This program is dedicated to the concept of quality training at affordable rates for the citizens of Southeast Texas.

Class “A” Commercial Driver’s License Training

Coordinator: Marlon Hartman

Office No.: 409-839-2942

Part I: CVOP 1013, Professional Truck Driver I (2-weeks course) $ 825
Part II: CVOP 1040, Professional Truck Driver II (6-weeks course) $1,925
Total Tuition: $2,750*

*Tuition is subject to change without prior notice

Course Information

The Lamar Institute of Technology (L.I.T.) Professional Driving Academy will consist of 250 hours of instruction covering an eight week period. Class will begin each day at 7:00 a.m., both classroom and in the truck, unless otherwise noted. Daily class ending times will depend on class size, student scheduled Texas Department of Public Safety (DPS) Test times and/or unforeseen equipment breakdowns.

Students will receive credit for their time spent at a Texas DPS facility for required testing, both written and driving test. Each student will be responsible for scheduling their CDL Driving Test with the Texas DPS office, once they have completed and passed all of their required written tests.

A minimum of four (4) students per eight-week course will be required. Nine (9) will be the maximum number of students allowed per course depending on equipment availability. Registration for the Academy will be handled on a first come, first serve basis.

Training endorsements included: HAZ/MAT, Tanker, Air Brakes & Double & Triples
Training endorsement not included: Passenger or Bus

Admission Requirements

Applicants must:

- be at least 21 years of age
- possess a valid Texas class A CDL Learner’s Permit –written tests at DPS, Driving test must be scheduled at the Beaumont Department of Public Safety Facility (see attached sheet for study guide information).
- pay for, complete, and pass a Department of Transportation (DOT) Physical Examination and Drug Screen
- be able to read and speak the English language sufficiently to converse with the general public and to make entries on reports and records
- provide a high school transcript or copy of their G.E.D. prior to the first class day
- if you do not posses a G.E.D., you may take the reading level test from our Institute Learning Lab
- be interviewed by an Academy representative

At least two (2) weeks in advance of the course start date, applicants must complete and return the following registration forms to the Technology Center, Room #110:

- Student Survey Form
- Applicant Questionnaire
- 3 Year Driving Abstract
- D.O.T. Physical Examination and Drug Screen Results
- Copy of Social Security card and valid Texas Class A CDL Learners Permit

Revised: 10/7/2015
The applicant's driving record will be reviewed for acceptable standards to meet with employer guidelines. If an individual's driving record is deemed unacceptable by these standards, the individual will not be admitted to this training program.

As soon as a prospective student applies for the program, the applicant should make an appointment with a medical office of their choice for the DOT Physical Examination and Drug Screen. Upon completion of the DOT Physical and Drug Screen, the medical office will advise the Academy as to whether the applicant passed or failed the examination. Failure to pass the DOT Physical Examination and Drug Screen will cause the applicant to be ineligible for this training program.

Each applicant will be notified as soon as possible concerning their acceptance status to the L.I.T. - Professional Driving Academy. The Tuition payment will not be collected until an individual has satisfactorily met all admission requirements and been officially accepted into the training program.

**Tuition**

**Cost: (Includes books)**

<table>
<thead>
<tr>
<th>Part I</th>
<th>CVOP 1013, Professional Truck Driver I (2-weeks course)</th>
<th>$825</th>
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<tbody>
<tr>
<td>Part II</td>
<td>CVOP 1040, Professional Truck Driver II (6-weeks course)</td>
<td>$1,925</td>
</tr>
<tr>
<td><strong>Total Tuition:</strong></td>
<td></td>
<td><strong>$2,750</strong></td>
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</table>

Books to be returned if course is dropped

Upon acceptance into the Academy and prior to the first class day, the tuition fee is due and payable to Lamar Institute of Technology. Payment may be made by check, money order, credit card, cash, or Letter of Intent from a current/prospective employer or other third party (such as Texas Workforce Commission, Texas Rehabilitation Commission, etc).

Prospective students whose tuition will be paid by an employer or third party must submit a Letter of Intent from the company/third party prior to the first class day stating that the company/third party will be paying the student's tuition for the course. The employer or third party will be invoiced for $2,750 upon receipt of the Letter of Intent.

An applicant's place in the class will not be guaranteed until the tuition fee is paid in full.

**Fees**

Each applicant will be personally responsible for paying the following fees to the appropriate parties:

<table>
<thead>
<tr>
<th>(Funding for qualified applicants may be available through the Texas Workforce, DARS, or Veteran Affairs)</th>
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<tbody>
<tr>
<td>D.O.T Physical/Drug Screen (Payable to medical facility you choose):</td>
</tr>
<tr>
<td>3-Year Driving Record (Payable to Texas DPS):</td>
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<tr>
<td>Class A Driver Permit (Payable to Texas Dept. of Public Safety):</td>
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<tr>
<td>Class A CDL (Payable to Texas Department of Public Safety):</td>
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</tbody>
</table>

*The cost depends on the numbers of years remaining on current license

For more information, please call Marlon Hartman, Instructor/Coordinator for the L.I.T. Professional Driving Academy at (409) 839-2942, 880-8114, or 866-872-4682.

