

# ***Hamrick* School** ***Student* Catalog**



*Driven  
To  
Succeed*



1156 Medina Road  
Medina, OH 44256  
In Ohio: 330-239-2229  
Outside Ohio: 1-800-362-0098

# STUDENT CATALOG

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**HAMRICK SCHOOL**  
**1156 Medina Road**  
**Medina, Ohio 44256**  
**(330) 239-2229**

**STUDENT CATALOG**

July, 2017

Accredited by the Accrediting Commission of Career Schools  
and Colleges

Approved by the Ohio State Board of Career Colleges and Schools  
Registration # 14-12-2057T

Licensed by the Ohio Department of Public Safety, License #1439-2369

**YELENA KSENDZOVSKY, President/ CEO**  
**IGOR KUTSERMAN, Vice President**

**ADMINISTRATIVE PERSONNEL**

Yelena Ksendzovsky  
School Director

Igor Kutserman  
Director of Financial Aid

Jeffrey Huth  
Assistant School Director/  
Director of Education

Ellen Huth  
Administrative Assistant  
Student Services

Kelly Huth  
Registrar/Student Services

John Schrader  
Admissions Representative

Donald Edwards  
Externship Supervisor

Carol Buchwalter  
Career Services/Student Services

Irene Petery  
Admissions Representative

## **FACULTY**

***ADVANCED TRUCK DRIVER TRAINING PROGRAM***

***600 MASTER TRUCK DRIVER TRAINING PROGRAM***

### **TRAINING MANAGER & YEARS OF EXPERIENCE**

**Kenneth Warner (21)**

### **INSTRUCTIONAL PERSONNEL & YEARS OF PREVIOUS TRUCK DRIVING EXPERIENCE**

**Hattie Hughes, Assistant Training Manager/ Lead Instructor (6)**

**Garry Culp, Lead Instructor (15)**

Mark Wheland (19)

Martin Humphrey (31)

Donald Edwards (30)

Alan Evans (43)

Kenneth Warner (21)

Robert Davis (38)

Alvin Maibach (35)

Andrew Gray (33)

Llyn Robinson (20)

Dannie Ellis (32)

Philip Morrison (8)

Danny Potter (10)

Robert McMeeken (7)

Tiffany Fowler (6)

Derek Johns (11)

Ronald McMahon (32)

Eric Evans (15)

## **HISTORY**

Hamrick School was established in 1980 as Hamrick Truck Driving School, a privately held corporation.

A training site was formalized at 1156 Medina Road in Medina, Ohio, and was licensed by the Ohio Department of Public Safety. The programs of instruction formulated by Hamrick School provide theoretical and practical training that form the basis of professionalism which has become a trademark of Hamrick School.

As business, industry and technology changed, our programs evolved to meet the growing needs of the trucking industry.

In November 2005, our school name changed to Hamrick School in order to permit the addition of programs other than truck driver training. In 2006, we expanded our facility to accommodate the addition of new programs. Currently only truck driver training programs are offered.

In November, 2014 the school was sold to the present owners, FA Optimum, Inc. Hamrick School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), approved by the Ohio State Board of Career Colleges and Schools and licensed by the Department of Public Safety through the Driver Training Program Office, 1970 West Broad Street, PO Box 182081, Columbus, Ohio 43218-2081.

In 2015, Hamrick School fulfilled ACCSC's requirements for institutions seeking renewal of accreditation and was awarded a five year grant of accreditation. Hamrick School has been recognized as an ACCSC School of Distinction for both 2011 and 2016. Additionally, in 2012 the Greater Akron Chamber of Commerce presented Hamrick School with the Excellence in Business Award as a local business that has demonstrated outstanding performance, growth, staying power and innovation. Hamrick School has been an accredited member of the Better Business Bureau for 35 years, and received a Gold Star Award from the BBB for being a complaint-free business from 2011 – 2013. Hamrick has been named a "Military Friendly" school by Victory Media and GI Jobs Magazine each year since 2012.

## **MISSION STATEMENT/ OBJECTIVES**

Our mission is to provide students with quality career training with an emphasis on positive attitude, self-esteem, and professionalism, offering hands-on training in a professional environment while striving for excellence.

Our programs are designed to meet the growing need for qualified entry-level truck drivers committed to their future careers.

Hamrick School is dedicated to exceeding minimum standards in the best interest of both the students and the community it serves. An underlying theme is implementation of a continuous self-improvement process which employs quality assurance through internal and external review.

## **FACILITIES AND EQUIPMENT**

Hamrick School is conveniently located at 1156 Medina Road, Medina, Ohio 44256. It is situated along Route 18 between Interstates 77 and 71 in a semi-rural setting. The campus consists of two air-conditioned, colonial school buildings, consisting of a total of 9300 square feet. The school buildings are comprised of classrooms, laboratories, administrative offices, a learning resource center, a career services office, and reception areas. The buildings are situated on 5.5 acres of scenic property.

### **CLASSROOM & RANGE**

The classroom is equipped with audio-visual equipment and visual aids, which are used as an integral part of classroom instruction. The school maintains subscriptions to streaming video services to enable it to provide the most up to date materials available.

The range area is used for lab instruction and development of maneuvering skills and is equipped with docks used for alley docking, straight line, off-set and parallel backing. Equipment used for range instruction includes day cab and conventional type tractors.

Classroom and truck driving instruction involving maneuvering skills and lab is taught at 1156 Medina Road, Medina, Ohio 44256.

### **ROAD**

Equipment utilized for road training includes tractors with 9 and 10 speed transmissions and 48 foot trailers. Most driving instruction is conducted within a 50-mile radius of the school.

### **EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY**

All programs of instruction are equal opportunity programs. Hamrick School does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis protected under the law in its admissions, programs, activities and employment.

## ADMISSIONS

### ADMISSION REQUIREMENTS

**A High School Diploma (or proof of completion) or recognized equivalent (GED) is required for admission.**

**Students who wish to enroll in any truck driver training program must also:**

- A. Complete a School Application and Enrollment Agreement;
- B. Be at least 21 years old (or reach age 21 prior to graduation)
- C. Provide a copy of a valid driver's license;
- D. Be able to read, write, speak and understand the English language; and
- E. Have at least 2 years driving experience.

**All students are required to pass a physical and drug screen no later than the end of the first week of class.**

**All students are required to obtain a valid CDL Instructional Permit with air brake, combination vehicle, and passenger endorsements before entering the range and road portion of training.**

### ADMISSION PROCEDURES

Persons desiring to apply for admission to the school should contact the school or one of its admissions representatives.

Applicants must be interviewed by a representative of the school to determine whether their driving record, personal background (including work history and prior felony, drug or other criminal convictions), and state of health are acceptable for admission. All applicants must complete a School Application, Enrollment Agreement, and submit other documents which are required to determine enrollment eligibility.

Any applicant with background issues which might preclude or limit employment in the trucking industry will be evaluated on an individual basis by school administrative personnel, including the Career Services office, prior to acceptance to determine their likelihood of obtaining employment in the trucking industry upon completion of a program. If an applicant is determined to have issues that would possibly prevent successful employment upon completion of the program, that applicant may be required to obtain one or more letter(s) of pre-hire prior to acceptance, or may be denied admission.

### AMERICANS WITH DISABILITIES ACT

Hamrick School complies with the Americans With Disabilities Act (the "ADA"), and will make reasonable accommodations to disabled individuals in accordance with the school's ADA Policy, which is available on request from the Assistant School Director. Due to the nature of the training provided at Hamrick School, in certain circumstances the school may comply with medical and safety requirements established under other Federal or State laws without violating the ADA.

## **DEPARTMENT OF TRANSPORTATION (DOT) PHYSICAL REQUIREMENTS**

Each student applying for any truck driver training program must pass a DOT physical and drug screen administered by a doctor, medical clinic, or drug-testing agency listed in the Federal Motor Carrier Safety Administration's National Registry of Certified Medical Examiners. As a service to students, physicals and drug screens are conducted at the school, generally on the first or second day of each class start. If the student does not pass the DOT physical and/or drug screen, their enrollment will be cancelled and, with the exception of \$100.00 for the cost of the physical and drug screen, all monies will be refunded within 30 days of the date of final determination of the failed physical or drug screen. All refunds will be made to the person or entity from whom the original payment to Hamrick School was made.

Students may also arrange their own physical and/or drug screen prior to the beginning of class. Any student doing so should be certain that:

- (1) The physical is conducted by a DOT Certified Medical Examiner and that they obtain a Medical Examiner's Certificate;
- (2) The drug screen is conducted to DOT standards;
- (3) The results of the drug screen are sent directly by the testing facility to Hamrick School; and
- (4) The drug screen is dated not more than 30 days prior to the student's start date.

## **CREDIT TRANSFER POLICY**

Due to the nature of the programs taught at Hamrick School, Hamrick School does not accept credit(s) earned at other post-secondary institutions for credit transfer.

Hamrick School's credit transfer policy also applies to veterans.

## **MILITARY EDUCATION AND SKILLS TRAINING**

Individuals with experience in the armed forces of the United States, or in the National Guard, or in a reserve component may request that the Training Manager review their military education and/or skills or theory training to determine if that training or any portion of that training is substantially equivalent to any portion of the curriculum. If the Training Manager determines that training or any portion of that training is substantially equivalent to any portion of the curriculum, then the individual may "test out" of the portions of the curriculum for which they have received substantially similar training in the military, provided that doing so does not violate any State or Federal regulation or requirement.

## **RE-ENTRY/READMISSION**

Re-entry into any program may be permitted at the discretion of the Assistant School Director. A student may re-enter the program upon a showing that the student's previous withdrawal or termination was due to circumstances beyond the control of the student which have been remedied or eliminated and will not recur, and that the student upon readmission will have a reasonable opportunity to complete the program.

