

# **AISLING TRUCK ACADEMY**



**ACADEMY CATALOG  
1405 ANTELOPE ROAD  
WHITE CITY OREGON 97503**

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**CATALOG EFFECTIVE JANUARY 1<sup>ST</sup> 2019 THROUGH DECEMBER 31<sup>ST</sup> 2019  
5<sup>th</sup> EDITION**



**TUITION REDUCTION!**  
**ASK US ABOUT TUITION ASSISTANCE PROGRAMS!**

**AISLING TRUCK ACADEMY**  
**PROGRAMS COSTS**

<b><u>TUITION COST:</u></b>	<del>\$4000.00</del> <b>\$3600.00</b>
<b><u>REGISTRATION FEE:</u></b>	\$150.00
<b><u>BOOKS AND MATERIALS:</u></b>	\$0.00
<b><u>OTHER FEES:</u></b>	
DEPT. OF TRANSPORTATION PHYSICAL EXAM	\$0.00
DRUG TEST FEE:	\$40.00
CDL WRITTEN ENDORSEMENT TESTS-6 (DMV)	\$60.00
CDL PERMIT FEE:	\$23.00
STATE CDL 3 <sup>RD</sup> PARTY TESTING FEE	\$175.00
DMV CDL LICENSE UPGRADE FEE	\$115.00
<b><u>TOTAL OTHER FEES:</u></b>	<b><u>\$413.00</u></b>
<b><u>TOTAL PROGRAM COST:</u></b>	<b><u>\$4163.00</u></b>

**Aisling Truck Academy is an APPROVED Oregon Workforce Training Provider**

**PAYMENT POLICY:**

Tuition payments may be paid in full by the first day of class or arrangements may be made with Admissions for payment in weekly installments. All tuition is due by the end of the 2<sup>nd</sup> week of class (or the half way point of the program if enrolled in night or weekend classes.) Payment may be made by check, credit/debit card or cash.

AISLING TRUCK ACADEMY  
ACADEMY CATALOG  
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**AISLING TRUCK ACADEMY  
OWNERS**

*NOEL (BUD) WILLIAMS, OWNER, PRESIDENT, SCHOOL DIRECTOR, HEAD  
INSTRUCTOR*

*CATHERINE (CATHY) WILLIAMS, OWNER, VICE PRESIDENT, CHIEF OPERATING  
OFFICER, ADMISSIONS DIRECTOR, INSTRUCTOR, OFFICE ADMINISTRATOR*

*JOSHUA (JOSH) PONDER, OWNER, INSTRUCTOR, TECHNOLOGY  
ADMINISTRATOR*

**AISLING TRUCK ACADEMY  
INSTRUCTORS**

*NOEL (BUD) WILLIAMS, CLASSROOM, YARD, ROAD*

*CATHERINE (CATHY) WILLIAMS, CLASSROOM, YARD*

*JOSHUA (JOSH) PONDER, CLASSROOM, YARD, ROAD*

**GOVERNING BODY**

OREGON HIGHER EDUCATION COORDINATING COMMISSION  
255 CAPITOL STREET N.E.  
SALEM OR 97310  
PHONE: 503-947-5716  
FAX: 503-378-8395

## AISLING TRUCK ACADEMY MISSION STATEMENT



Aisling Truck Academy's number one goal is to produce a quality, safety conscious and marketable Entry Level Commercial Driver. Our educational emphasis is placed on teaching our students truthful and realistic job requirements of the Commercial Truck Driver and preparing them for their new career using our real life experiences as well as satisfying the requirements of the Department of Transportation. At Aisling Truck Academy we feel that training students in Industry appropriate equipment with actual Trucking Company Owner/Instructors will give the students the best most realistic education available today. An educated Entry Level Commercial Driver that knows exactly what to expect when embarking on their new career is much more likely to remain in that career and become a true asset to their employer as well as enjoy great success. It is our Mission to produce those drivers.

## **AISLING TRUCK ACADEMY PROGRAM OBJECTIVE**

**Program 101E Class A CDL Driver Training** is designed to prepare the **Entry Level Commercial Driver** to successfully complete the State of Oregon Commercial Driving Test **AND** prepare the Entry Level Commercial Driver for a career as a Commercial Truck Driver with an educational emphasis placed on Over The Road driving. While most Entry Level Commercial Drivers will be driving Over the Road for the first 2 years of their new career, the local market for Entry Level Commercial Drivers has improved. As a result, a portion of the classroom training will include discussion about operating various Commercial Vehicles particular to local employment opportunities.

### **PROGRAM TIME LINE PROGRAM 101E CLASS A COMMERCIAL DRIVER TRAINING**

#### **DAY CLASS:**

COURSE LENGTH: 160 CLOCK HOURS  
4 CONSECUTIVE WEEKS  
40 HOURS PER WEEK

#### **NIGHT CLASS:**

COURSE LENGTH: 160 CLOCK HOURS  
8 CONSECUTIVE WEEKS  
20 HOURS PER WEEK

#### **WEEKEND CLASS:**

COURSE LENGTH: 160 CLOCK HOURS  
8 CONSECUTIVE WEEKS  
20 HOURS PER WEEK

LEARNING PLANS: 22 LEARNING PLANS ARE IN THIS PROGRAM

This is a 4 week (Day Class) or 8 week (Night and Weekend Class) program however, if needed, additional training will be provided to students to obtain the goal of Licensed Class A Commercial Driver. Training may extend, without charge, for an additional two weeks.

