

CATALOG 2024



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TABLE OF CONTENTS

ABOUT US.....	3
OUR MISSION.....	3
CDL CLASS A TRAINING.....	3
AUTHORIZATION STATEMENT.....	3
CAREER DEVELOPMENT.....	3
COURSE INFO.....	4
IMPORTANT DATES.....	4
HOLIDAYS & CLOSURES.....	4
ADMISSION REQUIREMENTS.....	4
VA ADMISSIONS ADDENDUM.....	4
ABILITY TO BENEFIT TEST.....	5
Ability to Benefit Test Administration Guidelines.....	5
NON-DISCRIMINATION STATEMENT.....	5
COURSES & CURRICULUM.....	6
CDL A - STANDARD.....	6
FACILITIES.....	7
EQUIPMENT.....	7
ACADEMIC PROCEDURES.....	7
GRADUATION REQUIREMENTS.....	7
GRADING.....	7
TRANSCRIPT.....	7
SATISFACTORY ACADEMIC PROGRESS (SAP).....	7
GRADUATION & TESTING.....	8
ACADEMIC POLICIES.....	8
ATTENDANCE.....	8
CREDIT TRANSFER.....	8
CANCELLATION.....	9
WITHDRAWAL & REFUND.....	9
INVOLUNTARY WITHDRAWAL.....	9
STANDARDS OF CONDUCT.....	9
FACULTY & STAFF.....	10
FACULTY.....	10
OWNERSHIP.....	10
ADDITIONAL INFORMATION.....	10
GENERAL CONTACT INFO.....	10
RECORD RETENTION.....	10
COMPLAINTS & GRIEVANCES.....	11
STUDENT ACKNOWLEDGMENT & RECEIPT.....	11

ABOUT US

Superior Drivers Institute LLC (herein, “SDI” or the “School”) was founded in 2017 in Columbia, TN to train prospective commercial drivers to receive their CDL A license. SDI has consistently provided a reliable and highly effective program to prepare students to become commercial truck drivers. Our success has been recognized by hundreds of industry partners and community organizations across the United States.

OUR MISSION

The Superior Drivers Institute is committed to preparing students for stable and well paying careers in transportation and logistics.

CDL CLASS A TRAINING

The CDL program at SDI trains students in the necessary skills to enter the truck driving industry. Students learn vehicle equipment control, set-up and inspections, basic maneuvering and handling, backing, and preventive maintenance.

The trucking-driving profession is one of the fastest-growing job markets in the country. Upon graduation, students will receive a Certificate of Completion and be prepared to take their CDL A exam.

AUTHORIZATION STATEMENT

Superior Drivers Institute LLC is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

CAREER DEVELOPMENT

Superior Drivers Institute has developed hiring partnerships with dozens of the most respected trucking companies throughout the country. During your time in school you will meet with recruiters to learn about different career options. Most of our students line up job offers before they graduate.

COURSE INFO

IMPORTANT DATES

NORMAL HOURS: All Superior Drivers Institute courses are held Monday through Friday from 7:00am to 3:00pm. Students receive two 15 minute breaks and a one thirty minute lunch break each day. Orientation is held every Monday, excluding holidays. The Administrative office is open during normal course hours.

HOLIDAYS & CLOSURES

The Superior Drivers Institute will be closed on the following recognized holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

ADMISSION REQUIREMENTS

- At least 18 years of age
- Proficient in spoken and written English
- Clean Driving Record
- US Citizen or legal work authorization
- High school diploma, GED, or Ability to benefit test

VA ADMISSIONS ADDENDUM

Superior Drivers Institute LLC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Superior Drivers Institute LLC a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – e Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Superior Drivers Institute LLC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

****A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill® benefits.**

ABILITY TO BENEFIT TEST

Superior Drivers Institute LLC will allow a student to be admitted as an ATB student if the student has terminated secondary enrollment and is beyond the age of compulsory attendance. The minimum acceptable score is 70% and the maximum number of attempts allowable is two (2) times in a six (6) week period.

