

Elite Trucking Academy, Inc.



***Professional CDL Training***

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## **Admission Requirements Truck Driver Training Classes**

Elite Trucking Academy, Inc. begins a new class each month. Admission to the school is open to all individuals who meet the following requirements:

1. Applicants must possess a valid State Driver's License.
2. Applicants must possess a Social Security Card and Birth Certificate.
3. A current motor vehicle record is expected and evaluated on a case-by-case basis.
4. Must be able to pass a DOT Physical and Drug Screen Urinalysis.

**Note:** All enrolled students will be given a Department of Transportation physical and drug screen urinalysis. All student enrollees must pass this physical and drug screen to continue in training. A copy of the successfully completed examinations will be retained for the student file.

5. Applicants must be a minimum of 18 years of age.
6. Technology will be used online to supplement instruction and will be provided by Elite Trucking Academy.

## **Admission Requirements One-Day, One-Week and Two-Week Refresher Courses**

1. Applicants must possess a valid Class A or B Commercial Driver's License.
2. Applicants must possess a valid DOT physical and have the ability to pass a DOT drug screen urinalysis.

## **Admission Procedures**

Applicants applying for admission may apply online, by phone, or in person. Upon approval of the application for admission, the applicant will receive notification of admission either in person, via email and/or telephone. Upon receipt of notification of admission, the applicant should contact the school immediately to proceed with the admissions process. Any false or incomplete information concerning admission requirements may result in separation from the program.

## **Non-Discrimination Policy**

Elite Trucking Academy, Inc. is committed to insuring equal opportunity in all areas of education and employment without regard to race, creed, color, sex, national origin, age, disability, or veteran status. In keeping with this commitment, we will not tolerate harassment of the student population or instructing staff by anyone. This includes any instructor, supervisor, co-student, co-worker, vendor or customer of this school, regardless of whether such harassment occurs during training/working hours.

**ETA 101, ETA 201, ETA 301, ETA 401, and ETA 501 are all required classes for the Class A and Class B CDL Programs**

**ETA 101- Class Room/Introduction to Skills training  
40 Hours**

**Course Description Class A CDL** –This course is 200 hours of training over a five week period, which is designed to prepare an individual to enter into the work force as a professional truck driver. During this course, students will learn all Missouri Department of Transportation and Federal Motor Carriers rules and regulations as they pertain to a professional CDL driver. They will also learn all necessary functions as it relates to the safe and efficient operation of a tractor/trailer combination vehicle. This course will include actual driving as well as theory instruction in pre-trip inspection, logbooks, paperwork completion, safety, and accident procedures. Along with this, the course will also teach driving techniques such as defensive driving and driving in inclement weather.

**Class B CDL** -students will be placed in the same classes ETA 102, ETA 201, ETA 301, ETA 401, and ETA 501 but will not be instructed on combination vehicles or trailer procedures.

**Course Description Class B CDL** –This course is 200 hours of training over a five week period, which is designed to prepare an individual to enter into the work force as a professional truck driver. During this course, students will learn all Missouri Department of Transportation and Federal Motor Carriers rules and regulations as they pertain to a professional CDL driver. They will also learn all necessary functions as it relates to the safe and efficient operation of a straight truck without a trailer attached. This course will include actual driving as well as theory instruction in pre-trip inspection, logbooks, paperwork completion, safety, and accident procedures. Along with this, the course will also teach driving techniques such as defensive driving and driving in inclement weather.

Class begins promptly at 7:00 a.m. daily and ends at 4:00 p.m. 1 hour lunch is given from 11:00 a.m. to 12:00 p.m. daily.

- **ETA 101 Classroom Skills Training- Hours 1 to 8**
  - **One Hour** Welcome to Elite Trucking Academy, Inc. orientation, completion of school enrollment paperwork and review of school regulations. Discussion on the importance and history/future of the transportation industry; CSA introduction.
  - **6 Hours** Students undergo a Department of Transportation’s physical and drug screen; receive medical examiner’s completed long form physical, drug screen chain of custody and medical examiner’s signed medical card at the medical examiners location.

- **One Hour** Lecture and discussion on industry standards and The Department of Transportation.
  - Entry Level Driver Wellness training; video and lecture series; written examination:
    - ✓ Driver Wellness
    - ✓ Driver Qualifications
    - ✓ Whistle Blower
    - ✓ Hours of Service
  - Sexual Harassment and Non-Discrimination lecture.
  - Introduction to Pre-trip inspection video and lecture series.
  
