



**TDDA, LLC**

**DBA**

**Truck Dynasty Driving Academy**



**Veteran Owned and Operated**



**School Location**

**TDDA, L.L.C.  
DBA Truck Dynasty Driving Academy  
1698 S. State Hwy K  
Bois D'Arc, MO. 65612**

**Phone: 417.831.8188  
Fax: 866-756-5159  
Director/ Owner Gary Martin  
Administrator Jodi Martin**



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## Company History

Double “S” Transport, Inc., *Truck Dynasty Driving Academy’s* parent company, was established in 1994 and has become one of the most respected companies within the transportation industry today, hauling freight for FedEx Ground. Leon Shaw, President, began his company with just one truck, added a second truck in 1995, and three additional trucks in 1996. At this time he determined to diversify and purchased semi-tractors with refrigerated trailers, becoming Full Tilt Transport, L.L.C. In 1997, still driving himself, he sent his wife, Mary Shaw, to truck driving school. While continuing to add to his fleet, they began to pull double trailers for FedEx Ground as a team.

From 1998 to 2005, Mr. Shaw rented a facility from Wingfoot Tire in Springfield, MO. At this point and time in his business career Leon began a diesel mechanic shop for the service and repair of both his own fleet, as well as developing a clientele of outside customers from within the transportation industry. He named his company Taylor Made Truck and Trailer Repair, Inc. Today, their annual sales revenue is approximately 55% derived from the service and repair of his fleets, and 45% derived from the service and repair of diesel engines from outside customer accounts.

Mr. Gary L Martin has been successfully engaged as Director / Chief Operating Officer since the inception of Truck Dynasty in 2014. In January 2017, Mr. Martin purchased the school from Leon Shaw and is owner, Director and Chief Operating Officer at present. His three plus decade years in the transportation industry has earned Mr. Martin a substantial reputation of integrity and respect.

Today, addressing the need for qualified drivers to transport the Nation’s freight, Mr. Martin has established a training facility specifically designed to provide highly skilled, safety oriented and fuel-efficient entry-level drivers. This business is **TDDA, L.L.C.**



## **Institutional Philosophy**

The philosophy of **TDDA, L.L.C.** is to provide the transportation industry with drivers who have the knowledge, skills, and training to confidently enter the trucking industry and excel as professional drivers, regardless of the field of transportation they choose.

## **Instructor Qualifications**

All instructors are required to hold a high school diploma or certificate of equivalency and have a minimum of three years of transportation experience directly related to the program(s) being taught, hold a valid Missouri Class A commercial driver's license and current, valid Department of Transportation medical certificate.

## **Admission Requirements Truck Driver Training**

Truck Dynasty Driving Academy begins a new class every Monday. Admission to the school is open to all individuals who meet the following requirements:

1. Applicants must possess a valid State Driver's License.
2. Applicant must possess a Social Security Card and Certificate of Birth or Passport
3. A current motor vehicle record is expected and evaluated on a case-by-case basis.
4. Must be able to pass a D.O.T. Physical and Drug Screen.
5. Applicants must be a minimum of 18 (eighteen) years of age.

## **Admission Requirements One-Week Refresher and Two-Week Refresher**

1. Applicants must prove prior experience in heavy equipment operation verified by skills test implemented by Truck Dynasty Driving Academy instruction staff.
2. Applicants must possess a valid D.O.T. physical and the ability to pass a D.O.T. drug screen urinalysis.

## **Admission Procedures**

Applicants applying for admission may apply in person, online, or by phone. Upon approval of admission, the applicant will receive notification of acceptance either in person, via mail and/or telephone. Upon receipt of notification of admission, the applicant should contact the school



immediately for admission processing. Any false or incomplete information concerning admission requirements may result in separation of the program.

## **Non-Discrimination Policy**

**Truck Dynasty Driving Academy** is committed to insuring equal opportunity in all areas of education and employment without regard to race, creed, color, sex, national origin, age, disability, or veteran status. In keeping with this commitment, we will not tolerate harassment of the student population or instructing staff by anyone. This includes any instructor, supervisor, co-student, co-worker, vendor, or customer of this school, regardless of whether such harassment occurs during training/working hours.

## **Educational Objectives**

Students will be required to successfully demonstrate knowledge of the required classroom curriculum covered for the truck driver training program. Additionally, the student will be required to demonstrate satisfactorily skills performance in pre-trip inspection, basic skills (backing maneuvers) and road skills.

