

# **Course Catalog 2019 – 2020**

## **Volume 8**

***Effective July 1, 2019 to June 30, 2020***

# **SunCoast Trucking Academy**



## **“18 Wheels – Endless Possibilities”**

28040 Airpark Drive, Suite 104

Punta Gorda, FL 33982

**(941) 347-7445**

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# **Suncoast Trucking Academy, Inc.**

**28040 Airpark Drive, Suite 104**

**Punta Gorda, FL 33982**

**Office: (941) 347- 7445 ~ Fax: (941) 347- 7048**

## **Administration**

**Donald O. Garner** – President & CEO

**William A. Larson** – Business Manager/Manager, Regulatory Compliance/Insurance

**David Pugliese** – Operations Manager

**Royce Engemann** – Director of Admissions

**Susanne Hirko** – Office Manager, Senior Loan Officer, Placement Facilitator

**Cheryl Pugliese** – Front Office Administrator; Scheduling Calendar Manager

## **Faculty**

**David J. Pugliese** – Licensed Commercial Driving School Instructor, issued by FL DHS&MV; Certification as Third Party Driver Tester, Cert. No. 3865, issued by the FL DHS&MV; Auto Mechanic & Engine Rebuild Certification issued by Herkimer B.O.C.E.S. Technical Education, Herkimer, NY; Certification as Diesel Mechanic, issued by US Army Ordinance School, Aberdeen, MD; Certification as CNC Machinist, issued by Mohawk Valley Comm. College, Utica, NY; Diploma issued by Ilion H. S., Ilion, NY; 16 years' experience

**Alan Sears** – Licensed Commercial Driving School Instructor, issued by FL DHS&MV; Certification as Third Party Driver Tester, Cert. No. 3976, issued by the FL DHS&MV; Diploma issued by Cypress Lake H. S., Fort Myers, FL; 4 years' experience.

**Daniel Fitch** – Licensed Commercial Driving School Instructor, issued by FL DHS&MV; GED issued by Ellicott H. S., Calhan, CO; 5 years' experience.

**Samuel A Hanke, Sr.** – Licensed Commercial Driving School Instructor, issued by FL DHS&MV; Diploma issued by Kenwood Senior H. S., Baltimore, MD; 5 years' experience.

**Richard G Smith** – Licensed Commercial Driving School Instructor, issued by FL DHS&MV. Diploma issued by Mechanicville Senior H. S., Mechanicville, NY; 14 years' experience.

**George S Contos** – Licensed Commercial Driving School Instructor, issued by FL DHS&MV; Diploma issued by Niceville Senior H. S., Niceville, FL; 7 years' experience.

**Carl Curtis Williams** – Commercial Driving School Instructor, Driving Performance Analysis given by United Safety Council, 32-Hour Instructor Course Pending; GED issued by the United States Army; 11 years' experience.

**Glenn A Osterberg** – Commercial Driving School Instructor, Driving Performance Analysis given by United Safety Council, 32-Hour Instructor Course Pending; Diploma issued by Westbrook Senior H. S., Westbrook, ME; 9 years' experience.

**Anthony Peter Flynn, Jr** - Commercial Driving School Instructor, Driving Performance Analysis given by United Safety Council, 32-Hour Instructor Course Pending; Diploma issued by Monroe Woodbury Senior H. S., Central Valley, NY. 3 years 4 months' experience.

**Legal Control: SunCoast Trucking Academy, Inc. is a Florida Corporation owned and operated by Donald O Garner, President/Shareholder; additional, Shareholder, Scott T Johnson.**

**Licensure Statement: Suncoast Trucking Academy, Inc. is Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll Free Telephone Number 1-888-224-6684.**

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## **Mission Statement/Statement of Purpose:**

SunCoast Trucking Academy, Inc. is a school that will provide a safe environment for people to understand and learn how to safely operate a commercial vehicle, following the Federal Motor Carrier Regulations, Florida State Laws and all the requirements provided by the Florida Department of Highway Safety & Motor Vehicles. SunCoast Trucking Academy will prepare each and every student, to the best of our ability, to be a safe driver thereby creating a safe environment for everyone sharing the roads. Students will study and train for the appropriate exams that will be administered by the Florida Department of Motor Vehicles and evaluated and finalized by a third party State Examiner. Our purpose is to teach and train the students at a high level, so that they are safe, competent Professional Truck Drivers qualified to go to work in the industry upon graduation.

