

THIS FORM MUST BE INCLUDED WITH ITB PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH ITB PACKAGE AND SIGN BELOW TO COMPLETE SUBMITTAL / CONFIRMATION OF EACH REQUIRED ITEM.


Invitation to Bid (ITB)

ITB 2024-003

“Commercial Driver’s License (CDL) Training”

- Bid Form A
- Reference Form
- Conflict of Interest Form (CIQ)
- Certification regarding Debarment (Form H2048)
- Certification regarding Federal lobbying (Form 2049)
- Webb County Code of Ethics Affidavit
- House Bill 89 Form
- Senate Bill 252 Form
- Proof of No Delinquent Tax Owed to Webb County

  
\_\_\_\_\_  
Signature of Person Completing this Package

  
\_\_\_\_\_  
Date

**ITB 2024-002**  
**Commercial Driver's License (CDL) Training**

**Form "A"**

Name of Company: Grace CDL Truck Driving School, Inc.  
Address: 4301 McPherson Rd., Suite 104  
City and State: Laredo, Texas 78041  
Phone: 956-602-0367  
Email Address: s5853director@gmail.com

CDL Course Price per Student: \$2850.00

CDL Course Duration: 4 weeks

Course Daytime Hours: 8:00 am - 5:00 pm Nighttime Hours? 5:00 pm - 8:00 pm

**What is included with course? (i.e. textbooks, drug testing, physical, etc.)**

Class A or B CDL Training, Class B Bus Training, ELDT Certification, DPS Exam & Skills Test Fee's, Medical Card Fee, Textbook & Online (Hybrid) Materials (which includes: syllabus/curriculum) and all Endorsements which includes: (Tankers, Hazmat & Doubles/Triples). Our school offers bilingual training as well as one on one individual training if needed.

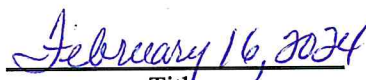
**Do you have a state certified tester? Yes, our local Department of Public Safety (DPS) office in Laredo, Texas**

Business Hours 8:00 am - 5:00 pm

Signature of Person Authorized to Sign:

  
Signature

  
Print Name

  
Title

## References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

***THIS FORM MUST BE RETURNED WITH YOUR OFFER.***

### REFERENCE ONE

Government/Company Name: Trailboss Inc.

Address: 325 Wildcat Drive Laredo, Texas 78043

Contact Person and Title: Miguel Lopez

Phone: 956-251-1444 Fax: \_\_\_\_\_

Email Address: miguel02ss@hotmail.com Contract Period: 2002-present

Description of Construction Services Provided: Class B Bus w/Passenger Endorsement Training for Trailboss employee's

### REFERENCE TWO

Government/Company Name: City of Cotulla

Address: 202 South Main Street, Cotulla, Texas 78014

Contact Person and Title: Mel Martinez/Public Works Supervisor

Phone: 830-202-7748 Fax: \_\_\_\_\_

Email Address: sanitation@cityofcotulla.org Contract Period: 2022-present

Description of Construction Services Provided: Class A CDL Training to City of Cotulla Public Works Dept. employees.

**REFERENCE THREE**

Government/Company Name: US Border Patrol

Address: 3801 S. Zapata Hwy, Laredo, Texas 78046

Contact Person and Title: Javier Martinez Jr.

Phone: 956-285-3476 Fax: \_\_\_\_\_

Email Address: francisco.j.martinez-jr@cvp.dhs.gov Contract Period: 2001-present

Description of Construction Services Provided: Class B Bus CDL Training w/Passenger Endorsement  
for CVP employees.

**REFERENCE FOUR**

Government/Company Name: RJG Trans LLC

Address: 1105 W Linar St., Hebbronville, Texas 78361

Contact Person and Title: Robert Gutierrez/Owner

Phone: 361-876-3711 Fax: \_\_\_\_\_

Email Address: rjgranz@gmail.com Contract Period: 2023-present

Description of Construction Services Provided: Class A CDL Training for employees.

**REFERENCE Five**

Government/Company Name: The Eddington Group Inc.

Address: 2900 Mossrock #250, San Antonio, Texas 78230

Contact Person and Title: Ashley Eddington/Owner

Phone: 210-342-0605 Fax: \_\_\_\_\_

Email Address: eddingtongroup@att.net Contract Period: 2010-present

Description of Construction Services Provided: Mr. Eddington provides accounting and bookkeeping services.

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- **\*\*Additional pages are permitted if more space is required\*\***

Space intentionally left Blank

NO CONFLICT OF INTEREST

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

Grace CDL Truck Driving School, Inc.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR COVERED CONTRACTS

**PART A.**

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No




5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor Grace CDL Truck Driving School, Inc.	Vendor ID No. or Social Security No. 85-3970884	Program No.
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\_\_\_\_\_  
Signature of Authorized Representative

February 16, 2024

\_\_\_\_\_  
Date

Velma Davila

\_\_\_\_\_  
Printed/Typed Name and Title of  
Authorized Representative

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

**PART A. PREAMBLE**

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

**PART B. CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)


3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes  
 No

<b>Name of Contractor/Potential Contractor</b> Grace CDL Truck Driving School, Inc.	<b>Vendor ID No. or Social Security No.</b> 85-3970884	<b>Program No.</b>
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<b>Name of Authorized Representative</b> Velma Davila	<b>Title</b> Representative
--	--------------------------------

  
\_\_\_\_\_  
Signature – Authorized Representative

February 16, 2024  
\_\_\_\_\_  
Date

**WEBB COUNTY PURCHASING DEPT.  
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS  
AFFIDAVIT FORM**

STATE OF TEXAS \*

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB \*

BEFORE ME the undersigned Notary Public, appeared Luis Ruben Davila, the herein-named "Affiant", who is a resident of Webb County, State of Texas, and upon his/her respective oath, either individually and/or behalf of their respective company/entity, do hereby state that I have personal knowledge of the following facts, statements, matters, and/or other matters set forth herein are true and correct to the best of my knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov).*

Executed and dated this 16<sup>th</sup> day of February, 2024.

