classroom Lessons.		

**NORMAL TRAINING HOURS OF OPERATION**

20 Training Days  
Monday through Friday 7:00 AM to 5:30 PM

**TRAINING CALENDAR & RESERVATION REQUIREMENTS**  
**2023/2024 Class Calendar**

JULY 2023	JANUARY 2024
AUGUST 2023	FEBRUARY 2024
SEPTEMBER 2023	MARCH 2024
OCTOBER 2023	APRIL 2024
NOVEMBER 2023	MAY 2024
DECEMBER 2023	JUNE 2024

**SCHOOL HOLIDAYS**

New Year’s Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

**NOTE: TRAINING SCHEDULE SUBJECT TO CHANGE AT THE SCHOOLS DISCRETION.**

**CONFIRMED RESERVATIONS CAN ONLY BE GRANTED BY THE SCHOOL SCHEDULING DEPARTMENT. STUDENT SCHEDULING IS AUTHORIZED ONLY BY THE SCHOOL’S SCHEDULING DEPARTMENT. FOR SCHEDULING AND RESERVATIONS, CALL 208-320-8500 OR 208-941-7946 or email the scheduling department at [eric@spcdltraining.com](mailto:eric@spcdltraining.com)**

**TUITION FINANCING**

Applicants should not be deterred from applying for acceptance to the School because of a lack of financial resources for tuition and related costs. Financing options are available to credit worthy individuals via financial institutions.

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Idaho Department of Rehabilitation (DOR) and the Workforce Investment Act (WIOA) or STEP, must provide written approval from the sponsoring agency affirming the student’s authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Prior to attending classes, S&P CDL Training must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the School must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within 30 days of receipt of signed authorization.

The school will coach, upon request, how to complete the process with their advocate providing the student’s desire is truly genuine to enter the Trucking Industry. The School’s admissions office will help with the process if requested by the Student.

**S&P CDL Training does not participate in Title IV, Federal Student Financial Aid Programs.**

**DELINQUENT TUITION**

When an account becomes delinquent, efforts are made to collect by telephone or letter. If we are unsuccessful, these accounts are subject to collections and the Credit Bureau is notified.

**CANCELLATION, SETTLEMENT AND REFUND POLICY**

The following policy applies to all students whose training is terminated, either voluntarily or involuntarily.

The School has sufficient instructional resource materials so that, together with tuition and fees, S&P CDL Training is able to complete its educational obligations to currently enrolled students. If the School is unable to fulfill its obligations to students, the School will make arrangements for a comparable teach-out opportunity with another proprietary school or refund one hundred (100) percent of prepaid tuition.

In the event that a student does not meet the admission requirements and is rejected for training, the applicant will be notified in person or in writing and all previous obligations will be void. Notice of cancellation must be forwarded to: S&P CDL Training, 130 Rattlesnake Ave, Mountain Home, ID 83647. Cancellation can be made in person, by electronic mail or certified mail.

All refunds, if any refund is due, will be made within thirty (30) days. Credit Card Users receiving full refunds or full refunds less the registration fee will be charged for the Bank convenience charge (discount rate) normally paid by the School. The charge is approximately 3% of the credit card charge amount. This amount will be deducted from the refund amount.

#### **REFUND POLICY – PRO RATA**

- A. A full refund of monies paid if the applicant withdraws, prior to starting class, within 48 hours after signing the enrollment agreement and/or making an initial payment.
- B. Individuals, who cancel after 48 hours after signing the enrollment agreement, but prior to starting class, the school may keep the \$250.00 registration fee.
- C. For a student who is terminated on training day #1 through #8 there will be a tuition charge of \$225.00 per day.
- D. For a student who is terminated on training day #9 or any training day thereafter, the school will charge the full tuition of \$3600/\$4500.00 as per the program enrolled.

