



***Professional Driver
Institute***

It's where trucking careers get rolling.

**CATALOG
2021**

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Suite 190
Rochester, NY 14624**

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www.PDITruckingschool.com

TABLE OF CONTENTS

SCHOOL BACKGROUND _____	3
AFFILIATIONS _____	3
INSTRUCTIONAL PHILOSOPHY _____	4
JOB PLACEMENT ASSISTANCE _____	4
FACILITIES _____	5
EQUIPMENT _____	5
ADMISSIONS REQUIREMENTS _____	5
PREVIOUS CREDIT/TRANSFER CREDIT _____	6
STUDENT TRAINING SCHEDULES _____	6
ADMISSIONS PROCEDURE _____	6
GRADUATION REQUIREMENTS _____	6
REFUND POLICY _____	7
PROPER CONDUCT _____	8
HARASSMENT _____	8
NO SMOKING _____	8
DRESS CODE _____	8
SEE STUDENT POLICIES _____	8
ATTENDANCE _____	8
ABSENCE _____	9
TARDINESS _____	9
EARLY DEPARTURE _____	9
BREAKS AND LUNCHESES _____	9
SATISFACTORY ACADEMIC PROGRESS _____	10
MAKE- UP WORK _____	11
PROBATION _____	11
LEAVE OF ABSENCE _____	11
TERMINATION _____	11
STUDENT DRIVER POLICY _____	12
ROAD TESTS _____	12
ROAD TEST CANCELLATIONS _____	13
ACCESS TO RECORDS _____	13
GRIEVANCE PROCEDURE _____	14
ADMINISTRATION & FACULTY _____	15
SCHOOL HOLIDAYS _____	15
CDL CLASS A _____	16
CDL CLASS B _____	17
REFRESHER COURSE _____	18
ROAD TEST PREP COURSE _____	19
PAYMENT METHODS _____	20
STUDENT POLICES _____	20

SCHOOL BACKGROUND

Professional Driver Institute, Inc. (PDI) was founded in November 1993, and 100% owned and Operated by President Paul Doyle. Headquartered in Rochester, New York, **PDI** was designed to address the need in the Upstate New York area for high quality and industry-driven commercial driver training.

PDI has become one of New York State's largest trainers of commercial drivers.

PDI is recognized by many local, regional and national motor carriers as a source of high quality, entry-level commercial drivers. Some of the companies visit **PDI** on a monthly basis to recruit students for professional truck driving positions. Many students are "pre-hired" by one or more companies before they complete their training at **PDI**; therefore, **PDI** students have a job waiting for them when they complete their training and pass the required New York State CDL Road Test.

AFFILIATIONS

Professional Driver Institute Inc. credentials include the following:

- Licensed and regulated by the **New York State Department of Motor Vehicles Driving School Unit**;
- Approved by the **New York State Division of Veterans Affairs** for the training of veterans and other eligible persons;
- Member of the **Trucking Association of New York (TANY)**
- Member of the **Rochester Business Alliance**;
- Recognized by various motor carriers throughout this region and nationally. Our Admissions Department provides our students with the most up-to-date, list of motor carriers that rely on us as a primary source for safe, professional and qualified commercial drivers;
- Trained over **6700 people** for their New York State Commercial Driver's License;

Approved for training and works closely with the following **government programs** and offices:

Workforce New York
Adult Career & Continuing Education and Services (ACCES-VR)
Pathstone Corporation
Training Readjustment Act (T.R.A.)
Bureau of Indian Affairs
Department of Veteran Affairs
Rochester Housing Authority

MISSION STATEMENT

To be a leader in quality and innovative truck driver training programs, Professional Driver Institute, Inc. (PDI) strives to remain on the cutting edge of the ever-changing needs of the transportation industry. With a strong customer focus, and through industry research, PDI ensures the most up-to-date and relevant training programs and expertly trained instructional staff to achieve a high level of student and overall customer satisfaction within the trucking industry.

INSTITUTIONAL PHILOSOPHY

Professional Driver Institute's (PDI's) name was derived from its objective - to graduate only PROFESSIONAL DRIVERS. Professional in the way they act, react, talk, dress, handle situations, the way they approach their

profession as a whole, and of course, their skill level. **PDI** will only admit into the program those individuals that have a similar objective. A SAFETY TRAINED AND DEFENSIVE DRIVER IS OUR PRODUCT.

PDI offers vocational courses in professional truck driver training. Course offerings and program design are built upon the following:

- Industry- driven practical training
- Instructional competence
- Student and staff professionalism
- Personalized instruction
- Constant and thorough evaluation of student progress

PDI is dedicated to meeting and exceeding industry standards for commercial drivers. To accomplish our goal, we offer quality instructional programs, taught by instructors with actual industry experience.

INSTRUCTIONAL PHILOSOPHY

PDI offers a results-oriented training program designed for student success and achievement. Instructional manuals and student materials conform to the highest performance standards in the industry.

PDI's specialized truck driver curriculum provides potential drivers with the knowledge, skills and attitudes necessary for success. This is accomplished by a highly structured course of study that includes today's most rigorous standards of highway safety. Our specialized training program prepares students for entry-level positions with trucking companies as tractor-trailer or heavy truck drivers.

