

## **APPROVAL DISCLOSURE STATEMENT**

MTS TRAINING ACADEMY is located at 140 Yolano Drive, Vallejo, CA 94589. The administrative offices telephone number is 707-652-2562. The fax number is 707-643-1906. The internet address is [www.mtstrainingacademy.com](http://www.mtstrainingacademy.com). MTS TRAINING ACADEMY, is a private institution, was approved to operate by the Bureau for Private Postsecondary Education. (BPPE) This means our institution is in compliance with the California Private Postsecondary act of 2009. This approval in no way implies neither that the BPPE endorses this institution nor that this institution exceeds the minimum state standards. MTS Training Academy is not currently an accredited institution recognized by the United States Department of Education.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students may obtain a copy of this catalog by visiting our main location at 140 Yolano Drive, Vallejo, CA 94589 or by downloading a copy from our website: [www.mtstrainingacademy.com](http://www.mtstrainingacademy.com).

This Catalog shall cover the MTS Training Academy Fiscal/School year of 10/1/2017 – 9/30/2018. This catalog is updated on an annual basis.

MTS training Academy is not involved in any pending petition of neither bankruptcy nor operating as a debtor in possession, nor filed a petition of such within the preceding five years or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code. (11 U.S.C. Sec 1101 et seq.)

### **COMPANY MISSION**

MTS Training Academy was formed in 1991 to address the shortage of qualified commercial drivers in the San Francisco bay area. Today, addressing the shortage of qualified commercial driver's remains our core mission. To this end, our courses will prepare students to obtain their Commercial Driver's License (CDL) and prepare them for entry level career options in the industry.

Each training program is designed to prepare students with the body of knowledge to meet the licensing requirements of the DMV commercial driver's handbook as well as the 82.7 regulations of the Department of Education and the CHP. It is our belief that successful graduates will become vital members of the professional driver workforce and make positive contributions to society by operating commercial vehicles in a safe and professional manner at all times.

### **MTS TRAINING COURSES**

#### **Professional School Bus Driver**

Course 120 Hours

This course will prepare the student to gain the knowledge and skills required to obtain the Class B CDL with a School Bus Certificate. Instruction for this course is derived from the Commercial Driver's Handbook as well as the Department of Education's 82.7 Rules Revised 3.2018

and Regulations for School Bus Drivers. Successful graduates will be qualified to seek employment as School Bus Drivers, Class B Drivers, and Tour Bus Operators for school districts, municipal transportation authorities and private tour bus operator's to name a few of the exciting career opportunities.

### **Professional Transit Operator**

Course 95 Hours

This course will prepare the student to gain the knowledge and skills derived from the DMV commercial driver's handbook required to obtain the Class B CDL. Successful graduates will be qualified to seek employment as Class B Drivers and Tour Bus Operators for entities such as local transit authorities, BART, and private tour bus companies to name a few of the exciting career opportunities.

### **Tractor – Trailer Operator**

Course 160 Hours

This course will prepare the student to gain the knowledge and skills derived from the DMV commercial driver's handbook required to obtain the Class A CDL. Successful graduates will be qualified to seek employment as Class A truck drivers for major trucking companies such as Swift Transportation, Central Refrigeration and C.R. England to name a few.

### **Tractor Trailer w/ Career Services**

Course 200 Hours

This course will prepare the student to gain the knowledge and skills derived from the DMV commercial driver's handbook required to obtain the Class A CDL. Successful graduates will be qualified to seek employment as Delivery Drivers for distribution companies. Special emphasis is placed upon formerly incarcerated clients seeking re-entry into the workforce by offering enhanced soft skill job training.

### **ADMISSION REQUIREMENTS**

Students seeking admission into the school must possess a high school diploma or GED. The school also participates in the Ability to Benefit (ATB) testing programs. These tests are administered via a secure internet website to the testing site by MTS staff. Results are calculated independently of MTS Staff via the internet portal. Students must pass obtain a passing score of M = Moderate or S= Strong; or higher on the vocabulary assessment to be accepted into the school.

