



S & R Truck Driving Institute

Institutional Catalog (Vocational/Continuing Education)

Effective Date: September 2026

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Introduction

This catalog contains institutional policies, procedures, program information, student standards, and regulatory disclosures applicable to students enrolled at S & R Truck Driving Institute (SRTDI).

The institution reserves the right to revise, update, or modify policies, procedures, curriculum, schedules, tuition, fees, operational practices, and institutional requirements as necessary to maintain compliance with applicable federal and state laws, regulatory requirements, safety standards, accrediting expectations, and institutional operational needs.

Current versions of institutional policies and procedures are maintained within official institutional records and administrative files.

Institutional and Training Locations

Main Campus / Administrative and Classroom Location

S & R Truck Driving Institute

350 Glenborough Drive, Suite 100

Houston, TX 77067

Phone: (832) 328-8998 Fax: 214-494-8379 | Website: <https://srtdi.org>

CDL Training Yard / Practical Training Location

S & R Truck Driving Institute

180 Rankin Road

Houston, TX 77090

Practical CDL training activities, including applicable pre-trip inspection, range/maneuver, and behind-the-wheel training, may be conducted at the designated training location and approved roadway training areas, as applicable.

Institutional Overview

S & R Truck Driving Institute (SRTDI) is a professional workforce training institution providing Commercial Driver License (CDL) training and workforce development programs designed to prepare students for safe, lawful, and professional careers within the commercial transportation industry.

The institution provides structured classroom instruction, range training, maneuver training, and supervised behind-the-wheel (BTW) instruction in accordance with:

- Federal Motor Carrier Safety Administration (FMCSA) Entry-Level Driver Training (ELDT) requirements
- Applicable Texas state requirements
- Institutional safety and workforce training standards

SRTDI is committed to promoting:

- Safety
- Professionalism
- Workforce readiness
- Regulatory compliance
- Accountability
- Student success and employability

The institution offers certificate and diploma workforce training pathways designed to support entry-level employment preparation, workforce development, and long-term career readiness within the transportation industry.

Recognition & Regulatory Oversight

S & R Truck Driving Institute (SRTDI) operates in accordance with applicable federal and state requirements governing workforce training institutions and Commercial Driver License (CDL) training providers.

Oversight, authorization, registration, and compliance activities may include where applicable:

- Texas Workforce Commission (TWC) – Career Schools & Colleges Division
- Federal Motor Carrier Safety Administration (FMCSA) – Training Provider Registry (TPR)
- Texas Department of Public Safety (DPS) – Commercial Driver License (CDL) licensing and testing authority

SRTDI provides training designed to prepare students for required CDL examinations and workforce entry; however, the institution does not issue Commercial Driver Licenses and does not guarantee licensure or employment.

CDL licensure is subject to:

- Eligibility requirements
- Medical qualification standards
- State testing requirements
- Federal safety regulations
- Texas Department of Public Safety (DPS) approval processes

SRTDI maintains institutional records, compliance documentation, approvals, registrations, and operational policies in accordance with applicable institutional and regulatory requirements.

Ownership & Governance

S & R Truck Driving Institute (SRTDI) is a career training institution organized and operated under the laws of the State of Texas.

The institution operates under the oversight of institutional leadership and governance through its Director and Board of Trustees in accordance with:

- Institutional governing documents
- Applicable federal and state laws
- Workforce training standards
- Institutional governance policies

The Board of Trustees provides:

- Governance oversight
- Strategic guidance
- Institutional accountability
- Policy review and approval
- Support for institutional mission fulfillment and long-term development

The Director is responsible for:

- Daily institutional operations
- Academic leadership
- Financial management
- Regulatory compliance
- Student services oversight
- Implementation of institutional policies and procedures

SRTDI maintains a defined organizational structure to ensure effective supervision of:

- Instructional operations
- Student services
- Institutional compliance
- Safety management
- Administrative operations
- Institutional effectiveness and continuous improvement

Facilities & Instructional Equipment

S & R Truck Driving Institute provides facilities and instructional resources appropriate for its Commercial Driver's License (CDL) training programs.

The institution utilizes its main campus for administrative services, student services, classroom/theory instruction, orientation, and related educational activities. Practical CDL training is conducted at the institution's designated training yard and applicable roadway training areas.

Instructional equipment and resources used in the CDL programs include commercial training vehicles appropriate to the applicable Class A and Class B training tracks, vehicle inspection components and equipment, range/maneuver training areas, classroom instructional materials, audiovisual and instructional aids, computers and/or electronic learning resources, and other equipment used to support theory, pre-trip inspection, range/maneuver, and behind-the-wheel instruction.

Training vehicles and instructional equipment are maintained and used in accordance with applicable safety requirements and institutional procedures.

Programs Offered

CDL Workforce Entry Certificate Program – Class A

(Manual or Automatic Transmission)

CDL Workforce Entry Certificate Program – Class B

(Manual or Automatic Transmission)

Credential Awarded:

Certificate of Completion

Professional Commercial Driver Workforce Development Diploma Program – Class A

(Manual or Automatic Transmission)

Professional Commercial Driver Workforce Development Diploma Program – Class B

(Manual or Automatic Transmission)

Credential Awarded:

Professional Diploma in Commercial Transportation Operations

Mission Statement

S & R Truck Driving Institute (SRTDI) is committed to delivering high-quality workforce development and transportation training programs that meet industry standards, workforce demands, and community needs.

The institution provides Commercial Driver License (CDL) training and workforce education designed to prepare students for safe, professional, and lawful careers within the commercial transportation industry.

SRTDI proudly serves veterans, disconnected youth, women, parolees, and underserved populations by providing accessible, outcomes-driven training that promotes:

- Safety
- Professionalism
- Workforce readiness
- Regulatory compliance
- Career advancement
- Economic empowerment

The institution is dedicated to equipping students with technical skills, industry knowledge, operational competency, and professional development necessary for long-term employability and responsible participation within the transportation workforce.

Vision Statement

S & R Truck Driving Institute (SRTDI) envisions becoming a nationally recognized leader in transportation training, workforce development, and commercial driver education.

The institution seeks to expand access to high-quality workforce training opportunities that create pathways toward economic independence, professional growth, and long-term career success within the transportation and logistics industries.

Through innovation, institutional effectiveness, strategic partnerships, and continuous improvement, SRTDI aims to positively impact individuals, families, communities, and workforce systems at the local, state, and national levels.

Core Values

S & R Truck Driving Institute operates in accordance with the following institutional values:

Student-Centered

Maintain focus on student learning, safety, growth, and workforce success.

Integrity

Promote honesty, ethical conduct, transparency, and accountability in all institutional operations.

Accountability

Maintain professional responsibility, regulatory compliance, and operational excellence.

Safety

Prioritize safe training practices, operational awareness, and responsible decision-making.

Respect

Promote professionalism, civility, fairness, and mutual respect in all institutional interactions.

Diversity & Inclusion

Support an inclusive learning environment that respects individuals from diverse backgrounds and experiences.

Community Impact

Contribute positively to workforce development, economic advancement, and community empowerment.

Governance & Administration

S & R Truck Driving Institute operates under professional institutional leadership with governance oversight responsibilities including:

- Regulatory compliance
- Institutional effectiveness
- Curriculum oversight
- Safety management
- Instructor supervision
- Financial accountability
- Student services oversight
- Workforce training quality assurance

The Director is responsible for:

- Policy enforcement
- Institutional operations
- Regulatory adherence
- Administrative leadership
- Institutional integrity
- Implementation of governance-approved policies and procedures

SRTDI maintains administrative and operational structures designed to support institutional accountability, compliance monitoring, continuous improvement, and workforce training effectiveness.

Supervision of Instruction

The Director oversees instructional delivery, curriculum implementation, safety compliance, and institutional training standards to ensure alignment with:

- Approved curriculum requirements
- Federal Motor Carrier Safety Administration (FMCSA) regulations
- Institutional policies and procedures
- Workforce training objectives
- Safety and operational standards

Instructional activities are periodically reviewed through:

- Classroom and training observations
- Student feedback and evaluations
- Skills performance outcomes
- Compliance monitoring
- Internal operational reviews

Findings are documented and utilized to support:

- Continuous instructional improvement
- Instructor development
- Institutional effectiveness
- Workforce training quality assurance

Faculty & Staff Administration

Administrative Leadership & Staff

- Renita G. – Director / Managing Director of Compliance & Standards
- Charlie E. – Administrative Support Staff
- Renee J. – Administrative Support Staff
- Ania H. – Administrative Support Staff
- Pamela P. – Administrative Support Staff

Governing Board

S & R Truck Driving Institute is governed by its Board of Trustees, which provides institutional oversight and governance consistent with the organization's governing documents and applicable requirements.

Board of Trustees

- Renita Gamble — Chair / Director
- Tanisha Brown — Secretary
- Gerald Price — Treasurer

The Board of Trustees maintains governing authority and institutional oversight in accordance with SRTDI's governing documents and established policies.

Instructor Qualifications

S & R Truck Driving Institute employs instructional personnel who possess qualifications, industry experience, and professional competency consistent with:

- Program objectives
- CDL training requirements
- Institutional standards
- Applicable regulatory expectations

Instructional personnel may possess:

- Commercial driving experience
- Industry operational experience
- Examiner or instructional experience
- Applicable licensure or certifications

Documentation related to instructor qualifications, experience, evaluations, training, and performance reviews is maintained within institutional personnel records in accordance with institutional policy.

Instructional Staff

Instructional Personnel

- Troy J. – Instructional Staff
- Romond F. – Instructional Staff
- De Marckus C. – Instructional Staff
- Joseph H. – Instructional Staff
- Stephen G. – Lead Instructor

Program Advisory Board

S & R Truck Driving Institute maintains a Program Advisory Board to provide external input regarding workforce needs, industry practices, program relevance, and opportunities for continuous improvement.

The Program Advisory Board serves in an advisory capacity and does not exercise governing authority over the institution.

Program Advisory Board Members

- Chane'l Williams — Advisory Board Member
- Monique Price — Advisory Board Member
- Stephen Gamble — Advisory Board Member

Advisory Board participation and recommendations are documented and maintained in institutional records.

Professional Development

SRTDI provides ongoing professional development opportunities for instructional and administrative personnel to support:

- Regulatory compliance
- Instructional competency
- Safety awareness
- Institutional effectiveness
- Curriculum consistency
- Workforce training quality

Professional development activities may include:

- FMCSA and regulatory updates
- Safety and operational standards

- Instructional methods and evaluation procedures
- Curriculum alignment and implementation
- Compliance training
- Institutional policy updates

Documentation of professional development activities is maintained in accordance with institutional policy and compliance procedures.

Instructional Model & Training Philosophy

S & R Truck Driving Institute utilizes a structured workforce training model designed to support student growth, safety awareness, accountability, and professional workforce readiness within the commercial transportation industry.

The institution's instructional philosophy incorporates the following foundational principles:

Authority

Emphasizing regulatory compliance, safety standards, accountability, professionalism, and operational discipline consistent with FMCSA and industry expectations.

Restoration

Supporting workforce re-entry, second-chance opportunities, personal development, and career advancement through structured education and training.

Guidance

Developing decision-making skills, hazard awareness, situational judgment, and professional conduct necessary for safe and responsible commercial vehicle operation.

This integrated instructional approach is designed to support progression from foundational classroom instruction through applied skills development and workforce readiness preparation.

Tuition, Fees & Payment Terms

S & R Truck Driving Institute (SRTDI) maintains published tuition structures for approved workforce training programs. Tuition and fees are established based on program length, instructional resources, workforce training requirements, and institutional operational standards.

Tuition, fees, and payment arrangements are disclosed prior to enrollment and documented within the student's Enrollment Agreement and institutional financial records.

Student Re-Entry and Prior Payment Credit Policy

Students who discontinue training and later request to return to S & R Truck Driving Institute may be required to complete a new or updated enrollment process and meet the admission and program requirements in effect at the time of re-entry.