PDI provides professional training opportunities for men and women seeking employment in the trucking industry. The school functions to provide potential drivers with the knowledge necessary for success. This program is geared toward today's higher standards of highway safety. Our training emphasizes the strategies, maneuvers and common sense of moving food, steel, machinery and a multitude of other products - safely and efficiently.

JOB PLACEMENT ASSISTANCE

The key objective of **PDI's** Job Placement Department is to place 100% of our graduates in commercial driver positions. The school does not guarantee employment upon graduation, but **PDI** remains committed to assisting all of our graduates in obtaining jobs within the industry. **PDI's** Job Placement Assistance includes:

- Assisting the student in selecting the right company for employment
- Assisting the student in completing employment applications accurately and correctly for the various companies
- Forwarding the applications to the respective carriers in order to secure a "pre-hire". A "pre-hire" is when a carrier offers the student a job conditional on his/her completing the training at **PDI** and passing the New York State Road Test
- Maintaining an up-to-date listing of the companies who hire **PDI** graduates
- Scheduling company recruiters to visit our School and interview candidates for hire.
- Contacting motor carriers in an effort to continuously expand our list of approved companies we recommend to students

Student Placement Responsibilities

- Student must disclose all requested information regarding health, criminal background and motor vehicle records truthfully and immediately. False information on any school document or job application will negate this guarantee and may jeopardize your status with the school.
- Student must report to the Job Placement representative and inform them of their job search activity at least once a week.
- Student must apply to any local, regional and OTR positions recommended by the School's Placement Department.
- Student must be in good standing with the school (financial, attendance, academic, conduct, follows instructions, teachable attitude)
- Student must keep all Placement Department appointments
- Student must complete all applications truthfully
- Student must adhere to all job search recommendations by the School including but not limited to: appearance (clothes, jewelry, hair, facial hair, and hygiene), method of application, follow up calls, etc.

FACILITIES

PDI's Rochester training site is located at 1200 C Scottsville Rd Suite 190. This facility is located approximately ½ mile from Interstate 390 Exit 17 (Scottsville Rd) in the Towers business complex. The program utilizes an administrative area and a designated classroom for the training (approximately 2,000 square feet). The range training takes place in the parking lot (1/2 acre) adjacent to the building. Highway training occurs on the many rural and city roadways in the area.

EQUIPMENT

Students in the CDL Class A Program will train on late model equipment. The trailers are dry vans. They are 48-53 feet in length and have sliding tandem axles. Our CDL B truck is a six-speed, 24" box truck. Here are a few of the features of our equipment:

- Freightliner Columbia Class tractors
- International Pro-Star Premium Tractors
- Year of make: 2005 to 2015
- Conventional body
- 70" Mid Roof Sleeper Cab
- 10 Speed Transmissions (CDL A)
- 6 Speed Transmission (CDL B)
- Twin Axle
- Sliding fifth wheel

ADMISSIONS REQUIREMENTS

Candidates must:

1. Be at least 18 years of age for CDL Class B and at least 21 years of age for CDL Class A Training.
2. Possess a valid New York State Driver's License prior to start of class.
3. Possess a High School or College Diploma, DD214, G.E.D. or pass the pre-entrance test. We use the *Best Literacy* tests from the Center for Applied Linguistics. Potential students must test at a minimum High Beginner ESL Test benchmark of **58**. The Federal Motor Carrier Safety Administration requires that all CDL holders must be able to read, write and understand the English language.
4. Make proper tuition arrangements with the School.

August 2021

5. Provide Proof of your U.S. citizenship, lawful permanent residency, or temporary legal presence

All prospective students will be subject to a criminal and motor vehicle background check prior to enrollment. If a prospective student can demonstrate or prove the ability to benefit from the training in spite of not meeting a certain requirement, then specific requirements may be waived by the President.

Transfer of Credit Policy: Prior military experience will be considered by review of the applicant's DD214. Veterans and active military members may be eligible for a NYS CDL skills test waiver, and awarded credit where applicable. Professional Driver Institute, Inc may elect not to award credit from other Institutions, nor does the school make any claim or guarantee that any conversion from clock-hour to credits earned will transfer to another institution. The reason for this policy is to ensure quality training for the school's employment partnerships and to provide safety to the general public from unqualified trainees

Professional Driver Institute does not discriminate on the basis of sex, race, ethnic origin or religion.

STUDENT TRAINING SCHEDULES

PDI has an open-enrollment policy. All classes begin on Monday, unless otherwise noted. The standard frequency of starts is every two weeks for Full Time, and every 6 weeks for Part Time.

Full Time :< Between 32-40 hours a week> 5 weeks long

- Training Hours: You have to be available between 8:00 am -5:00pm Monday- Friday.
 - Generally, 5 days a week, but could be more or less depending on instructor availability and equipment usage.

