

TRUCK DRIVER TRAINING

Area of Interest: Transportation and Industrial Occupations

Program Website

Program Description

The Professional Truck Driving Training Program for CDL-A and CDL-B is designed for individuals with no commercial driving experience. The program meets the FMCSA (Federal Motor Carrier Safety Administration) Entry Level Driver Training (ELDT) requirements, offering quality classroom time focused on safe and effective operations of an automatic transmission single or combination vehicle. This program also provides instruction for backing skills and forward driving on both the range and public roads.

Fueled by experienced instructors, our program features a new fleet of automatic transmission trucks and trailers, training equipment, and state-of-the-art simulators.

Students will receive:

- Classroom and lab instruction emphasizing safety, Department of Transportation (DOT) regulations, trip planning, pre-trip inspections, and more.
- Several hours of mastering skilled backing maneuvers, as well as urban, rural, and highway driving.
- Personalized education with a low student-teacher ratio.
- Highly respected instruction recognized by employers as thorough, individualized, and effective preparation.

STLCC's comprehensive CDL-A and CDL-B truck driving programs prepare you for well-paying careers in commercial truck driving, one of the fastest-growing opportunities in the United States today.

The course curriculum exceeds the Entry-Level Driver Training (ELDT) standards mandated by the U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA).

Program Location. This program is offered in its entirety at Forest Park. The main office is located at STLCC Forest Park's Transportation Center at 5475 Highland Park, Room TC 139, St. Louis, MO 63110.

Schedule Type: In Person. This program uses a combination of classroom training for ELDT Theory, hands-on training on the range for pre-trip inspection and maneuvers, and behind-the-wheel driving on public roadways.

Financial Aid Eligibility. This program is **not** Federal Financial Aid/Pell Eligible. Need-based funding may be available.

Cost of Attendance. The cost of the program is as follows:

- CDL-A program: the cost is \$6,500 plus \$175 for the DOT physical and medical exam
- CDL-B program: the cost is \$3,500 plus \$175 for the DOT physical and medical exam
- HAZMAT is an additional certification that can be added to a CDL-B licensure, enabling the driver to safely manage and transport hazardous waste and materials.

Program Career and Salary Information:

Occupational Employment and Wage Estimates (OEWS) | Missouri Economic Research and Information Center (<https://meric.mo.gov/data/occupation/occupational-employment-wages>)

Quarterly Census of Employment and Wages

Interested in this program? Contact information: Aira Durham Adurham24@stlcc.edu (adurham24@stlcc.edu) | 314-644-9740 or visit the **Truck Driver Program Website (<https://stlcc.edu/pathways/industrial/truck-driving/>)**.

At the completion of the program, students will demonstrate the ability to:

1. Conduct vehicle inspections in accordance with the Federal Motor Carrier Safety Regulations (FMCSR).
2. Execute proper road driving in several different conditions (hills, corners, rain, etc.), while imposing no damage to equipment.
3. Exercise safe, basic vehicle control on a typical road surface on a pre-determined route.
4. Identify and interpret conditions and terrain, managing vehicle speed and space in a safe and effective manner.
5. Execute all backing maneuvers, meeting acceptable testing criteria for each.
6. Understand and explain corrective adjustments needed for potentially hazardous conditions.
7. Apply classroom knowledge in making safe driving decisions and demonstrate an understanding of your responsibilities as a professional commercial driver.
8. Demonstrate professional workplace communication and behavior, including punctuality.

CDL-A Commercial Truck Driver Training

This program prepares students to enter the commercial driving industry as an over-the-road truck driver. Funding available through the American Rescue Plan Act (ARPA). This product is supported, in whole or in part, by federal award number SLFRP4542 awarded to the State of Missouri by the U.S. Department of the Treasury.

Requirements needed before the first day of class:

- Attend an information session | Thursdays at 9:30 a.m. or 3:30 p.m. Transportation Education Center, 5475 Highland Park, room TC-139, STLCC - Forest Park
- Possess a valid driver's license
- Completed program application
- A recent copy of the motor vehicle driving record for review (good driving record required)
- A commercial learner's permit (Class A: general knowledge, air brakes, and combination)
- Participants must be 21 years of age or older with two years of driving experience
- A negative DOT drug test and a successful DOT physical are required to be eligible to drive a combination motor vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds in class
- If English is not your first language, you must demonstrate a level of English language proficiency through STLCC's ESL Assessment (<https://stlcc.edu/admissions/testing-centers/esl-assessment.aspx>).

