

PTDI Annual Report

Professional Truck Driver Institute

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Please fill in information for which there is an "X"

<p>Annual Report for the Period: Date of Last Report* Submitted to Current Period Covered in This Report:</p> <p>January – December 2008</p>	X
<p>* If last year was initial certification or recertification, use that date.</p> <p>Enrollment Report for Last 12-Month Period Prior to Submitting This Report</p> <p>January – December 2008</p>	X
<p>Name of School:</p> <p>Central Tech Transportation & Safety Education</p>	X
<p>Location:</p> <p>3 CT Circle, Drumright, Oklahoma 74030</p>	X
<p>Report Due by December 31, 2008</p> <p>Date of Report:</p> <p>December 12, 2008</p>	X

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Part II Enrollment

The enrollment figures from annual reports from all schools will be compiled into an Enrollment Report to create statistics for PTDI-certified courses.

Reporting Period (Most recent 12 month period prior to filing this report):

Calendar 2008

Please provide enrollment information for each certified course.

(If you have more than one certified course, show course names, & in column at right show number/number).

Certified Course Name(s): Truck Driver Training	
Date of initial certification:	Date of last recertification:

During the Reporting Period, please indicate: *This should be for period requested above only.*

(A) Number of months the course was certified <i>This should not be more than 12.</i>	12
(B) Number of times the PTDI-certified course was offered	34
(C) Total number of students that enrolled in the PTDI-certified course	267
(D) Total number of students that graduated from the PTDI-certified course	237
(E) Total number of students that completed the course and met all PTDI standards and school's graduation requirements	237
(F) Percentage of students that completed the course and met all PTDI standards and school's graduation requirements <i>(Students who completed all requirements of certified course ÷ by total graduates of certified course; i.e., (E) ÷ (D) = (F))</i> <i>Standard 6.4 (Grad.): 85% of grads of certified course required</i>	100%
(G) Total number of students who had CDL upon graduation. <i>Standard 6.4 (Grad): All grads of cert course must obtain CDL before graduating;</i>	237
(H) Total number of graduates who were issued a PTDI Certificate of Attainment or Seal <i>Standard 6.4 (Grad): Issuance of Certificates or Seals is mandatory requirement of certification, but only to grads who qualify.</i>	237
(I) PTDI Certificate of Attainment I.D. numbers (preprinted on certificates or seals) issued to students in (I) above (e.g., 22500-22591, 43225-43270) (Show at right in column.) <i>NOTE: Please explain any discrepancy with (H) above.</i> <i>Standard 6.4 (Grad). Schools must purchase from PTDI.</i>	9964-10000
	17411-17560
	19961-20019*
(J) Total number of graduates of certified course placed in entry-level truck driving positions <i>Standard 7.1 (Follow-up):</i>	236
(K) Percentage of graduates of certified course placed in entry-level truck driving positions <i>(positive placements J+ by graduates of certified course E) Standard 7.1 (Follow-up):</i>	99.1%
(L) CDL pass rate for certified course <i>Standard 7.1 (Follow-up):</i>	100%
(M) CDL pass rate for non-certified courses, if applicable <i>Standard 7.1 (Follow-up):</i>	N/A
(N) Total cost of the certified course <i>This is not required by PTDI but is informational; as we often get questions from prospective students on averages.</i>	\$2,250.00
(O) Total number of graduates from the school's entire truck driving program (including all truck driving courses offered during the reporting period) <i>Informational only</i>	472
(P) Is the school reporting graduates to USIS's DAC Employment History File? <i>Mandatory unless prohibited by law; need waiver. Standard 7.1 (Follow-up):</i>	Yes

*9 were voided

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Part III

Checklist for Printed Materials & Copy of Materials

Reporting Period (From last report or on-site visit to current):

Calendar 2008

From last annual report to current (within two months of due date of report.)

Column at the right must show page in the printed materials that are provided to students and other interested parties. The items must also be cross-referenced with appropriate pages in the printed materials by numbering on those pages the information requested below. Please include web pages.