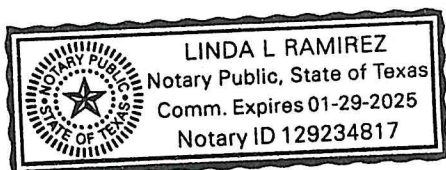
  
Signature of Affiant

Luis Ruben Davila

Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 16<sup>th</sup> day of February, 2024

  
NOTARY PUBLIC, STATE OF TEXAS



**Offeror: Complete & Return this Form with Response Submission.**

**House Bill 89 Verification**

I, Velma Davila, the undersigned representative of (company or business name) Grace CDL Truck Driving School Inc. (heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

Velma Davila  
Signature of Company Representative

February 16, 2024  
Date

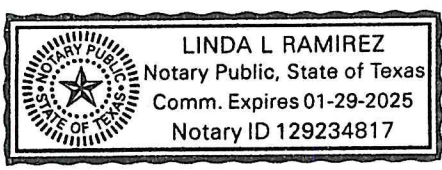
On this 16th day of February, 2024, personally appeared

Velma Davila, the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal

Linda L. Ramirez  
Notary Signature

2-16-24  
Date



**Offeror: Complete & Return this Form with Response Submission.  
Senate Bill 252 Certification**

SB 252 CHAPTER 2252 CERTIFICATION I, Velma Davila, the undersigned representative of Grace CDL Truck Driving School, Inc. (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov)

Velma Davila Name of Company Representative (Print)

Velma Davila Signature of Company Representative

February 16, 2024 Date

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Luis Ruben Davila owes no delinquent property taxes to Webb County.

Grace CDL Truck Driving School Inc. owes no property taxes as a business in Webb County.  
(Business Name)

Luis Ruben Davila owes no property taxes as a resident of Webb County.  
(Business Owner)

Velma Davila

Person who can attest to the above information

**\* SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas  
County of Webb

Before me, a Notary Public, on this day personally appeared Luis Ruben Davila, know to me (or proved to me on the oath of Office) to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

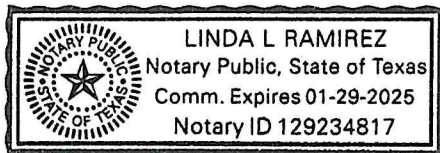
Given under my hand and seal of office this 16<sup>th</sup> day of February 2024.

Notary Public, State of Texas

Linda L. Ramirez

(Print name of Notary Public here)

My commission expires the 29<sup>th</sup> day of January 2025





**GRACE**  
**CDL TRUCK**  
**DRIVING SCHOOL**  
(956)602-0367

## Attachments

1. Certificate of Approval Career Schools and Colleges Grace CDL Truck Driving School, Inc.
2. Certificate of Liability Insurance
3. Grace CDL Truck Driving School 2024/2025 Catalog
4. Grace CDL Truck Driving School Training Course Syllabus
5. Employer Reviews and Recommendations of Grace CDL Driving School
6. Student Reviews and Testimonials of Grace CDL Driving School

*Thelma Daniels*



Texas Workforce Commission

# *Certificate of Approval*

Career Schools and Colleges

*Grace CDL Truck Driving School Inc.*

*(S5853)*

*4301 McPherson Road, Suite 104*

*Laredo, TX 78041*

has met the legal requirements prescribed in Chapter 132, Texas Education Code, and is hereby authorized to operate as outlined in the application submitted in accordance with Section 132.052 under the provisions of that act for the period specified below. Continued approval will be subject to compliance with the legal requirements for career schools and colleges and with the application submitted to the Texas Workforce Commission as the official school catalog. The approved courses of instruction are listed as a separate attachment.

This certificate is issued to the owner named below. This certificate is the property of the State of Texas and shall not be transferred to another owner.

Effective Date of Issue: July 02, 2023

Date of Expiration: July 01, 2024

Issued on: August 23, 2023

Issued to: GRACE CDL TRUCK DRIVING SCHOOL INC

Edward Serna, Executive Director

<b>PRODUCER</b> Classic Insurance Services, Inc 2005 Ailor Ave. Knoxville, TN 37921 -or- P.O. Box 5418 Knoxville, TN 37928 Phone : (865) 523-2060 Fax : (865) 522-7772	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	<b>INSURERS AFFORDING COVERAGE</b>
<b>INSURED</b> Grace CDL Truck Driving School Inc 4301 McPherson Rd Suite 104 Laredo, TX 78371	INSURER A: <b>National Indemnity</b>
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

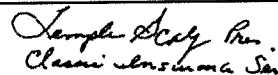
**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	73APS110575	03/4/2023	03/4/2024	COMBINED SINGLE LIMIT (Per accident)	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA ACC	\$
					AGG	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>				WC STATU-TORY LIMITS	OTH-ER
					EL EACH ACCIDENT	\$
					EL DISEASE - EA EMPLOYEE	\$
					EL DISEASE - POLICY LIMIT	\$
A	<b>OTHER PHYSICAL DAMAGE</b>	73APS110575	03/4/2023	03/4/2024	\$1,000 DEDUCTIBLE	

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

2011 FREIGHTLINER #1FUJGLDR2BLAV8800 \$25,000 LUIS DAVILA DRIVER  
 2016 FREIGHTLINER #3AKJGLD52GSGU5216 \$25,000  
 1999 PREVOST #2PCH33495X1013023 \$25,000

<b>CERTIFICATE HOLDER</b> Grace CDL Truck Driving School Inc 4301 McPherson Rd Suite 104 Laredo, TX 78371 Fax:	<b>ADDITIONAL INSURED; INSURER LETTER:</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE  Joseph A. Perry Classic Insurance Services, Inc.



## 2024/2025 CATALOG

**"Your key to the open road."**

Grace Truck Driving School Inc.  
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Laredo, Texas 78041  
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# 1 Grace Truck Driving School Inc.

## A. Mission Statement & Purpose

Grace trucking exemplifies the hard work and dedication of its namesake "Grace". Our Mission is to provide knowledge, skills, professionalism in the truck driving industry in the same spirit & blessings of the work and accomplishments of the name sake. Grace Truck Driving School Inc. is also an inspirational opportunity granted to us by blessings of hard work and dedication.

Our curriculum is designed to meet and/or exceed most accepted truck driver training criteria. Student progress is reviewed in a consistent manner to assure full value received for each of our students. The school provides an environment of opportunity, and challenge where students can reach their highest level of achievement, through its use of practical classroom lectures and hands-on experience in a realistic environment.

## B. Statement of Ownership and Control

Our company employs Certified CDL Instructors both full-time and part-time with years of on the road truck driving experience. Our staff offers one on one full-time support staff to assist students during their enrollment and through graduation.