### **CREDIT EVALUATION POLICY**

MTS will inquire about each candidate's prior education; training, employment and prior to enrollment. In instances where a student has successfully obtained a DMV permit prior to enrolling in the school, credit for completing that portion of the training will be issued. Possession of a Department of Motor Vehicles permit is sufficient evidence that a student's credit is warranted. Due to the nature of the training program, students that possess certain permits such as a DMV operator's permit, CHP certified training records and DOT approved medical cards, upon evaluation and approval of such documents by the school's administrative staff, credit may be issued. Students that wish to challenge any denied credit, must produce approved documentation to the School Director before credit will be issued. Students are not required to pay for credit evaluation; but may receive tuition and fee discounts for credits received.

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## **LANGUAGE REQUIREMENTS**

The command of the English language is required to attend MTS Training Academy as instruction is conducted in the English language. In addition, English is the language utilized by state testing authorities such as DMV and CHP. Therefore students must have the ability to read, write and converse in the English language. Possession of a high school diploma, GED; or passing score of M = Moderate; or S = Strong on the Wonderlic Basic Skill Verbal Assessment (ATB test) will suffice as indication that student has the ability to comprehend the English language as required by the licensing authorities and MTS Training Academy.

## **ELIGIBILITY FOR LICENSURE REQUIREMENTS**

- Must be a California Resident
- Must pass a DMV written test
- Must pass a DMV driving skills test
- Must pass a physical examination and submit approved medical form
- Must pass a CHP written and driving skills test (School Bus students only)
- Must pass Department of Justice background check (School Bus students only)
- Must pass Drug/Alcohol testing
- Must pay all applicable licensing fees

## **Notice Concerning Transferability of Credits and Credentials Earned At Our Institution**

The transferability of credits you earn at MTS Training Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn for your (“the educational program”), is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTS Training Academy to determine if your Certificate will transfer. MTS Training Academy has not entered into any articulation or transfer agreements with another college or university.

## **HOUSING**

MTS Training Academy does not maintain student housing/dormitory services. MTS is not responsible for nor provides any assistance to students needing housing. For students that may need housing assistance, there are a few local hotels in the area that charge @ \$65.00 to \$85.00 dollars per night.

MTS does not admit students from other countries that are not legal residents of California and therefore do not provide visa services.

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## **COURSE DESCRIPTIONS**

The **Professional School Bus Driver Course** is a 160 hour training course consisting of twelve chapters of study of the state rules and regulations of school bus driving. A minimum of 20 classroom hours are required by the Department of Education. After each chapter a test is given which requires a grade of 70% or better to pass. After the 12 chapters are completed a final written examination is given which requires a grade of 70% or better to pass.

The behind-the-wheel portion of the course consists of seven skill levels. The student must demonstrate proficiency at each skill level before they are tested by the CHP. The law requires a minimum of 20 hours of one on one training behind the wheel of a vehicle of the appropriate class to complete this portion of the course.

Additional hours are offered to prepare the student to pass the DMV written CDL/B examination. The student is also required to pass a first aid test administered by either a Red Cross authorized instructor or the CHP. After completing this training course the student will be issued a temporary special certificate by the CHP which would qualify the student to be employed by: School Districts, Private Schools, Transit Authorities, Tour Bus Operators, Para Transit Operators, and Freight and Package Delivery Company's.

The **PROFESSIONAL TRANSIT OPERATOR COURSE** is a field and classroom training course totaling 95 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL/ B). Field Training includes both observation and behind the wheel time. The field training consists of driving in training areas that includes a combination of highway, city, and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedure are also practiced extensively. The training also consists of DMV required behind the wheel skills practicing, job search training, and DMV road testing. Classroom training consists a DMV Commercial Driver Handbook curriculum to prepare students for the DMV written examination. Successful completion of the course will require a score of 70% on the final written test **and** demonstrated proficiency in behind the wheel training assessments by the driving instructor. After completing this training course and passing the required written and behind the wheel exams; the student will be issued a CDL B license by the DMV which would qualify the student to be employed by: Transit Authorities, Tour Bus & Limousine Operators, Para Transit Company's, and Freight and Package Delivery Company's.

**TRACTOR/TRAILER OPERATOR COURSE** is a 160 hour training course consisting of field and classroom training total 160 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required obtaining the Commercial Driver's License (CDL/A).

Students are required to attend 40 hours of classroom training covering such subjects as DOT, logbooks, defensive driving and job search techniques.

