

2024-2025

Academic Catalog & Student Handbook

**Exploring Opportunities and
Building Futures**



Volume number: 05

Date of Publication: 07/01/2024



- * Catalog
- * Courses
- * Enrollment
- * Policy



Table of Contents

1. Publication Cover
2. Table Of Contents
3. Mission & Licensure
4. Academic Calendar
5. Withdrawal & Cancellation
6. Refunds
7. Faculty & Staff
8. Equipment, Facility & Class Size
9. Student Enrollment Info.
10. Values
11. Entrance & Admission
12. Military & Veteran Info.
13. Military & Veteran Info.
14. Military & Veteran Info.
15. Military & Veteran Info.
16. Non-Discrim. & Anti-Harassment Policy
17. Costs & Programs
18. Costs & Programs
19. Costs & Programs
20. Costs & Programs
21. Costs & Programs
22. Awards, Financial Aid & Testing

23. Grading
24. Student Conduct & Dismissal
25. Re-Entry & Training Credit Earned
26. Student Expectations & Tardiness
27. Student Complaint/Appeal Process
28. Records, Placement & Housing
29. Contact Info & LAST PAGE

Mission Statement & Licensure



Mission Statement

The mission of Right-Way Transportation Academy, LLC is to provide excellence in CDL, forklift, etc. training to anyone with the drive to become a professional in their desired field. Our goal is to provide an effective pathway and the tools needed to be safe, skilled, and successful in our students' future career path.

Licensure

This school is licensed under Chapter 28C.10 RCW. We are certified and approved to teach by the FEDERAL ELDT, Washington Training Board and Washington State Department of Licensing.

DOL License number: 21031345

Federal Tax ID number: 87-2019804

Selected programs of study at Right-Way CDL Academy (RWCDL)

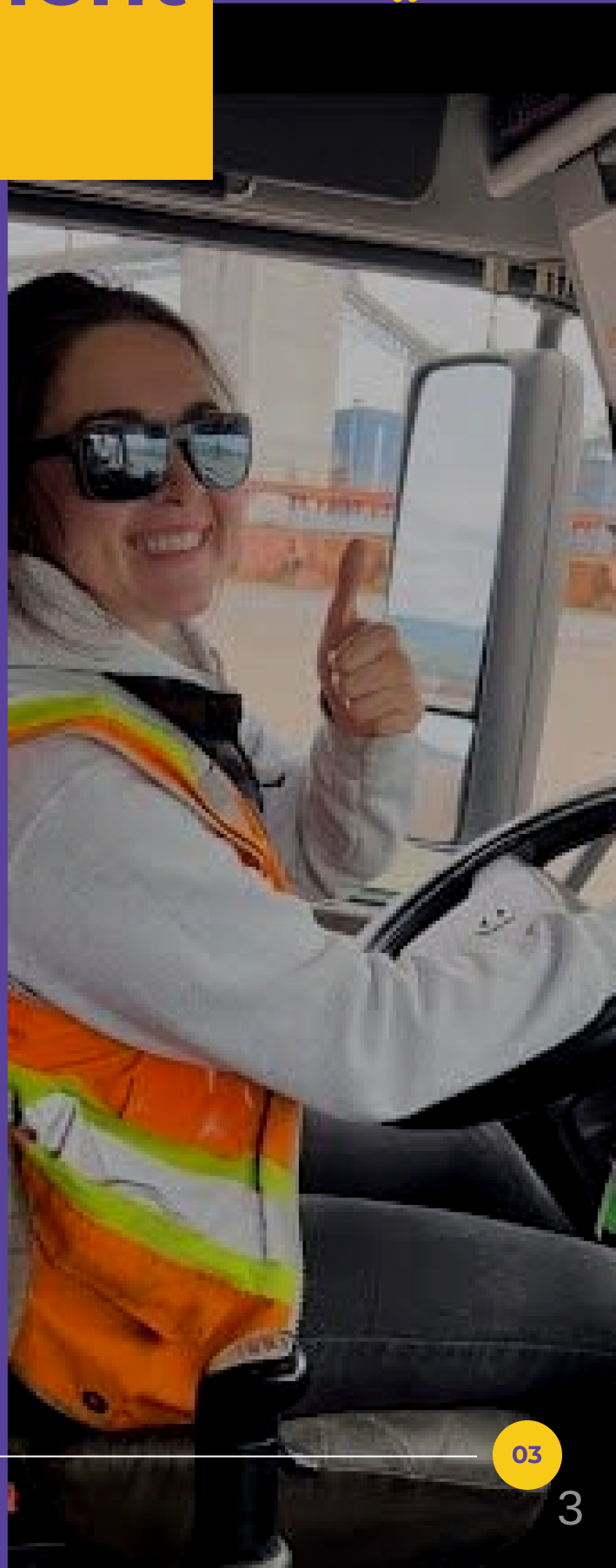
Are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Inquiries or complaints regarding this private vocational school may be made to. Address:

128 10th Ave SW, Olympia, WA 98501

Phone number: (360)-709-4600

Email: workforce@wtb.wa.gov



Academic Calendar

Class schedules, and programs are set out two months ahead of the current class month.

