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

October 2026

Approved by the Ohio State Board of Career Colleges and Schools
Registration # 2057
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
Vice President

Bradley Maroon
Assistant School Director/
Director of Education

Melanie Smith
Administrative Assistant
Student Services

Igor Kravchenko
Garage Manager

Nicole Arias
Admissions Representative

FACULTY

ADVANCED TRUCK DRIVER TRAINING PROGRAM

TRAINING MANAGER & YEARS OF EXPERIENCE

Garry Culp (20)

INSTRUCTIONAL PERSONNEL & YEARS OF PREVIOUS TRUCK DRIVING EXPERIENCE

Michael Foley (5)
John White (21)
Thomas Ellis (7)

David Arcuri (5)

** Also licensed as Training Manager

HISTORY

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

A training site was established at 1156 Medina Road in Medina, Ohio, and was licensed by the Ohio Department of Public Safety. The programs of instruction offered 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 should it be deemed advisable to do so. 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 approved by the Ohio State Board of Career Colleges and Schools and licensed by the Ohio Department of Public Safety through the Driver Training Program Office, 1970 West Broad Street, PO Box 182081, Columbus, Ohio 43218-2081.

Hamrick has been named a "Military Friendly" school by Victory Media and GI Jobs Magazine each year since 2012.

Since its founding nearly 40 years ago, Hamrick School has produced over 10,000 graduates.

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

CLASSROOM & RANGE TRAINING

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

The range area is used for instruction and development of the maneuvering skills tested on the Ohio Commercial Driver License licensing examination -- alley docking, straight line and off-set backing and parallel parking. Equipment used for range instruction includes day cab and conventional type tractors and trailers.

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

ROAD TRAINING

Equipment utilized for road training includes tractors with 10 speed transmissions and both 48 and 53 foot trailers. Most road training is conducted within a 50-mile radius of the school.

ADMISSIONS

ADMISSION REQUIREMENTS

A High School Diploma (or proof of completion) from an accredited school or recognized equivalent (GED) is required for admission. All High School diplomas will be verified by both the Admissions Department and the Education Director for both validity of the diploma and legitimacy and status of the issuing school. High School diplomas and unofficial transcripts will be verified for accuracy with the issuing state's board of education.

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); Students aged 18-20 may be admitted based upon the condition of an offer of employment upon 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, and no more than 6 "points" on their current record.

All students are required to pass a U.S. Department of Transportation physical and drug screen before they begin their training on a public road.

All students are required to obtain a valid commercial learner's 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 issues in either their background or driving record 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 the applicant's 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 who operates a commercial motor vehicle on a public road must pass a United States Department of Transportation (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. Any student who does not pass the DOT physical and/or drug screen may be placed on leave and advised to meet with a SAP for evaluation and treatment. Any student who does not wish to pursue SAP services may be issued a refund based upon hours completed and accordance with the Hamrick School refund and withdrawal policy.

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. This policy does not apply to Veterans.

Veterans may submit proof of previous academic work for evaluation of transfer credits.

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 School Director or 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 upon readmission the student will have a reasonable probability of completing the program.

The School Director or Assistant School Director must approve the date of re-entry into the program.

VETERANS RE-ENTRY

Students receiving Veteran's Administration funding whose training is interrupted because of a Leave of Absence or excessive absences must apply to the school for a re-admission. Credit will be given for previous hours completed. The Veteran's Administration will be notified upon the veteran's re-admission to the school.

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 state of Ohio Commercial Driver License examination and entry-level employment as a driver in the trucking industry. The program complies with the curriculum of the Federal Motor Carriers Safety Administration's Entry-Level Driver Training regulation.

4.6 WEEKS TOTAL TIME FOR COMPLETION (full-time, days, Monday – Friday)
6.6 WEEKS TOTAL TIME FOR COMPLETION (full-time, evenings & Saturdays)

CLOCK HOURS

Classroom Instruction…….…. 48 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. Classroom Instruction is designed to comply with Federal Motor Carrier Highway Administration requirements for Entry Level Truck Driver Training and with Ohio Department of Public Safety requirements.

Site Training – Range ……. ……..…… 96 hrs.

