COMMERCIAL DRIVING SCHOOL, LLC CATALOG

Volume 1

EFFECTIVE JANUARY 1, 2026 – NOVEMBER 1, 2027

REVISED OCTOBER 2026

Email: info@commercial-driving-school.com

Phone: (850) 740-3064

Address: 6320 HWY 77, Panama City, FL 32409

https://www.commercial-driving-school.com

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STAFF AND CONTACT INFORMATION

CHIEF EDUCATION OFFICER:

Cecil Jackson

DRIVING/TRAINING MANAGER:

Cecil Jackson

ADMISSIONS:

Cecil Jackson

STUDENT COORDINATOR:

Cecil Jackson

INSTRUCTIONAL STAFF

CLASSROOM INSTRUCTOR: Cecil Jackson

Cecil Jackson has held a Class A CDL for 19 years without revocation or suspension. He has a certificate as an ELDT administrator and third-party licensor. Mr. Jackson has also completed the MATTS 32-hour "teach the teacher" course, which allows him to train and certify instructors. Additionally, Mr. Jackson has completed the requisite CM201 course for administration and recruiting and completed the DOT Annual Inspection Training.

YARD INSTRUCTOR:

Cecil Jackson

ROAD INSTRUCTOR:

Cecil Jackson

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STAFF INFORMATION CONTINUED

INSTRUCTIONAL STAFF

CLASSROOM INSTRUCTOR: Darral Carlos

With over 15 years of professional commercial driving experience, Darral brings a strong blend of technical skill, discipline, and real-world expertise to his role as a driving instructor. Darral spent eight years in the United States Air Force as a civil engineer, operating heavy construction machinery and CDL-rated equipment while holding the highest safety and performance standards. Throughout his career, he has completed multiple safe-driving and advanced operations courses. Darral has extensive hands-on experience in hazmat passenger transport and tanker operations. His background makes him exceptionally qualified to train new drivers with confidence, precision, and a commitment to safety.

YARD INSTRUCTOR:

Darral Carlos

ROAD INSTRUCTOR:

Darral Carlos

FRONT DESK RECEPTIONIST / ADMISSIONS ASSISTANT

RECEPTIONIST / ASSISTANT: Emily Keller

Emily Keller supports daily operations and guides prospective students through the admissions process with a friendly, organized approach. As the Front Desk Receptionist / Admissions Assistant, she helps ensure the office runs efficiently while providing clear communication and support from first contact through enrollment. With a background in customer service and administrative work, Emily brings strong attention to detail, multitasking skills, and a commitment to creating a positive experience for both students and staff.

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DISCLOSURES

Commercial Driving School, LLC is licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. The toll-free telephone number is (888) 224-6684.

Collin McMillan and Cecil Jackson are the sole members of Commercial Driving School, LLC, a Florida limited liability company, and Mr. McMillan is the company's sole manager. Mr. Jackson was appointed Chief Education Officer in June 2024.

TRANSFERABILITY OF CREDITS

Commercial Driving School (CDS) has a special purpose: providing exceptional training to all qualified students aspiring to learn the skills and knowledge to obtain a CDL license. Credits earned at CDS do not transfer to other educational institutions. Credits earned at another educational institution will not be accepted as clock hours by CDS.

STUDENT SERVICES

Financial Aid Advisement: For those who qualify, Commercial Driving School is pleased to offer an interest-free payment plan option, allowing students to pay their tuition over time rather than paying it all up front. This option is facilitated through Lumion. Lumion's digital platform allows students to work directly with CDS to create a customized payment plan that best fits their individual financial needs. Eligible students may divide their program tuition into smaller, more manageable payments over time rather than paying in full before the program start date. Students will sign a contract after selecting the payment plan that details the payment terms, payment dates, and payment amounts.

Please note: Lumion is not a lender and does not provide loans or financing. It serves solely as a digital facilitator to process and manage tuition payments between the student and Commercial Driving School. Availability of payment plans may vary by program and is subject to approval and eligibility.