Class-A CDL

Consists of a minimum of 160 clocked hours running from Monday through Friday 8AM 6PM for approximately four to five weeks with Friday being open for any additional practice or time missed.

Class-B CDL

Consists of a minimum of 80 clocked hours running from Monday - Friday 8AM to 6PM for approximately two to three weeks with Friday being open for any additional practice or time missed.

Class-B+ Passenger CDL Consists of a minimum of 94 clocked hours running from Monday- Friday 8AM to 6PM for approximately four weeks with Friday being open for any additional practice or time missed.

Class-B to Class-A Upgrade CDL Consists of a minimum of 80 clocked hours running from Monday- Friday 8AM to 6PM for approximately two to three weeks with Friday being open for any additional practice or time missed.

*Class-B to Class-A upgrades are assessed by the schools director and may be accepted after passing initial assessment to determine amount of training that will be needed for passing the exam.

Passenger Endorsement Add-on

Consists of a minimum of 14 clocked hours and can run from Monday - Friday 8AM to 6PM for approximately two days with Friday being open for any additional practice or time missed.

HAZMAT Certification

Consists of two days scheduled either consecutively or split into separately scheduled days. Or by request, can be rolled into the Class-A or Class-B program while you are here.

Forklift OSHA Certification

Consists of a minimum of 8 clocked hours over one day scheduled on request.

School Holidays & Academic Calendar

- New Year's Day - off
- Martin Luther King Day - off
- Independence Day - off
- Memorial Day - off
- Labor Day - off
- Thanksgiving - off
- Christmas Eve - off
- Christmas Day - off

Note: Regular business hours for Right-Way Transportation Academy, LLC are 8AM 6PM Monday through Thursday. Our school is by appointment only on Fridays.





Withdrawal & Cancellation

Withdrawing from Classes.

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date.

All financial obligations on the part of the school and student will be calculated using the last recorded date of attendance.

Religious Accommodations.

Right-Way Transportation Academy, LLC will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/class requirement.

Students requesting religious accommodations should make their request, in writing, directly to their instructor with as much advance notice as possible.

Being absent from class or other educational responsibilities will not excuse students from keeping up with any information shared or expectations set during the missed class.

Students are responsible for obtaining materials and information provided during any class missed.

The student shall work with the instructor to determine a schedule for making up missed work.

Cancellation and Refunds.

In Compliance with WAC 490-105-130 Should a student's enrollment be terminated or should withdraw for any reason, all refunds will be made according to the following refund schedule.

1.The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

2.The school must refund all money paid if the applicant cancels within five business days (excluding Sundays, and holidays) after the day the contract is signed or initial payment is made, as long as the applicant has not begun training.

Refunds

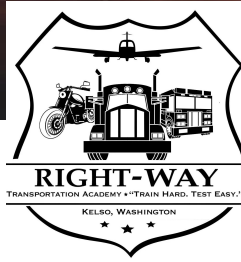
In Compliance with WAC 490-105-130 Should a student's enrollment be terminated or should withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays, and holidays) after the day the contract is signed or initial payment is made, as long as the applicant has not begun training.
3. The school may retain or establish a registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. *A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under section 3 above, plus a percentage of the total tuition as described in the following.
If the student completes the following amount of training, the school may keep this.
 - One week or up to 10%, whichever is less - School keeps 10%
 - More than one week or 10% whichever is less, but less than 25% - School keeps 25% • 25% but less than 50% - School keeps 50%
 - More than 50% - School keeps 100%
1. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. What a student, without notice, fails to attend classes for four scheduled calendar days in which case there is not enough time to do make-up work to get caught up within the course period. In which case additional time may be granted and scheduled at the student's own financial responsibility and is subject to pay the standard fee at the daily rate of \$375.00 per ten hour day for classroom instruction or \$375.00 per ten-hour day for driving instruction.
6. All refunds will be paid within thirty calendar days of the student's official termination date.