Field Training includes 120 hours of observation and behind the wheel time. The field training consists of driving in training areas that includes a combination of highway, city,  
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and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedure are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing.

After completion of the course, students are taken to the DMV for the (CDL/A) Driving and Skills tests. Successful completion of the course will be a passing score of 70% or higher on the final examination and demonstrated proficiency on the behind the wheel assessments by the instructor. Upon passing the DMV written and behind the wheel examinations, the student will obtain a Class A CDL. Graduates will be able to enter the trucking industry as a qualified entry-level Diesel Tractor/Trailer Driver.

### **Tractor Trailer W/ Career Services.**

The purpose of the new course is to address the training and job placement needs for the formerly incarcerated population that are increasingly seeking careers in the commercial driving industry. As the current industry outlook is bright, many ex-felon's see the number of job opportunities available once they receive the Class A license. Whereas, the credential has proven to open the door for most entry-level job seekers; the Prison / Re-entry population often faces additional barriers to these opportunities; specifically; the lack of sufficient job readiness skills such as: completing applications, poor interview skills, and proper on-the-job coping skills.

## **FACILITIES**

The school's main location is 140 Yolano Drive, Vallejo, CA 94589. This facility consists of 1000 square feet designated as classroom training space and student resource center which can accommodate a maximum of 32 students. In addition, the school operates 2 branch locations. The branch addresses are: 1660 West Beach Street; Watsonville, CA 95076 and 3560 Western Ave.; Sacramento, CA 95838. Each branch location includes dedicated classroom space with the ability to accommodate up to 15 students in the classroom. Each facility is equipped with modern computer technology utilized by instructor's to teach the school's curriculum. This equipment includes desktop and laptop computers, Power Point presentations, and instructional manuals provided to each student.

The school does not offer distance education at this time.

## **LIBRARY AND LEARNING RESOURCES**

Each location is equipped with a student resource area where additional training material is available for student use. This material includes, but is not limited to videos, training manuals, and industry periodicals.

Students may utilize these materials at any time during normal school hours by requesting them from any instructor or Academy staff member.

## **BEHIND THE WHEL EQUIPMENT**

MTS Training Academy utilizes a variety of commercial vehicles consisting of 40 ft. and 45 ft. commercial school buses and Class A/Class B designated vehicles. Our fleet

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consists of a variety of manufacturer's including, Blue Bird, Thomas, Caterpillars, Detroit's and International; Van Hool's all of which are commonly used in the industry today.

## **FINANCIAL AID**

MTS Training Academy does not participate in any Title IV financial aid programs. However, as an approved vendor for the State of California, MTS is eligible for special grant programs administered under the Workforce Investment Act. In addition, MTS is a participant vendor or the Eligible Training Provider List (ETPL) administered by the State of California. For qualified students, agencies that administer WIOA programs, Department of Rehabilitation programs and Veterans Administration programs may receive training benefits that will cover the training costs of the program. Eligibility for these grants is at the sole discretion of the named agency and MTS does not guarantee that a student will qualify for funding. Students are encouraged to contact these agencies through their local EDD office (Employment Development Department) directly to inquire about tuition funding.

## **PERSONAL CONDUCT**

Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on probation or dismissed for violation of the School's personal conduct rules.

## **GRADING/UNSATISFACTORY PERFORMANCE**

The school's standard of student of achievement is 70% passing score on all written examinations and behind the wheel examinations. Grades of **P (Passing)** indicate they have met standard of competency of 70 percent or better. A grade of **F (Failing)** indicates a student has not met the required standard for subject matter. A grade of **I** indicates the need for additional training. The student will be given the option to retake the entire course or attempt to obtain the required permits directly from DMV at no additional institutional charges. If the student receives the permits, then a new enrollment agreement will be completed reflecting the new training program.

## **ATTENDANCE/DISMISSAL/ACADEMIC PROBATION POLICIES**

- 1. ATTENDANCE** – Attendance is an important part of your training. One hundred percent (100%) attendance is expected during the course. Classroom sessions are conducted by lecture and class discussion. Therefore, missing a day of class can result in falling behind in the material. The same is true for behind the wheel training. Arrangements must be made with the instructor if any unforeseen circumstances result in an absence. Students with 2 absences will have to meet with their instructor for approval to return to training. Students with 3 or more absences will need approval from the sponsoring agency to return to class; or in the case of a cash paying student, they will need approval from the Academy Director.
- 2. TARDINESS** – Excessive tardiness is not tolerated. If you are late more than 2 times in a week, it is considered excessive. If the student is excessively tardy, he/she will be given a verbal warning. If the situation continues a written warning

will be issued. A third occurrence will result in an intervention with the instructor and admissions representative and may result in your dismissal from the school.

