
COAST TRUCKING SCHOOL 2023 CDL PROGRAM CATALOG

September 2023 – October 2024



Coast Trucking School LLC

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COAST TRUCKING SCHOOL LLC

**61676 Family Four Rd.
COOS BAY, OREGON 97420
(541) 297-2236
macktrk1@live.com**

Owners: Mike Statham, President, and Jerri Statham, Vice-President.

Administrative: Mike Statham: School Director and Head Instructor.

Jerri Statham: Chief Operating Officer, Dir. of Admissions, Administration.

Instructional staff: Mike Statham

State Licensing Authority: Oregon Higher Education Coordinating Commission
3225 25th Street SE
Salem, Oregon 97302
Phone: 503-947-5716
Fax: 503-378-8395

Coast Trucking School is an APPROVED Oregon Workforce Training Provider

Coast Trucking School is an APPROVED Federal Motor Carrier Safety Administration (FMSCA)
Entry-Level Driver Training (ELDT) Provider

Student Records and Academic Transcripts:

Coast Trucking School maintains student records and transcripts in accordance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. sec. 1232g; 34 C.F.R. Part 999 and OAR 715-045-0018. Student files are maintained for 3 years and made available to our students. Academic transcripts are maintained for 25 years.

NOTE: Personnel policies will be developed and provided should CTS hire any additional staff and/or instructors.

OUR MISSION

Coast Trucking School is dedicated to providing training and experience that prepares every CTS student with the knowledge, skills and abilities required to embark on a safe and successful career as a licensed top quality, safety-conscious and highly employable entry level commercial truck driver. We strive to produce drivers capable of earning family-sustaining wages in the transportation industry, and who enjoy well-deserved reputations for excellence in the field.

Owners Mike and Jerri Statham were inspired to establish Coast Trucking School at the conclusion of their own very successful careers in the industry. Their goal is to equip aspiring new drivers with skills to similarly succeed.

VOCATIONAL OBJECTIVE: CLASS A COMMERCIAL TRUCK DRIVER

We provide 160 clock hours of classroom, yard and road driving training.

Standard class requires 4-weeks of training; 5 days and 40 hours/week

Options for night and weekend classes may be available.

FACILITIES & EQUIPMENT

Coast Trucking School is located immediately outside the city limits of Coos Bay, Oregon, the Oregon's coast's largest metropolitan area. Our facility includes a well-equipped classroom and a large graveled lot marked with high visibility traffic cones and painted lines for yard training.

Road training takes advantage of our direct access to a state highway and to logging roads adjacent to our facility, as well as to public roads of highly varied traffic density and terrain.

Equipment: Classroom training is supported with a large screen television and DVD player, electronic tablets, Qual Comm device and printed materials.

Yard training equipment includes a 2003 Peterbilt 3 axle tractor with 13-speed transmission, a 2009 International 3-axle tractor with 10-speed transmission, a 40-foot flatbed and a 48-foot dry van trailer. All equipment may be utilized during yard training to provide students with the broadest possible learning experience.

Road training equipment includes a 2003 Peterbilt 3 axle tractor with 13-speed transmission, and a 2009 International 3-axle tractor with 10-speed transmission.

All equipment is maintained in good mechanical condition, with interiors kept clean and free of clutter.

ADMISSIONS

Admissions Procedures, Prerequisites and Requirements:

The Coast Trucking School application form appears in the Appendix to this catalogue, or may be obtained by contacting the school by mail, or by email to macktrk1@live.com.

Application:

To apply to Coast Trucking School, you must

- Be at least 18 years old as indicated by your Oregon driver's license;
- Provide a completed Coast Trucking School Application form and \$50.00 application fee.
- Have had a valid Oregon driver's license for at least one year, which is currently valid and has not expired or been suspended or revoked;
- Provide a court print copy of your driving record (MVR) from the Department of Motor Vehicles for the past five years, or for as long as you have held a driver's license, if less than five years. If you have held a license in more than one state in the past five years, you must provide a driving record from each state in which you have held a license.

The application requires you to provide a verifiable work history for the preceding 10 years, or for as many years as you have worked if fewer than 10; and to disclose any criminal history to Coast Trucking School. We request this information so that we can effectively

advise you in seeking employment. A criminal record is not necessarily a barrier to employment with many trucking companies. If you have a criminal record that you believe may entirely disqualify you from employment, please consult with Coast Trucking School before applying so that we can provide the most helpful guidance.

If you plan to apply, we strongly recommend that you also begin preparing to obtain your Oregon Commercial Driving License Learner's Permit. Obtaining this permit requires several steps, and you must have this permit in hand before you can start classes at Coast Trucking School. For details on obtaining this permit, see "Enrollment," below.

Notification of Admission:

Applicants are notified of acceptance or denial of their applications by phone or email within 3 business days of Coast Trucking School's receipt of application, unless Coast Trucking School has within that time requested the opportunity to discuss the application with the applicant.

Enrollment: You may enroll and start a scheduled course when you have

- Provided Coast Trucking School with proof of a valid Oregon CDL Learner's permit obtained with the preceding month;
- Signed the Coast Trucking School Enrollment Agreement (Appendix to this Catalogue); and
- Made full or partial tuition payments, or other acceptable arrangements for payment from a 3rd party tuition assistance program.

If your Oregon CDL Learner's permit is more than one month old at the time of enrollment, Coast Trucking School may require you to undergo an additional drug and alcohol test at your expense.

Obtaining Your Oregon CDL Learner's Permit

You must have your Oregon CDL Learner's Permit before you may start classes. Requirements for obtaining this permit are posted on the Oregon DMV website. You will need to pay fees for required physical and drug testing and for the application, and will need to pass a general knowledge test. You must prepare for the general knowledge test by reading the DMV manual. Check the DMV website for the most current information.

As of June, 2020, an application for a Oregon CDL learner's permit required most of the information requested on the Coast Trucking School application form, and proof of your full legal name, proof of your legal presence in the U.S. and of your identity, your date of birth, and your residence address.

As of June, 2020, to secure an Oregon CDL learner's permit, an applicant must

- Submit a copy of a valid Certified Medical Examiner's certificate* of physical fitness and, when required, a federal exemption and/or Skills Performance Evaluation or state medical waiver;
- Pass a vision screening*;
- Pass the CDL General Knowledge Test (offered in English only);
- Pass the combination vehicle knowledge test (Class A commercial learner permit only);
- Pass the air brake knowledge test (air brake equipped vehicles only);
- Complete requirements for any commercial driver license endorsements you may need;

- Pay the applicable fees; and
- Not be suspended or otherwise disqualified from holding a commercial driver license in any state.

** If you suspect you may have a physical condition or vision impairment that would disqualify you from obtaining a learner's permit and CDL license, you may want to complete the physical and vision test before paying the application or other fees. Potentially disqualifying conditions are identified in state law and regulation. They can include but are not limited to conditions such as insulin-dependent diabetes, color blindness, certain hearing or mental problems, vision <20-40 correctable in both eyes, and other disorders.*

Transfer Credits: Coast Trucking School does not accept credits from other trucking schools in satisfaction of Coast Trucking School CDL program requirements. Students receiving GI Bill® education benefits while attending Coast Trucking School must submit transcripts for any previous education or training to allow evaluation for potential grant of prior credit and appropriate adjustments to Coast Trucking School training requirements.