## **Hours of Instruction Required**

One hundred sixty (160) training clock hours minimally required for four-week, full training curriculum. One hundred twenty (120) training clock hours minimally are required to complete the three-week, full training curriculum. Forty (40) training clock hours are required to complete the 1-week refresher curriculum and Eighty (80) training clock hours are required to complete the 2-week refresher curriculum. Eight (8) training clock hours are required to complete the 1-day CDL training refresher.

## **Instructor to Student Ratio**

### **Basic Skills / Road Skills Instructor to Student Ratio**

Truck Dynasty Driving Academy strives to maintain an instructor to student ratio of four students to one instructor regarding hands on semi-tractor trailer backing maneuvers and road skill training. Though this ratio is maintained predominately, circumstances may arise that would temporarily put a higher ratio of students to instructors, but not to exceed ten students to one instructor. If, and when, this situation occurs, Truck Dynasty Driving Academy moves into lecture, video, basic skills or pre-trip instruction where all students can learn equally well with the availability of one instructor until the higher student to instructor ratio is resolved and hands on



training resumes (basic skills and road skills) to the standard ratio of four students to one instructor.

### **Classroom Training Instructor to Student Ratio**

Classroom instruction is presented via lecture series, video series, online instruction, and written examination. The maximum student to instructor ratio is fifteen students to one instructor.

**School Director/Owner:** Gary L. Martin

**Administrator:** Jodi Madden

**Placement Directors:** Jodi Madden, Ashley Thomas

**Administrative Assistants:** Victoria Evans, Ashley Thomas

### **Faculty:**

1. Ruby Karnes
2. Michael Thompson
3. Jamie Robinson

**TDT 101- Class Room/Introduction to Skills training (40 Hours)**

- **TDT 101 Classroom Skills Training- Hours 1 to 8**
  - **Two Hours** Welcome to Truck Dynasty orientation, completion of school enrollment paperwork and review of school regulations.  
Discussion on the importance and history/future of the transportation industry; CSA introduction
  - **Three Hours** Students undergo a Department of Transportation's physical and drug screen; receive medical examiner's completed long form physical, drug screen chain of custody and medical examiner's signed medical card.
  - **Three Hours** Lecture and discussion on industry standards and The Department of Transportation
    - Entry Level Driver Wellness training; video and lecture series; written examination:
      - ✓ Driver Wellness
      - ✓ Driver Qualifications
      - ✓ Whistle Blower
      - ✓ Hours of Service
    - Sexual Harassment and Non-Discrimination lecture and video series.
    - Introduction to Pre-trip inspection video and lecture series with handout study material.
    - Homework assignment: "JJ Keller Tractor Trailer Driver Training Manual"
- **TDT 101 Classroom Skills Training- Hours 8 to 16**
  - **Eight Hours**
    - Entry Level Driver Training: Students begin working through 35 modules via online certified curriculum per Federal Motor Carrier Safety Administration (FMCSA) mandate.
- **TDT 101 Classroom Skills Training- Hours 16 to 24**
  - **Eight Hours**
    - Entry Level Driver Training: Students begin working through 35 modules via online certified curriculum per Federal Motor Carrier Safety Administration (FMCSA) mandate.





- **TDT 101 Classroom Skills Training- Hours 24 to 32**
  - **Eight Hours** Entry Level Driver Training Theory
  
- **TDT 101 Classroom Skills Training- Hours 32 to 40**
  - **Four Hours** Entry Level Driver Training Theory
  - **Four Hours** Introduction to road skills / bobtail



## TDT 201 In-Truck Skills Training & Lab/Range/Backing (40 Hours)

- **TDT 201- In-Truck Skills Lab/Range/Backing- Hours 8 to 16**
  - **Six Hours**
    - Coupling and Uncoupling of Trailers
    - Continued Practice on Backing Maneuvers
    - Coupling and Uncoupling Tractor/Trailer, procedures include:
      - ◆ Connecting/Disconnecting air lines and electrical lines
      - ◆ Releasing King-Pin Lock
      - ◆ Raising and Lowering Trailer Landing Gear
      - ◆ Successful Separation of Tractor and Trailer
    - Students Continue Practicing Various Backing Maneuvers
  - **Two Hours** Practice Tests on Pre-trip inspection
  
- **TDT 201- In-Truck Skills Lab/Range/Backing- Hours 16 to 24**
  - **Eight Hours** Students continue to work on driving and backing skills applying the defensive driving procedures; students continue to practice proper technique to set up and enter various backing maneuvers for purposes of parking, docking and delivery.
  