3. **DROP OUT** – After the end of the cancellation period; (7 days) you have the right to stop school at any time and if applicable receive a pro-rata refund for the part of the course not taken. Your rights are described in the contract and this catalog. Refunds are processed within 30 days and reimbursed via company check.
4. **LEAVE OF ABSENCE** – Leave of Absences are granted due to family emergencies; employment requirements, jury duty, or health issues. Additional reasons are subject to approval of the school Director.
5. Written notification must be given if the student is taking a leave of absence. Leave of Absences are granted in 30 day increments for up to 90 days. Depending on class availability, you will have the option of joining a future class at the point at which you left off or beginning the entire course anew. You will be required to pay any fees associated with your Leave of Absences. Students must submit a new written request each month they remain on a Leave of Absence.

### **MAKE UP WORK**

Make up work is provided for those that have excused absences. Therefore, students are encouraged to maintain open communication with their instructor. Make up work will consist of completing computer based tutorial modules or review of previously presented material and completing practice tests.

### **STUDENT COMPLAINT/ GRIEVANCE PROCEDURE**

MTS Academy encourages students to bring all complaints to our attention. MTS will investigate all complaints or grievances fully and properly. The following process will be used for student complaints/grievances:

1. Complaint shall be made in writing to the student's instructor and copy provided to the Academy Director.
2. Instructor/Academy Director shall meet with the student to seek resolution of the issue within 48 hours.
3. If student is not satisfied, the student may request to meet with the School President/Owner to resolve the issue; particularly if it involves the instructor or Academy Director. This meeting shall take place within 48 hours.
4. If the student is still not satisfied, he/she will be directed to the Bureau of Private Postsecondary Education (BPPE) as described below:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400; Sacramento, CA 95833 or P.O.Box 980818, West Sacramento, CA 95798-0818. The website is [www.bppe.ca.gov](http://www.bppe.ca.gov). The telephone number is (916) 431-6959 or by fax at 916-263-1897.

### **PUBLIC COMPLAINT PROCEDURE**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-6589 or by completing a complaint form, which can be obtained on the bureau's internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint

## **STUDENT SERVICES**

MTS Training Academy has advising services available throughout the course. Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The Instructor and the Director offer these services, and advising is an on-going service throughout the student's training period and after graduation.

## **PLACEMENT SERVICE**

The School maintains an active placement assistance service for our graduates. Following graduation, graduates may avail themselves to the school's placement assistance program. However, participation in placement assistance does not guarantee that the graduate will find employment. Placement assistance includes arranging job interviews, guidance in completion of employment applications, resumes, appropriate dress, behavior and interview techniques. MTS Training Academy cannot guarantee employment; no reputable school can. However, the entire staff takes a sincere interest in the job seeking efforts of graduates.

## **CLASS SCHEDULING**

MTS utilizes an open enrollment system. Therefore, classes begin each month. Class hours vary depending upon the chosen course of study. Class schedules are given to each student upon entrance into the program.

## **STUDENT RECORDS**

Student records of are maintained for 5 years upon completion or date of withdrawal from the course. These records include course work and grades for each course, copy of license obtained, personal enrollment data including the enrollment agreement, and attendance information. In addition, a permanent copy of the student transcript is also maintained by the school.

## **EQUAL OPPORTUNITY**

MTS TRAINING ACADEMY does not discriminate on the basis of race, color, sexual orientation, nationality, creed, or ethnic origin in the administration of its educational policies, admission policies, and other School administered programs.

## **ACCESSIBILITY TO HANDICAPPED INDIVIDUALS**

MTS TRAINING ACADEMY encourages handicapped individuals to visit the school in order to determine if the facilities are adequate for their need and or if the training offered would be beneficial for them. All prospective students must be able to meet the medical and or physical requirements of the Department of Transportation for a Commercial Driver's License.