Refunds



FACULTY & STAFF



Administration

Director &

Chief Instructor (owner)

Kevin Mackie (2021)

Kevin Mackie is the Director and chief instructor at Right-Way Transportation Academy, LLC. Kevin went through an employer training program back in 2005 and has been driving with a Class-A CDL ever since.

Kevin has experience in many types of trucking industries such as; dump truck, log trucking, flatbed, dry van, refrigerated, port/container, and several others.

Kevin has been an employer and understands that side of the industry as well, and things employers are looking for in a driver.

Kevin has also been a CDL safety advisor for several companies, as well as, a CDL instructor for another local school, prior to opening his own school.

Kevin Mackie is a well grounded instructor that has many great techniques to share with his students and is genuinely excited about the students' learning and their professional careers.

Kevin Mackie oversees the newly opened forklift program, with safety and technique, they are passing with flying colors. Kevin will also be the point of contact for all Veteran and Worksource Enrollments or inquiries.

Admissions/Licensing/Office

Angela Knopp (2021)

Experience with owning and overseeing day to day office and small business operations.

Instructors

Tracy Summers (2022) Class-A CDL, Tanker, HAZMAT Instructor.

Primary experience: Fire Trucks.

Secondary: Heavy haul chip trucks.

Kacee Tetzlaff (2022) Class-A CDL, Tanker, HAZMAT.

Primary experience: Fuel Tanker.

Secondary: Military equipment.

Our Team

We are committed to high standards of performance and pride in accomplishments, with the understanding that the strength of our organizations our people.

We embrace the concepts of equal opportunity, affirmative action, and cultural diversity.

We encourage teamwork, professional growth, acceptance of responsibility, and recognition for achievement.

Equipment, Facility & Class Size

We utilize a variety of power units and trailers to conduct our training and testing with. our equipment will range in size and type, and will always be appropriate for the type of training and testing each student needs. We also rotate different equipment throughout the year with new types of training equipment to specialize in different industry specific jobs.

Mailing address:

PO BOX 136, Kelso, WA 98626

Range & Classroom Training yard address: "Cow Yard"

2690 Coweeman Park Dr, Kelso, WA 98626

Truck space 1 through 12

Phone number:(530)-408-0504

Email: rightwaycdlacademy@gmail.com

Right-Way Transportation Academy, LLC features an up-to-date facility with a classroom that can support up to 10 students, and features fresh drinking water dispenser, microwave and refrigerator for lunch breaks, as well as n outdoor restroom provided. Note: Our equipment training location is not ADA compliant or required, as the commercial equipment does not offer handicapped.

Student/Instructor ratios are as follows:

CLASSROOM: 6 max to 1

RANGE/YARD (outside class discussions & Instructor demo): 6 max to 1

BEHIND THE WHEEL (inside vehicle): 1 max to 1

We may have slightly longer class schedules to accommodate the student/instructor class size and to ensure each student is provided the minimum and adequate amount of required training hours for each course that we offer, in accordance with federal & state training requirements.

Student Enrollment Agreement Information

AGREEMENT NOTICE: This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

CHANGES TO AGREEMENT NOTICE: Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student.

Refund policy will be in compliance with WAC 490-105-130: CANCELLATION AND

REFUND POLICY: 1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.

2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table: If the student completes this amount of training: One week or up to 10%, whichever is less More than one week or 10% whichever is less but less than 25% 25% but less than 50% More than 50% The school may keep this percentage of the tuition cost: 10% 25% 50% 100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance: a. When the school receives notice of the student's intention to discontinue the training program; or, b. When the student is terminated for a violation of a published school policy which provides for termination; or, c. When a student, without notice, fails to attend classes for thirty calendar days.

6. All refunds must be paid within thirty calendar days of the student's official termination date.

Our Values, Our Students, Our Team & Our Community

Core Values

Begin and end with the student in mind. Maintain high level of integrity and ethical values. Be accountable for our actions and deliver the right results the first time.

Maintain diversity and cultural sensitivity towards all people. Practice mutual respect and civility. Be a good neighbor and provide a positive contribution to our community.

Our Students

We are committed to our students by providing a strong curriculum emphasizing practical, usable skills blended with a relevant general education foundation.

This is accomplished in a caring environment with personal attention and close faculty-student interactions.

We offer education opportunities, with an “open door” admission component, to a diverse array of students, including high school graduates, vocational rehabilitation students, military personnel, national and international students, various companies, as well as non-traditionally prepared students.