The program is 14/20 instructional days long as per the program enrolled. The refund policy applies to all students whose training is terminated, either voluntarily or involuntarily. The termination date is the **last date of actual attendance** by the student. Partial attended days, class cuts, walk-offs, excused and unexcused absences will be counted as a full day of attendance. Terminated students may request active enrollment re-instatement and receive 90% credit for previously paid tuition, towards the current tuition price, for up to two years after termination.

#### **STUDENT CONDUCT - RULES AND REGULATIONS**

At the start of the class all students will be briefed on rules and regulations **which must be adhered to** at all times while on school grounds and/or in school equipment while in training. This includes all training locations and lodging vendors. The rules and regulations are:

1. S&P CDL Training, **prohibits the student's use of cell phone or similar devices while at any work site, classroom, machine, vehicle, or training area. These devices create an unsafe work environment for everyone.**
2. The School wants to remind each student they are in a professional training environment and are expected to act accordingly at School and in the community. Any student who is consistently uncooperative or insubordinate with the instructors will be advised to change their unprofessional conduct. If the student's conduct does not improve, the student will be dismissed from school and rescheduled for a later training class. The student will be informed at the time of dismissal if the same condition exists when the student returns for the next class, the student will be dismissed permanently.
3. Any student that is obviously under the influence of alcohol and/or drugs will be immediately terminated from the School. The School maintains a zero tolerance.
4. Any student will be immediately expelled from school with no opportunity for reinstatement for any of the following offenses:
  - ✓ Use of alcohol and/or drugs.
  - ✓ Having a firearm or any other dangerous device.
  - ✓ Gambling Activity.
  - ✓ Stealing, vandalism and intentional abuse of fellow student/school personnel/school property/training equipment/lodging facilities. (The proper law enforcement agencies will be notified).
  - ✓ Being arrested and charged, at any time, at any place, by the police for the possession, consumption, distribution or in any other way connected with alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they

may apply for reinstatement to the school. The student if convicted, will not be allowed to return to the school.

5. The school reserves the right to withhold any final grade transcript when reports of any damages, vandalism or theft is committed at any of the lodging vendors and is submitted by the lodging vendor manager to S&P CDL Training, or the law enforcement agencies for prosecution. The student is immediately expected to correct and repair the damages or reimburse the lodging vendor manager for their expenses, prior to issuance of the final grade transcript.
6. The school does not condone the practice of borrowing or lending of money or personal property.
7. The school is not responsible for lost or stolen money or personal property. It is the student's responsibility to safeguard their own property.
8. The school prohibits student fraternization and romantic entanglements with the employees of the school. In the company's view, this policy eliminates the possibility of conflict of interest, the disruption of business or creation of an unprofessional work environment.

### **GRADUATION REQUIREMENTS**

In order to graduate, a student must successfully complete the course. A Certificate of Completion and a transcript of grades will be awarded upon successful completion of the training program.

### **JOB PLACEMENT ASSISTANCE**

It will be the School's objective to aid each student in the employment process by inquiries to prospective employers by telephone, Internet searches, etc. Each student will be given a listing of those companies that are receptive.

Student understands and agrees that he/she will follow all instructions provided by the School. The School is eager to help those students that are eager to help themselves. Landing that first job, may require a number of company contacts and wearing out some shoe leather. Students who do not execute the job assistance strategy and training will find success more difficult to attain. Students are cautioned from setting their expectations to a certain type of driving job such as accepting jobs that are "only over-the-road" or "only local" or "I will not touch any freight" etc. Our message and recommendation is to be open to all types of opportunities. The **most important factor** after graduation is becoming employed and begin logging experience hours!

**The graduate should remember the final decision on hiring rests with the employer. S&P CDL Training does not imply nor guarantee employment upon successful completion of training. Employers are influenced by such factors as technical skills displayed, class attendance, character and personality traits, a favorable appearance, previous work history and the basic desire to work.**

S&P CDL Training reserves the right to withhold job placement assistance to those students who do not graduate, or to those graduates who are terminated from a job secured through S&P CDL Training for misconduct, and those graduates who are delinquent in their tuition payment obligations.

