



**DRIVING™  
ACADEMY  
TRUCK DRIVER TRAINING**

**Ohio (Registration #2173)  
Course Catalog & Student Handbook**

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# INTRODUCTION AND OVERVIEW

## Consumer Information

This Catalog is published in order to inform students and others of 160 Driving Academy's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between 160 Driving Academy and any individuals. The information provided is current and accurate as of the date of publication. This catalog complies with the minimum requirements from the New Mexico Higher Education Department Private Postsecondary Institutions and is updated annually.

160 Driving Academy reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Course Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Course Catalog will be printed upon request.

All students will receive a hard copy of this catalog and **must** sign this document as well as the 160 Driving Academy Enrollment Agreement as evidence that they understand the program's processes, rules, and regulations as well as the rights as a student. Failure to read and understand this Course Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

160 Driving Academy affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

160 Driving Academy has numerous self-study materials and external learning websites you can utilize while you are in the program, including the Ohio Bureau of Motor Vehicles CDL Handbook, 160 Driving Academy Sample Exams, and websites like: <https://driving-tests.org/cdl-practice-test/> and <https://cdlstudy.com/>.

**NOTICE: All prospective students at the 160 Driving Academy are provided this document prior to enrollment.**

## Language and Residency Requirements

160 Driving Academy conducts all programming in English. By Federal Law, all Commercial Driver's License exams conducted by the Ohio Bureau of Motor Vehicles or any other State Agency will be conducted in English. Students must be able to read and write in English to

successfully complete the programming and take the CDL exam at the Ohio Bureau of Motor Vehicles. Student's must be able to read and write in English in order to complete the programming at no less than an 8th grade graduation level. Students must be able to read and write English and pass the examination as required by the Federal Motor Carrier Safety Administration.

Students must also have a valid Driver's License from their state of residence. 160 Driving Academy does not vouch for student status and does not offer visa services.

## **Company History**

160 Driving Academy was founded in July 2012 in Peoria, Illinois, with a clear purpose: to provide high-quality CDL training that leads directly to meaningful employment opportunities. From the beginning, the company focused on helping individuals who were unemployed or underemployed gain the skills, certifications, and industry connections needed to launch stable, well-paying careers in the trucking industry. By combining structured training with strong employer partnerships, 160 Driving Academy has worked to create a direct pathway from classroom and yard instruction to job placement with leading carriers across the country.

## **Mission, Vision, and Objectives**

The mission and purpose of 160 Driving Academy is to prepare students, over the age of 18 who qualify, for long-term career success through industry-aligned training and strong job placement support. The company is committed to providing an engaging, career-focused learning experience for adult students by incorporating proven educational strategies and instructional methods that go beyond traditional CDL training models. The vision is to enable students to learn how to safely operate a commercial vehicle and ultimately prepare them to successfully test for their Commercial Driver's License as conducted by the Ohio Bureau of Motor Vehicles.

To strengthen career outcomes, 160 Driving Academy has developed partnerships with trucking companies nationwide, ensuring students have access to immediate employment opportunities upon graduation. These partnerships allow the company to continuously align its training programs with industry hiring needs and workforce demands. As many of the 160 Driving Academy leadership team come from some of the most successful companies in the United States, we ascribe to the highest values, integrity, and process management for all employees. Looking ahead, 160 Driving Academy aims to expand access to career training by growing its partnerships. Enabling 160 Driving Academy to continue building one of the most effective career pathways into the transportation industry—helping students move quickly from training to employment and long-term financial stability.

## **Licenses, Approvals, and Regulating Agencies**

Institutional and program assessments are conducted periodically by qualified examiners, evaluators, or auditors. The purpose of these assessments is to examine and evaluate compliance

of the school's programs, staff, and faculty with program standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education. 160 Driving Academy is not accredited by the U.S. Department of Education.

The 160 Driving Academy Commercial Drivers Licensing course is not accredited by any accrediting agencies recognized by the United States Department of Education and therefore you are not eligible for Federal Financial Aid Programs. The 160 Driving Academy is private institution and is approved to operate by the Ohio Bureau of Motor Vehicles.

160 Driving Academy adheres to all rules and regulations set forth by the Federal Department of Transportation. The Bureau of Labor Statistics code associated with this program is 53-3032 (Drive a tractor-trailer combination or a truck with a capacity of at least 26,001). Other DOE codes for this training include, but are not limited to: 53-3033, Light Truck or Delivery Services Driver, and 53-3022, Bus Drivers or School or Special Drivers.

## **Corporate Officers**

Roe McFarlane, CEO

Helkin Gonzales, Comptroller

Karolina Wielgosz, Director of Student Success

Shawna Guarino-Martinez, Director of Compliance, Real Estate, and Training

## **Program and Policy Changes**

160 Driving Academy Reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Course Catalog and Student Handbook.

## **Accommodations for Students with Disabilities**

160 Driving Academy is an Equal Opportunity institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact [customercare@160drivingacademy.com](mailto:customercare@160drivingacademy.com). The customer care team, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Chief Human Resource Officer at [hr@160drivingacademy.com](mailto:hr@160drivingacademy.com).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Chief Human Resource Officer at [hr@160drivingacademy.com](mailto:hr@160drivingacademy.com). A student is not required to make an informal resolution attempt. A meeting will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the meeting, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the School determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

## **ADMISSIONS INFORMATION**

### **Admission Requirements and Procedures**

Each applicant for admission is assigned an enrollment advisor who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that 160 Driving Academy receives all required documentation. All records received become the property of 160 Driving Academy.

### **General Admission Requirements**

1. Students must be at least 18 years of age at the time he or she starts his or her program.
2. Students must possess and provide a valid driver's license.
3. Students must provide a copy of their Motor Vehicle Record (MVR).
4. Students must complete an application information form and interview with an admission advisor and/or administrative staff.
5. Students must meet all financial obligations.
6. Students must agree to and sign the 160 Driving Academy Enrollment Agreement.
7. Students must have or be able to obtain a valid DOT Medical Card within 30 days of their 1st day of training.

### **Readmission**

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students that have withdrawn or been terminated from the program may apply for readmission by contacting the admission advisor. The school reserves the right to refuse readmittance based upon the attendance, academic, and conduct history of the student

during previous enrollment. Students that wish to return to the program can do so within 60 days of their last date of attendance will be given tuition credit previously paid and for any hours that were successfully completed. Students that wish to return to the program after 60 days of their last date of attendance will be required to repeat the entire program and will not be eligible for a tuition credit.

Generally, a student will not be considered for readmission more than once unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the Director of Student Success.

The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

A readmitted student is required to sign a readmission agreement which lists the current tuition and fees, revised completion date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Director of Student Success.