This is a relatively fast paced Program. Students need to make every attempt to attend daily in a punctual fashion.

### **CLASS SIZE**

In an effort to maintain a high level of quality education, class sizes are capped at 9 students. Instructor to student ratio in the Road Training Truck is no more than 3 students to one instructor. Instructor to student ratio in the Yard Training is no more than 6 students to one instructor. The yard has several training stations and students work in pairs and are rotated throughout the stations. This assures active quality training for each student.

**AISLING TRUCK ACADEMY  
PROGRAM 101E: CLASS A CDL DRIVER TRAINING  
PROGRAM/COURSE DESCRIPTIONS**

**PRE-ENROLLMENT:**

Off-site drug testing, Medical Examiners Certificate to establish eligibility prior to entering program. Directions pertaining to drug testing must be obtained from the Academy prior to testing to ensure test results are delivered to the Academy directly from the testing facility.

**CLASSROOM PORTION: 5 DAY DURATION, 8 HOURS PER DAY:**

**Preparation for CDL written endorsements.** Testing occurs at DMV

*Interactive taught using verbal instruction, equipment demonstrations and videos to enhance understanding of the subject matter. **Pre-testing of covered material will occur in classroom prior to evaluations at DMV. Pre-tests will be graded in the classroom and utilized as a study guide in preparation for DMV testing.** Reading sections 1, 2, 3, 5, 6, 7, 8, and 9 of the Oregon Commercial Driver Manual (86 pages) may be done prior to start of course if desired. We will be reviewing this manual in the classroom as well while observing the videos. The Manual may be obtained at DMV or Aisling Truck Academy.*

**Log Book, Hours of Service, Electronic Log Books, Qual Comm/ Communication device operations**

*Subject will be taught using practical applications with instructor, and video demonstrations. Students will be issued a log book and log books will be maintained throughout the program so that a clear understanding for maintenance will be achieved. In addition, Electronic Logging using an electronic Tablet will be introduced and other Communications devices will be introduced and used throughout the road training portion of the program. **Classroom written quiz** including log book graph will be given at the conclusion of this Learning plan. The Bumper to Bumper book chapters 1 through 4 (approximately 10 pages) will be assigned as homework in preparation for this class. In addition, students will be given a FMCSR (Federal Motor Carrier Safety Regulation) book for use during this Learning Plan and kept for personal reference use.*

**Load paperwork management**

*Instructor verbal instruction (with handouts) to communicate the importance of good management of paperwork (Bills of Lading, etc.) including timely submission of the paperwork to employer. Also addressed will be the Hazardous Material record keeping laws, introduced in the CDL Written Endorsement portion of training. **A written quiz will be associated with this Learning Plan.***

### **Trip planning, time management, map reading, GPS operations**

*Verbal instruction utilizing maps and GPS devices, delivery and pick up timing and navigational strategies to achieve promptness. Development of good time management skills necessary to successfully complete load requirements. An interactive classroom discussion is associated with this Learning Plan, **no written quiz or recorded grade**. Students will be issued a current year Road Atlas to be used during this Learning Plan and kept for personal use.*

### **Driver wellness, awareness, whistle blower protection**

*Video with instructor interaction and lecture. A **recorded written quiz** is associated with this Learning Plan.*

### **Introduction to maneuvering tractor trailer forward, backing and turning**

*Video and practical (using smaller scale props) instructor interaction to learn the basic articulation of tractor trailer. **A recorded written quiz is associated with this Learning Plan.***

### **Adverse weather, shipping facilities**

*In continuance with the time management teachings subject matter, introduces difficult driving/maneuvering conditions. Instructor interaction, lecture. **A recorded written quiz is associated with this Learning Plan.***

### **Introduction to Pre-trip, post trip and en route inspections**

*Video and instructor interaction, lecture. Emphasis on the safety concerns of operating an un-fit vehicle, familiarizes students with physical components of tractor trailer. **A recorded written quiz is associated with this Learning Plan.***

### **Cargo Securement**

*Video and Instructor led discussion about proper cargo securement in both flatbed trailers and dry van trailers. **A recorded written quiz is associated with this Learning Plan.***

### **Introduction to shifting**

*Instructor interaction, lecture. Basics of utilization of speed, RPM and road grade to select and successfully shift into/out of gears. **A recorded written quiz is associated with this Learning Plan.***

### **Truckers Against Trafficking**

*Video and Instructor Interaction. This addresses the growing problem of human trafficking and increases awareness of Commercial Drivers to aide in a solution to this problem. Students are provided with a wallet card with hotline numbers to call when witnessing potential human trafficking situation and advised on the correct steps to take to notify the proper Authorities.*