Reapplication Following Denial:

Applicants denied admission may reapply and be considered for admission in cases where the passage of time may have eliminated or reduced the basis for the initial denial, e.g., applicant age, driving record, license status. Applicants who have failed the initial pre-employment drug screening are encouraged to contact Coast Trucking School for guidance prior to submitting a new application, as they are less likely to be reconsidered.

PROHIBITION OF DISCRIMINATION:

Coast Trucking School maintains a strict non-discrimination policy in all practices and policies, including those pertaining to admissions, instruction, student services and employment, in compliance with ORS 345.010 to ORS 345.450, and under standards defined in ORS 345.240.

All Coast Trucking School administrators, employees and students are subject to these policies and prohibited from discriminating against students, employees, applicants for admission or for employment or any other individuals encountered while on Coast Trucking School property or while in or operating a Coast Trucking School-owned vehicle, on the basis of race, color, national origin, age, disability, sex, gender identify, religion, and if applicable, political beliefs, marital status, familial or parental status.

Any person unlawfully discriminated against as described in ORS 345.240 may file a complaint with the Commission of the Bureau of Labor and Industries, 800 NE Oregon Street, Suite 1045, Portland OR 97232. The Commission may be contacted by phone at 1-971-673-0761.

The school's policies governing all staff will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

TUITION, FEES and LICENSING COSTS

The total cost to a student of obtaining an Oregon CDL license, with training provided by Coast Trucking School, includes

- fees payable to the State of Oregon for applications and required testing to obtain a CDL learner's permit (required for school enrollment) and a CDL license, and
- fees payable to the school for application, enrollment and tuition.

Students planning to secure a CDL license with instruction provided by Coast Trucking School should anticipate total costs of \$5,473.50, as follows:

Coast Trucking School Fees:

Application	\$50.00	
Registration	\$100.00	
Tuition	\$4,700.00	
Total Coast Trucking School Fees	\$4,850.00	\$4,850.00

Other Fees:

Physical (DOT) – <i>Varies</i>	\$140.00	
Commercial Learner's Permit – <i>DMV</i>	\$23.50	
Drug Screen – <i>The Atlas Edge Staffing</i>	\$60.00	
General Knowledge Test – <i>DMV</i>	\$10.00	
Air Brakes Knowledge Test – <i>DMV</i>	\$10.00	
Skills Test – <i>3rd Party Tester</i>	\$265.00	
<i>- Upon completion of class -</i>		
OR CDL Certification of Test Completion – <i>DMV</i>	\$40.00	
Commercial Driver License upgrade – <i>DMV</i>	\$75.00	
Total Other Fees	\$623.50	

Total Expense **\$5,473.50**

Method and timing of payments: Payments may be made by cash, major credit/debit card, or check. Application fee is due with application. Registration fee must be paid on or before the first day of class. Tuition may be paid in full on or before the first day of class, or in two installments. A minimum tuition payment of \$2,200 is due on the first day of class with the second installment of \$2,000 due no later than halfway through the applicant's program (i.e., by the end of 2nd week of instruction).

Coast Trucking School may, at its sole discretion, authorize an alternative payment plan. Special provisions regarding timing of payment may be made if tuition is confirmed under the terms of one of the assistance programs described below.

Tuition assistance programs: Prospective applicants are encouraged to consider contacting one or more of the following potential sources of tuition assistance as appropriate.

- For Veterans' Training Benefits/Veterans' Training Assistance Program:
 - Please be advised that our training school is currently not approved for these benefits. For more information or assistance, contact 1-888-442-4551.
- WIOA-NAFTA-TRA-TAA Benefits:
 - If you are exploring job training assistance under these programs, please contact your regional WorkSource "One Stop" center or American Job Center. They can assist you in determining your eligibility for these benefits.

Tuition loan reimbursement: A student who has financed CDL training with a personal loan may be able to secure employment with a trucking company that provides all remaining loan payments post-employment, in addition to wages.

Cancellation and Refund Policy: Coast Trucking School follows the Cancellation and Refund Policy for Resident Instruction specified in OAR 581-045-0036):

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - a. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - b. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
 - c. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;

- d. If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 - e. The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) This program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours (160 clock hours) into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (6) The school shall not charge a withdrawal fee of more than \$25.
- (7) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (8) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
- a. Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;

- b. In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
 - c. In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (9) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (10) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.
- (11) Coast Trucking School CDL Program's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the registration fee is subject to proration.
- (12) The amount charged will not exceed the exact pro rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student's attendance.

ACADEMIC REGULATIONS

Class Attendance: A student must attend at least 90% of the program in which enrolled in order to graduate. Students should also be aware that many trucking companies require 100% attendance as a condition of consideration for employment.

Class attendance is an important indicator of a student's chances for successful employment as a commercial truck driver. Effective time management and ability to meet a pre-set schedule are essential components of commercial truck driving. Students are expected to arrive for each class prior to commencement of instruction and to remain throughout that day's session.

Tardiness: A student more than 15 minutes late for any class will be deemed tardy and will not receive clock hour credit for time absent from class. Students who leave class early will receive credit only for actual hours of attendance. A student who is tardy on three occasions will be required to attend a conference with the school administration and to enter into an agreed written corrective action plan. If the student is again tardy, or does not follow the written corrective action plan, the student will be terminated from the program. Exceptions to this policy may be made at the school's discretion if a student has called or provided written advance communication to the school indicating that the student may be tardy, and if the tardiness is due to circumstances not reasonably anticipatable and beyond the student's control.

Absences: All absences will be recorded. Students absent four times without excused or pre-approved leave will be terminated from the program.

Excused Absences: Absences due to student illness may be excused, but students absent more than 2 consecutive days due to illness may be required to submit a medical professional's note confirming illness during that period before the absence will be excused.

Absences due to family emergency, such as death, serious injury or illness of immediate family member may be excused if credible documentation is provided consistent with the Advance Request or Emergency Leave of Absence Policies below.

Absences for vacation or other recreational activities will not be excused and are grounds for termination from the program.

In case of all absences, students must inform the school as soon as possible of the situation and their intentions.

Advance and Emergency Absence Approvals:

If an enrolled student is confronted with a personal situation not anticipated at the time of enrollment and which will require the student's focused attention, a student may request advance approval of a proposed leave of absence. Requests will be considered on an individual basis. Examples of situations for which leave may be approved in advance include cases of deteriorating health or other unexpected change in personal circumstances that unexpectedly require students' urgent attention to a degree inconsistent with continued attendance.

A student may request approval of a proposed leave of absence by submitting a written, signed and dated request to the instructor no more than ten days prior to the date when the requested leave would commence. The request must specify the start and end dates for which leave is requested, an explanation of the reasons for the request, and appropriate documentation of the circumstance on which the request for leave is based. Before taking an approved advance leave a student must call the school to confirm that leave has been approved and must within ten days provide written confirmation of intent to use that leave. If a student does not return to class within two days after a granted leave of absence has expired, and has not communicated with the school, the student will be considered to have withdrawn from the program.

