

# **IITR**

# **TRUCK SCHOOL**

## **REDMOND OREGON**

**(541) 504-1465**

**Campus Address: 667 NE Jackpine Court Redmond, OR 97756**  
**Mailing and Billing Address: PO BOX 851, Sherwood, OR 97140**

## **2025-2026 SCHOOL CATALOG**

**[www.IITRRC.com](http://www.IITRRC.com)**

## **TO ENROLL**

After reviewing our school catalog, we hope you choose to enroll at **IITR**.

To do so, follow the steps below:

- 01) Work with Admissions Recruiter to determine the class you would like to attend.
- 02) Determine your method of payment, funding, or financing.
- 03) Complete all of the necessary paperwork as quickly as possible to ensure a seat in the program.
- 04) Pay registration and ELDT fees.
- 05) Study for and obtain your Commercial Learners Permit (CLP) prior to class start. You are required to take and pass a Department of Transportation Drug Screen and Physical prior to testing for the CLP. The DMV will ask for these items at the time of your test.

## **TO ATTEND**

- 01) Complete Entry Level Driver Training (ELDT) online Theory Portion, using the information we send you. It is preferred that you have this completed prior to class start. It is required to be completed by WEEK 3 of your program so the 3rd party tester can schedule your driving tests.
- 02) Attend Classroom and Road - Yard Training.  
At the end of the program take and pass the CDL drive test with the 3rd party tester we schedule for you.
- 03) Enjoy a rewarding career.

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***For class start and end dates, and a staff listing, please see the addendums accompanying this catalog, or look them up online at: <http://www.iitrrc.com>***

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**Mailing and Billing Address: PO BOX 851, Sherwood, OR 97140**

**541-504-1465**

## **BUSINESS OFFICE**

Our recruiters are remote from the local office location. Because most training is done in out trucks, the local office is often closed. Please call +1 (541) 504-1465 to speak to our Admissions Recruiter. Leave a message if your call is not answered right away. We will try to return your call within 24 business hours.

## **TRAINING HOURS**

4-week class (start times can vary).

Week 1: 1.5 days of class time. You are given 20 hours of credit for completing the Federally mandated Entry Level Driver Training (ELDT) online. You are given 16 hours for obtaining your Commercial Learners Permit (CLP) prior to class start by visiting the DMV. You will be given information on when to begin attending class during the registration process. You can download a CDL Manual from the DMV website. <https://www.oregon.gov/odot/DMV>

Week 2-4: Monday through Thursday from 5:45 am to 4:30 pm. No school Friday, Saturday, or Sunday, unless you choose to come in for extra yard practice. There is no charge for the extra yard practice, and it is encouraged. Ask the Instructor for the hours the truck yard will be available for your class.

**IITR** reserves the right to change any provisions or requirements contained herein to include class schedules, calendar schedules, tuition, fees, and personnel without prior notice.

## **PRESIDENT**

David K. Riggins

## **CAMPUS MANAGER**

Corey Taftdahl

## **INSTRUCTORS**

Corey Taftdahl  
Ken Cass  
John Cass  
Dan Young

## **STOCKHOLDERS**

David K. Riggins  
Joe D. Riggins



David K. Riggins, President, **IITR**, Inc.

By my signature, I certify that this catalog is true and accurate in content and policy.

**IITR** Truck School has been incorporated in the State of Oregon since 1985.

# LICENSURE

## STATE LICENSE -

We are licensed and overseen by  
The Higher Education Coordinating Commission (HECC)  
3225 25th Street SE  
Salem OR 97310  
503-378-5690

## FEDERAL REGISTRATION AS AN ELDT PROVIDER

Federal Motor Carrier Safety Administration  
United States Department of Transportation  
1200 New Jersey Avenue SE|  
Washington, DC 20590  
1-800-832-5660

## STUDENT RECORDS AND ACADEMIC TRANSCRIPTS

**IITR** maintains student files per *The Family Educational Rights and Privacy Act* (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and per the Oregon *Higher Education Coordinating Commission* (HECC) OAR 715-045-0018

Student files are maintained for 3 years and are made available to our students. OAR 715-045-0018 (7)

Academic Transcripts are maintained for 25 years. OAR 715-045-0018 (H)

To request an Academic Transcript after graduation, contact our office.

## ADVISORY COMMITTEE

Dave Riggins, President - starting 1985

Ken Cass, Campus Manager, State of Oregon Third Party Tester - starting 2004

Russ Scovel, MAT, CISSP, MCSE, GSTRT - starting 2001

John Cass, Truck Driver and part-time instructor - starting 2006

James McKinney, IITR part time instructor (retired after 18 years from position as Director of Training for IITR in 2020) - starting 2002

Dan Young, retired IITR Portland Campus instructor in 2020 (18 years) - started 2002

John Rojas, Bumper to Bumper CDL

Dave Obrist, Obrist Construction Materials and Dump Trucking

Scott Sagor, RS Transportation

## **PHILOSOPHY**

**IITR** is founded on the principle that all people, regardless of sex, race, ethnic origin, age, or religion are equally entitled to career opportunities. Our objective is to offer students comprehensive tractor-trailer driver training programs with varying schedules to accommodate most students.

## **HISTORY**

**IITR** was established and licensed in Portland Oregon to operate in 1981. The school was sold in 1985 to Dave Rigins, with the Portland campus becoming the Main Campus. We added branch locations in Chicago Illinois, Detroit Michigan, and Seattle Washington. By the end of 1992 we closed all branches and focused our training to Oregon, adding additional branches over the next 10 years in Albany, Eugene, Medford, and Redmond. In August of 2020, we made the decision to sell 4 of our campuses, keeping the Redmond (Central Oregon) location only. As Dave is still as passionate about truck driver training as when he started in 1985.

