



Training Course Catalog

Academic Year 2022-2023

OUR COMPANY

At TransTech, we understand what unifies us and makes us unique in our industry. A clear mission and meaningful values guide our strategic business decisions, strengthen our brand, and enable us to provide professional CDL instruction to qualified persons for the transportation industry.

Our Mission Statement

TransTech enables professional commercial vehicle training for qualified persons while exceeding industry requirements, challenging the minds of our students, and maintaining focus on providing a path of success for those seeking a career in the transportation industry through a constant focus on agility, innovation, and integrity.

Our Core Values



TransTech operates with **INTEGRITY** to deliver strategic growth opportunities for our business partners and students, value to our owners, and thriving, collaborative culture for our diverse employees.

We believe that making the ethical decision under challenging circumstances demonstrates respect for our company, business partners, and people. As a result, we work diligently to maintain honest, fair business practices.



Through **AGILITY**, TransTech helps our business/education partners solve business challenges, and our students attain success in the transportation industry while adapting to change quickly.

TransTech understands that the market evolves in very fluid, dynamic ways. To succeed in such an environment, we help our students adapt to changing trends, market demands, and new technologies, focusing on speed, accuracy, and diligence at every turn.



TransTech drives **INNOVATION** in instructional methodologies with high-performance, high-quality technologies to enhance the learning experience for our students and better employable solutions for our business partners.

The best and brightest ideas that help TransTech and our students achieve and sustain long-term success often arise from a thoughtful, original perspective. We innovate to maintain a competitive advantage.

TransTech Code of Ethics:

TransTech has adopted a Code of Ethics (the 'Code') outlining our core values and staff expectations. As a TransTech business partner, client, or student, you are expected to support each TransTech employee by complying with the ethical standards outlined in these guidelines.

Every day, we make decisions at TransTech that are critical to our success. Common sense and good judgment will help us make the right choice in most situations. When the choice is not clear cut, our Code of Ethics is a practical reference that will help us make the right decision, even if it is not easy.

Our mission and values make it clear that TransTech is committed to integrity and the highest ethical standards. Our Code provides a framework to make sure our decisions reflect and promote the principles at the core of our business. These principles guide us in everything we do and remind us to set a good example for ourselves and others.

Our reputation for integrity is a valued asset. Each of us has a personal responsibility to help keep this reputation secure through fair, honest, and ethical conduct in all our business activities. It all circles back to making choices you and your family can be proud of. It's not just a program or an initiative. It's woven into our company's culture. Do the right thing. Treat everyone with high respect and regard.

Our Responsibilities under the Code:

- Be familiar with and comply with the Code, our corporate policies, and the laws and specific guidelines that apply to your job.
- Act professionally, honestly, and ethically in your work on behalf of TransTech.
- Ask for help when you have questions or concerns about ethics or compliance or are unsure what you should do in a specific situation.
- Be alert for situations that could lead to a Code violation and promptly report actual or suspected misconduct to your supervisor or manager or contact TransTech's Ethics Compliance Officer.
- Serve as a role model, encouraging ethical conduct by example.
- Help your team comply with the Code and our policies, guiding the Code and the company's expectations.
- Promote an open work environment where employees are comfortable raising questions and concerns without fear of retaliation.
- Ask questions you have or receive about the Code with your managers or the appropriate business leaders, report any possible violations of laws or the Code to the right person(s).
- Following the Code is not optional.
 - Suppose you violate the Code or any other policy or procedure. In that case, you could be subject to the full range of disciplinary actions, including dismissal and, in some cases, civil or criminal penalties.

Making Ethical Decisions – Thinking it through ...

- Check to see if you have the facts to understand the issue(s).
- Think about the options and the possible consequences, and ask yourself ...
 - Do I have the authority to make a decision?
 - Should I consult with others who might be affected before I act?
 - Would the action violate any law or regulation?
 - Is it appropriate, honest, and consistent with TransTech values?
 - Would it damage the company's reputation?
 - Would I be comfortable telling my boss about my decision or action?
 - How would I feel if I saw a report about my activities in the news or on the internet?
 - How would I feel if my family knew about the situation and what I chose to do?

TransTech Code of Ethics

The Code and these guidelines are founded and aligned with our Core Values. TransTech has a responsibility to ...

Our Clients and Students

- They are the reason we exist. We are passionately focused on customer value and must deliver premier training services at a fair price.
- We are committed to providing an engaging learning environment that includes the safety of everyone as an essential component. Our CDL Instructors, along with clients and students, are encouraged to help identify and control risk areas.

Our Staff

- TransTech staffs are the foundation and source of our success. We are dedicated to our employees' dignity, value, and employment security.
- Business partners, clients, and students should not place TransTech staff in situations that could result in a conflict of interest or other unethical behavior.

Our Stakeholders

- Our stakeholders count on us to provide accurate information about our business and make responsible business decisions based on reliable records. Each business partner, supplier, and client ensure all documents supplied to TransTech are accurate and complete.
- TransTech assets should only be used to conduct TransTech related business for purposes authorized by leadership. TransTech's computers, network, and other information resources may only be used in a manner that complies with TransTech's policies.

Our Community

- We are responsible to the communities in which we live and work.
- We strive to be a responsible citizen in our communities and encourage TransTech suppliers, clients, and business partners to adhere to the same standards.

Reporting a Violation

- Failure to report a violation of these guidelines can be viewed as condoning the breach. Therefore, reporting all violations is extremely important. To report a violation, contact the TransTech Ethics Compliance Officer at 1-828-464-8001. Calls will be handled confidentially.

Student Rights, Responsibilities and Expectations:

TransTech's mission is that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our transportation community and greater society. It is also part of our mission to provide a positive, harmonious learning environment where everyone is equal and is encouraged by all to perform their best in the classroom and during the specific driver training exercises.

The Student Rights, Responsibilities and Expectations help reinforce TransTech's mission and our Core Values for the services provided to our students. They express the importance of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, instructors, and site staff.

We believe that for every right, there is a responsibility and expectation. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following:

Rights	Responsibilities and Expectations
<ul style="list-style-type: none">• Students have the right to a safe environment free from intimidation, sexual harassment, and assault.• Students have the right to a productive learning environment.• Students have the right to a clean and safe learning environment, restrooms, and break areas.• Students have the right to expect Instructors and site staff to help them learn and be successful.• Students have the right to actively participate in a problem-solving process to facilitate understanding and retention of subject matter.• Students have the right to engage in respectful speech that expresses their thoughts and learnings as long as it is not disruptive to the education of others.• Students have the right to remain anonymous when reporting a violation of TransTech policies.• Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.	<ul style="list-style-type: none">• Students are responsible for their behavior and adhere to TransTech policies, practices, and procedures.• Students are responsible for respecting the property of other people and TransTech property.• Students are responsible for attending class and being ON TIME each day.• Students are expected to exhibit courteous, cooperative, and responsible conduct that displays regard for the safety and welfare of others, including students, instructional staff, and site operational/business staff.• Students are responsible for being prepared for class, whether in the classroom, on the training range, or during the road training exercises.• Students are responsible for informing Instructors of behavior that may be harmful to an individual or themselves.• Students are expected to make a determined effort to learn.• Students are expected to follow the instructions of CDL Instructors and other site staff.• Students are expected to dress appropriately for class in ways that will not disrupt the learning environment or cause safety or health problems (no open-toed shoes).

Vision Statement

To be regarded as an element of the trucking industry and renowned as the premier truck driver training institution among our Nation's leading carriers.

TransTech, Inc. provides truck driver training for individuals who wish to obtain their Class A or Class B commercial driver's license. The standard course of study is offered, which adheres to the requirements and specifications set forth by the Department of Transportation and the North Carolina Division of Motor Vehicles. TransTech, Inc. is highly respected among our Nation's carriers - both locally and nationally. As a result, we allow our graduating students to gain employment in our Nation's top trucking companies.

All operated locations provide the highest truck driving training with the most qualified professional Instructors. All testing required by our students is completed on-site (excluding CDL permit examinations), which expedites each student's academic and training experience. Furthermore,

TransTech, Inc. provides a professional, yet challenging staff dedicated to job placement for each of our students to the dozens of carriers that recognize and highly regard our curriculum. TransTech, Inc. prides itself on a nearly 98% graduation rate, with identical numbers obtaining employment immediately following graduation from our schools.

In addition to our exceptional truck driver training program, TransTech, Inc. is fully licensed by the state of North Carolina in providing third-party testing to individuals who currently operate under a valid CDL permit and wish to obtain a full commercial driver's license.

Our Nation's business depends on capable truck drivers to transport goods throughout the country. TransTech, Inc. can prepare you for a rewarding career as a tractor-trailer driver. You could be "on the road" to success through our commercial license training in just a few weeks.

The professionals at TransTech, Inc. provide classroom, field, and behind-the-wheel training, enabling students to gain knowledge, confidence, and experience. Day, evening, and weekend classes are offered, and both full and part-time students are welcome.

Financial assistance is available for qualified applicants, and job placement services are provided to successful graduates. TransTech, Inc. is privileged to document a stellar graduation rate, with nearly 98% of students gaining employment within thirty days after graduation.

The trucking industry is continually searching for qualified drivers to keep the wheels of business moving. So, whether your dream is to own your rig or to drive for someone else, the people at TransTech, Inc. can start you on the right path to achieving your goal.

American with Disabilities Act Statement

TransTech is committed to developing and providing CDL training programs accessible to our clients utilizing diverse methods, either through technology or hands-on experiential training. Our goal is to provide our clients the opportunity to be engaged in the learning process through various delivery mediums, whether it be through digital content, classroom instruction, hands-on training, or a combination of learning activities.

Regardless, if you live with a disability, TransTech is committed to removing barriers and opening doors for those to learn who live with disabilities. Bottom line, it is imperative for those who have the desire, are committed, and meet the requirements of the Department of Transportation, to have access to the learning solutions that prioritize inclusion and acceptance. If this applies to you, contact TransTech at 828-464-8001, and we will share available options of learning with you.

Our Leadership Team

Eric Wright – Sr. Director, Business Development & Operations – ericwright@trans-tech.net

Landon Elks – Director of Operations – landon@trans-tech.net

David Hartsoe – Director of Human Resources, Marketing and Environment – davidhartsoe@trans-tech.net

Zena Gooch – Manager, Customer Experience (Partnership Accounts) – zena@trans-tech.net

David Slaughter – Director, Quality Assurance & Fleet Services – david@trans-tech.net

Jennifer Eversole – Manager, International Development & Logistics – jennifer@trans-tech.net

Our Training Locations



TransTech, Inc. – Corporate
1257 W. US Hwy 70
Newton, NC 28658
(828) 464-8001



TransTech - Hickory
2550 us Hwy 70 SE
Hickory, NC 28602
Partner – Catawba Valley Community College



TransTech, Inc. – Newton
1261 W. US Hwy 70
Newton, NC 28658
(828) 464-8001 – T



TransTech, Inc. - Greensboro
1235 S. Eugene Street
Greensboro, NC 27406
(828) 395-2411 (T)
Partner – Goodwill Industries of the Triad



TransTech, Inc. – Asheville
 5077 Hendersonville Rd.
 Fletcher, NC 28732
 (828) 483-6666
 Partner - Goodwill Industries of NW NC



TransTech, Inc. - Ahoskie
 109 Community College Road
 Ahoskie, NC 27910
 (252) 862 - 1307
 Partner – Roanoke Chowan Community College



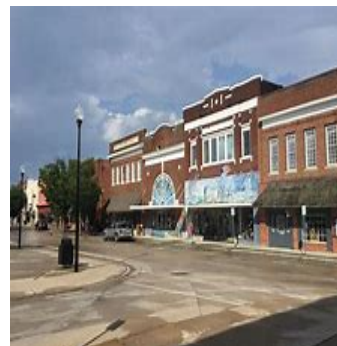
TransTech, Inc. – Charlotte
 4424 Wilkinson Blvd.
 Charlotte, NC 28208
 (704) 597-9550



TransTech, Inc. - Greenville
 3107 S. Memorial Drive
 Greenville, NC
 (252) 493-7625
 Partner – Pitt Community College



TransTech, Inc. – Winston Salem
 2701 University Parkway
 Winston-Salem, NC 27127
 (336) 682-5997
 Partner – Goodwill Industries of NW NC



TransTech, Inc. - Roxboro
 1715 College Drive
 Roxboro, NC 27573
 (336) 322-2231
 Partner – Piedmont Community College



TransTech – Gastonia
3051 Aberdeen Blvd.
Gastonia, NC 28054



TransTech - Asheville
340 Victoria Road
Asheville, NC 28801
Partner – AB Technical Community College

Administrative/Training Staff Qualifications

Administrative Codes for Truck Driver Training Schools and Instructors dictates hiring policy for all CDL Instructors within the state of North Carolina. Refer to **19A NCAC 03J, Section .0500, including subsections (a), (b) and (c) – Requirements and Applications for Driver Training Instructor** for personnel employment qualifications.

CDL Training Class Schedules:

Full-Time Class Schedule:

4 Weeks, Monday – Thursday 7:00 AM to 5:30 PM
Classes Begin Every Monday
(Students must complete 56-hours of distance learning and arrive at training with a CDL permit.)

Part-Time Class Schedule(s):

10 Weeks, Saturday – Sunday 8:00 AM to 5:00 PM
Classes Begin Per Enrollment Needs
(Students must complete 56-hours of distance learning and arrive at training with a CDL permit.)

10 Weeks, Monday – Friday 6:00 PM – 10:00 PM
Classes Begin Per Enrollment Needs
(Students must complete 56-hours of distance learning and arrive at training with a CDL permit.)

TransTech, Inc., observes the following holidays, in which business and instruction will be suspended:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

TransTech, Inc. also reserves the right to close in observance of other vital days not mentioned previously.

Prerequisite / Previous Education and Credit

TransTech, Inc. does not require the submission of any previous education and training prior to enrollment.

TransTech, Inc., per Administrative Codes for Truck Driver Training Schools and Instructors is not able to allow for the transfer of previous training/credits from another truck driver training institution – either public or private.

Tuition and Fees:

All TransTech Training Locations

Tuition and Fees Includes the following: <ul style="list-style-type: none">• All Course Materials• DOT Physical• DOT Pre-employment Urine Drug Screen• CDL Skills Examination	\$3,625.00
Not Included CDL Class A Permit (<i>Paid directly to NC DMV</i>)	\$64.75
Not Included CDL Class A License (<i>Paid directly to NC DMV</i>)	\$107.50
TOTAL APPLICABLE FEES	\$3,797.25

Permit and License fees are not included in the tuition cost, and prices may vary per student's state of residency.

Employability/Entrance Requirements:

Before any student can be officially enrolled, additional information will need to be obtained to determine their ability to receive employment after graduation. The required information includes:

Motor Vehicle Report:

MVRs are not included in the tuition price. However, students are strongly encouraged to know any infractions or accidents that may appear on their driving record. Students may acquire a copy of their MVR via NCDMV or our offices.

Criminal Background:

Currently, TransTech, Inc., is unable to provide a copy of a student's criminal background; however, each student is strongly encouraged to obtain such documentation on their own if they have ever been arrested, charged, or convicted of any criminal offense (including any misdemeanors or DUI's). Criminal background checks can be obtained in a student's county of residence.

Work/Employment History:

TransTech, Inc., requests complete records of employment and unemployment for the last three years to include names, addresses, phone numbers, and dates of employment. Trucking companies may require an employment history of up to 10 years; to cover any unemployment gaps.

Department of Transportation Physical & Drug Screen:

TransTech, Inc., (per DOT regulations) requires all students to complete both a DOT physical and drug screen successfully. Students are allowed to obtain these requirements on their own; however, students are encouraged to ensure that the physical and drug screen that they complete is DOT approved and that a medical examiner's certificate is issued after completing the material.

Any student that completes this prerequisite on their own will be required to provide TransTech, Inc., with both the original physical long-form and a copy of their medical examiner's certificate (medical card). In addition to completing a DOT physical, a DOT (5 panels) drug screen showing a **NEGATIVE RESULT** must be completed by each student.

A DOT drug screen completed more than 30 days before a student's enrollment will not be accepted. For those individuals who so desire, TransTech, Inc., will conduct, via a third-party agency, both a student's DOT physical and drug screen for a charge of \$125.00.

Course Only Outline (On-Site Instruction):

The following should give the prospective student an idea of what to expect on a day-to-day basis.

Week 1	
Day 1	Orientation, Summary of Hours and Logbooks, Whistleblower
Day 2	Safety, Emergency and Defensive Driving, Accident Reporting
Day 3	Airbrakes, Combinations, Double and Triples
Day 4	Map Reading, Trip Planning, Bill of Lading, Tankers and HazMat
Day 5	General Knowledge, Review for CDL Permit Examination
Week 2	
Day 6	Pre-Trip Inspection, Field Lab – Straight-line Backing
Day 7	Pre-Trip Inspection, Field Lab – Offset Backing
Day 8	Pre-Trip Inspection, Field Lab – Offset Backing
Day 9	Pre-Trip Inspection, Field Lab – 90 Degree/Alley Backing
Day 10	Pre-Trip Inspection, Field Lab – 90 Degree/Alley Backing
Week 3	
Day 11	Pre-Trip Inspection, Behind-the-Wheel Training
Day 12	Pre-Trip Inspection, Behind-the-Wheel Training
Day 13	Pre-Trip Inspection, Behind-the-Wheel Training
Day 14	Pre-Trip Inspection, Behind-the-Wheel Training
Day 15	Pre-Trip Inspection, Behind-the-Wheel Training
Week 4	
Day 16	Pre-Trip Inspection, Behind-the-Wheel Training (3 hours of Night Driving)
Day 17	Pre-Trip Inspection, Behind-the-Wheel Training
Day 18	Pre-Trip Inspection, Behind-the-Wheel Training
Day 19	CDL Testing: Pre-Trip Inspection, Backing, and Behind-the-Wheel
Day 20	Graduation – Certificate of Completion and CDL License Received

A full day of classroom training is devoted to safety and defensive driving techniques. Also, safety awareness is promoted and emphasized throughout all three phases of the course.

Daily Progress Reports and Academic Records are kept on all enrolled students. Upon completing the course, TransTech, Inc. licensed CDL Examiners will conduct the final licensing test at each designated testing location.

Grades:

Excellent (E)	4.0 - 3.8	100% - 96%
Good (G)	3.7 – 3.4	95% - 89%
Satisfactory (S)	3.3 – 3.0	88% - 80%
Unsatisfactory (U) *	2.9 – 2.8	79% - 76%
Failing (F) *	2.8	Below 75%

**** Non-Passing Grade***

TransTech, Inc. will continue to provide training to those individuals who require such, if the enrolled student continues to report to instruction and is in good academic standing.

Attendance/Tardiness/Leave of Absence:***Attendance:***

Students are expected to attend each day of the course. Failure to do so may delay the completion of the program. If a student must be absent, the administration must be notified as soon as possible. If the student fails to report, it will be considered an unexcused absence. More than three (3) unexcused absences may be ground for dismissal.