Program Requirements: CDL-A

Course Number	Course Title	Clock Hours
TRK 100	Entry Level Driver Training Classroom Theory	35
TRK 101	Hands-On Labs, Including Driving Simulator	10
TRK 102	Pre-Trip Vehicle Inspection	50
TRK 103	Basic Control Skills Maneuvers	40
TRK 104	On-Road Driving	25
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Times, Dates, & Location

- **CDL-A (non-contract) Day Classes:** Monday-Friday 7:00 a.m. to 3:30 p.m. for approximately 4 weeks *
- **CDL-A (non-contract) Night Classes:** Monday-Friday 4:00 p.m. to 10:00 p.m. for approximately 5 weeks *
- All classes include a ½ hour lunch break.

*Additional hours may be required for online coursework and/or quizzes

Classroom and Simulator:

STLCC Forest Park Highland Park Bldg.

5475 Highland Park Dr.

St. Louis, MO 63110

Backing Skills, Forward Driving Skills, and Vehicle Inspections:

STLCC Forest Park, LOT F (driving range)

5475 Highland Park Dr.

St. Louis, MO 63110

Parking on the far west side of LOT F, opposite the driving range.

CDL-B Commercial Truck Driver Training

This program teaches students to drive smaller company trucks under 26,000 pounds, including dump trucks, garbage trucks, and box trucks.

Requirements needed before the first day of class:

- Attend an information session | Thursdays at 9:30 a.m. or 3:30 p.m. Transportation Education Center, 5475 Highland Park, room TC-139, STLCC - Forest Park
- Possess a valid driver's license
- Completed program application
- A recent copy of the motor vehicle driving record for review (good driving record required)
- A commercial learner's permit (Class B: general knowledge, air brakes, and tanker)

- Participants must be 18 years of age or older with two years of driving experience
- A negative DOT drug test and a successful DOT physical are required to be eligible to drive a combination motor vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds in class
- If English is not your first language, you must demonstrate a level of English language proficiency through STLCC's ESL Assessment (<https://stlcc.edu/admissions/testing-centers/esl-assessment.aspx>).

Program Requirements: CDL-B

Course Number	Course Title	Clock Hours	Total Clock Hours
TRK 100	Entry Level Driver Training Classroom Theory	8	
TRK 101	Hands-On Labs, Including Driving Simulator	2	
TRK 102	Pre-Trip Vehicle Inspection	10	
TRK 103	Basic Control Skills Maneuvers	10	
TRK 104	On-Road Driving	10	40

Break Time:

- 1st at 9:00 for 15 minutes
- 2nd at 11:00 Lunch for 35 minutes
- 3rd at 1:00 for 10 minutes

CDL-B with HAZMAT Truck Driver Training

This program teaches students to drive smaller company trucks under 26,000 pounds, including dump trucks, garbage trucks and box trucks. Certification in hazardous waste operations and safe transportation of hazardous materials is included. Funding available through the American Rescue Plan Act (ARPA).

Requirements needed before the first day of class:

- A valid driver's license
- A recent copy of the motor vehicle driving record for review (good driving record required)
- A commercial learner's permit (Class B: general knowledge, air brakes and tanker)
- Participants must be 18 years of age or older with six months of driving experience
- A negative DOT drug test and successful DOT physical are required to be eligible to drive a combination motor vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds in class
- If English is not your first language, you must demonstrate a level of English language proficiency through STLCC's ESL Assessment (<https://stlcc.edu/admissions/testing-centers/esl-assessment.aspx>).

Program Requirements: CDL-B Hazmat

Course Number	Course Title	Clock Hours	Total Clock Hours
TRK 100	Entry Level Driver Training Classroom Theory	8	
TRK 101	Hands-On Labs, Including Driving Simulator	2	
TRK 102	Pre-Trip Vehicle Inspection	10	
TRK 103	Basic Control Skills Maneuvers	10	
TRK 104	On-Road Driving	10	
TRK 104	Entry Level Driver Training Hazmat Classroom Theory	5	
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Academic Integrity Statement

St. Louis Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning.