If attendance is interrupted by an unforeseeable catastrophic event such as car accident or medical emergency, a leave of absence may be approved retroactively provided that the student promptly contacts the school as soon as possible following the event to discuss the situation and make suitable arrangements. Documentation from a health care professional is required for any request based on a medical emergency.

Make-up Time and Tests: Excused absences from classroom instruction or quizzes may be made up with assignments to be turned in for credit or re-test quizzes, completed either during non-school hours or, if necessary due to instructional format, attendance and testing during the next scheduled cohort.

Students with excused absences from either yard training or road training or testing must schedule make-up time, which may require student work outside of regular school hours, or during a subsequent program. Students meeting all other graduation criteria will not be allowed to graduate until at least the minimum required instructional time is made up.

Credit and Fee Implications of Prolonged Leave of Absence: Class hours earned in a Coast Trucking School CDL program prior to an approved leave of absence may be credited toward

attendance in a subsequent class cohort without charge, depending on the timing of the student's leave and subsequent resumption of classes.

If attendance is interrupted by an approved leave of absence during the classroom instruction section of the program, the student will be allowed to enter the next program at no additional charge and will receive credit for classes previously attended.

If attendance is interrupted by an approved leave of absence after classroom instruction has been completed, and the student resumes training with a new cohort within three months after commencement of the leave, the student will not be required to pay additional fees upon returning to class. However, the student's contract period and maximum allowable time frame may need to be extended to allow the student the opportunity to meet all program requirements.

If attendance is interrupted by an approved leave of absence after classroom instruction has been completed, and the student does NOT resume training within three months after commencement of the leave, more than the normal number of remaining training hours may be required to refresh prior learning and prepare the student for licensing tests and safe career performance. In such cases, based on review by the school director, the student may be charged for that additional training.

In addition to monitoring of academic progress as described under Evaluation Criteria and Academic Progress sections of this catalogue, students will be closely monitored for capacity to demonstrate attitude and behaviors consistent with CDL learning and career objectives.

Students are expected to conduct themselves in a respectful and highly safety-conscious manner at all times when on Coast Trucking School property, or when occupying or using any equipment supplied by Coast Trucking School session. If in the instructor's opinion a student's conduct with respect to school property or equipment falls below this standard, interferes with others students' learning opportunities, and/or presents a safety risk to staff, students, or the general public, during or outside of instruction, the student will be required to meet immediately with the instructor and administrator to discuss expectations and may face termination depending on the nature and severity of the infraction.

The school may, at its discretion, establish a grace period during which the student who has engaged in inappropriate conduct may have the opportunity to demonstrate capacity for compliance with expectations and requirements. In all cases, a record will be maintained of the behavior in question and of the student's acknowledgement and acceptance of the school's decision. If during a grace period the student fails to demonstrate appropriate conduct, the student will be terminated from the program to protect the rights and safety of others.

Students terminated for violation of Student Conduct Policies will not be readmitted. Refunds will be issued consistent with school refund policy.

Any student terminated for violation of Student Conduct Policies may appeal in writing to the School Director. Any appeal must be received by Coast Trucking School within 10 days of the termination. The School Director will make a decision on the appeal within one week of receiving the written appeal, and will notify the student in writing within two weeks of making the decision.

OFFENSES JUSTIFYING TERMINATION

Students engaging in any of the following may anticipate, at a minimum, **immediate termination** from the program. Tuition refunds will be provided consistent with Coast Trucking School's Refund Policy.

- At any time while on school property or while in school vehicles, possessing, using, transferring, distributing, offering, sharing, attempting to sell or obtain or being under the influence of intoxicating liquor or any drug or controlled substance defined in 49 C.F.R. part 40 or Schedules I-V of Section 02 of the Controlled Substances Act and applicable regulations, unless medically prescribed for use by the student by and used according to the instructions of a licensed medical practitioner.
- At any time while on school property or while in school vehicles, possessing alcohol containers (cans, bottles, etc.) or drug paraphernalia. Drug paraphernalia is defined as all equipment products and materials of any kind marketed, designed for use, or used in connection with growing, manufacturing, packaging, selling, concealing, or introduction into the body of any drug or federally controlled-substance unless medically prescribed for use by the student by and used according to the instructions of a licensed medical practitioner.
- Refusal to consent to or cooperate with drug or alcohol testing, or to submit a sample, or to sign required forms; contaminating, tampering, or attempting to contaminate or tamper with a requested sample or otherwise manipulate the testing process. In implementing the preceding policies, Coast Trucking School will comply with all applicable Federal Motor Carrier Safety Administration (FMCSA) and state regulations governing workplace and anti-drug and alcohol programs, including 49 CFR Part 40 standards for collection and testing of urine and breath specimens, and 49 CFR Part 65d mandating urine drug testing and breath alcohol testing for safety-sensitive positions and prohibiting performance of safety-sensitive functions when a test result is positive. *For more detailed description of testing practices and procedures, please see the appendix to this catalog.*
- Insubordination. Failure to follow instruction from instructors and staff. Failure to follow direction creates unacceptable safety risks for all students and for the instructor.
- Verbal or physical harassment, threats or other attempts to intimidate, fighting, degrading, aggressive or sexual advance toward one or more fellow students or staff members.
- Vandalism, misuse or unauthorized use of any school-owned property or equipment.
- Possession of any firearm or weapon of any kind including aerosols on school property or in or on school-owned equipment, unless student has a lawful permit for possession. Students with

permits who bring a weapon to the school property are asked to keep the weapon locked in a private vehicle during class hours as a safety precaution.

- Any discriminatory statement or action toward Coast Trucking School students, employees, and applicants for employment or entrance, or in any program or activity conducted or funded by Coast Trucking School, on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political belief, marital status, familial or parental status, sexual orientation, or derivation of all or part of an individual's income from any public assistance program, or protected genetic information. Any person unlawfully discriminated against, as described in ORS 345.240 may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.
- Arrest or conviction of any criminal offense or receipt of a ticket for any moving violation while enrolled at the school. A student who has been arrested, convicted or ticketed must notify the School Director immediately to discuss the specific situation.
- Cheating, plagiarism, and other forms of dishonesty. Plagiarism includes copying or submitting another's work in satisfaction of one's own academic assignment as if it were one's own.

CUMULATIVE LESSER OFFENCES

Students engaging in the following behaviors on school property or while making use of any school equipment will receive a verbal warning which will be documented and placed in the student's file. Upon a second offense, whether for the same or another listed behavior, the student must attend a conference with the instructor and administrator, or may be asked to leave the property for the remainder of the day, and be marked absent for the remaining hours of instruction that day. Any warning or other disciplinary action will be documented in the student file. Upon a third offense involving any of the behaviors listed below, the student may face immediate termination.

