



NATIONAL TRACTOR  
TRAILER SCHOOL

# STUDENT CATALOG

## Main School

National Tractor  
Trailer School

4650 Buckley Road  
Liverpool, NY 13088

## Branch Location

National Tractor  
Trailer School

175 Katherine Street  
Buffalo, NY 14210

## Branch Location

Swift Driving  
Academy

2200 S 75<sup>th</sup> Avenue  
Phoenix, AZ 85043

*Established 1971*

# STUDENT CATALOG

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## **MESSAGE FROM THE PRESIDENT**

Welcome to National Tractor Trailer School, Inc. (NTTS). We thank you for considering our school and hope we can be instrumental in helping you accomplish your educational and occupational goals.

NTTS, since its founding in 1971, has dedicated itself to its primary objective: "To screen, train, and place qualified graduates into entry-level positions as heavy truck and tractor trailer drivers."

Accredited by the Accrediting Commission of Career Schools and Colleges, NTTS is committed to subscribing to a high standard of excellence.

In order to fully accomplish its primary objective, NTTS continuously reviews its method of operations by maintaining ongoing dialogue with students, graduates, its advisory committee, transportation companies, and regulatory bodies.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. H. Mocarski', followed by a large, stylized flourish.

William H. Mocarski  
President

## **SCHOOL HISTORY**

National Tractor Trailer School's first students began training in May of 1971. Originally established in Newburgh, NY, NTTS opened a Syracuse campus in January of 1972. Syracuse proved to be more conducive to its mode of operation. Therefore, in December of 1972 the schools merged into one campus located in Syracuse. In November of 1977, NTTS moved to its present location in Liverpool, NY, and purchased the facility in May of 1981.

NTTS received its initial accreditation from the Accrediting Commission of Career Schools and Colleges (formerly the National Association of Trade and Technical Schools), in October of 1984, and subsequently became an eligible institution for Title IV funding in March of 1985.

In May of 1989, the school established a branch location in Blasdell, NY. In May of 1990, the Blasdell facility was moved to its current location at 175 Katherine Street, Buffalo, NY. In October 1990, the Buffalo location was accredited by the Accrediting Commission of Career Schools and Colleges as a branch location. Program offerings in Buffalo are essentially the same as at the Liverpool facility.

In July of 2021, National Tractor Trailer School (NTTS) acquired Swift Driving Academy (SDA) in Phoenix, AZ as a branch campus. This training facility originally opened in the 1980s. Over the past 40 years the academy's focus was individuals to acquire the skills to be employed by a variety of companies as a commercial truck driver.

## **NTTS OFFICERS AND DIRECTORS – Liverpool (Main) Facility**

William H. Mocarski – President

Lisa Tucker – Vice President

James Fairbank – Director/Director of Education

Jamie K. Sather – Placement Director

Matthew Chetney – Financial Aid Director

Kimberly Sather – Military and Program  
Development Director

John McCann – Training Director

Darlene McCann – Admissions Director

## **NTTS OFFICERS AND DIRECTORS – Buffalo (Branch) Facility**

William H. Mocarski – President

Lisa Tucker – Vice President/Director

Donald Frazer – Training Director

Gladys Ortero – Financial Aid Coordinator

Jamimaleson Alexander – Placement Coordinator

## **LICENSING and/or APPROVALS**

Licensed by the NYS Department of Motor Vehicles.

Approved by the NYS Division of Veterans' Affairs for the training of veterans and other eligible persons.

## **ACCREDITATION ACCSC**

Accrediting Commission of Career Schools and Colleges

NTTS is accredited by the Accrediting Commission of Career Schools and Colleges, Arlington, VA. The availability of comparable program information related to tuition, fees and program length is available by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201. The Accrediting Commission of Career Schools and Colleges may also be contacted by phoning (703) 247-4212. [www.accsc.org](http://www.accsc.org)

## **ASSOCIATIONS**



## **ADMISSIONS PROCEDURES**

To apply for admittance to NTTS, a prospective student must complete an admissions application and be interviewed and recommended by a member of the staff. Prospective students are given a school tour, catalog, and student achievement rates. Applicants denied admission will be notified in writing of the reason and whether or not they may reapply. Final acceptance of the applicant will be made upon reviewing the student's application, admission recommendation, and documentation that admission criteria have been met. NTTS does not deny admission or discriminate against (prospective) students on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin. NTTS will make reasonable accommodations to applicants and students with disabilities to the extent required by applicable law.

