

# Roehl Driver Training Center

School Catalog

Roehl Driver Training Center  
1916 E 29<sup>th</sup> Street  
Marshfield, WI 54449



1916 E. 29th Street • PO Box 750 • Marshfield, WI 54449-0750 • 1-800-535-8177 • www.drivertraining.net

## Catalog: August 2011

This catalog is disseminated for information purposes. The guidelines and procedures described in this catalog are not intended to create, nor are they to be interpreted to create, a contract between the Roehl Driver Training Center, LLC and its applicants or students.

### Institutional Philosophy

Roehl Driver Training Center, LLC (the “School”) is managed by individuals who understand the transportation industry and the occupational education necessary to get a solid start. We’re committed to training professional truck drivers with one of the finest training programs available anywhere.

The mission of the Roehl Driver Training Center is to provide a quality occupational learning opportunity through a program that is innovative, convenient, and accessible. Through our CDL Training program, you’ll gain the knowledge and skills you need to embark on a successful career in the trucking industry as an entry-level Professional Driver. Our mission extends beyond our commitment to our students. Rather, we accept the challenges of making our industry better and providing greater safety to the motoring public by ensuring that our graduates are properly trained to take their place among the safest drivers on the road. We carefully screen applicants to validate that each student has the ability and aptitude to master the knowledge and skills required to safely operate a commercial motor vehicle and achieve employment in the industry.

### Equal Opportunity

The Roehl Driver Training Center, an equal opportunity school, will not discriminate in education programs or activities, based on race, color, religion, national origin, sex, age, ancestry, physical handicap or criminal convictions (except as permitted by applicable law). This policy of nondiscrimination extends to all other legally protected classifications.

### Owners and Administration

President / CFO	Richard Roehl
Vice President	Everett Roehl
Director of Operations	Brian Hammond
Director of Administration/Admissions	Cindy Faber

The School’s instructors are its most important assets. Due to their experience as over-the-road professional drivers, these instructors are highly skilled and qualified to train students and assist them in meeting their goals of a new career.

A faculty listing can be found in the insert included with this catalog.

### Licensing

The School is licensed by the Wisconsin Department of Transportation and is approved by the Educational Approval Board of Wisconsin.

## **Location, Facilities, and Equipment**

The Roehl Driver Training Center, LLC is located at 1916 E. 29th Street; Marshfield, Wisconsin 54449. The School is reached by turning west on 29th Street at its intersection with Veterans Parkway Boulevard (Highway 13) in Marshfield, Wisconsin.

The facility includes a classroom, offices, and a driving range. The classroom accommodates lectures, workshop activities, and general classroom instruction facilitated through the use of various audio/visual equipment, marker boards, and equipment models. The adjacent range provides off-road training and is sectioned and marked with safety cones to offer shifting, backing and turning lanes, a simulated road course, in-line docks, 45-degree docks, offset-alley docks, and parking for tractors and trailers during vehicle inspections.

The School utilizes and maintains a tractor-trailer fleet made up of units identical to those currently being operated in the trucking industry. All street instruction is performed on designated routes selected specifically to allow the student to progress through various degrees of difficulty as skills are mastered.

## **Admissions**

Students meeting the admissions criteria will be admitted to the school without regard to race, religion, color, creed, gender, or national origin. Although some states allow individuals between the age of 18 and 20 to drive in intrastate commerce, the minimum age for driving over-the-road in interstate commerce is 21 years of age.

## **Admission Requirements**

All applicants must be at least 21 years of age, have an acceptable driving record, possess a valid driver's license, and meet all driver qualifications of the Federal Motor Carrier Safety Regulations, pass a DOT physical, a DOT drug screen, and a non-DOT hair follicle drug test.

Successfully complete our interview process and background checks. Roehl will review all criminal backgrounds and subject to any limitation imposed by federal or state law, disqualify applicants with job-related criminal backgrounds.

A high school diploma or GED is preferred, but not required. All applicants must have the ability to read, write, speak the English language, and do simple arithmetic. The School Director of Operations will determine if the student possesses sufficient language and arithmetic skills to complete the course.

No applicant is guaranteed admission. The School reserves the right to deny admission to any applicant for any lawful reason. The School does not grant advanced standing for prior education and training.

No remedial training is offered or provided for applicants who do not qualify for admission.

Persons interested in attending the School should speak with an Admissions Representative. An Admissions Representative can be reached at 1-800-535-8177.

Unless waived by the School, at its sole discretion, Applicants must be interviewed by an Admissions Representative, complete an Enrollment Application, complete an Enrollment Contract, submit a \$100 processing fee and \$85 testing fee, complete and pass a DOT physical, and submit other information required to satisfy each of the School's admission requirements. All prospective students are encouraged to visit the School for a personal tour.