## **Physical Facilities:**

SunCoast Trucking Academy is located at 28040 Airpark Drive, Suites 103 & 104 Punta Gorda, FL 33982, comprises approximately 3500 square feet under roof and includes a paved Truck Driving Training Range, together with a garage and restroom facilities at 28101 Challenger Boulevard, across the street from the Main Campus. All is within the Charlotte County Airport commercial corridor. SunCoast Trucking Academy offers each student a comfortable and up-to-date facility in which to learn and integrate with fellow students. The school offers an ample classroom with individual seating and work stations for each student. Flat screen TV's, overhead monitors and additional props are used to enhance the learning experience and are a permanent part of the classroom. A large, student break room area adjoins the classroom and is used for each break session. Also adjoining the student/instructor area is the 1700 sq. ft. administrative office which houses the school's administrative personnel and student loan department. Restrooms are available in both the student/instructor area and the administrative and student loan area. The Training Range mentioned above consists of approximately 3.9 acres and is used to train students in all operational maneuvers for large-scale trucking. Our equipment includes 7 tractor-trailer rigs with all up to date comforts and controls; televisions used for enhanced video teaching, fax machines, copy machines, computers, coffee machines, refrigerators, microwave ovens and water cooler (including hot water capacity).

## **Admission Requirements:**

We are an equal opportunity school. The school will not discriminate based on race, religion, gender or handicap. All students must have a valid state driver's license in their possession at the time of enrollment. Students must be at least eighteen years of age to enroll. If desiring interstate employment, the applicant must be at least 21 years of age. All school applicants must be able to read, write, speak, and understand highway traffic signs and signals, converse with the general public, respond to official inquiries and make legible entries on truck reports and records. It is understood that upon completion of the Program, drivers younger than 21 years of age are not eligible for interstate, over the road trucking opportunities per Florida Law. However, persons in the age group eighteen to twenty-one years old may be employed in intrastate trucking within the State of Florida per Florida Law. All students must pass a DOT physical and drug test. All prospective students are required to pass a medical exam per the Code of Federal Regulations. A Department of Motor Vehicles Report is obtained, as well as a National Criminal Background Check. Negative events reported on both the DMV and the NCB Check will be evaluated on a case by case basis as regards admission to our school. SunCoast Trucking Academy will provide information as to how to obtain an electronic copy of the Florida CDL Manual to prospective students.

## **Employment Barriers/Additional Requirements:**

A driving history that includes moving violations, drug or alcohol convictions or a criminal record may affect the student's eligibility for employment in the commercial motor vehicle industry. This may include but is not limited to prior accidents, moving violations, driving under the influence of alcohol or drugs and a criminal record. A positive drug/alcohol test can negatively affect the student's ability to obtain a job in the commercial motor vehicle industry.

All prospective students are required to pass a medical exam per the Code of Federal Regulations. SunCoast Trucking Academy includes the cost of this exam in the program cost listed on page 4 of this catalog. Additional requirements may apply to those with medical conditions.

### **Job Placement:**

SunCoast Trucking Academy does not guarantee job placement but maintains close ties with local and national trucking companies to enhance the student's employment opportunities.

### **Attendance Policy:**

SunCoast Trucking Academy requires all students to attend classroom sessions and road/range training. Any student unable to attend a class or road/range training will be required to make up the missed session. It is the student's responsibility to arrange with an instructor to make up any missed time. Excused absences may be approved by the Instructor, but such absences must be made up in order to meet clock hour requirements. A student who is dismissed for non-attendance may be readmitted upon acceptable consultation with the Director of Admissions.

### **Unsatisfactory Grades/Progress:**

If it becomes evident that a student's average has fallen below the minimum 80%, additional instruction may be arranged by the Range Manager so that the student has the opportunity to re-take any course test that may have contributed to a less than satisfactory average. The student may re-test any course subject up to three times. Failure at this point may result in the student's being placed on probation or dismissal, and any refund due to the student will be made according to the policy listed on Page 4. Students may be allowed to re-enroll if dismissed for unsatisfactory grades/progress and be given an opportunity to take minimal refresher activities.

