

Interstate Commercial Driving School

SCHOOL CATALOG

Rev: March 2021



Interstate Commercial Driving School
6843 North Citrus Avenue, Bldg. 11, Unit AA
Crystal River, Florida 34428
Telephone: 352-794-6080
Telephone: 352-795-7170
Fax: 352-795-8723
icdsflorida.com

Licensed by:
The Commission for Independent Education

325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400
Telephone: 850-245-3200 or 888-224-6684

CATALOG IS AVAILABLE PRIOR TO ENROLLMENT

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CORPORATE AND TRAINING LOCATION

Robert S. Gerrits, Inc. is a for profit, Florida Corporation Established 01/19/2011 operating in Citrus County Florida. Interstate Commercial Driving School, hereafter referred to as ICDS, is a Registered DBA in Florida which is licensed by the Commission of Independent Education to offer a Program of Instruction under License #4646. Sean M. Gerrits and Tracy Gerrits-Rash act as Trustees for the Corporation. Agent of Record is Sean M. Gerrits as President, Vice-President, Secretary and Treasurer. Tracy Gerrits-Rash is Director of Operations for Interstate Commercial Driving School.

INTERSTATE COMMERCIAL DRIVING SCHOOL (ICDS)

6843 North Citrus Avenue, Bldg. 11, Unit AA Crystal River, Florida 34428
Telephone: 352-794-6080 Fax: 352-795-8723

CORPORATE ADDRESS

Post Office Box 581 Crystal River, Florida 34423
Telephone: 352-794-6080 Fax: 352-795-8723

GOVERNING BODY

Sean Gerrits	Trustee
Sean Gerrits	President
Sean Gerrits	Executive Vice President
Sean Gerrits	Secretary
Sean Gerrits	Treasurer
Tracy Rash	Trustee
Tracy Rash	School Director

INSTRUCTIONAL STAFF

Tracy Rash (1000.1-1000.5)-Course Director
BA Education (UNC 1986), Florida Safety Council Certified,
Florida 3rd Party Commercial Driver Licenses Tester 3015-16 years (2006)

Raymond Rash (1000.1-1000.5)-Classroom & Field Instructor-3 years
Florida Safety Council Certified (2018)
Florida 3rd Party Commercial Driver License Tester 3979-3 years (2018)

Adam Pierce (1000.1-1000.5)-Classroom & Field Instructor-3 years
Florida Safety Council Certified (2018)
Florida 3rd Party Commercial Driver License Tester 4117-(2020)

Michael Buyea (1000.1-1000.5)-Classroom & Field Instructor-1 year
Florida Safety Council Certified (2018)

Licensed by the Commission for Independent Education. Additional Information regarding this institution may be obtained by contacting the Florida Department of Education: 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200, toll free (888)224-6684

DIRECTOR'S MESSAGE

Over the last century, in particular the last 50 years, trucking has been, and is today a lucrative business. Trucking has supplemented both the shipping and railroad industries. Remarkable improvements in technology, highways, roads and routes have made the trucking industry an extremely profitable industry. Trucking has proved to be a significant contributor to our U.S. economy by boosting employment throughout the country.

It is my goal to educate as well as motivate individuals to become safe, reliable and productive members of this industry. I have been a professional in the trucking industry as an owner and an operator of a fleet of vehicles for over 30 years. The knowledge and expertise gained has provided me the ability to conduct the highest quality trucker training program to produce safe, competent and reliable professional commercial drivers. The instructional team Interstate Commercial Driving School has put together will provide a time sensitive program based on 30 years of real world operation, and a mechanical program with 20 plus years of practical application. Our field instructors collectively have 50 plus years of on the job experience, and we have three state licensed CDL examiners with 19 years combined experience.

The CFO of Interstate holds a finance degree, and the team's "Course and Operator Director" is a State of Florida licensed Vocational Educator with 30 years teaching experience.

Our goal as a team will be to place well educated, well-versed and highly competent applicants into the professional commercial driving industry.

Sean Gerrits
CEO, Interstate Commercial Driving School

POLICY

It is the policy of Interstate Commercial Truck Driving School to prepare individuals to become professional truck drivers through a driver-training program that includes both knowledge and behind the wheel instruction that is designed to provide an opportunity to develop the skills outlined in our program.

