

Armored Trucking Academy LLC
175 Terminal RD, Clarksville TN,37040

Institutional Catalog



Publication Date / January 2020

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Armored Trucking Academy LLC
175 Terminal RD, Clarksville TN,37040

Ownership Information

Owner: Kris Grempler

Contact information for Kris Grempler

Work Phone: 931-542-4317

Cell Phone: 931-266-3473

Email: Kris.grempler@armoredtruckingacademy.com

Operation Authority

TENNESSEE

State of Tennessee Higher Education Commission

Parkway Towers, Suite 1900, Nashville, TN

615-741-5293

“The Armored Trucking Academy 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 quality of education, ethical business practices, and fiscal responsibility.”

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Institutional Calendar

School Calendar 2020/2021

4 Week Schedule

Weekday Class#	Start	Projected Graduation	School Holidays
1.	6-1-2020	6-26-2020	
2.	6-22-2020	7-17-2020	Independence Day 7-04-2020
3.	7-13-2020	8-7-2020	
4.	8-3-2020	8-28-2020	
5.	8-24-2020	9-18-2020	Labor Day 9-07-2020
6.	9-14-2020	10-09-2020	
7.	10-05-2020	10-30-2020	Columbus Day 10-12-2020
8.	10-26-2020	11-20-2020	Veterans Day 11-11-2020
9.	11-30-2020	12-23-2020	
10.	1-04-2021	1-29-2021	Martin Luther King Jr. Day 1-18-2021
11.	1-25-2021	2-19-2021	Presidents Day 2-15-2021
12.	2-22-2021	3-19-2021	
13.	3-15-2021	4-09-2021	Good Friday 4-2-2021

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Enrollment Agreement

Start Date _____

4 Week Program

End Date _____

- Name of student _____
- Address of student _____
- Social Security Number of student _____ - _____ - _____
- The name of the program for Enrollment is Commercial Truck Driver Training
- Projected date of completion _____
- Total Cost of the Program \$4,800.00

School Director Signature _____

Student Signature _____

Date _____

Date _____

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Admission Policy

Armored Trucking Academy LLC admission is open to all students who want to obtain a career in commercial truck driving.

- All students are interviewed by a representative of the school to determine their ability to benefit from the program offered.
- We have an open Enrollment so that once you have completed the enrollment process you will be placed in the first available class. We do not have a late enrollment process.

Entrance Requirements

- All students enrolling in this certificate program must possess a high school diploma or a high school diploma equivalency.
- Applicant must be at least twenty-one (21) years old in order to operate an interstate license
- Applicant must possess a valid driver license in their state of domicile during the time of enrollment as well as maintain a valid license during the program.
- Must provide a valid picture ID as well as a Social Security Card.
- In order to obtain the CDL Permit the applicant must have two (2) proofs of domicile as well as their Birth Certificate. (The school can place these in the students file before start of class to hold for the day of permitting)
- The applicant must be drug free as well as agree to random drug testing during the length of the program.
- Applicants must agree to a criminal background check and it be satisfactory
- Applicants must be able to speak, read and understand English in order to talk with the general public or examiners during testing. Also, to be able to read and understand the highway traffic signs and signals, and to be able to make legible entries for reports and documentation for the schooling process. This process will be determined by the applicant conducting a test involving a series of written questions they have to answer as well as a verbal paragraph the applicant must read out loud. The applicant must successfully pass the verbal and written test with at least a 75% passing score. If the applicant does not pass the test the applicant will not be able to meet the requirements.

Procedures for Entrance - All applicants must complete the pre-enrollment checklist and it be signed by the Institutional Director before final enrollment and start date are administered.

- Applicant must Complete all the paperwork required for admittance as well as read and sign the Enrollment Agreement.
- Must pass the DOT (Department of Transportation) physical and drug screen.
- Applicant must present a copy of their Medical Certificate, completed and signed by a Licensed Medical Professional that is listed on the FMCSA National Registry. The approximate cost is \$75.00, and this is not included in the tuition for the program.
 - Applicant must be accepted by the School Director before admittance.

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Attendance Policy

- Students are required to attend and report to class on time. If the student is 30 minutes late he or she is considered tardy. (class starts at 8:00 a.m. lunch will be from 12:00 p.m. to 12:30 p.m. and class ends at 5:00 p.m.)
- Attendance for each class is required as well as recorded daily.
- Any absence for any reason will be recorded and will cause interruption of the students training timeline.
- The student is allowed one (1) absence during the duration of the 4week program. If the student misses a second (2) day the student will be dismissed from the program.
- The Student must contact the Institutional Director when they know they will miss a scheduled day of class or be late for any reason.
- Failure of notification for two (2) days, the student will be dismissed from the program.
- Students who are late 10% of the scheduled program will have a written warning as well as a sit-down meeting with the Institutional Director to see what can be done to prevent this further. (10% is 2 days out of the 4-week program)
- Students who are late 25% of the program will be dismissed from the program. (25% is 5 days out of the 4week program)

Dismissal Policy

Students can be dismissed from the program for the following:

- Absences or repeated tardiness from class
- Failure to comply with the program requirements
- Failure to maintain satisfactory academic progress for the program.
- Failure to comply with the conduct policy
- Failure to respond to a request or inquiry from the school.

