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Rocking RC Trucking LLC

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## HISTORY

Robert began his journey to establish a truck driving school in 2024 with a clear vision of developing skilled, dependable drivers. He started his career as a mechanic before transitioning into truck driving, where he gained extensive real-world experience. Building on that foundation, he went on to serve as the supervising instructor of a truck driving program at a community college for six years, helping train and mentor future drivers.

In 2024, he brought that vision to life by launching his own school. His mission is straightforward: to train top-tier drivers and meet the ongoing demand for qualified CDL professionals in today's workforce.

## ACCREDITATION & APPROVALS

Rocking RC Trucking School: Approved and Regulated by the Texas Workforce

Commission, Career Schools and Colleges, Austin, Texas.

## FACILITIES AND EQUIPMENT

Rocking RC Trucking School is located on two acres at 1107 Ave T. The office is a 150-square-foot building with a break room area. Our training vehicle is a 2016 Freightliner Cascadia 125 with a DD15 and a 10-speed Eaton Fuller manual transmission with a 40 ft flatbed trailer.

## ADMINISTRATION

Robert McCann-Director/Member/Owner

## FACULTY AND STAFF

Robert McCann-Director/Representative/ Instructor/ CVTA Senior Master Instructor

CDL Holder

David McCann-Instructor/Representative

/CVTA Basic Instructor / CDL Holder

## MISSION STATEMENT

Our mission is to provide unparalleled one-on-one instruction while fostering a pathway to career success in the trucking industry. We are dedicated to offering personalized training that empowers each student to excel behind the wheel and beyond. By prioritizing individualized instruction, we aim to cultivate confident, skilled drivers who are poised for long-term success in their trucking careers.

## TUITION AND FEES

Professional Truck Driver I (80 hours)

ELDT CDL CLASS A

Tuition: \$3975.00

Registration: \$100.00

Drug Test: \$75.54

Driving Record: \$6.50

Sales Tax \$342.96

Total Cost: \$4500.00

Class B Driving Skills for Transporting Passengers (70 hours)

Tuition: \$1319.11

Registration: \$100.00

Drug Test: \$75.54

Driving Record: \$6.50

Sales Tax \$114.32

Total Cost: \$1625.00

Special Topics in Truck, Bus and Other Commercial Vehicle Operator

ELDT Hazardous Materials Endorsement Seminar (7 hours)

Tuition \$42.38

Registration \$50.00

Sales Tax \$7.62

Total Cost \$100.00

Pay in Person, we accept credit cards (Mastercard, Visa, or Discover), and debit card. The credit card must be in your name when paying in person. Credit Card fee of 4% per credit card charge. We also accept cash, money order, cashier's checks or Cash App.

#### HOLIDAYS TO BE OBSERVED

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

#### ENROLLMENT PERIODS

Enrollment periods are the four calendar weeks before the first day of classes for each program term.

#### CLASS 2024/2025 BEGINNING AND ENDING DATES OF TERMS

Fall 2024:

Start Date: End Date:

Fall 2026: Start Date End Date 09/14/2026 10/09/2026 10/19/2026 11/13/2026 11/16/2026 12/11/2026 12/14/2026 01/08/2027

Spring 2027: Start Date End Date 01/04/2027 01/29/2027 02/01/2027 02/26/2027 03/01/2027 03/26/2027 03/29/2027  
04/23/2027 04/26/2027 05/21/2027

Summer 2027: Start Date End Date 05/24/2027 06/18/2027 06/21/2027 07/16/2027 07/19/2027 08/13/2027 08/16/2027  
09/10/2027

Scheduled Vacation Periods:

12/23/2024 to 12/29/2024

#### HOURS OF OPERATION

## SCHOOL HOURS OF OPERATION

Monday: 7:00am to 9:00pm

Tuesday: 7:00am to 9:00pm

Wednesday: 7:00am to 9:00pm

Thursday: 7:00am to 9:00pm

Friday: 7:00am to 9:00pm

Saturday: 7:00am to 9:00pm

Sunday: 7:00am to 9:00pm

## OFFICE HOURS OF OPERATION

Monday: 8:00am to 5:00pm

Tuesday: 8:00am to 5:00pm

Wednesday: 8:00am to 5:00pm

Thursday: 8:00am to 5:00pm

Friday: 8:00am to 5:00pm

Saturday: 8:00am to 5:00pm

\*Schedule an appointment with the admissions representative or come in during business hours 8:00am-5:00pm

Monday-Saturday

## DEFINITIVE CLASS SCHEDULE

Behind the wheel classes will be 2 hours each day. Students are required to attend 5 Classes a week Monday to Sunday between 7:00am to 9:00pm with a 5-minute break.

