



2026

Student Handbook



FEDERAL
MOTOR
CARRIER
SAFETY
ADMINISTRATION



TRAINING
PROVIDER REGISTRY

Purpose

This Student Handbook is a supplement to the enrollment agreement entered into by USA Logistics Training Solutions LLC and its students. This handbook provides students with policies and procedures enforced by USA Logistics Training Solutions LLC.

USA Logistics Training Solutions LLC reserves the right to change or terminate any provision or part of this Student Handbook at any time at its sole discretion without notice. Nothing summarized in this handbook is intended to confer any rights or privileges upon specific enrollment or to entitle any person to be or remain enrolled by USA Logistics Training Solutions LLC.

The policies and procedures cited or quoted here are current as of the time the document was prepared. The student should, of course, verify what the status of the law, rule, or policy is when dealing with any matter controlled by specific statutes such as confidentiality and disclosure. If there is any doubt, contact admissions admissions@cdltrainings.com

Other Important information

SUCIDE AND CRISIS LIFELINE (YOU ARE NOT ALONE)

HELP is available, SPEAK with someone today.

DIAL 988 (24/7)

www.988lifeline.org

TRUCKERS AGAINST TRAFFICKING

Suspect human trafficking?

DIAL 911

US: 1-888-373-7888

Canada: 1-833-900-1010

www.tatnonprofit.org

LOCAL EMERGENCY SERVICES

DIAL 911

POLICE, FIRE, EMS



USA **Logistics Solutions Inc.**

PO Box 147 Columbia City, Indiana 46725

Dear student,

As the president, it is my honor to welcome you to Indiana's premier affordable Commercial Driver's License (CDL) truck driving school.

For first-time and refresher students, thank you for joining us and our top-tier training programs. For returning students, thank you for continuing to pursue your CDL needs with us. We are thrilled that you chose to become a truck driver during this exciting time. As one of the best affordable CDL schools, we are a part of the growth of the trucking industry. From logistics consultants to fleet solutions to safety and compliance to CDL training programs and logistics training programs. We are proud to offer a variety of programs to help prepare you for your dream career and introduce you to innovative ideas and worldviews.

We look forward to connecting with you at our facility and on social media. You can follow the school on Instagram, LinkedIn, Facebook, Twitter, Google, and our newest social media site, TikTok. You will discover the latest school updates and highlights featuring fellow students, faculty, and staff.

As educators and mentors, we care about you and want you to have a fulfilling experience in your studies and extracurricular activities. Our school also proudly offers academic and career recommending support. You can find the resources you need for academic assistance, internship applications, and more through our academic and career recommending page.

Whether you are in California, Florida, Maine or in Fort Wayne learning from across the country, we are with you every step of your journey in our school.

Thank you for being a part of the school, let us make this year the best!

Be well, and Good Luck!!

Brian W. Miller

Brian W. Miller
President,
USA Logistics Solutions Inc.

List of Acronyms

ADA-Americans with Disabilities Act

APR-Annual Percentage Rate

BMV-Bureau of Motor Vehicles

BTW-Behind-the-Wheel

CDL-Commercial Driver's License

CLP-Commercial Learner's Permit

CMV-Commercial Motor Vehicle

DOT-Department of Transportation

DVIR-Driver Vehicle Inspection Report

EOB-End of Business

FASFA-Free Application to Federal Student Aid

FMCSA-Federal Motor Carrier Safety Administration

ITR-Intent to Return

NOAA-National Oceanic Atmospheric Administration

NWS-National Weather Service

PPE-Personnel Protective Equipment

SPE-Skills Performance Evaluation

WRG-Workforce Ready Grant

School Performance Record

As of May 2026

Theory Assessment Test

- First Attempt Passed 99% (actual percentage)
- First Attempt Failed 1% (actual percentage)
- Highest Score 97% (In-Person Course with actual student score)
- Lowest Score 83% (In-Person Course with actual student score)
- Highest Score 100% (Online Course with actual student score)
- Lowest Score 75% (Online Course with actual student score)

Behind-the-Wheel Training (Road & Range)

- Average Range Hours 60 (Based on documented training)
- Average Road Hours 60 (Based on documented training)
- Average Days of Training 15 (Based on documented training)

Skills Evaluation Test (Driving Test BMV)

- First Attempts Passed 94%
- First Attempts Failed 6%
- Second Attempts Passed 99%
- Second Attempts Failed 1%
- Third Attempts Passed 100%
- Third Attempts Failed 0%

2026 Holiday Schedule

Classes will not be in session on the following days in observance of:

- | | | |
|--------------------|-----------|-------------------|
| • New Year's Day | Thursday | January 1, 2026 |
| • Good Friday. | Friday | April 3, 2026 |
| • Memorial Day | Monday | May 25, 2026 |
| • Labor Day | Monday | September 7, 2026 |
| • Veterans Day | Wednesday | November 11, 2026 |
| • Thanksgiving Day | Thursday | November 26, 2026 |
| • Christmas Day | Friday | December 25, 2026 |

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1. USA Logistics Training Solutions LLC

1.1 About

USA Logistics Training Solutions LLC is owned and operated by *USA Logistics Solutions Inc.*, a logistics solutions company. USA Logistics Training Solutions LLC was founded with one goal in mind and that was to create, offer and provide aspiring individuals, employees of businesses, organizations and municipalities with a comprehensive and affordable training programs to obtain their CDL to become a Truck Driver within the logistics industry.

1.2 Administration

Our school employs both knowledgeable full-time and part-time professional instructors with many years of real-world truck driving experience as well as full-time support staff to aid students from enrollment through graduation.