- **TDT 201- In-Truck Skills Lab/Range/Backing- Hours 24 to 32**
  - **Four Hours** Forward and Reverse Driving to 100 feet; students acquire proper technique on approaching and entering a limited length driveway or alley, both forward and reverse
  - **Four Hours** Alley Docking; students learn and demonstrate proper technique backing tractor/trailer in an alley or driveway such as between two buildings or the wall of a loading dock
  
- **TDT 201- In-Truck Skills Lab/Range/Backing- Hours 32 to 40**
  - **Two Hours** Jack Knife Parking; students learn and demonstrate the proper technique and set-up procedure to jack-knife tractor/trailer into a 90-degree angle
  - **Two Hours** Four Point Brake Test; students learn the proper sequence in which to demonstrate the 4-point brake test. It is critical the students perform the test in its proper sequence. Failure to do so will result in automatic failure of the driving examination and the student would have to be rescheduled to test at the D.O.T. test site.
  - **Four Hours** Review of student' Overall Competency on:
    - ◆ Pre-trip Inspection Procedure
    - ◆ Backing Maneuver



## **TDT 301- In-Truck Skills Training**

### **Highway & City Driving (40 Hours)**

- **TDT 301- In-Truck Skills Highway & City Driving- Hours 1 to 8**
  - **Eight Hours**
    - Driving and Shifting Gears
    - Upshifting and Downshifting
    - Double Clutching
    - Proper Use of Mirrors
  
- **TDT 301- In-Truck Skills Highway & City Driving- Hours 8 to 16**
  - **Eight Hours**
    - Students are introduced to actual traffic conditions:
      - ◆ Students demonstrate inspection process prior to driving
      - ◆ Upshifting/Downshifting, double clutching, right/left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.
  
- **TDT 301- In-Truck Skills Highway & City Driving- Hours 16 to 24**
  - **Eight Hours**
    - City Driving Exercises; students emphasize the defensive driving techniques with right turns, left turns, transportation exercises, successfully shifting up and down through the gears while maintaining proper R.P.M. and speed control
  
- **TDT 301- In-Truck Skills Highway & City Driving- Hours 24 to 32**
  - **Eight Hours**
    - Students demonstrate the proper procedure and technique to turn tractor/trailer units right and left at intersections
    - Shifting is demonstrated insuring students have acquired the proper skill level to safely operate in traffic conditions
  
- **TDT 301- In-Truck Skills Highway & City Driving- Hours 32 to 40**
  - **Eight Hours**
    - Students Demonstrate Readiness for the Missouri D.O.T. Skills Testing
      - Pre-Trip Inspection Evaluation
      - Basic Skills Evaluation
      - Road Evaluation



## **TDT 401- In-Truck Skills Training**

### **Highway & City Driving (40 Hours)**

- **TDT 401- In-Truck Skills Highway & City Driving- Hours 1 to 8**
  - **Eight Hours**
    - Driving and Shifting Gears
    - Upshifting and Downshifting
    - Double Clutching
    - Proper Use of Mirrors
  
- **TDT 401- In-Truck Skills Highway & City Driving- Hours 8 to 16**
  - **Eight Hours**
    - Students are introduced to actual traffic conditions:
      - ◆ Students demonstrate inspection process prior to driving
      - ◆ Upshifting/Downshifting, double clutching, right/left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.
  
- **TDT 401- In-Truck Skills Highway & City Driving- Hours 16 to 24**
  - **Eight Hours**
    - City Driving Exercises; students emphasize the defensive driving techniques with right turns, left turns, transportation exercises, successfully shifting up and down through the gears while maintaining proper R.P.M. and speed control
  
- **TDT 401- In-Truck Skills Highway & City Driving- Hours 24 to 32**
  - **Eight Hours**
    - Students demonstrate the proper procedure and technique to turn tractor/trailer units right and left at intersections
    - Shifting is demonstrated insuring students have acquired the proper skill level to safely operate in traffic conditions
  
- **TDT 401- In-Truck Skills Highway & City Driving- Hours 32 to 40**
  - **Eight Hours**
    - Students Demonstrate Readiness for the Missouri D.O.T. Skills Testing
      - Pre-Trip Inspection Evaluation
      - Basic Skills Evaluation
      - Road Evaluation



### ***Truck Driver Training Refresher Course***

**TDDA, L.L.C.** provides a refresher course for Class A commercially licensed drivers that need to sharpen and or develop their skill level prior to re-entering the transportation industry as a professional driver. Refresher courses will commonly be required if a driver has not been in a semi-tractor trailer in an over the road capacity within the last one- and one-half years.

