



Taking Education To A Higher Level

TRUCK DRIVER TRAINING • DIESEL TECHNICIAN TRAINING



STUDENT CATALOG

VOLUME XV March 2017

Main School Campus: Lake Milton, Ohio



TDDS MISSION STATEMENT

"A Leader In Educating America's Work Force"



TDDS VISION STATEMENT

The goal of TDDS Technical Institute is to be a leader in providing quality Diesel Technician and professional Truck Driver training that will exceed our students' and the transportation industry's expectations. Our well trained and motivated staff is a community of individuals dedicated to achieving that goal.

ACCREDITATION



TDDS is Accredited by the Accrediting Commission of Schools and Colleges. The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Table of Contents

TDDS Mission & Vision Statements.....	Inside Cover
Welcome To TDDS Tech.....	2
School History.....	3
School Philosophy.....	4
Educational Objectives.....	4-5
Certifications.....	5
Location.....	6
Facilities & Equipment.....	6-7
Licenses, Accreditations & Memberships.....	8
EEO Assurance.....	8
Financial Aid Information.....	9
Student Services.....	10-11
Admission Procedures.....	12
Admission Requirements.....	12-13
Re-Admission Policy.....	13
Tuition & Fees.....	13
Additional Costs.....	13
Personal Needs.....	14
Student Conduct & Action Policy.....	14
Satisfactory Academic Progress.....	15
Attendance Policy.....	16-17
Grading System.....	17
Cancellation & Settlement Policy.....	18
Complaint Procedures.....	19
Curriculum Outlines.....	20-24
Truck Driver Training Program - 5 Week Residency.....	20
Truck Driver Training Program - 16/23 Week Externship.....	21-22
Diesel Technician Training Program - 50 Week Residency.....	23-24
Catalog Supplements & Addendum.....	25

Welcome To TDDS Tech

Our entire staff would like to welcome you to TDDS Technical Institute. We would also like to congratulate you. You have recognized that to be successful in today's world, you have to get an education. You have made a major decision in your life...“A Choice To Succeed”. By enrolling at our school you are taking your first step, the right step, in launching a new and exciting career.

Whether you are 18 or 60, a man or a woman...you now have an opportunity to succeed. You are the one who can make it happen, and many dreams have come true because of a TDDS education.

TDDS Tech has a genuine commitment in helping you achieve your goals. Our dedicated staff will provide you with the opportunities to develop your skills, not only in academics, but in life as well. Now, You must dedicate yourself to attend classes, studying hard and taking advantage of the education we can provide to you. Nothing will be given to you, “You Have To Earn It”. The key is no other person will do it for you, except you. Now is the time to dedicate yourself to your future.

We have always been committed to providing our students with nothing less than a quality education and will continue to strive for educational excellence. We feel that we not only teach you safe and efficient job skills, but we educate you on how to work with others in a corporate and cooperative atmosphere.

Everyone at TDDS Tech has a sincere concern that you achieve your goals. When you succeed, we succeed. TDDS Tech is a family oriented school. We hope that you feel treated like a member of our family. The staff of TDDS Tech will be here to assist you before you start school, while you are training and long after you leave.

Good luck and once again, my personal congratulations to you on taking control of your life, giving yourself direction and building toward your future.



Richard “Rick” A. Rathburn, Jr.
Chief Executive Officer,
TDDS Technical Institute

School History

Richard A. Rathburn, Sr. founded Truck Driver Development Service in the spring of 1973. Recognizing a definite need for properly trained and prepared truck drivers, he dedicated his efforts to providing TDDS students with a quality education in the Transportation Industry.

Mr. Rathburn located his first classroom and maneuverability training facility in Niles, Ohio. As the school grew, the school bought a 23 acre flight training center in 1976 and converted it into a truck driver training facility.

In 1986, TDDS was one of the first schools in the U.S. to obtain and adopt the Model Curriculum for Tractor-Trailer Operators published by the U.S. Department of Transportation's Bureau of Motor Carrier Safety.

The school earned its initial Accreditation in 1987, and the staff set its sights on adding another program; a program directly related to the type of education with which we were quite familiar...Diesel Technician Training. This addition allowed TDDS to provide the Transportation Industry with qualified, properly trained diesel technicians.

Truck Driver Development Service changed its name to TDDS Professional Training Center in the fall of 1987, and continued the goal of producing qualified graduates for the Transportation Industry.

The new millennium moved TDDS into the high-tech era with a new name...TDDS Technical Institute, which now identifies TDDS Tech as a school of higher learning and much more technical in nature as the Transportation Industry evolves into a high-tech age with computer diagnostics and satellite communications.

In the Fall 2003, TDDS Tech and Youngstown State University partnered to offer a joint college degree program in the Diesel Technology and Business Management fields. The newly developed YSU-TDDS program is an Associate in Technical Studies Degree in Business Technology.

TDDSTech continues to stand for educational excellence. Our staff is very concerned about our students' progress, and we strive to take an active role throughout the student's educational process and on into the graduate's career. We take great pride in our students and work with them to get the most out of their training. TDDSTech will continue to dedicate efforts to provide our students with a high quality educational experience.

School Philosophy

TDDSTechnical Institute is a private school offering education in the professional fields of truck driver and diesel technician. The mission of our school is to be "A LEADER IN EDUCATING AMERICA'S WORK FORCE."

CEO, Richard A. Rathburn, Jr. has instilled in his staff a single-minded philosophy... Job Placement! By demanding the best from school staff and students, over the years, we have developed a reputation for QUALITY, SAFETY and INTEGRITY in EDUCATION.

Highly personalized instruction given by our dedicated teaching staff provides a solid educational foundation, while well-maintained training aids, equipment, and modern training facilities, provide the framework for an educational structure that has provided qualified, quality professional truck drivers and diesel technicians to the Transportation Industry since 1973.

Our staff is constantly in touch with current trends in this dynamic industry. We continually improve and upgrade our curricula, methods of training, staff, facilities, training equipment and admissions requirements to fit the Industry's evolving needs.