- **ETA 101 Classroom Skills Training- Hours 8 to 16**
  - **One Hour** Lecture, video, and discussion:
    - Different Transmission Patterns
    - Breaking System
    - Hydraulic System
    - Air Brake system
  
  - **One Hour** Type of transmission patterns and braking systems common in the transportation industry, lecture, video, and discussion on:
    - Transmissions and Various Truck Gear Patterns
    - Modern Air Brake Systems
  
  - **Four Hours** Driving and Introduction:
    - Students become familiar with training equipment.
    - Students become familiar with vehicle.
    - Students shown various backing maneuvers.
    - Students introduced to the application of defensive driving and backing techniques.
  
  - **Two Hours** Students work on proper pre-trip inspection required by DOT and continue training instruction on various backing maneuvers.
  
- **ETA 101 Classroom Skills Training- Hours 16 to 24**
  - **One Hour**
    - Review and discussion of assigned work.
  
  - **Four Hours** Pre-trip Inspection practice
  
  - **Three Hours** Introduction to coupling and uncoupling; hands on training with double clutching, shifting patterns. (Students are given time to take their permit test at the testing facility. Multiple chances are given until the permit is passed and then obtain their permit license at the license bureau up to 27 hours given over the course of the program.)

➤ **ETA 101 Classroom Skills Training- Hours 24 to 32**

- **Four Hours** Map reading, Trip Planning and Logging:
  - Lecture, Video and Discussion on:
    - ◆ 70-hour rule, 11-hour rule, and 14-hour rule
    - ◆ Written exercises on proper log bookkeeping
    - ◆ Advanced map reading and skills
    - ◆ Education on truck atlas
- **Four Hours** Hands on training and practice of basic skills

➤ **ETA 101 Classroom Skills Training- Hours 32 to 40**

- **Four Hours** Introduction to road skills/ bobtail
- **Four Hours** Hands on practice coupling/uncoupling; basic skills

**ETA 201 In-Truck Skills Training & Lab/Range/Backing  
40 Hours**

➤ **ETA 201- In-Truck Skills Lab/Range/Backing- Hours 8 to 16**

- **Six Hours**
  - Coupling and Uncoupling of Trailers
  - Continued Practice on Backing Maneuvers
  - Coupling and Uncoupling Tractor/Trailer, procedures include:
    - ◆ Connecting/Disconnecting air lines and electrical lines
    - ◆ Releasing King-Pin Lock
    - ◆ Raising and Lowering Trailer Landing Gear
    - ◆ Successful Separation of Tractor and Trailer
  - Students Continue Practicing Various Backing Maneuvers
- **Two Hours** Practice Tests on Pre-trip inspection

➤ **ETA 201- In-Truck Skills Lab/Range/Backing- Hours 16 to 24**

- **Eight Hours** Students continue to work on driving and backing skills applying the defensive driving procedures; students continue to practice proper technique to set up and enter various backing maneuvers for purposes of parking, docking and delivery.

➤ **ETA 201- In-Truck Skills Lab/Range/Backing- Hours 24 to 32**

- **Four Hours** Forward and Reverse Driving to 100 feet; students acquire proper technique on approaching and entering a limited length driveway or alley, both forward and reverse

- **Four Hours** Alley Docking; students learn and demonstrate proper technique backing tractor/trailer in an alley or driveway such as between two buildings or the wall of a loading dock
- **ETA 201- In-Truck Skills Lab/Range/Backing- Hours 32 to 40**
  - **Two Hours** Jack Knife Parking; students learn and demonstrate the proper technique and set-up procedure to jack-knife tractor/trailer into a 90-degree angle
  - **Two Hours** Four Point Brake Test; students learn the proper sequence in which to demonstrate the 4-point brake test. It is critical the students perform the test in its proper sequence. Failure to do so will result in automatic failure of the driving examination and the student would have to be rescheduled to test at the D.O.T. test site.
  - **Four Hours** Review of student' Overall Competency on:
    - ◆ Pre-trip Inspection Procedure
    - ◆ Backing Maneuver