## **NOTICE OF STUDENTS RIGHTS**

1. You may cancel your contract for school, without any penalty or obligations on the first class session, or the seventh day after enrollment; whichever is later. Notice of Cancellation for that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment contract. If you have lost your contract, ask the school for a description of the refund policy.”
3. If the school closes before you graduate, you may be entitled to a refund, Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

**If you have any complaints, questions, or problems which you cannot work out with the school, call: 888-370-7589 or fax 916-263-1897 or write to:**

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive; Suite 400  
Sacramento, CA 95833**

## **NOTICE OF CANCELLATION**

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**DATE**

(Enter first day of class)

You may cancel this contract for school, without any penalty of obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument assigned by you shall be returned to you within 30 days following the school receipt of your cancellation notice, but if the school gave you any equipment, you must return the equipment within 30 day of the date you signed the cancellation notice. If you don't return the equipment with 30 days, the amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment fair market value. The institution shall refund any amount over that as provided above, and may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

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MTS Training Academy, Inc.  
140 Yolano Dr.  
Vallejo, Ca. 94589

**NOT LATER THAN** \_\_\_\_\_  
(Enter midnight of the date that is the 7th business day following the first day of class)

I hereby cancel the contract for this school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REMEMBER YOU MUST CANCEL IN WRITING.** You do not have the right to cancel just by telephoning or by not coming to class.

### **STUDENT TUITION RECOVERY FUND**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program or
2. Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.

The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse

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- proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
  5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Schedule of Student Charges / Fees**

The schedule of charges below cover the entire enrollment period for each training program. Each enrollment period is 4-8 weeks depending upon the course of study. **If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.**

#### **Professional School Bus Driver**

Tuition: \$4300.00  
 Licensing Fees: \$ 405.00(DMV, First Aid, Live Scan, Medical Exam, Drug Testing) **Non-Refundable**  
 Books/Supplies \$ 250.00  
 STRF Fee (If Applicable) \$ .00 per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
 Registration Fee: N/A **Non Refundable**  
 Total Cost: \$4,955.00

#### **Professional Transit Operator**

Tuition: \$4407.00  
 Licensing Fees: \$ 273.00 (DMV, First Aid, Live Scan, Medical Exam, Drug Testing) **Non-Refundable**  
 Books/Supplies \$ 100.00  
 STRF Fee (If Applicable) \$ .00 per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
 Registration Fee: N/A **Non Refundable**  
 Total Cost: \$4,780.00

#### **Class A w/ Career Services**

Tuition: \$6127.00  
 Licensing Fees: \$ 273.00 (DMV, First Aid, Live Scan, Medical Exam, Drug Testing) **Non-Refundable**  
 Books/Supplies: \$ 100.00  
 STRF Fee (If Applicable) \$ .00 per \$1000.00 rounded to nearest \$1000.00 **Non-Refundable**  
 Registration Fee: N/A **Non Refundable**  
 Total Cost: \$4010.00

## **Tractor/Trailer Driver**

Tuition	\$4242.00
Licensing Fees:	\$ 273.00 (DMV, First Aid, Live Scan, Medical Exam, Drug Testing) <b>Non-Refundable</b>
Books/Supplies	\$ 100.00
STRF Fee (If Applicable)	\$ .00 per \$1000.00 rounded to nearest \$1000.00 <b>Non-Refundable</b>
Registration Fee:	N/A Non Refundable
Total Cost:	\$4615.00

### **Additional Fees if applicable:**

Additional Behind the Wheel Instruction:	\$125.00 per hour
Additional Classroom Instruction:	\$75.00 per hour

### **THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORDS**

The student has a right to a full refund of all charges less the amount of \$100.00 for the registration fee if he/she cancels this agreement on the first day of class or the seventh day after enrollment; whichever is later. In addition, the school shall have a refund policy for students who have completed 60% or less of the period of attendance and be eligible for a pro rata refund.

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or it continues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal and sent to student address at time of enrollment.