Placement Services: Placement services shall be provided to all graduates without additional charge. CDS will utilize its existing relationships with local government and trucking entities to attempt to provide students with job opportunities upon successful completion of our programs.

There is no guarantee that students completing any CDS program or course will receive any employment, and no guarantee of placement shall be directly or indirectly implied by this catalog or any other CDS materials.

ACCREDITATION

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

Commercial Driving School is accredited by the Better Business Bureau.

OUR PURPOSE:

CDS is committed to providing its students with the knowledge and skills to build a strong, long-lasting, and successful career in the trucking industry. CDS offers Entry Level Class A and Entry Level Class B programs.

WHAT SETS US APART?

LOCATION

CDS is tailored to students who want to jumpstart their careers in Northern Florida, Alabama, and Georgia.

SPEED

We want to help you get on the road quickly. Our programs are designed to be short without sacrificing our values: safety, knowledge, and confidence.

FMCSA Registered

Commercial Driving School, LLC is a registered Federal Motor Carrier Safety Administration training provider.

ENROLLMENT POLICIES AND PROCEDURES

General Student Enrollment Criteria and Requirements:

Students must meet all of the following criteria for admission and enrollment to any program. Some programs may have additional requirements, which will be specified in the Program and Curriculum section of this catalog.

- 18 years of age or older for "intrastate" driving
- Must be a lawful resident of the state of Florida
- Must have proof of permission to work in the United States
- Must provide a five-year Motor Vehicle Report demonstrating no convictions in the past three years for any of the following: refusal to take a chemical test, hit and run, leaving the scene of an accident, or careless/reckless driving
- No DUI in the past five years or more than two DUIs in a lifetime
- Pass Commercial Driving School's background check
- Pass a DOT physical and drug screen
- Possess a DOT medical card
- Ability to read, write, and speak English (as required by the Federal Motor Carrier Safety Administration). Commercial Driving School will administer an Ability to Benefit test to each applicant
- Possess a current, valid Florida driver's license

All students are required to take and pass a DOT physical and drug screen prior to their first day of class. We are happy to refer students to local, approved testing facilities.

Once these requirements are met, applicants must pass a formal interview with our Chief Education Officer. This interview is to ensure your suitability for training and commitment to the applicable program's goals.

If admitted, the applicant must complete the student enrollment agreement and pay the applicable program fees in full before the first day of classes, unless Commercial Driving School approves the student for a written payment plan. An approved payment plan will state the payment terms, payment dates, and payment amounts.

Please note:

Students under the age of 21 can only drive intrastate, meaning they cannot operate a tractor-trailer across state lines.

All students must meet the United States Department of Transportation physical qualifications as stated in Section 391 of the Federal Motor Carrier's Safety Regulation Handbook. In our discretion, CDS may require written documents from a physician regarding the applicant's health in addition to the DOT medical card. Students are required to disclose contagious diseases.

ATTENDANCE POLICY

Students are required to attend and complete any and all scheduled activities in connection with the program they are enrolled in, including but not limited to: classroom instruction, Behind-The-Wheel (BTW) driving lessons, or tests. Whether attendance is satisfactory for completion of the applicable program is in Commercial Driving School's sole discretion.

A fee of $150.00 will apply if a student misses any scheduled BTW lesson without providing written notice to the school at least 24 hours before the scheduled BTW activity.

Excused Absences:

- Death in the immediate family; or
- Contagious sicknesses or other serious illnesses with proper documentation from a licensed medical practitioner.

Students may be required to train outside of normal hours to maintain class hours and scheduling if needed.

GRADING AND PERFORMANCE

GRADE REPORTING

Grades will be assigned, posted, and reported at the completion of each class. Student grades are obtainable from the Administration Office. Grades “D”, “F”, “I” or “W” are not passing. Below is the grading scale:

A	93-100	F	0-69
B	86-92	I	Incomplete
C	80-85	W	Withdrawal
D	70-79		

“I” – In the discretion of the Chief Education Officer, work in a course may be deemed incomplete because of excused absences as described above.