## **ADMISSION REQUIREMENTS**

1. At least 18 years of age or older.
2. Must possess a high school diploma, its equivalent, or pass an entrance test (see Ability to Benefit page 6). \*
3. Must possess a driver's license.
4. Must possess a Department of Transportation physical in accordance with 391.41 of the Federal Motor Carrier Safety Regulations.

\* NTTS reviews diplomas/equivalents to determine validity. Decisions on validity by NTTS are final and not appealable.

## **OFFICE HOURS**

National Tractor Trailer School is open 9:00 a.m. - 5:00 p.m. Monday thru Friday, and Saturday by appointment.

## **ABILITY TO BENEFIT**

Applicants not possessing a high school diploma will be required to pass an entrance evaluation test to determine their ability to benefit from the program. National Tractor Trailer School utilizes the Wonderlic Scholastic Level Exam (Wonderlic SLE) to evaluate an applicant's ability to benefit from the program. The Wonderlic SLE is a 12 minute test measuring cognitive ability. Applicants must score a 13 or higher to be admitted to the school which is the recommended minimum score determined by Wonderlic utilizing the O\*NET database of the Department of Labor as a framework for determining occupational minimum scores based on the knowledge, skills, and abilities required of the position and is based on guidance provided by the Department of Education, additional research, and feedback.

If an applicant does not meet the minimum acceptable score on the exam after the first attempt, they can attempt a first retest on the same day and a second retest after 24 hours. Any further retests will only be allowed with approval of the School Director after a waiting period of at least seven days from the last test.

Passing standard entrance exam scores for all programs are valid for five years; however, if a student drops from a program and then re-enters the same program or a different program within five years, the re-entering student may be required to retest depending on the minimum testing requirements at the time of re-entry or the ability to obtain the previous test results

National Tractor Trailer School chose the Wonderlic SLE as its ability to benefit exam after surveying other proprietary institutions and evaluating the test validity as reviewed by qualified, independent third parties for appropriateness.

## PROGRAMS OFFERED/COURSE OBJECTIVES

<b>Advanced Commercial Drivers Course</b> (C.D.L. "A", C.D.L. "B") Objective: A course primarily designed for individuals with little or no previous Commercial Vehicle operating experience. This course will allow the individual to have a broader understanding of the skill and abilities necessary to be a long-term productive employee. Graduates of this program have gone into entry-level positions as commercial drivers, heavy truck drivers, tractor trailer drivers, bus drivers and owner operators.	<b>Status</b>	<b>Clock hours in course</b>	<b>Length in weeks</b>	<b># of Days total</b>	<b>Days of week classes held</b>	<b># of Hours per week</b>	<b>Daily Schedule Hours</b>
	Full Time	602	24 Weeks	121	M-F	25	7:00am - 12:00pm
	Full Time	602	24 Weeks	121	M-F	25	12:00pm - 5:00pm
	Full Time	602	24 Weeks	121	M-F	25	5:00pm - 10:00pm
<b>Commercial Drivers Course</b> (C.D.L. "A", C.D.L. "B") Objective: A course primarily designed for individuals with little or no previous Commercial Vehicle operating experience. Graduates of this program have gone into entry-level positions as commercial drivers, heavy truck drivers, tractor trailer drivers, bus drivers, and owner-operators.	Full-Time	320	13 Weeks	64	M-F	25	7:00am - 12:00pm
	Full-Time	320	13 Weeks	64	M-F	25	12:00pm - 5:00pm
	Full-Time	320	13 Weeks	64	M-F	25	5:00pm - 10:00pm
	Part-Time	320	18 Weekends	36	Sat., Sun.	18	8:00am - 6:00pm
<b>Heavy Truck Driver Course</b> (C.D.L. "B") Objective: A course primarily designed for individuals with little or no previous heavy truck driving experience. Graduates of this program have gone into entry-level positions as commercial drivers, delivery drivers, dump truck drivers, bus operators and other heavy truck drivers.	Part-Time	90	5 weekends	10	Sat., Sun.	18	8:00am - 6:00pm