We are entirely committed to giving our students the highest quality education possible to obtain entry-level employment skills in the hands-on trades industry with quality, entry-level individuals who can satisfactorily complete their tasks and contribute to their community.

Our Team

We are committed to high standards of performance and pride in accomplishments, with the understanding that the strength of our organization is our people.

We embrace the concepts of equal opportunity, affirmative action, and cultural diversity.

We encourage teamwork, professional growth, acceptance of responsibility, and recognition for achievement.

Our Communities

We are committed to being a good neighbor and giving our community something they can be proud of in a company.

Through our training program we strive to give our community professional, responsible, and safe trades operators to contribute to its development

Entrance and Admission Requirements

18 years of age for all programs, and to drive **intrastate** for CDL programs, **21 years** of age for **interstate** driving for CDL programs

- + **You** must hold a valid state issued driver's license for CDL programs.
- + **You** must at least hold a valid state issued identification card for all other programs.
- + **You** must be able to speak, read and write in English well enough to do your trade.
- + **You** can demonstrate the ability to operate any program assigned equipment safely and follow laws for that equipment.

CDL Programs Only.

- + You can pass the Department of Transportation physical examination and drug screening.
- + You have passed the Department of licensing written examination and obtained the CDL permit for what you plan to operate.
- + You have an up-to-date full employment report, driver's license abstract, and quality.
- + You have graduated high school or obtained a GED, or ATB exam. See below.

ATB or Ability to Benefit (See WAC 490-105-140)

Students must possess a high school diploma, a general education development (GED) diploma, or pass a graded entrance exam.

Any criminal offenses could prevent the student from obtaining licensure and is assessed on a case-by-case basis.

Selected programs of study at Right-Way CDL Academy (RWCDL) Are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

RWCDL does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

AGREEMENT NOTICE:

CANCELLATION AND REFUND POLICY FOR VA STUDENTS: RWCDL agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1.Registration Fee An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

2.Breakage Fee Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3.Consumable Instruction Supplies Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4.Books, Supplies, and Equipment a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:-The school furnishes the books, supplies, and equipment,-The school includes their costs in the total charge payable to the school for the course,-The veteran or eligible person withdraws or is discontinued before completing the course. b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5.Tuition and Other Charges Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6.Prompt Refund In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph

20 NOTICE TO BUYER: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those. **CANCELLATION OF CONTRACT:** If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant. **UNFAIR BUSINESS PRACTICES:** It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply. RWCDL does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

CERTIFICATION: I certify that I read and understand the cancellation and refund policy and the complaint procedure; I received a copy of the school catalog and I am entitled to an exact copy of this enrollment agreement, school catalog, and any other papers I sign.



Military & Veteran Benefits & Policies



**STATE OF WASHINGTON WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD STATE
APPROVING AGENCY FOR VETERANS EDUCATION & TRAINING 128 – 10th Avenue SW • P.O. Box 43105 •
Olympia, WA 98504- 3105 • (360) 709-4600**

VA PRORATED REFUND POLICY : (RIGHT-WAY CDL ACADEMY) agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

- 1. Registration Fee** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
- 2. Breakage Fee** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
- 3. Consumable Instruction Supplies** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
- 4. Books, Supplies, and Equipment**
 - a.** The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
 - The school furnishes the books, supplies, and equipment,
 - The school includes their costs in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.
 - b.** The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.
- 5. Tuition and Other Charges** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
- 6. Prompt Refund** In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.



Military & Veteran Benefits & Policies



Total cost of training including, tuition, fees, deposits, and other charges necessary for a student to complete the training:

If student is approved and sponsored by VA benefits, RWCDL will provide direct billing and no costs or billing will be expected from the VA student directly.

Tuition Class 'A' CDL: \$7,000.00 (160 credits @ \$43.75 per credit)

Tuition Class 'B' CDL: \$3,500.00 (800 credits @ \$43.75 per credit)

Tuition Upgrade from C/B to Class A CDL: \$3,500.00 (80 credits @ \$43.75 per credit)

Tuition Passenger Endorsement: \$900.00. Part Time, 16 Credit Hours.
(\$43.75 per credit) Plus \$200 fuel surcharge.

Tuition for Hazmat: \$700.00 (16 credits @ \$43.75 per credit)

Additional Required Fees (Not included in Tuition and are the responsibility of the student). Cost of additional fees are subject to change. Hazardous Materials endorsement requires finger printing and a complete background check through the Transportation and Security Administration. This endorsement ensures that a driver is eligible for additional commercial driving employment opportunities.