It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity. Advancing the principles of academic integrity is essential because doing so enhances academic discourse, the quality of academic work, institutional operations, and the assessment of educational goals.

Observing academic integrity involves:

1. Maintaining the standards of the college's degrees, certificates, and awards to preserve the academic credibility and reputation of the college.
2. Communicating expectations, best practices, and procedures to promote the principles of academic integrity and ensure compliance.
3. Providing environments, instruction, and access to resources necessary for maintaining integrity in learning.
4. Taking responsibility and personal accountability for the merit and authenticity of one's work.
5. Giving proper acknowledgement and attribution to those who directly contribute to a project or whose work is used in its completion.
6. Recognizing what compromises academic integrity, whether intentional or unintentional (plagiarism, cheating, uncivil behavior, etc.).
7. It is the shared duty of faculty, students, and staff of the college to understand, abide by and endorse academic integrity.

Attendance Policies

All students are required to promptly attend all regularly scheduled classes. Attendance is taken at the beginning of class and again after the lunch break. Attendance is documented through a time-in/time-out, which is maintained by the instructor, and is mandatory for all students to fill out. All students will also read and sign an Unsafe Acts Form on the first day of class. Any student who arrives 10 minutes after roll call is complete will be considered "late" unless the student contacts the instructor or lead instructor BEFORE the beginning of class and before absences.

1. Training takes place Monday through Friday on the days described on Page 1 above. The program can last for up to 5 weeks, depending on the class enrolled in. On Day One, an instructor will inform me how long the class is, as well as the dates.
2. I must attend training each day on time and be ready to begin training at the designated start time. I also understand that I must remain at training until dismissed for the day by the instructor.
3. I will be required to sign in and out each day on the proper form, as well as time out and time in for lunch.
4. **Missing 2 or more days** of training or **being late on 3 or more days** could cause me to be removed from the training program.
5. I **MUST** make daily/weekly progress as outlined by the training schedule.
6. There is **NO** makeup time for training.
7. Upon successful completion of weekly objectives, including successful completion of total training, I will be provided with up to 2 testing attempts for STLCC Final Examinations.
8. Any student dropped due to unsatisfactory attendance may not reapply six months before termination, and only with prior approval by the Program Manager.

I also understand STLCC's program follows the FMCSA (Federal Motor Carrier Safety Administration) Entry Level Driver Training (ELDT) requirements. ELDT requirements state I can only be provided with a Missouri State CDL Examination upon successful completion of a certified CDL training program. Successful completion in ELDT is defined by:

1. Minimum 80% grade on Pre-Trip Inspections and Non-Driving Theory final examinations
2. Minimum 80% on Backing Maneuvers final examination.
3. Minimum 80% on the Forward Driving final examination.

Up to **two** CDL testing attempts are included in the program. If additional CDL testing attempts are needed, I must have instructor approval and pay an additional fee for instructor time and use of the equipment.

CDL Testing Policy and Regulations

1. According to the DOT-FMCSA's Entry Level Driver Training standards, students must receive a grade of SC (successfully completed) in a certified training program to be eligible for the CDL Exams with the Missouri State Highway Patrol (Driver Examination Division).
2. Final Grades will be issued two days before the end of class. Attempts will be made to schedule eligible students for CDL testing on the final two days of class. Test scheduling is dependent upon the availability of State Driving Examiners, and in some instances, testing may not be available until the following week(s).
3. A truck and instructor will be made available for each student's CDL test appointment. Students need to arrive early for their scheduled exam time, as being late can result in missing the scheduled appointment time. Missed appointments will count as one testing attempt. Up to two testing attempts can be scheduled for CDL exams.

Communication Policies

Communication is critical, and we all must understand the expectations and know how to communicate professionally.

1. Your instructors may exchange numbers for texting information, such as changes in the schedule. For example, due to weather or sickness. Timely responses **ARE** expected.