Classes begin every Monday morning (with some exceptions), and the cut-off for admission into a specific class is the Thursday immediately preceding the desired start date. Classes will run from 7:00 a.m. – 5:00 p.m., Monday through

Saturday the first two weeks and Monday through Friday the third week. The admissions staff will make an effort to enroll students who have not completed the admissions requirements by the Thursday prior to the class, but cannot make any promises or guarantees that the student will be admitted to the class of his or her choice. All students will receive written formal notice of acceptance by the School's Admissions department. The Processing Fee of \$100 and Testing Fee of \$85 are due two weeks prior to the class start date.

### **Entrance Requirements**

While it is preferred that applicants have a high school education, applications may be accepted from person who have at least a GED. Applicants for the training program must be at least 21 years of age to enroll in the program. The Bureau of Motor Carrier Safety sets the minimum age for drivers in interstate commerce at 21 years old.

Applicants for this training program must possess a valid motor vehicle operator's license and have an acceptable driving record. Students must have a valid Operator's License and an approved DOT physical when reporting for training. All students must possess a Class A CDL permit to attend training. Students are advised that the cost of the written exam, skills test or any other fees are to be incurred and paid for by the student and are not covered by the tuition paid to the School. Students will receive a Wisconsin CDL, if the student is a resident of a state other than Wisconsin the student understands that they are responsible for transferring their CDL to their home state upon graduation.

A prospective student WILL NOT meet the School's entrance requirements if they have been involved in any of the following situations:

- A. If a prospective student's driving record displays more than 3 moving violations in a 3 year period.
- B. (or) Is unable to successfully pass a Federal Motor Carriers "DOT Physical".
- C. (or) Fails a drug and/or alcohol screening.

Roehl will review all criminal backgrounds and subject to any limitation imposed by federal or state law, disqualify applicants with job-related criminal backgrounds.

### **Student Enrollment Procedure**

1. Contact a school representative and inform them of your interest in the training program.
2. Complete an Enrollment Application
3. Complete an interview with a School representative
4. Student must obtain CDL A permit and DOT physical and provide proof of such to the admissions department.
5. Student acknowledges substance abuse urinalysis and hair follicle testing will be required on or before the first day of training.

### **The Minimum entry level trucking Industry Standards:**

You must be 21 years of age to drive interstate. You must be able to read and write English well enough to converse with the general public. You must demonstrate ability to drive a commercial motor vehicle safely. You must pass the DOT Physical examination. You have an up-to-date driver's license. You have passed a DOT written examination on the driver's regulations. You have filled out a detailed job application form. You have a good driving record. The United States Department of Transportation, effective December 1, 1989, requires you to pass a Pre-employment Drug Screen, drug testing following certain accidents, periodic random testing and annual physicals and testing when a carrier has reasonable cause to suspect the driver is using or in possession of illegal drugs or substances in the workplace.

## **Student Conduct**

Students shall at all times conduct themselves in an exemplary manner in and out of school. Roehl Driver Training Center, LLC is committed to the standard of professionalism required by employers in the industry and expects the same commitment from the students who are preparing for a career in the industry. As such, a student's training may, at the sole discretion of the School, be terminated for any of the following incidents:

- A. Unsatisfactory progress.
- B. Being under the influence of, or in the possession of, intoxicating beverages or illegal drugs of any kind while on School property, in or around school equipment, or during any portion of the training program.
- C. Failure to comply with the requirements of the student training program.
- D. Unsafe behavior or operation or equipment abuse.
- E. Insubordination and / or disrespect or intolerable conduct.
- F. Possession of weapons, theft or stealing, fighting or vandalism.
- G. Excessive absenteeism or failure to complete make-up work.
- H. Unacceptable behavior (of the kind described in B through G above) in or around student housing that reflects adversely on the student or the Roehl Driver Training Center, LLC.
- I. Falsification of any of the School's admission paperwork, applications for employment to any prospective employer or applications for a Commercial Driver License or permit.

The School is not responsible for injury or property damage incurred by a student as a result of the student's own negligence, unsafe or inappropriate behavior, or failure to strictly adhere to School policies and procedures. A student who is terminated from the School for unacceptable student conduct will not be readmitted.