## **MISSION STATEMENT**

Our mission is identifying, recruiting, and offering qualified students a comprehensive tractor-trailer driving program that will provide our graduates with the knowledge, skills, and abilities necessary to be employable in the transportation industry and to provide the transportation industry with a source of entry level tractor-trailer drivers.

## **FACILITY**

We designed and built our Redmond facility for optimal truck driver training. The building is modern and air-conditioned and the yard is designed for optimal hands on training activities.

## **EQUIPMENT**

### **IITR ROAD TRACTOR-TRAILERS**

Our road tractors are modern, well maintained conventional tractors designed with your education in mind. By using the same industry standard equipment you will find at companies around the US we make sure you are ready for just about anything. Your tractor-trailer training schedule will be predetermined prior to starting the road and yard portion of your program. This ensures you will receive a quality training program and not a “whatever is available today” schedule used by less structured schools.

## **IITR YARD TRACTOR-TRAILERS**

Our yard tractor-trailers have been selected to simulate the typical vehicle used in the transportation industry. In addition to driving forward, at **IITR**, our students are taught all yard maneuvers. These maneuvers include pre-trip, in-route, and post-trip inspections. Our backing maneuvers consist of straight, siteside, offset, and blindside angle backing. Maneuvers are practiced using long and short trailers. Other yard maneuvers include installing tire chains, adjusting brakes, sliding 5<sup>th</sup> wheels and tandem axles. All maneuvers are practiced utilizing stripes, cones, barrels, and stopping blocks to simulate loading docks.

If you want to steer clear of “no’s” on your job application upon graduation, experience the broad range of tractor-trailer combinations and real life simulations **IITR** has to offer.

## **ADMISSIONS**

### **ENROLLMENT PROCEDURES**

To apply to **IITR**, all prospective students must complete an information questionnaire (SR-5). This questionnaire is reviewed by an **IITR** Admissions Representative. The information on the questionnaire is used to determine an applicant’s qualifications and ability to benefit from enrolling and completing one of our training programs.

*Continued on the next page*

## ADMISSIONS REQUIREMENTS AND PREREQUISITES

An applicant must meet the following criteria before being admitted to **IITR**, or agree to the exception at the bottom of the page.

- 01) Payment of \$150 Registration fee and \$200 ELDT Federal fee.
- 02) Age: You must be at least 18 years of age.\*
- 03) Driver's License: You must possess a valid driver's license and must have at least one years driving experience. (can be in any state or country).
- 04) Driving Record: You cannot have more than 3 moving violations in the last 3 years. You cannot have ANY major violations or ANY alcohol convictions (including open container) in the last 5 years. You cannot have more than one chargeable accident in the last 5 years.
- 05) Criminal Record: If you have a felony conviction, speak to our Admissions Recruiter. Felony convictions can be a significant barrier to obtaining a job and we want to openly discuss this reality.
- 06) D.O.T. Physical and Physical Limitations: You must take and pass a D.O.T. physical. Some common failures on the D.O.T. physical are insulin dependent diabetes, vision less than 20-40 correctable in both eyes, color blindness, epilepsy or seizures, certain mental illness, certain types of hearing problems, taking certain types of medication, or uncontrolled high blood pressure. If you are concerned about any of these possible problems, we recommend obtaining a D.O.T. physical prior to enrolling. Additionally, you must not have any physical limitations that would or could prevent you from completing the program and securing employment.
- 07) D.O.T. Drug Screen: Before you can operate an **IITR** tractor-trailer, you must first pass a pre-employment drug screen. This is done prior to class start. Ask us for details.
- 08) Education: Students who do not have a high school diploma, GED, DD214, or College Diploma can take our entrance exam. The test called the "PAR Test" is a 40 question multiple choice test. We will explain the test and answer sheet prior to you taking it. You must answer 24 questions correctly out of 40 to pass. If you fail, you may retake the test in 90 days.
- 09) Manual Transmission: You must be comfortable driving a vehicle with a manual transmission.

### ***EXCEPTION***

**IITR** will not deny any applicant wishing to enroll in one of our programs for the above causes if the student waives all job placement assistance in writing. We have had students in the past with barriers to employment. Even after identifying these barriers, some still decided to attend. As long as all parties are aware of job placement opportunities and barriers to employment and it is in writing, we will make exceptions on a case-by-case basis.

\*In Oregon the minimum age for obtaining a CLD permit is 18. Also, in Oregon you are required to be 21 years of age to operate a commercial motor vehicle in interstate (traveling outside of Oregon) commerce. Full rules can be obtained from the Oregon DOT website at:

<https://www.oregon.gov/odot/DMV/Pages/DriverID/CDLget.aspx>



## NON-DISCRIMINATION POLICY

**IITR** subscribes to a strict non-discrimination policy on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin or area of residence in all of its practices and policies, including in admissions, instruction and graduation.

**IITR** prohibits all employees and students from discriminating against its customers, employees, applicants for employment and student applicants, based on race, color, national origin, age, disability, sex, gender identity, religion, and if applicable, political beliefs, marital status, familial or parental status.

## DISABILITY ACCESS

**IITR** is committed to providing reasonable accommodations for all persons with disabilities. We will do everything possible to ensure that all students receive the same high-quality educational opportunities. Our non-discrimination policy is based on the law (see below) as well as our own strong convictions.

## DISCRIMINATION PROHIBITED

01) No career school licensed under ORS 345.010 (Definitions for ORS 345.010 to 345.450 and 345.992 to 345.997) to 345.450 (Annual inspection fee) shall refuse admission to or discriminate in admission against or discriminate in giving instruction to any person otherwise qualified.

