

HAWAII CDL ACADEMY

Student Catalog

Volume 2.5

Training Address: 1090 Kekuanoa Street, Hilo, Hawaii 96720

Mailing Address: P.O. Box 1922, Keaau, Hawaii 96749

www.HawaiiCDLAcademy.net

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TABLE OF CONTENTS

1. Ask Us About Tuition Assistance Programs	3
2. Governing Body	3
3. Owner	3
4. Instructors / Credentials	3
5. Facility & Equipment	4
6. Mission Statement	5
7. Program Length, Schedule, and Training Hour Breakdown	5
8. CDL 101 Timeline — Class A Commercial Training	6
9. Class Size	6
10. Program Costs	6-7
11. Payment Policy	7
12. Admissions Requirements	7-8
13. Admission Notification / Reapplication Policy	8
14. Academic Calendar	8
15. Non-Discrimination Policy	8-9
16. Student Grievance Policy	9
17. Grievance Procedure	9-10
18. Cancellation and Refund Policy	10-11
19. Attendance Policy	11-12
20. Tardy Policy	12
21. Leave of Absence Policy	12-13
22. Transfer Policy	13
23. Transcripts and Certificate Retention Policy	13-14
24. CDL 101: Course Description	14-15
25. Grading System	15
26. Student Progress	15-16
27. Assessments for Learning	16-17
28. Graduation Requirements	17
29. Student Conduct & Offense Policy	17-18
30. Student Privacy Rights & Confidentiality	18-19
31. Job Placement Support	19
CERTIFICATION OF ACCURACY AND COMPLIANCE	20

1. ASK US ABOUT TUITION ASSISTANCE PROGRAMS

At Hawaii CDL Academy, we are committed to making commercial driver’s license (CDL) training accessible to qualified students seeking careers in the transportation industry.

Eligible students may qualify for tuition assistance through:

- Workforce Innovation and Opportunity Act (WIOA)
- Department of Vocational Rehabilitation
- Native Hawaiian workforce development programs
- Employer-sponsored training programs
- Workforce development grants

Students seeking financial assistance are encouraged to speak with the Admissions Department regarding eligibility requirements and available funding opportunities.

Priority enrollment opportunities may be available through federally funded workforce development initiatives, including programs serving veterans, military spouses, National Guard members, Reservists, transitioning service members, and other eligible participants. The sponsoring agency and applicable program guidelines determine the availability of funding and eligibility requirements.

2. GOVERNING BODY

The governing body of Hawaii CDL Academy is its owner and operator, T.J. Kamakana Madden. The Academy is additionally subject to the following federal and state oversight.

Level	Agency	Role
Federal	FMCSA	Federal governing body for CDL training schools, setting national training standards and maintaining the Training Provider Registry. Approves and monitors CDL training providers nationwide. Establishes curriculum requirements for classroom, range, and behind-the-wheel training. Ensures schools comply with federal safety standards.
State	Hawaii DMV	Hawaii DMV is the state authority responsible for licensing and regulating CDL training schools within Hawaii’s jurisdiction. Administers CDL knowledge and skills tests. Ensures compliance with both federal ELDT standards and state-specific laws.

3. OWNER

T.J. Kamakana Madden — CEO, Operations Manager, Lead CDL Instructor

4. INSTRUCTORS / CREDENTIALS

Instructor	Credentials	Experience
T.J. Kamakana Madden	CLP Instructor CDL Class A & B Instructor ELDT Endorsements: HAZMAT, School Bus, Passenger	18 years of commercial driving and CDL instruction
Misti Madden	CLP Instructor CDL Class B Instructor ELDT Endorsements: HAZMAT, School Bus, Passenger	6 years of commercial driving and CDL instruction
Celeste Naumu	CLP Instructor CDL Class A & B Instructor ELDT Endorsements: HAZMAT, School Bus, Passenger	1 year of commercial driving and CDL instruction

Logan RyanCLP Instructor | CDL Class A & B Instructor | ELDT
Endorsements: HAZMAT, School Bus, Passenger3 years of commercial
driving and CDL instruction*FMCSA Training Provider Registry Credential ID: 10bc3c0f-582b-4bc7-a0f7-e2518a85ffcd | Expiration: December 09, 2026*

5. FACILITY & EQUIPMENT

Hawaii CDL Academy is proud to offer students access to a well-equipped training facility that reflects our commitment to delivering quality, industry-standard CDL instruction in realistic settings.