## **Grading System**

The student's progress is constantly monitored and evaluated against the School's minimum performance standards. Students must maintain a cumulative grade average of at least 70% or better in each module of instruction (classroom, range, and road) and pass all tests and examinations administered on a pass or fail basis in order to complete and graduate from all the school courses. Monitoring is performed through the use of written tests, practical examinations, instructor evaluations of range, road, and other criteria as the school deems appropriate in the training. A student is allowed to retake tests / examinations one (1) time. The grade achieved in the last examination will be the grade credited. The grading systems are:

100 - 90	=	A	(excellent)
89 - 80	=	B	(above satisfactory)
79 - 70	=	C	(satisfactory)
69 - 60	=	D	(unsatisfactory)
59 - Less	=	F	(failing)

## **Satisfactory Academic Progress**

The School's purpose is to impart the skills and knowledge necessary for the student to gain employment as a Professional Truck Driver in the trucking industry. Progress and mastery of the required competencies are measured and graded against the School's minimum performance standards. The School advises the students of their progress verbally, on an on-going basis, in addition to normal and regular events such as test scores and practical examinations. No less than once a week (a week being defined as six days of scheduled instruction), the student's performance will be evaluated against the minimum performance standards and discussed individually with the student to determine if the student has met the minimum performance standards and is progressing toward the course objectives, the completion of the entire curriculum and obtaining a certificate. The evaluation must be complete before the student is allowed to continue with the next week of training. Students who fail to achieve minimum performance standards are counseled

concerning their performance. Counseling notes are maintained and kept in the student's permanent record. Students whose performance does not improve following such counseling will be placed on probation. Students will be provided with a written Notice of Probation, by the School Director, clearly stating the period of time the student is allowed to improve their performance. In no instance shall the period of time exceed one week. The notice of probation shall be maintained and kept in the student's permanent record. In the event that the student fails to achieve the School's minimum performance standards within the period of time allowed, or if in the reasonable judgment of the School Director, it appears that it will be impossible or unlikely that the student will do so in the remainder of the time allowed, the School will terminate the student's training.

### **The minimum performance standards are as follows:**

1. Students must maintain a cumulative grade average of at least 70% or better in each module (classroom, range, and road) of instruction and pass all tests and examinations administered on a pass or fail basis.
2. Students must comply with the School's admission, attendance, conduct, and other policies at all times during the course of instruction.
3. Students who fail to maintain a satisfactory grade average will be given a reasonable opportunity to improve. If, however, in the reasonable opinion of the School Director of Operations, a student will not be able to acquire the knowledge and skill necessary to succeed as an over-the-road truck driver, the student's training will be terminated.
4. Students must complete the course without exceeding 1.33 times the number of clock hours required. A student may be terminated from the course prior to reaching the 1.33 times the number of clock hours, if the School Director reasonably believes the student will not be able to successfully complete the course within the required timeframe.

### **Tuition and Fees**

#### **CDL Training Program:**

**Tuition = \$2,800.00**

- 1) Tuition is payable prior to the start of class.
- 2) A \$100.00 processing fee and \$85.00 testing fee are due two weeks prior to the start of class.
- 3) Use of all necessary books and supplies, including textbooks and handouts, is included in the cost of tuition.
- 4) The training program may qualify a student for financial assistance programs, including various state programs and Veteran's assistance programs. The Admissions office maintains information about some of these programs. Students who are paying the registration and tuition through a private or public financial institution must make arrangements with the lender to have the monies available prior to the beginning of the course, since fees are due and payable prior to the start of classes.

### **Tuition Financing**

Applicants should not be deterred from applying for acceptance to the school because of a lack of financial resources for tuition and related costs. The Roehl Driver Training Center has availability for funding for the tuition through Roehl Transport, Inc. These funds are loaned out to students, who display financial need. Applicants who qualify for the tuition assistance program through Roehl Transport are not required to make payments on the loan nor is there any interest applied to the loan as long as the student is a paid mileage employee of Roehl Transport Inc./Roehl Refrigerated Transport, LLC. Roehl Transport will make payments to the school on behalf of the student, when the student reaches certain mileage markers.

## **Additional Costs**

Students must arrange for room and board (if necessary) while attending the School. Students are also responsible for the cost associated with obtaining a CDL instruction permit at the beginning of the course, and the cost of the actual Commercial Driver License at the completion of the course. The School will make a tractor-trailer unit available at a Wisconsin testing site, selected by the School, for the purpose of taking the road test necessary to obtain a CDL. Students wishing to take the test in states other than Wisconsin, or at a site other than that designated by the School, must make their own arrangements to have the tractor-trailer available for use during the road test.

## **Student Services**

Though the School does not have any institutional housing available, the admissions staff will assist the student in arranging any necessary housing. Every reasonable effort is made to help reduce the expenses for the students.

## **Student Records**

The School maintains a permanent record for each student. The permanent records are confidential and closed to the public; records are open to the student, to authorized representatives of Federal or State agencies authorized by law, and to other individuals or agencies with the written permission of the student. The School will also comply with any court order requiring production of these records.