1.3 Corporate Office (USA Logistics Solutions Inc.)

PO Box 147 Columbia City, Indiana 46725

Phone: (260) 415-3118

Operation Department: Operations@usalogisticssolutions.com,

Support Department: support@usalogisticssolutions.com,

Admissions Department: admissions@cdltrainings.com

Web: <https://www.usalogisticssolutions.com/>

Office Hours: Monday through Friday 8:00 am to 5:00 pm

1.4 Fort Wayne Training Center is referred to as “SCHOOL.”

2207 West Cook Road Suite B, Fort Wayne, Indiana 46818

Phone: (260) 415-3118

Operation Department: Operations@cdltrainings.com,

Support Department: support@cdltrainings.com,

Admissions Department: admissions@cdltrainings.com

Web: <https://www.cdltrainings.com/>

2. Attendance/Punctuality and Absences

2.1 Course Start Times/Attendance Taken

- Each student must sign in each day.
- Day Course (Year-Round) Hours: 7:00 am - 3:30 pm (30 Minute Lunch) 8 Hour Training
- All times, dates, schedules, and months are subject to change without notice.

You **MUST** contact the school before your course starts if you plan on being late or absent that day. Call or text the school at: (260) 415-3118. School Office is open from 8:00 am - 5:00 pm Monday through Friday. If you call during non-business hours, please leave a voicemail with your name, student ID, reason for absence or tardiness or email: admissions@cdltrainings.com.

2.2 Arrive on Time

Be in your seat and ready to learn when class begins. Class starts on time, and we will not delay, due to any students being tardy.

2.3 Unexcused Absence

When you accumulate one (1) unexcused absence the corrective actions are as follows:

1. You will be dismissed from the program.
2. You will receive no refund.
3. You will receive no completion credit.
4. You will receive no make-up days or hours.
5. You are still responsible for all outstanding balances unpaid.

2.4 Excused Absence

You are allowed up to two (2) excused absences.

1. **Illness or Injury**-Serious sickness of the student or a family member. Policy needs a doctor's note for absence.
2. **Medical/Dental Appointments**- When they cannot be scheduled outside of class time. Please provide a note from the facility.
3. **Family Emergencies**-Deaths or other urgent situations
4. **Religious observances**-Holidays
5. **Academic or career-related events**-School-sanctioned events, field trips, job interviews, internships
6. **Other emergencies**-Jury Duty, military services or a school wide advisory or closing.

2.5 Returning after an Absence

Theory Course (In-Person) Absence

1. If you accumulate one (1) absence you must return to theory in-person class and make up the missed sections on your own time and prepare for the Assessment Test at the end of the theory course.
2. If you accumulate two (2) excused absence you will have to finish the remaining Theory Course online. No in-person make up days (Online Course fee is \$50.00)
3. You will have to continue to attend the Behind-the-Wheel (BTW) training as scheduled.
4. The online theory course must be completed before you are allowed to take part in the on-road driving part of the BTW training program.

BTW Training (Road & Range) Absence Excused

1. You will be allowed one (1) make-up day for the BTW training part (at the discretion and date and time of the instructor).
2. The online theory course must be completed before you are allowed to take part in the on-road driving part of the BTW training program.

2.6 Maintain Attendance/Make-up Days

Consistent attendance is crucial for meeting the curriculum requirements and staying on schedule. Students must understand that absenteeism or tardiness may affect their training times, outcomes, and test scores. We do offer students make-up days for BTW training on the weekends or when the schedule allows. The fee for this service is \$250 per day (8 hours) if you choose to make-up for missed days. (See instructor to schedule)

2.7 Bereavement

We know that a time of loss can be difficult for an individual. For class absences preceding the death of a loved one, the student should contact their instructors directly to discuss their absence. USA Logistics Training Solutions LLC's Bereavement Policy provides students with a specific number of days of excused

absence following the death. The relationship of the individual lost decides the number of days that can be provided under the policy. Added days may be available to account for travel considerations.

The following absences are excused:

- 3 days for immediate family members (spouse, mother, father, child (including step), sibling, grandparents).
- 2 days for aunts/uncles, cousins, niece/nephew (In-laws)

Added days for traveling: Factors that we take into consideration are how you plan to travel (i.e., car, bus, plane) and the location you are traveling to and the distance. You will need to coordinate this with the instructor or the school as soon as you become aware of the arrangements.

Documentation is needed for your absence to count as excused. Failure to follow this will result in the removal from the program.

2.8 Jury Duty

Jury duty absences will be excused for students who are summoned to report for jury duty or to serve as a witness in court proceedings during their scheduled course time. Official documentation from the courts clerks to show you were there to conduct the services requested by or for the courts. If you are selected for a prolonged jury duty service and cannot contact us on time, we will reschedule your course for a later date when you are done providing services to the courts. No penalty shall be assessed for the student if we receive the proper documentation from the courts. If no documentation is received or your time cannot be confirmed, you will be removed from the program.

2.9 Illness or Medical Appointments (Medical, Dental & Vision)

We understand students may occasionally miss class due to emergencies, serious illness, health-related reasons, whether physical or mental.

The following absences **are excused** if you call in to the school **before 8:00** am each day. See section 1.1.

- Doctor Appointments with documentation from Dr.
- Sick
- Taking care of a live in family member (child, spouse, parent)
- Emergency Room Visits
- Hospitalizations

The following absences **are unexcused** if you call in to the school **after 8:15** am each day. See section 1.1.

- Doctor's Appointments
- Sick
- Taking care of a live in family member (child, spouse, parent)
- Emergency Room Visits
- Hospitalizations

The only exception to this section is if you are too incapacitated to call.