## **Transfer of Credit**

**Policy for Transferability of or Granting Previous Credits/Notice Concerning Transferability of Credits and Credentials Earned at Our Institution:** *160 Driving Academy has not entered into an articulation or transfer agreement with any other college or university.*

The transferability of credits a student earns at 160 Driving Academy is at the complete discretion of an institution to which they may seek to transfer. Acceptance of the certificate a student earns in the enrolled program is also at the complete discretion of the institution to which they may seek to transfer. If the certificate that a student earns at this institution is not accepted at the institution to which they seek to transfer, they may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending 160 Driving Academy to determine if their certificate will transfer.

## **Student Physical Location**

The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at 160 Driving Academy.

All students who complete their training course will be prepared to test for their Commercial Driver's License as conducted by the Ohio Bureau of Motor Vehicles per the Federal Motor Carrier Administration if you are an Ohio Resident you must receive your Commercial Learners Permit (CLP) in the State of Ohio. If you are a resident of another state, you must receive your Commercial Learners Permit (CLP) in the State of your residence. Once you receive your CDL, you are permitted to drive in other states if you are at least 21 years of age.

Should the student change their address while enrolled at 160 Driving Academy, the student is required to notify the admissions advisor to make an update to their physical location as needed. Should the student move out of the above listed states while enrolled at 160 Driving Academy, the school may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

## **ACADEMIC POLICIES**

### **Normal Hours of Operation**

Standard Operating Hours are 7 Days a Week from 7:00 AM to 5:30 PM local time. Location hours may vary by location and will be posted at the local site or in the enrollment agreement.

### **Grading and Marking System Used**

Students receive percentage scores on their classroom, pre-trip, skills, and road grades based on each student's performance.

The overall course classroom percentage is an average of all quizzes. At the end of the course, the percentage score is added up, and anything below 80% grade average is a failing grade.

The overall pre-trip, skills, and road is an average of all assessments. At the end of the course, the percentage score is added up, and anything below 75% grade average in each category is a failing grade.

### **Library and Additional Learning Materials**

160 Driving Academy maintains a library of materials to assist students. These materials include internet tools such as FMCSA Rules and Regulations, Missouri Department of Revenue Rules and Regulations, and JJ Keller Online Study Materials.

### **Progress Reports and Student Evaluations**

Progress reports are reviewed weekly by the 160 Driving Academy instructors. Progress reports are maintained in the 160 Driving Academy Learning Management System and are available to students upon request. Students will be evaluated throughout the program as follows:

1. Classroom – During classroom instruction, students will be provided daily quizzes on subject matter and commercial driver requirements.
2. Pre-Trip, Skills, and Road – Students will receive daily feedback and informal verbal quizzes during the range and behind the wheel training. In addition, grades will be provided on student capability at the end of each week.

## Satisfactory Academic Progress Policy

160 Driving Academy defines satisfactory progress in terms of Academic Progress.

Students must maintain satisfactory progress and an 80% grade average to remain enrolled in the classroom portion of the program. Students are assessed daily and must make good progress on all quizzes. Students must maintain satisfactory progress and an 75% grade average to remain enrolled in the pre-trip, skills, and road portion of the program. Students are assessed daily and must make good progress on all quizzes. Students must pass pre-trip, backing skills, and road skills metrics to be considered as safe driver. A cumulative grade average of at least 80% on all classroom quizzes and a cumulative grade average of at least 75% on pre-trip, skills, and road is required for the student to receive a program certificate. Students will receive written notification of their progress at the end of each subject class.

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. The school will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

**Terminated Students:** May apply for re-admission after 30 days have elapsed since termination. Students seeking re-admission into the Program must follow the readmission policy as described in this Course Catalog.

**Incompletes:** If a student's participation in class is interrupted due to illness, family emergency, or other unforeseeable event, said student may be allowed to return to training after being absent. Student must properly and timely notify 160 Driving Academy staff of the circumstances that led to absence to be reinstated in the program. If a student's absences exceeds 30 calendar days, 160 Driving Academy may terminate the student, if a formal leave of absence request was not filed with 160 Driving Academy staff prior to the end of the first 30 calendar days after last date of attendance.

**Withdrawal:** A student may withdraw by contacting school staff in writing. Otherwise, a student will be terminated based on their last day of recorded attendance after 30 days of non-attendance.

## **Make-Up Work**

No more than 10% of the total course time hours for a course may be made up. Make-up work shall:

1. Be supervised by an instructor for the class being made up.
2. Requires the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
3. Be completed within one week of the end of the grading period during which the absence occurred.
4. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor.

## **TPR Submission**

According to Federal Law, all students who obtain a CDL permit on or after February 7, 2022, must be entered into the FMCSA Training Provider Registry for theory, range and road by their training provider, 160 Driving Academy, or otherwise.

Any student that attends 160 Driving Academy for TPR theory submission must attend all required classroom instruction and pass every mandatory quiz with an 80% or above grade percentage. Student **MUST** complete and pass every mandatory quiz **BEFORE** being moved to the Range and Road portion of the program.

Any student that attends 160 Driving Academy for TPR range and road submission must attend their training schedule to complete all hours as required by their respective state of licensure and must be evaluated as “proficient” in all three areas (Pre-Trip Inspection, Backing Skills, and Road Skills) by 160 Driving Academy instructors. Student **MUST** gain this “proficiency” **BEFORE** 160 Driving Academy can schedule the student for their CDL skills test.

160 Driving Academy reserves the right to cancel TPR Submission for non-compliant students, students who fail to comply with 160 Driving Academy’s financial requirements, and/or students that don’t complete the 160 Driving Academy program for any reason.

## **Graduation Requirements**

A Graduation Certificate will be issued to students that maintain an average of 80% or above on all classroom quizzes and practice tests, maintain an average of 75% or above on all pre-trip, skills, and road assessments, and pass all state licensing examinations. These students will be considered “Graduated”.

A TPR Submission Certificate will be granted to students who do not successfully pass all state examinations within three attempts but successfully complete all training theory, range and road training and successful submission to the Training Provider Registry. These students will be considered “Program Completed”.

No certificate will be issued to students that do not achieve successful submission to the TPR for theory, range and road based on their enrolled program.

*We are under no obligation to provide you a refund or additional training if you do not successfully pass all parts of the state CDL exam or do not meet the proficiency required to be submitted to the FMCSA TPR. Additional training and testing will be solely at the discretion of 160 Driving Academy.*

## **School Placement Assistance Policy**

Throughout the program and following program completion, 160 Driving Academy will be in contact with students to provide job placement assistance. Though students are ultimately responsible for identifying a future employer of their choice, 160 Driving Academy will assist students with job placement by:

1. Verifying the student’s training and graduation
2. Verifying the student’s motor vehicle and criminal history, where required for placement.
3. Connecting student’s with recruiters at various carriers in the trucking industry.

