

# Universal Truck Driving School, Inc.

1600 S. Hill St., #A, Los Angeles, CA 90015

(213) 745-6244

## School Catalog



GET ON THE HIGHWAY TO THE FUTURE

With

*Universal Truck Driving School, Inc.*

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**Universal Truck Driving School, Inc.**

**Main Office:**

1600 S. Hill St. #A  
Los Angeles, CA 90015  
(213) 745-6244

[www.universaltruckingschool.com](http://www.universaltruckingschool.com)

**Yard Driving Training Satellite**

2652 E. 12th St.  
Los Angeles, CA 90023

**Yard Driving Training Satellite**

2209 W Arrow Route #A  
Upland, CA 91786

### **STATEMENT OF OWNERSHIP AND CONTROL**

Universal Truck Driving School, Inc. is an institution, which has been incorporated in the State of California on October 07, 2003.

### **APPROVAL DISCLOSURE STATEMENT**

Universal Truck Driving School, Inc. is a private institution and was granted institutional approval from the California Bureau for Private Postsecondary Education pursuant to CA Education Code Section 94311. The Bureau's approval means the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or Bureau. Licensure must be renewed every 3 to 4 years and is subject to continuing review. Universal Truck Driving School, Inc. is not accredited by any accrediting agency.

Approved is the following course:

**Commercial Truck Driver** (40 Hours)

### **INFORMATION**

Instruction is in residence with a facility occupancy level that will accommodate 10 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma verifying the fact.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

You are also encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

Any questions a student may have regarding this catalog that have not been satisfactory 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

Telephone #'s: (888) 370-7589 (916) 431-6959

Or by fax: (916) 263-1897

Website address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

A student or any member of the public may file a complaint about this institution with a Bureau for Private Post Secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov)

All information in the content of this school catalog is current and correct and is so certified as true by the School Director, Ricardo L. Arrua.

*Ricardo L. Arrua,*  
School Director

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

## CATALOG

Universal Truck Driving School, Inc. catalog is updated each year on January 1<sup>st</sup> with the changes that have occurred during the year, if any.

## HISTORY

Universal Truck Driving School, Inc. was founded in 1996 after careful deliberation and consultation with motor carriers. Universal Truck Driving School, Inc., founders are definitely not new to the commercial transportation field. The School Director has extensive experience as a commercial driver and in driver education. He has taken valuable knowledge and experience and put it to work for you.

Thank you for choosing Universal Truck Driving School, Inc. in your effort to improve your lifestyle and that of your family. Our belief is that you have chosen a lifetime career, not just another job field.

## ADMINISTRATION

Ricardo L. Arrua	CEO & COO, Institutional Director
Alicia Arrua	CAO
Maria Hernandez	Admissions Representative

## INSTRUCTORS:

All faculty are carefully selected for their experience in local and cross-country driving, their ability to teach others and being fluent in both English and Spanish language for our bilingual students.

Candido SantaCruz	Instructor, Truck	License: A/B	Exp.: 3 yrs. Local; 7 yrs. Teaching
Bolivar Matamoros	Instructor, Truck	License: A/B	Exp.: 11 yrs. Local/Long Haul; 4 yrs. Teaching
Julio Alvarado	Instructor, Truck	License: A/B	Exp.: 7 yrs. Local; 4 yrs. Teaching

## FACILITIES AND EQUIPMENT

The classroom where the instruction will be provided and the office are housed in a commercial building at 1600 S. Hill St., #A, Los Angeles, CA 90015. The facilities are comprised of approximately 800 sq. ft. containing a classroom, which will accommodate 8 students and the resource center, office and restroom. The yard facilities are approximately 25,000 sq. ft. used for behind-the-wheel instruction. The over-the-road instruction is provided on the streets and freeways of the Los Angeles area and Inland Empire. Students will receive behind-the-wheel and over-the-road instruction and practice in commercial tractors and trailers of the type used by the transportation industry.

## MISSIONS AND OBJECTIVES

Our curriculum is designed to meet and/or exceed most accepted commercial truck driver training criteria. Student progress is reviewed in a consistent manner to assure full value received for each of our students. The school provides an environment of opportunity and challenge in which students can reach their highest level of achievement, through its use of practical classroom lectures and hands-on experience in a realistic environment. The institutions objectives are for our students to complete the commercial truck driver program and obtain the commercial driver's license from the Department of Motor Vehicles and become a professional truck driver.

## CREDIT FOR PRIOR EDUCATION OR TRAINING

Those individuals with prior commercial driving experience may apply for a "refresher course" to practice their skills and knowledge for the purposes of the State of California Department of Motor Vehicles licensure. Applicants must possess a license or permit. Prior education or training credit will not be applied to the Commercial Truck Driver Program. This institution has not entered into an articulation or transfer agreement with any other colleges or universities.

### **INDIVIDUALS FROM OTHER COUNTRIES**

This institution does not admit students from other countries with a tourist visa or student visas, unless those students are permanent legal residents or American citizens.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Universal Truck Driving School, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the commercial truck driver program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 Universal Truck Driving School, Inc. to determine if your credits, or diploma will transfer.

Universal Truck Driving School, Inc. does not articulate or transfer any credits with any other vocational school or colleges, this institution has not entered into an articulation or transfer agreement with any other college or university.

### **ADMISSION REQUIREMENTS**

Applicants must be at least 18 years old (21 years old for inter-state driving); have an acceptable driving record; to have and possess a valid California Class “C” (automobile driver’s license) driver’s license and meet specific driver qualifications established by the office of motor carrier safety including a physical examination and successfully complete an entrance examination. Student must have graduated from high school, or earned a GED. Applicants without a high school diploma, Certificate of Proficiency, or GED certificate can be administered a nationally recognized standardized test (Wonderlic Basic Skills Test) that measures an applicant's basic educational knowledge. This test is administered by an independent third-party administrator, arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not receive a qualifying score, the student may take the test again after 7 days. Qualifying Scores are: Verbal, 200, Quantitative, 210. The other test is the ESL Ability-To-Benefit test is called CELSA ATB and is offered to those whose native language is not English. The CELSA ATB test is offered to those students who do not have a high school diploma, General Education Development (GED), or proficiency certificate. This test is given in English only, no other language format is available. You must be able to read English to take this test. The passing scores are Form 1 - 97, Form 2 – 97.

Prior to the start of class students must obtain a California Department of Motor Vehicles class “A” Instructional Permit and provide the school with a copy of a successfully completed long form Federal Department of Transportation physical. Students must have the ability to read, write, and speak the English language at a 6th grade level and should be able to read and understand the enrollment agreement. English language proficiency will be determined by the students English proficiency competence at the time of the student’s interview with the school representative. Instruction may also be given in Spanish at a 6th grade level understanding. The School Director reserves the right to accept or reject applicants, in their best interest, based upon the above requirements.

NOTE: Applicants will be disqualified from taking the Class A license examination if any of the following circumstances are present. Should an individual with such a record wish to learn commercial driving in spite of their record, a Driving Record Waiver will be required.

1. DWI, DUI, OMVI or similar conviction in the last three years.
2. Three or more moving violations in the last two years.
3. Certain felony convictions. (Reviewed with the School Director on a case by case situation.

### **ADMISSION PROCEDURES**

Persons desiring to make application for admission should contact the school or one of its representatives. Applicants must be interviewed by a school representative, complete an enrollment agreement and submit other information which may be required to determine qualifications. All prospective applicants are encouraged to visit the school for a personal tour of the facility.

This institution hereby advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

### **NON-DISCRIMINATION POLICY**

Universal Truck Driving School, Inc. does not discriminate on the basis of sex, age, race, national origin, creed, religion, or handicaps (that would not preclude employment within their selected program area) in admissions, advising, training, career development, or in any other activities.

### **GRADING SYSTEM**

All grades are based on the numerical system students are graded on: written examinations, field tests, driving sessions, methodology, and attitude.

#### **GRADING SCALE**

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = BELOW 60

Driving and other practical skills are graded on Pass/Fail Minimum standards for successful completions require that a student maintain a 70 percent (C average) or higher cumulative grade average in all areas of training. Additional help is provided to slower learners in individual situations.

### **STANDARDS OF SATISFACTORY**

All students at this school are required to maintain satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 100% of the stated course length.

### **GRADUATION REQUIREMENTS**

#### **THE CANDIDATE FOR THE CERTIFICATE MUST:**

1. Have successfully completed all specified requirements for the certificate.
2. Earn a cumulative grade average of at least 70% in each area of training.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

### **ATTENDANCE POLICY**

Students are expected to attend all scheduled classes in order to achieve the highest degree of learning. In cases of extreme circumstances, severe illness, death of a family member or military requirements, the school director may, upon written request, waive the attendance policy.