02) Any violation of this section is an unlawful practice under ORS chapter 659A. Any person who feels they have been unlawfully discriminated against under this section may file a complaint under ORS 659A.820 (Complaints) with the **Commissioner of the Bureau of Labor and Industries**. The address is: **Commissioner of the Bureau of Labor and Industries, Bureau of Labor and Industries, 800 NE Oregon St. Suite 1045, Portland OR 97232, and the phone is 1-971-245-3844.**

03) A certified copy of a finding by the Commissioner of the Bureau of Labor and Industries (BOLI) under ORS 659A.850 (Hearing) that the school has violated this section shall be adequate proof.

04) As used in this section, discriminate has the meaning given discrimination in ORS 659.850 (Discrimination in education prohibited). [by ORS chapter 183(2) - Formerly 659.150; 2007 c.100 §29; 2013 c.747 §182; 2013 c.768 §146].

05) Remediation of a finding (see (3) above) - **IITR** has policies in effect that govern our Employee behavior. (Instructional Staff or other Personnel) These policies dictate our response to all situations brought forth to us, and will be enforced with prudence for any internally reported incidents, as well as those resulting in a violation per a finding by a BOLI Hearing (659A.850).

## VA BENEFITS

Veterans receiving VA education benefits while attending IITR are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.

See addendum (page 23 of catalog) for Title 38 US Code 3679 subsection (e) statement.

# TUITION, FEES, AND FINANCING

## TUITION: EFFECTIVE 8/2022

Registration Fee \$150.00 ELDT Federal Fee \$200 Tuition \$5,250.00 Total \$5,600.00

## ADDITIONAL FEES (UPDATED 02/1/2022)

- 01) The current cost of a D.O.T. physical is \$110, and the cost of a pre-employment drug screen is \$35.00. These fees are subject to change by the clinic and school location.
- 02) Oregon Students: State Licensing Fees  
The costs associated with the CDL permit, written endorsements, road test fees, and issuance of final CDL are approximately \$448 to \$697. These fees are subject to change by the DMV.

## PAYMENT METHODS

*(Combined payment methods may be used - tuition and fees are due by the end of the 2nd week.)*

- 01) **CASH** or cash payment plans where entire balance is paid and in full prior to graduation.
- 02) **CREDIT/DEBIT CARD** - Visa, MasterCard, American Express, or Debit Card. An additional 5% fee will be added to the full tuition amount for these payment types. No Cash Discount available.
- 03) **VETERANS TRAINING BENEFITS (VA) / VETERANS TRAINING ASSISTANCE PROGRAM**  
To see if you qualify for VA benefits, contact a VA counselor @ 1-888-442-4551. Tell the counselor you would like to apply for education benefits. If you need additional assistance, please contact an **IITR** Admissions Representative.
- 04) **VOCATIONAL REHABILITATION (VR)**  
To see if you qualify for VR benefits, contact a VR counselor or contact an **IITR** Admissions Representative for a phone number to a local VR office near you.

VR Benefits: (see addendum page 23)

- A) IITR Truck School will permit any individual who is entitled to education assistance under Chapter 31 Vocational Rehabilitation and Employment or Chapter 33, Post-9/11 GI Bill Benefits to attend or participate in the courses offered at IITR Truck School during the period beginning on the date on which the individual provides to IITR Truck School a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website - eBenefits, or VAF28-1905 form for Chapter 31 Authorization purposes) and ending on the earlier of the following dates: 1) The date on which payment from VA is made to IITR Truck School.
- B) 90 days after the date in which IITR Truck School Certified tuition and fees following the receipt of the certificate of eligibility.

IITR will not impose any penalty, including late fee assessments or denial of access to classes. There will be no penalty to the individual due to delayed disbursement funding from VA under Chapter 31 or 33.

05) **WIOA-NAFTA-TRA-TAA BENEFITS**

**IITR** is approved for all of these programs. To see if you qualify for any of these programs, contact your local One-Stop Center, local Employment Office, or contact an **IITR** Admissions Representative for a phone number to a local office near you.

06) **STUDENT LOANS**

Most of our students obtain their own financing. In an effort to help students when other funding sources are not available, read the options below.

For those of you with good credit, a financing source that might interest you is an UMPQUA Bank Zero Interest Credit Card. Call Umpqua bank at 503-454-2600, Option 2. When answered, tell them you spoke with Dave Riggins at IITR Truck School and you are interested in their Zero Interest Credit Card. They will explain their current program.

If you are working and have a Beacon score of 700 or higher: Umpqua Bank Loans please contact the Umpqua Branch we use directly at 503-658-3515, Option 5 (Loans)

For those of you with not so good credit we will occasionally be able to offer **IITR** INTERNAL STUDENT LOANS - This program may help students with less than perfect credit attend our program. Be aware there are much cheaper ways of financing your tuition if your credit allows. Our **IITR** INTERNAL STUDENT LOAN requires a minimum down payment of \$500.00 and we charge a non-refundable application fee of \$25 to review your credit (and/or your cosigners). Additionally, we charge a loan fee of \$300 (financed in the loan if you'd like) and an interest rate of 18% per annum. Although these fee's and rates are high, it is often the only chance for someone with less than perfect credit to attend **IITR**. Cosigners are encouraged and may be necessary to receive an **IITR** INTERNAL STUDENT LOAN.

**IITR** INTERNAL STUDENT LOANS are required to be repaid using an Automatic Repayment method by automatically debiting your checking, savings, debit or credit card on the same day of every month.