The Hilo training location provides both classroom instruction and behind-the-wheel training in a controlled, professional environment. The Academy's outdoor classroom is equipped with the following instructional equipment used during daily training operations:

- Student tables and seating
- Whiteboard and instructional display materials
- Laptop computers used for ELDT instruction
- FMCSA CDL manuals and printed instructional materials
- Safety cones and maneuver demonstration equipment
- Audio/visual instructional monitor
- Internet access for ELDT compliance training

Students are not scheduled on-site unless supervised instructional activities are actively occurring. Students rotate through classroom instruction, range training, observation-based learning activities, simulator instruction, and behind-the-wheel driving sessions under instructor supervision. Students observing another student's driving session are considered engaged in supervised instructional activity because instructors provide live commentary, safety analysis, maneuver coaching, and operational instruction during those sessions.

The maximum cohort size is limited to eight (8) students. Behind-the-wheel instruction is limited to no more than five (5) students per instructor at any given time. When more than five students are participating in behind-the-wheel activities, an additional instructor is utilized.

Students may rotate between:

- Classroom instruction
- Range practice
- Observation-based learning
- Simulator training
- Vehicle inspection training
- Behind-the-wheel driving

Hawaii CDL Academy utilizes commercial driving simulation technology to supplement classroom and behind-the-wheel training. Simulator exercises are used to reinforce hazard recognition, defensive driving techniques, emergency procedures, and vehicle control in a safe training environment.

All activities are instructor supervised and count toward program instructional objectives

Commercial Motor Vehicle	Type	Transmission
1987 Peterbilt 377	Semi	13-speed manual
2005 Freightliner M2	Semi	6-speed manual

2014 Freightliner M2	Semi	Automatic
2004 International CE 200	School Bus	Automatic
1981 Wisconsin Trailer	Trailer	30' single axle
1986 Wisconsin Trailer	Trailer	30' double axle

6. MISSION STATEMENT

Hawaii CDL Academy's primary goal is to produce quality, safety-conscious, and highly employable entry-level commercial drivers in full compliance with FMCSA regulations (49 CFR Part 380 Subpart F & G), Hawaii Revised Statutes (HRS §286-235 and HRS §286-236), and Hawaii Administrative Rules (HAR 19-137). Our training emphasizes truthful, realistic preparation for the responsibilities and demands of the commercial driving industry, equipping our students with the knowledge, skills, and professionalism required to succeed.

The Academy is committed to reducing crashes, injuries, and fatalities involving commercial motor vehicles through comprehensive safety-focused training and professional driver development.

Through hands-on instruction with industry-standard equipment and experienced Trucking Company Owner/Instructors, we provide real-world training that reflects current industry expectations and Department of Transportation requirements.

It is our mission to empower the next generation of professional CDL drivers to become valuable assets to their employers and our communities.

7. PROGRAM LENGTH, SCHEDULE, AND TRAINING HOUR BREAKDOWN

The Commercial Driver's License (CDL) training program offered by Hawaii CDL Academy consists of a total of 260 clock hours of instruction, delivered over a maximum period of sixteen (16) weeks.

Weekly Schedule

The program is offered on a fixed schedule of sixteen (16) hours of supervised instructional time per week, delivered Monday through Friday. Students who regularly attend all scheduled sessions will complete the 260-hour program within sixteen (16) weeks.

The training facility operates up to forty (40) hours per week for administrative and operational purposes; however, the required student instructional schedule is sixteen (16) hours per week. Only supervised instructional time counts toward the required 260 clock hours. Additional time on site for scheduling coordination, safety briefings, or waiting between practical driving sessions does not count toward the required clock hours.

Detailed Breakdown of the 260 Clock Hours

- | | |
|--------------------------------------|----------|
| • Classroom / Theory Instruction: | 40 hours |
| • Range / Backing Maneuvers: | 70 hours |
| • Behind-the-Wheel Road Training: | 90 hours |
| • Vehicle Inspection Training: | 30 hours |
| • Safety and Compliance Instruction: | 30 hours |

Total Program Hours: 260 Clock Hours | Duration: 16 Weeks | Weekly Hours: 16 (Fixed Schedule)

Typical Training Schedule:

- Monday through Friday
- 8:00 AM – 11:00 AM
- 30-minute break provided as needed
- Additional driving sessions are scheduled based on instructor rotation and vehicle availability

Students receive approximately 16–18 hours of supervised instruction weekly.

8. CDL 101 TIMELINE — CLASS A COMMERCIAL TRAINING

Program	Clock Hours	Duration
CDL 101 — Class A Commercial Training	260 Clock Hours	16 Consecutive Weeks 16 Hours Per Week (Fixed)

9. CLASS SIZE

To ensure safe, effective instruction and compliance with facility limitations, class enrollment is limited to a maximum of eight (8) students per training cohort. This limit was established based on the capacity of the outdoor classroom, the instructor-to-student ratio required for safe behind-the-wheel training, and the number of training vehicles available for simultaneous use.

The instructor-to-student ratio for behind-the-wheel road training shall not exceed five (5) students per instructor at any time.

10. PROGRAM COSTS

The following costs are associated with enrollment at Hawaii CDL Academy.