## C. Information Sheet

Institutional Director:	Luis Ruben Davila -25 years' experience in trucking industry -20 years' commercial driver -6 years as a consultant
Designated Appointed Liaison:	Gustavo A. Davila
Administrator/Representative:	Velma Davila -BBA in Business Administration -MBA in Business Management -10 years Administration as City Manager -11 years' experience Fleet Truck Management
Certified CDL Instructors:	Gustavo A. Davila Juan (Johnny) Davila

## **D. Business Office Hours**

While Grace Truck Driving School Inc. prides itself in providing a flexible training schedules, it also maintains regular business hours that visitors, students or graduates may visit or contact our office.

Office Hours: Monday thru Friday 8am to 5pm  
 Lunch: 12 Noon – 1:00pm  
 Evening & Saturday classes available upon request

Certain circumstances on special occasions, missed schedules or make up classes and trainings could be performed on either Saturday or Sunday. Must call office and make arrangements.

## **E. Contact Information**

Grace Truck Driving School Inc. allows visitors, students, graduates, and any other organizations to contact us in a variety of ways:

Grace Truck Driving School Inc.  
 4301 McPherson Road Suite 104  
 Laredo, Texas 78041  
 Office:956-602-0367  
 Fax:956-602-0382  
 Cell:956-267-6649

## **F. Pandemic Requirements**

Grace CDL Truck Driving School Inc. will continue to follow the CDC Guidelines during the Covid-19 Pandemic. Our safety requirements such as masks, social distancing and sanitizing to keep COVID-19 from spreading will be followed.

Students will receive behind-the-wheel and over-the-road instruction and practice in commercial tractors and trailers of the type used by the transportation industry and using text and lesson material described in each listed program.

# **3. Enrollment Procedures and Admission Policies**

## **A. Criteria & Requirements**

- Students must be least 18 years of age at the date of enrollment.
- You must qualify to obtain (or have) a Commercial Driver's License (CDL) and a Temporary Instruction Permit (TIP).
- You must have a valid Texas Driver's License (Texas State ID is not acceptable).
- Must have the basic and fundamental skills to read, write and speak the English language.
- Must be able to understand highway traffic signs and signals.
- You must not have had any qualifying suspensions on your license within the last three (3) years.
- Must have an original or certified copy of birth certificate to obtain a permit from the DMV.
- You must be able to pass a Department of Transportation (DOT) Physical and Drug Screen. In order to pass your DOT Physical, you must have at least 20/40 vision with or without corrective lenses.
- You must not be taking insulin in shot form.
- You must not have any heart issues that are not controlled by medication.
- For additional health requirements or concerns, consult with a Certified Medical Examiner.

## **B. Conditions that may be a cause for non-admittance:**

- Traffic Violations
- More than one at fault accident in the past three years
- If your current license is suspended, cancelled or revoked in the State of Texas
- Any alcohol/drug related violations in a motor vehicle in the last five years
- More than three moving violations in the last three years that resulted in Criminal Convictions
- A felony criminal record in the past five years. Felonies over five years are reviewed on a case-by-case basis
- Parole or restricted probation

## **4. Late Enrollment**

We will not allow late enrollments unless under certain circumstances due to an error. Students must attend orientation, or they will need to start the following week.

## **5. Rules for Students**

### **A. Attendance**

- Grace CDL Truck Driving School Inc., will enforce class attendance and punctuality as part of the commitment a student makes when deciding to enroll in our school.
- It is the student's responsibility to arrive for classes on time, return from breaks on time and remain in class until dismissed.
- Attendance will be monitored daily by all instructors as well as the administrative staff.
- Attendance will be documented in quarter hour increments for late arrivals and early departures.
- Each student will be required to sign in when they arrive and sign out when leaving to keep accurate records.
- Signatures must be legible and in black or blue ink only.
- Sign-in sheets will be the official source document for recording attendance.
- No alteration may be made on the attendance record without an instructor's approval and signature.
- All students are required to make up time lost due to any kind of absence, excused or unexcused.
- Any student having three (3) or more days of unexcused absences will be dismissed from class.
- Please be kind, courteous, and respectful to your fellow students, your instructor, and school staff at all times.
- No student will be allowed to re-enter class without the approval of the Director of the school.

### **B. Attendance and Leave of Absence Policy**

Students are expected to attend all scheduled classes in order to achieve the highest degree of training. In cases of extreme circumstances, severe illness, death of a family member or military requirements, the school director may, upon written request, waive the attendance policy and grant a leave of absence.

### **C. Dress Code**

- All students are required to follow an appropriate dress code for health and safety standards. Students in violation of the dress code will be asked to leave until dressed appropriately. This will result in lost training time at the student's expense.
- A Majority of training will be conducted outdoors. Students are responsible to dress suitable for the current weather conditions.
- No skirts are allowed. Shorts may be worn if they are not too short and are in good taste. Please see your instructor if you need further details.
- Tank tops, halter tops, and fish-net tops are not allowed. Shirts must not display offensive language or logos of any kind.
- Students must wear comfortable and appropriate footwear. Open-toed shoes, high heels, sandals, flip flops, etc. are not allowed. Shoes must be worn at all times.



## TUITION

### 6. Tuition which includes registration fees and supplies

- **2024/2025 Course Fee Schedule for Class A and B CDL Training** **Ranges from \$3500-\$4500**
- Tuition payment arrangements must be met before any individual enrolls into Grace Truck Driving School Inc., unless other arrangements are made.
- Payment plans may be available, must get approval by School Director/Adm. Representative.
- Each individual must complete and sign a Grace Truck Driving School Inc. (SCF) Student Contract Form CDL-A & B.
- Each individual will be required to read and sign a Grace Truck Driving School Inc. Student Contract Form CDL-A & B. This is a contract between the School and the individual receiving training. It provides each student with an explanation of the instruction that they will receive and a breakdown of their tuition monies, the school's cancellation and refund policy.
- Prior to the start of class, students must complete their Department of Transportation (DOT) physical and DOT Drug Screen. The student must then provide the school with the DOT medical card. At this time students are also required to take a drug screen.
- Students must show (and carry) a copy of the valid Texas Driver's License, the TIP, along with a copy of their current DOT medical card prior to starting the driving portion of their training.

### 7. Course Hours & Class Schedule

- Students will be required to attend class Monday through Friday, 8:00am to 5:00pm
- Students will be required to attend 50 minutes of instruction during a 60-minute period, with a 15-minute break.
- Lunch will be from 12:00pm to 1:00pm
- Calendar/Schedule – See Addendum!

### 8. Overall Program Description

#### A. Class A CDL Program

The Class A CDL Program is a comprehensive training program that is ideal for all people interested in the trucking industry, whether they have prior driving experience or not. The program is four (4) weeks and includes both classroom and behind the wheel training (BTW), yet focuses primarily on allowing students as much hands-on training as possible. In addition to a home study component, this program is divided into two areas. The classroom portion of the program begins with the basics of trucking industry and preparation in obtaining a TIP and DOT physical if necessary.