“W” - Withdrawal from an area of instruction. “W” is given upon official withdrawal. Credit is not given for classes students have not completed at the time of withdrawal.

A student’s daily progress/attendance will be maintained and filed in their student file upon graduation or withdrawal.

ACADEMIC PROBATION

Any student receiving a “D”, “F”, or “I” will be subject to academic probation. Academic probation will be determined on a case-by-case basis by the Chief Education Officer. Examples include, but are not limited to: class participation, attendance, a student’s efforts, and/or grading evaluations will be assessed when determining academic probation.

Readmission from academic probation will be determined on a case-by-case basis at the sole discretion of the Chief Education Officer.

PROGRESS STANDARDS AND GRADUATION REQUIREMENTS

Each student must meet the following academic requirements to complete their respective program:

- Each student must maintain an average of 80% for each course of their training throughout the applicable program.
- If a student falls below 80%, he or she will need to do additional training outside of class time to get their scores to 80%.

A letter grade of "A", "B", or "C" for each course will meet the requirement of the student maintaining an average of 80% for each course and is deemed satisfactory academic achievement.

A letter grade of "D", "F", or "I" does not meet the requirement of the student maintaining an average of 80% for each course and will lead to the student being subject to academic probation.

A letter grade of "I" may be assigned at the discretion of the Chief Education Officer if the work in a course is deemed incomplete due to the excused absence policy described above.

Academic probation will be determined on a case-by-case basis by the Chief Education Officer. Examples include, but are not limited to: class participation, attendance, a student's efforts, and/or grading evaluations will be assessed when determining academic probation.

During academic probation, students are required to obtain an average of 80% for the course that they are working on and not have any unexcused absences during the time they are on academic probation in order to be eligible for removal from academic probation. Removal of the student from academic probation will be determined on a case-by-case basis by the Chief Education Officer.

A "W" is given upon official withdrawal from an area of instruction. With the assignment of a "W", credit for any class a student has not completed at the time of withdrawal is not given.
Readmission from academic probation and/or withdrawal will be determined on a case-by-case basis at the sole discretion of the Chief Education Officer. The Chief Education Officer will consider attendance, performance, behavior and conduct, and any other factors deemed appropriate when evaluating re-entry to the program.
A progress report is available to each student for review after completion of each course. All progress records are stored in the student's file at the Administration Office. The students' attendance is also maintained and filed in their student files upon graduation or withdrawal.

GENERAL PROGRAM COMPLETION REQUIREMENTS:

In addition to program-specific requirements, for successful completion of a program, students must:

1. Obtain an overall grade of 80% or above; and
2. Complete the applicable program's specified minimum number of hours.

BEHAVIOR AND CONDUCT POLICY

CDS aims to provide safe and quality training for all students. Students are expected to be professional and respectful to all students, instructors, and staff.

Students are prohibited from using drugs or alcohol, smoking, or using electronic devices while on school premises or in a school vehicle. Students are also prohibited from engaging in any disruptive or dangerous behavior. Any violation of Commercial Driving School's Student Code of Conduct (provided in the enrollment agreement) may result in immediate discharge from the school and applicable programs. Any refund will be calculated under the Refund and Cancellation Policy.

Inappropriate and unprofessional behavior will not be tolerated. Examples may include but are not limited to the following:

1. Removing school property from the school without authorization.
2. Operating any vehicle provided or owned by the school without the presence of a school instructor.
3. Stealing or attempting to steal school property or the property of other students attending the school.
4. Being habitually tardy or absent from mandatory school events or classes.
5. Fighting on school property or acting hostile toward other students at any time.
6. Fighting, harassing, threatening, or failing to respect the instructors or acting hostile toward the instructors at any time.
7. Using drugs, alcohol, or smoking on Driving School premises or in a Driving School vehicle.
8. Using electronic devices while on Driving School premises or in a Driving School vehicle.
9. Being under the influence of illegal substances in the school at any time.
10. Being insubordinate.
11. Using or abusing the school’s time, property, materials, or equipment without authorization.
12. Using derogatory language in the school toward the Driving School faculty, staff or representatives or other students.
13. Possessing weapons on school property or during school activities.
14. Defacing school property.
15. Engaging in criminal activity.
16. Neglecting job duties.
17. Bringing the school into serious disrepute.
18. Fraud or deception with respect to any documents submitted in reference to a student’s

application upon admission to the school.

