1170 North Cassady Avenue
Columbus, OH 43219
Phone: (614) 258-0400

Talent Development for the Transportation Industry

Commercial Driver License (CDL) Training

2025 Program Catalog

Version 3.1

Last Updated April 1, 2025

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Capital Transportation Academy

1170 North Cassady Avenue

2023 Commercial Driver Training Program Catalog

2023 -

Program Catalog for Capital Transportation Academy Version 3.1

Last Updated: April 1, 2025

Capital Transportation Academy is a licensed commercial driver training enterprise with the State of Ohio Department of Public Safety (ODPS), Enterprise # 1425.

SCHOOL LICENSE

OHIO DRIVER TRAINING

2025

Pursuant to Ohio Revised Code Chapter 4508.03
and Ohio Administrative Code Chapter 4501-7

Capital Transportation Academy

1170 North Cassady Avenue
Columbus, OH 43219-0000

is hereby licensed as a
CDL A, CDL B Training School

License # 1425-2329

Valid through December 31, 2025

Department of Public Safety

Andy Wilson, Director
Ohio Department of Public Safety

Valarie Ward, State Administrator of Driver Education
Ohio Driver Training

Ohio State Board of

Career Colleges and Schools (2018) School Registration No. 2141 Ohio Trucking

Association (OTA) Member (2018)

Richard M. Crockett
President & CEO
Authorizing Official

Ohio State University Graduate
25+ years as a transportation industry executive
Former President of the Conference of Minority Transportation Officials (COMTO) Columbus Chapter
Founder of Metropolitan Youth Foundation of Central Ohio

Jason Moody
Business Development &

Recruiting Coordinator

Masters Degree (MEd) from Grand Canyon University. 25+ years of recruiting and admissions experience.

Dave Evans
Capital Transportation Academy - School Director

Graduate of DeVry

Institute of Technology
Malone University – Master of Business Administration (MBA)
30+ years of business administration experience
18 years of transportation industry experience

experience. Licensed CDL Training Manager with State of Ohio.

Jason Briggs
Training Manager

20+ years of transportation industry

Capital Transportation
Columbus, OH

Capital Transportation Academy is located at 1170 North Cassady Avenue, Columbus, OH, 43219. The 5-acre training compound includes a newly renovated 5,000 square foot office complex which includes administrative offices, multi-purpose room, and CDL classrooms. The commercial driver skills pad is an all-paved surface with training stations setup for all of the backing maneuvers and pre-trip inspections required by the State of Ohio Department of Public Safety (ODPS) CDL driving examination.

Capital Transportation Academy
Entrance at 1170 North Cassady Avenue

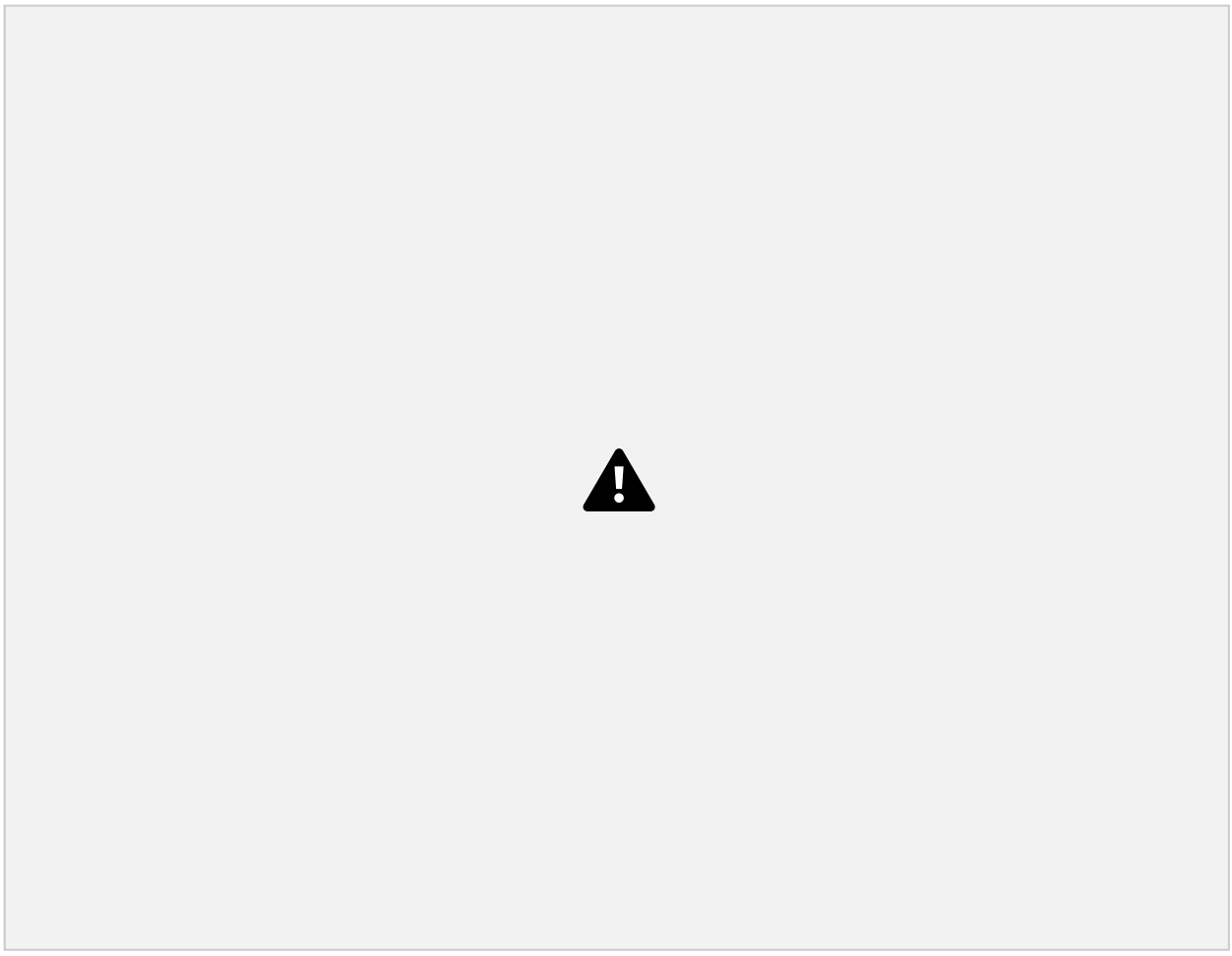
Capital Transportation Academy
Training Classroom