### **Quick Facts: Heavy and Tractor-Trailer Truck Drivers**

	<b>2021 Median Pay</b>	\$48,310 per year \$23.23 per hour	
	<b>Typical Entry-Level Education</b>	Postsecondary non-degree award	
The annual heavy tractor-truck was in May The	<b>Work Experience in a Related Occupation</b>	None	median wage for and trailer drivers
	<b>On-the-job Training</b>	Short-term on-the-job training	
	<b>Number of Jobs, 2020</b>	1,951,600	
	<b>Job Outlook, 2020-30</b>	6% (As fast as average)	\$48,310
	<b>Employment Change, 2020-30</b>	122,100	2021. median

wage is the wage at which half the workers in an occupation earned more than the amount and half earned less. The lowest 10 percent earned less than \$30,710, and the top 10 percent earned more

than \$72,730. In May 2021, the median annual wages for heavy and tractor-trailer drivers in the top three industries in which these drivers worked were as follows:

Truck transportation	\$49,100
Wholesale Trade	\$48,060
Construction	\$47,610
Manufacturing	\$47,460

\*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Heavy and Tractor-trailer Truck Drivers, at <https://www.bls.gov/ooh/transportation-and-material-moving/heavy-and-tractor-trailer-truck-drivers.htm> (visited April 19, 2022)

Drivers of heavy trucks and tractor-trailers are usually paid by how many miles they have driven, plus bonuses. The per-mile rate varies per employer and may depend on the type of cargo and experience of the driver. Some long-distance drivers, particularly owner-operators, are paid a share of the revenue from shipping.

This information we have provided, is the same as most driving schools, however, keep in mind that these numbers are based on an annual salary and wage per hour on a 40-hour work week. A Truck Driver's work week, through the use of electronic logs, is typically based on a federal standard of 60 hours in 7 days or 70 hours in 8 days. Considering the BLS information, that would equate more accurately as  $\$48,310 / 52 \text{ weeks} = \$929.04 \text{ per week}$ ,  $\$924.04 / 65 \text{ hours} = \mathbf{\$14.30 \text{ per hour}}$  median wage for Truck Drivers.

## **FOOD AND HOUSING**

Students have the privilege of staying and eating wherever they desire while attending the School. There are motels and restaurants in the Mountain Home, Idaho area. It is the student's responsibility to secure and pay for their food and lodging.

## **COUNSELING/STUDENT GRIEVANCE PROCEDURES**

Counseling and guidance of students is part of each Instructor's responsibility. However, all instructors, supervisory and administrative staff members are available to assist the student in successful completion of training. Students have the facilities and full support of the Education Services staff to assist with problems which may arise. Students may contact the Education Services Department for clarification and assistance with any difficulties by emailing your questions to: [pauline@spcdltraining.com](mailto:pauline@spcdltraining.com) / (208) 941-7946

Student complaints should relate to items such as administrative issues, financial issues, technical issues, faulty performance, grading, program content, program effectiveness/expectations, library services, and career or placement services.

We encourage students to talk to the on-site Training Administrator in the event of disputes concerning instruction staff, fellow student violation of school rules and laws and relevant personal problems.

The Training Administrator will treat your report with confidentiality and compassion. Remember, if you are experiencing problems and you do not report them, corrections cannot be made to make your training a more rewarding and fulfilling educational experience.

The S&P CDL Training grievance procedure is as follows:

- Within five (5) business days of the alleged action(s), the complaint or concern should be addressed to the Instructor or staff member involved.
- If the student feels more action is needed, an appointment may be scheduled for a phone conference with the Education/Training Administrator. The student should request this appointment within five (5) business days of the Instructor or staff member's response. The Training Administrator will schedule the conference within five (5) days of the student's request.