Site Training consists of teaching students how to properly inspect a tractor-trailer unit, along with hands-on driving techniques introduced during classroom training. Backing maneuvers included on the Ohio CDL licensing examination are practiced. Site Training Instruction is designed to comply with Federal Motor Carrier Highway Administration requirements for Entry Level Truck Driver Training and with Ohio Department of Public Safety requirements.

Road Training/City and Highway Driving …….……..…….…… 40 hrs.

Road Training enhances the student's ability to safely operate tractors with standard 10 speed transmissions on the roads and highways. Each student will receive a minimum of 10 hours of actual behind the wheel instruction on the road to ensure driving skills necessary for proficient and safe operation of a tractor-trailer. Road Training Instruction is designed to comply with Federal Motor Carrier Highway Administration requirements for Entry Level Truck Driver Training and with Ohio Department of Public Safety requirements.

TOTAL PROGRAM ……..….. 184 hrs.

STUDENTS WILL RECEIVE A CERTIFICATE UPON GRADUATION

ADVANCED TRUCK DRIVER TRAINING PROGRAM

The driving/range hours listed in the curriculum scope and sequence represent the number of hours a typical student needs to demonstrate proficiency, however, actual hours required on each maneuver may vary depending on students' abilities. Students may need more or fewer hours in a skill area to meet proficiency. Students will be allowed to progress once they have demonstrated proficiency while also meeting the minimum hour and curriculum requirements of the ODPS and FMCSA.

CURRICULUM SCOPE AND SEQUENCE

CLASSROOM INSTRUCTION	**Clock Hours**
Basic Operation	9.0
Safe Operating Procedures	7.0
Advanced Operating Practices	3.0
Vehicle Systems and Malfunctions	3.0
Non-Driving Activities	16.0
Specialized Vehicles	1.0
Public Utilities Commission of Ohio	1.0
Introduction to the Yard	4.0
Review and Final Examination	4.0
CLASSROOM TOTAL HOURS	**48.0**

SITE TRAINING --RANGE	**Clock Hours**
Vehicle Inspection	16.0
Straight Line Backing	20.0
Alley Dock Backing	12.0
Offset Backing	20.0
Parallel Parking (Blind Side)	12.0
Parallel Parking (Sight Side)	12.0
Coupling and Uncoupling	4.0
RANGE TOTAL HOURS	**96.0**

ROAD TRAINING/CITY AND HIGHWAY DRIVING	**Clock Hours**
Proficiency Development/Safe Operating Techniques	40.0
ROAD TRAINING TOTAL HOURS	**40.0**

PROGRAM TOTAL ……184.0

ADVANCED TRUCK DRIVER TRAINING PROGRAM

COURSE DESCRIPTIONS

CLASSROOM (48 Hrs.)

Basic Operation …….……. 9 Hrs.
This section introduces the student to commercial driving and the commercial motor vehicle. The Federal Motor Carrier Safety Regulations concerning commercial vehicles are studied. The student will learn how to read and use the gauges and instruments on the dashboard. Primary operating control systems of the commercial vehicle are covered, as are proper inspection techniques of those systems. Instruction in the basic operating characteristics of a commercial motor vehicle, including basic control, shifting and operating manual transmissions, backing, docking, and coupling and uncoupling combination vehicles is included.

Safe Operating Procedures …….……..…. 7 Hrs.
This section teaches practices and procedures required for the safe operation of commercial motor vehicles on the highway under various conditions. Included are proper methods of speed and space management, techniques for visual search for potential hazards and obstacles (including distracted drivers), and communication with other drivers. Night operation and driving in extreme conditions are covered, as well as Federal Motor Carrier Safety Administration regulations concerning distracted driving and the proper use of seat belts.

Advanced Operating Practices …….. 3 Hrs.
This section introduces higher-level skills necessary to recognize potential hazards and how to handle a commercial motor vehicle when faced with such a hazard. Recognition and identification of road conditions and other road users that are potential threats to safe operation and appropriate adjustments and responses are taught. Causes of and techniques for avoiding skidding and jackknifing are covered. Students are taught proper adjustments to make in construction and work zones. Lastly, varying conditions of and safety procedures for railroad highway grade crossings, including Federal and state regulations concerning such crossings, will be discussed.