2.10 Military Absences

Individuals actively serving in the reserves or National Guard of the United States is contractual required by their military to attend mandatory training with failure to attend punishable under law. Participation in military duties is an excused absence.

Notice of absence must be provided to faculty and the student should discuss potential adjustments for any missed classes.

2.11 New Parent Leave

Students who are pregnant, have recently given birth, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence by emailing the operations department at operations@cdltrainings.com

2.12 Other Circumstances of Absences

We know it may be necessary for a student to be absent for personal reasons beyond their control. If a student misses class due to an unavoidable absence, student is responsible for completing the missing bookwork on their own time. While the absence type may not be listed above, it does not mean that the absence cannot be excused. The absence is at the instructor's discretion in conjunction with their absence policy. Students should contact their instructors directly to discuss the absence and opportunity to complete missed coursework. This work may be made up at the discretion of the instructor. Students who feel an instructor has wrongly denied an absence or opportunity to make up missed work should contact: operations@cdltrainings.com to attempt to resolve the matter.

3. Rules

3.1 Change in Personal Information

Personal Information: During your course of training and per the guidelines of the Federal Motor Carrier Safety Administration (FMCSA) any change of address, phone number, name or emergency contact information must be reported to the admissions department at admissions@cdltrainings.com or inform your instructor.

Permit Information: In the event you obtain a new or changed Commercial Learner's Permit (CLP) it is your responsibility to give a copy to the admissions department upon receiving it. You may send a copy to admissions@cdltrainings.com or give a copy to your instructor.

Failure to Update Personal Information: Failure to update your personal information could result in added administrative fees or registration fees for refile your financing paperwork depending on what information needs to be updated at the time.

Periodic Information Update: If you are financing your training program the financing agreement may require you to provide updated personal information periodically to keep your account in good standings. Failure to complete it could result in revocation of financing.

3.2 Complaint Procedures

Complaints: Students can file complaints concerning a law, rule, or policy they feel has been violated. Complaints must be started within thirty calendar days of occurrence. The complaint form must be used and show the law, rule, or policy that was allegedly violated and the remedy looked for. A student who does not start the 30-day period waves the right to file that complaint.

Complaint Forms: Complaint forms may be requested from operations@cdltrainings.com.

3.3 Drug/Alcohol/Tobacco Free Facility

USA Logistics Training Solutions LLC is committed to a safe and productive learning environment for students and takes a firm stand against substance abuse to ensure a drug-free learning environment.

Consumption of, possession of, or being under the influence of alcohol or non-prescription drugs/stimulants on school property, at school events, or in school vehicles is prohibited by students and visitors of the school. USA Logistics Training Solutions LLC reserves the right to administer drug or alcohol testing with or without notice at any time based on reasonable suspicion. Faculty/Students will be tested for drugs and

alcohol upon the occurrence of accidents and/or reasonable suspicion. Faculty/Students must notify USA Logistics Training Solutions LLC of any convictions under a criminal drug statute within twenty-four (24) hours of occurrence. Failure to do so may lead to disciplinary action up to and including termination for faculty and dismissal from the program for students.

Smoking, including e-cigarettes, smokeless tobacco, betel nut, as well as any other form of tobacco/chew is prohibited throughout school facilities (including school vehicles) except in designated smoking areas. Used smoking materials must be properly discarded.

Failure to follow this policy may result in disciplinary action up to and including dismissal from the program.

3.4 Student Safety

All students are responsible for their own safety. In addition, students have a responsibility to their families, fellow classmates, and the community to help ensure everyone makes it home safely at the end of day. Safe and efficient operations are reached only when all students are safety-conscious and keenly alert both mentally and physically.

Safety policies and procedures have been developed to provide guidance while performing your day-to-day training activities. Failure to comply could result in disciplinary action and program dismissal. If you have any questions or concerns as to whether the safest way to perform your training or adhere to these policies, please consult your instructor.

3.5 Media

All media inquiries should be directed to the public relations division at support@cdltrainings.com

Videos: Any video or video recording of any training activities, training courses or training materials is prohibited and could result in program dismissal. This includes test sites on school grounds or at the Bureau of Motor Vehicles (BMV) test sites. If caught recording test site operations during your skills evaluation it will be an automatic failure.

Pictures: Any pictures or photographs of any training activities, training courses or training materials are prohibited and could result in program dismissal. This includes test sites on school grounds or at the BMV test sites. If caught taking pictures or still images of test site operations during your skills evaluation it will be an automatic failure.

3.6 Security

All doors, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. School vehicles should always be locked and keys stored in the key lock box when not in use. If you open it, you close it. You unlock it, you lock it back up.

Personal Belongings: USA Logistics Training Solutions LLC is not responsible for safekeeping of personal items. Please make sure that all items brought in by you are placed in their designated areas. Objects that (in the opinion of Management) are unsafe, inappropriate, or hinder efforts will not be allowed and must be removed upon request. No weapons of any kind (guns, knives, clubs, etc.) are allowed to be on school property or on any property students visit while training.

3.7 Parking

Adequate parking is provided for all students. Please be aware of and park only in your designated parking area. Our parking lot is found on the west side of the classroom. USA Logistics Training Solutions LLC reserves the right to tow any vehicles that are blocking gates, doors, or driveways at the owner's expense.

USA Logistics Training Solutions LLC assumes no responsibility for a student's vehicle or the contents of the vehicle while on school property. Please keep your vehicle locked at all times.

3.8 Academic Engagement

Active Participation: Engage in discussions, ask questions, and contribute to learning activities. No sleeping, turn cell phones on vibrate or off. We ask that you ask to be excused if you need to leave the classroom. Do not just get up and walk out.