**NO EXCEPTIONS**

If you have an interest in applying for an **IITR** INTERNAL STUDENT LOAN, mention this to Dave.

**TUITION REIMBURSEMENT PROGRAM**

Many trucking companies have a tuition reimbursement program. This program pays a graduate's tuition loan payment once the graduate starts working for the trucking company. It is in addition to wages and is considered a sign-on bonus. Many students take advantage of these programs and end up with the trucking company paying off their entire tuition loan over time. To find out more about this program, contact an **IITR** Admissions Representative.

## **INCLUDED IN THE TUITION**

**IITR** Student Training Book, Log Book, and a Class Picture.

## **ADDITIONAL ITEMS RECOMMENDED**

Rain gear (seasonal), hat, umbrella, rubber boots, sneakers, gloves, flashlight, calculator, notebook, pen and pencil.

## **TRANSPORTATION**

Transportation is the responsibility of each student, and **IITR** encourages students to form car pools while in attendance.

## **PERSONAL PROPERTY**

**IITR** assumes no responsibility for personal property or vehicles parked on school property. Students are advised to keep their cars locked and to keep personal items in their possession at all times.

## **RELEASE OF INFORMATION**

All items in the students record file are open for inspection by the student or any governing or monitoring agency. **IITR** will only release, or obtain information, to/from a third party when given permission by the student. This permission is obtained by initialing “Authorize” on the enrollment agreement under the “Release of Information” section. **IITR** has policies and procedures in place per *The Family Educational Rights and Privacy Act* (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the HECC (OAR) 715-045-0018 10(c) that guarantee students can review their records and request any they believe to be inaccurate or misleading to be further reviewed by **IITR** and amended. The full rules **IITR** follows may be read online at: <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html> You may also call: 1-800-872-5327 if you have questions.

# **CANCELLATION AND REFUND POLICIES**

## **ENROLLMENT AGREEMENT**

An enrollment agreement is required by law for your protection. Read it thoroughly before signing.

**CANCELLATION AND REFUND POLICIES: A cancellation or withdraw must be IN WRITING and submitted by mail, fax, email, or in person.**

**REFUND TIME FRAME:** All refunds will be made within forty (40) days of the last date of attendance (LDA).

## CANCELLATION AND REFUND POLICIES, CONTINUED

**Cancellation Prior to Class Start:** A student may cancel enrollment at any time. If **IITR** receives a cancellation notice within five (5) business days of the signing of the enrollment agreement and prior to class start, the \$150 registration fee and any tuition paid will be refunded. If **IITR** receives a cancellation notice after five (5) business days and/or after class start, the \$150 enrollment fee will be retained by **IITR**.

**Withdrawal After Class Start/No Show:** A student may withdraw at any time. Those who withdraw or are terminated during the first 50% of the program will forfeit their enrollment and ELDT fee and be financially obligated to **IITR** for the tuition using a pro-rata refund schedule. Pro-rata refund means a refund of tuition paid for that portion of the program not received by the student. In addition, students will be charged a \$25 withdrawal fee for processing their paperwork. Once a student has completed more than 50% of the program, there is no refund. If a student attends any portion of a day, they will be charged for the entire day. All hours or days missed between the first day of their scheduled class and last day of attendance will be included as chargeable. An attempt will be made to contact students not attending the first day of class, and an absence will be recorded. If the student is unreachable, and has not attended class after the first four (4) days they will be terminated per the *Class Attendance* policy on page 13. The student will be subject to the *Withdrawal After Class Start/No Show* refund policy.

**Institutional cancellations:** In the rare event of a necessary institutional delay or cancellation, students will be moved to the next available class. If unable to change their enrollment to the next available class the students enrollment fee and any registration/tuition paid will be refunded.

**Student termination prior to class start:** If a student is terminated from the program *with cause*, prior to a class start, fee assessments will use the same guidelines as the *Cancellation Prior to Class Start* policy.

## VETERANS REFUND POLICY

**IITR** Truck School's veterans refund policy complies with 38 CFR 21.4255. If the veteran or eligible person fails to enter a course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees and other charges is refunded. The amount charged to the veteran for a portion of the course will not exceed the exact prorata portion of the total charges, and the length of the completed portion of the course is prorated over its total length. Refunds are made within 40 days of the last date of the student's attendance.

## STUDENT GRIEVANCE POLICY

**PROCEDURE:** It is the policy of **IITR** to resolve all student problems as quickly as possible with the appropriate school official. Grievances should be handled in a professional manner between the student and the appropriate party. If the student feels the issue has not been resolved satisfactorily they are asked to submit a written grievance to the School Director, who will address the grievance as quickly as possible, but may take up to one (1) week to make a decision, and up to two (2) weeks to provide the decision in written form to the student, if requested. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: **The Higher Education Coordinating Commission, 255 Capitol St. NE, Salem OR 97301.** After consultation with appropriate staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission's executive director will begin the complaint investigation process as defined in OAR 715-045-0023, Appeals and Complaints

# ACADEMIC REGULATIONS

## CLASS ATTENDANCE

Punctual and regular attendance is expected at most, if not all places of employment. In an effort to stress good work habits the same is expected in our program. Attendance is taken twice a day and all absences are recorded. If possible, students must notify **IITR** prior to the beginning of class for an unavoidable absence. Four (4) unexcused absences will result in termination and ALL absences, excused or unexcused are encouraged to be made up. Students absent more than five (5) consecutive days will be considered to have withdrawn. To graduate, students must attend 90% of the program in which they are enrolled. Many carriers require 100% attendance and this is encouraged for maximum placement consideration. **IITR** encourages our students to attend all class sessions, and provides opportunity for practice above the programs standard 160 class hours.

