



## **School Catalog**

AUGUST 1, 2020

volume 1

1911 E. Brooks Rd

Memphis, TN 38116

901-431-9700

901-210-7975

**Future Truck Drivers of America, LLC**

[www.futuretruckdriversofamerica@gmail.com](mailto:www.futuretruckdriversofamerica@gmail.com)

Website: [www.futuretruckdriversofamerica.com](http://www.futuretruckdriversofamerica.com)

THE ROAD TO YOUR FUTURE

# **Table of Content**

Page- 2 Faculty

Page- 2 Authorized By THEC

Page-2 Disclosure Regarding the ability to transfer credit

Page-2 Owner/Instructor

Page- 4 Enrollment Procedures and Admission Policy

Page- 5 Attendance Policy

Page- 5 Student Behavior and Conduct

Page- 6 Progress Reporting

Page- 7 Tuition and Fees

Page- 7 School Curriculum and Course

Page- 12 Graduation Requirements

Page- 8 Job Placement Assistance

Page- 9 Facilities, Training Equipment, And Staff

Page- 10 Refund and Cancellation Policy

Page- 11 Student Complaints / Grievance Procedure

Page- 12 Calendar

## FACULTY:

Owner/Director /Instructor

George Quinn has been a Director and an Instructor for Swift Driving Academy. He has been training and teaching commercial entry-level drivers for 30 years and has 32 years of driving experience.

## Authorized By THEC

**Future Truck Drivers of America LLC** is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

### Disclosure regarding the ability to transfer credit

FUTURE TRUCK DRIVERS of AMERICA LLC is a special purpose institution. The purpose of our mission is to provide all qualified students with the skills knowledge to obtain their class A, CDL license. Offering 31 years of experience in the trucking industry. Sharing experience with the students to help them prepare for their new careers within the trucking industry. Student should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credit transfer is solely up to the receiving institution. Any student Interested in transferring credit hours should check with the receiving institution directly to Determine to what extent, if any, credit hours can be transferred.

FUTURE TRUCK DRIVERS of AMERICA LLC do not accept hours or credits that a student earned at another intuition.

## **FUTURE TRUCK DRIVERS OF AMERICA, LLC**

### **OWNER AND INSTRUCTOR**

1911 E. Brooks Rd.

Memphis TN 38116

901-431-9700 Office

901-210-7975 Mobile

[www.futuretruckdriversofamerica@gmail.com](mailto:www.futuretruckdriversofamerica@gmail.com)

Website: [www.futuretruckdriversofamerica.com](http://www.futuretruckdriversofamerica.com)

## **Future Truck Drivers of America, LLC**

Our mission is to provide all qualified students with the skills and knowledge to obtain their Class A CDL license. Offering 31 years of experience in the trucking industry. Sharing experience with students helps them prepare for their new careers within the trucking industry.

### **ENROLLMENT PROCEDURES AND ADMISSION POLICY**

Policy student's enrollment criteria are as follows:

All admissions must be 21 years of age to enroll in the school.

- Need to have been licensed for the past three years within the United States.
- Must have a High School Diploma or GED.
- Must have the fundamental skills to read, write and speak the English language as per F.M.C.S.R.
- Must be able to understand highway traffic signs and signals
- Must be able to make entries on reports and records
- Must be a lawful permanent resident of the United States
- Must have an original or certified copy of a birth certificate.
- Must obtain a five-year MVR with no convictions in the past 3 years of any of the following: DUI, Refusal to take a drug or alcohol test, hit and run, leaving the scene of an accident, or careless/reckless driving. FMCSA Part 382 Regulations: A Drug and Alcohol Test is required if Commercial Driver's License are required to operate a vehicle.
- No DUI in the past 5 years or more than two DUI's in a lifetime

Students may not pay for the program more than ten business days before the start of the program.

All Students will be required to take and pass a DOT physical and drug screen on their first day of class.

All students must meet the United States Department of Transportation's physical qualifications as stated in Section 391 of the Federal Motor Carrier Safety Regulation Handbook. Students are required to disclose contagious diseases. Once these requirements are met, upon acceptance, the applicant will then need to complete the enrollment agreement and provide payment for tuition.

Student's license is not currently suspended, canceled or revoked in the State of Tennessee or any other state.

