

Ohio Course Catalog Commercial Driver's License

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Corporate Officers and Regional Leader3
Admission Requirements3
Drug Screen and Physical Policy3
Tuition and Fees4
Scholarships4
Payment4
School Calendar and Class Schedule5
Hours of Operation6
Withdrawal and Refund Policy6
TPR Submission6
Dress Code7
Transcripts7
Attendance Policy7
Progress Policy8
Make-Up Work9
Grading System9
Academic Progress9
Progress Reports10
Graduation Requirements10
Student Conduct Policy10
Campus Security11
Previous Credits11
Grading Policy11
Regulating Agency11
Student Evaluations11
Placement11
Grievance Policy12
Program Description and Outline12
Location Specific Information15

160 Driving Academy Mission

The 160 Driving Academy ("160") was founded by Steve Gold in July 2012 in Peoria, Illinois. The vision of the company was to provide the highest quality and safest CDL training capability in the Unites States in a highly structured and professional environment. Steve also wanted to connect those who were unemployed or underemployed with the truck driving industry and bring high paying truck driving wages to individual looking to increase their earning potential. As the Company grew, the Company's vision increased to include providing the highest quality engagement for adult learners through 160's training program and curriculum. The Company brought in leaders from Teach for America to improve the quality and experience of the program as well as leveraging teaching techniques typically not found in traditional CDL training programs. Further, the 160 Driving Academy established relationships with trucking companies in the country to provide highly trained drivers for immediate employment opportunities. By 2025, 160 plans to have over 170 school locations and train over 50,000 students in the calendar year through its CDL training school system.

Corporate Officers and Regional Leaders

<u>Corporate Officers</u> Steve Gold, Owner & CEO Helkin Gonzalez, CFO Karolina Wielgosz, VP of Schools Michelle Brown, Director of Operations <u>Regional Leaders</u> Ewelina Janik, School Director

Policies and Procedures

1. Admission Requirements

- 1.1 Students must be at least 18 years of age
- 1.2 Students must possess a valid driver's license

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 <u>https://clearinghouse.fmcsa.dot.gov/</u>.
- 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 <u>160 hours of training</u> \$7,000.00
- 3.2 Additional costs that are the responsibility of the student include the following:
 - 3.2.1 Permit Fee \$28.50
 - 3.2.2 CDL Testing Fee \$115.00 per attempt
 - 3.2.3 Physical and Drug Screen \$150.00

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. 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, 4th 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.

	Day 1 Date Instructor	Day 2 Date Instructor	Day 3 DateInstructor	Day 4 DateInstructor	Day 5 DateInstructor	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 <u>Road 2</u> 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 <u>Road 20</u>
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	Total 40
	Day 11 Date Instructor	Day 12 Date Instructor	Day 13 DateInstructor	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 SkillsExam	Road & Yard SOS Code 23: Prepare for Secretary of State Skills Exam	Class 4 Yard 18 <u>Road 18</u> 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 SkillsExam	Classroom SOS Code 19 & 20: Doubles, RR Crossing, Accident Reports, Ship Documents, Cargo Loads	

7. Normal Hours of Operation

- 7.1 School Hours of Operation: Classes run Monday-Friday from 8:00 AM to 4:30 PM.
- 7.2 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.

8. Withdrawal and Refund Policy

- 8.1 All notices of withdrawal and refund requests should be provided in writing by the student and submitted to the local branch manager. Withdrawal notifications and refund requests must include the students name, mailing address, signature, and student's intent to withdraw from the enrolled program.
- 8.2 Refunds will be issued within 10 business days from the request date.
- 8.3 Refunds will be issued back in the original payment method.
- 8.4 Refunds will only be processed upon request from the student, and a refund request does not guarantee the issuance of the refund. The issuance of the refund is subject to the refund policy below.
- 8.5 Refund requests must be made within 60 days of the withdrawal date.

If cancelled within 5 business days,	100% of tuition will be reimbursed	
before class starts		
Before 15% of program is completed	75% of tuition will be reimbursed	
Before 25% of program is completed	50% of tuition will be reimbursed	
Before 40% of program is completed	25% of tuition will be reimbursed	
After 40% of program is completed	No reimbursement will be applied	

9. TPR Submission

- 9.1 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.
- 9.2 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.
- 9.3 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.

9.4 160 Driving Academy reserves the right to cancel TPR Submission for noncompliant 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.

