



Fall 2018 CATALOG

400 Maddox Simpson Pkwy., Lebanon, TN 37190
Office: 615-288-2880 or 844-348-4367 Fax: 615-280-2881
www.lockharttruckingacademy.com

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TABLE OF CONTENTS

STAFF	3
FALL 2018 CALENDAR	3
ENROLLMENT PROCEDURES	4
COURSE INFORMATION	6
ATTENDANCE POLICY	7
CODE OF CONDUCT	7
TRANSFERABILITY OF CREDIT	8
REFUNDS/CANCELATIONS	8
GRIEVANCES	9

Lockhart Trucking Academy, LLC is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

STAFF

Susan H. Lockhart, Owner

Robert (Bodhi) Engler, Director

LeeAnn Gilbert, Operations Manager/Recruiter
Cell Phone: 615-878-8496

Kedi Hazelitt, Office Manager

Allen McGill, Instructor

Bryan Lockhart, Instructor

OFFICE: 615-288-2880 or 844-348-4367

2018 FALL CALENDAR

- The ***Commercial Driver Preparation for Class A CDL*** course is one hundred sixty (160) hours in length over a period of four (4) weeks. Classes are typically held Monday thru Friday unless special arrangements have been made.
- All classes will start each Monday and are subject to the availability of class capacity.
- Classes will not begin on any Monday that falls on a nationally recognized holiday or that would be significantly affected by holidays that fall within the four (4) week enrollment period.
 - No Classes starting, Monday, September 3, 2018
 - No Classes starting, Monday, November 19, 2018
 - No Classes starting, Monday, December 24 or 31, 2018
- Please refer to our website for open seating/availability in upcoming classes.

- Applications for enrollment will be accepted until the close of business the Wednesday before class is scheduled to begin (the following Monday).
- **Holidays** – School and office will be closed on:
 - September 3, 2018 – Labor Day
 - November 22 & 23, 2018 – in observance of Thanksgiving
 - December 24 & 25, 2018 – in observance of Christmas
 - December 31, 2018 – in observance of New Years

ENROLLMENT PROCEDURES

Applicants are advised to refer to our website or contact our office directly to determine if open seating is available for the date of the course he or she would like to enroll.

- The *Commercial Driver Preparation for Class A CDL* course is one hundred sixty (160) hours in length over a period of four (4) weeks. Classes are typically held Monday thru Friday unless special arrangements have been made; a student to make up missed class time due to emergencies (subject to the discretion of the institution's director); etc.
- All classes will start each Monday and are subject to the availability of class capacity.
- Classes will not begin on any Monday that falls on a nationally recognized holiday or that would be significantly affected by holidays that fall within the four (4) week enrollment period.
- Applications for enrollment will be accepted until the close of business the Wednesday before class is scheduled to begin (the following Monday).

How to Enroll

- All potential applicants must complete our online form located on our website at www.lockharttruckingacademy.com .
- Potential applicants will be contacted by a representative of the school within two (2) business days of completing the online form.
- Potential applicants must:
 - be at least eighteen (18) years of age

- applicants under the age of twenty-one (21) may only work “Intrastate” (within their resident state’s borders) for a motor carrier in accordance to federal law and will have very limited job placement options
 - applicant’s ages twenty-one (21) and over may work “Interstate” (cross state lines/operate in the contiguous states) in accordance to federal law and will have more job placement options
 - have a valid Class D Driver License
 - Must obtain a Class A Commercial Driver License Permit by the close of business on the 10th day of class
 - and have a valid Medical Examination Certificate (Medical Card) in accordance to federal law
- Job Placement - The school representative will work with the potential applicant to determine if he/she has been “prehired” by a trucking company or discuss any companies he/she may be interested in working upon completion of the course. We will make every attempt to match a potential applicant with a motor carrier prior to enrollment so he/she may be “prehired” and have a tentative placement upon completion of the course and successfully passing the CDL A Road Test to obtain his/her license.
 - Potential applicants should note that hiring criteria is different for every motor carrier and is subject to criminal history background and motor vehicle record checks
- Potential applicants will be provided a *Transferability of Credit Disclosure* that must be signed and returned to Lockhart Trucking Academy, LLC prior to enrollment.
- Upon receipt of signed disclosure, an enrollment contract for educational services will be forwarded to the applicant for completion.
 - Applications must be received no later than the Wednesday prior to the scheduled start date of the course in which he/she is applying along with a minimum payment of one hundred dollars (\$100.00) for a non-refundable administrative fee that will be applied towards tuition.
 - All applicable fees (including tuition) must be paid to Lockhart Trucking Academy, LLC prior to the start of class unless prior arrangements have been made.
- Applicants will be notified in writing and by telephone once his/her application has been processed and accepted/denied.

COURSE INFORMATION

Commercial Driver Preparation for Class A CDL –

This course is one hundred sixty (160) hours in length of a period of four (4) weeks. This includes forty (40) classroom hours and one hundred twenty (120) practical experience. The purpose of the course is to prepare CDL A Permit Holders (Commercial Driver License Class A Permit Holders) for his/her road examination to receive full licensure. Students will be given two (2) attempts to pass the road test and obtain licensure from a provider duly authorized by the State of Tennessee. Failure to complete the road test on first attempt will result in a minimum twenty-four hour (24 hour) waiting period (per State guidelines) before Applicant is eligible to take the road test again. Fees for these tests are included in the tuition paid by the Applicant. Should Applicant fail both road tests, Applicant will be responsible for applying to retest and pay own testing fees directly to the testing facility.