2. You must provide STLCC staff with your current contact information if it changes.
3. You must always communicate professionally. This includes, but is not limited to:
 - a. Be respectful to your instructors and other students, as **ALL** students have a right to be here and learn in a safe environment.
 - b. Reporting any absence in advance (unless an emergency) via email, text, or phone call to your instructor or Team Lead Dilovan Sindi. No Call/No Show is not acceptable and can lead to being dropped from class.

Grading Policies

Students' final grade will be recorded as SC (Successfully Completed) or NC (Not Successfully Completed) on the St. Louis Community College non-credit transcript. Students receiving a grade of SC will receive a St. Louis Community College Certificate of Course Completion and will be scheduled for a CDL exam with the Missouri State Highway Patrol (Driver Examination Division). To receive a grade of SC, students are required to demonstrate competency in meeting the course learning outcomes by:

1. Complying with the attendance policy
2. Achieve a grade of 80% or higher on all DOT-FMCSA required ELDT curriculum topics (all quizzes and written final examination).
3. Achieve a grade of 80% or higher on the Pre-Trip Inspection Final Examination
4. Achieve a grade of 80% or higher on the Backing Maneuvers Final Examination
5. Achieve a grade of 80% or higher on the Forward Driving Final Examination
6. Students are expected to maintain an 80% average (or higher) on quizzes and show skill weekly progression throughout the course.
7. Summary: All students **MUST** pass all STLCC Final Examinations before they will be allowed to test at the State of Missouri Testing Center. Students will be given two opportunities to pass these examinations. If the student does NOT pass all the examinations after a second attempt, they will not be given an opportunity to test for Missouri and will be dropped from the course.
8. Truck driving is a complex activity that requires an elevated level of coordination to drive safely. Professional Truck Driving, as with other careers, requires practical skills that may be challenging to perform. Students will only drive on the driving range (Lot F) until they achieve a safe level for forward driving on public roads. Students may advance to road driving at various times because it is based on skill level achieved, not simply time spent practicing.
 - a. A critical part of active participation is being present and paying attention in the classroom, lab, and on the driving range. That means students should not be completing other activities during this time.
 - b. This includes not using your phone, texting, or sleeping. If instructors note you are not fully "present" during class time, you can be counted as absent.

Intellectual Property

The content of this course consists of intellectual property of St. Louis Community College and the faculty member. Recording of course lectures, discussions and materials, or distribution/transmission of the course content, is prohibited. The reason for this policy is to protect the intellectual property of the College and faculty members, to protect the copyright interests in course materials and to protect the privacy interests of students participating in this course.

Late Work/Makeup Work Policies

1. Students will be alerted if they fall below the requirements. If the student continues falling below academic and weekly skill expectations, a meeting will be scheduled to discuss a plan of action for success in the course. Additional academic concerns will result in a meeting with the lead instructor and program coordinator to discuss the program's continuation.
2. If a grade below 80% is earned on any quiz or test, a second attempt can be made to improve and replace the original grade.
3. The student must demonstrate an effort that has been made to study and understand the topic prior to additional attempts to improve their grade.

Safety First and Accidents/ Emergencies

1. The program is designed for the safety of the students, the instructors, and the motoring public. The instructor is the authority in the truck, and students are required to immediately comply with the instructor's directions while driving the vehicle. The students may ask questions after they stop driving.
2. If the instructor cannot resolve the issue, he/she must bring it to the attention of the Lead Instructor.
3. In the event a student is injured during any STLCC program, the student will report the injury to the instructor. The instructor will promptly report the injury to the Program Manager, and an STLCC Injury Report will be filed. Any accident or any reason for suspicion of drug or alcohol use will require drug testing ASAP.
4. Before the student returns to class, she/he will provide a signed work release from a medical authority stating that the student is capable and qualified (per FMCSR) to drive a Commercial Motor Vehicle. All necessary exams are held at the student's expense.
5. It is the instructor's responsibility to protect the students' and the public's safety. Per FMCSA regulations, the instructor is responsible for the accident scene until police, fire, or EMT personnel arrive.
6. The instructor will establish a safe zone by setting out emergency triangles, having lights and flashers on, and controlling the students (flashers on immediately, triangles out in less than 10 minutes).
7. The instructor will contact law enforcement and the STLCC Program Manager.
8. The instructor will complete an accident packet and deliver it to the Program Manager as soon as practical.
9. The Program Manager will notify necessary personnel in STLCC's chain of command.
10. The student driving, and the instructor in control of the truck will be drug and alcohol tested within 24 hours per STLCC policy.
11. In case of an emergency in the classroom, the students and the College will follow community and facility plans for emergencies when appropriate. Those who are seriously ill or injured will be transported first to the nearest local trauma center at that student's expense. Students are responsible for their own health care and insurance during the CDL training program.