### Classes

7:00am-9:00am

9:00am-11:00am

11:00am-1:00pm

1:00pm-3:00pm

3:00pm-5:00pm

5:00pm-7:00pm

7:00pm-9:00pm

Students must attend a 2-hour class at least five times a week between Monday through Sunday between 7:00 AM to 9:00 PM for approximately 3 weeks (see Schedule),

Students are assigned to an instructor who will provide the training schedule. Students are expected to attend all scheduled classes and drive times. Cancellations must be made at least 24 hours in advance.

Excessive absences will count as a lack of progress and can result in temporary suspension or being dropped from the course. (Tuition is non-refundable after the third day of class)

## ADMISSION REQUIREMENTS for Professional Truck Driver I

### CDL Class A Program

Applicants must be at least 18 years old; have an acceptable driving record; possess a valid Texas drivers license and meet specific driver qualifications established by the office of motor carrier safety including passing a physical examination and drug test; possess a current medical examiners certificate. Students without a high school diploma or GED must successfully complete an ability-to-benefit examination. Students must also have a High School diploma, GED, or ATB English proficiency level. The student may fulfill the Prior Education Requirement by passing the Wonderlic-Ability to Benefit Exam. Students must

obtain a minimum score of 200 on the Verbal component and 210 on the Quantitative component, OR a minimum of 207 for the composite score. The school director reserves the right to accept or reject applicants, in their best interest, based upon the above requirements. Rocking RC Trucking training programs are taught in English only per Federal testing guidelines.

NOTE: Applicants will be disqualified from taking the course if any of the following circumstances are present:

Applicants for the Class A Tractor Trailer program must meet the following MVR requirements to enroll. Applicants must provide acceptable documentation to validate when necessary. Drivers License must be valid. The applicant cannot have any of the following (based on date of violation): DUI/DWI convictions within five years of completion date (of our CDL program). If there are 2 DUIs/DWIs the second must be 10 years back or farther from completion date. At fault accidents within the last year. If there are 2 accidents, the second must be at least 4 years back. Endangerment convictions within 2 years. Reckless/careless/negligent driving convictions within 2 years. Traffic points exceeding 4 active points on current license. Be able to pass a DOT drug screen (Random drug tests may be administered during the course.) Be able to read, write and comprehend English. High School Diploma, GED, or pass an Ability to Benefit test.

In addition, CDL Training: Class A Tractor Trailer students must:

1. Complete an interview with the Director of the School
2. Have the desire to become a truck driver
3. Have a positive attitude
4. Provide a current DOT physical and drug screen
5. Have no felony or drug convictions

#### ADMISSION REQUIREMENTS for Class B Driving Skills for Transporting Passengers

Applicants must be at least 18 years old; have an acceptable driving record; possess a valid Texas driver's license and meet specific driver qualifications established by the office of motor carrier safety including passing a physical examination and drug test; possess a current medical examiner's certificate. Students without a high school diploma or GED must successfully complete an ability-to-benefit examination. Students must also have a High School diploma, GED, or ATB English proficiency level. The student may fulfill the Prior Education Requirement by passing the Wonderlic-Ability to Benefit Exam. Students must

obtain a minimum score of 200 on the Verbal component and 210 on the Quantitative component, OR a minimum of 207 for the composite score. The school director reserves the right to accept or reject applicants, in their best interest, based upon the above requirements. Rocking RC Trucking training programs are taught in English only per Federal testing guidelines.