Complete Assignments: Do all required reading, assignments, and quizzes to prepare for the written test.

3.9 Classroom Materials

Book Care: Keep training materials, such as textbooks, FSCMA pocketbooks or any other classroom reading materials in good condition. You will need a notebook and a writing utensil. Highlighters are optional.

Review Material: Use class time to review key concepts like vehicle inspections, safety practices, and FSCMA regulations.

3.10 Confidentiality/Copyright

USA Logistics Training Solutions LLC is engaged in a business that requires a strict code of confidentiality of information to be kept. No student is allowed to store information outside of USA Logistics Training Solutions LLC (either written or electronically) about any matter pertaining to the conduct of USA Logistics Training Solutions LLC business. No information about USA Logistics Training Solutions LLC products or components should be given to any customer, student, client, competitor, or vendor. As well as USA Logistics Training Solutions LLC will not give out your personal information to other students.

All course materials are property of USA Logistics Solutions Inc. and are not to be shared, reproduced, copied, sold, or republished without written consent from USA Logistics Solutions Inc.

3.11 Accepting or Offering Gifts

Students are prohibited from accepting or offering any gifts, favors or benefits offered with the intent to influence decisions or gain preferential treatment. Any such offers must be reported to our operations Department at operations@usalogisticssolutions.com

3.12 Non-Fraternization

Students and Instructors are prohibited from engaging in romantic or sexual relationships with the intent of influence decisions or gain preferential treatment. Any such offers must be immediately reported to our operations Department at operations@usalogisticstrainingsolutions.com

3.13 Dress Code

All students must follow the proper dress code policy. Students in violation of this policy will be sent home and may return when they meet the dress code requirements. This will result in lost training time and any make-up days or times will be at the expense of the student. Most of the training is conducted outside in the elements of mother nature so please dress accordingly to the weather for the day. NO skirts or shorts will be allowed. Long jean style pants will be needed during your training when in doubt bring another pair of pants along. While on the range, students must wear a Class 2 Hi-Viz safety vest, steel toe boots (please see instructor if you do not have a pair), and pants. No open toe shoes of any kind, for example, sandals, crocs, flip flops, slides, loafers, etc.

4. Student Corrective Actions

4.1 Cancellation of a Program

You have the right to cancel your agreement without any penalty or obligations if cancelled before the date shown in section F of your agreement.

Cancellation may occur when the student/customer provides a written notice of cancellation at the following address: USA Logistics Training Solutions LLC, PO Box 147, Columbia City, Indiana 46725. This can be done by mail or by hand delivery to the school found at 2207 W. Cook Rd. Ste. B Ft. Wayne, Indiana 46818.

The written notice of cancellation, if sent by mail, becomes effective the date it was postmarked. Charges may still apply based on the postmark date.

The written notice of cancellation need not take any form and however expressed; it is effective if it shows that the student/customer no longer wishes to be bound by the agreement.

If the enrollment agreement is cancelled within the cancellation period, the school will refund the student, customer or lender any monies paid less the following items or services not to exceed \$2,500.00:

1. Registration and administration fees
2. Department of Transportation (DOT) Drug Screenings
3. DOT Physicals
4. Deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

4.2 Withdrawal from a Program

You may withdraw from the school at any time after the cancellation period (described above) however the student will receive no refund, and tuition is still owed in full.

Withdraw may occur when the student/customer provides a written notice of withdraw at the following address: USA Logistics Training Solutions LLC, PO Box 147, Columbia City, Indiana 46725. This can be done by mail or by hand delivery to the school found at 2207 W. Cook Rd. Ste. B Ft. Wayne, Indiana 46818.

The written notice of withdrawal, if sent by mail, becomes effective the date it was postmarked. Charges may still apply based on the postmark date.

The written notice withdrawal need not take any form and however expressed; it is effective if it shows that the student/customer no longer wishes to attend training.

To decide a student to be considered to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal letter, whichever is later.
- No-call, No-show to any part of the students' training.

4.3 Dismissal from The Program/School

The school terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution or government laws; absences of more than 3 days; and/or failure to meet financial obligations to the school. School has discretion and may change without notice. USA Logistics Training Solutions LLC may alter such rules and extend the number of absences.

- If a student has withdrawn by way described in section F of the enrollment agreement the student receives no refund.

4.4 Intent to Return (ITR)

If after completion of classroom hours, a student has not obtained their CLP, making it necessary for them to interrupt their training, the school may allow them to remain enrolled if they meet the following requirements:

1. The student must request an ITR by using a Student Status Change Form.
2. The ITR may not exceed fifteen calendar days from the student's last date of attendance.
3. ITR may be approved only if the school can determine there is a reasonable assurance that the student will return on the scheduled return date.
4. Existing Financial Obligations remain in effect during an ITR period.
5. Students who do not return to class on their scheduled return date will be withdrawn from the program.

4.5 Re-entry

A student that has withdrawn or has been terminated from the program may apply for re-admission by contacting the school. The school reserves the right to refuse readmittance based upon the attendance, academic, and conduct history of the student during earlier enrollment periods. Re-entry fee of \$250 will be assessed at the time of approval. **Contact school director.**

4.6 Probation and Termination Policies

Students are evaluated at 25% of the program completion for satisfactory progress. Students not making satisfactory academic progress, or not meeting attendance, tardiness, conduct, policy, safety, payment, or other school requirements at any given time will be placed on probation. Students placed on probation will be re-evaluated at the end of the probationary period to determine if the student has followed School Policy. If so, the student will be making satisfactory progress and will be removed from probationary status. If at the end of the probationary period the student does not meet the requirements, their progress will be unsatisfactory for that period, and the student will be terminated from the program. Students who are terminated from the school may appeal to the operations director of the school in writing describing the circumstances the student would like to have considered for reinstatement. The student may also request a meeting with the operations director after sending the written appeal. If the operations director reinstates the student, their probationary period will be extended, and the probation policy will be in effect from the time of reinstatement. Students terminated from the school will not be eligible for re-admission for a period of six (6) months and only upon the recommendation of the student's instructor(s) and the approval of the operations director. The school refund policy will apply to all terminated students.

