



Catalog

Texas Workforce Commission – Career Schools and Colleges

Lone Star Truck Driving Academy

School# S5982

400 Industrial Blvd, Ste

210

Mansfield, TX 76063

(833) 268 9722

Catalog 2022 -2023

Volume 1

Published 3/1/2022

Effective 3/1/2022 - 12/31/2023

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HISTORY

Manny Elangwe started his truck driving career back in 2001. He has held several positions in trucking, both locally and over the road. Manny has driven over 1 million safe miles. For 8 years, Manny was an over the road truck driver instructor/trainer. Manny has received numerous safe driver awards from several mega, medium, and small carriers. In 2015, Manny and his wife Alisha, started their own small trucking company. The need for quality, professional and safe driver has never escaped their minds. It has always been a dream for Manny, to own and operate a truck driving school capable to produce the best quality drivers. The COVID 19 pandemic and chronic shortage of drivers are the catalyst for finally making that dream come true.

APPROVALS

Lone Star Truck Driving Academy (LSTDA): Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

FACILITIES AND EQUIPMENT

Lone Star Truck Driving Academy is located at 400 Industrial Blvd, Ste 210. Our training grounds are located at 950 Trinity Dr. Mansfield TX 76063. The 3000 sq ft building is accessible to persons with disabilities. The classroom is a well ventilated 1400 square feet, flat panel TVs and a white board. The rest of the building space is dedicated to the student break room and administrative offices. Our training and testing facility on Trinity Dr is a gated, one acre gravel lot.

MANAGING PARTNERS

The school is owned by Lone Star Truck Driving Academy LLP
Emmanuel Elangwe & Alisha Ancrum

FALCUTY AND STAFF

ADMISSIONS

Anthony King (Guilford Technical Community College) – Director/Instructor/Representative
Mellissa Flowers – Representative/Administrative Assistant
Stephanie Council - Representative

TUITION AND FEES CDL CLASS A

Tuition	\$4500.00
Registration	\$100.00
Books & Supplies	\$400.00
Total Cost	\$5000.00

TUITION AND FEES CDL CLASS A REFRESHER COURSE

Tuition	\$1400.00
Registration	\$100.00
Books & Supplies	\$0.00
Total Cost	\$1500.00

HOLIDAYS TO BE OBSERVED

Martin Luther King Day	LBJ's Birthday (August 27 th)
President's Day	Labor Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving Day
New Year's	Christmas Eve & Christmas Day

ENROLLMENT PERIODS

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term.

OFFICE & COURSE TIME HOURS

Office hours are 8:00 AM to 5:00 PM Monday through Friday, excepting the days school will be closed. When classes are not in session, the office will be closed for lunch from 11:45 AM to 1:00 PM.

DAILY CLASS SCHEDULE

CDL-A students will attend class Monday through Friday from 8:00 AM to 5:00 PM for approximately five weeks (see Schedule), and only 1 week for Refresher Course. For day students, a ten-minute break will be taken for the last ten minutes of each hour, and lunch will be from 12 PM to 1:00 PM.

TUITION AND PAYMENTS

Different payment options are available for students

CDL CLASS A REFRESHER COURSE

Total Tuition: \$1400.00 | Materials / Admin Fees: \$0.00 | Registration Fee: \$100.00 | Admin Fees: \$0.00 | Total: \$1500.00

CDL CLASS A - 5 Payments of \$1000

Total Tuition: \$4500.00 | Materials / Admin Fees: \$400.00 | Registration Fee: \$100.00 | Admin Fees: \$0.00 | Total: \$5000.00

First Tuition Payment: \$1000.00 Number of Installments: 5 Installment Payment Amount: \$1000.00

*Payment is due at the beginning of class Monday of the remaining 4 weeks. No interest is accrued with installment plan. Late payments are subject to a \$75 late fee.