Capital Transportation Academy - Training Compound – Overhead View

Capital Transportation Academy conducts two (2) CDL training classes per month. With a new class typically beginning every two (2) weeks.

Enrollment Dates: In order to be considered for a class, you must have completed all of the admission requirements by end of business day on the Friday prior to our Monday start date for a program session.

Once the completed admission requirements are approved, the incoming student will meet with the Recruiting Manager no later than the Friday prior to our Monday start date. ***Program calendar starting and ending dates are subject to change based on business needs***.



The following admissions requirements must be met in order to be qualified for enrollment into a commercial driver (CDL) training program at Capital Transportation Academy, including:

1. Must be a minimum of 18 years of age
2. Must have a High School Diploma or General Educational Development (GED) equivalent certificate
3. Must pass the Pipplet Assessment Exam
4. Must hold a current valid State of Ohio drivers license (Class D)
5. Must have a State of Ohio Bureau of Motor Vehicles (BMV) drivers abstract that is free from major traffic violations and with four (4) points or less
6. Must have a background free of any violent crimes, crimes against children, or crimes of a sexual nature
7. Must have obtained a Commercial Learner Permit (CLP) from State of Ohio Bureau of Motor Vehicles (BMV) for the appropriate class of CDL (“A” or “B”) training program by successfully completing the appropriate written examination
8. Must pass a Department of Transportation (DOT) physical performed by a licensed

medical examiner listed on the Federal Motor Carrier Safety Administration (FMCSA) Certified Medical Examiner (CME) Registry

9. Must pass a U.S. Department of Transportation (DOT) drug screening performed by a licensed medical examiner listed on the Federal Motor Carrier Safety Administration Certified Medical Examiner (CME) Registry
10. Must have a successful admissions interview with Capital Transportation Academy staff

Orientation

Each student with attend an Orientation session prior to the start of the training program. During the session, each student will receive a packet of information including a student handbook, code of conduct, and necessary forms prior to the start of training. Capital Transportation Academy management will also check to ensure all pre-requisites have been met prior to the start of the training program and that each student training file is properly maintained and contains all of the necessary required documents in order for the student to begin training.

The orientation session also provides the student the opportunity to ask questions regarding the training program as well as get an understanding of the expectations required of the student in order to have a successful outcome.

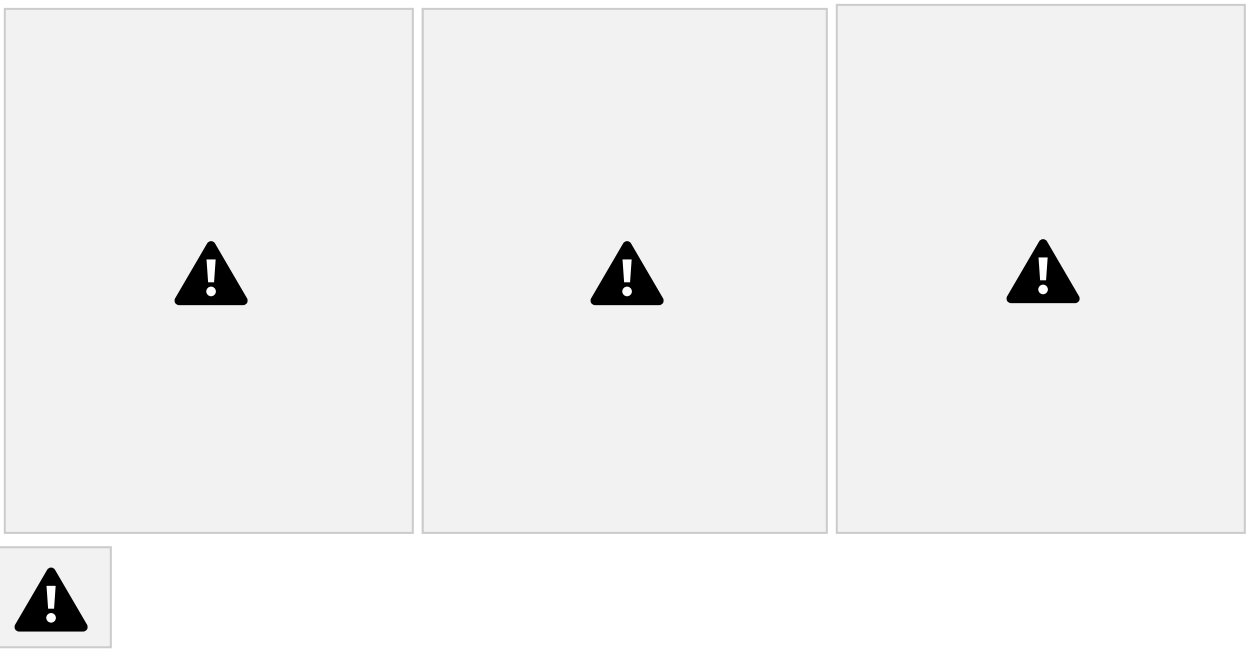
In addition the Code of Conduct Review, students will be required to review and sign the following:

1. Student Training Agreement
2. Student Emergency Contact Form
3. Informed Consent Release of Liability and Indemnification
4. Educational Record Release
5. Agreement for Use of Photography Release
6. Cell Phone Use Policy

At the completion of the Orientation session, the students will be sent to Capital Transportation Academy's certified medical examiner to take their Department of Transportation (DOT) medical examination and drug & alcohol screening.

The student enrollment agreement defines the terms and conditions for the commercial driver training program engagement between the student and Capital Transportation Academy. The

student and a representative of Capital Transportation Academy will sign the agreement prior to the training program start date.



Students who wish to withdraw from a Capital Transportation Academy driver training course must complete, sign, and date, the Class Withdrawal Form and present it to the Capital Transportation Academy classroom CDL Instructor or CDL Training Manager, in person, or by certified or registered mail.

Refunds for tuition and registration fee shall be made in accordance with Ohio Administrative Code section 3332-1-10, as follows:

(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.

(2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

(3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

(4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition

and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Once you begin your training in one of the commercial driver training programs at Capital Transportation Academy, you **must** strive for on-time, perfect attendance. If you miss training time, through tardiness, cutting class or absence, it is very difficult to recover from and severely jeopardizes your opportunity for a successful training outcome.

Tardiness and cutting class is not only disruptive to the other students in the class, but also creates delays in the training schedule, which in turn jeopardizes the ability of our training staff to ensure all of the program participants receive the required State of Ohio commercial

driver training curriculum for the required hours both behind-the-wheel and in observation.

Therefore, tardiness and any student absence, other than time missed due to an emergency, are not tolerated. Tardiness and absence are considered a violation of the Student Conduct policy and in severe cases can be grounds for removal from the program.

If you know you are going to be tardy or absent, please contact the Training Manager at Capital Transportation Academy immediately to discuss the situation in detail.

You must speak to the Training Manager in person, or via phone. Texting and voice mail are not considered valid forms of communication when discussing missed training time.

Makeup Work

The requirement from the State of Ohio is that all student training time be "instructor led, in person" and training times is required to be documented and signed off on by both the school official and the student. It is necessary for commercial driver training program students at Capital Transportation Academy to achieve perfect attendance for their 160-hour training program in order to stay on schedule for their planned graduation.

When a student misses classroom time, it may be necessary for the student to attend a subsequent classroom training session with another class in order to receive credit for their classroom hours. Classroom training sessions are **NOT** repeated for students who miss scheduled classroom time. If the student misses skills pad or road training scheduled hours, there may be an opportunity to recover the lost hours by working independently with an

available Instructor. However, any individualized training provided by CDL Instructors to return a student to “on schedule” status will only be accommodated when there is availability of training staff and the accommodation is at the sole discretion of Capital Transportation Academy management. Otherwise, students who miss scheduled skills pad and road training time may be required to attend subsequent training sessions, based on availability, in order to complete their training hours.

Capital Transportation Academy strives to ensure all students who participate in our programs receive the highest quality of commercial driver training instruction. In addition, to ensure the safety and well being of our students and staff alike, Capital Transportation Academy strictly enforces our Student Code of Conduct Policy (see Section 21).

In the event a violation of the Student Code of Conduct Policy, Capital Transportation Academy will take immediate action to ensure our training environment is safe and productive.

Upon notice of a Code of Conduct violation, Capital Transportation Academy reserves the

right to suspend a student(s) from the program pending an incident investigation. Students involved in an incident will be expected to provide Capital Transportation with a written report describing the incident.

Capital Transportation Academy management has final authority on resolving all Code of Conduct violations in order to ensure a safe training environment. Resolutions may include reinstatement of the student back into the program under a corrective action plan up to termination from the program without refund.

Capital Transportation will issue a written communication to any student involved in a Code of Conduct violation upon the completion of an investigation.

Safety-Related Violations

It is mission critical that Capital Transportation Academy ensure a safe training environment for all students and staff. Any violation of our safety standards and protocols are treated with the utmost importance and will likely result in immediate dismissal from the training program.