In addition, CDL Training: Class B Driving Skills for Transporting Passengers students must:

1. Complete an interview with the Director of the School
2. Have the desire to become a truck driver
3. Have a positive attitude
4. Provide a current DOT physical and drug screen
5. Have no felony or drug convictions

#### ADMISSION REQUIREMENTS for SPECIAL TOPICS IN TRUCK, BUS AND OTHER COMMERCIAL VEHICLE OPERATOR: ELDT HAZARDOUS MATERIALS ENDORSEMENT SEMINAR

Possess a Valid Commercial Drivers License

#### CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE AND TRANSFER OF CREDIT

Transfer of credit evaluations will be viewed using the following guidelines:

- An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be accepted.
- The campus may request additional information such as course descriptions or syllabi if there is a question on the comparability of program content to the program in which the student will enroll. The student is responsible for providing any requested additional information.
- The student may be required to demonstrate through testing and hands-on competencies before transfer credit is accepted for courses where such competencies are required.

● The student will not be charged any fees from the receiving institution for transferring credits from other institutions. Students are responsible for all fees for obtaining official transcripts and supporting documentation for transfer of credit.

\*Transfer of Credit. No credits earned at Rocking RC Trucking are transferable to any other schools.

#### CANCELLATION POLICY

A full refund, excluding administrative or registration fees not exceeding \$100 and necessary items of extra expense stated separately on the enrollment agreement, will be issued to any student who cancels the enrollment contract within 72 hours (until midnight of the third day after signing excluding Saturdays, Sundays, and legal holidays) or within the student's first three scheduled class days.

#### REFUND POLICY

1. Refund computations will be based on the scheduled course time of classes through the last documented day of an academically related activity. Leave of absences, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The date of termination if the student is terminated by the school.
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, no more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program.
4. If a student enters the residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the prorated portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due).
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refunds of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program, must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12 months following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school.
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student at the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro-rated refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for the books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - Satisfactorily completed at least 90% of the required coursework for the program; and
  - Demonstrated sufficient proficiency in the program material to receive credit for completing the program.

The payment of refunds will be completed such that the refund instrument has been negotiated or credited into the proper accounts(s) within 60 days after the effective date of termination.

#### REFUND POLICY FOR SEMINARS

1. Refund computations will be based on the period of enrollment computed on the basis of course time (clock hours).

The effective date of termination for refund purposes will be the earliest of the following:

- (a) the last date of attendance; or
- (b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.

4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

5. A full refund of all tuition and fees is due in each of the following cases:

- (a) an enrollee is not accepted by the school;
- (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### PROGRAM OBJECTIVES

The CDL ELDT Class A program provides the preparation for diligent students to meet entry-level trucking industry standards via a traditional resident training curriculum and self-paced online learning. Our students will receive training online and hands-on training in the operation of combination vehicles for entry-level positions within the trucking industry both interstate and intrastate. Each field instructor will be assigned to 2 students only for btw training. Below is a list of skills you will obtain.

- Successfully demonstrate the ability to operate a Class A tractor-trailer during a basic control skills test as prescribed by the State of Texas, Department of Motor Vehicles.

- Rocking RC Trucking will provide students with training criteria and standards that are in full compliance with the requirements of the FMCSA's Entry Level Driver Training (ELDT) regulations.
- Perform a pre-trip inspection on a Class A tractor-trailer according to the TX DPS and FMCSA.
- Students will go over the Rules and Regulations of the Department of Transportation and other Federal and State regulatory agencies as applicable to the operation of tractor-trailers on state and inter-state highways.
- Under supervision from instructors, students will demonstrate the proper methods of starting, operating, and shutdown procedures under typical conditions.
- Recognize and articulate the foundational assumptions, central ideas, and the basic information necessary to properly operate a diesel semi-tractor-trailer.

Students will perform the coupling and uncoupling of units, and parking and securing the vehicle under normal conditions.

- Students will demonstrate proper road skills to drive a tractor-trailer safely and effectively under a wide variety of traffic, load, road, weather (practical and using films), and geographic conditions
- Be able to intelligently converse with both industry and enforcement personnel about Department of Transportation safety rules and regulations as stated in the code of Federal Regulations title 49 parts 383 to 397
- Safety procedures as defined by the Occupational Safety and Health Act as applicable to the operation of tractor-trailers on state and interstate highways.
- Training on Human Trafficking established by the Texas Workforce Commission, in collaboration with the Texas Office of the Attorney General.
- Successfully pass the State of Texas D.P.S written examination as well as the State of Texas D.P.S. equipment road test required for employment as a driver in the trucking industry.