Returning students are subject to the current tuition, fees, curriculum, and applicable institutional requirements at the time of re-entry. Previous tuition rates are not automatically carried forward.

Payments from a previous enrollment will be reviewed in accordance with the students' original enrollment agreement, applicable refund and cancellation policies, services or training previously provided, refunds previously issued, outstanding balances, and applicable requirements.

An eligible unused prior payment may be considered for application toward re-entry for up to 12 months from the student's last date of attendance or applicable cancellation, withdrawal, or termination date.

Previous training hours are not automatically transferred to a new enrollment. SRTDI will determine whether prior training may be recognized based on the student's records, current curriculum, demonstrated competency, and applicable requirements.

Nothing in this policy permits SRTDI to retain funds that are otherwise required to be refunded.

Published Standard Tuition

Total Standard Tuition Automatic: \$6,062.00

Tuition Breakdown

- Enrollment & Registration Fee – \$200
- Classroom / ELDT Theory Instruction – \$575
- Behind-the-Wheel Training – \$4,650
- Training Materials – \$150
- Technology & Administrative Fee – \$487

Payment Method:

☐ Cash ☐ Card ☐ Money Order ☐ Sponsor/Third-Party Funding ☐ Other: _____

CDL Workforce Entry Certificate Program

160 Clock Hours

Credential Awarded: Certificate of Completion

Manual Transmission Training: Students requesting enrollment in the Manual Transmission program option will be provided with the applicable tuition and fee information at the time of

enrollment and before signing the Enrollment Agreement or making a financial commitment. The student's transmission type, total tuition and fees, and financial obligation will be documented on the completed Enrollment Agreement prior to execution.

Professional Commercial Driver Workforce Development Diploma Program

360 Clock Hours

Credential Awarded: Professional Diploma in Commercial Transportation Operations

Manual Transmission Training: Students requesting enrollment in the Manual Transmission program option will be provided with the applicable tuition and fee information at the time of enrollment and before signing the Enrollment Agreement or making a financial commitment. The student's transmission type, total tuition and fees, and financial obligation will be documented on the completed Enrollment Agreement prior to execution.

Tuition Determination & Funding Arrangements

Tuition for each student is determined based on:

- Selected program
- Clock-hour pathway
- Transmission type
- Institutional pricing structure in effect at the time of enrollment
- Approved sponsorship or workforce funding arrangements

Funding arrangements may include:

- Self-pay enrollment
- Employer-sponsored agreements
- Workforce development funding
- Veteran education funding, where applicable
- Third-party sponsorship agreements
- Institutional payment plans

If tuition is paid through an approved sponsor, workforce contract, employer agreement, or third-party funding source, the applicable contracted tuition rate will be reflected within the student's Enrollment Agreement and institutional financial records.

All tuition charges, payment arrangements, and financial transactions are administered in accordance with institutional policies and applicable regulatory requirements.

Payment Terms and Arrangements

Tuition and fees are due according to the payment terms stated in the student Enrollment Agreement.

S & R Truck Driving Institute may accept payment through self-pay arrangements, approved institutional payment plans, employer sponsorship, workforce funding, veteran education funding where applicable, or other approved third-party sponsorship arrangements.

Any approved payment plan or third-party funding arrangement must be documented in the student's Enrollment Agreement and/or applicable financial records.

Students remain responsible for any tuition, fees, or other authorized charges not covered by an approved funding source, subject to the terms of the Enrollment Agreement and applicable cancellation and refund requirements.

SRTDI does not guarantee approval or availability of any particular funding source or payment arrangement.

Delinquent Tuition and Account Balances

Students are responsible for paying tuition and fees according to the terms of their Enrollment Agreement or approved payment arrangement.

If a student account becomes delinquent, S & R Truck Driving Institute will notify the student of the outstanding balance and provide an opportunity to resolve the account or establish an approved payment arrangement.

Failure to resolve a delinquent balance may result in appropriate institutional action consistent with the Enrollment Agreement and applicable law. SRTDI will not assess undisclosed charges or collection fees.

Any collection activity will be conducted professionally and in accordance with applicable federal and state requirements.

Additional Estimated Student Expenses

(Paid Directly to Third Parties)

The following estimated expenses are not included in institutional tuition unless otherwise stated within the Enrollment Agreement:

- CDL Learner's Permit – Approximately \$27 (paid to Texas DPS)
- DOT Physical Examination – Approximately \$150
- CDL License Fee – Approximately \$100 (paid to Texas DPS)
- Additional endorsement or testing fees, where applicable

Actual third-party expenses may vary based on state requirements, medical providers, testing fees, and individual student circumstances.

Program Clock Hours & Completion Options

Class Size and Student-to-Instructor Ratios

S & R Truck Driving Institute maintains instructional staffing and supervision appropriate to the type of training being provided.

- **Classroom/Theory Instruction:** No established maximum class size. Classroom instruction is scheduled based on available instructional space, resources, and the institution's ability to provide effective instruction.
- **Range/Maneuver Training:** Maximum of 5 students per instructor.
- **Behind-the-Wheel (BTW) Training:** Maximum of 5 students per instructor/vehicle.

Practical training assignments may be scheduled below these maximum ratios based on student needs, vehicle and equipment availability, safety considerations, and instructional scheduling.

160 - CDL Workforce Entry Certificate Program – Class A
(Manual / Automatic)

160 - CDL Workforce Entry Certificate Program – Class B
(Manual / Automatic)

Credential Awarded:

Certificate of Completion

Program Description

The CDL Workforce Entry Certificate Program is designed to prepare students for entry-level employment in the commercial transportation industry through classroom instruction, FMCSA Entry-Level Driver Training (ELDT) theory, pre-trip inspection training, range maneuvers, behind-the-wheel instruction, and CDL skills test preparation.

The program emphasizes safety, professionalism, regulatory compliance, and operational readiness necessary for successful entry into the commercial driving workforce.

Completion:

- Full-Time: Approximately 5–8 Weeks (32 Hours Per Week)
- Part-Time: Approximately 10–12 Weeks (16 Hours Per Week)
- Maximum Time Frame: 12 Weeks

Program Focus

- ELDT Theory Instruction
- Vehicle Safety & DOT Compliance
- Pre-Trip Inspection
- Basic Backing Maneuvers

- Road Training
- CDL Skills Test Preparation
- Entry-Level Workforce Readiness

Best For Students Who

- ✓ Want to complete training quickly
- ✓ Are comfortable learning in a fast-paced environment
- ✓ Want to begin working as soon as possible.

Instructional Clock-Hour Breakdown

The 160-Clock-Hour CDL Workforce Entry Certificate Program consists of the following instructional phases:

Instructional Phase	Clock Hours
Phase I – Classroom / Theory Instruction	40
Phase II – Pre-Trip Inspection Training	32
Phase III – Range / Maneuver Training	40
Phase IV – Behind-the-Wheel Road Training & Test Preparation	40
Phase V – Final Evaluation	8
TOTAL PROGRAM HOURS	160

The instructional sequence progresses from classroom/theory instruction to vehicle inspection, range and maneuver training, behind-the-wheel road training and test preparation, and final evaluation. Students must successfully complete all required instructional clock hours and applicable program requirements to qualify for program completion.

360 Clock Hours

Programs Offered

360 – Professional Commercial Driver Workforce Development Diploma Program – Class A
(Manual / Automatic)

360 – Professional Commercial Driver Workforce Development Diploma Program – Class B
(Manual / Automatic)

Credential Awarded

Professional Diploma in Commercial Transportation Operations

Program Description

The Professional Commercial Driver Workforce Development Diploma Program is designed to provide comprehensive commercial driver training and advanced workforce development preparation beyond entry-level CDL instruction.

This program includes expanded behind-the-wheel training, advanced safety instruction, regulatory compliance education, operational procedures, professional driver development, and career readiness preparation aligned with commercial transportation industry standards.

The program is structured to promote long-term workforce success, safe driving practices, professionalism, accountability, and advanced operational competency within the transportation industry.

Completion Options

- Full-Time: Approximately 16–18 Weeks (32 Hours Per Week)
- Part-Time: Approximately 24–26 Weeks (16 Hours Per Week)
- Maximum Time Frame: 26 Weeks (6 Months)

Program Focus

- Advanced Behind-the-Wheel Training
- Defensive Driving & Risk Management
- Cargo Handling & Securement
- Hours of Service & ELD Compliance
- Advanced Maneuvering Techniques
- Trip Planning & Operational Readiness
- FMCSA Regulatory Compliance
- Driver Wellness & Fatigue Awareness
- Professional Communication & Customer Service
- Employment Readiness & Career Preparation
- Mock Employer Evaluations
- Advanced Workforce Development

Best For Students Who

- ✓ Have little or no experience operating large vehicles
- ✓ Prefer a slower paced learning environment
- ✓ Want additional practice before entering the trucking industry

Instructional Clock-Hour Breakdown

The 360-Clock-Hour Professional Commercial Driver Workforce Development Diploma Program consists of the following instructional phases:

Instructional Phase	Clock Hours
Phase I – Classroom / Theory Instruction	80

Phase II – Pre-Trip Inspection Training	72
Phase III – Range / Maneuver Training	88
Phase IV – Behind-the-Wheel Road Training & Test Preparation	104
Phase V – Final Evaluation	16
TOTAL PROGRAM HOURS	360

The instructional sequence provides expanded classroom/theory instruction, pre-trip inspection training, range and maneuver development, behind-the-wheel road training and test preparation, and final evaluation. The additional instructional time provides students with a more comprehensive level of practical training, skills development, reinforcement, and workforce preparation than the 160-clock-hour program.

Students must successfully complete all required instructional clock hours and applicable program requirements to qualify for program completion.

Program Enrollment Options

Students enroll into one of the following approved workforce training pathways:

- ✓ CDL Workforce Entry Certificate Program (160 Clock Hours)
- ✓ Professional Commercial Driver Workforce Development Diploma Program (360 Clock Hours)

Students are required to complete all required instructional clock hours, performance standards, safety competencies, and institutional requirements for the selected program prior to graduation and credential issuance.

Expectation Statement for CDL Training

At S & R Truck Driving Institute (SRTDI), we recognize that the safe operation of a commercial motor vehicle requires structured training, practice, and demonstrated competency. For this reason, all students are required to complete the full program clock hours as outlined in the approved curriculum, whether enrolled full-time or part-time.

Schedules may vary; however, program completion is based on clock hour requirements and mastery of required skills not speed of progression. SRTDI does not shorten or waive required training hours.

This expectation is grounded in institutional data and daily instructional experience. Students enter the program with varying levels of prior knowledge, skill, and experience. Some progress more quickly, while others require additional guided practice and reinforcement. The program structure is intentionally designed to ensure that all students receive sufficient instructional time and hands-on experience necessary to meet performance objectives and safety standards.

There are no shortcuts in professional driver training. Safe, competent drivers are developed through time, consistency, accountability, and structured instruction.

Additional Services Available:

SRTDI may offer additional workforce training services, endorsement preparation, and CDL advancement programs, including:

- Manual Transmission Restriction Removal Training
- CDL Upgrade Training (Class B to Class A)
- Passenger (P) Endorsement Training
- Hazardous Materials (H) Endorsement ELDT Training

Program availability, scheduling, admissions requirements, tuition, and completion timelines may vary.

CDL Upgrade

Upgrade your CDL From Class B to Class A in just 4 Weeks.
Passenger (P), School Bus (S), and Hazardous Materials (H) Endorsement Programs with Entry-Level Driver Training (ELDT)

Applicants with Disabilities and Reasonable Accommodations

S & R Truck Driving Institute (SRTDI) provides equal access to its programs and services and will consider reasonable accommodation requests from qualified applicants and students with disabilities in accordance with applicable law.

Applicants or students requesting accommodation should notify SRTDI administration and provide sufficient information to allow the institution to evaluate the request and determine appropriate reasonable accommodation.

Reasonable accommodations are determined on an individual basis and may not fundamentally alter the essential requirements of the program, compromise safety, or waive applicable federal or state eligibility, licensing, medical, testing, or commercial driver requirements.