5. Code of Conduct

5.1 Consequences of Non-Compliance

Dismissal: Failure to follow rules can lead to dismissal from the program and loss of tuition.

Loss of Privileges: Students may lose opportunities for training or certification.

5.2 Infractions to the Code of Conduct

- The first infraction will result in a warning.
- A second infraction will necessitate a conference with the program director.
- Continued infractions will be referred to by the Admissions Department and may result in voluntary withdrawal from class, with monies still being owed.

5.3 Behavior and Conduct

Maintain a respectful attitude towards instructors and fellow students.

Any vehicle concerns need to be brought up to the instructor, and a Driver Vehicle inspection Report (DVIR) Form will need to be filled out and turned in.

5.4 Standards of Conduct

USA Logistics Training Solutions LLC expects that all its students will conduct themselves with the highest standards of ethical conduct. Engaging in any conduct which, in the opinion of management, is detrimental to the orderly conduct or integrity of the business, may result in disciplinary action, including immediate discharge. If any rule is unclear, it is your responsibility to ask your instructor for clarification.

If appropriate, USA Logistics Training Solutions LLC will try to follow a Progressive Discipline Plan in the following order: *Verbal Warning, First Warning, Final Warning, Termination of Contract or Dismissal from the Program*. However, when misconduct occurs, USA Logistics Training Solutions LLC reserves the right to administer any level of disciplinary action that management considers appropriate. **When appropriate, a Suspension or Second Warning may be administered based on the details of the offense. USA Logistics Training Solutions LLC reserves the right to alter, enforce or change any rule, policy, or agreement without notice.*

Leaving during class without prior approval from the instructor will be considered your immediate & voluntary resignation unless the student acts in a concerted manner for the purpose of mutual aid or protection (about an issue affecting their learning conditions).

5.5 Examples of Misconduct

The following are only examples of misconduct for which a student may be subject to discipline up to and including immediate removal from the program. These examples do not make up a complete list of the circumstances for which discipline will be called for:

Dishonesty and Lack of Integrity: Dishonesty, theft, embezzlement, falsification of documentation or aiding in such conduct. Unauthorized possession or disclosure of confidential information. Engaging in a business that presents a conflict of interest with USA Logistics Solutions Inc. or its subsidiaries without prior written approval from the President.

Unacceptable Behavior Toward Others: Rude, intimidating, abusive or threatening behavior use of foul or inappropriate language directed at anyone on school property or while training. Discrimination or harassment of any kind. Striking, fighting, or physical altercations on school premises, conducting school business off property, or at a school event. Malicious, careless, or harmful actions toward employees, customers, other students, or school property.

Safety and Security Violations: Violating safety guidelines. Failure to effectively use Personal Protective Equipment (PPE). Disregarding accident and injury reporting procedures. Possession of weapons on school premises, being in violation of any school policy. Possessing, using, being under the influence of, selling, promoting alcohol, drugs, or illegal substances on school premises. Handling and operating machines, tools, equipment without authorization and careless or negligent use of.

Workplace Misconduct: Leaving your workstation or duties without prior instructors' approval. Irregular attendance, including unexcused absences, tardiness, failure to report absences. Sleeping in class. Horseplay, practical jokes, gambling, solicitation, or loitering on school property. Distributing unauthorized literature in classrooms, training facilities, or break areas. Allowing non-students on school property or allowing them in a locked school facility.

Unsatisfactory Performance and Responsibilities: Unsatisfactory performance. Failure to meet basic expectations of the program. Manufacturing items or using school supplies for personal use without

authorization. Restricting training output, persuading others to do so, or engaging in or supporting classroom stoppages, slowdowns, or classroom interruptions.

Damage or Lack of Respect for School Property: Intentional abuse or destruction of School Property. Sabotage or subversive activities.

Technology and Personal Devices: Using cell phones, earbuds, or similar devices outside designated break areas without prior authorization.

Conduct Unbecoming of a Student: Committing immoral or indecent acts that impair the student's ability to be an asset to the Logistics Industry.

6. Payments/Funding

6.1 Loans

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government financial aid until the loan is repaid.
- c. Before any loan is granted, a financial background check will be performed.
- d. All loans will need to have a credit application filled out before a loan is approved.
- e. Not all loans are approved, and some may not be approved for the full tuition amount.

Consumer Loan Agreements: USA Logistics Training Solutions LLC does not loan students' funds to attend school. Students may voluntarily choose a Third-Party Private Lending Institution to receive a loan to pay for the cost of CDL programs. The third-party lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

6.2 Financing

The student understands that if a separate party is financing their education the student, and the student, alone, is personally responsible for all payments and monies owed to the school listed in this agreement.

To qualify for financing students must fill out and complete a credit application to be considered for financing. Once you are approved your down payment is due at the time of enrollment. Our financing programs are **3, 6, 9, 12** Month programs for individuals only. The current Annual Percentage Rate (APR) is calculated at the time of enrollment. See school for details.

6.3 Grants (WRG)

What is the Workforce Ready Grant (WRG)? The next Level Jobs WRG is a grant program that covers tuition and fees of qualifying certificate programs.

