

**FFE Driver Academy**  
**Entry Level Student (effective: 8-1-11)**

Enclosed, you will find the school packet – the following information will show the necessary steps to be taken in order to get approved for truck driving school.

1) **Requirements:**

- a) MUST be 23 years of age or older (*effective 8-15-11*)
- b) Non-Texas residents must bring non laminated, certified copy of Birth Certificate (with raised seal), original, non-laminated social security card, and Driver's License (name must match on all documents)
- c) Copy of High school diploma or GED (NO EXCEPTIONS) (*effective 8-15-11*)
- d) Must have a valid 3 year driving record
  - No more than a 3 month suspension
  - No more than 1 preventable accident or 2 moving violations / or a combination of 1 preventable accident and 1 moving violation
  - No reckless or careless driving charge
- e) No convictions regarding sexual acts or drugs (with intent to sell or distribute.)
- f) No alcohol related convictions within the past 5 years. No more than one charge in lifetime.
- g) No positive drug or alcohol test.
- h) Able to pass DOT physical examination and drug screen
- i) Able to provide verifiable 3 year work history.
  - Proof of unemployment
  - If self-employed, must provide proof.
  - Military service must be documented with a copy of DD214
  - If a company is closed, must have W2, check stub, etc.

Must provide month/year of employment, along with location and phone #s

2) **Out of pocket money:**

- a) \$20.00 for cab fare from bus station to hotel (*effective 8-1-11*)
- b) \$70.00 for CDL cash or money order only – DPS will not accept debit, credit cards, or out of state checks.
- c) Money for food: You will need enough money for food and necessities until your 1<sup>st</sup> paycheck. The school will have vending machines in the dorm that will have sandwiches, TV dinners, etc. There will also be a shuttle available for you to go to Wal-mart to buy food. Also, there will be a Catering truck that will come out to the yard 3 times a day - you will have to have cash to purchase food off the truck. *The student is responsible for 100% of the cost of their food and necessities.*

3) **Housing:**

- a) Housing – is at Country Inn and Suites and On-site
- b) Rooms – Most rooms are set up as single rooms, there are a few larger rooms that house up to 3 per room.
- c) Kitchen - There is no stove/oven, but there are refrigerators, microwaves, and vending machines.
- d) Showers – There are separate men and women shower rooms
- e) Laundry – There are 2 washing machines and 2 dryers (Machines are Free, detergent available for purchase)
- f) Computer room – There is a room that will have about 6 computers for the students to use for lessons, studying, etc.
- g) Wi-Fi – Yes, they can bring their computers and have wireless internet access
- h) Common Area – The common area has refrigerator, microwaves, vending machines, washer and dryer, round tables with chairs and big screen TV.

- 4) **Enrollment Agreements:**  
a) **Enrollment Agreement, Tuition Promissory Note:** This agreement will be signed by the students that live locally or that stay at the school in the dorms. It is a 12 month agreement. **\*ZERO PAYROLL DEDUCTION!!!**
- 5) **Length of School:**  
a) 18 days, or 2 weeks and 4 days (Each class will start on Monday)  
b) 66 hours-Classroom; 44 hours 15 minutes-Range; 29 hours 45 minutes-Street/Road
- 6) **Orientation:**  
a) Day 17 on the training schedule, drivers will start "Company Orientation" at the school.  
b) Day 18 students will complete orientation at about 3pm and will be shuttled to the Lancaster terminal to be assigned to a trainer's truck.
- 7) **Requirements for Graduation:**  
a) Attend and complete all scheduled course hours  
b) Obtain a TX Class-A CDL permit, no later than Day 4  
c) Maintain a minimum score of 80% GPA in both academics and skills  
d) Maintain Satisfactory attendance  
e) Obtain Class-A CDL license, no later than Day 16  
f) Complete all of the above items in 18-days
- 8) **Equipment:**  
a) 2007 Freightliners Conventional 10 speed Tractors  
b) Great Dane Dry Van Sliding Tandem 53' Trailer  
c) Wabash Reefer Sliding Tandem 53' Trailer
- 9) **Application Process:**  
a) Student Applications will be required to be 100% complete and approved for hire with FFE prior to attending class.  
b) Classes will start every Monday  
c) If traveling by bus, students will be going to the Downtown Fort Worth, TX bus stop and will be responsible for calling the cab company to get a ride to the hotel. Please be sure to get a receipt. You will be reimbursed on your 1<sup>st</sup> paycheck. You will **NOT** be reimbursed if you do not get a receipt. If you are commuting, please go straight to the hotel. All new students will be staying at the Country Inn and Suites, 2200 Mercado Dr, Ft. Worth, TX, 76102 – 817-831-9200. Yellow Cab: 214-426-6262 or 817-534-5555

#### **Student Pay**

All trainees will be paid \$455 per week while on the truck with a trainer once you are an FFE employee. You will be out with a trainer for 6 weeks.