**PROGRAM OUTLINE  
HEAVY TRUCK DRIVERS COURSE - 90 HOURS**

<i>SUBJECT</i>	<i>CLASSROOM</i>	<i>LAB</i>	<i>BEHIND THE WHEEL</i>
Industry Orientation	2		
Control Systems/Dashboard	2		
Vehicle Inspections	6		12
Basic Control	1.5		
Shifting/Operating Transmissions	1		
Straight Line Backing			3
Alley Dock Backing			4
Offset Backing			8
Parallel Parking			9
Visual Search	1		
Communication	1		
Distracted Driving	1		
Speed Management	2		
Space Management	2		
Night Operations	1		
Extreme Driving Conditions	1		
Hazard Perception	1		
Skid Control/Recovery	1		
Railroad/Highway Grade Crossings	1		
Street Driving			6
Identification and Diagnosis of Malfunctions	1		
Roadside Inspections	1		
Maintenance	1		
Handling and Documenting Cargo	3		
Environmental Compliance	1		
Hours of Service/Logbooks	1.5		
Fatigue and Wellness	1		
Post Crash Procedures	1		
External Communications	1		
Whistleblower/Coercion	1		
Trip Planning	1.5		
Drugs/Alcohol	1		
Medical Requirements	1		
Testing/CDL Test Preparation	4.5		3
<b>Totals</b>	<b>45</b>	<b>0</b>	<b>45</b>

**Total Hours** **90**



**PROGRAM OUTLINE  
COMMERCIAL DRIVERS COURSE - 320 HOURS**

<i>SUBJECT</i>	<i>CLASSROOM</i>	<i>LAB</i>	<i>BEHIND THE WHEEL</i>
Industry Orientation	3.5		
Control Systems/Dashboard	2	3	
Vehicle Inspections	5	5	22
Basic Control	2	3	
Shifting/Operating Transmissions	7	5	
Straight Line Backing	1.5	5	15
Alley Dock Backing	1.5	5	25
Offset Backing	1.5	5	30
Parallel Parking	1.5	5	30
Coupling/Uncoupling	4.5	5	20
Visual Search	2		
Communication	2		
Distracted Driving	2		
Speed Management	2		
Space Management	2		
Night Operations	2		
Extreme Driving Conditions	2		
Hazard Perception	2		
Skid Control/Recovery	2		
Railroad/Highway Grade Crossings	2		
Street Driving			20
Identification and Diagnosis of Malfunctions	2	2	
Roadside Inspections	2		
Maintenance	2		
Handling and Documenting Cargo	3	2	
Environmental Compliance	2		
Hours of Service/Logbooks	5		
Fatigue and Wellness	2		
Post Crash Procedures	2		
External Communications	2		
Whistleblower/Coercion	1		
Trip Planning	5	5	
Drugs/Alcohol	2.5	1	
Placement	1		
Finance	1		
Medical Requirements	1.5		
Testing/CDL Preparation	15		8
<b>Totals</b>	<b>99</b>	<b>51</b>	<b>170</b>

**Total Hours**

**320**

**PROGRAM OUTLINE**  
**ADVANCED COMMERCIAL DRIVERS COURSE - 602 HOURS**

<i>SUBJECT</i>	<i>CLASSROOM</i>	<i>LAB</i>	<i>BEHIND THE WHEEL</i>
Industry Orientation	3.5		
Control Systems/Dashboard	2	3	
Vehicle Inspections	5	5	40
Basic Control	2	3	
Shifting/Operating Transmissions	7	5	
Straight Line Backing	1.5	5	45
Alley Dock Backing	1.5	5	80
Offset Backing	1.5	5	80
Parallel Parking	1.5	5	80
Coupling/Uncoupling	4.5	5	45
Visual Search	2		
Communication	2		
Distracted Driving	2		
Speed Management	2		
Space Management	2		
Night Operations	2		
Extreme Driving Conditions	2		
Hazard Perception	2		
Skid Control/Recovery	2		
Railroad/Highway Grade Crossings	2		
Street Driving			24
Identification and Diagnosis of Malfunctions	2	2	
Roadside Inspections	2		
Maintenance	2		
Handling and Documenting Cargo	3	2	
Environmental Compliance	2		
Hours of Service/Logbooks	5		
Fatigue and Wellness	2		
Post Crash Procedures	2		
External Communications	2		
Whistleblower/Coercion	1		
Trip Planning	5	5	
Advanced Trip Planning/Map Reading	10		
Drugs/Alcohol	2.5	1	
Placement	1		
Finance	1		
Medical Requirements	1.5		
Business Operations	10		
Driver Health and Wellness	10		
Flatbed Cargo Securement	7	3	
Heavy Truck Systems	8	2	
Testing/CDL Preparation	15		8
<b>Totals</b>	<b>144</b>	<b>56</b>	<b>402</b>
<b>Total Hours</b>	<b>602</b>		

## **GENERAL INFORMATION**

### **LIVERPOOL FACILITIES**

Located at 4650 Buckley Road, Liverpool, NY. NTTS maintains a 7-acre facility and a training concourse. The training concourse is the area set aside for driving, backing, and docking maneuvers and is lighted for night driver training. The administrative building houses offices, training and placement offices, classrooms, learning resource system, and a student lounge. A separate maintenance facility is located behind the main building.