<b>ETA 301- In-Truck Skills Training Highway &amp; City Driving 40 Hours</b>
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- **ETA 301- In-Truck Skills Highway & City Driving- Hours 1 to 8**
  - **Eight Hours**
    - Driving and Shifting Gears
    - Upshifting and Downshifting
    - Double Clutching
    - Proper Use of Mirrors
- **ETA 301- In-Truck Skills Highway & City Driving- Hours 8 to 16**
  - **Eight Hours**
    - Students are introduced to actual traffic conditions:
      - ◆ Students demonstrate inspection process prior to driving
      - ◆ Upshifting/Downshifting, double clutching, right/left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.
- **ETA 301- In-Truck Skills Highway & City Driving- Hours 16 to 24**
  - **Eight Hours**
    - City Driving Exercises; students emphasize the defensive driving techniques with right turns, left turns, transportation exercises, successfully shifting up and down through the gears while maintaining proper R.P.M. and speed control

- **ETA 301- In-Truck Skills Highway & City Driving- Hours 24 to 32**
  - **Eight Hours**
    - Students demonstrate the proper procedure and technique to turn tractor/trailer units right and left at intersections
    - Shifting is demonstrated insuring students have acquired the proper skill level to safely operate in traffic conditions
  
- **ETA 301- In-Truck Skills Highway & City Driving- Hours 32 to 40**
  - **Eight Hours**
    - Students Demonstrate Readiness for the Missouri DOT Skills Testing
      - Pre-Trip Inspection Evaluation
      - Basic Skills Evaluation
      - Road Evaluation

<p style="text-align: center;"><b>ETA 401 – IN-TRUCK SKILLS TRAINING HIGHWAY &amp; CITY DRIVING / REAL TIME TRIP PLANNING AND EXECUTION 40 HOURS</b></p>
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**ETA 401- In-Truck Skills Highway & City Driving- Hours 1 to 24**

- **Eight Hours Daily**
- Students Demonstrate Readiness for the Missouri DOT Skills Testing
  - Pre-Trip Inspection Evaluation
  - Basic Skills Evaluation
  - Road Evaluation

**ETA 401- Advanced Trip Planning and Execution – Hours 25 to 40**

- **Eight Hours Daily**
  - Students are asked to complete trip planning and drive locally planned routes and execute their planning skills.

**ETA 402 – IN-TRUCK SKILLS TRAINING HIGHWAY & CITY  
DRIVING /CDL SKILLS EXAMINATIONS, LICENSING/ REAL  
TIME TRIP PLANNING AND EXECUTION  
40 HOURS**

**ETA 501- CDL Skills Examinations/Advanced Trip Planning and Execution –  
Hours 1 to 40.**

**Eight Hours Daily**

- Students are taken to the Department of Transportation testing sites for scheduled CDL examinations, utilizing Malden and Sikeston Department of Transportation test sites.
- Licensing
- Students are expected to plan a real time trip utilizing skills learned in trip planning, map reading and real time delivery, demonstrating proficiency in the actual execution of the trip planned.
- Curriculum Completion
  - Completion certificate issuance
  - School evaluation

Graduate pictures/ group and solo

***One additional week of training may be needed for the Class A and Class B Courses and will be given at no extra charge immediately following the end of the course Each student will be given three driving tests as needed. If a fourth or subsequent tests are needed, an additional fee of \$250 per test will be required. All students must take a practice test for 8 hours the day before their scheduled test.***

***Truck Driver Training Refresher Courses***

Elite Trucking Academy, Inc. provides refresher courses for Class A or Class B commercially licensed drivers that need to sharpen and or develop their skill level prior to re-entering the transportation industry as a professional driver. Refresher courses will commonly be required if a driver has not been in a semi-tractor trailer in an over the road capacity within the last one- and one-half years.

The refresher course curriculum is offered in a one day, one week, or two-week timeframe. Prior to enrollment the driver is evaluated to determine skill capacity. Elite Trucking Academy, Inc. evaluates the driver's expertise on the pre-trip inspection, six basic backing maneuvers and road performance. To be accepted for the one-week refresher, he/she must score a minimum of 80% on the pre-trip inspection, not miss more than 8 points on the backing maneuvers and miss no more than 15 points on the driving

test. A lesser score in any of the above-mentioned categories results in the necessity of a two-week refresher curriculum.

## **ETA 501 One Week Refresher Course**

### **40 HOURS**

➤ **Day One**

- **Four Hours** Driving and Introduction
  - Driver takes basic skills and road evaluation
  - Driver becomes familiar with training equipment
  - Driver shown various backing maneuvers
  - Driver introduced to defensive driver training and safe backing technique
- **Four Hours**
  - Driver works on proper pre-trip inspection required by the Department of Transportation. (Driver should be able to describe a routine to use for a thorough and complete pre-trip inspection; recognize damaged, loose, or missing parts or system leaks; explain the importance of correcting malfunctions before beginning each trip; understand and use federal and state regulations for inspections; and explain the steps for in-route and post-trip inspections.)
  - Driver continues training on various backing maneuvers.

