

## TABLE OF CONTENTS

|                                      |    |
|--------------------------------------|----|
| Types of Truck Drivers               | 1  |
| Earnings & Job Opportunities         | 1  |
| School Location                      | 1  |
| Class Schedule 2022                  | 2  |
| Holidays Observed                    | 2  |
| About the Owner                      | 3  |
| Why Choose Elite Truck School?       | 4  |
| Admission Procedures                 | 5  |
| Admission Requirements               | 5  |
| Testing                              | 6  |
| Mission Statement                    | 6  |
| Objective                            | 6  |
| Job Placement                        | 6  |
| Course Description                   | 7  |
| Graduation                           | 7  |
| Grading Method                       | 7  |
| Previous Experience/Training         | 8  |
| Tuition                              | 8  |
| Payment Methods                      | 8  |
| Tuition Reimbursement                | 9  |
| Pre-Hires                            | 9  |
| Refund Policy                        | 9  |
| Student Grievance Policy             | 10 |
| Attendance Policy                    | 10 |
| Student Conduct Policy               | 11 |
| Personal Property                    | 11 |
| Dress Code                           | 11 |
| Student Records                      | 11 |
| Special Services                     | 12 |
| Discrimination/Equal Opportunity     | 12 |
| Elite Truck School Training Overview | 12 |
| Veterans Refund Policy               | 13 |
| Our Staff                            | 14 |

## **Types of Truck Drivers**

There are many different types of driving jobs such as: local driving where you are generally home every night and usually paid hourly; long haul driving where you can be away from home for days and sometimes weeks or even months; line haul driving where you are generally running the same route and usually home every day or every other day.

## **Earnings**

In Oregon, the average wage for a heavy tractor/trailer driver was \$49,880 in 2020.

## **Job Opportunities**

According to the Occupational Handbook, 2016-2017 issued by the U.S. Department of Labor, and the Bureau of Labor Statistics, the opportunities should be "very good" for persons interested in truck driving. This occupation has among the largest number of job openings each year. Although demand for truck drivers will create thousands of openings, many openings will occur as experienced drivers transfer to other fields of work, retire, or leave the labor force for other reasons.

## **School Location**

Elite Truck School (ETS) is conveniently located in downtown Hillsboro near the MAX line. Our facility consists of a spacious air-conditioned classroom, as well as a practice yard with actual loading docks. Our location offers many types of driving environments. Students gain experience in rural, freeway, and mountain driving. The ETS fleet consists of modern equipment, standard to the industry. Our students practice on late-model Volvo and Freightliner, 3-axle tractors, and 28, 48, and 53-foot van trailers. An instructor must always be present while this equipment is in use. Students also have access to Internet and computers for their use during school hours.

# Class Schedule 2022

**Monday through Friday 7:00 a.m. until 3:30 p.m.**

New classes start every Monday and run for 4 consecutive weeks. All classes are during the day, Monday through Friday. Our classes schedule is as follows:

| Start Date | End Date |
|------------|----------|------------|----------|------------|----------|------------|----------|
| 1/3/22     | 1/28/22  | 4/4/22     | 4/29/22  | 7/4/22     | 7/29/22  | 10/3/22    | 10/28/22 |
| 1/10/22    | 2/4/22   | 4/11/22    | 5/6/22   | 7/11/22    | 8/5/22   | 10/10/22   | 11/4/22  |
| 1/17/22    | 2/11/22  | 4/18/22    | 5/13/22  | 7/18/22    | 8/12/22  | 10/17/22   | 11/11/22 |
| 1/24/22    | 2/18/22  | 4/25/22    | 5/20/22  | 7/25/22    | 8/19/22  | 10/24/22   | 11/18/22 |
| 1/31/22    | 2/25/22  | 5/2/22     | 5/27/22  | 8/1/22     | 8/26/22  | 10/31/22   | 11/25/22 |
| 2/7/22     | 3/4/22   | 5/9/22     | 6/3/22   | 8/8/22     | 9/2/22   | 11/7/22    | 12/2/22  |
| 2/14/22    | 3/11/22  | 5/16/22    | 6/10/22  | 8/15/22    | 9/9/22   | 11/14/22   | 12/9/22  |
| 2/21/22    | 3/18/22  | 5/23/22    | 6/17/22  | 8/22/22    | 9/16/22  | 11/21/22   | 12/16/22 |
| 2/28/22    | 3/25/22  | 5/30/22    | 6/24/22  | 8/29/22    | 9/23/22  | 11/28/22   | 12/23/22 |
| 3/7/22     | 4/1/22   | 6/6/22     | 7/1/22   | 9/5/22     | 9/30/22  | 12/5/22    | 12/30/22 |
| 3/14/22    | 4/8/22   | 6/13/22    | 7/8/22   | 9/12/22    | 10/7/22  | 12/12/22   | 1/6/23   |
| 3/21/22    | 4/15/22  | 6/20/22    | 7/15/22  | 9/19/22    | 10/14/22 | 12/19/22   | 1/13/23  |
| 3/28/22    | 4/22/22  | 6/27/22    | 7/22/22  | 9/26/22    | 10/21/22 | 12/26/22   | 1/20/23  |

