

IITR
TRUCK SCHOOL
CLASS A TRACTOR-TRAILER, CLASS B TRUCK OR CLASS B PASSENGER BUS
REFRESHER
TRAINING/TESTING
PROGRAMS

REVISION DATE
MAY 01, 2014

*It is very important anyone choosing Refresher Training understand they will not be issued a diploma from **IITR** nor will they be eligible for job placement assistance from **IITR**. All trucking companies we work with require attendance and graduation from our full program to become employed as an entry level Class A driver per insurance requirements.*

BEFORE ANY TRAINING/TESTING CAN BE DONE IN AN **IITR VEHICLE, YOU ARE FIRST REQUIRED TO DO THE FOLLOWING:**

STEP 1: Take and pass a D.O.T. Physical & obtain a Medical Card, and take a Drug Screen and provide us with **NEGATIVE RESULTS**: The drug screen must be done at a clinic designated by **IITR** (call us for a listing of our approved clinics). The physical will cost between \$45.00 and \$100.00 depending upon the clinic in your area and the drug screen will cost between \$45.00 and \$100.00 depending upon the clinic in your area.

STEP 2: Go to DMV and obtain a CDL Permit: To obtain a CDL Permit, you are required to go to your State DMV, show your D.O.T. Medical Card and take and pass the General Knowledge written exam and ask for a CDL Permit. Contact your State DMV for the amount they charge for this service.

STEP 3: Go to DMV and pass all necessary CDL Written Endorsement exams: You will need at a minimum the Airbrakes endorsement. If you're getting a Class A CDL, you will also need the Combination endorsement. Optional endorsements are Passenger Bus, Doubles/Triples, Tanker-Trailer and HazMat. Contact the DMV for the amount they charge for the endorsements you need.

BEING LEGAL TO DRIVE COMMERCIALLY REQUIRES NOT ONLY A CDL BUT MEETING THE FOLLOWING FEDERAL REGULATIONS:

REGULATION #380.503: IF YOU ARE OBTAINING A CDL FOR THE FIRST TIME, YOU ARE REQUIRED TO MEET FEDERAL MOTOR CARRIER SAFETY REGULATIONS # 380.503. WITHOUT DOING SO, YOU ARE NOT LEGAL TO OPERATE A COMMERCIAL VEHICLE EVEN THOUGH YOU HAVE A CDL. ASK US FOR DETAILS OR READ THE REGULATION AT: WWW.FMCSA.DOT.GOV, CLICK ON RULES AND REGULATIONS, TYPE IN 380.503 TO READ ABOUT THE REQUIRED TRAINING

THIS REGULATION IS ENFORCED BY BOTH FEDERAL AND STATE REGULATORS AND ACCORDING TO THE DEPARTMENT OF TRANSPORTATION (DOT), IT IS A VERY COMMON VIOLATION THEY CITE DURING AUDITS OF TRUCKING COMPANIES NEW DRIVER FILES

PROGRAM 1: \$2,175.00 (\$1,875.00 FOR IITR GRADS)

CLASS A 40-HOUR REFRESHER TRAINING COURSE

This program is typically offered only to those who have prior experience

THIS PROGRAM DOES NOT INCLUDE A STATE CDL ROAD TEST

(IF YOU NEED A STATE CDL ROAD TEST WITH PROGRAM 1, ADD \$275.00)

PROGRAM 1 OVERVIEW

CLASSROOM TRAINING: 16-HOURS

LP 4 (4-HOURS) LOGS, THE GRAPH AND MONTHLY SUMMARY

LP 5 (4-HOURS) LOGS MONTHLY SUMMARY SHEET REVIEW & MAP READING

LP 6 (4-HOURS) TRIP PLANNING & HOUSTON LOG TRIP

LP 7 (4-HOURS) MASTER DRIVER SERIES

ROAD TRAINING: 10-HOURS

THIS INCLUDES 10-HOURS BEHIND THE WHEEL TO REFRESH YOUR DRIVING SKILLS

YARD TRAINING: 10-HOURS

THIS INCLUDES 2-HOURS OF INSTRUCTION ON BACKING AND PRE-TRIP, AND 8-HOURS OF PRACTICE IN OUR BACKING YARD.