The refresher course curriculum is offered in a one- or two-week timeframe increments. Prior to enrolment the driver is evaluated to determine skill capacity. **TDDA, L.L.C.** evaluates the driver's expertise on the pre-trip inspection, six basic backing maneuvers and road performance. To be accepted for the one-week refresher, he/she must score a minimum of 75% on the pre-trip inspection, not miss more than 8 points on the backing maneuvers and miss no more than 15 points on the driving test. A lesser score in any of the above-mentioned category's results in the necessity of a two-week refresher curriculum.

**TDDA, L.L.C.'s****TDT Refresher Course/ Week One****➤ Day One**

- **Four Hours** Driving and Introduction
  - Driver takes basic skills and road evaluation
  - Driver becomes familiar with training equipment
  - Driver shown various backing maneuvers
  - Driver introduced to defensive driver training and safe backing technique
- **Four Hours**
  - Driver works on proper pre-trip inspection required by the Department of Transportation. (Driver should be able to describe a routine to use for a thorough and complete pre-trip inspection; recognize damaged, loose, or missing parts or system leaks; explain the importance of correcting malfunctions before beginning each trip; understand and use federal and state regulations for inspections; and explain the steps for in-route and post-trip inspections.)
  - Driver continues training on various backing maneuvers.

**➤ Day Two**

- **Six Hours**
  - Coupling and uncoupling of tractor/ trailers. (Driver should be able to demonstrate the correct way to safely couple a tractor to a trailer, and driver should be able to demonstrate the correct way to safely uncouple from the same unit; driver should be able to describe the controls used when coupling and uncoupling the tractor/trailer unit; driver should be able to explain the hazards of coupling and uncoupling a tractor/trailer unit improperly.)
  - Driver continues training on various backing maneuvers.
  - Hooking and unhooking tractor/trailer procedures:
    - Connecting/disconnecting air lines and electrical lines
    - Releasing king-pin lock
    - Raising and lowering trailer landing gear
    - Successful separation of tractor and trailer
  - Driver continues training instruction on various backing maneuvers.
- **Two Hours**
  - Pre-trip and post trip inspection evaluations



➤ **Day Three**

○ **Eight Hours**

- Driving and shifting gears
- Upshifting and downshifting
- Double clutching
- Proper Use of Mirrors

(Drivers demonstrate their skill level in real time traffic conditions; upshifting, downshifting, double clutching, right and left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.)

➤ **Day Four**

○ **Eight Hours**

- City driving exercises. (Driver demonstrates defensive driving technique with right turns, left turns, successfully shifting up and down through the gears while maintaining proper R.P.M. and speed control.)

➤ **Day Five**

○ **Four Hours**

- Driver continues training instruction on backing maneuvers. (Drivers continue to practice proper technique to set up and enter various backing maneuvers for purposes of parking, docking and delivery; drivers practice forward and reverse driving to 100 feet acquiring proper technique on approaching and entering a limited length driveway or alley, both forward and reverse; drivers demonstrate proper alley docking technique backing tractor/trailer in an alley or driveway such as between two buildings or the wall of a loading dock.)

○ **Four Hours**

- Review of driver overall competency on:
  - Driving Skills
  - Basic Skills
  - Pre-Trip Inspection
  - Four Point Brake Test

**TDDA, L.L.C.****TDT Refresher Course/ Week Two**➤ **Day One**○ **Four Hours**

- Driver practices proper pre-trip inspection required by the Department of Transportation. (Driver should be able to describe a routine to use for a thorough and complete pre-trip inspection; recognize damaged, loose or missing parts or system leaks; explain the importance of correcting malfunctions before beginning each trip; understand and use federal and state regulations for inspections; and explain the steps for in-route and post-trip inspections.)
- Driver continues training on various backing maneuvers.

○ **Four Hours**

- Driving and shifting gears
- Upshifting and downshifting
- Double clutching
- Proper Use of Mirrors

(Drivers demonstrate their skill level in real time traffic conditions; upshifting, downshifting, double clutching, right and left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.)