The Assistant School Director must approve the date of re-entry into the program. Upon re-entry, students who had been receiving federal financial aid must meet with the financial aid officer to determine their continued eligibility to receive Title IV funds..

## **VETERANS RE-ENTRY**

If a veteran student's training is interrupted because of a Leave of Absence or excessive absences, the veteran must apply to the school for a re-admission. Credit will be given for previous hours completed. When the veteran is reinstated to the school, the Veterans Administration will be notified of re-entry.

**PROGRAM DESCRIPTIONS/SCOPE AND SEQUENCE**

***ADVANCED TRUCK DRIVER TRAINING PROGRAM***

**Program Objective:** This program is designed for individuals who have no previous tractor-trailer driving experience and prepares the student for the CDL Skills Test and entry-level employment as a driver in the trucking industry.

**6.1 WEEKS TOTAL TIME FOR COMPLETION (full-time, days, Monday – Friday)**

**9.1 WEEKS TOTAL TIME FOR COMPLETION (full-time, evenings & Saturdays)**

**CLOCK HOURS**

**Classroom Instruction..... 80 hrs.**

Classroom Instruction consists of introducing students to the trucking industry, its regulations, laws, taxes, and standards. It covers a wide range of subjects to develop truck driving techniques, maneuvers, and safety awareness through instructors' presentations accompanied by video demonstrations and student discussions.

**Site Training..... 76 hrs.**

Site Training consists of teaching students how to properly maintain their equipment, along with hands-on driving techniques and maneuvers introduced during classroom training. Backing maneuvers are practiced at an advanced level to better develop students' driving skills.

**City and Highway Driving ..... 48 hrs.**

City and Highway Driving enhances the students' abilities to operate various types of equipment with different shifting patterns. Students will receive a minimum of 10 hours of instruction behind the wheel on the road to ensure driving skills necessary for proficient and safe operation of a tractor-trailer.

**CDL Skills Examination Preparation/Employment Readiness..... 40 hrs.**

Skills Examination Preparation consists of a mix of Site Training, City and Highway Driving and pre-trip inspections individualized to fit each student's needs to best prepare the student to perform their best on the CDL skills examination. Also included are sessions with representatives of major trucking companies to prepare students for employment in the trucking industry.

**TOTAL PROGRAM ..... 244 hrs.**

Training regulations of the Ohio Department of Public Safety require students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel time during on-range training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 behind-the-wheel training hours will be allocated to range training or road instruction (at the instructor's discretion) depending on the needs of the student.

**STUDENTS WILL RECEIVE A CERTIFICATE UPON GRADUATION**

# ***ADVANCED TRUCK DRIVER TRAINING PROGRAM***

## **CURRICULUM SCOPE AND SEQUENCE**

### **PHASE I – CLASSROOM**

Regulatory Compliance	7.5
Driving Techniques	8.0
Defensive Driving	12.0
Inspection and Introduction to Preventive Maintenance	10.0
Trip Management	19.0
Driver Wellness and Safety	4.5
Highway Watch/Truckers Against Trafficking	2.0
Professional Development	13.0
Review and Final Examination	4.0

**PHASE I TOTAL HOURS 80**

### **PHASE II –LAB**

Vehicle Inspections	8.0
Straight Line Backing	16.0
Coupling and Uncoupling	4.0
Backing	48.0
Proficiency Development-Safe Operating Techniques	48.0
CDL Skills Examination Preparation/Employment Readiness	40.0

**PHASE II TOTAL HOURS 164**

**PROGRAM TOTAL HOURS 244**

# ***ADVANCED TRUCK DRIVER TRAINING PROGRAM***

## **COURSE DESCRIPTIONS**

### **PHASE I- CLASSROOM (80 hrs.)**

#### **Regulatory Compliance..... 7.5 hrs.**

Students will be taught all pertinent regulations and the importance of compliance with these regulations. Students learn about FMCSA regulations and take the DOT written examination for drivers. Traffic laws and the importance of paying attention to details are discussed before testing the students' knowledge of traffic laws. Registration and licensing laws will be discussed for each classification of vehicles. PUCO rules and regulations that must be complied with while operating a commercial vehicle in Ohio are reviewed. Students will be introduced to the CSA 2010 regulations and discuss driver qualifications and disqualifications pertaining to the commercial driver's license.

#### **Driving Techniques..... 8 hrs.**

Correct procedures for starting, moving, stopping and shutting off the vehicle will be taught. The function and use of the dashboard and gauges will be explained. Proper steering and cornering techniques, as well as the dangers and proper technique of bob tail driving, will be covered. Students will be introduced to the problems, procedures and responsibilities of backing, coupling and uncoupling a combination vehicle safely.

#### **Defensive Driving..... 12 hrs.**

Students will learn the importance of paying attention as to recognize distractions and hazards and to avoid crashes. Factors for defensive driving such as sharing the road, safe and courteous driving practices and the two most important factors, managing speed and managing space, will be discussed. The student's level of defensive driving skills is determined by taking the Hazard Perception Challenge quiz. The students will participate in the National Safety Council's truck driver safety program that focuses on critical driving skills and techniques that can assist a driver in preventing collisions, including the benefits and effectiveness of using safety belts and other occupant protection devices and "no zone" awareness.

#### **Vehicle Inspection and Introduction to Preventive Maintenance..... 10 hrs.**

Emphasis is placed on the importance of a good preventive maintenance program. The components of vehicle systems and their operations will be explained. This includes management systems, electrical systems, engines, drive train, steering systems, tires and wheels. The students will be introduced to systems that the driver uses to control the truck while driving and learn about the function and use of the transmission, air brakes, and auxiliary brakes. The federal laws relating to brake and lighting systems and the display of emergency equipment will be explained. This information will be reinforced as the students are introduced to the inspection requirements and safety procedures in relation to the pre-trip, post-trip, en-route and official roadside inspections. Out of service conditions of the tractor-trailer will be discussed and the students will learn the fundamentals of preventive maintenance related to the CVSA Roadside Inspection criteria.

#### **Trip Management..... 19 hrs.**

Trip management will be discussed in detail. Student will learn the Hours of Service regulations, including the regulation designed to minimize fatigue. They will learn how to complete a log and summary sheet. Students will be shown how to read a map and figure mileage for a trip so that they arrive at their destination on time and as cost-effectively as possible. Topics covered include: proper railroad grade crossing procedures, planning involved while hauling flammable and/or hazardous materials, aerodynamics, weight distribution, driving techniques that minimize fuel use and maintenance costs, paperwork, weighing the vehicle and the proper handling and securing of loads, including the use of sliders to balance load weight.

Students will complete several practical exercises to ensure that they understand the basis of these topics. Students will also learn appropriate communication skills with dispatchers, shippers and consignees. Additional time management techniques will be taught. Group activities include using established truck routes to decide where to take breaks, buy fuel and take the required 10 hours of rest.

**Driver Wellness and Safety..... 4.5 hrs.**

Students are informed of the dangers of driving while under the influence of alcohol, drugs, and fatigue. Hazards of driving under the influence are discussed. Information on driver medical qualifications, DOT physical examination requirements and disqualifying offences and conditions is explained. Ways to avoid various health problems through healthy eating and exercise will be explored.

Students will be introduced to safety procedures for handling and reporting crashes/accidents and vehicle fires. Financial responsibility laws will be explained. Ways to avoid various health problems through healthy eating and exercise will be explored.

**Truck Shield/Truckers Against Trafficking ..... 2 hrs.**

Students will be introduced to the Truck Shield/Truckers Against Trafficking program. The focus is on what drivers can do to assist the Ohio Highway Patrol in making our roadways safer by recognizing and reporting road hazards, impaired drivers and illegal or terrorist activities. The students will also learn about human trafficking at truck stops and how to notify authorities. They will watch a DVD sponsored by the organization Truckers Against Trafficking.

**Professional Development..... 13 hrs.**

The focus of this section is to prepare students for employment. Students will learn about the importance of being a professional. Professional characteristics and knowledge that companies expect from employees will be explained. The trucking companies' hiring requirements, pay scales, benefits and company orientation/training will be explained by company recruiters who visit the class. Résumés will be updated. Students will be guided through completing company application and will be given tips to be successful in the interview process. Other topics covered will include Money Management, Special Taxes and Whistleblower Protection, which protects drivers in the event a company wants them to run over hours or drive unsafe equipment. Practical hands-on activities relating to various financial situations and scenarios will promote financial literacy. Driver professionalism and issues that could affect professionalism are explored. Students will receive an Orientation to Phase II of the program.

**Review and Final Examination..... 4 hrs.**

Students' knowledge of classroom topics is evaluated through review materials and a 50-question, multiple-choice examination.

**PHASE II-LAB (164 Hours)**

**Vehicle Inspections (Range) ..... 8 hrs.**

Students learn the importance of systematic vehicle inspections and develop the skills necessary for proper inspection procedures by daily inspecting and checking the condition of critical components of the tractor-trailer while on range. Students practice driver's daily checks in detail, including checking engine fluids, fuses, tire inflation, draining air tanks, checking slack adjustment on a power unit and towed unit, and performing pre-service check.

**Straight Line Backing (Range)..... 16 hrs.**

Students will learn the safe start procedure, proper seat and mirror adjustment procedures along with the basic control system used for vehicle operation. Students practice straight line backing.

**Coupling and Uncoupling (Range)..... 4 hrs.**

Students will learn the safe procedure used to couple a tractor-trailer unit. Students practice pre-coupling procedures, horizontal and vertical alignments as well as safe uncoupling procedures using a variety of equipment. Students will be familiarized with choking wheels for coupling, uncoupling, loading and unloading purposes.