NTTS will make reasonable accommodations to applicants and students with disabilities to the extent required by applicable law.

### **BUFFALO (BRANCH) FACILITIES**

Located at 175 Katherine Street in Buffalo, NY. NTTS' facilities consist of a 32-door cross dock truck terminal located on an 11-acre concourse. The training concourse is the area set aside for driving, backing, and docking maneuvers and is lighted for night driver training. The facility houses administrative offices, classrooms, learning resource system, student vending area, training office, placement office, and the maintenance facility.

NTTS will make reasonable accommodations to applicants and students with disabilities to the extent required by applicable law.

### **PHOENIX (BRANCH) FACILITIES**

Located at 2200 S 75th Ave, Phoenix, AZ. Swift Driving Academy's facilities consist of two buildings: an admissions, administration and financial aid building and a training building. The building house training leadership offices, classrooms, learning resource system, and student break area. The driving range is on an 11-acre concourse. The training concourse is the area set aside for driving, backing, and docking maneuvers and is lighted for night driver training.

NTTS will make reasonable accommodations to applicants and students with disabilities to the extent required by applicable law.

### **COMMERCIAL DRIVER'S LICENSE PERMIT**

The school will help prepare each student to complete the necessary requirements to receive the Commercial Driver License (C.D.L.) "A" permit or "B" permit. The initial fee for the permit and written test is included in the cost of tuition. Additional testing/fees at the DMV are the responsibility of the student.

### **C.D.L. SKILLS TEST/LICENSE**

NTTS will make the appointment for the C.D.L. road test as soon after graduation as possible subject to NYS DMV availability and Entry Level Driver Training Requirements. Tuition cost includes the fee for one NYS DMV Skills (Road) Test fee. Additional testing/fees at the DMV are the responsibility of the student. Students are also responsible for their own license fee up to \$164.50 (prorated to current license expiration date) that is payable to the Commissioner of Motor Vehicles after passing the skill test.

### **PHYSICAL**

#### **AS REQUIRED BY DEPARTMENT OF TRANSPORTATION**

Needs to be completed by a provider listed on the FMCSA National Registry of Certified Medical Examiners prior to acceptance into the training program at NTTS.

### **MOTOR VEHICLE RECORD CHECK**

A motor vehicle record check (MVR) is required for all students and a copy is provided to the student.

## **DRUG TEST**

All students will be tested in accordance with 382.301 of the Federal Motor Safety Regulations after obtaining their Commercial Learners Permit and prior to operating Commercial Motor Vehicles on public roads. *If you test positive, refuse a test, or violate an NTTS drug & alcohol rule you will be terminated from the training program*

## **CLASS STARTING DATES / CALENDAR**

New classes for full-time students begin approximately every six weeks and part-time classes begin approximately every 10 weeks. See addendum A for exact class starting dates.

## **HOLIDAYS**

NTTS celebrates New Year's Day, Easter Sunday, Memorial Day Weekend, Independence Day, Labor Day Weekend, Thanksgiving, and Christmas.

## **CLASS SIZE**

The maximum combined academic class, consisting of Advanced Commercial Drivers Course and Commercial Drivers Course, is 30 students.

## **TUITION**

### **Advanced Commercial Drivers Course - \$10,975.00**

Tuition includes one each: CDL Written Knowledge test fee (permit), CDL Skills test fee (road test), DOT Physical and Drug Test, MVR, Insurance, and all other classroom materials.

### **Commercial Drivers Course - \$9,590.00**

Tuition includes one each: CDL Written Knowledge test fee (permit), CDL Skills test fee (road test), DOT Physical and Drug Test, MVR, Insurance, and all other classroom materials.

