M & M Trucking School

17402 NE Delfel Rd, Ridgefield WA 98642

January - December 2026

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Owners: Michael Pagan & Matt Poulson

Name and Address of Schools Administrative Offices and Auxiliary Facilities:

M & M Trucking School - 17402 NE Delfel Rd, Ridgefield WA 98642

Name and Address of Parent Company:

M & M Trucking School LLC - 17402 NE Delfel Rd, Ridgefield WA 98642

Instructors and Summary of Qualifications:

Matt Poulson - Received his CDL in 1994 and has just over 30 years experience in the trucking industry. 3 years experience training students to get their CDL.

Michael Pagan - Received CDL in 2017, having 6 years experience on the road and 3 years experience training students to pass the state exams in both OR and WA.

Licensure: This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 - 10th Avenue Southwest

Olympia, Washington 98501

360-709-4600

workforce@wtb.wa.gov

Joint Jurisdictions:

Department of Licensing - CDL Program
Federal Motor Carrier Safety Administration (FMCSA)

Class Schedule:

Class A CDL Training: New classes start at the beginning of every month. If you miss the enrollment period, you will be enrolled for the following month. The total number of hours you will need to complete this program is 160, which are spread out over 4 weeks.

Class B CDL Training: New classes are scheduled once a month. If you miss the enrollment period, you will be enrolled into the next class. The total number of hours you will need to complete this program is 80, this is completed over 2 weeks.

Class B to A Upgrade Training: This course is provided in conjunction with our normal Class A Course. This is a 120 hour course which is completed over 3 weeks.

Classes are Monday through Thursday from 7:00 AM - 5:30 PM

We are also offering Night Classes Monday - Thursday 6:00 PM - 10:00 PM

School Closures:

The following holidays will be observed and classes will not be held. New Year's Day, Independence Day, Thanksgiving, and Christmas. (If a holiday lands on a regular scheduled school day, that class day will be made up on the Friday of the same week). There will be no class held the week of the Clark County Fair 8/7/2026 - 8/16/2026, as well as the entire week of Thanksgiving 11/23/2026 - 11/27/2026.

Facilities:

M & M Trucking School is here to help you succeed in getting your CDL. We have Automatic and Manual Class A Trucks and 28' Trailers for you to train on with plenty of space to practice the skills required to pass your state test. There is plenty of parking and an on-site port-a-potty for student use during school hours. The maximum student to instructor ration is 4 students to 1 instructor with

a maximum class size of 8 students. This allows us to focus on each student's individual needs in order to help you succeed.

Entrance/Admission Requirements:

Admission Requirements

A. Students must be at least 18 years of age.

B. Students must possess a valid drivers license.

C. Students must pass a DOT Physical.

D. Students must pass a DOT Drug Screen.

E. Students must provide a copy of a recent Motor Vehicle Report (MVR) before the start of class.

F. Student must have a High school Diploma or GED, from any country where English is the primary language, or pass an Ability-to-Benefit exam administered by M & M Trucking School with a minimum score of 70%.

M & M Trucking School does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. M & M Trucking School acknowledges that information pertaining an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, M & M Trucking School will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled. Religious accommodations will be honored at the students request by the school administrator if able to accommodate.

Programs:

Class A CDL Training: This is a basic 4 week course combining 40 hours of Theory in an interactive zoom class with a day at the yard for some practical examples gone over in theory. After Theory, will be the last 120 hours in the yard practicing the Pre-Trip, skills, and road driving required to pass your state exam.

Class B CDL Training: This is a 2 week course consisting of 40 hours of theory in an interactive zoom class with a day spent at the yard for some practical examples gone over in theory. After Theory will be the last 40 hours in the yard practicing the Pre-Trip, skills, and road driving required to pass your state exam.

Class B to A Upgrade Training: This is a 3 week course consisting of 40 hours of theory in an interactive zoom class with a day spent at the yard for some practical examples gone over in theory. After Theory with be 80 hours of training broken into 2 weeks to practice the Pre-Trip, Skills, and road driving required to pass the state exam.

Certificate of Completion:

Upon a student successfully showing proficiency in all areas required, a TPR submission certificate will be granted. Upon successfully passing their CDL skill examination, the student shall receive a certificate of completion. If the student decides to test on their own after several tests with the school, the student need only bring their current CDL to the school to receive their certificate of completion.

Tuition and Additional Costs:

Program Name	Base Tuition Cost	Additional Expenses, (not included in initial cost of tuition)
Class A CDL Training	$5,500.00	DOT Physical $100
Class B CDL Training	$4,500.00	DOT Drug Screen $55
B to A Upgrade Training	$4,125.00	Clearinghouse Inquiry $60.00
20 Hr Refresher	$2,000.00	WA Tax 8.7%
10 hr Refresher	$1,000.00	Manual Transmission $500.00 CDL Test Fee $175.00

Financial Aid Assistance:

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at M & M Trucking School. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

M & M Trucking School does not currently offer Financial Aid.