DOT Physical Drug & Alcohol Screen _____	<u>ADD \$120.00</u>
Federal Background check _____	<u>ADD \$86.50</u>
Abstract of Driving Record _____	<u>ADD \$10.00</u>
DOL Written Test _____	<u>ADD \$37.50</u>
CLP Permit <u>ADD \$42.50</u>	
CDL Skill Test w/ Equipment Cost <u>ADD \$275.00</u>	
Add Valid CDL to license <u>ADD \$102.00</u>	

TOTAL SUPPLIES COSTS TOTAL TO BE ADDED TO TUITION: \$673.50

Non-Discrimination and Anti-Harassment

Right-Way Transportation Academy, LLC provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964,

Title IX of the Educational Amendments of

1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the 18 Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's

Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. Harassment is defined as a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe, persistent, or pervasive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the school's education.

Costs & Programs

All services are based on a CREDIT HOUR system that costs \$43.75 per credit hour.

Any credit hours that require **16 or less are considered part time**, and **17 or more credit hours required are FULL TIME students**, and those credit hours must be completed consecutively and can not be split up.

+ **CLASS A CDL, Full Time, 160 Credit Hours (\$43.75 per credit)**

Tuition Cost: \$7,000.00 Class objective: The program objective is to provide the skills needed to obtain a Class-A CDL, there are additional endorsements available on an as needed basis, which may require additional hours of training. The program will install best practices and teach industry standards to ensure the student has the tools needed to be successful.

Students will be instructed by a mixture of hands on driving, book studies, and multimedia lessons. Once the programs completed, and the student has met all requirements, they will be able to take their final test with the Department of Licensing to obtain their Class-A CDL.

*This programs based around the Washington State Department of Licensing requirements of training hours of 160.

Classroom Time: 40 Hours of classroom theory, general knowledge, air brake system, combination vehicles, state and federal regulations pertaining to commercial truck driving with the J.J. Keller curriculum, and chapter quizzes with final quiz.

Street Driving: 18 Hours of shifting proficiency with manual transmissions, clearances, mirror usage, turns in city, rural, and free way areas, vehicle inspection, space and speed management.

Backing Proficiency: 16 Hours for backing, blind spots, mirror usage, safe backing procedures, various backing techniques.

Pre-Trip Proficiency: 16 Hours for part identification for semi trucks, identify inspection notes, filling out proper paperwork when conducting a vehicle inspection.

Range and Overall Proficiency: 70 Hours for proficiency in all areas and getting ready for state final testing.

Costs & Programs

All services are based on a CREDIT HOUR system

that costs \$43.75 per credit hour.

Any credit hours that require *16 or less are considered part time*, and *17 or more credit hours required are FULL TIME students*, and those credit hours must be completed consecutively and can not be split up.

+ CLASS C or B CDL, Full Time, 80 Credit Hours (\$43.75 per credit)

Tuition Cost: \$3,500.00

Class objective: The program objective is to provide the skills needed to obtain a Class-B CDL, there are additional endorsements available on an as needed basis, which may require additional hours of training. The program will install best practices and teach industry standards to ensure the student has the tools needed to be successful.

Students will be instructed by a mixture of hands on driving, book studies, and multimedia lessons.

Once the program is completed, and the student has met all requirements, they will be able to take their final test with the Department of Licensing to obtain their Class-B CDL.

*This program is based around the Washington State Department of Licensing requirements of training hours of 80.

Classroom Time: 40 Hours of classroom theory, general knowledge, air brake system, state and federal regulations pertaining to commercial truck driving with the J.J. Keller curriculum, and chapter quizzes with final quiz.

Street Driving: 14 Hours of shifting proficiency with manual transmissions, clearances, mirror usage, turns in city, rural, and freeway areas, vehicle inspection, space and speed management.

Backing Proficiency: 8 Hours for backing, blind spots, mirror usage, safe backing procedures, various backing techniques.

Pre-Trip Proficiency: 8 Hours for part identification for semitrucks, identify inspection notes, filling out proper paperwork when conducting a vehicle inspection.

Range and Overall Proficiency: 10 Hours for proficiency in all areas and getting ready for state final testing.

Costs & Programs

All services are based on a CREDIT HOUR system
that costs \$43.75 per credit hour.

Any credit hours that require **16 or less are considered part time**, and **17 or more credit hours required are FULL TIME students**, and those credit hours must be completed consecutively and can not be split up.