10. Dress Code

- 10.1 All students are required to wear shirts, shoes that securely fit (no flip flops), and pants at all times.
- 10.2 No clothing may contain offensive items or logos
- 10.3 Failure to abide by the dress code will result in immediate dismissal from class until an appropriate dress code is demonstrated.

11. Transcript Request

11.1 Should a student need a graduation certificate or transcript, please contact your local office directly. If an employer is requesting a transcript, please have employer send a request to <u>studentverifications@160drivingacademy.com</u>

12. Attendance Policy

- 12.1 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.
- 12.2 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.

- 12.3 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.
 - 12.4 If a student goes over 175 hours of training, they must purchase an additional 16 hours of training at \$1200.

13. Satisfactory Progress Policy

- 13.1 A cumulative grade average of at least 80% on all classroom guizzes 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.
- 13.2 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.
- 13.3 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.

13.4 **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.

14. Make-Up Work

- 14.1 No more than 5% of the total course time hours for a course may be made up. Make-up work shall:
 - 14.1.1 Be supervised by an instructor approved for the class being made up
 - 14.1.2 Requires the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session
 - 14.1.3 Be completed within two weeks of the end of the grading period during which the absence occurred.
 - 14.1.4 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.

15. Grading and Marking System Used

15.1 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.

16. Academic Progress

16.1 All students must maintain satisfactory progress and an80% 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.

17. Progress Reports

17.1 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.

18. Graduation Requirements

18.1 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. If a student does not pass the CDL exam, they will not graduate and will not receive a certificate of completion.

19. Standards of Conduct Policy

- 19.1 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.
- 19.2 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 customercare@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.
- 19.3 **Cheating and Plagiarism**: Students that are caught cheating or having plagiarized will be subject to disciplinary action including academic expulsion.

20. Campus Security Policy

20.1 160 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.

21. Policy for Granting Previous Credits

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

22. Grading policies

22.1 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.

23. Regulating Agency

23.1 160 Driving Academy adheres to all rules and regulations set forth by the Federal Department of Transportation and we are authorized to operate by the Ohio Driver Training Program Office.

24. Student Evaluations

- 24.1 Students will be evaluated throughout the program as follows
 - 24.1.1 Permitting During permit instruction, students will be provided daily quizzes on subject matter and permitting requirements.
 - 24.1.2 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.

25. School Placement Assistance Policy

25.1 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.

26. Student Grievances and Complaints

26.1 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 will submit a written complaint to customercare@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. As a last resort, after the student has submitted the compliant to the school and it is still not resolved, students can also contact:

Ohio Department of Public Safety Attn: Ohio Driver Training 1970 W Broad St, Columbus, OH 43223 (614) 466-3524

Programs

27. Program Title: Class A CDL

27.1 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.

28. Length of Time Required for Completion of the Course

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

29. Type of Certificate, Diploma, or Degree Awarded

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

30. Courses Offered

Course Number	Course Name	Course Time Hours
		Lec/Lab/Total

CDL A 101	CDL A General Knowledge,	40/0/40
	Combination Vehicles, and Air	
	Brakes	
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

31. <u>CDL A 101: CDL A General Knowledge, Combination Vehicles, and Air Brakes – 40</u> hours lecture via 160 Driving Academy's Virtual Classroom training, 0 hours

31.1 <u>Description:</u> 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.

Equipment:

Laptops will be given to students to use.

Pre-requisite:

None

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

32.1 <u>Description</u>: 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

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

33.1 <u>Description</u>: 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

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

34.1 <u>Description:</u> 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

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

Shu j. Ch

Steve Gold, Founder

Location Specific Information Akron

Office Address

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

Branch Manager Lisa Whitten

Yard Address 1077 Lake Rd Medina, OH 44256

<u>Cincinnati</u>

Office Address

4439 Reading Rd Cincinnati, OH 45229 (513) 788-7160

Branch Manager Joe Renois

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

Branch Manager Denise Chuma

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

Branch Manager Zachery Brunney

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

Branch Manager TBD Yard Address 1320 Tennessee Ave Cincinnati, OH 45229

Cleveland

Yard Address 7840 Wire Ave Cleveland, OH 44105

<u>Columbus</u>

Yard Address 1155 W Mound St Columbus, OH 43223

Dayton

Yard Address 4100 N Springboro Pike Maraine, OH 45439

<u>Toledo</u>

Office Address 4024 N Holland Sylvania Rd, Unit 4 Toledo, OH 43623 (419) 518-6160

Branch Manager Katherine Davis Yard Address 6225 Benore Rd Toledo, OH 43612