A copy of the current tractor-trailer driver training course/program catalog/printed materials (including web pages) that correspond(s) to the checklist must accompany each of the two copies of this report. If the school catalog is large and includes unrelated, non-truck driving courses, the school may submit only the front cover and pages that apply to the course (e.g., pages may be torn out and stapled together.)

These materials are used by the Certification Committee to verify compliance with Standard 1.1 (Truth in Advertising & Public Information) for printed materials. These items must be available to prospective students and other interested parties. All materials must be clear, truthful, accurate and unambiguous.

	DOCUMENT & PAGE REF.
1. Name and address of organization and program location, if different	C Cover
2. Date of current course catalog	C1
3. A description of the organization and its program philosophy	C2-3
4. A statement on the need, role, and importance of the tractor-trailer driver and his or her profession	C2-3
5. The requirements and procedures for admission to the program	C11, Brochure
6. The goals and objectives of the program	C4
7. The scope and sequence of the program offered to clearly identify the coverage of the training	C12-17, W
8. The number of clock hours of instruction	C12
9. The number of classroom/lab and actual range/street behind-the-wheel time per student	C12, W
10. The requirements of independent study, if used	SHB2-9
11. Requirements for externships, if used	N/A
12. The length of time in days and weeks normally required for completion of the program, including externship length, if used	C12, W
13. The hours of operation and the days of the week of operation	C4, C12, W
14. A calendar for the program year including beginning and ending dates of classes, holidays, etc.	C23
15. A general description of the program's general physical facilities and training environment	C10, Brochure W
16. A general description of training vehicles used during instruction	C18
17. The evaluation or grading system	SHB11, SHB13
18. The required levels of performance for graduation or successful completion of the program	SHB12, SHB14 W
19. The types of certificates, awards, or documents bestowed upon graduation or successful completion of program	C12, Cert, W
20. Policy related to tardiness and absences	SHB11, SHB13
21. Policy related to make-up time	SHB26
22. Policy related to conduct and termination	C21-22, SHB11, 13, 15-16, 25-26, 29-32
23. Policy related to cancellation and refunds	C20, SHB12, SHB14
24. Tuition and other student charges related to enrollment, such as books, fees, room and any other "extras" for which a student may be responsible	C19, Brochure
25. A description of the extent and nature of student services including placement assistance, counseling, housing, etc.	C10, 12, 19-20
26. List all other material facts concerning the organization and the program which serve to define the course of study and its offerings	C5-9
27. Graduation rates for the last calendar or accreditation reporting year	Not published
28. Rates of students employed following graduation for the last calendar or accreditation-reporting year	Brochure
29. Student's prospective income upon graduation, using current employment conditions	Not published
I acknowledge that the above provisions are represented in the catalog or other printed materials given to students and other interested parties, and that administrative policies and practices conform with the statements herein.	<i>RM</i>
Exceptions and explanations for the above acknowledgement are explained below or on a separate page.	