## TARDY POLICY

1 minute late = tardy, 3 tardies requires consultation and over 4 tardies will result in termination. Students who leave class early will only receive credit for actual hours of attendance.

## LEAVE OF ABSENCE

All Leaves of Absence (LOA's) will be considered on an individual basis. All LOA's must be: (1) submitted in writing to the School Director prior to the start of the LOA unless circumstances prevent this (2) signed and dated (3) specify the number of class days requested for the LOA. (4) contain an acknowledgment of understanding the procedures and implications for returning, or failing to return, to the program.\*See **CLASS ATTENDANCE**.

## STUDENT CODE OF CONDUCT

**IITR** has established the following guidelines to ensure a safe and pleasant learning environment. Violation of any one of these guidelines could result in termination.

- 01) Possessing, using, or being under the influence of drugs or alcohol on school property or in school vehicles is strictly prohibited.
- 02) No firearms or other dangerous weapons or materials will be allowed in, near, or around school property, school equipment, or school personnel.
- 03) Students will be held responsible for unauthorized use or abuse of school property or equipment.
- 04) Harassment, threats of physical violence, fighting, or insubordination will not be tolerated.
- 05) Students arrested or convicted of any criminal offense must notify the School Director.
- 06) Students who receive any type of moving violation while in attendance must notify the School Director.
- 07) Students are expected to dress in a neat, clean manner consistent with the type of apparel required in the trucking industry. No shorts or sandals without prior approval and leather soled shoes are discouraged in the truck driving portion. Personal hygiene is a must. No drug or alcohol shirts or hats, please.
- 08) Eating, drinking, tobacco chewing and smoking are allowed in designated areas only. Keep area clean.
- 09) No recording devices or cameras are allowed without prior approval by School Director.
- 10) Students are to refrain from using obscene or vulgar language or telling "dirty" jokes at all times.

*Rules Continue on the next page*

- 11) No cell phones on while in attendance and instruction is being offered.
- 12) Students are required to follow all applicable Campus, Federal, State, and local government rules and regulations pertaining to the usage of materials with copyright, implied or otherwise. Violators will be subject to program termination with possible legal action and notification of the proper authorities made.

All appeals of termination for conduct violations must follow the appeal process as outlined on pg 16.

### **DISCIPLINARY ACTIONS FOR VIOLATION OF THE STUDENT CODE OF CONDUCT:**

Any student who violates the school's Code of Conduct may be subjected to the following actions depending upon the violation, the severity, and other pertinent factors.

- 01) First violation: Verbal warning.
- 02) Second violation: Temporary removal from class, probation with corrective action contract planned and approved by school director.
- 03) Third violation: Removal from class and termination from program.

Student acknowledgement/acceptance recorded at each stage. Students terminated for violation of Student Code of Conduct will not be readmitted. Terminated students will be issued a refund, according to school refund policy.

### **REINSTATEMENT**

Any student terminated for violation of the conduct policy may appeal in writing to the School Director. Any appeal must be received by IITR within ten (10) days of termination. The School Director will make a decision within one (1) week of receiving the appeal and will notify the student in writing within two (2) weeks of decision.

## **TRAINING PROGRAMS**

### **PROGRAM OBJECTIVES**

Our programs provide our graduates with the knowledge and practical experience necessary to be employable as an entry level Class A tractor-trailer driver, or a Class B straight truck driver.

### **CDL TRAINING**

Our students are trained using the latest methods available to insure they graduate with all CDL endorsements, and have the knowledge and skills necessary to pass the state CDL skill and road test.

### **PROGRAM DESCRIPTIONS**

#### **PROGRAM #1, Class A Truck Driver Training**

Our Class A Truck Driver Training Program is typically 160 clock hours, but can vary based on your ability.

#### **PROGRAM #2, Class B Truck Driver Training**

Our Class B Truck Driver Training Program is typically 48 clock hours, but can vary based on your ability.

## **INSTRUCTOR TO STUDENT RATIO**

Max: Classroom 1 – 12, Yard 1 – 12, Road 1 – 3.

## **STUDENT TO TRUCK RATIO**

ROAD: 2-1 when possible, Max: 3-1.

## **TRANSFER STUDENTS**

Due to the sequential instruction and uniqueness of our program we do not allow previous credit and do not provide credit transfer to other programs. We do provide the following records: course syllabus, grades and hours attended.

## **PRIOR CREDIT AND VETERANS**

Any student receiving GI Bill® education benefits while attending IITR Truck School is required to obtain transcripts from military training and all previously attended schools and submit them to the school for evaluation of prior credit and shortening of the program proportionately.

# **PROGRAM OUTLINE AND SEQUENCE**

## **PROGRAM # 1, CLASS A TRUCK DRIVER TRAINING**

The Class A Truck Driver Training Program is typically 160 clock hours, but can vary based on your ability.