It continues with vehicle familiarization, basic systems, Federal Motor Carrier Regulations, defensive driving, trip planning, map reading, and log book instruction. This portion of the program allows students to get more in-depth knowledge of the trucking industry and truck operations.

Our CDL training involves: 40 hours of classroom training!

80 hours of experience driving in the yard, on local streets, highways, and interstate roads which includes both behind the wheel and observation time.

At Grace CDL Truck Driving School Inc., we make getting your CDL license and starting a better career simpler than you ever thought possible. Don't delay, and give us a call now to begin the career you've been waiting for!

Upon obtaining a TIP, DOT physical and Drug Screen, successful completion of the classroom portion of the program, the student may proceed to the skills portion of the program. Skills training will concentrate on the proper techniques of urban, rural and highway driving and include straight line backing, safe turns, and vehicle inspection. During this time each student will learn how to properly change lanes, downshift, up shift, and how to do traffic checks and other safe driving techniques, giving you confidence in your abilities to handle a tractor trailer in all driving conditions. Safety is always stressed in and around vehicles and skill areas at all times.

## 9. Program Outline

Class A CDL 160 Program (4 weeks)

Subject		Contact Hours
Number	Subject Title	Lecture/Lab
Total Hours		
G-101	Classroom Instruction which includes ELDT Theory	80/80
G-102	Yard, Field, Road Training, & Pre-Trip	80/80

### Classroom, Lab, Testing – 80 Hours -- 8:00 am to 5:00 pm

Classroom instructional training will cover the items listed below. Subjects include but are not limited to the following:

### Field (Yard) & Pre-Trip Training 40 hrs.

Our field training will allow our students to have hands-on training with both trucks and trailers at our 1 1/2-acre yard training facility. Subjects include but are not limited to the following:

- Pre-Trip Inspection – this is done every day of training
- Straight-line Backing
- 45 Degree Angle back
- Offset back – left & right
- Coupling and Uncoupling
- Sliding Fifth Wheel and Tandems
- Homework – Pre-Trip Inspection

### Road Training Instructional 40 hrs.

The last 80 hours will be split between road training and field training. Students will drive on a variety of roads, such as highways, city, and rural. Subjects will include but are not limited to the following:

- Shifting
- B. Highway Driving
- C. City Driving
- Right and Left Turns
- Safety Procedures, Space and Speed Management
- Defensive Driving techniques,
- Extreme Driving Conditions,
- Emergency Maneuvers
- G. Hazardous Materials
- H. Log Book, Map Reading and Trip Planning
- 90 Degree Alley Dock

**Note: The above program has an instructor to student ratio of no more than four (4) students to one (1) instructor. Grace CDL Training School Inc. will always have two instructors for road training.**

## **B. CDL CLASS B TRAINING**

The objective of the Commercial Driver's License Preparation Program is to provide our students with basic knowledge and skills in preparation for successfully completing the Commercial Driver's License (CDL) Class B exam. An individual successful completing this program should have experienced the ability to safely operate a bus.

### **CLASSROOM/LAB/PRE-REQUISITE**

This section consists of 30 clock hours (Lab/Pre-Requisite) completed online from home or in lab on campus is designed to provide the student with the information needed to obtain the 120 hr. requirements for a Class B CLP with a passenger and/or school bus endorsements. These tests include special requirements, air brakes, general knowledge, passenger and school bus endorsements. Students will be provided curriculum which is required by the Federal Motor Carrier Safety Administration prior to hands-on training eligibility.

### **SKILL AREA INSTRUCTION**

This section, consisting of 20 clock hours of behind the wheel training and observation, is designed to provide the student with the ability to safely maneuver a bus unit into a park position. This instruction includes straight-line backing, blind-side parallel parking, brake test, and pre-trip inspection.

### **OVER-THE-ROAD INSTRUCTION**

This section, consisting of 20 clock hours of behind the wheel training and observation, is designed to prepare the student to safely operate a bus unit in traffic. The student will practice the proper method of approaching a corner and maneuvering around the corner without touching a stationary object. The student will also learn how to use mirrors while driving both forward and backwards. The student will also learn the proper drop off/pick up technique required for transporting passengers. Each individual student will be required to maintain a driver's daily log. The student's success will be measured daily and by a driver's certification road test on the last day. This certification ensures the student has met the course objective and is ready to test for a Class B CDL with school bus endorsement. On the last day of road training, student will be given a driver's certification road test by an instructor. This certification ensures the student has met the course objective and is ready to test. Driving exam will be given at the local DMV Office.

### **REQUIREMENTS**

- Must have a valid TX driver's license
- Must be at least 18 years of age
- Any unpaid tickets must be cleared to upgrade license

### **CLASS SCHEDULE**

Day Course (3 weeks)

Monday - Friday

8 a.m. - 4 p.m.

Evenings & Weekend Course available upon request!

## 10. Required Items

To obtain a Commercial Driver's License, a student must also secure specific items either before, during or after graduation. The required items are as follows:

ITEM NEEDED FOR GAINING MY CDL LICENSE:	DESCRIPTION OF EACH ITEM	WHERE DO I GO TO OBTAIN THIS ITEM	WHERE DO I GO TO OBTAIN THIS ITEM	COST TO OBTAIN EACH ITEM:
Department of Transportation Physical (DOT) & Drug Screen	Health Physical Which provides you with a valid medical card under DOT standards.	The DOT Physical is Obtained by any Certified Medical Examiner	The DOT Physical is Obtained by any Certified Medical Examiner	\$50
Temporary Instruction Permit (TIP)	Permits you to drive with a certified Instructor. (Typically, good for 6 months but can be renewed).	The TIP is obtained At any local Department of Transportation Office.	The TIP is obtained At any local Department of Transportation Office.	\$25
CDL License	Operator's License to drive a Commercial vehicle.	The License is Obtained at any local Department of Transportation Office	Either before or after you graduate (Do not get with your TIP)	\$20-\$65

## 11. Student Evaluation/Grading

### Grading System

All grades are based on the numerical system students are graded on: written examinations, field tests, driving sessions, methodology, and attitude.

Grading Scale:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= Below 60

Driving and other practical skills are graded on a Pass/Fail system. Minimum standards for successful completion require that a student maintain a 70 percent (C average) or higher cumulative grade average in all areas of training. Additional help is provided to slower learners in individual situations.