Tuition Fees	Cost
CDL Class A Tuition	\$3,900.00
Registration and Enrollment Fees	\$250.00
CLP Permit Preparation & ELDT Theory	\$650.00
Training Materials and Manuals	\$150.00
Total Tuition Per Student	\$4,950.00

Endorsement	Cost
HAZMAT Endorsement Preparation	\$500.00
Tanker Endorsement Preparation	\$350.00
Passenger Endorsement Training	\$1,500.00
School Bus Endorsement Training	\$2,500.00
School Bus + Passenger Bundle	\$3,500.00

Non-Tuition Fee Schedule (Paid by Student Directly to Payable Party)

Required third-party expenses are necessary for CDL eligibility and licensing, but are paid directly by the student to outside providers.

Payable To	Item	Description	Price
County of Hawaii	CLP Fee	Commercial Learner's Permit	\$30.00
County of Hawaii	Renewal Fee	CLP Renewal	\$5.00
County of Hawaii	Duplicate License	Replacement / info change	\$15.00
County of Hawaii	Special Knowledge Test	HAZMAT, Passenger, etc.	\$5.00
County of Hawaii	Reinstate CDL Privilege	Reinstatement fee	\$20.00
County of Hawaii	CDL Exam (3-Stage)	State Skills Exam	\$50.00
TSA	TWIC	Transportation Workers Identification Card	\$125.25
DOT Medical Provider	DOT Medical Card	PUC	\$175.00
Diagnostic or Clinical Labs	DOT Drug Screening	Drug test	\$55.00

11. PAYMENT POLICY

Students using payment arrangements must have an approved written payment agreement in place prior to the start of training.

Students who require a payment arrangement must contact Admissions prior to their enrollment date to establish an approved payment plan. Payment plans are available by prior arrangement only and are not automatic. All tuition is due no later than the end of the second (2nd) week of class, regardless of the payment arrangement established. Students utilizing payment plans must satisfy the agreed payment schedule, with all tuition paid no later than the end of the second week of instruction.

Hawaii CDL Academy complies with Title 38 US Code 3679(e), which prohibits penalizing covered students who present a valid VA Certificate of Eligibility. Specifically, the Academy will not:

- Deny enrollment or participation in classes or programs.
- Impose late fees or penalties due to delayed VA payments.
- Require additional funding, loans, or withdrawals.
- Restrict access to resources such as libraries, housing, or labs.

Hawaii CDL Academy does not require covered individuals using VA Educational Benefits to pay tuition, fees, or make payment arrangements prior to the receipt of VA funding. Covered students are permitted to attend class and participate fully while VA payments are pending, in compliance with Title 38 U.S.C. §3679(e).

12. ADMISSIONS REQUIREMENTS

To be considered for enrollment in Hawaii CDL Academy **CLP 101**: Class A Commercial Driver Training, all applicants must meet the following requirements:

Age Requirement

Applicants must be a minimum of **21 years of age** to enroll. Students who are 20 years of age may begin the CLP 101 program but must be 21 years old before taking the final CDL skills examination.

Valid Driver's License

Applicants must hold a valid, non-expired, non-suspended, non-revoked **Hawaii driver's license**. The license must have been held for a minimum of one (1) year to meet DMV eligibility requirements.

Driving Record

Applicants must obtain and submit a certified court copy of their driving record from the DMV. The driving record will be reviewed as part of the enrollment process. Applicants with current or pending driving **violations** that would disqualify them from obtaining a CDL under Hawaii law will not be eligible for enrollment.

DOT Medical Examination

Applicants must be able to pass and submit a current DOT Medical Examination/Certificate, performed by a DOT-approved medical examiner. This is required to obtain a Commercial Learner’s Permit (CLP) and CDL.

DOT Drug Screening

Applicants must be able to complete and pass a DOT Drug Screening prior to participation in any road training. Applicants who fail the DOT Drug Screening are not eligible for enrollment.

Criminal Background Disclosure

Any criminal background must be disclosed to Hawaii CDL Academy before enrollment. Disclosure is required for the applicant’s employment benefit. A criminal background does not automatically disqualify an applicant; eligibility for commercial driver employment is evaluated on a case-by-case basis.

13. ADMISSION NOTIFICATION / REAPPLICATION POLICY

Prospective students will be notified by email within five (5) business days of the Academy’s receipt of a completed application whether their Application for Admission has been accepted or denied.

Applications will be denied if the applicant does not meet one or more of the admissions requirements set forth in Section 12. Denied applicants will be notified of the specific requirement(s) not met and, where applicable, will be advised on steps to address those requirements to support reapplication at a future date.

Important — Drug Policy: While Hawaii has decriminalized the possession of small amounts of marijuana, recreational use is not legal in Hawaii as of the effective date of this catalog. Regardless of state law, the Federal Government has not legalized marijuana. All CDL training and licensing is governed by federal law. Therefore, marijuana use is prohibited for all enrolled and prospective students. A positive DOT drug screen for marijuana is disqualifying.