**ASSESSMENTS FOR LEARNING PLANS DURING THE CLASSROOM PORTION WILL CONSIST OF WRITTEN QUIZZES. QUIZ SCORES WILL BE RECORDED AS A PORTION OF THE OVERALL CLASSROOM GRADE AS WELL AS THE TOTAL PROGRAM GRADE. EACH GRADED QUIZ WILL BE RETURNED TO THE STUDENTS FOR USE AS A STUDY GUIDE.**



**YARD PORTION: 3 WEEK DURATION, 4 HOURS PER DAY. STUDENTS WILL PARTICIPATE IN BRIEF CLASSROOM DAILY OUTLINE OF SUBJECT MATTER TO BE COVERED, USUALLY A 15 MINUTE DURATION, FOLLOWED BY DAILY YARD TRAINING:**

**In depth pre, post and en-route inspections**

*Hands on instructor taught demonstration with student interaction progressing to student practice and mastering the inspections. Daily inspections performed/practiced throughout the yard and road training portion of the program to ensure proficiency.*

**Beginning/Intermediate backing exercises**

*Hands on initial Instructor demonstration followed by student hands on practice of the backing skills. Continues the articulation understanding introduced in the classroom as well as development of space management skills, depth perception and safety.*

**Docking exercises**

*Hands on initial Instructor demonstrations followed by student practice to gain skills needed in this critical job function. Develops depth perception, space management and good safety practices.*

**Couple and Uncouple tractor/trailer**

*Hands on initial Instructor demonstration followed by hands on student application of this necessary function. Develops safety skills, utilization of step by step procedures for completing the task.*

**PRACTICE ALL OF THE ABOVE THROUGHOUT THE YARD TRAINING PROGRAM**

**Checking for adjustment of automatic slack adjusters (Brakes)**

*Instructor demonstrated inspection of the brake hardware system. Includes coverage of laws regarding automatic slack adjusters.*

**Sliding Tandems and 5<sup>th</sup> Wheels**

*Instructor demonstrated, student performed function. Lecture pertaining to the necessity of the action and specifics for weight distribution.*

**Tire Chain/Cable Installation**

*Instructor demonstrated, student performed function. Instructor lecture pertaining to correct installation, periodic assessment of tightness of traction devices. Students perform proper tire chain or cable installation and removal of tire chains or cables.*

**CDL Test preparation**

*Instructor evaluation of student skill levels and preparedness for state CDL testing.*

**ASSESSMENT WILL CONSIST OF STUDENT PERFORMANCE OF ALL MANEUVERS. STUDENT WILL BE ALLOWED TO CARRY A MEMORY AIDE WHILE PERFORMING THE PRE-TRIP INSPECTION. ALL OTHER ASSESSMENTS WILL REQUIRE STUDENT TO MEMORIZE EACH FUNCTION AND CORRECTLY EXECUTE MANEUVERS. ASSESSMENTS WILL BE RECORDED USING A CHECK OFF LIST.**

**ROAD TRAINING: 3 WEEK DURATION 4 HOURS PER DAY. STUDENTS WILL PARTICIPATE IN BRIEF INSTRUCTOR DAILY OUTLINE IN THE TRUCK (USUALLY 15 MINUTES) PRIOR TO EACH DAILY ROAD TRAINING SESSION. STUDENTS WILL PARTICIPATE BY DRIVING AS WELL AS OBSERVATION OF INSTRUCTOR OR CLASSMATE DRIVING:**

**Beginning shifting, turning, braking, acceleration, off-tracking exercises**

*Initial Instructor demonstration followed by student hands on applications using low traffic public roadways*

**Traffic/mirror checks, negotiation of intersections, space management**

*Initial Instructor demonstration followed by student hands on applications using low traffic public roadway*

**Left turns, right turns**

*Initial Instructor demonstration followed by student hands on applications using low traffic public roadways*

**Uphill, downhill shifting**

*Initial Instructor demonstration followed by student hands on applications using low traffic rural roadways with appropriate topography*

**Railroad crossings, school/construction zones**

*Instructor lecture followed by practical hands on application of students utilizing public roadways in non-active times and areas. Enhances sign recognition practice, space and speed management and alertness.*

**Urban driving**

*Instructor lecture followed by practical hands on application of students utilizing moderate traffic urban areas*

**Highway/Freeway**

*Instructor lecture followed by student hands on applications for navigation of highways and freeways, on-ramps and off-ramps.*

**Mountain Driving**

*Instructor lecture followed by student hands on applications for mountain driving practices including gear selection, braking techniques, space management.*

**Introductory to Port of Entry (Weighmaster)**

*Instructor lecture followed by student hands on application of scale house etiquette, actual on site visit inside scale house*

**City driving**

*Instructor lecture followed by student hands on application of high traffic city driving. Enforces prior teachings of space management, articulation and off tracking, sign recognition, safety practices.*

## **CDL Test Preparation**

*Instructor lecture followed by student hands on application of various road conditions and travel areas covered in prior lessons. Instructor evaluation of student progress and preparedness for state CDL testing.*

### **State CDL test**

**FINAL ASSESSMENT FOR ROAD TRAINING WILL CONSIST OF A DRIVING EXAM. STUDENT WILL BE EXPECTED TO PERFORM DRIVING MANEUVERS UNDER DIRECTIVE WITH LITTLE TO NO INSTRUCTION GIVEN. DAILY STUDENT PROGRESS WILL BE EVALUATED AND RECORDED ON A STUDENT PROGRESS SHEET.**

## **AISLING TRUCK ACADEMY FACILITIES AND EQUIPMENT**

Aisling Truck Academy is located in a commercial industrial area of White City Oregon. The indoor Classroom is located in a large climate controlled metal building. The Academy facility offers an approximate 3 acre graded gravel lot for Yard Skills training and testing. Practice areas are well marked with high visibility traffic cones and paint lines. All road training is performed on public roadways of varied traffic density and terrain.