SRTDI will engage in an appropriate interactive process with the applicant or student when evaluating accommodation requests and will maintain related information with appropriate confidentiality.

Student Learning Outcomes

Upon successful completion of the program, students will:

- Achieve 80% or better on all written exams

- Demonstrate proficiency in pre-trip inspection, backing maneuvers, and on-road driving sufficient for referral to the CDL skills test
- Demonstrate safe, defensive, and professional driving skills in compliance with FMCSA and state standards
- Demonstrate readiness to attempt the CDL skills test for entry-level employment as a commercial driver with the ability to operate safely and responsibly under real-world conditions.

Graduation Requirements

To successfully graduate from S & R Truck Driving Institute, a student must:

- Complete 100% of the required instructional clock hours for the enrolled program;
- Maintain satisfactory attendance in accordance with the institution's Attendance Policy;
- Achieve a minimum score of 80% on required written examinations;
- Successfully complete required skills evaluations and demonstrate required competencies in pre-trip inspection, range/maneuver training, and behind-the-wheel training, as applicable to the enrolled program;
- Maintain satisfactory academic progress in accordance with institutional policy;
- Complete all required program documentation; and
- Satisfy all applicable institutional and program completion requirements.

Successful completion of an SRTDI program results in the institutional credential designated for the student's enrolled program. Program completion does not guarantee successful completion of a state CDL examination, issuance of a CDL, or employment.

CDL Licensing and Employment Eligibility Disclosure

Completion of an S & R Truck Driving Institute training program does not guarantee eligibility for a Commercial Driver's License (CDL), successful completion of a CDL examination, or employment as a commercial driver.

Students are responsible for meeting all applicable federal and state requirements for CDL licensing and commercial driving. Certain circumstances, including driving record restrictions, medical qualification requirements, licensing restrictions, criminal history where applicable, or other federal or state requirements, may affect an individual's ability to obtain or maintain a CDL or secure employment in the commercial transportation industry.

Licensing and employment eligibility determinations are made by the applicable government agencies and/or employers, not by S & R Truck Driving Institute. Students who have questions regarding their individual eligibility are encouraged to contact the appropriate licensing authority or prospective employer before enrolling.

CDL Licensing and Examination Requirements

S & R Truck Driving Institute provides commercial driver training designed to prepare students for applicable Commercial Driver License (CDL) knowledge and skills examination

requirements. SRTDI does not issue Commercial Driver Licenses. CDL issuance and licensing eligibility are determined by the applicable licensing authority.

Students are responsible for satisfying all applicable federal and state requirements for the CDL class and endorsement, if applicable, they are seeking. These requirements may include applicable knowledge examinations, Commercial Learner's Permit (CLP) requirements, medical qualification requirements, Entry-Level Driver Training (ELDT) requirements, and required CDL skills examinations.

As part of its CDL training programs, SRTDI prepares students through applicable classroom/theory instruction, pre-trip inspection training, range and maneuver training, behind-the-wheel instruction, skills practice, assessments, and CDL skills test preparation as identified in the student's enrolled program.

Successful completion of an SRTDI program does not guarantee passage of any licensing examination, issuance of a CDL, or employment. Students must independently satisfy all applicable licensing and examination requirements established by the appropriate governmental authority.

Credentials Awarded

Students who successfully complete all institutional, academic, attendance, financial, safety, and program requirements will be awarded the following credential based on the enrolled program:

160 Clock Hour Program

Certificate of Completion
CDL Workforce Entry Certificate Program

360 Clock Hour Program

Professional Commercial Driver Workforce Development Diploma Program

All credentials are institutionally issued by S & R Truck Driving Institute in accordance with institutional policies and applicable workforce training standards.

Attendance, Tardiness & Leave of Absence (LOA)

S & R Truck Driving Institute (SRTDI) maintains attendance standards designed to support student success, workforce readiness, safety, regulatory compliance, and satisfactory academic progress within clock-hour training programs.

Because commercial driver training involves safety-sensitive instruction, regular attendance and active participation are essential components of successful program completion.

Make-Up Training

Students are required to complete 100% of the clock hours required for their enrolled program.

When instructional time is missed, required make-up training must cover the applicable instructional content and equivalent clock hours missed. Make-up training must be scheduled and approved by SRTDI and properly documented in the students attendance and training records.

Students should arrange required make-up training as soon as possible following the absence. Unless otherwise approved by the institution due to documented circumstances, required make-up training must be completed within **14 calendar days of the missed instructional session** and before the student is credited with completion of the applicable program requirement.

Make-up training is subject to instructor, vehicle, equipment, and training area availability. Make-up hours may not be credited unless the student actually completes the required instructional time and applicable training activities.

Failure to complete required make-up training may affect the student's attendance status, satisfactory academic progress, program completion date, and eligibility for graduation.

Attendance Requirements

Minimum Attendance Standard

Students are expected to maintain a minimum attendance rate of 80% of scheduled instructional clock hours in order to remain in good standing.

Attendance is monitored throughout:

- Classroom instruction
- Range and maneuver training
- Behind-the-wheel (BTW) training
- Skills evaluations
- Institutional training activities

Failure to maintain satisfactory attendance may result in:

- Attendance counseling
- Academic Warning or Probation
- Required make-up training, when available
- Administrative withdrawal or dismissal consistent with institutional policy

Clock Hour Completion Requirement

Students must successfully complete 100% of all required instructional clock hours, including:

- Classroom instruction
- ELDT theory training
- Pre-trip inspection training
- Maneuver and range training

- Behind-the-wheel training
- Required evaluations and institutional competencies

Completion of all required clock hours is mandatory for:

- Program completion eligibility
- Credential issuance
- Graduation eligibility
- Testing referral consideration, where applicable

Tardiness & Early Departure

Students are expected to report on time and remain present for the full scheduled training period.

Two (2) tardies, early departures, or combinations thereof may be recorded as the equivalent of one (1) absence or the corresponding clock hours missed.

Repeated tardiness, early departures, or attendance disruptions may result in:

- Attendance counseling
- Disciplinary action
- Skills progression delays
- Administrative review

Absence Procedures

Students who are absent are responsible for:

- Notifying the institution as soon as possible
- Coordinating with instructional staff regarding missed training activities
- Completing required make-up training, when available and approved

Due to the structured and safety-sensitive nature of CDL training, make-up training opportunities are not guaranteed and are subject to instructor availability, scheduling capacity, and institutional approval.

Excessive absences may affect:

- Skills progression
- Program completion timelines
- Satisfactory Academic Progress (SAP) status
- Graduation eligibility

Consecutive Absence and Administrative Withdrawal

A student who is absent for seven (7) consecutive scheduled training days without an approved Leave of Absence (LOA) will be administratively withdrawn from the program. The student's last date of attendance will be used as the effective date of withdrawal for applicable institutional records and refund determinations.

SRTDI may contact and counsel students regarding attendance concerns before the seven-day threshold. Such intervention does not waive the institution's attendance requirements or the student's responsibility to maintain satisfactory attendance.

Leave of Absence (LOA)

SRTDI may approve a Leave of Absence (LOA) for qualifying circumstances consistent with institutional policy.

LOA requirements include:

- Written student request
- Institutional approval
- Documentation, when applicable
- Advance submission whenever reasonably possible

Approved Leave of Absence periods may not exceed a cumulative total of 180 days within a 12-month period.

All LOA approvals, supporting documentation, and return dates are maintained within the student's official institutional file.

Failure to Return from Leave of Absence

Students who fail to return from an approved Leave of Absence on the scheduled return date may be administratively withdrawn from the institution as of the student's last date of attendance.

Refund determinations, if applicable, are administered in accordance with the institution's published cancellation and refund policy.

Re-Entry After Withdrawal or Leave of Absence (LOA)

Students who withdraw, are administratively withdrawn, or fail to return from an approved Leave of Absence (LOA) may request re-entry into the program.

Re-entry is not guaranteed and is subject to:

- Program capacity
- Instructor availability
- Regulatory and compliance eligibility
- Review of prior attendance, academic progress, financial standing, and conduct history.

Students approved for re-entry may be required to:

- Satisfy any outstanding financial obligations.
- Complete required retraining or clock hours necessary to meet current curriculum and safety standards.

- Sign a new or updated Enrollment Agreement

All re-entry determinations are made in accordance with institutional policy and documented in the student's official file. Re-entry fees, if applicable, will be disclosed in advance and reflected on the student ledger.

Transfer of Credit and Prior Training Policy

S & R Truck Driving Institute does not accept transfer credit, clock hours, or prior training from other institutions toward completion of its 160-clock-hour or 360-clock-hour programs.

Students must complete 100% of the required instructional clock hours and satisfy all applicable academic, attendance, skills, safety, and program completion requirements at S & R Truck Driving Institute to receive the applicable institutional credential.

Prior education, training, work experience, or possession of a commercial driving credential does not reduce the required clock hours of an enrolled SRTDI program.

SRTDI does not guarantee that coursework, clock hours, certificates, or diplomas completed at SRTDI will be accepted for transfer by another institution. Acceptance of transfer credit is determined solely by the receiving institution.

Cancellation & Refund Policy

S & R Truck Driving Institute (SRTDI) maintains cancellation, withdrawal, and refund procedures consistent with applicable institutional policies and Texas Workforce Commission (TWC) Career Schools & Colleges requirements.

Refund calculations are based upon the student's official date of cancellation, withdrawal, termination, or last date of attendance, as applicable.

Right to Cancel

An applicant or student who cancels the Enrollment Agreement within three (3) business days of signing the agreement is entitled to a full refund of all monies paid.

The three-day cancellation period excludes weekends and holidays.

Rejection by Institution

Applicants who are denied admission or determined ineligible for enrollment by the institution will receive a full refund of all monies paid.

Cancellation Before the First Scheduled Class

Students who cancel enrollment after the three-business-day cancellation period, but prior to the first scheduled class session, are entitled to a refund of all monies paid less the \$200 non-refundable Enrollment & Registration Fee.

Program Cancellation by Institution

If S & R Truck Driving Institute cancels a program or class before instruction begins and the student is unable to begin training as scheduled, the student will receive a full refund of all monies paid for the cancelled program or class.

If the institution cancels a program after instruction has begun, SRTDI will determine the appropriate resolution in accordance with applicable regulatory requirements, which may include arranging for completion of the training when reasonably available or issuing any refund due for the uncompleted portion of the program.

No-Show / Student Never Starts Training

A student who enrolls but does not attend the first scheduled class session and does not begin training will be considered a no-show/never-start student. The student's enrollment will be cancelled, and any refund due will be calculated in accordance with the institution's published cancellation and refund policy and applicable regulatory requirements. The \$200 Enrollment & Registration Fee may be retained only to the extent permitted under the institution's published policy and applicable requirements.

Withdrawal After Classes Begin

Students who withdraw are terminated or otherwise discontinue training after instruction has begun may be entitled to a pro rata refund of tuition based upon the percentage of the program completed.

Refund determinations are calculated as follows:

- Students completing 50% or less of the program are entitled to a pro rata refund for the unearned portion of tuition.
- Students completing more than 50% of the program are not entitled to a tuition refund.

Refund calculations may include deductions for:

- non-refundable registration fees
- Books, supplies, training materials, or equipment issued to the student
- Other allowable charges consistent with institutional policy and applicable regulations

Official Withdrawal Procedures

Students seeking withdrawal from the institution are expected to submit a signed Request for Withdrawal form to the appropriate institutional office.

The official withdrawal date may be determined by:

- Date of written notification
- Last date of attendance
- Administrative determination of withdrawal
- Failure to return from Leave of Absence (LOA)

Students seeking re-enrollment after withdrawal may be subject to re-entry requirements, updated enrollment documentation, and applicable administrative or instructional fees.

Leave of Absence (LOA)

Approved Leave of Absence periods may not exceed a cumulative total of 180 days within a 12-month period.

Students who fail to return from an approved Leave of Absence on the scheduled return date may be administratively withdrawn from the institution.

Refund calculations, when applicable, will be based upon the student's last date of attendance.