+ UPGRADE TO CLASS-A CDL, Full Time, 80 Credit Hours (\$43.75 per credit)

Tuition Cost: \$3,500.00

UPGRADE Class-B to Class-A CDL, Full Time 80 Credit Hours(\$43.75 per credit)

Tuition Cost:\$3,500.00

Class objective: The program objective is to provide the skills needed to obtain a Class-A CDL, there are additional endorsements available on an as needed basis, which may require additional hours of training. The program will install best practices and teach industry standards to ensure the student has the tools needed to be successful. Students will be instructed by a mixture of hands on driving, book studies, and multimedia lessons.

Once the program is completed, and the student has met all requirements, they will be able to take their final test with the Department of Licensing to obtain their Class-A CDL.

***This program is based around the Washington State Department of Licensing requirements of training hours of 80.**

Street Driving: 18 Hours of shifting proficiency with manual transmissions, clearances, mirror usage, turns in city, rural, and freeway areas, vehicle inspection, space and speed management.

Backing Proficiency: 16 Hours for backing, blind spots, mirror usage, safe backing procedures, various backing techniques.

Pre-Trip Proficiency: 16 Hours for part identification for semi trucks, identify inspection notes, filling out proper paperwork when conducting a vehicle inspection.

Range and Overall Proficiency: 30 Hours for proficiency in all areas and getting ready for state final testing.

Costs & Programs

All services are based on a CREDIT HOUR system that costs \$43.75 per credit hour.

Any credit hours that require ***16 or less are considered part time, and 17 or more credit hours required are FULL TIME students***, and those credit hours must be completed consecutively and can not be split up.

+ PASSENGER ENDORSMENT (ADDED to CDL),

Part Time, 16 Credit Hours (\$43.75 per credit)

Plus \$200 fuel surcharge

Tuition Cost: \$900.00

Note: The reason this class requires fuel surcharge is due to the short program length and high equipment fuel & maintenance costs

Class Objective: The program objective is to provide the skills needed to obtain a passenger endorsement, there are additional endorsements available on an as needed basis, which may require additional hours of training. The program will install best practices and teach industry standards to ensure the student has the tools needed to be successful.

Students will be instructed by a mixture of hands on driving, book studies, and multimedia lessons.

Once the program is completed, and the student has met all requirements, they will be able to take their final test with the Department of Licensing to obtain their passenger endorsement.

***This program is based around the Washington State Department of Licensing requirements of training hours of 14.**

Classroom Time: 4 Hours of classroom theory, general knowledge, air brake system, state and federal regulations pertaining to commercial truck driving with the J.J. Keller curriculum, and chapter quizzes with final quiz.

Range and Overall Proficiency: 10 Hours for proficiency in all areas and getting ready for state final testing.

Costs & Programs

All services are based on a CREDIT HOUR system that costs \$43.75 per credit hour.

Any credit hours that require *16 or less are considered part time*, and *17 or more credit hours required are FULL TIME students*, and those credit hours must be completed consecutively and can not be split up.

+ HAZMAT SAFETY KNOWLEDGE CERTIFICATION (ADDED to CDL),

Part Time, 16 Credit Hours (\$43.75 per credit)

Tuition Cost: \$700.00

Class Objective: The program objective is to provide the skills needed to obtain a HAZMAT endorsement, there are additional endorsements available on an as needed basis, which may require additional hours of training. The program will install best practices and teach industry standards to ensure the student has the tools needed to be successful.

***This program is based around the Washington State Department of Licensing requirements of training hours of 16.**

Classroom Time: 16 Hours of classroom theory, HAZMAT transportation, state and federal regulations pertaining to commercial truck driving with the J.J. Keller curriculum, and chapter quizzes with final quiz.

Awards, Financial-Aid and Testing



Credential Awarded Educational credentials will be awarded as a certificate of completion at the end of each program when the student has met all course requirements. Additional required fees that are not included in the tuition above are the responsibility of the student. Cost of additional fees are not controlled by the school and are subject to change without notice.

Financial Aid Financial aid assistance is not offered at this school. Financial arrangements must be made privately by student or third-party billing. Ask us if there are any current Worksource or other local grants available at the time.

Testing State testing with a certified state examiner will be conducted at the completion of certification training. We will arrange all the logistics for this to happen and take each student to test using our equipment, unless other arraignments are made. Testing cost will include the examiner test fee and equipment rental and fuel charge. Total testing cost additional to tuition is as follows: **Washington \$250 each attempt.**
Other states \$350 each attempt.

GRADING



Probation

Grading

F- Below 80%: Student has failed to meet minimum course required assignments.

*Remedial training may be required.

P – 80% or above: Student meets the minimum requirements or above of the course standards and is considered passing.

