



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

PROGRAM HANDBOOK

Program: Professional Truck Driver Training

Site: Broken Arrow Campus

School Year: 22-23

Instructor and Contact Information

Instructor Name: Donnie Tulk

Ja'net Leath

Rob Manke

Instructor Phone: 918-828-3081

918-828-3085

918-828-3084

Instructor Email: donnie.tulk@tulsatech.edu

janet.leath@tulsatech.edu

Rob.manke@tulsatech.edu

Instructor Office Hours: Monday-Friday 7:30-4:00

Instructor Credentials: Class A CDL, Certified Department of Public Safety Third Party Examiner

Instructor Biography: Donnie Tulk has spent the past 38 years in the trucking industry. Prior to starting the Professional Truck Driver Training program in 2016 Mr. Tulk held several positions within the trucking industry. Starting his career as a professional over the road truck driver. Mr. Tulk was soon promoted to positions such as Dispatcher, Terminal Manager, Safety Director, and Director of Recruiting.

Ja'net Leath started her journey to becoming a professional truck driver in August of 2016 in the inaugural professional truck driver training class. As Ms. Leath gained experience as an over the road truck driver she became a Certified Driver Trainer with Prime Inc. After almost 4 years behind the wheel Ms. Leath returned to the Tulsa Tech Professional Truck Driver Training program as an instructor in October of 2019.

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Rob Manke began his career in trucking after serving 24 years in the US Navy, upon retirement from the Navy Mr. Manke attended American Institute of Trucking in Phoenix Arizona to Obtain his Class A CDL.

Instructional Philosophy: Educating people for success in the workplace

Campus/Site Information

Attendance Office: 918-828-3000

Counselor(s): Mike Roark

918-828-3032

mike.roark@tulsatech.edu

Tammy Garcia

918-828-3034

tammy.garcia@tulsatech.edu

Administration: Director: Jerry Bogle

918-828-3001

jerry.bogle@tulsatech.edu

Assistant Directors: John Peterson

918-828-3004

john.peterson@tulsatech.edu

Program Information

Program Name: Truck Driver Training

Description:

- ❖ Achieve the behind the wheel experience and training to become a Professional Tuck Driver
- ❖ Learn from professional truck drivers the skills needed to drive and operate heavy trucks such as semi-tractor trailers and large commercial dump trucks
- ❖ Learn advanced truck driving skills including, hazardous material transportation, double and triple trailer operation, tank trailer operation, regulatory

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requirements, vehicle inspections, record keeping, DOT hours of service, Compliance, Safety, and Accountability, and tractor-trailer maintenance.

This program consists of two courses:

Entry Level Driver Training- 105 hours

Professional Driving Skills- 245

Professional Truck Driving Internship- 250

- ★ See program plan of study for specific information on course, hours, and certifications available.

Career and/or College Opportunity: Logistics/ Supply Chain

Eligibility for Admissions

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student's ability to fully participate or complete a program, or to obtain professional credentials at the program's conclusion.

- ★ *Students must pass a pre-program drug test, DOT physical exam, and DOT drug test*

Schedule

Class Times: Daytime classes-7:50am-3:50pm

Evening classes- 4:10pm-10:00pm

Classroom Procedure & Expectations

Grading

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the policy and procedures of the district. All course and program grade totals will be calculated in the district designated gradebook on a point-based system.

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

A	100-90%
B	89 – 80%

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C	79 – 70%
D	69 – 60%
F	59 – 0%

The minimum passing grade for all tests is 80%

Makeup Work:

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

Teaching Methods:

This course may be taught through a variety of delivery methods which may include face to face, lecture, activities, shops/labs, and work-based experience.

Professionalism:

- Students are expected to dress professionally daily.
- Students are expected to wear the program uniform shirt
- Closed toed shoes or boots must be worn
- Long pants must be worn, shorts and yoga pants are unacceptable
- Cell phone use is strictly prohibited on the truck driving range and while behind the wheel

Attendance:

Students must adhere to Tulsa Tech's district attendance policy.

[Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (<https://tulsatech.edu/about/district-policies>)

ID Badges: ID badges must be worn at all times on campus.

Accident Reporting: Report any accidents to teacher or member of administration immediately.

Code of Conduct:

Tulsa Tech’s student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

Supplies Needed

1. Bumper to Bumper Textbook
2. Bumper to Bumper online curriculum login information
3. FMCSA Safety Regulations handbook
4. Record of Duty Status log-book

Additional Information

Transportation/Parking:

Students must park in designated student parking only.

At no time are students to park on the truck driving range

WBL Information:

Successful completion of 350 program hours required

Must have Obtained Class A or B CDL

Student must drive minimum of 40 hours per week

College Credit Opportunities:

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification or license, taking an institutional assessment at the college, showing a portfolio, or demonstrating knowledge.

Oklahoma Career Tech Student Organizations & Honor Recognitions

Please delete what is not applicable to your program.



Career & Technical Education



NTHS – The National Technical Honor Society



PATH – Professional, Academic, Technical, and Honor

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech’s policy manual at: [Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (<https://tulsatech.edu/about/district-policies>)