Educational Objectives

The primary objective of our school's truck driver and diesel technician training programs is to provide each student the opportunity to earn a quality education and benefit from our curricula, highly skilled instructional staff and dedicated support staff members.

By providing these tools to success, our students are given the opportunity to develop their work and people skills so that upon graduation, they will have the appropriate skills to obtain the job desired and perform their job safely and efficiently.

Graduates of our Truck Driver and Diesel Technician Programs will be qualified to start a new career as an entry-level professional. They should be able to conduct themselves in a cooperative atmosphere and achieve the highest level of success, based on their their personal goals, in their chosen field as highly-skilled diesel technicians or professional truck drivers.

Educational Objectives (Continued)

Graduates of our truck driver training program will be properly prepared to take the Commercial Drivers License (CDL) Driving Examination. Once the CDL is obtained, the graduate will be qualified to operate a Class "A" (Tractor-Trailer) and/or Class "B" (Straight Truck) commercial vehicle.

Graduates of our diesel technician course will be qualified to be an entry level diesel technician, fleet maintenance mechanic, preventative maintenance technician, bench technician, service manager, ServiceWriter, parts manager, Class "A" or "B" CDL Driver or possibly some day even own and operate his/her own repair facility.

We teach our students that learning never ends and they should keep up with today's ever changing technologies by continuing to educate themselves. Our school provides the foundation for our students to start their careers. The graduate must then build on his/her future.

Certifications

Upon successful completion of the TDDS Tech training programs, each graduate is awarded the following certifications:

TRUCK DRIVER TRAINING PROGRAMS

- TDDS Certificate of Proficiency
- National Safety Council's Certificate of Completion of the Defensive Driving Course for Professional Truck Drivers
- U.S. Department of Transportation Certificate of Road Test
- FMCSR Part 380 CMV Driver Basics for Entry Level Training Certification

DIESEL TECHNICIAN TRAINING PROGRAM

- TDDS Postsecondary Education Diploma

Location

The TDDS Tech school campus is located midway between Youngstown and Akron, Ohio, just off State Route 534, at 1688 North Pricetown Road, in Lake Milton, Ohio.

Classroom and shop instruction for all programs takes place at this location, while behind the wheel driver training covers public highways within a 250 mile radius of the school. The major portion of the road training combines hands-on practice negotiating hilly, two lane country roads with city traffic challenges.

Students in the Truck Driver Externship Program will receive on the job training with a trucking company thereby enhancing the student's skills and employability.

Facilities & Equipment

The Diesel Technician Training program hands-on training is provided in over 10,000 square feet of well-lit and heated lab/shop areas. They are equipped with training aids available in our industry today, including electronic Caterpillar, Detroit and Cummins engines, along with computerized diagnostic equipment for more advanced and efficient troubleshooting techniques and procedures. TDDS Tech also has various transmissions and rear ends to disassemble, reassemble and troubleshoot.

One of the highlights of our Diesel Technician Training program is the availability of live, operating semi-tractors and trailers used for driver training on a daily basis giving our students actual, hands-on work experience. Diesel technician students are provided with the opportunity to do entire brake jobs, lubricate complete tractor-trailer units, do full service tire repairs, clutch adjustments and tune ups on various diesel engines.

Students also learn how to fabricate using welders as well as utilize acetylene torches and grinders in our 6 welding bays complete with improved ventilation systems. Students are instructed on proper and safe techniques in the recycling and replacement of refrigerants in air conditioning systems.

Facilities & Equipment (Continued)

Diesel technician students are provided instruction in our lab/shop areas and classrooms that can accommodate a maximum of 32 students. We have a wide range of audio-visual and mechanical training aids available for classroom or lab/shop instruction, as well as for remedial training. Students have complete access to all specialized tools and parts as needed to be properly trained to become a professional diesel technician.

The Truck Driver Training programs have the availability of classrooms equipped with the latest audio visual equipment to enhance instruction. The truck driver training instructors also utilize the diesel technician shop area for lab when covering brake/air systems and vehicle familiarization training.

Hands-on driver training is provided on our fleet of 20 semi tractor-trailer training units comprised of different configurations of type and length for an excellent all around education. Our fleet encompasses conventional tractors as well as loaded and unloaded van trailers.

Truck driving students are trained on a 240,000 square foot practice area that is set up for 24 hour operation. Students learn basic control skills, not only to pass their required state licensing exam, but to operate safely and efficiently in real situations while on the job.

Truck driving classes are limited to a maximum of 27 students per instructor in the classroom/lab setting. The student to training unit to instructor ratio changes to 6:3:1 on the maneuverability practice area and is a maximum 3:1:1 during on street instruction.

The school Administration Building houses our administrative offices which are adjacent to the classrooms and shop area allowing our students easy access to administrative staff. This facility houses our Reception area, and the Departments of Admissions, Student Services, Education, Marketing and Safety. Our Student Resource Center is also located in the Administration Building and provides students with reference materials, remedial training materials and internet access.

Our other buildings house Diesel Technician Training, the Fiscal and Marketing Departments and Fleet Maintenance as well as our student lounge center complete with vending machines and microwave ovens.

Licenses, Accreditations

& Memberships

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)
- Licensed by the State of Ohio Department of Public Safety
- Licensed by the Ohio State Board of Career Colleges and Schools
- Registered by Pennsylvania State Board of Private Licensed Schools
- Permit to Operate Issued by the W. VA Higher Education Policy Commission
- Approved for Veterans Training
- Member of Career Education Colleges and Universities
- Member of the American Trucking Association
- Member of the Ohio Trucking Association
- Member of the Ohio Trucking Safety Council
- Member of the Ohio Trucking Maintenance Council
- Member of The Technology and Maintenance Council (ATA)
- Member of the Youngstown Warren Regional Chamber of Commerce
- Member of the Better Business Bureau of Mahoning Valley
- Member Tri-County Fleet Maintenance Council
- Member of the Western Pennsylvania Motor Carriers Safety Council
- National Safety Council Defensive Driving Course Certified
- Member of the North Jackson Business Association

EEO Assurance

All students are admitted, trained and referred to potential employers without regard to race, color, religion, sex, national origin, age, handicap, political affiliation or belief.

