



**DRIVING™**  
**ACADEMY**  
**TRUCK DRIVER TRAINING**

**Tennessee Course Catalog  
Commercial Driver's License**

*Last Edit: February 1, 2024*

## Contents

Corporate Officers and Regional Leader.....	3
Admission Requirements.....	3
Drug Screen and Physical Policy.....	4
Tuition and Fees.....	4
Scholarships.....	5
Payment.....	5
School Calendar and Class Schedule.....	5
Hours of Operation.....	7
Withdrawal and Refund Policy.....	7
TPR Submission.....	7
Dress Code.....	8
Transcripts.....	8
Attendance Policy.....	8
Progress Policy.....	9
Make-Up Work.....	10
Grading System.....	10
Academic Progress.....	10
Progress Reports.....	11
Graduation Requirements.....	11
Student Conduct Policy.....	11
Campus Security.....	12
Previous Credits.....	12
Grading Policy.....	12
Regulating Agency.....	12
Student Evaluations.....	12
Placement.....	12
Grievance Policy.....	13
Program Description and Outline.....	13
Location Specific Information.....	16

# 160 Driving Academy Mission

At the 160 Driving Academy, our mission is to provide a top-quality Commercial Driver’s License program to train students for careers in the fast-growing trucking industry. We work with over 30 partners in the trucking industry to assist our students in getting jobs after graduating from our four-week program.

## Corporate Officers and Regional Leaders

### Corporate Officers

Steve Gold, Owner & CEO  
Helkin Gonzalez, CFO  
Madeline Crider, Head of Schools

### Regional Leaders

Michelle Brown, General Manager  
Jamiel Jones, Regional Manager  
Michelle Foxx, Regional Administrator

## Policies and Procedures

### **1. Admission and Enrollment Policies**

#### **1.1 Enrollment Policies**

- 1.1.1 Students will go through a pre-enrollment interview with the branch manager
- 1.1.2 After the interview, the student will tour the institution with the branch manager
- 1.1.3 After the tour, the student will receive the course catalog, enrolment agreement, refund policies, and have time to go over all of the enrollment policies, paperwork, and ask any questions they may have.
- 1.1.4 Once the student has adequately reviewed the materials, they will then fill out the pre-enrollment agreement.
- 1.1.5 The student will then fill out the enrollment agreement. They also can get help filling out the paperwork from the branch manager if needed.
- 1.1.6 The student will then sign up for their start date and schedule their DOT physical and drug screen.

#### **1.2 Admission Policies**

- 1.2.1 Minimum age to enroll is 18, however the student must be 21 years old to obtain an interstate CDL in order to cross state lines.
- 1.2.2 Provide a copy of a valid Tennessee drivers license
- 1.2.3 Student must disclose any driving violations within last 2 years and criminal convictions within the last 5 years.

### **2. Drug Screen/ Physical Policy**

- 2.1 Students' physicals must be completed prior to obtaining their Commercial Learner's Permit.
- 2.2 The student's Drug Screen will be completed and a negative result must be received before they are able to operate a commercial vehicle.
- 2.3 The results of the Drug Screen will be automatically sent to the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse.
- 2.4 Each student must register and create an account in the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse by going to <https://clearinghouse.fmcsa.dot.gov/>.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 If either the physical or drug screen disqualify the student from the 160 Driving Academy program, they will be dropped from the program and will forfeit \$1,850.00 for any hours of classroom and yard training I completed plus any fees paid on my behalf by 160 Driving Academy to the medical provider or licensing office.

### 3. Tuition and Fees

- 3.1 Tuition Prices are outlined in sections 3.1.1 through 3.2.2
  - 3.1.1 Full Tuition price for **160 hours of training** - \$4995.00
- 3.2 Additional costs that are included in the tuition, but are nonrefundable if the student drops include the following:
  - 3.2.1 \$18.33 for books and supplies (\$13.84 for the Motor Carrier's Road Atlas and \$4.49 for JJ Keller Green Safety Regulations Book )
- 3.3 Additional costs that are the responsibility of the student are the following:
  - 3.3.1 Permit Fee - \$14.00
  - 3.3.2 Valid DOT Drug Screen and Physical: \$150
  - 3.3.3 CDL Testing Fee - \$84.00 per test section, after 2<sup>nd</sup> testing attempt the student is responsible for this fee.
- 3.4 160 Driving Academy will match the price of a local CDL school if a student provides proof of a cheaper rate. Once the proof is shown, 160 Driving Academy will charge this student our tuition rate less the competitor tuition cost. This discount is

only offered to students who pay in full prior to enrollment and pay with credit card or check.