Course Performance Review

Each student will have a course progress report. The report is used to gauge if the student is meeting minimum course expectations, and to create an open door conversation with the instructor to help with root cause issues and solutions.

These reviews are signed and dated by both student and assigned instructor, a copy can be provided to students on request.

If a student is set by a third-party, or employer this review is sent to the contact for further review.

Incomplete Grades

These are given to students who are unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work, don't take tests. If a student does not make arrangements to take missed tests, a fail grade will be given.

A Student who misses a final test must contact the school within twenty-four hours of the test to arrange for a make-up examination.

Probation

Probation for failing to meet course requirements and falling below a grade average of 80% needed for course completion will need to enter a precautionary period.

The student will be scheduled for in-school instructor-led assistance.

Students unable to increase their grade point or meet minimum course requirements may be dismissed from the program. Refunds are given out in accordance with the school's refund policy.

Student Conduct & Conditions for Dismissal



Student Code of Conduct. The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed demonstrated through verbal and/or written communication, and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual acts or favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the schools premises or damage to the property of a member of the schools community on school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds or where training is being held.
7. Violation of the law on school premises and where training is being held. This includes, but is not limited to, the use of alcoholic beverages, or federally controlled dangerous substances.
8. Violation of published school policies.

Conditions for Dismissal. A student may be dismissed from the school the following reasons: 1. Not adhering to the school's rules, regulations, policies, and code of conduct.

2. Missing more than 20% of instruction time.
3. Not maintaining the minimum grade point average, or failure to meet minimum course requirements.
4. Not meeting financial responsibilities to the school.

The school's administration will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate sponsor, third-party payer, or lending institution if the student has a student loan or is receiving financial aid. *Prepaid tuition will be refunded according to the school's refund policy.



Re-Entry & Credit for Previous Training



Re-entry Policy.

Students dismissed from the school who request re-entry must put the request in writing to the schools director.

In cases where the student was dismissed for excessive absences (greater than 20%) or financial concerns, it may be possible to re-enter within the same course term.

In the cases where the student was dismissed due to failure to maintain the minimum course requirements or grade average, it may be possible for the student to receive private tutoring at a cost set for the daily rate or per credit hour and then re-enter the school.

In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school.

The decision of the director is final and the student will receive a letter within five business days stating the decision.

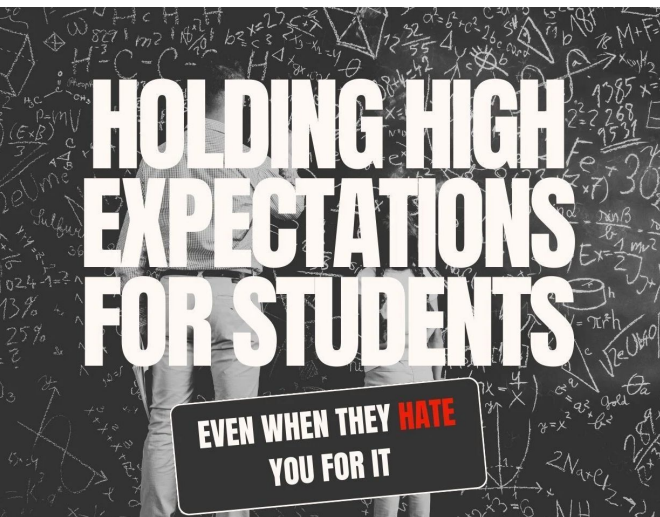
Credit for Previous Training.

Right-Way Transportation Academy, LLC is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable.

To ensure that our students graduate with the skills necessary to achieve success in the work place we will give recognition for previous training only after the student has taken and passed a program proficiency test.

Students wishing to receive recognition for previous training must show proof of previous training.

Student Expectations & Tardiness



Student Expectations Conduct

Students are expected to be on time for all classes. When in the classroom or the range students must follow instructions. Personal electronic devices will not be permitted during classroom time, range training, or on the road training. Students must treat the school's equipment with care.

Attendance and Leave of Absence. Students must maintain a 90% attendance record. Any attendance below 90% will lead to dismissal. No call, no show will not be tolerated and will be reviewed by the director. Four or more absences will lead to dismissal by the director.

All leave of absence must be submitted in writing to the director and approved by the director.

Tardiness. Being late to the classroom or range training four or more times will lead to termination from the program. Make-up work will be assigned, and expected to be made up promptly.

There is no charge for make-up work observed on Fridays within course time, which may be used for a make-up day as staffing allows.