The following applies to all ability-to-benefit tests:

1. Tests shall be administered in a secure environment, for example, monitors present.
2. Tests shall not be administered in a manner that is inconsistent with the recommendations of the standardized test developers.
3. An agent is not allowed to administer the test, nor is anyone allowed to assist the applicant in answering the questions. (4) Proof of the basis of admission shall be maintained in the student file in accordance with Rule

Ability to Benefit Test Administration Guidelines

- Tests will be administered by the school Instructor.
- Students will sit at individual desks facing the front of the classroom.
- The students will complete the personnel information at the top of the test. Students will be issued a blank piece of paper when they receive the test to use for calculations if needed. The instructor will then read the instructions for completing the test and answer any questions prior to Students being instructed to start.
- Students must power off and store cell phones for the duration of the test. No person or persons other than the student and instructor will be allowed to be in the classroom during the test.
- Students will be allowed up to 30 minutes to complete the test.
- Once completed, the student may hand in his or her test to the instructor and the tests will be graded immediately.
- Students will receive his or her grade once all completed tests have been turned in and graded.
- The test will become part of the student file.

NON-DISCRIMINATION STATEMENT

Superior Driver's Institute LLC does not discriminate on the basis of gender, race, color, religion, age, mental or physical activity, veteran status or national origin in educational and employment opportunities. Auxiliary aids and services are available upon request to individuals with disabilities. ***Superior Driver's Institute LLC*** is an Equal Opportunity Employer. Any inquiries and/or complaints should be directed to ***Superior Driver's Institute LLC (302 Rutherford Lane, Columbia, TN 38401)***.

COURSES & CURRICULUM

CDL A - STANDARD

This 160-hour course will prepare students for their CDL A permit and CDL A license.
No prior experience needed!

SECTION I - CLASSROOM (40 hours)

- Orientation & General Knowledge
- Control Systems and Dashboard
- Pre and Post-Trip Inspection
- Hours of Service
- Air Brake System
- Coupling & Uncoupling
- External Communications
- Whistleblower & Coercion
- Driver Wellness & Fatigue
- Backing Techniques

EXAMS

Students will be required to take a quiz at the conclusion of each module. A score of 80% or higher is required to move on.

SECTION II: BEHIND THE WHEEL (120 hours)

- Pre-Trip Inspection
- Coupling and Uncoupling
- Straight Line Backing
- Offset Backing (Right and Left)
- Parallel Parking
- Alley Dock
- Shifting & Road Training
- Post-Trip
- Career Services

EXAMS

Students will be required to pass a mock skills exam with a minimum 90% score prior to being permitted to graduate and take their CDL skills exam.

Tuition: \$6,800

Stated tuition amount includes all fees and learning materials. Third party costs including, but not limited to: drug tests, permit fees, testing fees, and transportation are not included.

FACILITIES

The Superior Drivers Institute (SDI) is located at 302 Rutherford Lane, Columbia, TN. The school property is 1.8 acres which includes two driving pads, classroom, office, restroom and break rooms for students.

EQUIPMENT

Behind the wheel training will be primarily taught on late model Freightliner Cascadia or International Prostar sleeper tractors coupled with 48' dry van trailers.

ACADEMIC PROCEDURES

GRADUATION REQUIREMENTS

Students will need to successfully complete each lesson plan and related assessment to proceed onto the following learning module. The minimum passing score for all theory education modules is 80% and the minimum passing score for all behind-the-wheel modules is 100% to ensure safe vehicle operations. Students must complete all learning modules in order to receive their Certificate of Completion.

GRADING

Each student's progress will be measured by assessments at the conclusion of each learning module. In order for a student to be making satisfactory progress in their course of study leading to graduation and a certificate, each student must successfully pass each learning module. Students may view their grades and learning process in real-time at their own convenience by accessing their individual student portal hosted at <http://sdicdl.talentlms.com>

TRANSCRIPT

Student's may view their online learning and ELDT transcript in real time in the online learning platform. A final transcript will be issued to all students by email within 72 hours of graduation. Additional transcripts may be ordered by contacting the Director of Education for an additional fee of \$10.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Superior Drivers Institute will track each student's grades and pace for completing the course. Each learning module will have a minimum passing grade requirement and maximum amount of allotted time. Students will be notified by their instructor in writing in the event that

they are at-risk of not satisfactorily meeting the completion requirements. The Director of Curriculum will review each student's overall progress weekly to ensure they are on track for graduation within 90 days of enrollment and to assist in resolving any issues. Student's who do not meet the minimum SAP requirements will be deemed "off-track" and will be given a 30 day grace period to regain eligibility. A student may file up to three SAP appeals due to (i) illness, death of a relative, (iii) or other special circumstances.

GRADUATION & TESTING

Students will be eligible for graduation upon successful completion of the minimum number of required hours of training and satisfactory grades on all required examinations. Obtaining an industry certification is not a requirement of graduation.