### **ELDT Training (Online) Consists of:**

**Chapter 01 - Your Future in Trucking**  
**Chapter 03 - Transmissions**  
**Chapter 05 - Electrical**  
**Chapter 07 - Drive Train**  
**Chapter 09 - Tires & Wheels**  
**Chapter 11 - Vehicle Management Systems**  
**Chapter 13 - Specialized Rigs**  
**Chapter 15 - Coupling & Uncoupling**  
**Chapter 17 - Driving Techniques**  
**Chapter 19 - Safe Driving**  
**Chapter 21 - Handling Doubles & Triples**  
**Chapter 23 - Sliders**  
**Chapter 25 - Vehicle Inspections**  
**Chapter 27 - Cargo Documents**  
**Chapter 29 - Accidents & Fires**  
**Chapter 31 - Map Reading**  
**Chapter 33 - Getting a Job as a Professional Driver**  
**Chapter 35 - Continuing Education**

**Chapter 02 - Dashboards & Gauges**  
**Chapter 04 - Air Brakes**  
**Chapter 06 - Engines**  
**Chapter 08 - Steering**  
**Chapter 10 - Tractors**  
**Chapter 12 - Types of Trailers**  
**Chapter 14 - Refrigerated Trailers**  
**Chapter 16 - Putting the Truck in Motion**  
**Chapter 18 - Backing**  
**Chapter 20 - Driving Challenges**  
**Chapter 22 - Auxiliary Brakes**  
**Chapter 24 - Economy Operating**  
**Chapter 26 - The Log Book**  
**Chapter 28 - Loading, Securing, Unloading**  
**Chapter 30 - Hazardous Materials**  
**Chapter 32 - Preventative Maintenance**  
**Chapter 34 - The Driver Life**  
**All other Chapters Optional**

**YARD TRAINING:** Yard Training consists of the following backing maneuvers; straight, 90° angle sight-side, 45° angle blind-side and left-to-right offset. Other yard training includes pre-trip, in-cab, in-route, and post trip inspections, coupling and uncoupling both a tractor-trailer and double trailers, sliding fifth-wheels and tandem axles to learn to adjust axle weights, tire chain installation and brake adjusting.

**ROAD TRAINING:** We focus on the skills you will need. We make MANY right and left hand turns with LOTS of up shifting and down shifting. These skills are practiced on straight roads, tight curves, city driving, 2-lane rural driving, freeway driving, and hill conditions. Weather permitting, adverse condition driving experienced as well.



## **PROGRAM # 2, CLASS B TRUCK DRIVER TRAINING**

Our Class B Truck Driver Training Program is typically 48 clock hours, but can vary based on your ability

### **ELDT Training (Online) Consists of:**

- |   |  |
|---|--|
| <b>Chapter 01 - Your Future in Trucking</b>                   | <b>Chapter 02 - Dashboards &amp; Gauges</b>          |
| <b>Chapter 03 - Transmissions</b>                             | <b>Chapter 04 - Air Brakes</b>                       |
| <b>Chapter 05 - Electrical</b>                                | <b>Chapter 06 - Engines</b>                          |
| <b>Chapter 07 - Drive Train</b>                               | <b>Chapter 08 - Steering</b>                         |
| <b>Chapter 09 - Tires &amp; Wheels</b>                        | <b>Chapter 10 - Tractors</b>                         |
| <b>Chapter 11 - Vehicle Management Systems</b>                | <b>Chapter 12 - Types of Trailers (Optional)</b>     |
| <b>Chapter 13 - Specialized Rigs (Optional)</b>               | <b>Chapter 14 - Refrigerated Trailers (Optional)</b> |
| <b>Chapter 15 - Coupling &amp; Uncoupling (Optional)</b>      | <b>Chapter 16 - Putting the Truck in Motion</b>      |
| <b>Chapter 17 - Driving Techniques</b>                        | <b>Chapter 18 - Backing</b>                          |
| <b>Chapter 19 - Safe Driving</b>                              | <b>Chapter 20 - Driving Challenges</b>               |
| <b>Chapter 21 - Handling Doubles &amp; Triples (Optional)</b> | <b>Chapter 22 - Auxiliary Brakes</b>                 |
| <b>Chapter 23 - Sliders</b>                                   | <b>Chapter 24 - Economy Operating</b>                |
| <b>Chapter 25 - Vehicle Inspections</b>                       | <b>Chapter 26 - The Log Book</b>                     |
| <b>Chapter 27 - Cargo Documents</b>                           | <b>Chapter 28 - Loading, Securing, Unloading</b>     |
| <b>Chapter 29 - Accidents &amp; Fires</b>                     | <b>Chapter 30 - Hazardous Materials (Optional)</b>   |
| <b>Chapter 31 - Map Reading</b>                               | <b>Chapter 32 - Preventative Maintenance</b>         |
| <b>Chapter 33 - Getting a Job as a Professional Driver</b>    | <b>Chapter 34 - The Driver Life</b>                  |
| <b>Chapter 35 - Continuing Education</b>                      | <b>Chapter 36 - School Bus</b>                       |
| <b>Chapter 37 - Passenger</b>                                 |  |

### **All other Chapters Optional**

**YARD TRAINING:** Yard Training consists of the following backing maneuvers; straight, 90° angle sight-side, 45° angle blind-side and left-to-right offset. Other yard training includes pre-trip, in-cab, in-route, and post trip inspections.

**ROAD TRAINING:** We focus on the skills you will need. We make MANY right and left hand turns with LOTS of up shifting and down shifting. These skills are practiced on straight roads, tight curves, city driving, 2-lane rural driving, freeway driving, and hill conditions. Weather permitting, adverse condition driving experienced as well.

# GRADING SYSTEM

**IITR** uses the following grading system:

Below 70% **Unsatisfactory** 70%-79% **Satisfactory** 80%-89% **Good** 90%+ **Very Good**

**IITR** uses the following monitoring system for the Road/Yard portion of it's programs:

N = Needs Improvement S = Satisfactory G = Good *Note: Instructors often use pluses (+) and minuses (-).*

## OVERALL GRADE POINT AVERAGE (GPA)

GPA is determined by averaging the following separate grades

1. Classroom Grade - Your average classroom grade is determined by adding the scores of all ELDT quizzes and dividing it by the total number of quizzes required.
2. Final Yard Grade - **IITR** administers a numeric Final Yard Test
3. Final Road Test Grade - **IITR** administers a numeric Final Road Test

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Academic progress is monitored daily. Students not making satisfactory academic progress will be notified on a daily basis. Results are posted on progress form SR-14, which students are required to sign. If a student disagrees with their daily progress marks, they should discuss this with the Lead Instructor. Students not making satisfactory progress must attend additional training to improve skills and meet satisfactory academic progress. The following is how we determine whether or not a student is meeting SAP.

