Hands-On Driving Incorporated

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Curriculum

 Hands-On Driving Incorporated is an institution that offers a state accredited driver training program. We strive to offer a flexible program that provides students with unique one-on-one training with our instructors. With options of full course, driving and pre-trip for those with a permit, or an hourly refresher course, we are able to provide the education needed and flexibility to suit each individual student’s needs.

 The mission of Hands-On is to provide a quality occupational learning opportunity for adults through a program that values safety, is convenient, accessible, and will allow students to gain the knowledge and skills necessary to enter the transportation industry fully prepared for employment as a professional driver.

 Our philosophy requires a commitment to our students, the transportation industry, and to the motoring public that mandates a careful screening to ensure that the student has the ability and aptitude to master the necessary knowledge and skills required to safely operate a commercial motor vehicle and to achieve employment in the industry. /ocvs/human-trafficking

As required by the Wisconsin Department of Transportation found in Wisconsin statutes at Wis. Stat. 343.71(5)(h), you will be provided instruction in the recognition and prevention of human trafficking (specifically sex trafficking and Labor Trafficking). Our students will have access to this course online at: https://www.doj.state.wi.us

**Licensing:** Regulated by the Wisconsin Educational Approval Program

**Administration:** Our instructors are the most important assets of the school’s program. Due to their knowledge gained as experienced over-the-road professional drivers and passion for teaching, they are highly skilled and qualified to train students with a variety of learning styles to efficiently assist them in meeting their individual career goals.

Paul Gilbertson – Owner and Instructor

Kurt Rahr - Instructor

Karen Capek – Instructor

Bill Dekarske – Instructor

Buddy Schumacher – Instructor

**Location, Facility, and Equipment:** The Hands-On Driving Incorporated classroom, administrative office, and grounds are located at 27415 281st Street in Holcombe, Wisconsin. Our range provides adequate room for yard maneuvers and parking for our Vehicle Inspections.

 We utilize and maintain vehicles currently being operated in daily operations by the trucking industry. All street instruction is performed on designated routes selected to allow the student to progress through various degrees of difficulty as the competencies and skills are mastered.

**Self-Evaluation:** Our plan is to provide the most up-to-date information to our students by staying up-to date with all of the State of Wisconsin Regulations as well as Federal Regulations. In doing so, we are able to help students learn necessary information.

We provide a post-class student survey to provide us with feedback, first hand from our students. This helps us to determine what areas we need to improve on to ensure our students are obtaining everything expected from our training program.

**Admissions:** Students meeting the admissions criteria will be admitted to the school without regard to race, color, creed, sex, or national origin. Though some states allow individuals between the age of 18 and 20 to drive in intrastate commerce, the minimum age for driving over-the-road in interstate commerce is 21 years of age.

**Admission Requirements:** All applicants must be at least 18 years of age, have an acceptable driving record, possess a valid driver license, meet all driver qualifications of the Federal Motor Carrier Safety Regulations (DOT physical and DOT drug screening), and fulfill generally accepted industry hiring standards. All applicants must demonstrate an attitude and aptitude consistent with the responsibilities and requirements fundamental to an over-the-road (OTR) professional truck driver.

 High school diplomas or GED's are preferred, but not required. All applicants must have the ability to read, write, and speak the English language and understand simple mathematics. Applicants that apply for the "Driver Refresher Program" will be required to verify and/or demonstrate prior training or experience.

Applicants will be accepted as a student if they meet all of these requirements. We get applicants in a number of ways, including but are not limited to, government programs, online submission through the web site, and walk-ins. Applicants that are referred to us through a government Agency, are pre-approved and are accepted as a student through that government agency. Applicants inquiring through an online submission, are asked to leave a phone number to contact them. Once contacting said applicant, the applicant is either informed by phone of acceptance or accepted during physical introduction. All walk-ins that meet our acceptance requirements are accepted as a student face to face, the day of the walk-in.

 Applicants must complete an enrollment application, an enrollment contract, and submit information required to satisfy each of the admission requirements. There is no deadline for applications as we work with students around their timeframe. All prospective students are encouraged to visit the school for a personal tour.
 We value our unique and quick admittance process, allowing many students to start as soon as a week after application materials are completed. The beginning for each session or term begins the day the student arrives for the first day of training. The ending of each session varies for each student based of the student’s individual needs.

**Course and Training Objectives:** We offer the following course and training programs;

Full Course – 60 Hours – Permit training to obtaining CDL License

20 Hour Refresher Course – Completed Hourly

Hourly Course Driving, Backing and Pre-trip – for students with a permit

**Class Size and Instructor Ratios:** We are proud to offer one of the only CDL Driving Schools in the area that offers one-on-one training with our students.

