

Illinois Teamsters/  
Employers Apprenticeship & Training Fund  
Affiliated with Joint Council 25

# Principles of Excellence – Veterans Participants Training Program Disclosures

March 4, 2013

## Schedule of Documents

Illinois Teamsters/Employers Apprenticeship & Training Fund  
Affiliated with Joint Council 25

**Document 1 – Illinois Teamsters Construction Truck Driver Apprenticeship Program – Veterans Information Form**

**Document 2 – Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program – Veterans Information Form**

**Document 3 – Illinois Teamsters Veterans Grievance Procedure**

# Document 1

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Illinois Teamsters Construction  
Truck Driver Apprenticeship Program –  
Veterans Information Form

**Illinois Teamsters/Employers Apprenticeship & Training Fund**  
Affiliated with Joint Council 25

**VETERANS PROGRAM INFORMATION FORM**  
**Illinois Teamsters Construction Truck Driver Apprenticeship Program**

ILLINOIS TEAMSTERS/EMPLOYERS APPRENTICESHIP & TRAINING FUND

Affiliated with Joint Council 25  
 990 NE Frontage Road – Suite 4  
 Joliet, IL 60431  
 OFFICE: 815.773.0700  
 FAX: 815.773.1122

[www.illinoisteamsterstraining.org](http://www.illinoisteamsterstraining.org)  
[info@illinoisteamsterstraining.org](mailto:info@illinoisteamsterstraining.org)

**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM NAME: Illinois Teamsters Construction Truck Driver Apprenticeship Program

DESCRIPTION OF PROGRAM:

The Apprentice Program is a four (4) year program where the students receive continuous education. Once accepted as a Teamster Apprentice, you will receive approximately eight (8) weeks, 200 hours of classroom and hands-on training. The primary objective of the course is to give students the basic skills required to become a safe, professional commercial driver in the construction industry. The Construction Truck Driver Apprenticeship Program is a (4) year, 8000 hours program. Each year, Apprentices are required to attend classroom training, and receive on-the-job training to advance to their next level where they learn to safely operate various types of equipment and receive additional safety training.

**PROGRAM OBJECTIVE AND OUTCOMES:**

The objective of the Construction Truck Driver Apprenticeship program is to provide education and training to students so that the students possess the knowledge and skills required for employment as Teamsters Construction Truck Drivers.

**Outcomes**

Graduates of the Construction Truck Driver Apprenticeship Program will be able to:

- Operate – pickup truck, straight dump truck, straight flat bed truck, building material and construction truck, and straight water or fuel truck.
- Operate – any combination vehicle requiring a Class A CDL, including lowboy trailers of construction equipment, articulating and dump trucks.
- Operate – forklift and end loader
- Operate lowboys and specialty construction equipment utilizing safe operating procedures
- Operate lowboys and specialty construction equipment utilizing advanced operating procedures

**PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_ TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

**TUITION & FEES**

NON-REFUNDABLE REGISTRATION FEE: \$25.00

TUITION: \$00.00

BOOKS & SUPPLIES: Included in Tuition

MISC. STUDENT  
EXPENSES

(Approximate): \$100 – Physical Exam  
\$100 – Drug/Alcohol Test  
\$50 – IL CDL Permit Fee  
\$12 – Obtain State Motor Vehicle Report

TOTAL (Approximate) COST FOR CONSTRUCTION TRUCK DRIVER APPRENTICESHIP PROGRAM: **\$287.00**

\*\*\*Please Note: Travel, Lodging and Gas Expense (for students that need to travel to the facility), Meals (the Training Center offers snacks and beverages free of charge; but not meals) and any other related out of pocket expenses such as copying and faxing of required documents prior to the start of the program, are the responsibility of the student.

## **REQUIREMENTS FOR ADMISSION TO PROGRAM:**

### **MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

#### **A. Age**

The applicants must be not less than eighteen (18) years of age. Each applicant shall be required to provide appropriate proof of age.

#### **B. Education**

Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job learning and related technical instruction. A high school diploma or GED equivalency may be required. When required the applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

#### **C. Physical**

Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Shall pass drug and alcohol screening and obtain a medical examiners certificate as required by the U.S. Department of Transportation (USDOT) in accordance with the Federal Motor Carrier Safety Administration Regulations. ONLY those selected for entry into the apprenticeship program will be required to take and pass the physical exam and the drug/alcohol test. (Cost to be borne by the applicant if selected for entry into the apprenticeship program.)

Applicants may be subject to a physical agility or fitness test on acceptance into the program and prior to being employed.

#### **D. Aptitude Test**

Applicants may be subject to an aptitude test accepted in the State where they will work and must pass each section to ensure they are able to comprehend the material they will learn.