#### COURSE INFORMATION

Professional Truck Driver I

#### OBJECTIVE /PURPOSE OF COURSE:

The following curriculum outline for the 80-hour Professional Truck Driver training program is

designed to ensure that each student receives quality up-to-date complete training. The outline will ensure that all students are taught the same way.

This course prepares students to take the State of Texas CDL Class A exam. Overview of the State of Texas Class A Commercial Drivers License written test. Includes preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation.

The course includes a Self-Paced Online Theory Instruction, to prepare students for the Learner's Permit written exam and Behind-the-Wheel Training

#### LENGTH OF TIME REQUIRED FOR

#### COMPLETION OF THE COURSE

The Professional Truck Driver I training program is a 4-week (28-day) course, designed to be completed in less than one month.

#### TYPE OF CERTIFICATE, DIPLOMA, OR DEGREE

#### AWARDED

Students that complete the course will receive a certificate of completion.

#### A SYNOPSIS OF EACH SUBJECT OFFERED

49.0205.00 CVOP 1013 Professional Truck Driver I

#### SUBJECT HOURS:

- 80 contact hours

- 40 theory lecture hours
- 25 basic vehicle control lab hours
- 15 over-the-road lab hours

PREREQUISITES: No prerequisite required

Theory - covers pre-trip inspection preparation topics. The section includes orientation, theory, familiarization, Federal Motor Carrier safety regulations, examinations, pre-and post-instruction, and full interior and exterior pre-trip inspection practice and training on the recognition and prevention of human trafficking per TWC rule §807.326. This is an online self-paced course.

Yard Skills and Street Driving- This includes straight line backing, measured stops, measured turns, offset parking, alley docking, parallel parking and more emphasis on pre-trip inspection.

Street Driving is the over-the-road training portion. This section will cover all aspects of safe driving and vehicle control. It will cover a wide range of situations in city traffic. The objective of this section is to make sure that each graduate has received sufficient training to make them qualified and efficient and prepares them for State Licensing.

Class B Driving Skills for Transporting Passengers

OBJECTIVE /PURPOSE OF COURSE:

This course is designed to prepare students for safe, competent, and professional operation of Class B commercial motor vehicles (CMVs) used for transporting passengers. Emphasis is placed on safety, vehicle operation, passenger management, defensive driving techniques, and meeting the federal and state requirements for obtaining a Class B CDL with a Passenger (P) and/or School Bus (S) endorsement.

The course includes a Self-Paced Online Theory Instruction, to prepare students for the Learner's Permit written exam and Behind-the-Wheel Training

LENGTH OF TIME REQUIRED FOR

COMPLETION OF THE COURSE

Class B Driving Skills for Transporting Passengers

The training program is a 2-week (14-day) course and is completed in less than one month.

TYPE OF CERTIFICATE, DIPLOMA, OR DEGREE

AWARDED

Students that complete the course will receive a certificate of completion

A SYNOPSIS OF EACH SUBJECT OFFERED

49.0205.00 CVOP 1011 Class B Driving Skills for Transporting Passengers

SUBJECT HOURS:

- 70 contact hours
- 50 theory lecture hours
- 10 basic vehicle control lab hours
- 10 over-the-road lab hours

PREREQUISITES: No prerequisite required

Theory - covers pre-trip inspection preparation topics. The section includes orientation, theory, familiarization, Federal Motor Carrier safety regulations, examinations, pre-and post-instruction, and full interior and exterior pre-trip inspection practice and training on the recognition and prevention of human trafficking per TWC rule §807.326. This is an online self-paced course.

Yard Skills and Street Driving- This includes straight line backing, measured stops, measured turns, offset parking, alley docking, parallel parking and more emphasis on pre-trip inspection.

Street Driving is the over-the-road training portion. This section will cover all aspects of safe driving and vehicle control. It will cover a wide range of situations in city traffic. The objective of this section is to make sure that each graduate has received sufficient training to make them qualified and efficient and prepares them for State Licensing.