**\*Notice: Prices in Section 3 may differ based on payment type and program sponsorship\***

#### 4. Scholarships

4.1 160 Driving Academy does not offer scholarships. Students can either self-pay for their tuition and fees or seek government and community grants to pay for a portion, or all, of their tuition and fees. More information about how to apply for government and community grants can be made available to the student by speaking with 160's branch manager.

#### 5. Payment

5.1 Full Payment is required at the time of enrollment. The tuition amount is defined in section 4.1.1 through 4.1.4

5.1.1 Payment can be made via debit card, credit card, check, or money order. 160 Driving Academy does not accept cash payments.

5.1.2 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.

5.1.3 Students who are seeking governmental funding or company sponsorship must complete their approval process before they will be enrolled into their respective program.

5.1.4 160 Driving Academy can place students on hold at any time during the program if the student fails to meet their payment obligations.

#### 6. School Calendar and Class Schedule

6.1 Classes start every Monday of every week, 52 weeks per year and run Monday through Friday for four weeks. Your class will start on \_\_\_\_\_ and end of \_\_\_\_\_. Class Begins at 8 AM, with one 15-minute break in the morning at 9:55am, a 30-minute lunch at 12pm, and one 15-minute break at 2:55pm in the afternoon. All classes end at 4:30 pm. The school 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. Any school days missed due to a holiday, will be rolled into the fifth week of study as necessary.

#### 7. Student Support

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

7.1 At all times the student is in the classroom, the branch manager will be on premise. They will be available for help with any technology issues, learning issues, etc. When the students are in the yard, there will be instructors on site with them to help with any issues. 160 Driving Academy also has a corporate team in Evanston, Illinois that is available at all times for student help. We have a tutoring team to help if students fall behind. We also have a centralized IT team to help with any computer issues, WIFI issues, etc. The corporate team is available for any and all student and staff support. Contact the branch manager if you need corporate support

	Day 1 Date____ Instructor____	Day 2 Date____ Instructor____	Day 3 Date____ Instructor____	Day 4 Date____ Instructor____	Day 5 Date____ Instructor____	Class, Yard, Road
A M	Classroom SOS Code 1: Orientation & CDL Permit Study	Classroom SOS Code 1: CDL Permit Study	Classroom SOS Codes: 21 & 22- CDL Log Book (Hours of Service)	Classroom SOS Codes: 17 & 18: DOT Test, Hazard Prevention, Night Operation, Extreme Conditions	Classroom SOS Codes: 2, 6 11,12,15: Control Systems, Shifting, Uncouple/ Couple Trailer	Class 36 Yard 2 Road 2 Total 40
P M	Classroom SOS Code 1: Orientation & CDL Permit Study	Classroom SOS Code 21 & 22: CDL Log Book (Hours of Service)	Classroom SOS Codes 21 & 22: CDL Log Book (Hours of Service)	Classroom SOS Codes 3 & 6: Pre/Post/ Enroute Trip Inspections, Shifting	Yard & Road SOS Codes: 6 & 7 Shifting, Straight Backing	
	Day 6 Date____ Instructor____	Day 7 Date____ Instructor____	Day 8 Date____ Instructor____	Day 9 Date____ Instructor____	Day 10 Date____ Instructor____	Class, Yard, Road
A M	Road SOS Code 6: Shifting	Road SOS Code 6: Shifting	Road SOS Codes 2,14,15,16: Turns, Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Road SOS Codes 2,14,15,16: Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Road SOS Codes: 2,14,15,16 Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Class 0 Yard 20 Road 20 Total 40
P M	Yard SOS Code 7: Straight Backing	Yard SOS Code 7: Straight Backing	Yard SOS Code 10: Backing 45° Angle	Yard SOS Code 10: Backing 45° Angle	Yard SOS Code 10: Backing 90° Angle	
	Day 11 Date____ Instructor____	Day 12 Date____ Instructor____	Day 13 Date____ Instructor____	Day 14 Date____ Instructor____	Day 15 Date____ Instructor____	Class, Yard, Road
A M	Road SOS Codes 2,14,15,16: Rural Control Systems, Visual Search, Vehicle Speed, Vehicle Space	Road SOS Codes 14-18: City- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 14-18: City- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 14-18: Highway- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 14-18: Highway- Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Class 0 Yard 20 Road 20 Total 40
P M	Yard SOS Code 10: Backing 90° Angle	Yard SOS Code 8: Backing Serpentine and Blindside	Yard SOS Code 8: Backing Serpentine and Blindside	Yard SOS Code 9: Backing Parallel Parking	Yard SOS Code 9: Backing Parallel Parking	
	Day 16 Date____ Instructor____	Day 17 Date____ Instructor____	Day 18 Date____ Instructor____	Day 19 Date____ Instructor____	Day 20 Date____ Instructor____	Class, Yard, Road
A M	Road SOS Codes 13-18: Basic Control, Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Codes 13-18: Basic Control, Visual Search, Vehicle Speed, Vehicle Space, Hazardous Conditions	Road SOS Code 23: Prepare for Secretary of State Skills Exam	Road SOS Code 23: Prepare for Secretary of State Skills Exam	Road & Yard SOS Code 23: Prepare for Secretary of State Skills Exam	Class 4 Yard 18 Road 18 Total 40
P M	Yard SOS Code 7-10: Backing- Straight, Parallel Park, Back & Dock	Yard SOS Code 7-10: Backing- Straight, Parallel Park, Back & Dock	Yard SOS Code 23: Prepare for Secretary of State Skills Exam	Yard SOS Code 23: Prepare for Secretary of State Skills Exam	Classroom SOS Code 19 & 20: Doubles, RR Crossing, Accident Reports, Ship Documents, Cargo Loads	

