



STUDENT HANDBOOK

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We hope that the information included on the following pages will answer the questions you may have and provide information about our school that will enable you to a decision about perusing a trucking driving career.

GENERAL INFORMATION

Mission Statement

Our mission is to provide innovative and premium quality instruction and hands-on training, with emphasis placed on courteous driving habits, and defensive driving techniques which leads to the safest driving record possible, to students seeking a Commercial Driver License that will lead them to full-time employment in the trucking industry.

Non-Discriminatory Policy

SMTI does not discriminate on the basis of race, color, national origin, sex, handicap, religion, age, or martial status in educational programs and employment

School History

Smokey Mountain Trucking Institute was opened in May 2003 by Russell Singletary, Sr., as a sole proprietorship, with the objective of establishing a safe, secure classroom, skills range, and on-road program that meets and exceeds US DOT regulations for obtaining a Commercial Drivers License. With that purpose in mind, we opened our doors to our first class in May 2003.

Beginning with two instructors and four students, we were a private carrier training/consulting school. Our first students graduated in June 2003 and four students were placed with private carriers. In November 2003, we were authorized by the Tennessee Higher Education Commission as a post-secondary school and went from private sector training to being open to the public. We still offer private carrier training for students as our services are needed.

In June 2008, we received candidacy status by the Council on Occupational Education and are now in the process of becoming accredited through their organization. After our initial visit by a team of peers representing the Commission and receiving approval by the Commission for accreditation, our students will have the opportunity to apply for federal financial aid in the next two years.

Facility

Our facility is located in Sevier County in the Eastern corner of the State of Tennessee at 3173 Newport Highway, Sevierville, Tennessee 37876. We are housed in a 9000 square foot building where we currently occupy 3000 square feet. We are located on

10.5 acres of which we use 6.5 acres for training purposes for our students in their Range Instruction.

Facility Evacuation Plan

In case of fire or other emergency situations students should go to the nearest posted exit. All students and personnel should go to the asphalt parking in front of the school during an evacuation. A facility evacuation plan is posted at all exits and students should familiarize themselves with appropriate exits under emergency conditions.

Equipment

The equipment used to train the students includes four road-training tractor-trailers, and six range training tractor-trailers. We have 12 computers in our computer lab. All our computers are connected to the Internet and provide online practice for their CDL Exam. Two media players for cassette tape and DVD viewing of required material in our programs are available for student use in the media room.

Class A Commercial Drivers License Class Starts

New classes begin on Monday and Wednesday of each week or a perpetual class is available with classes starting daily, excluding all legal holidays. The school offers full-time classes which is a seventeen (17) day program. Classes are offered for 10.88 hours per day, seven (7) days per week, for seventeen (17) days. Part-time students can attend classes two days per week, usually on the weekend if they work Monday through Friday, until they have completed the seventeen (17) day program.

Small Truck Pick Up and Delivery Class Starts

The Small Truck Pick Up and Delivery Classes are offered as needed by businesses needing entry-level training for drivers. This program is 45 hours and new classes begin Monday and are completed on Friday, excluding all legal holidays. The classes are offered for 10 hours per day, for a total of five (5) days with one hour for lunch and breaks. Classes are in session every day except the dates listed in the Holidays below.

Classes are in session every day except the dates listed below.

Holidays

New Year's Day
December 24 through December 25
Monday following Easter Sunday
Memorial Day
July Fourth
Thanksgiving Day until Monday of the following week

Weather

The school will close if weather causes unsafe road conditions, making attending class to be a hazard to students and faculty. Example: Closed or limited road travel due to ice, flooding, etc.

Commercial Driver License Testing

You will take your Class A Commercial Drivers License Permit Test at the Department of Safety, Drivers License Division. Your final test for your actual Class A CDL license will be administered at our facility by one of our on-site Certified Tennessee Department of Safety Third Party Examiners.

When taking your Class A CDL permit test, the following is required to pass:

General Knowledge: Consists of 50 total questions, you are allowed to miss no more than 10.

Combination: Consists of 20 total questions, you are allowed to miss no more than 4.

Air Brakes: Consists of 25 total questions, you are allowed to miss no more than 5.

If you fail any sections of the test, you may return and retake that portion in seven days. During that seven day period, you will be allowed to spend time on the yard training in the pre-trip, straight line backing, 90 degree backing, and offset backing. One to Two hours each day preparing to retake your permit test is advised.