### **Student Conduct/Dismissal:**

While enrolled in SunCoast Trucking Academy, Inc., students must agree to abide by all school policies and procedures and behave in a professional manner while on campus or driving. A professional manner is defined as non-disruptive and respectful of other students, members of the faculty and school equipment. Students are encouraged to ask questions and participate in classroom and road activities in a calm, rational manner.

**The dress code** for the class is casual, comfortable and appropriate. Open-toed shoes are not permitted. No firearms, drugs, alcohol or abusive language is allowed while on the campus or operating equipment. Failure to comply with Student Conduct may result in immediate suspension or probationary action or dismissal.

### **Complaints:**

Any student complaints, either oral or in writing shall be given to the Range Manager within 24 hours of the recognition of the complaint by the Instructor. All pertinent details relating to the situation, including all offending parties must be submitted to the Range Manager at this time. The Range Manager and President will jointly review the complaint and determine the validity and seriousness of the complaint and seek to bring resolution to the matter within 24 hours of delivery of the complaint to the Range Manager. Any unresolved complaint may be forwarded to the Commission for Independent Education: 325 W. Gaines Street Ste. 1414, Tallahassee, FL 32399-0400. They may be contacted by phone at 850-245-3200 or 888-224-6684 or on their website at [www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie).

### **Suspension and Probationary Periods:**

If it is determined that a student has violated the Rules of Conduct, the instructor may elect to suspend the student from class and institute a probationary period. If the violation cannot be resolved the instructor may elect to indefinitely dismiss the student from class. A refund policy is available for those students indefinitely dismissed prior to the four-week completion period. Any refund due will be issued according to the refund policy found on Page 4. The probationary period shall not exceed one week, and the student will be allowed to make up this lost time providing a remedy has been found for the stated violation.

## **Appeals for Disciplinary Action:**

When disciplinary action is necessary against a student said student shall have the right to appeal the action. The student should submit an appeal within a twenty-four-hour period of the disciplinary action. The said appeal shall be either oral or in writing, but shall be delivered to the school's Range Manager within the 24 hour allowed time. The appeal shall state any shortcomings that the school may have displayed in addressing the discipline against the student and name any remedies the student believes to be a better solution relevant to the situation. The Range manager will discuss the appeal with the student and the faculty involved to try and reach a solution acceptable to both parties. If the appeal is successful, the action will be withdrawn and amended to include the action agreed upon. If the appeal is unsuccessful the previous action will continue to be implemented.

If no resolution can be arranged between the student and faculty, an appeals committee will be formed to include other faculty. The committee will meet with the student to try and reach a solution. If the appeals committee finds the disciplinary action was warranted the action will stand and be implemented. If the appeals committee finds the action unwarranted they will make a recommendation based upon the facts discussed. This final action recommended by the appeals committee will be the final step and no further action will be necessary.

## **Cancellation and Refund Policy:**

The Program Cost Breakdown itemized under Tuition/Fees below, contains no non-refundable items.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, electronic mail, certified mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day but before the first class, results in a refund of all monies paid.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a prorated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of the termination of student's enrollment or receipt of cancellation notice from student. There are no non-refundable fees.
8. **Withdrawal:** A Student may withdraw from school by advising the Director of Admissions in writing that he/she wishes to withdraw from school and provide the date upon which his/her withdrawal is to become effective. If any refund is due the student, it shall be returned to the student within 30 days of such withdrawal date. In this instance, the school's published Refund Policy will be applied.

The proration formula used to calculate a refund, will follows. The number of class hours completed shall be divided by the total classroom hours (160) to arrive at the percentage of completed classroom time. This percentage shall be subtracted from 100% to get the total percentage that is refundable to the student. The total cost, \$6495, will then be multiplied by the total percentage refundable to determine the amount refundable to the student.

## **Tuition/Fees:**

The tuition for full completion of the 160-hour program is \$6,495.00. The tuition fee is inclusive of books, writing supplies, medical exam and equipment needed to complete the 160-hour program. There will not be any additional charges for fuel or for the use of the training vehicle/s on our driving range. A breakdown of the costs is as follows:

**NOTE: Progress records are kept by the school and made available to the student each Friday until completed.**

Program Cost Breakdown	
Tuition	\$5,700.00
Medical Exam	\$ 195.00
Books & Supplies	\$ 150.00
CDL Test	\$ 450.00
<b>Total Program Cost</b>	<b>\$6,495.00</b>

## METHODS OF PAYMENT OPTIONS

### Finance Method #1

SunCoast Trucking Academy is an approved Provider for its students to receive financial assistance through CareerSource Southwest Florida, CareerSource Suncoast and CareerSource Heartland and CareerSource Palm Beach County. Each Student must apply at the nearest CareerSource location in order to be assigned a counselor to assist in the process.