Students participating in the CDL A course will be provided two opportunities to successfully pass the CDL skills exam to obtain their CDL license. These attempts will be included in the tuition cost.

In order to qualify for the first exam, students must be deemed competent by instructors and successfully pass a mock exam. Students must attend four additional half day sessions prior to being permitted a second test attempt. A third test attempt must be taken in the immediate next testing day. Students may purchase up to two additional skills tests at a cost of \$200 each. Students shall not be permitted to attempt more than five skills exams.

ACADEMIC POLICIES

ATTENDANCE

Each student is expected to attend each scheduled class. Student's must notify the school within 2 hours of a scheduled class if they cannot attend. The student's cumulative absences for the entire course cannot exceed two (2) days. A student may be deemed not making satisfactory progress if absence exceeds two (2) days; students will be terminated from that class.

CREDIT TRANSFER

The School will grant up to 25% credit for verifiable previous training recorded and submitted to the TPR. Applicant students assume the burden of requesting their former institution to send to the School authenticated transcripts of training completed at an appropriately licensed institution. The relevance of the training will be at the discretion of the School.

CANCELLATION

Students have up to 3 business days from signing the enrollment agreement to cancel their enrollment and receive a full refund of all tuition monies and fees paid.

WITHDRAWAL & REFUND

Students withdrawing prior to the first class will be eligible for a full tuition refund excluding any initial application fees and registration fees. Students completing less than fifty (50%) percent of a course will be eligible for a pro-rata tuition refund. Students completing more than fifty (50%) percent of a course will not be eligible for a refund.

WITHDRAWAL PERIOD	REFUND AMOUNT
Within 3 days of signing enrollment agreement	Full refund
Prior to first class, but after 3 day grace period	Full refund, minus enrollment fees
Completing up to 50% of the course	Prorated tuition refund
Completing 51% or more of the course	No refund

INVOLUNTARY WITHDRAWAL

Students may be involuntarily withdrawn due to: (i) non-compliance with the drug & alcohol policy, (ii) violation of safe driving practices, (iii) failure of 3 or more final practice exams, (iv) inability to pass any individual learning module within a maximum of 4 sessions or 16 training hours, (v) any physical or verbal altercations with other students or instructors. Involuntary withdrawals will be eligible for the standard refund policy.

STANDARDS OF CONDUCT

Students are expected to respect both other students and instructors. A student will be asked to leave the class if there is verbal or physical abuse to any student or employee of the Superior Drivers Institute. Additional grounds for student dismissal include operating a school vehicle while under the influence of alcohol or drugs, bringing any weapons onto the premises, or engaging in any activity which could harm fellow students or instructors. Students dismissed for violating the Standards of Conduct Policy will not be considered for reinstatement.

FACULTY & STAFF

FACULTY

Harold “Ed” Stacy – Assistant Director & Third-Party Examiner

Mr. Stacy has 10 years of Over the Road driving experience. He has experience with van, flatbed, and end dump trailers. Ed received his State Certification as a Third-Party Examiner in October 2021

Randy Welch | Road & Range Instructor

Mr. Welch has over 20 years of over the road (OTR) experience, 5 years of teaching experience, and a decorated career in the military.

Harry “Denny” Moore | Theory Instructor

Mr. Moore has over 15 years of driver training and OTR experience with the leading national carriers and across various types of trucking careers.

Bryan Fieman | Director

Mr. Fieman has over 10 years of experience in the management and operations of successful and sustainable CDL driving schools across the United States.

OWNERSHIP

The Superior Drivers Institute LLC is wholly owned by the National Logistics Training Center Inc. (“NLTC”), a 501(c)3 non-profit organization. To reach the NLTC directly, you may email team@natlogistics.org.

ADDITIONAL INFORMATION

GENERAL CONTACT INFO

The Superior Drivers Institute can be contacted by phone or email during normal business hours. We strive to return all messages within 1 business day.

Phone: (855) SUPR-CDL (855-787-7235) | **Email:** office@sdicdl.com

RECORD RETENTION

The Superior Drivers Institute digitally retains all students' records for a minimum of seven (7) years.

COMPLAINTS & GRIEVANCES

Level One

In the event that an issue cannot be resolved on-site, a student may voice his grievance to the Student Services Liaison:

National Logistics Training Center Inc
Team@natlogistics.org
855-776-5235

Level Two

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830. Telephone: 615-741-5293. “Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.”

STUDENT ACKNOWLEDGMENT & RECEIPT

I hereby acknowledge that I have received and reviewed this document.

Student Name: _____

Signature: _____

Date: _____

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