**Backing (Range)..... 48 hrs.**

This portion of the program provides students with the necessary skills involved in backing a tractor-trailer unit. It teaches the importance of looking for hazards before backing and includes advanced backing techniques required for potentially hazardous situations. Students will practice off-set side (left side) backing and also blind side (right side) backing. They will practice alley dock backing procedures as well as parallel parking of the tractor-trailer unit.

**Proficiency Development – Safe Operating Techniques (Road)..... 48 hrs.**

This portion of the program provides practical experience for students to gain driving skills necessary for proficient and safe operation of a tractor-trailer. Students will receive a minimum of 10 hours of instruction behind-the-wheel on the road. Emphasis will be placed on proper lanes when making right and left turns and proper space needed for making turns. Students will learn up and down shifting, double clutching, time-shifting for smooth fuel-efficient performance, and progressive shifting patterns. The student will practice visual search, speed and space management, communication and driving under various road and weather conditions in order to develop driving proficiency. **A STUDENT MUST HAVE AN AVERAGE OF 2.0 (75%) ON ALL RANGE TRAINING BEFORE THE STUDENT WILL BE PERMITTED TO ENTER THE ROAD PORTION OF THE TRAINING.**

**CDL Skills Examination Preparation/Employment Readiness (Range/Road) ..... 40 hrs.**

This portion of the program is designed on an individual basis to permit the student concentrated training in any areas where the student might require additional time to hone their skills prior to taking the CDL Skills Examination. In consultation with and on recommendation of instructors and the Training Manager, this portion of the program may consist of range, road or pre-trip inspection training, or any combination thereof, to prepare the student to perform their best on all aspects of the CDL Skills Examination. Also included are sessions with representatives of major trucking companies to prepare students for employment in the trucking industry.

# **600 MASTER TRUCK DRIVER TRAINING PROGRAM**

**Program Objective:** This program is designed for individuals who have no prior knowledge or experience in tractor-trailer driving and wish to advance their level of proficiency through additional hours of training utilized for CDL Temporary Permit Test preparation, vehicle inspections, and safe operating procedures. This program prepares the student for the CDL Temporary Permit Test, the CDL Skills Test, and entry-level employment as a driver in the trucking industry.

**15.0 WEEKS TOTAL TIME FOR COMPLETION (Full-time, Days, Monday-Friday)**

**22.0 WEEKS TOTAL TIME FOR COMPLETION (Full-time, Evenings and Saturdays)**

## **CLOCK HOURS**

**Classroom Instruction..... 200 Hours.**

The first three weeks of classroom introduces students to the trucking industry, its regulations, laws, taxes and standards. Training prepares students for the CDL Temporary Permit Test and covers a wide range of subjects to develop an understanding of truck driving techniques, maneuvers, safety awareness and preventive maintenance through instructors' presentations accompanied by video demonstrations, student discussions and group activities. During the fourth and fifth weeks of class, entry-level topics are covered in more detail, including Driver Wellness and Health, Hours of Service, and Trip Management. Other topics covered are Money Management, Time Management, and Preventive Maintenance as related to the CVSA Roadside Inspection Guidelines.

**Site Training: Tractor – Trailer..... 272 Hours<sup>1</sup>**

Hands-on training helps the students to apply the knowledge acquired in the classroom.

Training consists of hands-on driving techniques and maneuvers introduced during classroom training. Extensive backing procedures and maneuvers are performed in order to obtain proficient driving skills and learn various techniques required for successfully passing the CDL Skills Test. Students also learn pre-trip and post-trip vehicle inspecting procedures.

**City and Highway Driving: Tractor -- Trailer..... 48 Hours**

City and Highway Driving enhances the students' abilities to operate various types of equipment with different shift patterns. Students will receive a minimum of 10 hours of instruction behind the wheel on the road to develop students' skills in safe operating procedures that is a required for passing the CDL Skills Test.

**Passenger Bus Training..... 40 Hours**

Students learn proper inspection techniques for insuring passenger safety, learn to perform maneuvers required at a test site and on the job including alley dock, offset lane change, straight line backing, and parallel parking. On the road students learn proper procedures for loading and supervising passengers, arriving at stops, railroad crossings, avoiding accidents and prohibited practices.

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<sup>1</sup> For students participating in the Externship program, this requirement is reduced to 192 Hours.

**CDL Skills Examination Preparation/Employment Readiness ..... 40 Hours<sup>2</sup>**

Skills Examination Preparation consists of a mix of Site Training, City and Highway Driving and pre-trip inspections individualized to fit each student’s needs to best prepare the student to perform their best on the CDL skills examination. Also included are sessions with representatives of major trucking companies to prepare students for employment in the trucking industry.

**Externship..... 120 Hours<sup>3</sup>**

After receiving the Commercial Driver’s License, students will finish their training under the guidance and direction of a driver-trainer with a qualified trucking company.

**TOTAL PROGRAM..... 600 Hours**

Training regulations of the Ohio Department of Public Safety require students to receive a minimum of 40 hours behind-the-wheel training time. To comply with these regulations, each student will receive a minimum of 10 hours of behind-the-wheel time during on-range training and 10 hours of behind-the-wheel time during on-road training. The balance of 20 behind-the-wheel training hours will be allocated to range training or road instruction (at the instructors’ discretion) depending on the needs of the student.

**STUDENTS WILL RECEIVE A CERTIFICATE UPON GRADUATION**

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<sup>2</sup> For students participating in the externship program, this requirement is eliminated.

<sup>3</sup> For Qualifying Students – See Page 18 for requirements.

## **600 MASTER TRUCK DRIVER TRAINING PROGRAM**

### **CURRICULUM SCOPE AND SEQUENCE**

<b>PHASE I – CLASSROOM</b>	<b>CLOCK HOURS</b>
Orientation/CDL Permit Preparation	40.0
Regulatory Compliance	7.5
Driving Techniques	8.0
Defensive Driving	12.0
Inspection and Introduction to Preventive Maintenance	43.5
Trip Management	39.0
Driver Wellness and Safety	12.5
Highway Watch/Truckers Against Trafficking	2.0
Professional Development	27.5
Review and Final Examination	8.0
<b>PHASE I TOTAL HOURS</b>	<b>200.0</b>
<b>PHASE II – LAB</b>	<b>CLOCK HOURS</b>
<b>Tractor-Trailer Driving Skills</b>	
Vehicle Inspections	20.0
Basic Operations – Coupling/Uncoupling and Backing	172.0
Proficiency Development – Safe Driving Practices	48.0
Passenger Bus Training	40.0
<b>Advanced Tractor-Trailer Driving Skills <sup>4</sup></b>	
Advanced Vehicle Inspections	20.0
Advanced Operations – Coupling/Uncoupling and Backing	60.0
CDL Skills Examination Preparation/Employment Readiness	40.0
<b>PHASE II TOTAL HOURS</b>	<b>400.0</b>
<b>PROGRAM TOTAL HOURS</b>	<b>600.0</b>

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<sup>4</sup> Requirements replaced by Externship for students participating in the Externship program. See page 18 for details.

**COURSE DESCRIPTIONS**  
**600 CLOCK HOURS**  
**600 MASTER TRUCK DRIVER TRAINING PROGRAM**

**PHASE I- CLASSROOM (200 hrs.)**

**Orientation / CDL Permit Preparation..... 40.0 hrs.**

Students are presented with the general requirements of the Commercial Drivers License, as well as the State of Ohio's CDL requirements. Classroom presentation includes a thorough coverage of all the material specific to the CDL. Students are able to take practice tests for the general knowledge, air brakes, combination vehicles and hazardous materials portions prior to taking the actual tests.

**Regulatory Compliance..... 7.5 hrs.**

Students will be taught all pertinent regulations and the importance of compliance. Students learn about FMCS regulations and take the DOT written examination for drivers. Traffic laws and the importance of paying attention to details are discussed before testing the students' knowledge of traffic laws. Registration and licensing laws will be discussed for each classification of vehicles. PUCO rules and regulations that must be complied with while operating a commercial vehicle in Ohio are reviewed. Students will be introduced to the CSA 2010 regulations and discuss driver qualifications and disqualifications pertaining to the commercial driver's license.

**Driving Techniques..... 8.0 hrs.**

Correct procedures for starting, moving, stopping and parking the vehicle will be taught. The function and use of the dashboard controls and gauges will be explained. Proper steering and cornering techniques, as well as the dangers and proper technique of bob tail driving, will be covered. Students will be introduced to the problems, procedures and responsibilities of backing, coupling, and uncoupling a combination vehicle safely.

**Defensive Driving..... 12.0 hrs.**

Students will learn the importance of being alert, aware, and to recognize distractions and potential hazards in order to avoid crashes. Defensive driving techniques such as sharing the road, safe and courteous driving practices, and the two most important factors of managing speed and space will be discussed. A measurement of the student's level of defensive driving skills is evaluated by taking the Hazard Perception Challenge quiz. Students will participate in the National Safety Council's truck driver safety program that focuses on critical driving skills and techniques that can assist a driver in preventing collisions, including benefits and effectiveness of using safety belts and "no zone" awareness.

**Vehicle Inspection and Introduction to Preventive Maintenance..... 43.5 hrs.**

Emphasis is placed on the importance of a good preventive maintenance program. The components of vehicle systems and their operations will be explained, including management systems, electrical systems, engines, drive train, steering systems, tires, and wheels. Students will be introduced to systems that the driver use to control the truck while driving and learn about the function and use of the transmission, air brakes, and auxiliary brakes. The federal laws relating to brake and lighting systems and the display of emergency equipment will be explained. This information will be reinforced as students are introduced to inspection requirements and safety procedures in relation to the pre-trip, post-trip, en-route and official roadside inspections. Out of Service conditions of the tractor-trailer will be discussed and the students will learn the fundamentals of preventive maintenance as relates to the CVSA Roadside Inspection Criteria.