Haz-Mat and Doubles/Triples Endorsements Training is available at no additional charge.

POLICIES AND PROCEDURES

Room and Board

Room and board are the responsibility of the student, however; the school will help advise students about housing accommodations close to the school. We have a special arrangement with Family Inns of America.

Dress Code

Students are expected to maintain good personal hygiene, cleanliness and grooming. Fingernails, hair, mustaches and beards must be clean and neatly trimmed. No visible body piercing or offensive tattoos, and avoids heavy applications of perfume and aftershaves.

Clothing appropriate for the training will be worn during all instruction periods including classroom, range, and road instruction. (Examples of unacceptable clothing are:

muscle shirts, tank tops, tube tops, sundresses, and skirts. Open-toe shoes including flip-flops are not permitted.

SMTI reserves the right to request students to change attire, which is determined to be inappropriate, or which inhibits training. The instructors or director will address information regarding appropriate attire and personal hygiene.

Violation of the Dress Code will result in counseling by the Director or Assistant Director and a resolution agreed upon.

Cell Phone Use

Use of cell phone's are not permitted during training. Recommend that cell phones be left at home or in vehicle. Cell phones can be used only during breaks and lunch. Utilize the school's telephone number for emergencies.

Alcohol and Drug Use

The Drug Free Schools and Communities Act of 1989 requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

SMTI prohibits the manufacture, possession, use, or distribution of alcohol and illicit drugs by students and employees on school property, or when driving the trucks provided by the school for training.

Any violation of this policy will result in appropriate disciplinary actions, including expulsion of a student and termination of an employee. The DOT requires a random drug or alcohol screen test at any time. The cost of any drug or alcohol screen test performed is the responsibility of the school. A total of 10% of the class will be tested.

If the results proves positive for drugs or alcohol consumption, the student may be dismissed, referred to counseling sources or treatment programs. The student may be considered for readmission.

If it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Sexual Harassment

It is in violation of the policy of the school for any member of the school faculty and staff to harass a student though conduct or communication of a sexual nature or a student to harass another student, faculty or staff. Any person who alleges sexual harassment by anyone associated with SMTI should notify the Director immediately.

Grievance Policy

From time to time, differences in interpretation of school policies may arise among students, faculty, and administration. Usually a miscommunication or misunderstanding is

Smokey Mountain Trucking Institute

Student Grievance Form

Please respond to EACH of the following items (typing or printing clearly in ink)

1. Name _____

2. _____
Street Address City State Zip Code

3. Telephone Number () _____

4. Social Security Number _____

5. Date of Birth ____/____/____

6. What is the specific violation for which you are making this grievance?

7. What is the date when the alleged incident or violation first occurred? ____/____/____

8. Did you attempt to resolve the issue with the individual against whom the grievance is directed?

Yes () date of contact ____/____/____ No ()

9. Did you attempt to resolve the issue by contacting the appropriate supervisory personnel? (Assistant Director, Director)

Yes () Date of contact ____/____/____ No ()

10. Please provide a complete description of the alleged incident, including copies of any supporting and relevant documents, if applicable. Attach any additional pages necessary.

11. What specific redress or solution do you seek in making this grievance?

I hereby acknowledge that by signing this form, I am providing representatives of Smokey Mountain Trucking Institute authority to review and secure any and all of my student records in order to appropriately resolve this grievance.

Signature

____/____/____
Date

The original copy of this form must be submitted to the Director of this facility.

Office Use Only:

Date of Receipt: _____

Received by: _____

STUDENT CODE OF CONDUCT

1. No drug or alcohol use during the training program
2. Smoking or use of tobacco only in designated areas. Smoking is a privilege not a right. Dispose of cigarette butts.
3. Cursing, vulgar, abusive, loud talking, or discourteous behavior on the school premises, in the trucks, or neighboring businesses is not permitted.
4. Place all trash in a container, and clean up any mess you make: break room, outside areas, restrooms, classrooms, or while in truck.
5. No horseplay or reckless driving on school property.
6. Cell phones and pagers must be turned off during classroom, road, and field training. No headsets of any kind.
7. You must be on time – this applies to break and lunch also.
8. Pre-trip truck before starting.
9. Do not rev engine when starting.
10. Use first and reverse only on backing range.
11. Absolutely no helping another student. Only one person per truck on the field. Wait your turn at designated areas.
12. Clean your truck out at the end of day.
13. No fuel while backing, idle only.
14. Do not jump out of trucks, use 3-point stance.
15. Look around – know what is around you.
16. Use both mirrors.
17. If you knock cones over, you are responsible for picking them up.
18. At no time will a student use nicknames for another student or instructor. This will not be tolerated.
19. I understand a DOT Level 5 Drug Test is required, and must be negative. This drug test will be done before the first day of driving. If I am a weekend student, I will obtain my DOT drug test by the following Friday after I start class. I further understand I will be subject to random drug and alcohol testing while attending school.
20. No offensive clothing.
21. Offensive tattoos or piercing must be covered.
22. Closed in shoes only
23. You must notify front office personnel if you have to leave before the end of day.