Refund Processing Timeline

All refunds due to students, sponsors, or funding sources will be processed within thirty (30) calendar days of:

- Official cancellation
- Withdrawal
- Administrative termination
- Institutional determination of withdrawal

Method of Refund

Refunds are issued:

- In the original form of payment when possible, or
- By institutional check or approved financial processing method

No unauthorized administrative charges or additional fees will be deducted from approved refund amounts.

Student Grievance & Complaint Procedures

S & R Truck Driving Institute is committed to maintaining a fair, professional, and transparent learning environment.

Students are encouraged to first attempt at resolution of concerns directly with the instructor or appropriate institutional representative whenever possible.

If concerns remain unresolved, students may submit a written complaint to the Director or designated institutional representative.

Complaints should include:

- Student name and contact information
- Description of the concern
- Relevant supporting documentation, when applicable

The institution will review complaints in accordance with published grievance procedures and institutional policy.

External Complaint Information

If a complaint is not resolved through institutional procedures, students may contact:

Texas Workforce Commission (TWC)

Career Schools & Colleges

101 East 15th Street

Austin, Texas 78778-0001

Phone: (512) 936-3100

Website: [Texas Workforce Commission](http://www.twc.texas.gov)

Counseling & Student Support Services

S & R Truck Driving Institute (SRTDI) provides student support services designed to assist students with academic progression, workforce readiness, and successful program participation.

Student support services may include:

- Academic guidance and instructional support
- Attendance and progress counseling
- Workforce readiness coaching
- Professional conduct guidance
- Career preparation assistance
- Referral support services, when appropriate

Support services are provided through instructional staff, administration, and institutional leadership.

Referral Services

SRTDI may provide referrals to external community resources and agencies when appropriate, including:

- Mental health resources
- Financial assistance resources

- Workforce and employment resources
- Community and social service organizations

SRTDI does not provide medical, legal, psychological, or licensed counseling services directly through the institution unless otherwise stated.

Career Services

SRTDI provides limited career services support intended to assist students with workforce entry preparation.

Career services may include:

- Resume assistance
- Interview preparation
- Professional communication guidance
- Workforce readiness support
- Employer referral information, when available

Job placement assistance is provided as a supportive service only and does not guarantee employment, placement, hiring, or wage outcomes.

Job Placement Disclaimer

S & R Truck Driving Institute provides workforce readiness support and limited job placement assistance as a student service.

The institution does not guarantee:

- Employment
- Job placement
- Hiring by motor carriers
- Wage levels
- Employment availability

Employment opportunities are dependent upon:

- Student qualifications
- CDL eligibility
- Employer hiring standards
- Market conditions
- Regulatory requirements
- Individual performance and conduct

Institutional Compliance Statement

S & R Truck Driving Institute (SRTDI) employs qualified instructional personnel with relevant industry experience, operational competencies, and workforce training knowledge consistent with institutional and regulatory requirements.

The institution maintains policies and procedures designed to support compliance with applicable:

- Federal laws
- State laws
- Workforce training standards
- Nondiscrimination requirements
- Institutional governance policies

SRTDI does not discriminate in educational programs, training activities, admissions practices, or institutional operations in accordance with applicable laws and institutional policy.

Military Service Protection Statement

Institutional withdrawal, attendance, cancellation, and refund provisions related to military activation apply only to students who are unexpectedly called into active military service during an enrollment period.

These provisions do not apply to:

- Individuals who voluntarily enlist in military service
- Active-duty service members already serving under existing military orders

Military-related accommodations or administrative determinations are reviewed on an individual basis consistent with applicable laws and institutional policy.

Admission Requirements

Applicants seeking admission to S & R Truck Driving Institute (SRTDI) must satisfy the admission requirements applicable to the selected program.

Applicants must:

- Be at least 18 years of age at the time of enrollment.
- Possess a high school diploma, recognized equivalent such as a GED, or other acceptable documentation of high school completion.
- Provide a valid government-issued photo identification or driver license, as applicable.
- Meet applicable federal and state eligibility requirements associated with Commercial Driver License (CDL) training.
- Possess or obtain the appropriate Commercial Learner's Permit (CLP) as required before participating in applicable behind-the-wheel portions of training.
- Meet applicable medical qualification requirements for commercial motor vehicle operation when required.
- Provide enrollment and eligibility documentation requested by the institution.
- Be able to participate safely and effectively in the instructional activities required by the selected program, with reasonable accommodations when applicable.

Additional Program Admission Requirements

The admission and program eligibility requirements stated above apply to both the 160-Clock-Hour CDL Workforce Entry Certificate Program and the 360-Clock-Hour Professional Commercial Driver Workforce Development Diploma Program. Applicants must satisfy applicable CDL medical qualification requirements and obtain the appropriate Commercial Learner's Permit (CLP) as required for participation in applicable behind-the-wheel training. Any additional medical, drug and alcohol testing, background, licensing, or other eligibility requirements will apply only when required by applicable law, regulation, funding source, employer, or program-specific requirement.

Educational Requirement

Applicants must provide documentation of high school graduation or a recognized equivalent, such as a GED, as part of the admissions process. Documentation must be acceptable to SRTDI and maintained as required within the student's enrollment record.

Entrance Examination

SRTDI does not currently require a separate institutional entrance examination for admission. Therefore, no institutional entrance-examination cutoff score applies.

Admission to SRTDI does not guarantee eligibility to obtain a Commercial Driver License, pass required state or federal examinations, obtain endorsements, secure employment, or satisfy requirements imposed by employers, government agencies, or third-party funding sources.

Admission Process

Applicants seeking enrollment at S & R Truck Driving Institute must complete the institution's admission and enrollment process prior to beginning training.

The admission process includes:

1. Complete the SRTDI enrollment application and provide requested enrollment information.
2. Provide required identification and documentation applicable to the selected CDL training program.
3. Meet the institution's published admission and program eligibility requirements.
4. Complete a review of program requirements, tuition and fees, attendance expectations, safety requirements, and applicable CDL training requirements.
5. Select the applicable program and training track.
6. Complete and sign the Enrollment Agreement and other required enrollment documents.
7. Complete required financial arrangements or provide documentation of an approved sponsoring or funding source, when applicable.

8. Receive confirmation of enrollment and the applicable program start date.
9. Complete student orientation and required orientation documentation.

Admission and enrollment are subject to satisfaction of applicable program requirements, program capacity, instructor and equipment availability, and institutional scheduling.

S & R Truck Driving Institute reserves the right to deny admission when an applicant does not meet applicable institutional, program, safety, or regulatory eligibility requirements.

Enrollment Policy

S & R Truck Driving Institute operates on a structured open enrollment basis.

Eligible applicants may enroll throughout the calendar year subject to:

- Program capacity
- Admissions requirements
- Instructor availability
- Equipment availability
- Institutional scheduling

Students are admitted into organized instructional cohorts to support:

- Structured instructional sequencing
- Consistent training progression
- Instructor-to-student supervision standards
- Clock-hour compliance
- Effective curriculum delivery

New cohorts generally begin monthly according to the institution's published academic start-date calendar.

Program Schedule & Calendar Adjustments

Program schedules, instructional sequencing, start dates, training activities, and operational schedules may be adjusted by the institution, when necessary, due to:

- Safety considerations
- Weather conditions
- Equipment availability
- Instructor availability
- Regulatory updates
- Operational requirements
- Emergency situations

All required instructional clock hours, and approved curriculum requirements, will continue to be completed in accordance with institutional and regulatory standards.

Holidays & Scheduled Institutional Closures

S & R Truck Driving Institute (SRTDI) observes scheduled institutional closures, holidays, and academic breaks throughout the calendar year.

Instructional activities, administrative operations, and training schedules may be suspended during official institutional closure periods.

The institution will generally observe the following holidays and scheduled breaks for 2026:

- New Year's Day — January 1, 2026
- Martin Luther King Jr. Day — January 19, 2026
- Presidents' Day — February 16, 2026
- Spring Break — March 23–27, 2026
- Memorial Day — May 25, 2026
- Juneteenth — June 19, 2026
- Independence Day (Observed) — July 3, 2026
(July 4, 2026 falls on a Saturday)
- Labor Day — September 7, 2026
- Summer Break — September 7–11, 2026
- Columbus Day — October 12, 2026
- Veterans Day — November 11, 2026
- Thanksgiving Break — November 26–27, 2026
- Winter Break — December 21, 2026 through January 5, 2027

Institutional closure dates are subject to adjustment based on:

- Operational needs
- Weather conditions
- Regulatory requirements
- Safety considerations
- Institutional scheduling needs

Students will be notified in advance of schedule adjustments whenever reasonably possible.

Academic Calendar & Enrollment Start Dates – 2026

S & R Truck Driving Institute admits students into structured instructional cohorts throughout the calendar year.

New cohorts are generally scheduled to begin on the second Monday of each month as follows:

Month	Start Date
January	January 12, 2026
February	February 9, 2026
March	March 9, 2026
April	April 13, 2026
May	May 11, 2026

Month	Start Date
June	June 8, 2026
July	July 13, 2026
August	August 10, 2026
September	September 14, 2026
October	October 12, 2026
November	November 9, 2026
December	December 14, 2026

Standard Program Completion Periods

Program completion dates are determined by the student's program and enrollment schedule.

Full-Time Enrollment: Students enrolled on a full-time schedule are expected to complete their program within the standard published full-time program length, calculated from the student's scheduled cohort start date.

Part-Time Enrollment: Students enrolled on a part-time schedule are expected to complete their program within the standard published part-time program length, calculated from the student's scheduled cohort start date.

The anticipated completion date for each student is established at enrollment based on the student's program, enrollment status, and scheduled cohort start date. Actual completion dates may be adjusted due to approved make-up training, approved leave of absence, holidays or institutional closures, weather or safety conditions, or other approved schedule adjustments.

Regardless of full-time or part-time enrollment, students must complete all required instructional clock hours and applicable program requirements before graduation and credential issuance.

Enrollment dates, training schedules, and instructional sequencing may be adjusted due to:

- Holidays and institutional closures
- Weather or safety conditions
- Equipment availability
- Regulatory updates
- Instructor availability
- Operational requirements

Students will be notified of schedule modifications or cohort changes in advance whenever reasonably possible.

Program Curriculum Outline

160 Clock Hour Certificate Program

Module 1 – Orientation & CDL Fundamentals

- Program Orientation
- CDL Licensing Process
- FMCSA ELDT Requirements
- Safety Expectations
- Professional Conduct Standards
- Introduction to Commercial Transportation
- Driver Responsibilities

Module 2 – Vehicle Systems & Pre-Trip Inspection

Instruction includes training utilizing institutional pre-trip inspection forms and evaluation procedures aligned with CDL testing standards.

Students are trained in:

- Engine Compartment Inspection
- Steering Components
- Suspension System
- Brake System Components
- Coupling Devices
- Lights & Reflectors
- Tires, Wheels & Rims
- In-Cab Inspection
- Air Brake Checks
- Emergency Equipment
- Trailer Inspection Procedures

Students must demonstrate the ability to properly identify, inspect, and explain vehicle components and safety defects.

Module 3 – Basic Vehicle Control & Maneuvers

Instruction includes hands-on maneuver training utilizing institutional maneuver score sheets and skills evaluation forms.

Students are trained in:

- Straight-Line Backing
- Offset Backing
- Alley Dock / Parallel Parking
- Safe Mirror Usage
- Pull-Ups & Corrections
- Boundary Awareness
- Space Management

- Speed Control
- Backing Safety Procedures

Students are evaluated on control, safety, observation, positioning, and completion accuracy.

Module 4 – Defensive Driving & Road Operations

Instruction includes supervised road driving utilizing institutional road evaluation forms aligned with CDL testing expectations.

Students are trained in:

- Left & Right Turns
- Lane Control
- Railroad Crossings
- Intersections
- Speed & Space Management
- Traffic Awareness
- Hazard Recognition
- Highway Driving
- Urban Driving
- Defensive Driving Practices
- Safe Following Distance
- Mirror Scanning Procedures

Students must demonstrate safe and professional operation of the commercial motor vehicle under instructor supervision.