Part Time :< Between 10-20 hours a week> 12 weeks long

- Training Hours: You have to be available between 6:00pm-10:00pm on weekdays, and 6:00am-2:30pm on weekends.
 - Generally, two weekday evenings for 4 hours, and one weekend class a week. You must be available from 6:00pm to 10:00pm for the weekdays, and 6:00am-2:30pm on the weekend.
 - Generally, Mon/Wed/Sat or Tues/Thursday/Sat, but may vary
 -

ADMISSIONS PROCEDURE

Candidates must:

1. Attend an Information Meeting at the **PDI** training facility.
2. Complete a confidential qualification form.
3. Evaluate prospective student's background and ability to benefit from the training.
4. Make tuition arrangements with the Admissions department.
5. Be accepted by the President.

****PDI** will do its best to accommodate students with special needs. Interpreters are available to facilitate enrollment and training. Arrangements shall be made prior to the start of training.

GRADUATION REQUIREMENTS

PDI will award a **Certificate of Completion** to those students who meet the following requirements:

1. Student attends at least 85% of all scheduled classes and sessions.

3. Student has met all financial obligations to the School.
4. Passed PDI's skills test and final exam with a minimum overall grade of 80% *

**CDL A 160 hour students only*

PDI POLICIES

REFUND POLICY

The training agreement does not constitute a contract until an official of the School has approved it. If an agreement is not approved, all monies paid will be refunded with a letter from the School explaining the reasons for the rejection. It is expressed understood and agreed that refunds shall be made only in accordance with the following terms and conditions:

- A. All tuition paid will be refunded if the student cancels prior to the start of the scheduled class. Students can cancel for any reason.
- B. Except for contracts executed by schools licensed by the NYS Education Department and subject to the refund provisions of regulations promulgated by that Department, prepayment for lessons and other services shall be subject to refund as follows:
 1. If the student, having given prior notice of at least 24 hours, withdraws from or discontinues a prepaid course of instruction or series of lessons before completion thereof, or from any other service for which prepayment has been made, or if the school is unable or unwilling to complete such prepaid course of instruction, or series of lessons, or to provide such other prepaid service, all payments made by the student to the school shall be refunded except:
 2. An amount equal to the enrollment fee, if any, specified in the contract or expressly receipted for, not to exceed the sum of \$10 or ten percent of the total, whichever is greater, or the specified cost of such course of instruction or series of lessons and
 3. The school's per lesson tuition charge for each lesson already taken by the student which charge shall be determined by dividing the total cost of such course of instruction or series of lessons by the number of lessons included therein.
- C. Through the first 50% of the training program, tuition charges will not exceed a pro-rata portion of the tuition for the period of training completed. Training completed is based on the last day attended by the student and will include all days of scheduled training before that date regardless of whether the student actually attended a scheduled day.
- D. After 50% of the period of training is completed, the student is obligated for the total amount of all tuition and fees.
- E. If the School for any reason does not accept a student, the School will refund all monies paid by the student.
- F. If a student fails the D.O.T Physical Examination, the student will be terminated from the program and charged for the test. All other monies paid will be refunded.
- G. If a student fails the Drug Screen, the student will be terminated from the program and cannot reapply for acceptance for one (1) year, will be charged for the test, and item C of the refund policy will be in effect,
- H. If a program is cancelled subsequent to a student's enrollment, the School will refund all monies.
- I. The School shall not be responsible for any monies paid to the Department of Motor Vehicles or for any monies paid for physical examinations.
- J. All refunds will be made to the source of the tuition payment within thirty (30) calendar days of the termination date, unless the School is authorized in writing to take other action.

- K. Students falsifying records are subject to termination of enrollment at any point in the program. The above refund policy will be in effect.

***** Veterans Administration Refund Policy:** Should any student receiving GI Benefits withdraw after the commencement of classes, the school shall retain \$10.00 of the registration fee plus a percentage of tuition and fees, which are pro-rated on a day to day basis. The refund is based on the last date of recorded attendance. All refunds will be made within 30 days from the date of termination. Students not accepted by the school and students who never begin the program are entitled to a full refund of all tuition and fees paid.

PROPER CONDUCT

Professionalism is expected from all students. The conduct of a student has a direct bearing on the image that the School projects to visiting employers and guests of **PDI**. Students are expected to conduct themselves in a mature, responsible and acceptable manner. **PDI** staff reserves the right to dismiss any student for violation of standard rules of conduct.

It is very important to **PDI** and its students to project the proper image to employers and outside organizations visiting our school. Therefore, students are expected to act, dress, groom and conduct themselves in a professional manner. Professionalism is always of the utmost importance not only while in a school but also once you are on the job. **PDI** reserves the right to suspend any student suspected of being under the influence of alcohol or drugs. Immediate action will be taken.

HARASSMENT

Profanity, vulgar or sexual comments or conduct, off color or racial jokes or slurs is not permitted.

NO SMOKING

PDI enforces a non-smoking environment for students and staff. There is **NO SMOKING** allowed inside the school building or in and around the vehicles. There is **NO SMOKING** allowed while in the process of a pre-trip inspection, or near fuel pumps.