## Holidays Observed

New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

## About the Owner

Greg Reisnaur, who is the founder and owner of Elite Truck School (ETS) since 2003, has had a career in the trucking industry that few people in America can surpass. He has had accomplishments in the industry that only a small percentage of people have experienced.

Greg's career began upon graduation from a Junior College Truck Driving Program in 1983. From there he entered the industry working for small companies as an over the road driver. He gained experience in pulling flatbeds, reefers, vans, and tankers.

In 1986, he was hired by Consolidated Freightways as a city pickup & delivery driver and dockworker. From 1986-1994 he performed various jobs including city driving, dock work, hosteling in the yard, and driving over-the-road, which included sleeper team driving.

In 1994 Greg became a manager for Consolidated Freightways and was an over the road dispatcher and load planner for 2 years. In 1996, Greg became the Dispatch Operations Manager for the Portland facility. His responsibility included managing 130 over the road drivers, and 6-9 dispatchers. His duties included hiring drivers, training of drivers which included safety training, driver compliance, Department of Transportation compliance, and hazardous materials compliance. He also oversaw accident investigations, union grievance matters, workers compensation issues, and payroll.

In 2001, Greg was promoted to the Corporate Headquarters as a Systems Operations Manager. His job duties included overseeing the entire company's day-to-day over-the-road operations. He dealt directly with Corporate Vice Presidents as well as field Vice Presidents. He was directly responsible for freight movement nationwide, as well as driver management on the system level.

## Accomplishments

**1989 OREGON TRUCK DRIVING CHAMPION**

**1990 OREGON TRUCK DRIVING CHAMPION**

**1992 OREGON ROAD TEAM CAPTAIN**

**1993 AMERICAS ROAD TEAM CAPTAIN**

The Americas Road Team is a program developed and supported by the American Trucking Associations. The program annually selects about 10 professional truck drivers out of thousands of applicants nationally to promote the trucking industry. In choosing Road Team Captains, they look for candidates that promote a professional image, have full knowledge and understanding of the industry, possess a passion for safety, have a superior safety record, and can speak and educate all sectors of the public. Road Team functions include participating in newspaper interviews, radio talk shows, television interviews, as well as speaking at community and company functions, events, and meetings.

The Oregon Road Team program is identical to the Americas Road Team except it is on a state level as opposed to a national level.

# Why Choose Elite Truck School?

Elite Truck School has many unique features that set it apart from most other truck schools. These unique features were built into the program with one thing in mind, to provide the best training possible for drivers entering the truck driving profession.

## **SMALL ANNUAL ENROLLMENT**

Elite Truck School has one location which allows us to get to know every student that attends our school.

## **SMALL CLASS SIZE**

Elite Truck School's classes are limited to give students the best education possible.

## **YARD TRAINING**

Elite Truck School's yard training is done at a location that has an actual loading dock. Dock practice is important since most of you will back up to a dock when you become employed.