**Trip Management..... 39.0 hrs.**

Trip management will be discussed in detail. Student will learn the Hours of Service regulations, including the regulations designed to minimize fatigue. They will learn how to complete a log and summary sheet. Students will be shown how to read a map and estimate mileage for a trip so that they arrive at their destination on time and as cost-effectively as possible. Topics covered include: proper railroad grade crossing procedures, planning involved while hauling flammable and/or hazardous materials, aerodynamics, weight distribution, driving techniques that minimize fuel use and maintenance costs, required paperwork, weighting the vehicle and the proper handling and securing of loads, including the use of sliders to balance load weight. Students will complete several practical exercises to ensure that they understand the basis of these topics. Students will also learn appropriate communication skills with dispatchers, shippers and consignees. Group practice activities include using established truck routes, deciding where to take breaks, buying fuel, and taking the required 10 hours of rest. Students will also practice time management and routing skills to map and plan actual routes to be used for on-road training.

**Driver Wellness and Safety..... 12.5 hrs.**

Students are informed of the dangers of driving while under the influence of alcohol, drugs, and fatigued. Hazards of driving under the influence are discussed. Information on driver medical qualifications, DOT physical examination requirements and disqualifying offences and conditions is explained. Techniques of maintaining one's health through exercise and eating properly are explored. Students will be introduced to safety procedures for handling and reporting crashes/accidents and vehicle fires. Financial responsibility laws will be explained.

**Truck Shield/Truckers Against Trafficking .....2.0 hrs.**

Students will be introduced to the Truck Shield/Truckers Against Trafficking program. The focus is on what drivers can do to assist the Ohio Highway Patrol in making our roadways safer by recognizing and reporting road hazards, impaired drivers and illegal or terrorist activities. The students will also learn about human trafficking at truck stops and how to notify authorities. They will watch a DVD sponsored by the organization Truckers Against Trafficking.

**Professional Development..... 27.5 hrs.**

The focus of this section is to prepare the students for employment. The students will learn about commercial driver license requirements and the importance of professional conduct. The need to project a professional image and the knowledge that companies expect from employees will be explained. The trucking companies' hiring requirements, pay scales, benefits, and company's orientation/training will be explained by company recruiters who visit the class. Students will be guided through updating resumes, completing company applications, and will be given tips to be successful in the interview process. Other topics covered will include Money Management, Special Taxes and Whistleblower Protection, which protects them in the event a company wants them to run over hours or drive unsafe equipment. Practical hands-on activities relating to various financial situations and scenarios will promote financial literacy. Driver professionalism and issues that could affect professionalism are explored. Students will receive an Orientation to Phase II of the program.

**Review and Final Examinations..... 8.0 hrs.**

The student's knowledge of classroom topics is evaluated through review materials and a 50 question, multiple-choice examination.

## **PHASE II-LAB (400 hrs.)**

### **Tractor-Trailer Driving Skills**

#### Vehicle Inspections (Range) ..... **20 hrs.**

Students learn the importance of systematic vehicle inspections and develop the skills necessary for proper inspection procedures. Students will be given instruction and will practice the required vehicle inspections.

#### Basic Operations – Coupling/Uncoupling and Backing ..... **172 hrs.**

Students will learn the safe procedure used to couple a tractor-trailer unit. Students practice pre-coupling procedures, horizontal and vertical alignments as well as safe uncoupling procedures using a variety of equipment. Students will be familiarized with choking wheels for coupling, uncoupling, loading and unloading purposes.

This portion of the program also provides students with the necessary skills involved in backing a tractor-trailer unit. It teaches the importance of looking for hazards before backing, and includes advanced backing techniques required for potentially hazardous situations. Students will practice straight line backing; off-set side (left side) backing and also blind side (right side) backing. They will practice alley dock backing procedures as well as parallel parking of the tractor-trailer unit.

#### Proficiency Development – Safe Driving Techniques – (Road) ..... **48 hrs.**

This portion of the program provides practical experience for students to gain driving skills necessary for proficient and safe operation of a tractor-trailer. Students will receive a minimum of 10 hours of instruction behind the wheel on the road. Emphasis will be placed on proper lanes when making right and left turns and proper space needed for making turns. Students will learn up and down shifting, double clutching, time-shifting for smooth fuel-efficient performance, and progressive shifting patterns. Student will practice visual search, speed and space management, communication and driving under various road and weather conditions in order to develop driving proficiency. **A STUDENT MUST HAVE AN AVERAGE OF 2.0 (75%) ON ALL RANGE TRAINING BEFORE THE STUDENT WILL BE PERMITTED TO ENTER THE ROAD PORTION OF THE TRAINING.**

#### Passenger Bus Training ..... **40 hrs.**

Students learn proper inspection techniques for insuring passenger safety, learn to perform maneuvers required at a test site and on the job including alley dock, offset lane change, straight line backing, and parallel parking. On the road students learn proper procedures for loading and supervising passengers, arriving at stops, railroad crossings, avoiding accidents and prohibited practices.

### **Advanced Tractor-Trailer Driving Skills<sup>5</sup>**

#### Advanced Vehicle Inspections ..... **20 hrs.**

Students continue to master the skills necessary for systematic vehicle inspections and sharpen the skills necessary for proper inspection procedures. Students will be given instruction and will practice the required vehicle inspections

#### Advanced Operation: Coupling/Uncoupling and Backing (Range) ..... **60 hrs.**

Students will continue to hone their skills in proper backing and coupling procedures, gaining proficiency as they prepare to take their driving exam. They will gain more behind-the-wheel practice as they continue developing their hazard perception awareness for safe docking and parking, as well as efficient and safe coupling procedures.

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<sup>5</sup> These requirements replaced by Externship for students participating in the Externship program. See Page 18.

CDL Skills Examination Preparation/Employment Readiness ..... **40 hrs.**

This portion of the program is designed on an individual basis to permit the student concentrated training in any areas where the student might require additional time to hone their skills prior to taking the CDL Skills Examination. In consultation with and on recommendation of instructors and the Training Manager, this portion of the program may consist of range, road or pre-trip inspection training, or any combination thereof, to prepare the student to perform their best on all aspects of the CDL Skills Examination. Also included are sessions with representatives of major trucking companies to prepare students for employment in the trucking industry.

Externship<sup>6</sup> ..... **120 hrs.**

Students who qualify for and elect to participate in the Externship program will finish their training under the guidance of a driver-trainer with a qualified trucking company. Students must complete 120 clock hours of externship to be eligible for graduation.

### **EXTERNSHIP PROGRAM**

Hamrick School, in conjunction with several major trucking companies, offers an externship program to qualified students in the 600 Master Truck Driver Training program. The Externship program allows the student to complete the final 120 hours of their training in a paid externship at a major trucking company. The externship provides the student with an excellent opportunity to begin their career in the trucking industry and to begin earning while completing their program at Hamrick School. Frequently, the externship leads to regular employment with the externship company immediately upon graduation from Hamrick School. Externship is graded on a pass/fail basis.

To qualify to participate in the Externship program, the student must:

1. Submit an application for participation in the program to the Career Services office no later than the completion of 350 hours in the program;
2. Be approved for participation in the program by the Training Manager or Lead Instructor and by the Career Services office;
3. Have no less than 90% attendance at the completion of 400 hours in the program;
4. Have achieved competence in all required range and road driving skills, as adjudged by the Training Manager or Lead Instructor, at the completion of 480 hours in the program;
5. Have completed all State of Ohio required yard, road, and “behind-the-wheel” training at the completion of 480 hours in the program; and
6. Obtain a Class “A” CDL within 30 days after completion of 480 hours in the program.

More information on the Externship program, including participating companies and applications, is available in the Career Services office.

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<sup>6</sup> For Qualified Students.

## ACADEMIC POLICIES

### ATTENDANCE

Regular attendance during a student's scheduled hours is expected. Experience shows that students who maintain good attendance while in school will generally continue to do so upon employment. Additionally, many of the skills taught in Hamrick School programs require regular, consistent repetition to master and maintain.

All time missed due to absences and tardiness must be made up. All students must complete 100% of the instructional hours for each phase before moving to the next phase.

In the event that fourteen (14) calendar days elapse from the last recorded day of attendance the student will be considered to have withdrawn from his/her program.

### VETERANS

In the event that fourteen (14) calendar days elapse from the last recorded day of attendance the school will notify the Veterans Administration to interrupt training benefits

All students must comply with the minimum attendance requirements for their program reflected in the charts located in the Satisfactory Academic Progress Standards section of the catalog. Failure to comply with this standard will result in the student being placed on warning or probation (refer to Warning/ Probation Period and Satisfactory Progress Standard for these programs).

In addition to the standards set forth in the Satisfactory Academic Progress policy, students are expected to maintain acceptable attendance throughout their program. Acceptable attendance means attendance at no less than the following rates:

#### **600 Master Truck Driver Training Program:**

<u>Scheduled Hours</u>	<u>Required Attendance</u>
500	60%
600	63%
700	65%
800	67%

#### **Advanced Truck Driver Training Program:**

<u>Scheduled Hours</u>	<u>Required Attendance</u>
200	60%
244	63%
300	67%

Any student whose attendance falls below the required percentage will be terminated from the program.