Vehicle Systems and Malfunctions …….……..... 3 Hrs.
In this section students are taught the importance and function of the major vehicle systems and how to check each for proper operation. Basic servicing and checking procedures for various vehicle components, and basic preventive maintenance and emergency repairs are covered. Students will also learn the items included in a standard roadside inspection, and rules and penalties concerning Out-of-Service determinations and the ramifications of Out-of-Service violations.

Non-Driving Activities ……..… 16 Hrs.
This section covers items required of commercial motor vehicle drivers not directly related to operating the vehicle. Proper handling and documentation of cargo, including hazardous materials, and environmental compliance are covered. Students are taught proper actions to take in the event of an accident. Also included is instruction in Federal regulations concerning whistleblower protections and coercion. Students are introduced to some basic business terminology and practices in the trucking industry. Finally, the

necessity of and effective communication skills with law enforcement personnel and the public in general are discussed. This section also covers **Driver Wellness, Drugs and Alcohol**. This covers basic wellness and

health-maintenance information for drivers and the causes and effects of driver fatigue. Federal regulations regarding drug and alcohol use are taught, as are the Federal rules concerning medical qualification to operate a Commercial Motor Vehicle. Additionally, this section also encompasses **Hours of Service and Trip Planning**. Students are taught the importance of planning an appropriate route for a trip, and the considerations which go into planning an appropriate route, including rest stops, traffic , railroad crossings, bridges, size and weight limitations, permits, etc. Hours of Service rules are explained, as are the consequences of violations of those rules. Students are taught proper methods of maintaining a Drivers Daily Log and the consequences of failing to properly maintain a Log. The pros and cons of global positioning systems are discussed, and students are taught map reading skills necessary to plan an appropriate route. Also included in this section are **Human Trafficking Prevention** and **CSA.** For Human Trafficking Prevention, Students are taught the unique role that commercial vehicle drivers can play in the detection and prevention of human trafficking. Recognition of potential trafficking situations, and the proper response to such situations are discussed. Students are introduced to "Truckers Against Trafficking" and the Ohio Highway Patrol's Truck Shield program. CSA introduces students to the Federal Motor Carrier Safety Administration's Compliance, Safety, Accountability system for monitoring and evaluating drivers and carriers.

Specialized Vehicles ……... 1 Hrs.
Students are taught the characteristics and unique issues presented by various specialized CMV's, including oversize vehicles, tankers, doubles and triples, specialized cargo vehicles such as car haulers, and construction vehicles.

Public Utilities Commission of Ohio …… 1 Hrs.
The Public Utilities Commission of Ohio (PUCO) is responsible for focusing on safety, compliance, and enforcement for commercial transportation. The student will learn the relevancy of PUCO in the context of professional driving.

Introduction to the Yard ……..……..…….….. 4 Hrs.
Students are introduced to the Training Manager and the activities, rules, and procedures for the range and road portion of their training.

Review and Final Exam …….. 4 Hrs.

CLASSROOM TOTAL ……..…..… 48 Hrs.

A STUDENT WILL NOT BE PERMITTED TO BEGIN THE RANGE PORTION OF THE TRAINING UNTIL THE STUDENT HAS RECEIVED A GRADE OF AT LEAST 80%ON THE FINAL CLASSROOM EXAM.

RANGE (96 Hours)

Vehicle Inspection …….. 16 Hrs.
Students are taught proper methods for conducting pre-trip, post-trip and enroute inspections in accordance with Federal Motor Carrier Safety Administration regulations.

Straight Line Backing ……. 20 Hrs.
Students are taught proper techniques for straight line backing maneuvers to appropriate criteria and acceptable tolerances as used on the Ohio Commercial Driver's License licensing examination.

Alley Dock Backing …….. 12 Hrs.
Students are taught proper techniques for performing 45 and 90 degree alley docking maneuvers to appropriate criteria and acceptable tolerances as used on the Ohio Commercial Driver's License licensing examination.

Offset Backing…… 20 Hrs.
Students are taught proper techniques for performing offset right and left backing maneuvers to appropriate criteria and acceptable tolerances as used on the Ohio Commercial Driver's License licensing examination.

