LAST STEP CDL

CDL Training Program Course Catalog

Last Step CDL LLC

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Program Offered:

Class A and Class B Commercial Driver’s License (CDL) Training

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TABLE OF CONTENTS

INTRODUCTION, HISTORY and APPROVALS……3

BOARD OF TRUSTEES AND ADMINISTRATION……3

KEY STAFF AND FACULTY LIST……4

TUITION AND FEES……5

ENROLLMENT SCHEDULE……5

START DATES, DAILY CLASS SCHEDULE, OFFICE HOURS……6

HOLIDAYS OBSERVED and SCHEDULED VACATION PERIODS……7

TRAINING PROGRAMS OFFERED……8,10,12

CONTACT HOURS AND CREDIT HOURS: CDL 101,102,103……9,11,13

COURSE OUTLINE……14

PROGRAM SUMMARY……16

JOB PLACEMENT ASSISTANCE PROGRAM and EXTERNSHIP……16

CREDIT FOR PREVIOUS EDUCATION, TRAINING OR EXPERIENCE POLICY……17

FACILITY AND EQUIPMENT……18

ADMISSION REQUIREMENTS……18

HOW TO APPLY……18

GRADING POLICY and GRADING SYSTEM……19

SATISFACTORY PROGRESS and ACADEMIC PROBATION…… 20, 21

REMEDIAL WORK AND REPEATED COURSES……21

ATTENDANCE POLICY and MAKE-UP WORK……21

ATTENDANCE PROBATION POLICY……22

CONDITIONS FOR TERMINATION DUE TO ATTENDANCE……23

READMISSION POLICY and CONDITIONS FOR READMISSION AFTER ATTENDANCE TERMINATION…..24, 25

MAXIMUM TIME FOR PROGRAM COMPLETION POLICY……25

REFUND POLICY and REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE……25, 26

CANCELLATION POLICY……26

STUDENT CONDUCT EXPECTATIONS……27

STUDENT COMPLAINTS and TRUE AND CORRECT STATEMENT……28

CONTACT INFORMATION……29

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INTRODUCTION TO LAST STEP CDL:

Welcome to Last Step CDL, where our mission is to provide the highest quality, hands-on CDL training that empowers students to succeed in the growing transportation industry. Since our founding in 2023, we have dedicated ourselves to delivering comprehensive CDL education designed to prepare students for the rigors of both Class A and Class B driving careers. We take pride in offering a blend of real-world and behind-the-wheel training, giving our students the skills they need to excel and stay safe on the road.

At Last Step CDL, our expert instructor brings over a decade of combined experience in the transportation industry, and our facilities are equipped with modern trucks and our often critiqued training guide to ensure that every student receives the best possible training experience. We are committed to your success, offering one on one training, flexible schedules, and a supportive learning environment to ensure you can achieve your career goals.

Whether you're interested in driving commercial trucks across the country or operating medium to heavy-duty vehicles for local deliveries, our Class A and Class B CDL programs are designed to help you earn your license and get on the road to success.

HISTORY OF THE SCHOOL:

Founded in 2023, Last Step CDL was created with a vision to fill the growing demand for skilled and safety-conscious commercial truck drivers. Our school was established with a focus on providing a comprehensive and intensive training experience, offering a combination of theoretical knowledge and practical, hands-on driving skills. Since our inception, we have earned a reputation for excellence, training hundreds of drivers who are now employed in the trucking, delivery, and transportation industries. We are proud to offer a supportive environment that allows our students to grow both personally and professionally.

APPROVALS:

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. *Pending Approval*

BOARD OF TRUSTEES:

Jordan W. Gibson

Karina A. Gibson

ADMINISTRATION:

Karina A. Gibson, Owner and Director

Jordan W. Gibson, Owner, Director and Administrator

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KEY STAFF and FACULTY LIST:

Director:

- Title/Role: Director of CDL Training Program
- Name and Credentials: Karina A. Gibson - B.A. Cal State Fullerton - Business Administration. Certificates: Diploma
- Responsibilities:
    - Oversee the overall operations of the CDL training program
    - Ensure compliance with state and federal regulations
    - Manage budgets, resources, and staffing
    - Coordinate between instructors, students, and regulatory bodies
    - Handle student records, certifications, and program evaluations
    - Ensure the training program is accredited and up to date with current industry standards

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Director and Lead Instructor:

- Title/Role: Director and Lead Instructor of CDL Training Program
- Name and Credentials: Jordan W. Gibson - CMV Basic Instructor. Certificates: Diploma
- Responsibilities:
    - Lead behind-the-wheel training sessions
    - Develop curriculum and training materials
    - Ensure student drivers receive proper training to meet licensing requirements
    - Monitor students' progress and provide individualized instruction
    - Administer mock skills tests and evaluations
    - Maintain up-to-date knowledge of CDL regulations and best practices
    - Mentor and supervise other instructors

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TUITION and FEES:

Total Tuition: $3,000-$6,000

- Class A CDL Training Programs: $3,000-$6,000
- Class B CDL Training Programs: $3,000-$6,000
- Additional Fees: $200-$250/hour (if additional hours are requested by student)
    - $200/Hour: Additional Training for Pre-Trip Inspection and Skills/Maneuvers Training.
    - $250/Hour: Additional Training for Road Training. (if needed)
    - $250/Each Additional Truck Rental for Testing.
- Registration Fee/Deposit: $500 deposit (deposit will be deducted from the total and the remaining balance will be due on the students start date)
- Materials Fee: $0 (includes study materials, practice exams, and course handouts)

ENROLLMENT SCHEDULE:

At LAST STEP CDL, we offer flexible daily enrollment, making it easier than ever for students to begin their CDL training on their schedule. Students can enroll and start training any weekday, Monday through Sunday, throughout the year.

