

# **OK. C.DL. TRAINING, LLC**

PO Box 621

Tonasket, Washington 98855

509-322-8884

509-486-4954

## **School Catalog, January 2013**

OK. C.D.L. Training, LLC is licensed under the laws of the State of Washington, specifically RCW 28C.10 and WAC 490-105, as a private vocational training school.

OK. C.D.L. Training, LLC provides training to prepare the student to take the Washington State Department of Transportation CDL test, Class A, B or C.

The school's admission requirements are based on the qualifications for drivers by the Federal Motor Carrier Safety Regulations by the Federal Department of Transportation.

OK. C.D.L. Training, LLC requires the following minimum qualifications:

- Complete an enrollment application
- Have a high school diploma or GED or be able to pass an admissions examination designed to evaluate the ability to complete the CDL training.
- Be at least 18 years of age
- Be able to read and speak the English language
- Possess a valid driver license for the state of residence
- Possess a Social Security Card
- Demonstrate physical ability to complete the required task for employment as a commercial and/or school bus driver; be able to pass a DOT physical examination; pass drug screening for commercial drivers.

Classes are held at times convenient for both the student and the instructors. Classroom instruction is held at 4 Tonasket shop rd. Tonasket, Washington 98855 The driving practicum will be in the same general area. The driving portion of the instruction will utilize a 2000 Kenworth, model T2000, and a 35 foot flat bed trailer with sliding axles.

### ***Commercial Driver License, Class A***

Washington State requires a total of 160 hours of instruction and practical driving in order to take the Class A CDL test. The instruction is broken down as follows:

Classroom: 40 hours

Range/Road: 120 hour

### ***Refresher Course, Class A***

Refresher classes will be offered based on need. The refresher course/class will only be offered and/or available to those individuals who are already in possession of a CDL Class A license. Depending on the need of the student, the refresher course could be a little as 8 hours and up to 40 hours. Cost for the refresher training will be \$100.00 per hour of training.

### ***Commercial Driver License, Class B***

Washington State requires a total of 48 hours of instruction and practical driving in order to take the Class B CDL test. The instruction is broken down as follows:

Classroom: 20 hours

Range/Road: 28 hours

### ***Commercial Driver License, Class C***

Washington State requires a total of 36 hours of classroom instruction and practical driving in order to take the Class C, CDL test. The instruction is broken down as follows:

Classroom: 20 hours

Range/Road: 16 hours

For all classes (Class A, B and C) classroom instruction covers such subject as: Driver Licensing requirements, DOT regulations, tractor trailer components(Class A only), log books, pre-trip inspections, defensive driving, federal bridge law, air brakes, trip planning, map reading and testing procedures.

Road/Range instruction includes actual driving and observation time. Other subjects (areas) of instruction and practical experience includes: Pre-trip inspection, road driving, maintenance, backing maneuvers (including straight backing, 90 degree angle backing, blind side backing and serpentine backing), air brakes and speeds, grades and stopping.

Tests are graded on the percentage method with the minimum requirement of 70% to pass.

Normal hours of operation are from 8:00AM to 6:00PM with a half hour for lunch, Wednesday through Saturday, except for holidays. Classes normally start every six weeks depending on the need. The minimum number of students per session will be 3 with a maximum of 6.

### ***Attendance Policy***

Attendance is an important part of any instruction. All students will be required to complete 160 hours of instruction for Class A, 48 hours for Class B and 36 for Class C. Absences can negatively affect the student's progress. Excessive absences may be cause for termination. Excessive absences occur when two consecutive or three total absences takes place. Unexcused absences occur when the student fails to explain the absences prior to that absence.

If a student misses over 3 days of training, the school may recommend that the student reschedule the training to a future date. Rescheduled training will be conducted in one of two ways:

- If there is a vacancy in another ongoing session, the student may attend those missed modules.
- The missed modules, hours or subjects may be rescheduled at the school's and student's convenience.

Make up training will be conduct at an additional expense to the student at \$100.00 per hour.

Tardiness occurs when a student arrives to class more than five minutes late. Three such occurrences equal one absence. It is recommended that students plan to arrive to class 15 minutes prior to regular start time.

