

PROFESSIONAL DRIVING ACADEMY

Class “A” Commercial Driver License Training

Office Phone No.: 409-839-2942

Course Information

The Lamar Institute of Technology (LIT) Professional Driving Academy (the Academy) consists of 250 hours of instruction covering an eight week period. Class begins each day at 7:00 a.m., both classroom and in the truck, unless otherwise noted. The class ends at approximately 2:00 pm each day. Daily class ending times depend on class size, student scheduled Texas Department of Public Safety (DPS) test times, and/or unforeseen equipment malfunctions.

Students receive credit for their time spent at a Texas DPS facility for required testing, both the written and driving test. LIT Academy staff will assist with scheduling Commercial Driver License (CDL) driving tests with the Texas DPS office, once students complete and pass all of their required written test.

Admission Requirements

Applicants must:

- be at least 21 years of age
- possess a valid Texas Class A CDL Learner’s Permit **by the end of the 7th scheduled class date**
- pass a Department of Transportation (DOT) Physical Examination and Drug Screen
- provide a high school transcript or copy of their G.E.D. prior to the first class day.

At least two (2) weeks in advance of the course start date, applicants must complete and return the following registration forms to the Workforce Education Office in Room 110 of the LIT Technology Center.

- Student Survey Form
- Applicant Questionnaire
- 3 Year Driving Record from DOT
- DOT Physical Examination and Drug Screen Results

It is a requirement of the Academy that applicants use the Texas Department of Public Safety Beaumont Facility, located at 7200 Eastex Freeway in Beaumont, Texas, for all Academy testing requirements. The applicant's driving record, physical exam, and drug screen results must meet DOT standards to qualify for acceptance in the Academy.

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

Total Tuition: \$3,000

Part I:	CVOP 1013, Professional Truck Driver I (90 Hours)	\$900
Part II:	CVOP 1040, Professional Truck Driver II (160 Hours)	\$2,100

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 third party source such as Workforce Solutions Southeast Texas, Texas Department of Assistive and Rehabilitative Services, and Veterans Affairs.

Prospective students whose tuition will be paid by a third party must submit a Letter of Intent from the third party prior to the first class day stating that the third party will be paying the student's tuition for the course. The third party will be invoiced for \$3,000 upon receipt of the Letter of Intent.

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

Tuition Payment Assistance

There are agencies in the area that pay the tuition fee for the Academy if an applicant meets agency requirements. Contact the following agencies for more information:

Texas Workforce Solutions Vocational Rehabilitative Services (Formerly DARS)

Beaumont: 510 Park Street, Suite 100, Beaumont, TX 77701 Phone: (409) 600-2679
Port Arthur: 3901 Twin City Hwy, Port Arthur, TX 77642 Phone: (409) 963-4700

Workforce Solutions Southeast Texas

Beaumont: 510 Park Street, Suite 200, Beaumont, TX 77701 Phone: (409) 839-8045
Port Arthur: 3901 N Twin City Hwy, Port Arthur, TX 77642-2118 Phone: (409) 962-1236
Orange: 2415 N. 16th Street, Orange, TX 77630-5875 Phone: (409) 882-0302

Veterans Affairs

3901 N Twin City Hwy, Port Arthur, TX 77642 Phone: (409) 332-7428

Southeast Texas Regional Planning Commission

2210 Eastex Freeway, Beaumont, TX 77703 Phone: (409)899-8444 Ext. 6500 or 6510

Job Placement

Job placement assistance will be provided to qualified students after successful completion of the eight week training program. **THERE IS NO GUARANTEE OF EMPLOYMENT.**

Course Schedule

To receive information concerning the next available Professional Driving Academy training program, contact the Workforce Education Office by telephone (409-880-8114) or in person in Room 110 of the Technology Center.

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.

Program Description

UNIT 1: Basic Operation

This section covers the interaction between students and the vehicle. It is intended to teach students to control the motion of the vehicle, ensure it is in proper operating condition and correctly coupled to trailers.