➤ **Day Two**

- **Six Hours**
  - Coupling and uncoupling of tractor/ trailers. (Driver should be able to demonstrate the correct way to safely couple a tractor to a trailer, and driver should be able to demonstrate the correct way to safely uncouple from the same unit; driver should be able to describe the controls used when coupling and uncoupling the tractor/trailer unit; driver should be able to explain the hazards of coupling and uncoupling a tractor/trailer unit improperly.)
  - Driver continues training on various backing maneuvers.
  - Hooking and unhooking tractor/trailer procedures:
    - Connecting/disconnecting air lines and electrical lines
    - Releasing king-pin lock
    - Raising and lowering trailer landing gear
    - Successful separation of tractor and trailer
  - Driver continues training instruction on various backing maneuvers.
- **Two Hours**
  - Pre-trip and post trip inspection evaluations

➤ **Day Three**

○ **Eight Hours**

- Driving and shifting gears
- Upshifting and downshifting
- Double clutching
- Proper Use of Mirrors

(Drivers demonstrate their skill level in real time traffic conditions; upshifting, downshifting, double clutching, right and left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.)

➤ **Day Four**

○ **Eight Hours**

- City driving exercises. (Driver demonstrates defensive driving technique with right turns, left turns, successfully shifting up and down through the gears while maintaining proper RPM and speed control.)

➤ **Day Five**

○ **Four Hours**

- Driver continues training instruction on backing maneuvers. (Drivers continue to practice proper technique to set up and enter various backing maneuvers for purposes of parking, docking and delivery; drivers practice forward and reverse driving to 100 feet acquiring proper technique on approaching and entering a limited length driveway or alley, both forward and reverse; drivers demonstrate proper alley docking technique backing tractor/trailer in an alley or driveway such as between two buildings or the wall of a loading dock.)

○ **Four Hours**

- Review of driver overall competency on:
  - Driving Skills
  - Basic Skills
  - Pre-Trip Inspection
  - Four Point Brake Test

## ETA 601 Two Week Refresher Course

### ➤ Day One

#### ○ Four Hours

- Driver practices proper pre-trip inspection required by the Department of Transportation. (Driver should be able to describe a routine to use for a thorough and complete pre-trip inspection; recognize damaged, lose or missing parts or system leaks; explain the importance of correcting malfunctions before beginning each trip; understand and use federal and state regulations for inspections; and explain the steps for in-route and post-trip inspections.)
- Driver continues training on various backing maneuvers.

#### ○ Four Hours

- Driving and shifting gears
- Upshifting and downshifting
- Double clutching
- Proper Use of Mirrors

(Drivers demonstrate their skill level in real time traffic conditions; upshifting, downshifting, double clutching, right and left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.)

### ➤ Day Two

#### ○ Six Hours

- Coupling and uncoupling of tractor/ trailers. (Driver should be able to demonstrate the correct way to safely couple a tractor to a trailer, and driver should be able to demonstrate the correct way to safely uncouple from the same unit; driver should be able to describe the controls used when coupling and uncoupling the tractor/trailer unit; driver should be able to explain the hazards of coupling and uncoupling a tractor/trailer unit improperly.)
- Driver continues training on various backing maneuvers.
- Hooking and unhooking tractor/trailer procedures:
  - Connecting/disconnecting air lines and electrical lines
  - Releasing king-pin lock
  - Raising and lowering trailer landing gear
  - Successful separation of tractor and trailer
- Driver continues training instruction on various backing maneuvers.

#### ○ Two Hours

- Pre-trip and post trip inspection evaluations

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- Driver demonstrates defensive driving technique, progressive shifting and proper shifting technique while in real-time highway driving and conditions.

➤ **Day Three**

○ **Eight Hours**

- Driving and shifting gears
- Upshifting and downshifting
- Double clutching
- Proper Use of Mirrors

(Drivers demonstrate their skill level in real time traffic conditions; upshifting, downshifting, double clutching, right and left turns, lane control, city driving, entering and exiting major highways, high speed highway driving and rural driving on two lane roads.)

➤ **Day Four**

○ **Eight Hours**

- City driving exercises. (Driver demonstrates defensive driving technique with right turns, left turns, successfully shifting up and down through the gears while maintaining proper R.P.M. and speed control.)