Module 5 – CDL Skills Test Preparation

Students participate in:

- Mock Pre-Trip Evaluations
- Mock Maneuver Evaluations
- Mock Road Evaluations
- Skills Reinforcement
- Instructor's Feedback Sessions
- Final Readiness Assessments
- Test Preparation Procedures

Instruction focuses on preparing students for successful completion of the CDL skills examination process.

Module 6 – Workforce Readiness & Completion

Students receive instruction related to:

- Professional Communication
- Driver Expectations
- Transportation Industry Conduct
- Job Readiness Preparation
- Employer Expectations
- Safety Accountability
- Workforce Professionalism

Final completion review and graduation preparation are conducted prior to credential issuance.

Completion Requirements

Students must:

- Complete all required clock hours
- Successfully complete pre-trip inspection evaluations
- Successfully complete maneuver evaluations
- Successfully complete road driving evaluations
- Maintain satisfactory academic progress (SAP)
- Meet institutional attendance requirements
- Follow all institutional safety and conduct policies
- Demonstrate readiness for CDL skills testing

Credential Issued Upon Completion

Students who successfully complete all institutional and program requirements will be awarded a:

Certificate of Completion

CDL Workforce Entry Certificate Program

Issued by:

S & R Truck Driving Institute

Program Curriculum Outline

Professional Diploma in Commercial Transportation Operations

Professional Commercial Driver Workforce Development Diploma Program

(360 - Module Structured Training Program)

This program is designed to provide students with the knowledge, skills, and competencies necessary to enter the commercial transportation industry. Training includes classroom instruction, range training, and behind-the-wheel (BTW) driving in accordance with **Federal Motor Carrier Safety Administration Entry-Level Driver Training (ELDT) requirements.**

Programs Modules

Module 1: Orientation & Introduction to Trucking

- Program orientation and expectations.
- Overview of the trucking industry
- Roles and responsibilities of commercial drivers
- Introduction to commercial vehicle systems

Module 2: Vehicle Safety & DOT Compliance

- Vehicle safety protocols
- Federal Motor Carrier Safety Regulations (FMCSR)
- Hours of Service (HOS)
- Driver responsibilities and compliance standards

Module 3: Pre-Trip Inspection Training

- Pre-trip inspection procedures
- Identification of vehicle components
- Hands-on inspection practice
- Safety defect recognition

Module 4: Basic Driving Skills

- Vehicle control systems
- Basic maneuvering techniques
- Backing and turning
- Range training (practical application)

Module 5: Defensive Driving & Maneuvering

- Defensive driving principles
- Hazard recognition
- Space management
- Safe driving practices in various environments

Module 6: Cargo Handling & Securement

- Cargo safety regulations
- Load securement techniques.
- Weight distribution
- Safety considerations

Module 7: On-Road Training & Highway Driving

- City driving
- Highway driving
- Traffic navigation
- Real-world driving conditions

Module 8: Advanced Driving Techniques

- Driving in adverse weather conditions
- Night driving
- Emergency maneuvers
- Complex driving scenarios

Module 9: Legal, Regulatory & Operational Procedures

- Licensing requirements
- Logbooks and Electronic Logging Devices (ELDs)
- Vehicle inspections and maintenance reporting
- Emergency procedures and breakdown protocols
- Basic first aid awareness

Module 10: Final Skills Assessment & Career Preparation

- CDL test preparation
- Final driving evaluation
- Knowledge assessment
- Resume development and interview preparation
- Job placement assistance
- Graduation and program completion

Final completion review and graduation preparation are conducted prior to credential issuance.

Completion Requirements

Students enrolled in the Professional Commercial Driver Workforce Development Diploma Program must successfully complete all required instructional, academic, attendance, safety, financial, and institutional requirements prior to graduation and credential issuance.

Students must:

- Complete all required 360 instructional clock hours
- Successfully complete classroom instruction and practical training requirements
- Demonstrate competency in pre-trip inspection procedures
- Demonstrate competency in basic vehicle control and maneuvering exercises
- Successfully complete behind-the-wheel (BTW) road training evaluations
- Successfully complete final skills assessments and knowledge evaluations
- Maintain Satisfactory Academic Progress (SAP) in accordance with institutional policy

- Meet institutional attendance requirements and maximum timeframe standards
- Demonstrate safe operation of commercial motor vehicles under instructor supervision
- Comply with all institutional safety, conduct, and professional standards
- Satisfy all financial obligations owed to the institution
- Demonstrate readiness for entry-level workforce placement and CDL skills testing

Program completion is based on successful completion of required clock hours, demonstrated skill competency, safety performance, and institutional standards. Completion of the program does not guarantee issuance of a Commercial Driver License (CDL) or employment. CDL licensure is subject to meeting all eligibility and testing requirements established by the Texas Department of Public Safety (DPS) and applicable regulatory agencies.

Credential Issued Upon Completion

Students who successfully complete all institutional and programming requirements for the Professional Commercial Driver Workforce Development Diploma Program will be awarded a:

Professional Diploma in Commercial Transportation Operations

Issued by:
S & R Truck Driving Institute

The Professional Diploma in Commercial Transportation Operations signifies successful completion of a structured workforce development training program that includes classroom instruction, range training, pre-trip inspection training, defensive driving principles, operational procedures, and supervised behind-the-wheel commercial vehicle instruction aligned with Federal Motor Carrier Safety Administration (FMCSA) Entry-Level Driver Training (ELDT) requirements and institutional training standards.

The diploma is institutionally issued and reflects completion of vocational workforce training requirements established by S & R Truck Driving Institute.

Phase I – Orientation, ELDT Theory & Industry Fundamentals

This phase introduces students to:

- Program expectations and institutional policies
- Introduction to the trucking and transportation industry
- ELDT theory instruction
- FMCSA and DOT compliance requirements
- Driver responsibilities and professionalism
- Safety awareness and operational expectations

Related Modules:

- Module 1: Orientation & Introduction to Trucking

- Module 2: Vehicle Safety & DOT Compliance

Phase II – Vehicle Inspection & Safety Procedures

This phase focuses on:

- Vehicle systems identification
- Pre-trip inspection procedures
- Safety defect recognition
- In-cab inspection procedures
- Air brake systems inspection
- Hands-on inspection practice and evaluation

Students are trained utilizing institutional pre-trip inspection forms and evaluation procedures aligned with CDL testing standards.

Related Modules:

- Module 3: Pre-Trip Inspection Training

Phase III – Basic Vehicle Control & Range Maneuvers

This phase develops:

- Vehicle control techniques
- Backing and maneuvering procedures
- Turning techniques
- Range safety procedures
- Precision movement and positioning
- Controlled maneuver execution

Students participate in supervised range exercises utilizing institutional maneuver score sheets and skills evaluation forms.

Related Modules:

- Module 4: Basic Driving Skills
- Module 5: Defensive Driving & Maneuvering

Phase IV – Cargo Operations & Operational Safety

This phase focuses on:

- Cargo securement principles
- Weight distribution awareness
- Cargo safety regulations

- Operational safety standards
- Vehicle stability considerations
- Safe transportation practices

Related Modules:

- Module 6: Cargo Handling & Securement

Phase V – Behind-the-Wheel Road Training

This phase provides supervised commercial driving instruction in real-world driving environments, including:

- City driving
- Highway driving
- Traffic navigation
- Lane management
- Intersections and turns
- Defensive driving application
- Hazard awareness
- Safe operating procedures

Students are evaluated utilizing institutional road evaluation forms aligned with CDL testing standards.

Related Modules:

- Module 7: On-Road Training & Highway Driving

Phase VI – Advanced Driving & Emergency Operations

This phase expands driver competency through:

- Adverse weather operation
- Night driving awareness
- Emergency maneuver procedures
- Advanced hazard recognition
- Complex driving scenarios
- Defensive response strategies

Related Modules:

- Module 8: Advanced Driving Techniques

Phase VII – Regulatory Compliance & Operational Procedures

This phase reinforces:

- Licensing and compliance requirements
- Hours of Service (HOS)
- Logbooks and Electronic Logging Devices (ELDs)
- Vehicle maintenance reporting
- Emergency procedures
- Breakdown procedures
- Basic first aid awareness
- Professional operational standards

Related Modules:

- Module 9: Legal, Regulatory & Operational Procedures

Phase VIII – Final Evaluation, Workforce Readiness & Program Completion

This final phase includes:

- CDL skills test preparation
- Final driving evaluations
- Knowledge assessments
- Resume preparation
- Interview preparation
- Employment readiness
- Job placement assistance
- Graduation preparation and completion review

Students must demonstrate readiness for workforce entry and CDL testing eligibility prior to program completion.

Related Modules:

- Module 10: Final Skills Assessment & Career Preparation

Instructional Methods

Training is delivered through:

- Classroom instruction
- Hands-on range training
- Behind-the-wheel (BTW) driving
- Instructor-led demonstrations
- Supervised practical exercises.

Daily Training Structure

Training is delivered in structured sessions, which may include:

- Morning Session: Classroom Instruction
- Afternoon Session: Practical Training (Range/BTW)
- Evening Session: Study, Review, and Skill Reinforcement

Schedules may vary based on full-time or part-time enrollment.

Evaluation Methods

Student performance is evaluated through:

- Written assessments
- Skills evaluations
- Instructor observations
- Pre-trip inspection evaluations
- Final driving assessment

Students must demonstrate competency in all required areas to successfully complete the program.

Office Business Hours

Monday-Thursday: 9:00 a.m. -5:00 p.m.

Friday: 9:00 a.m. -2:00 p.m.

Saturday: Closed

Sunday: Closed

Institutional Effectiveness Compliance

S & R Truck Driving Institute maintains an ongoing Institutional Effectiveness process designed to monitor student achievement, program quality, and institutional performance.

The institution systematically tracks and reviews measurable data including:

- Enrollment trends
- Student attendance
- Academic progress and skill development
- Completion rates
- CDL testing outcomes
- Student satisfaction surveys

Institutional effectiveness data is periodically reviewed by institutional leadership and used to identify areas for improvement, support decision-making, and promote continuous improvement in student services, instructional quality, and institutional operations.

Copyright & Intellectual Property

S & R Truck Driving Institute (SRTDI) respects applicable copyright and intellectual property laws.

Students may not unlawfully reproduce, distribute, share, copy, download, upload, transmit, or otherwise misuse copyrighted instructional materials, digital content, textbooks, software, videos, or institutional training resources without authorization.

Unauthorized use or distribution of copyrighted materials may result in institutional disciplinary action and may also expose an individual to civil and/or criminal liability under applicable federal copyright laws, including monetary damages, legal costs, fines, or other penalties as provided by law.

Students are responsible for using copyrighted and proprietary materials only as authorized. Questions regarding permitted use of instructional materials should be directed to institutional administration.

Student Rights & Conduct

S & R Truck Driving Institute is committed to providing a safe, respectful, and professional learning environment for all students. Every student has the right to:

- Learn in an environment free from threats, harassment, bullying, or discrimination.
- Be treated with dignity, courtesy, and fairness by staff and fellow students.
- Raise concerns or complaints through the published Student Complaint Procedure without fear of retaliation.

With these rights come responsibilities. All students are expected to:

- Communicate respectfully and professionally with staff, instructors, and peers.
- Follow instructor directions and all published safety and conduct policies.
- Minimize personal conversation during class and training so as not to disrupt learning.
- Refrain from cell phone use during classroom, yard, and behind-the-wheel training, except as specifically permitted for instructional purposes.
- Maintain a clean and orderly environment, including classrooms, common areas, and training vehicles.
- **Respect the property of the institution and others** and use equipment only as authorized.

Failure to follow conduct expectations may result in disciplinary action consistent with institutional policy, up to and including suspension or dismissal.