## SPECIAL TOPICS IN TRUCK, BUS AND OTHER COMMERCIAL VEHICLE OPERATOR: ELDT HAZARDOUS MATERIALS ENDORSEMENT SEMINAR

### OBJECTIVE /PURPOSE OF COURSE:

The objective/purpose of our Special Topics in Truck, Bus and Other Commercial Vehicle Operator ELDT Hazardous Materials endorsement Course is to fulfill the entry-level driver training requirements mandated by the Federal Motor Carrier Safety Administration (FMCSA) while addressing recently identified current events, skills, knowledge, and attitudes pertinent to the transportation of hazardous materials. Our course is specifically designed to provide comprehensive instruction on the safe handling, storage, and transportation of hazardous materials, ensuring compliance with all relevant regulations and protocols.

In addition to meeting FMCSA requirements, our course content is regularly updated to reflect current events, emerging technologies, and evolving industry practices. We incorporate topics that are relevant to the professional development of the student, including the latest advancements in hazardous materials transportation, safety protocols, and best practices. By addressing these pertinent issues, we aim to equip drivers with the knowledge and skills needed to navigate the complexities of transporting hazardous materials safely and responsibly, while also fostering their ongoing professional growth and development in the field.

### LENGTH OF TIME REQUIRED FOR COMPLETION OF THE COURSE

The 49.0205 CVOP 1091 Special Topics in Truck, Bus and Other Commercial Vehicle Operator Hazardous Materials Endorsement Course is designed as a self-paced online theory program that is a 7-hour program completed within a maximum of 3 days, making it significantly less than one month in duration. Students are given a flexible time frame of three days to finish the course, allowing them to progress through the material at their own pace while balancing other commitments.

The course is structured to provide comprehensive instruction on the safe handling, storage, and transportation of hazardous materials, covering relevant topics such as regulations, identification, packaging, and emergency response procedures. Through a combination of multimedia presentations, interactive modules, quizzes, and assessments, students engage with the material in an effective and efficient manner.

By offering a self-paced online format with a three-day completion window, we aim to accommodate the diverse schedules and learning preferences of our students, ensuring they have ample time to absorb the information thoroughly while maintaining flexibility in their study routine.

### TYPE OF CERTIFICATE, DIPLOMA, OR DEGREE

#### AWARDED

Students that complete the course will receive a certificate of completion.

### A SYNOPSIS OF EACH SUBJECT OFFERED

49.0205 CVOP 1091 Special Topics in Truck, Bus and Other Commercial Vehicle Operator

#### SUBJECT HOURS:

- 7 total contact hours
- 7 theory lecture hours

#### PREREQUISITES: Possess Valid Commercial Drivers License

Theory - The Special Topics in Truck, Bus and Other Commercial Vehicle Operator Hazardous Materials Endorsement online course for Commercial Drivers License (CDL) provides comprehensive training on the safe handling, transportation, and regulations pertaining to hazardous materials. It is designed to be completed at the student's own pace over a three-day period, with an estimated duration of 7 hours.

The course covers essential topics such as hazardous materials identification, packaging, storage, and emergency response procedures. Through a variety of multimedia presentations, interactive modules, quizzes, and assessments, students engage with the material in an effective and efficient manner.

### PROGRAM DESCRIPTION

Program Length Statement All training programs offered by Rocking RC Trucking School are designed to be completed in less than one month. Each program follows an accelerated schedule that allows students to gain the required knowledge and hands-on experience efficiently while maintaining high training standards.

Our truck driving school offers comprehensive training for individuals aspiring to pursue careers as professional truck drivers. The primary occupation for which training will be provided is that of a Commercial Truck Driver (CDL Class A or B), including but not limited to:

Long-Haul Truck Driver

Local/Regional Delivery Driver

Freight Transport Driver

Tanker Truck Driver

Flatbed Truck Driver

Students enrolled in our program will acquire a diverse set of skills essential for success in the trucking industry. These primary job skills include:

Proficiency in operating commercial vehicles, including tractor-trailers, straight trucks, and specialized trucks.

Mastery of defensive driving techniques and adherence to safety regulations.

Efficient route planning and navigation using GPS and traditional maps.

Proper vehicle inspection, maintenance, and troubleshooting to ensure safety and compliance.