Rate of Pay after upgrade to a solo driver: .29cpm - for the first 6 months, .30cpm - 6-12months, .31cpm – at 1 year

#### **Warning!**

If the student driver arrives without the proper documentation, as instructed by this document, it negatively impacts his/her ability, in a significant way, to complete the graduation requirements. Due to time restraints, attendance requirements, transportation issues, etc the student driver is "on their own" to acquire the required documentation.

#### **Important Points of Emphasis:**

- Social Security Card CAN NOT be laminated
- Birth Certificate has to be a certified copy of the courts (not a hospital copy) with a RAISED SEAL, and is needed if not a TX resident or does not hold a current TX license
- Copy of HS Diploma, GED, or transcripts equivalent
- The Academy does not provide transportation to and from the government offices that you may need to acquire the documents from.

# ENTRY LEVEL SCHOOL STUDENT (No CDL)

FFE Driver Academy, Inc.  
1801 Mony St. Fort Worth, TX 76102  
Office: 214-819-5700

Time in school & orientation- 18 days/140 hour certification (starts every Monday)

Time in school/orientation is non-paid

Time in OTR training- 6 weeks @ \$455.00 per week

Solo pay after training- Upgrade to 180 days= .29 cpm, 181 – 365 days= .30 cpm, at 366 days= .31 cpm

Tuition- \$3,900.00

- Tuition is waived with 1-year commitment
- ZERO payroll deduction as long as they drive for FFE for 1-year
- Guaranteed job placement

**\*\*\*ANNOUNCEMENT\*\*\* Full school students WILL NEED a High School Diploma / GED or transcript!**

- 1- Current drivers license, which is surrendered at the DPS office when they take their written exam.
- 2- Birth Certificate with raised state seal. This is for non-Texas residents only. If they reside in Texas, they do not need to bring a birth certificate. If they do not have a birth certificate with a raised seal, see pages 2-4 of this document. The information on pages 2-4 is directly from the TX DPS website regarding identification requirement alternatives. They may also call the Fort Worth, TX DPS Office with document questions at: 817-238-9197. THIS REQUIREMENT IS NON-NEGOTIABLE. If they don't have the correct documentation, they cannot test at DPS on day 3 and they may risk being disqualified.
- 3- **\$70.00 total for Permit and CDL fees**. The DPS office DOES NOT accept debit/credit cards or out of state checks. We will not pay this fee for the student and we will not roll the amount into their tuition. If they do not have the correct funds for DPS on day 3, they may risk being disqualified.
- 4- **\$20.00** for cab fare from bus station to the Country Inn & Suites hotel (there is no shuttle)
- 5- Original, non-laminated Social Security Card. The name on the Social Security card MUST match name on their photo identification.
- 6- Permanent Immigration and Naturalization Service resident or work status, if they are not a US citizen.
- 7- **Enough money for food and necessities until their 1<sup>st</sup> paycheck**. We do not provide any meals to the students and we do not give students any money for food. We have vending machines, a mobile food service truck that comes 3 times a day and a shuttle that goes to Wal-Mart twice a week.
- 8- Voided check if they want their paycheck direct deposited upon hire.
- 9- Bedding and pillow (twin sheets and blanket or a sleeping bag)
- 10- Enough clothing for at least one week; weather specific.
- 11- Toiletries: Towel, soap, shampoo, deodorant, toothbrush, tooth paste, razor, sunscreen, laundry detergent, etc. We provide washers & dryers, free of charge.
- 12- CDL Manual, Pens, notepad, Alarm Clock, Sun Glasses
- 13- All new students will be housed at Country Inn & Suites Hotel. 2200 Mercado Dr, Ft. Worth TX 76102, 817-831-9200
- 14- Go to a drug store or super market that provides a free blood pressure test and check your blood pressure. If your blood pressure is above 140/90 you will need to see a doctor prior to coming to school.
- 15- Go to your local Department of Motor Vehicle and pick up a CDL manual or go to the internet at the following address and print out a CDL manual:  
<http://www.txdps.state.tx.us/DriverLicense/documents/DL-7C.pdf> In order to pass the CDL permit test, it is necessary you read and study the necessary sections in this manual prior to arrival. **The sections you need to print out and study are sections 1 through 6, and sections 11 and 14. The best way to study for this permit test is to read the required sections several times.**