## **Transcript Request**

Should a student need a TPR Submission Certificate, Graduation Certificate or Transcript can request through the admission advisor. If an employer is requesting a transcript, employer must send a request to [customercare@160drivingacademy.com](mailto:customercare@160drivingacademy.com). A signed authorization to release information may be requested for employers requesting a transcript.

## **TUITION & FEES**

Program Name	Standard Clock Hours	Standard Tuition
<b>Class A CDL (Full Program)</b>	<b>160</b>	<b>\$ 7,000.00</b>
<b>Class A CDL (Theory Only)</b>	<b>40</b>	<b>\$ 1,850.00</b>
<b>Class A CDL (Range/Road Only)</b>	<b>120</b>	<b>\$ 6,000.00</b>
<b>Class A CDL (Refresher)*</b>	<b>40</b>	<b>\$ 2,500.00</b>
<b>Restriction Removal*</b>	<b>40</b>	<b>\$ 2,500.00</b>

<b>Additional Costs (Student Responsible)</b>	<b>Vendor</b>	<b>Estimated Cost</b>
DOT Physical	DOT Clinic	\$ 100.00
Commercial Learner's Permit	OH DPS	\$ 31.50
DOT Drug Screen	DOT Clinic	\$ 75.00
CDL Skills Exam	OH DPS	\$ 115.00
CDL Issuance Fee	OH DPS	\$ 46.50

*\*REFRESHER REQUIRES CURRENT CLASS A CDL. RESTRICTION REMOVAL REQUIRES CURRENT CLASS A OR B CDL. PREVIOUS CDL HOLDERS MAY ENROLL WITH APPROVAL.*

**Notice: Prices in this Tuition & Fees section may differ based on payment type and program sponsorship.**

## **Funding Disclosure**

160 Driving Academy will attempt to match the price of a local CDL school if a student provides proof of a cheaper rate. If the price match tuition rate is lower than the cash price tuition rate, 160 Driving Academy, will provide a discount of the difference between the cash price rate and the price match tuition rate. Proof of total charges and program description must be provided. This discount is only offered to students who pay in full prior to enrollment via credit card or check.

Student tuition may be underwritten by a government entity or commercial enterprise, including but not limited to WIOA, VA, or specific truck carrier. In these cases, student tuition may be “no cost” to them.

**Notice:** If a student obtains a loan to pay for a program, the student will be responsible to repay the full amount of the loan plus interest, less any amount of a refund, and if a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds. More information on how to apply for government and community grants can be provided by speaking with a 160 Driving Academy admission advisor.

## **Additional Training/Testing Time**

Student may purchase additional 16 clock hour block for \$1,200.00 if they exceed 10% over their standard clock hours. Post-Program Remedial Training and Testing hours count in the total number of hours used by a student for purposes of the 10% hours over the allotted program hours. If a student reaches 25% hours over allotted program hours, they will be dropped.

**\*This will not be pro-rated if student does not use all the additional hours.**

## **Scholarships**

160 Driving Academy does not offer scholarships. Students should refer to the payment section of this course catalog for information regarding ways to pay for their program.

## Payment

Full payment is required at the time of enrollment\*. Payment can be made via debit card, credit card, check, cashier's check, or money order. 160 Driving Academy does not accept cash payments.

*\*Additional payment plan options may be offered at the discretion of 160 Driving Academy, and in which case, the student must sign a payment plan agreement and submit a deposit at the time of enrollment.*

Students who are seeking governmental funding, company sponsorship, or financing must complete their approval process with that company or organization before they will be enrolled into their respective program in accordance with the external parties' policies.

160 Driving Academy reserves the right to deny students' continuation of their training program or may withhold scheduling a state examination at any time during the program if the student fails to meet their payment obligations.

160 Driving Academy does not offer federal or state student loan program payment options.

## Refund and Cancellation Policies

If an applicant/student cancels, withdraws, or is dismissed by the school for any reason, refunds will be made according to the School's Refund Policy. Refunds will only be processed upon request from the student, and a refund request does not guarantee the issuance of the refund. Refunds must be made within 60 days of the withdrawal date. Students with more than 60 days on hold will be dropped from the program and no longer eligible for a refund. If a refund is due to the student, it will be processed and paid within 30 calendar days of the date that the student either officially withdraws or the school determines that the student has withdrawn.

All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance.

All notices of withdrawal and refund requests should be provided in writing by the student and submitted to an admission advisor. Withdrawal notifications and refund requests should include the student's name, mailing address, signature, and student's intent to withdraw from the enrolled program.

If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution.

Refunds will be issued back in the original payment method. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of 160 Driving Academy from any and all liabilities.

Initial: \_\_\_\_\_

For students whose tuition or training costs are paid in whole or in part by a third-party funding source, including but not limited to workforce agencies, employer sponsorships, governmental grants or governmental agencies, will have refunds calculated according to this policy unless otherwise required by the funding course. Any refund due will be **returned to the funding source** in accordance with contractual or regulatory requirements. Student remain responsible for any portion of tuition charges not covered by the funding source, unless otherwise specific in a written funding agreement.

## Refund Policy

Refunds are calculated based on the student's **percentage of program hours completed**. Cancellation can be made in person, by electronic mail, by certified mail, or by termination.

### 1. STUDENT'S RIGHT TO CANCEL

- **The student has the right to cancel and obtain a full refund of institutional charges paid through attendance at the first-class session, less the reasonable registration fee of \$250.00.**

### 2. Cancellation Prior to 75% of the Scheduled Program Hours Completed

- If a student withdraws, cancels, or is terminated **before 75% of scheduled program hours are completed**, the institution will provide a **pro rata refund of tuition** based on the portion of the hours completed.

### 3. Cancellation After 75% of the Scheduled Program Hours Completed

- If a student withdraws, cancels, or is terminated **after 75% of scheduled program hours are completed**, the student is **not eligible for a refund**.

### 4. Termination Date:

- In calculating the refund due to a student, the official date used will be the **earliest of the following**:
  1. The date the student provides written notice of withdrawal;
  2. The student's last date of attendance; or
  3. The date the school determines the student has withdrawn due to failure to attend, failure to maintain satisfactory progress, or other administrative determination.

## STUDENT POLICIES

### Drug Screen/Physical Policy

#### DOT Clearinghouse:

1. Each student must register and create an account in the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse upon issuance of a Commercial Learner's Permit
2. Students can register by going to: <https://clearinghouse.fmcsa.dot.gov/>.