19. Disparaging or demeaning in any manner, on social media or otherwise, the reputation, goodwill, or commercial interests of the school, including any of its faculty, staff, or students.

Students who fail to comply with the Student Code of Conduct or engage in other inappropriate behavior are subject to discharge. The Chief Education Officer, in his sole discretion, may decide whether corrective action, up to and including discharge, is appropriate. The Chief Education Officer's decision is final and binding.

Students in violation of the Safety in Private Spaces Act Rule 6E-7.001 may be suspended while the violation is reviewed. Once reviewed, the decision is final, binding, and conclusive.

STUDENT COMPLAINT AND APPEALS PROCEDURE

Schools authorized by the Commission for Independent Education must have policies and procedures for handling student complaints and appeals. If a student has a complaint concerning any staff or faculty member of CDS, or the student would like to appeal an academic action or discharge, the student is directed to first attempt resolution with the staff or faculty member directly who is at the source of the complaint. If this first attempt does not resolve the situation, the student should proceed with the steps outlined below.

1. Contact the Chief Education Officer immediately for a resolution to the complaint.
2. If the Chief Education Officer cannot satisfactorily resolve the complaint, the student should file a written, signed, and dated complaint against said staff, faculty member or other student with the Student Coordinator. The Student Coordinator will respond in writing within 14 business days of receipt of the original complaint. The student will have 14 business days to appeal the decision by submitting a written, signed, and dated appeal outlining why they are appealing the decision.

Contact Information:
Chief Education Officer
Cecil Jackson
6320 HWY 77
Panama City, FL 32409
(850) 740-3064

3. If this does not resolve the complaint or if the student is not satisfied with the response to the appeal, the complainant may consider contacting the Commission for Independent Education, which authorizes schools to operate in the State of Florida. The Commission's address and phone number are as follows:

State of Florida
The Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684

REFUND AND CANCELLATION POLICY

Withdrawal Dates and Policies. A student may withdraw by completing an official notice of withdrawal form and sending it to the Chief Education Officer; a meeting may be requested but is not a condition of withdrawal. For a student who provides notice, the withdrawal-determination date is the date Commercial Driving School receives the notice. For abandonment, failure to return from an approved leave, discharge, or other termination without student notice, Commercial Driving School will document the date it determines that the student withdrew or was terminated. The last date of attendance will be used to determine the percentage of the program completed and calculate any refund.

Program Exam Re-takes. Testing is scheduled according to time slots made available by the State. A student must reschedule no later than 72 hours before the scheduled test date and time. Failure to provide timely notice or failure to appear may result in applicable rescheduling fees. If a student fails the applicable program's licensure examination, the student may take no more than two additional re-takes. Each re-take costs $600.00. If the student does not pass after three total attempts, Commercial Driving School may require the student, at the student's own cost, to re-take specified portions of the applicable program or enroll in an appropriate refresher or recertification program.

All refunds, including in situations of rejection, cancellation, withdrawal, or discharge, will be made in accordance with the following:

1. All monies will be refunded if the school does not accept the applicant.
2. All monies will be refunded if the student cancels within three business days after signing the enrollment agreement and making payment.
3. Cancellation after the third business day, but before the first class, results in a refund of all monies except for the non-refundable enrollment fee of $150.00.
4. Cancellation after class has begun, but through completion of 40% of the program, will result in a refund at the pro-rated cost of the program for the remaining hours to be completed.
5. Cancellations after more than 40% of the program has been completed will not receive a refund.
6. For a student-initiated withdrawal, the student should submit the official notice of withdrawal form to the Chief Education Officer. Failure to submit the form does not eliminate any refund otherwise due after Commercial Driving School determines that the student has withdrawn.
7. Any refund due will be made within 30 days after Commercial Driving School determines that the student has withdrawn or has been terminated.