C=Catalog; SHB=Student Handbook; W=Website

#5

CENTRAL TECH
TRANSPORTATION & SAFETY EDUCATION

ENTRANCE REQUIREMENTS

1. The individual must possess a valid drivers license. Note: Each student will be given the opportunity to obtain an Oklahoma Commercial Drivers License while in training.
2. Federal law requires drivers to be at least 21 years of age to cross a state line.
3. Must be able to read and speak the English language fluently enough to converse with the general public; to understand the highway traffic signs and signals; to respond to official inquiries and make entries on reports and records.
4. Students must submit to a Controlled Substance and Alcohol Testing as required by the Federal Department of Transportation.
5. Physical requirements: A student must obtain a physical on a form approved by the U.S. Department of Transportation. Specific requirements are detailed on the back of the Physical form. General DOT requirements include (but are not limited) to the following:
 - A. Has no loss of a foot, leg, hand, or arm, or has no impairment of the use of foot, leg, hand, fingers, or arm, or any other structural defect which interferes with their ability to control and safely drive a motor vehicle.
 - B. Has no established medical history or clinical diagnosis of Diabetes currently requiring insulin for control.
 - C. Has no current clinical diagnosis of high blood pressure likely to interfere with their ability to safely operate a motor vehicle.
 - D. Has no established medical history of clinical diagnosis of Epilepsy or any other condition that is likely to cause unconsciousness or any loss of ability to control a motor vehicle.
6. Must meet requirements as outlined below:
 - A. Accidents: A student cannot have more than one (1) chargeable accident on file in the three (3) years prior to their entry date into training.
 - B. Offense: A student is allowed two (2) moving offenses during the three (3) years prior to their entry date. Non-excessive speeding (not over 15 mph over the posted limit) is not counted as a moving violation.
 - C. Alcohol or Drug Related Vehicle Violation: A student will not be admitted if they have incurred a drug or alcohol related conviction within the past five (5) years.
 - D. A prospective student will not be admitted if they have incurred a felony conviction.

**CENTRAL TECH
TRANSPORTATION & SAFETY EDUCATION**

Basic 23-Day Program Curriculum:

	<u>HOURS</u> <u>CLASSROOM & LAB</u>	<u>HOURS</u> <u>BEHIND-THE-WHEEL</u>	<u>HOURS</u> <u>OBSERVATION</u>
#7* Basic Operation	37.75	15.75	15.75
Safe Operating Practices	11.75	26.25	26.25
Advanced Operating Practices	18.5	10.875	10.875
Vehicle Maintenance	5.25	0.00	0.00
Non-Vehicle Activities	<u>31.75</u>	<u>0.00</u>	<u>0.00</u>
TOTAL – 23 days	105.00	52.875	52.875

TUITION: \$2,250 for Oklahoma Residents; \$4,500 for nonresidents.

ADDITIONAL COST: Housing: \$375.00 (if needed) #25

PROGRAM HOURS: 7:00 a.m. to 4:30 p.m. – Monday through Friday #13
1-hour lunch

LENGTH OF COURSE: 210.75 hours or 23 days #12

PHYSICAL DEMANDS: Consult Dictionary of Occupational Titles for physical demands of this program.

COURSE DESCRIPTION: The Truck Driver Training Program at Central Tech is in its 39th year of training entry-level professional drivers. The program is certified by the Professional Truck Driver Institute (PTDI). Central Tech is accredited by the North Central Association of College and Schools. Utilizing a ratio of only two students per truck, each student should receive approximately 52 hours of actual hands-on driving experience. Actual driving time depends on each student's attendance.

Upon successful completion, each student will receive a certificate of completion from Central Tech Truck Driver Training and if all requirements are met, a PTDI seal indicating completion of all standards. #19

The successful student will develop industry acceptable skills in:

- #7*
- Vehicle Inspection
 - Department of Transportation Rules and Regulations
 - Coupling and uncoupling
 - Several different backing and docking maneuvers
 - Proper shifting techniques
 - Space and speed management
 - All safety practices
 - Trip planning
 - Cargo handling
 - Customer relations
 - Air brake systems
 - Obtain a CDL (Commercial Drivers License)
 - Hours of Service

* Details on pages 13-17.

Course Description

BASIC OPERATION

ORIENTATION

This unit provides the student with the information concerning the rules of student conduct, safety rules, course objectives, performance evaluations, and the general operation of the trucking industry.

INTRODUCTION TO TRUCKING

Upon completion of this unit of instruction, the student will demonstrate basic knowledge of the trucking industry; the agencies which regulate its operation; the types of equipment used in the industry; and the importance of professionalism, attitude, safety, training and instruction to drivers and the industry.

CONTROL SYSTEMS

Upon completion of this unit of instruction, the student will demonstrate knowledge of the name, location, and function of the systems and their component parts that are used to control a tractor-trailer vehicle.