CDL CLASS A - CASH PAYMENT IN FULL-\$1000.00 OFF

Total Tuition: \$3500.00 | Materials / Admin Fees: \$400.00 | Registration Fee: \$100.00 | Admin Fees: \$0.00 | Total: \$4000.00

- **Make a Payment Online:** For convenience, pay for your tuition online using a credit card, debit card, e-check, or pay as you go with our [Interest-free Payment Plan* \(IPP\)](#). Log in to your student portal for account information using your username (Student ID) and password.
- **Pay by Mail:** Make checks payable to Lone Star Truck Driving Academy, Attn: Accounts Receivables: 400 Industrial Blvd Ste 210 Mansfield Tx, 76063 Check must be postmarked on that Monday that payment is due.
NOTE: The student's full name and student ID# should be in the memo section to assure proper credit. Post-dated checks will be processed as they are received and not held. Returned checks will be assessed a \$50 NSF Fee.
- **Pay in Person:** We accept credit cards (American Express, Mastercard, Visa, or Discover), debit card, cash, or check. (The credit card must be in your name when paying in person). Schedule an appointment with admissions representative or come in during business hours 8am- 5pm Mon-Fri

ADMISSION REQUIREMENTS for CDL Class A Program

Individuals applying for this course are required to:

1. Interview with an admissions counselor.
2. Be at least 21 years of age.
3. Hold a valid class C driver's license.
4. No alcohol or drug related convictions within the last 3 years.
5. Be able to obtain a Texas Class A learner's permit.
6. Be able to pass and obtain DOT medical physical exam.
7. Be able to read, write and comprehend English.

ADMISSION REQUIREMENTS for CDL Class A Refresher Course

1. Interview with an admissions counselor.
2. Hold a valid CDL.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Previous education, training, or experience will be reviewed by the director to determine if any credit will be given.

Transfer of Credit. No credits earned at Lone Star Truck Driving Academy are transferable to any other schools.

GRADING POLICIES

The CDL Class A 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, evaluation of 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.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, excluding any administrative fees that shall not exceed more than \$100, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

PROGRAM OBJECTIVES

CDL CLASS A

The CDL Class A program objectives provide the preparation to reasonable diligent students to meet entry level trucking industry standards via traditional resident training attendance format curriculum. Our students will receive training by classroom and hands on training in operation of combination vehicles for entry level positions within the trucking industry both interstate and intrastate. Each field instructor will be assigned to 4 students only for close training. Below is a list of skills you will obtain.

- Successfully demonstrate the ability to operate a Class A tractor-trailer during basic control skills test as prescribed by the State of Texas, Department of Motor Vehicles.
- LSTDA will provide students training criteria and standards that are in full compliance with the requirements of the Commercial Motor Vehicle Act of 1986.
- Perform a pre-trip inspection on a Class A tractor-trailer according to the TX DMV.
- Students will go over the Rule 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.
- Under supervision from instructors, students will demonstrate the proper methods of starting, operating and shutdown procedures under typical conditions.
- Recognize and articulate the foundational assumptions, central ideas, and the basic information necessary to properly operate a diesel semi tractor-trailer.

- Students will perform the coupling and uncoupling of units, and parking and securing the vehicle under normal conditions.
- 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 using films) and geographic conditions
- Be able to intelligently converse with both industry and enforcement personnel about Department of Transportation safety rules and regulations as stated in the code of Federal Regulations title 49 parts 383 to 397
- Safety procedures as defined by the Occupational Safety and Healthy Act as applicable to the operation of tractor trailers on state and interstate highways.
- Training on Human Trafficking established by the Texas Workforce Commission, in collaboration with the Texas Office of the Attorney General.
- Successfully pass the State of Texas D.O.T written examination as well as the State of Texas D.O.T equipment road test required for employment as a driver in the trucking industry.