### **Heavy Truck Driver Course - \$4,390.00**

Tuition includes one each: CDL Written Knowledge test fee (permit), CDL Skills test fee (road test), DOT Physical and Drug Test, MVR, Insurance, and all other classroom materials.

## **SUMMARY OF OTHER COSTS**

Application Fee \$25.00

C.D.L. Licensing Fee \$164.50 (prorated to current license expiration date) (Good for eight (8) years) \*\*

All fees listed in this catalog are current as of publication date. Fees may change without notice.

\*\*Payable to Commissioner of Motor Vehicles

## **CANCELLATION AND WITHDRAWAL POLICY**

**Procedure** - Any student wishing to cancel this agreement must notify the school in writing or verbally. All returned funds must be paid no later than 45 days after the date the school determines the student withdrew. In addition, the school must provide written notice to the borrower of the return of funds to the borrower's loan(s). Evidence of this written notice should be documented in the student's file.

The date in which the student has withdrawn is determined by the date of notification from the student, either written or verbal, or the date the school becomes aware that the student ceased attendance. If the student was on leave of absence, the date of determination would be either:

1. The date the leave of absence ends
2. The date the student notifies the school that he or she will not be returning.

If the student is on an unapproved leave of absence, the date of determination is the student's last recorded date of attendance.

**Rejection** - A student not accepted by the school shall be entitled to a refund of all monies paid.

**Five-Day Cancellations** - A student requesting cancellation within five business days after signing an enrollment agreement shall be entitled to a refund of all monies paid including the application fee of \$25.00.

**After Five Day Cancellation** - A student requesting cancellation prior to starting class shall be entitled to a refund of all monies paid minus the application fee of \$25.00.

**Other Refunds** - Students who have not visited the school facility prior to starting class will have an opportunity to withdraw within the first three days of training. Student shall be entitled to a refund of all monies paid.

**Special Cases** - In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

### ***The Institutional Withdrawal Policy is as follows:***

**In-School Termination** - If a student enrolls and begins classes:

#### **Advanced Commercial Drivers Course**

The school may not retain more than the tuition as outlined below plus the cost of the textbooks: The school shall retain the school per lesson charge of \$18.23 for each lesson already taken by the student (For refund purposes, each hour of training is considered one lesson). The per lesson charge of \$18.23 is calculated by dividing \$10,975.00 (tuition cost) by the number of lessons contained (602). All calculations are based upon the last date of attendance.

#### **Commercial Drivers Course**

The school may not retain more than the tuition as outlined below plus the cost of the textbooks: The school shall retain the school per lesson charge of \$29.97 for each lesson already taken by the student (For refund purposes, each hour of training is considered one lesson). The per lesson charge of \$29.97, is calculated by dividing \$9590.00 (tuition cost) by the number of lessons contained (320). All calculations are based upon the last date of attendance.

#### **Heavy Truck Driver Course**

The school may not retain more than the tuition as outlined below plus the cost of the textbooks: The school shall retain the school per lesson charge of \$48.78 for each lesson already taken by the student (For refund purposes, each hour of training is considered one lesson). The per lesson charge of \$48.78, is calculated by dividing \$4390.00 (tuition cost) by the number of lessons contained (90). All calculations are based upon the last date of attendance.

#### **The Treatment of Title IV Funds:**

For each Title IV aid recipient who withdraws, the school must calculate the amount of the Title IV aid the student has earned. The amount is determined by dividing the number of clock hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period. The school must return any portion of unearned Title IV funds for which the school is responsible. The student (or parents, in the case of a PLUS loan) must repay any unearned funds that the school did not return according to the normal terms of the loan.

If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV aid received for the period. In this case, no funds need to be returned to Title IV aid programs. However, in the event of a refund based on the withdrawal calculation, the Title IV Funds will be returned first in order to reduce the student's loan debt.

The withdrawal date is the student's last recorded date of attendance, as determined by the school's attendance records. If a student does not resume attendance by the end of an approved leave of absence at the school or takes a leave of absence that is not approved by the school, the withdrawal date is the student's last recorded date of attendance. In addition, if a student does not return from an approved leave of absence, the six-month grace period of paying back the student loan begins with the student's last recorded date of attendance. The school must maintain documentation of the withdrawal date, beginning on the date the school determines that the student withdrew.

A school must return Title IV program funds no later than 45 days after the date of determination that the student withdrew. If the student is eligible for a post-withdrawal disbursement, it must be made within 90 days of the date determination.