Unsatisfactory Progress

Capital Transportation Academy works with each student to ensure they are progressing through their curriculum at an expected pace. Most students unable to achieve satisfactory progress in the commercial driver training program will eventually develop into a safety concern. It is critical that all students are able to comprehend the classroom topics as well as

grasp the skills portion of the training. Capital Transportation Academy reserves the right to suspend or terminate training for any student who is not making satisfactory progress in order to ensure the safety on Capital Transportation Academy students and staff.

Conditions of Program Re-entrance for Dismissed Students

There are a few instances where a dismissed student will have the opportunity to re-entry the training program upon taking corrective action. An example would be where a student does not successfully pass a portion of their DOT physical or drug & alcohol screen, for various reasons. Under certain circumstances, it may be possible for a student to take correction action (ex. blood pressure medication) and have a pathway for reentry back into the training program.

Reentry of a dismissed student will be at the sole discretion of Capital Transportation Academy management.

Any student who wishes to withdraw from the commercial driver training program or would like to request a temporary leave from training, must do so in writing, and must deliver the

written request to the Capital Transportation Academy Training Manager in person, or via certified mail.

Upon receipt of a student request for withdrawal, or temporary leave, a meeting will be scheduled between Capital Transportation Academy staff and the student to review the request.

Capital Transportation Academy management will make a concerted effort to address any emergency needs that may arise for our students. However, the approval for a request for student leave is at the sole discretion of Capital Transportation Academy management, including the approval of a return to training date, which will be based on availability of training slots and Instructors.

Capital Transportation Academy shall make all required classroom and behind-the-wheel training available to the student within two hundred seventy (270) days after the first lesson.

Capital Transportation Academy tracks the process of commercial driver training program students in accordance with Ohio Administrative Code 4501-7-30. Daily progress records

are maintained and acknowledged by both CDL instructors and students Capital Transportation Academy training staff and management frequently review student training progress to ensure that each student is progressing through their commercial driver training program curriculum as expected. Students progressing below expectation are provided individual consultation by training staff along with corrective actions to assist the student as they progress through the program.

Grading System

Capital Transportation Academy utilizes a grading system for both the classroom portion of the training, as well as the behind-the-wheel skills components of the training. The following grading systems are utilized to measure student progress.

Classroom Training

Each chapter of the curriculum will have an examination to ensure the student comprehends the material. The exams will be graded utilizing the following scale:

A – 90% - 100%
B – 80% - 90%
C – 70% - 79%
Fail– 69% or below

Students who fail a chapter examination must achieve a passing grade of A, B, or C, in order to continue with the curriculum.

Pre-Trip Inspection, Skills Pad & Road Training

Pre-Trip Inspection, Skills Pad and Road training are included in the behind-the wheel skills training components at Capital Transportation Academy. Student progress for these training components will be measured utilizing a 1 – 5 scoring scale as noted below. Students must progress in their training to receive a minimum score of 3 – Fair on their final skills evaluations to pass this portion of their training. Each behind-the-wheel skills component will be graded utilizing the following scale:

5 – Excellent
4 – Good
3 – Fair
2 – Poor
1 – Unacceptable

While previous experience with commercial vehicles or combination vehicle/trailer operation may be beneficial to a student entering the commercial driver training program at Capital

Transportation Academy, there are no formal credits for previous education, training, or work experience. Each student must achieve the exacting minimum standards for commercial driver training as set forth by the State of Ohio Department of Public Safety (ODPS).

Capital Transportation Academy does not currently offer scholarship awards. Due to the 160 hours of training, the CDL program is not eligible for any grant programs at this time.

Class "A" CDL Training Program Overview

The Capital Transportation Academy Class "A" commercial driver training program includes 160-hours of curriculum instruction over a five (5) week total training period.

The five (5) week Class "A" commercial driver training program follows the curriculum as required by the State of Ohio Department of Public Safety (ODPS) and the Ohio Revised Code 4501-7-28.

Training Summary

Week #1 – Classroom Instruction
Week #2 – Pre-Trip and Skills Pad Instruction
Week #3 – Skills Pad Instruction and Start Road Instruction
Week #4 – Road Instruction
Week #5 – Proficiency Exams, Prepare for CDL Driving Examinations, and CDL Driving Exams

Training Week Details

Training Week – 1: Classroom Instruction

Training Week – 1 Classroom Instruction

During the classroom portion of instruction, the following topics will be covered:

(1) Traffic laws;
(2) Rules and regulations of the public utility commission of Ohio;
(3) Federal motor carrier safety regulations relating to the operation of trucks, commercial cars, commercial tractors, trailers and semi-tractors, and motor vehicles transporting flammable and/or hazardous cargo. In addition, the enterprise shall provide the student with a current copy of the "Title 49 of the Code of Federal Regulations, Section 380," "Title 49 of the Code of Federal Regulations, Section 383," "Title 49 of the Code of Federal Regulations, Section 391," and "Title 49 of the Code of Federal Regulations, Section 395" of the federal motor carrier safety regulations; (4) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment;

(5) Registration and licensing laws;
(6) Special taxes such as the international registration plan (IRP), the international fuel tax

alliance (IFTA), and the unified carrier registration system (UCRS);
(7) Crash reporting and financial responsibility laws;
(8) The effects of driver fatigue;
(9) Safe driving practices, including the dangers associated with distracted driving; (10) Human trafficking prevention in the trucking industry;
(11) Courteous driving practices and sharing the road;
(12) Routine services and pre-trip and post-trip inspections and documentation; (13) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions;
(14) Emerging commercial motor vehicle safety technologies (i.e. electronic stability control and automatic braking systems);
(15) Commercial driver license requirements;
(16) The effect of alcohol and drugs;
(17) Proper public thoroughfare railroad grade crossing procedure;
(18) Commercial motor vehicle blind spots, also known as the "no zone;" and
(19) Driver safety ratings.