### **NOTICE**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND EXPENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

### **REFUND INFORMATION.**

### **EXAMPLE OF A REFUND CALCULATION**

<b>% OF COURSE COMPLETED</b>	<b>TOTAL TUITION</b>	<b>EARNED TUITION</b>	<b>TOTAL REFUND</b>
<b>10%</b>	<b>\$4,300.00</b>	<b>\$430.00</b>	<b>\$3,870.00</b>
<b>25%</b>	<b>\$4,300.00</b>	<b>\$1,075.00</b>	<b>\$3,225.00</b>
<b>50%</b>	<b>\$4,300.00</b>	<b>\$2,150.00</b>	<b>\$2,150.00</b>
<b>60%</b>	<b>\$4,300.00</b>	<b>\$2,580.00</b>	<b>\$1,720.00</b>

**Total Tuition / Hours of Program = Hourly Charges x Number of Hours attended = Total prorated charges. Total Tuition less prorated charges equals student refund.**

**Refunds will be sent out within 30 days of withdrawal or cancellation.**

## **FACULTY/GOVERNING BODY**

### **Owners**

Mr. Michael Brown -

President

Mrs. Paulette Brown -

Vice-President

April Brown -

Chief Operating Officer

Mr. and Mrs. Brown are the Founders of Michael's Transportation Service of Vallejo, CA. The company is a leading transportation provider of school bus and commercial transportation services throughout the bay area. In 1996, they founded MTS Training Academy to address the driver shortage for their company and the industry as a whole. Ms. April Brown joined the company in 2014. She holds a Masters Degree in Marketing from Oral Roberts University. They are still very active in the day to day operations of the MTS brand.

### **School Director**

Mr. Keith Judkins -

School Director

Mr. Judkins has over 10 years of private postsecondary education administration experience as an admissions recruiter/representative, job developer and Placement Director. In addition, Mr. Judkins has over 10 years experience in Human Resources Recruitment for multiple Fortune 500 companies. Mr. Judkins attended San Diego State University where he obtained a B.A. in Public Administration degree in 1988.

### **Instructional Staff**

**Mrs. Adriana Catledge -**

State Certified School Bus Instructor

Mrs. Catledge began her career in the industry in 1992 as a school bus driver. She is the most experienced driver and State Certified Instructor on the MTS staff. Mrs. Catledge has over 20 years of experience as a driver and instructor. She completed the requirements for the Certified School Bus credential with the Department of Education in 2008. Mrs. Catledge is also a licensed First Aid Instructor.

**Ms. Ramona Gallon -**

Commercial Instructor/School Bus Driver

Ms. Gallon is the principal commercial, Class B behind the wheel instructor. She has over 10 years of commercial and school bus driving experience in the industry.

## **INSTRUCTORS CONTINUING EDUCATION POLICY**

MTS instructors are required to maintain a valid Commercial License in the vehicle class they teach. This includes a valid medical card and a first aid card if applicable. The Department of Education requires that certified school bus instructors must teach a minimum of 10 classroom hours and 10 Behind the Wheel hours to maintain an active instructor's license. Commercial instructors are expected to annually review the new DMV Handbook updates to stay abreast of any changes to licensing requirements.

**PROFESSIONAL SCHOOL BUS DRIVER**  
**Course Syllabus**  
**160 Hours**

**Text Books – Training Manual 82.7**  
**California Commercial Drivers License Handbook**

**Equipment**  
**1999 MVP Thomas Built 40 ft. Transit Bus**

<b>CLASSROOM</b>	<b>HOURS</b>	
CDL (B) TRAINING	40	Preparation for DMV Class B, written exam, Air Brake, Passenger Endorsement.
BUS DRIVER TRAINING	40	School bus regulations. CHP exam prep & practice tests
FIRST AID	9	Study of basic First Aid techniques.
PRE-TRIP/AIR BRAKE TRAINING	40	The practice of performing Pre-Trip, and Air Brake Test.
CAREERS	6	Career advising, reviewing job opportunities

**FIELD**

DRIVING TRAINING	<u>25</u>	Behind the Wheel, Skill level 1-7
<b>TRAINING HOURS</b>	160	

Tuition	\$ 4,300.00	
Licensing Fees	405.00	
Books / Supplies	250.00	
STRF (if Applicable)		
Registration Fee	N/A (Non Refundable)	
<b>Program Cost</b>	<b>\$ 4,955.00</b>	
*Max Class Size		(10 students)