Unearned Title IV Funds must be returned in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, PLUS Loan and Pell Grants for which a return of funds is required.

**For Students Who Have Not Received Title IV Funds:**

If the withdrawal calculation shows a refund is due, the amount will be returned no later than 45 days after the date of determination that the student withdrew directly to the payer of the tuition.

## **SATISFACTORY PROGRESS**

### **Time Frame**

There is a normal time frame to complete the full-time and part-time programs. There is also a maximum time frame (within which the student must graduate). Both time frames are listed in the chart on page 15. If the student fails to schedule and complete the training within the maximum time allotted for the program they are enrolled in, they will be terminated from school.

### **Grading**

1. The student's cumulative grade average will be determined at the end of each evaluation period.
2. If the student's grade does not meet satisfactory progress requirements as specified in the chart on page 15, they will be placed on Academic Warning for the next evaluation period. If in an eligible program for Title IV funds, a student will still be deemed eligible for the funds if on Academic Warning and, therefore, considered to be making satisfactory progress.
3. If a student is making satisfactory progress but is not demonstrating the ability to drive the truck proficiently, the Training Director can make a determination to place the student on Academic Warning. Failure to satisfy the terms of the Academic Warning can result in termination.
4. In order to graduate, a student must achieve an overall average of 80%, successfully pass the NTTS final road test, and meet all requirements in letter G of this section.
5. NTTS grades on a percentage grade scale with 60% equivalent to 1.0, 70% equivalent to a 2.0, 80% equivalent to a 3.0, and 90-100% equivalent to a 4.0.
6. If a student does not complete their training, the student's incomplete grade will not revert to a failure, nor will it affect a student's G.P.A. If the student should decide to re-enroll, their grades will be evaluated for credit.

### **Attendance/Tardiness**

Students are required to promptly attend all regularly scheduled classes. Tardiness and early departure from scheduled classes will be translated into equivalent hours of absent time to be made up. All actual hours attended when the school is in session will be applied to the student's total clock hours. See chart on page 15. Attendance, like academic progress, will be evaluated for satisfactory progress.

A roll call of attendance is taken when a class convenes for the start of the day and again after lunch hour. The number of minutes the student is tardy or leaves early is also noted. Actual minutes of tardiness are used and recorded. Students are required to make up all time missed. See page 15 - Information on Making Up Missed Training.

The chart below specifies the minimum requirements to continue making satisfactory progress in the Advanced Commercial Drivers Course.

Program	Program schedule	Days	Approx. Weeks	Maximum Time Frame to Complete Training	Minimum Acceptance Progress Charts					Satisfactory Progress Attendance Policy**
					1st Evaluation Period	2nd Evaluation Period	Occurs at End of	Min. Avg.	Occurs at End of	
Advanced Commercial Drivers Course (CDL "A") (CDL "B")	FT* 121 days 24 week min.	182 days	37 weeks	61st day	80%	121st day	80%	241 hrs.	61st day	
								482 hrs.	121st day	
Commercial Drivers Course (CDL "A") (CDL "B")	FT* 13 weeks 64 days	96 days	20 weeks	32nd day	80%	64th day	80%	128 hrs.	32nd day	
								256 hrs.	64th day	
	PT* 18 weekends 36 days	54 weekend Days	27 weekends	18th day	80%	36th day	80%	128 hrs.	18th day	
								256 hrs.	36th day	
Heavy Truck Driver Course (CDL "B")	PT* 5 weekends 10 days	15 weekend Days	7.5 weekends	5th day	80%	10th day	80%	45 hrs.	8th day	

\*If the student is placed on academic warning for one evaluation period by the Training Director, the Financial Aid office will be notified. The student on academic warning will have one evaluation period to raise their cumulative grade average to the required level for that evaluation period. If the student fails to achieve the required cumulative grade average for the end of that evaluation period, the student's enrollment with the school will be terminated.

\*\* If a student is not making satisfactory progress for attendance, they will also be placed on academic warning, and the financial aid office will be notified. The Training Director will give a probationary advisory to the student. Failure to comply with this advisory may result in termination from the program. A student may only be placed on academic warning once per enrollment.

### Information on Making up Missed Training

A student must attend and complete all scheduled course hours to be considered for graduation. If a student has been absent/tardy, they must make up the time missed.