## **TARDINESS**

A student is considered tardy when he/she arrives in the classroom or their training area after the beginning of class, or after the resumption of class after breaks. Students will receive credit for only time actually attended. Students must meet with their instructor or the Training Manager to arrange make-up time for any time missed. Whenever possible, students should notify the school if they are going to be tardy.

## **LEAVE OF ABSENCE**

A Leave of Absence may be requested to accommodate a student's need to miss class due to temporary situation beyond the student's control. Requests for a Leave of Absence must be made in person, in writing, signed by the student, on a form provided by the Registrar prior to the first day of the requested Leave of Absence and must include (1) The date of the request, (2) the date on which the Leave of Absence is requested to begin, (3) the reason for the requested Leave of Absence and (4) the date on which the Leave of Absence will end and the student will return to class. Documentation of any situation for which a Leave of Absence or an extension of a Leave of Absence is requested may be required at the discretion of the School Director or Assistant School Director.

The decision to grant or to deny a Leave of Absence or an extension of a Leave of Absence lies within the discretion of the School Director and/or Assistant School Director. No Leave of Absence or extension of a Leave of Absence will be granted if there is, in the judgment of the School Director or Assistant School Director, no reasonable expectation that the student will return to school on the expiration of the Leave of Absence or extension of the Leave of Absence being requested.

A Leave of Absence may not exceed thirty days per request. Leaves may, if necessary and appropriate, be extended. An extension of a Leave of Absence must be requested in the same manner as an original Leave of Absence. **IT IS THE OBLIGATION OF THE STUDENT REQUIRING AN EXTENSION OF A LEAVE OF ABSENCE TO REQUEST AND OBTAIN THAT EXTENSION PRIOR TO THE EXPIRATION OF THE ORIGINAL LEAVE OF ABSENCE.** Under no circumstances may a student obtain Leaves of Absence or extensions totaling more than 180 days in any twelve month period, beginning on the first day of the first Leave of Absence obtained.

The failure of any student on an approved Leave of Absence to return to school upon the expiration of the Leave of Absence will result in the student's termination from his/her program on the day following the expiration of the Leave of Absence. In such an instance, the student's withdrawal date will be the last date of actual attendance at the school. The amount of any applicable refund will be calculated as stated in the school's refund policy based on that date. In addition, the grace period of any loan repayment will be determined by that date. As a result the grace period for Title IV or other loans might be exhausted, and the repayment of Title IV and/or other loans may begin immediately.

## **DROP/ADD POLICY**

Students may enroll through the first forty scheduled clock hours of the program; however, they are responsible for making up missed material and hours before the end of the classroom portion of their program. Students may choose to drop from the program without penalty until the end of the first forty scheduled clock hours.

## **GRADING SYSTEM**

Student performance will be evaluated according to the following grading system:

### **CLASSROOM:**

<b>Percentage Values</b>	<b>Interpretation</b>
95 – 100	Excellent
85 – 94	Good
75 – 84	Acceptable
65 – 74	Poor
Below 65	Failure

### **RANGE AND ROAD:**

<b>Point Value</b>	<b>Percentage Values</b>	<b>Interpretation</b>
4.0	95	Excellent
3.0	85	Good
2.0	75	Acceptable
1.0	65	Unacceptable
0.0	0	Failure

### **EXTERNSHIP:**

Completed externship is graded on a Pass/Fail basis. Students not completing their externship will receive a grade of “W” and will be required to return to campus for the completion of the final 120 hours of their program should they so desire. Students returning without completing their externship will receive no credit for the hours spent at externship.

## **ROAD SAFETY POLICY**

Public safety, and the safety of the student, instructors and fellow students, requires that students achieve a minimum level of competence in operating and maneuvering a tractor trailer before entering and during the road portion of the training. A student must have an average of 2.0 (75%) on all range training before the student will be permitted to enter the road portion of the training. Any student who does not or, in the opinion of the Training Manager in consultation with the faculty, will not achieve the required 2.0 (75%) average in time to permit completion of the required road training within the remaining time frame of their program may be terminated from the program.

Any student who, during the road portion of their training does not and, in the opinion of the Training Manager in consultation with the faculty, will not acquire and possess sufficient skill to permit them to operate a tractor trailer on the highway without posing a threat to the safety of themselves, the public, instructors or fellow students, may be removed from the road portion of the training and terminated from the program.

No student may be terminated under this provision without prior advising by the Training Manager and a meeting with school administration to explore possible alternatives to termination.

## **RANDOM DRUG SCREENING**

Hamrick School conducts random drug and alcohol screening during the truck driver training programs. In addition, students participating in the externship program will be required to pass a pre-employment drug and alcohol screen at their externship company. Any student failing a random drug or alcohol screen at the school or a pre-employment drug or alcohol screen at their externship company will be required, solely at their expense, to complete the United States Department of Transportation Return to Duty process as outlined in 49 CFR, Part 40, Subpart O before the student will be permitted to return to class.

A student required to complete the Return to Duty process due to a failed drug or alcohol screen may obtain a Leave of Absence from school while participating in the process. However, a student may not accumulate a total of more than 180 days of Leave in any one year period, including any other leave previously taken by the student for any other permissible reason. Students on Leave of Absence due to a failed drug or alcohol screen will be required to provide documentation of continued participation in a program designed to comply with the Return to Duty rules on a monthly basis, and any student not providing such documentation in a timely manner will be dismissed from school, and the school's refund policy will be applied and followed.

The student will be responsible for any costs associated with any follow-up drug or alcohol testing required as a condition of the Return to Duty process. Any student who has a positive random or follow-up drug or alcohol test, whether at the school or at an externship site, will be dismissed from school, and the school's refund policy will be applied and followed.

## **MAKE-UP WORK/EXAMS**

Students are required to schedule all make-up work and time with their instructor. A student must make up exams within one week, except in the case of documented exceptional mitigating circumstances which in the discretion of the classroom instructor may require a longer time frame

Retests may be permitted at the instructor's discretion. In such case, retest grades will replace the original grades.

## **ACADEMIC YEAR DEFINITION**

Hamrick School uses an academic year of 900 clock hours, and defines a full-time student as one who attends at least 24 clock hours per week.

## **OHIO DEPARTMENT OF PUBLIC SAFETY CLOCK HOUR DEFINITION**

Classroom and behind-the-wheel instruction shall consist of no less than sixty minutes for each hour credited toward completion of the required instruction. Time taken for breaks in instruction shall not be included when calculating completion of the required instruction.

*Ohio Administrative Code §4501-7-28(E)*

Hamrick School shall make all required classroom and behind-the-wheel training available to the students within two hundred and seventy days after the first lesson *Ohio Administrative Code §4501-7-28(C) Driver training schools are licensed by the Ohio Department of Public Safety through the Ohio Traffic Safety Office, 1970 West Broad Street, Columbus, Ohio 43223.*

## **ACCSC CLOCK HOUR DEFINITION**

Hamrick School's accrediting body, The Accrediting Commission of Career Schools and Colleges, defines a clock hour as "50 minutes of instruction in a 60 minute period of time"

## **HAMRICK SCHOOL CLOCK HOUR DEFINITION**

For all purposes of determining clock hours, Hamrick School uses the definition of the Ohio Department of Public Safety set out above.

## **TRAINING RATIOS**

### ***ADVANCED TRUCK DRIVER TRAINING PROGRAM 600 MASTER TRUCK DRIVER TRAINING PROGRAM***

**Number of Classrooms:** Two (2)  
**Student/Vehicle Ratio**

Range: 2 - 1  
Road: 4 - 1

### **Instructor / Student Ratio**

Classroom 1: Maximum of 1 - 35  
Classroom 2: Maximum of 1 - 24  
Range: Maximum of 1 - 10  
Road: Maximum of 1 - 4

## **SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP)**

Federal Regulations and accrediting standards require the school to verify that all students continue to make Satisfactory Academic Progress (SAP) throughout their enrollment at Hamrick School. Satisfactory Academic Progress requires that the student progress through their program on a pace to graduate within a reasonable period of time, and actually graduate within a specified time frame.

All periods of enrollment count toward Satisfactory Academic Progress (Fall, Winter, Summer, Spring) including periods when a student does not receive financial aid.

Satisfactory Academic Progress consists of two components – academic achievement (qualitative) and attendance (quantitative).

Hamrick School measures each student's SAP status at two "assessment points" during their program. The assessment points are based on the number of hours for which a student has been scheduled to attend – NOT the number of hours which the student has actually attended. Assessment points are as follows:

### **Advanced Truck Driver Training Program:**

<b>Midpoint</b>	<b>End of Normal Program Length</b>
120 Hours	244 Hours

### **600 Master Truck Driver Training Program:**

<b>Midpoint</b>	<b>End of Normal Program Length</b>
300 Hours	600 Hours

**Minimum Academic Achievement:** To meet SAP standards, students must achieve a cumulative grade point average of no less than 75% at each measuring point.

**Minimum Attendance Rate:** To meet SAP standards, students must achieve an attendance rate of 67% at each assessment point. Pace of completion is calculated by dividing clock hours attended by clock hours scheduled.

**Maximum Time Frame:** To obtain a Certificate, students must complete the entire curriculum within the maximum allowable time frame. The maximum allowable time frame shall not exceed 1.5 times, or 150%, of the normal duration of the program. Maximum allowable time frames are:

### **Advanced Truck Driver Training Program:**

Normal Program Length: 244 Hours  
Maximum Allowable Time Frame: 366 Hours (244 x 1.5)

## **600 Master Truck Driver Training Program:**

Normal Program Length: 600 Hours  
Maximum Allowable Time Frame: 900 Hours (600 x 1.5)

Failure to complete a program within the Maximum Allowable Time Frame will result in the student's **TERMINATION** from the school. Notice of such termination will be in writing.