Readmitting Policy

For a student to be readmitted into the program he or she will have to go back through the full Enrollment process. This student must also have another interview as well as meet with the Institutional Director for approval. If a student is discharged from the program he or she will not be readmitted for the following: failure to comply program requirements, failure to comply with conduct policy, multiple absences and or tardiness, as well as drug, alcohol, or an unsafe act. If the student is granted readmittance the student will have an option to restart the program or start from the last phase the student was a part of. This will also be advised by the Institutional Director to what they feel is necessary for the best education and completion for the student. Readmittance also will be looked at for the tuition cost. If the student was issued a refund, we will take that into consideration for a possible prorated tuition.

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Withdrawal Policy

Any student can be withdrawn from the program due to violation of any school policies. Any student who is withdrawn or withdraws themselves are eligible for a possible refund of tuition based on the refund policy.

Leave Policy

- If the student has an extenuating circumstance the student can request a leave of absence.
- The student must complete this in writing to the Institutional Director and be approved.
- Leave of absence indicates the student is intending to resume the program.
- If the student does not readmit inside of thirty (30) days and has not contacted the school with a return date the student will be dismissed.

Code of Conduct Policy

- All Students are required to conduct themselves as they would in any professional manner or establishment.
- The student may not consume alcoholic beverages or use illegal drugs at any time during the program.
- Students may not use any aggressive behavior towards the staff or other students.
- Smoking is allowed in designated areas outside of the building.
- Guns, Knives or any other weapons are not allowed on the premises at any time.
- Any action deemed unsafe will not be permitted and used for possible dismissal of the program.
- Computers provided are to be used only for educational purposes and anything else is strictly prohibited.
- Student must have their CDL permit and Medical Card on them at all time while on the road.
- Road rage is a part of aggressive behavior the school will not permit while out on the road.
- Any problems during the training should be reported to the Institutional Director.

Grievance Procedure

The following procedures must be completed to file a proper grievance or appeal.

- Speak with the Institutional Director (175 Terminal Rd 931-266-3473) about the grievance complaint if this doesn't resolve the complaint,
- The student should file a written grievance complaint with the Institutional Director, 175 Terminal Rd 931-266-3473

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Grievance Procedure continued

- The Institutional Director at this point will conduct an investigation process within 48 hours of the written complaint. This process will include a scheduled meeting in person with the student followed by a scheduled meeting with the person the complaint was written against. The Institutional Director will also have a scheduled mediation meeting between both parties together to try and resolve the complaint. After the meetings are conducted the student will receive a written letter of finalization for the process of what is being done from the Institutional Director within 48 hours.
- Higher Education Commission, Parkway Towers, suite 1900, Nashville Tennessee, 615-741-5293 “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, Chapter7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization”
- The decision is final at the institutional level.

Cancellation and Refund Policy

- If a student withdraws from the institution on or before the first day of classes, or fails 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);
- 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 or services not delivered to or fully provided to the student.
- If after classes have commenced and before 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 institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of 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, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of seventy-five percent (75%) the student owes the institution, less administrative fee of one-hundred dollars (\$100.00); or
- If after expiration of twenty-five percent (25%) 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 student may be deemed obligated for one-hundred percent (100%) of the tuition and other fees charged by the institution.

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Cancellation and Refund Policy continued

- 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 and, if the student has institutional loans, forgive the amounts owed by the student.

When computing refunds for this policy, the last day of attendance for a student shall be one of the following:

- The date on the expulsion notice if a student is expelled for 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 day of attendance as the date of withdrawal; or
- The date the student fails to return from an approved leave of absence.

Program Offered

Clarksville Tennessee

Commercial Truck Driver Training/ 168 clock hours/ Full Time

- The program is designed to produce a safe and efficient commercial truck driver. Upon the successful completion of the program, the student will qualify for entry-level employment. Employers will still require additional supervised driving and training before being able to safely operate a tractor-trailer as a solo driver for the employer.
- This program is designed to take your average everyday driver and teach them the rules and regulations to become a commercial truck driver. This program has many different educational pieces that teach the applicant the general knowledge of a commercial vehicle. The student will get to learn via classroom as well as hands on with the equipment. Once the student feels comfortable, we move to the basic skills procedures. This process teaches the student how to safely operate the vehicle in a controlled backing state. We will instruct the student how to efficiently back the tractor and trailer in many different maneuvers. The next step is to train the student how to safely maneuver the tractor trailer out on the roadway. This process is very thorough so that the students begins to feel comfortable with his or herself behind the wheel. The student must learn at this point the importance of safe and cautious driving techniques. This is what will make the program stand out in my opinion because of the safety precautions I have learned over the years from experience in the commercial safety field. I want to make sure that every student has the education to have a successful and safe career in the commercial world.