**Placement Assistance**

Placement assistance will be provided to qualified students after successful completion of the eight-week training program. **THERE IS NO GUARANTEE OF EMPLOYMENT.**

Revised: 10/17/2014
GRANTS, STUDENT LOANS, PAYMENT PLANS POLICY

The L.I.T. - Professional Driving Academy does not accept grants, student loans, or payment plans for the $2,750 tuition fee.

There are some agencies in the Golden Triangle that have been sponsoring students that meet their requirements after going through their interview and paperwork process. You may contact the following agencies for more information:

**Texas Department of Assistive & Rehabilitative Services (DARS)**
- Beaumont: 5550 Eastex Freeway, Suite D, Beaumont, TX 77708  
  Phone: (409) 924-7320
- Port Arthur: 5860 9th Avenue, Suite C, Port Arthur, TX 77642  
  Phone: (409) 962-8984

**Texas Workforce Solutions (TWS)**
- Beaumont: 304 Pearl Street, Beaumont, TX 77701-2411  
  Phone: (409) 839-8045
- Port Arthur: 3901 N Twin City Hwy, Port Arthur, TX 77642-2118  
  Phone: (409) 962-1236
- Orange: 320 Green Ave, Orange, TX 77630-5875  
  Phone: (409) 882-0302

**Veterans**
Contact Adia Smith, Veterans Resource & Referral Specialist
3901 N Twin City Hwy, Port Arthur, TX 77642
Phone: (409) 332-7428
adia.smith@twc.state.tx.us

**DOT Physical Examination and Drug Screen**

The L.I.T. – Professional Driving Academy is not affiliated nor promotes one medical clinic over another, but has listed some suggestions for the applicant.

- Advantage Testing  
  Located Corner of IH-10 & Calder Ave, Beaumont, TX  
  Phone: (409) 813-2025
- Magnolia Wellness Center  
  1846 IH-10 South #102, Beaumont, TX 77707  
  Phone: (409) 434-7451
- Doctors Express of Beaumont  
  3195 Dowlen Road Suite 105, Beaumont, TX 77701  
  Phone: (409) 860-1888

**COURSE ITINERARY**

<table>
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<tr>
<th>Date</th>
<th>Month</th>
<th>Year</th>
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<th>Year</th>
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<td>December 7</td>
<td>November</td>
<td>2015</td>
<td>February 1</td>
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<tr>
<td>July 5</td>
<td>July</td>
<td>2016</td>
<td>August 22</td>
<td>September</td>
<td>2016</td>
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<td>March 28</td>
<td>March</td>
<td>2016</td>
<td>October 10</td>
<td>October</td>
<td>2016</td>
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<tr>
<td>May 16</td>
<td>May</td>
<td>2016</td>
<td>November 28</td>
<td>November</td>
<td>2016</td>
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</table>

**Holidays:** MLK Birthday, Independence Day, Labor Day, Thanksgiving Day and day after, Christmas week

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Lamar Institute of Technology is an equal opportunity/affirmative action educational institution that does not discriminate on the basis of race, color, sex, religion, handicap, or national origin.

Revised: 10/17/2014
COURSE DESCRIPTION

UNIT 1: BASIC OPERATION

This section covers the interaction between students and the vehicle. It is intended to teach students to control the motion of the vehicle, ensure it is in proper operating condition and correctly coupled to trailers.

UNIT 2: SAFE OPERATING PRACTICES

This section covers the interaction between the students/vehicle combination and the highway traffic environment. It is intended to teach students to apply their basic operating skills in a way that ensures their own safety and that of other road users.

UNIT 3: ADVANCED OPERATING PRACTICES

This section covers the higher level skills needed to cope with the hazards of the roadway/traffic environment. Its purpose is to develop perceptual skills needed to recognize the potential hazard as well as the manipulative skills needed to handle the vehicle in an emergency.

UNIT 4: VEHICLE MAINTENANCE

This section covers the manner in which the various components of the vehicle work so students can recognize a malfunction or safety hazard before it causes serious damage or an accident. Its purpose is to teach students to perform routine service functions and simple maintenance tasks and to recognize when the vehicle needs repairs.

UNIT 5: NON-VEHICLE ACTIVITIES

This section covers activities not directly related to the vehicle. Its purpose is to teach students to carry out these activities in a way that protects their safety and the safety of the vehicle, cargo, and other motorists.