➤ **Day Two**○ **Six Hours**

- Coupling and uncoupling of tractor/ trailers. (Driver should be able to demonstrate the correct way to safely couple a tractor to a trailer, and driver should be able to demonstrate the correct way to safely uncouple from the same unit; driver should be able to describe the controls used when coupling and uncoupling the tractor/trailer unit; driver should be able to explain the hazards of coupling and uncoupling a tractor/trailer unit improperly.)
- Driver continues training on various backing maneuvers.
- Hooking and unhooking tractor/trailer procedures:
  - Connecting/disconnecting air lines and electrical lines
  - Releasing king-pin lock
  - Raising and lowering trailer landing gear
  - Successful separation of tractor and trailer





- Driver continues training instruction on various backing maneuvers.
- **Two Hours**
  - Pre-trip and post trip inspection evaluations
  - Driver demonstrates defensive driving technique, progressive shifting and proper shifting technique while in real-time highway driving and conditions.
- **Day Three**
  - **Eight Hours**
    - Driving and shifting gears
    - Upshifting and downshifting
    - Double clutching
    - Proper Use of Mirrors

(Drivers demonstrate their skill level in real time traffic conditions; upshifting, downshifting, double clutching, right and left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.)
- **Day Four**
  - **Eight Hours**
    - City driving exercises. (Driver demonstrates defensive driving technique with right turns, left turns, successfully shifting up and down through the gears while maintaining proper R.P.M. and speed control.)
- **Day Five**
  - **Four Hours**
    - Driver continues to perform correctly the backing maneuvers. (Drivers continue to practice proper technique to set up and enter various backing maneuvers for purposes of parking, docking and delivery; drivers practice forward and reverse driving to 100 feet acquiring proper technique on approaching and entering a limited length driveway or alley, both forward and reverse; drivers demonstrate proper alley docking technique backing tractor/trailer in an alley or driveway such as between two buildings or the wall of a loading dock.)
  - **Four Hours**
    - Review of driver overall competency on:
      - Driving Skills
      - Basic Skills
      - Pre-Trip Inspection
      - Four Point Brake Test

**TDDA, L.L.C.****CDL 1 Day Refresher****Day One**

- **One Hour** Enrollment Paperwork / Driving Introduction Orientation
- **Two Hours Pre-Trip Demonstration and Training**
  - Driver introduced to training equipment
  - Pre-trip demonstration by instructor
  - Pre-trip hands on practice and demonstration by student
- **Three Hours Basic Skills Training**
  - Driver shown various backing maneuvers demonstrated by instructor
  - Driver introduced to defensive driver training and safe backing technique
  - Driver participates in hands on skills training on 6 backing maneuvers:
    - ✓ Straight Line Backing
    - ✓ Blind side offset
    - ✓ Sight side offset
    - ✓ Blind side parallel
    - ✓ Sight side parallel
    - ✓ 90 Degree Alley Dock
- **Two Hours Road Skills Training**
  - Driver participates in hands-on, real-time highway driving, city driving and rural driving with instructor ride along and commentary.

**Note:** Prior to enrollment and school attendance, student driver trainee is provided with self-study materials and direction for preparation training on Pre-trip examination. These materials include an online tutorial and study manual with text and explanation, however online training participation is not mandated to enroll in and attend the TDDA 1 Day CDL Training Curriculum.

The student is scheduled for his/her CDL examination on the day following the live, hands-on training and demonstration.



## Physical Facilities and Equipment

**TDDA, L.L.C.** is located at 1698 South State Highway K in Bois D'Arc, Missouri. The classroom is equipped with state-of-the-art audio and visual aids including DVD units, power point equipment, projector, and TV monitor. Reference materials include professional training videos, textbooks, logging materials and miscellaneous supplies from The Department of Transportation and J.J. Keller workbooks/workshops.

Training equipment consist of 5 late model International, ten-speed tractors with manual transmissions and 2 (two) 2016 Freightliner with automatic transmissions, 6 (six) 53' trailers and 4(four) 26' trailers. Each tractor/trailer unit is equipped and designed to enhance adequate occupational skill training, as well as video surveillance equipment to monitor and track real time training and traffic environment. The Range/Basic Skills yard is equipped with orange marker cones for backing, docking, and maneuvering skills training and is measured to the exact dimensions of the Missouri State Highway Testing site.

## Policy Relating to Tardiness, Absences, Make-up, and Conduct for This Course

### Tardiness

If a student finds it necessary to be late, or leave early, the total amount of time missed will be recorded in the student's record. All tardy time or training time missed due to late arrival or early departure will be made up before the end of the training curriculum. Any make-up time will be dependent on availability of equipment, instructor staff and regular scheduling requirements. Make-up work must be arranged and approved through the school Director. Four or more times being tardy, or departing early, may result in termination.