14. ACADEMIC CALENDAR

January 2026 through December 2026

Enroll By	Class Start Date	Class End Date
January 1, 2026	January 5, 2026	April 27, 2026
January 29, 2026	February 4, 2026	May 27, 2026
February 26, 2026	March 02, 2026	June 20, 2026
March 25, 2026	March 30, 2026	July 20, 2026
April 22, 2026	April 25, 2026	August 15, 2026
May 20, 2026	May 25, 2026	September 14, 2026
June 17, 2026	June 20, 2026	October 10, 2026
July 15, 2026	July 18, 2026	November 7, 2026
August 12, 2026	August 15, 2026	December 5, 2026
September 9, 2026	September 12, 2026	January 2, 2027

15. NON-DISCRIMINATION POLICY

Hawaii CDL Academy is committed to providing a learning and working environment that is free from discrimination, harassment, and retaliation. Admission, instruction, services, and employment are provided without regard to race, color, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, religion, disability, marital status, veteran status, genetic information, or any other protected class under Hawaii Revised Statutes Chapter 368, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and FMCSA Title 49 CFR regulations.

All students, applicants, and employees are treated equally under these policies. The Academy strictly prohibits any form of discriminatory behavior or harassment by instructional staff, administrative personnel, or students. Any reports or complaints of discrimination will be investigated promptly and addressed in accordance with state and federal civil rights requirements.

16. STUDENT GRIEVANCE POLICY

Hawaii CDL Academy is committed to maintaining a safe, respectful, and fair training environment for all students, staff, and faculty. Students have the right to file a formal grievance if they believe they have been treated unfairly or subjected to conduct that violates Academy policies or Hawaii and federal non-discrimination or safety regulations.

Investigation & Resolution

The Administrator will promptly review the written grievance and arrange a verbal conference among the Administrator, the student, and any relevant parties within three (3) business days of receipt. A decision will be made based on the written grievance, supporting evidence, and the outcome of the conference. The decision will be documented, and a written response will be provided to the student.

Right to Appeal

Any student or party who wishes to appeal a grievance decision may do so in writing to the Academy Administrator within five (5) business days of receiving the decision. A time-stamped copy of the written appeal will be provided to the submitter. The Administrator will issue a final response within three (3) business days.

Further Action

Students are strongly encouraged to resolve grievances directly with Hawaii CDL Academy. If a student believes their grievance involves a violation of Hawaii Revised Statutes Chapters 302A or 368, applicable Hawaii Administrative Rules, or relevant FMCSA training provider requirements, they may file a complaint with:

- Hawaii Civil Rights Commission (HCRC) — for discrimination claims
- Hawaii Department of Commerce and Consumer Affairs (DCCA) — for postsecondary complaints
- U.S. Department of Transportation Office of Civil Rights — for FMCSA-regulated concerns

17. GRIEVANCE PROCEDURE

All students, applicants, and employees are treated equally and are expected to uphold the Academy's commitment to a respectful and inclusive environment. Discriminatory behavior, harassment, or retaliation is strictly prohibited and subject to disciplinary action.

How to Submit a Grievance

Students must submit their grievance in writing. Written grievances may be submitted by:

- Email to the Academy Administrator: hawaiiicdlceo@gmail.com
- U.S. Mail:
Misti Madden, Administrator
P.O. Box 1922
Keaau, Hawaii 96749
- In-person delivery to Administrator Misti Madden during business hours at the training facility

A time-stamped copy of the submitted grievance will be provided to the student for their personal records.

Investigation: The Academy will conduct a prompt, thorough, and impartial investigation of all complaints in accordance with applicable state and federal regulations.

Resolution: If a violation of policy is found, appropriate corrective action will be taken, up to and including disciplinary measures or dismissal of responsible parties. A written decision will be issued within ten (10) business days after the investigation concludes.

No Retaliation: Retaliation against any individual who files a complaint or participates in an investigation is strictly prohibited and will result in disciplinary action.

18. CANCELLATION AND REFUND POLICIES

Cancellation and Refund Policy: Resident Instruction

This refund policy applies to all students, and is designed to comply with 38 CFR §21.4255. Under 38 CFR §21.4255, the Academy may retain no more than \$10.00 as a registration fee. The amount charged will not exceed the exact pro-rata portion of the total charges.