Parallel Parking (Blind Side) …….. 12 Hrs.
Students are taught proper techniques for performing blind side parallel parking maneuvers to appropriate criteria and acceptable tolerances as used on the Ohio Commercial Driver's License licensing examination.

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Parallel Parking (Sight Side) ……. 12 Hrs.
Students are taught proper techniques for performing sight side parallel parking maneuvers to appropriate criteria and acceptable tolerances as used on the Ohio Commercial Driver's License licensing examination.

Coupling and Uncoupling …….. 4 Hrs.
Students are taught proper techniques for coupling, inspecting, and uncoupling combination vehicle units.

RANGE TOTAL ……..……..…….. 96 Hrs.

A STUDENT WILL NOT BE PERMITTED TO BEGIN THE ROAD PORTION OF THE TRAINING UNTIL THE STUDENT IS RECEIVING AN AVERAGE OF 2.0 (75%) ON ALL RANGE TRAINING.

ROAD (40 Hours)

Proficiency Development/Safe Operating Techniques …….40 Hrs.
This portion of the program provides training in proper operating techniques and practical experience in the driving skills necessary for proficient and safe operation of a tractor-trailer on the public roads and highways. Subjects included are left and right turns, land changes, curves at highway speeds, and entry and exit on interstate or other controlled access highways. Also included are training in proper transmission shifting techniques, communication and signaling with other drivers, visual search, speed and space management, and safe driver behavior. Students will log their daily time to learn basic requirements of Hours of Service regulations. Also discussed will be hazard perception, railroad/highway grade crossings, night operations, extreme driving conditions, and skid control, jackknifing and other emergency situations.

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

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 of their training 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.

All students must comply with the minimum attendance requirements for their program reflected in the charts located in the Satisfactory Academic Progress (SAP) Standards section of the catalog. Failure to comply with the SAP standard will result in the student being placed on warning or suspension (refer to Warning/Suspension Period and Satisfactory Progress Standard at pages 19 – 21).

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:

Advanced Truck Driver Training Program:

Scheduled Hours	Required Attendance
120	80%
184	80%
230	80%

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

STUDENTS RECEIVING VETERANS TRAINING BENEFITS

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.

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 only receive credit for 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.

DROP/ADD POLICY

Students may enroll through the first forty scheduled clock hours of the program. Any student doing so is responsible for making up missed material and hours before the end of the classroom portion of their program. A student may cancel their enrollment without penalty at any time prior to the beginning of class and through the student's fortieth (40^{th}) scheduled hour of attendance. Upon cancellation of enrollment, all monies paid by the student, except payments for books, physicals and/or drug screens completed prior to the cancellation, will be returned within 30 days of the date of cancellation to the person, company or entity which made the initial payment.

GRADING SYSTEM

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

CLASSROOM:

Percentage Values	Interpretation
90 – 100	Excellent
80 – 89	Proficient
70 -- 79	Good
60 -- 69	Needs Improvement
Below 60	Failure

RANGE AND ROAD:

Point Value	Percentage Values	Interpretation
4.0	95	Excellent
3.0	85	Very Good
2.5	80	Good
2.0	75	Proficient
1.0	65	Needs Improvement
0.0	0	Failure

PROFICIENCY

Federal regulations require a student to achieve proficiency in classroom, range, and road training. For purposes of that regulation, a grade of 80% or higher on the final classroom examination, and a grade of 75% on the range training and 75% on the road training will be considered proficient.

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 who 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. Any student failing a random drug or alcohol screen 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 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. Up to two retests of the classroom final exam will be permitted. Retest grades will replace the original grades. Should a student not achieve a grade of 80% on the classroom final exam after two retests, the student will be required to attend additional classroom training until such time as the student can achieve a grade of 80%.

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.

Hamrick School shall make all required classroom and behind-the-wheel training available to the student within two hundred and seventy days after the first lesson. ***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.***

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

Number of Classrooms: Two (2)
Student/Vehicle Ratio
Vehicle Inspection: 8-1
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 - 8
Road: Maximum of 1 - 4
Vehicle Inspection: Maximum of 1 - 8

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. 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:

Midpoint	End of Normal Program Length
120 Hours	184 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 80% at each assessment point. Attendance rate is calculated by dividing clock hours attended by clock hours scheduled.