Effective communication with dispatchers, customers, and other road users.

Time management skills for meeting delivery schedules and deadlines.

Knowledge of relevant federal and state transportation laws and regulations.

Ability to handle various cargo types and loading/unloading procedures.

Upon completion of our program, graduates will be equipped to work in diverse work settings within the transportation and logistics industry. These may include:

Long-haul transportation companies serving nationwide or international routes.

Local and regional delivery companies catering to specific geographic areas.

Freight and logistics companies managing the movement of goods across different industries.

Specialized transportation services such as tanker, flatbed, refrigerated, or oversized load carriers.

Self-employment opportunities as independent owner-operators or contract drivers.

Employment with government agencies, construction firms, or manufacturing companies requiring dedicated transportation services.

Our truck driving school is committed to providing comprehensive training that prepares students for the demands and challenges of a rewarding career in the trucking industry. Through a blend of online instruction, hands-on driving experience, and real-world simulations, we aim to produce highly skilled and safety-conscious professional truck drivers ready to excel in various occupational settings.

#### GRADING POLICIES

All grades are based on the numerical system students are graded on: written examinations, field tests, driving sessions, methodology, and attitude.

Grading Scale:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= Below 60

Online Self-Paced Theory Program requires a minimum cumulative grade average of 80% in all areas of online training. CDL Class A ELDT training is a PASS or FAIL grading system. This grading method fits a primarily physical skills training program better than the traditional letter or number grade system. Students must show proficiency in all areas of the behind-the-wheel training to pass the course. During training, instructors will measure and grade the daily progress of the student by observing daily operational skills, and evaluation of homework assignments, quizzes, and examinations. If the student is lacking in daily satisfactory progress in the instructor's view, then the student will be counseled or tutored in the area in which he/she needs improvement and then given the opportunity to improve via remedial training. The PASS or FAIL grading system mirrors our core training belief, operating heavy equipment is either done safely and professionally or it is not. This system allows the graduate's employment search to be based on their own personal skill levels obtained versus becoming a victim of employment grade competition.

## SATISFACTORY PROGRESS AND ACADEMIC PROBATION

### Definition of Satisfactory Progress:

A cumulative grade average of at least 80% (OR B OR 3.0) is required for the student to receive the course certificate. Students will receive written notification of their progress at the midpoint and end of each 2-week evaluation period. A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. The school Director will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

### Academic Probation:

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be indicated in the student's permanent file.

After one 4-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

\*Incomplete: An "I" for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and /or tool kit.

\*Withdrawal: Under Texas Education Code 132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

## INCOMPLETES

Students are expected to contact the school when absent (or give notice in advance of a planned absence) to ensure make-up work eligibility and schedule the make-up work. Students are responsible for completing any assignments they missed during their absence. Work eligible for make-up are tests, yard skills practice, and homework. The student must submit the notice for make-up work missed due to absence no later than the next class day after returning from the absence. All makeup work must be completed within 2 weeks from the date the make-up work was assigned.

## WITHDRAWAL

Students who want to withdraw from our course must complete the following:

Submit a written notification to the Director of the Academy that explains the reason for wanting to withdraw. The students will also have the chance to meet with the Director to identify any possible solutions that can be attained. Students who are obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the students' academic status. A student who received a grade of incomplete may re-enroll in the program during the 12-Month period following the date the student withdraws and completes the incomplete subjects without payment of additional tuition for that portion of the course.