**Time Management:** Time spent on each subject, course, unit and/or topic will vary based off of each student’s personal needs.

**Clock Hours:** The clock hours for each course will vary based off the program or course style best suited per each student. There is no required amount of clock hours to complete the course. However, if you are enrolled in the full course program you are required 40 hours of clock time driving and 20 hours of clock time in the classroom. Once completed with the clock hours required for the full course, the student will receive a certificate completion.

**Program Description:** The Full Course program consists of 60 hours of training at the facility. It is flexible, but can be completed in 20 days, Monday through Friday of each week (3-4 weeks). The school does not provide instruction on the following holidays: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**Advanced Standing:** The school does not accept a transfer of credits from other driving schools.

**Tuition and Fees:**

Full Course (Tractor- Trailer Driving Course):

Registration Fee: Included

Books and Supplies: Included

Tuition: $ 6,500.00

**Total Cost: $ 6,500.00**

**Financial Aid:** Grants are available for those who qualify. This assistance is provided through Northwest CEP, 522 Service Road, Spooner, WI 54801. A representative can be reached at 715-205-3896 for more information.

**Payment Due Dates:** A **$1000.00** down payment due by the **first day**, before starting the program. **Final payment** for the course is due upon testing day, **full payment of the course must be received before final test is taken.**

1. A $1000.00 down payment due before starting the program, before or on the first day of starting the course.

1. Use of all necessary books and supplies, including handouts is included in the cost of tuition. Textbooks are for the use of the student, but remain the property of the school.
2. Full payment for the course is due on or before final test day. You will not be allowed to test until full payment has been received.

# Student Services: Hands On does not have any institutional housing available. Reference materials, supplement texts and other related materials pertaining to the course and program are available to the student. All students have access to these materials, which may be checked out upon request.

# Student Records: The school maintains a permanent record for each student. The permanent records are confidential and only such agencies and individuals authorized by law are allowed access without written permission of the student. The school maintains these records for a period of seven (7) years. Students may review their permanent record upon reasonable written request to the School Director. All such requests will be scheduled during regular school hours under appropriate supervision.

 A complete record of each student's attendance, grades, and any awards earned is maintained on the permanent records. A signed and dated photocopy of these forms represents an official transcript. One official transcript will be provided free of charge to the student. Students who have not satisfied their financial obligation to the school are not eligible to receive a transcript.

**Attendance:** Attendance is mandatory as part of the course requirements. Students are expected to attend all scheduled instructional hours. Cancellation for scheduled instructor and student time is allowed with at least a 24-hour notice. There will be a minimum 2-hour charge on cancellations that are considered short notice (less than 24 hours before scheduled time). We maintain attendance records in our schedule book as well as in the student’s file.

**Tardiness:** Arriving late or leaving early shall be recorded in the student's record and accumulated as hours/ days absent. Punctuality and time management are traits that the professional truck driver must possess. Three recorded incidents of tardiness shall be considered as one (1) day absence. Our school’s definition of tardiness is any time a student arrives within 20 minutes past their scheduled time. Tardiness beyond 20 minutes will be determined as an absence and the appointment will have to be reschedule.

**Absences:** Cumulative absences of more than two days (18 instructional hours) may result in termination, such interruption may prevent the student from mastering the competencies essential to the course of study. At the School Director's discretion, the student will either be terminated, or as a requirement of course completion, the instructional hours must be made-up. When a student cancels an appointment or does not show up for a scheduled appointment, each absence is logged into the schedule book.

**Make-up Work:** With proper 24-hour notice, cancellations are allowed and days can be made up with rescheduling. There will be a minimum 2-hour charge if it is considered short notice cancellation.

**Leave of Absence:** The school realizes that extenuating circumstances may arise where it would not be advantageous for the student to maintain enrollment. In such cases, upon written request and at the School Director’s discretion, a leave of absence may be granted. A leave of absence indicates that the student sincerely intends to resume his/ her vocation. The student who is granted a leave of absence will be terminated from the school if the student does not enroll at the start of the next class or on the predetermined date scheduled by the student and the School Director. A student will be granted only one (1) leave of absence. Specific conditions a leave of absence could be granted for include incapacity relating to pregnancy or prenatal care, chronic serious health conditions, restorative surgery after an accident or injury, dialysis or cancer treatments, Surgery to reset a broken bone or a torn ligament, death of a family member, care for the spouse, son, daughter or parent with a health condition, or military deployment.