How Does It Work? To get started, qualified applicants must fill out an online survey to determine the following:

- Where you live in Indiana
- Education level
- Which high-growth field you are interested in
- When can you start training?
- How you prefer to attend class (ex: day, night, online, part-time, full-time)

From there, the survey will show which programs in Indiana best match your needs. After sending contact information, you must contact the training provider to whom you are most interested in.

Once you have chosen a program, **contact your training provider** to determine whether you need to fill out a Free Application for Federal Student Aid (FAFSA) form. The last step is **enrolling in a qualifying certificate program** at an approved training provider. (CDL Training does not qualify for FAFSA)

What Job Training Can I Get with the WRG? There are over 150 qualified programs that the WRG will cover. Industries include:

- Advanced Manufacturing
- Building & Construction
- Health & Life Sciences
- IT & Business Services
- Transportation & Logistics

For a full list of qualifying industries and programs, visit our **Available Job Training** page.

<https://www.in.gov/dwd/nextleveljobs/WRG/available-job-training/>

Who Qualifies for the WRG? To be eligible for a WRG, recipients must:

- Be an Indiana resident and a U.S. Citizen (or **eligible non-citizen**)
- Have a high school diploma (or equivalent) but less than a college degree.
- Be eligible for state financial aid and file the **FAFSA** (for certain programs and providers)
- Enroll in a **qualifying program** at an **approved training provider**
- Meet any other requirements for certain training providers and programs.

Why Apply for the WRG? WRG recipients **earn \$7,000 more** after getting a certificate. **Over 33,000** Hoosiers have been trained for a better job through the WRG.

How To Apply

- Complete the short **online survey** and follow the steps outlined in the automated email that follows
 - Connect with your training provider (ask if you need to file the **FAFSA**)
- Enroll in a **qualifying program** at an **approved training provider**

To Apply go to this link.

<https://in.accessgov.com/dwd/Forms/Page/wrg/application/1>

6.4 Late Payments

All monthly payments are considered late at the End of Business (EOB) on the fifth (5th) day after the due date. A late fee of \$25.00 will be assessed to the account. If the due date falls on holidays, your payment will become due on the next business day by EOB.

Business days are defined as Monday through Fridays 8:00 am to 5:00 pm.

6.5 Legal Fees

In the event of a default in payment, the student must be liable for and must pay to USA Logistics Training Solutions LLC, on demand all costs of collection, including attorney's fees and court costs incurred by enforcing this Enrollment Agreement or collecting any outstanding balance.

6.6 Refund Policy

If you are owed a refund for any reason outlined within the CDL Policy, it will be in the form of a corporate check and mailed to your current address on file within 45 days of the refund request, if the request is approved.

1. If you cancel your agreement **before** the deadline, you **are entitled** to a refund.
2. If you cancel your agreement **after** your deadline, you **are not entitled** to a refund.
3. If you **withdraw** from a program, you **are not entitled** to a refund.

4. If you are ***dismissed*** from a program by the school, you ***are not entitled*** to a refund.

7. School Closings/Delays

7.1 General

Weather conditions are both variable and potentially extreme in Northeast Indiana; the safety of the students and the motoring public will guide our decisions about delaying or closing.

- Concrete rules do not exist in making decisions about variable and extreme weather; however, these guidelines will serve as a reference for USA Logistics Training Solutions LLC
- Our directors believe in keeping our school open whenever possible to provide training services for each of our students.
- Our directors recognize that it is primarily a student's decision as to whether to attend school on inclement weather days.
- Our directors respect each student's determination about their attendance at school during inclement weather. If school is open or delayed because of inclement weather, the school will respect the student's decision to stay at home. Students are expected to contact the school and inform school officials of their decision, and the student will be counted as absent, as required by Indiana code. Students who are absent because of inclement weather will be given the opportunity to make-up and complete their academic work.

The school reserves the right to reschedule classes in a manner it sees fit and may change scheduling to allow for acts of God, war, labor disputes, or equipment availability. If classes are postponed due to equipment malfunctions, severe weather, or any other reason, any missed training will be made up at no expense to the student. Make-up training may be scheduled in early morning, late evening, or on the weekend to compensate students for any lost training. Make-up training will also be scheduled to fit the needs of the students if possible that lost any other training time.

7.2 Closings

On a typical school day, closings will be announced no later than 5:30 am and by 8:30 am after a delay is announced.

When school closes, it is closed to **ALL** students for the day.

7.3 Delays

On a typical school day, delays will be announced no later than 5:30 am. Following a delay, if the need to close school arises, it will be announced no later than 8:30 am.

Delay schedules are typically two hours in length because a two-hour delay does not disrupt the end of the day schedule and it does not create the need for make-up day. Likewise, the earliest school can be dismissed without creating a need to make-up the day is two hours.

7.4 Holidays

USA Logistics Training Solutions LLC office is closed for all federal observed holidays. However, in certain cases classes may be held on those days. Please see instructor for your copy of the current calendar.

7.5 Delaying or Closing School is Based on Multiple Variables

The need to drive slower and allowing added travel time does not necessarily show that conditions are unsafe for travelling to or from school. It is understood that varying interpretations and opinions exist regarding "right" decisions to close, delay, or dismiss early. Before a decision is made, as much information is gathered as possible, and it is made within the beliefs communicated on the previous page of this document. USA Logistics Training Solutions LLC enrolls students from Indiana, Ohio, Michigan, and Illinois.