WRITTEN EVALUATION: 4-HOURS

A WRITTEN EVALUATION WILL BE PERFORMED BY ONE OF OUR INSTRUCTORS AND CONSISTS OF THE FOLLOWING:

1. OUR GRADED ROAD TEST
2. OUR GRADED BACKING SKILLS TESTS (straight line backing, 45 degree sight-side backing, 90 degree sight-side backing & 45 degree blind-side backing)
3. OUR GRADED COUPLE UNCOUPLE TEST (tractor-trailer or doubles)
4. OUR GRADED PRE-TRIP INSPECTION SKILLS TEST
5. OUR GRADED LOG GRAPH & LOG SUMMARY QUIZZES
6. OUR GRADED MASTER SERIES DRIVER QUIZ

This graded evaluation comes with a written document showing scores on all evaluations

Most carriers require a written evaluation as proof you attended and completed refresher training and are competent to operate a tractor-trailer

PROGRAM 2: \$1,875.00 15-HOUR INSTRUCTIONAL TRAINING/TESTING PROGRAM WITH A STATE CDL ROAD TEST AND WITH AN IITR WRITTEN EVALUATION

This program is typically offered only to those who have prior experience

IITR TRAINING AND TESTING: This program includes 15-hours of instruction in one of our vehicles with a licensed **IITR** Instructor. The instruction includes pre-trip inspection skills, on-road driving skills, in yard backing skills, or a combination of your choice. After the 15-hours of instruction are completed **IITR** will have an Independent 3rd Party Examiner (**NOT EMPLOYED BY IITR**) administer the State CDL Pre-trip Inspection, State Road Test, and State Backing Test.

Upon successful completion of the above, **IITR** will administer the following written evaluation

IITR WRITTEN EVALUATION: This written evaluation will be performed by one of our Instructors and consists of the following:

1. OUR GRADED ROAD TEST
2. OUR GRADED BACKING SKILLS TESTS (straight line backing, 45 degree sight-side backing, 90 degree sight-side backing & 45 degree blind-side backing)
3. OUR GRADED COUPLE UNCOUPLE TEST (tractor-trailer or doubles)
4. OUR GRADED PRE-TRIP INSPECTION SKILLS TEST
5. OUR GRADED LOG GRAPH & LOG SUMMARY QUIZZES

This graded evaluation comes with a written document showing scores on all evaluations

Most carriers require a written evaluation as proof you attended and completed refresher training and are competent to operate a tractor-trailer

PROGRAM 3: \$1,575.00 15-HOUR INSTRUCTIONAL TRAINING/TESTING PROGRAM WITH A STATE CDL ROAD TEST BUT WITHOUT AN IITR WRITTEN EVALUATION

This program is typically offered only to those who have prior experience

This is the same Training/Testing Program as described in Program 2 without an **IITR** written evaluation

Most carriers require a written evaluation as proof you attended and completed refresher training and are competent to operate a tractor-trailer

PROGRAM 4: \$1,750.00 SAME AS PROGRAM 2 WITHOUT A STATE CDL ROAD TEST BUT WITH AN IITR WRITTEN EVALUATION AS DESCRIBED IN PROGRAM 1

PROGRAM 5: \$1,475.00 SAME AS PROGRAM 2 WITHOUT A STATE CDL ROAD TEST AND WITHOUT AN IITR WRITTEN EVALUATION

PROGRAM 6: \$425.00 A WRITTEN EVALUATION WITHOUT INSTRUCTION AND WITHOUT A STATE CDL ROAD TEST The evaluation process is the same as described in Program 2.

PROGRAM 7: \$675.00 4-HOUR INSTRUCTIONAL TRAINING PROGRAM WITH A STATE CDL ROAD TEST

This program includes 4-hours of instruction with a licensed **IITR** Instructor in one of our vehicles. The instruction will include pre-trip inspection skills, on-road driving skills, in yard backing skills, or a combination of your choice. After the 4-hours of instruction **IITR** will have an Independent 3rd Party Examiner (**NOT EMPLOYED BY IITR**) administer the State CDL Pre-trip Inspection, State Road Test, and State Backing Test.

PROGRAM 8: \$450.00 4-HOUR INSTRUCTIONAL TRAINING PROGRAM WITHOUT A STATE CDL ROAD TEST This program includes 4-hours of instruction as described in Program 7.