Non-Discrimination Policy

S & R Truck Driving Institute (SRTDI) does not discriminate on the basis of:

- Race
- Color
- National origin
- Sex
- Age
- Disability
- Religion
- Veteran status
- Genetic information
- Or any other protected classification under applicable federal or state law

This policy applies to:

- Admissions
- Enrollment
- Training
- Testing eligibility
- Financial practices
- Student services
- Employment practices (where applicable)
- All institutional programs and activities

Federal Compliance

SRTDI complies with:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- The Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act
- Applicable Texas state laws

Compliance Oversight

S & R Truck Driving Institute designates institutional leadership to oversee compliance with applicable nondiscrimination, accessibility, and student rights requirements consistent with federal and state laws.

The Director or designated institutional representative is responsible for:

- Reviewing complaints and reports
- Coordinating reasonable accommodation requests
- Monitoring institutional compliance practices
- Maintaining related compliance documentation
- Ensuring equal opportunity and nondiscrimination in institutional operations

Students may report concerns regarding discrimination, harassment, accessibility, or retaliation through the institution's published grievance and complaint procedures.

Institutional Compliance & Future Readiness Statement

S & R Truck Driving Institute (SRTDI) maintains institutional policies, procedures, and operational standards designed to support regulatory compliance, workforce training integrity, student protection, and continuous institutional improvement.

Although SRTDI is not currently a federally funded Title IV institution, the school voluntarily implements policies and administrative practices aligned with recognized educational compliance standards in preparation for future institutional growth, accreditation readiness, workforce partnership development, veteran-serving opportunities, and potential federal financial aid participation.

These institutional compliance practices support:

- Accreditation readiness and institutional effectiveness
- Workforce development and training quality
- Student rights and accessibility protections
- Veterans and workforce partnership opportunities
- Administrative accountability and recordkeeping standards
- Future federal compliance preparedness, where applicable

SRTDI continuously reviews and updates institutional policies to maintain alignment with applicable federal and state laws, workforce training standards, safety regulations, and accrediting expectations consistent with the institution's mission and long-term educational objectives.

Equal Opportunity in Admissions

Admission decisions are based solely upon:

- Eligibility requirements
- Program readiness
- Compliance with CDL safety and regulatory requirements
- Academic preparedness
- Professional conduct standards

S & R Truck Driving Institute does not deny admission on the basis of race, color, national origin, sex, age, disability, religion, veteran status, or any other protected classification under applicable federal or state law.

Reasonable Accommodations

S & R Truck Driving Institute (SRTDI) provides reasonable accommodations to qualified individuals with documented disabilities in accordance with:

- The Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act
- Applicable federal and state requirements

Students requesting accommodation must:

- Submit accommodation requests in writing
- Provide supporting documentation from a qualified licensed professional
- Participate in an interactive review process with institutional administration

Approved accommodation must not:

- Compromise essential safety requirements
- Violate Federal Motor Carrier Safety Administration (FMCSA) regulations
- Prevent achievement of required program learning outcomes or competencies

Accommodation determinations are made on an individualized basis consistent with institutional safety standards and regulatory requirements.

Harassment, Discrimination & Retaliation Prohibited

SRTDI strictly prohibits:

- Harassment
- Discriminatory conduct
- Retaliation against individuals who report concerns or file complaints in good faith

This prohibition applies to:

- Students
- Staff
- Contractors
- Visitors
- Institutional activities and training environments

Any student who believes they have experienced discrimination, harassment, or retaliation may file a complaint through the institution's published Student Complaint Procedure.

Retaliation against individuals participating in a complaint, investigation, or compliance review process is strictly prohibited and may result in disciplinary action.

Compliance Oversight

The Director or designated institutional representative is responsible for:

- Implementation and oversight of nondiscrimination policies
- Review and investigation of discrimination or harassment complaints
- Coordination of accommodation requests
- Monitoring institutional compliance practices
- Maintaining related compliance documentation
- Ensuring corrective action when necessary

Complaints not resolved internally may also be filed with appropriate state or federal agencies consistent with applicable laws and regulations.

National Domestic Violence Hotline

The National Domestic Violence Hotline (NDVH) is a 24-hour confidential service for survivors, victims, and those affected by domestic violence, intimate partner violence, and relationship abuse.

- Phone: 1-800-799-SAFE (7233)
- Online: www.thehotline.org
- Live chat is also available on the website.

All calls are free and confidential. The NDVH was created through the Violence Against Women Act in the United States and provides a variety of resources, including:

- Support for domestic violence, financial abuse, and LGBTQ relationship abuse
- Information on policy updates and advocacy
- Guidance on what to expect when calling the hotline.
- Help for life after abuse and recovery resources.

The NDVH also launched Love is Respect, a resource dedicated to empowering youth to prevent and end dating abuse while promoting healthy relationships.

Human Trafficking & Street Racing Awareness

The transportation industry plays a critical role in identifying and preventing human trafficking. This section is designed to educate students on the realities of human trafficking and raise awareness of the signs to look for while on the road.

Objectives

By reviewing the state-provided training module at the link below, students will gain an understanding of:

- What human trafficking actually is
- How it impacts individuals and communities
- The role of transportation professionals in identifying and reporting suspected trafficking.

Texas Human Trafficking Awareness Training

Types of Human Trafficking

- Labor Trafficking: Exploitation through forced labor or services
- Sex Trafficking: Exploitation through commercial sex acts
- Combined Trafficking: A crossover involving both labor and sex exploitation.

Street Racing Awareness

Street racing is illegal and dangerous. Under Texas Transportation Code, Section 545.420 - Racing on Highway, engaging in street racing can result in fines, arrest, loss of driving privileges, and increased penalties for repeat offenses.

More information:

Texas Street Racing Laws

<https://texascarlaws.com>

Mental Health & Community Resources

Texas Health and Human Services (HHS): [hhs.texas.gov/services/mental-health substance use](https://hhs.texas.gov/services/mental-health-substance-use)

- Provides mental health and substance use services for families and individuals of all ages.
- 2-1-1 Texas: www.211texas.org
- Connect callers with local services and resources.

Substance Abuse and Mental Health Services Administration (SAMHSA):

www.samhsa.gov

General information on mental health and treatment services.

- Helpline: 1-800-662-HELP (4357)
- Online Behavioral Health Treatment Locator

National Alliance on Mental Illness (NAMI): www.nami.org/home

Offers advocacy, education, support, and awareness for individuals and families affected by mental illness.

Mental Health America (MHA): www.mhanational.org

A community-based nonprofit dedicated to addressing the needs of individuals with mental illness and promoting overall mental health.

Student Support Services

- SAMHSA Helpline- 1-800-662-HELP
- National Domestic Violence Hotline - 1-800-799-SAFE
- NAMI - Advocacy and support for mental health needs.

Grading System and Scale

S & R Truck Driving Institute evaluates student academic performance using percentage grades and competency-based practical evaluations.

The following grading scale applies to academic coursework and written assessments:

Percentage Grade Evaluation

90–100%	A	Excellent
80–89%	B	Good
70–79%	C	Satisfactory
Below 70%	F	Unsatisfactory

Students must maintain a minimum cumulative academic average of 70% in accordance with the institution's Satisfactory Academic Progress (SAP) Policy.

Practical skills, including pre-trip inspection, range/maneuver, and behind-the-wheel performance, are evaluated based on demonstrated competency and applicable institutional evaluation criteria. Students must satisfactorily demonstrate required practical competencies to successfully complete the program.

Satisfactory Academic Progress (SAP)

S & R Truck Driving Institute (SRTDI) maintains a written Satisfactory Academic Progress (SAP) Policy designed to support student success, institutional effectiveness, workforce readiness, and compliance with applicable institutional and state regulatory requirements.

Units of Measurement

SRTDI operates as a clock-hour vocational institution. Student progress is measured and recorded using:

- Clock hours (quantitative progress)
- Percentage grades (qualitative progress)

Clock hours are recorded daily and summarized weekly. Program completion is based on successful completion of required clock hours, demonstrated skill competency, attendance requirements, and academic performance standards.

Qualitative Standard (Academic Performance)

Students must maintain:

- Minimum cumulative academic average of 70%
- Successful completion of written examinations
- Satisfactory performance on:
 - Pre-trip inspection evaluations
 - Skills evaluations
 - Maneuver evaluations
 - Road performance assessments
 - Knowledge-based coursework and practical evaluations

Certain evaluations or program outcomes may require higher performance standards as published elsewhere in the catalog.

Quantitative Standard (Attendance & Clock Hour Completion)

Students must:

- Successfully complete at least 67% of attempted clock hours
- Maintain satisfactory attendance progression
- Complete the program within 150% of the published program length

Examples:

- 160 Clock Hour Certificate Program → maximum timeframe of 240 attempted clock hours
- 360 Clock Hour Diploma Program → maximum timeframe of 540 attempted clock hours

Evaluation Points

Effect of Academic Statuses on Satisfactory Academic Progress

For purposes of determining Satisfactory Academic Progress (SAP), SRTDI applies the following provisions:

Incomplete Training or Evaluations

SRTDI does not award completed clock hours or successful academic credit for instructional requirements that remain incomplete. Required instructional clock hours, assessments, or skills evaluations must be satisfactorily completed before they are counted as successfully completed requirements for SAP or program completion purposes.

Withdrawals

When a student withdraws or is administratively withdrawn, the student's SAP status is determined based on the academic performance, attendance, attempted clock hours, successfully completed clock hours, and other applicable SAP requirements recorded through the student's last date of attendance.

Repeated or Repeatedly Attempted Training

When a student is required to repeat instructional content, skills training, assessments, or other program requirements because satisfactory competency was not demonstrated, the additional attempted training is considered in evaluating the student's pace of progression and maximum timeframe, as applicable. Repetition does not eliminate previously documented attendance, academic performance, or attempted clock hours from the student's institutional record.

Non-Credit Remedial Coursework

SRTDI does not currently offer separate non-credit remedial coursework as part of its 160-clock-hour or 360-clock-hour programs. Therefore, non-credit remedial coursework does not currently affect SAP calculations. Additional instructional assistance or skills reinforcement provided within the student's enrolled program remains subject to applicable attendance, clock-hour, competency, and SAP requirements.

Transfer Students and Transfer Credit

SRTDI does not accept transfer credit, clock hours, coursework, experiential learning, or prior training from other institutions toward completion of its 160-clock-hour or 360-clock-hour

programs. Therefore, external transfer credit does not affect the student's SRTDI SAP calculation. Students must complete the applicable institutional program requirements at SRTDI.

Readmitted and Re-Entry Students

Student's seeking re-entry following withdrawal, administrative withdrawal, or failure to return from an approved Leave of Absence are reviewed in accordance with SRTDI's published re-entry requirements. Prior attendance, academic progress, completed and attempted clock hours, skills performance, and other applicable institutional records may be considered when determining the student's academic standing and conditions of re-entry. Any determination regarding recognition of previously completed SRTDI training must be documented in the student's institutional record. A returning student remains subject to the SAP requirements and maximum timeframe applicable to the student's approved enrollment or re-entry status.

Implementation & Monitoring Process

SAP is implemented through:

- Daily attendance logs (clock-hour tracking)
- Weekly attendance summaries
- Skills evaluation checklists
- Formal SAP progress review forms completed at each established evaluation point
- Final completion review and student record audit

The Compliance & Records Coordinator monitors student records to ensure:

- Accurate clock-hour accumulation
- Attendance compliance
- Grade recording accuracy
- Documentation completeness

The Director conducts periodic internal reviews to support consistency, accountability, and institutional compliance.

Academic Standing Categories

- Good Standing
- Academic Warning
- Probation
- Dismissal

All status changes are documented and communicated in writing.

Appeals

Students may submit a written appeal within five (5) business days of probation or dismissal.

Appeals must include:

- Explanation of circumstances
- Supporting documentation (if applicable)
- Corrective action plan for improvement

Appeals are reviewed by the Director or designated institutional administrator. Decisions are documented and maintained in the student record.

Re-Establishing Satisfactory Academic Progress

Students placed on Academic Warning or Probation may return to Good Standing by:

- Meeting the minimum 70% cumulative academic standard, and
- Successfully completing at least 67% of attempted clock hours, and
- Demonstrating satisfactory skills progression and safety performance

Progress is reviewed at the next scheduled evaluation point or upon completion of the Academic Improvement Plan.