1. Issues pertaining to absenteeism or tardiness must be submitted in writing to the Training Director for consideration.
2. It is the student's responsibility to schedule their make-up time with the Training Director.
3. Make-up training schedules must be approved by the Training Director.
4. Training schedule changes must be approved by the Training Director.

If all absences/tardies are not made up by the scheduled date for graduation, the student must adhere to a schedule approved by the Training Director and complete all make-up and graduation requirements within the maximum timeframe to be eligible for a certificate of completion.

## **Appeal Process**

Based upon extenuating circumstances (i.e. illness, injury, death in the family, or other situations beyond the student's control), a student may appeal the determination of grades, satisfactory progress and/or termination to the Training Director. The Training Director will evaluate the circumstances, and make a determination as to whether special consideration is given to the student (i.e. retesting, evaluation of attendance, reinstatement).

## **Leave of Absence**

A Leave of Absence will be granted, one time, to a student with special circumstances that prevent continuation of training. Acceptable reasons for requesting a leave of absence are illness, employment conflicts, jury duty, military service requirements, and personal/family issues. A request for Leave of Absence must be submitted in writing by the student and be approved by the Training Director. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence if the institution documents its decision and collects the written request at a later date. A Leave of Absence begins on the date that it was determined necessary to grant the leave. A Leave of Absence will only be granted for a maximum of 60 calendar days from the student's last date of attendance.

A student on an approved Leave of Absence will not be subject to the Satisfactory Progress Standards during the scheduled time that the Leave of Absence is in effect. Failure to return from a leave of absence on the scheduled date will result in termination from the program.

## **Graduation Requirements**

A certificate of completion is granted based upon satisfactory completion of the student's entire program, including the following:

1. A minimum average of 80%.
2. Completion of all clock hours required for the program within 1.5 times the normal program length (See page 15 for clock hour requirements).
3. Completion of all assigned work, including successful completion of NTTS' road evaluation.
4. Satisfaction of all financial obligations.
5. Students must meet minimum training requirements for entry-level commercial motor vehicle operators (49 CFR Part 380 Subpart F) (some exceptions may apply). Students who do not complete the course will not be certified in the ELDT Training Provider Registry by NTTS.

## **Licensing/Upgrading**

Upon successful completion of the program, the student will be scheduled for a CDL Skill (road) Test with the New York State Department of Motor Vehicles. The DMV requires a \$40.00 fee for each subsequent Skill (road) Test thereafter which is the responsibility of the student. NTTS will furnish an instructor and truck to the student up to two tests. Any additional test, in addition to the DMV fees, will also be assessed a \$150.00 truck usage fee. Students exceeding four attempts at testing will require Director of Education approval for additional tests. NTTS can refuse testing to students who violate conduct policies or out of safety concerns.



## **Re-Enrollment**

1. Students who have been dismissed for lack of satisfactory progress may apply for readmission in the same curriculum after a period of 60 days. The student will be enrolled for a probationary period upon re-entry (this does not apply to voluntary withdrawals).
1. All other re-enrollments will be determined on an individual basis, upon review by the appropriate NTTS Director.
2. Students who have been dismissed by the school for DOT drug and alcohol violations must first comply with the return to duty process outlined in 49 CFR Part 40 (D.O.T.), and upon review by the School Director.

## **Credit for Previous Training**

Credit for previous training/experience will be determined by the Director of Education and based on an evaluation of the applicant's skill level and verification of previous training/experience. In addition to any equivalent credit granted from another school, at least 25% of required clock hours must be completed at National Tractor Trailer School to be considered eligible for completion of a program.

## **STUDENT SERVICES**

### **Financial Aid**

The school is eligible to participate in the following Student Financial Assistance Programs: Federal Pell Grant and the Federal Direct Student and PLUS Loan programs for undergraduate students.

To be eligible for these programs, a student must:

1. Be a U.S. citizen (natural), U.S. permanent resident or other eligible non-citizen.
2. Be enrolled, accepted, and making satisfactory progress in an eligible program.
3. Not currently be in default on a previous Federal Direct Student or PLUS loan.
4. Must have a social security number for Federal Student Aid (exceptions found in the Federal Student Aid Handbook).
5. Complete a Free Application for Federal Student Aid (FAFSA).
6. Possess a High School Diploma, its equivalent, or meet one of the other eligibility conditions set forth by the Higher Education Act (HEA) for non-high school graduates.