VEHICLE INSPECTIONS

Upon completion of this unit of instruction, the student will demonstrate basic knowledge of federal and state regulations for inspecting tractor-trailer vehicles; the systems and components that should be inspected; and the routines to follow when performing pre-trip, enroute, and post-trip inspections.

SHIFTING

Upon completion of this unit of instruction, the student will demonstrate knowledge of shifting controls; how to coordinate these controls when shifting; aids to shifting; the procedures for double-clutching and selecting proper gears for conditions; and the patterns and shifting procedures for selected truck transmissions.

BACKING

Upon completion of this unit of instruction, the student will demonstrate knowledge of the correct procedures for backing a tractor-trailer vehicle including basic backing principles, steering principles, step-by-step routines that simplify various backing maneuvers, and the safety precautions that should be adhered to when performing these maneuvers.

COUPLING/UNCOUPLING

Upon completion of this unit of instruction, the student will demonstrate knowledge of the proper procedures, hazards, and safety measures for coupling and uncoupling a tractor-trailer combination vehicle.

*Continued
p. 14-17*



#15

- Entrance Requirements
- Curriculum
- Certification
- Tuition/Housing
- Placement
- Equipment
- Online Enrollment

Curriculum:

Course Description:

The PYD-certified Truck Driver Training course at Central Tech utilizes classroom instruction, range and road driving, and practical application of skills used in highway driving. Our ratio of only two students per truck allows each student to develop proficient driving skills. The course is 23 training days, Monday through Friday, 7:00am - 4:30pm.

#12

#13

Upon graduation students will possess a Commercial Drivers License (Class A) with a thorough working knowledge of commercial vehicle operations, air brake systems, safety practices, and DOT rules and regulations.

#18

#19

Classroom: 164 hours minimum
Behind-the-Wheel/Driving
(Per Student) 52 hours minimum

#8

- Basic Operation
- Orientation
- Introduction to Trucking
- Control Systems
- Vehicle Inspections
- Shifting
- Backing
- Coupling & Uncoupling
- Vehicle Systems
- Basic Controls

#7

- Safe Operating Practices
- Visual Search
- Speed Management
- Space Management
- Sliding 5th Wheel
- Night Operation
- Extreme Conditions
- Communications
- Proficiency Development

- Advanced Operating Practices
- Hazard Awareness
- Emergency Maneuvers
- Advanced Development
- ODL

- Vehicle Maintenance
- Preventive Maintenance
- Troubleshooting

- Non-Vehicle Activities
- Cargo Handling
- Cargo Documentation
- Hours of Service
- Accident Procedures
- Special Figs
- Trip Planning
- Personal Health & Safety
- Public & Employer Relations

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Part VI Instructor Staff Development & Supervision Documentation

Reporting Period (From last report or on-site visit to current):

(1) INSTRUCTOR STAFF DEVELOPMENT:

Please attach documentation that verifies that all instructional staff participates in a regular staff development program and activities, such as in-service training, membership and participation in trade and professional organizations, or other training activities designed to improve teaching competencies in accordance with Certification Standard 3.2. Documentation may include the plan for the year, agenda for each activity, etc. as well as a check sheet or other document whereby instructors have signed acknowledging attendance.

(2) INSTRUCTOR STAFF SUPERVISION

Also, in accordance with Standard 3.2, instructors are to be carefully supervised and systematically evaluated at least annually with documented evidence of the rating. Instructors who have been employed by the school for less than one year should be evaluated quarterly. Please attach documentation for each instructor that verifies compliance with this standard.

See Standard 3.2 (Instructor Staff Development & Supervision) for additional guidelines.

- (1) Attached are Transportation Safety Institute Certificates from the U.S. Department of Transportation covering the Professional Driver's Safety Compliance Program.

Attached is a copy of the September 2008 minutes and sign-in sheet from monthly staff meeting.

Attached are 2008-2009 Membership Summary documents for membership dues for trade and professional organization.
- (2) Attached is a copy of instructor evaluation form and explanatory note.