Financial Aid Information

The following Federal and State Funded Programs are available to assist financially needy and qualified students. The Student Services Department will assist in completing all of the necessary forms.

FEDERAL STUDENT LOAN PROGRAMS

The Federal Student Loan Programs make available low interest loans to meet the cost of education. They include the Federal Direct Student Loan Program and the Parental Loan for Undergraduate Students.

PELL GRANT PROGRAM

The Pell Grant is an award to eligible students to be used as a foundation for other forms of financial aid that are available.

VETERANS BENEFITS

Veterans Benefits are available to veterans who qualify according to the terms of the individual's enlistment.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Students who are eligible under the Workforce Innovation and Opportunity Act may receive financial help for educational costs.

TRADE ADJUSTMENT ASSISTANCE (TAA/TRA)

Students who are eligible under the Trade Adjustment Act may receive government assistance to meet educational costs.

VOCATIONAL REHABILITATION

TDDSTech is an approved institution for applicants who are eligible through the Office of Vocational Rehabilitation.

TDDS E-LOAN

This is an in-house student loan from TDDS, available to eligible students needing funding for a shortage of financial assistance in regards to supplementing the funding sources above. In no instance may a student use this funding to receive more than tuition and fees costs.

Student Services

Advising and Counseling Services

If a student experiences difficulties in fulfilling his/her educational and career goals, the student is advised to request a conference with his/her instructor or a Department Director. TDDS makes staff members available to assist students in reaching their academic objectives. In matters beyond which a support or instructional staff member can assist, selected staff have been designated to assist students with special needs that otherwise cannot be resolved. In cases that are beyond the scope of our staff's capabilities, students are referred to an outside service that is able to provide the individualized assistance.

If a deficiency in attendance is recognized, Student Services will consult with the student on an individual basis with the goal of ensuring the student maximizes his/her potential for successful completion.

Tutoring Services

Our Education Departments provide staff tutors, one-on-one instruction, and make-up training for students with academic deficiencies. Students needing tutoring can receive help through the student's Program Director. The Student Employee Resource Center provides audio and video tapes, CD's and DVD's of various classroom and shop subjects for students needing additional assistance. (See Student Employee Resource Center page 11.)

Financial Aid Assistance

The Student Services Department coordinates all financial aid assistance. Our Student Services staff will assist applicants in completing all necessary forms and educate applicants on their financial rights and responsibilities. As the student progresses through training and even after leaving our facility, Student Services staff members will assist individuals, in an advisory capacity, on student loan management.

Career Services

Career Services are available to assist all students and graduates in obtaining employment. The goal at TDDSTech is to train qualified students in the skills necessary to gain full-time employment in the fields of Truck Driver or Diesel Technician. The Student Services Department is staffed with dedicated people to help students get jobs in their field while enrolled and after graduation. The Student Services Department is in constant contact with the industry to keep up to date on current job requests and the required company standards for job applications. This vital information is continually integrated into the Admissions screening of prospective students to ensure the student's eligibility for employment upon graduation. If a prospective student is considered to be below the current hiring standards for an industry related job, the prospective student is clearly notified of the issue and is given the opportunity to decline or accept enrollment.

Student Services (Continued)

The Student Services Department assists students by acting as a liaison between hiring employers and students throughout their training period as well as after graduation.

- Individual Career Assistance interviews to determine the student's interest, capabilities and previous work experience in relation to the Diesel Technician or Truck Driver positions available.
- Helping students contact prospective employers to arrange interview appointments.

TDDS Tech provides on-campus job recruiting. Several companies visit the school on a regular basis for the purpose of hiring our students. Recruiters present details about jobs with their company and may conduct interviews at the school while the student is enrolled. Each student will have the opportunity to attend recruiting presentations as scheduled and available.

While we cannot legally guarantee employment, TDDS Tech takes pride in its career placement record with its graduates. Although it is ultimately the responsibility of the student to secure employment by completing applications, scheduling and keeping interview appointments, the Student Services Staff will assist students in any reasonable way towards gaining employment.

Housing Services

Student housing is offered at affordable rates to all students where appropriate. Arrangements for housing MUST be made prior to processing the student's financial aid. The student must contact the Housing Coordinator for details on cost, availability and personal items required as well as rules and regulations. Students should have reliable transportation to get to and from school housing, but may contact other students for possible ride sharing.

The TDDS Cafe - Student Lounge and Food Services

The TDDS Cafe is available on campus where students are welcome to sit and relax during breaks. Vending machines are available with microwavable hot food, snacks, as well as hot and cold beverages.

Student Employee Resource Center

Our Student Employee Resource Center is located in the main building on the First floor. The Center features internet access, training-related reference materials, periodicals, manufacturer's manuals, and audio and visual aids for study and research. Hours are posted.

Admission Procedures

Applicants interested in applying for admission should contact our Admissions Department. Applicants must complete a qualification application to the school, then be interviewed by an Admissions Representative, complete an Enrollment Agreement and complete the Financial Aid Process. All prospective students and their families are invited to make an appointment with an Admissions Representative for a personal tour of the campus. Applicants May Enroll Up To The Scheduled Start Date As Long As Admissions Requirements Have Been Met.

Credit for Previous Training or Experience

Our Program Directors will evaluate previous experience and training that may be applied to the student's program of study. If the student's background is considerably consistent with a program offered by our school, and he/she requests credit for previous training or experience, the student will be required to pass an examination covering the program content with a minimum score of 80%. Students utilizing Veterans Funding are required to have transcripts within two weeks after starting a course or it could effect benefits received from the Veteran's Administration.

The passing grade earned as a result of this examination will be recorded on the student's permanent academic record, program length, financial aid and tuition will be adjusted accordingly. Transfer of credit to another institution is at the discretion of the accepting institution.