## **QUALITY INSTRUCTION**

At Elite Truck School, our long-term instructors have a wide range of trucking backgrounds. This, along with their accomplishments in the industry, makes them an ideal resource for individuals entering the truck driving profession.

We feel certain that, by keeping our program small and personalized, we can better serve our students' needs. It is our goal to give each student the best training possible, so they may have long and rewarding careers as professional truck drivers.

## **ADDITIONAL TRAINING TIME**

At Elite Truck School, if you do not pass your skills test on your first attempt, we will offer you additional training time and use of our equipment for your second skills test. (beyond a second attempt, students will need to purchase additional training and use of our equipment).

# Admission Procedures

The first step is for you to read the school catalog and familiarize yourself with the program and what it offers. You then will set up an appointment with an Elite Admission Representative to be interviewed and discuss the program, the industry, and career opportunities.

During the interview process, we will discuss the uniqueness of the industry and how it is different from many other industries. Because of the uniqueness of the industry, it is important to us that we give you all the information possible, so you can make an educated choice for what is right for you.

We will discuss with you the job opportunities available to you upon completion of the program. We will also point out the different opportunities you may pursue once you enter the industry and gain experience.

At the interview, we will address issues that may affect your ability to benefit from our program. These issues may include bad driving record, inability to pass a FMCSA medical exam, incomplete work history, or criminal record.

We encourage you to ask any and all questions you may have during this process. We want to be sure that you are as knowledgeable and informed as possible, before you decide to attend Elite, and pursue a career as a professional truck driver.

After the interview process, we will process an enrollment agreement and upon review and acceptance of the agreement by a school official, you will be enrolled in the program.

## Admission Requirements

Applicant must meet the following criteria to be accepted into the school.

### Age

To attend our school and to apply for a CDL, you must be at least 18 years old.

### Education

The course will be taught in English. Students must have adequate skills in the English language to understand the training materials and information presented. If you are unsure about having the necessary English abilities, please discuss this with the Director of Admissions.

You must submit a copy of High School Diploma, GED certificate or verification of college credit. (An Elite Truck School, Ability-to-Benefit exam can be administered by Elite, if proof is not available.)

### Driver's license and driving record

You must possess a valid driver's license for at least one year. You must obtain and submit a current DMV printout of your driving record. This driving record must show that you do not have any major violations. This would include more than 3 moving violations in the last 3 years, more than 1 chargeable accident in the last 5 years, or any alcohol violations in the last 5 years.

## Testing

Students must be able to pass a Department of Transportation (DOT) Physical. A few of the common failures of the DOT physical requirements are, color blindness, high blood pressure, some mental illnesses, unmanaged diabetes, vision less than 20-40 that is not correctable, epilepsy, seizures, and use of certain prescribed medications. If you have any questions concerning physical conditions that may prohibit you from passing a DOT physical, please discuss this with an Elite Admission Representative. Students are welcome to use Elite Truck School's contracted clinic to obtain their Medical Card. Otherwise see [www.nationalregistry.fmcsa.dot.gov](http://www.nationalregistry.fmcsa.dot.gov) for a list of certified medical examiners.

Students must also be able to pass a DOT drug screen. In addition, you will be subject to random, probable suspicion, and post-accident drug and alcohol testing during the program per Federal Motor Carrier Regulations. The drug testing process must be done through Elite Truck School and their contracted clinic.

Students are responsible for their physical exam and drug screen fees.

Further information regarding these programs can be obtained at [www.fmcsa.dot.gov/medical/driver-medical-fitness-duty](http://www.fmcsa.dot.gov/medical/driver-medical-fitness-duty).

## Mission Statement

At Elite Truck School, we recognize the transportation industry's growing need for professional truck drivers. It is our goal to help people make informed decisions regarding a career choice to enter the truck driving industry. For the men/women who elect to pursue a career in truck driving, we then want to give them comprehensive tractor-trailer training so they may be on their way to a long and successful career. We also want to provide trucking companies with some of the finest individuals entering the profession.

## Objective

Elite Truck Schools (ETS) objective is to train individuals in all aspects necessary to become employed as a professional truck driver. These aspects include skills, knowledge, and abilities necessary to receive a commercial driver's license and become employed in the trucking industry as an entry-level driver.

