

TRANS UNION TRUCK DRIVING SCHOOL

Division of Trans Union Driver Training Services, LLC

SCHOOL CATALOG (2011 / 2012)



WA STATE AUTHORIZED
COMMERCIAL DRIVERS LICENSE
SKILL TEST CENTER

PROFESSIONAL DRIVER TRAINING PROGRAM

- VA APPROVED
- WIA APPROVED
- NO HIDDEN FEES
- JOB PLACEMENT ASSISTANCE
- 160 CLOCK HOURS OF TRAINING
- OVER 4,500 CLASS A GRADUATES
- EXCEEDS ALL ENTRY LEVEL STANDARDS

ESTABLISHED 1989

TRANS UNION TRUCK DRIVING SCHOOL
4624 RIVER RD E, TACOMA, WA 98443
TEL: 253-922-0870, 1-800-922-0870
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Email: tutds@clearwire.net

www.TransUnionTruck.com
www.TransUnionTruckSchool.com
www.TransUnionTruckDrivingSchool.com

A. SCHOOL HISTORY

Trans Union Truck Driving School, Inc., Incorporated in the State of Washington in March 1989, was founded by Frank Mulrine. The name was changed to Trans Union Driver Training Services LLC, in May 2008.

B. INSTITUTIONAL PHILOSOPHY

The institutional philosophy of Trans Union is helping people obtain the necessary skills to pursue a productive and rewarding career as a professional truck driver. The management and staff of Trans Union are strongly committed to training individuals for employment in the trucking industry, emphasizing safety and defensive driving practices throughout student's training. Trans Union has been serving the Puget Sound Region for over 21 years and has 85% placement rate.

C. OWNERSHIP

Trans Union Driver Training Services LLC is a Washington State based Limited Liability Company; the shareholder with ninety percent (90%) or more ownership is Balwinder Singh.

D. FACILITIES AND EQUIPMENT

The General Administration Office, Job Placement Assistance, Admissions, Class Rooms, Backing Pad, and School Parking are located on 3 acres of land at 4624 River Road East, Tacoma, WA (1.5 miles east of Tacoma Dome). Trans Union is locally owned and operated at above location. Trans Union operates a fleet of standard equipment, Conventional Tractors, with 28, 48 and 53 foot trailers.

E. ADMISSION REQUIREMENTS AND PROCEDURES

The school's admission requirements are based on the driver qualification published in the Federal Motor Carrier Safety Regulations by the Federal Department of Transportation. The requirements for the Commercial Drivers License (CDL) are as follows:

- The school does not require a high school diploma or G.E.D.
- All individuals must be able to read and write the English language.
- Must be age 18 prior to enrollment, must be able to meet the Federal Department of Transportation (D.O.T) physical requirements, pass drug tests and must have a valid regular driver's license at the time of enrollment. All students are required to pass an entrance exam or provide proof of high school diploma or G.E.D.

NOTE: Any student attending the school will be required to obtain a CDL Instruction Permit from the Department of Licensing (DOL) prior to operating our vehicle(s). In order to get a CDL Permit, you must pass the 'knowledge test' at any Driver Licensing Office. In order to operate our vehicles you must also obtain a D.O.T. Physical Examination Certificate and pass drug tests.

BASIC FEES OUTSIDE OF SCHOOL SEE ADDENDEM

The school does not deny admission to anyone based on race, creed, color, sex, or national origin. However, listed below are a number of items which may disqualify a person from being accepted to join the school training program and/or it may be difficult to get employment:

- a. Any individual's driving record which contains in excess of three (3) moving violations, or an alcohol related, or reckless driving citation in the previous five (5) year period.
- b. Any felony convictions or criminal background.
- c. Any history of drug or alcohol abuse.
- d. Any history of mental disorder(s).
- e. Recent back surgery.

Any individual who feels he/she does not meet these qualifications should contact the school's Admissions Office to discuss his/her individual situation. If a person can prove they will be employed as a truck driver after graduation from the school, this person may be able to bypass the above requirements.

ADMISSION PROCEDURES:

- a. Classes start every 3 weeks during the calendar year.
- b. Each individual must apply to the School Enrollment Officer prior to acceptance for enrollment.
- c. Individuals enrolling in advance may complete much of their paperwork at that time or on the registration day.
- d. The greater time in advance a student enrolls, the better is his/her chance of being accepted into the class date of interest. The school may enroll a person up to the class date.

F. EDUCATION OBJECTIVE

Our Commercial Driver Training Program is designed around the Federal Department of Transportation's suggested guidelines of commercial tractor-trailer training. The program offers the individual a thorough and in-depth education in the trucking industry, which allows a student to enter the trucking industry as an entry level tractor-trailer driver and to qualify for the federally standardized Commercial Driver's License.