Admission Requirements

ALL APPLICANTS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS PRIOR TO FINAL ACCEPTANCE:

- Must have the ability to read, write and speak the English language. A written test may be required.
- Criminal records may severely lessen the applicant's employment opportunities and are evaluated individually prior to acceptance.
- Must have a high school diploma or G.E.D.
- Must have completed all admissions and financial aid applications as prescribed by TDDS Technical Institute.
- Prior to commencement of hands-on Driving instruction, must pass a U.S. Department of Transportation (DOT) Physical Examination and a S.A.M.H.S.A. Pre-employment Drug Screen.

Admission Requirements (Continued)

TRUCK DRIVER TRAINING PROGRAMS ONLY

- Must be at least 21 years old to receive the U.S. Department of Transportation Certification. (Will Consider 18 years and older on individual case)
- Must have a valid driver's license and be eligible to obtain a CDL permit from the applicant's state of residency.
- Must have an acceptable driving record based on current hiring standards (Reviewed on a continual basis).
- Must have an acceptable history of employment per the U.S. Department of Transportation Regulations, Sections 391.21 and 391.23.

Re-Admission Policy

If a student is terminated for excessive absenteeism and/or unsatisfactory progress and/or conduct, the student can apply for Re-Admission through the Program Director or the Admissions Department, depending on the amount of time since the termination.

Re-Admission will be permitted when in the judgement of a School Official, the unsatisfactory performance, attendance and/or behavior has been rectified. Re-Admission will be at the school's convenience and discretion.

Tuition & Fees

The Total Contract Price for each program includes the Application and Registration Fees, Books/Tools/Equipment Fee, the Program Tuition as well as Additional Costs described below and in Student Catalog Addenda for tuition charges by program. Arrangements for paying the Contract Price must be completed prior to acceptance. Financial aid is available for eligible applicants. Applicants desiring financial aid may refer to the financial aid section of this catalog, page 9.

Additional Costs

In addition to tuition and fees expense, students are responsible for a U.S. D.O.T. physical exam, a S.A.M.H.S.A. pre-employment drug screen, transportation to and from school, housing accommodations (inexpensive housing is available locally), license and permit fees. Only the first State of Ohio CDL (Licensure Exam) test is included in the Tuition and Fees if the student needs to take a second test the student would have to make payment to schedule additional tests.

Personal Needs

During cold and/or inclement weather conditions, students should wear appropriate clothing for protection. The student is also required to have the following in his/her possession while attending school:

- Valid Driver's License and Valid CDL Permit from the student's State of Residence
- Work Gloves
- Pen or Pencil
- Spiral Notebook
- U.S. Department of Transportation Physical Card
- Drug Screen Documentation (During hands-on training)
- Safety Glasses (For Diesel Technician Lab/Shop)
- Student Uniforms (For Diesel Technician Lab/Shop)
- Steel Toe Shoes for Diesel Technician Program students

Student Conduct & Action Policy

A STUDENT'S TRAINING WILL BE DISCONTINUED IMMEDIATELY FOR THE FOLLOWING REASONS (STUDENT MAY APPEAL SEE PAGE 17):

- 1) Failure to maintain satisfactory academic progress.
- 2) Failure to attend class as scheduled per the attendance policy.
- 3) Violation of safe operating regulations jeopardizing the safety of students, instructors and/or the general public.
- 4) Insubordination, intolerable conduct/language, sexual harassment/lude comments, physical intimidation or threatening remarks.
- 5) Possession of or being under the influence of alcohol or any illegal narcotics while on school property or while driving school equipment.
- 6) Failure to pass mandatory drug or alcohol screens.
- 7) Mishandling or abusing school equipment.
- 8) Gambling while on school property.
- 9) Fighting on school grounds including school and/or student housing.
- 10) Possession of firearms and/or weapons on school grounds.
- 11) Failure to meet financial obligations.
- 12) Falsification of any school required applications.
- 13) Found in the possession of stolen items or in the act of stealing.
- 14) Found cheating on a test and/or examination.
- 15) Using any audio and/or video equipment on premise or in School equipment.

Satisfactory Academic Progress

Student progress will be evaluated at specific “Satisfactory Academic Progress (SAP) Determination Points” in the residency portion of each student’s training program. Satisfactory Academic Progress Grade Point Average (GPA) minimums are defined as follows:

TRUCK DRIVING PROGRAMS

- Minimum 60% GPA at the 25% point of residency training
- Minimum 70% GPA at the 50% point of residency training (End of Classroom)
- Minimum 75% GPA at the 100% point of residency training

calculated over the last half (50%) of residency training.

If a student’s GPA falls below the benchmark at the 25% point of residency training, the student will be placed on academic probation and financial aid will stay in effect. For a Student to be removed from probation the Students must pass classroom with a 70% to move on to Road and Site Training.

Students will be terminated upon failure to obtain the 70% GPA. If a student is terminated they may appeal that decision in writing (see page 17) to the school director and if approved may repeat unit.

Students must pass combined road and site final exams or the CDL exam with an 80% minimum score to successfully complete the residency training.

DIESEL TECHNICIAN PROGRAM

- Minimum 60% GPA at the 25% point of training (Located in Unit 1)
- Minimum 70% GPA at the 50% point of training (Located in Unit 2)
- Minimum 70% GPA at the 100% point of residency training

calculated over the last half (50%) of residency training.

If a student’s GPA falls below the benchmark at the 25% and 50% point of training, the student will be placed on academic probation and financial aid will stay in effect. For a Student to be removed from probation the Students must pass each unit with a 70% to move on in the program. Students will be terminated upon failure to obtain the 70% GPA. If a student is terminated they may appeal that decision in writing (see page 17) to the school director and if approved may repeat the unit.

Students must combined pass road and site final exams or the CDL exam with an 80% minimum score to successfully complete the residency training. The 25% point is reached in Unit 1 and the 50% point is reached in Unit 2 (Also see Diesel Technician Training Program Curriculum Outline on page 23 and 24).