**Monday-Friday 6 am – 4 pm This program is three (3) weeks.**

**Traffic:** Anyone of the following conditions may be cause for non-admittance:

- More than one at-fault accident in the past three years
- If your current license is currently suspended, canceled or revoked in the state of Tennessee or any other state.
- More than one careless and or reckless driving conviction in the past three years.
- Any alcohol / drug-related violations in a motor vehicle in the last five years.
- More than three moving violations in the last three years

**Criminal:**

Any one of the following conditions may be cause for non-admittance:

- A felony criminal record in the past seven years.
- A misdemeanor record in the past 12 months.
- Parole or restricted probation

**Attendance / policy**

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Future Truck Drivers of America, LLC. It is the student's responsibility to arrive for classes on time, return from breaks on time and remain in class until dismissed.

- Attendance is monitored daily by the instructor.
- Attendance will be documented in quarter-hour increments for late arrivals and early departures.
- Each student is required to sign in when arriving and sign out when leaving.
- All signatures must be legible and in ink only. Sign-in sheets become the official source document for recording attendance. No alteration may be made on the attendance record.

Student must attend all classes; however student may miss up to 2 classes, but each absence must be made up within 7 days of the miss classes student must immediately contact the instructor to schedule the makeup section.

If student late or absent they will receive a right up a combination of any 3 will be notified and terminated.

**Student Behavior and Conduct/**

Future Truck Drivers of America, LLC provides quality career training for those students desiring to learn how to operate a Class A vehicle in a proper and safe manner. Students are expected to begin their professionalism from the moment they arrive on day one. Respecting fellow students, instructors, and the administrative staff will facilitate a positive learning environment for all involved.

The use of any illegal drug or controlled substance while attending Future Truck Driver of America LLC on or off-campus will not be tolerated. If the student tests positive for any of the substances tested, that will be cause for immediate dismissal. Drug and alcohol testing will be determined by the director, testing will be done at a medical facility at the expense of Future Truck Drivers of America, LLC.

**Disruptive behavior.**

- Tardiness
- Excessive Absent
- Using a cell phone in the classroom or in the truck, only permitted on breaks
- Undisciplined talking in class
- Sleeping in class
- Negative attitudes
- Coming to school under the influence of alcohol or other drugs
- Verbal threats or violent or unruly behavior
- No bullying or derogatory remarks about other students or faculty

Possession of firearms, incendiary devices, explosives, articles, or substances used as weapons or means of disruption of legitimate schools functions, activities, assemblies or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the school community are **absolutely prohibited**. Cheating, copying the work of another student, falsifying homework assignments, and any other variation of academic dishonesty is prohibited.

Future Truck Drives of America LLC will not tolerate any of the above-mentioned items. If a student engages in disruptive behavior, the student will receive a write-up. If the student receives three (3) write-ups, the students will be dismissed from the institution.

**Satisfactory Progress Standards**

Each student must meet the following academic requirements in order to successfully complete their program. This program is 160 clock hours to complete the program.

- Each student must maintain an average of 80% for each section of their training throughout the program.
- If the student fails to make satisfactory academic progress, he or she will be terminated.

A progress report is issued to each student at the completion of each phase of training.

**Progress Reporting**

Student grades are assigned, posted and recorded at the completion of each area. Students may obtain a copy of their grades from the Student Records. Grades “D”, “F”, or “I”, is not considered passing. The grade system is percentage grading from 0 to 100 percent.

The following marks reflect the student’s work:

- A 93-100
- B 86-92
- C 85-80
- D 79-70
- F 0-69
- I Incomplete
- W Withdrawal

Students are required to obtain an 80% or better in their CDL program test and must complete their training with Future Truck Drivers of America, LLC with 80% or better to graduate and complete their course.

The mark “I” signifies that work in a course is incomplete because of illness or circumstances beyond the control of the student or because an instructor feels further evaluation is needed before the grade can be determined.

The mark of “W” signifies withdrawal from an area of instruction and is given when a student officially withdraws from this area. Credit is not given for classes students have not completed at the time of withdrawal.

*160 HOUR CLASS A CDL TUITION \$6500.00*

*All incoming students must be able to pass the required USDOT drug screen and either have or obtain a USDOT Medical Card. We will be happy to assist incoming students by directing them to designated approved testing facilities here locally. These are additional things for the required testing and reports needed prior to starting school the institution does not give permit classes.*

*The following expense that the student will be responsible for.*

- *USDOT Medical Exam/Physical & Drug Screen. Cost \$106.00*
- *Motor Vehicle Report (MVR) 7 years if necessary. Cost \$ 5.00*
- *A student must have class A CDL Permit upon arriving at school.*
- *Class A CDL License obtained at the DMV after passing the CDL exam. Cost \$46.00*
- *Daily food expenses (we have vending machines and a refrigerator for students to use if they choose to bring their lunch with them)*