**Withdrawal and Re-Entry:** The School Director may allow a student to voluntarily withdraw from a class and re-enter at a later date that may not interfere with the students training and is acceptable to both the student and the school. Students terminated could be allowed to re-enter, depending on circumstances, at the School Director's discretion, only one (1) time at a future date determined by the School Director, but no earlier than 30 days from the student's last day of attendance.

**Student Appeals:** If a student is to be dismissed from our school, they may have the option to appeal the decision.

The student must write a letter requesting reconsideration of their application. The student’s letter must state the applicant’s reasons for appealing the initial decision. This applies to dismissal for Unsatisfactory Conduct as well.

# Student Conduct: Students shall at all times, conduct themselves in an exemplary manner in and out of school. Hands-On CDL Driving School is committed to the standard of professionalism required by employers in the industry and expects the same commitment from the students who are preparing for a career in the industry. As such, students will be terminated for any of the following incidents:

# Unsatisfactory progress:

Being under the influence of, or in possession of intoxicating beverages or illegal drugs of any kind while on school property or in or around school equipment or during any portion of the training period.

* Failure to comply with the requirements of the student training program.

* Unsafe behavior or operation or equipment abuse.

* Insubordination and / or disrespect or intolerable conduct.

* Possession of weapons, theft or stealing, fighting, vandalism, excessive absenteeism, failure to complete make-up work.

* Unacceptable behavior of the kind described above in or around student housing, that reflects adversely on the student, Hands-On Driving Incorporated, or any employer.

* Falsification of any of the school's admission paperwork or applications for employment or applications for driver’s license or permits.

The school is not responsible for injury or property damage incurred by a student as a result of the student's own negligence, unsafe behavior, or other misbehavior or failure to strictly adhere to the schools' policies and procedures.

 Each student’s progress is constantly monitored and evaluated against the school's performance standards and must maintain a cumulative grade average of at least 75 % or better in each module (classroom, range, road) of instruction and pass all tests and examinations administered on pass or fail basis in order to complete and graduate from all the school courses, Monitoring is performed through the use of written tests, practical examinations, instructor evaluation of range, road and other criteria as the school deems appropriate in the training. A student is allowed to retake tests / examinations one (1) time. The grade achieved in the last examination will be the grade credited.

**Grading System:** The grading system is: 100-94 = A (excellent), 93-86 = B (above satisfactory), 85-75 = C (satisfactory), 74-69 = D (unsatisfactory), 68-0 = F (not in compliance)

**Satisfactory Academic Progress:** The school’s purpose is to impart the skills, knowledge, and competencies necessary for the student to gain employment as a professional truck driver in the trucking industry.

Progress and mastery of the required competencies are measured and graded against the school's minimum performance standards. The school advises the students of their progress verbally, on an on-going basis, in addition to normal and regular events such as test scores and practical examinations. No less than once a week (a week being defined as five days of scheduled instruction) each student will evaluated against the minimum performance standards and discussed individually with each student to determine if the student has met the minimum performance standard and is progressing toward the objectives, the completion of the entire curriculum and obtaining a certificate.

The evaluation must be complete before the student is allowed to continue with the next week of training. Students who fail to achieve minimum performance standards are counseled concerning their performance. Counseling notes are maintained and kept in the student's permanent record. Students whose performance does not improve following such counseling will be placed on probation. Student's will be provided with a written notice of probation, by the school director, clearly stating the period of time the student is allowed to improve their performance. In no instance, shall the period of time exceed one week.

The notice of probation shall be maintained and kept in the student's permanent record. In the event that the student fails to achieve the school's minimum performance standards within the period of time allowed, or in the reasonable judgment of the school director, it appears that it will be impossible or unlikely that the student will do so in the remainder of the time allowed, the school shall terminate the student. All individual school records of the student are available to the student to examine upon request.

**Minimum Performance Standards:** Students must maintain a cumulative grade average of at least 75 % or better in each module (classroom, range, and road) of instruction and pass all tests and examinations administered on pass or fail basis.

Students must comply with the school's admission, attendance, conduct, and other policies at all times during the course of instruction.

Students who fail to maintain a satisfactory grade average will be given a reasonable opportunity to improve, however, if in a reasonable opinion of the student will not be able to acquire the knowledge, competencies, and skill to succeed as an over the road truck driver, the student will be terminated.

Students must complete their course without exceeding 1.25 times the number of clock hours, if the school director reasonably believes the student will not be able to successfully complete the course.

**Student Complaints:** If a student has a complaint, they may file a formal complaint form with the office staff. The complaint form will be reviewed and a written response will be given to the student addressing the allegations of the complaint. It will then be determined if the complaint was substantiated and if corrective action was taken.