G. CURRICULUM SUMMARY

CLASSROOM INSTRUCTION:

Curriculum Overview
Trucking Industry Statistics
Driver Licensing Requirements
Tractor Trailer Components
D.O.T. Regulations
Coupling & Uncoupling
Logbooks
Pre-Trip Inspections
Defensive Driving/Smith System
Maintenance
Accident & Fire Procedures
Speeds, Grades & Stopping
Scales & Weight Distribution
Twin Trailers & Dolly's (Doubles)
Federal Bridge Laws
Winter Driving
Air Brakes
Hazardous Materials
Trip Planning
Ports of Entry & Inspection
Map Reading
Flatbed Freight, Strapping, Tarpping
Backing – various maneuvers
Gear Shifting
Turning Techniques
Driving Techniques
Satellite Dispatch/Qualcom
Tankers & Liquid Freight
Re-Testing Procedures
Employment Preparation

RANGE 4-HR SESSION

1. Pre-Trip Inspection
2. Controlled Backing Maneuvers
3. Couple/Uncouple
4. Summary
5. Post-Trip Inspection

ROAD 4-HR SESSION

1. Pre-Trip Inspection
2. Road Driving
3. Observation
4. Summary
5. Post Trip Inspection

H. DAILY SCHEDULE (4 weeks)

CLASSROOM SCHEDULE (1 week)

Day classes 5:45 A.M. to 2:30 P.M. Monday through Friday. In the event a scheduled class falls on an observed holiday, then the class will be made up on the next available day.

RANGE/ROAD SCHEDULE (3 weeks)

Day classes 5:45 A.M. to 2:30 P.M. Monday through Friday. Students are put in a maximum of three (3) students to one (1) tractor in the road & range portion of the program.

Summary:

Classroom: 1 week	Range/Road: 3 weeks
5 days a week x 8 hours = 40hrs	15 days X 8 hours = 120 hours
1 Week = 40 hours	3 Weeks = 120 hours

TOTAL COURSE LENGTH = 160 CLOCK HOURS

Students must have a minimum of 160 clock hours to qualify for a Certificate of Proficiency.

CLOCK HOUR DEFINITION:

1 Clock Hours is 60 Minutes of Training

A. TRAINING DESCRIPTION

While training, students are divided into groups of three. Three being the maximum number of students using a single piece of equipment at any one time: The previous Curriculum Summary itemizes the course of instruction and provides a breakdown of the subject matter for the training program.

I. TUITION

TUITION & STUDENT LOANS:

Our published tuition fee for the accelerated 160hr. Truck Driver Training Program is \$3995*. (* see below or check our website for any discounted price). The tuition fee includes, Federal Motor Carrier Safety Regulations, Logbooks, Commercial Driver Guide, and all school tests.

Selected programs of study at Trans Union Truck Driving School are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Prior Education Credit...Hands-On Only...120 hours...\$2495.00

* Previous education and training will be evaluated and credit given if appropriate *

Student Loans are available through various sources. In certain areas funds may be available to assist economically-disadvantaged, or displaced and laid-off workers. Many trucking companies reimburse tuition up to 100% over a period of employment. People receiving disability through the state that can no longer do their previous job, may qualify for vocational rehabilitation placement:

Payment Method

Cash, Check, Credit Card, or Finance; Financing is OAC 19%

J. GRADING SYSTEM, GRADUATION & LICENSING REQUIREMENTS

Grading System

The school uses the standard 4.00 grading scale. The final exams, quizzes and weekly progress are all graded using this scale:

90-100	-	A
80-89	-	B
70-79	-	C
69 and below	-	F

Any student, who fails a portion of the program, must make arrangements to retest that portion

GRADUATION:

Students must meet the following requirements in order to graduate:

1. A cumulative score of at least 2.0 on the final skill and written exams.
2. All the financial obligations to the school must be met.
3. Effective 02-Jan-2009, Students must complete 160 hours of training to obtain a DOL Certificate of Completion from the school. Without this certificate, the DOL will not issue a commercial driver license [RCW 46.25.060 (3)].
4. Students must pass a Skill Test Administered by the Department of Licensing.

If a student fails to achieve the minimum Grade Point Average the student may be allowed to retest on a portion of the final exams, or take remedial training. The school reserves the right to charge a student \$175 an hour (2 hour minimum for remedial training). Upon graduation from the program a student is awarded a certificate by the school.

TRANSCRIPTS & PERMANENT RECORDS

Student transcripts are available upon request. These include the grade percentage (see GRADING SYSTEM above) for: Classroom, Backing, Driving, and the overall average as shown on the graduation certificate. Student records are kept for fifty (50) years.