The equipment used for the Classroom portion of training consists of Audio/Visual equipment (large screen television, dvd player) as well as electronic tablets, Qual-Comm device and printed materials. Electronic tablets will be used in class only and may not be taken home by students except in rare cases.

The equipment used for Road training is:

2015 and 2006 Freightliner Tractors (Trucks) equipped with 13 speed manual transmissions, 2002 Utility brand 53' refrigerated enclosed semi-trailers. In case of equipment failure, alternative equipment will be obtained to assure the maintenance of scheduled training without interruption.

The equipment used for Yard training (backing, couple-uncouple, pre-trip, etc.) consists of 2015 and 2006 Freightliner Tractors (Trucks) equipped with 13 speed manual transmissions, 2002 Utility brand 53' refrigerated enclosed semi-trailers.

All equipment will be used under the direct, active supervision of an Instructor. Safety is paramount and strict rules govern the use of all equipment. These rules will be discussed at the beginning of each Learning Plan and reinforced throughout the Program.

All equipment is maintained in good mechanical condition for optimal training time as well as kept clean inside and out and free of clutter.

The classroom facility also houses the Academy Office, restroom with lockers and shower and break area equipped with coffee maker, refrigerator and microwave oven.

## **AISLING TRUCK ACADEMY ADMISSIONS REQUIRMENTS**

Students wishing to enroll in Program 101E: Class A Commercial Driver Training with Aisling Truck Academy must:

**Obtain and submit A COURT COPY of your driving record from DMV.** Your driving record is a vital component to employability and will be reviewed as part of the enrollment process. In some cases, Aisling Truck Academy can order this driving record for you. Please ask the Admissions Director for assistance.

**Perform and submit a pre-employment drug/alcohol screening** prior to class start. We will provide you with the necessary information for this procedure. Prospective students must pass this testing to be eligible for enrollment.

**Pass and submit a current D.O.T Medical Exam/Certificate.** This is a requirement to obtain your CDL Permit as well as your CDL. This physical examination may only be performed by a medical professional approved by the Department of Transportation to conduct this exam. The cost of this exam is absorbed by Aisling Truck Academy upon successful completion of the drug/alcohol screening.

**You must be a minimum of 18 years old to enroll in this Program.**

**Any criminal background must be disclosed to Aisling Truck Academy prior to enrollment.** This is for your employment benefit! Please discuss any issues of this nature with us so that we may determine your eligibility for a driving job. Having a criminal background doesn't necessarily mean that you will not be able to find employment as a Commercial Truck Driver as there are trucking companies that are lenient in some cases.

**Your verifiable work history for up to 10 years** is important to provide as we will be assisting you with Job Placement. Please make certain you have this complete information prior to class start.

**A current Oregon driver's license** copy will be required for submission for identification process as well as a course requirement. Your driver's license must be valid, not expired, suspended or revoked and you must have possessed a drivers license for a minimum of one year to meet DMV eligibility requirements.

## **ADMISSION NOTIFICATION/REAPPLICATION POLICY**

Prospective students will be notified in person, by phone or email within 3 business days if their Application for Admission has been accepted or denied. Prospective students denied acceptance into the program will in some cases have the opportunity for enrollment at a later date. Possible causes for application denial include:

Current licensed driving history less than 12 months

Under the age of 18

Driver's license suspended or revoked

Driving record not acceptable due to driving violations or accidents (creating a situation where the prospective student is not employable as a Commercial Driver.)

Recent criminal history (creating a situation where the prospective student is not employable as a Commercial Driver.)

In the above Admission denial situations Students may re-apply when sufficient time has passed to clear the problems, if possible.

An applicant that fails the Aisling Truck Academy pre-employment drug/alcohol screening may be ineligible for Admission application resubmission.

While Oregon has legalized the possession and recreational use of marijuana, the Federal Government has not. The Commercial Driver's License program is mandated by Federal Laws, therefore marijuana use is prohibited.