### ***Cancellation and Refund Policy***

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 (5) business days (excluding Saturdays, 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 (10) percent of the total tuition cost, or one hundred dollars, 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 (3) of this subsection, plus a percentage of the total tuition as described in the following:

<b>a. <u>If the student completes this amount of training:</u></b>	<b><u>The school may keep this percentage of the tuition cost:</u></b>
One week or up to 10% whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% thru 50%	50%
More than 50%	100%

***Dismissal Policy***

A student may be immediately dismissed from the training program for any of the following reasons:

- Being under the influence of intoxicating drugs or alcohol
- Bringing intoxicating drugs or alcohol to the school
- Violating any industry safety code or creating a safety hazard while driving the school equipment on the road.
- Insubordination, that is, failure to comply with the instructions of the school employees or instructors.
- Possessing a firearm or weapon on school property

***Tuition***

Tuition for the 160 hour Class A CDL training is \$3775.00 plus \$125.00 registration fee and \$150.00 for supplies. Tuition for the Class B CDL training is \$2495.00 plus \$75.00 registration and \$100.00 for supplies. Tuition for the Class C CDL training is \$1875.00 plus \$100.00 registration fee. Tuition, registration fees, and cost for supplies are due upon enrollment. Registration fees are not refundable except when the applicant is not accepted for training, the applicant cancels within five business days of signing the Enrollment Application, and the applicant has not begun training

<p><b>OFF-SITE FEES (Fees Not Paid to OK C.D.L Training,LLC)</b></p> <p><b>DOL – Drive Test Fee - \$100.00</b></p> <p><b>DOT - Physical Exam - \$75.00 (appx)</b></p> <p><b>DOL – Permit - \$10.00</b></p> <p><b>DOL– General Knowledge Exam - \$15.00</b></p> <p><b>DOL 5-year complete Driving Abstract - \$5.00</b></p> <p><b>Washington State CDL Driver’s License - \$85.00</b></p> <p><b>Application for a Hazardous Materials Endorsement - \$125.00</b></p> <p><i>Please check with DOL or their Website@ <a href="http://www.dol.wa.gov">www.dol.wa.gov</a> for current pricing.</i></p>
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Upon successful completion of the classroom and practicum portions of the training the student will be issued a Certificate of Completion

Bonnie Andrews and Cheril Sweany are the owners of OK. C.D.L. Training, LLC

Bonnie Andrews has been a certified and trained school bus driver trainer since 1983. She has been training CDL drivers on a non-accredited basis since 1998.

Cheril Sweany has trained under and assisted Bonnie Andrews in CDL training since 1999. She completed CDL Trainer instruction through the Washington State Office of the Superintendent of Public Instruction in 2005.

**The school is licensed under RCW 28C.10. Inquiries or complaints regarding this or any other private career school may be made to the Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> Avenue SW, Olympia, Washington 98504-3105, (360) 753-5662**

OK C.D.L. TRAINING, LLC

Application for Enrollment

Today's Date \_\_\_\_\_

Class Start Date \_\_\_\_\_

This application is a legal document; it must be printed in ink in your own handwriting.

**ANY INFORMATION FOUND TO BE FALSE OR INTENTIONALLY OMITTED WILL BE CONSIDERED FALSIFICATION OF THE APPLICATION AND WILL BE GROUNDS FOR IMMEDIATE TERMINATION.**

*Personal Information*

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Message Phone ( ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

***EMERGENCY CONTACTS***

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

***EDUCATION***

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8

High School: 9 10 11 12

College: 1 2 3 4

High School Graduate? Yes No Graduation or GED Completion Date \_\_\_\_\_

Last School Attended \_\_\_\_\_

Address \_\_\_\_\_

Degrees/Certificates \_\_\_\_\_

***MILITARY STATUS***

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

***MOTOR VEHICLE LICENSES HELD***

License \_\_\_\_\_ State \_\_\_\_\_

License \_\_\_\_\_ State \_\_\_\_\_

License \_\_\_\_\_ State \_\_\_\_\_

***ACCIDENT RECORD***

List **ALL** accidents with any motor vehicle for the past 10 years. If none, write "None".