#### **E. Driver's License**

Must have had a class "D" driver's license for at least one year and maintain that license and any other class of driver's license obtained in the program for the duration of the program.

#### **F. Clean Driving Record**

Applicant must provide their State Motor Vehicle driving report with the application that indicates a clean driving record. (Cost to be borne by the applicant.) Any one of the following lists of violations on a driving record will prevent a prospective applicant from selection in the program:

- Two traffic citations, 15 mph over the posted speed limit in a two-year period.
- One traffic citation, 15 mph over the posted speed limit with a suspension or revocation in a two year period.
- A suspension and a revocation within a two-year period.
- Any driving under-the-influence conviction within the last two years.
- A total of three moving violations in the last two years.

**APPLICATION PROCEDURES**

- A. All applicants shall make application on forms provided by the Training Committee. A \$25.00 non-refundable application fee is required at the time of application. Applications will be available at the office of the Training Fund located at 990 NE Frontage Road, Ste 4, Joliet Illinois during such periods as are designated by the Training Committee. All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Training Committee.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, State Motor vehicle driving report, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

**SELECTION PROCEDURES**

- A. The Training Committee will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his or her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Training Committee informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no

response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.

- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by his/her own written request or following failure to respond to an apprentice opening. Applicants, who are not placed during the two (2) year period that they were on the ranking list, will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- I. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the Training Committee in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. *(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)*
- J. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and indentured by the Training Committee at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. *(Note: This is a method of direct entry into the apprenticeship program.)* For such applicants to be considered they must:
  1. Be employed in the Training Committee's jurisdiction when the authorization card was signed;
  2. Have been employed by the employer before the organizational effort commenced;
  3. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated; and
  4. Provide reliable documentation to the Training Committee to show they were an employee performing construction driving work prior to signing the authorization card.

## **COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Bureau of Apprenticeship and Training as provided for under Section 30.11 of Title 29 Code of Federal Regulation, Part 30.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the name of the Training Committee, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The time may be extended by the Bureau of Apprenticeship and Training for good cause shown.



- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The Training Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **MAINTENANCE OF RECORDS**

The Training Committee will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at 29 CFR Part 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants. In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

## **CONSUMER INFORMATION**

Illinois Teamsters/Employers Apprenticeship & Training Fund's most recent 12-month reporting period of September 1, 2011 through August 31, 2012, is as follows:

1. The number of students who were admitted into the Illinois Teamsters Training Center's programs of instruction:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 4
2. The student additions during the year due to:
  - A. New Starts
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 4
  - B. Re-enrollments
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
  - C. Transfers from other courses of instruction at the College.
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
3. The total number of students admitted from September 1, 2011 through August 31, 2012 plus student additions = 4
4. The number of students of the total course of instruction enrollment who:
  - A. Transferred out of the courses of instruction to another course of instruction:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
  - B. Completed or graduated from:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 1

- C. Withdrew from the Training Center:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 3
- D. Are still enrolled:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 0
- 5. The number of students of the total course of instruction enrollment who:
  - A. Were placed in their field of study:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 1
  - B. Were placed in a related field:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
  - C. Placed out of the field:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
  - D. Were not available for placement due to personal reasons:
    - Construction Truck Driver Apprenticeship Program =
    - 200 Hour Basic CDL Truck Driver Program = 3
  - E. Were not employed:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
- 6. The number of students who took a professional certification examination, and the number who passed:
  - Construction Truck Driver Apprenticeship Program = 0
    - Passed = N/A
  - 200 Hour Basic CDL Truck Driver Program = 1
    - Passed = 1
- 7. Graduates of the College who obtained employment who did not use the Training Center's placement assistance:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 0
- 8. Graduates of the College who obtained employment average starting salaries:
  - Construction Truck Driver Apprenticeship Program = N/A
  - 200 Hour Basic CDL Truck Driver Program = Unknown
- 9. COMPLAINTS AGAINST THIS TRAINING CENTER MAY BE REGISTERED WITH THE ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS, 833 South Spring Street, P.O. Box 19432, Springfield, IL- 62794-9432, Phone - (217) 782-6641, and at <http://www2.illinois.gov/veterans/Pages/default.aspx>

## **REFUND / CANCELLATION POLICY**

- **Tuition Refund Policy**

Tuition is not currently charged to honorably discharged veterans at this time. If this policy should change, the Illinois Teamsters Training Center will publish a Tuition Refund Policy.

- **Tuition Reimbursement Schedule**

Tuition is not currently charged to honorably discharged veterans at this time. If this policy should change, the Illinois Teamsters Training Center will publish a Tuition Reimbursement Schedule.