PROGRAM 9: 2-HOUR INSTRUCTIONAL TRAINING PROGRAM WITHOUT A CDL TEST AND WITHOUT AN IITR WRITTEN EVALUATION

NON STUDENTS OR NON GRADUATES: \$125.00 PER HOUR IN A 2-HOUR BLOCK OF TIME (\$250 TOTAL)

CURRENT **IITR** STUDENTS: \$85.00 PER HOUR IN A 2-HOUR BLOCK OF TIME (\$170 TOTAL)

PAST **IITR** GRADUATES: \$100.00 PER HOUR IN A 2-HOUR BLOCK OF TIME (\$200 TOTAL)

This program includes 2-hours of instruction as described in Program 7

IITR
TRUCK SCHOOL
CLASS A, CLASS B, PASSENGER
CDL TESTING

YOU SUPPLYING THE VEHICLE FOR A CDL TEST

WE WILL NEED A COPY OF YOUR DRIVERS LICENSE, CDL PERMIT, MEDICAL-CARD, PROOF YOU ARE IN A DOT APPROVED RANDOM DRUG POOL AND PROOF YOU ARE INSURED TO OPERATE THE VEHICLE IN WHICH YOU ARE TESTING.

TEST FEE, ALL CAMPUSES: WEEKDAYS: \$140.00 WEEKENDS: \$175.00

WE HAVE A TRAVEL CHARGE OF \$100 PER HOUR (\$50.00 MINIMUM) IF WE HAVE TO RIDE IN A VEHICLE TO A TEST LOCATION

RENTING AN IITR VEHICLE FOR A CDL TEST

ALL CAMPUSES: DURING THE WEEK: \$275.00 ON A WEEKEND: \$325.00 + THE TEST FEE BELOW

TEST FEE, ALL CAMPUSES: WEEKDAYS: \$140.00 WEEKENDS: \$175.00

When renting an IITR vehicle, we give the driver about 30 minutes to familiarize themselves with our vehicle **(WITH AN IITR INSTRUCTOR ALTHOUGH ABSOLUTELY NO INSTRUCTION IS GIVEN)**. The intent of this familiarization is to provide time for the driver to get used to our vehicle for driving skills, backing skills, and pre-trip inspection. We want to make it very clear the driver must be ready for all of the State Testing to include pre-trip inspection, backing skills, and driving skills on their own.

If during the familiarization time the **IITR** Instructor is forced to assist the driver in avoiding an accident either physically or orally, or **the IITR Instructor had to give the driver any instruction**, the driver will **NOT** be allowed to use our vehicle for testing purposes and the money paid for the vehicle rental and test fee will be forfeited.

BELOW IS THE ACTUAL DMV REGULATIONS FROM THE DMV 3RD PARTY TESTERS MANUAL

13.10 Test Vehicle Familiarization

When you provide a vehicle to use for testing, you may give the applicant an opportunity to familiarize himself/herself with the vehicle before beginning the actual test. This familiarization is limited, however:

1. The vehicle must be safe and legal.
2. If you charge an additional fee for the familiarization, it must be reflected on the fee schedule you provide DMV. The fee may be included in the vehicle fee only if the familiarization is always included when you provide the vehicle for testing.
3. The familiarization must be completed prior to the time the test is scheduled.
4. In preparation for the pre-trip inspection test, vehicle familiarization is restricted to the location and/or operation of components when the location and/or operation of those components is not common to all vehicles of that type. **This familiarization should not take any more than 10 minutes and must not include any inspection criteria or procedure.**
5. In preparation for the drive test, **vehicle familiarization is restricted to no more than 20 minutes of actual vehicle operation on a route that is different than that used for the actual drive test.** The Examiner may advise the driver about the unique operating characteristics of the vehicle (e.g., shift points), provide route directions and give commands that are necessary to ensure public safety. The Examiner may not offer any information to the applicant that provides insight into drive test scoring criteria or might be construed as an evaluation of the applicant's driving skills.

Deviation from the instructions provided above may prompt DMV to conclude that you are: Operating an unlicensed truck driving school in violation of Oregon law and/or; Providing training to a CDL test applicant in violation of OAR 735-060-0055 and/or; Conducting tests, in violation of OAR 735-060-0120, that do not conform to the established methods and procedures provided in this manual.