GRADUATION REQUIREMENTS

To graduate, a student must:

- Complete all of the prescribed coursework.
- Meet the terms of Satisfactory Academic Progress.
- Satisfy all financial obligations to the school.
- Complete the program within 150% of the normal program length.
- Truck Driver Training students must obtain a minimum passing score on either the combined site and road final exams or the CDL exam score can be used in place of final exam scores.

WITHDRAWALS

Students who withdraw from a program will be considered terminated, but will have the ability to re-enter and complete the program of study within 150% of the normal program length, upon approval of the Assistant School Director. The student’s financial obligations will be calculated based on the student’s last date of attendance per the Cancellation and Settlement Policy on page 18.

PROGRAM REPETITIONS

Repeated hours/new grades will replace original values in the calculation of hours/grades completed.

Attendance Policy

Students are EXPECTED to attend ALL scheduled classes in order to achieve the goals of their training program. Attendance is recorded for each contact hour.

Students must notify the Student Services Department in a timely manner, at least one (1) hour before the start of class, of any absence, tardy or early departure. Students may call toll free at 1-800-475-8337.

Students who are habitually late or accumulate excessive time missed in any training program will be reviewed by the Assistant School Director. TDDS Tech reserves the right to require documentation of circumstances causing absences, late arrivals and early departures.

PROBATION POLICY

- Students whose absences exceed 7.5 % of the program contact hours will be placed on probation for the remainder of the program.
- Students whose absences exceed 10 % of the program contact hours will be terminated. (Please see APPEAL on Page 17.)
- If a student's GPA falls below the benchmarks for the 25% and 50% points of residency, a notice of probation will be issued to the student.

TARDINESS

- Students who arrive late for, or leave early from, a scheduled training session will be considered tardy.
- Segments of a scheduled contact hour missed will be calculated in fifteen (15) minute increments.

MAKE-UP WORK

- Students are responsible for contacting the Assistant School Director to schedule make-up work due to an absence
- Make-up work will be approved ONLY if needed, and will be scheduled at the school's convenience.

LEAVE OF ABSENCE: A leave of absence (LOA) may be granted to students who wish to temporarily interrupt their training for personal reasons as follows:

Truck Driver Training 5 Week Program: A student may apply for one (1) ninety (90) day LOA.

Truck Driver Training Externship Program, 16 and 25 Week Schedules: A student may apply for one (1) ninety (90) day LOA in the residency portion of training. If necessary, another 90 day LOA can be applied for during the six (6) week externship portion of training.

Attendance Policy (Continued)

Diesel Technician Program: A student may apply for a 90 day LOA. Another 90 day LOA may be applied for if necessary as long as he/she has returned to training and established Satisfactory Academic Progress status.

- If a student fails to return from the LOA as required, the student will be automatically terminated from his or her program of study.
- A student's financial aid and/or costs may be affected by such a change of status.

STUDENT TERMINATION

- If a student decides to discontinue training, he/she must submit a written letter of withdrawal to the Assistant School Director. It must be dated, signed, and include the reason for withdrawing.

APPEAL

- If a student wishes to appeal a termination by the school, he/she must complete an Appeal of Action Form which he/she can obtain, in person, from an authorized school official. The appeal must be returned to the Assistant School Director as soon as possible following the date the action was taken. It is in the student's best interest to file within thirty (30) days from the student's last date of attendance.
- The appeal will be reviewed and a decision will be made within five (5) business days from receipt of the Appeal Form by the school. The school's decision will then be mailed to the student within five (5) days.

Grading System

The Grading System attempts to judge the student's progress relative to the level of employee proficiency expected by business and industry. To assist in the measurement of a student's progress over several grading periods, each letter grade is assigned a numerical value. The student's progress can then be measured in terms of cumulative grade point average (GPA).

LETTER GRADE	NUMERIC VALUE %
A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below
I	Incomplete
W	Withdrawal

An "I" (Incomplete) grade requires the student to complete the course requirements within thirty (30) days or the grade will be changed to an "F".

Cancellation & Settlement Policy

We believe you will be pleased with our training programs at TDDS Tech. However, in the event of termination, the following terms will apply:

- Within the first five (5) calendar days after your enrollment acceptance, you must cancel and a full refund of the money paid to the school will be MAILED to you.
- Students who have not visited the school facilities prior to enrollment will have the opportunity to withdraw without penalty within the first five (5) calendar days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of the equipment.
- After the first five (5) calendar days of enrollment acceptance and until the time you enter scheduled classes and begin training, the school is entitled to the Registration Fee.
- After entering school and beginning training, and up to and including the completion of 60% of the Program Curriculum, the student will be charged a PRO-RATED Tuition amount plus the Registration Fee.
- After the completion of 60% of the Program Curriculum the school is entitled to 100% of the Tuition and the Registration Fee.
- Refunds for the Books, Tools and Equipment Fee shall be made in accordance with Ohio Administrative Code section 3332-1-10.1

The PRO-RATED amount of tuition owed by the student will be computed by dividing the number of scheduled weeks actually completed by the student, with the total number of weeks required to complete the program. A week of training is defined as any training taking place within a seven (7) day period. Upon cancellation or withdrawal, all money due the Lending Institution or the Student will be refunded within thirty (30) days from the confirmed Last Date of Attendance. The refunded amount will be rounded up to the nearest tenth of a percent. Any balance owed the school at that time is the Responsibility of the Student. This policy is subject to the Laws, Rules and Regulations of the student's State of Residency.

Students who have paid their institutional costs with funds from the Title IV Pell Grant, Stafford and/or PLUS Loan Programs are subject to the guidance of Return of Title IV Funds policy issued by the U.S. Department of Education showing how these requirements affect the student's financial obligations upon withdrawal.