### Finance Method #2

Student Loans are available through an Independent lender to attend SunCoast Trucking Academy. Applications can be completed at SunCoast Trucking Academy and subsequently submitted to multiple lenders. Replies to the application generally received within 24 hours of submission. A \$250.00 Application & Processing fee will be applied to the cost. Of this amount, the Processing fee of \$150 is charged & collected by the lender. A \$100 Application fee is retained by the School.

## Acceptable for Payment

Credit Card \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

## THERE ARE NO NON-REFUNDABLE CHARGES

### Breakdown of Charges

Tuition	\$5,700.00
Medical Exam/Drug Test	195.00
Books & Materials	150.00
CDL Test	450.00
<b>TOTAL PROGRAM PRICE</b>	<b>\$6,495.00</b>

## Financial Assistance:

In addition, for Veterans who qualify to receive benefits under the G. I. Bill, SunCoast Trucking Academy, Inc. is an approved vendor for the Department of Veterans' Affairs, the Florida Department of Veterans' Affairs and the Vocational Rehabilitation Division for the Department of Veterans' Affairs.

**PLEASE NOTE:** Financial Assistance is available *for those who qualify.*

## **Payment of Fees:**

All tuition fees are due and payable upon enrollment at SunCoast Trucking Academy. We accept credit cards (MasterCard or Visa) and cash.

## **Student Services:**

SunCoast Trucking Academy will maintain an “open door policy” for all currently enrolled students encouraging counseling with your instructor regarding classroom difficulties or other related matters. Also provided are academic assistance, personal advising, financial advising and placement assistance. It is our desire to bring the student to a full understanding of all practices, skills and laws necessary for the acquisition of a CDL Class A License. After hours’ instruction or counseling may be arranged if needed.

## **Program of Study:**

The school will offer a 160-hour comprehensive program that will culminate in a student fully prepared to take the Florida CDL Class A exam.

The first 60 hours will cover 13 classroom subjects including: Orientation and Learner’s Permit Prep, Alcohol and Drug Testing, CMV Driving Basics, CMV Driving Techniques, Vehicle Inspection and Maintenance, Turns and Intersections, Speed and Space Management, Hours of Service, Hazmat, Maps and Trips, Safety Regulations, Accident Procedures and Defensive Driving.

The next 50 hours will cover road and range training including: Pre-Trip Inspections, Backing Maneuvers and Weight Distribution Training.

The next 50 hours will cover an extension of road training including: Turns, Interstate Driving, Railroad Crossings and Daily Driving Techniques.

The transfer of credits from any other training institution, college or vocational school will not be recognized by SunCoast Trucking Academy. The transferability of credit to other institutions is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by the institution.

## **Grading Policy:**

A test will be given at the finish of each course subject. There will be 13 classroom subjects taught for the 60-hour classroom portion, together with 100 hours of lab work, consisting of 50 hours of range training and 50 hours of road training. Regarding the 13 classroom subjects, a 20 question test is given at the finish of each subject. Each question shall be given a 5-point value. The student must maintain an overall average of 80% for the entire classroom session of 60 hours in order to pass. The grading system is as follows: A=90-100%, B=80-89%, C=70-79%, D=60-69% and F=59% and below. The student may miss four questions and still achieve the 80% minimum average. The aforementioned 50 hours of range training and 50 hours of road training, culminates in the State Examination administered by a state contracted and approved Tester for SunCoast Trucking Academy, Inc., a Third Party Administrator. **Should a student fail the State Examination, he/she may re-take the test at a later date. Additional testing, if necessary, may be arranged through the school.**

## **Graduation Policy:**

Upon a satisfactory score of 80% on classroom material and a demonstration of practical driving skills, including the completion of the full 160-hour program and satisfaction of all financial obligations to SunCoast Trucking Academy, the student will be considered a graduate of SunCoast Trucking Academy. A Certificate of Completion/Diploma will be awarded to each student who completes these requirements.