Violation of student rules which result in disruption or interruption of classroom, skills area, or over the road will not be tolerated. Repeated or serious violations will result in student being dismissed from class. Be professional minded, reliable, and on time. Be honest and presentable. Start now to develop the self-respect, open mindedness, and determination found in all self-made success stories.

I have read and understand the Rules of Conduct.

STUDENT NAME

DATE

PERSONNEL POSITION AND EXPERIENCE

CPO Russell W. Singletary Sr. USN Ret., Owner
US Navy Safety/Security
US Navy B School Haz-Mat Control
US Navy Transportation Training/Logistics
Safety Director

Pauline Singletary, Director
Class A CDL
RDT Driver Safety Certificate
Landstar Haz-Mat Certificate
Education/Safety
St. Leo U. Ext. Program, Adult Ed Sigonella, Sicily
Instructor Classroom, Range and Road

Russell Singletary Jr., Associate Director
Class A CDL
Certified Tennessee Department of Safety Third Party Examiner
Instructor, Range and Road

Mike Morie
Class A CDL
Certified Tennessee Department of Safety Third Party Examiner
Instructor, Transport Training Group, Classroom, Range and Road

Melva Smith
Class A CDL
Instructor, Classroom and Range

Heath Wise
Class A CDL
Certified Tennessee Department of Safety Third Party Examiner
Instructor, Classroom, Range and Road

Scottie Wilson
Class A CDL
Instructor, Range and Road

Preston Gray
Class A CDL
Range Instructor

Bobby Jo Austin
Class A CDL
Instructor Range and Road

Sharon Singletary
Office Manager
Office Manager/ Gary Whaley Trucking, USA
Office Manager/Key West Resort Inn

Dawn Conner, Independent Contractor
Accounting/Bookkeeping
Quick Books Certified

FINANCIAL AID

TUITION AND FEES

Class A CDL Program

There is \$150 application fee that must be submitted with the application for admission to school and the student must pay for a US DOT Physical, DOT Level-5 Drug Test and Driver License fee. The student pays for all housing and food while attending school. The class fee for Costs for the Class A CDL program is \$4,000.00 which includes all study and lab materials. Registration Fee \$150.00. Students are subject to random drug and alcohol testing at no cost to the student.

\$4,300.00 is total cost Class A CDL. (Below is a cost breakdown).

Tuition is subject to change without notice.

Tuition and Fees for CDL

Tuition	\$4,000.00
DOT Physical	40.00
DOT Level 5 Drug Test	50.00
CDL Learners Permit	14.00
CDL License	46.00
Registration Fee	150.00
TOTAL COST	4,300.00

Small Truck Pick up and Delivery Program

The objectives are to train students to be safe entry-level drivers. The tuition for Small Truck Pick Up and Delivery is \$1500.00 which includes all study and lab materials. Registration Fee is \$50.00. (Student must obtain an F Endorsement before class).

Tuition is subject to change without notice.

Financial Assistance

There is limited financial assistance offered by SMTI. There are two scholarships, WIA, ABCCM Veterans Program.

At the present time, a student has four payment options and a possible scholarship awarded each month to students. The following are the options:

1. Cash
2. Personal check made out for the exact amount
3. Money order made out for the exact amount
4. Credit Card (if accepted)

5. Apply for one of the scholarships or state or federal assistance

There are two scholarships offered at SMTI. One is an \$800 scholarship offered to any student who has a safe driving record. The student has to apply for this scholarship and eight scholarships are awarded each month. The second scholarship is \$1000 offered by Russell Singletary, Sr. and ten scholarships are awarded to veterans or children of veterans each month. Scholarships are approved on a first come first basis.