Each training program runs for 2-3, 3-4 or 4-6 weeks, with training and testing included. This means no need to wait for a new term to begin once you're enrolled, your training will start within 1-2 weeks.

Example:

- 2-3 weeks - A student who starts on Monday, July 7, 2025, will finish on Wednesday, July 16, 2025.
- 3-4 weeks - A student who starts on Monday, July 7, 2025, will finish on Wednesday, July 23, 2025.
- 4-6 weeks - A student who starts on Monday, July 7, 2025, will finish on Wednesday, August 6, 2025.

Key Highlights:

- Enroll any weekday – No long wait times or fixed semesters
- 2-3, 3-4 or 4-6 week program – Fast, focused training to get students on the road quickly
- Rolling start dates – Each student's training is tailored to their unique start date

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START DATES:

Start date are typically 1-2 weeks from the time of enrollment. Actual start dates will vary and it is based on availability. Contact our admissions team to find the next available session that fits your schedule.

Enrollment Periods

- Daily (Mon-Sun) during business hours

Note: Enrollment is subject to availability, so early application is recommended.

DAILY CLASS SCHEDULE:

Our courses are designed to accommodate various schedules. Classes are offered Monday through Friday with both morning and afternoon sessions available.

- 7:00 AM – 12:00 PM (Lecture and Hands on Instruction)
- 12:00 PM – 12:30 PM (Lunch Break)
- 12:30 PM – 3:30/7:00 PM (Practical Driving/Skills Training)

Weekend trainings are available upon request.

OFFICE HOURS:

Monday-Friday, from 7:00 AM to 6:00 PM

Saturday-Sunday, from 7:00 AM to 2:00 PM

During these hours, you can contact our staff for enrollment assistance, course inquiries, or any questions you may have.

Closed on major holidays.

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HOLIDAYS OBSERVED:

- New Year‘s Day (Jan 1)
- *Memorial Day (May)
- *Labor Day (Sept)
- *Thanksgiving (Nov)
- Christmas Day (Dec 25)
- *Easter (April)
- Independence Day (July 4)
- Veterans Day (Nov 11)
- Christmas Eve (Dec 24)

* = Actual date changes yearly

SCHEDULED VACATION PERIODS:

Break	Dates (Actual dates change yearly)
Spring Break	March 17–21, 2025
Summer Break	July 7–11, 2025
Thanksgiving Break	November 27–28, 2025
Winter Break	December 22, 2025 – January 3, 2026

Classes that overlap with a vacation week will have time adjusted, either with extended training days before or after the break to ensure students complete their 2-3, 3-4 or 4-6 week term.

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TRAINING PROGRAMS OFFERED:

CDL 101 — LSCDL Beginner CDL Training Program

Total Course Hours 160: Lecture: 50 hours | Hands On: 110 hours | Externship: 0 hours — Credit Hours: 1

Duration: 4-6 Weeks - Schedule: (Mon-Wed, 7:00 AM - 3:30/7:00PM)

Tuition Fee: $6,000 Enrollment Schedule: See page.5

Topics Covered:

- Vehicle inspection
- Basic control skills
- On-the-road driving
- Safety protocols and regulations
- Advanced maneuvering and parking techniques

Prerequisites:

- Must be at least 18 years old (21 for interstate)
- Valid Class C driver's license
- Must have Commercial Learner Permit
- DOT Drug Test results
- HS Diploma or GED

Subject Description: ***CDL 101 - LSCDL Beginner CDL Training Program*** is an intensive, hands-on CDL Training course designed to equip students with the fundamental skills and knowledge needed to obtain their Class A or B Commercial Driver's License (CDL). This program is for students with limited trailer experience. This program provides both Range and Public Road Behind the Wheel Training, covering key topics such as vehicle safety, traffic laws, road skills, vehicle handling, and CDL test preparation.

Graduates will be prepared to:

(1)Demonstrate proficiency in vehicle inspection procedures, including pre-trip, en-route, and post-trip inspections. (2)Safely operate a commercial vehicle in a variety of road and traffic conditions, including highways, city streets, and rural routes. (3)Perform basic and advanced driving maneuvers, such as straight-line backing, offset backing, parallel parking, and alley dock backing. (4)Understand and comply with applicable federal and state regulations, including Hours of Service (HOS), safety requirements, and driver responsibilities under the FMCSA. (5)Apply defensive driving techniques and hazard awareness to prevent accidents and promote roadway safety. (6)Effectively manage documentation, such as driver logs, vehicle inspection reports, and trip planning records. (7)Exhibit professionalism, responsibility, and communication skills expected of a commercial driver in the transportation industry.

Graduates who pass the CDL skills and knowledge tests will be eligible to obtain a Commercial Driver's License and pursue entry-level employment as a professional truck driver.

CDL Class A - **Combination vehicles (GCWR) of 26,001 pounds or more, and the towed unit(s) must also have a (GVWR) of more than 10,000 pounds:** Local Delivery Driver, Yard Jockey/Yard Hostler, Regional Truck Driver, Dump Truck/Construction Hauler, Refrigerated (Reefer) Freight Driver, Flatbed Truck Driver, CDL Class A Driver, Ready Mix Truck Driver, Fuel Truck Driver, Sweeper Truck Driver, Garbage Truck Driver, Long-Haul (Over the Road OTR) Truck Driver.