## Hours of Operation:

SunCoast Trucking Academy is open all year Monday through Sunday, with the exception of holidays. Instruction for weekend classes is held on Saturday and Sunday from 7:00 AM to 4:00 PM with students breaking at 11:00 AM for a 30-minute lunch. Regular classes will be held from 7:00 AM to 4:00 PM, Monday through Friday, with students breaking at 11:00 A.M. for a 30-minute lunch. Students will receive a 10-minute break for every hour of class time. The first day of Regular Classes will always be on Monday. The school offices will be open from 8:00 AM to 5:00 PM Monday through Friday.

## Program Start/End Dates:

Classes run from 7:00 am to 4:00 P.M. The starting day of class will be any Monday and runs Monday through Friday. The Program's course of study ends the 4<sup>th</sup> Friday following the Monday start date.

## School/Holiday Calendar 2019- 2020:

Below are the school holiday/maintenance closures:

<b>Holiday/Maintenance</b>	<b>07/01/19 – 01/01/20</b>	<b>Holiday/Maintenance</b>	<b>01/01/20 – 06/30/20</b>
Independence Day	07/04/2019	Good Friday	04/10/2020
Labor Day	09/02/2019	Memorial Day	05/25/2020
Thanksgiving Holiday	11/28 – 11/29/2019	Independence Day	07/03/2020
Christmas Holiday	12/24 – 12/25/2019	Labor Day	09/07/2020
New Year's Holiday	01/01/2020	Thanksgiving Holiday	11/26 – 11/27/2020
		Christmas Holiday	12/24 – 12/25/2020

## Program Outline:

### Institution Data

**Name:** SunCoast Trucking Academy, Inc.  
**Program Title:** Class A CDL 160  
**Credential/Diploma Issued:** Certificate of Completion  
**Program Completion:** Four Weeks  
**Program Delivery:** Campus

Program Length		Total Contact Hours		Program Cost Breakdown	
Clock Hours	160	Theory Hours	60	Tuition	\$5,700.00
		Lab Hours	100	Medical Exam	\$ 195.00
		Total Hours	160	Books & Supplies	\$ 150.00
				CDL Test	\$ 450.00
				Total Program Cost	\$6,495.00

  

Program Length		Total Contact Hours		Program Cost Breakdown	
Clock Hours	160	Theory Hours	60	Tuition	\$5,700.00
		Lab Hours	100	Medical Exam	\$ 195.00
		Total Hours	160	Books & Supplies	\$ 150.00
				CDL Test	\$ 450.00
				Total Program Cost	\$6,495.00

\*One clock hour is equal to 50 minutes of instructor led training followed by a 10-minute break.

**PROGRAM TITLE: Class A CDL 160**

**ID#4778**

Course No.	Course Title	Clock Hours
CD-100	Orientation & Learner's Permit Prep	10
CD-101	Alcohol & Drug Testing	2
CD-102	CMV Driver Basics	4
CD-103	CMV Driving Techniques	4
CD-104	Vehicle Inspection & Maintenance	5
CD-105	Turns & Intersections	4
CD-106	Speed & Space Management	5
CD-107	Hours of Service	5
CD-108	Hazmat	5
CD-109	Maps & Trips	6
CD-110	Safety Regulations	3
CD-111	Accident Procedures	2
CD-112	Defensive Driving	5
CD-113	Pre-Trip & Range Training	50
CD-114	Road Training	50
	<b>TOTAL:</b>	<b>160</b>

The term CD is an abbreviation for "Commercial Driving". The course numbers are made up of numbers 100-114 and must be taken in numbered sequence from lowest to highest.

# Program Course Descriptions

## **CD100: Orientation & Learner's Permit Prep**

This class reinforces school rules and safety guidelines, as well as the student's responsibilities while in school. In addition, this class instructs the student in the 3 areas of knowledge required in order to pass the Class a Learner's Permit test administered by the DMV.

## **CD101: Alcohol & Drug Testing**

Helps you comply with Department of Transportation's alcohol and drug testing requirements (49 CFR 382.60 9b).

Highlights the eleven key areas required by Department of Transportation.