Financial Aid Programs

SMTI has applied for accreditation with the Council on Occupational Education and has had a final candidacy visit on January 23, 2009. After the Council has reviewed the information gathered by this team, a vote will be cast to accredit the school or deny accreditation. Accreditation is expected on June 11, 2009

After the school receives accreditation from the Council, it will apply for Federal Funds which will give students an opportunity to apply for this financial aid. This Federal financial aid could be available to students in the fall of 2009.

Refund Policy

Tennessee Higher Education Commission mandates Smokey Mountain Trucking Institute's refund policy as stated below:

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on the behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00)
2. If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all the amounts paid or to be paid by or on the behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00).
3. If after expiration of the ten percent (10%) of the period of enrollment for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled or otherwise fails to attend classes, the refund shall equal twenty-five (25%) of all amounts paid or to be paid by or on the behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00).
4. If after expiration of twenty-five percent (25%) of the period of enrollment, for which he or she was charged, a student withdraws, drops out, is expelled or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition, fees, and other charges assessed by the institution.

PROGRAMS

Grading Policies

Students will be required to pass a written exam, a pre-trip exam, and a road test with 90% accuracy. The student is tested after forty (40) hours of classroom, 70 hours on the driving range, and 70 hour road training. Students must pass the written exam given by the school and pass the Class A CDL drivers written test at a Tennessee Drivers License Office to progress to the driving range. Students must pass all pre-trip exams, safety checks, and complete 70 hours of driving range time and 70 hours of on road driving which totals 185 hours. Student must then take a road test given by the Tennessee Drivers License Office or be tested by a Tennessee qualified Third Party CDL Examiner. Student will be given a progress report for every five (5) days of classroom time.

Grading System:

Student performance will be evaluated at regular intervals throughout the Class A Commercial Drivers License and Small Truck Pick Up and Delivery training programs. A comprehensive examination form of evaluation is required for each section of training. At the close of each class and upon completion of the course, the instructor will report the student's grade. The grading system is as follows;

90-100	A-Excellent	4.0 points
80-89	B-Good	3.0 points
70-79	C-Average	2.0 points
65-69	D-Below Average	1.0 points
Below 65	F-Failure	0.0 points

Students who are not progressing at an acceptable level will receive counseling, and an effort on the part of the school will be made to bring the student up to an acceptable performance level.

Class Times

Monday through Friday, classes begin at 8:00 am and end at 5:00 pm

Saturday and Sunday classes are available. Begin at 8:00 am and end at 5:00 pm. You are required to sign your name on the sign-up sheet located at the front office no later than Friday afternoon in order to attend classes on the weekends.

Lunchtime

Lunch is from 12:00pm until 12:30 pm everyday.

Breaks

Breaks are from 10:00am – 10:15am and 3:00p – 3:15pm.

Program: I A 185 Hour Class A Commercial Driver License Program

The course objectives are to train students to be safe drivers and pass a Tennessee Department of Safety Driver License exam. The class fee for Class A CDL program is \$4,000.00 which includes all study and lab materials. Additional Fees are \$150, 00 and Registration Fee \$150.00.

This program consist of 17 days of training for full-time students to complete the program and part-time students will have nine (9) weeks to complete the program. Monday through Friday or weekend classes are available.

New classes begin on Monday and Wednesday of each week for WIA students. A student can enter the program any day of the week.

Course Contents

Introduction	Federal, State and Local laws
General Knowledge	Driver Disqualifications
Driver Qualifications	Driving Safety
CDL Pre-trip Vehicle Inspection	Seven-Step Vehicle Inspection
Basic Control of Vehicle	Seeing and Communicating
Endorsements to a Tennessee CDL	Restriction Codes for Tennessee CDL
Controlling Speed	Stopping Distance
Managing Space	Road Hazards
Distracted and Aggressive Driving	Driving at Night
Driving in Fog	Driving in Winter
Driving in Hot Weather	Railroad Crossings
Driving Emergencies	Antilock Braking System
Accident Procedures	Fires
Fire Prevention	Class/Type of Fires
Class/Type of Fire Extinguishers	Alcohol, Other Drugs and Driving
Hazardous Materials Rules	Transporting Cargo Safely
Air Brakes	Combination Vehicles
Loading and Unloading	Pre-Trip Vehicle Inspection Test
Basic Vehicle Control Skills Tests	On-Road Driving
Hours of Service Sample Log Book	Driver Wellness

Program II A 45-Hour Small Truck Pick Up and Delivery Program

The course objectives are to train students to be safe entry level drivers. The class fee for Small Truck Pick up and Delivery is \$1500.00 which includes all study and lab materials. Registration Fee is \$50.00. Students must obtain an F Endorsement from the Department of Safety, Driver License Office before class. Total cost \$1,550.00

There are forty-five (45) hours of training time. A student attends class for five days, nine hours per day.