- A. **Cancellation Before Classes Begin:** A student may cancel enrollment by giving written notice to the school. If cancellation occurs within five (5) business days of the date of enrollment and before the commencement of classes, all monies paid will be refunded in full.
- B. **Cancellation After 5 Business Days, Before Classes Begin:** If cancellation occurs after five (5) business days of the date of enrollment but before the commencement of classes, the Academy will retain no more than \$10.00 as a registration fee. All remaining funds will be refunded.
- C. **Withdrawal or Termination** Refunds shall be calculated using an exact pro-rata refund method based upon the student's last date of attendance. The Academy shall retain no more than \$10.00 as a registration fee in accordance with 38 CFR §21.4255. Students withdrawing prior to completion shall be charged only for the exact proportion of training received. Refunds shall be issued within forty (40) days of the student's last date of attendance.
- D. **Refund Calculation for VA Students:** In compliance with 38 CFR §21.4255, the pro-rata refund for VA students will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. The amount charged will not exceed the exact pro-rata portion of the total charges. Any registration fee retained will not exceed \$10.00.
- E. **Refund Timing:** All refunds will be made within forty (40) days of the last date of the student's attendance.

- F. **Mitigating Circumstances:** In cases of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student, the Academy will arrange a prorated tuition settlement that is reasonable and fair to both parties.
- G. **Withdrawal Fee:** The Academy will not charge a withdrawal fee of more than \$25.00.
- H. **School Default:** The Academy will be considered in default when a course or program is discontinued, cancelled, or the school closes prior to completion of contracted services. In such cases, student tuition will be refunded on a pro-rata basis, provided the Academy makes provision for enrolled students to complete a comparable program at another institution at no additional cost. If no such provision is made, a full refund of all tuition and fees will be made.

19. ATTENDANCE POLICY

CLP 101 Class A Commercial Driver Training is a relatively fast-paced program. Students must complete a minimum of 260 supervised clock hours to be eligible for graduation.

A. Attendance Requirements

Regular attendance is essential for success in CDL training. Due to the intensive and hands-on nature of the program, all students are expected to attend all scheduled classes, labs, and driving sessions on time. Students who fail to maintain satisfactory attendance are subject to the consequences outlined in this policy.

B. Communication Requirements

Students must notify the Academy before the start of class on any day they will be absent or late. Failure to provide advance notification will result in the absence being recorded as unexcused, even if documentation is later provided.

Notifications may be submitted by:

- Phone call to the Academy at 808-699-0610
- Email to hawaiicdlacademy@gmail.com
- Written communication submitted to the on-site instructor

C. Make-Up Work

- Students must complete all 260 hours.
- Students who miss instruction must make it up.
- Failure to complete hours or meet progress standards may result in probation or dismissal.

D. Probation

Probation is an individualized corrective period intended to help students regain satisfactory academic, attendance, or behavioral standing. The length of probation shall be determined based upon the nature of the deficiency and the student's remaining program requirements. Students placed on probation will receive:

- Written notice of deficiencies;
- Required corrective actions;
- Deadlines for improvement; and
- Conditions necessary for continuation in the program.

Failure to satisfy probation conditions may result in dismissal from the program.

E. Attendance Concern Monitoring

Students are expected to attend all scheduled instructional sessions. Students who miss instructional time must complete make-up instruction sufficient to complete all required clock hours and program competencies.

Students who accumulate attendance deficiencies, excessive tardiness, academic deficiencies, behavioral concerns, or failure to complete required coursework may be placed on probation.

F. **Point at Which Training Stops**

Training will be stopped, and the student will be withdrawn from the program if:

- Completing the required 260 clock hours within the maximum sixteen (16) week timeframe (or any approved extension) becomes mathematically impossible based on the remaining scheduled sessions; or
- The student accumulates excessive absences that make completion of required clock hours impossible within the approved training period.

Students who are withdrawn for attendance reasons must re-enroll in a future cohort to complete any remaining required hours, subject to re-admission requirements.

20. TARDY POLICY

Tardiness is not acceptable. A student is considered tardy if they arrive more than fifteen (15) minutes after the scheduled start of class. Tardy minutes will be deducted from the student's clock hours for the corresponding session.

- First and Second Tardy: Documented in student file.
- Third Tardy: The student is required to attend a conference with the administration. A written corrective action plan will be created and placed in the student's file. The student will be placed on probation.
- Subsequent Tardy after Conference: If the student is tardy again after the corrective action conference or fails to follow the corrective action plan, the student will be terminated from the program.

When a student is aware they will be tardy, it is their responsibility to notify the Academy before the start of class. Students must still make up all missed time to reach the required 260 clock hours.

21. LEAVE OF ABSENCE POLICY

A request for a leave of absence must be submitted in writing, signed and dated, before the intended leave period begins. Written leave of absence requests may be submitted by:

- Email to the Academy Administrator at hawaiicdlceo@gmail.com
- U.S. Mail: to
Misti Madden, Administrator
P.O. Box 1922
Keaau, Hawaii 96749
- In-person delivery to Administrator Misti Madden during business hours

The written request must include the intended start and end dates of the leave. In the case of a documented emergency that prevents advance submission, a written explanation with supporting documentation must be submitted as soon as practicable.