Training Weeks 2 – 5: Behind the Wheel Training

Training Week – 2: Pre-Trip and Skills Pad Instruction

Training Week – 3: Skills Pad Instruction and Road Instruction

Training Week – 4: Skills Pad Instruction and Road Instruction

During the behind-the-wheel portion of instruction, the following topics will be covered:

(1) Basic control procedures, including starting, stopping, turning, shifting, braking and parking; (2) Backing maneuvers, including straight-line, offset, parallel parking, and alley docking; (3) Docking;
(4) Coupling and uncoupling trailers and semi-trailers;
(5) Display of emergency equipment;
(6) Use of hazard lighting systems;
(7) Checking and servicing the parts of commercial motor vehicles. Pre-trip and post-trip documenting vehicle repair needs;
(8) Sharing the road;
(9) Safe and defensive driving practices; and
(10) Proper public thoroughfare railroad grade crossing procedure.

Range & Road Proficiency Examination

Upon completing the required training hours, students will receive two(2) attempts to complete the CTA mandatory range and road proficiency examinations. In accordance with the rules and regulations for ELDT, students must exhibit proficiency of all range and road skills prior to being scheduled for their State of Ohio CDL driving examination. **Students who are unable to successfully complete the CTA Proficiency Exam for all range and road skills are not eligible to take the State of Ohio CDL driving examination and will be removed from the training program, without any refund of tuition or fees.**

CDL Driving Examination

At the completion of the 160-hour training curriculum and upon successully passing the mandatory CTA range and road skills proficiency exams (required for all students per Ohio Law and per FMCSA ELDT rules and regulations), students will begin taking their CDL driving examinations at a State of Ohio approved CDL exam site. The student will need to successfully complete all three components of the driving examination, including:

- Pre-Trip Inspection
- Backing Maneuvers
- Road Driving

Upon successful completion of all three (3) components of the CDL driving exam, the student can immediately proceed to a local Ohio Bureau of Motor Vehicles where they can purchase, and will be issued,

their Class “A” commercial driver license (CDL).

Students who fail all, or a portion, of the driving exam will be rescheduled for a 2nd attempt. In addition, Capital Transportation Academy will attempt to provide remedial training to the student, based on the availability of resources, in order for the student to address any deficiencies they might have prior to their 2nd attempt at their driving exam.

Students who fail to successfully pass the State of Ohio CDL driving exam within the two(2) alloted attempts will be financially responsible for any further CDL driving examination attempts to include payment of any truck/trailer rental fees and examination fees. *(see Class "A" Fees & Tuition Section below)*

Class “A” Fees & Tuition

160-hour program Includes: • Registration Fee ($ 125) • Tuition ($ 6,870) • All Training Supplies & Equipment Use • All Course Workbooks & Materials associated with the curriculum • Use of Capital Transportation Academy equipment and exam fees associated with up to two (2) CDL examinations for a State of Ohio Class “A” CDL driving exam - at an exam site designated by CTA.	**$ 6,995**

Additional CDL Examination Attempts (after 2nd attempt)

Additional Class “A” CDL Examination attempts includes: • Payment of exam fees for one (1) State of Ohio CDL driving examination

Note: if the exam fees change from the current pricing, the student will be charged the current market rate for exam fees as charged by the CDL examination service provider.