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. 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. A student failing to meet SAP standards will be sent a SAP Warning letter that will provide guidance on how to return to compliance with SAP standards and avoid being placed on suspension.

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. A student who fails to meet SAP standards will be sent a Letter of Suspension and will be required to meet with the Director of Education to obtain further guidance.

APPEAL: Any student who has been terminated may appeal one time throughout their enrollment in the program. Students have 10 days from the notification of termination to submit an appeal. An 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, such as death or illness of a family member or 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 Director of Education 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 probation for one evaluation period.

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.

INCOMPLETE GRADE: A student receiving an incomplete grade in any subject 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 will be recalculated.

WITHDRAWALS: If a withdrawn student is allowed to return to school, Hamrick School will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

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 1.25 times, or 125%, of the normal duration of the program.

For purposes of this Rule, a student will be deemed to have failed to complete the program within the maximum allowable time frame whenever it has become mathematically impossible, even assuming the student attends school for every subsequent permissible hour, for the student to complete the program within the stated maximum allowable time frame.

Maximum allowable time frames are:

Advanced Truck Driver Training Program:

Normal Program Length:	184 Hours
Maximum Allowable Time Frame:	230 Hours (184 x 1.25)

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.

For purposes of this rule, a student will be deemed to have failed to complete the program within the maximum allowable time frame whenever it has become mathematically impossible, even assuming the student attends school for every subsequent permissible hour, for the student to complete their program within the stated maximum allowable time frame.

SATISFACTORY PROGRESS ATTENDANCE FOR STUDENTS RECEIVING VA BENEFITS

Students receiving Veterans' benefits will have the **attendance** portion of their SAP status measured at four "assessment points" during the course of their program. Those assessment points are based on the number of hours for which the student has been scheduled to attend – NOT the number of hours the student has actually attended. For students receiving veterans' benefits, the measuring points will be:

End of Scheduled Classroom Hours	48 Hours
Program Midpoint	92 Hours
Midpoint of Range/Road Training	116 Hours
Normal Program Length	184 Hours

To meet SAP standards, a student receiving veteran's benefits must achieve an attendance rate of 80% at each measuring point.

The **first time** that a student receiving veteran's benefits does not meet SAP attendance standards at an assessment point, the student will be placed on **Warning** status. While on Warning the student will be considered to be meeting the standards of progress. If the student meets the minimum requirements at the next assessment point the student will be removed from Warning status and returned to a regular status.

A student receiving veteran's benefits on Warning status who fails to achieve SAP attendance standards at the next measuring point will be placed on **Probation** status. Students on Probation status will be permitted to continue in the program, but must achieve SAP attendance standards by the next measuring point. A student receiving veteran's benefits on Probation status who does not achieve SAP attendance standards at the next measuring point will be **DISMISSED FROM THE PROGRAM,** and notification to interrupt the student's educational benefits will be sent to the VA.

TRANSFER OF CREDITS

Hamrick School **DOES NOT**:

- accept transfer credits,
- offer remedial courses,
- offer repeated courses,
- differentiate between 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;
2. Achieve a score of at least 80% on the Classroom final exam;
3. Achieve proficiency in range training (75%) and road training (75%);
4. Complete all program hours within the maximum allowable time frame for the program; and
5. Satisfy all financial obligations to the school.

CERTIFICATE & CERTIFICATION

Students completing their program will receive a Certificate of Completion which complies with the requirements of the Federal Motor Carrier Safety Administration Entry Level Driver Training regulations, a "Certification of Road Test" and a "Certification of Written Examination" documenting satisfactory completion of all requirements. 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. All required certification of completion of training will be forwarded to the FMCSA and/or state, as applicable, within the required time frame.

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 ASSISTANCE

Students attending Hamrick School may also qualify for other financial assistance to meet educational costs, including Veterans Administration, Workforce Innovation and Opportunity Act (WOIA), Trade Re-adjustment Act (TRA), Union Education Trust (UET) and other organizations providing scholarships and grants. Please contact the respective organization or agency regarding these funding sources.

REFUND AND CANCELLATION POLICY

If an applicant is not accepted for admission, all monies received by the school prior to the denial of admission will be refunded.