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Program Objective

Once the student has completed the program, the student should be able to:

- Provide a pre-trip inspection of the whole tractor-trailer with ease, knowing all knowledge of the tractor-trailer.
- Identify possible maintenance issues with the tractor-trailer due to the knowledge of the vehicle
- Understand and practice all rules and regulations described by the Department of Transportation and Interstate Commission.
- Have knowledge of how to complete a logbook, perform E-logs, Hours of Service, Map reading, knowledge of load securement, cargo claims and show how to trip-plan.
- Show successful backing skills and maneuvers on the closed course.
- Know how to hook and un-hook a fifth wheel coupling system as well as slide the tandem axle of the trailer.
- Safely operate the tractor-trailer on the road performing everyday driving techniques also understanding and practicing the rules and regulations of the road.
- Pass the Commercial license exam and obtain the commercial license.

Grading System

A – Excellent	96-100
B – Good	88-95
C – Average	75-87
D – Below Average	70-74
F – Not Passing	69-Below

Academic Progress

- If a student does not pass the exam for the training phase, then the student is unable to proceed to the next phase of the program.
- The student will be offered a onetime three (3) hour tutoring session on the failed exam phase. Once the session is completed the student will be granted **one (1)** additional exam from the failed phase. If the student fails the retest they will be dismissed from the program.
- All students are required to hold at least a 70% grade average through the entire program
- At the end of each week the student will receive a written progress report showing what the student is excelling in as well as may need some work on.

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Commercial Truck Driver Training Schedule – 4 weeks

Day 1: Orientation (2 hours) Classroom Instruction: General Knowledge & Sections 1, 2, & 3 CDL State Manual (6.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 2: Classroom Instruction: General Knowledge & Sections 1, 2, & 3 CDL State Manual (8.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 3: Classroom Instruction: Section 5; Air Brakes (8.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 4: Classroom Instruction: Section 6; Combination (8.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 5: Classroom Instruction: Practice CDL Written Exam (6 hours); Follow by Actual CDL Written Exam (Approx 2Hour) Lunch is thirty (30) minutes from 12:00-12:30

Day 6: Weekend (class is off/ homework for pretrip inspection)

Day 7: Weekend (class is off/ homework for pretrip inspection)

Day 8: Range Instruction: Pre-Trip/CMV Engine Components (8.5 Hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 9: Range Instruction: Pre-Trip (4 Hours) Range Instruction: Backing Skills Startup (4.5 Hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 10: Range Instruction: Pre-Trip (2 Hours) Range Instruction: Backing Skills (6.5 Hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 11: Range Instruction: Safe Driving (4 hours) / Range Instruction: Backing Skills (4.5 Hours) Class will split into groups and swap. Lunch is thirty (30) minutes from 12:00-12:30

Day 12: Range Instruction: Safe Driving (4 hours) / Range Instruction: Backing Skills (4 Hours) Class will split into groups and swap

Day 13: Weekend (Class is off/ Homework, Logbooks, E-logs, HOS Handouts)

Day 14: Weened (Class is off/ Homework, Map Reading & Trip Planning Handouts)

Day 15: Range Instruction: Turning & Backing Course (4 hours); Homework Review Map Reading & Trip Planning (4.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 16: Range Instruction: Safe Driving (4 hours) / Range Instruction: Backing Skills (4.5 Hours) Class will split into groups and swap. Lunch is thirty (30) minutes from 12:00-12:30

Day 17: Range Instruction: Safe Driving (4 hours) / Range Instruction: Backing Skills (4.5 Hours) Class will split into groups and swap. Lunch is thirty (30) minutes from 12:00-12:30

Day 18: Tandem/5th Wheel Slide (2 hours); Coupling (2 Hours) Groups Split for Backing and Safe Driving (4.5 Hours) Lunch is thirty (30) minutes from 12:00-12:30

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Commercial Truck Driver Training Schedule – 4 weeks Cont-

Day 19: Tandem/5th Wheel Slide (2 hours); Coupling (2 Hours) Groups Split for Backing and Safe Driving (4 Hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 20: Weekend (Class is off/ Homework, Weights, Scales and Bridge Law Handouts)

Day 21: Weekend (Class is off/ Homework, Load Securement and Cargo Claims Handout)