CDL Class B - **Single vehicles (GVWR) of 26,001 pounds or more, or any such vehicle towing a trailer with a GVWR not exceeding 10,000 pounds:** Local Delivery Driver, Regional Truck Driver, Dump Truck/Construction Hauler, Refrigerated (Reefer) Freight Driver, Flatbed Truck Driver, Ready Mix Truck Driver, Fuel Truck Driver, Sweeper Truck Driver, Garbage Truck Driver.

Typical Work Locations: Freight companies (e.g., FedEx, UPS, Amazon Freight, Swift, Saia, Estes). Grocery and retail distribution centers (e.g., Walmart, H-E-B, Sysco, Target). Construction and materials suppliers (e.g., Sinacola, Austin, Zachry, Siemens). Local delivery services and beverage distributors (e.g., Reddy Ice, Coca-Cola). Oil field or utility support companies (e.g., Oncor, Local City Jobs

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CDL 101 CONTACT HOURS and CREDIT HOURS:

Module	Content	Method	Hours
1. ELDT Theory	Introduction to Commercial Motor Vehicle Driving and Safety Procedures	Hybrid/Lecture	10 hrs
2. CDL Overview & Regulations	Federal & Texas requirements (49 CFR 383.91, .111, .113), Licensing Process	Lecture	8 hrs
3. Basic Safety Procedures	Entering/Exiting, Wheel Chocks, PPE	Lecture | Hands-On	5 hrs | 20 hrs
4. Vehicle Safety & Start-Up	Vehicle features, Safe start, Emergency equipment	Lecture | Hands-On	4 hrs | 20 hrs
5. Pre-Trip Inspection	Air/Hydraulic Brakes, Inside & Outside Inspection	Lecture | Hands-On	10 hrs | 25 hrs
6. Basic Control Skills	Straight Line Backing, Offset Maneuvers, Forward Stop	Lecture | Hands-On (Range)	5 hrs | 25 hrs
7. Road Driving Practice & Defensive Driving	Public road handling, Traffic laws, Emergency stops	Lecture | Hands-On (Public Road)	5 hrs | 15 hrs
8. Human Trafficking	Awareness, Reporting, Prevention, Safety Strategy	Hybrid/Lecture	1 hrs
9. Mock Exams	Pre-Trip Test, Skills Test, Road Test Simulation	Hands-On	3 hrs
10. Final Review & Certification	Feedback, Final Q&A, Wrap-Up	Lecture | Hands-On	2 hrs | 2 hrs
11. Driving Test	Department of Public Safety CMV Driving Test	DPS Office in Person	3 hrs *not counted

Contact and Credit Hour Summary:

- Total Course Hours: 160 hours
- Lecture: 50 hours
- Hands-On/BTW: 110 hours
- Total Credit Hours: 1

Schedule: (ELDT Theory/BTW/Driving Test)

- 4-6 Weeks (Mon-Wed) 7:00am-3:30/7:00pm
- Thurs & Fri DPS Testing Days*
- 8-12 hours/day, with built-in short breaks and 30-minute lunch

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CDL 102 — LSCDL Intermediate CDL Training Program

Total Course Hours 120: Lecture: 32 hours | Hands On: 88 hours | Externship: 0 hours — Credit hours: 1

Duration: 3-4 Weeks - Schedule: (Mon-Wed, 7:00 AM - 3:30/7:00PM)

Tuition Fee: $4,500 Enrollment Schedule: See page.5

Topics Covered:

- Vehicle inspection
- Basic control skills
- On-the-road driving
- Safety protocols and regulations
- Advanced maneuvering and parking techniques

Prerequisites:

- Must be at least 18 years old (21 for interstate)
- Valid Class C driver's license
- Must have Commercial Learner Permit
- DOT Drug Test results
- HS Diploma or GED

Subject Description: ***CDL 102 - LSCDL Intermediate CDL Training Program*** is an intensive, hands-on CDL Training course designed to equip students with the fundamental skills and knowledge needed to obtain their Commercial Driver's License (CDL). This program is recommended for students with moderate trailer experience if pursuing Class A. This program provides both Range and Public Road Behind the Wheel Training, covering key topics such as vehicle safety, traffic laws, road skills, vehicle handling, and CDL test preparation.

Upon successful completion of the CDL training program at LAST STEP CDL, the student will have acquired the knowledge, skills, and practical experience necessary to operate a commercial motor vehicle safely and competently.

Graduates will be prepared to:

(1)Demonstrate proficiency in vehicle inspection procedures, including pre-trip, en-route, and post-trip inspections. (2)Safely operate a commercial vehicle in a variety of road and traffic conditions, including highways, city streets, and rural routes. (3)Perform basic and advanced driving maneuvers, such as straight-line backing, offset backing, parallel parking, and alley dock backing. (4)Understand and comply with applicable federal and state regulations, including Hours of Service (HOS), safety requirements, and driver responsibilities under the FMCSA. (5)Apply defensive driving techniques and hazard awareness to prevent accidents and promote roadway safety. (6)Effectively manage documentation, such as driver logs, vehicle inspection reports, and trip planning records. (7)Exhibit professionalism, responsibility, and communication skills expected of a commercial driver in the transportation industry.

Graduates who pass the CDL skills and knowledge tests will be eligible to obtain a Commercial Driver's License and pursue entry-level employment as a professional truck driver.

CDL Class A - **Combination vehicles (GCWR) of 26,001 pounds or more, and the towed unit(s) must also have a (GVWR) of more than 10,000 pounds:** Local Delivery Driver, Yard Jockey/Yard Hostler, Regional Truck Driver, Dump Truck/Construction Hauler, Refrigerated (Reefer) Freight Driver, Flatbed Truck Driver, CDL Class A Driver, Ready Mix Truck Driver, Fuel Truck Driver, Sweeper Truck Driver, Garbage Truck Driver, Long-Haul (Over the Road OTR) Truck Driver.