### 2023 Start Dates and Estimated End Dates

January 3, 2023- January 30, 2023  
 January 9, 2023- February 3, 2023  
 January 16, 2023- February 10, 2023  
 January 23, 2023- February 17, 2023

January 30, 2023- February 24, 2023  
 February 6, 2023- March 3, 2023  
 February 13, 2023- March 10, 2023  
 February 20, 2023- March 17, 2023  
 February 27, 2023- March 24 2023

March 6, 2023- March 31, 2023  
 March 13, 2023- April 7, 2023  
 March 20, 2023- April 14, 2023  
 March 27, 2023- April 21, 2023  
 April 3, 2023- April 28, 2023  
 April 10, 2023- May 5, 2023

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

April 17, 2023- May 12, 2023  
April 24, 2023- May 19, 2023  
May 1, 2023- May 26, 2023  
May 8, 2023- June 5, 2023  
May 15, 2023- June 12, 2023  
May 22, 2023- June 19, 2023  
May 30, 2023- June 26, 2023  
June 5, 2023- June 30, 2023  
June 12, 2023- July 10, 2023  
June 19, 2023- July 17, 2023  
June 26, 2023- July 24, 2023  
July 3, 2023- July 31, 2023  
July 10, 2023- August 4, 2023  
July 17, 2023- August 11, 2023

July 24, 2023- August 18, 2023  
July 31, 2023- August 25, 2023  
August 7, 2023- September 1, 2023  
August 14, 2023- September 11, 2023  
August 21, 2023- September 18, 2023  
August 28, 2023- September 25, 2023  
September 5, 2023- October 2, 2023  
September 11, 2023- October 6, 2023

September 18, 2023- October 13, 2023  
September 25, 2023- October 20, 2023  
October 2, 2023- October 27, 2023  
October 9, 2023- November 3, 2023  
October 16, 2023- November 10, 2023  
October 23, 2023- November 17, 2023  
October 30, 2023- November 27, 2023

## 8. **Normal Hours of Operation**

8.1 School Hours of Operation: Classes run Monday-Friday from 8:00 AM to 4:30 PM.

8.2 Class Schedules: Class Begins at 8 AM, with one 15-minute break in the morning at 9:55am, a 30-minute lunch at 12pm, and one 15-minute break at 2:55pm in the afternoon. All classes end at 4:30 pm.

## 9. **Withdrawal and Refund Policy**

9.1 All notices of withdrawal and refund requests must be provided in writing by the student and submitted to the local branch manager. Withdrawal notification and refund requests must include the students name, mailing address, signature, and students' intent to withdraw from the enrolled program.

9.2 Refunds will be issued within ten (10) business days from the request date, and the amount of the refund will be returned to the original payment method. Refund requests must be made within 60 days of withdrawal from the program.