K. SATISFACTORY PROGRESS

To remain in training a student must maintain satisfactory progress. In order to comply with the school's satisfactory progress policy, the student must:

1. Be able to complete the program within the maximum time allowed (4 weeks), which may be extended by the school director.
2. Maintain a GPA of 70% on each of the road, yard and classroom exercises at the end of the week.
3. Be able to operate the vehicles on the road safely and without creating a hazard to the public. Determination to be made by the instructor.

L. ATTENDANCE, PROBATION, RULES & CONDUCT

ATTENDANCE:

A student's attendance is extremely important. Classes that are missed will not be offered a second time. Also, job placement potential may be seriously hampered by a student's poor attendance record. Some carriers require a perfect attendance record. A student is counted as present when they are on the training grounds at the start of the day.

a. Absenteeism

Absenteeism can seriously hamper a student's progress. Excessive absences will affect the students standing negatively. A student may be terminated for excessive absenteeism. Two consecutive or three total absences will be considered excessive. Absences are considered unexcused when the student fails to explain their absence to an instructor or school administrator prior to his/her absence. If a student misses over three days of training, the school may recommend that the student reschedule his/her training to a future class.

b. Tardiness

Tardiness is defined as any student arriving for a class more than five (5) minutes late. Three (3) tardies equal one (1) absence.

c. Leave of Absence

Students will be allowed only one (1) leave of absence. Leaves of Absence must be approved by the School Director. Leave of Absence may be extended on a case by case basis by the School Director in writing.

d. Re-Entry

Students attempting to re-enter training after being terminated or taking a leave of absence must get approval for re-entry by the School Director in writing.

e. Students must complete the full course and settle any outstanding fees payable to the school before the Certificate of Proficiency is issued.

ACADEMIC PROBATION:

Probation is used to discipline and regulate a student's performance. A student put on probation will be notified of this in writing. A student on probation must show substantial progress in their performance or face possible termination from training. A student will be put on probation for the following reason:

- a. Failing to meet the minimum entrance requirements
- b. Unsatisfactory progress or attendance
- c. Breaking the training ground's rules and regulations

While on probation the student must not violate any school rules or fail to achieve satisfactory performance levels or he/she will be terminated.

RULES OF CONDUCT

To maintain order and efficiency during training, the school requires all students to abide by the rules. Any of the following will cause immediate dismissal of the student:

- a. Being under the influence of intoxicating drugs or alcohol.
- b. Bringing intoxicating drugs or alcohol onto the school property.
- c. Any unauthorized starting or operation of a school vehicle.
- d. Violating any industry safety code or creating a safety hazard.
- e. Insubordination (failure to comply with the instructions of the school employees).
- f. Illegal acts on or off school property, while in training.
- g. Fighting on school grounds, or possessing a firearm or weapon on school property.
- h. Property damage.

M. STUDENT SERVICES

ACADEMIC ADVISING:

Student services staff will provide all students with academic advising and consultation on satisfactory progress and probationary policies. Students have the opportunity to meet and discuss their academic situation with the student services staff member and receive advice on corrective actions.

PLACEMENT ASSISTANCE:

The school's placement assistance program is available to assist graduates with finding employment in the field for which they are trained. The school does not guarantee any of its graduates that they will be employed as a result of the training or placement assistance. Below are the different aspects of the school's placement service.

1. The school will help the student to make contacts and provide some job application forms for prospective employers.
2. Trucking company recruiters will meet and interview students during training.

N. GRIEVANCE PROCEDURE

Student grievances will be handled first by the Training Director verbally; any grievance remaining unresolved after being handled by the training director will be referred to the school director.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should these procedures fail, the students may contact:

**WORK FORCE TRAINING AND EDUCATION
COORDINATING BOARD
128 10TH AVENUE SW
PO BOX 43105
OLYMPIA, WASHINGTON 98504-3105**

O. REFUND & CANCELLATION POLICY

REFUND BEFORE ENTERING CLASSES:

1. You will receive a full refund of all money paid if you're not accepted by the school within 2 weeks of denial.
2. You will receive a full refund of tuition and fees paid if you withdraw no later than midnight of the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided you have not commenced training. Trans Union will refund the deposit within 30 days of exit date.
3. After five (5) business days (excluding Sundays and Holidays), the school may retain an established registration fee equal to ten percent (10%) of the total tuition cost, or one hundred dollars (\$100.00), whichever is less. "Registration Fee" refers to any fee; however named covering those expenses incurred by an institution in processing student applications and establishing a student records system.

OFFICIAL TERMINATION DATE:

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

1. When the school receives notice of the student's intention to discontinue the training.
2. When the student is terminated for a violation of a published school policy which provides for termination.
3. When a student fails to attend class for thirty (30) days.