### Qualitative Measures

**Classroom: (Grades)** are determined by ELDT prior to class start.

**Road & Yard: (Skills)** Throughout the road and yard portion of our program, students are made aware of how they're progressing on a daily basis. Areas of concern are addressed and students who are not progressing well are encouraged to attend additional training at no charge to improve their skill level. At the end of our program, students will be given six (6) final yard skills tests and one (1) final road test. You must pass every final yard skills test and the final road test with a 70% or better grade point average. Students will be allowed two (2) retakes of a failed yard skills test or final road test. Failure to pass a failed final yard skills test or final road test within two (2) retakes will result in termination. The best score obtainable on a final yard skills re-test or final road test retake is 70%. This is to encourage students to do the best they can on the first test. To schedule a make-up final yard skills test or final road test, see the appropriate instructor.

### Quantitative Measure: (Hours of Attendance)

To graduate, students must attend a minimum of 90% of the program in which they are enrolled. Many carriers require 100% attendance and this is encouraged by **IITR** for maximum placement consideration. **IITR** encourages our students to attend all sessions, and provides opportunity for practice time above the programs standard 160 hours. Note: To ensure proper instruction and instructor availability, it is necessary for students to schedule attendance at any additional class sessions outside of the regular program. This will help us make sure the equipment is available, and not in use by another student or class.

### Scheduling Makeup sessions:

Makeup Yard time and Drive time are typically scheduled on Fridays or over the weekend. In some instances makeup work may be completed during week one of the following scheduled class.

**Maximum Time Frame:** Students must complete the program within 1.5 times the length of the program.

## DISCIPLINARY ACTIONS FOR VIOLATION OF SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students not making satisfactory academic progress as outlined in the Catalog may be subject to the following:

- 01) First violation: Verbal warning. Noted in database.
- 02) Second violation: Probation with corrective action plan.
- 03) Third violation: Removal from class and termination from program.

Student acknowledgement/acceptance recorded at each stage. The school does not have a suspension policy. Terminated students will be issued a refund, according to school refund policy. Any student terminated for violation of the SAP policy may appeal in writing to the School Director. Any appeal must be received by IITR within ten (10) days of termination. The School Director will make a decision within one (1) week of receiving the appeal and will notify the student in writing within two (2) weeks of decision.

## GRADUATION REQUIREMENTS

An academic transcript will be given to students who have successfully completed the following requirements.

- 01) Maintained SAP both quantitative and qualitative.
- 02) Passed a D.O.T. physical exam and Federal drug screen.
- 03) Passed the State CDL General Knowledge Written Exam, and written endorsements. These endorsements are combination vehicle and air brakes. Hazardous materials requires completion of the ELDT.
- 04) Pass ELDT program online.
- 05) Successfully completed an **IITR** tractor-trailer final road test and final yard test.
- 06) Completed a minimum of 90% of the program hours.
- 07) Successfully completed a State CDL skills test, road test, and submitted a copy to **IITR**.
- 08) Satisfied all tuition and financial obligations\* (prior to State CDL road test).  
(Unpaid tuition will keep a student from graduating and may be processed for collections using **IITR** staff or a collection agency.)



### **IITR Graduate, Scott Sagor**

*Scott graduated from **IITR** in 1993. After driving a company tractor-trailer for a year, he bought his first truck in 1994 and leased it to FedEx Ground. Scott received Contractor of the Year from FedEx Ground in 1995. He employed many drivers, all of whom were IITR graduates. Scott is an example of the possibilities available as a professional **IITR** graduate.*

# LIFETIME JOB PLACEMENT ASSISTANCE

**Since 1985, IITR's** reputation as a Northwest leader in training qualified, responsible, entry level drivers puts our graduates among the most sought after entry level drivers in the industry.

We provide our graduates with lifetime placement assistance, but make no guarantee of a job. In addition to maintaining records of job referral requests, we also invite recruiters from local and national trucking companies to the school. During these visits, the recruiters share information about the industry and their particular company. It is not uncommon for students to have multiple job offers before graduation. Because job placement is relatively easy, we encourage our students to research and choose the trucking company that best suits their needs rather than accept the first offer. Returning recruiters tell us our graduates, "on the job", are seen as more advanced than most they hire."

All graduates will receive periodic follow-up inquiries following graduation to document employment. Therefore, **IITR** requests that graduates notify the school once they have actually gone to work for a trucking company, and again after they have been on the job for 30 days. In order for graduates to receive updated job leads and because most jobs are filled quickly, it is very important that graduates keep the school updated on their current contact information, such as their email address, physical address, and all contact phone numbers.

Take the wheel of a career with a future, a future with industry leaders such as:

Alpine Foods	Knight Transportation	Sysco
American Transport	LTI / Milky Way	TWT Transport
CAL Portland	May Trucking Company	US Foods
Central Oregon Trucking	Northern Refrigerated	USF Reddaway
Conway Express	River City Environmental	Waste Management
Core-Mark	Roadway Express	Werner Enterprises
FedEx Ground	Schneider National	World Fuel Services
Gresham Transfer	Sygma Network	XPO
Heartland Express		Yellow Transportation

**We** also provide work with and provide referrals for many local companies in need of trained CDL A and B drivers.

# TRUCK DRIVING—A CAREER FOR THE FUTURE

## IS IT A CAREER WITH A FUTURE?

According to an article published by the American Trucking Association (ATA), the trucking industry expects to hire about 80,000 new drivers every year for 10 years.