COMMERCIAL MOTOR VEHICLE CLASS A DRIVING PROGRAM

PROGRAM DESCRIPTION:

The Commercial Motor Vehicle Driving Program prepares individuals to become professional and safe truck drivers through a driver-training program that includes both knowledge and behind the wheel instruction that is designed to provide an opportunity to develop the skills outlined in our program.

PROGRAM OBJECTION:

It is the objective as a team of Interstate Commercial Driving School to place well educated, well versed and highly competent applicants into the professional commercial driving industry.

Commercial Motor Vehicle Class A Driving Program was developed so students can gain insight to the regulations and obtain the skills necessary to comply and succeed in today's demanding trucking industry.

The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially depicting the program title. Student must complete 120 hours, (38.5 classroom/online and 81.5 behind the wheel hours or Lab hrs.). One clock hour constitutes 50 minutes of direct, supervised instruction and appropriate breaks.

1000.1 – Trucking Industry Introduction – Minimum Hours – Classroom 20 hrs. – Lab 36 hrs.

This section will cover the interaction between the driver, Federal Motor Carrier, US Department of Transportation (USDOT) and State DOT. The student will receive instructions in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the different agencies associated with the trucking industry. State licensing, taxes and registration of CMVs will also be introduced.

1000.2 – Safe Operating Practices – Minimum Hours - Classroom 5 hrs. – Lab 35 hrs.

Students will learn how to properly perform vehicle inspections, control the motion of CMVs under various road and traffic conditions, shifting and backing techniques, and how to properly couple and uncouple tractor-trailers. In this section the student will learn the practices required for safe operation of the tractor-trailer on the highway. They will be taught how to apply their basic operating skills in a way that ensures their safety and that of other road users under various road, weather and traffic conditions

1000.3 – Advanced Operating Procedures - Minimum Hours – Classroom 1 hr. – Lab 7 hrs.

The student will be introduced to higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in section 1000.1 and 1000.2 have been mastered. Students will learn the perceptual skills necessary to recognize potential hazards, and must demonstrate the procedure to handle a CMV when faced with a hazard.

1000.4 – Career Driver - Minimum Hours – Classroom 6 hrs. – Lab 2 hrs.

This section will provide the student with sufficient knowledge of the tractor trailer industry and its systems and subsystems to ensure that they understand life as a CMV driver. Dispatch, cargo type and regional driving will be covered so the student will better understand the driving systems.

1000.5 – Non-Driving Activities – Minimum Hours – Classroom 6.5 hrs. – Lab 1.5 hrs.

Students will learn to handle the responsibilities of a tractor- trailer driver that do not involve operating the CMV. The student will learn to perform these activities in a manner that ensures the safety of the driver, vehicle, cargo, and other road users.

ADMISSION REQUIREMENTS

The following are required for admission into Interstate Commercial Truck Driving School:

- An applicant must be at least 18 years of age or older to enroll for “intrastate” driving. Federal Motor Carrier Safety Administration 391.11 (b) (1) requires applicants be at least 21 years old to drive “interstate”.
- All applicants must be able to sufficiently read, speak and understand the English language. The course provides books written in English only.
- An applicant must present his/her high school diploma (copy) or GED certificate. If neither are available the applicant can speak with the School Recruiter about other alternatives. ICDS allows them to take the Wonderlic Scholastic Level Exam “to prove their ability to benefit from the training program”. A minimum score of 15 will be required before admission into the driving program.
- An applicant must possess a valid motor vehicle operator’s license along with a Class A CDL Permit
- An applicant must have a current driving record that does not include any of the following:
 1. A DUI/DWI conviction within the last three (3) years.
 2. A careless and/or reckless driving conviction within the last three (3) years.
 3. More than three (3) moving violations within the last three (3) years.
 4. More than two (2) at fault accidents within the last three (3) years.
 5. More than two (2) moving violations and one (1) at fault accident within the last three (3) years.
 6. A conviction of a felony involving the use of a motor vehicle.
- An applicant will not be accepted if he/she has been convicted of a felony within the last five (5) years.
- Prior to the first day of class an applicant must pass DOT physical examination. The FMCSA Medical Examination report 649-F (6045) will be provided upon request.
- Prior to the first day of class an applicant will be required to pass a drug screening.

ADMISSION RECORDS

ICDS does not accept other driving schools credits/hours. Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not ICDS’s credits will be accepted by another institution of the student’s choice. Records for transfer credits will be available upon request.

