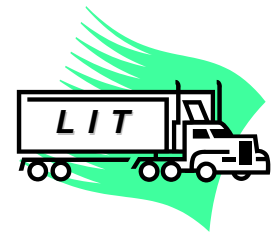




Workforce Training Department
PROFESSIONAL DRIVING ACADEMY
 Member The Texas State University System



This program is dedicated to the concept of quality training at affordable rates for the citizens of Southeast Texas.

Class “B” Commercial Driver License Training

Coordinator: Marlon Hartman, 409-839-2942

Part I: CVOP 1011, Professional Truck Driver I (45 clock-hours) **\$1,500***

*Tuition is subject to change without prior notice

Course Information

The Lamar Institute of Technology (LIT) Professional Driving Academy Class “B” Commercial Drivers License (CDL) consists of forty-five (45) instructional hours during a three (3) week period.

Actual class times will be set by the Coordinator and Instructors in order to benefit the students and their schedules. During the latter portion of the course, students will take the Class “B” CDL driving test, using our equipment, at the Texas Department of Public Safety.

A maximum of three (3) students will be allowed per course. Registration for the Academy will be handled on a first come, first serve basis.

Admission Requirements

Applicants must:

- be at least 21 years of age
- pay for, complete, and pass a Department of Transportation (DOT) Physical Examination and Drug Screen
- be able to read and speak the English language sufficiently to converse with the general public and to make entries on reports and records
- provide a high school transcript or copy of their G.E.D. prior to the first class day
- if you do not possess a G.E.D., you may take the reading level test from our Institute Learning Lab
- be interviewed by an Academy representative

Applicants must complete and return the following registration forms to the LIT Technology Center building, Room 110:

- Student Survey Form
- Applicant Questionnaire
- Request for Driving Abstract
- Request for D.O.T. Physical Examination and Drug Screen Results
- Copy of Social Security card and valid Driver’s License

MUST HAVE/COMPLETE
PRIOR TO CLASS START DATE

- Possess a valid Class “B” CDL Learner’s Permit
- **Take and pass** the following written at the *Texas Department of Public Safety office in Beaumont, TX*
 - ✓ General knowledge
 - ✓ Vehicle inspection
 - ✓ Air brake

The applicant's driving record will be reviewed for acceptable standards to meet with employer guidelines. If an individual's driving record is deemed unacceptable by these standards, the individual will not be admitted to this training program.

The *doctor* conducting the DOT Physical and Drug Screen will decide if the individual is physically qualified to drive a commercial vehicle according to the standards set forth by the Federal Motor Carrier Safety Regulations.

Each applicant will be notified as soon as possible concerning their acceptance status to the LIT-Professional Driving Academy. The tuition payment will not be collected until an individual has satisfactorily met all admission requirements and been officially accepted into the training program.

Tuition

Cost: \$1,500 (includes books*)

*Books to be returned if course is dropped

Upon acceptance into the Academy and prior to the first class day, the tuition fee is due and payable to Lamar Institute of Technology. Payment may be made by check, money order, credit card, cash, or Letter of Intent from a current/prospective employer or other third party (such as Texas Workforce Commission, Texas Department of Assistive and Rehabilitation Services).

Prospective students whose tuition will be paid by an employer or third party must submit a Letter of Intent from the company/third party prior to the first class day stating that the company/third party will be paying the student's tuition for the course. The employer or third party will be invoiced for \$1,500 upon receipt of the Letter of Intent.

An applicant's place in the class will not be guaranteed until the tuition fee is paid in full.

Fees

Each applicant will be personally responsible for paying the following fees to the appropriate parties:

- D.O.T Physical/Drug Screen (*payable to medical facility you choose*): \$100-\$120 (average)
- 3-Year Driving Record (*Payable to Texas DPS*): \$6.00
- Class B CDL Learner's Permit (*payable to Texas Dept. of Public Safety*): \$*
- Class B CDL (*payable to Texas Department of Public Safety*): \$*

**The cost depends on the numbers of years remaining on current license*

For more information, please **call Marlon Hartman**, Instructor/Coordinator for the L.I.T. Professional Driving Academy at **(409) 839-2942, 880-8114, or 866-872-4682.**

Placement Assistance

Placement assistance will be provided to qualified students after successful completion of the three-week training program. **THERE IS NO GUARANTEE OF EMPLOYMENT.**

Grants, Student Loans, Payment Plans

The L.I.T. - Professional Driving Academy does not accept grants, student loans, or payment plans for the **\$1,200** tuition fee.