## Job Placement

Training students to become professional drivers is only half of our school's goal; the other half is to do everything possible to help each graduate become gainfully employed. It does not make much sense to give you the training if you cannot put it to good use.

The first step in doing this is teaching you the skills needed to apply and interview for a position. We teach students effective communication skills, which include proper body language, attitude, self-confidence, and overall effectiveness. We also teach students how to fill out a job application properly.

We work with many trucking companies for job placement. We also offer lifetime job placement assistance.

Elite Truck School will furnish each prospective student a copy of our job placement ratio.

# Course Description

## Truck Driver Training Course

This course is 160 hours of training over a four-week period, which is designed to prepare an individual to enter the job market as a professional truck driver. During this course, students will learn all Department of Transportation, and Federal Motor Carrier rules and regulations as they pertain to a professional driver. They will also learn all the necessary functions as it relates to the safe operation of a tractor-trailer combination. This will include actual driving as well as all other procedures a driver needs to know, such as pre-trip inspection, logbooks, paperwork, and accident procedures. Along with this, the course also teaches driving techniques such as defensive driving and driving in inclement weather. Students are expected to complete the program in a maximum of 200 hours.

### Preparation for On-the-Road Training

During the first week of the course, we will be preparing you to obtain your CDL Commercial Learner's Permit. This permit is required and issued by DMV, for you to drive on public roads with an instructor. Our course is conducted on both public roads and private property. To receive the best preparation for your CDL Road Test, on-the-road training is required. For more information about the Commercial Learners Permit program, please visit <https://www.oregon.gov/odot/DMV/Pages/DriverID/CDLget.aspx>.

## Graduation

For a student to graduate the course they must maintain a 3.00 GPA or better, attend more than 90% of the course, and receive a Class "A" CDL license from the DMV.

Students who are not issued a Class "A" CDL, but meet all other graduation requirements, will be issued a Certificate of Completion, showing the total number of course hours, the student has completed.

## Grading Method

### Grading Levels

|              |   |       |   |
|--------------|---|-------|---|
| 100% - 90%   | A | GPA 4 | Excellent understanding of material and performance           |
| 89% - 80%    | B | GPA 3 | Very good understanding of material and performance           |
| 79% - 70%    | C | GPA 2 | Below average understanding of material and performance       |
| 69% - 60%    | D | GPA 1 | Well below average understanding of material and performance  |
| 59% or below | F | FAIL  | Unable to understand material and unable to meet requirements |

Students will be graded on written tests as well as practical work. Students must maintain at least a B average throughout the entire course. If a student is approaching a C average or gets below a B on any test, the Instructor will verbally warn the student and offer additional help if needed. The student will then have the opportunity to retake the test.

If a student misses a test, or fails to complete an assignment, he/she will have one week to make it up. If the student does not make up the work within the one-week period, it will be recorded as an incomplete. An incomplete is considered a failure and the student will be dropped from the program. If a student misses a class, the director of the school will discuss the issue with the student and determine how he/she will make up the work.

**If a student is terminated from the program, he/she can appeal such action. The student must appeal in writing to the School Director within ten (10) days of termination. The School Director will make a decision regarding the appeal within five (5) business days of receipt.**

## Previous Experience/Training

Elite Truck School (ETS) does not accept or give credit for previous training.

## Tuition

### **TRACTOR/TRAILER PROGRAM (160 HOURS)**

Registration     \$100.00  
Tuition           \$5650.00

Other fees not included that a student is responsible for, are listed below.

Dot Physical     \$105.00\*                      Drug Screen     \$85.00\*

\*These fees are subject to change by the clinics. These 2 fees are collected by Elite Truck School and paid to the clinic on your behalf, prior to your appointment.