SCHOOL POLICY

1. The student authorizes LSTDA, its agents, employees, licenses, and successors in interest, the use of 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. The student must pass a D.O.T. (Department of Transportation) physical examination prior to training behind the wheel on public streets and highways. If prior to the start of training the student is deemed 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 the school a copy of proof of physical failure from a licensed Medical Examiner.
3. If the student is unable to continue training at the school for reason beyond its control such as, but not limited to, hurricanes, floods, extreme weather conditions, fire etc., then the school reserves the right to suspend training at the resident site affected for a period not to exceed 120 days. If any student is affected by this clause, the student may return to school and take the complete residence class at no additional charge.
4. The school may find it necessary to give additional training time to the student. Therefore, every student agrees to take additional training, up to 10 additional hours, if the school finds it necessary.
5. The school's resources are always available to past graduates for "Refresher" sessions of training. These sessions must be scheduled and approved by the school director.
6. Follow Rules, regulations, and policies of the school.
7. It is the policy of the school to assign extended Classroom Exercises (Homework) to be completed by the student during evening hours while attending training.
8. All travel expenses and arrangements (to and from school) shall be the responsibility of the student. Costs necessities while 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.
9. Students must have held a valid operator's license within the last year to be eligible to report to training. All students must possess a Class A Instructional Permit to be allowed on public streets and highways.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leave of absences, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The date of termination if the student is terminated by the school.
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, no more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rate portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due).
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program, must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school.
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full of partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student at the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for the books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90% of the required coursework for the program; and
 - Demonstrated sufficient proficiency in the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper accounts(s) within 60 days after the effective date of termination.

ACADEMIC PROBATION

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student’s permanent file.

After one 5-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy.

The school will place a student who returns after his-her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student’s file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student’s enrollment will be terminated.

***Incomplete:** An “I” for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the “I”. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and /or tool kit.

***Withdrawal:** Under Texas Education Code 132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

Lone Star Truck Driving Academy does not offer remedial work. When a subject class is repeated, the higher grade will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures, skill labs, and the driving portions and to be punctual in attending classes. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:

1. Be supervised by an instructor approved for the class being made up
2. Require the student to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class session
3. Be completed within two weeks of the end of the grading period during which the absence occurred
4. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor
5. Be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours of the skills and driving tests must be arranged with the director. Make-up time for absences during the skills and drive time is limited to 2 hours. This time may be further limited due to supervised make-up work earlier in the term.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be terminated for a student who is absent for more than 20% (40 hours) of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may re-enroll on attendance probation in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy. If the re-enrolled student on attendance probation is absent for more than 20% of the class hours, the student's enrollment in the program will be terminated, and the student will not be readmitted to the program. **Lone Star Truck Driving Academy will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due**

LEAVE OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 60 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file.

STUDENT CONDUCT EXPECTATIONS

Students on the Lone Star Truck Driving Academy campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of other
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creating of unsafe conditions
8. Carrying out a false alarm or creating an emergency such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others
10. Selling, consuming, and/or possessing alcoholic beverages
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics
12. Possessing firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace

SEXUAL HARASSMENT DEFINED

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

RE-ENROLLMENT AFTER DISMISSAL FOR VIOLATION OF STUDENT CONDUCT EXPECTATIONS

A student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for reenrollment in a subsequent term in the next 12 calendar months.

CLASS 2022/2023

**CDL Class A Day by Day Schedule
Hours 8am to 5pm Monday through Friday
Every Monday new classes will start**

<u>WEEK</u>	<u>DAY</u>	
1	MON	Registration/Orientation/Human Trafficking Training– A.M.
	TUES	Pre-Trip Explanation and Demonstration – P.M.
		Forward/Coupling/Straight Line Backing explanation -P.M.
	WED	Field Practice – a.m. pre-trip, coupling, forward, straight line TRANSMISSION CLASS after lunch
	THURS	1 st Day on road – 1 st half of class, 2 nd half on training field
2	FRI	1 st Day on road – 2 nd half of class, 1 st half on training field
	MON	2 nd Day on road – 1 st half of class, 2 nd half on training field
	TUES	2 nd Day on road – 2 nd half of class, 1 st half on training field
	WED	3 rd Day on road – 1 st half of class, 2 nd half on training field
	THURS	3 rd Day on road – 2 nd half of class, 1 st half on training field
3	FRI	4 th Day on road – 1 st half of class, 2 nd half on training field
	MON	4 th Day on road – 2 nd half of class, 1 st half on the training field
	TUES	5 th Day on road – 1 st half of class, 2 nd half on training field
	WED	5 th Day on road – 2 nd half of class, 1 st half on training field
	THURS	6 th Day on road – 1 st half of class, 2 nd half on training field
4	FRI	SIZE & WEIGHT CLASS – explain Backing Exercises and demonstrating, re-demo CDL pre-trip. <u>You will need your Atlas for class today</u>
	MON	6 th day on road – 2 nd half of class, 1 st half on training field
	TUES	7 th Day on road – 1 st half of class, 2 nd half on training field “QUALIFYING ROUTE” DEMONSTRATION Qualifying begins – CDL Pre-Trip Test begin (See notes 1,2, &7 below)
	WED	7 th Day on road – 2 nd half of class, 1 st half on training field
	THURS	8 th Day on road – <u>All students will drive if eligible.</u>
5	FRI	Qualifying continues – CDL Basic Skills Tests begin after qualifying <u>TWO TIMES,</u> Solo driving if eligible.
	MON	Qualifying continues – CDL Basic Skills Tests begin after Qualifying <u>TWO TIMES,</u> Solo driving if eligible.
	TUES	Qualifying continues – Solo driving if eligible
	WED	Qualifying continues – Solo driving if eligible
	THURS	CDL DMV TESTING
FRI	CDL DMV TESTIN	