#### SCHOOL POLICY

1. The student authorizes Rocking RC Trucking, its agents, employees, licenses, and successors in interest, the use of all photographs taken of him/her, and any reproduction of them in any form in any media whatsoever and any derivative work based thereon throughout the world, and to use them to publicize, promote and advertise, including but not limited to use for point-of-sale advertising.
2. The student must obtain a medical examiner's D.O.T. physical examination before enrollment. If before the start of training the student is deemed ineligible to drive under the provisions set forth by the U.S Department of Transportation, all tuition paid by the student will be refunded excluding any administrative fees. The student must send the school a copy of proof of physical failure from a Licensed Medical Examiner.
3. If the student is unable to continue training at the school for reasons beyond its control such as, but not limited to, hurricanes, floods, extreme weather conditions, fire, etc., then the school reserves the right to suspend training at the resident site affected for a period not to exceed 120 days. If any student is affected by this clause, the student may return to school and take the complete residence class at no additional charge.
4. The school may find it necessary to give additional training time to the student. Therefore, every student agrees to take additional training, if the school finds it necessary.
5. If the student fails the initial DPS pre-trip/skills/road test they are required to wait until the next scheduled trip to the Department of Public Safety.
6. Follow the rules, regulations, and policies of the school.
7. It is the policy of the school to assign extended Classroom Exercises (Homework) to be completed by the student during evening hours while attending training.
8. All travel expenses and arrangements (to and from school) shall be the responsibility of the student. Costs of necessities while training shall be paid by the student. It is the student's responsibility to make their own selection and reservations for their lodging. The school sets no restrictions on where the student secures food and lodging.
9. Students must currently hold a valid operator's license to be eligible to report to training. All students must possess a Class A Instructional Permit to be allowed on public streets and highways.
10. ELDT Class A Online courses must be completed with a minimum score of 80% before the beginning of the sixth day of training.

#### REMEDIAL WORK AND REPEATED COURSES

Rocking RC Trucking School does not offer remedial work. When a subject class is repeated, the higher grade will be considered in the determination of the student's grade average for the course of study.

#### ATTENDANCE POLICY

Students are expected to complete all online theory lessons, attend every behind-the-wheel training class, and be punctual. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. A tardy is defined as arriving after the designated time for the beginning of the class or for the continuation of class after breaks.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be terminated for a student who is absent for more than 20% of the scheduled classes. A student whose enrollment was terminated due to unsatisfactory attendance may re-enroll on attendance probation in a subsequent term in the next 6 calendar months. Such re-enrollment does not circumvent the approved refund policy. If the re-enrolled student on attendance probation is absent for more than 20% of the scheduled classes, the student's enrollment in the program will be terminated, and the student will not be readmitted to the program. Rocking RC Trucking School will terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

## TARDIES

Classes begin promptly at the scheduled time. Students are expected to arrive at least 15 minutes before the start of the class to prepare adequately. A student is considered tardy if they arrive after the scheduled class start time. If a student arrives within the first 15 minutes after the class start time, they will be marked as tardy. If a student arrives later than 15 minutes after the scheduled class start time, the class will be automatically canceled for that student. Any class that is canceled due to tardiness beyond the 15-minute threshold will be counted as an absence for the student. This absence will be recorded in the student's attendance records. Accumulation of tardiness instances leading to absences may result in disciplinary actions as outlined in the school policy, including but not limited to counseling sessions, probationary periods, or dismissal from the program. In case of emergencies or unforeseen circumstances beyond the student's control, the student must notify the school administration as soon as possible to discuss possible accommodations. Students with documented valid reasons for their tardiness, such as medical emergencies or unavoidable transportation issues, may be exempt from the cancellation policy at the discretion of the school administration.

## MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:

1. Be supervised by an instructor approved for the class being made up
2. Require the student to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class session
3. Be completed within two weeks of the end of the grading period during which the absence occurred
4. Be documented by the school as being completed, recording the date, time, and duration of the make-up session, and the name of the supervising instructor
5. Be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours of the skills and driving tests must be arranged with the director. Make-up time for absences during the skills and drive time is limited to 2 hours. This time may be further limited due to supervised make-up work earlier in the term.

## LEAVE OF ABSENCE

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) for leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file.

## CONDITIONS FOR PROBATION & TERMINATION

Regular attendance is a requirement. Excessively missing classes or training sessions without a valid reason may result in probation or termination. Students are expected to meet minimum performance standards in both classroom instruction and practical driving exercises. Failure to meet these standards may lead to probation. Safety is paramount in truck driving. Violations of safety rules or reckless driving during training may result in probation or termination or dismissal from the program. Following the prescribed curriculum and completing assignments within the given timeframe is expected. Deviating from the curriculum or failing to complete assignments may lead to probation. Effective communication with instructors and staff members is important. Failing to communicate effectively or respond to communications from the school may result in probation or termination. Students are required to obtain a Texas Commercial Learners Permit to participate in truck driving training. Failure to obtain or maintain a valid commercial learners permit may result in probation or termination. Students are expected to conduct themselves professionally both inside and outside the classroom. Any behavior that reflects poorly on the school or the industry may result in probation or termination.