Complaints that cannot be resolved with the school can be escalated to the Educational Approval Program at: Department of Safety and Professional Services – Educational Approval Program; P.O. Box 8366; 4822 Madison Yards Way, WI  53705;[www.dsps.wi.gov](http://www.dsps.wi.gov/); dspseap@wisconsin.gov; (608) 266-1996.

**Student Concerns:** If a student has a concern, we urge them to bring to concern to the staff so that we are able to address the concern properly.

**Graduation:** The candidate for the certificate must have successfully completed all specified requirements for the certificate, be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

Upon graduation, the student will receive a certificate as evidence of the student's successful completion of the course of instruction, a US Department of Transportation written test and road test certification card and a certification for the completion of the National Safety Council's DDC-8 Defensive Driving Course.

**Employment:** Hands-On Driving Incorporated, provides job counseling assistance and services to students and graduates. Satisfactory completion of the program course work and the development of personal qualities, in conjunction with the necessary aptitude, attitude and ability, are the first steps in the employment process.

The school’s placement services include course material and employer relations and we will work with each student prior to graduation to determine areas of employment interest as an over-the-road driver.

State regulations prohibit the school from guaranteeing to student’s employment or set wages.

The school’s referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

**Cancellation and refund policy:** A student may cancel the enrollment agreement at any time. A written notice of withdraw is not required except during the 3-business day cancellation period.

A student who does not attend classes or provide an explanation for 4 (four) calendar days is considered to have voluntarily terminated. The school may terminate a student for insufficient progress, nonpayment, failure to comply with rules, and other items noted in the catalog. This catalog gives specific details.

# Refund Policy:

# The student will receive a full refund of all money paid if the student:

# Cancels within the three-business-day cancellation period under SPS 406.03;

# Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;

# Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

# Refunds will be made within 10 business days of cancellation.

# A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

**But Less Than**

10%

20%

30%

40%

50%

60%

No

**Refund of Tuition**

90%

80%

70%

60%

50%

40%

No Refund

**At Least**

1 Unit/Class

10%

20%

30%

40%

50%

60%

# As part of this policy, the school may retain a one-time application fee of no more than $100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student’s control, the school may refund a pro rata amount.

# A written notice of withdrawal is not required.

# Hands-On Driving Incorporated Curriculum 1.0

 Our School is located on an 80-acre parcel 1 mile north of Lake Holcombe, Wisconsin. On the property, there is a 1-mile course where students will practice shifting, cornering, backing and braking maneuvers before going on the highway. We will offer different options at classes depending on your level of commercial driving experience.

1. Full Course (from Permit to Road Test)
2. Driving and Pre-trip (for those with Permit)
3. Refresher Course (Hourly Rate)

 We have busses, multiple semi tractors, straight trucks & trailers in our training fleet; we also have a quad axle dump truck for our students to train on. Behind the wheel time will be 40 hours for students. You will learn how to shift 8,9,10, 13, and 18 speed transmissions. We

currently do not have an automatic in a semi, but we will bring one to show how they work

during the course. Applicants will decide what class CDL and what endorsements they want to obtain. Permit and Road Tests will be given when management feels the student is ready.

We will use many visual aids, movies and books from J.J. Keller and other online sources.

There will be practice tests to take before going to the DMV. We will also study available DMV books.

 There are requirements before applicants are accepted. Applicants must have a DOT Physical completed and a Negative Drug Test in hand. We will run a Driver Record and Criminal Background Check. When these reports come back acceptable the student will be accepted into our school. There will be a one-time $50.00 non-refundable charge for these services.

Our Goal is to put only knowledgeable, safety minded, and courteous drivers on the road.

 **Module 1:** *Brake Systems, Learn the difference of an Air Brake System and a Hydraulic Brake System. Students will also learn LAB Tests and be qualified to adjust all brake types, and deal with rusted and frozen brakes.*

 A. Hydraulic Brake System

1. Closed System
2. Master Cylinder
3. Brake Lines
4. Fluids
5. Wheel Cylinders
6. Disc Brakes
7. Drum Brakes
8. Park Brake Systems
9. Common Problems

 B. Air Brake Systems and Air System

1. Air Compressor/Governor

2. Trendle Valve

 3. Air Lines and Hoses

1. DOT Approved Fittings
2. Brake Chambers
3. Slack Adjusters
4. Brake Drums
5. Wedge Brake System
6. Air Disc Brakes
7. Brake Shoes
8. Brake Adjustment
9. Air Dryer
10. Air Tanks
11. Park Brake Systems
12. Tractor Protection Valve