**WARNING:** The **first time** that a student does not meet SAP standards, either academic or attendance, at an assessment point, the student will be placed on Warning. While on Warning the student will be considered to be meeting the standards of progress and will remain eligible to receive Title IV financial aid. If the student meets the minimum requirements at the next assessment point, the student will be removed from Warning and returned to a regular status.

**SUSPENSION:** A student on Warning who fails to achieve SAP standards, either academic or attendance, at the next measuring point after the Warning period will be placed on Suspension, will not be considered to be meeting the standards of progress, and will continue on Extended Enrollment status. Students are ineligible to receive Federal Financial Aid while on Extended Enrollment status, and will need to make arrangements with the school for the payment of any charges which may come due during that period.

**VETERANS:** Should a student terminated under this provision be receiving VA benefits, notification to interrupt the student's educational benefits will also be sent to the VA.

### **PROGRESS EVALUATIONS AND ADVISING**

Students will meet with the Training Manager to review their progress, including the student's grades and attendance records, at each assessment point arising during their program. If, during any such meeting, it is determined that problems or issues exist which could, if uncorrected, lead to the student's failure to satisfactorily complete the program, a plan will be developed to enable the student to successfully complete the program. Information will not be released to anyone other than the student without the student's written permission.

### **RE-ESTABLISHING ELIGIBILITY**

Students who do not appeal or who appeal and are denied can re-establish their eligibility by attending at their own expenses and successfully completing an evaluation period with appropriate grades and credits/clock hours to bring the student back into Satisfactory Progress.

### **APPEAL**

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal one time throughout their enrollment in the program. Students have 10 days from the notification of loss of financial aid eligibility to submit an appeal. Appeal must:

- Be in writing and submitted to the Director of Education.
- Include the extenuating circumstances that caused the student not to meet SAP standards.

- Examples of this may include death or illness of a family member, injury or illness of the student.
- Include copies of appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards at the next evaluation period.

The Financial Aid Office will review the student's appeal and issue a written determination within 10 days of receipt of the complete appeal.

**Probation:** A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. While on probation the student can continue to receive aid. If at the end of the evaluation period, a student on financial aid probation status:

1. Has met the institution's quantitative and qualitative standards, the student shall be returned to good standing.
2. Has not met the institution's quantitative and qualitative standards the student will lose financial aid eligibility and will be required to self-pay for the remainder of the program or drop from the program.

**Incomplete Grade:** If a student receives an incomplete in any subject, the student will have 10 days to complete all assigned work. An incomplete is defined as any work that is not completed by the end of a module within the given timeline, as assigned by the primary instructor. Once the grade of Incomplete is changed, SAP is recalculated.

**Withdrawals:** All Return to Title IV calculations will be performed for all withdrawing students as per its R2T4 Policy. If a withdrawn student is allowed to return back to school, Hamrick School will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

\*\* Hamrick School **DOES NOT**:

- accept transfer credits,
- offer remedial courses,
- offer repeated courses,
- have withdrawal- passing vs. withdrawal failing.

## **GRADUATION REQUIREMENTS**

**Students must meet the following requirements to graduate and receive a Certificate:**

1. Attain a cumulative average of 75% or above on all classroom assessments and a cumulative grade point average of 2.0 or 75% or above on all range and road assessments;
2. Complete all program hours, including 120 hours of externship for 600 Master Truck Driver Training Program students participating in the Externship program, within the maximum allowable time frame for the program; and
3. Satisfy all financial obligations to the school.

### **CERTIFICATE**

Students completing their program will receive a Certificate of Completion and a “Certification of Road Test” and “Certification of Written Examination”, documenting satisfactory completion of all requirements in accordance with Federal Motor Carrier Safety Administration regulations. Certificates and certifications will be mailed to the student’s last known address within fifteen days from the completion of training or the completion of all graduation requirements, whichever occurs last. To ensure receipt of their Certificate, graduating students must inform the Registrar of any address change which occurred after their enrollment

### **TRANSCRIPTS**

A complete record of hours completed and grades received is maintained in the student’s permanent academic records.

One official transcript and one additional copy will be provided to the student free of charge upon graduation. Additional official transcripts will be furnished for a charge of \$5.00 each. Students who have not graduated and/or satisfied their financial obligations to the school are not eligible to receive transcripts.

Students may request a transcript in writing on a “Transcript Request Form”, which may be obtained from the Registrar’s Office or which is available from the school’s website. ***Hamrick School will not accept telephone requests for transcripts from either the student or prospective employer.***

## FINANCIAL SERVICES AND FINANCIAL AID

### FINANCIAL AID SERVICES

Hamrick School firmly believes that education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier for attending one's school of choice. Financial aid is available for those who qualify and are enrolled in an eligible program.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend school. The primary responsibility for meeting the costs of education rests with individual students and their families.

Applications for Federal Financial Aid (FAFSA) are accepted at any time prior to the beginning of a class, but early application is encouraged to ensure adequate time for processing. The student will be notified of funding eligibility during their interview with the Financial Aid Director.

The following Federal financial aid programs are available:

<b>Federal Pell Grant</b>	Does not require repayment (Income Based)
<b>Federal Direct Student Loan Program</b>	Student loans that <b>must</b> be repaid with interest.
<b>PLUS</b>	Parent Loan for Undergraduate Students that <b>must</b> be repaid with interest.

Please see the Financial Aid Director for further information about these programs.

A student may be eligible for some, but not all, of these programs. A personal and confidential interview with the Financial Aid Director will be used to determine financial aid eligibility.

### OTHER AVAILABLE FINANCIAL ASSISTANCE

Students attending Hamrick School may also qualify for other financial assistance to meet educational costs, including Veterans Administration, Workforce Investment Act (WIA), Trade Re-adjustment (TRA), and other organizations providing scholarships and grants. Please contact the respective agency regarding these funding sources.

### DISBURSEMENTS OF STUDENT LOANS AND FINANCIAL AID

Student loans or other financial aid funds received from federal, state, or local governments or administered under the federal student financial assistance programs governed by Title IV of the "Higher Education Act of 1965", 20 U.S.C.A. 1070 et seq., as amended, will be collected and applied in the manner established and required by the applicable federal, state, or local regulations.

## **REFUND POLICY**

If a prospective student is not accepted for admission, all monies received will be refunded. If a student begins classes and then withdraws or is terminated prior to the end of any quarter/academic term in attendance, the Ohio State Board of Career Colleges and Schools Refund Policy as defined below will apply, and will be based on the student's last recorded date of attendance.

1. A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees for the current academic term.
2. A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty percent of the tuition and refundable fees for the current academic term.
3. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees for the current academic term.
4. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees for the current academic term.

Students will be charged a fee for books, physical and drug screen. Costs incurred for the DOT physical and drug screen are non-refundable (if paid to the physician and/or testing facility by the school), and will not be subject to the school's refund policy.

The refund of Federal Financial Aid Funds will be based on the calculation required under the Federal Return of Title IV Funds policy, and the calculated amount will be returned to the appropriate source(s) within 45 days from the date of withdrawal.

The return of funds from other sources such as BVR, WIA, TAA or private scholarship etc., will be based on those sources' respective policies.

All refunds will be made to the person, agency, company or entity which made the initial payment to the school.

**Note:** Should a student terminate his/her training or graduate with an outstanding financial obligation, Hamrick School reserves the right to withhold transcripts or Certificates of Completion until all financial obligations are met.

## **APPLICATION OF REFUND POLICY**

Any monies due to the student upon termination or graduation from the program shall be refunded within thirty days (30) from the date of termination. If the student is on a leave of absence and does not return as scheduled, the amount of any refund will be calculated based on the last day of attendance and the refund will be made within thirty calendar days from the scheduled date of return.

## **TERMINATION DATE**

The termination date for refund computation purposes is the last day of the actual attendance by the student. An applicant or student may terminate enrollment by giving a written notice to the school. However, the school will refund monies due to a student or applicant whether or not the student provided notice of cancellation or withdrawal.

## **RETURN OF TITLE IV FEDERAL STUDENT AID**

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Direct Loans) a student earned if they withdraw\* before completing 60% of each semester. If a student withdraws on or before the 60% point in time, a portion of the Title IV funds awarded to a student must be returned within 45 days of the date the school determines the student has withdrawn.

The amount of Federal Financial Assistance that the student earns is determined on a percentage basis. Students who withdraw at any point after the 60% point in the payment period have earned 100% of their Title IV fund and no refund is due. Students withdrawing from school should be aware that the school may be obligated to return Federal financial aid funds back to the U.S. Department of Education if the student does not complete 60% of the payment period. If funds are returned, the student should be aware that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

percent earned = number of clock hours scheduled up to the withdrawal date\* divided by the total clock hours in the payment period.

percent unearned = 100% minus percent earned.

When a student receives Federal Financial Aid in excess of aid earned – the school returns the lesser of:

Institutional charges multiplied by the unearned percentage, or  
Title IV Funds disbursed multiplied by the unearned percentage

The student returns:

Any remaining unearned aid the school is not required to return

Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

After Return of Title IV Funds calculation is complete, federal funds will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. Private financial resources

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the U. S. Department of Education. Students have 45 days from their withdrawal date to repay to the college any federal grant overpayment. After the 45 days, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive additional Federal Financial Aid until the overpayment is resolved.

The school must report to the U. S. Department of Education any student who is in an overpayment status.

\*withdrawal occurs the date the Registrar's Office receives student's withdrawal form, the date the student is officially dismissed from the college, or in the case of unofficial withdrawal, the date of the student's last documented class attendance according to the instructor's records.