## **NON-DISCRIMINATION POLICY**

**Admission is not on the basis of sex, age, race, color, religion, ethnic origin, or sexual orientation. All students are treated under the same standards as defined in ORS 659.850.**

**Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.**

**The school's policies governing all staff will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.**

# AISLING TRUCK ACADEMY



## ACADEMY CALENDAR JANUARY 2018 THROUGH DECEMBER 2018 CLASS DATES

ENROLL BY	CLASS START DATE	CLASS END DATE
JANUARY 7 <sup>TH</sup> , 2019	JANUARY 7 <sup>TH</sup> , 2019	FEBURARY 1 <sup>ST</sup> , 2019
FEBURARY 5 <sup>TH</sup> , 2019	FEBRUARY 4 <sup>TH</sup> , 2019	MARCH 1 <sup>ST</sup> , 2019
MARCH 4 <sup>TH</sup> , 2019	MARCH 4 <sup>TH</sup> , 2019	MARCH 29 <sup>TH</sup> , 2019
APRIL 1 <sup>ST</sup> , 2019	APRIL 1 <sup>ST</sup> , 2019	APRIL 26 <sup>TH</sup> , 2019
APRIL 29 <sup>TH</sup> , 2019	APRIL 29 <sup>TH</sup> , 2019	MAY 24 <sup>TH</sup> , 2019
MAY 27 <sup>TH</sup> , 2019	MAY 27 <sup>TH</sup> , 2019	JUNE 21 <sup>ST</sup> , 2019
JUNE 24 <sup>TH</sup> , 2019	JUNE 24 <sup>TH</sup> , 2019	JULY 19 <sup>TH</sup> , 2019
JULY 22 <sup>ND</sup> , 2019	JULY 22 <sup>ND</sup> , 2019	AUGUST 16 <sup>TH</sup> , 2019
AUGUST 19 <sup>TH</sup> , 2019	AUGUST 19 <sup>TH</sup> , 2019	SEPTEMBER 13 <sup>TH</sup> , 2019
SEPTEMBER 16 <sup>TH</sup> , 2019	SEPTEMBER 16 <sup>TH</sup> , 2019	OCTOBER 11 <sup>TH</sup> , 2019
OCTOBER 14 <sup>TH</sup> , 2019	OCTOBER 14 <sup>TH</sup> , 2019	NOVEMBER 8 <sup>TH</sup> , 2019
NOVEMBER 11 <sup>TH</sup> , 2019	NOVEMBER 11 <sup>TH</sup> , 2019	DECEMBER 6 <sup>TH</sup> , 2019
DECEMBER 9 <sup>TH</sup> , 2019	DECEMBER 9 <sup>TH</sup> , 2019	JANUARY 3 <sup>RD</sup> , 2020

**AISLING TRUCK ACADEMY OBSERVES THE FOLLOWING HOLIDAYS:**

- NEW YEARS DAY**
- MEMORIAL DAY**
- 4<sup>TH</sup> OF JULY**
- LABOR DAY**
- THANKSGIVING DAY**
- CHRISTMAS DAY**

Make up days for days missed due to academy holidays will be conducted on Saturdays.

### **CLASS SIZE**

In an effort to maintain a high level of quality education, class sizes are capped at 9 students. Instructor to student ratio in the Road Training Truck is no more than 3 students to one instructor. Instructor to student ratio in the Yard Training is no more than 6 students to one instructor. The yard has several training stations and students work in pairs and are rotated throughout the stations. This assures active, quality training for each student.

**AISLING TRUCK ACADEMY  
 PROGRAMS COSTS**

<b><u>TUITION COST:</u></b>	<b><del>\$4000.00</del> <b>\$3600.00</b></b>
<b><u>REGISTRATION FEE:</u></b>	<b>\$150.00</b>
<b><u>BOOKS AND MATERIALS:</u></b>	<b>\$0.00</b>

**OTHER FEES ARE FEES ASSOCIATED WITH THE TOTAL PROGRAM COSTS:**

<b>DEPT. OF TRANSPORTATION PHYSICAL EXAM</b>	<b>\$0.00</b>
<b>DRUG TEST FEE:</b>	<b>\$40.00</b>
<b>CDL ENDORSEMENT TESTS (DMV)</b>	<b>\$60.00</b>
<b>CDL PERMIT FEE:</b>	<b>\$23.00</b>
<b>STATE CDL 3<sup>RD</sup> PARTY TESTING FEE</b>	<b>\$175.00</b>
<b>DMV CDL LICENSE UPGRADE FEE</b>	<b>\$115.00</b>

**TOTAL OTHER FEES:** **\$413.00**

**TOTAL PROGRAM COST:** **\$4163.00**

**Aisling Truck Academy is an APPROVED Oregon Workforce Training Provider**

**PAYMENT POLICY:**

Tuition payments may be paid in full by the first day of class or arrangements may be made with Admissions for payment in weekly installments. All tuition is due by the end of the 2<sup>nd</sup> week of class (the half way point of the program if enrolled in Night or Weekend classes.) Payment may be made by check, credit/debit card or cash.



## **CANCELLATION AND REFUND POLICIES** **FOR RESIDENT EDUCATION**

### **Cancellation and Refund Policy: Resident Instruction (OAR 581-045-0036)**

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
  - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
  - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
  - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) This program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours (160 clock hours) into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.

- (6) The school shall not charge a withdrawal fee of more than \$25.
- (7) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (8) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
  - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
  - (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (9) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (10) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.
- (11) Aisling Truck Academy's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the registration fee is subject to proration.