CDL Class B - **Single vehicles (GVWR) of 26,001 pounds or more, or any such vehicle towing a trailer with a GVWR not exceeding 10,000 pounds:** Local Delivery Driver, Regional Truck Driver, Dump Truck/Construction Hauler, Refrigerated (Reefer) Freight Driver, Flatbed Truck Driver, Ready Mix Truck Driver, Fuel Truck Driver, Sweeper Truck Driver, Garbage Truck Driver.

Typical Work Locations: Freight companies (e.g., FedEx, UPS, Amazon Freight, Swift, Saia, Estes). Grocery and retail distribution centers (e.g., Walmart, H-E-B, Sysco, Target). Construction and materials suppliers (e.g., Sinacola, Austin, Zachry, Siemens). Local delivery services and beverage distributors (e.g., Reddy Ice, Coca-Cola). Oil field or utility support companies (e.g., Oncor, Local City Jobs)

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CDL 102 CONTACT HOURS and CREDIT HOURS:

Module	Content	Method	Hours
1. ELDT Theory	Introduction to Commercial Motor Vehicle Driving and Safety Procedures	Hybrid/Lecture	6 hrs
2. CDL Overview & Regulations	Federal & Texas requirements (49 CFR 383.91, .111, .113), Licensing Process	Lecture	4 hrs
3. Basic Safety Procedures	Entering/Exiting, Wheel Chocks, PPE	Lecture | Hands-On	3 hrs | 14 hrs
4. Vehicle Safety & Start-Up	Vehicle features, Safe start, Emergency equipment	Lecture | Hands-On	3 hrs | 14 hrs
5. Pre-Trip Inspection	Air/Hydraulic Brakes, Inside & Outside Inspection	Lecture | Hands-On	5 hrs | 20 hrs
6. Basic Control Skills	Straight Line Backing, Offset Maneuvers, Forward Stop	Lecture | Hands-On (Range)	4 hrs | 20 hrs
7. Road Driving Practice & Defensive Driving	Public road handling, Traffic laws, Emergency stops	Lecture | Hands-On (Public Road)	4 hrs | 15 hrs
8. Human Trafficking	Awareness, Reporting, Prevention, Safety Strategy	Hybrid/Lecture	1 hrs
9. Mock Exams	Pre-Trip Test, Skills Test, Road Test Simulation	Hands-On	3 hrs
10. Final Review & Certification	Feedback, Final Q&A, Wrap-Up	Lecture | Hands-On	2 hrs | 2 hrs
11. Driving Test	Department of Public Safety CMV Driving Test	DPS Office in Person	3 hrs *not counted

Contact and Credit Hour Summary:

- Total Course Hours: 120 hours
- Lecture: 32 hours
- Hands-On/BTW: 88 hours
- Total Credit Hours: 1

Schedule: (ELDT Theory/BTW/Driving Test)

- 3-4 Weeks (Mon-Wed) 7:00am-3:30/7:00pm
- Thurs & Fri DPS Testing Days*
- 8-12 hours/day, with built-in short breaks and 30-minute lunch

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CDL 103 — LSCDL Advanced CDL Training Program

Total Course Hours 80: Lecture: 40 hours | Hands On: 40 hours | Externship: 0 hours — Credit Hours: 1

Duration: 2-3 Weeks - Schedule: (Mon-Wed, 7:00 AM - 3:30/7:00PM)

Tuition Fee: $3,000 Enrollment Schedule: See page.5

Topics Covered:

- Vehicle inspection
- Basic control skills
- On-the-road driving
- Safety protocols and regulations
- Advanced maneuvering and parking techniques

Prerequisites:

- Must be at least 18 years old (21 for interstate)
- Valid Class C driver's license
- Must have Commercial Learner Permit
- DOT Drug Test results
- HS Diploma or GED

Subject Description: ***CDL 103 - LSCDL Advanced CDL Training Program*** is an intensive, hands-on CDL Training course designed to equip students with the fundamental skills and knowledge needed to obtain their Commercial Driver's License (CDL). This program is recommended for students with adequate trailer experience if pursuing Class A. This program provides both Range and Public Road Behind the Wheel Training, covering key topics such as vehicle safety, traffic laws, road skills, vehicle handling, and CDL test preparation.

Upon successful completion of the CDL training program at LAST STEP CDL, the student will have acquired the knowledge, skills, and practical experience necessary to operate a commercial motor vehicle safely and competently.

Graduates will be prepared to:

(1)Demonstrate proficiency in vehicle inspection procedures, including pre-trip, en-route, and post-trip inspections. (2)Safely operate a commercial vehicle in a variety of road and traffic conditions, including highways, city streets, and rural routes. (3)Perform basic and advanced driving maneuvers, such as straight-line backing, offset backing, parallel parking, and alley dock backing. (4)Understand and comply with applicable federal and state regulations, including Hours of Service (HOS), safety requirements, and driver responsibilities under the FMCSA. (5)Apply defensive driving techniques and hazard awareness to prevent accidents and promote roadway safety. (6)Effectively manage documentation, such as driver logs, vehicle inspection reports, and trip planning records. (7)Exhibit professionalism, responsibility, and communication skills expected of a commercial driver in the transportation industry.

Graduates who pass the CDL skills and knowledge tests will be eligible to obtain a Commercial Driver's License and pursue entry-level employment as a professional truck driver.