Tardiness:

Students are required to be on time for training each day. If a student must be late, they should contact the administration as soon as possible. Three (3) unexcused delay instances may be considered an unexcused absence.

Leave of Absence:

If a problem should develop requiring a student to be absent for an extended period, the administrator may grant a Leave of Absence. Should the Leave of Absence exceed 60 days, the administration will determine if a drop/restart is required.

Enrollment Re-entry:

A student terminated from instruction will be considered re-entry after 90 days. Suppose a student wishes to be readmitted into training. In that case, the student will be required to provide TransTech, Inc., a written request to be re-enrolled into practice – indicating that they have enough ability and potential to warrant such a claim.

After receiving the student's written request, TransTech, Inc., will review the student's application for re-entry and provide the student a letter of determination outlining the following: contract for readmission specifying hours of pursuit and notification that the student will be on probation for 60 days.

Should the student not adhere to the probation standard of progress during the 60-day probationary period, the student will be terminated from instruction, and will not receive future consideration for re-entry.

Cancellations/Refunds:

Withdrawal from the program must be made in writing to TransTech, Inc., and signed by the applicant/student. Refunds will be pro-rated based on actual days attended by the student (any portion of a day attended shall be considered a full day). Any fees paid to third parties by the program (i.e., physical exam, drug screen, driving record, etc.) shall be deducted from the refund due.

Refunds will be issued by check and should be received 21 days after submitting the cancellation notice by the applicant/student.

Also, refer to **19A NCAC 03J .0605 Cancellation and Refund Procedures and Cooling-Off Rights of the Administrative Codes for Truck Driver Training Schools and Instructors** for further information.

Student Requirements:

Refer to **19A NCAC 03J Section .0307 – Student Requirements** of the *Administrative Codes for Truck Driver Training Schools and Instructors* for training entrance requirements.

Program Outline:

Refer to **Course Outline** on Page 4 of Catalog and, **19A NCAC 03J .0306 – Course Instruction** of the *Administrative Codes for Truck Driver Training Schools and Instructors* for further information regarding training course outline requirements.

Job Placement Assistance:

TransTech, Inc., schools have worked with hundreds of motor carriers for the last 20 years. Our partner carriers have come to know that TransTech, Inc., schools graduate only those students who demonstrate the necessary skills to be successful tractor-trailer drivers. Under no circumstances will TransTech, Inc., graduate any student until they have attained full proficiency in the skills required of a truck driver.

The occupation of a truck driver has been recognized for years as one of the top five job categories in the United States regarding demand. The U.S. Department of Labor, Bureau of Labor Statistics' Occupational Outlook Handbook states, "opportunities should be favorable for persons interested in truck driving. This occupation has among the largest number of job openings each year with a 25 to 30 percent increase annually until 2030."

The school's job placement assistance program works with each student individually and attempts to guide them to the carriers whose mode of operation may best suit their desires and lifestyle. The placement program works with each student to complete job applications and improve interview skills.

Many motor carriers provide employment applications to the School's Placement Office. Our partner carrier representatives regularly visit the school to recruit future drivers for their company; this allows students to learn first-hand about pay, benefits, and type of operations available. As a result of our exceptional placement services, an overwhelming majority of our students have several opportunities to choose from upon graduation.

The school's staff reviews each application after the student has completed the program to ensure it is accurate and complete. The application is then forwarded to the carrier to assist the hired students even before graduation. The school's most recent placement survey showed that 96% of graduates available for placement were employed within 30 days of graduation. Graduates' average pay range for the first year of employment is \$52,000 to \$78,000.

Physical Facility Requirements:

Refer to **Section .0300 – School Location: Physical Facilities: And Courses of Instruction** of the *Administrative Codes for Truck Driver Training Schools and Instructors* for location and facility requirements.

Vehicle Equipment Requirements:

Refer to **19A NCAC 03J Section .0401 – Vehicle Equipment** of the *Administrative Codes for Truck Driver Training Schools and Instructors* for vehicle equipment requirements.