The tuition fees for each program can be viewed in the Programs and Curriculums section of the Catalog or in the Program Descriptions section of the Commercial Driving School Agreement.

To calculate the pro-rated refund when cancellation occurs after class has begun but through completion of 40% of the program, divide the total tuition by the total program clock hours to determine the hourly tuition rate. Multiply the hourly tuition rate by the remaining unattended clock hours to determine the refund.

For example, if the Entry Level Class A Program tuition is $6,500.00 for 160 clock hours, the hourly tuition rate is $40.625. If a student completes 30 clock hours, the refund for the remaining 130 clock hours is $5,281.25.

The $150.00 enrollment fee is nonrefundable except when the school does not accept the applicant or when the student cancels within three business days after signing the enrollment agreement and making payment.

ACADEMIC CALENDAR & IMPORTANT DATES

Entry Level Class A Programs will start on the 1st and 3rd Monday of every month.

Entry Level Class B Programs will start on the 2nd and 4th Monday of every month.

Enrollment: Each class enrollment period opens at the beginning of the year and closes 1 week before the program start date.

Holidays: Our school will not be in session on Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, and New Year's Day. If the holiday is on a Monday when a class is supposed to begin, that class will begin on Tuesday. Class end dates will be extended to accommodate the holiday.

2026 Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

April

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

May

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

June

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

July

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	1

August

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26	27	28	29	30	31	1
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31	1	2	3	4	5

September

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October

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November

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December

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27	28	29	30	31	1	2

2027 Calendar

January

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February

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March

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18	19	20	21	22	23	24
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May

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23	24	25	26	27	28	29
30	31	1	2	3	4	5

June

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20	21	22	23	24	25	26
27	28	29	30	1	2	3

July

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August

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19	20	21	22	23	24	25
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October

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17	18	19	20	21	22	23
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December

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

FACILITIES, EQUIPMENT & STAFF

CDS is located on a three-acre campus. All classroom learning is done on-site. Behind-The-Wheel (BTW) training is split between the training yard and set routes on public roads within 25 miles of the campus.

Classrooms are spacious at just over 2,200 square feet. Each classroom is clean, well-lit, and equipped with large tables for learning, whiteboards, and TVs for informational videos. Restrooms are located inside the classroom facility.

The campus also includes a training yard, a break room, a loading dock, and a storage area. The facilities allow students to work on skills such as alley docking, parallel parking, and straight-line backing. Students will have the opportunity to use the school's equipment, which includes:

- One semi-truck
- One drive-van trailer
- One dump truck

Students are provided the use of school equipment during BTW training and will drive up to 25-mile routes on interstates/highways to learn the skills necessary for the relevant CDL class. Students will only drive the vehicles associated with their program's CDL class.

Classroom and yard training will occur at 6320 HWY 77, Panama City, FL 32409.

CDS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. CDS is in compliance with federal law and applicable state and local laws governing nondiscrimination in employment.

All physical facilities are in compliance with zoning, fire, safety, and sanitation standards issued by Bay County, Florida.

PROGRAMS & CURRICULUM

CDS 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. Units of credit are clock hours. One clock hour constitutes 60 minutes of direct, supervised instruction.

Program tuition includes the cost of one initial applicable licensure examination. Examination re-takes are not included in tuition and cost $600.00 per re-take.

PROGRAMS OFFERED:

Entry Level Class A Program

Entry Level Class B Program

CLASS A AND B PROGRAMS

The Class A and Class B Entry Level Programs provide the Entry-Level Driver Training (ELDT) required by federal law. Students who successfully complete the applicable program will qualify to take the corresponding CDL skills examination. Before beginning a program, a student must possess a valid Florida Commercial Learner's Permit for the applicable class and meet all general enrollment requirements.