### **POST-WITHDRAWAL DISBURSEMENTS**

Students who are eligible to receive Title IV aid but who did not receive their aid prior to making a complete withdrawal may be eligible to receive a disbursement of financial aid funds, even though they have withdrawn. This is referred to as a "post-withdrawal disbursement." To be eligible to receive a post-withdrawal disbursement, students must have a complete financial aid file in the Financial Aid Office and meet all eligibility requirements (i.e. ISIR with eligible EFC, completed verification if selected, etc.) Students who are eligible to receive a post-withdrawal disbursement will be notified in writing by the Financial Aid Office and will have 14 days to respond to the notice.

A Post-Withdrawal Disbursement of Federal grant funds for open charges only does not require your acceptance. The School is required, however, to obtain your permission to credit your account with Federal grant funds in excess of open charges.

The School will automatically credit the student's account for current charges for tuition, fees, and room and board BUT will require student's permission to use the post-withdrawal grant disbursement for all other charges. If the student doesn't give permission, the student will be offered the funds. Grant funds will be disbursed no later than 25 days after school's determination of withdrawal.

Some Title IV funds that a student was scheduled to receive cannot be disbursed once the student withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student who has not completed the first 30 days of the program before the withdrawal will not receive any Direct Loan funds that the student would have received had he/she remained enrolled past the 30th day.

If a loan is part of a Post-Withdrawal Disbursement, you can choose to accept only an amount equal to the balance due to the School, or, if eligible, to accept a larger amount that will result in excess funds being returned to you.

Students receiving Plus Loans will be notified in writing by the school prior to crediting current charges of tuition, fees, room and board. Notification will be provided as soon as school determines that the student has ceased attendance but no later than 30 days after the date of that determination.

It is important to understand that accepting a Post-Withdrawal Disbursement of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master

Promissory Note. Additionally, accepting a Post-Withdrawal Disbursement of grant funds will reduce the remaining amount of grant funds available to you should you continue your education later.

### **OFFICIAL WITHDRAWAL**

A student who has started his/her program of study may, at his/her option, withdraw from Hamrick School. A student, who chooses to withdraw, should contact the Director of Education or Assistant School Director to discuss the reasons for his/her decision. If the decision to withdraw is final, the Registrar, Financial Aid Administrator and Accounting Department are advised, so the appropriate forms may be completed. For tuition refunds and financial aid refunds, the date of withdrawal is the date the student notifies the Director of Education or Assistant School Director they are withdrawing. Students receiving Title IV funding must complete an exit interview upon withdrawal.

### **UNOFFICIAL WITHDRAWAL**

A student will be considered to have unofficially withdrawn from the program after fourteen (14) consecutive (calendar) days have elapsed from the last recorded day of attendance, without being on an approved leave of absence. The termination date for refund computation purposes is the last day of the actual attendance by the student. The school will refund money due based on the refund calculation back to the U.S. Department of Education regardless whether the student provided or not notice of cancellation or withdrawal.

If a student receiving financial aid withdraws, an exit interview with the financial counselor is required.

### **STUDENT SERVICES**

Students are encouraged to schedule a meeting with school student services personnel to discuss issues, problems or concerns arising during their attendance at Hamrick School, including housing, transportation, health, child care or academic and attendance related issues.

Hamrick School is not able to directly provide student assistance with housing, child care or transportation. There are motels in the surrounding area that offer rooms at a reduced rate to students. Motel accommodation information may be obtained from the Admissions Office. The School will not be responsible for costs associated with any housing arrangements. Additionally, while school provided transportation is not available, and Hamrick School is not on a bus line, Student Services may be able to assist students in identifying possible car pool availability, or students can make car pool arrangements with other students. Student Services may also be able to assist students in identifying available community resources concerning other matters.

### **LEARNING RESOURCES**

Learning resources are available in the classroom, break/study areas, and the learning resource center. Additionally, a computer is available in the Career Services office for internet research and review of digital materials. The school has subscriptions to trade journals and periodicals to be used as supplemental reading for coursework, and for general information. Students needing assistance in finding reference or study materials should contact the Director of Education or their instructor.

## CAREER SERVICES

Career Services are offered to all students both while attending Hamrick School and after graduation. **HAMRICK SCHOOL DOES NOT GUARANTEE ANY STUDENT A JOB**, but we will partner with the student to help them find gainful employment in the truck driving industry.

The Career Services Department supports students in their job search, including assistance with resume writing, interviewing techniques, job referrals and other job search activities. Our emphasis is on assistance. We believe that a student should take an active role in their search for employment. Our most successful graduates are students who take an active role in their job search by taking advantage of all the help Hamrick School has to offer from the very beginning of their enrollment here. While we will provide as much assistance as possible, ultimately the responsibility for obtaining employment rests on the student.

Career Services invites many truck driving company representatives to the school to talk to our students in a relaxed atmosphere, permitting students the opportunity to ask questions outside the structure of the formal interview. There are a wide variety of companies and jobs that are available to a CDL holder, and we strive to expose the student to as many options as possible to aid the student in finding the job that best suits him or her.

While average starting wage information based on data received from employers and graduates may be available or provided to prospective students, **NO EMPLOYEE OF THE SCHOOL IS AUTHORIZED TO GUARANTEE THAT A GRADUATE WILL EARN ANY SPECIFIC AMOUNT**. The student's program of study, employer needs, current economic conditions and many other factors may affect wage levels.

Continuing career services are available to all eligible graduates. Graduates who request additional assistance after their initial employment should contact the School to provide updated resume information.

## STUDENT CONDUCT

### STUDENT CONDUCT POLICY

Students shall, at all times while on school property, in a school vehicle, or away from the school at school sponsored activities or events, conduct themselves in a professional and courteous manner. A student may be disciplined, suspended or terminated for any one of the following:

1. Falsifying any document, cheating or plagiarism.
2. Possessing firearms or weapons on any school property.
3. Being in possession of or under the influence of intoxicating drinks.
4. Using, selling, possessing or distributing drugs or other illegal substances.
5. Gambling
6. Engaging in sexual harassment or sexual assault, or harassing, intimidating, discriminating against or unfairly treating any other person(s) because of race, religion, color, gender, sexual orientation, national origin or disability.
7. Damaging school property, or property of a member of the staff or faculty, another student, or a visitor.
8. Engaging in behavior that threatens the safety or health of any other person.
9. Divulging confidential information.
10. Engaging in physical or verbal abuse, profanity, or violence in any form directed at any member of the staff or faculty, another student, or visitor.
11. Fighting, inciting a fight, or engaging in disorderly conduct.
12. Using telephones, cell phones or texting in an unauthorized or inappropriate manner, including accessing, using or watching pornographic or any other inappropriate material.
13. Smoking (including electronic cigarettes or devices) anywhere where it is prohibited by Ohio law. Smoking is permitted in designated outdoor smoking areas **only**.
14. Engaging in insubordination or conduct that disrupts or obstructs school activity.
15. Violating any safety rule.
16. Committing any act that results in conviction of a felony.
17. Accessing institutional facilities without proper authorization.
18. Abusing, misusing or tampering with fire safety equipment, fire extinguishers or hoses, or transmitting a false fire alarm.

### DISCIPLINE, SUSPENSION AND TERMINATION

A student found to be in violation of the Student Code of Conduct will be disciplined according to the nature and severity of the offense as judged by the Training Manager, Assistant School Director or School Director. Severe or repeated violations of the Code of Conduct can constitute a reason for suspension or termination. In the event a student is terminated for a violation of the Code of Conduct, a refund, if any, will be calculated according to the school's refund and cancellation policy.

## **GENERAL POLICIES AND INFORMATION**

### **ALCOHOL AND SUBSTANCE ABUSE POLICY**

The possession, sale or furnishing of alcohol on the premises of Hamrick School is not permitted and will result in dismissal from school. The possession, sale, manufacture or distribution of any illegal drugs is prohibited under Ohio and federal laws. These laws are strictly enforced by law enforcement officers and violation could result in criminal prosecution. Possession, sale, manufacture or distribution of illegal drugs is prohibited at Hamrick School and will result in dismissal from school.

The School's complete alcohol and substance abuse policy is contained in the Annual Campus Safety and Security Report, which is available at the school's website:

<http://www.hamrickschool.edu/consumer-information>, or from the Assistant School Director.

### **ALCOHOL AND SUBSTANCE ABUSE RESOURCES AND COUNSELING**

Hamrick School has developed a drug and alcohol abuse counseling and referral program for students. The program consists of the dissemination of informational materials and referrals to local agencies. The school refers those seeking assistance to several local organizations and agencies which offer alcohol and substance abuse assistance. Many of these referral and rehabilitation programs are available to the general public for free or a minimal charge. The school will not be responsible for charges incurred from these programs nor for their effectiveness.

Information on these programs can be found in the school's Annual Campus Safety and Security Report, which is available at the school's website: <http://www.hamrickschool.edu/consumer-information>, or from the Assistant School Director.

### **CHILDREN ON SCHOOL GROUNDS**

Children under 12 are not permitted on school grounds unless under the direct supervision of an adult parent or guardian.

### **PROCEDURE FOR STUDENT ILLNESS/INJURY**

In the event a student experiences a situation requiring emergency medical attention either in the classroom or on the range or road, and the student is unable to take action on their own behalf, the school will contact the Emergency Medical System (911) to summon emergency assistance for the student. An attempt will be made to contact the designated emergency contact provided by the student. The student is responsible for payment of emergency services and any treatment incurred.

### **SCHOOL CLOSING**

In the event of inclement weather the school will post cancellation on local television channels WKYC Channel 3, WEWS Channel 5, and WJW Channel 8 and on the school's Facebook page.