 **Module 2:** *Engine Equipment Compartment, Students will learn what to check under the hood before startup.*

* 1. Fluid Levels
	2. Belts
	3. Hoses
	4. Wires
	5. Alternator
	6. Generator
	7. Voltage System
	8. Leaks
	9. Starter
	10. Power Steering Pump
	11. Brake Booster
	12. Computer
	13. Fan
	14. Radiator
	15. Hood (opening and closing safety)

 **Module 3:** *Parts & Problems Identification*

 A. Steering & Suspension

1. Air Ride
	1. Air Lines
	2. Air Bags
	3. Mountings
	4. Shock Absorbers
	5. Springs
	6. Valves

1. Spring Ride
	1. Springs
	2. Hangers
	3. U-Bolts
	4. Spring Pins
	5. Lubrication
	6. Common Problems

1. Steering
	1. Steering Wheel Play
	2. Steering Box
	3. Drag Link
	4. Pitman Arms
	5. Tie Rods
	6. Connections
	7. Common Problems

 **Module 4:** *Frame and Drive Line*

1. Frame
	1. Identify Problems
2. Transmission
	1. Common Problems
	2. Oil Levels
	3. Drive Shaft
	4. Differential
	5. Mountings
	6. Wheel Types & Securement
	7. Tires
	8. Seals
	9. Hitches

##  Module 5: *In Cab*

1. Gauges
2. Pedals
3. Switches & Controls
4. Tractor Protection Valve
5. L.A.B. Test
6. Sent Adjustment
7. Shift Lever
8. Park Brake
9. Glass Condition
10. Mirrors
11. Lighting
12. Starting Procedure
13. Common Problems

 **Module 6:** *Trailers (Vans, Step Decks, Flat Beds, Detachable, Heavy Haulers, Doubles & Triples, Special Use) Students learn components of trailers, how they differ, purpose and proper securement of the different types of loads they are designed to haul.*

1. Hook ups
2. Lights
3. Frame
4. Floor
5. Cross Members
6. Landing Gear
7. Axles
8. Wheels
9. Tires
10. Brake System
11. Reflectors
12. ICC Bumper
13. Splash Guards
14. Headache Racks
15. Tie Downs

**Module 7:** *Safety, Students will learn how to safely get in and out of trucks and On & Off Road Trailers. They will learn how to notice slippery surfaces and weak steps/walkways. They will learn procedures when broken down on the road and how to let other traffic know of the problem. Finally, they will learn how to use tools for securing loads and dangers of loading and unloading.*

1. Entering/Exiting Trucks
2. Getting On/Off trailers
3. Safety Regulations
4. On the Highway
5. Loading
6. Unloading
7. Securing Loads
8. Breakdowns on the Road
9. Medications
10. Fines
11. Proper Tool Usage

 **Module 8:** *Beginner Driving, Student will start to learn Basic Operations and Driver Skills on the Off-Road Course*

1. Hook Ups
2. Mirror Adjustment
3. Clutch Usage
4. Shifting
5. Braking
6. Corners
7. Stopping

**Module 9:** *Driver Training, (On-Road) Students will learn all skills and maneuvers to pass the CDL Skills Test. Students will be exposed to daily traffic hazards.*

1. Two Lane Driving
2. Interstate
3. City
4. Multi-Lane
5. Stop Lights
6. 4-Way Stops
7. Mountain Driving
8. Lane Changes
9. Gap
10. Bridges
11. Over Passes

**Module 10:** *Load Securement, Students will learn how to secure loads and obtain permits for Wide, High, and Long Loads. They will learn when to use chains or straps. Finally, they will learn the laws that govern different types of loads.*

1. Load Securement
2. Laws
3. Chains
4. Binders
5. Straps
6. Oversized Loads
7. Permits

**Module 11:** *Laws, Students will learn laws pertaining to trucking both in and out of State. They will learn both electronic and paper Log Books. They will learn what IFTA is and does as well as what to expect at DOT Scales.*

1. Interstate Laws
2. Intrastate Laws
3. IFTA
4. Log Books
5. Scales

**Module 12:** *Trip Planning, Students will learn how to plan a trip. They will learn the cost, time and paperwork needed when the trip is finished.*

1. Trip Planning
	1. Map Reading
	2. GPS Session
2. Trip Cost Calculations
3. Trip Time Calculations
4. Trip Reconciliation Sheets
5. Log Books

 **Module 13:** *Jobs, Students will learn first-hand from Employers from different fields that will come in to talk to our classes, as well as an official from the Wisconsin State Patrol to talk about laws and safety.*

**Module 14:** *Testing and License*

1. Assessments

2. Jake Brakes

 a. First hour on Road Hazards-Bikes, Pedestrians, Buggies Etc.