### Standards of Satisfactory Progress

All students at this school are required to maintain a satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 150% of the state course length. A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to the students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each subject (3 to 10 days depending on the subject). Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject. Grade reports will also be provided to a student's sponsors if applicable.

### Graduation Requirements

The candidate for the certificate must:

1. Have successfully completed all specified requirements for the certificate.
2. Earn a cumulative grade average of at least 70% in each area of training.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

## 12. ACADEMIC PROBATION

A student who is not making satisfactory progress as defined at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class, but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

**\*Incomplete:** An "I" for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books and supplies.

**\*\* Withdrawal:** Under Texas Education Code 132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

**A "W" for Withdrawal** indicated that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study, and will be issued a refund in accordance with the refund policy.

Grace Truck Driving School Inc. goal is to help prepare each individual student for their final road test. We cannot and do not guarantee that any individual will receive any CDL License. However, upon successful completion of any Grace Truck Driving School Inc. program and after meeting all financial obligations, each student will receive a graduation certificate. The graduation certificate will display the student's name, and graduation date, along with their final scores for any classroom, yard, and road training taken.

**Yard and Road Evaluations:** Students are evaluated daily throughout the yard portion of their training based on their performance during vehicle inspections, straight line backing, and off-set backing and parallel parking. Students are evaluated daily throughout the road portion of their training based on their performance during left turns, right turns, intersections, urban/rural straight, urban/rural lane changes, expressways, stops/starts, curves/downgrade, railroad crossing, bridge/overpass/signs, general driving behavior, clutch/gear/brake usage, steering technique, traffic check/search, vehicle spacing, speed/throttle control, lane/signal/seatbelt usage, and

obedience to signs, signals, and laws. Each day all students will be given a percentage based on his or her daily progress, and competency of each required task. This helps the instructor to determine which areas the student needs the most improvement to successfully pass their final road test.

## 15. Road Test

For those students that need to obtain their CDL, a road skill test will be administered after training. This test is conducted by a CDL Certified Instructor.

Students will have the use of one of our vehicles for the test, but Grace Truck Driving School Inc. cannot guarantee which vehicle may be available. In the event a student refuses to test in an available vehicle, or cancels their test without giving at least 24 hours' notice, they will be charged a fee.

## 16. Retraining/Retesting

The student is required to achieve a minimum of 80% in their coursework and 90% attendance in order to take the final road test. If a student doesn't not pass their final road test, the student may be allowed to retrain in the truck and retest on additional time, but the student may be charged for this extra training and testing. The owner of Grace Truck Driving School Inc. has the sole discretion to determine student's participation in the program to that point and from this determine whether retraining/retesting is granted and if additional charges are assessed. If a second failure occurs, the student will only be allowed reentry if they opt to retake the entire training program.

## 17. General

- No smoking is allowed in any building or vehicles; please use designated break areas.
- Engaging in any physical disputes is not allowed and is grounds for dismissal. Violence of any kind is strictly forbidden.
- Possession of any type of weapons (guns, knife, etc.) will not be tolerated and will be ground for immediate dismissal.
- Drugs or alcohol of any amount will not be allowed on the property, in the building or in any vehicle. If any student is noticeably under the influence of drugs or alcohol, the student will be subject to reasonable cause alcohol/drug screen. This will result in immediate dismissal. If any student suspects another student is using drugs or alcohol, he/she must report it to their instructor immediately.
- Participating in yard or road maneuvers while using medication that causes drowsiness or impaired judgment when operating a motor vehicle is prohibited. It is the responsibility of the student to make his/her instructor aware of any medications he/she may be taking. Grace Truck Driving School Inc. has a zero-tolerance policy concerning drugs and alcohol as part of its enrollment agreement.
- No personal calls may be used at any time during instructional training.
- No electronic devices are allowed during yard and road training sessions, except for designated breaks.
- No training materials may be removed from school property without staff approval.
- Students are responsible for their own trash (food wrappers, drink containers, etc.) and must remove or dispose of it at the end of each day. Students are also responsible for personal items and may not leave them at the school or in the vehicles.
- No feet on the desks or chairs and no leaning back on furniture. This is for everyone's safety.
- Offensive language or comments will not be tolerated.
- Sexual harassment will not be tolerated.
- Grace Truck Driving School Inc. is not responsible for any personal property that is lost, stolen, or broken.
- During class, the student's primary objective is to learn. Consequently, please limit visits with office staff. If you need to speak to a staff member, schedule something in advance and only do so during class time with the instructor's approval.

## 18. Yard and Road

- Please observe all safety signs and rules.
- Any accident will require that any student involved complete an accident report as soon as possible. See your instructor for assistance when an accident occurs.
- Smoking and eating are not allowed in or around the vehicles during training.

program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course program.

- A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (1) An enrollee is not accepted by the school;
  - (2) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (3) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
 

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
- If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military" for the courses the program, other than courses for which the student has previously received a grade on the student's transcript and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.
- The assignment of an appropriate final grade or credit for the course in the program, but only if the instructor or instructors of the program determine that the student has:
  - Satisfactorily completed at least 90 percent of the required course work for the program; and
  - Demonstrated sufficient mastery of the program material to receive credit for completing the program.
- The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## 21. Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission  
 Career Schools and Colleges, Room 226T  
 101 East 15<sup>th</sup> Street  
 Austin, Texas 78778-0001

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.

**GRACE CDL TRUCK DRIVING SCHOOL INC. CERTIFIES THAT THE INFORMATION CONTAINED IN THIS CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

---

Luis R. Davila, Director/President

---

Velma Davila/Representative

## **Grace CDL Truck Driving School Inc.**

### **Professional Truck Driver ELDT Training Course Syllabus**

The curriculum standards of this course incorporate the curricular recommendations of the U. S. Department of Transportation's Federal Highway Administration's former Office of Motor Carriers Model Curriculum. The curriculum standards represent the minimum training elements that a commercial motor vehicle driver-training course should contain, and against which any such course may be judged.

The curriculum that the Nebraska Safety Center uses also meets the three sets of standards for Professional Truck Drivers at Grace CDL Truck Driving School: skill standards; curriculum standards and guidelines; and standards and requirements for course certification.

#### **1. Orientation**

The purpose of this section is to introduce the student to the trucking industry and present the concepts of industry regulation and the professional driver

##### **a. Objectives**

At the end of this section, the student should know/understand:

- i. The Importance of the Trucking Industry
- ii. The Importance of Compliance with Applicable Regulations
- iii. Procedure for Obtaining a CDL
- iv. The Driver Qualifications They are Subject to in the industry
- v. The Commercial Motor Vehicle

#### **2. Control Systems**

The purpose of this section is to introduce students to the controls and instruments found on a commercial motor vehicle. Stress the importance of understanding the function of all of the vehicle's controls and instruments prior to operating the vehicle.