The amount charged will not exceed the exact prorata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

## **AISLING TRUCK ACADEMY ATTENDANCE POLICY**

Program 101E Class A Commercial Driver Training is a relatively fast paced program. Daily student attendance is very important for successful completion of this 160 hour course. Students must complete a minimum of 140 hours to be considered for graduation. 140 hours is the Trucking Industry standard for minimal Entry Level Commercial Driver training for over the road trucking companies and other carriers.

Students absent for more than 2 consecutive days due to illness may be required to submit a Doctor's note documenting the illness. Absences due to family emergency, such as death, serious injury or illness of immediate family member must be documented as well. Students absent for vacation or other recreational activities need to give serious consideration to entering into a future scheduled class that does not conflict with the student's personal schedule as these types of absences will be considered not excused.

Make up assignments for the classroom portion of the Program may be turned in for credit if the student had an excused absence. These assignments may be completed during non-school hours or in some cases may need to be completed during the next scheduled Class start depending on the instruction structure of the missed class time. If the missing class time and/or assignment must be made up during a subsequent class, the student will not be allowed to graduate until all assignments are completed.

Students missing either Yard Training or Road Training need to schedule time to make up this training time. This may mean time outside of regular school time or time with the subsequent Class. If make up time needs to be completed in with a subsequent class, the student will not be allowed to graduate until the time is made up. **IN ALL CASES OF ABSENCES, STUDENT MUST CALL IN TO ACADEMY TO INFORM THEM OF THE INTENDED ABSENCE AS SOON AS POSSIBLE.**

### **TARDY POLICY**

Tardiness is not acceptable. A student is considered tardy if they are more than 15 minutes late. If the student is tardy 3 times, the student is required to attend a conference with administration and the student will be placed on probation. If the student is tardy one more time after the conference with the administration or the student does not follow the written corrective action plan determined and agreed upon by the student and the administration, the student will be terminated from the program. If the student is tardy more than 15 minutes, clock hour time will be deducted for time missed in class. When the student is aware they will be tardy, it is the responsibility of the student to call or provide written communication to the school.

## **LEAVE OF ABSENCE POLICY**

The request for a leave of absence must be made in advance in writing, signed and dated, except in extraordinary or personal mitigating circumstances such as due to emergency, which the student can document. An example of an emergency may include circumstances such as a car accident, medical emergency or a family death; in such cases, the student is required to call the school followed by, within 10 days, written intent to use the leave of absence.

The student must request the intended dates of leave of absence. If the student does not return within two days after the leave of absence or has not communicated with the school, the student will be considered withdrawn from the program.

The Academy will approve the written leave of absence request only in the instance of medical emergency, crisis or personal mitigating circumstances, which the student has documented. In an instance of medical condition written documentation from a health care professional is required. In all other circumstances a written explanation from the student is required.

The leave does not involve any additional charges from the Academy to the student. A leave of absence may extend the student's contract period and maximum allowable time frame by the same number of days in the approved leave of absence.

## **TRANSFER POLICY**

Aisling Truck Academy does not recognize training from other truck driving schools to be used as credit towards attending our Academy. However, if you have had an approved leave of absence from a previous Aisling Truck Academy class the hours attended will be credited toward your attendance in the subsequent attended class unless the time lapse between classes is greater than 3 months. If previous class time attended ended during the first week of the Program the student will be allowed to attend the classroom portion of the subsequent program at no additional charge. If the student has an approved Leave of Absence from a previous class and that Leave began during weeks 2 through 4 and the student resumes training more than 3 months past the last training date, that student may be required to attend more than the remaining training hours and be charged for that training in order to obtain a quality education preparing the student for State testing as well as their career. Each circumstance will be reviewed on a case by case basis by the School Director.

Any student receiving GI Bill® education benefits while attending Aisling Truck Academy is required to obtain transcripts from military training and all previously attended schools and submit them to the school for evaluation of prior credit and shortening of the program proportionately.

## **AISLING TRUCK ACADEMY GRADING SYSTEM**

Aisling Truck Academy uses the following grading system:

### **Classroom Quizzes**

There are a total of 9 graded written quizzes in the Classroom Course of this program. Graded quizzes must reflect a score of 80% or higher on each quiz to receive a passing grade. Students receiving a grade lower than 80% on any written quiz may re-test, however the highest achievable grade on a re-test will only be 80%. An overall score of 80% is required to pass the Classroom Course portion of the Program.

### **Yard Grade**

Yard Course testing does not occur until the final week of the program. Each student will be evaluated on skill levels demonstrated by performance of each maneuver or function. Students must receive a score of 80% or higher on each tested function to receive a passing grade. Students failing to gain a score of 80% or higher may retest however the highest achievable grade will be 80%. An overall score of 80% is required to pass the Yard Course portion of the Program.

### **Road Grade**

The Road Course testing also occurs during the final week of the program. Students will be evaluated on certain driving skills in a variety of driving conditions under directive of the Instructor. Students must receive a score of 80% or higher to pass the driving test. If a student scores lower than 80% a retest occurs however the highest achievable score on a retest is 80%. An overall score of 80% is required to pass the Road Course portion of the Program.

Students will be graded on a point per question system for each quiz in the Classroom course calculated to a percentage of correctly answered quiz questions.