The School maintains these records for a period of six (6) years. Students may review their permanent record upon reasonable written request to the School Director. All such requests will be scheduled during regular school hours under appropriate supervision.

The student's official transcript is maintained in the school's permanent records. A signed and dated photocopy of this form represents an official transcript. One official transcript will be provided free of charge to the student. Students who have not satisfied their financial obligation to the school are not eligible to receive a transcript.

## **Attendance**

Attendance is mandatory as part of the course requirements. Attendance is taken on a daily basis and is included in the student's record. Students are expected to attend all scheduled instructional hours. Roehl observes 6 holidays (New Years, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas). If a holiday falls between your class days be aware that the schedule is subject to change. You will be expected to attend school up to and after the holiday. A make up day for the holiday may be scheduled. Check with an RDTC representative or official to check the holiday schedule.

- A. **Tardiness** - Tardiness, or the incident of arriving late or leaving early, shall be recorded in the student's record and accumulated as hours / days absent. Punctuality and time management are traits that the professional truck driver must possess, since customers expect pickup and delivery of their product at the time scheduled. For this reason, no "grace" period is granted for incidents of tardiness. Three recorded incidents of tardiness shall be considered as one (1) day absent. The School Director may, at his discretion, require a student to make up any hours or time that the student missed as a result of tardiness.
- B. **Absences** - Two or more absences may result in termination, since such interruption may prevent the student from mastering the skills essential to the course of study. At the School Director's discretion, a student who is absent for two or more days (18 instructional hours or more) will either be terminated, or in order to complete the course, required to make up the hours missed.
- C. **Make-Up Work** - When the School Director requires that missed instructional hours be made up, the student may do so by attending a regularly scheduled class at no charge. If those hours are not or cannot be made up as part of a regularly scheduled class, the student will be required to pay \$75.00 per hour, in advance, for individually scheduled time.

- D. **Leave of Absence** - The School realizes that extenuating circumstances may arise where it would not be advantageous for the student to maintain enrollment. In such cases, upon written request and at the School Director's discretion, a leave of absence may be granted. A leave of absence indicates that the student sincerely intends to resume his / her vocation. The student who is granted a leave of absence will be terminated from the School if the student does not re-enroll at the start of the next class cycle or on the date predetermined by the student and the School Director. A student will be granted only one (1) leave of absence.
- E. **Withdrawal and Re-Entry** - The School Director may allow a student to voluntarily withdraw from a class and re-enter at a later date that will not interfere with the student's training and is acceptable to both the student and the School. Students terminated may be permitted (depending upon the reason for termination) to re-enter, at the School Director's sole discretion, only one (1) time at a future date determined by the School Director, but no earlier than 30 days from the student's last day of attendance.

**Cancellation and Refund Policy**

A student may cancel the enrollment agreement at any time. A written notice of withdrawal is not required except during the three-business day cancellation period. A student who does not attend classes or provide an explanation for seven (7) calendar days is considered to have voluntarily terminated. The school may terminate a student's training for insufficient progress, nonpayment, failure to comply with rules, or other reasons noted elsewhere in this catalog. The termination date is the last date of attendance by the student. In the case of students who receive Veteran's tuition assistance, the termination date is the last day of training completed by the student.

**Veteran's Refund Policy (For students who receive Veteran's Tuition Assistance)**

"The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books, and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the pro rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255."

**Refund Policy (All other students)**

The student will receive a full refund of all money paid if the student cancels prior to midnight of the third business day after written acceptance by the School and receipt of the Notice of Cancellation Procedures. The cancellation must be made in writing, and the refund will be made to the student within 10 business days of the written notification of cancellation.

Any student who withdraws or is dismissed within the first three days of training will receive a full refund of tuition and a partial refund of the lodging cost.

A student who withdraws or is dismissed during or after the fourth day of class, but before completing 60% of the instruction in the current enrollment period, will receive a partial refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
4 units / classes	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	None	No refund

If a student withdraws after completing 60% of the instruction due to circumstances which directly prohibit pursuit of the program and are beyond the student's control and advises the School of those circumstances, the School may refund a portion of the tuition not to exceed 30%.

Except where a student cancels prior to midnight of the third business day after receiving written acceptance by the school and a Notice of Cancellation Procedures (as provided in the Enrollment Agreement / Contract), the School may retain a one-time processing fee of no more than \$100.00. A student will receive the refund within thirty (30) days of the termination date.