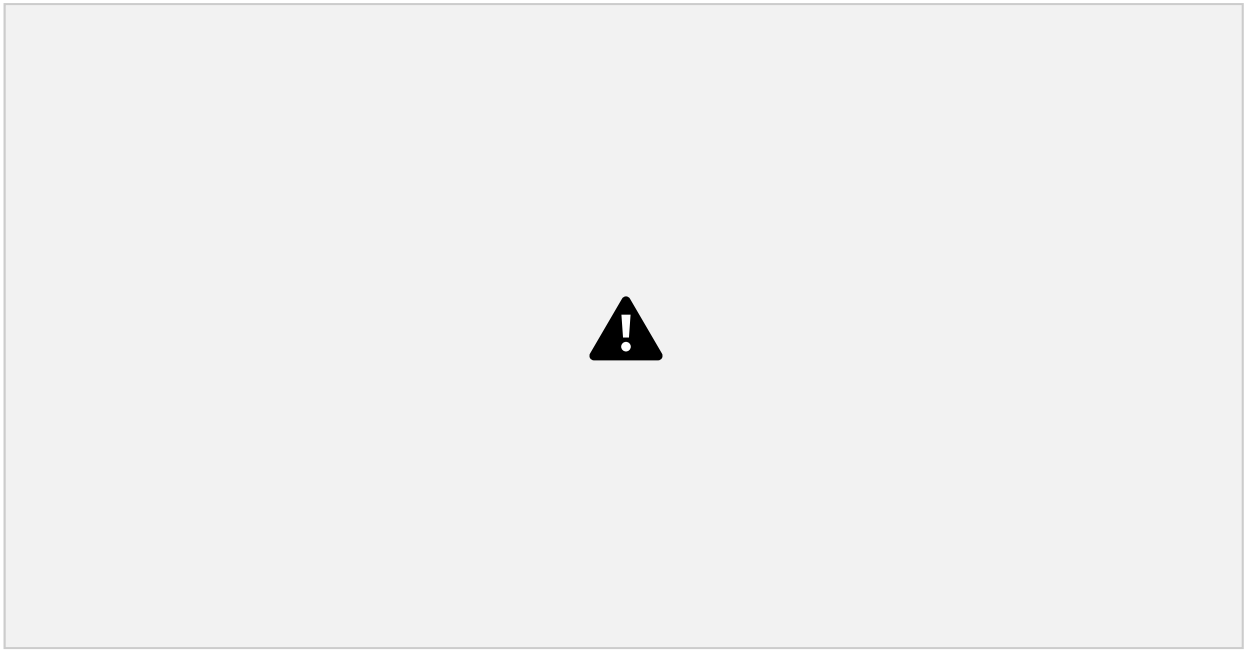
Full Exam
$115

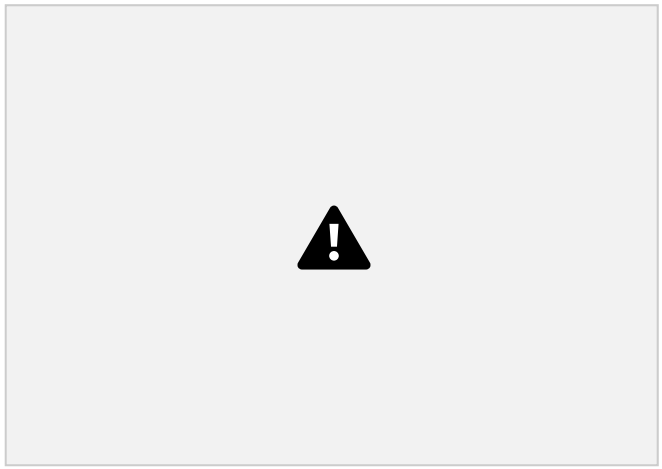
Skills & Road **$88** Road-Only **$61**

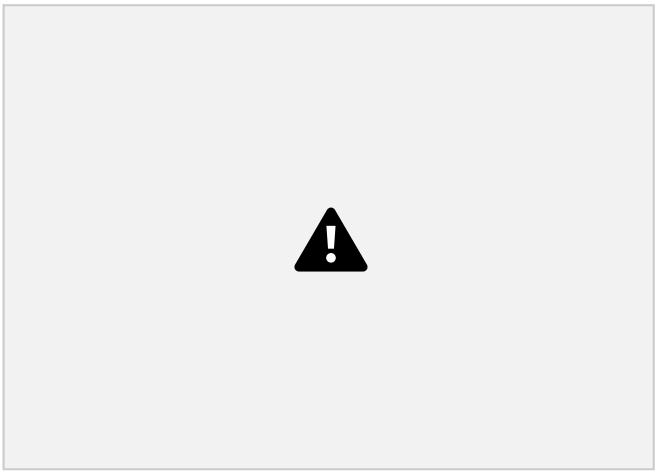
 Payment of truck/trailer rental fees for one (1)CDL driving examination attempt **$ 300**

Class "A" CDL Training Equipment

Capital Transportation Academy maintains a fleet of twelve (12) tractor/trailer units for Class "A" CDL training, including late-model Freightliner Cascadia tractors with 48 ft. dry van trailers for use in conducting Class "A" CDL training. The Freightliner specifications include Detroit Diesel engines with 10-speed Eaton Fuller manual and automatic transmissions, which is one of the most popular setups in the trucking industry. The condo sleeper areas of the Capital Transportation tractors have been converted into a student training configuration to include air- ride seating for up to four (4) trainees along with the CDL Instructor.







Class “B” CDL Training Program Overview

The Capital Transportation Academy Class “B” commercial driver training program includes 120 hours of instruction over a three (3) week period.

The 120 hour / three (3) week Class “B” commercial driver training program follows the curriculum as required by the State of Ohio Department of Public Safety (ODPS) and the Ohio Revised Code 4501-7-28 as well as Federal Motor Carrier Safety Administration (FMCSA).

Training Week Summary

Week #1 – 40 hours of Classroom instruction
Week #2 – 40 hours of Pre-Trip and Skills Pad instruction
Week #3 – 40 hours of Road instruction
Week #4 – Test Out

Training Week Details

Training Week 1 – Classroom Instruction

Training Week – 1: Classroom Instruction (40 hours)

During the classroom portion of instruction, the following topics will be covered:

(1) Traffic laws;
(2) Federal motor carrier safety regulations, rules and regulations of the public utilities commission of Ohio, and all other applicable state laws relating to the operation of commercial motor vehicles; (3) Federal laws relating to vehicle brake systems, lighting, and display of emergency equipment; (4) The effects of driver fatigue;
(5) Safe and defensive driving practices, including the dangers associated with distracted driving; (6) Human trafficking prevention in the trucking industry;
(7) Courteous driving practices and sharing the road;
(8) Routine services and pre-trip and post-trip inspections and documentation; (9) Use of occupant protection devices, including their benefits and effectiveness in motor vehicle collisions;
(10) Commercial driver license requirements;
(11) The effect of alcohol and drugs;
(12) Driver safety ratings;
(13) Hazardous materials marking, labeling and placarding;

(14) Proper public thoroughfare railroad grade crossing procedure; and
(15) Commercial motor vehicle blind spots, also known as the "no zone."