- Smoking or use of tobacco products of any kind during school day except in designated areas.
- Failure to properly dispose of cigarette butts, chewing tobacco, in designated locations.
- Littering of any kind, including chewing gum.
- Use of foul, offensive, obscene or vulgar language, or telling of "dirty" jokes. Such behavior may, among other things, be considered a discriminatory act.
- Use of electronic devices such as cell phones, iPads/iPods, and laptop computers for any personal reason when class is in session
- Inappropriate attire or chronic poor personal hygiene. Appropriate attire consists of clothing items free of suggestive, obscene or distasteful verbiage or images whether or not intended in jest; long pants or well fitted shorts reaching at least to the mid-thigh; shirts covering the torso past the pant waist; and close-toed shoes or boots. Long hair is not inappropriate but must be confined in such a way as not to create a safety risk or risk of impaired vision. Students are expected to maintain levels of personal hygiene consistent with a professional image.

STUDENT GRIEVANCE POLICY

Coast Trucking School seeks to maintain a positive, productive learning atmosphere and seeks to remain aware of any perceived grievance against another student, staff, or school administrator so that a rapid resolution may be achieved.

If a student has an internal grievance, the student shall following these steps with the intent to reconcile their concerns in partnership with the school:

- 1) Students aggrieved by action of the school should attempt to resolve any problem with appropriate school instructor(s). Should this step fail, the student shall proceed to step number 2.
- 2) Student shall contact school Director Mike Statham, 541-297-2236. If this step should fail, the student shall proceed to step 3.
- 3) The student shall submit a written internal grievance to the following email: macktrk1@live.com. The email shall be labeled, "Student Grievance".
- 4) Once the school receives the student grievance from the student, the school will have 15 days to do an investigation and provide the student their written determination, with a time- stamped record of delivery for school records.
- 5) The school's determination is final.

Should this procedure fail and the student has exhausted the school's internal grievance policy, the student may contact:

The Oregon Higher Education Coordinating Commission
Private Career Schools
3225 25th Street SE
Salem, Oregon 97302
Phone: 503-947-5716

After consultation with the appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

RECOMMENDED ATTIRE: Students are encouraged to wear clothing appropriate to conditions typically encountered by commercial truck drivers, including rain gear; oil-resistant footwear; and clothing suitable for contact with oil, grease and mud.

TRAINING PROGRAM

PROGRAM OBJECTIVE

Our Class A Commercial Driving License Training Program prepares each student to succeed as a highly qualified entry-level commercial truck driver.

CDL TRAINING FOCUS

Coast Trucking School CDL training is designed to provide graduates with the knowledge and experience required to graduate with all CDL endorsements, and to pass the Oregon CDL skill and road test.

PROGRAM OVERVIEW:

Coast Trucking School's Class A Commercial Driving License Training Program consists of 160 clock hours of instruction.

Training format: Day Classes: 4-week class, 40 hours over 5 days/week

The cumulative learning required by this program can be completed on the schedules specified above. However, if necessary, Coast Trucking School will provide a student with additional training at no cost during the week immediately completion of a class series.

Instructor-Student Ratios

All classes are capped at a maximum of 4 students.

- Classroom Instruction: 1 instructor/4 students.
- Yard Training 1 instructor/maximum 4 students. Students work in pairs rotating through multiple training stations.
- Road Training: 1 instructor/maximum 3 students in vehicle with instructor.

Coast Trucking School reserves the right to change any provisions or requirements contained herein to include class schedule, calendar schedules, tuition, fees and personnel without prior notice.

CLASS A CDL DRIVER TRAINING PROGRAM: LEARNING PLAN

Class A CDL Driver Training requires possession of a CDL Learner's Permit, and includes 40 hours of classroom instruction, 60 hours of yard training, and 60 hours of road training.

CLASSROOM INSTRUCTION (40 hours):

Classroom instruction includes a combination of video, lecture, and book-based instruction, with materials provided for students' use at no charge. Assessment of performance in this segment includes grading of written quizzes.

C0: Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse.

Verbal instruction (with handouts) pertaining to the new FMCSA Clearinghouse program and registration process. Each student will be guided through and assisted with registering for this Federally mandated program on a school computer.

C1: Review CDL written endorsement knowledge per Oregon Department of Motor Vehicles.

Interactive with verbal instruction, equipment demonstrations and videos. Written practice tests graded by instructor.

C2: Logbook Records and Communications.

In-person and video instruction in use of logbooks, recording hours of service, electronic logbooks, Qualcomm/communication device. Students must maintain personal logbook (issued by instructor) throughout the program demonstrating understanding of logbook maintenance requirements. Includes written quiz with logbook graph.

C3: Load Paperwork and Documentation Management.

Verbal instruction (with handouts) on appropriate maintenance and submission of paper documentation concerning load management (e.g., bills of lading, etc.) and hazardous material transport (consistent with CDL Written Endorsement). Includes written quiz.

C4: Trip Planning, Time Management, Map Reading, GPS Operations

Verbal instruction in use of maps and GPS devices, navigational and time management strategies to meet load and pickup/delivery requirements. Students will be provided a current year Road Atlas for use during class, which may be retained by students for personal use. No written quiz or recorded grade.

C5: Driver Wellness & Awareness; Whistle Blower Protection

Video, lecture and classroom discussion. Written quiz with recorded grade.

C6: Introduction to Tractor Trailer Maneuvering

Video and live instruction in tractor trailer articulation and implications for forward, reverse and turning movement, followed by interactive learning using small props. Written quiz with grade recorded.

C7: Adverse Weather, Shipping Facilities

Lecture and live instruction relating previous time management issues to planning in case of difficult driving/maneuvering conditions. Written quiz with recorded grade.

C8: Introduction to Inspections Pre- and Post-Trip, and En Route.

Video, lecture, instructor-led class discussion. Review all physical components of tractor trailer; required and recommended inspections to ensure safe operation, identification of unsafe vehicle conditions. Written quiz with recorded grade.

C9: Cargo Securement

Video and instructor led class discussion. Techniques and considerations in achieving cargo securement in flatbed trailers and dry van trailers. Written quiz with recorded grade.

C10: Introduction to Gear Shifting

Lecture and instructor-led class discussion. Basic considerations in selecting and effectively shifting gears, with reference to vehicle speed, engine RPM, and road grade. Written quiz with recorded grade.

C11: Truckers Against Trafficking

Video and instructor-led class discussion. Alerts students to indications of possible human trafficking activity and means of promptly alerting law enforcement: students receive wallet card with hotline numbers for appropriate authorities advised on recommended reporting protocols .

YARD TRAINING (60 hours):

Each lesson in this training component begins with a 15-minute introduction to the day's subject matter, followed by yard training. Yard training will include initial instruction and demonstrations followed by student direct, intensive and repeated experience working in pairs. Assessment will be based on students' observed capacity to perform functions and maneuvers (listed on a standard checklist) from memory, except that a memory aid may be used to complete pre-trip inspection. Assessments will be recorded by instructor and shared with each student.

Y1: In depth Pre, Post and En Route Inspections

Instructor demonstration, supervised student hands-on practice, followed by daily performance of inspections throughout yard and road training portion to ensure proficiency.

Y2: Beginning/Intermediate Backing

Instructor demonstration followed by student hands-on practice. Builds on articulation concepts and implications introduced in C6, adding skills in space allocation and management, depth perception and safety considerations.