1. *Possess a valid Florida Commercial Learner's Permit for the applicable class*
2. *Meet all other general enrollment requirements (on page 8)*

Entry Level Class A Program - 160 Clock Hours

The Entry Level Class A Program teaches students the skills and knowledge required of an entry-level Class A commercial vehicle driver and prepares them for the Class A CDL examination. The program follows the applicable Federal Motor Carrier Safety Administration Entry-Level Driver Training requirements. It includes classroom and behind-the-wheel training. After successful completion, students receive a school certificate of completion and may take the Class A CDL skills test at the Bay County Tax Collector.

Fees: $6,500.00
Completion Time: 4 weeks

CT(A) 101: HOURS	
Monday	8:00-4:30
Tuesday	8:00-4:30
Wednesday	8:00-4:30
Thursday	8:00-4:30
Friday	8:00-4:30
Saturday	By appointment

CT(A) 101: Classroom Training - 60 Hours

Students will receive lessons on proper safety measures, maintaining electronic logs, and more. Subjects include but are not limited to the following:

- Basic operation
  - Orientation
  - Control systems/dashboard
  - Pre- and post-trip inspections
  - Basic control
  - Shifting/operating transmissions
  - Backing and docking

    - Coupling and uncoupling
- Safe operating procedures
    - Visual search
    - Communication
    - Distracted driving
    - Speed management
    - Space management
    - Night operation
    - Extreme driving conditions
- Advanced operating practices
    - Hazard perception
    - Skid control/recovery, jackknifing, and other emergencies
    - Railroad-highway grade crossings
- Vehicle systems and reporting malfunctions
    - Identification and diagnosis of malfunctions
    - Roadside inspections
    - Maintenance
- Non-driving activities
    - Handling and documenting cargo
    - Environmental compliance issues
    - Hours of service requirements
    - Fatigue and wellness awareness
    - Post-crash procedures
    - External communications
    - Whistleblower/coercion
    - Trip planning
    - Drugs/alcohol
    - Medical requirements

Students will be given a written exam testing their knowledge at the end of the classroom course.

<u>BTW(A) 101: Behind-The-Wheel Training - 100 Hours</u>

This is the BTW portion of the program. Students will cover the range and public road curricula. Students will train in the yard and on the road for hands-on experience. Students will drive on a variety of roads, such as highways, city roads, and rural roads.

BTW(A) 101: HOURS	
Monday	8:00-4:30
Tuesday	8:00-4:30
Wednesday	8:00-4:30
Thursday	8:00-4:30
Friday	8:00-4:30
Saturday	By appointment

Behind-The-Wheel Range Subjects include but are not limited to the following:

- Vehicle inspection pre-trip/enroute/post-trip
- Straight line backing
- Alley dock backing (45/90 degree)
- Off-set backing
- Parallel parking blind side
- Parallel parking sight side
- Coupling and uncoupling

Behind-The-Wheel Public Road Subjects include but are not limited to the following:
Vehicle Controls
Includes left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate

or controlled access highway
Shifting/transmission
Communication/signaling
Visual search
Speed and space management
Safe driver behavior
Hours of service requirements
Hazard perception
Railroad highway grade crossing
Night operation
Extreme driving conditions
Skid control/recovery, jackknifing, and other emergencies

Program Completion Requirements: To receive a certificate of completion for the Class A Entry Level Program, a student must complete 60 clock hours of classroom training and 100 clock hours of BTW training, maintain a grade point average of at least 80, and score at least 80% on both the BTW final examination and the knowledge final examination.

Entry Level Class B Program - 80 Clock Hours

The Entry Level Class B Program teaches students the skills and knowledge required of an entry-level Class B commercial vehicle driver and prepares them for the Class B CDL examination. The program includes classroom and behind-the-wheel training. After successful completion, students receive a school certificate of completion and may take the Class B CDL skills examination at the Bay County Tax Collector.