**Professional Transit Operator  
Course Syllabus  
Course Hours (95)**

**Text Books**

**California Commercial Drivers License Handbook**

**Equipment**

**1999 MVP Thomas Built 40 ft. Transit Bus**

<b>SUBJECT</b>	<b>HOURS</b>	
<b>CLASS (B) TRAINING</b>	<b>16</b>	Preparation for DMV class B written exam, Air Brake, Passenger endorsement.
<b>BUS DRIVER TRAINING</b>	<b>20</b>	The study of transportation rules and regulations.
<b>BUSES &amp; THEIR PURPOSE</b>	<b>10</b>	Performing Pre-Trip and Air Brake Test.
<b>CAREERS</b>	<b>9</b>	Career advising, job opportunities
<b>DRIVING TRAINING</b>	<b>40</b>	Behind the wheel, skill level 1-7
<b>TOTAL</b>	<b>95</b>	

Tuition \$ 4407.00

Licensing Fee \$ 273.00

Books/Supplies \$ 100.00

STRF (If Applicable)

Registration Fee N/A (Non Refundable)

**Total Cost \$ 4780.00**

\*Max Class Size (10 students)



**Tractor Trailer w/ Career Services**  
**COURSE HOURS (160)**

Orientation	3
CDL Training	15
DOT/Log Hours of Service	10
Air Brake System	5
Safety Procedures	7
Soft Skills Training	<u>40</u>
<b>CLASSROOM TOTAL HOURS</b>	<b>80</b>

**FIELD**

<b>VEHICLE INSPECTION</b>	
AROUND TRUCK	15
IN CAB	8
BRAKE ADJUSTMENT	2

<b>BACKING</b>	
Straight Line	10
Offset 90	10
Skilled Backing Maneuvers	10

<b>COUPLING/UNCOUPLING</b>	
Semi	5
Doubles	

<b>SHIFTING</b>	
Double Clutching	10
Up Shifting	10
Down Shifting	10

<b>BASIC CONTROL</b>	
Turns	6
Mirrors	6
Lane Position	6
Brakes	6
Scanning for Hazards	<u>6</u>

<b>FIELD TOTAL HOURS</b>	<b>120</b>
<b>TOTAL PROGRAM HOURS</b>	<b>160</b>

Tuition:	\$6127.00
Licensing Fee	\$273.00
Books/Supplies	\$100.00
STRF (if applicable)	\$0.00
Registration Fee	N/A (Non Refundable)

**Total Cost                 \$6500.00**

Total Max Class Size                                 (10 Students)

**TRUCK DRIVER TRAINING OUTLINE  
TRACTOR/TRAILER OPERATOR  
FOUR WEEKS 160 HOURS**

<b>CLASSROOM</b>	<b>HOURS</b>
Orientation	3
CDL Training	15
DOT/Log Hours of Service	10
Air Brake System	5
Safety Procedures	<u>7</u>
<b>CLASSROOM TOTAL HOURS</b>	<b>40</b>
 <b>FIELD</b>	
<b>VEHICLE INSPECTION</b>	
AROUND TRUCK	15
IN CAB	8
BRAKE ADJUSTMENT	2
 <b>BACKING</b>	
Straight Line	10
Offset 90	10
Skilled Backing Maneuvers	10
 <b>COUPLING/UNCOUPLING</b>	
Semi	5
Doubles	
 <b>SHIFTING</b>	
Double Clutching	10
Up Shifting	10
Down Shifting	10
 <b>BASIC CONTROL</b>	
Turns	6
Mirrors	6
Lane Position	6
Brakes	6
Scanning for Hazards	<u>6</u>
<b>FIELD TOTAL HOURS</b>	<b>120</b>
<b>TOTAL PROGRAM HOURS</b>	<b>160</b>

Tuition	\$ 4242.00
Licensing Fee	\$ 273.00
Books/Supplies	\$ 100.00
STRF (If Applicable)	
Registration Fee	N/A (Non Refundable)

**Total Cost**                      **\$ 4615.00**

\*Max Class Size    (10 students)

MTS Training Academy, Inc.  
140 Yolano Drive  
Vallejo, CA 94589

**Proof of Issue Document**

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements and costs for the specific course in which I have enrolled.

Print Name (Student) \_\_\_\_\_

Signature \_\_\_\_\_

Enrolled by \_\_\_\_\_

Date  
\_\_\_\_\_