➤ **Day Five**

○ **Four Hours**

- Driver continues to perform correctly the backing maneuvers. (Drivers continue to practice proper technique to set up and enter various backing maneuvers for purposes of parking, docking and delivery; drivers practice forward and reverse driving to 100 feet acquiring proper technique on approaching and entering a limited length driveway or alley, both forward and reverse; drivers demonstrate proper alley docking technique backing tractor/trailer in an alley or driveway such as between two buildings or the wall of a loading dock.)

○ **Four Hours**

- Review of driver overall competency on:
  - Driving Skills
  - Basic Skills
  - Pre-Trip Inspection
  - Four Point Brake Test

## ETA 701 One Day Refresher

### Day One

- **One Hour** Enrollment Paperwork / Driving Introduction Orientation
- **Two Hours Pre-Trip Demonstration and Training**
  - Driver introduced to training equipment
  - Pre-trip demonstration by instructor
  - Pre-trip hands on practice and demonstration by student
- **Three Hours Basic Skills Training**
  - Driver shown various backing maneuvers demonstrated by instructor
  - Driver introduced to defensive driver training and safe backing technique
  - Driver participates in hands on skills training on 6 backing maneuvers:
    - ✓ Straight Line Backing
    - ✓ Blind side offset
    - ✓ Sight side offset
    - ✓ Blind side parallel
    - ✓ Sight side parallel
    - ✓ 90 Degree Alley Dock
- **Two Hours Road Skills Training**
  - Driver participates in hands-on, real-time highway driving, city driving and rural driving with instructor ride along and commentary.

**Note:** Prior to enrollment and school attendance, student driver trainee is provided with self-study materials and direction for refreshing training on the Pre-trip examination. These materials include an online tutorial and study manual with text and explanation, however online training participation is not mandated to enroll in and attend the ETA 1 Day CDL Training Curriculum.

## Certificate of Completion

Students successfully completing Elite Trucking Academy, Inc. professional driver training programs will receive a certificate of completion upon graduation.

## Requirements for Graduation

Students must complete a minimum of 200 clock hours of training for the full training curriculum, 8 hours for the 1 day refresher course curriculum, 40 clock hours of training for the 1-week refresher curriculum, and 80 clock hours of training for the 2-week refresher curriculum in all subjects listed in the programs' outline with a final grade point average minimally of 80% to graduate from Elite Trucking Academy, Inc. professional truck driver training program. Students must also have fulfilled all financial obligations to the school.

## Fees/Tuition and Additional Charges

Elite Trucking Academy, Inc. five-week 200 hour course tuition is \$6100.00 to obtain a Class A or Class B CDL. This amount does not include the DOT drug screen urinalysis, DOT physical, Class A CDL permit Class A CDL licensing fee, or application fee.

Tuition: \$5625.00

Fees:

Application fee: \$150

DOT Drug Screen Urinalysis: \$70

Class A or B Permit \$45

Class A or B License \$85

DOT Physical \$125

Total \$6100.00

Elite Trucking Academy, Inc. one-week refresher course tuition is \$1,500.00. This cost does not include the DOT drug screen urinalysis or application fee. You must already have your CDL class A or B to participate in this course and a valid DOT physical.

Tuition: \$1500

Fees:

Application fee: \$150

DOT Drug Screen Urinalysis: \$70

Total \$1720.00

Elite Trucking Academy, Inc. two-week refresher course tuition is \$3,500.00. This cost does not include the DOT drug screen urinalysis and application fee. You must already have your class A or B license and a valid DOT physical.

Elite Trucking Academy, Inc.

Tuition: \$3500

Fees:

Application fee: \$150

DOT Drug Screen Urinalysis: \$70

Total \$3720.00

Elite Trucking Academy, Inc. one day refresher course tuition is \$550.00. This cost does not include the DOT drug screen urinalysis and application fee. You must already have your class A or B license and a valid DOT physical.

Tuition: \$550.00

Fees:

Application fee: \$150

DOT Drug Screen Urinalysis: \$70

Total \$770.00

Elite Trucking Academy, Inc. tuition rates listed do not include any incurred personal expenses such as housing, traffic tickets, food, transportation costs, etc. Students that can choose to get endorsements. Endorsements cost \$100 per endorsement for double and triples and tankers. Hazmat cost an additional \$500. There is a \$250 fee per test for any student that needs over 3 tests.

If a student requires housing accommodations, they are welcome check availability to stay in our onsite dorms.