Y3: Docking exercises

Instructor demonstrations followed by student hands-on practice to gain skills required for safe docking. Develops students' depth perception, space allocation and management skills, and safety awareness.

Y4: Tractor-Trailer Coupling and Uncoupling

Instructor demonstration followed by student hands-on practice. Students memorize and follow prescribed sequence and procedures to ensure operational safety.

Students will receive instruction in the following with opportunity to practice:

Y5: Checking Automatic Slack Adjusters (Brakes)

Instructor demonstration of brake hardware system inspection with discussion. Covers laws regarding automatic slack adjusters.

Y6: Sliding Tandems and 5th Wheels

Instructor demonstration followed by student demonstration of ability to perform function. Lecture reviewing necessity of action and specifics for weight distribution.

Y7: Tire Chain/Cable Installation

Lecture addressing correct installation, need to periodically assess tightness of traction devices. Instructor demonstration followed by student demonstration of ability to complete proper tire chain or cable installation and removal.

CDL Test Preparation

Instructor provides individual evaluation of student progress and assessment of preparedness for state CDL endorsement testing.

ROAD TRAINING (60 hours):

Each lesson in this training component begins with a short vehicle-based introduction to the subject matter, followed by training and experience on various public roadways. Students will rotate turns driving and observing driving (by instructor and classmates). Daily student progress assessments will be provided to students, with final assessment based on student's ability to safely and appropriately complete driving maneuvers as directed, with little or no assistance.

R1: Basic Truck Handling

Initial Instructor demonstration of basic shifting, turning, braking, acceleration, off-tracking followed by student practice on low-traffic public roadways

R2: Traffic/Mirror checks, Negotiation of Intersections, Space Management

Initial Instructor demonstration followed by student practice on low-traffic public roadway

R3: Left and Right Turns at Intersections

Initial Instructor demonstration of left and right turns and associated safety considerations, followed by student practice on low-traffic public roadways.

R4: Gear Shifting on Slopes

Initial Instructor demonstration of gear shifting on up- and downhill slopes followed by student practice on low-traffic rural roadways with varied topography.

R5: Special Conditions: Railroad Crossings, School and Construction Zones

Lecture emphasizing importance of alertness, sign recognition, space and speed management in specially marked zones; student practice utilizing low-traffic roadways and signed areas during non-active hours.

R6: Driving in Urban Conditions

Lecture emphasizing special considerations in urban road conditions followed by student practice in moderate-traffic urban areas

R7: Driving on Highways & Freeways

Lecture on highway and freeway navigation, use of on-ramps and off-ramps, followed by student practice.

R8: Mountain Driving

Lecture emphasizing special considerations in gear selection, braking techniques, space management, followed by student practice on appropriate low-traffic roads.

R9: Introduction to Ports of Entry (Weighmaster)

Lecture on fundamentals of weighstation protocols; student practice scale house etiquette; visit to scale house.

R10: City Driving

Instructor lecture reinforcing prior learning: space management, implications of articulation and off tracking, sign recognition, safety practices. Student practice in high traffic city conditions.

R11: CDL Test Readiness Assessment

Lecture followed by individual student demonstration of driving ability under varied road and traffic conditions. Instructor provides evaluation of student's progress and preparedness for state CDL testing.

State CDL test

GRADING SYSTEM

OVERALL GRADE POINT AVERAGE (GPA)

A student's overall GPA is determined by averaging the three grades earned by the student in each of the three training components.

Classroom Instruction: Grade for this component is determined by adding the scores of all quizzes taken and dividing by the total number of quizzes offered.

Yard Training: Performance Test: Grade for this component is determined by student's performance of specified maneuvers and functions identified and evaluated according a standard checklist.

Road Driving: Performance Test: Grade for this component is determined by student's performance of specified maneuvers and functions identified and evaluated according a standard checklist

SATISFACTORY ACADEMIC PROGRESS

Academic progress is monitored daily and consists of qualitative and quantitative measures described below. Each student will receive a written progress report at the end of each week of the program, with a copy signed by the student to acknowledge receipt. If warranted by evidence of underperformance, such as a predominance of low quiz grades or failure to show progress in skill level, students will be invited to confer with the instructor and administrator. Depending on the issue, a timeline may be established within which the student will be expected to show marked improvement in identified areas. Assistance with student achievement may include one-on-one tutoring or extra practice time with yard or road training equipment with the instructor. Discussions regarding failure to progress or need to additional effort by the student may be documented and included in the student's official file.

Qualitative Measures of Progress:

Classroom: To maintain satisfactory academic progress, students should receive a grade of at least 80% on every written quiz. A student may at any time request an overall classroom grade. Students failing to achieve 80% on any quiz may re-test up to three times, however, the maximum possible retest grade is 80%. At the end of week one, the instructor will meet individually with students to review test scores and discuss any areas of concern. Students failing to achieve 80% after three retests of a quiz will be terminated.

Yard and Road: Student progress in yard and road training is assessed daily by the instructor, with daily progress conferences with students as indicated by that day's performance. Each student will be tested during the final week of yard training and the final week of road training on capacity to perform specific maneuvers or functions, identified by a standard checklist. Students must receive an average score of 80% or higher on both the yard and the road training checklists to receive a passing grade and maintain satisfactory academic progress. Students failing to gain a score of 80% or higher may retest no more than twice; however, a student may not receive a grade higher than 80% on any retest.

If in the instructor's opinion at any time a student appears in need of additional assistance to improve academic progress, the instructor may initiate a conference with the student, and if deemed appropriate with the school administrator, develop a strategy for additional training assistance at no cost to improve the student's skill level. Such additional training agreement will be documented and may include one-on-one instruction, additional opportunity to observe others implementing specific techniques, and/or a change of instructor. A student may initiate a request for additional training during the pre-test period, which may be provided at no cost if agreed to by instructor. In all cases, any additional training outside of regular class time must be specifically scheduled to ensure availability of instructor and equipment. A student who fails to appear for scheduled additional training without a valid emergency excuse may be denied the right to additional training outside of class times.

A student who has failed to demonstrate satisfactory progress and has received additional training will have the opportunity to demonstrate improved performance. If the student fails to show improvement under the agreed strategy in the time frame allotted, a conference will be convened including the student, instructor and administrator to discuss the issue, with that discussion documented in student's file. A student failing to make adequate progress following additional training may be terminated and receive a tuition refund for the unused portion of the program (see Refund Policy.)

Quantitative Measure of Performance:

A student must attend at least 90% of program hours in order to graduate. Attendance for 100% of program hours is strongly advised to maximize students' employment prospects (many trucking companies consider attendance when hiring).

GRADUATION REQUIREMENTS

A Coast Trucking School Certificate of Completion will be awarded to students who have met the following:

- Maintained Satisfactory Academic Progress under Coast Trucking School qualitative and quantitative standards;
- Achieved at least the specified grade minimum for each of the classroom, yard, and road components of the program, and for the program as a whole;
- Have logged at least 140 clock hours of training divided among classroom, yard, and road training components;
- Have satisfied all financial obligations to Coast Trucking School LLC.