Complaint Procedures

Student concerns or complaint(s) should first be brought to the attention of his/her immediate instructor. If there are still any questions regarding the school satisfying the terms of the student's enrollment, the student should then request an appointment with the Assistant School Director or his/her Program Director. Should the student's questions or concerns still not be satisfied, he/she should bring the issue to the attention of the following:

OHIO RESIDENTS (Truck Driver Training Programs)

ODPS Driver Training Program
Office
1970 WEST BROAD STREET
COLUMBUS, OH 43223 (614)466-4993

OHIO RESIDENTS (Diesel Technician Training Program)

STATE BOARD OF CAREER COLLEGES AND SCHOOLS
30 E. BROADWAY STREET SUITE 2481
COLUMBUS, OHIO 43215-3414 (614)466-2752

PENNSYLVANIA RESIDENTS

STATE BOARD OF PRIVATE LICENSED SCHOOLS
PENNSYLVANIA DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126 (717)783-8228

WEST VIRGINIA RESIDENTS

WEST VIRGINIA COUNCIL FOR COMMUNITY AND
TECHNICAL COLLEGE EDUCATION
1018 KANAWHA BOULEVARD, EAST - SUITE 700
CHARLESTON, WV (304) 558-0265

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the School for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
Telephone: (703) 247-4212 Website: www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Assistant School Director or online at www.accsc.org.

Curriculum Outline

Truck Driver Training - 5 Week Residency Program

Unit 1 - Classroom Training

Hours: 80 Contact /20 Outside Work/100 Total Hours/3.5 Semester Credit Hours

Schedule: Weeks 1 and 2, 5 Days Per Week, 8.0 Hours Per Day

Orientation to Student Resource Center	Student Resource Center Project
CDL General Knowledge	U.S. DOT Hours of Service Regulations
CDL Air Brake Systems	U.S. DOT Logbook Regulations
CDL Combination Vehicles	U.S. DOT Drug & Alcohol Regulations
CDL Tankers	Vehicle Systems (Shifting/Gear Patterns)
CDL & U.S. DOT Hazardous Materials	Accident Reporting & Fire Procedures
CDL Pre-Trip Inspection Procedures	Map Reading & Trip Planning
Federal Motor Carriers Safety Regulations	Satellite Communication Systems
Career Development & Research	Cargo Handling & Load Securement
NSC Defensive Driving Course for Professional Drivers	Compliance Safety Accountability

Unit 2 - Hands-On Road, Maneuverability & Lab Training

Hours: 120 Contact /10 Outside Work/130 Total Hours/4.0 Semester Credit Hours

Schedule: Weeks 3 through 5, 5 Days Per Week, 8.0 Hours Per Day

- Pre-Trip Inspection, Coupling & Uncoupling, Sliding Tandems
- Basic, Intermediate & Advanced Maneuverability Training on Premises
- Basic, Intermediate & Advanced Road Driving Training on Public Roadways

Total Hours: 200 Contact /30 Outside Work/230 Total Hours/7.5 Semester Credit Hours

This program is five (5) weeks in length and is equivalent to 7.5 Semester Credit Hours.

For each Semester Credit Hour earned, the student must successfully complete 45 Units. 1 hour didactic is equal to 2 units, 1 clock hour supervised lab is equal to 1.5 units and 1 clock hour of Outside Preparation is equal to 0.5 units.

Additional outside preparation and homework of 30 hours will be required of each student.

Days and times may change during holiday weeks.

SPECIAL NOTE TO ALL APPLICANTS/STUDENTS: FOR ALL TRAINING PROGRAMS, TDDS TECHNICAL INSTITUTE RESERVES THE RIGHT TO MAKE ANY NECESSARY CHANGES IN THE PROGRAM WITH THE UNDERSTANDING THAT SUCH CHANGES WILL NOT INVOLVE ADDED FEES TO THE STUDENT ALREADY ENROLLED AND STARTED IN TRAINING.

Curriculum Outline

Truck Driver Externship Program - 16/25 Week Schedules

Unit 1 - Classroom Training

Hours: 176 Contact /44 Outside Work/220 Total Hours / 8.0 Semester Credit Hours

Schedule - 16 Wk: Weeks 1 through 5, 4 Days Per Week, 8.0 Hours Per Day

Schedule - 23 Wk: Weeks 1 through 9, 2 Days Per Week, 8.0 Hours Per Day

Orientation to TDDS Rules & LRC, Veh. Fam.	Map Reading
CSA / IRP / IFTA (DOT Physicals)	Trip Planning
Traffic Signs & Laws / Comm Lic / GK	Accident Reporting
General Knowledge	DDC PTD / Alcohol & Drug Regulations
Air Brakes	Cargo Securement/Sliding Tandems
Combination Veh./Doubles & Triples	Hours of Service
Hazardous Materials & Tanker	Hours of Service Test/Practice Logs
Hands-On Coupling and Uncoupling	Auto On-Board Recording Device
Federal Motor Carriers Safety Regulations	Finals/Pre-Trip Inspection
Entry Level/Pre-Trip Inspection (Drug Screen)	SL Backing and Shifting

Unit 2 - Maneuverability & Road Training

Hours: 128 Contact/32 Outside Work/ 160 Total Hours/4.0 Semester Credit Hours

Schedule - 16 Wk: Weeks 6 through 9, 4 Days Per Week, 8.0 Hours Per Day

Schedule - 16 Wk: Week 10, 2 Days Per Week, 8.0 Hours Per Day

Schedule - 23 Wk: Weeks 10 through 19, 2 Days Per Week, 8.0 Hours Per Day

- Basic, Intermediate & Advanced Maneuverability Training on Premises
- Basic, Intermediate & Advanced Road Driving Training on Public Roadways

Unit 3 - Company Externship

Hours: 240 Contact Hours/6.0 Semester Credit Hours

Schedule - 16 Wk: Weeks 11 through 16, 5 Days Per Week, 8.0 Hours Per Day

Schedule - 23 Wk: Weeks 20 through 25, 5 Days Per Week, 8.0 Hours Per Day

The Externship portion of training includes, but is not limited to:

Company Orientation	Road Driving Operations	Docking Procedures
Pre-Trip Inspections	Post-Trip Inspections	Coupling & Uncoupling
Personal Health & Safety	Public & Employer Relations	Trip Planning
Map Reading	Hours of Service/Logbooks	Personal & Road Economics

Total Hours: 544 Contact /76 Outside Work/ 620 Total Hours/ 18.0 Semester Credit Hours
(ACCSC)

Curriculum Outline (Continued)

Truck Driver Externship Program -16/25 Week Schedules

The Externship Program schedules are sixteen (16) and twenty-five (25) weeks in length respectively, and are equivalent to 18.0 Semester Credit Hours (ACCSC) and 16 Semester Credit Hours (Department of Education).