DRESS CODE

SEE STUDENT POLICIES

ATTENDANCE

Students must complete 85% of all scheduled sessions. If at any time a student falls below 90%, the student will receive a written attendance warning letter. Once a student's attendance drops below 85%, the student will be placed on probation (See "Probation"). At this point the student will be counseled by a Staff Member to see if the student can make-up (See "Make-up Work") the missed time and assignments. If the student is granted an opportunity to make-up the time and assignments, he/she will be required to do so within the time frame designated by Management which cannot exceed 150% of the course length. Failure

August 2021

to correct the problem by the student will result in termination from the course and no graduation certificate will be issued.

ABSENCE

Three absences during the scheduled training program will be cause for termination. Graduation requires that students complete 85% of all scheduled classes. It is the student's responsibility to notify the School of any emergencies or unavoidable absences, and make-up time if needed.

TARDINESS

PDI begins the first day to instill in students, the habits of attendance and punctuality that will make them more desirable to the industry. Tardiness of students is not acceptable, and is defined as being 15 minutes late of a scheduled training session. Three instances of tardiness constitute one absence, and six instances will result in the student being put on Probation (See "Probation"). If the tardiness is not resolved within the probationary period, then the student can be terminated from the program.

EARLY DEPARTURE

Students are expected to be here for all scheduled shifts. An early departure is defined as leaving more than 15 minutes prior to the end of a training session without prior approval from the Training Manager. Three instances of early departure constitute one absence, and six instances will result in the student being put on probation (See "Probation"). If the attendance issue is not resolved within the probationary period, then the student can be terminated from the program.

BREAKS AND LUNCHESES

A lunch break is part of the schedule for all full-time day and weekend classes. Each full-time class is allowed an additional fifteen-minute break during the morning session and one fifteen-minute break during the afternoon session. Part-time students are allowed a 15 minute break during their shift.

GRADING

Students are graded as they complete units of the course. Grades are determined as a compilation of examination scores (written and practical) as well as other criteria and observations as the School deems appropriate during the course of training.

All students will be evaluated upon completion of each week to determine if the student has made sufficient progress towards the course objectives.

Daily Student evaluations are graded on a scale from 1-5.

- 1-Unfamiliar with task
- 2- Constant Coaching
- 3-Occasional Coaching
- 4- Self-Correcting
- 5-Excellent

Student Range skills are evaluated as an complete/incomplete. A student is required to complete at least 4 out of the 5 skills below to meet the minimum requirement for graduation. Each complete skill= 20 points,

Incomplete = 0 Points

- Coupling/Uncoupling -20 points
- Straight Line Backing -20 points
- Parallel Parking -20 points
- Offset Backing-20 points
- Pretrip inspection -20 points

100 points = 100%

PDI exams are graded on a numeric basis from 0-100%. A student's overall GPA is a cumulative average of classroom, range evaluations (Complete or Incomplete), attendance and the PDI Road test. Each category accounts for 25% of the student's grade. If any grade achieved is lower than 80%, immediate make-up and additional help will be arranged to help bring the student to a satisfactory level. On any retake (excluding the PDI road test) no grade above 80% will be assigned.

SATISFACTORY ACADEMIC PROGRESS

Students are assessed by an instructor after each shift. The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis. If a student fails to fix their attendance issues within the probation period (See Attendance & Make-Up policy) the student will be terminated from the program & no certificate will be awarded.

The student's academic average is reviewed to determine qualitative progress. A student's final cumulative grade must be a 80% or higher in order to graduate. Students may retake all exams until they have met the 80% threshold at no additional cost. Make-up testing will be scheduled within 14 days of their scheduled Graduation Date, or last State Road Test Date, whichever is later. Failure to comply will result in a termination of the course & no certificate will be awarded.

The maximum timeframe in which a student has to complete and graduate cannot exceed 1.5 times the total hours of the program. If a student is unable to meet *SAP* within the maximum timeframe, the student will be terminated from the course & no certificate will be awarded.

Maximum Time Frame:

CDL A: 220 hours

RTP: 150 hours

CDL B: 72 hours

Permit Preparation: Students will be provided with online access to curriculum at or before enrollment. If a student is unable to pass their permit before the scheduled class start, they will be bumped to the next class start. Students are required to have their Permits before they may begin field training.

Appeals Process: A student may appeal a determination that they are not meeting the *Satisfactory Academic Progress* standards. The appeal must be submitted in writing to the school President within three business days. The appeal must include a statement from the student as to why they did not meet the standards, and what has changed in their situation that will allow them to meet the *SAP* standards required at each point in the program. Once the appeal has been submitted, the school has five business days to make a final determination. The

August 2021

student will be notified in writing as to the results of the appeal. In the interim, the student will continue training under the individualized training plan. Appeals can be addressed to the following:

**PROFESSIONAL DRIVER INSTITUTE
PAUL V DOYLE
1200C Scottsville Rd Suite 190
Rochester, NY 14624**

MAKE- UP WORK

Make up time will only be scheduled when authorized by the Training Department on a case-by-case basis. Students must make schedule arrangements through the Training Department for all make-up work. The additional training that the student needs will be at a \$100 per 4-hour session to the student. Certificates of Completion and road tests will be delayed until the student has completed all required time and work. Make-up Work cannot exceed the Maximum Time frame.

PROBATION

Academic Probation is the period of time that the school grants a student not meeting established standards of academic qualitative progress.