An applicant may cancel his or her enrollment, and receive a full refund of any tuition and/or refundable fees paid, at any time within five days of signing the enrollment agreement and making an initial payment or the beginning of classes, whichever occurs later. If the applicant has signed the enrollment agreement without first visiting the school, the enrollment may be cancelled, with a full refund of any tuition and/or refundable fees paid, at any time within five days after either the student's attendance at orientation or the student receiving a tour of the school facilities and training equipment, whichever occurs first.

If a student begins classes and then withdraws or is terminated prior to the end of any 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 per cent 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 Department of Transportation 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 return of funds from other sources such as BVR, WOIA, TAA, UET or private scholarship etc., will be based on those sources' respective polices.

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.

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 School Director, Director of Education or Assistant School Director, who will notify the Registrar, and Accounting Department of the student's desire to withdraw. For tuition refunds, the date of withdrawal is the date the student notifies the Director of Education or Assistant School Director of their withdrawal.

UNOFFICIAL WITHDRAWAL

A student will be considered to have unofficially withdrawn from their program after fourteen (14) consecutive calendar days have elapsed from the last recorded day of attendance without being on an approved Leave of Absence. In such a case, the termination date for refund computation purposes is the last day of actual attendance by the student.

VETERANS DELAYED DISBURSEMENTS

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, Hamrick School will permit any individual entitled to Veterans' educational assistance under Title 38 of the United States Code, Chapter 31 or Chapter 33, to attend and participate in their program from the date on which the individual provides Hamrick School with a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 until either (1) the date on which the Secretary provides payment for such program to Hamrick School, or (2) 90 days after the date on which Hamrick School certifies for tuition and fees following receipt from the student such certificate of eligibility, whichever occurs first.

Hamrick School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or any requirement to borrow additional funds, on any such individual because of the individual's inability to meet his or her financial obligations to Hamrick School due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or Chapter 33 of Title 38.

STUDENT SERVICES

Hamrick School wants our students to be successful in their program, but we are aware that issues may arise which makes attendance or completion difficult. Students are encouraged to meet with school student services personnel to discuss any such 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. A computer is available in the Career Services office for internet research and review of digital materials. The school subscribes 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, application completion and other job search activities. While we can provide assistance, the student must take an active role in their search for employment. Our most successful graduates take advantage of all the help Hamrick School has to offer from the very beginning of their enrollment. While we will provide as much assistance as possible, ultimately the responsibility for obtaining employment rests on the student.

During each class many trucking company representatives come to the school to talk to our students, 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**. Many factors may affect wage levels.

Continuing career services are available to all eligible graduates.

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 or identification, national origin or disability.
7. Damaging school property, or property of a member of the staff or faculty, another student, or a visitor.
8. Using video and/or audio devices to record faculty, staff, students, training equipment, training documentation and/or training activities on school premises is strictly prohibited and constitutes a Family Educational Rights and Privacy Act (FERPA) violation
9. Engaging in behavior that threatens the safety or health of any other person.
10. Divulging confidential information.
11. 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.
12. Fighting, inciting a fight, or engaging in disorderly conduct.
13. Using telephones, cell phones or texting in an unauthorized or inappropriate manner, including accessing, using or watching pornographic or any other inappropriate material.
14. Smoking (including electronic cigarettes or devices) anywhere where it is prohibited by Ohio law. Smoking is permitted in designated outdoor smoking areas **only**.
15. Engaging in insubordination or conduct that disrupts or obstructs school activity.
16. Violating any safety rule.
17. Committing any act that results in conviction of a felony.
18. Accessing institutional facilities without proper authorization.
19. 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. 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.

PERSONAL PROPERTY

Hamrick School assumes no responsibility whatsoever for loss, theft or damage to student's personal property on the school premises, including vehicles and their contents.

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.

CANCELLATION/WITHDRAWAL POLICY

Any applicant may cancel enrollment prior to the commencement of classes without penalty, providing the student cancels the contract prior to midnight of the fifth business day after the date of the contract. Students who have not visited the school prior to enrollment will have five (5) days to cancel with no penalty following attendance at orientation or tour of the school's facilities and inspection of equipment where training and services are provided. A signed dated notice must be sent to cancel the enrollment.