It is possible for other parts of the area to be experiencing different weather/road conditions than those within Fort Wayne/Allen County, Indiana. To prepare for the possibility of delayed schedules or school closings due to poor weather/road conditions, please develop alternate plans for childcare. Alternate childcare plans should accommodate the possibility of:

- (a) school closing for the entire day.
- (b) a delay schedule being implemented; and
- (c) the early dismissal of school.

7.6 Freezing Rain/Sleet and Dense Fog

The most unpredictable weather variables are freezing rain/sleet and dense fog. Freezing rain/sleet is temperature sensitive and, like dense fog, may be fast occurring; typically, each begins and ends with little notice. When freezing/rain sleet is predicted or when dense fog appears, the decision regarding whether school is delayed, closed, or on a normal schedule will occur at the latest possible time to see the most current and local conditions.

7.7 Snowfall

Snowfall is more predictable than freezing rain/sleet. Because of the variance in actual snowfall when compared to predicted snowfall, the decision about school status is not determined until snow accumulation shows a need for action.

7.8 Extreme Snowfall Situations

When snow accumulates to significant levels or is at such a level with more snowfall predicted, then a decision about school delay/closing *may* be made the previous evening. A significant level is one in which local city, county, or state authorities have communicated directly with us that it is unlikely for streets, roads, or highways to be cleared and passable the following morning.

7.9 Extreme Cold (see included chart from the National Weather Service NWS)

Temperature prediction is increasingly more accurate. USA Logistics Training Solutions LLC uses the hourly temperature predictions for its zip codes from the National Oceanic and Atmospheric Administration (NOAA) (noaa.gov – we check conditions from both Fort Wayne International and DeKalb County airports). USA Logistics Training Solutions LLC also uses the Wind Chill Chart provided by the NWS (included with these guidelines) showing when frostbite becomes a concern if bare skin is exposed to frigid temperatures for varying amounts of time.

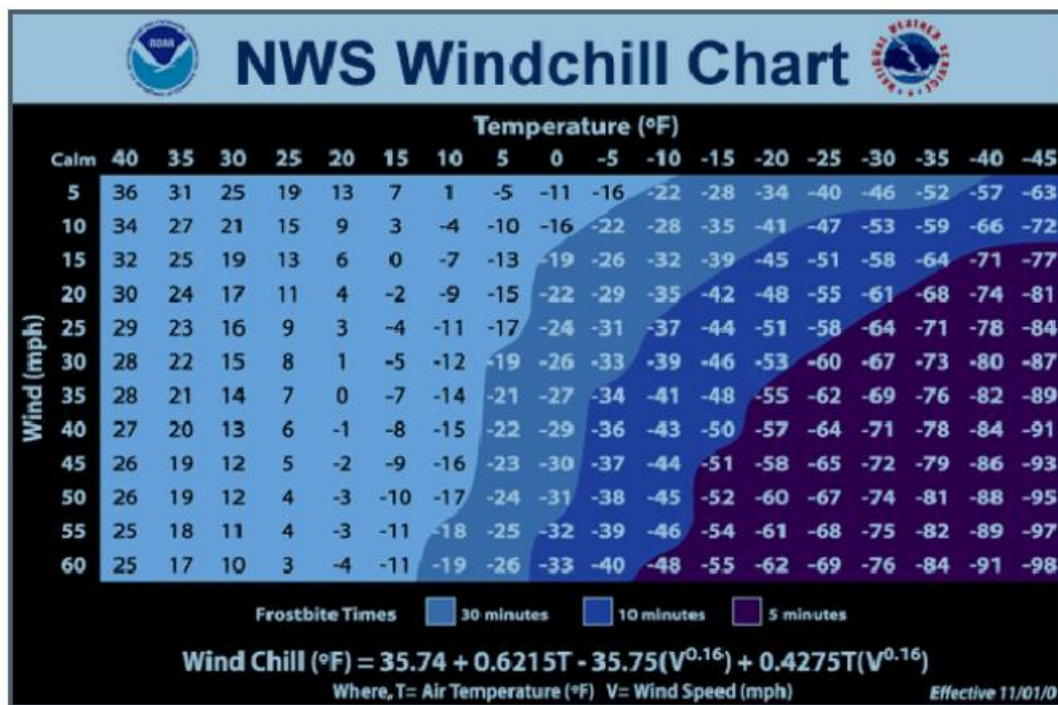
If the air temperature, as predicted by NOAA, is expected to be –10 degrees Fahrenheit or colder at 6:30 a.m., then a two-hour delay *may* be considered to ensure that all trucks start and do not experience mechanical difficulties. If the air temperature remains at –10 degrees Fahrenheit or colder at 8:30 a.m., then school *may* be closed depending on how our trucks are responding mechanically. Such a determination will be made as early as possible, including the possibility of making and reporting such a determination the previous evening.

7.10 Extreme Wind Chill (see chart included from the NWS)

Wind chill predictions are not as accurate as temperature predictions because of the additional variable of wind speed and the variances in wind speed by time and location. While NOAA observations and predictions that we receive are based upon the open conditions at Fort Wayne International and DeKalb County airports, these conditions can vary from actual conditions within the district. Wind chills in areas that are protected from the open winds, such as conditions typically seen in areas with many building structures, like a

subdivision, have actual wind chill temperatures less than what is reported in the open conditions present at each of the referenced airports. **Local observations will affect the decision about delaying or closing school.**

Based on the Wind Chill Chart provided by NOAA and the NWS, concerns appear when wind chill temperatures are at or near -20 degrees Fahrenheit with 30 minutes or more of exposure. Wind chill temperatures consistently colder than -30 degrees Fahrenheit will result in a delay or closure. When wind chills are between these two extremes, then the decision will be made as late as possible to gather as much information as possible about local conditions.