For each Semester Credit Hour earned (ACCSC), the student must successfully complete 45 units. 1 clock hour didactic is equal to 2 units, 1 clock hour supervised lab is equal to 1.5 units, 1 clock hour of outside Work is equal to 0.5 units and 1 clock hour externship is equal to 1 unit.

For each Semester Credit Hour earned (Department of Education), the student must successfully complete Thirty Seven and a Half (37.5) hours of training including Outside Preparation Work.

Additional outside preparation and homework of 76 hours will be required of each student.

Note: In week 6 of the 16 week schedule, two (2) days are classroom and two (2) days are maneuverability & road training.

Curriculum Outline

Diesel Technician Training Program

UNIT 1

390 Contact Hours/15.0 Semester Credit Hours
Classroom - 137/6.0 Shop/Lab - 253/8.0 O/S Work - 60/1.0

Heavy Duty Vehicle & Tool Orientation	30 Contact Hours
Basic Welding, Tire and Rim Servicing	30 Contact Hours
Foundation Brakes I	30 Contact Hours
Foundation Brakes II	30 Contact Hours
Air Brake Systems I (Dual Circuit)	30 Contact Hours
Air Brake Systems II / Trailer Brakes	30 Contact Hours
Power Steering & Front Ends	30 Contact Hours
Suspension Systems I	30 Contact Hours
Suspension Systems II	30 Contact Hours
Heating/Ventilation/Air Conditioning Systems	30 Contact Hours
ABS Systems (Anti-Lock Braking Systems)	30 Contact Hours
Basic Hydraulics/Hydraulic Brake Systems	30 Contact Hours
Review and Unit Exam	30 Contact Hours

UNIT 2

390 Contact Hours/15.0 Semester Credit Hours
Classroom - 137/6.0 Shop/Lab - 253/8.0 O/S Work - 57/1.0

Preventative Maintenance I	24 Contact Hours
Preventative Maintenance II	24 Contact Hours
Drivelines	30 Contact Hours
Clutches	36 Contact Hours
Transmissions I	30 Contact Hours
Transmissions II	30 Contact Hours
Drive Axles and Power Dividers I	30 Contact Hours
Drive Axles and Power Dividers II	30 Contact Hours
Basic Diesel Engines	24 Contact Hours
Heavy Duty Diesel Engine Disassembly and Inspection	30 Contact Hours
Heavy Duty Diesel Engine Assembly I	30 Contact Hours
Engine Timing and Tune-Up	30 Contact Hours
Heavy Duty Diesel Engine Assembly II	30 Contact Hours
Review and Unit Exam	12 Contact Hours

Curriculum Outline

Diesel Technician Training Program

UNIT 3

390 Contact Hours/15.0 Semester Credit Hours
Classroom - 137/6.0 Shop/Lab - 253/8.0 O/S Work 97.5/1.0

Upper Engine Technology I	30 Contact Hours
Upper Engine Technology II	30 Contact Hours
Basic Electrical I	30 Contact Hours
Basic Electrical II	30 Contact Hours
Starting Circuits	30 Contact Hours
Charge Ciccuits	30 Contact Hours
Chassis Wiring Gauges & Electrical Accessories	30 Contact Hours
DieselTronics SM I	30 Contact Hours
DieselTronics SM II	30 Contact Hours
Basic Personal Computer (PC) Operations	30 Contact Hours
DataLink & Emissions	30 Contact Hours
Troubleshooting & Diagnostics	30 Contact Hours
Review and Unit Exam	30 Contact Hours

UNIT 4

330 Contact Hours/15.0 Semester Credit Hours
Classroom - 202/9.0 Shop/Lab - 128/5.0 O/S Work - 82.5/1.0

Service Consultant and Career Services.....	72 Contact Hours
Service Facilities and the Service Consultant	Communications: Customer Relations
Internal Communication, Relations & Supervision	Job Search Procedures
Resume Building and Interviewing Skills	Diagnostic & Repair
Hands-On Training on TDDS Vehicles and Equipment in real shop setting	
Unit 1-3 Review.....	50 Contact Hours
Review skills learned in Units 1-3 Hands-On Training on TDDS Vehicles and Equipment in real shop Setting	
CDL Training.....	208 Contact Hours
Classroom Training.....	80 Contact Hours
(See 5 Week Residency Program on Page 20 for training course subject inclusions)	
Skills Training on Training Site.....	64 Contact Hours
Maneuverability Training on TDDS Training Site	
Road Training.....	64 Contact Hours
Road Driving Training on Public Roadways	
* Elective.....	128 Contact Hours

* For Students not taking CDL Road Training, Four Weeks Internship at TDDS which includes Lecture and Hands-on Training Performing Maintenance Procedures on TDDS Vehicles and Equipment.

TOTAL COURSE LENGTH: 50 Weeks, 1500 Contact Hours, 60 Semester Credit Hours (ACCSC) 47 Semester Credit Hours. (U.S. DOE) additional outside preparation and homework of 297 hours will be required of each student.

For each Semester Credit Hour earned, the student must successfully complete 45 units. 1 clock hour didactic is equal to 2 units, 1 clock hour supervised lab is equal to 1.5 units and 1 clock hour outside work is equal to 0.5 units.

Catalog Supplements & Addenda

Due to the dynamic nature of the Transportation Industry, changes and updates are continually being made to TDDS Tech Training Programs. One of the benefits of training with TDDS Tech is our continuing efforts to keep current with the trends and technology of the Transportation Industry. Below is a listing of supplements, individually identified as an ADDENDUM TO STUDENT CATALOG, available to you. Each ADDENDUM is considered a part of the terms of this catalog for the program in which you are enrolled.