Student Rights & Responsibilities

St. Louis Community College (STLCC) is committed to maintaining an environment that fosters learning and professional development. All members of the institution are responsible for their own behavior and are expected to be familiar with the rules and regulations of the college. Students alleged to have violated the STLCC Student Code of Conduct (Administrative Procedures G.19) should know their rights and responsibilities as they navigate the student conduct process.

Students have the right to:

1. Receive written notice of the charges against them, as defined by Administrative Procedures G.19.
2. Participate in a meeting with the appropriate campus chief student affairs officer, or designee.
3. Be presumed not responsible unless it is determined they are responsible based on a preponderance of the evidence.
4. Receive a fair and impartial resolution.
5. Request the assistance of an advisor of choice at any time throughout the process. The advisor may be present but may not speak for or present a case for the student or otherwise participate directly in any meetings or other proceedings.
6. Receive reasonable accommodation throughout the process.
7. Privacy in accordance with the Federal Family Education Rights and Privacy Act (FERPA).
8. Appeal the determination of responsibility in accordance with the code's requirements.

Students have the responsibility to:

1. Know and adhere to the STLCC Student Code of Conduct.
2. Be honest and forthright throughout the conduct process.
3. Attend all meetings and respond to all correspondence in a timely manner.
4. Engage in a respectful and civil manner.
5. Adhere to the STLCC non-retaliation policy.
6. Complete any sanctions recommended based on a finding of responsibility.

Technology Requirements

1. Your **my.stlcc.edu** student e-mail account is the official means of communication with St. Louis Community College. All communication from the college to students will be sent to your student e-mail.
2. You must email your instructor from your STLCC student e-mail account.
3. All students have free access to Microsoft 365 through their MySTLCC account, which includes software such as Word, PowerPoint, Excel, OneDrive, a calendar, and e-mail. See the link STLCC Student Email and Office 365 (<https://www.stlcc.edu/departments/information-technology/student-email/office-proplus.aspx>) (<https://www.stlcc.edu/departments/information-technology/>) (<https://www.stlcc.edu/departments/information-technology/student-email/office-proplus.aspx>) student-email/office-proplus.aspx (<https://www.stlcc.edu/departments/information-technology/student-email/office-proplus.aspx>)) for more information.

Withdrawal Policy

1. Any student asked to leave training due to excessive absenteeism, tardiness, repeated behavioral issues, or equipment damage will not be eligible for a tuition refund.
2. Students who withdraw due to a validated medical reason will be considered for re-admission within thirty days of the time they withdraw from the program, upon receipt of a doctor's release/approval.
3. Students may receive a refund of the full cost of tuition with written notification six (6) business days prior to the date of the first class. No refund will be issued for fees paid toward the DOT drug test and/or physical.
4. A written request for a refund of tuition paid by the student must be submitted in person or by mail to the Program Manager or Coordinator at STLCC Forest Park truck driving building located at 5475 Highland Park Dr., St. Louis, MO 63110, or by email to: italundzic@stlcc.edu. Refunds will be

calculated according to the date of request made in person, by email, or by postmark date on the envelope.

5. Refunds will be calculated using the following formula:

Six (6) business days prior to the start of class	100% refund of tuition paid by the student
Five (5) business days prior to the start of class through the first day of class	50% refund of tuition paid by the student
2nd day of class through the 10th day of class	25% refund of tuition paid by the student
11th day of class through the 15th day of class	10% refund of tuition paid by the student

There will be no refund of tuition after the 15th day of class.

Expected Classroom Behavior

St. Louis Community College strives to make the classroom a place that is academically rewarding for both the student and the instructor. Students are expected to take responsibility for their own learning and academic success.