ADMISSION REQUIREMENT EXCEPTIONS

***Not all applicants will meet all of the general admissions requirements listed above, but still may be able to secure gainful employment. Some applicants may be taking training for their own personal enrichment or basis for an independent small business. **The above requirements serve to notify applicants that companies who hire through the School’s Job Placement Assistance program will not hire recent ex-offenders, alcohol/substance abusers, applicants with certain physical limitations as defined by Federal D.O.T. physical requirements or applicants with poor driving records. Job placement assistance with these conditions will be nonexistent. The applicant who understands the above and still desires to enroll in the truck-driving program must sign the “Job Placement Assistance Waiver Form.”**

ENROLLMENT PROCEDURES

A school recruiter will interview each applicant and review each application to see that all Admission Requirements are met at that time to determine if the applicant can enroll into ICDS Truck Driving School.

GRADING SYSTEM/DIPLOMA/CDL

Students will be given written quizzes with the following grade scale, (80%-100% = pass, 0%-79% = fail). This will determine whether he/she has sufficient knowledge about good driving practices to operate a CMV safely. Students will be graded on skills tests as follows: pre-trip inspection (80%-100% = pass, 0%-79% = fail), basic control skills (12 or less points = pass, 13 or more points = fail) and on the road driving (30 or less points = pass, 31 or more points = fail). The instructor will document various driving processes. Periodic progress reports are made available to students and will be retained in the students file. Students are encouraged to talk with their instructor if they have any questions, problems or concerns at any time.

Quizzes will be averaged at the end of Commercial Motor Vehicle Class A Driving Program and students with a grade of 80% or higher and passing the Florida Department of Highway Safety and Motor Vehicles Skills Tests will be awarded an ICDS Diploma signifying completion of Program and a Class A Commercial Driver License.

STUDENT SERVICES

Personal and academic advising will be offered through the school's Director. ICDS provides job placement assistance through the instructors. The institution does not guarantee employment but will assist students in the job placement process. Local or over-the-road driving employment opportunities will be given but it will be up to the student to pursue employment.

ACADEMIC PROBATION/DISMISSAL

Students must score 80% or higher on quizzes and pass the skills tests within 2 attempts. The student will be placed on probation for a period up to 2 training days for inadequate academic performance. The student will be given written notification of probation. The instructor will offer special additional instruction. A test will be given after the two day period and if the student does not attain an 80% or higher/pass skills test, he/she will be academically dismissed.

ATTENDANCE

It is the responsibility of the student to call the office whenever he/she is unable to be in class for any reason. Students will be counseled by the staff, which is responsible for scheduling make-up time, if the student is habitually tardy or absent from class. There will be a charge for make-up time or you can participate in the next schedule class. All made-up absences are recorded.

A student who has lost time in excess of 15% of the total program will be rescheduled to attend with another group at an appropriate point in the training.

A student who has not attended class and has not contacted the school for seven calendar days will be considered to have withdrawn effective the last date of attendance.

LEAVE OF ABSENCE

A leave of absence may be granted to a student under special circumstances such as poor health, death in the family, etc. Such leaves are granted only for periods of over **thirty (30)** days. A written request should be made to the Director of the Instruction. The leave of absence must be approved and signed by the School Director.

COMPLAINTS

The student is asked to discuss any training problems with the instructor. If the problem is not resolved at that level, the student and the instructor should confer with the School Director. The complaint can be made orally and the school will keep a record of the procedure in the student file. The student should put the complaint in writing to the School President, Sean Gerrits, if the complaint is not resolved. The written complaint should include the following:

- The nature of the problem.
- The date that the problem occurred.
- The name(s) of the individual(s) involved in the problem.
- Copies of any information regarding the problem.
- Date of the conference with the School Director and what action was taken.
- The student's signature.

If not resolved, student grievances from academic or disciplinary actions can be directed to the grievance section at Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200, toll free (888)224-6684.

APPEAL OF ACADEMIC OR DISCIPLINARY ACTIONS POLICY

Students have the opportunity to appeal actions based on school regulations concerning attendance, suspension, probation, dismissal, leave of absence, and extension of contract.

The appeal must be in writing, must be given to the school director within five (5) school days from the date of the written notice of action. The appeal must explain what action is being appealed and the basis for that appeal.

A copy of the written appeal will be sent to the Corporate Director of instruction who will contact the school director and/or the student who is appealing an action for information if necessary.

A conference will be scheduled within two (2) school days from the receipt of the student's written appeal. The school director and the director of instruction will participate in the conference. The student will be notified of his/her right to attend the conference.