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 Assistant School Director to discuss the reasons for his/her decision. If the decision to withdraw is final, the Registrar and Accounting Department are advised. Any refund due shall be made no later than thirty days after 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.

GROUNDS FOR CANCELLATION/TERMINATION BY THE SCHOOL

Students who are in violation of Hamrick School's Student Conduct and/or SAP policies as outlined in the catalog may be terminated from the program.

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

TUITION AND FEES

TUITION

Advanced Truck Driver Training Program …….…	**$**	**7,000.00**

ADDITIONAL FEES

All Truck Driver Training Programs:

Physical …….	**$**	**60.00**
Drug Screen ……..	**$**	**60.00**
Books Fee (Advanced Truck Driver Training Program) ……	**$**	**120.00**

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 their CDL out of state or at any test site other than that regularly used by the school.

All payments must be made by credit, debit, check, money order or cash.

Effective July 1, 2022, anyone making payments with a credit or debit card will be charged a 3% card processing fee.

SCHOOL CALENDAR AND CLASS SCHEDULES

ADVANCED TRUCK DRIVER TRAINING PROGRAM

HOLIDAYS

Thanksgiving Day	November 26- November 28, 2026
Christmas Eve & Day	December 24 & 25, 2026
New Year's Eve	December 31, 2026
New Year's Day	January 1, 2027
Martin Luther King Day	January 18, 2027
Memorial Day	May 31, 2027
Independence Day	July 5, 2027
Labor Day	September 6, 2027
Thanksgiving Day	November 25- November 27, 2027
Christmas Eve & Day	December 24 & 25, 2027

DAY CLASS TIMES

	CLASS ROOM	LAB
Monday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Thursday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Friday	8:00 am --5:00 pm	8:00 am – 5:00 pm

EVENING AND SATURDAY CLASS TIMES

	CLASSROOM	RANGE AND ROAD
Monday	5:30 pm – 9:30 pm	5:30 pm – 9:30 pm
Tuesday	5:30 pm – 9:30 pm	5:30 pm – 9:30 pm
Wednesday	5:30 pm – 9:30 pm	5:30 pm – 9:30 pm
Thursday	5:30 pm – 9:30 pm	5:30 pm – 9:30 pm
Friday	5:30 pm – 9:30 pm	5:30 pm – 9:30 pm
Saturday	8:00 am – 5:00 pm	8:00 am – 5:00 pm

BREAKS – Day students break between 12:00 pm and 1:00 pm for lunch. Beverages and snacks are available from vending machines in the gazebo area.

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

184 Clock Hours	Classroom (1.2 weeks)	Lab (3.2 weeks)
4.6 weeks on campus	M - F 8:00 am – 5:00 pm	M – F 8:00 am – 5:00 pm

Start Date	End Date **
November 23, 2026	December 29, 2026
January 4, 2027	February 4, 2027
February 1, 2027	March 3, 2027
March 1, 2027	March 31, 2027
March 29, 2027	April 28, 2027
April 26, 2027	May 26, 2027
May 24, 2027	June 24, 2027
June 21, 2027	July 22, 2027
July 19, 2027	August 18, 2027
August 16, 2027	September 16, 2027
September 13, 2027	October 13, 2027

ADVANCED TRUCK DRIVER TRAINING PROGRAM

EVENINGS

184 Clock Hours	Classroom (1.8 weeks)	Range/Road (4.8 weeks)
6.6 weeks on campus	M – F 5:30 pm – 9:30 pm Sat. 8:00 am – 5:00 pm	M - F 5:30 pm – 9:30 pm Sat. 8:00 am – 5:00 pm

Start Date	End Date **
January 26, 2026	March 12, 2026
March 16, 2026	April 30, 2026
May 4, 2026	June 19, 2026
June 22, 2026	August 8, 2026
August 10, 2026	September 25, 2026
September 28, 2026	November 12, 2026
November 16, 2026	January 8, 2027
January 11, 2027	February 26, 2027
March 1, 2027	April 15, 2027
April 19, 2027	June 4, 2027

****STATED END DATES ASSUME STUDENT ATTENDS ALL SCHEDULED CLASS SESSIONS AND HOURS ****