## WHAT DOES THIS MEAN TO YOU?

Trucking companies must compete with other industries for employees. They must offer pay, benefits, and work environments that will attract quality people like yourself.

## DOES IT MEAN YOU WILL HAVE TO SPEND MONTHS AWAY FROM HOME?

In order to attract stable employees, trucking companies are becoming much more attuned to the needs of their drivers and getting them home more often. Many of our graduates are approached for local work, or pursue long haul opportunities as a way to see the country.

## WHAT IS SO UNIQUE ABOUT IITR?

Our entire focus is on truck driver training and our students' needs. Unlike community colleges, we ONLY offer truck training which allows us to offer the best program in the business. We are the oldest licensed truck school in the Northwest. We have been continually licensed since 1981.

## STAFF

Our staff is experienced, well trained, and committed to our mission statement and goals. Ken Cass, Campus Manager, has been here since 2004 and is a State of Oregon certified Third Party Tester (TPT). Ken has administered in excess of 2,000 individuals in pursuit of their CDL license from the State of Oregon DMV.



# EMPLOYMENT AND EARNINGS

According to a 2017 Truck Driver shortage report published by the American Trucking Association (ATA), the trucking industry expects to hire about 90,000 new drivers every year annually.<sup>1</sup> The 2016-2017 Occupational Outlook Handbook, published by the US Bureau of Labor Statistics, predicts continued growth in transportation and warehousing employment, adding approximately 898,000 jobs between 2016 and 2026. There has been approximately 6.7% growth over the last few years, with a continuous shortage of driver availability.<sup>2</sup>

Women and minorities may have even greater opportunities.<sup>2</sup>

Improvements in equipment have greatly reduced the need for drivers to be “big and strong” to operate a tractor-trailer.

## TYPICAL ANNUAL EARNINGS <sup>3</sup>

Over-the-road drivers (beginning) .....	\$40,000 +
Over-the-road drivers (with experience).....	\$45,000 to \$50,000
Local drivers (beginning).....	\$40,000 to \$50,000
Local drivers (with experience) .....	\$50,000 to \$60,000

Wage scales differ from region to region and also depend on the kind of freight carried. Annual earnings in the \$36,000 to \$45,000 range aren't unusual for over-the-road drivers. Some experienced, specialized drivers make \$60,000 a year or more.

Local drivers are generally paid by the hour. Long haul drivers are generally paid by the mile.

Owner Operators who own their own trucks and lease out their services have the potential to make a very good living. Some who are business minded have built small successful companies and greatly increased their income.

## TYPES OF TRUCK DRIVERS

**Local:** Operate light to heavy trucks. They may be in pick-up and delivery operations, route-sales, or both. They have more contact with customers than long haul drivers and usually make many stops or deliveries a day.

**Long Haul:** Operate heavy trucks and may be gone from 1 to 3 weeks at a time traveling to many different states or locations with no set schedule.

**Line Haul:** Operate heavy trucks on what is called a “dedicated run.” They operate their equipment from determined points, often on the same run all the time.

**Owner Operators:** Operate equipment they own. Often, owner operators will only own the tractor and they will pull a trucking companies trailer. Sometimes they will own the tractor and trailer and will lease the entire rig to haul freight for a particular company, or broker.

**Class B Drivers:** Operate smaller trucks usually on local runs. Class B drivers generally do not make as much money as Class A drivers.

1 American Trucking Association (ATA) - <http://trck.ng/drivershortage> 2 Women and Minorities <https://www.bls.gov/cps/cpsaat18.htm>

3 The latest Wage statistics can be obtained from the US Bureau of Labor Statistics - [HTTPS://WWW.BLS.GOV/OES/CURRENT/OES\\_NAT.HTM#53-0000](https://www.bls.gov/oes/current/oes_nat.htm#53-0000), [HTTPS://WWW.BLS.GOV/CPS/CPSAAT11.HTM](https://www.bls.gov/cps/cpsaat11.htm)

# QUESTIONS TO ASK WHEN SHOPPING TRUCK SCHOOLS

- 01) How long has the school been in business in Oregon?
- 02) Does the school have high admissions standards?
- 03) Does the school have excellent success rates?  
 Graduation rates?  
 CDL pass rates?  
 Placement rates?
- 04) How many hours are in the entire program?
- 05) What is the breakdown of these hours?  
 Hours in the classroom training?  
 Hours of yard/truck training?
- 06) Of the truck or equipment hours, how many does each student receive behind the wheel?
- 07) Are the trailers loaded all of the time?  
 What is the combination vehicle weight?
- 08) Are all training trucks conventionals?
- 09) Will you pull long trailers?  
 Will you pull a short trailer?
- 10) Does the school have low mileage, clean and well maintained tractor-trailers?
- 11) Are all training routes predetermined for safety and effectiveness?
- 12) Are you given a final state CDL test with an outside tester to avoid a conflict of interest?
- 13) Is the school licensed? By whom?  
 What is their phone number?
- 14) What do current students think of the school?  
 (Ask to speak to the class.)
- 15) What do graduates think of the school?
- 16) What do trucking companies think of the school?

<b>IITR</b>		
March 1981	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes	_____	_____
160+	_____	_____
40+	_____	_____
120+	_____	_____
50+	_____	_____
Yes	_____	_____
54,000	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes	_____	_____
Yes HECC (503) 378-5690	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# VA Benefits Addendum

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## **In accordance with Title 38 US Code 3679**

**subsection (e)**, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students' enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies