



Milan Express Driving Academy



**Student Catalog
November 2010**

**Milan Express Driving Academy
53D E. L. Morgan Drive
Jackson, TN 38305
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Owners and Officers:

Tommy W. Ross	Chairman
John W. Ross	President
Linda R. Szopinski	Treasurer
Patricia R. Jones	Asst. Secretary
Sandra R. Stinson	Asst. Treasurer
Bruce F. Kalem	Secretary

**Board of Directors of Milan
Express Co., Inc.**

Tommy W. Ross
 Thelma T. Ross
 John W. Ross
 James A. Szopinski
 William B. Jones
 Jeffrey J. Stinson

Please be advised that Milan Express Driving Academy (**hereinafter referred to as MEDA**) is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Directions to MEDA:

MEDA is conveniently located at exit # 87 off of Interstate 40. From this exit, proceed West on US 70 approximately one mile to Milan Express located on the left. Go past service center and turn left on E.L. Morgan Drive. MEDA is one half mile on the left; 53D E.L. Morgan Drive.

Mission Statement:

The mission of the MEDA is to provide sufficient training to individuals in order to meet the needs of employers in the trucking industry.

The mission further subscribes that the mere development of specific skills and knowledge in an individual is not sufficient. Desirable worker characteristics are emphasized to instill character development, good work habits, reliability, honesty, and respect for authority needed for a productive work force.

The mission of MEDA will be accomplished by:

- Providing competency based training of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities in our area.

Non-Discrimination Policy:

MEDA provides an equal opportunity for all persons without regard to race, color, sex, ethnic origin, age, religion, or handicap in all matters of admission, educational programs, employment and student activities.

Purpose and Objectives:

The Purpose of the MEDA is:

- To provide a viable training program in the area of truck driving and transportation occupations for those persons in need of training in order to become employed in their chosen occupation.
- To provide an opportunity for each student to progress to his/her maximum proficiency level, within the program time frame, while instilling in each student a sense of integrity, responsibility and professionalism relative to the occupation to be able to perform with minimum supervision.

The Objectives of the MEDA is to:

- Provide an opportunity for each student to develop skills necessary to become employed in the trucking industry.
- Provide students with an instructor with appropriate experience and capabilities to facilitate the program.
- Teach each instructional unit in a realistic and factual manner.
- Provide appropriate road driving experiences meeting the standards of the industry.
- Provide instruction in the fundamentals of routine paperwork required by the industry.
- Provide an opportunity for the development of specific personal traits and characteristics necessary for success in the industry.
- To drive defensively and to have knowledge necessary to operate the vehicle and abide by all regulations.
- To provide a student with necessary information enabling him or her to become better prepared in successfully passing the CDL Examination, both the written and skills portion.

Admission Procedures and Requirements:

Persons desiring to attend MEDA are required to complete an application for admission. Applicants may apply for admission to MEDA at any time. Applicants are placed on call list according to the date of submission of school application. All applicants who meet entrance requirements and are able to profit from instruction and training may apply for class. Application must be made in person at the MEDA.

Prospective Truck Driving students desiring to attend MEDA must:

- be 21 years or older,
- pass the required DOT Certified Physical Exam with MEDA's physician,
- pass a drug test administered by a qualified technician designated by the school,
- not be convicted of a felony,
- possess a valid **Tennessee** Motor Vehicle Operator's License,
- provide a Moving Violation Record (MVR), with no more than three moving violations in three years and no DUI/DWI,
- be able to read and write the English language,
- be able to operate a manual transmission vehicle,

Truck driving students must agree, in writing, to submit to a random or reasonable suspicion drug and alcohol test while enrolled at MEDA. Any student with a positive drug test will be immediately suspended from the Truck Driving Program and not be allowed in a school-owned vehicle until:

(a) 90 days from the date of the test result; the student may re-apply for admission and meet all admission requirements.

All applicants are to have an interview with the program instructor(s) or school Director prior to application. At this time the financial assistance application process and program costs will be discussed prior to completing the application. Total program costs are available in the Student Services.

All male applicants who are required to register for the Federal Draft under 50 U.S.C., App.-Section 453, are not eligible to enroll in any post-secondary school until they have registered with Selective Service. All students should have a Social Security number to be provided at the time of registration unless there is a religious conflict.

Description of Facilities:

The MEDA campus is located in Jackson, Tennessee on 53D E.L. Morgan Drive. The classroom building is owned by Milan Express, Inc. and is comprised of a large classroom, office, and two restrooms. This consists of approximately 550 square feet.

The laboratory space consists of a large warehouse area of approximately 4,000 sq. ft., with docks. This area is also used for student breaks and lunch.

The obstacle course area consists of a large parking lot, approximately two acres in size. This will be used for all training exercises, such as straight backing, parallel parking, coupling and uncoupling, alley dock backing and pre-trip inspections.

Faculty and Credentials:

Instructors at MEDA must meet a minimum requirement of at least three years of experience and formal training in the area in which they instruct. Each instructor, in addition to prior experience and training, are involved in continuing education to insure that they are knowledgeable in the latest technology relevant to their prospective programs.

The program will begin with two instructors. This will provide continuity in training; i.e., road training, obstacle course, and classroom instruction. They are as follows:

Montie S. Dickey

A.S.-Jackson State Community College, Jackson, TN.

B.S. - Union University, Jackson, TN.

M.B.A. - Union University, Jackson, TN.

Certified State CDL Examiner

Occupational Experience -33 years

David Baker

Graduate of Tennessee Technology Center Truck

Driving School @ Crump, Tennessee

Over the Road Driver for 7 years

Driver Recruiter for Milan Express for 7 years

Occupational Experience -14 years

Certified State CDL Examiner

Hours of Operaton:

MEDA will operate on a year round basis with each class consisting of 20 scheduled school days or 200 contact hours. Students attend classes as follows:

Full-time day class - 7:00AM-5:30PM Monday-Friday
10 hours daily

MEDA Academic Calendar:

MEDA observes all legal holidays, including New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Day after, and Christmas. With advance notification to students, the school may be closed for special events at other times during the school year. Students do not receive hours when the school is closed.

MEDA may also extend the ending date of any term due to emergencies beyond the reasonable control of the school, including severe weather or loss of utilities.

Description of Equipment:

The school will begin operation with four tractors and four trailers. Two will be equipped for road training and two for the obstacle course. The basic descriptions of each are as follows:

Power Units

Over-the-road tractors will be a 2001 or 2002 International conventional type, Model 9200, tandem axle, with large sleeper box, 9 speed and semi-automatic transmission with diesel engines.

Obstacle course tractors:

1st Tractor International conventional cab, Model 9200, single axle, sleeper box, 9 speed transmission and Cummins diesel engine.

2nd tractor will be an International Model 8300, tandem axle, conventional day cab, 9 speed transmission and diesel engine.

Towing Units

Four 1993 - 1995, Great Dane, 53', dry vans, spring suspension, swinging doors, tandem axle. Will be basically the same trailers used on obstacle course as on the road.

Student Services:

Personal Counseling: The staff will provide individual counseling services to students who are experiencing personal, academic, attitude, or financial problems. The staff may recommend outside agencies specially trained to assist students in specific personal problems. All matters will be treated individually and on a confidential basis.

Follow-Up:

An effort is made to keep in touch with graduates after entering employment to determine their success and to make the training more relevant to the needs of new students and industries. All graduates are requested to keep the school informed as to their employment status and any changes made.

Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers of MEDA students and school personnel are involved in follow-up efforts in order to assess and/or improve program curriculum and better serve the needs of each student.

It is very important for students, faculty, and staff to recognize the importance of all responses to follow-up surveys as a means of evaluating, improving, and funding the program offerings at the MEDA.

Student Cost of Program:

All students shall purchase the following, in the MEDA bookstore:

Textbook	DOT Regulation Book
Qualification file	Road Atlas
Log Book	Three Ring Binder
Notebook Paper	Pocket Calculator
Pencils (3)	

The MEDA bookstore is located in Student Services for your convenience, and there is **no refund** of any items purchased for class through the MEDA Bookstore.

The **pre-employment** drug test and DOT physical is included in the cost of tuition to MEDA. Any subsequent failure or positive result of a random or reasonable suspicion drug or alcohol test will be the financial responsibility of the student.

Tuition Tuition ----- \$4,350.00

All books, supplies and tuition must be paid in advance or upon the first day of class.

All in-house financing for Milan Express Driving Academy is determined once an applicant completes a credit application. The individual's credit worthiness determines if Milan Express Driving Academy can assist the applicant from that information collected. A minimum credit score of 600 is required unless a suitable cosigner is provided that has a higher credit score and is willing to co-sign all contracts.

Refund Policy:

If for any reason the school **does not** accept the applicant and the applicant has paid money to MEDA, a full refund for all monies will be made to the applicant.

If a student cancels his/her enrollment and requests his/her money back in writing within three (3) business days of signing the enrollment contract, and **has not** began class, all monies collected by the MEDA shall be refunded.