### Absences

1. Students who accumulate absences of more than 20% of their scheduled *classes* (32 clock hours for the full truck driver training curriculum, 16 clock hours for the two-week refresher and 8 hours for the one-week refresher) may be subject to termination, and if terminated may not re-enter the program until reasons for missing are resolved and their progress is reviewed by the School Director.
2. Scheduled School holidays shall not be considered as days of absence. The school will provide additional hours of training to offset holidays.
3. The school will maintain an accurate record of attendance on each student. Absences, attendance and leaves of absence (LOA) shall be defined and clearly noted.
4. A leave of absence for a reason which is acceptable to the School Director shall not exceed the lesser of thirty (30) school days or sixty (60) calendar days. A student shall be granted only one (1) leave of absence per a twelve (12) month period.
5. Students returning from a leave of absence (LOA) will re-enter the program at the point of the first missed, scheduled lesson.



6. A written statement indicating the reason for the leave of absence shall be signed by the student and School Director. This statement will be placed in the student's file.
7. A student's failure to return from a LOA will be considered an automatic termination and any tuition refund due will be refunded within thirty (30) days.

## Excused Absences

The school recognizes the following reasons for an excused absence:

- Death in the immediate family
- Scheduled court dates
- Job interviews
- Personal illness

## Make-ups

All class time missed must be made up during the approved time set by the School Director to complete the total hours required for course completion.

## Dress Code

1. Students may not wear clothing with offensive slogans or drawings.
2. Students may not wear tank tops or short shorts.
3. Students must maintain good personal hygiene.
4. Students may not wear open toed shoes.

If student fails to maintain dress code conduct, they will be counseled on the discrepancy and allowed to correct and/or amend the dress code issue. Failure to do so could result in termination.

## Conduct

1. All students will conduct themselves in a respectful and considerate manner.
2. Fighting will not be tolerated on or off school grounds.
3. Students are not to use profanity on the school grounds.
4. Insubordination toward the staff regarding training and/or school policy will not be tolerated.

**Note:** Failure to adhere to the above stated school policy regarding conduct may result in probationary status or termination from the training curriculum.



## Termination from Training

- A. Absences
  - 1. Accumulated absences of more than 20% of total clock hours, (32 clock hours)
    - a. Student will be counseled by the school Director of possible termination due to excessive absences.
  - 2. Failure to notify the school Director when an absence occurs
- B. Tardiness
  - 1. Habitual tardiness (4 or more times within the 160-hour training period assigned to the student)
- C. Conduct
  - 1. Refusal to adhere to numbers 1 through 4 described above under **Conduct**
  - 2. Failure to complete course within 150% of the allotted time frame (180 clock hours)
- D. Theft
  - 1. Theft of **TDDA, L.L.C.** property
  - 2. Theft of **TDDA, L.L.C.** vendor/customer property
  - 3. Damage or destruction of property through neglect
- E. Alcoholic beverages or illicit drugs
  - 1. Anyone reporting for training under the influence of illegal drugs or alcoholic beverages
  - 2. Consumption of alcoholic beverages or illicit drugs while enrolled in school during training hours or after the hours of said training
  - 3. Failure of a D.O.T. Drug Screen (random or reasonable suspicion)

Any terminated student may apply for readmission in written request form but may only be reinstated with the permission of the School Director or Chief Operating Officer.

- Any terminated student granted readmission may re-enter the program after five (5) business days from the date of termination have passed.

## Grading System for Graduation

The school operates on a pass/fail system. The minimum score for classroom instruction required to pass and graduate is 80%. The minimum score for pre-trip, road and yard required to pass and graduate is 84%. The classroom grade is 50% of the final course grade. The pre-trip, yard and road is 50% of the final course grade.



## School Policy Regarding Student Progress

All individual school records will be available for each student to examine upon request and verbal/written reports will be given to each student daily. Upon completion of each 40 hours of training (one grading period) that period will be evaluated on a pass/fail basis and discussed with said student before said student is allowed to continue with the next week of training (grading period). Students who fail to progress and improve consistently toward the expected grade point average for completion of the program will be placed on probation by the school Director for one grading period (one (1) week of training or five (5) school days). All students are evaluated based on a percentage of completion of the entire curriculum, are tested at Truck Dynasty Driving Academy's facility, and are required to meet or exceed the minimum passing grade point average prior to being allowed to test at the Department of Transportation.