9.3 Refunds will be processed only upon request of the student, and a refund request does not guarantee the issuance of the refund. The issuance of the refund is subject to the withdrawal and refund policy below:

9.4 160 Driving Academy Refund Policy is issued to an individual who has paid tuition and is based on the percentage of the four weeks they are enrolled for which they were charged and will be credited as follows:

9.4.1 Drop-out/ withdraw/ terminated by day 5 of class – 100% of tuition will be reimbursed

9.4.2 Drop-out/ withdraw/ terminated after week 1 – 75% of tuition paid will be reimbursed

9.4.3 Drop-out/ withdraw/ terminated after week 2 – 50% of tuition paid will be reimbursed

9.4.4 Drop-out/ withdraw/ terminated after week 3 – no reimbursement will be applied

9.4.5 If a student drops out/ withdraws/ or is terminated from the institution on or before the first day of class, or fails to begin classes, the refund shall equal the sum of all tuition paid.

9.5 A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods and services not delivered to or fully provided to the student. If the fee for the DOT Drug Screen and Physical

and/or the Class A Permit has been delivered and fully provided, the student will not be issued a refund.

9.6 If your tuition is underwritten by a government entity or commercial enterprise and it is “no cost” to you, you will have the responsibility to repay the full amount of the loan plus interest (if any) less the amount of any refund. Further, you may be entitled to only moneys not paid from federal student financial aid programs.

9.7 For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid.

9.8 The student’s last day of attendance shall be based on the below:

9.8.1 The date of expulsion notice if a student is expelled from the institution

9.8.2 The date the institution receives a written notice of withdrawal from a student

9.9 When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal, or: The date the student fails to return from an approved leave of absence.

## 10. **TPR Submission**

10.1 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.

10.2 Any student that attends 160 Driving Academy for theory must attend all 40 hours of classroom instruction and pass every mandatory quiz with an 80% or above grade percentage.

10.3 All students that require 160 Driving Academy for range and road 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 by 160 Driving Academy instructors BEFORE 160 Driving Academy can schedule the student for their CDL skills test.

10.4 160 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.

## 11. **Dress Code**

11.1 All students are required to wear shirts, shoes that securely fit (no flip flops), and pants at all times.

11.2 No clothing may contain offensive items or logos

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



12. **Transcript Request**

- 12.1 Should a student or employer require a transcript for verification of training, please direct all inquiries to your local office or by sending a request via email to [verifications@160drivingacademy.com](mailto:verifications@160drivingacademy.com)

13. **Attendance Policy**

- 13.1 The 160 Driving Academy requires 160 hours of training to attain a CDL, so regular class attendance is a necessity. 160 will make every effort to provide remedial training for students who have missed class for valid reasons, however if attendance issues persist for more than five days, the student will be dropped. 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.

- 13.2 If a student is absent more than 10% of scheduled the course time for the course, the student's enrollment in the course will be terminated. A student whose enrollment was terminated for violation of the attendance policy may not reenroll. Tardies will not be tolerated and 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. Attendance will be tracked daily on 160 Driving Academy's Learning Management System. Partial Day absences must be approved by lead instructor ahead of time. One "no-call-no-show" absence can lead to termination from the program. A no-call-no-show is when a student makes no effort to contact the Branch Manager (Acting Director) or instructor ahead of time to inform them of an absence. Tardies and partial absences will be recorded on the daily attendance sheet.

- 13.3 The branch manager may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the branch manager indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence or if the leave of absence extends beyond 30 days.

- 13.4 If a student goes over 175 hours of training, they must purchase an additional 16 hours of training at \$1200.

14. **Satisfactory Progress Policy**

- 14.1 A cumulative grade average of at least 80% on all classroom quizzes and a passing score on all behind the wheel skills 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.
- 14.2 **A terminated student** may apply for re-admission after 30 days have elapsed since termination. Students seeking re-admission into the Program must apply to the branch manager. Re-admission will be at the discretion of the branch manager.
- 14.3 **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 staff of the circumstances that led to absence in order to be reinstated in the program. If a student's leave of absence exceeds 30 calendar days, 160 will terminate the student and provide an appropriate refund.
- 14.4 **Withdrawal:** A student may withdraw by contacting school staff in writing. Otherwise, a student will be terminated and will be issued a refund based on their last day of recorded attendance.

15. **Make-Up Work**

- 15.1 No more than 5% of the total course time hours for a course may be made up. Make-up work shall:
- 15.1.1 Be supervised by an instructor approved for the class being made up
  - 15.1.2 Requires the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session
  - 15.1.3 Be completed within two weeks of the end of the grading period during which the absence occurred.

15.1.4 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; and be signed and dated by the student to acknowledge the make-up session.

16. **Grading and Marking System Used**

16.1 Students receive percentage scores on their classroom performance, and pass/fail grades on their yard skills and road skills based on each student's performance. The overall course classroom grade 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. Students must pass all required skills in the pre-trip, road, and yard portion of the training.