#### DOT Physicals:

1. Valid DOT physical information can be found by visiting:  
<https://www.fmcsa.dot.gov/medical/driver-medical-requirements/dot-medical-exam-and-commercial-motor-vehicle-certification>
2. Students' who do not obtain a DOT physical prior to enrolling in 160 Driving Academy, will be authorized through a 160 Driving Academy approved physical to complete this prior to attending range training.

### **DOT Drug Screens:**

1. DOT Drug Screen information can be found at:  
<https://clearinghouse.fmcsa.dot.gov/Learn>
2. Students' DOT Drug Screens must be completed, and a negative result must be received before they are able to operate a commercial vehicle.
  - a. External drug screens provided, not authorized by 160 Driving Academy, are subject to review and approval by 160 Driving Academy representatives.
3. Results of the DOT Drug Screen will be automatically sent to the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse.
  - a. If a student tests positive for any reason, per FMCSA guidelines they will need to attend a Substance Abuse Program prior to gaining employment in the trucking industry.
  - b. The results of the Drug Screen, if positive, will remain in the FMCSA Drug and Alcohol Clearinghouse until such time the student resolves their status.
  - c. The 160 Driving Academy has no responsibility or accountability for the results of the students' Drug Screen, FMCSA requirements or resolving the student's status, if any, in the FMCSA Drug and Alcohol Clearinghouse.

## **Dress Code**

### Footwear:

1. DOT rules and regulations always require proper footwear.
2. Shoes must be closed toe and fit securely (no flip flops, sandals, slippers, etc.) at all times.

### Clothing:

1. Long pants and long sleeve shirts are preferred (weather permitting).
2. Short sleeve shirts may be approved where heat is prevalent.
3. Shorts should not be worn but can be approved at the discretion of the lead instructor in the yard.
4. Shorts and pants should be worn around the waist with a belt for safety.
5. Casual properly fitting attire is welcome, but it must be appropriate.
  - a. Spaghetti strap shirts, short skirts, dresses, revealing clothing, clothing with offensive messaging or images, are prohibited.

### Accessories:

1. Loose garments and long/dangling jewelry are not allowed.
2. Optional pre-trip gloves can be worn (not provided by 160 Driving Academy).

### Weather:

1. Dress appropriately for the weather and class.
2. It is the student's responsibility to dress for heat, rain, cold, snow, etc.

- a. As in the industry, students will be out in all types of weather, and student must be prepared for it.

Hygiene:

1. Proper hygiene is required to participate in class. Students who violate this may be sent home.

Failure to abide by the dress code will result in immediate dismissal from class until an appropriate dress code is demonstrated.

## **Attendance Policy**

Regular class attendance is a necessity to complete the program, state, and FMCSA required hours for successful completion of any CDL program.

Arrive early and be ready to begin class at the scheduled time. If you are going to be late, you must notify the lead instructor or designated reporting person according to the yard expectations given to you at yard orientation.

*\_\_\_\_\_ If a student accrues unexcused absences totaling more than 10% of scheduled the course time for the course, student will face corrective action in form of an intervention. If unexcused attendance issues persist more than three days, the student will be dropped.*

*\_\_\_\_\_ Unexcused tardies will not be tolerated. 3 or more may lead to termination from the program. (A tardy is classified as being late to class or when returning from a break.)*

*\_\_\_\_\_ 160 will make every effort to provide remedial training for students who have missed class for valid reasons. Any student that requires make-up time or additional training time due to missing classes or failing will be placed in the next class – assuming available space and instructor availability.*

*\_\_\_\_\_ A student whose enrollment was terminated for violation of the attendance policy may not reenroll.*

*\_\_\_\_\_ All attendance, absences, tardy arrivals, and partial day absences will be tracked daily on 160 Driving Academy's Learning Management System.*

*\_\_\_\_\_ All absences and late arrivals must be approved by Lead Instructor ahead of time.*

*\_\_\_\_\_ Three "no-call, no-show" can lead to termination from the program. (A no-call-no-show is when a student makes no effort to contact the 160 Driving Academy branch representative or instructor ahead of time to inform them of an absence.)*

*\_\_\_\_\_ Leaves of Absence:*

- a. *Informal Leave of Absence = A student may be placed on a short leave of absence for up to 1 month total from last date of attendance.*
- b. *Formal Leave of Absence = A student may formally request, in writing, additional leave for up to an additional 5 months from the end of the 1st month of informal leave of absence.*

*\_\_\_\_\_ A written statement of the reason(s) leave of absence was requested and granted must be signed by the 160 Driving Academy admission advisor and student and will be placed in the student's permanent file.*

Initial: \_\_\_\_\_

\_\_\_\_ Student cannot be out of attendance more than 60 days. A student's enrollment in the program will be termination if the student fails to return as scheduled from an approved leave of absence or if the leave extends beyond 60 days from the last attendance date.

School records will clearly define the dates of the student's leave of absence.

## Testing Policy

**Student Notice:** As part of your program, you may be tested by the Ohio Bureau of Motor Vehicles or state authorized third-party examiner in three areas: Pre-Trip, Skills, and Road. If your program requires testing, 160 Driving Academy, **at its discretion**, will schedule **up to three** CDL tests on your behalf; however, only one paid fee may be included in your total tuition charges. You will be required to pay for any additional test fees directly to the examiner. 160 Driving Academy will coordinate the scheduling of any test attempts up to three.

No student made appointments will be honored unless directed by a 160 Driving Academy staff member to make. Canceled or No-Show tests WILL count as an "attempt" for the purposes of 3 maximum tests. If a test is canceled or no-show and 160 Driving Academy is charged for the test, student will forfeit the test fee included and will be required to pay all future scheduled attempts. Refresher programs do not include testing.

Our instructors over the course of your enrolled program will provide you with the training to successfully pass each of these exams; however, passing of the CDL exam is not guaranteed.

## Standards of Conduct Policy

Students are expected to respect both other students and 160 Driving Academy employees. A student will be asked to leave the class if there is verbal or physical abuse to any student or employee of 160 Driving Academy. Additional grounds for student dismissal include operating a 160 Driving Academy vehicle while under the influence of alcohol or drugs, bringing any weapons onto the premises, or engaging in any activity which could harm fellow students or 160 Driving Academy employees. A student may be asked to withdraw from the class if it is determined that he/she cannot safely operate a truck.

Students are not allowed to use a cell phone or other smart device while in classroom, range, or road training. Devices should only be used during breaks and lunch. Students will be asked to leave the class if they use these devices during learning time. 160 Driving Academy is committed to fostering a safe, productive learning environment.