Failure to meet required standards following probation may result in dismissal.

Documentation & Record Retention

All evaluations, warnings, probation notices, improvement plans, appeals, dismissals, and related documentation are maintained in the student's official academic file in accordance with institutional record retention policies.

The SAP policy is explained during orientation and is published in the institutional catalog and student handbook.

Student Complaint Policy and Procedure

S & R Truck Driving Institute is committed to maintaining a professional, fair, and transparent learning environment.

1. Informal Resolution

Students are encouraged to first address concerns directly with the instructor or appropriate staff member.

2. Formal Complaint

If the issue is not resolved informally:

- The complaint must be submitted in writing.
- The complaint must include the students' name, contact information, and a detailed description

of the concern.

- Complaints may be submitted to the Director or Student Services Office.

The institution will acknowledge receipt of the complaint within five (5) business days.

3. Investigation and Response

- Complaints are investigated within fifteen (15) business days.
- A written response will be issued within twenty (20) business days of receipt.

4. Appeals

- Appeals must be submitted within ten (10) business days of receiving the institutional decision.
- Appeals are reviewed by the Director or designated administrator.
- A final written decision will be issued within ten (10) business days.

5. External Complaints

If a student believes the complaint has not been resolved internally, the student may file a complaint with:

Texas Workforce Commission
Career Schools & Colleges
101 East 15th Street
Austin, Texas 78778
Phone: 512-936-3100
Website: www.twc.texas.gov

Non-Retaliation S

S & R Truck Driving Institute (SRTDI) strictly prohibits retaliation against any student or individual who files a complaint, grievance, appeal, or compliance report in good faith.

Students will not be subject to adverse academic, administrative, disciplinary, or training action as a result of exercising their rights under institutional policies or applicable laws.

Retaliation against individuals participating in investigations, complaint procedures, or compliance reviews is strictly prohibited and may result in disciplinary action.

Students are encouraged to utilize the institution's published grievance and complaint procedures prior to submission of external complaints whenever possible.

Non-Transfer Institution Policy

S & R Truck Driving Institute (SRTDI) does not accept transfer of:

- Academic credit

- Clock hours
- Coursework
- Experiential learning
- Prior training from other institutions

All students are required to complete the full clock hours, curriculum requirements, skills evaluations, and institutional standards of the enrolled program at SRTDI in order to receive the applicable institutional credential.

Applicable institutional credentials may include:

- Certificate of Completion
- Professional Diploma in Commercial Transportation Operations

SRTDI does not guarantee transferability of credits, clock hours, or credentials to any other institution, employer, licensing agency, or educational provider.

DOT Drug & Alcohol Compliance Statement

S & R Truck Driving Institute (SRTDI) provides Commercial Driver License (CDL) training in preparation for entry into a federally regulated safety-sensitive industry.

Commercial motor vehicle operators are subject to United States Department of Transportation (DOT) drug and alcohol testing regulations under:

- 49 CFR Part 40
- 49 CFR Part 382
- Federal Motor Carrier Safety Administration (FMCSA) regulations

While enrolled at SRTDI, students are expected to understand that:

- Commercial driving is a safety-sensitive occupation
- DOT-regulated drug and alcohol testing applies to drivers employed by motor carriers
- Employers are required to conduct pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up testing as mandated by federal regulations

Students are expected to conduct themselves in a safe, professional, and drug-free manner throughout all classrooms, range, maneuver, and behind-the-wheel training activities.

Institutional Standards During Training

Although S & R Truck Driving Institute (SRTDI) is not a motor carrier employer, the institution maintains strict safety and professional conduct standards consistent with the expectations of the commercial transportation industry.

SRTDI maintains a zero-tolerance policy regarding:

- Possession of illegal drugs
- Use of controlled substances without a lawful prescription
- Alcohol use during instructional or training activities

- Being under the influence of drugs or alcohol during classroom, range, maneuver, yard, or behind-the-wheel training

Any student suspected of impairment or unsafe behavior during training activities may be:

- Immediately removed from instructional activities
- Subject to administrative and safety review
- Required to provide medical documentation, when applicable
- Placed on probation, administrative hold, withdrawal, or dismissal if safety standards are violated

Safety-related violations involving impairment, unsafe conduct, or noncompliance may be documented within the student's official institutional record.

Participation in CDL training requires students to maintain safe judgment, professionalism, and compliance with institutional safety expectations at all times.

FMCSA Clearinghouse Awareness

Students are informed that employment within the commercial transportation industry may subject drivers to Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol Clearinghouse requirements.

Upon employment with a regulated motor carrier, drivers may be subject to:

- FMCSA Drug & Alcohol Clearinghouse reporting requirements
- Employer Clearinghouse queries
- Mandatory reporting of DOT drug and alcohol violations
- Federal return-to-duty and follow-up testing requirements

Students are informed that a:

- Positive DOT drug test
- Refusal to submit to testing
- Alcohol violation under DOT regulations

may:

- Prevent employment as a commercial driver
- Require completion of the Substance Abuse Professional (SAP) process
- Be recorded in the FMCSA Drug & Alcohol Clearinghouse
- Affect future employment opportunities within the transportation industry

SRTDI incorporates drug and alcohol awareness education throughout the training program to reinforce safety, professionalism, and federal compliance expectations within the commercial transportation workforce.

Medical Certification Requirement

Students participating in Commercial Driver License (CDL) training must maintain a valid Department of Transportation (DOT) Medical Examiner's Certificate (Medical Card) when required for program participation, behind-the-wheel training, or CDL testing eligibility.

Students are responsible for:

- Obtaining and maintaining current medical qualification documentation
- Providing updated documentation to the institution when required
- Immediately reporting any medical status change that may affect training participation or safe vehicle operation

Failure to maintain required medical qualification may:

- Delay participation in behind-the-wheel training
- Prevent CDL testing eligibility
- Result in temporary suspension from training activities until compliance is restored

SRTDI reserves the right to restrict participation in training activities when medical qualification standards, safety requirements, or regulatory obligations are not met.

Educational Commitment

S & R Truck Driving Institute incorporates drug and alcohol awareness education throughout orientation, classroom instruction, safety training, and workforce readiness activities to ensure students understand:

- Federal safety-sensitive responsibilities
- DOT drug and alcohol compliance expectations
- Consequences of violations under federal regulations
- FMCSA safety standards and industry expectations
- Professional conduct responsibilities within the transportation industry

Instruction is designed to reinforce safe decision-making, professionalism, accountability, and workforce readiness consistent with commercial transportation industry standards.

Compliance Acknowledgment

Enrollment in a CDL training program signifies the student's acknowledgment and understanding that:

- The commercial transportation industry operates under strict federal safety regulations
- Drug and alcohol compliance is mandatory for employment with regulated motor carriers
- Professional conduct, safety awareness, and sobriety are essential components of commercial driver readiness
- Violations of DOT drug and alcohol regulations may affect employment eligibility within the transportation industry

Students are expected to maintain professional behavior and comply with all institutional safety and conduct standards throughout enrollment and participation in training activities.

Safety & Emergency Procedures

Institutional Commitment to Safety

S & R Truck Driving Institute (SRTDI) is committed to maintaining a safe, secure, orderly, and professional learning environment consistent with:

- Federal safety regulations
- FMCSA safety standards
- Texas Workforce Commission (TWC) Career Schools & Colleges standards
- Institutional governance and operational policies

Safety procedures apply to:

- Classrooms
- Administrative offices
- Training yard operations
- Maneuver and range training
- Behind-the-wheel (BTW) instruction
- Institutional-sponsored activities and events

Compliance with institutional safety procedures and emergency directives is a condition of enrollment and continued participation in training.

Emergency Authority

In emergency situations, authorized institutional leadership (Director or designee) retains authority to:

- Suspend instructional activities
- Modify training schedules
- Remove students from instructional environments
- Temporarily close facilities or training operations
- Coordinate with emergency responders and public safety agencies
- Implement emergency safety procedures when necessary

Emergency decisions are made in the interest of:

- Student and staff safety
- Regulatory compliance
- Institutional integrity
- Operational continuity

All emergency directives issued by authorized institutional leadership are final during active emergency situations.

General Emergency Response Expectations

In the event of an emergency, students are expected to:

- Immediately follow instructor or staff directives

- Cease instructional or training activities when directed
- Remain calm, orderly, and cooperative
- Evacuate, shelter, or relocate as instructed
- Avoid re-entering facilities, vehicles, or restricted areas until authorized

Failure to comply with emergency procedures, safety directives, or evacuation instructions may result in disciplinary action consistent with institutional policy.

Fire or Building Evacuation Procedures

Upon activation of a fire alarm, evacuation order, or emergency directive, all students, staff, and visitors must:

1. Immediately stop all instructional or training activities
2. Exit through the nearest safe and accessible exit
3. Avoid use of elevators during evacuation
4. Proceed to the designated emergency assembly location
5. Remain with assigned instructors or staff for attendance verification and accountability procedures

Instructors or authorized staff will conduct attendance verification following evacuation.

Re-entry into facilities, classrooms, offices, training areas, or vehicles is prohibited until clearance is provided by emergency responders or authorized institutional leadership.

Failure to comply with evacuation procedures or emergency directives may result in disciplinary action consistent with institutional policy.

Severe Weather Procedures

In the event of severe weather conditions, including but not limited to:

- Tornado warnings
- Flooding
- Severe thunderstorms
- Hazardous roadway conditions
- Other dangerous environmental conditions

SRTDI may:

- Relocate classroom activities to designated shelter areas
- Suspend behind-the-wheel (BTW) or yard training operations
- Delay, modify, reschedule, or cancel instructional activities when safety conditions require

Instructors and institutional leadership judgment govern immediate vehicle safety decisions during adverse weather situations.

Student and public safety remain the institution's highest priority during severe weather events.

Medical Emergencies

If a medical emergency occurs during institutional activities:

- Staff or instructors must be notified immediately
- Injured individuals should not be moved unless directed for safety reasons
- Emergency medical services (EMS) will be contacted when appropriate
- Institutional incident documentation will be completed and maintained in institutional records

SRTDI does not provide medical diagnosis, treatment, or emergency medical care beyond basic emergency response procedures.

Students are responsible for informing the institution of emergency contact information and relevant medical conditions when appropriate.

Vehicle Breakdown or Roadway Emergency Procedures (BTW)

In the event of a vehicle malfunction, roadway emergency, accident, or unsafe operating condition during behind-the-wheel training:

- Hazard lights should be activated immediately when appropriate
- The vehicle should be moved to a safe location when possible
- Students must remain in the vehicle unless otherwise directed by the instructor or emergency personnel
- Instructor direction must be followed at all times
- Incident documentation and safety reporting procedures will be completed

All roadway emergencies are reviewed as part of institutional safety and risk management procedures.

Security Threat or Active Threat Emergency

In the event of a security threat, violent incident, or active threat emergency:

- Students and staff must immediately follow instructor, institutional leadership, or law enforcement directives
- Evacuation, shelter-in-place, or lockdown procedures may be implemented as necessary
- Students must not attempt intervention unless directed by emergency personnel
- Institutional leadership will coordinate directly with law enforcement and emergency responders

Safety decisions during active threat situations are made solely in the interest of protecting life, safety, and institutional security.

Incident Documentation & Reporting

All accidents, injuries, near-miss incidents, safety concerns, or unsafe conditions must be reported immediately to an instructor, supervisor, or the Director.

Incident documentation will be:

- Completed promptly
- Maintained within institutional records
- Reviewed as part of institutional safety monitoring, risk management, and compliance procedures

Incident review processes support:

- Institutional effectiveness
- Continuous safety improvement
- Regulatory compliance
- Operational accountability

Privacy & Student Records Policy

Institutional Commitment to Privacy

S & R Truck Driving Institute (SRTDI) is committed to safeguarding the privacy and confidentiality of personal information entrusted to the institution by students, staff, and visitors. Personal information is collected, used, and maintained solely for legitimate institutional, educational, administrative, and legal purposes.