CDL Class A - **Combination vehicles (GCWR) of 26,001 pounds or more, and the towed unit(s) must also have a (GVWR) of more than 10,000 pounds:** Local Delivery Driver, Yard Jockey/Yard Hostler, Regional Truck Driver, Dump Truck/Construction Hauler, Refrigerated (Reefer) Freight Driver, Flatbed Truck Driver, CDL Class A Driver, Ready Mix Truck Driver, Fuel Truck Driver, Sweeper Truck Driver, Garbage Truck Driver, Long-Haul (Over the Road OTR) Truck Driver.

CDL Class B - **Single vehicles (GVWR) of 26,001 pounds or more, or any such vehicle towing a trailer with a GVWR not exceeding 10,000 pounds:** Local Delivery Driver, Regional Truck Driver, Dump Truck/Construction Hauler, Refrigerated (Reefer) Freight Driver, Flatbed Truck Driver, Ready Mix Truck Driver, Fuel Truck Driver, Sweeper Truck Driver, Garbage Truck Driver.

Typical Work Locations: Freight companies (e.g., FedEx, UPS, Amazon Freight, Swift, Saia, Estes). Grocery and retail distribution centers (e.g., Walmart, H-E-B, Sysco, Target). Construction and materials suppliers (e.g., Sinacola, Austin, Zachry, Siemens). Local delivery services and beverage distributors (e.g., Reddy Ice, Coca-Cola). Oil field or utility support companies (e.g., Oncor, Local City Jobs)

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CDL 103 CONTACT HOURS and CREDIT HOURS:

Module	Content	Method	Hours
1. ELDT Theory	Introduction to Commercial Motor Vehicle Driving and Safety Procedures	Hybrid/Lecture	8 hrs
2. CDL Overview & Regulations	Federal & Texas requirements (49 CFR 383.91, .111, .113), Licensing Process	Lecture	4 hrs
3. Basic Safety Procedures	Entering/Exiting, Wheel Chocks, PPE	Lecture | Hands-On	5 hrs | 5 hrs
4. Vehicle Safety & Start-Up	Vehicle features, Safe start, Emergency equipment	Lecture | Hands-On	5 hrs | 5 hrs
5. Pre-Trip Inspection	Air/Hydraulic Brakes, Inside & Outside Inspection	Lecture | Hands-On	7 hrs | 10 hrs
6. Basic Control Skills	Straight Line Backing, Offset Maneuvers, Forward Stop	Lecture | Hands-On (Range)	4 hrs | 10 hrs
7. Road Driving Practice & Defensive Driving	Public road handling, Traffic laws, Emergency stops	Lecture | Hands-On (Public Road)	4 hrs | 5 hrs
8. Human Trafficking	Awareness, Reporting, Prevention, Safety Strategy	Hybrid/Lecture	1 hrs
9. Mock Exams	Pre-Trip Test, Skills Test, Road Test Simulation	Hands-On	3 hrs
10. Final Review & Certification	Feedback, Final Q&A, Wrap-Up	Lecture | Hands-On	2 hrs | 2 hrs
11. Driving Test	Department of Public Safety CMV Driving Test	DPS Office in Person	3 hrs *not counted

Contact and Credit Hour Summary:

- Total Course Hours: 80 hours
- Lecture: 40 hours
- Hands-On/BTW: 40 hours
- Total Credit Hours: 1

Schedule: (ELDT Theory/BTW/Driving Test)

- 2-3 Weeks (Mon-Wed) 7:00am-3:30/7:00pm
- Thurs & Fri DPS Testing Days*
- 8-12 hours/day, with built-in short breaks and 30-minute lunch

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COURSE OUTLINE:

Class A CDL Training (Duration: 2-3, 3-4 or 4-6 Weeks)

- Federal and State Regulations for Commercial Drivers:
  - 49 CFR 383.91, 383.111, 383.113
- CDL Training Program will be conducted in a 1:1 to 3:1 max ratio (Students:Instructor).
- Basic Safety Rules: Entering/Exiting Vehicle, Wheel Chock Placement
- Vehicle Safety: Features, Checks, Safe Start
- Pre-Trip Inspection Procedures: Air/Hydraulic Brakes, Inside/Outside Vehicle Inspection
- Skills/Maneuvers: Forward Stop, Straight Line Backing, Forward Offset, Reverse Offset
- Rules of the Road: Speed Limits, Signs, Right of Way, Emergency Stop
- Vehicle Driving/Handling Practice in a Controlled Environment
- Defensive Driving Techniques
- Mock Pre-Trip Inspection Test
- Mock Skills/Maneuvers and Road Test
- Recognition and Prevention of Human Trafficking
- Final Review: Pre-Trip, Skills/Maneuvers, Road
- Final Q&A and Feedback Session
- Certification
- Overview of the CDL Licensing Process (Texas-specific)
- Program Wrap-Up and Next Steps

COURSE OUTLINE: (Continued)

Class B CDL Training (Duration: 2-3, 3-4 or 4-6 Weeks)

- Federal and State Regulations for Commercial Drivers:
  - 49 CFR 383.91, 383.111, 383.113
- CDL Training Program will be conducted in a 1:1 to 3:1 max ratio (Students:Instructor).
- Basic Safety Rules: Entering/Exiting Vehicle, Wheel Chock Placement
- Vehicle Safety: Features, Checks, Safe Start
- Pre-Trip Inspection Procedures: Air/Hydraulic Brakes, Inside/Outside Vehicle Inspection
- Skills/Maneuvers: Forward Stop, Straight Line Backing, Forward Offset, Reverse Offset
- Rules of the Road: Speed Limits, Signs, Right of Way, Emergency Stop
- Vehicle Driving/Handling Practice in a Controlled Environment
- Defensive Driving Techniques
- Mock Pre-Trip Inspection Test
- Mock Skills/Maneuvers and Road Test
- Recognition and Prevention of Human Trafficking
- Final Review: Pre-Trip, Skills/Maneuvers, Road
- Final Q&A and Feedback Session
- Certification
- Overview of the CDL Licensing Process (Texas-specific)
- Program Wrap-Up and Next Steps