## **CD102: CMV Driver Basics**

Designed to help you meet the training requirements for entry level CMV drivers (49 CFR Part 380)

Focuses on the four specific topics that must be covered in driver training:

1. Driver Qualification
2. Driver Wellness
3. Hours of Service
4. Whistleblower Protection

## **CD103: Driving Techniques**

Provides a fast-paced refresher on routine driving skills

Helps reduce incidents and crashes by showing drivers how to deal with hazards inherent in the most routine driving situations.

Covers important information drivers need to know:

Defensive driving techniques

1. Right and left-hand turns
2. Intersections
3. Merging
4. Passing
5. Underpasses
6. Railroad crossings

## **CD104: Vehicle Inspection and Maintenance**

Covers a standard procedure for doing each of the three types of vehicle inspections:

1. Pre-trip (FMCSR Sec. 392.7 and 396.13)
2. On the road (FMCSR Sec. 392.9)
3. Post trip (FMCSR Sec 396.11)

Shows detailed aspects of a thorough seven-step pre-trip inspection and explains critical importance of the driver's vehicle inspection report, the purpose it serves and why it shouldn't be neglected.

## **CD105: Turns and Intersections**

Covers common problem areas and hazards drivers face, offering straight forward tips on executing safe maneuvers and demonstrates safe turn and intersection techniques in a variety of situations, including the following:

1. City and rural driving
2. Single and multi-lane roads
3. Narrow Streets
4. One-way streets
5. Roundabouts

## **CD106: Speed and Space Management**

Helps drivers prepare for dealing with real hazards on the road, which helps reduce the risk of emergencies and crashes; in addition, the interactive program instructs drivers using hazard perception challenge methodology, including the following:

1. Managing space ahead: stopping distance
2. Speed and vehicle handling
3. Managing space around, above and below the vehicle
4. Maintaining a space cushion
5. Driving through road construction work zones

## **CD107: Hours of Service**

Reflects the new hours of service, rules effective Feb 27, 2012 and through the 34-hour restart rule in operational effect on June 30, 2013, which was restored to full force and effect.

Covers the “How’s and Why’s” of logging, clearly explains the requirements (including the sleeper-berth option and short-haul provision) under Department of Transportation’s current HO5 rule

## **CD108: Hazmat**

Helps you comply with the hazardous materials general awareness training requirements under (49 CFR Sec. 172.704) and covers the following essential topics:

1. Hazmat Classification
2. Hazmat Materials Table
3. Shipping Papers
4. Emergency Response Information
5. Packaging and Marking
6. Labels
7. Placards
8. Loading and Segregation
9. Transportation Safety and Security

## **CD109: Maps and Trips**

Offers detailed full colored maps of the US, Canada and Mexico to make trip planning easier

Each atlas also contains the following information:

1. Updated Restricted Routes
2. Updated Low Clearance and Weight Stations
3. 40,000 Updated City-to City Mileages
4. Updated State Mileage Charts
5. Updated Tax Rates
6. GPS and Online Companion
7. Tractor/Trailer Inspection Procedures
8. Area Code Map
9. Hazmat Tips and Facts
10. Info on US, Mexican and Canadian Regulations
11. Hotel Toll Free Numbers
12. National Weight & Size Provisions
13. State Weight & Size Limits
14. Contacts for Emergencies, Vehicle Registrations, Operating Authorities and Hazmat

## **CD110: Safety Regulations**

Reflects the new hours of service rules effective 2-27-2012, through the 34-hour restart rule in operational effect on June 30, 2013 AND including Parts 40, 380, 382, 383, 387, 390-397, 399 and Appendix G of the FMCSRS, which offers critical regulatory information on several topics:

1. Alcohol and Drug Testing Procedures
2. CDZ Standards
3. Financial Responsibility for Motor Carriers
4. Driver Qualification
5. Driving of Commercial Motor Vehicles
6. Hours of Service of Drivers
7. Vehicle Inspection, Repair and Maintenance
8. Transportation Hazardous Materials
9. Texting Ban

## **CD111: Accident Procedures**

Provides suggested step-by-step procedures of what must be done in the event of a crash

Reminds drivers that their actions and accurate reporting can prevent further injuries or damages, as well as protect drivers and their companies from liability

## **CD112: Defensive Driving**

Instructs new drivers on defensive driving techniques

Feature attention getting hazard Perception Challenge Methodology.

Drivers are shown a variety of scenarios on typical defensive driving situations. Each scenario pauses to ask drivers “what did you see” and “what would you do next” questions.