SRTDI does not sell, rent, or improperly disclose personal information to third parties. Information is released only as permitted by law or with appropriate written authorization.

Student Educational Records (FERPA)

SRTDI maintains student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable state regulations.

Students have the right to:

- Inspect and review their educational records
- Request correction of inaccurate or misleading information
- Control disclosure of educational records, except where disclosure is permitted or required by law

Educational records are released only with written student consent or as otherwise permitted under FERPA and applicable regulations.

Automatically Collected Website Information

When visiting the SRTDI website, certain non-identifiable information may be collected automatically for operational and analytical purposes, including:

- Internet domain or service provider
- IP address
- Browser type and operating system
- Date and time of access
- Pages viewed and referring URLs

This information is used solely to improve website functionality and is not linked to personally identifiable student data.

Voluntarily Provided Information

Personal information is collected only when voluntarily submitted, including but not limited to:

- Applications, forms, or inquiries
- Email or telephone communication
- Enrollment, registration, or payment transactions

This information may include:

- Name and contact information
- Program enrollment details
- Payment or billing information (when applicable)

Submission of this information constitutes consent for its use in accordance with institutional purposes such as enrollment processing, student support, and regulatory compliance.

Use of Personal Information

Collected information is used for legitimate institutional purposes, including:

- Processing applications, registrations, and tuition payments
- Maintaining student records and academic documentation
- Communicating institutional notices and updates
- Providing student services and administrative support

Students may opt out of non-essential communications by contacting the institution.

Data Retention & Security

SRTDI maintains reasonable physical, electronic, and administrative safeguards to protect personal information from unauthorized access, use, or disclosure.

- Sensitive data transmitted electronically is protected using industry-standard security measures
- Credit or debit card information is processed through third-party payment providers and is not stored by the institution

- Personal and educational records are retained only as long as required to fulfill institutional, regulatory, or legal obligations

Online Payments & Third-Party Services

SRTDI utilizes secure, third-party payment processors for online tuition payments and donations. These providers are responsible for transaction security and compliance with applicable financial standards.

Policy Availability

This Privacy & Student Records Policy applies to all students, staff, and visitors. It is published in the institutional catalog and on the SRTDI website to ensure transparency and accessibility.

Contact Information

Questions regarding this policy or requests related to personal or educational records may be directed at:

S & R Truck Driving Institute
350 Glenborough Dr., Suite 100
Houston, TX 77067
Phone: (832) 328-8998
Fax: (214) 494-8379
Email: info@srtidi.org

SRTDI is committed to maintaining the accuracy, confidentiality, and security of all information entrusted to the institution.

Code of Professional & Safety Conduct

Purpose

S & R Truck Driving Institute (SRTDI) is committed to maintaining a structured, safe, and professional learning environment that reflects the standards of the commercial transportation industry.

This Code of Professional & Safety Conduct establishes mandatory expectations for student behavior in classrooms, training yards, vehicles, and all institutional activities.

Compliance with this policy is a condition of enrollment and continued participation in all SRTDI programs.

I. Professional Conduct Expectations

Students are expected to demonstrate:

- Respect toward instructors, staff, fellow students, and visitors
- Professional communication and behavior
- Compliance with instructor direction at all times
- Accountability for actions and decisions
- Integrity in all academic and training activities

Commercial driver training prepares students for safety-sensitive careers. Professional conduct is not optional it is part of the training.

II. General Safety Requirements

Students must:

- Follow all instructor directions immediately
- Maintain situational awareness at all times
- Participate in training activities in a manner that prioritizes safety
- Refrain from behavior that creates risk to themselves, others, or the public

Failure to follow safety directives may result in immediate removal from training activities.

III. Health & Substance Safety

- The possession, use, or influence of alcohol, illegal drugs, or unauthorized controlled substances during any training activity is strictly prohibited
- Students must maintain a valid DOT Medical Examiner's Certificate when applicable
- Smoking, vaping, or tobacco use is prohibited in classrooms, vehicles, and designated training areas

Violations may result in immediate suspension or dismissal.

IV. Classroom & Campus Conduct

Students must:

- Keep walkways and exits clear
- Refrain from tampering with safety equipment
- Follow emergency procedures during drills or severe weather
- Maintain order and professionalism in instructional settings

Disruptive, defiant, or disrespectful behavior will not be tolerated.

V. Training Yard & Behind-the-Wheel (BTW) Conduct

Participation in yard or BTW training requires:

- Valid driver license
- Valid CDL Learner's Permit (when required)
- Seatbelt use at all times
- Continuous instructor supervision

The following are strictly prohibited:

- Horseplay or unsafe conduct in the yard
- Operating or moving vehicles without instructor authorization
- Allowing unauthorized individuals in training vehicles
- Ignoring safety commands

Students must:

- Complete pre-trip inspections as instructed
- Immediately report vehicle concerns or safety issues

VI. Accident, Injury & Incident Reporting

- All accidents, injuries, near-miss incidents, or unsafe conditions must be reported immediately
- Written incident documentation may be required
- Students may be financially responsible for damages resulting from unauthorized or negligent conduct

VII. Prohibited Conduct

The following behaviors may result in disciplinary action up to and including dismissal:

- Aggressive, threatening, or intimidating behavior
- Refusal to follow lawful instructions
- Falsification of documents
- Safety violations
- Harassment or misconduct
- Behavior that compromises institutional integrity

VIII. Disciplinary Process

Violations of this Code may result in:

- Verbal warning
- Written warning
- Probation
- Temporary removal from training
- Suspension
- Dismissal

Immediate dismissal may occur if conduct presents a serious safety threat.

All disciplinary actions are documented in the student file.

X. Right to Immediate Removal

SRTDI reserves the right to immediately remove a student from classroom instruction, training yard activities, or behind-the-wheel training when conduct presents a threat to safety, disrupts the learning environment, violates federal or state safety regulations, or compromises institutional integrity.

Immediate removal may occur without prior warning when deemed necessary by authorized institutional leadership.

Removal from training activities does not automatically constitute dismissal; however, the incident will be reviewed in accordance with institutional disciplinary procedures, and further action may include probation, suspension, or dismissal.

All decisions regarding immediate removal are final and are made in the interest of safety and regulatory compliance.

Professional conduct is part of CDL training. Safe, professional drivers are built through structure, responsibility, and consistent standards.

Communicable Disease Policy

Policy Statement

S & R Truck Driving Institute (SRTDI) is committed to maintaining a safe, healthy, and respectful learning and working environment for students, staff, contractors, and visitors.

SRTDI follows current public health guidance issued by the Centers for Disease Control and Prevention (CDC) and applicable state and local health authorities regarding communicable diseases.

This policy applies to all communicable diseases, This policy applies to communicable illnesses and public health concerns that may affect participation in classroom, training yard, or behind-the-wheel instruction, and other illnesses that may affect participation in classroom, training yard, or behind-the-wheel instruction.

General Health & Safety Expectations

All students and staff are expected to:

- Practice appropriate hand hygiene and respiratory etiquette
- Stay home when experiencing symptoms of illness

- Seek appropriate medical attention when necessary
- Follow current CDC and applicable public health guidance regarding isolation, testing, or return-to-activity recommendations
- Respect the health and safety of others in classrooms, offices, and training environments

Public Health Guidance

Health recommendations may change based on public health conditions. SRTDI does not establish independent medical mandates but relies on current CDC and applicable authority guidance as appropriate.

For current guidance, visit:

www.cdc.gov

Institutional Authority & Limitations

- SRTDI does not provide medical diagnosis or treatment.
- Students are responsible for monitoring their own health status.
- Participation in classroom and training activities may involve inherent exposure risks.
- SRTDI cannot guarantee that exposure to communicable diseases will not occur while participating in institutional activities.

If a student appears visibly ill or poses a direct health risk to others, the institution reserves the right to temporarily restrict participation until it is safe to return, consistent with public health guidance and institutional policies.

Training Continuity

If a student is unable to attend training due to illness, attendance, make-up hours, and Leave of Absence (LOA) policies will be applied in accordance with the published catalog and institutional standards.

Students are responsible for communicating absences in accordance with institutional policy.

Permit & CDL Skills Testing Requirement

Purpose

This acknowledgment confirms that the student understands the permit deadline, attendance expectations, and CDL skills testing eligibility requirements for participation in the S & R Truck Driving Institute (SRTDI) CDL training program.

These requirements are applied consistently to all students and support instructional readiness, safety compliance, and testing eligibility.

CDL Learner's Permit Requirement

- Students must obtain a valid CDL Learner's Permit no later than the third (3rd) instructional week of the program.
- A valid permit is required before participation in behind-the-wheel (BTW) training.
- Students who do not obtain a permit within this timeframe may be placed on administrative hold until the requirement is met.
- Administrative hold may delay program progression and completion timelines.

CDL Skills Testing Eligibility

Eligibility for CDL skills testing (state or third-party examiner) is based on:

- Completion of required clock hours
- Demonstrated skill readiness
- Acceptable attendance
- Instructor authorization

Testing will not be scheduled until the student meets all instructional and financial requirements. Skills testing authorization is based upon institutional readiness standards and is not guaranteed solely by attendance or clock-hour completion.

Attendance & Testing Fee Structure

The CDL skills test scheduling support is included in tuition for students who maintain acceptable attendance.

Acceptable attendance is defined as three (3) or fewer absences during the program.

If absences exceed acceptable limits, additional testing support fees may apply due to increased instructional, rescheduling, and administrative resources required:

Additional instructional, rescheduling, administrative, or testing support fees may apply when excessive absences require extended instructional support, additional scheduling resources, or repeated testing coordination.

Applicable fees will be documented and applied consistently in accordance with institutional policy.

All fee applications are administered in accordance with institutional policy and documented in the student ledger.

Institutional Authority

SRTDI reserves the right to delay testing authorization if a student is not academically, financially, or skill-ready, regardless of attendance count.

Drug & Alcohol Prevention and Awareness Policy

Policy Statement

S & R Truck Driving Institute (SRTDI) is committed to maintaining a safe, healthy, and drug-free learning environment for students, staff, and visitors.

This policy is established in accordance with the **Drug-Free Schools and Campuses Act (DFSCA)** and applicable federal and state regulations.

The unlawful possession, use, manufacture, distribution, or sale of drugs or alcohol is prohibited within the institutional environment and during all school-related activities.

Prohibited Conduct

The following conduct is strictly prohibited:

- Possession or use of illegal drugs
- Possession or use of alcohol during training activities
- Being under the influence of drugs or alcohol on campus or during training
- Manufacture, distribution, or sale of controlled substances
- Presence of drugs or alcohol in school-owned or school-used vehicles

This prohibition applies:

- On institutional premises
- In classrooms and offices
- In training yards
- In behind-the-wheel vehicles
- During any school-sponsored activity

Health Risks

The use or abuse of drugs and alcohol may result in serious health risks, including:

- Physical dependence and addiction
- Impaired judgment and coordination
- Increased risk of injury or fatal accidents
- Long-term organ damage
- Cognitive impairment
- Legal consequences

Students in commercial driver training programs are held to heightened safety standards due to the safety-sensitive nature of operating commercial motor vehicles.

Prevention, Education & Awareness

SRTDI supports prevention and awareness efforts, which may include:

- Orientation discussions
- Educational materials
- Safety-based instruction
- Referral to external community resources

SRTDI does not provide on-site medical or substance abuse treatment services but may assist students in locating external support resources upon request.

Disciplinary Actions

Violation of this policy may result in disciplinary action in accordance with institutional procedures, which may include:

- Written warning
- Temporary suspension from training
- Administrative withdrawal
- Dismissal from the program
- Referral to law enforcement, when required

All disciplinary actions are documented in the student record.

Biennial Review

SRTDI conducts a biennial review of its Drug and Alcohol Prevention Program to evaluate:

- Program effectiveness
- Consistency of enforcement
- Compliance with applicable regulations