Attendance Probation is the period of time that the school grants a student not meeting established standards of academic quantitative progress.

Students not meeting academic standards or attendance requirements at each benchmark (weekly) will be placed on probation until the following benchmark has passed. Should the student fail to comply with the conditions set forth at the end of the probationary period, the student will be terminated from the program. Re-entry into the program at that point can only be granted by the President on a case by case basis.

LEAVE OF ABSENCE

Students may request in writing, a leave of absence for severe emergencies such as: Health, family or financial problems. The leave of absence cannot exceed half the program length, and must be granted by the General Manager. All leave of absence requests must include the date of the request, the reason and the student's signature. If the specified timeframe is not adhered to, the student will be withdrawn from the program.

*The period of time in between class starts does not constitute a *Leave of Absence (LOA)*.

** Veterans using GI-Benefits are not eligible for a leave of absence, and will be terminated from the program.

TERMINATION

Maximum Time Frame Reached- Termination from Program

Failure to maintain 85% attendance within Probation Period- Termination from Program

Failure to meet 80% Grade Point Average within Probation Period- Termination from Program

August 2021

Violation of School Policies shall constitute grounds for the termination. In these cases, the student will be provided a written reason for the termination. Any refunds of tuition will be in accordance with the student's Enrollment Agreement, any monies owed to the school will be due immediately. If no payment arrangements have been made within 30 days of the termination date, the student will be sent to collections with no further contact. Under certain conditions, a student may apply for Reinstatement of their status as Student with the school. In these cases, the student will be charged a **\$250 Reinstatement fee**. All Reinstatements must be approved by the General Manager. Reinstatements must occur within **30 days** from the date of termination.

The date of termination is defined as the last day attended by the student, with the exception being those terminated for violating attendance policies. The date of termination is then defined as the last day of scheduled attendance, during which time the final infraction occurred.

Students who have been terminated and fail to meet the reinstatement requirements may reapply to the school after a waiting period of **six** months. Re-entering students will be charged at the current tuition rates. If a student re-enters within 1 year of the withdrawal, the registration fee will be waived. No prior credit will be awarded.

STUDENT DRIVER POLICY

In agreement with New York State driver insurance requirements, students may operate any tractor-trailer vehicle on campus or off campus only with the appropriate and valid New York State CDL Learner's Permit for that vehicle. Such qualified students must carry and be able to produce the corresponding NYS DOT card.

ROAD TESTS

In the event a student fails the NYS CDL Road Test, students of the 160 Hour Program will be allowed to take 1 additional road test at no additional training cost under the following conditions:

- 1.) Student has maintained a proper attitude toward further instruction
- 2.) Student has not cancelled or no-showed for a previous road test appointment
- 3.) It is determined by the Training Department that the student is not in need of an extensive amount of additional training and is making adequate progress.
- 4.) Student purchases and turns in a new open-dated road test receipt within 2 weeks of last road test attempt. (This is what we will need to reschedule another road test with the NYS DMV)

If the above conditions are met, the student will be rescheduled for another road test. They will also be scheduled for a warm-up ride during one of the preceding days prior to the road test at no additional cost.

For all other students, additional road tests will cost \$150 each & include at least one warm-up ride. Any additional training that the student requests beyond the scheduled warm up time will be \$100 per 4-hour session and is subject to equipment and instructor availability. In the event a student performs a serious or dangerous violation, the school has the right to decline the use of a vehicle for future training and/or testing.

If a student fails to show for scheduled warm-up sessions, the school has the right to decline the use of a vehicle for future training, and will require the student to pay for additional warm up time at \$100 per 4-hour session.

August 2021

Students are responsible for purchasing the open-dated road test on their own and submitting the receipt to the School for scheduling within 2 weeks of their test date. Failure to do so may result in the school closing out the student's file due to a loss of contact.

Students may take up to **five** road tests. In the event a student is unable to pass after the fifth try, the school will terminate the student. Students may reapply to the school after a waiting period of **six** months. Re-entering students will be charged at the current tuition rates. If a student re-enters within 1 year of the withdrawal, the registration fee will be waived. No prior credit will be awarded.

ROAD TEST CANCELLATIONS

The NYS Department of Motor Vehicles requires a minimum of 72 hours (3 business days) advance notice of the cancellation of a scheduled road test. Failure to cancel before this deadline will result in the forfeiture of the road test fee, requiring payment of an additional fee before another road test may be scheduled.

Any student who cannot keep the road test appointment, must notify the school no later than 72 hours (3 business days) prior to the appointment. This will allow for the timely cancellation of the appointment.

If a student does not show up for or cancels their normally scheduled state road test,

1. It is still considered one of the two tests allowed as stated in the Student Catalog
2. The student must obtain another open-dated road test receipt from the DMV
3. The student must deliver the open-dated road test receipt to the school within 1 week
4. The student will have to pay \$150 for the next road test attempt
5. The student's name will be placed on the list for road test appointment scheduling, and they will be scheduled in the next available opening.

ACCESS TO RECORDS

PDI students have the right to access their training records. Student records are released to carriers for verification purposes only. Students must sign a release form in order for companies to access their records.