UNIT 2: Safe Operating Practices

This section covers the interaction between the students/vehicle combination and the highway traffic environment. It is intended to teach students to apply their basic operating skills in a way that ensures their own safety and that of other road users.

UNIT 3: Advanced Operating Practices

This section covers the higher level skills needed to cope with the hazards of the roadway/traffic environment. Its purpose is to develop perceptual skills needed to recognize the potential hazard as well as the manipulative skills needed to handle the vehicle in an emergency.

UNIT 4: Vehicle Maintenance

This section covers the manner in which the various components of the vehicle work so students can recognize a malfunction or safety hazard before it causes serious damage or an accident. Its purpose is to teach students to perform routine service functions and simple maintenance tasks and to recognize when the vehicle needs repairs.

UNIT 5: Non-Vehicle Activities

This section covers activities not directly related to the vehicle. Its purpose is to teach students to carry out these activities in a way that protects their safety and the safety of the vehicle, cargo, and other motorists.

Course Breakdown

Classroom	90 hours
Driving Range	75 hours (driving and observation)
Street Driving	85 hours (driving and observation)
TOTAL	250 hours

Items List for First Day of Class

- Current Texas CDL Learners Permit
- DOT Physical Card
- Texas Commercial Motor Vehicle Driver Handbook
- Six inch ruler
- Pencils and erasers
- Eye glasses, if you are required to wear them
- Calculator

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 Middle

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 registers and pays for the (CVOP 1013) course must drop the course 24 hours before the course starts to be entitled to a refund. A student who withdraws from the program or does not maintain a minimum overall score of 70 points in the classroom course (CVOP 1013), **will not be eligible to begin the next course** (CVOP 1040) and will only be eligible to receive a refund for the second portion of the course not to exceed \$2,100 if the course fee was already paid.

Should a student attending the driving portion of course (CVOP 1040), withdraw *by or before* the third class day of driving, will be eligible to receive a refund of 50%. Students who drop the course after the third day of the driving portion will **not** receive a refund.

Please note:

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 take the entire course over in order to receive a *Certificate of Completion*.

I certify that I have read and understand the Professional Truck Driving Academy refund policy.

Signature

Date

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

**CLASS A CDL LEARNER PERMIT (CLP)
TESTING PROCEDURES**

Listed below are the **four** tests that are required in order to obtain a **Class A CDL Learner Permit**:

1. Road Rules (Special Requirements)
2. General Knowledge
3. Combination Vehicles
4. Air Brakes (All of the LIT trucks and trailers are equipped with air brakes)

The questions on the DPS tests will come from the particular sections found in the Texas Commercial Motor Vehicle Drivers Handbook. A free copy of this DPS Handbook may be obtained from **any** Texas DPS Driver's License office. You may also find the handbook on the Texas DPS website.

- Road Rules (Section 14)
- General Knowledge (Sections 1,2, &3)
- Combination Vehicles (Section 6)
- Air Brakes (Section 5)

There are also **numerous** websites that offer free CDL practice tests.

There is a **\$25.00** fee, paid directly to the DPS, in order to take these tests. Also, proof of a current Department of Transportation, (D.O.T.), physical will be required before beginning the testing process.

You are allowed three chances to pass each test in the event you happen to fail on your first attempt.

Additional endorsements may be added at a later date once you have obtained your **actual** CDL.

Please Note:

A valid Class A CDL Learner Permit must be obtained BEFORE the BEGINNING of the 10th scheduled class date and start time. Any permits obtained after this date will not be accepted and the student will not be allowed to continue the course. PERMITS ARE REQUIRED BEFORE ANY BEHIND-THE-WHEEL TRAINING IN THE TRUCKS. (THIS DOES INCLUDE THE BACKING TRAINING).

Student Signature: _____ Date: _____