- **Re-admission Policy**

Any veteran that withdrawals from the Construction Truck Driver Apprenticeship Program, is eligible to return to the program, so long as they are able to meet the required minimum qualifications – (See “Minimum Qualifications” listed on Page 3 of this document).

### **NOTICE TO VETERAN/STUDENT**

1. Do not sign any agreement before you have read it or if it contains any blank spaces.
2. You are entitled to an exact copy of any agreement and any disclosure pages you sign.
3. The Training Center does not guarantee the transferability of work/study credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.
4. The Illinois Teamsters/Employer and Apprenticeship Training Fund Training Director is Michael T. Borjas. Mr. Borjas is available to assist service member and veteran students and their families with the successful completion of the training program and as a resource for job searching.

### **STUDENT ACKNOWLEDGMENTS**

1. I have carefully read and received an exact copy of this Information Form.  
**Student Initials** \_\_\_\_\_
2. I hereby acknowledge that the College has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.  
**Student Initials** \_\_\_\_\_
3. I understand that the Training Center does not guarantee job placement to graduates upon program completion.  
**Student Initials** \_\_\_\_\_
4. I understand that complaints, which cannot be resolved by direct negotiation with the Training Center in accordance to its written grievance policy, may be filed with THE ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS, 833 South Spring Street, P.O. Box 19432, Springfield, IL-62794-9432, Phone - (217) 782-6641, and at <http://www2.illinois.gov/veterans/Pages/default.aspx>  
**Student Initials** \_\_\_\_\_

The student acknowledges receiving a copy of this Information Form. The student by signing this form acknowledges that he/she has read this form, understands the terms and conditions, and agrees to the conditions outlined in this form. The student and the Training Center will retain a copy of this Information Form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Director's Signature

\_\_\_\_\_  
Date

# Document 2

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Illinois Teamsters 200 Hour Basic CDL  
“Class A” Truck Driver Training Program –  
Veterans Information Form

**Illinois Teamsters/Employers Apprenticeship & Training Fund**  
Affiliated with Joint Council 25

**VETERANS PROGRAM INFORMATION FORM**  
**Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program**

**ILLINOIS TEAMSTERS/EMPLOYERS APPRENTICESHIP & TRAINING FUND**

Affiliated with Joint Council 25  
990 NE Frontage Road – Suite 4  
Joliet, IL 60431  
OFFICE: 815.773.0700  
FAX: 815.773.1122

[www.illinoisteamsterstraining.org](http://www.illinoisteamsterstraining.org)  
[info@illinoisteamsterstraining.org](mailto:info@illinoisteamsterstraining.org)

**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM NAME: Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program

DESCRIPTION OF PROGRAM:

The Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program is a five (5) week program where the students receive the basic skills required to become a safe professional commercial driver in the construction industry.

**PROGRAM OBJECTIVE AND OUTCOMES:**

The objective of the Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program is to provide education and training to students so that the students possess the knowledge and skills required to successfully obtain a State of Illinois Class “A” CDL license.

Outcomes

Graduates of the Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program will be able to:

- Operate – pickup truck, straight dump truck, straight flat bed truck, building material and construction truck, and straight water or fuel truck.
- Operate – any combination vehicle requiring a Class A CDL, including lowboy trailers of construction equipment, articulating and dump trucks.

### **PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME  DAY  EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: 8:00 a.m. TIME CLASS ENDS: 4:30 p.m.

NUMBER OF WEEKS: 5 TOTAL CLOCK HOURS: 200

\*\*\*The 200 Hours does not include the State of Illinois CDL skills and road test.

### **TUITION & FEES**

REGISTRATION FEE: \$00.00

TUITION: \$00.00

BOOKS & SUPPLIES: Included

MISC. STUDENT  
EXPENSES

(Approximate): \$100 – Physical Exam  
\$100 – Drug/Alcohol Test  
\$50 – IL CDL Permit Fee  
\$12 – Obtain State Motor Vehicle Report

TOTAL (Approximate) COST FOR 200 Hour Basic CDL Truck Driver Training Program: **\$262.00**

\*\*\*Please Note: Travel, Lodging and Gas Expense (for students that need to travel to the facility), Meals (the Training Center offers snacks and beverages free of charge; but not meals) and any other related out of pocket expenses such as copying and faxing of required documents prior to the start of the program, are the responsibility of the student.

### **REQUIREMENTS FOR ADMISSION TO PROGRAM:**

#### **MINIMUM QUALIFICATIONS**

The Illinois Teamsters 200 Hour Basic CDL “Class A” Truck Driver Training Program is only available to Illinois Teamster members of contributing employers and/or honorably discharged veterans and Reserve or Guard military personnel who are permanent residents of the State of Illinois at no cost to the candidate.