New classes begin on Monday and only start when there are companies in need of training for entry-level drivers. (Such as FedEx Ground)

Course Contents

Vehicle Inspection	Space and Speed Management
DOT Rules and Regulations	Backing, Docking, and Driving
Maneuvers	
Proper Operation of Transmissions	All Safety Practices
Customer Relations	Driver Wellness
Fire Safety	Hours of Service
Haz-Mat	Troubleshooting Guide
Whistleblower Protections	Qualifications for Professional Drivers

Class Size

The class size is four students per class. The small size is to provide more one-on-one training. Equipment for Small Truck Pick Up and Delivery is rented from Ryder, Penske or U-Haul.

Satisfactory Progress

Students are expected to maintain satisfactory progress throughout the entire program. Students will be required to pass a written driver test at a Tennessee Drivers License Office to progress to the driving range.

The student must pass classroom requirements, all pre-trip exams, and safety checks with 90% accuracy from the average of all exams. The students must complete 70 hours of driving range time and 70 hours of on-road driving training.

The range checks and road check sheets must average to a 90% accuracy to complete the program. The student must then take a road test given by the Tennessee Drivers License Office or be tested at the school by a Tennessee Licensed Third Party CDL Examiner.

Students will be given a progress report for every five days of classroom time. Unsatisfactory performance is discussed to determine a plan for the student to maintain satisfactory progress.

Make-up Work

Make-up work for all missed instructional and training hours must be scheduled and pre-approved through the Assistant Director and Instructors. All make-up work must be completed before completion of the program.

Testing For Commercial Drivers License

You will take your Class A CDL permit test at the Sevier County branch of Drivers License Testing. Your final test for your actual Class A CDL license will be administered at our facility by one of our on-site Licensed Tennessee Department of Safety Third Party Examiners.

When taking your Class A CDL permit test, the following is required to pass:

General Knowledge: Consists of 50 total questions, you are allowed to miss no more than 10.

Combination: Consists of 20 total questions, you are allowed to miss no more than 4.

Air Brakes: Consists of 25 total questions, you are allowed to miss no more than 5.

If you fail any part of the test, you may return and retake that portion(s) after seven days. During that seven day period, you will be allowed to spend time on the yard doing training in the pre-trip, straight line backing, 90 degree backing, and offset backing. Any portion of the written test on any section passed does not need to be re-taken. You will be required to spend 1 to 2 hours each day studying to retake your permit test.

Haz-Mat, Doubles and Triples endorsement training are available at no additional charge.

Class D License with F (For-Hire) Endorsement

What is a Class D Driver License with For-Hire Endorsement?

If a person's main job is to drive or transport people or property in a Class D vehicle, a For-Hire endorsement must be added to the Class D license.

The Class D license with a For-Hire endorsement serves as a bridge between the regular driver license required for private transportation and the commercial driver license required for tractor-trailers, large trucks, buses and the like. Examples of persons whose job requires them to have the For-Hire endorsement include: Taxi and shuttle service drivers, couriers delivery services (flowers, pizza, etc.), and ambulance drivers.

Examples of persons that normally do not need a for-hire endorsement are plumbers, meter readers, and engineers. While they are driving in the course of their business, their main job is not to drive or transport people or property. Volunteers driving Class D vehicles also do not need this endorsement.

Please note: Although you may not be required by law to have the For-Hire endorsement your employer may require you to obtain this endorsement for insurance or safety requirements.

Requirements for F Endorsement

To add the For-Hire endorsement, drivers must meet the eligibility requirements, pass the appropriate tests, and pay a fee of \$4.50. (Subject to change by the state). Applicants are eligible to apply for this endorsement if:

- They are at least eighteen (18) years old, or sixteen (16) years of age if the vehicle the applicant is hired to drive is owned by the applicant's family business to conduct deliveries of goods and products exclusively for the family business
- Have two (2) years of unrestricted driving experience
- No challenge exists concerning their good character, competency, and fitness to be so employed
- They will be operating a Class D Vehicle

Tests Required: Applicants must pass a vision screening and a knowledge test designed specifically for the For-Hire endorsement. To prepare for the knowledge test, you should carefully study the entire driver handbook.