The Coast Trucking School Certificate of Completion is signed by the program official, specifying the recipient's dates of attendance, the title of program completed, and total clock hours of attendance.

STUDENT SERVICES AND JOB PLACEMENT ASSISTANCE

Access to Student File: Coast Trucking School manages all disclosures of personally identifiable information from school records and the rights of post-secondary students to review and request changes to records consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA)(20U.S.C. 1232G; 34 CFR PART 99)

Accordingly, Coast Trucking School students have the right to review their own education records in the presence of a staff member and to seek to amend inaccurate information in their record. To review a record, a student should make a written request to Coast Trucking School administrator. Coast Trucking School will make every effort to accommodate that request after one full business day, and in no event no more than 45 days following the request. Students may consent in writing to disclosure of their records to third parties, e.g., prospective employers.

Job Placement Services

Coast Trucking School seeks both to produce high quality, highly employable driver candidates and to facilitate their employment as commercial truck drivers. Students may schedule individual job placement advisory appointments with Coast Trucking School personnel to discuss their specific situation and employment goals, with our advice premised on student's truthful disclosure of any criminal history, poor driving record or negative work history.

Students who complete the program receive advice and guidance through the job application process, including advice on employers for whom the student may be an attractive candidate. Available assistance includes helping students prepare for employment interviews and ensuring appropriate job orientation. We facilitate meetings with trucking company recruiters seeking entry-level drivers and provide students with contact information for additional appropriate employers. Please note, however,

that many factors beyond our knowledge or control may affect employers' hiring decisions, and we therefore cannot guarantee employment for every graduate.

Students who complete the program but are found to have secured admission on the basis of untruthful or inaccurate information may be ineligible for job placement assistance or employment.

CURRENT JOB MARKET

Currently and historically demand has been steady to high for commercially licensed truck drivers. Demand is anticipated to increase further in connection with economic recovery from the Coronavirus pandemic. The U.S. Bureau of Labor Standards reports an 11% increase in the driver market from 2012 to 2022.

Statewide Employment Analysis as of May, 2020: The total number of job openings for truck drivers in Oregon is projected to be much larger than for most occupations in Oregon through 2027. The Oregon Employment Department estimates that the industry will require at least 2,968 new truck drivers in the state between 2020 and 2027. Average wages as of 2018 were \$18.80 per hour.

Due to continuing shortages of truck drivers, many companies in Southwestern Oregon will be hiring entry-level drivers, and many trucking companies have adopted lenient hiring criteria.

This catalog is certified true and correct in content and policy.

_____ Date: _____

Mike Statham, Coast Trucking School

APPENDIX:

- CALENDAR
- APPLICATION FORM
- ENROLLMENT AGREEMENT
- SAMPLE TRANSCRIPT
- DRUG AND ALCOHOL TESTING POLICIES

PROGRAM CALENDAR 2023/24

ENROLL NO LATER THAN	1ST DAY OF INSTRUCTION	LAST DAY OF INSTRUCTION
September 4, 2023	September 11, 2023	October 6, 2023
October 2, 2023	October 9, 2023	November 3, 2023
November 13, 2023	November 20, 2023	December 22, 2023
December 11, 2023	December 18, 2023	January 12, 2024
January 15, 2024	January 22, 2024	February 16, 2024
February 12, 2024	February 19, 2024	March 15, 2024
March 11, 2024	March 18, 2024	April 12, 2024
April 8, 2024	April 15, 2024	May 10, 2024
May 6, 2024	May 13, 2024	June 7, 2024
June 3, 2024	June 10, 2024	July 6, 2024
July 1, 2024	July 8, 2024	August 2, 2024
July 29, 2024	August 5, 2024	August 30, 2024
August 26, 2024	September 2, 2024	September 27, 2024
September 23, 2024	September 30, 2024	October 25, 2024

COAST TRUCKING SCHOOL CDL PROGRAM OBSERVES THE FOLLOWING HOLIDAYS:

NEW YEARS DAY (January 1)

LABOR DAY (First Monday in September)

MEMORIAL DAY (Last Monday in May)

THANKSGIVING DAY (Fourth Thursday in Nov.)

INDEPENDENCE DAY (July 4)

CHRISTMAS DAY (December 25)

Make-up classes for instruction days that fall on a holiday will be conducted on Saturdays.

Coast Trucking School LLC 61676 Family Four Rd.
Coos Bay, Oregon 97420
(541) 297-2236 | macktrk1@live.com

APPLICATION FOR ADMISSION

Coast Trucking School looks forward to helping you acquire the training needed to secure your Oregon Commercial Driver's License! Our program is designed to help you become a highly qualified and employable licensed commercial truck driver.

Please note that your application packet must include the following:

- A completed copy of this form.
- A \$50 application fee. This fee is non-refundable.
- A photocopy of your valid Oregon driver's license. You must have had a valid Oregon license for at least one year, with no suspension or revocation.
- A certified court print of your driving record for the past five years. If you have held a driving license in more than one state during that time, you must include a court-certified print of your driving record from each of those states.
- A listing of your work history for the past ten years, or as many years as you have worked, if fewer than 10.
- Disclosure of any criminal record. Having a criminal record does not mean you will not be admitted to the school, and many trucking companies do not consider a criminal record to be a barrier to employment. However, it is important that we be aware of any record so you are aware of any possible implications for employability before you enroll. (A student who has enrolled but failed to disclose a criminal record will be terminated, and the terms of our refund policy will apply.)

Please note that **if you are approved for admission, you must also have obtained your CDL learner's permit before the first day of class.** To obtaining this permit you will need to arrange for and pass a drug screening test and a physical test administered by the state. We are happy to help you make the arrangements for these tests, but you are responsible for the testing fees.

Plan well in advance to make sure that you have this permit by the first day of class. This is an intensive course, and we cannot interrupt the school day or have you skip classes in order to secure your permit.

If you have any condition that might prevent you from passing the state physical test or otherwise prevent you from obtaining your permit, we encourage you to explore your permit eligibility before submitting your application and application fee to CTS. Your application fee will not be refunded if you learn after applying to CTS that the state will not allow you to secure a CDL license.

WHEN TO APPLY: It is to your advantage to **apply well in advance of your desired start date.** The 4 week course is offered approximately every five weeks, on dates indicated on the attached calendar. Applying well ahead of your desired start date allows you to secure your permit before the start of class and improves your chances of start class your preferred date.

Coast Trucking School prohibits discrimination against its customers, employees, and applicants for employment and student applicants on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by Coast Trucking School.

Applicant Information

Last Name	MI	First Name	Social Security Number	/ /
Previous Last Name				Date of Birth
Current Mailing Address		City	County State	Zip Code
Physical Address (if different)		City	State	Zip Code
Cell Phone		Other Phone		Email address

What is your country of national origin? _____

Which of the following race groups do you most identify yourself with?