DMV Fees required for course: \$10.00   General Knowledge Test  
  10.00   Air Brake Test  
  10.00   Combination  
  10.00   Tanker Endorsement  
  10.00   Double/Triple Endorsement  
  23.00   CDL Permit  
  75.00   Class "A" License upgrade  
  40.00   Certificate of Road Test Fee  
  190.00   Road Test  
  \$378.00\*\*

These fees are subject to change by the DMV. Payment of these fees are made by the student, directly to the DMV.\*\*For a current listing of Oregon DMV fees, see [www.oregon.gov/ODOT/DMV/pages/fees/driver](http://www.oregon.gov/ODOT/DMV/pages/fees/driver).

**Total cost for an Oregon Resident: \$6218.00**

### Optional Endorsement

Hazardous Material endorsement test at DMV/paid directly to DMV:                      \$10.00  
TSA Background check and fingerprinting for hazardous material endorsement\*\*\*:     \$86.50  
\*\*\*Hazardous material endorsement and background check is **not** a program requirement. Fees collected by TSA.

**Total cost for an Oregon Resident with optional haz-mat endorsement   \$6,414.50**

All books and necessary training materials are included in the tuition. Materials include the Oregon Commercial Driver Manual, FMCSR Pocketbook, Driver's Daily Log, Vehicle Inspection Report Book, and Hazardous Material Response Guidebook.

Upon choosing to enroll, you will be required to pay the \$100.00 registration fee for you to be assured a spot in the class. The entire remaining balance must be paid no later than the first day the course begins.

## Payment Methods

We accept cash, personal checks, (with verifiable funds) and most major credit cards (Visa, Mastercard, American Express, and Discover).

## **Tuition Reimbursement**

Some trucking companies provide a tuition reimbursement program once their company employs the student. Please speak to our admissions director regarding specific information about these programs.

## **Pre-Hires**

Many students have concerns about the job opportunities available after graduation. Some companies will issue a letter of intent to hire prior to a student signing an enrollment agreement with a truck school. Please speak to our admissions director for further information on this procedure.

## **Refund Policy**

Elite Truck School (ETS) refund policy complies with the Private Career Schools and Oregon Administrative Rules 715-045-0036

A student may cancel enrollment by giving written notice to the school. If notice occurs within 5 business days of the date of enrollment, all monies paid shall be refunded; or after 5 business days of the date of enrollment and prior to the commencement of classes, the school may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, or \$150, whichever is less.

If termination occurs after the course begins and before 50 percent of the course, hours are given, the student will be entitled to a pro-rata refund of the entire tuition amount. The school will retain the entire registration fee.

In calculating any tuition refund due, the portion of enrollment period remaining for which the student has been charged is determined by dividing the total clock hours into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance by the student. In all cases of students who withdraw, who are suspended, or expelled, the following refund will apply.

If the termination occurs after 50 percent of the course hours, the student will not receive any tuition or registration refund. In all cases of students who withdraw, who are suspended, or expelled, the following refund will apply.

All refunds will be made within 30 days of the withdrawal or termination date. This would also include any student who requested and was granted a leave of absence and did not return from the leave in the time frame specified by the agreement. At the time a refund is issued, a supplement letter will be sent to the student stating the amount of refund, the method, and figures used to calculate the refund, and to whom the refund was made out.

The school owner will review any withdrawal or termination from the program due to extreme circumstances out of your control, such as serious injury, disability, death of family member, etc., on a case-by-case basis. Decision will be based on a pro-rata settlement, fair and equitable to all parties involved.

Any student wishing to terminate his/her training for whatever reason must notify the school in writing.

## **Student Grievance Policy**

To initiate a complaint or grievance against the school, it's staff, or students:

- a. a. A written complaint must be submitted to the School Director, Greg Reisnaur. This complaint must be made within 30 days of incident, along with specifics, such as date, time, and nature of complaint. Include a brief overview of incident, including individuals involved and/or witnesses.  
The School Director will have 15 calendar days from date of notice to address and remedy complaint, with a written response.
- a. b. The student can appeal the response within 7 calendar days, in writing, to Elite Truck School's Office Manager, Suzanne Reisnaur. Suzanne Reisnaur will then consider and evaluate the initial grievance and issue a decision. This decision will be made within 7 calendar days.