##### **a. Objectives**

At the end of this section, students should have the basic understanding of the name, location, and function of the vehicles controls and systems. The student should be able to:

- i. Describe the engine controls as well as the primary and secondary vehicle controls
- ii. Identify and describe the controls for starting the engine, shifting, accelerating, braking, and parking
- iii. Explain the acceptable operating range for oil, coolant, and electrical systems
- iv. Identify and describe all vehicle instruments and their purpose



### **3. Vehicle Systems**

The purpose of this section is to introduce the student to the design of a tractor-trailer and the vehicle's key systems and parts.

#### **a. Objectives**

Upon completion of this section the student will have basic understanding of the vehicle construction and systems including:

- i. Suspension Systems
- ii. Axles
- iii. Engine
- iv. Fuel System
- v. Air Intake and Exhaust System
- vi. Lubrication System
- vii. Cooling System
- viii. Electrical System
- ix. Drive Train
- x. Brake System
- xi. Wheels and Tires
- xii. Steering System
- xiii. Coupling System

### **4. Vehicle Inspection**

In this section the student will learn the importance of conducting appropriate and systematic vehicle inspections.

#### **a. Objectives**

At the end of this section the student should know and understand:

- i. How to use systematic procedure to conduct accurate and efficient vehicle inspection
- ii. How to identify damaged, loose, or missing parts
- iii. How to recognize and report system defects
- iv. Why an undiscovered malfunction or vehicle problem can be unsafe and costly
- v. The importance of having malfunctions corrected quickly
- vi. Federal Motor Carrier Safety Regulations (FMCSR) regarding vehicle inspections
- vii. Procedures for performing Post trip inspections

### **5. Basic Control**

In this section the student will learn how to safely perform the basic control maneuvers. These skills are the foundation that the student will build upon throughout the course. These skills and habits will be practiced throughout the course.

**a. Objectives**

By the end of this section, the student will know and understand the following:

- i. How to start, warm up, and shut down the engine
- ii. How to put vehicle in motion and how to stop the vehicle
- iii. Proper straight line backing technique
- iv. Proper turning technique

**6. Shifting**

This section will teach students shifting patterns, and procedures so they can efficiently perform gear shifting maneuvers.

**a. Objectives**

At the end of this section, the student should be able to:

- I. Shift up and down through the gears of a variety of types of conventional transmissions.
- II. Double clutch and time shifts, allowing for a smooth and fuel efficient Performance
- iii. Select proper gear for speed and highway conditions

Students should also know and understand:

- i. Shifting procedures for transmissions
- ii. The instruments and controls used to properly shift gears
- iii. The shift patterns for the major types of conventional transmissions

**7. Backing**

In this section, students learn to execute one of the most difficult maneuvers in trucking, backing a tractor-trailer unit.

**a. Objectives**

At the conclusion of this section a student should know and understand:

- a. The basic principles of steering a tractor-trailer
- b. The basic rules for safe backing
- c. The basic backing maneuvers including straight line and alley dock backing
- d. The basic parking maneuvers including parallel parking

## **8. Coupling and Uncoupling**

In this section the step-by-step procedures used to couple and uncouple the most standard tractor-trailer combination units.

### **a. Objectives**

At the end of this section students should be able to safely and efficiently couple and uncouple a tractor-trailer and double trailers. The student should know the following:

- i. The step-by-step procedures for proper coupling and uncoupling of tractor-trailer combinations, including: selecting a site, aligning the tractor, securing the trailer against movement, connecting and disconnecting air and electrical lines, setting air brake controls, backing the tractor onto the kingpin, and retracting and extending the landing gear
- ii. The special procedures and consideration when coupling and uncoupling tractor and double trailer combinations
- iii. How to perform mechanical and visual checks to make sure coupling is secure
- iv. The hazards of careless or improper coupling and uncoupling and how to avoid them
- v. That accidents caused by improper coupling and uncoupling are always preventable

## **9. Visual Search**

The purpose of this section is to introduce the student to the skills needed to perform a safe and effective visual search while on the road.

### **a. Objectives**

By the end of this section, student should know and understand the following:

- i. The basics of seeing ahead and to the sides, including the importance of scanning at least 12 seconds ahead of the vehicle
- ii. The two types of mirrors found on most tractors and the proper use of those mirrors
- iii. The basics of seeing to the rear

## **10. Communication**

The purpose of this section is to introduce the student to the basic principles of communication. This includes the appropriate processes and procedures a professional driver should follow when communicating to others. Also, the student should have the basic understanding of cues other drivers give when communicating their intentions.

### **a. Objectives**

At the end of this section, the student should know and understand:

- i. The basics of communicating intent, including the appropriate use of turn signals and means used to indicate the vehicle is slowing down
- ii. The appropriate methods of communicating presence
- iii. The subtle signs and cues given by other drivers when communicating their intentions

## **11. Speed Management**

This section introduces the student to the importance of speed management when it comes to safely operating a tractor-trailer.

### **a. Objectives**

At the conclusion of this section the student should know the following:

- i. The science of speed and stopping distance
- ii. The role surface conditions play in speed management
- iii. The importance of adjusting speed for curves and grades
- iv. The relationship between speed and visibility
- v. The influence of speed on traffic management
- vi. The how and why of obeying the speed limit

## **12. Space Management**

The purpose of this section is to show the student the importance of space management when it comes to safely operating a tractor-trailer.

### **a. Objectives**

At the conclusion of this section, the student should know the following:

- i. The importance of space management
- ii. The concept of maintaining an appropriate cushion of space
- iii. Space management when executing a turn

## **13. Night Driving**

In this section the students will be introduced to the unique challenges of night driving and the changes in general procedures (communication, speed and space management, etc.) a driver must make when driving under the cover of darkness.

### **a. Objectives**

At the end of this section the student should know and understand the following:

- i. The factors that affect night driving, including driver, roadway, and vehicle factors
- ii. The procedures that a driver must follow to prepare for the challenges of night driving

#### **14. Extreme Driving Conditions**

This section will assist the student in learning how to safely operate under extreme conditions.

##### **a. Objectives**

In this section the student should understand the following:

- i. How to operate in adverse conditions including snow, ice, and cold temperatures
- ii. How to operate in hot weather
- iii. The challenges of mountain driving

#### **15. Hazard Perception**

This section introduces the student to the nature of hazards and clues to recognizing these hazards.