**Tuition/Additional Fees Total: \$ 6657.00**

***FUTURE TRUCK DRIVERS OF AMERICA, LLC***

*Will only allow 2 CDL tests per student*

***SCHOOL TRAINING HOURS/ Monday-Friday -6:00 AM to 4:00 PM***

***THIS IS A CDL TRAINING PROGRAM***

***Curriculum 3-week course 160 Contact hours***

*New classes begin on Monday. The classes are from Monday through Friday.*

**Week:1**

The program conscience of 10 lessons

- A. *Drug Screens, D O T Physicals Contracts. Qualifying Paperwork, Policies, and Procedures.*
- B. *General Knowledge, air brakes, Logs, Map reading Trip-Plan*
- C. *Range Training, (Pre-Trip Inspection, Basic Skills.*
- D. *Pre-Trip Inspection – this is done every day of training. Straight-line Backing,90 Degree Alley back, offset back – left & right, Coupling and Uncoupling, Sliding Fifth Wheel and Sliding-Tandems,*
- E. *Pre-Trip Inspection, Basic Skills.*

## Week: 2

### **Range Training**

*Our range training will allow our students to have hands-on training with both trucks and trailers yard training facility. Subjects of study include but are not limited to the following:*

- A. *Pre-Trip Inspection – this is done every day of training*
- B. *Straight-line Backing*
- C. *90 Degree Angle back*
- D. *Offset back – left & right*
- E. *Coupling and Uncoupling*
- F. *Sliding Fifth Wheel and Tandems*
- G. *Homework...Pre-Trip Inspection*

## Week: 3

### **Road Training**

*The third part of the training will involve driving on all types of roads, such as highways, cities, rural. This will help our students gain confidence in their driving abilities in different driving settings. These last 50 hours will be split between road training and range training for added behind the wheel time to prepare for the CDL test.*

***Subjects of study will include but not limited to the following.***

- A. *Shifting or (Automatic)*
- B. *Highway Driving*
- C. *City Driving*
- D. *Right and Left Turns*
- E. *Safety Procedures, Space and Speed Management*
- F. *Defensive Driving Techniques, Extreme Driving Conditions, Emergency Maneuvers*
- G. *Logbook, and Trip Planning.*
- H. *90 Degree Alley Dock.*

### **Graduation Requirements**

*In order to graduate, students must meet the following criteria:*

- *Obtain an overall average of 80% or above*
- *Complete a minimum of 160 hours*
- *Pass the CDL skills and road test*

### **Job Placement Assistance Services**

Everyone here at **Future Truck Drivers of America LLC** is happy that you have considered a career in the Transportation Industry. We are here to assist you with obtaining the skills and knowledge, you will need to get your Class A CDL license as well as aiding you in job placement. During your time here at our school, we will make every effort to provide you with a realistic understanding of the nature of the trucking industry to better allow you to make the proper career choices after you graduate. Choosing the right



type of trucking position does require serious consideration. It has great benefits but will impact your lifestyle and time with your family. It is important that you take all these factors into consideration when applying for driving positions. Our staff here at Future Truck Drivers of America, LLC has years of experience in all aspects of the trucking industry and look forward to helping you any way possible to get you on the road to start a rewarding new career in the transportation industry.

**Please note**, we cannot guarantee anyone a job, but we will do our best to help you apply for open positions in the industry with reputable trucking firms. Trucking companies are constantly looking for responsible, productive and safe employees.

With certificate of completion from Future Truck Drivers of America, LLC, you will be able to qualify for entry-level driving positions. Demand for truck drivers is high and there are great opportunities awaiting your graduation.

A student will need a High School Diploma with transcripts or GED to attend Future Truck Drivers of America, LLC.

Future Truck Drivers of America further states that there will be no discrimination against students or employees on the basis of race, creed, color, age, sex, disability, or national origin in relation to all policies and procedures including but not limited to admissions, education programs, employment practices, and financial aid. Enrollment with Future Truck Drivers of America implies the acceptance of these conditions concerning all matters within this catalog.

Finally, Future Truck Drivers of America respects your privacy. We will not sell any information to others and any transfer of personal information for pre-hire purposes will be done so with the student's written approval.

## **Facilities, Training Equipment, Training Staff**

### **Classroom /Instructor**

Training facilities is located at 1911 & 1917 E. Brooks RD, Memphis TN 38116. Students at Future Truck Drivers of America LLC are taught by an experienced instructor.