17. **Academic Progress**

17.1 All students must maintain satisfactory progress and an 80% grade average to remain enrolled in the classroom portion of the program. 160 Driving Academy defines satisfactory progress in terms of Academic Progress. Students are assessed on a daily basis and must make good progress on all quizzes. In the pre-trip, yard, and road skills, students are graded on a pass/fail system. Students must pass pre-trip, yard skills, and driving metrics in order to be considered as safe driver.

18. **Progress Reports**

18.1 Progress reports are reviewed weekly by the branch managers/school directors. Progress reports are maintained in the branch office of the school and are available to students upon request.

19. **Graduation Requirements**

19.1 Students must maintain an average of 80% or above on all classroom quizzes and practice tests, pass all behind the wheel skills, and all state examinations in order to receive a course certificate. A course Certificate of Completion will be granted upon successful completion of all training.

20. **Standards of Conduct Policy**

20.1 Students are expected to respect both other students and instructors. 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 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 employees. In addition, a

student may be asked to withdraw from the class if it is determined that he/she cannot safely operate a truck. Students dismissed for violating the Standards of Conduct Policy will not be considered for reinstatement.

20.2 **Sexual Misconduct:** 160 Driving Academy is committed to fostering a safe, productive learning environment. Title IX and our 160 policy prohibits discrimination on the basis of sex. Sexual misconduct - including harassment, domestic and dating violence, sexual assault, exploitation, and stalking - 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 [mcrider@160drivingacademy.com](mailto:mcrider@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.

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

21. **Campus Security Policy**

21.1 160 Driving Academy staff can, at their discretion, remove a student from class for class disruption, safety violations, disrespect to fellow classmates or 160 staff, perceived alcohol or drug-related behaviors, or for any reason that the school deems fit.

22. **Policy for Granting Previous Credits**

22.1 No previous credits for attending an alternative CDL school will be provided.

22.2 160 Driving Academy does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. If a student wishes to transfer out of 160, the student will need to contact all other schools to determine if 160 Driving Academy course hours will transfer to those institutions.

23. **Grading policies**

23.1 The overall course classroom grade 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. Students must pass all required skills in the pre-trip, road, and yard portion of the training.

24. **Regulating Agency**

24.1 160 Driving Academy adheres to all rules and regulations set forth by the Federal Department of Transportation and we are authorized to operate by the Tennessee Higher Education Commission.

25. **Student Evaluations**

25.1 Students will be evaluated throughout the program as follows

25.1.1 Permitting – During permit instruction, students will be provided daily quizzes on subject matter and permitting requirements.

25.1.2 Range and Behind the Wheel – 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.

26. **School Placement Assistance Policy**

26.1 Upon receiving their CDL, students can ask the 160 Branch Manager for 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 verifying the student’s training and graduation, and putting the student in contract with recruiters at various carriers in the trucking industry.

27. **Student Grievances and Complaints**

27.1 Students who have complaints are first to share their concerns with 160 Driving Academy school officials. As a first step, students should contact Madeline Crider, Director of HR, with any complaints. Students will submit a written complaint to Madeline Crider, mcrider@160drivingacademy.com, an impartial representative, which 160 Driving Academy will respond within 10 days. No adverse action will be taken against the complainant for registering the complaint. Students can also contact The Tennessee Higher Education Commission at (615) 741-5293, 312 Rosa L. Park Avenue, 9th Floor, Nashville, TN 37243-1102. Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

27.2 **\*\*Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.**

**Programs**

28. **Program Title: Class A CDL**

28.1 **Description:** 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 Road Skills, Yard skills, and Pre-trip examinations in the yard.

Upon completion of training and successful examination, students will be prepared to take the necessary exam to obtain their Class A CDL. Graduates of this course will be able to work for trucking companies, bus companies, and any other private or government requiring a Class A CDL. Some typical jobs for graduates include tractor trailer driver, bus driver, and garbage truck drivers.