The School Director and Director of Instruction will either reject the appeal or determine what corrective steps the student must take to remove the restriction. The student will be notified in writing within (3) three school days following the conference.

Student grievances from academic or disciplinary actions can be directed to the grievance section at Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200, toll free (888)224-6684.

TUITION/COST

Tuition Program 1000:

\$3600.00

\$3,600.00 tuition includes the enrollment costs associated with staff time reviewing application, MVR analysis, credit reports (if applicable), books & supplies, training, testing, base cost of CDL at Driver License Office and all other costs associated with the 120 hour Commercial Motor Vehicle Class A Driving Program.

CANCELLATION AND REFUND POLICY

The following policy applies to all students whose training is terminated voluntary or involuntary. Notice of cancellation by the student or school must be made in person, by electronic mail or certified mail and forwarded to Interstate Commercial Driving School at 6843 N. Citrus Ave., Bldg. 11, Unit AA Crystal River, FL 34428 or icdsflorida@gmail.com. The school will be entitled to a tuition charge based on the amount of training the student received based on the following refund schedule:

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- All tuition will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
- Cancellation after the third (3rd) business Day but before the first class, results in a refund of all tuition paid.
- Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- Refunds will be made with 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

Students who must leave the program early because of emergency must notify the Instructor in writing. Students will be eligible for a refund using the above Cancellation and Refund Policy or be able to enroll into a future class at the point of program withdrawal.

SCHOOL PHYSICAL FACILITIES

Interstate Commercial Driving School classroom training facility is located at 6843 N. Citrus Ave., Bldg. 11, Unit AA, Crystal River, FL 34428. The building is 1500 square feet with 486 square feet classroom. The building has a reception/lounge area for the students, storage area and an office for the Instructor. The trucks and driving pad is located across the street at 6844 Citrus Ave. Crystal River, FL. 34428. S.M.G. Trucking hires some of the best mechanics and will assist you with any "mechanical" question that you have.

STUDENT CONDUCT RULES AND REGULATIONS

At the beginning of training the instructor will review all school rules and regulations which must be adhered to at all times while on school grounds and/or in school equipment. The rules and regulations are as follows:

1. You are in a professional training environment and are expected to act accordingly. Any student who is consistently uncooperative or insubordinate with an instructor will be counseled on their attitude. If the attitude does not improve, you will be dismissed from school and rescheduled for a later training class. If the student is rescheduled for a later training class for uncooperative or insubordinate behavior and the conduct continues, the student will be dismissed permanently.
2. We have a Zero (0) Tolerance policy on alcohol and/or drugs. You will not be able to stay in class or on school property if you are under the influence of alcohol or drugs.
3. A student will be immediately expelled from school with NO OPPORTUNITY FOR REINSTATEMENT for any of the following:
 - Use of alcohol and/or drugs while on school grounds or equipment.
 - Having a firearm or any other dangerous weapon on school grounds or equipment.
 - Gambling on school grounds.
 - Stealing, vandalism and intentional abuse of fellow student/school personnel/school property/training equipment. The proper law enforcement agency will be notified.
 - Being arrested and charged, at any time, at any place, by law enforcement and subsequently convicted for the possession, consumption, distribution or in any way connected with drugs or other controlled substances.
4. The school does not condone the practice of borrowing or lending of money or personal property.
5. It is the student's responsibility to safeguard their own property. The school is not responsible for lost or stolen money or personal property.

STUDENT RECORDS

Student admission records will be maintained in the office. Student must provide High School Diploma, GED or Completion Waiver to the school. Records will be kept on file and contain all general and academic information. Student records from ICDS will be available for review and provided upon request.

ACADEMIC CALENDAR

The Commercial Motor Vehicle Class A Driving Program 1000 is a 120 hour course which will be conducted over a 3 week period starting the first Monday of each month. Registration can be completed at anytime Monday through Thursday 8:00 a.m. to 5:00 p.m.

HOLIDAYS

The school will be closed on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Student Acknowledgement Statement

I hereby acknowledge that I have received the Interstate Commercial Driving School catalog Volume 1, dated _____ prior to signing the Enrollment Agreement/Contract.

I understand it is my responsibility to read carefully all the information contained within the school catalog.

Student Signature

Date

School Representative Signature

Date

This student acknowledgement statement must be signed and must accompany the Enrollment Agreement/Contract