Schedule is subject to change due to weather, holidays etc.

Classroom Subjects/Lesson Descriptions				
PROGRAM BREAKDOWN BY COURSE				
LESSON#	COURSE TITLE: CDL Class A	CONTACT HOURS	LAB HOURS	TOTAL
RESIDENT TRAINING HOURS BREAKDOWN 5 WEEKS – 180 HOURS CLASSROOM SUBJECT DESCRIPTIONS				
RTL-0	Orientation, Roll Call, Sexual Harassment	8.0		8.0
RTL-1	Defensive Truck Driving Course	6.0		6.0
RTL-2	Map Reading	1.0		1.0
RTL-3	Trip Reports	1.0		1.0
RTL-4	Preparation for CDL Permit	20.0		20.0
RTL-5	DOT Regulations–Hours of Service–Logbook-Part 395	8.0		8.0
RTL-6	Driver Wellness, Whistleblower Protection	1.0		1.0
RTL-7	Pre-Trip Inspection – Brake Adjustment	2.0		2.0
RTL-8	Refrigeration Theory	1.0		1.0
RTL-9	Weight and Cargo Distribution Theory	2.0		2.0
RTL-10	Operator Forms	1.0		1.0
RTL-11	DOT Regulations – Hazardous Materials – Part 397	2.0		2.0
RTL-12	Driver’s Accident Reporting	1.0		1.0
HANDS ON EQUIPMENT PROJECTS AND EXERCISES				
RTE-1	Couple/Uncouple Trailers (Hands On)		9.0	9.0
RTE-2	Pre-Trip Inspection (Hands On)		12.0	12.0
RTE-3	Skills Course Behind the Wheel, Straight Line Backing, Stop Line, Right Turn, Ally Docking, Parallel Park		40.0	40.0
RTE-4	Road and Track		58.0	58.0
	CDL Testing Retesting		3.0	3.0
JOB PLACEMENT ASSISTANCE				
	<i>Graduate Exit Presentation and Employer Presentations, in most cases, run longer than the allocated 4 hours due to the level of student interests in the employer presentations.</i>		4.0	4.0
		54.0	126	180.00
	TOTAL CONTACT HOURS			180.0
RTE= RESIDENT TRAINING EXERCISES. RTL= RESIDENT TRAINING CLASSROOM LESSONS. LESSON=LESSON DESCRIPTION.				

U.S Department of Education defines a classroom hour as 1 contact hour which equals 50 minutes of instructor led training plus 10-minute break. 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)