- Hispanic or Latino Native American or Alaskan Native Asian Native Hawaiian or Pacific Islander
 Caucasian African American Choose not to disclose

Gender: M F Choose not to disclose Are you a veteran? Y N

Emergency contact: _____ phone: _____

Do you experience a disability? Y N Choose not to disclose

Highest level of education attained (a high school degree is generally required) _____

How did you learn about our CDL Training Program? _____

Please review the attached calendar and indicate below your preferred start date(s), in order of preference; we will do our best to accommodate you.

First choice start date: _____

Second choice start date: _____

Third choice start date: _____

Program Requirements

PLEASE NOTE: IN ADDITION TO THE DOCUMENTS REQUIRED WITH YOUR APPLICATION, IF ADMITTED YOU MUST ALSO PASS A DRUG SCREENING TEST AND PHYSICAL EXAM BEFORE YOU MAY ENROLL.

Are you a resident of the State of Oregon? **Y** or **N**

Do you have a valid Oregon driver's license? **Y** or **N** If so, what is the number? _____

Can you pass a drug and alcohol screening test? **Y** or **N**

Can you pass the state physical exam for commercial truck drivers? **Y** or **N**

Do you have reliable transportation to get to and from the training school on time? **Y** or **N**

Employment History

Enter below, or attach list, indicating employers, dates of employment, and nature of jobs for as many years as you have worked, up to 10 years.

Do you have previous truck driving experience? **Y** or **N**

If yes, please explain: _____

*Have you had any driving accidents in the last three years? **Y** or **N**

If yes, list how many, when and type of violation.

*Have you had any moving violations in the last five years? **Y** or **N**

If yes, list how many, when and type of violation.

*Have you had any alcohol related violations? If yes, list date(s). **Y** or **N**

*Have you ever been convicted of a misdemeanor? **Y** or **N**

If yes, provide explanation and date(s).

*Have you ever been convicted of a felony? **Y** or **N**

If yes, provide explanation and date(s).

*Have you ever lost your driving privileges or had a restricted driving license in the past ten years? If yes, provide date(s). **Y** or **N**

Are you currently employed? Y or N

If yes, who is your current employer?

If no, when were you last employed?

**A "yes" answer does not necessarily disqualify you as an applicant; this information allows us to advise you as to employment opportunities and strategies appropriate to your situation.*

Employment Goals

Why are you interested in securing your Oregon Commercial Driving License?

Which truck driving career(s) interest you?

Log Haul Chip Haul Local Delivery Long-Haul Sand and Gravel

I have read and understand the conditions for acceptance into the Commercial Truck Driving Program. I understand that any misleading or false information on my application or interview(s) may result in my termination from the program (see preregistration and withdrawal/drop policy). If admitted, I understand that I must complete the following additional steps prior to enrollment:

- Achieve a negative score on a DOT drug screen one week prior to the start of the class I will be attending.
- Obtain a DOT physical examination prior to the start of the course.

I understand that my application fee to CTS is not refundable if, after I am conditionally admitted, the DOT physical examination reveals that I have a condition that would restrict or prevent my ability to receive training or employment as a professional truck driver.

Signature

Date

STAFF USE ONLY:

Date Application Received: _____

Funder: _____

CTS Student Number: _____

Other: _____

ENROLLMENT AGREEMENT FOR STUDENTS

COAST TRUCKING SCHOOL
61676 Family Four Road
Coos Bay, OR 97420
(541) 297-2236

STUDENT INFORMATION:

Name:			
Address:			
Phone Number:			
E-Mail:			
*Social Security #			
Emergency Contact:			
Relationship:		Telephone #:	

PROGRAM INFORMATION:

Program:	Commercial Driving License Certification Training		
Program Description:	Prepares student for Oregon CDL Test		
Program Length in Hours/ Months/ Weeks:	160 hours/4 weeks		
Days/Evenings Class Meets: (circle)	Five days/week: M T W TH F		
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	Day <input type="checkbox"/>	Evening <input type="checkbox"/>
Time of Day/Evening Class Begins:	7:30 a.m.	Time of Day/Evening Class Ends:	4:00 p.m.
Enrollment Date:		Start Date:	
Anticipated End Date:		Maximum time to Complete Program:	5 weeks
Number of Weeks:	4	Total Credit/Clock Hours:	160

*Not required. If collecting SSN's, provide notice of why collecting and how the information will be protected.

TUITION:

TERMS OF CONTRACT – Student Loan (ORS 345.113)		
Registration Fee:	100.00	Terms of Installment Payment Plan (if used):
Tuition Cost:	4,700.00	Registration fee must be paid on or before the first day of class. Tuition may be paid in two installments: \$2,200 due first day of class; balance of \$2,000 due when 50% of program has been offered.
Books:	n/a	
Materials:	n/a	
Lab Fees:	n/a	
Supplies:	n/a	
Other:	n/a	Specify: Test/license fees due to State of Oregon
TOTAL PROGRAM COST:	4,800.00	

CANCELLATION AND REFUND POLICIES (OAR 715-045-0036)

Cancellation: A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;

Withdrawal Procedure: Tuition refunds will be determined as follows (*Please note that the following text provides the minimum refund policy pursuant to OAR 715-045-0036; the school may exceed these standards and be more generous to students. If the school is eligible to participate in the federal financial aid programs, the school's refund policy must also comply with the federal guidelines and be described in the enrollment agreement.*): If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;

If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

Proportion of Total Program Taught by Withdrawal Date	Pro-rated Tuition Refund
Up to 50%	50% of tuition
51% or more	No Refund

For additional information on refunds please see the Financial Aid, Discounts, Refunds, and Other Money Matters FAQ at <http://www.ode.state.or.us/teachlearn/specialty/pcs/faqfinancialaid.pdf>.

NOTICE TO STUDENT/BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school may provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge receipt of the school's catalog dated _____, which contains information describing programs offered. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

_____ Student initials

2. I hereby acknowledge receipt of the equipment and supplies provided and a list of the equipment and supplies I will need to purchase separately.

_____ Student initials

3. I have carefully read and received an exact copy of this enrollment agreement.

_____ Student initials

4. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

_____ Student initials

5. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.

_____ Student initials

6. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, and are in direct violation of an Oregon Revised Statute (ORS) or an Oregon Administrative Rule (OAR) may be filed with the Higher Education Coordinating Commission, Private Career Schools Unit, (USE CURRENT ADDRESS), Salem, OR. All student complaints must be submitted in writing.

_____ Student initials

Any inquiry a student may have regarding this contract may be made in writing to Coast Trucking School, 61676 Family Four Road, Coos Bay OR 97420, or to the Higher Education Coordinating Commission, Private Career Schools Licensing Unit, 3225 25th St. S.E., Salem, OR, 97302 or by calling (503) 947-5751.

CONTRACT ACCEPTANCE

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract and that the enrollment agreement constitutes a binding contract.

Signed this _____ day of _____, 20 _____

Signature of Student Date

Signature of School Official Date

(The section below is not required, but is strongly recommended by the PCS Licensing Unit.)

REPRESENTATIVE'S CERTIFICATION:

I hereby certify that I have reviewed the application and supporting materials submitted by _____(student's name) and in reliance on those materials and on an interview if deemed appropriate, the applicant in my judgment meets all requirements for acceptance as a student in the Commercial Driving License Certification Training program at Coast Trucking School, as described in the school catalog, subject to any drug test and physical test results to be received.