##### **a. Objectives**

By the end of this section the student will be able to identify road conditions and other road users that are a potential safety threat. The student should know:

- i. The visible characteristics of road conditions that present an hazard to safe operation
- ii. The characteristics of other road users that make them a potential danger

#### **16. Railroad Crossings**

This section discusses the dangers associated with highway rail grade crossings, the engineering controls in place to make crossing safer, the regulations requiring drivers to slow down and/or stop at rail crossing, and the safest methods available for crossing railroad tracks.

##### **a. Objectives**

The student should understand the variety of dangers that exist at highway-rail crossings, and should understand how to get across various highway-rail crossing in the safest manner possible. The student should:

- i. Understand the difference between active and passive warning systems

- ii. Be able to identify the various signs and technologies in the use at rail crossing, and their purpose
- iii. Know the regulations requiring vehicles to slow down and/or stop at rail crossings
- iv. Know the best, safest methods to use to cross railroad tracks
- v. Know what to do should problems arise at a railroad crossing

## **17. Emergency Maneuvers**

This section deals with the importance of methods for carrying out evasive steering, emergency stops, off road recoveries, and proper responses to brake failures and blowouts.

### **a. Objectives**

At the end of this section, the student should be able to:

- i. Bring a truck to a stop in the shortest possible distance while maintaining control
- ii. Safely perform a quick, evasive turn
- iii. Safely make an evasive turn off of the roadway and back onto the roadway while maintaining control
- iv. Maintain control and bring the vehicle to a stop in the event of a brake failure or tire blowout

The student should also understand:

- v. A vehicle can be turned more quickly than stopped
- vi. in an impending head-on collision, it is often safe to leave the roadway than to strike another vehicle
- vii. Procedures for quick stops and turns
- viii. Procedures for handling brake failure and blowouts

## **18. Skid Control and Recovery**

This section introduces the student to conditions that cause skids, the major type of skids, and the procedures for recovering from skids.

### **a. Objectives**

At the end of this section, students should be able to:

- i. Maintain directional control while operating on a slippery surface
- ii. Bring a tractor-trailer to a stop in the shortest possible distance while maintaining directional control when operating on a slippery surface
- iii. Recover from skids caused by slippery conditions

The student should also understand:

- iv. The role of skid control in preventing accidents
- v. Skid dynamics, including friction, wheel load and force
- vi. The causes of skidding

- vii. The characteristics of a tractor jackknife, trailer jackknife, front wheel skid and all wheel skid
- viii. Skid recovery procedures

## **19. Special Rigs**

This sections purpose is to introduce the student to the characteristics of special rigs. To show the students a wide variety of tractors and trailers on the trucking industry and the need for specialized training before operating them.

### **a. Objectives**

At the conclusion of this section, students should:

- i. Be able to recognize the most frequently encountered special rigs
- ii. Know the function, operating characteristics, physical dimensions, special features, and hazards of special rigs
- iii. Know that special rigs require special qualifications and training

## **20. Preventive Maintenance**

This section acquaints the student with the importance of preventive maintenance and servicing to prevent breakdowns and accidents.

### **a. Objectives**

Students should understand the following:

- i. Different kinds of preventive maintenance
- ii. The drivers role in preventive maintenance
- iii. Driver Vehicle Inspection Reports (DVIRs)

## **21. Diagnosing and Reporting Malfunctions**

This section introduces the student to the importance of diagnosing and reporting vehicle malfunctions as well as the student's role in troubleshooting.

### **a. Objectives**

At the conclusion of this section, the students should have an understanding of:

- i. The diagnosis and reporting of vehicle malfunctions
- ii. Troubleshooting
- iii. Procedures for reporting vehicle malfunctions

## **22. Handling Cargo**

In this section the student is introduced to the importance of properly handling cargo including

## **32. CSA**

This section introduces the student to Compliance, Safety, and Accountability (CAS) and makes the student aware of how this compliance and enforcement program will affect their professional driving career.

### **a. Objectives**

At conclusion, the student should have an understanding of:

- i. What CSA is and how it affects the student's professional driving career
- ii. The four major components of the CSA system
- iii. CSA related data



# WERNER

## CONGRATULATIONS AND THANK YOU!

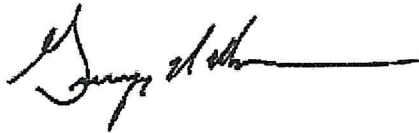
Werner Enterprises is extremely proud to put the safest and most productive professional drivers on the road year after year, and we wouldn't be able to do that without your help.

We appreciate everything that you and your staff do to prepare students to become professional drivers and begin their career with Werner.

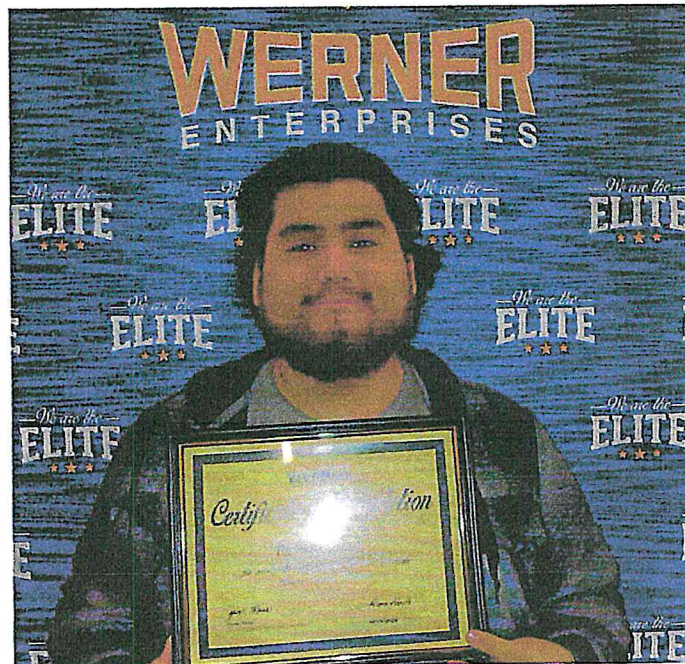
This letter is just a token of our appreciation to you and your staff for the outstanding job you did in helping to prepare one of your former students to become a Werner Enterprises team member.

We are confident that your school will continue to provide the trucking industry and Werner with high-quality and well-trained students.

If we can assist you in any way, please do not hesitate to call us at 1.888.4WERNER.