## CONDITIONS FOR RE-ADMITTANCE

A student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for re-enrollment in a subsequent term in the next 12 calendar months.

## STUDENT CONDUCT EXPECTATIONS

Students on the Rocking RC Trucking campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these expectations will be subject to disciplinary action

which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creating unsafe conditions
8. Carrying out a false alarm or creating an emergency such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others
10. Selling, consuming, and/or possessing alcoholic beverages on or in the property of the school or in any part of the office
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on or in the property of the school or in any part of the office
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace

#### SEXUAL HARASSMENT DEFINED

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### REQUIREMENTS FOR GRADUATION

The candidate for the certificate must:

1. Have successfully completed the minimum requirements for the certificate.
2. Earn a grade average of at least 80% in the online training and a Pass on all areas of training for the Behind the Wheel training within 4 weeks.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

#### PLACEMENT ASSISTANCE POLICY

Our job placement assistance involves services and support provided to individuals seeking employment. Helping individuals create or refine their resumes to highlight their skills, experiences, and qualifications effectively. Assisting individuals in expanding their professional networks by connecting them with industry contacts, or other relevant resources. Actively referring qualified candidates to job openings and working with employers to facilitate the hiring process. This may involve providing recommendations, arranging interviews, or advocating for candidates. Offering ongoing support and assistance to individuals even after they have secured employment, such as helping them navigate workplace challenges or providing resources for career advancement.

## STUDENT COMPLAINTS

### (GRIEVANCE PROCEDURE)

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find a resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by a member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal complaint.

#### Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission

Career Schools and Colleges, Room 226T

101 East 15th Street

Austin, Texas 78778-0001

Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [texasworkforce.org/career schools](http://texasworkforce.org/career%20schools).

#### Notification of Complaint to the Accrediting Agency

A student may also file a written complaint with the American Association for the Accreditation of Small Technical Schools. Complaints to the Association must be in writing. They should be sent to:

AASTS

Attention: Director

1791 Constitution Avenue Oak Grove, Louisiana 71263

(318) 413-7035

### TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief \_\_\_\_\_

Robert McCann, Director

| Subject #                     | Subject Title               | Lecture  | Lab      | Externship |
|-------------------------------|-----------------------------|----------|----------|------------|
| 49.0205.00 CVOP 1013          | Professional Truck Driver I |          |          |            |
|                               |                             |          |          |            |
| Theory 39 hours               |                             | 39 hours | 00       | 00         |
| Human Trafficking<br/>1 hour  |                             | 1 hour   | 00       | 00         |
| Basic Control 25 hours        |                             | 00       | 25 hours | 00         |
| OTR Driving 15 hours          |                             | 00       | 15 hours | 00         |
|                               |                             |          |          |            |
| Total Contact Hours: 80 hours |                             | 40       | 40       | 00         |

| Subject #                     | Subject Title                                           | Lecture  | Lab      | Externship |
|-------------------------------|---------------------------------------------------------|----------|----------|------------|
| 49.0205.00 CVOP 1011          | Class B Driving Skills for Transporting Passengers<br/> |          |          |            |
| Theory 59 hours               |                                                         | 49 hours | 00       | 00         |
| Human Trafficking<br/>1 hour  |                                                         | 1 hour   | 00       | 00         |
| Basic Control 10 hours        |                                                         | 00       | 10 hours | 00         |
| OTR Driving 10 hours          |                                                         | 00       | 10 hours | 00         |
| Total Contact Hours: 70 hours |                                                         | 50       | 20       | 00         |

| Subject #                    | Subject Title                                                                                                         | Lecture/Online | Lab | Externship |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------|-----|------------|
| 49.0205.00 CVOP 1091         | Special Topics in Truck, Bus and Other Commercial Vehicle Operator: ELDT Hazardous Materials Endorsement Seminar<br/> |                |     |            |
| Theory 7 hours               |                                                                                                                       | 7 hours        | 00  | 00         |
| Total Contact Hours: 7 hours |                                                                                                                       | 7 hours        | 00  | 00         |