Grading System/Standards of Progress:

Students must maintain a satisfactory progression throughout their training. Students will be evaluated daily on pre-trip, skills, and road driving, and must get up to at least 80% before the end of the program to be considered ready to test. Students are graded on a pass / fail system and students must be able to pass all evaluations in each category they will be tested in at the state skills exam. Students will receive daily feedback and weekly progress reports from their respective instructors and are available upon request.

Below Average Grades:

Students who fail to achieve the minimum grade point average of 80 percent required for testing will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance at additional expense to the student on a 1 on 1 basis on a non school day. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Attendance Policy:

M & M Trucking School requires students to complete all 80 (Class B), 120 Class B to A Upgrade, or 160 (Class A) hours of training to be submitted to test for their CDL. Regular attendance is necessary. The school will make every effort to provide training outside normal hours for students that miss time for valid reasons, however if attendance issues persist for more than 3 days, the student will be dropped. Any student that requires make-up time or additional training time due to missing classes or failing may need to be placed in the following class if space is available.

Tardiness:

Being on time is very important in the Trucking Industry, M & M Trucking School adheres to the saying Being on time is being early. Students who arrive late to class interrupt the instructors and students.

The following recording system will be used for tardiness.

01 to 15 minutes late will be counted as 15 minutes late
16 to 30 minutes late will be counted as 30 minutes late
31 to 60 minutes late will be counted as 1 hour late

(If you are late, that time will have to be made up to complete the hours for the course or you will not be able to test)

Withdrawing from School:

Any notice of a student wanting to withdraw and refund requests must be made in writing by the student and submitted to the office administrator that completed your enrollment paperwork. Withdrawal notifications and refund requests must include the students name, mailing address, signature, and a written request to withdraw from their enrolled program.

Refunds will be issued within ten (10) business days from the request date, and the amount of the refund will be returned to the original payment method. Refund requests must be made within 60 days of withdrawal from the program.

The school must refund all money paid if the applicant is not accepted, including when the school cancels a starting class.

The school must refund all money paid if the applicant cancels within five (5) business days (excluding Sundays and Holidays) after the day the contract is signed or the initial payment is made so long as the applicant has not begun training.

The school may retain an established registration fee equal to ten (10) percent of the total

tuition cost, or one hundred dollars, whichever is less, If the applicant cancels past the fifth business day after signing the contract or making initial payment. The registration fee is any fee charged by a school to process student applications and establish a student record system.

Code of Conduct:

The following conduct is unacceptable and will not be tolerated.

All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.

Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.

Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.

Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.

Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.

Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

Violation of published school policies.

Conditions for Dismissal:

Students are expected to respect other students and instructors. A student can be asked to leave if there is verbal or physical altercations with any other student or instructor. Additional grounds for student dismissal include operating one of our vehicles while under the influence of drugs or alcohol, bringing any weapons on the premises, or engaging in any dangerous behavior that could harm a fellow student or instructor. A student may be asked to withdraw from the program if it is determined by their instructor that they cannot safely operate a commercial vehicle. Missing more than 3 days of class time. Not achieving the 80% average across all evaluations. Failure to meet financial responsibilities to the school. Any student dismissed for violating the student conduct policy will not qualify to return to M & M Trucking School.

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Student Grievance-Complaint/Appeal Process:

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

Cancellation and Refund Policy (Compliance with WAC 490-105-130):

Refund requests must be made within 60 days of withdrawal from the program

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.

The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

The school may retain an established registration fee equal to 10 percent of the total tuition cost, or $100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

If training is terminated after the student enters classes, the school may retain the registration fee established above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	School may keep this percentage of tuition:
One week or up to 10%, whichever is less	10.00%
More than one week (or 10%), whichever is less, but less than 25%	25.00%
25% through 50%	50.00%
More than 50%	100.00%

When calculating refunds, the official date of a student's termination or withdrawal shall be determined in the following manner:

1. The date on which the school recorded the student's last day of attendance

2. The date on which the student is terminated for a violation of a published school policy which provides for termination

3. *No student shall be continued on an inactive status in violation of school policy without written consent of the student. Inactive students must be terminated within thirty days of the next available start date and refunded appropriate prepaid tuition and fees at that time.*

4. *Refunds must be calculated using the official date of termination or withdrawal and the date designated on the current enrollment agreement executed with the student. Refunds must be paid within thirty calendar days of the student's official date of withdrawal or termination.*

Student Records:

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board.

Should a student require a transcript for verification of training, please contact your office administrator who enrolled you in the class. M & M Trucking School will provide an initial transcript free of charge upon request. Each additional request will incur a $75.00 student verification fee. This fee is per verification request. Please reach out to the office administrator to make payment.

Please allow up to 72 hours for completed verification delivery.

Placement Assistance:

M & M Trucking School currently partners with multiple companies that will hire recent graduates. These are posted on our website.