A student aggrieved by action of the school should attempt to resolve these problems with the appropriate school officials. Should this procedure fail, and the student alleges that the school violated state law, students may contact Oregon Higher Education Coordinating Commission, Private Career Schools, 775 Court St. NE, Salem, OR 97301. After Consultation with appropriate Department staff and if the complaint alleges a violation of the Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Department will begin the complaint investigation process as defined in OAR 715-145-0023 Appeals and Complaints. A student filing a complaint against a school must do so within one year of the student's last date of attendance.

## **Attendance Policy**

The first day of your new career starts when you enroll in our program. A key to your success in your new career is that you show up for work every day, and that you are on time. Because of the time frame in which this course is taught, it is of the utmost importance that you do not miss any of the classes. In order to graduate from the course on time, you must not be absent for more than 10% of your scheduled course. If you are absent for more than 10% of your scheduled course, you will not be able to graduate until that time is made up.

**Tardiness:** If you are tardy (more than 10 minutes late) and/or absent for 1 day or more, you will receive a verbal warning from a school official.

**Leave of Absence:** We understand situations may arise which are out of your control that may affect your ability to attend the course. If this situation arises, you may request a leave of absence in writing and submit it to the Director of Admissions. Upon receipt, the Director of Admissions will grant you a Leave of Absence valid for up to 180 days. If the student fails to return within the end of their approved Leave, he/she will be dropped from the program.

## **Student Conduct Policy**

Proper student conduct is a necessity to ensure a safe, pleasant, positive, learning environment for all students. The following is a list of behaviors that a student may be involved in, which will be grounds for immediate termination.

**Illegal Activities:** Any student found to be engaged in any illegal activities under Oregon State law while in attendance at, or on the property of Elite Truck School (ETS).

**Harassment:** Fighting, threats of physical violence, insubordination, or any discriminating words, jokes, stories, or gestures.

Equipment or Property: Any unauthorized starting or driving of school equipment, any malicious destruction of someone else's property or school property.

Alcohol/Drugs: You cannot be under the influence of or in possession of any drugs or alcohol while attending class or on school property.

Arrest/Conviction: A student must notify the school in writing if they are arrested or convicted of any criminal activity. This also includes any types of moving violations in their personal automobiles.

Discrimination: No student shall engage in discriminatory behavior towards fellow students, school personnel, or general public, while attending school. These behaviors include any discriminatory words, jokes, stories or gestures based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability.

## **Personal Property**

Elite Truck School (ETS) assumes no responsibility for any personal property or vehicles parked on school property.

## **Dress Code**

Elite Truck School (ETS) feels strongly that professionalism starts with the way you dress. Because of this, and for safety reasons, we have instated the following guidelines:

- \*Footwear must entirely cover your feet (no high heels, thongs, sandals, or open backed shoes)
- \*Pants must be free of any major holes or tears
- \*Shorts are acceptable (they must be dress style shorts with pockets in the front and rear)
- \*Shirts must be worn at all times
- \*No tank tops
- \*T- shirts are acceptable but cannot display anything that may be perceived as distasteful, or objectionable to the general public. In addition, they may not display any references to drugs or alcohol.
- \*Hats are not allowed in the classroom but may be worn at all other times.
- \*No dangling jewelry that may get caught in any moving parts or cause distractions
- \*Long hair must be kept in manner that it is not a distraction or safety issue.

## **Student Records**

We are required by law to keep Student Transcripts for a minimum of 25 years. All other student records are kept for a period of 3 years.

Under the "Family Educational Rights and Privacy Act" (FERPA), students have the right to inspect, review, and request that a school correct records, which they believe to be inaccurate or misleading. Also, records will only be released by the school, with written permission from the student.

These records are available to the student upon written and signed request made to the school director. These records will also be made available to prospective employers upon a signed release provided by the student.

## Special Services

While attending our school please feel free to speak with the director of admissions or any other school official if you encounter any special needs. These needs may include drug/alcohol abuse, personal/family issues, personal financial issues, etc. While we are not trained in dealing with these types of issues, we certainly can refer you to the appropriate community resources. All school officials have access to a list of these resources and would be glad to share a copy with you upon request.