Training Weeks 2 – 3: Behind the Wheel Training

Training Week – 2 (Pre-Trip and Skills Pad Instruction) (40 hours)

Training Week – 3 (Road Instruction) (40 hours)

During the behind-the-wheel portion of instruction, the following topics will be covered: (1) Basic control procedures, including starting, stopping, turning, shifting, braking and parking;
(2) Backing maneuvers, including straight-line, offset, parallel parking, and alley docking; (3)

Off-set left and off-set right backing;
(4) Straight line backing;
(5) Checking and servicing the parts of commercial motor vehicles. Pre-trip and post-trip documenting vehicle repair needs;
(6) Parallel parking blind side and sight side;
(7) Ninety degree alley dock;
(8) Display of emergency equipment;
(9) Use of hazard lighting systems;
(10) Sharing the road;
(11) Safe and defensive driving practices; and
(12) Proper public thoroughfare railroad grade crossing procedure.

Training Week 4: Test Out

At the completion of the 120 hour/three (3) week training session, students will be escorted by a Capital Transportation Academy CDL Instructor to a State of Ohio approved CDL examination station to take the driving portion of the CDL exam. The student will need to successfully complete all three components of the examination, including:

- Pre-Trip Inspection
- Backing Maneuvers
- Road Driving

Upon successful completion of all three (3) components of the CDL driving exam, the student can immediately proceed to a local Ohio Bureau of Motor Vehicles where they can purchase and be issued their Class "B" commercial driver license (CDL).

Students who fail all, or a portion, of the driving exam will be rescheduled for a 2nd attempt. In addition, Capital Transportation will attempt to provide remedial training to the student, based on the availability of resources, in order for the student to address any deficiencies they might have prior to their 2nd attempt at their driving exam.

Students who fail to successfully pass the State of Ohio CDL driving exam on their 2nd attempt may choose to enroll in the Optional Class "B" Remedial Training at Capital Transportation Academy.

<u>Class "B" Fees & Tuition</u>

Class "B" CDL Training	**$5,995**
120-hour program (3 weeks) Includes: • Registration Fee ($125) • Tuition ($5,870) • All Training Supplies & Equipment Use • All Course Workbooks & Materials associated with the curriculum • Use of Capital Transportation equipment and exam fees associated with up to two (2) CDL examinations for a State of Ohio Class "B" CDL driving exam	

Additional CDL Examination Attempts (after 2nd attempt)

Additional Class "B" CDL Examination attempts includes:

- Payment of exam fees for one (1) State of Ohio CDL driving examination

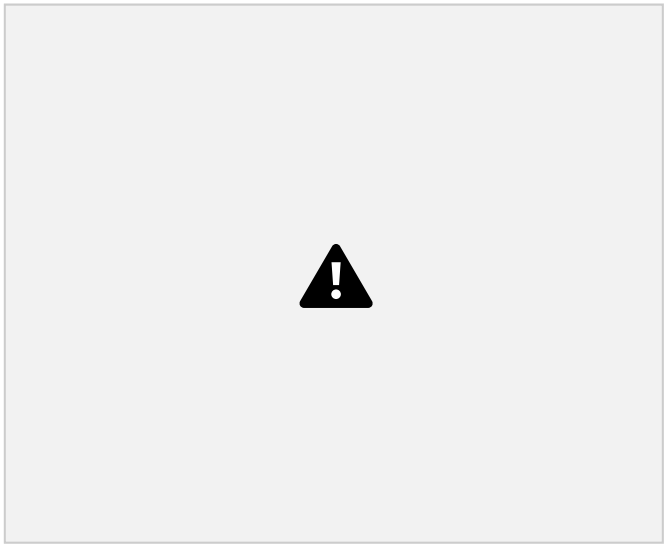
Note: if the exam fees change from the current pricing, the student will be charged the current market rate for exam fees as charged by the CDL examination service provider.

- Payment oftruck rental fees for one (1)CDL driving examination attempt

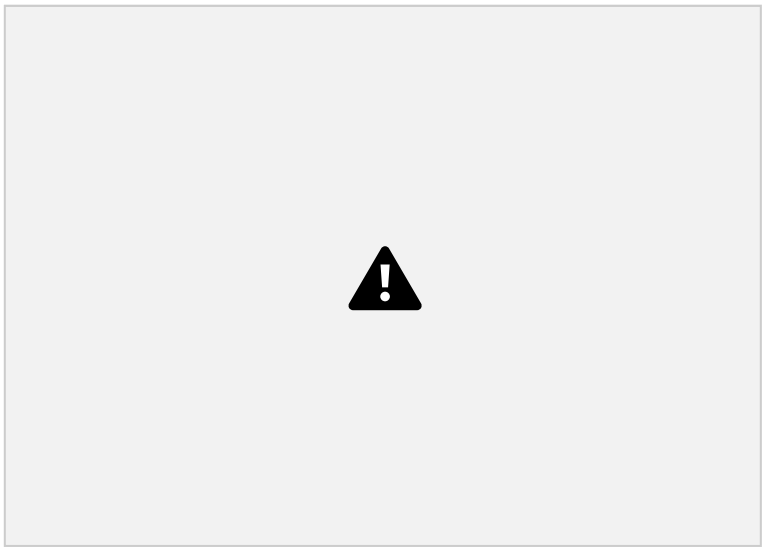
Full Exam	**$115**
Skills & Road	**$88**
Road-Only	**$61**
	$500.00
	$300.00