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TOTAL CONTACT HOURS and CREDIT HOURS:

Module	Content	Method	Hours
1. ELDT Theory	Introduction to Commercial Motor Vehicle Driving and Safety Procedures	Hybrid/Lecture	6-10 hrs
2. CDL Overview & Regulations	Federal & Texas requirements (49 CFR 383.91, .111, .113), Licensing Process	Lecture	4-8 hrs
3. Basic Safety Procedures	Entering/Exiting, Wheel Chocks, PPE	Lecture | Hands-On	3-5 hrs | 5-20 hrs
4. Vehicle Safety & Start-Up	Vehicle features, Safe start, Emergency equipment	Lecture | Hands-On	3-5 hrs | 5-20 hrs
5. Pre-Trip Inspection	Air/Hydraulic Brakes, Inside & Outside Inspection	Lecture | Hands-On	5-10 hrs | 10-25 hrs
6. Basic Control Skills	Straight Line Backing, Offset Maneuvers, Forward Stop	Lecture | Hands-On (Range)	4-5 hrs | 10-25 hrs
7. Road Driving Practice & Defensive Driving	Public road handling, Traffic laws, Emergency stops	Lecture | Hands-On (Public Road)	4-5 hrs | 5-15 hrs
8. Human Trafficking	Awareness, Reporting, Prevention, Safety Strategy	Hybrid/Lecture	1 hrs
9. Mock Exams	Pre-Trip Test, Skills Test, Road Test Simulation	Hands-On	3 hrs
10. Final Review & Certification	Feedback, Final Q&A, Wrap-Up	Lecture | Hands-On	2 hrs | 2 hrs
11. Driving Test	Department of Public Safety CMV Driving Test	DPS Office in Person	3 hrs *not counted

Contact and Credit Hour Summary:

- Max Total Contact Hours: 80-120-160 hours
- Max Total Credit Hours: 1
- Max Lecture Hours: 32-40-50 hours
- Max Hands-On/BTW Hours: 40-88-110 hours

Schedule: (ELDT Theory/BTW/Driving Test)

- 2-6 Weeks (Mon-Wed) 7:00am-3:30/7:00pm
- Thurs & Fri DPS Testing Days*
- 8-12 hours/day, with built-in short breaks and 30-minute lunch

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PROGRAM SUMMARY:

LAST STEP CDL offers a focused, performance-driven Commercial Driver's License (CDL) Training Program designed to accelerate skill development and maximize individual student success. This program provides personalized instruction between one student and one licensed instructor, ensuring full attention to the student's learning pace, strengths, and specific training needs.

The curriculum combines lecture, hands-on vehicle operation, and road training in compliance with FMCSA Entry-Level Driver Training (ELDT) requirements and Texas Department of Public Safety (DPS) testing standards. Students receive individualized coaching through all phases of the program, including:

- Pre-trip inspections
- Basic vehicle control and backing maneuvers
- On-road driving techniques
- Defensive driving and safety procedures
- Licensing preparation and testing simulation

The 1-on-1 model is ideal for students who value efficiency, flexibility, and personal attention. It allows for faster progression, targeted feedback, and more confidence behind the wheel.

Upon successful completion, students will be prepared to test for and obtain their Class A or B CDL, and receive job placement assistance from our staff to begin their driving careers.

JOB PLACEMENT ASSISTANCE PROGRAM:

LAST STEP CDL provides structured job placement assistance to all students who successfully complete the CDL training program and obtain their Commercial Driver's License. While the program **does not include an externship**, placement assistance services are designed to support students in transitioning into employment upon completion.

The school maintains relationships with a variety of local and regional motor carriers who regularly seek entry-level drivers. Once you've completed your training and passed the CDL exam, our team connects you with a network of trusted carriers, local companies, and national trucking firms actively hiring new drivers. We assist with job applications and provide personalized career guidance to match you with opportunities that fit your goals whether that's local, regional, or over-the-road (OTR) positions.

Please note that placement assistance is offered as a support service and does not constitute a guarantee of employment. LAST STEP CDL is committed to assisting each graduate in pursuing viable employment opportunities within the commercial driving industry.

EXTERNSHIP:

We do not offer an externship, but we do offer Job Placement Assistance.

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CREDIT FOR PREVIOUS EDUCATION, TRAINING OR EXPERIENCE POLICY:

At LAST STEP CDL, we recognize that students may come to us with previous education, training, or experience that aligns with our program objectives. To support our students and avoid unnecessary repetition, we offer a process for evaluating and granting credit where appropriate.

Eligibility for Credit:

Credit may be granted for:

- Prior completion of similar CDL or truck driving training at a licensed institution
- Documented work experience operating commercial vehicles
- Verified military or vocational training related to commercial driving

Evaluation Process:

To request credit, the student must:

1. Submit documentation (transcripts, course outlines, certificates, or employment verification)
2. Provide a written request at the time of enrollment or before training start date
3. Participate in a skills or knowledge assessment, if required

The school director or a qualified instructor will review the materials to determine if the prior learning meets the standards and objectives of LAST STEP CDL's curriculum.

Credit Limitations:

- Credit will not be granted for courses or experience that cannot be verified with documentation
- Credit cannot exceed 50% of the total program unless required by a regulatory body
- All granted credits are recorded in the student's file and reflected in the training schedule as training hours completed.