RECORD RETENTION POLICY

Student Admissions/Registration Records: Documents applications to the school and subsequent progress. Includes transcripts, student identification documents, acceptance letters, transfer records, course credit sheets and evaluations, veteran information, and related correspondence. Retention Period: Retain complete file for 1 year after graduation or separation

Tuition and Fees Records: Documents tuition and fee structure, analysis, and policy. Retention Period: Permanent.

Student Training Documentation: Documents tests and daily evaluations taken by students as part of course requirements. Retention Period: 1 year

Driver Records & DOT medial reports: Retention Period: 3 years

August 2021

Official Course and Grade Records: Enrollment Contracts, Transcripts & Graduation certificates. Retention Period: Permanent

Student Financial Assistance Records: Documents aid given to students to help pay for schooling. Includes financial documents, agency vouchers, award letters and confirmations. Retention Period: Retain 6 years after separation

COPYRIGHT INFRINGEMENT

Professional Driver Institute requires its employees, instructors and students to use copyrighted materials in a lawful manner. Anyone who engages in copyright infringement will be subject to disciplinary action by the school and may face civil and criminal liabilities. For additional information please visit: www.copyright.edu

GRIEVANCE PROCEDURE

In the event that a student has a concern or problem regarding any aspect of the *PDI* training program, its staff or faculty, the student is encouraged to bring his or her concern to the attention of the Training Manager. Most concerns or problems can be resolved very quickly to the satisfaction of the student. If at any point a student does not feel his or her issue is being addressed properly or expediently, the student may contact the corporate office:

**PROFESSIONAL DRIVER INSTITUTE
PAUL V DOYLE
1200c Scottsville Rd
Suite 190
Rochester, NY 14624**

Students may also contact ***New York State Department of Motor Vehicles***, to register a complaint with the school's driver training program, a driver training instructor, or both. Students may go to dmv.ny.gov and fill out form DTP-201. Mail or fax the ORIGINAL complaint form, with copies of the documents that support the complaint, to:

**New York State Department of Motor Vehicles
Driver Training Programs
6 Empire State Plaza
Albany, NY 12228
Fax: (518) 473-0160**

ADMINISTRATION & FACULTY

PRESIDENT

PAUL V. DOYLE

GENERAL MANAGER

KELLY PHALEN

DIRECTOR OF TRAINING

SCOTT WALKER

TRAINING MANAGER

JEFF SHAVER

FACULTY

HENRY WILSON

DOUGLAS PIPECH

JEREMY SCOTT

CAREYLYNN REESE

JEFFREY GRANT

CHRIS REESE

SCHOOL HOLIDAYS

OFFICE CLOSED/NO SCHEDULED TRAINING

NEW YEAR'S DAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING DAY

DAY AFTER THANKSGIVING

CHRISTMAS DAY

CDL CLASS A – TRACTOR TRAILER TRAINING

160 HOUR CDL A PROGRAM

Minimum Age Requirement - 21 years

Maximum Student/Instructor Ratio- 3:1 (Road) 12:1 (Range) 20:1 (Classroom)

Length of Program: Full-Time (5 weeks) Part-time (12 Weeks)

Major trucking companies all over this region and the country recognize this program. Students are prepared for a professional truck driving position and to take and pass the New York State Commercial Driver Road Test for tractor-trailer drivers.

Students will have access to job placement for local, regional and over-the-road positions. Pre-hires can be obtained through major trucking companies. Your school representative can show you how.

Graduates of this program can enter their new profession skilled, knowledgeable and highly confident of their abilities to perform their job.

Program Features:

- **112** hours of Practical Training – which is additional time working with the equipment.
- **48 hours** of classroom covering driver safety, hours of service, trip planning & defensive driving.
- Days, or evenings and weekend training availability—choose which one is best for you
- Financing and Tuition Reimbursements available for those who qualify
- Get “**Pre-hired**” by a major carrier when you register for the program

Hours

- Full Time classes are scheduled from 8:00am -5:00pm Monday- Friday
- Part Time classes are scheduled weeknights from 6:00 pm-10:00pm & 6:00am-2:30pm on Saturdays.
There may be occasional changes to the schedule. Students will be notified in advance

Requirements:

- Must be 21 years of age
- High School Diploma or G.E.D. or take the Basic Skills Test
- Valid New York State Driver’s License
- Copy of Motor Vehicle Record
- Social Security Card
- Pass a D.O.T. Physical Examination and Drug Screen.

Costs:

Tuition	\$7595.00
Motor Vehicle Record	\$ 10.00
CDL Class Learners Permit Fee	\$ 22.50
CDL Road Test Fee	\$ 40.00
CDL License Fee	\$ 164.50
D.O.T. Physical	\$ 85.00
D.O.T Drug Screen	\$ 75.00

Tuition includes a vehicle and instructor for two (2) NYS Road Tests. Additional road tests are \$150.00 each and include one warm up session. Additional road/range training can be purchased at \$100 per session.