Please note that the Advanced Commercial Drivers Course is an eligible program for the Pell Grant and Federal Direct Student Loan Program. The Commercial Drivers Course is an eligible program for the Federal Direct Student Loan Program only. Both the Advanced and Commercial Drivers Course programs are eligible for the Federal Direct PLUS Loan program.

The Advanced Commercial Drivers Course, Commercial Drivers Course, and Heavy Truck Driver Course are approved by the NYS Division of Veterans' Affairs for the training of veterans and other eligible persons, which allows qualified individuals to apply for Veterans Education benefits. Other resources are also available (if qualified) through the New York State Higher Education Services Corp (HESC).

In accordance with Title 38 US Code 3679 subsection (e) 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.

For additional information, contact the Financial Aid Department at NTTS.

## **Placement Assistance**

The Placement Department staff is available for students to help them prepare for employment within the trucking industry including lectures in the course curriculum and one-on-one job advising is for students and graduates. NTTS also makes frequent contact with companies to aid students in their employment search. Companies also visit NTTS to promote their company and recruit graduates. Additional information on placement statistics and average starting salaries of graduates is available from the Admissions Department.

## **Advising Services**

The Director of Education or his designee is responsible for advising students regarding academic, financial, and other problems related to training. If it is determined that a student's circumstances warrant individual counseling by a licensed professional, the student will be referred to a local facility.

# **RULES AND REGULATIONS**

## **Conduct**

All students are expected to conduct themselves in a professional manner as though they are employees of a company. Professional attitude and appearance are expected. Students must adhere to conduct that will not interfere with the learning progress of other students during classroom presentations, field/road training, or off-site during road testing. Vulgar language will not be tolerated. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene.

## **Reasons for Immediate Dismissal**

A student enrolled in NTTS may be terminated, suspended, or placed on probation from the school for the following reasons:

1. Failure to comply with conduct policy.
2. Fighting on school property.
3. Willful destruction of school property/equipment.
4. Violations of D.O.T. drug and alcohol regulations (e.g., test positive or refuse to test).
5. Entering NTTS premises or road test site while under the influence of alcohol, drugs, or narcotics of any kind.
6. Demonstrating poor judgement or inability to function properly and professionally.
7. Theft.
8. Belligerent attitude toward any member of the NTTS faculty, staff, student body, and visitors.
9. Involvement in any activity which could cause unfavorable community relations.
10. Involvement with any law enforcement agency of an unfavorable nature.
11. Possession of weapons of any sort.
12. Not meeting all requirements set forth in the satisfactory progress policy.
13. Failure to comply with written advisory(s).
14. Failing to meet all financial obligations to the school.
15. Failure to meet graduation requirements.
16. Excessive absences or tardiness.
17. Aiding, abetting, or inciting others to commit any act that would detract from the continuity of normal operation at NTTS.
18. Cheating
19. Falsifying NTTS records.

A student terminated or suspended for non-adherence to the conduct policy may be re-admitted only at the discretion of NTTS. A student placed on probation may be removed from probation status if they demonstrate continued adherence to NTTS conduct policy.

## **Wearing Apparel**

Students should wear work shoes or boots. NO sneakers should be worn around equipment. Students should dress appropriately according to the season and weather, and while in school or attending NTTS functions should dress in a professional manner.

## **NTTS Grievance Procedure**

The intent of the Student Complaint/Grievance procedure is to provide an avenue for students to seek resolution of their complaints and/or problems. If any student, either full or part-time, feels they have a complaint or problem, the problem should be discussed with the classroom instructor. If the problem cannot be resolved, it shall then be brought to the next highest official in the NTTS management. The chain of command will include, but not be limited to, the Director of Education, the School Director, Vice President, and President of National Tractor Trailer School.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting James Fairbank, Director at the Liverpool facility or Lisa Tucker, Director at the Buffalo Branch facility or online at [www.accsc.org](http://www.accsc.org).

In addition, students who feel that the school has not adequately addressed a complaint may submit a complaint form to the New York State Department of Motor Vehicles. For a copy of this form, please go to <https://dmv.ny.gov/forms/dtp201.pdf>.

## **EQUIPMENT**

The vehicles at National Tractor Trailer School are comparable in size and power to the industry sector for which students are being trained. All highway vehicles are in good mechanical condition and comply with applicable federal and state requirements. Dependent on location, this includes straight trucks and tractor trailer units with a variety of transmissions, manual and automatic. Both 48' and 53' trailers may be utilized. Contact relevant campus for more information.