Class "B" CDL Training Equipment

Capital Transportation Academy maintains a fleet of seven (7) units for Class "B" CDL training, including a late-model straight (box) truck and school buses for use in conducting Class "B" CDL training. We utilize both a commercial Class "B" straight truck and school buses for training, the student receives driving experience and a comprehensive understanding of different styles of Class "B" vehicles.



BOX TRUCK



SCHOOL BUS FLEET

Capital Transportation Academy celebrates students who successfully complete their commercial driver training program. The following program graduation requirements must be met in order for students to receive their certificate of completion from a Capital Transportation Academy commercial driver training program, including:

(1) The student must complete the required program hours, per the program curriculum, with the completion acknowledged by the signatures of CAPITAL TRANSPORTATION ACADEMY

Training Staff and the student

(2) The student must pass the State of Ohio CDL driving examination and provide CAPITAL TRANSPORTATION ACADEMY Training Staff with a copy of the completed examination sheet and copy of the students newly obtained CDL license

Once all of the graduation criteria are met, Capital Transportation generates and presents to each graduate a certificate of completion which will be available for pickup at the academy or mailed to the student's residence on file.

Capital Transportation Academy adheres to the following policies in the management of the Class "A" and Class "B" commercial driver training programs:

Code of Conduct - General Policies and Procedures

1. Students must be on time, dressed appropriately and ready for training. Clothing must fit appropriately (no loose or baggy clothing) to prevent injury.

2. Students must sign in on the attendance sheet before the start of each class. 3.

Safety is everyone's responsibility; follow all verbal and posted safety precautions.

4. For the safety of everyone, students are subject to random and reasonable suspicion testing for drugs and /or alcohol at all times during their attendance.

5. Instructor directions must be followed to maintain a safe and efficient learning environment.

6. Verbal or physical abuse of staff, instructors, or fellow students will not be tolerated and are grounds for immediate dismissal from the program without refund.

7. Tobacco use is prohibited except in your car in the parking areas and other possible designed areas, please refrain from tobacco use elsewhere.

8. Abuse of equipment will not be tolerated.

9. Student progress is tracked by the Operations Manager of Capital Transportation Academy. Any decision related to student progress or the ability for the student to safely perform training activities will be at the sole discretion of Capital Transportation management.

10. Students with cell phones and/or pagers must turn them "Off" during

training. 11. Students must review and sign paperwork daily.

Code of Conduct – Skills Pad Training Rules

1. Follow the instructor's direction and coaching at all times.
2. Driver's window must always be down during instruction.
3. Do NOT walk behind moving vehicles.
4. Do NOT operate vehicles without an instructor present.
5. No eating, drinking or tobacco use in the trucks.
6. Do not sound the air horn unless warning others of danger.
7. Put trash in the proper receptacles.
8. Turn off cell phones and all other electronic devices. Do not wear headphones while operating equipment.
9. Respect other students - refrain from foul or inappropriate language, offensive remarks, or gestures.
10. Jewelry is permitted as long as it is NOT at risk of getting caught in the equipment (no large earrings, necklaces, large rings, etc.)
11. Students must review and sign paperwork daily.

Code of Conduct – On Road Training Rules

1. Follow the instructor's direction and coaching at all times.
2. Students **must** have in their possession his/her CDL learner's permit, valid driver's license, and medical card to drive.
3. Seat belt use is required for ALL occupants
4. Student must obey **ALL** traffic laws.
5. Do **NOT** move the vehicle unless directed to do so by the instructor.
6. Student observers must pay attention to the driving scene and refrain from unnecessary conversations.

7. Turn off cell phones and all other electronic devices. Do not wear headphones while operating equipment.
8. Comments and coaching of driver performance will be from the instructor only.
9. Eating, drinking or tobacco use is **NOT** permitted in the vehicles.

10. Put trash in the proper receptacles.

11. Respect other students - refrain from foul or inappropriate language, offensive remarks, or gestures.

12. Students must review and sign paperwork daily.

Capital Transportation Academy works diligently to ensure that all students who participate in our training programs receive the highest quality of commercial driver training instruction. In addition, we track student progress as required by the State of Ohio Department of Public Safety (ODPS) to ensure that each student receives the required training curriculum for the required number of hours, per Ohio Administrative Code (OAC) 4501-7-28.

Students are encouraged to address any concerns with the management of Capital Transportation Academy.

Any student wishing to file a formal grievance with the State of Ohio Board of Career Colleges and Schools may do so at 30 East Broad Street, Suite 2481, Columbus, OH 43215-3414, or by contacting the State of Ohio Board of Career Colleges and Schools at (877) 275-4219.