Cost of the Course –

The tuition cost for the *Commercial Driver Preparation for Class A CDL* is four thousand eight hundred dollars (\$4,800.00) includes:

- a one hundred dollar (\$100.00) non-refundable administrative fee
- cost for controlled substance (drug) test to be administered first day of class
- and fees for up to two (2) attempts to successfully pass the commercial driver license road test required for licensure.

Training Equipment –

Students will be provided hands-on practical experience by using tractor-trailer combinations with ten-speed transmissions. The purpose is to familiarize students on how to perform pretrip inspections as required by law and procedures for operating a Class A commercial vehicle in preparation for his/her CDL road test. Manual transmission vehicles are used for training and testing purposes to prevent certain “automatic transmission only” restrictions from driver license upon issuance.

Location of Training –

Training will begin each day at Lockhart Trucking Academy, LLC’s facility located at 400 Maddox Simpson Pkwy., Lebanon, TN 37090. The classroom and some practical instruction will be held at this location. As a student advances through the program, he/she will operate a commercial

vehicle on the area roadways under the guidance of his/her instructor as part of the practical instruction.

ATTENDANCE POLICY

Students are required to complete one hundred sixty (160) hours of coursework to receive a certificate of completion for the course. In the event a student cannot attend class, he/she must immediately notify the school director or an instructor. It will be left to the director's discretion if a student will be allowed to makeup the hours based on the nature of the absence and the availability of training staff and equipment. Students that fail to report to class without notifying school personnel as mentioned or that miss two (2) or more days of class will be expelled for unsatisfactory attendance. A student may be readmitted upon the sole discretion of the institution's director after reviewing a written appeal from the student and determining whether or not the absences were not preventable (i.e. extraordinary and/or unpreventable circumstances).

CODE OF CONDUCT

Behavior –

Students are expected to act in an appropriate and professional manner at all times. Operating commercial vehicles can be hazardous so any disruption, confrontation, horseplay, or other behavior found to distract or create an unsafe environment will be removed from the property and expelled from class.

Attire –

For both safety and professional purposes, students must wear:

- full length pants (jeans, khakis, etc.) or knee length shorts free of obvious damage more than general wear and tear
- shirts with sleeves (muscle shirts, spaghetti straps, etc) at least covering the upper portion of the arm below the shoulder
- shoes or work boots (no flip flops, sandals, etc) that cover the entire foot and have decent soles/tread for climbing in and out of the trucks (non-skid tread and/or work boots are recommended but not required)

Students should also pay close attention to hygiene as the confines of a truck with other students and an instructor are not conducive to odors such as

strong colognes or perfumes. Be courteous to those around you in this respect.

TRANSFERABILITY OF CREDIT

Lockhart Trucking Academy, LLC is a special purpose institution. That purpose is to prepare students so they may obtain their commercial driver license by successfully passing the road test required for licensure. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

REFUNDS/CANCELATIONS

Refund. Any request for a refund shall be submitted in writing and submitted or addressed to the Director of the school.

Non-Refundable Administrative Fee. Under no circumstances shall the initial one hundred dollar (\$100.00) administrative fee be refundable.

Withdrawal or Expulsion Applicant may withdraw from class at any time upon written notice to their instructor. Any withdrawal made on or before the first day of class, or fails to begin class, a refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00).

If after class has commenced and before expiration date of the ten percent (10%) of the period of enrollment (at the end of Day 2) for which the Applicant was charged, the Applicant withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less the non-refundable one hundred dollar (\$100.00) administrative fee.

If after the expiration of the ten percent (10%) of the period of enrollment for which the Applicant was charged, and before expiration of twenty-five percent (25%) of the period (between Day 3 and Day 5), an Applicant withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the Applicant for the period, less the non-refundable administrative fee of one hundred dollars (\$100.00).

If after expiration of twenty-five (25%) of the period of enrollment for which the Applicant was charged (Day 6 forward), a student withdraws, drops out, is expelled or otherwise fails to attend classes, the Applicant may be deemed obligated for one hundred percent (100%) of tuition fees and other charges assessed by the institution.

Failed Drug Test. Should the Applicant fail the initial drug test required, the Applicant shall be removed from the Academy immediately upon the Academy receiving notice from the third-party drug testing facility. The Applicant will be refunded any portion of amounts paid in accordance to the refund policy as specified based on the date the notification was received and reviewed by the Academy less the non-refundable one hundred dollar (\$100.00) administrative fee.

GRIEVANCES

In the event a student has a complaint, concern, or grievance of any nature relating to staff, classmates, facilities, he/she should notify the school director or owner immediately. Students are welcome to discuss these concerns with the director but are encouraged to submit a written statement for it to be officially reviewed and addressed. Their email and phone number are listed below for your reference.

Robert (Bodhi) Engler, Director
400 Maddox Simpson Highway
Lebanon, Tennessee 37190
Phone: 615-288-2880
r.engler@lockharttruckingacademy.com

Students may also file a complaint with the Tennessee Higher Education Commission if the complaint is of a nature that cannot be resolved by school staff. Their contact information is as follows:

Tennessee Higher Education Commission
Postsecondary State Authorization Staff
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
(615) 741-5293

Any claim or controversy that arises out of or relates to the contract for educational services (enrollment agreement) or the alleged breach of it, and which cannot be settled by the parties may be settled by submission to a local chapter of the American Arbitration Association or a similar body for binding unappealable arbitration in accordance with the current rules and procedures of such organization. The aggrieved party has the right to bring the grievance to arbitration in Tennessee. In the event a lawsuit or arbitration proceeding is initiated by either party, the party against whom a judgment or award is entered may also be liable for costs of suit and reasonable attorneys' fees at the discretion of the court or arbitrator.