** For the **practical training** portion of this program, the student will be scheduled with 2 other students during the sessions. The sessions will include behind-the-wheel time, critical observation time and yard sessions that allow the students to better grasp and apply the skilled learning process.*

CDL CLASS B - TRUCK TRAINING

48 HOUR COMMERCIAL DRIVERS LICENSE PROGRAM

Maximum Student/Instructor Ratio – 3:1 (Range/Road)
Length of Program: Full-Time (1 week) Part-time (2 Weeks)

This training program is designed to prepare an individual to take the New York State CDL Class B Road Test.

*****THIS IS A LICENSURE UPGRADE PROGRAM. NO JOB PLACEMENT ASSISTANCE*****

Program Features: *

- 28 Hours of Classroom Training
- 20 Hours of Practical Training including NYS road test
- Days, or evenings and weekend training availability—choose which one is best for you
- Access to Local, Regional and Over-the-Road jobs in the trucking industry

Hours

- Full Time classes are scheduled from 8:00am-5:00pm Monday- Friday
- Part Time classes are scheduled weeknights from 6:00 pm-10:00 pm and 6:00 am – 2:30pm on Saturdays.

There may be occasional changes to the schedule. Students will be notified in advance

Costs:

Tuition	\$ 2995.00
Motor Vehicle Record	\$ 10.00
CDL Learner's Permit Fee	\$ 22.50
NYS Road Test	\$ 40.00
CDL License Fee	\$ 164.50
D.O.T. Physical	\$ 85.00
D.O.T Drug Screen	\$ 75.00

Tuition includes a vehicle and instructor for one (1) NYS Road Test. Additional road tests are \$150.00 each and include one warm up session. Additional road/range training can be purchased at \$100 per session.

REFRESHER COURSE

40 HOUR CDL CLASS A

Minimum Age Requirement: 21

Maximum Student/Instructor Ratio: 3:1 (Road) 12:1 (Range)

Length of Program: Full-Time (Up to 2 weeks) Part-time (Up to 3 Weeks)

This program is designed to assist an individual who currently has a CDL Class A License and has been away from driving for an extended period of time. The training will refresh the driver's skills for employment.

REQUIREMENTS:

1. Applicant must have a valid CDL Class A License
2. Applicant must pass a DOT physical and drug screen.

COURSE OUTLINE:

**The student will complete an evaluation ride with a licensed instructor. The student will then receive 40 hours of road & range training in 4 or 8-hour increments. During this time, the student will be scheduled with 2 other students.*

40 HOURS ROAD/RANGE TIME

Straight Backing
Vehicle Orientation
Pre- Trip Inspection
Other Backing Maneuvers
City & Highway Driving
Approaching Intersections
Turning Procedures
Defensive Driving Techniques
Shifting Techniques
Speed/Space Management

Costs:

Tuition	\$ 3595.00 *
Motor Vehicle Record	\$ 10.00
D.O.T. Physical	\$ 85.00
D.O.T Drug Screen	\$ 75.00

**Additional \$150 fee to schedule NYS road test to remove automatic restriction on CDL license.*

ROAD TEST PREP COURSE: NON-PLACEMENT PROGRAM

100 HOUR CDL CLASS A

Minimum Age Requirement: 21

Maximum Student/Instructor Ratio: 3:1 (Road) 12:1 (Range) 20:1 (Classroom)

Length of Program: Full-Time (Up to 6 weeks) Part-time (Up to 12 Weeks)

This training program is designed to prepare an individual to take the New York State CDL Class A Road Test.

Minimum Age Requirement- 21 years. This program is ideal for the student meets one of the following criteria:

- Wants to upgrade their CDL Class B to an A
- May have had previous heavy truck experience
- Needs a CDL License for their current employer
- Has some knowledge of commercial driver responsibilities

Program Features:

- 44 Hours of classroom covering hours of service, trip planning & defensive driving.
- 56 hours of Practical Training – which is additional time working with the equipment.
- Days, or evenings and weekend training availability—choose which one is best for you

Hours

- Full Time classes are scheduled from 8:00am – 5:00pm Monday- Friday.
- Part Time classes are scheduled weeknights from 6:00 pm-10:00 pm and 6:00am – 2:30pm on Saturdays.
There may be occasional changes to the schedule. Students will be notified in advance

** For the **practical training** portion of this program, the student will be scheduled with 2 other students during the sessions. The sessions will include behind-the-wheel time, critical observation time and yard sessions that allow the students to better grasp and apply the skilled learning process.*

Costs: Tuition	\$5595.00
Motor Vehicle Record	\$ 10.00
CDL Class Learners Permit Fee	\$ 22.50
CDL Road Test Fee	\$ 40.00
CDL License Fee	\$ 164.50
D.O.T. Physical	\$ 85.00
D.O.T Drug Screen	\$ 75.00

Tuition includes the truck and instructor for one road test. Additional road tests are \$150 each. Additional road/range training can be purchased at \$150 per session.

***No Job Placement Assistance**

***Not Approved for Agency Grants**

Tuition includes a vehicle and instructor for one (1) NYS Road Test. Additional road tests are \$150.00 each and include one warm up session. Additional road/range training can be purchased at \$100 per session.