## **STUDENTS RIGHT TO KNOW ACT AND CAMPUS SECURITY FACTS**

Under the terms of the Student Right to Know Act, Hamrick School maintains and reports statistics of the graduation, employment and licensing examination rates of its students. This report may be accessed at <http://nces.ed.gov/ipeds/cool/SearchResults.aspx>.

The school also publishes an Annual Campus Safety and Security Report as required by the Crime Awareness and Campus Security Act of 1990 (the “Clery Act”) and subsequent Federal laws amending and expanding that Act. This report may be accessed on the school’s website – <http://www.hamrickschool.edu/consumer-information>, or is available from the Assistant School Director.

### **PERSONAL PROPERTY**

Hamrick School assumes no responsibility whatsoever for loss, theft or damage to student’s personal property, including vehicles and their contents.

### **CANCELLATION/WITHDRAWAL POLICY**

Any applicant may cancel enrollment without penalty prior to the commencement of class.

A student who begins class may cancel their enrollment without penalty at any time prior to the student’s 40<sup>th</sup> scheduled hour of attendance, except that any such student remains liable for charges for any physical and/or drug screen completed prior to the cancellation.

A student who has started his/her program of study may, at his/her option, withdraw from Hamrick School. A student who chooses to withdraw should contact the Registrar who will notify the Financial Aid Administrator of the withdrawal. Students receiving Title IV funding must complete an exit interview upon withdrawal.

**Note:** A student will be considered to have withdrawn from their program after fourteen (14) calendar days have elapsed from the last recorded day of attendance, without being on an approved leave of absence.

### **RETURNED CHECKS**

For payments made by check, there is a \$35.00 reprocessing fee if the check is returned for any reason, and the student will not be allowed to make payments to the school by check for any future payments.

## **STUDENT COMPLAINT AND GRIEVANCE POLICY AND PROCEDURE**

Despite everyone's best efforts, situations may arise in which the student feels it necessary to make a Complaint. Since many times such situations are the result of misunderstanding, miscommunication or innocent error, the student should first contact their instructor. If the student and instructor cannot resolve the matter, the student should then bring the matter to the attention of the Assistant School Director. If the Assistant School Director is unable to resolve the matter to the student's satisfaction, the student should contact the School Director, whose decision will be final in all matters. Inquiries or concerns may be directed to:

Ohio State Board of Career Colleges and Schools  
Executive Director  
30 East Broad Street, Suite 2481  
Columbus, Ohio 43215  
(614) 466-2752  
1-877-275-4219

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Assistant School Director or online at [www.accsc.org](http://www.accsc.org)

**TUITION AND FEES**

**TUITION**

Advanced Truck Driver Training Program .....	\$ 5,075.00
600 Master Truck Driver Training Program .....	\$ 9,745.00

**ADDITIONAL FEES**

**All Truck Driver Training Programs:**

Ohio Board of Career Colleges Disclosure Fee .....	\$ 25.00
Physical.....	\$ 50.00
Drug Screen.....	\$ 50.00
Books Fee (Advanced Truck Driver Training Program).....	\$ 120.00
Books Fee (600 Master Truck Driver Training Program).....	\$ 150.00
Lab Fee (600 Master Truck Driver Training Program) .....	\$ 1,000.00

**Additional costs for which the student is responsible**

**The CDL Licensing Packet and License are set by the State of Ohio and are subject to change.**

CDL Licensing Packet .....	\$ 27.00
CDL License .....	\$ 42.00
	\$ 69.00

**Hamrick School will not provide a truck for students testing for CDL out of state.**

## SCHOOL CALENDAR AND CLASS SCHEDULES

### ADVANCED TRUCK DRIVER TRAINING PROGRAM

### 600 MASTER TRUCK DRIVER TRAINING PROGRAM

#### HOLIDAYS

Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgiving Break	November 23 – 26, 2017
Christmas Day	December 25, 2017
New Year's Day	January 1, 2018
Memorial Day	May 29, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Thanksgiving Break	November 22 – 25, 2018

#### DAY CLASS TIMES

	<u>CLASS ROOM</u>	<u>LAB</u>
Monday	7:45 am – 5:15 pm	8:00 am – 5:00 pm
Tuesday	7:45 am – 5:15 pm	8:00 am – 5:00 pm
Wednesday	7:45 am – 5:15 pm	8:00 am – 5:00 pm
Thursday	7:45 am – 5:15 pm	8:00 am – 5:00 pm
Friday	7:45 am --5:15 pm	8:00 am – 5:00 pm

#### EVENING AND SATURDAY CLASS TIMES

	<u>CLASSROOM</u>	<u>LAB</u>
Monday	5:30 pm – 9:40 pm	5:30 pm – 9:30 pm
Tuesday	5:30 pm – 9:40 pm	5:30 pm – 9:30 pm
Wednesday	5:30 pm – 9:40 pm	5:30 pm – 9:30 pm
Thursday	5:30 pm – 9:40 pm	5:30 pm – 9:30 pm
Friday	5:30 pm – 9:40 pm	5:30 pm – 9:30 pm
Saturday	7:45 am – 5:15 pm	8:00 am – 5:00 pm

**BREAKS** – Day students break between 12:00 pm and 1:00 pm for lunch. Day students will receive 2-15 minute breaks. Evening students will receive 1-10 minute break. Break time will not be credited toward training time. A student lounge is provided and beverages are available from vending machines in the gazebo area. Students may also use the classroom for a lunch area if available.

**FULL-TIME** – All students attending Hamrick School at least 24 hours a week are classified as full-time students.

**CLASS SCHEDULE**

**ADVANCED TRUCK DRIVER TRAINING PROGRAM**

**DAYS**

<b>244 Clock Hours</b>	<b><u>Classroom</u> (2 weeks)</b>	<b><u>Lab</u> (4.1 weeks)</b>
<b>6.1 weeks on campus</b>	<b>M - F 7:45 am – 5:15 pm</b>	<b>M – F 8:00 am – 5:00 pm</b>

**Start Date**

June 12, 2017  
July 17, 2017  
August 21, 2017  
September 25, 2017  
October 30, 2017  
December 4, 2017  
January 8, 2018

**End Date \*\***

July 25, 2017  
August 28, 2017  
October 3, 2017  
November 6, 2017  
December 13, 2017  
January 17, 2018  
February 26, 2018

**CLASS SCHEDULE**

**ADVANCED TRUCK DRIVER TRAINING PROGRAM**

**EVENING**

<b>244 Clock Hours</b>	<b><u>Classroom</u> (3.1 weeks)</b>	<b><u>Lab</u> (6 weeks)</b>
<b>9.1 weeks on campus</b>	<b>M – F 5:30 pm – 9:40 pm</b> <b>Sat. 7:45 am – 5:15 pm</b>	<b>M - F 5:30 pm – 9:30 pm</b> <b>Sat. 8:00 am – 5:00 pm</b>

**Start Date**

June 29, 2017  
September 21, 2017  
January 25, 2018  
April 12, 2018

**End Date \*\***

August 31, 2017  
November 22, 2017  
March 28, 2018  
June 14, 2018

**\*\*STATED END DATES ASSUME STUDENT ATTENDS ALL SCHEDULED CLASS SESSIONS. \*\***

**CLASS SCHEDULE**

**600 MASTER TRUCK DRIVER TRAINING PROGRAM**

**DAY**

<b>600 Clock Hours</b>	<b><u>Classroom (5 weeks)</u></b>	<b><u>Lab (10 weeks)</u></b>
<b>15 weeks on campus</b>	<b>M – F 7:45 am – 5:15 pm</b>	<b>M – F 8:00 am – 5:00 pm</b>
<b><u>Start Date</u></b>		<b><u>End Date **</u></b>
<b>June 5, 2017</b>		<b>September 19, 2017</b>
<b>July 10, 2017</b>		<b>October 23, 2017</b>
<b>August 14, 2017</b>		<b>November 29, 2017</b>
<b>September 18, 2017</b>		<b>January 4, 2018</b>
<b>October 23, 2017</b>		<b>February 8, 2018</b>
<b>November 27, 2017</b>		<b>March 13, 2018</b>
<b>January 8, 2018</b>		<b>April 20, 2018</b>

**CLASS SCHEDULE**

**600 MASTER TRUCK DRIVER TRAINING PROGRAM**

**EVENING**

<b>600 Clock Hours</b>	<b><u>Classroom (7.5 weeks)</u></b>	<b><u>Lab (14.5 weeks)<sup>7</sup></u></b>
<b>22 weeks on campus<sup>8</sup></b>	<b>M – F 5:30 pm – 9:40 pm Sat. 7:45 am - 5:15 pm</b>	<b>M – F 5:30 pm - 9:30 pm Sat. 8:00 am - 5:00 pm</b>
<b><u>Start Date</u></b>	<b><u>End Date without Externship</u></b>	<b><u>End Date with Externship</u></b>
<b>June 19, 2017</b>	<b>November 18, 2017</b>	<b>November 10, 2017</b>
<b>September 11, 2017</b>	<b>February 15, 2018</b>	<b>February 7, 2018</b>
<b>January 15, 2018</b>	<b>June 16, 2018</b>	<b>June 8, 2018</b>
<b>April 2, 2018</b>	<b>September 1, 2018</b>	<b>August 27, 2018</b>

**\*\* STATED END DATES ASSUME STUDENT ATTENDS ALL SCHEDULED CLASS**

**SESSIONS \*\***

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<sup>7</sup> 10 weeks Lab for students participating in the Externship program.

<sup>8</sup> 17.5 weeks on campus for students participating in the Externship program.