

WHITE LINE CDL TRAINING

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COURSE CATALOG

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Institutional Mission

The Mission of the school known as White Line CDL Training is to educate future truck drivers in the State and Federal laws, requirements, the rules that govern the industry, and to insure the teaching of safe drivers. The graduates of this program are qualified to be licensed by the state for operation of commercial motor vehicles.

Owner of the Institution

White Line CDL Training is owned and operated by Don Losson, who has over 32 years experience of over the road commercial driving experience and is the recipient of several safety awards. Mr. Losson has also been a driving instructor for a major truck driving school and has worked as a CDL examiner for the State of Kansas. The shortage of qualified commercial drivers and the need for training facilities in the state of Kansas led Mr. Losson to accept the challenge of opening his own school. The school was opened in 2010 and has the support of many local businesses and is a member of the Better Business Bureau.

Description of Physical Space and Equipment

White Line CDL Training is located at 3907 SW Burlingame Road, in Topeka Kansas. Our location is conveniently located off I-470 and Burlingame in the Sport Zone Center next to the Kansas Department of Transportation Drivers License Office. The teaching area is comprised of a large open classroom next to three offices. A break room and restrooms are nearby for the students to use. Driving training is conducted on local streets and highways. The school owns and maintains late model over the road trucks for the students' training.

List of Approvals

White Line CDL Training has met the approval of several major transportation companies and is a member of the Owner-Operator Independent Drivers Association (OOIDA). White Line CDL Training has been approved to operate as a private postsecondary institution with the Kansas Board of Regents.

Nature of Training and Tuition

- Course: Truck Driver Training for Driving of Commercial Vehicles
- Cost: \$2,900 for complete program including books, supplies, and the cost of the DOT physical and UA.
- Other Costs: Student is responsible for costs of all licensing costs, including learning permits from the State of Kansas and the cost of the actual CDL license and any endorsements from the State of Kansas.

The school requires the complete cost of the program be paid in full before the last week of class or final completion of the program.

Requirements for Admission

Enrollment is open to any Kansas resident over the legal age of 18 who holds a valid Kansas driver's license and can obtain a Kansas Commercial Drivers License Instructional Permit (CDL IP). Applicants must be able to read, write and understand English as stated in the Federal law, and must be of good moral standing with no recent criminal convictions. The Department of Transportation requires a DOT physical and UA which is done at the beginning of the class.

Academic Calendar

New classes begin every 5 weeks, excluding holidays. The program is five weeks in length, or after the successful completion of 160 hours of training. Classes begin at 8 a.m. and end at 4:30 p.m. Monday through Friday with one hour for lunch. Students may make up missed class time on weekends if scheduled with the school in advance. The first four days of the program the student will obtain their DOT physical and UA, study and test for instructional permits (IP). The remainder of the program will consist of 2 to 4 hours of classroom study each day and 4 to 6 hours of driving. Students will learn the skills of highway driving, backing and handling. Presentations will be given by the Kansas Highway Patrol, Burlington Northern Santa Fe Railroad and several other organizations during the five week period.

Curriculum

In this program the student will attend 45 to 90 classroom hours of training which will include presentations from the Department of Transportation, BNSF, learning the regulations required of federal motor carriers, how to accurately keep daily logs and become familiar with the equipment of the trade. The driving training will include range driving, defensive driving, basic road skills and backing skills.

While this is a brief outline of the skills that will be taught, White Line CDL Training strives to teach professionalism. We hope that no matter how many miles the student has driven after their graduation their actions will always reflect back on what the driving school has taught them.

Institutional Rules

The school may postpone the scheduled starting date of a program due to unplanned events, such as an act of God, illness of instructors, or lack of student count to justify a sufficient class enrollment. The maximum period of delay depends on the degree of the situation. The school refund policy will be adjusted accordingly to the incident at the time.

The only case in which the nature of the school will change is dependent on the laws of the state that govern commercial drivers. In which case the expenses will not affect the current enrollment in the program, but may affect the future classes as far as courses taught and cost of program.

Grounds for termination from the program include the student knowingly giving false information on the application, contract or any other school document. If the student fails a drug test or physical required by Department of Transportation, or is involved in an illegal act while enrolled in school this will also be grounds for termination.

Credit Hour Transfers

There is no policy or use for credit hour transfers from other schools or programs. Trucking schools do not carry transfer credits from other programs nor will you be able to transfer credit earned at this school to any college requiring credit hour transfers.