Leave of absence requests will be approved only for the following circumstances, with required documentation:

- Medical emergency or condition — written documentation from a healthcare professional required
- Family emergency — written explanation from the student required
- Military obligation — official military orders required
- Other documented mitigating circumstances — written explanation from the student required

The maximum leave of absence is ten (10) business days. The approved leave will extend the student's contract period and maximum timeframe by the same number of days. No additional charges will be imposed for an approved leave of absence.

Students returning from an approved leave of absence must complete all remaining required clock hours, coursework, and competencies before graduation.

22. TRANSFER POLICY

Hawaii CDL Academy evaluates prior training and credentials for placement purposes in accordance with FMCSA requirements for CDL Class B to CDL Class A upgrades and all entry-level driver training (ELDT) courses.

The Academy will evaluate prior training and award appropriate credit when applicable.

Any granted credit may reduce required training time and tuition proportionally.

23. TRANSCRIPTS AND CERTIFICATE RETENTION POLICY

Policy Title: Transcript and Certificate Issuance and Records Retention

Policy Number: HCDLA-ADM-2025-02 | Effective Date: 07/15/2025

Purpose: This policy outlines the procedures for issuing, maintaining, and retaining student transcripts and certificates at Hawaii CDL Academy.

Key Provisions

- A. Transcript and Certificate Issuance: All students who successfully complete the CDL training program will receive an official Certificate of Completion documenting program dates, hours completed, grades, completion status, and certifications or endorsements earned. Transcripts and certificates shall be signed and dated by authorized academy personnel.
- B. Record Storage: Student records are securely maintained at the Academy's administrative office located at:
P.O. Box 1922
Keaau, Hawaii 96749

Records are maintained in both physical and digital formats in secure, access-controlled environments.
- C. Retention of Records: The Academy permanently maintains:
 - Academic transcripts
 - Certificates of completion
 - Attendance records
 - Enrollment agreements
 - CDL training records

- ELDT completion records
 - Drug testing documentation
 - Skills evaluations
 - Financial records
 - Correspondence related to students
- D. Access to Records: Students have the right to inspect and review their educational records upon written request. The Academy will provide access within a reasonable timeframe, not to exceed fifteen (15) business days from receipt of the written request. Student records will not be disclosed without written student consent except as required by federal or state law.

Reasonable Timeframe for Record Review: The Academy will respond to written requests to inspect educational records within fifteen (15) business days. Students should submit requests to the Academy Administrator in writing.

24. CDL 101: COURSE DESCRIPTION

Pre-Trip Inspection

Pre-trip inspections are a critical safety component of the CDL training and certification process. This course module teaches students how to properly conduct a comprehensive, standardized vehicle inspection ensuring their commercial motor vehicle (CMV) is safe and compliant before operation. Students are trained using the FMCSA Pre-Trip Inspection Checklist and the inspection sequence approved in the Hawaii Commercial Driver License Manual.

Inspection Zones Covered		
Air Brake Inspection	Front of Vehicle	Rear of Tractor
In-Cab Inspection	Engine Compartment	Rear Tractor Axle Area
Coupling Inspection	Driver's Side & Tractor Body	Trailer Inspection

Observation-based learning activities are instructor-supervised and designed to reinforce:

- Defensive driving techniques
- Vehicle positioning
- Backing safety
- Traffic management
- Instructor commentary
- Hazard recognition
- Driver decision-making

Observation activities supplement, but do not replace, required behind-the-wheel driving time.

Maneuvering

All students must demonstrate proficiency in the following vehicle control maneuvers as part of the CDL Skills Test:

- Straight-Line Backing — controlling the vehicle in a straight line using mirrors
- Offset Backing (Driver-Side & Passenger-Side) — backing from one lane into an adjacent lane
- Parallel Parking (Driver-Side & Passenger-Side) — positioning alongside a curb or dock
- Alley Docking (Driver-Side Only) — backing into a dock space at a 90-degree angle
- Coupling and Uncoupling — proper alignment and connection of trailers

- Sliding Tandems and 5th Wheels — weight distribution and turning radius adjustments

Road Skills

On-the-Road Driving Skills training prepares entry-level commercial drivers to operate CMVs safely and pass the State of Hawaii CDL Skills Exam. Training covers:

- Double-Clutching, Turning, Braking, Acceleration & Off-Tracking
- Traffic/Mirror Checks, Intersection Negotiation & Space Management
- Left & Right Turns — safe procedures, lane positioning, off-tracking awareness
- Uphill & Downhill Shifting — gear selection on grades
- Railroad Crossings, School Zones & Construction Zones
- Urban Driving — defensive driving in moderate-traffic city areas
- Highway & Freeway Driving — merging, lane discipline, on/off-ramp procedures
- Mountain Driving — gear management, downhill braking, Hawaii’s unique terrain
- Port of Entry (Weighmaster) Introduction — scale house operations and procedures
- City Driving — space management, articulation, sign recognition, defensive driving

Students receiving remediation continue progressing through required coursework while receiving supplemental instructional support.

Remediation activities may extend the student’s completion timeline when necessary to ensure competency.

25. GRADING SYSTEM

Grading Scale

- 90–100%: Excellent — Student demonstrates strong understanding and control.
- 80–89%: Pass — Student meets minimum competency.
- 70–79%: Conditional — Remedial training required before retest.
- Below 70%: Fail — Must re-test after remediation.

Pre-Trip Inspection Scoring

Component	Possible Points	Passing Score	Notes
3-Stage Air Brake	10	8	Air leak, warning, pop-out
In-Cab Inspection	10	8	Safe start, gauges, brakes
Coupling System	10	8	5th wheel, airlines, kingpin
Engine Compartment	10	8	Fluids, belts, leaks
Driver Door & Fuel Area	5	4	Mirrors, doors, fuel tank
Trailer	10	8	Lights, doors, suspension, brakes
TOTAL	55	44 (80%)	Must identify all defects clearly

Critical Error Policy: Automatic failure for any major safety violation (e.g., running a stop sign, causing an accident). Students who receive an automatic failure must complete remedial training and be re-evaluated before completing the program.

26. STUDENT PROGRESS

Monitoring

Students’ academic progress, driving skill development, and conduct will be closely monitored throughout the program. Written Progress Reports will be generated at the end of the first week,

with daily Progress Reports continuing during Weeks 2 through 4 and periodically throughout the remaining training modules.

Support & Remediation

Students demonstrating low comprehension or skill levels will first receive support through verbal feedback and a conference with their Instructor and Administrator. Written documentation will be placed in the student’s file. Corrective actions may include one-on-one tutoring sessions, extra practice time with yard or road training equipment, and peer observation of other students or instructors. Probation is an individualized corrective period designed to address academic, attendance, or behavioral deficiencies.

Remediation activities supplement required training and do not replace required clock hours. When additional remediation is necessary, the student's completion timeline may be extended to allow completion of all required instructional objectives.

27. ASSESSMENTS FOR LEARNING — STUDENT SKILLS CHECKLIST

The following checklists are completed by instructors and retained in the student’s file. Checklists are used to document progress and identify areas requiring additional practice.

Student Name: _____ Instructor: _____
 _____ Date: _____ Truck # / Unit: _____

A. Pre-Trip Inspection Checklist

Component	Completed	Needs Practice	Notes
Engine Compartment	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Area & Driver Door	<input type="checkbox"/>	<input type="checkbox"/>	
Coupling System	<input type="checkbox"/>	<input type="checkbox"/>	
Trailer Components	<input type="checkbox"/>	<input type="checkbox"/>	
In-Cab Inspection	<input type="checkbox"/>	<input type="checkbox"/>	
Brake System Test	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Equipment	<input type="checkbox"/>	<input type="checkbox"/>	

Instructor Initials: _____

B. Basic Control Skills Checklist

Maneuver	Completed	Needs Practice	Pull-Ups	Encroachments	Notes
Straight Line Backing	<input type="checkbox"/>	<input type="checkbox"/>			
Offset Backing – Driver	<input type="checkbox"/>	<input type="checkbox"/>			

Offset Backing – Passenger	<input type="checkbox"/>	<input type="checkbox"/>
Parallel Parking – Driver	<input type="checkbox"/>	<input type="checkbox"/>
Parallel Parking – Passenger	<input type="checkbox"/>	<input type="checkbox"/>
Alley Docking – Driver	<input type="checkbox"/>	<input type="checkbox"/>
Safety Checks	<input type="checkbox"/>	<input type="checkbox"/>

Instructor Initials: _____

C. On-Road Driving Checklist

Skill Area	Completed	Needs Practice	Critical Errors
Starting & Stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turns & Intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lane Changes & Merging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railroad Crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defensive Driving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Vehicle Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths: _____

Areas for Improvement: _____

Plan for Remediation: _____

Instructor Signature: _____ Student Signature: _____

_____ Date: _____

28. GRADUATION REQUIREMENTS

To graduate, students must:

- Complete all required clock hours;
- Demonstrate minimum competency standards;
- Complete all required coursework;
- Satisfy all attendance and conduct requirements; and
- Resolve any outstanding student-responsible financial obligations.

29. STUDENT CONDUCT & OFFENSE POLICY

Hawaii CDL Academy holds its students to the highest standards of professionalism, safety, and respect. Because of the safety-sensitive nature of commercial driving, students are expected to maintain appropriate behavior and demonstrate steady academic and skills progress at all times.

Immediate Dismissal Offenses

The following behaviors will result in immediate dismissal from the program:

- **Insubordination:** Willful disobedience or refusal to follow the instructor's instructions is not permitted.
- **Harassment or Violence:** Verbal or physical harassment, threats, fighting, degrading language, aggressive behavior, or unwanted sexual advances toward any student, instructor, or staff member.
- **Drugs or Alcohol:** Possession or use of illegal drugs or alcohol on Academy premises or while operating Academy vehicles or equipment.
- **Weapons:** Weapons, including firearms, are prohibited on Academy property except as permitted by applicable law. Lawfully possessed items must remain secured in a personal vehicle.
- **Vandalism or Misuse of Property:** Intentional damage to or misuse of Academy property or training equipment.
- **Discrimination:** Zero-tolerance policy for unlawful discrimination based on any protected status.

Lesser Offenses — Progressive Discipline

Violations of day-to-day Academy rules will be addressed with progressive discipline:

- A. **First Offense:** Verbal warning by Instructor, documented in student file.
- B. **Second Offense:** Formal conference with Student, Instructor, and Administrator; written documentation placed in student file.
- C. **Third Offense:** Immediate termination from the program. The student is dismissed upon the third confirmed offense of the same or a similar lesser offense behavior.

Examples of Lesser Offenses

- Smoking or use of tobacco products except in designated areas; improper disposal of tobacco waste
- Littering on Academy property or equipment
- Eating or drinking anything other than water inside Academy vehicles or equipment
- Use of foul, offensive, or inappropriate language
- Failure to maintain appropriate hygiene or professional appearance

Dress Code

- Shorts must be well-fitted and at least mid-thigh length; long pants are recommended
- Shirts must have sleeves and no suggestive or offensive graphics
- Closed-toe shoes or work boots are required — no sandals or flip-flops
- Long hair must be tied back securely for safety
- Weather-appropriate jackets or rain gear are encouraged during inclement weather

Enforcement & Appeals

Appeals related to termination or disciplinary action must be submitted in writing to the Academy Administrator within ten (10) business days from the first day of termination. Board reviews are conducted by a minimum of two (2) members of the Governing Body. All decisions made by the Governing Body are final.

30. STUDENT PRIVACY RIGHTS & CONFIDENTIALITY

Hawaii CDL Academy maintains student privacy practices consistent with FERPA principles and applicable state/federal privacy requirements, in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99).

Student records — including enrollment, academic progress, test results, attendance, tuition payments, job placement assistance, and any personally identifiable information — are maintained securely and are accessible only to authorized personnel.

Student rights under this policy include:

- The right to inspect and review educational records upon written request, within fifteen (15) business days of the Academy's receipt of the request
- The right to request corrections to records believed to be inaccurate or misleading
- The right to have records protected from unauthorized disclosure

The Academy will not disclose student information without written consent except as permitted by FERPA, such as disclosures to regulatory or accrediting bodies, including FMCSA and state licensing agencies, or as otherwise required by law.

Students wishing to inspect, review, or request amendments to their educational records must submit a written request to the Academy Administrator at: hawaiicdlacademy@gmail.com or call 808-699-0610.

31. JOB PLACEMENT SUPPORT

Hawaii CDL Academy is committed to helping graduates launch successful careers as professional commercial truck drivers. The Academy cannot guarantee job placement, as hiring decisions depend on individual employers, job market conditions, and each graduate's qualifications and conduct.

Job Placement Assistance Services

- Professional references for graduates when appropriate
- One-on-one job consultation appointments to discuss career goals and employer expectations
- Assistance with job applications and understanding hiring requirements
- Interview preparation guidance, including mock interviews
- Invitations to recruiters and employer representatives to meet with students
- Maintenance of a directory of industry contacts and entry-level employment opportunities

Current Job Market

The trucking industry continues to face a shortage of qualified commercial drivers both nationwide and in Hawaii. Inter-island freight movement, port deliveries, local distribution, construction, agriculture, and renewable energy drive demand for CDL drivers on the Big Island. Many local and mainland-affiliated carriers are willing to hire well-trained, entry-level CDL drivers.

Hawaii CDL Academy has employer relationships to assist with job placement in:

- Freight
- Construction
- Logistics
- Tourism

- Public works
 - Waste management
-

CERTIFICATION OF ACCURACY AND COMPLIANCE

Hawaii CDL Academy affirms that this catalog has been prepared to accurately reflect the Academy's programs, policies, procedures, tuition and fees, instructional standards, and student rights. The information contained herein is current as of the date of publication and applies uniformly to all students. Students will be notified of material changes as required by law.

I certify that this catalog is true and correct in content and policy and that it has been prepared in accordance with applicable federal and state laws, including requirements of the U.S. Department of Veterans Affairs and the Hawaii State Approving Agency.

Authorized Signature: _____

T.J. Kamakana Madden
Chief Executive Officer & Lead CDL Instructor
Hawaii CDL Academy

Date: _____