Student will be testing using a checklist system for Yard and Road Course testing.

Students will receive 3 individual scores for Classroom, Yard and Road. The 3 scores will be added for an overall Program score. Individual Course scores for Classroom and Yard courses will be computed by adding all scores for each course together and dividing by the number of tests or quizzes to calculate the overall course grade. Road Course overall score will reflect the scoring on the final Road Test sheet. All scores are numeric percentage based scores.

## STUDENT PROGRESS

Student progress is measured and recorded at the end of the first week of school during Classroom training. Students will receive all graded assignments back in a timely fashion and may ask at any time for an overall classroom grade. On all graded assignments a score of 80% or higher must be achieved to pass each assignment. The overall classroom grade must also be 80% of all graded assignments to pass the classroom portion of training. Students not achieving this score on any graded classroom assignment may re-test, however, regardless of the score on the retested assignment the highest score the student will achieve will be 80% (or lower if the score was below 80% on the retest.) At the end of week one, the Classroom portion of training a one on one conference will be conducted with the Instructor and Student to review test scores and discuss any areas of concern.

Student progress is measured on a daily basis during Yard and Road training weeks 2, 3 and 4. Daily progress conferences will be conducted between the Student and Instructor at the end of each training period. Although testing for weeks 2, 3 and 4 does not occur until the final week of class, student's progression in understanding and demonstrated skill level will be documented. If a student falls below the acceptable skill level for the training received a conference will occur between the Student, Instructor and **Administrator** to develop a strategy for additional training to improve the Student's skill level as well as a timeline for the correction to occur. If the student does not achieve adequate skill levels after reaching the end of the set timeline, student will be terminated from the program.

If the Student falls below acceptable attitude or behavior levels, the student will participate in a conference with the Instructor and Administration regarding the problem and a timeline will be developed for improvement to occur. If the Student's behavior does not improve to an acceptable level by the designated timeline, the Student will be terminated from the Program. **ATTITUDE AND BEHAVIOR PROBLEMS CAN CREATE SERIOUS SAFETY ISSUES ENDANGERING STUDENTS, THE PUBLIC AND STAFF AND WILL THEREFORE NOT BE TOLLERATED.**

Students will be closely monitored for academic progress as well as attitude and behavior. As previously stated written Progress Reports will be generated at the end of the first week of the Program followed by daily Progress Reports weeks 2 through 4. Student's exhibiting low academic comprehension or skill level will be advised by verbal conference with Instructor and Administrator, if warranted and documented in writing to be included in Student File. Actions taken to correct issues may include one on one tutoring with Instructor or extra practice time in Yard or Road Training equipment with Instructor. Depending on the issue, a timeline will be established for marked improvement in problem areas.

## **AISLING TRUCK ACADEMY GRADUATION REQUIREMENTS**

Students must have a minimum of 140 clock hours logged to graduate the Program.

Students must not have any outstanding debt owed to the Academy to be eligible to graduate.

Student must achieve a satisfactory overall and individual Course grade as outlined in the Academy Grading System to be eligible for graduation.

### **TRANSCRIPTS AND CERTIFICATE**

Upon successful approved completion of the Program: Class A Commercial Driver Training, a Transcript and Completion Certificate will be awarded. Transcript information to include:

Date of Enrollment  
Starting date of Attendance  
Date of Withdrawal or Termination  
Date of graduation  
Courses taken  
Grade for each Course  
Total clock hours attended  
Signature of Academy Official(s)

Certificate to include:

Date range of Attendance  
Program title completed  
Total clock hours of attendance  
Signature of Academy Official(s)

Graduated Students will also test for and receive their Oregon State Commercial Driver's License Class A

Individual student academic records are kept by the school and furnished to the student. The records are available to each student for review upon request.

# AISLING TRUCK ACADEMY



**1405 ANTELOPE ROAD**  
**WHITE CITY, OR 97503**  
**541-324-5008**  
**877-532-0936**

[AISLINGTRUCKACADEMY@GMAIL.COM](mailto:AISLINGTRUCKACADEMY@GMAIL.COM)

## STUDENT TRANSCRIPT

**Student Information**

<b>Name:</b>	SAMPLE				
<b>Address:</b>	SAMPLE				
<b>City</b>	SAMPLE	<b>State</b>	SAMPLE	<b>Zip</b>	SAMPLE

**Program Information**

<b>Name of Program</b>	SAMPLE
<b>Date of Enrollment</b>	SAMPLE
<b>First day of Attendance</b>	SAMPLE
<b>Date of Termination/Withdrawal</b>	SAMPLE

<b>Date of Graduation</b>	SAMPLE
---------------------------	--------

Courses Taken	Clock Hours or Credits	Grade
SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE

\_\_\_\_\_  
 SAMPLE  
**Signature of Authorized School Official** **Date**

\_\_\_\_\_  
 SAMPLE  
**Please Print Name of Authorized School Official** **Date**

\_\_\_\_\_  
**Title**

**SCHOOL MAINTAINS STUDENT TRANSCRIPT FOR 25 YEARS**



## **AISLING TRUCK ACADEMY STUDENT CONDUCT AND CONSEQUENCES**

Students will be closely monitored for academic progress as well as attitude and behavior. As stated in the Student Progress section of this Catalog, written Progress Reports will be generated at the end of the first week of the Program followed by daily Progress Reports weeks 2 through 4. Student's exhibiting low academic comprehension or skill level will be advised by verbal conference with Instructor and Administrator, if warranted and documented in writing to be included in Student File. Actions taken to correct issues may include one on one tutoring with Instructor or extra practice time in Yard or Road Training equipment with Instructor. Depending on the issue, a timeline will be established for marked improvement in problem areas.