Attendance Policy

Attendance is also required to complete the required 160 hour program. If the student is late two times the student will be verbally warned. On the third time, the student will receive a written warning. If the rule violation continues the student will be dismissed from the program. Students are required to call in with sickness or personal issues, each incident be addressed by the school depending on the situation. If the student does not show and does not call one time the student will receive a written warning. They will automatically be removed from the school for the second occurrence. The school will try to work with each student to ensure their successful completion of the program, but will not interfere with the rights of other students. Students are to show respect to the instructors, fellow students, and the general public. Students are to arrive and depart when instructed by the instructors.

Measurement of Students Progress

Students will be scored in the classroom by test scores. Instructors will provide instruction and grades on the driving range or during highway driving as the student progresses. Completion of the course is done upon full completion of all classroom course work and passing of written tests. The driving instructor will issue grades throughout the hands on driving training. Final testing is when the student passes the State of Kansas CDL Driving test.

Completion Requirements

To successfully complete the program, the student must attend all classes, complete the classroom curriculum, and successfully meet the requirements set forth by the state of Kansas for commercial drivers. Final testing for graduation and true completion of the program is done when the student takes and passes the state of Kansas CDL driving test.

Upon successful completion of the program and passing the Kansas Department of Transportation's CDL driving test the student will be awarded a certificate from White Line CDL showing their completion date in the program.

Job Placement Services

During the program, the school will have commercial trucking companies come to the school for recruitment purposes. The school or instructors in no way guarantee employment to any student. Students will be informed of companies that are hiring if the school has been informed of such opportunities.

Tuition Refund and Cancellation Policies

- Before the start of class, the student may ask for and receive full refund of tuition paid to the school.
- After the start of the class, refunds will be prorated as to the time spent at school, broken down by week.
- If termination is due to rules violations, no refund is offered. In the case of extenuating circumstances the Director will consider.
- Upon request, funds may be held if the student wants to reenter the program after legal or personal issues are resolved and re-qualifications are met.

Grievance Policy

The school encourages any student with a complaint to bring it to the attention of the director of the school as soon as possible. The school will try to resolve the problem through respectful communication and due process. If the complainant is not satisfied with a successful outcome after the proceedings, the student may pursue the matter further by: (1) student submitting the problem in writing to the director of the school; (2) student may contact the Kansas Board of Regents, Private Postsecondary Department, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612, or by calling 785-296-4917 and submitting their written complaint to the Board.

Staff

Don Losson, *Owner/Instructor* – a licensed CDL driver with over thirty years experience in commercial driving, who has worked as a driving instructor for a major truck driving school and was formerly a CDL examiner for the State of Kansas.

Melanie Finson, *Senior Instructor* – a licensed CDL driver over seven years who has been a company driver, Owner Operator and a trainer for a major trucking company, as well as driving in the construction industry and employed in the office side of the transportation industry in billing, regulations, and training, as well as warehouse experience.

Mike King, *Classroom Instructor* – a licensed CDL holder for over ten years and has driven for a major trucking company, including experience with standard dry van, flatbed, refrigerated van, container loads, and car haulers.

Jeff Petrel, *Instructor* – A licensed CDL driver with over twenty years experience in commercial driving including Hazmat, flatbed, tanker, oversize, drom, and standard van.

Eddie Young, *Instructor* – A licensed CDL driver with over thirty years experience in commercial driving including flatbed, refrigerated, and standard dry van, who has driven as both a company driver and Owner Operator.

WHITE LINE CDL TRAINING

5 Year Employment History

Company	Address	Dates of Employment	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Driver's License Information

****YOU MUST HOLD A VALID STATE OF KANSAS DRIVER'S LICENSE TO ENROLL****

<input type="checkbox"/> I currently hold a Class A CDL	<input type="checkbox"/> I currently hold a Class B CDL
<input type="checkbox"/> I currently hold a Class A permit	<input type="checkbox"/> I currently hold a Class B permit
<input type="checkbox"/> I have never had a CDL	<input type="checkbox"/> I have formerly held a CDL

Current Drivers License Number: _____ State: _____

Expiration Date: _____

US Citizen: Yes No If no, Alien Registration Number: _____

DOT Medical Card Information

Do you hold a current DOT Medical Card **and** possess a copy of your Long Form? No Yes Expiration Date: _____

Financial Assistance

How do you intend to finance school expense?

____ Cash or check
____ Credit card
____ State of Kansas VA
____ WIA
____ State of Kansas Voc Rehab
____ FACET
____ Other: _____

I certify that this application is true and correct to the best of my knowledge.

Signature Date