However, if after three (3) business days, but prior to entering class, a student cancels his/her contract; he/she will be entitled to a refund of all monies paid to the school **less the \$100.00 registration fee.**

Any textbooks and materials that the student is required to purchase become the property of the student and no refund will be made on any textbooks and materials purchased. There is a \$35.00 returned check fee.

The refund policy will be administered by using the last scheduled day that the student was present for class.

Full Refund:

100% of fees will be refunded for classes canceled by the school.

100% of fees will be refunded for drops or withdrawals within three (3) business days of signing the enrollment contract.

100% of fees will be refunded in the case of death of the student during the term.

Partial Refunds:

A refund of 75%, less \$100.00 registration fee, may be allowed if the student drops, withdraws or is terminated from the program before 10% of the scheduled class hours are completed. (twenty hours)

A refund of 50%, less \$100.00 registration fee, may be allowed if the student drops, withdraws or is terminated from the program before 20% of the scheduled class hours are completed. (forty hours)

A refund of 25%, less \$100.00 registration fee, may be allowed if the student drops, withdraws or is terminated from the program before 30% of the scheduled class hours are completed. (sixty hours)

No refunds may be permitted after 30% of the class hours have been completed, regardless of the reason for the student leaving MEDA.

GRADING SYSTEM:

93-100 -----A

85- 92 -----B

77- 84 -----C

70- 76 -----D

Below 69 ----F

Credit for Previous Training

“Milan Express Driving Academy is a special purpose institution. That purpose is to provide a viable training program in the area of truck driving in order to become employed in your chosen occupation. This purpose does not include preparing students for further college study. Students should be aware that the transfer of credit is always the responsibility of the receiving institution. Whether or not credits are transferred is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit can be transferred.”

Student Conduct:

Generally, through appropriate procedures, the school's disciplinary measures shall be imposed for conduct which adversely affects the school's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on school property.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly through participation or assistance, are immediately responsible to the faculty member of the training program.

In addition to other possible disciplinary sanctions which may be imposed through the regular school procedures as a result of academic misconduct, the faculty member has the authority to assign "F" or zero for the exercise or examination, or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

The student grievance procedure is as follows:
Discuss the problem with Driver Instructor. If grievance cannot be resolved, write a description of complaint and forward to the MEDA program director, Montie Dickey, at 53D E.L. Morgan Drive, Jackson, TN. 38305. Phone number for MEDA is 800-645-2698.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone: 615-741-5293.

Student Progress:

Progress reports, attendance records, and work evaluations are kept on each trainee in the Student Services Office.

An evaluation and discussion of progress is conducted weekly. Students must maintain a "C" or better average for each weekly period of instruction or be subject to suspension. Reentry into training, for any student suspended, for any reason, will be determined by school Program Director.

Depending on the nature of suspension, the student may re-apply for admission after ninety days of suspension. At this time student must then meet all admission requirements. Fees due, if any, will be according to Page 14 of this School Catalog.

Attendance:

The nature of the truck driving program, at MEDA, is structured in a way that it is necessary for each student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress.

1. After a student has been absent for a total of 10 hours during a four week period of instruction, the student will be counseled and placed on probation. **(one class day)**

2. When a student has missed in excess of 20 hours within the four week period of instruction, he/she will be terminated. **(two class days)**
3. A student is considered tardy if not in the classroom at the designated time for class to start, or if he/she leaves class before the designated time. The hours missed due to tardiness or leaving early, will be included in the accumulation of hours toward termination (see item 2).

Exceptions

1. Excused absences are granted in cases of illness, which includes a doctor's statement or death in the immediate family only. Absence that is not validated with a legitimate reason will be considered as an unexcused absence.
2. In individual cases of extenuating circumstances, the School Program Director **may** make exceptions to suspension due to absences. Such exceptions should be fully documented.

All absentee sheets will be maintained by MEDA, pursuant to accreditation or licensing requirements.

Interruption of Training:

The student has up to one year in which to complete the program. The training sessions are held on a year round basis. Emergency interruptions will be reviewed by the school's staff. The student will be entitled to make up the hours at school's discretion. The dates of the make up hours will be determined by the school Program Director.

Completion Requirements:

Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements and by passing the required licensure exams before completion of training. Graduates will, at this time, be considered for “entry-level” employment in their chosen occupation.

A certificate of completion may be awarded to each student, of MEDA, who demonstrates satisfactory proficiency in the complete course of study.

Twenty units of truck driving are covered in this training program. The units range from pre-trip inspection, to on-the-road driving, different types of backing maneuvers and passing the Commercial Drivers License (CDL) exam; both written and skills portion.