What documents will you need to bring?

PLEASE NOTE: All documents are subject to further verification with the issuing agency or source. Documents subject to verification may delay the issuance of your permit, driver license or identification only license.

No photocopies will be accepted!

For a Regular Class D Driver License with F Endorsement you will need:

- Proof of U.S. Citizenship, Lawful Permanent Resident Status or Proof of authorized stay in the United States
- Primary Proof of Identity
- Secondary Proof of Identity
- Proof of any Name Changes if Different than name on Primary ID
- Two Proofs of Tennessee Residency with your name and resident address - NO P.O. BOXES (Documents must be current. Must be dated within last 4 months.)
- A Social Security Number or sworn affidavit if no Social Security number has been issued.

Completion Requirements

Class A Commercial Drivers License

There are one hundred eighty-five (185) hours of training time required to complete this certificate. Students must achieve a 90% average in all sections of training.

Small Truck Pick up and Delivery Program

There are forty-five (45) hours of training time required to complete this certificate. The length of the program is 5 days.

Trucking Company Recruiters

There are a number of trucking companies willing to hire student drivers. Smokey Mountain Trucking Institute allows recruiters from these companies to schedule times to speak to our students. In the main area of the school, there is a white board on the wall, which gives the names, dates, and times that the different recruiters will be in to talk to you. The recruiters are here to present carrier information and hiring processes. Attendance is optional.

SMTI allows trucking companies to leave applications for students to fill out for employment purposes. There are two bookcases located just inside the front entrance where these applications are located. Students are encouraged to fill out a minimum of four applications for the trucking companies with which they are interested in seeking employment. The front office will fax the applications to the appropriate company

Tutoring

Tutoring is available for students experiencing difficulty understanding and learning the material contained within the training program.

ADMISSIONS

Preadmission conferences will be held with each prospective student to inform them of costs of program, policies and procedures, additional costs incurred by student and program information.

Admission Requirements

The Admission Policy of SMTI is as follows:

- Be 19 years old
- Have a current, valid drivers license
- Have a current, valid DOT medical card
- Have a current DOT Level 5 drug test
- Be a permanent resident of United States or United States citizen
- Be living in the State of Tennessee
- Have a high School Diploma or GED or pass and Entrance Exam.

Requirements for Tennessee Residency

If you are applying for a Commercial Drivers License, you will be required to provide these documents:

- Current Drivers License
- US Certified Birth Certificate or US Passport
- Valid DOT Medical Card
- Two separate items from the list below with your name and address as it appears on your drivers license:
 - Utility bills (Water or Electric)
 - Vehicle registration
 - Voters registration card
 - Mortgage papers
 - Lease agreement
 - Current W-2
 - LES papers listing Tennessee as home of record (military)
- All documents must be originals.
 - No photocopies or faxes will be accepted
 - You must have a street address, not a post office box
 - Mail must be dated within the last 30 days

Admission Procedures

Prior to admission, the student will need to complete the following:

- A tour of the school's facilities.

- Submit an application along with a \$150.00 fee.
- Have a physical exam and submit the results to the school.
- Have a drug test
- Personal interview with the Director of the school

Re-Admission Policy

A student who wishes to reenter the school after withdrawal, voluntary or involuntary, or suspension may apply for reentry for the next offered start date. The student must meet with the Director of the school to discuss the readmission.

SMTI requires a student to have 185 hours of training. A student who misses five (5) days will be required to wait until the following Monday to return to class if there is space in that class. If space is not available, the student will wait until there is space, but not more than two (2) weeks. If a student does not attend class for four (4) weeks, this is unsatisfactory attendance, and student must re-apply.

A student who is readmitted is considered to be on probation, and must meet the academic progress requirements by the end of the academic term in which the student reenrolled in order to continue enrollment.

The student may be allowed additional time in which to meet the requirements needed in their program. Arrangements must be made through the Director or Associate Director's Office.

PLACEMENT

Advisement and Placement Assistance

SMTI does not guarantee any students a job upon completion of the program. Advisement and placement assistance is available to students as needed. The school will make every effort to help the student find employment in the trucking industry, such as help with applications, faxing the necessary paperwork to the prospective employer, receiving pre-hire faxed paperwork for the student and discussing how to get a job, resume, and other information important to the student's success. An appointment should be made with the Office Manager to sit down and discuss the student's options and the assistance provided by the school.