I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official Date

COAST TRUCKING SCHOOL prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the COAST TRUCKING SCHOOL.

SAMPLE COAST TRUCKING SCHOOL STUDENT TRANSCRIPT

TRANSCRIPTS REMAIN ON FILE FOR 25 YEARS FOLLOWING GRADUATION OR TERMINATION.

COAST TRUCKING SCHOOL CDL PROGRAM

**61676 Family Four Rd.
COOS BAY, OREGON 97420
(541) 297-2236
macktrk1@live.com**

STUDENT TRANSCRIPT

Student Information

Name:	SAMPLE				
Address:	SAMPLE				
City	SAMPLE	State	SAMPLE	Zip	SAMPLE

Program Information

Name of Program	SAMPLE
Date of Enrollment	SAMPLE
First day of Attendance	SAMPLE
Date of Termination/Withdrawal	SAMPLE

Date of Graduation	SAMPLE
---------------------------	--------

Courses Taken	Clock Hours or Credits	Grade
SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE
SAMPLE	SAMPLE	SAMPLE

SAMPLE _____
Signature of Authorized School Official

Date

SAMPLE _____
Please Print Name of Authorized School Official

Date

SAMPLE _____
Title

DRUG AND ALCOHOL TESTING POLICIES

Privacy and Confidentiality

These regulations ensure student privacy and confidentiality in the drug and alcohol screening process. Any and all information obtained through testing that is related or unrelated to the use of a controlled substance or alcohol will be held in the strictest confidence by the Medical Review Officer and the Coast CDL Program and will not be released.

1. Access to the knowledge and records of test results is limited to the Driving School Coordinator, Driving School Administrator, and the Head of Admissions. The Federal Transit Administration (FTA) regulations state the following circumstances under which information can be released:

- To a third party only as directed by specific, written instructions of the student.
- To the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the student tested.
- To a subsequent employer upon receipt of a written request from the employee.
- To the student upon a written request.
- To the National Transportation Safety Board during an accident investigation; and
- To the Department of Transportation (DOT) or any DOT agency with authority over the Coast Trucking School CDL Program, or any of its students

2. All drug and alcohol testing records are kept in a locked file cabinet separate from other personal student files. Negative test results must be kept on file for a minimum of 12 months. All other records relating to the administration and drug-testing program are required to be retained for 5 years.

Alcohol and Drug Testing

The following types of drug and alcohol testing may occur:

1. Prospective Training Testing: Students are required to take a five-panel drug screen test before entering the CDL class. Students are expected to register and pay for this testing.
2. Follow-Up Testing: Students are required to submit a follow-up test for the following situations:
 - **Post-Accident Testing**: If a student is involved in an accident while operating Coast Trucking School CDL Program machinery, or during the maintenance of the machinery, they may be subjected to an additional drug screening by Coast Trucking School's contracted drug testing facility. Situations leading to additional testing include, but are not limited to the following: accidents involving drivers whose performance could have contributed (as determined by a citation for a moving violation), all fatal accidents, and all accidents where any vehicle damage exceeds \$4,400.

- **Reasonable Suspicion Testing:** If an instructor has reasonable suspicion that a student's faculties are impaired by drugs and/or alcohol in the educational setting, students will be tested at their own expense by Coast Trucking School's contracted drug testing facility. A trained instructor will document all suspicious actions of the student and have them brought to the school's contracted drug testing facility where the student will pay any costs. Until the results have been reviewed, the student will not be allowed to return to class.
- **Random Drug Selection:** Each enrolled student will be joined in a state-wide grouping, and on a quarterly basis, a random selection will be made, and the chosen students must submit to another drug test. Testing fees that occur through random selection will be paid by the Coast Trucking School CDL Program.

Positive Test Results: If the student receives a verified positive test for a controlled substance or for alcohol or for a dilute sample, follow-up testing will conform to this policy. At the time of testing positive, the student will be referred to an assessment program and the cost will be paid by the student. The student will also be removed from performing any safety-sensitive functions.

Testing Methods

If there is suspicion of non-compliance with this policy, the following testing methods will be conducted at the student's expense. Testing procedures occur in two forms:

- **Breath Alcohol Test (BAT):** Breath alcohol tests are to be administered by a certified breath alcohol technician and are only to be conducted using testing equipment that appears on the list of conforming products published in the Federal Register.
- **Urine Drug Testing:** The collection, transport, and confirmation testing of urine samples must be performed in accordance with 49 CFR part 40 in which federal regulations set procedures for transportation workplace drug testing programs. Urine will be tested for: marijuana metabolites, cocaine metabolites, opiates, amphetamines, and phencyclidine.

Positive Test Results

- **Confirmed Breath Alcohol:** If the concentration is greater than 0.02 grams of alcohol per 210 liters of breath as indicated by an evidential breath test, the Coast Trucking School CDL Program will presume the student has engaged in misuse of alcohol. They cannot return to class until they have been evaluated by a Substance Abuse Professional and have successfully complied with any education or treatment recommendation to assist with an alcohol problem. Any student who has violated the standards of conduct regarding alcohol can expect to be withheld from performing any safety-sensitive functions.
- **Urine Drug Results:** Results greater than the cut-off level set forth in 49 CFR, part 40.29, are considered "positive" for the presence of drugs in the body. A student who has violated the standard of conduct regarding drugs, including a confirmed positive drug test, can expect disciplinary action will be taken including the possibility of expulsion from the program.
- **Positive Urine Drug Test:** Results will be reviewed and certified by a Medical Review Officer before disciplinary action. Students are responsible for notifying the Medical Review Officer of any relevant medical information to interpreting test results, including currently or recently using prescription or nonprescription drugs. The Driving School Coordinator will contact the student, who has been tested, to determine whether the student wishes to discuss the results.

Testing Procedures

All testing will be conducted by certified individuals. Other accepted drug test results are copies of drug tests obtained through a group that the student was involved in for the last consecutive 6-month period.

Review of Test Results

All drug test results will be reviewed by a physician before the results are reported to the Driving School Coordinator and Administrator. If the testing facility reports a positive test, they are to contact the Coordinator and Administrator, who will then contact the student to determine if there is an alternative medical explanation for the positive results. If the student provides a verifiable explanation, the results of the test are reported as negative in the student's file. In the event that the student is unable to provide an alternate medical explanation for the positive test results, the Coordinator and Administrator will begin taking disciplinary action(s).

Appeal Rights and Rights to Retesting

If a student wants to appeal and/or be retested, they are to contact the Driving School Coordinator who will provide a student who has been tested with a copy of the report. A student who tests positive will have 15 days from the day they are informed of the test results to explain the result and/or request a retest of the same urine sample. The urine sample will be tested by an independent, professional laboratory of the student's choice provided that the Coast Trucking School CDL Program can maintain the chain of custody.

Limitation of Adverse Reaction

No adverse action(s), including follow-up testing, will occur if the student provides a verifiable explanation or adequate medical opinion indicating the original test results were not caused by illegal use of controlled substance(s) or alcohol consumption.