

February 2020



***Professional Driver  
Institute***

*It's where trucking careers get rolling.™*

**CATALOG  
2020**

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Rochester NY 14624**

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2117 Buffalo Rd #303  
Rochester, NY 14624

**TEL: (585) 293-1203**

[www.PDITruckingschool.com](http://www.PDITruckingschool.com)

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## **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  
Rochester Works!  
Finger Lake Workforce Investment Agency  
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  
NYS Department of Transportation

## **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 2125 Buffalo Rd. This facility is located approximately ½ mile from Exit 7 (Gates Center) in the Westmar Plaza shopping 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.
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 schools 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 32-48 hours a week> 4-5 weeks long

- Training Hours: You have to be available between 8am and 5 pm Monday – Friday. Your 8 hours of training will be scheduled within those timeframes. Occasionally, you may have an evening shift from 6pm-10pm.
  - Generally 5 days a week, but could be more or less depending on instructor availability and equipment usage.

Part Time :< Between 8-20 hours a week> 12 weeks long

- Training Hours: You have to be available between 6pm-10pm on weekdays, and 6am-3:30pm on weekends.
  - Generally two weekday evenings for 4 hours, and one weekend class a week. You must be available from 6pm to 10pm for the weekdays, and 6am-2:30pm/ 7am-3:30pm on the weekend.
  - Generally Mon/Wed or Tues/Thursday, but may vary
  - Generally Saturday, but may be occasional Sunday

## **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 70% \*

*\*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.

**\*\*\* Persons receiving GI Benefits upon leaving the program will be refunded on a pro rata basis; further, the unused portion of the registration deposit is refunded if the person does not begin classes.**

## **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 classes and road/range 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 to correct the problem by the student will result in an incomplete in 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 LUNCHES**

A lunch break is part of the schedule for all full time day and weekend classes. Each full time class is allowed one fifteen-minute break during the morning session and one fifteen-minute break during the afternoon session.

## **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.

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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
- Alley Dock-20 points
- Pretrip inspection -20 points

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**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 70%, 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 70% 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.

The student's academic average is reviewed to determine qualitative progress. A student's final cumulative grade must be a 70% or higher in order to graduate.

The maximum timeframe in which a student has to complete and graduate cannot exceed 1.5 times the total hours of the program. Classroom hours (*Sessions 1:5*) for re-starts sitting through permit-preparation **do not** count toward the maximum timeframe. All restarts are expected to attend all scheduled training sessions and adhere to the school's academic & attendance policies. If a student is unable to meet *SAP* within the maximum timeframe, the student will be marked incomplete for the course

### **Maximum Time Frame:**

CDL A 160: 220 hours

CDL A RTP: 120 hours

CDL B: 72 hours

**Permit Preparation:** If a student fails permit they will be restarted in the next scheduled class start. The student must be making progress toward obtaining permit to continue training. Test scores, and DMV

receipts are used as proof of progress. In the interim, the student will be placed on “*Academic Probation.*” Students on “*Academic-Probation*” have until the next class start date to meet the conditions set forth in the probationary period. If the conditions are met, the student will be restarted with the next class start on Day 5. If a student fails to meet the conditions set forth, the student will restart on Day 1 with the next scheduled class.

If a student is unsuccessful after **2 re-starts**, the student will be counseled by their Admissions Representative, Instructor and/or the General Manager to determine if there are any special circumstances that may be hindering the student’s ability to meet SAP requirements. The school will then formulate an individualized training plan. Students must adhere to all school recommendations, be present for all scheduled training, maintain a teachable attitude, and follow all other rules and policies of the school.

If a student is unable to show qualitative progress after the **third restart**, and any subsequent class starts, the student will be withdrawn from the program and item C of the refund policy will be in effect.

**CDL A Students Only:** After day 13, the *Road Evaluation Sheets* for each student will be reviewed. If a student averages less than 2.5 out of 5 for the day 12 and 13 road sessions in certain key skills, they will be deemed to not be making *Satisfactory Student Progress*. They key skills include: Smooth Start, Smooth Stop, Shifting, and Turning. The training team will meet with any student who is not progressing adequately to formulate an individualized training plan which may include additional training sessions. Students who have an individualized training plan must adhere to the criteria specified in that plan, as well as all other school polices. Any additional training sessions are counted toward the maximum time frame.

**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 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  
456 SANFORD ROAD N  
CHURCHVILLE, NEW YORK 14428**

## **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 \$60 per hour rate to the student. Certificates of Completion and road tests will be delayed until the student has completed all required time and work.

## **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.

If at any time a student fails to meet the conditions set forth in a probationary period, then the student can 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)*.

## **TERMINATION**

Violation of the policies of the School 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 \$150 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 polices. 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 NYSDMV)

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.