COURSE BREAKDOWN

| Classroom | 90 hours |
| Lab       | 30 hours |
| Range     | 31 hours |
| Street    | 39 hours |
| Observation | 60 hours |

**TOTAL** 250 hours

NOTE: 70 hours are behind the wheel

ITEMS LIST FOR FIRST DAY OF CLASS

Please bring:

- Current Texas CDL Learners Permit
- Social Security Card
- DOT Physical Card
- Texas Driver’s Handbook (you may obtain the handbook from DPS)
- Texas Class A CDL Driver’s Handbook (you may obtain the handbook from DPS)
- Pencils and erasers
- Eye glasses, if you are required to wear them
- Pocket calculator
- Six inch ruler
CLASS “A” CDL PERMIT TEST & COMBINATION VEHICLE TEST

One of the application requirements of the LIT – Professional Driving Academy is for the applicant to **obtain** their **Class “A” Commercial Drivers License (CDL) Learners Permit** before starting the program. An individual may obtain this Permit by passing the required written tests with the Texas Department of Public Safety.

An individual must first go to any Texas DPS facility and pick up the following **free** publications:

- Texas Commercial Motor Vehicle Drivers Handbook

Study Sections 14 & 6 of the Texas Commercial Motor Vehicle Drivers Handbook.

The information contained in these chapters will assist an individual in obtaining the CDL Learners Permit.

Cost of the Permit: **$11.00**

It is also a requirement of the Academy that the applicant use the Texas Department of Public Safety BEAUMONT FACILITY, located at 7200 Eastex Freeway in Beaumont, Texas, for any and all Academy testing requirements. The final road test and the written test must be completed at the same facility, and Beaumont DPS is the ONLY local office that administers the road test.

If you have any questions please feel free to contact a representative with the LIT- Professional Driving Academy at (409) 839-2942

Marlon Harman, Coordinator
LIT-Professional Driving Academy
Office: (409) 839-2942
Fax: (409) 839-2969

*If the Texas DPS Office does not have any books available you may download a copy from the Texas DPS Website. Copies of this handbook are also available to purchase through our office for $10.*
Physical address:

4075 Martin Luther King
Beaumont, TX 77705

DRIVING DIRECTIONS:

From I-10 (East or West): Take MLK exit of I-10; continue on MLK to the Lamar University/East Virginia exit; turn left on Lavaca; turn left to service road; drive 100 yds. approx.; turn right to the parking lot next to warehouses.

From South (Nederland, Port Arthur, etc.): Take Hwy. 69 North to Lamar University-Downtown exit; take the East Lavaca/Lamar University exit; stay on service road and through second intersection; turn right to the parking lot next to warehouses.

Alternate: Twin City Hwy. to MLK, then Lamar exit, as above.
TUITION REFUND POLICY

A student who withdraws from the program or does not maintain a minimum overall score of 70 points in the classroom course (CVOP 1013), will not be eligible to begin the next course (CVOP 1040) and may receive a 70% tuition refund.

- If you have already paid the full course tuition fee of $2,750, you will receive $1,925.
- If you paid the classroom tuition fee only in the amount of $825, you will receive $577.50.

A student attending the second course (CVOP 1040), but he/she withdraws by or before the Friday of the fourth week of class, may be eligible for a 50% tuition refund in the amount of $1,375.

THERE WILL BE NO REFUNDS ONCE A STUDENT STARTS THE 5TH WEEK OF THE COURSE

Please note:

Once a student has completed and passed the classroom course (CVOP 1013), he/she must complete the driving course (CVOP 1040) within the next 12 months.

Failure to do so will require him/her to take the entire course over in order to receive a Certificate of Completion.

Also, note that a Certificate of Completion is required by most trucking companies in order to be considered for employment in this industry.

I certify that I have read and understand the Professional Truck Driving Academy refund policy.

________________________________________  ____________________
Signature                                      Date
QUESTIONNAIRE FOR TRUCK DRIVING APPLICANTS