Timeline for Decision:

All credit evaluations will be completed within 5 business days of receiving complete documentation. Students will be notified via phone or in writing of the decision. Students are allowed to call for updates regarding the evaluation.

Note:

Granting of credit does not reduce the tuition amount unless specified in an official enrollment agreement or approved by the school director.

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FACILITY and EQUIPMENT:

Our facility is on a 2 acre lot in a secluded area, giving our students a relaxed and private environment which in turn gives the student the ability to focus on the CDL Training program. Our equipment is acquired from a used sales lot to minimize the impact on the environment. Our equipment is kept cleaned and maintained per United States Department of Transportation standards.

- 2016 Freightliner Cascadia Day Cab Tractor. (Automatic Transmission)
- 2019 Freightliner Cascadia Day Cab Tractor. (Automatic Transmission)
- 2007 Great Dane Dry Van Trailer 28ft.
- 2010 Great Dane Dry Van Trailer 28ft.

ADMISSION REQUIREMENTS:

To enroll in the CDL training program, applicants must meet the following criteria:

- Age: Must be at least 18 years old to obtain a Class A or B CDL, and 21 years old for a Class A or B CDL (for interstate driving).
- Valid Driver's License: A valid Texas state-issued Class C driver's license is required.
- Medical Exam: Must pass a DOT (Department of Transportation) physical exam.
- Proof of Residency: Must provide proof of residence within the United States.
- Must have a Commercial Learner Permit.
- Must pass a DOT (Department of Transportation) Drug Screening.
- Must have access to internet and a computer, smart phone, or tablet.

HOW TO APPLY:

1. Complete an online application form and visit our facility in person.
2. Schedule an in-person interview with one of our enrollment specialists.
3. Provide a copy of your current Class C Driver's License.
4. Provide a copy of your physical exam and drug screening (required by FMCSA).

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GRADING POLICY:

A student's numeric grade for a CDL Training Certificate will be based on the students ability to grasp the information set forth in the CDL Training program and overall score given pending the final mock tests given at the end of the CDL Training Program. Grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

NumericGrade		Certificate
90 - 100	A	Yes
80 - 89	B	Yes
70 - 79	C	Yes
60 – 69	D	Yes
Below 60	F	No
Incomplete	I	No
Withdrawal	W	No

GRADING SYSTEM:

Class A:

Pre-Trip Inspection: 32/32

Example: 28/32 x 100 = 87

Skills/Maneuvers: 20/20

Example: 12/20 x 100 = 60

Road: 22/22

Example: 16/22 x 100 = 72

Overall combined total grade:
(87+60+72)/3 = 73

Class B:

Pre-Trip Inspection: 26/26

Example: 20/26 x 100 = 77

Skills/Maneuvers: 20/20

Example: 18/20 x 100 = 90

Road: 22/22

Example: 15/22 x 100 = 68

Overall combined total grade:
(77+90+68)/3 = 78

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SATISFACTORY PROGRESS:

To be given a certificate of completion, the student must arrive on time and attend all hours of the CDL Training program and the student must receive a overall minimum grade of 60 out of 100. Student will be evaluated at the end of course. Written numeric grade will be provided to students by the end of CDL Training program.

ACADEMIC PROBATION:

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

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

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

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

Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 1 calendar month after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees.

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

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

REMEDIAL WORK and REPEATED COURSES:

Last Step CDL does offer remedial work if we deem it necessary. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's overall grade.

ATTENDANCE POLICY and MAKE-UP WORK:

Students are expected to attend all hours and to be punctual in attending the CDL Training course. Instructors will maintain a positive record of attendance for all students. A tardy is defined as the student not arriving at the training facility at the designated time for the beginning of the class or for the continuation of class after breaks. All tardies will be counted against the students overall grade. If a student must stop and continue the CDL Training program at a later date, it will be at the schools discretion to schedule the student at a later time as to not interfere with other students training dates.

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ATTENDANCE PROBATION POLICY:

At LAST STEP CDL, consistent attendance is critical to student success and safety. All students are expected to attend all scheduled classes, behind-the-wheel training, and lecture sessions as outlined in their training schedule. Excessive absences or tardiness disrupt the learning process and may impact a student's ability to meet program objectives.

Criteria for Attendance Probation

A student will be placed on Attendance Probation if any of the following occurs:

- The student accumulates absences exceeding 10% of the total scheduled hours for the program.
- The student demonstrates a repeated pattern of tardiness (defined as three or more occurrences within a two-week period).
- The student has unexcused absences totaling more than three (3) days in any 30-day period.

Notification and Probation Period

- The student will receive written notification of their probation status, including a summary of the attendance violations and the duration of the probationary period.
- Probation will last for a period of two (2) weeks or 40 scheduled training hours, whichever comes first.
- During probation, the student's attendance will be closely monitored.

Expectations During Probation

- The student must maintain 100% attendance with no tardies or unexcused absences during the probationary period.
- Any further violation during the probation period may result in suspension or dismissal from the program.

Reinstatement and Appeal

- At the end of the probation period, if the student has complied with all attendance expectations, they will be removed from probation and allowed to continue in good standing.
- Students may submit a written appeal to the School Director if they believe there are extenuating circumstances affecting their attendance.

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CONDITIONS FOR TERMINATION DUE TO ATTENDANCE:

To ensure the integrity and effectiveness of training at LAST STEP CDL, all students are expected to meet minimum attendance requirements. Failure to maintain satisfactory attendance may result in termination from the program.

Grounds for Termination:

A student may be subject to termination from the program under any of the following conditions:

- **Excessive Absenteeism:**
  Missing more than 15% of the total scheduled training hours, regardless of reason, may result in dismissal.