### **Graduation**

To receive a graduation certificate, a student must successfully complete all specified requirements for graduation. These requirements include relieving all indebtedness to the school or making satisfactory arrangements for the payment of tuition and fees. Upon graduation, the student will receive a Certificate as evidence of successful completion of the course of instruction.

### **Job Counseling and Employment**

Roehl Driver Training Center, LLC provides free job counseling assistance and services to students and graduates. Affiliated companies of the School, Roehl Transport, Inc. and Roehl Refrigerated Transport LLC., are the primary employers of graduates.

Satisfaction of admission requirements and completion of the program coursework are the first steps in the employment process. We cannot guarantee you a job. Wisconsin State regulations do not allow us to make such a guarantee. Roehl employment records are reviewed on a regular basis to monitor the performance and retention of graduates in the workplace, and curriculum is adjusted accordingly.

The School will work with each student prior to graduation to determine areas of employment interest as an over-the-road professional truck driver and attempt to assist each student in achieving his or her goals.

### **Student Complaints**

If a student has any complaints while attending school the student should address the complaint with their instructor, the school director or the admissions department. If the complaint can not be resolved a student may contact the Wisconsin Educational Approval Board at (608) 266-1996 for help in resolving the complaint.

## **Program Objective**

1. Prepare individuals in operation of combination tractor-trailer for entry-level positions within the trucking industry both interstate and intrastate.
2. Present to the student the basic information necessary to properly drive a tractor-trailer.
3. Prepare students to successfully demonstrate the ability to operate a Class A Tractor-Trailer during basic control skills tests as set forth by the state of Wisconsin.
4. Prepare students to properly demonstrate the ability to perform a pre-trip inspection on a Class A Tractor-Trailer.
5. Teach students the proper methods of starting, operating and shutdown procedures through supervised instruction under typical conditions, the coupling and uncoupling of units, and parking and securing the vehicle under normal conditions.
6. Teach student the proper road skills to safely and effectively drive a tractor-trailer under a wide variety of traffic, load, road, weather and geographical conditions.
7. Prepare students to be knowledgeable and able to intelligently converse with both industry and enforcement personnel with regard to the Department of Transportation safety rules and regulations.
8. Give the Student a complete understanding of the Rules and regulations of the Department of Transportation and other federal and state regulatory agencies.
9. Train and instill in the student a common sense and working knowledge of safety procedures.

## **Program Overview**

For over 25 years, our 3 week training curriculum, which focuses on driving, backing and developing the skills needed to safely operate a tractor trailer has proven effective time and time again. We have trained thousands of individuals who have successful driving careers with one of the nation's leading truckload companies, Roehl Transport.

- We understand you're anxious to get started. We'll get you behind the wheel Day 1.
- We keep you moving ahead. You need to be prepared to complete homework and training assignments according to times allowed. Some assignments you'll be expected to do on your time, outside of the RDTTC training environment.
- We want you to succeed. Your daily progress will be measured and you will be tested on your understanding of concepts and content.
- We will provide you feedback. You will need to use the feedback to make necessary adjustments.

Time will move quickly throughout the three week program. Because we know the particulars of the job you've selected, we're confident you'll be ready for a career with Roehl by the end.

### **Week 1**

- You will learn how to safely operate a tractor trailer in both a controlled, range environment and on public roadways.
- We have a range course to get you started and plenty of rural roads to help you develop your skills before we move the training into a more urban environment.
- You'll learn how to complete a full pre-trip inspection to ensure your rig is in working order, safe to operate, and meets the federal requirements of all professional drivers.
- We'll work towards training you to test for a CDL and to be a safe, competent, professional over-the-road driver in Roehl's fleet.

### **Week 2**

- Further developing your shifting and forward motion skills.
- We'll introduce you to a variety of backing maneuvers and accelerated shifting techniques.
- The roads you'll drive on are within the city limits and more challenging. In this environment, you need to know what's happening at all times.
- You will bring all your learning together – backing, shifting, turning, and visually scanning your driving environment. All while paying particular attention to the other motorists you share the roads with. We believe we have a responsibility to everyone we share the roads with and we drive accordingly. It's not just about you when you're driving, you have to consider the actions of others and anticipate what they might do in order to prevent any possibility of an accident or even a "near scare". We care about everyone's safety and well being.

### **Week 3**

- You will put a more concerted focus on the other parts of an over-the-road driver's responsibilities as there's more to being a professional driver than simply driving.
- Federal to state to local regulations – if you are driving, you are responsible for meeting them all. We train you by spending time learning the national network of highways and Federal Motor Carrier Safety Regulations.
- You'll learn about the Hours of Service Regulations and how to plan a trip.
- We spend time covering the permit book and the required permitting documentation. And a lot more...