Fees: $2,500.00
Completion Time: 10 days

CT(B) 101: Classroom Training - 40 Hours

Students will receive lessons on proper safety measures, maintaining electronic logs, and more. Subjects include but are not limited to: general knowledge, air brakes, and pre- and post-trip instructions.

- Basic operation
  - Orientation
  - Control systems/dashboard
  - Pre- and post-trip inspections
  - Basic control
  - Shifting/operating transmissions
  - Backing and docking
- Safe operating procedures
  - Visual search
  - Communication
  - Distracted driving
  - Speed management
  - Space management
  - Night operation
  - Extreme driving conditions
- Advanced operating practices
  - Hazard perception
  - Skid control/recovery, jackknifing, and other emergencies

CT(B) 101: HOURS	
Monday	8:00-4:30
Tuesday	8:00-4:30
Wednesday	8:00-4:30
Thursday	8:00-4:30
Friday	8:00-4:30
Saturday	By appointment

    - Railroad-highway grade crossings
- Vehicle systems and reporting malfunctions
    - Identification and diagnosis of malfunctions
    - Roadside inspections
    - Maintenance
- Non-driving activities
    - Handling and documenting cargo
    - Environmental compliance issues
    - Hours of service requirements
    - Fatigue and wellness awareness
    - Post-crash procedures
    - External communications
    - Whistleblower/coercion
    - Trip planning
    - Drugs/alcohol
    - Medical requirements

Students will be given a written exam testing their knowledge at the end of the classroom course.

BTW(B) 101: Behind-The-Wheel Training - 40 Hours

This is the BTW portion of the program. Students will cover range and public road curricula, and train in the yard and on the road for hands-on experience. Students will drive on highways, rural roads, and city roads.

Behind-The-Wheel Range Subjects include but are not limited to the following:

- Vehicle inspection pre-trip/enroute/post-trip
- Straight line backing
- Alley dock backing (45/90 degree)
- Off-set backing
- Parallel parking blind side
- Parallel parking sight side

BTW(B) 101: HOURS	
Monday	8:00-4:30
Tuesday	8:00-4:30
Wednesday	8:00-4:30
Thursday	8:00-4:30
Friday	8:00-4:30
Saturday	By appointment

Behind-The-Wheel Public Road Subjects include but are not limited to the following:

- Vehicle Controls
    - Includes left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highway
- Shifting/transmission
- Communication/signaling
- Visual search
- Speed and space management
- Safe driver behavior
- Hours of service requirements
- Hazard perception
- Railroad highway grade crossing
- Night operation

- Extreme driving conditions
- Skid control/recovery, jackknifing, and other emergencies

Program Completion Requirements: To receive a certificate of completion for the Class B Entry Level Program, a student must complete 40 clock hours of classroom training and 40 clock hours of BTW training, maintain a grade point average of at least 80, and score at least 80% on both the BTW final examination and the knowledge final examination.

FEES

Program tuition is $6,500.00 for the Entry Level Class A Program and $2,500.00 for the Entry Level Class B Program. Tuition includes books and instructional materials, use of Commercial Driving School vehicles, and one initial applicable licensure examination. A separate, nonrefundable $150.00 enrollment fee applies to each program. Examination re-takes are not included in tuition and cost $600.00 per re-take.

Students are responsible for the cost of materials required for general admission, including but not limited to: Motor Vehicle Reports, drug testing, DOT physicals and DOT medical cards. Students are also responsible for the cost of license issuance fees. Students are required to pay $6.25 for use of the sign-up portal and are responsible for any credit card fees if choosing to pay online.

Exam Re-takes. If a student fails the applicable program's licensure examination, the student may take no more than two additional re-takes. Each re-take costs $600.00. If the student does not pass after three total attempts, Commercial Driving School may require the student, at the student's own cost, to re-take specified portions of the applicable program or enroll in an appropriate refresher or recertification program.