- **Failure to Comply with Attendance Probation:**
  If a student on Attendance Probation fails to meet the required standards (i.e., 100% attendance during the probation period), the student will be subject to immediate termination.

- **Unexcused Absences:**
  Accumulating more than five (5) unexcused absences during the program will result in termination.
  Failure to notify the school of an absence for two (2) consecutive days may be treated as a voluntary withdrawal.

- **Chronic Tardiness:**
  A pattern of excessive tardiness (e.g., more than six (6) instances in a 30-day period) may lead to termination if not corrected after written warnings.

Termination Process:

- The student will receive written notice of intent to terminate, including specific violations of the attendance policy.
- The student will have the opportunity to request a meeting with the School Director to present any relevant documentation or appeal the decision.
- Final decisions will be made within five (5) business days of the termination notice.

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READMISSION POLICY:

Students who withdraw, are dismissed, or fail to complete the CDL Training Program at LAST STEP CDL may request readmission to continue or restart their training. Readmission is not automatic and will be considered on a case-by-case basis by school administration.

To be considered for readmission, the student must:

1. Submit a written request explaining the reason for their previous withdrawal or dismissal, and their intent to return.
2. Be in good financial standing with the school or resolve any outstanding balances prior to re-enrollment.
3. Undergo an academic evaluation (if applicable) to determine current skill level and training needs.

If approved, returning students may be required to:

- Repeat portions of the training program based on how much was previously completed.
- Pay additional tuition or fees for any repeated instruction.
- Sign a new enrollment agreement reflecting current tuition rates and policies.

Readmitted students must comply with all current program rules, schedules, and requirements at the time of their return. The school reserves the right to deny readmission to any student whose conduct or prior performance was determined to be significantly disruptive, unsafe, or unprofessional.

CONDITIONS FOR READMISSION AFTER ATTENDANCE TERMINATION:

A student who has been terminated from the program due to excessive absences or failure to meet attendance requirements may be considered for readmission under the following conditions:

1. **Written Request for Readmission:**
   The student must submit a written request for readmission to the Program Director. This request must include an explanation of the circumstances that led to their attendance-related termination and a plan outlining how they intend to meet attendance expectations moving forward.

2. **Waiting Period:**
   A minimum waiting period of 30 calendar days from the date of termination must pass before a student may be eligible to reapply for readmission.

3. **Review and Approval:**
   Readmission is not guaranteed. The decision to readmit a student is at the sole discretion of the Program Director and will be based on factors such as space availability, the student's previous performance, and the strength of their written plan for success.

4. **Meeting with Program Staff:**
   Before being readmitted, the student may be required to meet with program staff to discuss expectations, the attendance policy, and strategies for success.

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5. **Attendance Agreement:**
   If readmitted, the student must sign an Attendance Agreement outlining clear expectations and acknowledging that any future violation of the attendance policy may result in permanent dismissal without the option for reentry.

6. **Tuition and Fees:**
   The student must be current on all financial obligations. If applicable, they may be required to pay a reentry fee or cover additional costs associated with resuming training.

MAXIMUM TIME FOR PROGRAM COMPLETION POLICY:

Students enrolled in the CDL Training Program at LAST STEP CDL are expected to complete all required instruction, training, and assessments within a reasonable timeframe to ensure the continuity and effectiveness of learning.

The maximum allowable time for program completion is 1.5 times the standard program length. For example, students enrolled in a one-week program must complete all requirements within 1.5 weeks from their official start date.

This policy accounts for occasional delays due to illness, weather, or other approved circumstances. Any exceptions or extensions must be requested in writing and approved by school administration. Failure to complete the program within the maximum allowable time may result in termination from the program, and students may be required to re-enroll to complete their training.

Make-up time and instructional hours must be scheduled directly with instructors and are subject to availability.

REFUND POLICY:

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).

2. The effective date of termination for refund purposes will be the earliest of the following:

   (a) the last date of attendance; or

   (b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.

4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.

5. A full refund of all tuition and fees is due in each of the following cases:

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(a) an enrollee is not accepted by the school;

(b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or

(c) if the student's enrollment was procured as a result of any misrepresentation inadvertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE:

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

CANCELLATION POLICY:

We understand that sometimes plans change. If you need to cancel your CDL Training course, please do so at least 24 hours before the scheduled start date and time to receive a full refund. Cancellations made less than 24 hours in advance will incur a cancellation fee of $100.

However, if you choose not to cancel and decide to reschedule your appointment, the cancellation fee will be waived.

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STUDENT CONDUCT EXPECTATIONS:

Students on the Last Step CDL Training Facility are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others.Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating,falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creation of unsafe conditions
8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others.
10. Selling, consuming, and/or possessing alcoholic beverages
11. Possessing or using drugs not prescribed for the student by a physician;selling any drugs; possessing or using illegal drugs or narcotics.
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
13. **Sexual harassment** in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when a submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

a. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or

b. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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STUDENT COMPLAINTS:

(Grievance Procedure)

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff.

Note: a conference with the director is not required before a student files a formal written complaint.

Notification of Complaint to the Texas Workforce Commission:

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

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

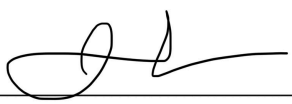
Phone: (512) 936-3100 or (512) 936-6959

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools.

TRUE and CORRECT STATEMENT:

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Jordan W. Gibson

Signature of Director: 

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CONTACT INFORMATION:

For questions or to begin the enrollment process, please contact us at:

- Phone: (469) 943-1381
- Email: info@laststepcdl.com
- Website: www.laststepcdl.com
- Address: 1709 Harmon Rd. Fort Worth, TX 76177

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