We keep our class size small to ensure quality training and individual attention where needed. Our facility is 1032 sq. ft well-lit and climate-controlled for student's comfort. The classroom tables are large for ample space per student for learning materials. The classroom instructor will use a whiteboard, TV, and Trucking Industry DVD's for training of the basics of tractor-trailer driving. laws and requirements to get the CDL license.

### **Range /Instructor**

All Basic skills performed on our 2.7-acre yard it is enough room to perform Straight Line, alley-dock, off-set, coupling /uncoupling, and other maneuvers.

The instructor has years of experience in the trucking industry using his skill Knowledge and experience to help teach others that are new to the industry. Has 1 truck and 1 trailer to start.

That is own be the institution.

**Road/ Instructor**

The student will drive on the road with a Road Instructor on all types of roads such as Interstate/Highways, city routes, rural routes.

All road training will be done on the school's well-maintained equipment that it is like what is on the road today.

**All training will be provided at:  
1911 & 1917 E. Brooks RD  
Memphis TN 38116**

**Refund and Cancellation Policy**

If a student withdraw from the institution on or before the first day of classes, or fail to begin classes, the refund shall equal the sum of all refundable fees paid and , if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00) All applicable refunds will be calculated according to the following policy.

A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in the tuition, for tangible goods or services not delivered to or fully provided to the student.

In addition to withdraws if after classes have commenced and before the expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institution loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, Less administration fee one hundred dollars (\$100.00)

If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drop out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five (25%) of all refundable fee paid and if the student has institutional loans, forgiveness of the institution, less administrative fee of one hundred dollars (\$100.00).

After expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drop out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.

**Procedures for determining the official date of termination**

All refunds will be refunded 30 days from the last day of attendance

- The date on the expulsion notice if a student is expelled from the institution.
- The date the institution receives a written notice of withdrawal from a student.
- When no written notice of withdrawal is given, the institution shall use the last date of attendance.

- As the date of withdrawal or the date, the student fails to return from an approved leave of absence.

**Student Complaint / Grievance Procedure**

Schools authorized by the Tennessee Higher Education Commission must have policies and procedures for handling student complaints. If ever a student has a complaint concerning any staff member or any unsatisfactory issues while attending Future Truck Drivers of America, LLC, the student is to contact the school director either in writing or schedule a time to meet with the director. After reviewing the written complaint or following the meeting, the director will investigate the complaint and communicate his decision to the student within 7 days of receiving the written complaint or following the meeting., Extraordinary complaints may take more time to resolve, if witnesses need to be interviewed.

Director’s Contact Information

George Quinn /Phone: Cell-901-210-7975  
 Office: 901-431-9700  
 1911 E. Brooks RD, Memphis TN 38116  
 Email: [george.quinn@yahoo.com](mailto:george.quinn@yahoo.com)

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 1540-01-02 may file a complaint with Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission  
 312 Rosa Parks Blvd., 9th Floor  
 Nashville, TN 37243  
 Phone: 615-741-5293  
 Fax; 615-532-8845

**Future Truck Drivers of America LLC, Calendar and school dates**

**FUTURE TRUCK DRIVERS OF AMERICA LLC**

Calendar

Classes begins on Monday- Friday at 6 am- 4 pm but including Classroom, Range, and Road instruction.

This is a Three-week program.

CDL testing is not considered as part of the training class.

FUTURE TRUCK DRIVERS OF AMERICA, LLC operates year-round,

HOLIDAYS when the school are closed.

New Year’s Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

**Opening Date and Classes starting Dates:**

1<sup>st</sup> class -August open date, Aug 10<sup>th</sup> First day of class Aug 17<sup>th</sup>

2<sup>nd</sup> class- Sept 7<sup>th</sup> thru- Sept- 26<sup>th</sup>

3<sup>rd</sup> class- Sept 28<sup>th</sup> thru- Oct-17<sup>th</sup>

4<sup>th</sup> class- Oct 19<sup>th</sup> thru- Nov-7<sup>th</sup>

5<sup>th</sup> class- Nov 9<sup>th</sup> thru- 25<sup>th</sup> closed on Nov 26<sup>th</sup> open 27<sup>th</sup> & 28<sup>th</sup>

6<sup>th</sup> class- Nov 30<sup>th</sup> thru- Dec- 19<sup>th</sup>

School will be close from Dec- 20<sup>th</sup> until January 4<sup>th</sup> of 2021