SUBJECT DESCRIPTIONS

RTL-0	Orientation, Roll Call, Sexual Harassment
Subject Hours:	8 course time hours (08 contact hours, 0 hours lab)
Prerequisites:	None
Subject Description:	
RTL-1	Defensive Truck Driving Course
Subject Hours:	6 course time hours (6 contact hours, 0 hours lab)
Prerequisites:	RTL-0 Orientation, Roll Call, Sexual Harassment
Subject Description:	Covers critical driving safety issues. Anticipating hazards and how to avoid them.
RTL-2	Map Reading
Subject Hours:	1 course time hours (1 contact hours, 0 hours lab)
Prerequisites:	RTL-1 Defensive Truck Driving Course
Subject Description:	Students will learn routing techniques, highway systems, and fuel saving routes.
RTL-3	Trip Reports
Subject Hours:	1 course time hours (01 contact hours, 18 hours lab)
Prerequisites:	Map Reading
Subject Description:	Documenting aspects of an entire trip, from pickup to delivery
RTL-4	Preparation for CDL Permit
Subject Hours:	20 course time hours (20 contact hours, 0 hours lab)
Prerequisites:	Map Reading
Subject Description:	Students will learn related material on General Knowledge, air brakes, and combination vehicles to be able to pass the Tx CDLP test
RTL-5	DOT Regulations- Hours of Service- Logbook- Part 395
Subject Hours:	8 course time hours (8 contact hours, 0 hours lab)
Prerequisites:	Preparation for CDL Permit
Subject Description:	Students will learn the rules and regulation governing hours of service, Log books and electronic logging devices.

RTL-6	Driver Wellness, Whistleblower Protection
Subject Hours:	1 course time hours (1 contact hours, 0 hours lab)
Prerequisites:	Preparation for CDL Permit
Subject Description:	Health tips for drivers. FMCSA Whistle blower training, and human trafficking laws.
RTL-7	Pre-Trip Inspection- Brake Adjustment
Subject Hours:	2 course time hours (2 contact hours, 0 hours lab)
Prerequisites:	Driver Wellness, Whistleblower Protection
Subject Description:	Students will learn how to perform a complete inspection of their cmv, in-cab brakes test, pre and post trip inspections
RTL-8	Refrigeration Theory
Subject Hours:	1 course time hours (1 contact hours, 0 hours lab)
Prerequisites:	Pre-Trip Inspection- Brake Adjustment
Subject Description:	Students will learn how to transport refrigerated cargo, temperature settings, food safety procedures
RTL-9	Weight and Cargo Distribution Theory
Subject Hours:	2 course time hours (1 contact hours, 0 hours lab)
Prerequisites:	Refrigeration Theory
Subject Descriptions:	Students will learn how to secure cargo, safe weight distribution and rollover prevention.
RTL-10	Operator Forms
Subject Hours:	1 course time hours (1 contact hours, 0 hours lab)
Prerequisites:	Weight and Cargo Distribution Theory
Subject Descriptions:	Students will learn the various industry forms for safe record keeping and transparency
RTL-11	DOT Regulations-Hazardous Materials- Part 397
Subject Hours:	2 course time hours (2 contact hours, 0 hours lab)
Prerequisites:	Operator Forms

Subject Descriptions: Students will learn the various classes of Hazmat, the dangers of hazardous materials, the rules governing the public transportation of hazardous material.

RTL-12 Drivers Accident Reporting

Subject Hour: 1 course time hours (1 contact hours, 0 hours lab)

Prerequisites: DOT Regulations-Hazardous Materials- Part 397

Subject Descriptions: Students will learn the proper documentation and procedures in reporting an accident and what to do in case of an accident.

Labs/Hands on equipment projects and exercises

RTE-1 Couple/Uncouple Trailers (Hands On)

Subject Hours: 9 course time hours (9 hours lab)

Prerequisites: Drivers Accident Reporting

Subject Descriptions: Students will learn how to pick up and drop a trailer safely and correctly.

RTE-2 Pre-Trip Inspection (Hands On)

Subject Hours: 12 course time hours (12 hours lab)

Prerequisites: Couple/Uncouple Trailers (Hands On)

Subject Descriptions: Students will learn to physically demonstrate a pre-trip inspection in front of a DMV Examiner.

