

# **CERTIFICATE OF PROFICIENCY** **COMMERCIAL TRUCK DRIVING**

The Arkansas Commercial Driver Training Institute is a public-private partnership which provides an intensive training for Arkansas based motor carriers and non-Arkansas motor carriers in an effort to meet the growing demand for commercial drivers at a reasonable cost.

Driver training began at ASU-Newport in 1987, with a federally funded program. Contracts with major motor carriers were added in 1992. ASU-Newport has extensive experience in training commercial drivers and has trained over 15,000 entry-level drivers since the inception of the program.

The campus is located directly off of Highway 67 in Newport, Arkansas. Private companies provide housing which is three to six miles from the campus. The housing is conveniently located within a short driving distance to local restaurants, medical facilities, and churches.

The campus is situated on over 130 acres and includes three buildings dedicated to Transportation Technology. In 2009, ASU-Newport completed the Transportation Technology Center which is comprised of a 15,200 sq. ft. classroom facility plus an 8,000 sq. ft. Diesel Technology Lab. In 2005, ASU-Newport added a new building on university property near the commercial driving skills practice range. This 2,035 square foot facility houses a classroom, restrooms, and a small break area. Adjacent to this building is a new truck dock designed for students to develop their backing skills during their training on the ASU-Newport campus.

The Institute begins a new course each week and offers two separate training schedules. Both schedule options equate to approx. 190 clock hours of classroom and training time.

The 3-week course begins on a Monday and lasts 19 consecutive days. This includes training time on Saturdays and Sundays. The 4-week course begins on a Monday and lasts 26 calendar days, consisting of 20 training days with no weekend work typically required. ASU-Newport determines which course will be offered on any given date based on student and industry partner demand.

Daily class times vary and can last from approximately 6:00 A.M. until 5:00 P.M. daily. Night driving is scheduled periodically. Equipment used for training consists primarily of conventional tractors and 48 & 53 foot trailers (dry vans, reefers, and flatbeds).

## **PROGRAM PHILOSOPHY AND OBJECTIVES**

The program is designed to train entry level drivers to help meet the growing demand by carriers for qualified personnel. Our short term training programs coupled with the right attitude and hard **work put our students on their way to becoming "professional drivers."**

## **ENTRANCE REQUIREMENTS**

The students must possess the skills to enter the job market so they will be qualified to obtain a job as entry level drivers with the ability to safely operate commercial vehicles.

- Must be at least 18 years of age
- Must pass the DOT physical
- Must pass a drug screen
- Must have a valid drivers license
- Other requirements depending on funding resources

## **ATTENDANCE**

Students must be on time for all classes. More than one unexcused tardy can result in disciplinary action. Absences may require additional training from the student. Unexcused absences of 8 hours or more may result in dismissal. Excused absences may be made up, when possible and necessary to meet proficiency requirements.

## **GRADING SYSTEM**

Upon completion of the course the student is given one letter grade which is an average of classroom scores, road skills tests, and range skills test according to percent listed below.

Classroom Scores ..... 25% of grade

Skills Test.....75% of grade

92 - 100 = A

87 - 91 = B

80 - 86 = C

below 80 = F

To satisfactorily complete the course students must:

- (1) Score at least 80% in each of the following subjects: General Knowledge, Combination Vehicles, Air-Brakes
- (2) Obtain CDL Permit
- (3) Score at least 80% on final road and range skills

## **PROGRAM NOTE:**

**\*Effective April 7, 2004, Arkansas State Police Rules and Regulations for CDL testing (New Rule 3.0) states that there will be a (5) day waiting period for anyone failing any section of a CDL skills test before they can be re-tested.**

## **CURRICULUM**

Classes will meet each day from approximately 6:00 a.m. to 5:00 p.m.

Class time is made up of a combination of classroom (theory) lessons and behind-the-wheel training on the ASU-Newport skills range and over-the-road.

\* Curriculum is subject to change without notice and may include independent study.

## **HOLIDAYS**

Holidays are observed during the two weeks of Christmas break.

### **For students enrolled in DTI 1107**

#### **\*Estimated Break-Down of Expenses for Commercial Driver Training Course**

Tuition .....	\$1,115
Quality Improvement Fee.....	\$ 35
Equipment Use Fee.....	\$ 300
(Due first day of class; 2 checks, \$1,150 to ASU-Newport; and an equipment use fee of \$300 to Northeast Arkansas Higher Education Charitable Foundation)	
Housing.....(Provided by outside sources.).....	approximately....\$300 to \$400 depending on course length

**Other Expenses Include:** D.O.T. Physical, NIDA Drug Test, CDL Packet, and Final CDL License. Prices vary on an individual basis.

**\*Expenses are subject to change without notice.**

## **TUITION REFUND POLICY**

100% of the tuition will be refunded if the student withdraws from the course during the first eight days of enrollment. Thereafter, no refund will apply.

## **OUTSTANDING ACCOUNT BALANCE PROCEDURES**

Cash paying students will be required to pay the cost upon registration of the Commercial Driver Training program. Students who are sponsored by a third party will have their account credited for payment when the billing processes are complete and the paying entity makes payment for the sponsored student. If a sponsored student is declined at any time, that student becomes responsible for the tuition due the University. Declined students must contact the business office in order to make payment arrangements which will be evaluated on an individual basis. Students unable to meet their obligation at this point may be asked to withdraw from the program.

Students with any balance on their account at the conclusion of the program are placed on financial hold by the business office. This hold prevents the students from acquiring official academic records from this institution and/or registering for any additional classes until their account is cleared.

If any student continues to have an outstanding balance after the term, the balance will be considered delinquent and will be sent to the State of Arkansas to be deducted from their next year state income tax. If no payment is made after this process, the account balance will be sent to collections.