**Sexual Misconduct:** Includes but is not limited to harassment, domestic and dating violence, sexual assault, exploitation, and stalking – and is prohibited at 160 Driving Academy. 160 Driving Academy encourages anyone experiencing sexual misconduct to notify 160 Staff immediately to ensure proper follow up. If you wish to speak confidentially about an incident of sexual misconduct, please contact the 160-leadership team at [hr@160drivingacademy.com](mailto:hr@160drivingacademy.com). 160 Driving Academy is legally obligated to investigate all reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report but will consider a request for

confidentiality and respect it to the extent possible. Students are required to report incidents of sexual misconduct that come to their attention.

**Cheating and Plagiarism:** Students that are caught cheating or having plagiarized will be subject to disciplinary action including academic expulsion.

Students dismissed for violating the Standards of Conduct Policy will not be considered for reinstatement.

## **Campus Security**

160 Driving Academy staff can, at their discretion, remove a student from class for class disruption, safety violations, disrespect to fellow classmates or 160 Driving Academy staff, perceived alcohol or drug-related behaviors, or any reason that the school deems fit.

## **Equipment Usage**

Students are prohibited at all times from operating any vehicles owned or rented by 160 Driving Academy (a "Vehicle") without the permission of an instructor employed by 160 Driving Academy or 160 Driving Academy represented liaison who is present in the yard or on the road at the time the Student desires to operate the vehicle (an "Instructor"). Student agrees that Student will not operate the Vehicle without the permission of an Instructor.

If a Student fails to obtain an Instructor's permission and operates a Vehicle without an Instructor's permission, that Student will be subject to termination from 160 Driving Academy's classes and program. 160 Driving Academy reserves the right to terminate or suspend the Student, at 160 Driving Academy's sole discretion. The student may be held liable for any damages caused by operating 160 Driving Academy fleet without authorization.

Students must have their driver's license, permit, and medical card on their person always to participate in yard training. Students may be asked to present these documents at any time including but not limited to at check in, after lunch, before getting in the driver seat of a tractor/trailer, etc. Students must enter and exit the truck with three (3) points of contact, facing the truck, as if climbing down a ladder. Failure to conduct entrance and exit from tractor in the above manner is an auto fail on the CDL skills exam. Students may not operate the truck in any higher gear than second gear in the yard. This is recognized as "idle speed". When practicing maneuvers the rule is to... GET OUT AND LOOK. Trucks must be kept clean. Anything brought into the truck must be taken out.

## **Medical Coverage/Student Accident Policy**

In the event of any student accident or incident, the student's personal medical insurance must serve as the primary coverage. If coverages from an external medical policy are necessary, 160 Driving Academy's student accident policy must be utilized prior to submitting any claims to the training location's auto or general liability carrier.

## Miscellaneous Student Expectations

In order to maintain the highest level of training quality review the additional student expectations below. Failure to adhere to these expectations may result in termination of program.

1. No social media posting is allowed during training hours including in the classroom, yard, or trucks.
  - a. Social media includes but is not limited to TikTok, Facebook, Snapchat, Instagram, YouTube, etc.
2. Smart glasses and similar wearable devices with cameras, recording capabilities, or augmented-reality features and not permitted on company premises. Examples include, but are not limited to, Apple Vision Pro, Meta Ray-Ban Smart Glasses, Google Glass, Snap Spectacles, or any wearable device with video, photo, or audio recording capability. These devices must not be worn, used, or activated anywhere on company property unless explicitly authorized by management.
3. No smoking around or near students or staff. If you must smoke, please be courteous and stay “down wind” of everyone.
4. Smoking may occur only during break times in the designated smoking area. NO smoking in or around trucks or trailers.
  - a. This applies to all smoking devices, including but not limited to cigarettes, vapes, cigars, e-cigarettes, etc.
5. No cigarette buttes on the ground - This is considered littering on company property and will not be tolerated.
6. No alcohol or illegal drug use is allowed on 160 company property or during training hours.
  - a. If any 160 employees have a concern that you may be under the influence, they have the authority to send you for a drug and alcohol screen. Failure to comply with a request for drug or alcohol screen will result in your dismissal.
  - b. If you are caught using alcohol or illegal drugs during training time, you will be dismissed from training permanently.
7. Absolutely no sleeping in the classroom, yard, or trucks.
8. Bullying, harassment, discrimination, verbal/physical altercations are not tolerated. No “horseplay”, arguing, fighting, or insulting other students or staff.
9. Unsafe acts will not be tolerated and will result in your immediate dismissal from the program.
  - a. Any intentional harm or abuse to 160 properties, will result in dismissal from the program and will void any refund.
10. No weapons of any kind are allowed on 160 properties including but not limited to the classroom, yard, or trucks.
11. If you are frustrated or unsure of how to practice, please take a break until you can get assistance from an instructor.
12. Park in designated areas as described by branch or yard staff.
13. Instructors have the final authority.
  - a. Any student who wished to discuss an issue can ask to receive a call from 160 management, but students must always and immediately comply with instructors’ requests while they wait to hear from 160 management, or they will be asked to leave the class or yard.

- b. Instructors speak loudly to ensure safe communication over the noise of the truck and yard.
- 14. Participation is required – ask questions, watch other students, listen to your instructors (even when they are helping other students). Study your pre-trip and quiz each other. The more focused you are, the better chance you have of graduating.
- 15. Students under contract with a carrier or employer are expected to report to their contracted carrier upon graduation. Failure to do so may result in negative financial and career consequences for drivers.

## **CALENDARS**

### **Class Schedule**

Standard classes start every Monday and begin at 8:00 AM local time and end at 4:30 PM local time. Alternative or additional class schedules may be available and will be described in the student’s enrollment agreement.

An example of a break scheduled for a Monday through Friday class is as follows:

1. One 15-minute break at 9:55 AM local time.
  - a. Morning break not to start more than 2.5 hours after start time if classes start at a different time than stated in section 6.2.
2. One 30-minute lunch at 12:00 PM local time.
  - a. Lunch break not to start more than 5 hours after start time if classes start at a different time than stated in section 6.2.
3. One 15-minute break at 2:55 PM local time.
  - a. Afternoon break not to start more than 2.5 hours after end of lunch time.

Alternative break schedules may may apply based on program schedule. Please see lead instructor for local break times.

### **Holidays and Closures**

160 Driving Academy is closed on the following holidays: New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas. If a holiday falls on a Monday, the first day of class will be on a Tuesday.

Our locations observe extended holiday closures between Thanksgiving and New Year's. We are typically closed the day before and after Thanksgiving. Additionally, we are typically closed for the full weeks of Christmas and New Year's to allow our team time to celebrate the season with their families. Regular operations resume immediately following the holiday period. Please reach out to the admission advisor to confirm the schedule if enrolling during this time.

Additional closure or changes to the regular school calendar may happen due to weather, state required closures, or other non-preventable events that would impact the health and safety of students and employees.