Applicants are required to meet the following minimum qualifications:

**A. Age**

The applicants must be not less than eighteen (18) years of age. Each applicant shall be required to provide appropriate proof of age.

**B. Education**

A high school diploma or GED equivalency is required. The applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

**C. Physical**

Applicant shall be physically capable of performing the essential functions of the occupation, and successfully completing all the Department of Transportation's medical examiners certificate (DOT Medical Card). Applicants selected for entry into the program are required to pass and obtain a qualified DOT exam and drug/alcohol test at the applicant's expense.

**D. Driver's License**

Must have Illinois Class "D, C, or B" driver's license and a CDL (A) Instructional Permit with airbrake endorsement.

**E. Clean Driving Record**

Applicant must provide their State Motor Vehicle driving report (obtained within 30 days prior to the class start date). The cost is incurred by the applicant. Any one of the following lists of violations on a driving record will prevent a prospective applicant from selection in the program:

- Two traffic citations, 15 mph over the posted speed limit in a two-year period.
- One traffic citation, 15 mph over the posted speed limit with a suspension or revocation in a two year period.
- A suspension and a revocation within a two-year period.
- Any driving under-the-influence conviction within the last two years.
- A total of three moving violations in the last two years.

**F. Documentation**

At the time of enrollment, the Applicant must furnish copies of the following:

- Current paid union card or withdrawal card issued within the last 12 months
- Certificate of Release or Discharge from Active Duty (DD Form 214)
- Military Reserve and/or Guard Form 2586
- Illinois Class "D, C, or B" driver's license and a CDL (A) Instructional Permit with airbrake endorsement
- Illinois State Motor Vehicle Report – Obtained within 30 days prior to the class start date
- Current DOT Medical Card
- Successfully pass a mandatory DOT drug test

**G. Expenses**

- **All required document costs and fees are at the applicants' expense**
- **All travel, meals, lodging, and any other related costs are at the applicants' expense**

**COMPLAINT PROCEDURE**

A. Any applicant who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to training or that the equal opportunity standards with respect to his/her participation in the Training Program have not been followed in the operation of the Training Program, may personally or through an authorized representative, file a complaint with the Bureau of Apprenticeship and Training as provided for under Section 30.11 of Title 29 Code of Federal Regulation, Part 30.

- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the name of the Training Center, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The time may be extended by the Bureau of Apprenticeship and Training for good cause shown.
- D. Complaints of harassment in the Training program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The Training Center will provide written notice of their complaint procedure to all applicants for its training programs.

### **MAINTENANCE OF RECORDS**

The Training Center will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation of each applicant, the records pertaining to applicants examinations, the original application for each applicant, and information relative to the operation of the training program,

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants. In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

### **CONSUMER INFORMATION**

Illinois Teamsters/Employers Apprenticeship & Training Fund's most recent 12-month reporting period of September 1, 2011 through August 31, 2012, is as follows:

1. The number of students who were admitted into the Illinois Teamsters Training Center's programs of instruction:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 4
2. The student additions during the year due to:
  - A. New Starts
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 4
  - B. Re-enrollments
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
  - C. Transfers from other courses of instruction at the College.
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
3. The total number of students admitted from September 1, 2011 through August 31, 2012 plus student additions = 4
4. The number of students of the total course of instruction enrollment who:



- A. Transferred out of the courses of instruction to another course of instruction:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 0
- B. Completed or graduated from:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 1
- C. Withdrew from the Training Center:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 3
- D. Are still enrolled:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 0
5. The number of students of the total course of instruction enrollment who:
  - A. Were placed in their field of study:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 1
  - B. Were placed in a related field:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
  - C. Placed out of the field:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 1
  - D. Were not available for placement due to personal reasons:
    - Construction Truck Driver Apprenticeship Program =
    - 200 Hour Basic CDL Truck Driver Program = 3
  - E. Were not employed:
    - Construction Truck Driver Apprenticeship Program = 0
    - 200 Hour Basic CDL Truck Driver Program = 0
6. The number of students who took a professional certification examination, and the number who passed:
  - Construction Truck Driver Apprenticeship Program = 0
    - Passed = N/A
  - 200 Hour Basic CDL Truck Driver Program = 1
    - Passed = 1
7. Graduates of the College who obtained employment who did not use the Training Center's placement assistance:
  - Construction Truck Driver Apprenticeship Program = 0
  - 200 Hour Basic CDL Truck Driver Program = 0
8. Graduates of the College who obtained employment average starting salaries:
  - Construction Truck Driver Apprenticeship Program = N/A
  - 200 Hour Basic CDL Truck Driver Program = Unknown
9. COMPLAINTS AGAINST THIS TRAINING CENTER MAY BE REGISTERED WITH THE ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS, 833 South Spring Street, P.O. Box 19432, Springfield, IL-62794-9432, Phone - (217) 782-6641, and at <http://www2.illinois.gov/veterans/Pages/default.aspx>