29. **Length of Time Required for Completion of the Course**

29.1 Students must complete a minimum of 160 hours of training to obtain their Class A CDL

30. **Type of Certificate, Diploma, or Degree Awarded**

30.1 Students receive 160's certificate of completion upon completion of training.

31. **Courses Offered**

Course Number	Course Name	Course Time Hours
		Lec/Lab/Total
CDL A 101	CDL A General Knowledge, Combination Vehicles, and Air Brakes	40/ 0 / 40
CDL A 102	Pre-Trip	5 / 25 / 30
CDL A 103	Yard Skills	0 / 45 / 45
CDL A 104	Road Skills	0 / 45 / 45
Total Course Time Hours		45/115/160

**A SYNOPSIS OF EACH COURSE OFFERED**

32. **CDL A 101: CDL A General Knowledge, Combination Vehicles, and Air Brakes – 40 hours lecture via 160 Driving Academy's Virtual Classroom training, 0 hours**

32.1 **Description:** In this hybrid- virtual, leader-led course, students will learn safety, best practices, and mechanical information needed to obtain a CDL A driver's permit (Commercial Learners Permit or CLP) while in the classroom. This course is conducted with a live virtual instructor. All students are issued a 160 Driving Academy laptop, along with 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. Students will also have access to laptops, headphones, Wi-fi, The

Motor Carrier Atlas, Federal Motor Carrier Pocketbook, and the Overview of 160's program.

Equipment:

Laptops will be given to students to use.

Pre-requisite:

None

33. **CDL A 102: Pre-trip – 0 hours lecture, 30 hours lab**

33.1 **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:

CDL A 101

34. **CDL A 103: Yard Skills –0 hours lecture, 45 hours lab**

34.1 **Description:** In this course, students learn to safely shift, back, parallel park, and offset a Commercial Motor Vehicle.

Equipment:

160 Driving Academy tractors and trailers.

Pre-requisite:

CDL A 102

35. **CDL A 104: Road Skills – 0 hours lecture, 45 hours lab**

35.1 **Description:** In this course, instructors guide students through the best safety practices and maneuvers. With real hands-on road driving experience, students leave the 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:

CDL A 103

**True and Correct Statement**

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

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Steve Gold, Founder

### **Location Specific Information**

**Nashville**

**Office Address**

**Yard Address**

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



3101 Clarksville Pike, Suite 8  
Nashville, TN 37218  
(615) 471-6066

399A Old Hickory Blvd  
Old Hickory, TN 37138

**Branch Manager/School Director**

Jeremy Townsend

**Equipment**

- 2016 International, VIN #: 3HSDJSNR7GN455762
- 2017 International, VIN #: 3HCDJSNR6HL480483
- 2017 International, VIN #: 3HCDJSNR0HL480611
- 2017 Freightliner, Vin #: 3AKGGLDR6HDHY8561
- 2015 Freightliner, VIN #: 3HSDJAPR8FN709629
- 2013 Kenworth, VIN#: 1XKADP9X0DJ353778
- 1980 Freuhauf, VIN #: MEV652198

**Memphis**

**Office Address**

6747 E Shelby Dr  
Memphis, TN 38141  
(901) 203-5530

**Yard Address**

5641 Pidgeon Roost Rd  
Memphis, TN 38118

**Branch Manager/School Director**

Gabrielle Turnage

**Equipment**

- 2014 International, VIN #: 3HSDJAPR6EN784991
- 2014 International, VIN #: 3HSDJAPR8EN785009
- 2017 International, VIN #: 3HSDJSNR5HN277755
- 2017 International, VIN #: 3HCDJSNR5HL278234
- 2015 Freightliner, VIN #: 3AKJGLD57FSGC3304
- 2016 Volvo, VIN #: 4V4NC9DG9GN940209
- 2017 International, VIN #: 3HSDJAPR1HN473568
- 2013 Volvo, VIN #: 4V4NC9EJ6DN566244
- 2002 Great Dane, VIN #: 1GRAA96232B081703
- 1984 Great Dane, VIN #: 1GRAA9621ES079601

**Chattanooga**

**Office Address**

5896 Brainerd Rd  
Chattanooga, TN 37411  
(423) 830-1600

**Yard Address**

4170 South Creek Road  
Chattanooga, Tennessee 37406

**Branch Manager/School Director**

**Instructors**

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

Michelle Rockholt

**Equipment**

- 2016 Volvo, VIN #: 4V4NC9TH2GN955922
- 2016 Volvo, VIN #: 4V4NC9DG8GN940217
- 2015 Volvo, VIN #: 4V4NC9EH3FN931558
- 2016 Freightliner, VIN #: 3AKJGLD6XGSHC4508
- 2001 Great Dane, VIN #: 1GRAA96251S016513
- 2006 Utility, VIN #: 1UYVS25346U818316
- 2001 Great Dane, VIN #: 1GRAA06261B038922
- 2004 Wabash, Vin #: 1JJV532W84L870987

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