Any school days missed to a holiday or other closure will be rolled into the week following the scheduled completion date of the scheduled program as necessary to complete required program hours.

## School Class Start Calendar

### 160-Hour Class A CDL Academic Calendar

January 2026 - December 2026

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

## GRIEVANCE PROCEDURE

### Student Grievances and Complaints

Students who have complaints are first to share their concerns with 160 Driving Academy school officials. As a first step, students should contact 160 leadership with any complaints. Students can **email a written complaint to [customercare@160drivingacademy.com](mailto:customercare@160drivingacademy.com) or mail to 5990 W Touhy Ave, Niles, IL 60714**. An impartial representative of 160 Driving Academy will respond within 10 days. No adverse action will be taken against the complainant for registering the complaint.

A student or any member of the public may file a complaint about this institution with the Ohio Department of Public Safety, ATTN: Ohio Driver Training, by calling (614) 466-3524 or by

sending to: 1970 W Broad St, Columbus, OH 43223 and State Board of Career Colleges and Schools, by calling (614) 466-2752 or by sending to: 30 Board Street, 24th Floor, Suite 2481, Columbus, OH 43215-3138.

Any other student services or requirements can be obtained through the 160 Driving Academy admission advisor, student success manager, or lead instructor. These other services or requirements include, but are not limited to, assistance with coursework, job placement, preparation for testing with a state or third-party examiner, leave of absence requests, copies of student records, or any other student assistance that is required during training.

## ACADEMIC PROGRAMS

### Programs

**Class A CDL (Full Program):**

To prepare students to pass all examinations required to receive a Class A CDL. Students will be well versed in the General Knowledge, Combination Vehicles, and Air Brakes sections of the CDL manual. Additionally, students will be prepped to pass the Pre-Trip Inspection, Backing Skills, and Road Skills examinations in the yard. Upon completion of training, students will be prepared to take the necessary exam to obtain their Class A CDL. Students must complete meet proficiency according to the FMCSA Entry-Level Driver Training submission requirements.

Courses Offered in the Class A CDL (Full Program):

Course Number	Course Name	Course Hours			
		Lecture	Hands-On	Observation	Total
CDL A 101	Theory/Classroom	40	0	0	40
CDL A 102	Pre-Trip Inspection	0	20	30	50
CDL A 103	Range Skills	0	30	20	50
CDL A 104	Road Skills	0	10	10	20
<b>Total Course Hours</b>		<b>40</b>	<b>60</b>	<b>60</b>	<b>160</b>

**CDL A 101: Theory/Classroom**

*Course Description:*

In this hybrid-virtual, leader-led course, students will learn safety, best practices, and mechanical information needed to obtain a Commercial Learners Permit (CLP) while in the classroom. This course is conducted with a live virtual instructor. All students are issued a log-in for Zoom and Canvas to access the classroom session. The student will be given a welcome email upon enrollment with this and other information about arriving to class and expectations. Upon completion of the classroom curriculum a student will have a broad understanding of how to be a safe CDL driver and maintain good standing with his company and state regulators.

*Equipment:*

Students supply their own laptop or a laptop can be provided to students to use upon request.

*Pre-requisite:*

None

**CDL A 102: Pre-Trip Inspection**

*Course Description:*

Upon successful completion of the 160 virtual classroom training students enter the yard and practice all steps required to complete a thorough Commercial Motor Vehicle inspection. Topics covered include, but are not limited to inspection of steering, air brakes, fuel, electrical, heating, cooling, gauges, tire pressure and structural systems.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 101

**CDL A 103: Range Skills**

*Course Description:*

In this course, students will learn to safely shift and conduct various backing skills that may include straight line backing, offset backing, parallel parking, alley dock backing, front bumper stop, forward offset, and reverse offset backing.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 102

**CDL A 104: Road Skills**

*Course Description:*

In this course, instructors guide students through the best safety practices and maneuvers. With real hands-on road driving experience, students leave 160 Driving Academy with a complete understanding of how to safely drive and maneuver a commercial motor vehicle.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 103

**Class A CDL (Theory Only):**

To prepare students to pass all examinations required to be successfully submitted to the TPR for Range and Road. Students will be prepped to pass the Pre-Trip Inspection, Backing Skills, and Road Skills examinations in the yard.

Upon completion of training, students will be prepared to take the necessary exam to obtain their Class A Commercial Learners Permit. Students must complete meet proficiency according to the FMCSA Entry-Level Driver Training submission requirements.

Courses Offered in the Class A CDL (Theory Only) Program:

Course Number	Course Name	Course Hours			
		Lecture	Hands-On	Observation	Total

Initial: \_\_\_\_\_

CDL A 101	Theory/Classroom	40	0	0	40
<b>Total Course Hours</b>		<b>40</b>	<b>0</b>	<b>0</b>	<b>40</b>

*Course Description:*

In this hybrid-virtual, leader-led course, students will learn safety, best practices, and mechanical information needed to obtain a Commercial Learners Permit (CLP) while in the classroom. This course is conducted with a live virtual instructor. All students are issued a log-in for Zoom and Canvas to access the classroom session. The student will be given a welcome email upon enrollment with this and other information about arriving to class and expectations. Upon completion of the classroom curriculum a student will have a broad understanding of how to be a safe CDL driver and maintain good standing with his company and state regulators.

*Equipment:*

Students supply their own laptop or a laptop can be provided to students to use upon request.

*Pre-requisite:*

None

**Class A CDL (Range/Road Only):**

To prepare students to pass all examinations required to receive a Class A CDL. Students will be prepped to pass the Pre-Trip Inspection, Backing Skills, and Road Skills examinations in the yard. Upon completion of training, students will be prepared to take the necessary skills exam to obtain their Class A CDL. Students must complete meet proficiency according to the FMCSA Entry-Level Driver Training submission requirements.

Courses Offered in the Class A CDL (Range/Road Only) Program:

Course Number	Course Name	Course Hours			
		Lecture	Hands-On	Observation	Total
CDL A 102	Pre-Trip Inspection	0	20	30	50
CDL A 103	Range Skills	0	30	20	50
CDL A 104	Road Skills	0	10	10	20
<b>Total Course Hours</b>		<b>0</b>	<b>60</b>	<b>60</b>	<b>120</b>

**CDL A 102: Pre-Trip Inspection**

*Course Description:*

Upon successful completion of the 160 virtual classroom training students enter the yard and practice all steps required to complete a thorough Commercial Motor Vehicle inspection. Topics covered include, but are not limited to inspection of steering, air brakes, fuel, electrical, heating, cooling, gauges, tire pressure and structural systems.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Current Commercial Learners Permit and completion of ELDT Theory Course at another school and submission to the TPR for Theory.