If the student fails to show improvement in the time frame allotted an additional conference will take place between Student, Instructor and Administrator to discuss the issue and documented in writing as part of the Student's file. Because of the safety sensitivity of this Program, student may be terminated at this time and a refund for tuition paid for the unused portion of the Program may be issued (see refund policy.) Every attempt will be made to improve the Student's skill level including but not limited to one on one instruction with Instructor, observance of fellow student techniques or change of Instructor.

### **Students exhibiting behavioral issues including but not limited to circumstances below may face immediate termination from the Program**

Insubordination is not allowed. The Instructors and staff must, for **SAFETY** purposes be in control of training situations at all times.

Verbal or physical harassment, fighting, degrading, aggressive or sexual advance toward fellow students or Academy staff may be terminated immediately.

Student use of or possession of drugs or alcohol on Academy premises will be terminated immediately.

Vandalism or misuse of any Academy property including equipment may result in student termination.

Student in possession of firearm or weapon of any kind including aerosols on school property will be terminated unless properly permitted to carry such weapons by lawful authority. If permitted we ask that the weapon remain locked in your vehicle during class hours.

Aisling Truck Academy prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Aisling Truck Academy.

If found in violation of discrimination, Student will be terminated. Any person unlawfully discriminated against, as described in ORS 345.240 may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Students found guilty of any of the above mentioned transgressions resulting in termination will be awarded a refund for tuition paid for the unused portion of the Program as described in the Academy Refund Policy. Aisling Academy Staff found guilty of the above defined discrimination will be subject to immediate disciplinary action including forced leave of absence or termination.

### **LESSER OFFENCES**

Students not obeying the following rules will first be given verbal warning by Instructor followed by conference with Student, Instructor and Administrator upon 2<sup>nd</sup> offence and may face immediate termination upon 3<sup>rd</sup> offense. Each warning will be documented in writing and placed in the student file:

Smoking or use of tobacco products of any kind is prohibited except in designated areas. Cigarette butts, chewing tobacco, etc. must be disposed of properly in these areas.

Littering of any kind including chewing gum is prohibited on Academy property as well as in or on Academy equipment.

Students may consume water only in any Academy equipment including yard equipment.

Student must refrain from use of foul or offensive language at all times.

Student attire must be appropriate, shorts are permitted but must be well fitted and mid thigh length minimum, long pants and sleeved shirts free of suggestive or distasteful verbiage or pictures and of sufficient length to cover waistband of shorts or pants and close-toed shoes or boots are considered appropriate. Long hair must be confined and not loose for safety reasons. Jackets and rain gear will be needed during inclement weather.

### **STUDENT GRIEVANCE POLICY**

Students wishing to file a complaint or grievance with the school against fellow students or Academy staff or Administration must do so in writing addressed to Aisling Truck Academy President. The Academy President will review the written grievance and make a decision based on the outcome of review of the written complaint or grievance and a verbal conference between the President, student and accused offending party where applicable, within 3 business days. Students should address grievance to President Noel Williams to the Academy Address or submitted in writing in person to Noel Williams. Persons wishing to appeal a grievance against them may do so, in writing, to the Academy President. The President will review the Appeal and respond within 3 business days to the Appeal. A rapid resolution to any grievance is of paramount importance.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, 255 Capitol St. NE, Salem, OR 97310.” After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission’s Executive Director will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

### **STUDENT SERVICES**

Students have the right to review the content of their student file. Students wishing to review their student file must give Academy staff a full business day to accommodate the request.

The Family Educational Rights and Privacy Act(FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA gives postsecondary students the rights to:

- Review their education records
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

Students are guaranteed access to their school records, with a staff member present, within 45 days of request. Aisling will attempt to provide the students within in two business days for the student convenience.

### **JOB PLACEMENT**

Aisling Truck Academy, through Admissions screening, approves only those students who are employable as Commercial Truck Drivers. Screening Academy applicants involves prospective student’s submission of factual historical data including but not limited to criminal background, driving record and employment record. Students not truthful or omitting pertinent information from their history risk denial or disqualification by prospective employers. For the Academy to be able to assist students with Job Placement, students must always disclose all requested information regarding criminal, driving record and work related history.

Aisling Truck Academy will guide students through the job application process, invite recruiters from Trucking Companies employing entry level drivers, provide contact information for entry level employers and assist students in follow up procedures for employment interviews and orientation. Students will schedule an one on one appointment with Job Placement personnel to discuss their unique situation and desires for employment.

Aisling Truck Academy does not guarantee Job Placement as there are many variables under individual student control, which the Academy cannot control.