## **CD113: Pre-Trip and Range Training**

**Pre-trip training** will consist of 90 item checklist from CDL Handbook. Learning how to check vehicle “Tractor and Trailer” thoroughly for any potential problems before driving, such as coupling and instruction as to proper weight distribution of the load.

**Range training** will consist of common backing maneuvers such as straight line backing, 90 and 45-degree alley docking, forward stop and offset backing, right and left.

## **CD114: Road Training**

Will include basic square out turns, emergency pullovers, lane management, railroad crossing procedures, following distances & rules of the road for Class A vehicles – proper use of signals, etc. and Interstate Driving.

<b>INVENTORY OF EQUIPMENT</b>		
<b>Quantity</b>	<b>Equipment Item</b>	<b>Brief Description of Equipment</b>
1	Tractor (Big Rig)	2007 Freightliner
1	Tractor	2013 Freightliner Straight Truck
1	Tractor (Big Rig)	2004 Freightliner
2	Tractors (Big Rigs)	2007 Internationals
1	Tractor (Big Rig)	2011 International 4400
1	Tractor (Big Rig)	2010 Peterbilt
1	Tractor (Big Rig)	2001 Volvo
1	Automobile	2004 Toyota Corolla, Black
6	Trailers	4-53' Dry Vans; 2 Pup Trailers
2	Televisions	32" Inch
1	DVD Players	Standard
3	Tables (Classroom Seating)	6-foot Standard Tables
9	Classroom Chairs	Standard
8	Combo Fax, Copier, Scanner-Printers	Standard Combo Equipment (5 black, 1 gray)
8	Desks	Wood
8	Desk Chairs	Standard
2	Break Tables	Wood
12	Break Table Chairs	Wood & Vinyl
2	Desk Top Computers	Standard
6	Laptop Computers	Standard
7	Telephones	7 Standard & 1 Portable
2	Refrigerators	Side by Side
2	Microwave Ovens	Standard
2	Coffee Makers	Standard 12 Cup
9	File Cabinets	Steel/2 With Locks
150	Traffic Cones	Standard - Orange in Color
<b>TEXTBOOKS/LEARNING RESOURCES:</b>		
<b>TEXT BOOKS</b>		
Tractor-Trailer Driving Training Manuel 3 <sup>rd</sup> Edition, J. J Keller & Assoc., 2017		
Federal Motor Carrier Safety Regulations, J. J. Keller & Assoc., 2018		
Hazardous Materials Compliance, J. J. Keller & Assoc., 2018		
Driver's Training Log Book, J. J. Keller & Assoc., 2012		
Emergency Response Guidebook, J. J. Keller & Assoc., 2012 – Revised 2016		
Motor Carrier Road Atlas, Rand McNally, 2018 Edition		
Classroom Training Manuel, SunCoast Trucking Academy, Inc., 2012		
Safety Regulations, J. J. Keller & Assoc., 2012 – Revised 2017		
Maps and Trips, SunCoast Trucking Academy, Inc., 2014		
Webster's Unabridged Dictionary, 2001 – Merriam Webster's Dictionary 2016		
Roget's Thesaurus, 7 <sup>th</sup> Edition, 2011		
Florida CDL Handbook: Said publication is not always available as a printed copy, but can be downloaded on the Florida DMV Website		
<b>VIDEO LIBRARY (J. J. Keller &amp; Associates)</b>		
Alcohol and Drug Testing, 2006 & as Revised, 2011 & Revised 2017		
CMV Driver Basics, 2004 & as Revised, 2011 & 2017		
Vehicle Inspection, 2009 & as Revised 2011 & 2016		
Driving Techniques, 2004 & as Revised, 2016		
Defensive Driving, 2005 & as Revised, 2011		
Speed and Space Management, 2007		
Turns and Intersections, 2006		
Accident Procedures, 2016		
Hazmat, 2018		
Hours of Service, 2008 & as Revised, 2013, Supplement, 2015		

## **PROGRAM OBJECTIVE:**

To introduce an alternative means of education leading to employment in an otherwise under-performing job market SunCoast Trucking Academy, Inc. will address a 50,000 driver shortfall in the national trucking industry by offering a 160-hour comprehensive CDL training program that integrates classroom, range and hands-on driving instruction. Completion of the Program will adequately prepare students to take the CDL exam to obtain their Class A CDL License. Upon successful completion of both the course and CDL exam, students will be eligible to meet with recruiting specialists from several trucking companies who offer entry-level employment in the trucking industry.