### **CDL A 103: Range Skills**

*Course Description:*

In this course, students will learn to safely shift and conduct various backing skills that may include straight line backing, offset backing, parallel parking, alley dock backing, front bumper stop, forward offset, and reverse offset backing.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 102

### **CDL A 104: Road Skills**

*Course Description:*

In this course, instructors guide students through the best safety practices and maneuvers. With real hands-on road driving experience, students leave 160 Driving Academy with a complete understanding of how to safely drive and maneuver a commercial motor vehicle.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 103

### **Class A CDL (Refresher):**

To assist current CDL Class A holders refresh their skills in Pre-Trip Inspection, Backing Skills, and Road Skills. Upon completion of training, students will be prepared to gain employment in the trucking industry. Previous Class A holders who are exempt from FMCSA ELDT requirements may also attend this course on approval from Director of Student Success.

Courses Offered in the Class A CDL (Refresher) Program:

Course Number	Course Name	Course Hours			
		Lecture	Hands-On	Observation	Total
CDL A 102	Pre-Trip Inspection	5	10	5	<b>20</b>
CDL A 103	Range Skills	0	5	5	<b>10</b>
CDL A 104	Road Skills	0	5	5	<b>10</b>
<b>Total Course Hours</b>		<b>5</b>	<b>20</b>	<b>15</b>	<b>40</b>

### **CDL A 102: Pre-Trip Inspection**

*Course Description:*

Upon successful completion of the 160 virtual classroom training students enter the yard and practice all steps required to complete a thorough Commercial Motor Vehicle inspection. Topics covered include, but are not limited to inspection of steering, air brakes, fuel, electrical, heating, cooling, gauges, tire pressure and structural systems.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Current Commercial Learners Permit and completion of ELDT Theory Course at another school and submission to the TPR for Theory.

**CDL A 103: Range Skills**

*Course Description:*

In this course, students will learn to safely shift and conduct various backing skills that may include straight line backing, offset backing, parallel parking, alley dock backing, front bumper stop, forward offset, and reverse offset backing.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 102

**CDL A 104: Road Skills**

*Course Description:*

In this course, instructors guide students through the best safety practices and maneuvers. With real hands-on road driving experience, students leave 160 Driving Academy with a complete understanding of how to safely drive and maneuver a commercial motor vehicle.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 103

**Restriction Removal:**

To assist current CDL Class A holders remove a Restriction on their current, active CDL Class A and improve their skills in Pre-Trip Inspection, Backing Skills, and Road Skills.

Upon completion of training, students will be prepared to gain employment in the trucking industry. CDL Skills Exam will be coordinated on behalf of the student upon completion of the training (2 Total Program Hours are reserved for restriction removal testing and only 1 attempt is allowed within the program).

Courses Offered in the Restriction Removal Program:

Course Number	Course Name	Course Hours			
		Lecture	Hands-On	Observation	Total
CDL A 102	Pre-Trip Inspection	5	8	5	<b>18</b>
CDL A 103	Range Skills	0	5	5	<b>10</b>
CDL A 104	Road Skills	0	5	5	<b>10</b>
CDL Skills Exam	PT, Skills, Road	0	2	0	<b>2</b>
<b>Total Course Hours</b>		<b>5</b>	<b>20</b>	<b>15</b>	<b>40</b>

**CDL A 102: Pre-Trip Inspection**

*Course Description:*

Upon successful completion of the 160 virtual classroom training students enter the yard and practice all steps required to complete a thorough Commercial Motor Vehicle inspection. Topics covered include, but are not limited to inspection of

steering, air brakes, fuel, electrical, heating, cooling, gauges, tire pressure and structural systems.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Current Commercial Learners Permit and completion of ELDT Theory Course at another school and submission to the TPR for Theory.

**CDL A 103: Range Skills**

*Course Description:*

In this course, students will learn to safely shift and conduct various backing skills that may include straight line backing, offset backing, parallel parking, alley dock backing, front bumper stop, forward offset, and reverse offset backing.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 102

**CDL A 104: Road Skills**

*Course Description:*

In this course, instructors guide students through the best safety practices and maneuvers. With real hands-on road driving experience, students leave 160 Driving Academy with a complete understanding of how to safely drive and maneuver a commercial motor vehicle.

*Equipment:*

160 Driving Academy Tractors and Trailers

*Pre-requisite:*

Successful Completion of CDL A 103

**ELDT Hazmat Endorsement:**

To prepare students to pass all written examinations required to receive a Hazmat Endorsement. Upon completion of training, students will be prepared to take the necessary exams to obtain their CDL Hazmat Endorsement. Students must complete a minimum of 4 hours of training as part of this program and meet proficiency according to the FMCSA Entry-Level Driver Training submission requirements.

Courses offered in the Hazmat Endorsement Program:

Course Number	Course Name	Course Hours			
		Lecture	Hands-On	Observation	Total
HazMat	Theory/Classroom	2	2	0	4

*Course Description:*

In this hybrid-virtual, leader-led course, students will learn information needed to obtain a hazmat endorsement while in the classroom. This course is conducted with a live virtual instructor. All students are issued a log-in for Zoom and Canvas to access the classroom session. The student will be given a welcome email upon enrollment with this and other information about arriving to class and expectations. Upon completion of the classroom

curriculum a student will have a broad understanding of how maintain safe hazmat protocols.

*Equipment:*

Students supply their own laptop.

*Pre-requisite:*

Current Class A or B CDL

## Sample Overview of Curriculum

Below is a sample of the curriculum covered in the standard Class A CDL (Full Program).