The faculty is expected to teach and support learning. To encourage an atmosphere that is conducive to learning, the following expectations for student behavior in the classroom (indoor or outdoor) have been established:

1. **Be aware of academic policies and requirements:**
 - a. Read the syllabus and follow the guidelines for assignments.
 - b. Read everything given to you in your student folder.
 - c. Ask about any requirements or policies that you do not understand.
 - d. Keep all handouts, returned work, etc., until you have received your final grade.
 - e. No smoking on campus and use designated bathrooms.
2. **Be Prepared:**
 - a. Take careful notes on lectures and assigned readings/videos.
 - b. Keep up with all assignments and class activities. Get information from another class member if you are absent.
 - c. Revise class notes periodically.
 - d. Spend time outside of class reviewing material.
 - e. Be prepared for class: appropriate shoes, dressed for the weather, and well-rested.
3. **Be Attentive:**
 - a. Listen carefully to instructors' comments, noting information that is stressed.
 - b. Pay careful attention to films, videos, student reports, and guest speakers.
 - c. Avoid distracting behavior.
4. **Be Punctual:**
 - a. Get to class on time. Trucks may leave for road time first thing in the morning/evening, and you will be counted as absent.
 - b. Get the required work completed on time.
 - c. Be on time for all the examinations. You are only allotted two CDL test attempts. If you are late for a CDL Test or do not provide at least a 48-hour notice to reschedule, you will lose that testing attempt.

5. **Be Respectful:**
 - a. Turn off your cell phone before entering class. Do not use it while other students are driving.
 - b. Tell the instructor if you must leave early or arrive late.
 - c. Be polite and respect each other and the instructor.
 - d. If you have comments, criticisms, or a need to talk, request to speak with the instructor outside of class time. If it cannot be resolved with the instructor, contact the lead Instructor.
6. **Be Serious:**
 - a. Work hard.
 - b. Ask and respond to questions in a serious manner.
 - c. Take responsibility for your attendance, participation, and learning in the course.
 - d. Make sure that your other responsibilities do not conflict with the class schedule.
 - e. Abide by the honor system during examinations, quizzes, and in-class writing assignments. Do not cheat or assist in cheating.

10. Possession of weapons or any form of illegal activity
11. Fighting and/or reckless behavior
12. Abusive language, obscene gestures, or suggestive remarks breach common decency.
13. Harassment of ANY type.
14. Refusing or failing a reasonable suspicion or post-accident drug/alcohol test.

On the Road

1. Not using your seatbelt at **ANY TIME** as either the driver or as a passenger.
2. At-fault incident/accident in college equipment
3. Receiving a moving violation.
4. Disobeying a traffic control device (stop sign, signal, etc.).
5. Any dangerous act, as identified by the instructor.

If a student violates a safety rule and is terminated by an instructor, the decision for re-admittance will be determined based on the seriousness of the violation. If the violation is found to be a serious breach of safety, he/she will not be reconsidered for re-admission.

Student Conduct

Professional attitude and appearance are expected. All students are encouraged to reflect on the proper image of their future careers by dressing appropriately and maintaining personal hygiene.

1. Check the forecast, and dress appropriately for the weather. You will be outside often.
2. Work shoes, sneakers, or boots with soles that provide traction with socks; shoes must be fully enclosed; no open-toed shoes.
3. No attire with obscene or suggestive remarks, drug-related logos or phrases.
4. Students must bathe regularly and keep themselves and their clothing clean and well-groomed.

Unsafe Acts and Safety Agreement

St. Louis Community College places the highest priority on safety. This includes the safety of the students, the instructors, and the motoring public. The instructor is the authority in the truck and on the range, and students are required to immediately comply with the instructor's directions while driving the vehicle. This policy is non-negotiable.