Date\_\_\_\_\_ State\_\_\_\_\_

Nature of Accident\_\_\_\_\_ At Fault? \_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_

Nature of Accident\_\_\_\_\_ At Fault? \_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_

Nature of Accident\_\_\_\_\_ At Fault? \_\_\_\_\_

***TRAFFIC CONVICTIONS***

List ANY and ALL traffic convictions and forfeitures for the past 10 years. If none, write "None".

Date\_\_\_\_\_ State\_\_\_\_\_ Violation\_\_\_\_\_ Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ Violation\_\_\_\_\_ Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ Violation\_\_\_\_\_ Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ Violation\_\_\_\_\_ Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ Violation\_\_\_\_\_ Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ Violation\_\_\_\_\_ Penalty\_\_\_\_\_



DOT FEDERAL REGULATIONS REQUIRE THAT **ALL TIME** BE ACCOUNTED FOR DURING THE LAST 10 YEARS

**10 YEAR EMPLOYMENT HISTORY**

Begin with your present employer or current status and work backward in order. You must list **ALL** of your employers, **ALL** periods of employment, **ALL** periods of military service, **ALL** self-employment for the last TEN years. **THERE CAN BE NO GAPS!!**

May we contact your present employer ( if any) to verify your work record?

Yes\_\_\_\_\_ No\_\_\_\_\_

Company\_\_\_\_\_

Position Held \_\_\_\_\_

Address\_\_\_\_\_

Phone( )\_\_\_\_\_ Supervisor\_\_\_\_\_

From\_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving\_\_\_\_\_

Company\_\_\_\_\_

Position Held \_\_\_\_\_

Address\_\_\_\_\_

Phone( )\_\_\_\_\_ Supervisor\_\_\_\_\_

From\_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving\_\_\_\_\_

Company\_\_\_\_\_

Position Held \_\_\_\_\_

Address\_\_\_\_\_

Phone( )\_\_\_\_\_ Supervisor\_\_\_\_\_

From\_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving\_\_\_\_\_

Company\_\_\_\_\_

Position Held \_\_\_\_\_

Address\_\_\_\_\_

Phone( )\_\_\_\_\_ Supervisor\_\_\_\_\_

From\_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving\_\_\_\_\_

***RACE/ETHNICITY***

- |   |  |
|---|--|
| <input type="checkbox"/> White/ Caucasian         | <input type="checkbox"/> Hawaiian Native or other Pacific Islander |
| <input type="checkbox"/> Black/African American   | <input type="checkbox"/> Multi Racial                              |
| <input type="checkbox"/> Hispanic                 | <input type="checkbox"/> Other                                     |
| <input type="checkbox"/> Am. Indian/Alaska Native | <input type="checkbox"/> Unknown                                   |
| <input type="checkbox"/> Asian                    |  |

***CRIMINAL CONVICTIONS***

List ALL misdemeanor and felony convictions. If none, write “None”.

Date\_\_\_\_\_ State\_\_\_\_\_ County\_\_\_\_\_ Felony/Misdemeanor\_\_\_\_\_

Charge \_\_\_\_\_ Sentence/Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ County\_\_\_\_\_ Felony/Misdemeanor\_\_\_\_\_

Charge \_\_\_\_\_ Sentence/Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ County\_\_\_\_\_ Felony/Misdemeanor\_\_\_\_\_

Charge \_\_\_\_\_ Sentence/Penalty\_\_\_\_\_

Date\_\_\_\_\_ State\_\_\_\_\_ County\_\_\_\_\_ Felony/Misdemeanor\_\_\_\_\_

Charge \_\_\_\_\_ Sentence/Penalty\_\_\_\_\_

**I certify that all the information provided above is true to the best of my knowledge and understand that any false statements will be grounds for IMMEDIATE TERMINATION from OK CDL Training.**

**Signed:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**The following need to be sent with your application to  
OK C.D.L. Training**

1. C.D.L. 5 year Complete Driving Abstract.
2. D.O.T. Drug Test. Taken at Omak Clinic. The Drug Test MUST include our name and the results mailed to us!
3. C.D.L. Physical

**If you have any questions feel free to give us a call**

**Bonnie Andrews (509) 486-4954  
Cheril Sweany (509) 322-8884**

**Once complete, mail to:**

**OK CDL Training  
C/O Admissions  
P.O. Box 621  
Tonasket, WA.  
98855**