8. Student Services

8.1 Questions

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the admissions@usalogisticsolutions.com or PO Box 147 Columbia City, Indiana 46725.

8.2 Complaints

Students who are dissatisfied for any reason are encouraged to express their concern(s) at any time to any School official, operations director. The procedure to follow for filing complaints or criticisms is to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the operations director. The operations director will investigate and assess the issue and make a resolution. If the issue cannot be resolved by the operations director, the operations director will notify the President.

8.3 Americans with Disabilities Act (ADA) Guidelines for CDL Drivers

ADA Guidelines for commercial drivers focus on reasonable accommodation for qualified individuals with disabilities. Disability or not, if you are not able to pass the required DOT Physical, and the required DOT Drug Screening you cannot get your CDL. There are ways for you to seek re-certification, which many people do when their health is better managed. If you have a disability, and you have passed the required DOT Physical, and the required DOT Drug Screening, you can receive your CDL. ADA guidelines for CDL

drivers involve a two-step certification process for individuals with medical conditions like insulin-treated diabetes, requiring a stable medical plan and a certified examiner's approval. Drivers with sleep apnea must be effectively treated to operate a Commercial Motor Vehicle (CMV) safely. Physical impairments like missing limbs require a variance such as a Skill Performance Evaluation (SPE) certificate, to be carried with the driver's CDL.

9. Trucks & Trailers (Equipment)

9.1 Misuse of the Equipment

Students that misuse the equipment by any of the following listed in this chapter will be dismissed from the program indefinitely.

Misuse – The wrong or improper use of something or use (something) in the wrong way or for the wrong purpose.

1. Speeding on the Range
2. Hard Acceleration
3. Fast Acceleration
4. Hard Turns (Donuts)
5. Burnouts, Spinning of the Tires
6. Slamming the Vehicle into Gear Hard
7. Purposely Grinding Gears
8. Power Braking
9. Setting the parking brakes while the vehicle is still in motion.
10. Purposely driving the vehicle without releasing the trailer brakes.
11. Slamming on the Brakes Hard (Different from brake test)
12. Jerking of the Steering Wheel
13. Or any other actions instructors believe to be considered misuse.

This kind of behavior will not be tolerated toward any vehicle of any kind while students are performing training with USA Logistics Training Solutions LLC instructors. The location to which the offense took place does not matter if it happened on the range, road, our location, customers' location.

Instructor may give student one (1) verbal warning prior to dismissal. This is instructors' discretion based on the severity of the offense.

9.2 Accidents/Wreck

Students will be dismissed from the program for an unsafe act, if it has been determined student was at fault.

Accident - an unfortunate incident that happens unexpectedly and unintentionally typically resulting in damage or injury.

Wreck - Destroy or severely damage (a structure, vehicle, or similar)

Crashes/Accidents - Anyone involved in a crash/accident with any training vehicle will be subject to a Drug and Alcohol Testing.

Severity of the Crash - Depending on the circumstances of the crash/accident and the outcome of the investigation by either law enforcement in conjunction with the schools, will determine the student's status of continuance in the program.

Reporting - Never leave a voicemail, continue calling until someone answers the call.

School (260) 415-3118

Fill out the crash report packet at once, the crash report packet can be found in the truck documents binder.

Failure to report any accident or crash will result in dismissal from the program.

9.3 3 Stike Policy

If student has 3 unsafe acts during training student will be dismissed indefinitely from the program.

Unsafe Acts - Any human behavior or action that deviates from established safety procedures, increasing the risk of accidents, injuries, or property damage.

1. Running a red light or stop sign (disobeying a traffic control device).
2. Avoidable accidents (other than training cones)
3. Failure to follow instructors' instructions
4. Not yielding to pedestrians
5. A violation of any federal, state or local law including traffic laws.
6. Speeding (Tolerances)
 - a. Highway no more than 5 MPH over the posted speed limit.
 - b. City no more than 2 MPH over the posted speed limit.
 - c. School Zones are no more than 0 MPH over the posted speed limit when active.
 - d. Rural no more than 3 MPH over the posted speed limit.
7. Impeding Traffic of 6 MPH below the posted speed limit
8. Stalling the vehicle multiple times while driving or stopping or taking off from a stop.
9. Rolling backwards more than a foot on a hill on multiple occasions.
10. Sleeping during training course.
11. Using handheld device while driving is an automatic dismissal including but not limited to telecommunication watches.
12. Failure to maintain your lane.
13. Putting the vehicle over curbs and sidewalks.

This is not a full comprehensive list of unsafe actions.

9.4 Equipment**Vehicles & Trailers**

1. Vehicles and trailers must be in good working order per 49 CFR 396 of the Federal Motor Carrier Safety Regulations (FMCSR) and must be able to pass a DOT inspection. Vehicles and trailers must not have any Out of Service defects per the Commercial Vehicles Safety Alliance (CVSA) OOS Criteria this is also in conjunction with the Federal Motor Carrier Safety Administration (FMCSA).
2. All vehicles and trailers must have current insurance and up to date registration or cab card which must be placed within the vehicle or trailer at all times.
3. Insurance and registration or cab card must match the license plates on the vehicle and trailer and be up to date. (Not Expired)
4. Failure to adhere to the above requirements students' training may be placed in a holding status until the correct documentation is up to date or placed in the vehicle or trailer.
5. This holding status will become a dismissal after (3) three days if the above documentation is not obtained or brought to a current status.
6. Students may return to training status if approved by the school. Contact school to discuss Re-entry process and fees.





USA Logistics Training Solutions LLC

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Email: admissions@cdltrainings.com

Web: www.cdltrainings.com