



# *“Your Start of a New Career”*

2021 Catalog

Volume 1.0

January 1, 2021

**Capital Truck Driving Institute Inc.**

715 Big Horn Dr.

Jefferson City, MO 65109

(573) 353-2853

[CapitalTruckDrivingInstitute.com](http://CapitalTruckDrivingInstitute.com)

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# Information Sheet

Owner(s): Capital Truck Driving Institute Inc.

Institutional Director: Ezra Thomas Reynolds

Educational Director: Ezra Thomas Reynolds

Administration: Ezra Thomas Reynolds

Instructional Staff:

Classroom Instructor: Cody Olds

Yard Instructors: Cody Olds

Road Instructors: Cody Olds

## **Governing Board for Capital Truck Driving Institute Inc.**

President: Ezra Thomas Reynolds

Vice President: Brent Reynolds

Secretary: Kaye Reynolds

Treasurer: Kaye Reynolds

*Our institutional and program objectives are to focus on providing exceptional entry level training to all qualified students aspiring to learn the skills and knowledge to obtain their Class A CDL license. Our combined administrative and educational staff have decades of experience in the transportation industry on all different levels. We share our knowledge and experience with our students in an effort to prepare them for their new career opportunities within the transportation industry.*

## **Disclosure Statements**

Capital Truck Driving Institute Inc. is Certified to Operate by the Missouri Department of Education – Coordinating Board of Higher Education. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

For the program entitled “Commercial Truck Driver Program”, we have no prior year’s statistical data. This catalog is not to be construed as a contract. Although every effort is taken to ensure the accuracy of the contained information, no responsibility is assumed by Capital Truck Driving Institute Inc. for clerical, editorial or print errors. From time to time, some changes will be necessary but will be done so while adhering to the strict guidelines and approval of the Missouri Department of Higher Education and Workforce Development.

Capital Truck Driving Institute Inc. 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 Capital Truck Driving Institute Inc. implies the acceptance of these conditions concerning all matters within this catalog.

Capital Truck Driving Institute Inc. respects your privacy. We will not sell any information to outside parties and any transfer of personal information for pre-hire purposes will be done so with the student’s written approval.

## **Admissions Requirements**

- Must be 18 years old
- Need to have been licensed to drive for one year within the United States
- Must have a high school diploma or equivalency.
- Must have the basic and 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 a valid commercial driver's license learners permit
- Must have an original or certified copy of birth certificate
- No DUI in the past 5 years or more than two DUI's in a lifetime
- Must have a valid D.O.T. Medical Examiner's Certificate
- Must have acceptable US. DOT. verified negative drug screen in accordance with F.M.C.S.R.
- Complete an Enrollment agreement.

All students must meet the United States Department of Transportation physical qualifications as stated in Section 391 of the Federal Motor Carrier's Safety Regulation Handbook. The school may require written documentation from a physician regarding an applicant's health in addition to the DOT Medical Card. Students are required to disclose contagious diseases.

Once these requirements are met, applicants are asked to contact the school and take part in an admissions interview. Upon acceptance, the applicant will then need to complete the enrollment agreement and provide payment for tuition.

## **Late Enrollment**

We will not allow late enrollments. Students must attend orientation, or they will need to start the following week.

## **Catalog Notice**

This catalog applies to all Capital Truck Driving Institute schools in Missouri only. If you are a student or prospective student of Capital Truck Driving Institute in any other location or state, you should request a catalog specific to that location.

## **Records Retention**

- Academic progress records are maintained at the School.
- Permanent records are maintained at the Administrative Office and are available to Graduates in good standing and employers upon request.
- Graduates may request a Transcript at any time for a fee of \$10.00 by contacting.

Capital Truck Driving Institute Inc.  
715 Big Horn Dr.  
Jefferson City, MO. 65109

## **Class Attendance**

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Capital Truck Driving Institute Inc. 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 all instructors as well as the administrative staff.
- 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 black or blue ink only. Sign-in sheets become the official source document for recording attendance. No alteration may be made on the attendance record without an instructor's approval and signature.

All students are required to make up time lost due to any kind of absence, excused or unexcused. Any student having three (3) or more days of unexcused absences will be dismissed from class. All Students are expected to complete the required training program within the same time period as all students that start training on the same date (three (3) weeks). Special consideration will be granted for requested leave from training, (see Leave of Absence Policy)

No student will be allowed to re-enter class without the approval of the Director of Training or the School Director.

## **Excused Absences**

The following will be considered excused absences:

- Death in the immediate family
- Sickness that would disrupt or spread to the rest of his/her

class or affect their ability to operate school equipment. A doctor's excuse for missed school will be required to obtain make up work and any prolonged illness will require that the student re-start the phase once well enough

- Accident

All students are required to make up time missed due to any kind of absence, excused or unexcused. These hours may be made up on weekend hours and after school hours. For students requiring additional training time, up to 20 hours will be allowed at no additional cost.

We will try and work with everyone and understand that events do occur that prevent students from being able to attend school. We will maintain a strict policy in hopes to allow for the best training possible for our students.

Students may be required to train during weekend hours to maintain class hours and scheduling if needed.

## **Leave of Absences**

- In cases of extenuating circumstances, and upon written request to the Educational Director, a leave of absences (LOA) may be granted at the sole discretion of the Educational Director.
- Leave of absence indicates that the student intends to resume training.
- If the student on a leave of absences does not re-enter training within sixty (60) days, the student will be dismissed.



## 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 Office. Grades “D”, “F”, or “I”, is not considered passing. The following marks reflect the student’s work:

A	96-100	F	0-69
B	88-95	I	Incomplete
C	75-87	W	Withdrawal
D	70-74		

Students are required to obtain an 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.

A student’s progress/attendance will be evaluated Daily and then filed in the student file. It is available for students viewing at any time, and remains in the student file.

Any student receiving a “D”, “F”, “I” or “W” will be subject to Academic Probation. Students on Academic Probation who improve the grade point average to at least eighty percent (80%) will be removed from Academic Probation.

Class training time is expressed in the form of clock hours. A clock

hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each clock hour is dedicated to training.

## **Satisfactory Progress Standards**

Each student must meet the following academic requirements to successfully complete their program.

- Each student must maintain an average of 80% for each section of their training throughout the program.
  - If a student falls below the 80%, they will need to do additional training to get their scores above the required 80%
- Each student must complete a minimum total of 150 hours

A progress report is available to each student for viewing at the completion of each phase of training. All progress records are stored in the student's file.

For students requiring additional training time, up to 20 hours will be allowed at no additional cost. We know that not everyone trains at the same pace. Additional training time over 20 hours will be charged at \$25.00 per hour.

## **Graduation Requirements**

To graduate, students must meet the following criteria:

1. Obtain an overall average of 80% or above
2. Complete a minimum of 150 hours

# Student Behavior and Conduct

Capital Truck Driving Institute Inc. 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, the 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 Capital Truck Driving Institute Inc. on or off campus will not be tolerated. Any student found or believed to be doing any type of illegal or controlled substance will be subjected to a mandatory drug and alcohol test. If the student tests positive for any of the substances tested, that will be cause for immediate dismissal and tuition refunded according to The Refund Policy. We are clear on our policy regarding drug and alcohol use while at Capital Truck Driving Institute Inc.

Disruptive behavior of any type will not be tolerated. Examples can include but are not limited to the following:

- Tardiness
- Excessive absences
- Use of cell phone in class, only permitted on breaks
- Undisciplined talking in class
- Sleeping in class
- Negative attitudes
- Coming to school under the influence of alcohol or drugs
- Verbal threats or violent or unruly behavior
- Bullying or derogatory remarks about other students or faculty
- Sexual or vulgar acts towards peers or school staff

Possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate

school functions calculated to intimidate, disturb, discomfort, or injure a member of the school community are **strictly prohibited**.

Cheating, copying the work of another student, falsifying homework assignments, and any other variation of academic dishonesty is prohibited.

Capital Truck Driving Institute Inc. will not tolerate any of the above-mentioned items. Noncompliance of the above-mentioned items are subject to Conduct Suspension or Dismissal. Re-admission for Conduct Suspension or Dismissal will be resolved in accordance with the **Student Complaint / Grievance Procedure**.

## **Dress Code Policy**

- Always dress appropriately for the forecasted weather conditions
- Closed toed, fully enclosed shoes such as boots or sneakers must be worn at all times.
- No tank tops or excessively baggy clothing may be worn during training.
- No clothing with offensive or derogatory slogans or images, as determined in the School's discretion, may be worn.
- Individuals failing to adhere to the Schools dress code will be sent home to change. Students may return to training once in proper dress.

## Disclosure about Transferability of Credits

Capital Truck Driving Institute Inc. is a special purpose institution. That purpose is to provide exceptional entry level training to all qualified students aspiring to learn the skills and knowledge to obtain their Class A CDL license. Students should be aware that 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 wishing to transfer credits should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Credits earned at Capital Truck Driving Institute Inc. may not transfer to another educational institution. **Credits earned at another education institution will not be accepted by Capital Truck Driving Institute Inc.**

You should also contact any educational institutions that you may want to transfer credits earned at Capital Truck Driving Institute Inc. to determine if such institutions will accept credits earned at Capital Truck Driving Institute Inc. prior to executing an enrollment contract or agreement. The ability to transfer credits from Capital Truck Driving Institute Inc. to another educational institution may be very limited. Your credits may not transfer, and you may have to repeat courses previously taken at Capital Truck Driving Institute Inc. if you enroll in another educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of Capital Truck Driving Institute Inc. and of any other educational institutions you may in the future want to transfer the credits earned with Capital Truck Driving Institute Inc. before you execute an enrollment contract or agreement.

# Student Complaint / Grievance Procedure

Schools authorized by the Missouri Department of Higher Education and Workforce Development must have policies and procedures for handling student complaints. If ever a student has a complaint concerning any staff or faculty members of Capital Truck Driving Institute Inc., the student is directed to first attempt resolution with the staff or faculty member directly who is at the source of the complaint. If this first attempt does not resolve the difficulty, then the complainant should proceed with the steps outlined below:

Contact the Director of Education immediately for a resolution to the complaint.

**a. Director of Education Contact Information:**

TBD

715 Big Horn Dr. Jefferson City, MO. 65109  
(573) 353-2853

If the Director of Education cannot satisfactorily resolve the complaint, the complainant should file a written, signed and dated complaint against said staff, faculty member or other student with the schools Institutional Director. The Institutional Director will respond in writing within (14) fourteen business days of receipt of the original complaint.

**b. Institutional Director Contact Information:**

Ezra Thomas Reynolds  
4315 Biffle Ln. Hampshire, TN. 38461  
(573) 418-3230

Should this not satisfactorily resolve the complaint, the complainant may consider contacting the Missouri Department of Higher Education and Workforce Development, which authorizes schools to operate in the state of Missouri. The commission's address and phone number are as follows:

**Missouri Department of Higher Education and Workforce Development**

<b>301</b>	<b>W.</b>	<b>High</b>	<b>Street</b>
<b>P.O.</b>		<b>Box</b>	<b>1469</b>
<b>Jefferson</b>	<b>City,</b>	<b>MO</b>	<b>65102-1469</b>
<b>Phone:</b>		<b>(573)</b>	<b>751-2361</b>
<b>Fax: (573) 751-6635</b>			



## **Notice of Withdrawal**

A student who is considering withdrawing from Capital Truck Driving Institute Inc. must see the Director of Education. Once a decision is made to withdraw from the school, an official exit interview form and/or a withdrawal letter needs to be completed which can be obtained from the Student Record Office. The completion of this form is especially important to students to prevent problems that may surface when students do not properly withdraw from school. Not showing up for class is not proper withdrawal.

## **Refund and Cancellation Policy**

This portion of the catalog outlines the obligations and entitlements of both the school and the student if the student withdraws from school before completing the full course of study in which he or she is enrolled.

The official date of termination will be determined by reviewing the last documented day the student attended. All applicable refunds will be calculated per the following policy. Amounts due will be refunded within (30) thirty days.

A full refund of all monies paid will be granted to any student who cancels the enrollment agreement within three (3) day's of signing the agreement (excluding Saturday, Sunday or legal holidays).

- If the student withdraws during the first 10% of the training period (up to 15 hours), Capital Truck Driving Institute Inc. will refund 75% of the tuition.
- If the student withdraws during 11% to 25% of the training period (16 hours to 38 hours), Capital Truck Driving Institute Inc. will refund 50% of the tuition.
- If the student withdraws during 26% to 50% of the training period (39 hours to 75 hours), Capital Truck Driving Institute

Inc. will refund 25% of the tuition.

- Once a student completes 51% of the training period (over 76 hours), Capital Truck Driving Institute Inc. will retain the full paid tuition funds.

## 2021 Course Fee Schedule

for Class A CDL Training

150 Hours Class A CDL Tuition*	\$4000.00
Random Drug screen Fee*	\$100.00
Class A CDL License Fee*	\$70.00
Application Fee*	\$200.00
MVR & Background Check Fee	\$40.00

\*Required

**Cash Policy:** Students who wish to pay their full tuition amount in cash prior to their start date may do so with a discount of \$500.00 on the tuition, making the tuition price \$3500.00. Students are responsible for all applicable fees.

The following are miscellaneous costs that the student will be responsible for:

- Daily food expenses (we have a refrigerator for students to use if they choose to bring their lunch with them)
- Transportation to and from school. Bus service does run by the school, call for schedule of service

**Please Note:** Any student who fails the random drug test will be dismissed from the program and refunded tuition and non-consumable fees per the refund policy.

If any student needs additional training beyond 20 hours allowed, the student will be required to pay \$25.00 per hour for the additional training. **Capital Truck Driving Institute Inc. will only CDL test a student three (3) times.**

# **Student Financial Assistance and Financing Options**

Due to the short nature of our training program, incoming students do not qualify for Federal Financial Aid programs. Payment and/or signed financing agreement must be received prior to enrollment. We have the following options available to those who qualify.

1. Full Payment: All students are eligible for a reduction in tuition if they choose not to utilize Capital Truck Driving Institute Inc.'s financing options. All students are eligible for the reduction regardless of method of payment (cash, debit/credit card, check, or money order). The reduction shall not exceed \$500.00.
2. Financing provided by Capital Truck Driving Institute Inc.: To qualify for financing, student must meet the requirements for job placement and have a valid checking account.

Please speak with a recruiting agent or enrollment specialist for information regarding financing options.

## Curriculum Breakdown

All students are required to attend for 150 hours in order to graduate. Students will be tested for their Road/Skills test.

### Phase 1 – Classroom (Monday – Thursday) – 40 Hours

Classroom training will cover the items listed below. Subjects include but are not limited to the following:

- |                        |  |
|------------------------|--|
| A. General Knowledge   | D. Log Book, Map Reading and Trip Planning |
| B. Air Brakes          | E. Homework, classroom assignments         |
| C. Combination Vehicle |  |

Monday	7:00 am – 5:30 pm
Tuesday – Thursday	7:00 am – 5:30 pm

Two 10 min. breaks, morning & afternoon and a 30 min. lunch

### Phase 2 – Ranged Driving Instruction (Fri - Thu) – 50 Hours

Our field training will allow our students to have hands-on training with both trucks and trailers at our five-acre yard training facility.

Subjects include but are not limited to the following:

- |   |                                    |
|---|------------------------------------|
| A. Pre-Trip Inspection (this is done every day of training) | E. Coupling and Uncoupling         |
| B. Straight-line Backing                                    | F. Sliding Fifth Wheel and Tandems |
| C. 45 Degree Angle back                                     | G. Homework – Pre-Trip Inspection  |
| D. Offset back – left & right                               |                                    |

Friday	7:00 am – 5:30 pm
Monday	7:00 am – 5:30 pm
Tuesday – Thursday	7:00 am – 5:30 pm

Two 10 min. breaks, morning & afternoon and a 30 min. lunch

### Phase 3 – Road Driving Instruction (Friday - Friday) – 60 Hours

(4:1 Ratio) The last 60 hours will be split between road training and field training. Students will drive on a variety of roads, such as

highways, city, and rural. Subjects will include but are not limited to the following:

- A. Shifting
- 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. Hazardous Materials
- H. 90 Degree Alley Dock

Friday	7:00 am – 5:30 pm
Monday	7:00 am – 5:30 pm
Tuesday – Thursday	7:00 am – 5:30 pm
Friday	7:00 am – 5:30 pm

Two 10 min. breaks, morning & afternoon and a 30 min. lunch

## **Job Placement Assistance Services**

Capital Truck Driving Institute Inc. will provide lifetime job placement assistance for all its graduates. For us to do this properly we ask that you fully disclose all pertinent information with regard to your driving/background/work history. Please note, the trucking companies will run your driver record, background and verify all previous employment. It is in your best interest to be upfront and honest with all questions on the applications.

Capital Truck Driving Institute Inc. cannot guarantee you will get a job. We will do everything we can to assist you, but your employment offer is based on the information you have provided on your application.

Capital Truck Driving Institute Inc. cannot guarantee you will graduate the program. In order to graduate, you are required to complete 150 hours of training and earn an overall grade of 80% or above.

Capital Truck Driving Institute Inc. cannot guarantee you will obtain your Class A CDL license. We will provide you with all the necessary tools to pass the CDL exam, but it is ultimately up to you, the student.

# 2021 Calendar

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31

Our school observes the following national holidays and will not be in session: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Students will be required to make up the missed hours from that day which may involve weekend time.



# **Facilities, Training Equipment and Education Staff**

## **Classroom Instructor: TBD**

Students at Capital Truck Driving Institute Inc. are taught by experienced instructors. We keep our class size small to ensure quality training and individual attention where needed. Our classroom is well lit, and climate controlled for the student's comfort. The classroom tables are large for ample space per student for learning materials. The classroom instructor will use a white board, TV, and Trucking Industry DVD's for training of the basics of tractor-trailer driving, laws and requirements to get the CDL Permit.

## **Range Instructors: TBD**

The pre-trip inspection, maneuvering, backing, and coupling training will be done on our five- acre lot. There is ample room for all forms of maneuvering as well as straight line backing and ally docking. All training will be provided at:  
715 Big Horn Dr. Jefferson City, MO. 65109

## **Road Instructors: TBD**

On the road training will be done in school owned, well-maintained equipment that is similar to what is on the road today. Students will drive with our Road Instructors on all types of roads such as city routes, interstate/highways, rural routes and mountainous locations for added education. Initial driving will be done during the day but as the training progresses, some night-time driving will be done as well. Set driving routes will be established and they will maintain a 50-mile radius from the school.

## **School Facilities and Equipment**

- School location has administrative offices, spacious classrooms, and computer labs. The school maintain specially designed field-driving courses where students practice backing, coupling, uncoupling and docking. Capital Truck Driving Institute Inc. Provides equipment for Commercial Drivers Licensing (CDL) testing.
- Capital Truck Driving Institute Inc. owns 2 Freightliner 2010 Tractor- Trailers used exclusively for training and testing

Capital Truck Driving Institute Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Capital Truck Driving Institute Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.