Day 22: Range Instruction: Pre-Trip (1 hour); OTR: On the Road Driving-Low Traffic (3 hours); Range Instruction: Backing Course (4.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 23: Range Instruction: Pre-Trip (1 hour); OTR: On the Road Driving-Low Traffic (3 hours); Range Instruction: Backing Course (4.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 24: Range Instruction: Pre-Trip (1 hour); OTR: On the Road Driving-High Traffic (3 hours); Range Instruction: Backing Course (4.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 25: Range Instruction: Pre-Trip (1 hour); OTR: On the Road Driving-High Traffic (3 hours); Range Instruction: Backing Course (4.5 hours) Lunch is thirty (30) minutes from 12:00-12:30

Day 26: Range Instruction: Pre-Trip (1 hour); OTR: On the Road Driving-High Traffic (2 hours); Range Instruction: Backing Course (2 hours) Final Exam for Certificate of Completion/Graduation (3hours)

TOTAL 168 Hours

Descriptions of Terms

- Orientation- Overview of academics and training activities, as well as timelines for each phase.
- Pre-Trip Inspection- Is a thorough check of the tractor inside and out as well as the trailer. The pre-trip is designed to make sure the vehicle is safe and has no defects before the driver moves the vehicle. They are done prior to leaving as well as post returning.
- Backing Skills- This is a term we use for backing the tractor-trailer in many different maneuvers. (straight-line backing, offset backing, as well as the 90-degree alley dock)
- Safe Driving- This is procedures for braking; proper stopping time and distance; safe following distance; managing space around the vehicle; starting the vehicle, stopping, controlling vehicle on grades. Maneuvering the vehicle when entering or exiting traffic. Safe use of seatbelts, fire extinguishers, reflective triangles, and warning devices. Knowing the safe speed according to weather and road conditions, maintaining speed, use of signals, approaching and crossing railroad, as well as school zones.
- Logbooks- Making legal entries on DOT daily log according to DOT hours of service rules.
- DOT Rules- Federal and State laws pertaining to operation of a tractor-trailer.
- CDL Examination- Is the final testing to obtain the commercial drivers licensing.

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Tuition Cost

Tuition cost is **\$4,800.00** (168 contact hour program)

Tuition cost includes the administrative fee, and all required training materials. This includes one **(1) Drug Test**, as well as up to two **(2) road test**. Placement assistance is also included at no charge for helping the student start a career in the commercial industry. Students are responsible for travel, meals, housing and incidental expenses not directly related to the training. Other Items that are not included in the cost of the program are a DOT physical for medical card (approx. \$75.00), the CDL Permit testing (approx \$20.00), as well as cost associated with room and board, your own transportation to and from school, gas, and food for yourself.

Cash Policy for Tuition

If the student decides to pay cash for the Tuition the Institution will discount eight-hundred dollars (\$800.00) making the total cost of tuition to be \$4,000.00 for the program.

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Placement Services

- The goal of the program is to provide the graduate the training he or she needs to become employed.
- Employment is NOT guaranteed
- Salary earned is NOT guaranteed
- Armored Trucking Academy LLC assists the student to make the transition from school to work
- The responsibility of the student is to place personal effort in searching for employment opportunities.
- Each student will be given individual information about companies that are working with Armored Trucking Academy LLC to hire graduates.

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Credit Granting Policy

Here at Armored Trucking Academy LLC we do not offer credit granting from other education, training, and experience.

Disclosure

“Armored Trucking Academy LLC is a special purpose institution. The purpose is to give each student the best possible training and education to create a safe and successful career in the trucking industry. “Let us steer your future”. Students should be aware that the transfer of credit is always the responsibility of the receiving institution. Whether or not credits 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.”

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Facilities and Equipment

- Armored Trucking Academy LLC has two operating locations, one is for classroom only, the other is for basic skills, (backing maneuvers) and road driving.
- The classrooms for permitting process and computer lab will be held at Austin Peay University campus in the McReynolds Building Room 219, address is Drane St, Clarksville TN, 37040
- The basic skills, (backing maneuvers) practicing coupling, uncoupling, docking as well as the road driving will all be done from the Armored Trucking Academy LLC location (175 Terminal Rd, Clarksville, TN 37040)
- Armored Trucking Academy LLC has late model tractor-trailers exclusively for student training and testing.

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Faculty and Credentials

- **Kris Grempler- Owner**
14 Years' experience in the trucking industry including commercial licensing.
- **Jessica Grempler- CFO**
- **Jerramie Medlen- Institutional Director**
6 Years' experience in the trucking industry including business management (Associates Degree)
- **Troy Bridgewater- Class A CDL License/ 4 Years of training experience/ Also OTR (over the road)**
- **Jason Grammes- Class A CDL License/ 9 Years of training experience/ Also OTR (over the road)**
- **April Curry- Human Resource Director**

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