Failure to follow instructions or committing an unsafe act may result in an automatic termination, on the spot, from the program by the instructor. If you do not understand the instructions, ask an instructor for clarification. Always think of SAFETY, as violation of the range and truck safety rules is taken seriously. Grounds for automatic termination include, but are not limited to:

On the Range

1. Forgetting to set the parking brake.
2. Forgetting to put the truck in neutral.
3. Consistently not using three points of contact when entering and exiting the vehicle.
4. Consistently not using wheel chocks when necessary.
5. Willful or accidental destruction of college property and/or equipment
6. Any dangerous act, as identified by the instructor.
7. Urinating on college grounds (a porta potty is available, or bathroom inside classroom building)
8. Alcohol or illegal drug use
9. Theft

General Refund Policy

Refund of Fees Refund of full tuition cost with notification of withdrawal in writing five (5) business days prior to first class. There is no refund of fees for the DOT Drug Test and DOT Physical. Requests for withdrawals must be submitted in writing to the Professional Truck Driving Supervisor or Coordinator in person at STLCC – Forest Park, 5464 Highland Park Drive, St. Louis, MO 63110, by email to tsmith724@stlcc.edu ([;tsmith724@stlcc.edu](mailto:tsmith724@stlcc.edu)), or by mail to: STLCC Professional Truck Driving, 5460 Highland Park Drive, St. Louis, MO 63110. Calculation of refunds will be based on the date the request is received in person, via email, or postmarked date.

Time of Withdrawal Percentage Refund

- Five (5) business days prior to first day of class through 5th day of class 50%
- 6th day through 10th day of class 25%
- 11th day through 15th day of class 13%
- No refund after 15th day of class

Upon successful completion of weekly objectives, including 4 Stages of Forward Driving, the student will be provided up to 2 testing attempts for STLCC Final Exams for Backing Maneuvers and Forward Driving. STLCC's program follows the FMCSA's Entry Level Driver Training (ELDT) requirements. ELDT requirements state that the student can only be provided a CDL test upon successful completion of a CDL training program, such as STLCC Professional Truck Driving Program. Successful completion is defined by:

- Minimum 80% grade on Operation Procedures and Non-Driving Theory tests
- Minimum 80% on Backing Maneuvers Final
- Minimum 80% on Forward Driving Final Up to 2 CDL testing attempts are included in the program

If additional CDL testing attempts are needed, the student must have instructor approval and pay an additional fee for instructor time and use of the equipment.

STLCC Veterans Pro Rata Refund Policy

CDL Training Program

The CDL Training Program is offered in an accelerated format with:

- CDL B Program: minimum length of five (5) instructional days
- CDL A Program: maximum length of five (5) weeks (25 instructional days)

In accordance with U.S. Department of Veterans Affairs (VA) regulations, if a veteran student fails to enter the program, withdraws, or is discontinued at any time prior to completing the program, the unused portion of tuition, fees, and other charges paid on the student's behalf will be refunded to the VA, or any outstanding debt will be canceled, on a pro rata basis.

Pro Rata Refund Calculation

Refunds for veteran students are calculated daily by dividing the number of instructional days completed by the total number of instructional days in the program.

- The amount earned equals the percentage of instructional days completed.
- The unearned portion will be refunded to the VA.

VA regulations allow:

- A deviation of up to ten percent (10%) from an exact pro rata calculation. The \$200.00 payment for DOT medical examinations and drug testing services is considered part of 10% allowable deviation under this policy. The following non-refundable fees are DOT medical exam \$120.00; DOT drug test \$80.00
- The institution to retain up to \$10.00 of any registration fee, if applicable.

If the institution maintains a refund policy more favorable to the student, that policy will be applied.

Refunds will be processed promptly and no later than forty (40) days from the date of withdrawal or discontinuation. Veteran students are not required to request a refund. This pro rata refund policy applies to VA-funded students only.

Pro Rata Refund Examples

CDL A Program Evening Class (Maximum 5 Weeks / 25 Days) Daytime Class (4 weeks /20 Days)

If a veteran student completes 10 instructional days out of 25 total, the student has earned 10/25 (40%) of the program. The remaining 15/25 (60%) of tuition and applicable fees will be refunded to the VA, less any allowable retention under VA regulations.

CDL B Program (Minimum 5 Days)

If a veteran student completes 2 instructional days out of 5 total, the student has earned 2/5 (40%) of the program. The remaining 3/5 (60%) of tuition and applicable fees will be refunded to the VA, less allowable retention under VA regulations.

Failure to Enter

If a veteran student does not enter the program, 100% of tuition and applicable fees will be refunded to the VA, less any allowable registration fee retention.