## Probation Policy

It is the policy of **TDDA, L.L.C.** that if a student fails to meet the minimum grade point average or fails to complete the training within the maximum time frame allowed; the student will be dismissed, unless conditions exist which, at the discretion of the school Director, warrant placing the student in a probationary status. The terms of the probation will be documented and maintained in the student's file. This probationary period is not to exceed one (1) week. If, at the beginning of the next grading period, the deficiencies have not been corrected, the student will be deemed subject to expulsion.

Additional reasons for probationary status include, but are not limited to, excessive absences, excessive tardiness and/or violation of school rules (as stated in the school catalog or supplement).

Students not meeting satisfactorily **TDDA, L.L.C.'s** policy regarding satisfactory progress will be notified verbally with witness present prior to their dismissal that continued unsatisfactory progress will result in additional probation and may result in termination.

## Policy on Incomplete's, Withdrawals, and Repeat Subjects

A student who is obligated for the full tuition may request a status of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic standing. The school will allow a student receiving a status of incomplete to re-enroll in the program within the following twelve (12) months from the date of student's withdrawal, and the student will be allowed to complete the uncompleted subjects without payment of additional tuition. Any student that desires to withdraw from training must immediately notify the school Director of



their intent. This notification must be made in a written format. The school director monitors all documentation including tuition refund, transcript, and file documentation of said request.

For students receiving VA Education Benefits, VA will be notified of the early withdrawal and the student could possibly acquire a debt to VA if withdrawing from the program prior to the end date.

### **School Policy Regarding Credit for Previous Education**

**TDDA, LLC** does not recognize credit for previous education from other Class A Commercial Driver's licensing schools. If the enrolled student has attended another CDL training curriculum prior to enrollment at **TDDA, LLC**, no lesser timeframe is accepted for successful completion of the program and no lesser tuition is negotiated for the four-week, 160 clock hour training curriculum.

"The school will evaluate students for prior training or driving experience. Prior history will not substitute for any of the courses or practical training at Truck Dynasty Driving Academy. "

### **Method of Meeting Program Requirements Other Than School Instruction**

Students are educated in the classroom environment on the information requisite to pass the written examinations to obtain a Class A Commercial Learner's permit. Specific homework assignments are given to the student for independent study after hours in the preparation of this written examination. In addition, the 105-point pre-trip examination, one third of the Department of Transportation's skills' examination, requires after hour, independent study, to imbibe the information and commit to memory the parts, explanation and specific order of a successful pre-trip examination.

### **Certificate of Completion**

Students successfully completing **TDDA, L.L.C.'s** professional driver training programs will receive a certificate of completion upon graduation and the fulfillment of all financial obligations to the school.

### **Transcript Issuance Policy**

Upon graduation each graduate will receive a school transcript documenting hour of completion and grade point average achieved. For additional copies of their transcript record students may contact our placement office by telephone, by mail, or by e-mail. There is no charge for additional copies of student transcripts.



Attention: Placement

**TDDA, L.L.C.**

1698 S. State Highway K

Bois D'Arc, MO 65612

P 417-831-8188

F 866-756-5159

[gary@tddallc.com](mailto:gary@tddallc.com) or [admininstrator@tddaLLc.com](mailto:admininstrator@tddaLLc.com)

## Requirements for Graduation

Students must complete a minimum of 120 clock hours of training for the full training curriculum, 40 clock hours of training for the 1-week refresher curriculum, 80 clock hours of training for the 2-week refresher curriculum and 8 clock hours of training for the 1-day CDL refresher training in all subjects listed in the programs' outline with a final grade point average minimally of 82% to graduate from **TDDA, L.L.C.'s** professional truck driver training program. Students must also have fulfilled all financial obligations to the school.

## Fees/Tuition and Additional Charges

**TDDA, L.L.C.'s** *three-week* course tuition is \$5,600.00 (Fifty-six hundred dollars and zero cents) This amount includes the D.O.T. drug screen urinalysis, DOT physical, Class A CDL permit and Class A CDL licensing fee.

**TDDA, L.L.C.'s** *four-week* course tuition is \$5,600.00 (Fifty-six hundred dollars and zero cents) This amount includes the D.O.T. drug screen urinalysis, DOT physical, Class A CDL permit and Class A CDL licensing fee.

**TDDA, L.L.C.'s** *one-week* refresher course tuition is \$2,500.00 (Eighteen hundred dollars and zero cents). This cost does not include the D.O.T. drug screen urinalysis and DOT physical.