- Diesel Technician Training Schedule of Fees
- Truck Driver Training Schedule of Fees
- Diesel Technician Training Projected Start & Graduation Dates
- Truck Driver Training Projected Start & Graduation Dates
- Diesel Technician Training Books & Shop Manuals
- Training Tools List & Cost Breakout
- School Faculty & Administration Directory
- Student Housing Information
- Return of Title IV (R2T4) Policy
- Additional Requirements for Diesel Technician Program/ Video and Taping on Premise
/ Leave of Absence/ Truck Driver Externship Training Program

Due to the ever-changing nature of transportation industry technologies, technical information and training techniques, TDDS Technical Institute reserves the right to make changes in any aspect of training deemed necessary, with the understanding that such changes will not involve added fees to the student already enrolled and started training.



Addendum to Student Catalog March 2017

RETURN OF TITLE IV (R2T4) Policy

TDDS is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in his/her program. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in the period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However if during the calculation it is determined that no refunds are required by R2T4 policy and a negative balance remains that will be returned to the student within 30 days.

Determination of the last date of Attendance is documented on the student's card as well as in Diamond D (software used by school to document attendance) Attendance Module. TDDS is required by the State of Ohio to document Attendance daily.

The Financial Aid Office will perform a Return of Title IV calculation if your currently scheduled classes are all, or any combination of the following. Officially withdrawn, dropped within the refund period, unofficially withdrawn (stop attending), your instructor will report Failed as your final grade with a date of last attendance or never attended. Note: If you receive financial aid and never attend any of your scheduled classes, you will be required to repay all of the aid received, including any state funds"

All refunds due back to the Title IV program must be completed within 45 days of the schools date of determination of withdrawal. In the case of a student formally withdrawing from school that will be the date the student signs his letter of withdrawal. In the case of a student just failing to attend scheduled classes that will be 14 days from

the day the student fails to make Satisfactory Academic Progress in regard to Attendance Standards. The school will make every attempt to contact the student during this period to determine their intent to remain in the program.

REFUNDS DETERMINED MUST BE RETURNED BASED ON THE FOLLOWING STATUTORY ORDER:

1. Federal Direct Stafford Loans (Unsubsidized First)
2. Federal Direct PLUS Loans
3. Federal Pell Grants
4. Student

All Calculations to determine amount of R2T4 Refunds will be done using the Department of Education issued refund calculation forms through EdExpress Software. (Example Form attached)

Post withdrawal Disbursement - "A post-withdrawal disbursement will be made if a student has eligibility for the Title IV funds."

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. If the post- withdraw disbursement included loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post- withdraw disbursement (including loan funds, if you accept them for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdraw disbursement. If you do not give you permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. "



Addendum To Student Catalog March 2017

Additional Requirements for Diesel Technician Program

Successful completion of the Diesel Technician Training Program includes the demonstrated ability to disassemble and reassemble diesel engines, both on stands and in vehicles and also involves all areas of diesel engine and other truck repairs. While a student at TDDS Technical Institute, physical requirements included in the Diesel Technician Training Program are as follows:

- 1) Student is frequently required to stand for long periods, walk, use hands to fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch/crawl.
- 2) Student must be able to talk and hear.
- 3) Requires frequent climbing and balancing.
- 4) Must frequently lift and/or move up to 75 pounds.
- 5) Requires vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Video and Taping on Premise

Students are prohibited to video or audio tape while on TDDS Technical Institute or related property and may be subject to removal from school.

Leave of Absence

A leave of absence may be requested to accommodate a student's need to miss class due to temporary situation beyond the student's control. Requests for a leave of absence must be made in person, in writing, signed by the student, on a form provided prior to the first day of the requested leave of absence and must include: (1) The date of the request, (2) the date on which the leave of absence is requested to begin, (3) the reason for the requested leave of absence and (4) the date which the leave of absence will end and the student will return to class. Documentation of any situation for which the leave of absence or an extension of a leave of absence is requested may be required at the discretion of the School Director, School Administrator or Financial Aid Administrator.

The decision to grant or deny a leave of absence or an extension of a leave of absence lies within the discretion of the School Director, School Administrator or Financial Aid Administrator. No leave of absence or extension of a leave of absence will be granted if there is, in the judgment of the School Director, School Administrator or Financial Aid Administrator, no reasonable expectation that the student will return to school on the expiration of the leave of absence or extension of the leave of absence being requested.

The failure of any student on an approved leave of absence to return to school upon the expiration of the leave of absence will result in the student's termination from their program on the day following the expiration of the leave of absence. In such an instance, the student's withdrawal date will be the last date of actual attendance at the school. The amount of any applicable refund will be calculated as stated in the school's refund policy based on that date. In addition, the grace period of any loan repayment will be determined by that date. As a result, the grace period for Title IV or other loans might be exhausted, and the repayment of the Title IV and/or other loans may begin immediately.

Truck Driver Externship Training Program

TDDS Technical Institute offers a truck driver training externship program. The externship is scheduled for six (6) weeks/240 contact hours. The TDDS student attending the externship will be paid by the externship company. This program offers an opportunity to learn from an experienced driver trainer and earn an income while in training. Most truck driver externship training students are offered fulltime employment once the externship portion of their education is over.

The externship company's truck driver trainer will make a determination of whether the truck driving student has made satisfactory academic progress and will provide a final grade of "Pass or Fail". The Pass/Fail grading system will be as follows:

- If the externship student has earned a "Pass" from the driver trainer, that grading score is defined as an 80% or above and is not calculated into the student's final grade point average. This student will be considered graduated.
- If the externship student has earned a "Fail" from the driver trainer, that grading score is defined as an 79% or below and is not calculated into the student's final grade point average. This student will be considered failed.
- If the externship student is terminated by the externship company or withdraws voluntarily from the externship training/employment, the student will be scored with a "W" for withdrawal.
- A student may request to attend another externship program with another approved company. At that point, the student will be monitored until successful or unsuccessful completion of the externship program.



Taking Education To A Higher Level

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