The amount of time that will be considered late is within the first 15 minutes of the scheduled start time.

- 1 to 15 minutes late will be counted as 15 minutes late.
- 16 to 30 minutes late will be counted as 30 minutes late.
- 31 to 60 minutes late will be counted as 1 hour late.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet their instructor to get missing assignments.

Make-up work may be required to complete the approved hours of the program(s). Without completing all missed hours or having a final balance not paid in full, the school may withhold the final certificate until the hours are completed and the balance is paid in full.

Student Complaint & Appeal Process

Student Grievance and Complaint/Appeal Process.

Nothing in the school's policies prevents the student from contacting the Workforce Board at (360)-709-4600 at any time with concern or a complaint.

Students who have a complaint or who would like a dismissal must request in writing an appointment for an interview with the school director.

The written request should include the following information:

1. Student's full name and current address.
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student.
4. Three dates in which the student is available for a meeting with the school director. These dates should be within ten business days of the complaint.

The schools director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to concern.

Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concern and/or appeal. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date attendance will be used as the date to calculate any refund in accordance with the school's refund policy.



Records, Placement & Housing

Student Records. Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records will be forwarded to the Workforce Training and Education Coordinating Board.

Upon graduation, each student can be given a copy of their transcript. These records should be maintained indefinitely by the student.

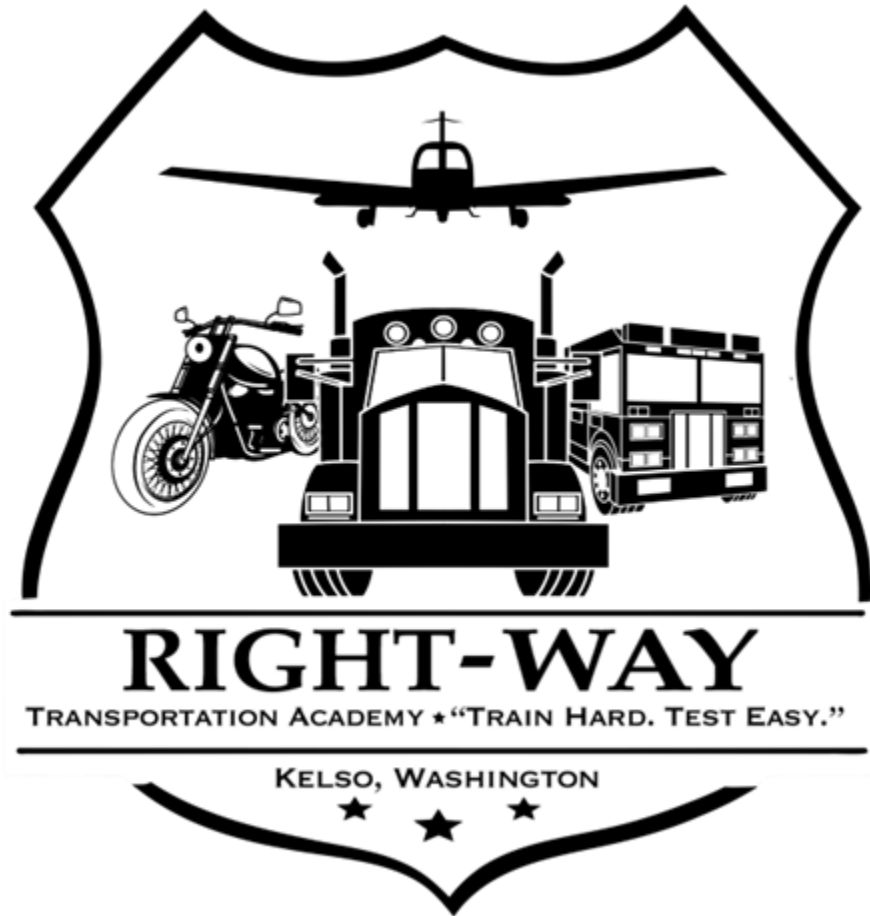
Students may request copies by writing to the school. Student records are available for review by the student during school hours.

Placement Assistance. Right-Way Transportation Academy, LLC does not currently offer a specific placement assistance program. However, we do try to maintain a current job peg board for the students to view and contact employers. If available, the school director will assist with matching new drivers with employers.

Housing for School. Here at Right-Way Transportation Academy, LLC we know that it can be difficult to commute to and from our school, so we reached out and contracted with a local motel to have a place to stay as you attend our school. *Rates for housing can be added upon request to any course and are subject to change daily, call for more information for yourself and or sponsored student(s).



as of July, 1st 2024



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