- If the previous steps have not solved the complaint, the student must present in writing, all facts of the grievance to the Director at 130 Rattlesnake Ave, Mountain Home, ID 83647.
- The student should present the facts within seven (7) business days of the phone conference with the Education/Training Administrator. The Director will either address the grievance him/herself or take action to form a grievance committee within five (5) days of the receipt of the facts. The grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.
- After a decision has been rendered by the grievance committee, the student may request that the Director review the process and outcomes of the grievance.
- If the student complaint cannot be resolved after exhausting S&P CDL Training grievance procedures, the student may file a complaint regarding the unresolved issues to:

S&P CDL Training  
 Attention: Pauline Adams  
 130 Rattlesnake Ave  
 Mountain Home, ID 83647

Idaho State Board of Education  
 PO Box 83720  
 Boise, ID 83702-0037  
 (208) 334-2270

### **STUDENT ADMINISTRATIVE SERVICES**

S&P CDL Training's Student Administrative Services provides guidance to students with questions regarding their enrollment. The Administrative Services are available to help students access a general information source by telephone or email, Monday through Friday 9:00 AM to 5:00 PM, Mountain Standard Time.

S&P CDL Training  
 Student Administrative Services  
 Attention: Pauline Adams  
[pauline@spcdltraining.com](mailto:pauline@spcdltraining.com)  
 (208) 941-7946

### **DRUG PREVENTION PROGRAM**

S&P CDL Training is in compliance with the requirements of the Drug-Free School and Workplace Acts. The School also complies with all substance abuse requirements mandated by the Federal Highway Administration. Every student will be required to submit to a Pre-Employment Urinalysis Test the first day of resident training. Additional information concerning drug prevention may be obtained at the school during regular school hours.

Being arrested and charged, at any time, at any place, by the police for possession, consumption, distribution or in any other way connected with alcohol, drugs, other controlled substances and any criminal charge. If the student is acquitted of all charges, they may apply for reinstatement to the School. If the student is convicted, the student will not be allowed to return to the School.

### **PROGRAM EVALUATION PROCESS**

Evaluation of training gives comprehensive feedback on the value of S&P's CDL training program and its effectiveness in achieving ready students for the Vehicle Inspection Test, the Basic Controls Test, and the Road Test required by the FMCSA to attain a CDL. Evaluation helps the management to better understand and identify skill gaps to analyze the desired outcomes of the training program. It also helps S&P to:

- Identify issues and improve the overall processes of the training program;
- Analyze the effectiveness of training materials and other tools;
- Determine the needed leadership competencies to solve critical problems;
- Support continuous change in career development; and
- Assess the overall training experience of the participants.

To effectively evaluate S&P's CDL training program, students will be taking short quizzes and tests throughout the training program to measure what the student has learned from the training and the changes in the participant's knowledge and skills.

A "**Training Evaluation Form**" determining the effectiveness of S&P's CDL Training and its Instructors will be given to each student to complete at the end of their training.

S&P CDL Training's Director will analyze the data collected and document the findings of the performed training evaluation. The record of the training evaluation will be a critical component for future improvements in S&P's approach to the training program.

#### **ADMINISTRATIVE STAFF**

Sam Adams: Director

Pauline Adams: Administrative Services

Eric Bartlett: CDL Instructor, 30 years of Industry Experience as a CDL Holder with all necessary endorsements to operate a CMV

Jose Rodriguez: CDL Instructor, 8 years of Industry Experience as a CDL Holder with all necessary endorsements to operate a CMV

#### **OWNERSHIP**

S&P CDL Training is a privately owned proprietary vocational school located in Mountain Home, Idaho. The School is a limited liability corporation organized under the laws of the State of Idaho. S&P CDL Training is not affiliated with any other organization.

S&P CDL Training's financial/business records and reports are kept separate and distinct from those of any affiliated or sponsoring person or entity. Financial records and reports at the School are kept in accordance with recognized financial accounting methods.

I hereby certify that this catalog of S&P CDL Training, is true and correct in content and policy.

**Sam Adams**  
**Director**