## Discrimination/Equal Opportunity

Elite Truck School does not discriminate in admissions on the basis of an applicant's sex, age, race, color, religion, ethnic origin, or sexual orientation.

Elite Truck School, licensed under ORS 345.010-345.450, prohibits discriminatory conduct against any student, based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability. If a student believes that they have been discriminated against, they are encouraged to notify a school official. The school will make every effort to resolve the issue. If not resolved to the student's satisfaction, the student who believes that they have been 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.

Elite Truck School's personnel policies prohibit school staff from engaging in discriminatory behavior. Such policies will be strictly enforced.

## Elite Truck School Training Overview

### 160 HOURS/4 WEEKS

#### Week 1

**Classroom-** Introduction to Program, Industry, Industry Regulations and Requirements, Hours of Service, Control Systems, Vehicle Systems, Pre-Trip Inspections, Driving Conditions, Hazard Awareness, Equipment Malfunctions, Trip Planning, Cargo Handling, Accident Procedures, Winter Driving, Engines, Transmissions, Differentials

Week 1 consists of lectures, demonstrations, videos, and book assignments.

Upon completion of the first week, you will be prepared to take your written Commercial Learners Permit exams.

## Week 2

**Classroom-** Students will get safety training specific to the routes and areas they will be performing their behind the wheel training over the coming weeks.

**Field Training/Yard Training-** Week 2 focuses on preparing students for thoroughly learning the pre-trip inspection and the air brake system tests. Students will work in our yard to become acquainted with the vehicles and the vehicles' various systems. Students will also learn backing concepts and learn straight line backing.

## Week 3

**Field Training/Behind the Wheel Training-** Students will be divided into groups of 3 and will be assigned an instructor who will compete their training with them. Training will focus on coupling, uncoupling, straight backing, 90-degree backing, shifting, interstate driving, highway driving, city driving.

## Week 4

**Field Training/Behind the Wheel Training-** Students will be divided into groups of 3 and will be assigned an instructor who will compete their training with them. Training will focus on coupling, uncoupling, straight backing, 90-degree backing, shifting, interstate driving, highway driving, city driving.

Road Test will be given on the last day of the program.

|                            |                 |
|----------------------------|-----------------|
| <b>Classroom/Lab</b>       | <b>50 Hrs.</b>  |
| <b>Field &amp; Driving</b> | <b>110 Hrs.</b> |
| <b>TOTAL</b>               | <b>160 Hrs.</b> |

## VETERAN'S REFUND POLICY

Elite Truck School's Veteran's Refund Policy complies with 38 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 \$10.00 of the application/registration fee is subject to prorating. The amount charged will not exceed the exact prorate portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact prorating 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.

Any student receiving VA education benefits while attending Elite Truck School 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.

## OUR STAFF

Greg Reisnaur            President/Owner  
Suzanne Reisnaur      Office Manager- Veterans Specialist  
Tyler Reisnaur          Training Manager/Admissions

Scott Youngs            Instructor. Scott graduated from Elite Truck School in 2010 and his driving experience is in driving local pick-up and delivery. Scott started teaching here in 2016.

Dean Spreadborough Instructor. Dean is a 2016 graduate of Elite Truck School and has experience in driving local pick-up and delivery. Dean began teaching here in 2018.

Paul Coates            Instructor. Paul graduated from Elite Truck School in 2011. Paul has experience in driving over-the-road and local concrete trucks. Paul has over 5 years of experience teaching students to drive.

Max Olvera            Instructor. Max graduated from Elite Truck School in 2017. Max's experience is driving for local landscaping companies and nurseries. Max is a bi-lingual Spanish speaker. Max returned to Elite in 2020 to begin his teaching career.

Jason Knighton        Instructor. Jason is a 2019 graduate of Elite Truck School. Jason has over 15 years of experience as a Class "B" commercial driver. He started his teaching career here in 2020.

Sergio Gonzalez      Instructor. Sergio has over 6 years of Class "A" driving experience. Sergio began teaching here in 2021 and is a bi-lingual Spanish speaker.