	Day 1	Day 2	Day 3	Day 4	Day 5	Hours – 40
8 AM to 4:30 PM Unless otherwise stated on enrollment agreement	160 Orientation Section 1.0 Section 2.1 Section 2.2-2.3 Section 2.4-2.6 Section 2.7-2.8 Section 2.9-2.10	Section 2.11-2.14 Section 2.15-2.16 Section 2.17-2.19 Section 2.20-2.21 Section 2.22-2.24 Section 3.0 General Knowledge Quiz	Section 5.1 Section 5.2-5.3 Section 5.4 Air Brakes Test Section 6.1 Section 6.2 Section 6.3-6.4 Section 6.5 Combination Vehicles Test	FMCSA Regulations A1.1.1 Orientation A1.1.2 Control Systems and Dashboard A.1.1.3 Pre and Post-Trip Inspections A1.1.4 Basic Control A1.1.5 Shifting/Operating Transmissions A1.1.6 Backing and Docking A1.1.7 Coupling and Uncoupling A1.2.1 Visual Search A1.2.2 Communication A1.2.3 Distracted Driving A1.2.4 Speed Management A1.2.5 Space Management A1.2.6 Night Operation A1.2.7 Extreme Driving Conditions A1.3.1 Hazard Perception A1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies A1.3.3 Railroad-Highway Grade Crossings	A1.4.1 Identification and Diagnosis of Malfunctions A1.4.2 Roadside Inspections A1.4.3 Maintenance A1.5.1 Handling and Documenting Cargo A1.5.2 Environmental Compliance Issues A1.5.3 Hours of Service Requirements A1.5.4 Fatigue and Wellness Awareness A1.5.5 Post-Crash Procedures A1.5.6 External Communications A1.5.7 Whistleblower/Coercion A1.5.8 Trip Planning A1.5.9 Drugs/Alcohol A1.5.10 Medical Requirements	Theory - 40
8 AM to 4:30 PM Unless otherwise stated on enrollment agreement	Day 6 Pre-Trip	Day 7 Pre-Trip	Day 8 Shifting Bumper Stop Straight Line Backing Vehicle Controls Speed Management Space Management	Day 9 Shifting Bumper Stop Straight Line Backing Vehicle Controls Speed Management Space Management	Day 10 Shifting Bumper Stop Straight Line Backing Vehicle Controls Speed Management Space Management	Hours – 40 Range – 30* Road – 10*  *This will consist of BTW and Observation time
8 AM to 4:30 PM Unless otherwise stated on enrollment agreement	Day 11 Pre-Trip Off-Set Left Backing Off-Set Right Backing Speed Management Space Management Safe Driver Behavior	Day 12 Off-Set Left Backing Off-Set Right Backing Speed Management Space Management Safe Driver Behavior	Day 13 Off-Set Left Backing Off-Set Right Backing Speed Management Space Management Communication and Signaling Visual Search	Day 14 Off-Set Left Backing Off-Set Right Backing Speed Management Space Management Communication and Signaling Visual Search	Day 15 Off-Set Left Backing Off-Set Right Backing Speed Management Space Management Communication and Signaling Visual Search	Hours – 40 Range – 30* Road – 10*  *This will consist of BTW and Observation time
8 AM to 4:30 PM Unless otherwise stated on enrollment agreement	Day 16 Parallel Parking Blind Sight Parallel Parking Sight Side Hours of Service Requirements Hazard Perception Railroad-Highway Grade Crossing	Day 17 Parallel Parking Blind Sight Parallel Parking Sight Side Night Operation Extreme Driving Conditions Skid Control/Recovery, Jackknifing, and Other Emergencies	Day 18 Coupling and Uncoupling Night Operation Extreme Driving Conditions Skid Control/Recovery, Jackknifing, and Other Emergencies	Day 19 Coupling and Uncoupling Night Operation Extreme Driving Conditions Skid Control/Recovery, Jackknifing, and Other Emergencies	Day 20 Review	Hours – 40 Range – 25* Road – 15*  *This will consist of BTW and Observation time

\*\*\*Alternative programs will be set in similar structure and curriculum will be covered according to the program. Review Program section above for individual class breakdowns.

## ADDITIONAL INFORMATION

### Learning Management System and Student App

Students will be scored daily in the classroom and yard through 160 Driving Academy’s Learning Management System (LMS). Students will take real-time, leader-led quizzes in the

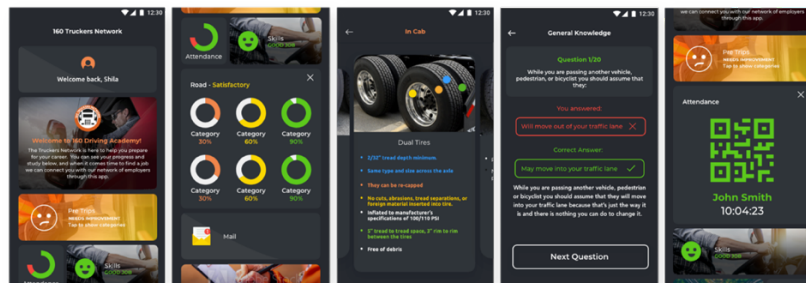
virtual classroom throughout the first 40 hours of classroom training and their attendance will be recorded. Each 160 Driving Academy yard instructor is equipped with a 160 Driving Academy tablet to score the student. During range and road training students will receive daily feedback and informal verbal quizzes. In addition, grades will be provided on student capability at the end of each week.

To assist students with their learning, 160 Driving Academy has developed the 160 Driving Academy Student App. This app is easily downloaded from the Google Play or Apple Store depending on the mobile device the student maintains. 160 Driving Academy staff can easily assist any student to download this app on their mobile device.

The app allows students:

1. See their daily attendance and daily performance scoring while they are in school.
2. Perform Practice tests and quizzes for pre-trip, general knowledge, air brakes and combination. **Students can take as many practice quizzes as they desire.**

**There is no cost for the app, and students can keep it on their mobile device for perpetuity.**



## Location Specific Information

### Columbus (Main Campus)

**Office Address**  
4668 Cemetery Rd  
Hilliard, OH 43026  
(380) 219-5160

**Branch Manager**  
Adrian Olsen

**Yard Address**  
1155 W Mound St  
Columbus, OH 43223

### Akron (Office Only Location)

**Office Address**  
1501 S Arlington St  
Akron, OH 44306  
(380) 249-8847

**Branch Manager**  
James Christoffel

### Cincinnati

**Office Address**  
410 Glendale Milford Rd  
Cincinnati, OH 45215

**Branch Manager**  
Joe Renois

**Yard Address**  
410 Glendale Milford Rd  
Cincinnati, OH 45215

Initial: \_\_\_\_\_

(513) 788-7160

**Office Address**

14037 Puritas Ave, Unit A-D  
Cleveland, OH 44135  
(216) 712-2405

**Cleveland**

**Branch Manager**

Denise Chuma

**Yard Address**

1077 Lake Rd  
Medina, OH 44256

**Dayton**

**Office Address**

2555 S. Dixie Dr, Suite 230  
Dayton, OH 45409  
(937) 606-3660

**Branch Manager**

Kecia Williams

**Yard Address**

4100 N Springboro Pike  
Maraine, OH 45439

**Toledo**

**Office Address**

572 W Dussel Dr  
Maumee, OH 43537  
(419) 518-6160

**Branch Manager**

Kathy Duran

**Yard Address**

6225 Benore Rd  
Toledo, OH 43612

\*Information updated as of this release, for current information please contact the admission advisor.

## STUDENT ACKNOWLEDGEMENT

### Acknowledgement of Receipt of Catalog

Prior to signing your enrollment agreement, you must be given a catalog or brochure, which you are encouraged to review prior to signing this agreement. These documents contain important policies for this institution.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Admission Advisor Signature

\_\_\_\_\_  
Date Signed

Initial: \_\_\_\_\_