Greg Hamm  
Vice President  
Field and Government Recruiting



Richard Alvarez  
Grace CDL Truck Driving School

Hello my name is Larry Boyles jr I attended grace cdl truck driving school here in Laredo Texas I always wanted to get my cdl but couldn't afford it and I went to the Texas workforce and they couldn't help me so I reached out to the Webb County program and sure enough Mrs. Monica Carlee helped me out and gave me a chance to go to truck driving school. Let me tell you Grace CDL is the best school in Laredo Texas. They are family they are very helpful Ms. Velma, Tavo, Agustin and Mr. Barrios are awesome they go above and beyond to help. I am so thankful and blessed to have gone to that school it was amazing best experience I'll never forget it I was able to obtain my cdl a license because of them. They will always be there for you. I know my cdl license will pay off in the future and will open many doors for me and others that decide to get their cdl.



Larry Boyles Jr.

To Whom It may concern,

It's my absolute pleasure to recommend the best truck driving school in Laredo, Texas. I thoroughly enjoyed my time learning and spending time with great instructors Grace has to offer.

I couldn't be more grateful, for the instructors, because they are patient with one and fun to be around!

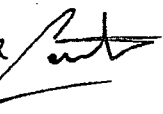
I would highly recommend for anyone pursuing their truck driving career to attend Grace CDL truck driving school inc., the best truck driving school in Laredo, Texas.

Lastly, I want to thank everyone who is in the Grace CDL trucking driving school inc. office, you'll all be the best!

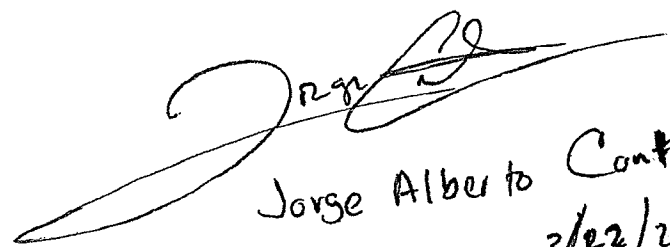
Sincerely, Angel Carranza 

I upgraded my Class A with a passenger endorsement!  
They were awesome and take you in as family just like  
Charles said! They worked with you on late evenings,  
early mornings and on weekends. Whatever was needed  
to accommodate you! There are no words that could  
express my appreciation for Tavo and Valentin. These two  
guys hold a very special place in my heart for willing to  
take however much time and do whatever needed to be  
done to get me where I needed to be to get back to  
Nashville. Velma worked very hard and without a doubt  
stands in your corner and has your back!! Its true, you  
don't mess with her students! I think of them as family  
and I am so glad I chose Grace for my schooling.  
THANK YOU all again much LOVE and big hugs!!

Jesse James Colvin

Jorge 

I had a great experience here at Grace CDL. The instructors and staff were friendly and helpful. They showed a lot of patience and made sure I was successful. I would definitely recommend to anybody trying to get their CDL.



Jorge Alberto Contreras  
3/22/2023

404 Lasso Lane (956) 477-9921

Hola

primeramente quiero agradecerle a Dios por esta oportunidad que me ha dado para obtener mi CDL y agradecerles vas tantísimo vas tantísimo a la familia Davila por haberme ayudado en mis clases y no me trataron como un cliente O alumno más me trataban como familia me sentía parte de la familia tuve muy bonitas experiencias en serio nos ayudan mucho mucho mucho a nosotros los alumnos nos ayudan bastante para lograr esto de obtener esta CD L esta licencia para para nuestro trabajo bendito Dios los bendiga mucho a toda la familia Davila y muchas gracias a Dios por haber estado yo pertenecerá a esta escuela

Humberto Campos

A handwritten signature in blue ink, appearing to read 'Humberto Campos', with a stylized, cursive script.


10-31-23

Velma, Johnny, Tavo, Valentin, and Agustin, thank you so much for your help and endless support in getting my license.

With your guidance and patience, you taught me the skills to become a CMV driver. Thank you for giving me the confidence to drive and for helping me to overcome all obstacles. Your lessons were very informative, well-structured and I really appreciated your encouragement. As well as having a very professional attitude, you all were also very caring people and I will miss all the laughs we shared.

I highly recommend Grace CDL Truck Driving School Inc. to anyone who is interested in learning to drive. I honestly couldn't have done it without you and I really appreciate everything y'all done for me! Los quiero mucho.

Salvador Gamboa

Jorge 

I had a great experience here at Grace CDL. The instructors and staff were friendly and helpful. They showed a lot of patience and made sure I was successful. I would definitely recommend to anybody trying to get their CDL.



Jorge Alberto Contreras

3/22/2023

404 Lasso Lane (956) 477-9921



# Grace CDL Driving School

Thank you to Grace driving school for helping me get my license and not letting me give up on me thanks for always helping me in anything I needed, they had the patience with me and they make me a skilled driver.

Mil gracias.

Ricardo Vaughn

A white handwritten signature on a black background. The signature is highly stylized and cursive, appearing to read 'Ricardo Vaughn'.

Starting out is going to be tough but gain that experience driving and you'll be able to find a company or local work that benefits you and fits your needs! I'm home now every week and being able to better provide for my family is all I could ask for. Grace CDL Truck Driving School Inc. made it possible for me to start my career! Best part about it and what I tell people is that it is family owned so it means more to them to see you succeed. Thank you to everyone at Grace!!

Bertha Morales

I recommend Grace CDL school 100%! I obtained my Class A CDL in 14 days! If I can do it, you can too! Instructors are experienced and there to help! The flexible schedule is another huge plus!

Gabriel Garcia

I had a great experience with Grace as they accommodated me with my working schedule. They allow me to continue the courses while having a full-time job. Agustin and Mr. Barrios great instructors that provide tailored instructions. Office staff Ms. Velma greatest lady and Mr. Davila truly a wonderful person. I will miss so much Grace School but now I'm off to the trucking industry. Totally recommend this school to anyone. Best school choice!

Stephanie Garcia

I wanted to take a moment to express my deepest gratitude for the incredible support and opportunities you have provided me during my time at your company.

Since joining the team, I have experienced tremendous personal and professional growth, and I owe it all to the guidance and mentorship I have received from you and the entire school.

Your commitment to fostering a culture of learning and development has truly made a difference in my career journey.

Thank you, Grace CDL School!

Daniel Villanueva

Grace CDL has been nothing but a good experience! From the classroom to the Yard! The instructors Tavo, Valentine and Velma have been nothing but the best! Not only are they instructors they're family and they treat you as one of their own! Not to mention will give you the one on one if needed and will provide help on off days!

Jason Lee Charles