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 at a \$60 per 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 \$60 per session.

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 96 hours (4 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

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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.

## **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](http://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  
456 SANFORD ROAD N  
CHURCHVILLE, NEW YORK 14428**

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](http://dmv.ny.gov) and fill out form DTP-201. Mail or fax the ORIGINAL complaint from, 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

### **OFFICE ASSISTANT**

JILLIAN ENGLE

### **TRAINING SUPERVISOR**

RICHARD MORRISON

### **YARD MANAGER**

JEFFREY SHAVER

### **FACULTY**

SCOTT WALKER

HENRY WILSON

CHRISTOPHER REESE

DOUGLAS PIPECH

BRAD GROVER

ROBERTA SHORT

JASON FINIZIO

GREGORY DOWDLE

## **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) 12:1 (Classroom)

Length of Program: Full-Time (4-5 weeks) Part-time (10-12 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:***

- Approximately **100\*\*** hours of Practical Training – which is additional time working with the equipment.
- **60\*** Hours Classroom Training which includes CDL Learner’s Permit Preparation
- 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
- Access to Local, Regional and Over-the-Road jobs in the trucking industry

### ***Hours***

- Full Time classes are scheduled from approximately 8:00 am -5:00 pm during classroom training and anywhere between 6:00 am and 10:00 pm during the practical training.
- Part Time classes are scheduled two evenings a week from 6:00 pm-10:00 pm during classroom training and 6:00pm – 10:00pm during the practical training, and eight hours on the weekend (usually Saturdays) between 6:00am-2:30pm.

*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 ***	\$6595.00
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 & Drug Screen	\$ 150.00

\* Includes 4 hours of DMV Permit Testing \*\* Includes 4 hours for the State Road Test \*\*\* Includes \$100 Registration Deposit



# **CDL CLASS B - TRUCK TRAINING**

## **48 HOUR COMMERCIAL DRIVERS LICENSE PROGRAM**

Minimum Age Requirement - 18 years

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

Length of Program: Full-Time (Up to 4 weeks) Part-time ( Up to 10 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\*\*\***

### **24 Hours – Class/Lab**

CDL B Permit Preparation

CDL B Permit Test\*\*

Log Books

D.O.T. Regulations

Vehicle Orientation

Tanker Endorsement

Defensive Driving Techniques

\*Hazmat Endorsement Preparation

### **24 Hours – Range/Road**

Pre & Post Trip Inspections

Shifting Techniques

Speed and space management

Sight & Blind Side Backing

Turning Procedures

Parallel Parking

City & Highway Driving

Approaching Intersections

NYS Road Test Preparation

NYS Road Test\*\*

*\* Student will have the option of going thru the Haz-Mat training at no additional cost. See instructor for dates and times.*

*\*\* The NY State Permit and Road test are part of the program but not counted in the hours of training.*

Once the CDL Learner's Permit is obtained, the student must then purchase an open-dated road test receipt at the Department of Motor Vehicles. Student brings in the receipt. The School will then secure a date that the student will take the NYS CDL Class B Road Test. Students will then receive 24 hours of road training, in 4 hour increments, prior to the NYS Road Test.

### **Costs:**

Tuition	\$ 2495.00
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/Drug Screen	\$ 150.00

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 \$150 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 4 weeks) Part-time ( Up to 10 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.*

*\*Approximately 8-12 hours of training per week.*

### **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	\$ 2495.00 *
Motor Vehicle Record	\$ 10.00
D.O.T. Physical & Drug Screen	\$ 150.00

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

# ROAD TEST PREP COURSE: NON-PLACEMENT PROGRAM

## 80 HOUR CDL CLASS A

Minimum Age Requirement: 21  
 Maximum Student/Instructor Ratio: 3:1 (Road) 12:1 (Range) 12:1 (Classroom)  
 Length of Program: Full-Time (Up to 5 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 drivers responsibilities

### 32 Hours – CDL Permit Preparation

General Knowledge	Air Brakes	Metal Coil
Combination Vehicles	Hazardous Material	Tankers

### 48 Hours – Practical Training

Straight-line backing	Parallel Parking	Pre-trip Inspection
Rural/City Driving	Shifting Techniques	Speed & Space Management
Intersections/Turns	Expressways/Ramps	Plus More

*\* 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.*

<b>Costs:</b> Tuition	\$2995.00
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 & Drug Screen	\$ 150.00

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.

*\*\* The NY State Permit and Road test are part of the program but not counted in the hours of training.*

**No Job Placement Assistance**  
**No Financial Aid**  
**No Financing Available**  
**One road test included (see above rates for additional training and road tests)**  
 These features are available ONLY in the *160 Hour CDL A 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 anytime. 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.