* ONLY AVAILABLE IN OUR 160 HOUR PROGRAM

PAYMENT METHODS

PDI accepts the following:

- Cash
- Personal Check
- Money Order
- Certified Check
- MasterCard
- Visa
- Discover
- American Express

Financial Assistance (if qualified) **:

- Educational Loan
- Veterans Affairs (VA) Education & Training Programs*
- Government grants – eligibility based on financial situation, employment status, county of residence, etc. (WIA, TAA, TRA, BIA, ACCES, etc.)
- Pay As You Go

***VA Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

** It is the student's obligation to repay the lender according to the terms of the financing contract. If payment is made late, or not at all, the lender will notify at least one credit bureau of the Student's loan activity, and it will be the sole responsibility of the student to correct their account.

STUDENT POLICES

Professional Driver Institute strives to maintain the best learning environment possible for all students. We take great pride in creating an atmosphere that is upbeat, positive, constructive and pleasant for students, staff, visitors and the general public.

It is very important to PDI and its students to project the proper image to employers and outside organizations visiting our various training facilities. Therefore, students are expected to act, dress, groom, and conduct themselves in a professional manner. Professionalism is always of utmost importance not only while in school but also once on the job.

In addition, many of our programs take place professional facilities. PDI is the choice of these facilities because of our reputation of promoting a professional “image” to our student drivers. We believe that our instructors and students must portray an impeccable image. This includes their conduct and physical appearance. A strong professional school image directly benefits all PDI graduates.

PDI is on a continuous quest to upgrade the public’s image of professional driving. Professional drivers operate equipment, weighing up to 40 tons or more. They can travel at speeds of up to 70 miles per hour. They are within a few feet of smaller motor vehicles containing people’s spouses, children, grandparents, friends and other loved ones. People rely on us as a school to graduate only true professionals.

The responsibility of a professional truck driver is no less than that of a professional airline pilot. If you’re traveling on an airplane, you form quick impressions of the pilot’s ability and professionalism based on their physical appearance. If a pilot doesn’t look neat and professional, it causes concerns and questions about the pilot.

We feel that professional drivers should also project an image that’s fitting for the magnitude of responsibility that the trucking profession demands. The following policies help promote this.

1. Dress Code:

- a. Tattered or dirty clothing, sleeveless shirts, tank tops, shorts, sandals, obscene or vulgar print on apparel or any other apparel deemed inappropriate or distracting toward a professional learning environment is not allowed.
- b. We recommend sturdy work shoes or boots and work pants or jeans for training with the truck.
- c. Students are required to wear appropriate winter clothing during the outside practical training in winter months.
- d. Hats of any type are not to be worn inside the classroom or training facility.
- e. Baseball caps only may be worn during the practical portion of the training. They must meet the stipulations listed in item a. They may only be worn with the visor pointing forward.
- f. Winter caps may be worn in cold weather during outside training only.
- g. Any other head apparel including but not limited to bandanas, doo rags, cowboy hats and skull caps are not permitted.
- h. Because students spend long periods in the confines of a truck cab - students are expected to practice good hygiene. This includes showering, shaving, neat beard or mustache. All clothes need to be clean and odor free. Students should not wear excessive amounts of cologne or perfume.

2. Profanities, vulgar or sexual comments, off color or racial jokes or slurs are not permitted.

3. Students are expected to respect each other. This includes not being critical or making fun of another student. If a student has a concern about another student the training manager can be consulted in confidence away from other students.
4. Classes start promptly at their designated time. In the event you plan to be absent or late, you must notify the School in advance.
5. Training schedules vary each week. Students are responsible for finding out their training schedule for the following week. If you do not know what next week's schedule is by Friday afternoon, you need to contact the school. Students who miss a scheduled training session will be marked absent for that time.
6. Instructors are accessible to students for individual questions. Students should feel free to ask questions before or after class.
7. Students are not permitted to prop their feet up on another chair or the desk.
8. Students are expected to stay alert in class. Students are not permitted to put their head down or fall asleep in class. Students not staying alert or feeling ill will be required to leave and will be marked absent for that time.
9. All students must sign in daily on attendance sheets.
10. Students must use designated student parking areas.
11. All cell phones must be turned off in the classroom and the truck unless special conditions exist and arrangements are made with the instructor.
12. Horseplay or practical jokes are not permitted.
13. Stay with your truck or set up with which you have been assigned.
14. Students will be pulled out of class for emergency calls only.
15. Loitering around the front entrances, foyer area and hallways is not permitted. Students taking a break from training must use designated break areas.
16. Personal belongings are not to be left unattended at any time. This includes coats, purses, bags, etc. PDI will not be responsible for any personal belongings that get lost or stolen.
17. PDI is not responsible for students/graduates personal vehicles, bikes or contents of vehicles. PDI recommends that all vehicles are locked and personal property secured while on the property.
18. PDI reserves the right to suspend any student suspected of being under the influence of alcohol or drugs. Immediate action will be taken.
19. It is the student's responsibility to adhere to all New York State Motor Vehicle Laws and comply with all local and state rules operating our motor vehicle equipment and you the driver will be responsible for any motor vehicle violations and fines as stated in New York Motor Vehicle Law.

20. In the event a Student's license becomes suspended, the student will automatically be removed from training and placed on Probation. If the issue has not been resolved within 30 days of the Probation date, the student will be terminated from the program.