Applications for Employment

Smokey Mountain Trucking Institute allows trucking companies to leave applications for students to fill out for employment purposes. In the two bookcases located just inside the front entrance, you will find these applications. It is very important that within the first three days of schooling, you fill out a minimum of four applications for the companies you are interested in working for. This enables our staff to help with any problems and/or questions that the companies may have. SMTI does not guarantee any student a job.

The following information provides general information and directions to:

All Care Family Practice (DOT Physical)
Mobile Diagnostics (DOT Level 5 drug screening)
Sevier County Health Department

DIRECTIONS TO ALL CARE FAMILY PRACTICE

You will receive your DOT physical at All Care Family Practice.

Before leaving All Care, please make sure you have received from the following items:

DOT physical long form
DOT medical card
Receipt

Directions from Smokey Mountain Trucking Institute:

Turn left out of school parking lot
Follow 411 (9.0 miles)
Turn left onto Parkway (0.3 miles)
Turn left onto Prince Street.
All Care is the 2nd building on the left (gray stone house)

All Care Family Practice
208 Prince Street
Sevierville, TN 37862
(865) 774-7481
Hours of Operation:
Mon – Fri
8:00am – 4:00pm

DIRECTIONS TO MOBILE DIAGNOSTICS

You will receive your DOT Level 5 drug screening at Mobile Diagnostics.

Before you leave Mobile Diagnostics, please make sure you receive from them the following items:

Drug screening information sheet
Receipt

Directions from Smokey Mountain Trucking Institute:

Turn left out of the school parking lot

Follow 411 (10.1 miles)

Turn right in between Merita Bread store and Popcorn Video.

Mobile Diagnostics is in the strip plaza at the back of the parking lot to your right.

Mobile Diagnostics

601 Wall Street

Sevierville, TN 37862

(865) 429-5800

Hours of Operation:

Mon – Fri

8:00am – 5:00pm

DIRECTIONS TO SEVIER COUNTY HEALTH DEPARTMENT

If you were born in Tennessee, and you need to request a certified copy of your birth certificate, you may get that at the Sevier County Health Department. The cost for a certified short form copy is \$7.00.

Directions from Smokey Mountain Trucking Institute:

Turn left out of the school parking lot.

Follow 411 (9.0 miles)

Turn left onto Parkway (.02 miles)

Turn left onto Cedar Street (0.1 miles)

Sevier County Health Department

227 Cedar Street

Sevierville, TN 37862

(865) 637-6853

Hours of Operation:

Mon – Fri

8:00am – 4:00pm

DIRECTIONS TO DRIVER LICENSE TESTING

You will take the test for your Class A CDL permit at the Sevier County Branch of Drivers License Testing. The cost of the permit test is \$14.00. You must take with you your current drivers license, a US certified birth certificate or US passport, and a valid DOT medical card. You must also have two separate items to establish proof of domicile in Tennessee (please see list on page 9 of your handbook). You will also go there to get your Class A CDL Drivers License after passing your final test at our facility. The cost of your

Class A CDL Drivers License will vary according to the number of years left on your original driver's license.

Before you leave the drivers license testing, please make sure you receive from them the following:

Yellow application for permit
Receipt
CDL permit

Directions from Smokey Mountain Trucking Institute:
Turn left out of the school parking lot
Follow 411 (7.9 miles)
Turn left onto Industrial Park Rd.
Go around the curve – license testing is on your left

Drivers License Testing, Sevier County branch
1220 Graduate Dr
Sevierville, TN 37862
(865) 429-7016
Hours of Operation:
Tues – Fri
7:30am – 4:00pm

DIRECTIONS TO FAMILY INNS OF AMERICA

Family Inns of America is located in Newport, TN, close to our school. Students can be housed there at a special rate. You are responsible for payment of your housing. This rate covers only the student.

Directions from Smokey Mountain Trucking Institute:

Turn right out of the school parking lot
Follow 411 (11.6 miles)
Turn right onto Hwy 25/70 (0.1 miles)
Turn right into Family Inns

Family Inns of America
1311 W. Highway 25/70
Newport, TN 37821
(423) 623-2626
Hours of Operation:
Mon – Sun
24 hours

