

Roadmaster Drivers School of Jacksonville, Inc.

1409 Pickettville Road
Jacksonville, FL 32220

PHONE (904) 783-3333 • FAX (904) 783-3378

CATALOG ADDENDUM 2017/2018 • Volume 14 • Florida Edition

Staff and Instructors

<u>Name</u>	<u>Title</u>	<u>Experience</u>	<u>Credentials</u>
Steve Loftus	School Director	9 years driving; 4 years instructor; 6 years administration	VA Certifying Official; CVTA Level 1 SMI
Lydia Kunkle	Assistant School Director Finance/Placement Manager	5+ years finance/placement	
Betsy Baczkowski	Administrative Trainer	15+ years administration	VA Certifying Official
Tarallah Moody	Office Administrator	2 years placement; 2 years admin	VA Certifying Official
Miriam Moreno	Receptionist	4+ years admin/customer service	
Richard Frisby III	Admissions Representative	15 years admissions	
Bob Selby	Admissions Representative	19+ years admissions	
Kathy Parenteau	Admissions Representative	8 years admissions	
Carla Romano	Admissions Representative	10+ years sales	
Joseph Kramer*	CDL Examiner	15 years driving; 8 years instructor	CDL-A; CDL Examiner; CVTA Master Instructor; FL Instructor #120667
Robert Bilonick*	CDL Examiner	30 years driving; 2 years instructor	CDL-A; CDL Examiner; CVTA Level 4 SMI & CSP; FL Instructor #121607
Ernest Chambers*	Director of Training	30 years driving	CDL-A; CVTA Level 4 SMI & CSP; FL Instructor #122037
Kris Green*	Lead Instructor	9 years driving	CDL-A; FL Instructor #122456
Marvin Brown	Lead Instructor	17 years driving	CDL-A; FL Instructor #122458
Jeffie Gilbert	Lead Instructor	16 years driving	CDL-A; FL Instructor #122455
Don Howell*	Instructor	32 years driving; 8 years instructor	CDL-A; CVTA Master Instructor; FL Instructor #120651
Bertram Byrd	Instructor	10 years driving; 5 years instructor	CDL-A; CVTA Master Instructor; FL Instructor #120385
Ellis Williams*	Instructor	5 years driving; 1 year instructor	CDL-A; CVTA Level 4 SMI & CSP; FL Instructor #122042
Willie Sneed*	Instructor	20 years driving	CDL-A; FL Instructor #122255
Joseph Brown	Instructor	7 years driving	CDL-A; FL Instructor #122043
James Doyle	Instructor	20 years driving	CDL-A; FL Instructor #122382
James Reilly	Instructor	8 years driving	CDL-A; FL Instructor #122381
Darlene Larison-Wynn	Instructor	10 years driving	CDL-A; FL Instructor #122457
David Bohannon	Instructor	27 years driving	CDL-A
Offie Lawrence	Instructor	10 years driving	CDL-A
Nevin Koch	Instructor	9 years driving	CDL-A
Troy Harden	Instructor	9 years driving	CDL-A
Charles Brown	Instructor	27 years driving	CDL-A
Michael Tuckey	Instructor	16 years driving	CDL-A
Daniel Joy	Instructor	14 years driving	CDL-A
William McMullen	Instructor	20 years driving	CDL-A
Craig Champagne	Mechanic	7 years service/maintenance	

Tuition Cost and Fees: \$6,995

Includes: \$150 Registration Fee, Books, Supplies, Career Guidance, Placement Assistance



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Policies and Procedures

The statement below replaces bullet #7 of the Admissions Requirements on page 7 of the 2017/2018 Catalog - Volume 14 - Florida Edition, effective immediately.

- Students must be able to sufficiently read and speak the English language to converse with the general public, to understand high-way traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records in accordance with FMCSA regulations.

The statement below replaces bullet #3 of the Graduation Requirements on page 11 of the 2017/2018 Catalog - Volume 14 - Florida Edition, effective immediately.

- Students must pass the CDL Skills Examination within four (4) total attempts either at Roadmaster Drivers School or State Testing Facility within 240 total clock hours of training and meet all other requirements in the School Catalog to be considered a graduate and receive a Diploma.

The policy below replaces the published Attendance Policy on page 12 of the 2017/2018 Catalog - Volume 14 - Florida Edition, effective March 26, 2018.

- Attendance at each scheduled class is required and is recorded in the official records of the School.
- Students are required to report to class on time ready to commence training.
- Any absence may be cause for the interruption and/or delay of a student's training.
- Unexcused absences from training will be treated as follows:
 - 1st unexcused absence – grounds for immediate dismissal of the student from the School, in the discretion of the School Director.
 - 2nd unexcused absence – immediate dismissal of the student from the School.
- Students are required to notify the School Director or Director of Training when they know they will be absent or tardy.
- Absences may be considered excused, in the sole discretion of the School Director, upon presentation of satisfactory documentation showing the necessity of the absence (*examples – doctor's note, obituary notice or death certificate, legal subpoena*).
- All missed classes must be made up prior to graduation.
- It is the responsibility of the student to schedule make-up time with the Director of Training.
- Make-up time will be provided as available based upon training time and personnel availability at the School.

The policy below replaces the published Dismissal Policy on page 12 of the 2017/2018 Catalog - Volume 14 - Florida Edition, effective March 26, 2018.

Students may be dismissed from School for the following:

- Failure to maintain satisfactory academic progress (SAP).
- Violation of the Attendance Policy.
- Repeated tardiness, defined as being late for training 3 or more times during the Program.
- Failure to adhere to, or violation of the Student Conduct Policy or violation of any other established policy or procedure of the School, which includes engaging in any unsafe act during training at any time.
- Failure to comply with all course requirements.
- Failure to respond to a School inquiry or request.