There are some agencies in the Golden Triangle that have been sponsoring students that **meet their requirements** after going through their interview and application process. You may contact the following agencies for more information:

Texas Department of Assistive & Rehabilitative Services (DARS)

Beaumont:	5550 Eastex Freeway, Suite D, Beaumont, TX 77708	Phone: (409) 898-3988
Port Arthur:	5860 9 th Avenue, Suite C, Port Arthur, TX 77642	Phone: (409) 962-8984

Texas Workforce Solutions (TWS)

Beaumont:	304 Pearl Street, Beaumont, TX 77701-2411	Phone: (409) 839-8045
Port Arthur:	3901 N Twin City Hwy, Port Arthur, TX 77642-2118	Phone: (409) 962-1236
Orange:	320 Green Ave, Orange, TX 77630-5875	Phone: (409) 882-0302
Silsbee:	1205 Highway 327 E, Silsbee, TX 77656-6007	Phone: (409) 385-9644

Veterans

Contact Adia Smith, Veterans Resource & Referral Specialist 3901 N Twin City Hwy, Port Arthur, TX 77642	Phone: (409) 332-7428 adia.smith@twc.state.tx.us
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Items List for the First Day of Class

- Pencils and erasers
- Six inch ruler
- Pocket calculator
- Social Security Card*
- Current Texas Class “B” Learner’s Permit*
- Texas Commercial Driver’s Handbook (you may obtain the handbook from Department of Public Safety)*
- Eye glasses, if you are required to wear them*

***Must have with you at all times while the duration of this course. You will not be allowed in class/truck without them.**



Physical address:

**4075 Martin Luther King
Beaumont, TX 77705**

DRIVING DIRECTIONS:

From I-10 (East or West): Take MLK exit of I-10; continue on MLK to the Lamar University/East Virginia exit; turn left on Lavaca; turn left to service road; drive 100 yds. approx.; turn right to the parking lot next to warehouses.

From South (Nederland, Port Arthur, etc.): Take Hwy. 69 North to Lamar University-Downtown exit; take the East Lavaca/Lamar University exit; stay on service road and through second intersection; turn right to the parking lot next to warehouses.

Alternate: Twin City Hwy. to MLK, then Lamar exit, as above.

Lamar Institute of Technology is an equal opportunity/affirmative action educational institution that does not discriminate on the basis of race, color, sex, religion, handicap, or national origin.

QUESTIONNAIRE FOR TRUCK DRIVING APPLICANTS

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever driven a Truck Tractor? Yes No
2. Have you ever driven a Truck Tractor Combination? Yes No
3. If so, what type of equipment? _____
4. For how long? _____
5. Do you now possess a current Driver's License? Yes No
6. Do you now possess a current Class A CDL? Yes No
7. What are your plans for seeking employment upon completion of this course? (Check all that apply)
 - a. Work for a local company
 - I have a job offer
 - I have a letter of intent from a company
 - I do not have a job offer at this time
 - b. Work for over-the-road carrier
 - I have a job offer
 - I have a letter of intent from a company
 - I do not have a job offer at this time
8. What are your goals within the trucking industry? _____

9. Are you presently employed? Yes No If so, with whom? _____
10. How many traffic violations have you received within the past 3 years? _____
What type of violations? _____
11. How many accidents have you had within the past 5 years? _____
12. Do you have a high school diploma? Yes No If not, do you have a GED? Yes No
13. Do you have any disabilities that would affect you in the performance of your duties as a Truck Driver? Yes No
If so, please explain: _____
14. Are you presently taking prescription medicine? Yes No
If so, please explain: _____
15. Are you presently receiving workman compensation: Yes No
If so, please explain: _____
16. Have you ever been **convicted** of a felony? Yes No

CONTINUING EDUCATION ENROLLMENT FORM

The following information is **REQUIRED** by the **STATE OF TEXAS** and will be kept **confidential** and **secure** at all times.

Certificate of Completion will be may be denied due to failure to provide **complete information**.

PLEASE PRINT:

Date: _____

Name: _____, _____ Middle

Last

First

Social Security No.: ____/____/____ **Date of Birth:** Month ____ Day ____ Year ____

Sex: Male Female

Ethnic Origin:

Hispanic or Latino Origin Not Hispanic or Latino Origin Decline to Answer

Race Group:

White Black or African American Asian American Indian or Alaskan Native International

Unknown Native Hawaiian or Other Pacific Islander

Permanent Address:

Street & Number _____

City _____ **County** _____ **State** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____ **Work Phone** _____

E-Mail Address: _____

Mailing Address: (Fill-out if different from permanent address)

Street & Number or PO Box _____

City _____ **State** _____ **Zip** _____

Please Answer (Optional)	Yes	No
Are you academically disadvantaged?		
Are you economically disadvantaged?		
Do you have disabilities?		
Do you have limited English proficiency?		
Are you a displaced homemaker?		
Are you a single parent?		
Have you ever attended Lamar Institute of Technology?		

Tuition Refund Policy

A student who withdraws from the program or does not meet program standards in the classroom course (CVOP 1013), will not be eligible to begin the next course (CVOP 1040). The student may be eligible for a refund of a percentage of the tuition.

THERE WILL BE NO REFUNDS ONCE A STUDENT STARTS THE 5TH WEEK OF THE COURSE.

Once a student has completed and passed the classroom course (CVOP 1013), he/she must complete the driving course (CVOP 1040) within the next 12 months.

Failure to do so will require him/her to retake the entire course in order to receive a *Certificate of Completion*.

Also, note that a *Certificate of Completion* is required by most trucking companies in order to be considered for employment in this industry.

Release of Student Information

I agree to allow LIT and/or the Professional Driving Academy to release my grades and attendance records to prospective employers.

I understand that the LIT Professional Driving Academy will not be responsible for any employment rejections due to my past driving record, including felonies, driving under the influence, driving while intoxicated, drug convictions, or citations.

I certify that I have read and understand the Professional Truck Driving Academy tuition refund and student information policies.

Signature

Date