RTE-3 Skills Course Behind the Wheel, Straight Line Backing, Stop Line, Right Turn, Alley docking, Parallel Park

Subject Hours: 40 course time hours (40 lab hours)

Prerequisites: Pre-Trip Inspection (Hands On)

Subject Descriptions: Students will learn backing techniques in various scenarios as required by Tx DMV

RTE-4 Road and Track

Prerequisites: Skills Course Behind the Wheel, Straight Line Backing, Stop Line, Right Turn, Alley docking, Parallel Park

Subject Hours: 58 course time hours (58 hours lab)

Subject Descriptions: Hands on behind the wheel training in a CMV on city, county and state roads

Class 2022/2023
CDL Class A Refresher Day by Day Schedule
Hours 8am-5pm Monday through Friday
Every Monday new classes will start

<u>WEEK</u>	<u>DAY</u>	
1	MON	Road and Track
	TUES	Road and Track
	WED	Road and Track
	THURS	Road and Track
	FRI	Road and Track

Classroom Subjects/Lesson Descriptions				
BREAKDOWN BY COURSE				
LESSON#	COURSE TITLE: CDL CLASS A REFRESHER	CONTACT HOURS	CREDIT HOURS	SERVICES If Applicable
	RESIDENT TRAINING HOUR BREAKDOWN 1 WEEK – 40 HOURS CLASSROOM SUBJECT DESCRIPTIONS			
RTL-5	Road and Track	40.0		
	TOTAL CONTACT HOURS	40.0		
RTE= RESIDENT TRAINING EXERCISES. RTL= RESIDENT TRAINING CLASSROOM LESSONS. LESSON=LESSON DESCRIPTION.				

SUBJECT DESCRIPTIONS

RTE-5	Road and Track
Prerequisites:	Valid CDL Class A
Subject Hours:	40 course hours (40 hours lab)
Subject Descriptions:	Hands on behind the wheel training in a CMV on city, county and state

Refund Policy for Seminars

Texas Workforce Commission --Career Schools and Colleges

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

Weapons Prohibition

Chapter: Security

Policy Title: Weapons Prohibition

Policy Number: Lonestar-TDA WP01

Effective Date: 10/29/2021

Policy

It is the policy of Lone Star Truck Driving Academy to prohibit weapons on company property. Where this policy is in conflict with state or federal law, the company will comply with the law to the extent required.

For purposes of this policy, a “weapon” is any item or object that is either designed to cause injury or is intended for use as a weapon. The company recognizes that certain tools and other objects have legitimate uses and are not considered weapons when used for their intended purpose. However, when these items are used to threaten or inflict injury against another person, courts have recognized them as weapons. The company follows a similar standard.

Procedures

This policy applies to students as well as employees

Lone Star Truck Driving Academy strictly prohibits students and all other persons from bringing, storing, concealing, or possessing any weapon including, but not limited to, firearms, handguns, knives (except for small pocketknives not used or intended for use as a weapon or to inflict bodily injury), and explosive devices on company property. If specified by state law, legal guns may be kept in a personal vehicle on company property provided they are out of sight and lawfully secured within the personal vehicle. This policy applies even if the individual is licensed to carry a concealed weapon under state law.

Company property includes all company owned or leased buildings; areas surrounding those buildings such as sidewalks, walkways, driveways; and company vehicles as well. Company vehicles are always covered by this policy regardless of whether they are on company property at the time or not.

Any person who determines or speculates that a student or visitor is carrying any kind of weapon should notify admissions or instructor immediately. The company is committed to ensuring that complaints of weapons or violence are investigated and resolved promptly and effectively. No student will suffer adverse employment actions as a result of reporting conduct that violates this policy or a suspected violation of this policy.

The company reserves the right to conduct searches and inspections of all company areas and may request that any person on company property submit to a search of personal handbags, backpacks, or other personal items. Any employee who refuses to submit to a search, who fails to permit and facilitate a search, or who is found in possession of prohibited articles, will be subject to disciplinary action, up to and including discharge as well as possible criminal prosecution.

STUDENT COMPLAINTS **(GRIEVANCE PROCEDURE)**

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by a member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal complaint.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

**Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th street
Austin, Texas 78778-0001
Phone: (512) 936 3100**

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools.

READMISSION

Timelines and conditions for reenrollment are described under the following titles of this catalog: Attendance Policy, Grading Policy/Incomplete, Course Completion Requirements, Academic Probation, and Student Conduct Expectations. Students wishing to readmitted and enrolled should contact the school.

If the student enrolls to repeat a subject that is no longer offered, the school director will select an appropriate substitute subject for the student to meet that part of the program requirement.

TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Emmanuel Elangwe