## **PROGRAM DESCRIPTION**

The school will offer a 160-hour comprehensive program that will culminate in a student fully prepared to take the Florida CDL Class A exam.

The first 60 hours will cover 13 classroom subjects including: Orientation and Learner's Permit Prep, Alcohol and Drug Testing, CMV Driving Basics, CMV Driving Techniques, Vehicle Inspection and Maintenance, Turns and Intersections, Speed and Space Management, Hours of Service, Hazmat, Maps and Trips, Safety Regulations, Accident Procedures and Defensive Driving.

The next 50 hours will cover road and range training including: Pre-Trip Inspections, Backing Maneuvers and Weight Distribution Training.

The next 50 hours will cover an extension of road training including: Turns, Interstate Driving, Railroad Crossings and Daily Driving Techniques.

The transfer of credits from any other training institution, college or vocational school will not be recognized by SunCoast Trucking Academy. The transferability of credit to other institutions is at the discretion of the accepting institution and it is the student's responsibility to confirm whether or not credits will be accepted by the institution.

**PLACEMENT ASSISTANCE: Although SunCoast Trucking Academy does not and cannot guarantee employment for any of our students, we work very hard for our students to facilitate securing employment after graduation. This includes assisting in completing and sending employment applications to one or more (often several) of the 30 plus national, over-the – road trucking companies we work with on a daily basis. Over the past several years, SunCoast graduates have consistently secured employment in the trucking industry at a rate above 90%. You are welcome to read testimonies of some of our former students on our website: [www.suncoasttrucking.com](http://www.suncoasttrucking.com)**

**SOME NATIONAL TRUCKING COMPANIES  
WE WORK WITH ON A DAILY BASIS**







# **ATTENTION VETERANS WHO QUALIFY**

For Veterans who qualify to receive benefits under the G. I. Bill, Suncoast Trucking Academy, Inc. is an approved vendor for the Department of Veterans' Affairs, the Florida Department of Veterans' Affairs and the Vocational Rehabilitation Division for the Department of Veterans' Affairs.

**NOTE:** Veterans shall be entitled to a fee deferment in accordance with F.S. 1009.27. Veterans who demonstrate eligibility to receive VA benefits may request deferment of Tuition & Fees by submitting appropriate documentation to the Business Manager of SunCoast Trucking Academy, Inc. prior to the Tuition Payment Deadline defined as the projected date of graduation.

## **Addendum Veteran's Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as One absence.

Students exceeding 20% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

\*\*\*\*\*

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% over the total 160 clock hours' course. (evaluation period).

A VA student whose CGPA falls below 80% at the end of any evaluation period as described above will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

\*\*\*\*\*

### **Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

\*\*\*\*\*

**Veteran's Credit for Previous Education or Training**

Students must report all post-secondary education and training. The school must evaluate and grant credit if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

**This Addendum becomes a part of the Catalog for all intents and purposes.**

**CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.**

William A. Larson  
School Official's Name

Manager, Regulatory Compliance  
Title

*William A. Larson*

June 30, 2019

School Official's Signature

Date

SunCoast Trucking Academy, Inc.  
School

28040 Airpark Drive, Suite 104  
Address

Punta Gorda, FL 33982  
City, State, Zip Code

.....

**This Catalog is Certified true and correct in content and policy.**

*Donald O. Garner,*  
President

# Addendum to Catalog

## VA Pending Payment Compliance

Facility Name/Address: **Suncoast Trucking Academy, Inc., 28040 Airpark Drive, #105, Punta Gorda, FL 33982**

VA Facility Code: **2-5-4982-10**

Person Completing Addendum: **William A. Larson**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

I, **William A. Larson**, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective August 1, 2019, and will incorporate this policy into the next revision of our catalog.

*William A. Larson*

*July 5, 2019*

**IMPORTANT**

**CATALOG RECEIPT**

The undersigned hereby states that he or she has received a School Catalog from SunCoast Trucking Academy, Inc., has read the Catalog and acknowledges that the Catalog is a part of the Enrollment Agreement/Contract between SunCoast Trucking Academy, Inc. and the undersigned.

Acknowledged by the undersigned and signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Printed Name