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever driven a Truck Tractor?  Yes ☐   No ☐
2. Have you ever driven a Truck Tractor Combination?  Yes ☐   No ☐
3. If so, what type of equipment? _______________________________________________________
4. For how long? _______________________________________________________________________
5. Do you now possess a current Driver’s License?  Yes ☐   No ☐
6. Do you now possess a current Class A CDL?  Yes ☐   No ☐
7. What are your plans for seeking employment upon completion of this course? (Check all that apply)
   a. ☐ Work for a local company
      ☐ I have a job offer
      ☐ I have a letter of intent from a company
      ☐ I do not have a job offer at this time
   b. ☐ Work for over-the-road carrier
      ☐ I have a job offer
      ☐ I have a letter of intent from a company
      ☐ I do not have a job offer at this time
8. What are your goals within the trucking industry? _______________________________________
    _________________________________________________________________________________
9. Are you presently employed?  Yes ☐   No ☐   If so, with whom? __________________________
10. How many traffic violations have you received within the past 3 years? ___________________
    What type of violations? _____________________________________________________________
11. How many accidents have you had within the past 5 years? _______________________  
12. Do you have a high school diploma?  Yes ☐   No ☐   If not, do you have a GED?  Yes ☐   No ☐
13. Do you have any disabilities that would affect you in the performance of your duties as a 
    Truck Driver?  Yes ☐   No ☐
    If so, please explain: __________________________________________________________________
14. Are you presently taking prescription medicine?  Yes ☐   No ☐
    If so, please explain: __________________________________________________________________
15. Are you presently receiving workman compensation:  Yes ☐   No ☐
    If so, please explain: __________________________________________________________________
16. Have you ever been **convicted** of a felony?  Yes ☐   No ☐
REQUEST FOR DRIVING ABSTRACT

PLEASE PRINT:

NAME: _______________________, _______________________, _______________________

LAST FIRST MIDDLE

ADDRESS: __________________________________________________________

________________________________________________________

MAILING: __________________________________________________________

________________________________________________________

HOME PHONE: ___________________ WORK PHONE: ___________________

DATE OF BIRTH: _____________________________

SOCIAL SECURITY NUMBER: _______________________

DRIVING LICENSE NUMBER: ________________________

STATE ISSUED: _________________________

I HEREBY GRANT PERMISSION FOR THE L.I.T. - PROFESSIONAL DRIVING ACADEMY TO
REVIEW AND RETAIN A COPY OF MY DRIVING ABSTRACT FROM THE STATE DEPARTMENT
OF MOTOR VEHICLES.

__________________________  _______________________
SIGNATURE              DATE
REQUEST FOR D.O.T. PHYSICAL RESULTS

PLEASE PRINT:

NAME: _______________________, _______________________, _______________________
                  LAST      FIRST      MIDDLE

ADDRESS: ______________________________________________________________
                      __________________________________________________________

MAILING: ______________________________________________________________
                      __________________________________________________________

HOME PHONE: ______________    WORK PHONE: _______________

DATE OF BIRTH: _____________________________

SOCIAL SECURITY NUMBER: ____________________________

DRIVING LICENSE NUMBER: ____________________________

STATE ISSUED: ____________________________

I HEREBY GRANT PERMISSION TO RELEASE RESULTS OF MY DEPARTMENT OF
TRANSPORTATION PHYSICAL AND DRUG SCREEN TO THE
L.I.T. - PROFESSIONAL DRIVING ACADEMY.

_________________________________   ______________________  
                  SIGNATURE                  DATE
I have read and understood the admission requirements and refund policy of the L.I.T - Professional Driving Academy.

I agree to allow L.I.T. and/or the Professional Driving Academy to release my grades and attendance records to prospective employers.

I have read and understood that the L.I.T. - Professional Driving Academy will not be responsible for any employment rejections due to my past driving record, including felonies, driving under the influence, driving while intoxicated, drug convictions, or citations.

________________________________________  __________________  
Signature                                Date
CONTINUING EDUCATION ENROLLMENT FORM

The following information is REQUIRED by the STATE OF TEXAS and will be kept confidential and secure at all times.

Certificate of Completion will be may be denied due to failure to provide complete information.

PLEASE PRINT:

Name: ___________________________ ___________________________ __________________________

Last First Middle

Social Security No.: _____/_____/______ Date of Birth: Month _____ Day _____ Year _____

Sex: □ Male □ Female

Ethnic Origin:

□ Hispanic or Latino Origin □ Not Hispanic or Latino Origin □ Decline to Answer

Race Group:

□ White □ Black or African American □ Asian □ American Indian or Alaskan Native □ International

□ Unknown □ Native Hawaiian or Other Pacific Islander

Permanent Address:

Street & Number ______________________________________________________________

City ________________________ County ______________________ State _________ Zip ______________

Home Phone ____________________ Cell Phone ____________________ Work Phone ____________________

E-Mail Address: ________________________________________________________________

Mailing Address: (Fill-out if different from permanent address)

Street & Number or PO Box __________________________________________________________

City ________________________ State _____________________ Zip ______________

Please Answer (Optional)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Are you academically disadvantaged?</td>
<td></td>
<td></td>
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<tr>
<td>Are you economically disadvantaged?</td>
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<tr>
<td>Do you have disabilities?</td>
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<tr>
<td>Do you have limited English proficiency?</td>
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<td>Are you a displaced homemaker?</td>
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<td>Are you a single parent?</td>
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<tr>
<td>Have you ever attended Lamar Institute of Technology?</td>
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