REFUND AFTER ENTERING CLASS:

1. If you terminate during the first week or ten percent (10%) of contracted instruction, whichever is less, the School may retain ten percent (10%) of tuition cost, plus registration fee (equal to ten percent of the total tuition cost, or one hundred dollars (\$100.00), which ever is less).
2. If you terminate after the first week, or ten percent (10%) of instruction, whichever is less, but prior to completion of twenty-five percent (25%) of contracted time, the school may retain twenty-five (25%) of tuition cost, plus registration fee (equal to ten percent (10%) of the total tuition cost, or one hundred dollars (\$100.00), whichever is less).
3. If you terminate after completion of twenty-five percent (25%) through fifty percent (50%) of instruction, the school may retain fifty percent (50%) of tuition cost, plus registration fee (equal to ten percent (10%) of the total tuition cost, or one hundred dollars (\$100.00), whichever is less).
4. If you terminate after completion of more than fifty percent (50%) of instruction, the school may retain the full tuition cost, plus registration fee (equal to ten percent (10%) of the total tuition cost, or one hundred dollars (\$100.00), whichever is less).
5. If the school continues to operate under its license, but discontinues instruction in any program after training of the students begun, the students enrolled in the discontinued program are entitled to a pro-rata refund of all tuition and fees paid, unless comparable training is arranged by the school to be provided at another public or private vocational school, and such arrangements are agreed to in writing by the student, except as provided by WAC 490-100-220(4).
6. Notice in advance of the discontinuance must be provided to the agency and to students in writing, including the data required under WAC 490-100-220(2).
7. The term "discontinued" generally applies to the elimination by the school of a particular course offering prior to its completion. However, the term includes circumstances where program(s) commenced at a specific location under terms of an enrollment agreement are relocated to substituted physical site.
8. A student affected by relocation may voluntarily accept transportation and other arrangements offered by the school in order to continue his/her training or may file a refund claim.
9. Requests for refunds pursuant to this provision must be made in writing by the enrolled student within ninety (90) days following discontinuation of the program. Money due shall be refunded within thirty (30) days after receipt request.

TERMINATION BY THE SCHOOL

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work; is Boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payments is Subject to immediate termination:

CANCELLATION OF CLASSES:

The school reserves the right to cancel a starting class if the number of students enrolling is deemed insufficient. Such Cancellation will be considered by the school and the affected students are entitled a full refund of money paid.

OUR STAFF & INSTRUCTORS & THEIR QUALIFICATIONS:

Each instructor employed by the school has a minimum of five to ten (5 to 10) years of driving experience, no previous Felony convictions, no alcohol violations on record, no more than two (2) moving violations in the last five (5) years on His/her driving record, a current Federal Department of Transportation medical certificate, a current valid State of Washington Commercial Driver’s License. All instructors are required to attend staff seminars each week to insure that they are up-to date on all current information pertaining to the training of each student.

Name of Staff Member	Employed by School	Commercial Driver License
Kenneth Nelson (Instructor)	Full Time Since 1998	Valid 'A' Class Since 1976
Gary Dinelt (Instructor)	Full Time Since 2005	Valid 'A' Class Since 1987
Ted Skinner (Instructor)	Full Time Since 2010	Valid 'A' Class Since 2000

Operations Manager:

Mike McKinna
E-mail: tutds2@yahoo.com

Admissions:

Suzanne Provencal
E-mail: tutds3@yahoo.com

School Director:

Gurjeet Kaur
Email: tutds@clearwire.net

DISCLAIMER :

Trans Union Driver Training Services LLC, does not guarantee employment but does provide job placement assistance.

**TRANS UNION DRIVER TRAINING SERVICES, LLC
DBA: TRANS UNION TRUCK DRIVING SCHOOL
4624 River Road East Tacoma, WA 98443**

This school is licensed under Chapter 28C.10.RCW: Inquires or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board 128 – 10th Avenue SW, Olympia, WA 98504-3105, (360) 753-5673.

If the school discontinues instruction in any program after students enter training, including circumstances where the School changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition fees paid, unless comparable training is arranged for by the school and agreed upon in writing by the student. A written request for such a refund must be made within ninety (90) days from the date the program was discontinued and the refund must be paid within thirty (30) days after receiving such a request.

LEGAL HOLIDAYS OBSERVED

NEW YEARS, MEMORIAL DAY, 4TH OF JULY, THANKSGIVING, CHRISTMAS DAY

TRANS UNION TRUCK DRIVING SCHOOL IS

PROUD MEMBER OF:

LICENSED IN WA STATE BY:

 WASHINGTON TRUCKING ASSOCIATION	 NORTHWEST CAREER COLLEGES FEDERATION	 WA WORKFORCE BOARD
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The content of this catalog is correct at the time of printing (August 2011) and is subject to change at any time. Prospective applicants are encouraged to contact the school to verify any changes.