The course involves one month of intensive training including 80 hours of classroom study and 120 hours of skill training. The classroom work involves study of D.O.T. safety regulations relating to the trucking industry and other various items essential to this industry.

The skill training hours are spent driving and maneuvering modern, up-to-date equipment of the type used by the trucking industry. Experience is gained in driving these vehicles in varying types of traffic and road conditions.

Passing the course will require achievements normally acceptable to the industry for truck drivers. Failure in any area of training will result in the withholding of a student's certificate. In order to receive a certificate your final grade point average must be a 77 or higher.

All students must obtain a CDL permit before receiving road training. This is accomplished by passing all three written tests at a driver's license testing center, at the end of the first week of training. This includes General Knowledge, Air Brakes and Combination.

Before a student graduates, he or she must successfully pass the skills portion of the CDL test before receiving a certificate. This includes a pre-trip inspection, obstacle course backing exercises, and road test with a licensed examiner for the State of Tennessee.

Graduation Requirements:

Students must complete the required 200 hour course of study within the timeframe provided in their enrollment contract and must have a GPA of 77% or above. Students must complete all tests, assignments and all practical applications missed as a result of tardiness or absence.

Upon completion of the program students will receive an MEDA Certificate, an Entry-Level Driver Training Certificate and the paperwork necessary to have the CDL permit converted to a Class A CDL at a Tennessee Drivers License Center.

Termination Policy:

Students may be terminated for any of the following reasons.

1. Bringing and displaying weapons of any kind on campus
2. Using or selling any illegal drugs on campus
3. Using or bringing alcoholic beverages on campus
4. Fighting or causing harm to any student, employee, or visitor of MEDA
5. Failure to obtain CDL Class A permit by the end of the first week of training.

The school will make every effort to avoid dismissal of a student. However, unauthorized absences, tardiness, failure to comply with curriculum requirements, lack of cooperation, use of alcohol or narcotics, or gambling at

the academy facilities constitute some of the grounds for dismissal and a student would be terminated. Re-entry of a student after dismissal will be left to the discretion of the school Program Director.

Placement Services:

The placement of students in satisfactory employment is a primary objective of MEDA. Responsibility for placement of students is vested in the administrative, counseling, and instructional staff. The student must fully participate in the job seeking process. The school maintains close communications with employers, both in the local community and area-wide.

While students who continue in school until they complete their course of study are reasonably assured of employment, MEDA does not guarantee any student employment. Students, who graduate from MEDA, have a wide range of carriers to choose from, not only in the Jackson, Tennessee area, but nationwide. Recruiters from various companies may speak to the class and students will have the option of filling out applications for these carriers.

Transcripts will be made available to the student or to persons or agencies authorized upon request.

Placement rate evaluations will be utilized to monitor effectiveness and continuation of this program.

Since carriers are looking for safe, qualified drivers, MEDA encourages all students to fully apply themselves to become the safest drivers on the road.

Transferring Credits from MEDA:

Documentation and/or evidence of training or proficiency will be supplied by MEDA if student wishes to withdraw and go to another driving school. Please be advised that credit given is not automatic and is done on an individual basis. In addition, transfer of credit is controlled by the receiving institution and MEDA does not guarantee transferability.

Student Records:

Educational records are maintained on all students enrolled. These records are the property of the MEDA and are stored in the Student Services Department. The Student Services Department has the responsibility of maintenance and storage of all student records and may choose to make this a primary duty of other staff as necessary.

A transcript of training completed will be prepared and supplied to students upon request. All requests for transcripts must be with a Transcript Request Form signed by the student. The school will keep a permanent record of training. Any student with an encumbrance will **not** be allowed to receive transcripts or awards.

Any student who changes his/her name or address should notify the main office so that accurate records may be maintained.

NOTICE

The MEDA provides the opportunity for students to increase their knowledge by providing training through faculty who, in the opinion of MEDA, are trained and qualified for teaching at the post-secondary level. However, the acquisition of the knowledge by any student is contingent upon the student's desire to learn and his/her application of appropriate study techniques to this program. As a result, MEDA does not warrant or represent that any student who completes this program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete a specific examination for this course, or license.

Receipt

I hereby acknowledge receipt of a copy of the Milan Express Driving Academy Catalog. I agree to familiarize myself with these regulations and comply with their provisions at all times.

(Student's Signature)

(Date)

(Company Representative)

Instruction: This receipt is to be read and signed by the student. It should then be countersigned by school personnel. This will become a part of the student's permanent file.