## **REFUND / RE-ADMISSION POLICY**

- **Tuition Refund Policy**

Tuition is not currently charged to honorably discharged veterans at this time. If this policy should change, the Illinois Teamsters Training Center will publish a Tuition Refund Policy.

- **Tuition Reimbursement Schedule**

Tuition is not currently charged to honorably discharged veterans at this time. If this policy should change, the Illinois Teamsters Training Center will publish a Tuition Reimbursement Schedule.

- **Re-admission Policy**

Any veteran that withdrawals from the 200 Hour Basic CDL Training program, is eligible to return to the program, so long as they are able to meet the required minimum qualifications – (See “Minimum Qualifications” listed on Pages 2 & 3 of this document).

## **NOTICE TO VETERAN/STUDENT**

1. Do not sign any agreement before you have read it or if it contains any blank spaces.
2. You are entitled to an exact copy of any agreement and any disclosure pages you sign.
3. The Training Center does not guarantee the transferability of work/study credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.
4. The Illinois Teamsters/Employer and Apprenticeship Training Fund Training Director is Michael T. Borjas. Mr. Borjas is available to assist service member and veteran students and their families with the successful completion of the training program and as a resource for job searching.

## **STUDENT ACKNOWLEDGMENTS**

1. I have carefully read and received an exact copy of this Information Form.  
**Student Initials** \_\_\_\_\_
2. I hereby acknowledge that the Training Center has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.  
**Student Initials** \_\_\_\_\_
3. I understand that the Training Center does not guarantee job placement to graduates upon program completion.  
**Student Initials** \_\_\_\_\_
4. I understand that complaints, which cannot be resolved by direct negotiation with the Training Center in accordance to its written grievance policy, may be filed with THE ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS, 833 South Spring Street, P.O. Box 19432, Springfield, IL-62794-9432, Phone - (217) 782-6641, and at <http://www2.illinois.gov/veterans/Pages/default.aspx>  
**Student Initials** \_\_\_\_\_

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The student acknowledges receiving a copy of this Information Form. The student by signing this form acknowledges that he/she has read this form, understands the terms and conditions, and agrees to the conditions outlined in this form. The student and the Training Center will retain a copy of this Information Form.

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Student's Signature

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Date

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Training Director's Signature

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Date

# Document 3

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Illinois Teamsters Veterans Grievance Procedure

**Illinois Teamsters/Employers Apprenticeship & Training Fund**  
Affiliated with Joint Council 25



*Illinois Teamsters/Employers Apprenticeship and Training Fund*  
*Affiliated with Joint Councils 25 & 65*

990 NE FRONTAGE ROAD, SUITE 4  
JOLIET, ILLINOIS 60431-2764  
PHONE (815) 773-0700 FAX (815) 773-1122

## **Veterans Grievance Procedure**

Any veteran student with a grievance may submit the grievance, electronically, to the Training Director. The Training Director will try to resolve any grievances a veteran student may have involving administrative, training, facility matters and/or any other Training Center related issue within a maximum of 30 days from the date of receiving a grievance. The Training Director will convene a meeting, with the appropriate parties, to discuss the problem and, if possible, arrive at a mutual resolution of the problem. If the issue is not resolved, grievances against the Training Center may be filed with Teamsters Local 786 President and Training Fund Trustee, Michael Yauger, 300 South Ashland Ave., Suite 501, Chicago, IL 60607, Phone: 312-666-2750. Teamsters Local 786 President Yauger will convene a meeting, with the appropriate parties (in person or via telephone) to discuss the problem and, if possible, arrive at a mutual resolution of the problem. If the issue is still not resolved, a grievance against the Training Center may be registered with THE ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS, 833 South Spring Street, P.O. Box 19432, Springfield, IL 62794-9432, Phone - (217) 782-6641, or by contacting the Department via their website at: <http://www2.illinois.gov/veterans/about-us/Pages/contact-us.aspx>.

To file a grievance, please double click on the link to the right: [Veterans Complaint Form](#)

When the web page opens, complete the form, and hit the submit button to present a complaint against an Illinois Teamsters Training Center Director, instructor, or staff member.