**TDDA, L.L.C.'s** *two-week* refresher course tuition is \$4,500.00 (Thirty-six hundred dollars and zero cents) This cost does not include the D.O.T. drug screen urinalysis and DOT physical.

**TDDA, L.L.C.'s** *One day* CDL refresher course tuition is \$600.00 (six hundred dollars and zero cents) This cost does not include the D.O.T. drug screen urinalysis and DOT physical.





## Cancellation and Refund Policy

A full refund will be granted to any student who cancels the enrollment contract within seventy-two (72) hours before midnight the third day (excluding Saturdays, Sundays, or legal holidays) after the enrollment agreement is signed by the student and authorized school official, minus any consumable charges. Consumable charges shall include the cost of the Department of Transportation physical, \$75.00 (Seventy-five dollars and zero cents), the cost of the Department of Transportation drug screen urinalysis, \$40.00 (Forty dollars and zero cents), and specific housing costs.

Cancellation after midnight the third day (excluding Saturdays, Sundays or legal holidays) minus the above-mentioned consumable charges, will be due a refund calculated at a pro-rated amount of consumed hourly tuition costs. The proration will be determined based on the total tuition cost of \$5600.00 divided by 120 (One hundred twenty) clock hours and multiplied by the amount of training hours consumed.

The same refund calculation is used for the 160-clock hour, 4-week full course training curriculum and the 1-week and 2-week refresher programs. The 1-day CDL Refresher will be refunded based on the hours of training time consumed at a \$75.00 per hour training cost.

See costs specified above under **Fees/Tuition and Additional Charges**

- **Note:** Any student testing positive on a drug screen will be terminated from the program and tuition will be refunded based on the formula outlined in the school catalog's **Cancellation and Refund Policy**.
  - **Note:** A student is considered to have physically attended training when the student has attended one regular class period of instruction at the school.
- A. The school shall make all refunds to the party paying tuition no later than thirty (30) calendar days after the student withdraws or is terminated from the program. Proof of refund shall be placed in the student's file. Proof shall consist of a photocopy of the refund check after it has cleared the bank. The check shall be copied front and back on the same sheet of paper with the number of the check from the front folded so that it shows at the same time onto the back side of the check.
- For VA students, refunds will be paid to the appropriate party based on VA regulations.
  - **VA Regulation Section 103:** Truck Dynasty Driving Academy maintains a policy that ensures the academy will not impose any penalty, including the assessment



of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

- B. The effective date of the termination/withdrawal, for refund purposes, shall be the last day of attendance.
- C. At the time of enrollment:
  - 1. The school shall furnish the prospective student with a fully completed receipt and,
  - 2. A copy of any contractual agreement pertaining to such enrollment at the time of its execution, which shall show the name and address of the school, name and address of the student, the date of transaction and, signatures of a designated school official and said student.
- D. In the event the school discontinues a program in which students are enrolled, a full refund of all tuition and fees is due. Refunds shall be made in accordance with the refund and cancellation policy of this catalog.

The student may cancel by written notice mailed or hand delivered with signature, verbally with a staff member present and witness, or via email addressed to the School Director's attention.

**Attention: Mr. Gary L Martin**  
**TDDA, L.L.C.**  
**1698 S State Highway K**  
**Bois D'Arc, MO 65612**  
**gary@tddallc.com**

## Placement

**TDDA, L.L.C.** maintains a current list of companies willing to hire qualified Class A commercially drivers licensed and trained students. Most of the driving opportunities available through the school are with long haul, irregular route, and interstate carriers. Students desiring short haul or local work must accept full responsibility for finding their own jobs. **TDDA, L.L.C.**, in accordance with Federal law, cannot and does not guarantee job placement.

## School Calendar and Hours of Operation

The school observes the following holidays:

- Christmas Day
- Independence Day
- Thanksgiving Day



- New Year's Day

The hours of operation are Monday through Friday from 7:00 a.m. until 4:00 p.m. with extended hours of operation offered to students as needed. A new training class begins every week. **TDDA, L.L.C.** does not recognize a vacation period. Each student shall receive 1 hour (60 minutes) per class day for a meal break.

### **Student Grievances and Complaints**

All complaints must be written and turned into the School Director for review and consideration. If a problem cannot be resolved within 7 (Seven) business days, the student has the right to file a grievance to:

**The Missouri Coordinating Board for Higher Education**  
**P.O. Box 1469**  
**Jefferson City, MO 65102**

**Notice:** The information contained in this catalog is expected to remain effective during the coming year.

**End of Catalog**