### **LEAVE OF ABSENCE**

If a student, due to unforeseen reasons, must request a leave of absence, the school is willing to wait up to 1 year to resume and complete the driving training program. After 1 year each student's case will be reviewed by the School Director on a case-by-case situation in order to resume training.

### **STUDENT CONDUCT POLICY**

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be discontinued for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.

3. Operating equipment in such manner that life or property is endangered.
4. Gambling on school property.
5. Insubordination and/or intolerable conduct.
6. Willful abuse of school equipment or property.
7. Excessive absenteeism.
8. Failure to make payments on dates due.

## **STUDENT SERVICES**

### **RESOURCE MATERIALS**

Our resource center contains volumes, periodicals and audio-visual materials directly related to training. These reference materials supplement texts and other related materials used in the classroom. Reference books and other course related materials may be purchased from the school as needed or desired.

### **STUDENT RECORDS/RIGHT OF PRIVACY**

The federal right of privacy act enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of five (5) years. Students may request a review of their records by writing to the Director of the school.

### **HOUSING**

1. This institution does not have dormitory facilities under its control.
2. Housing accommodations are available in the community, including hotels and motels for approximately \$100 per night.
3. This institution has no responsibility to find or assist a student in finding housing.

### **GRIEVANCE PROCEDURE**

If there are any complaints about the school or any of its staff that cannot be resolved by the Admissions Representative, we encourage the student to:

- a. Bring the matter to the attention of the CAO (Chief Academic Officer) who is responsible for the resolution of complaints.
- b. If the matter remains unresolved, the next step is to explain the problem in writing to the schools School Director.
- c. If the problem remains unresolved the student 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  
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916) 263-1897

Or by completing a complaint form, which can be obtained at the Bureaus website. Website address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **RECORDS RETENTION**

All student records are maintained indefinitely. Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for at least a period of five (5) years.

### **JOB SEARCH ASSISTANCE**

Universal Truck Driving School, Inc. does not provide a full job placement service. The school does, however, maintain contact with local and long distance carriers regarding their driver needs. This information is made available to our students and graduates.

### STATE LICENSING REQUIREMENTS

Residents of California are required to have a class “A” commercial driver’s license to drive a commercial vehicle. School graduates must pass a California Department of Motor Vehicles driving examination at a location specified by the department. The examination is a state requirement and is not part of the course of study. The program offered by the school will assist the student in preparing for this examination.

Department of Motor Vehicles Requirements for commercial drivers license:

1. Must be 18 years of age.
2. Submit a completed Department of Motor Vehicles Commercial Driver License Application (Form DL44C).
3. The students true full name.
4. An approved Medical Examination Report (Form DL51).
5. An acceptable Birth Date/Legal Presence Document.
6. Social Security Card.
7. The applicable fee determined by the Department of Motor Vehicles.
8. Be a California resident.

At no additional cost to its graduates, the school will set an appointment as soon as possible after the driving training is completed and provide a commercial vehicle and licensed employee for the purpose of testing. In the event a person fails, the school will set up an appointment for re-testing. Appointment for initial testing takes priority.

### TUITION POLICIES AND FEES

All tuition and fees are payable to commencement of classes unless other arrangement are made. The student may enroll with a \$600.00 down payment and balance to be paid split into 2 additional payments of \$500.00 each within 1 year of enrollment, or as student is continuing with his/her driving training.

### FINANCIAL ASSISTANCE

Financial assistance is available through a number of local Rehabilitation agencies. The School does not participate in any federal financial aid programs. Should the student obtain a loan to pay for their education, they will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### TOTAL CHARGES FOR A PERIOD OF ATTENDANCE AND AN ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

<b>COURSE TITLE:</b>	<b>TUITION:</b>	<b>REGISTRATION FEE:</b>	<b>TOTAL:</b>
		(non-refundable)	
Commercial Truck Driver:	\$ 2,000.00	\$100.00	\$2,100.00
STRF (non-refundable)	\$ 0.00		

### ADDITIONAL COSTS

In addition to tuition fee, students are responsible for the cost of (unless otherwise stated on your enrollment agreement) housing, meals, and transportation to and from the school. Students have additional costs which cover a Department of Transportation physical examination conducted by and payable to a private physician (fee to be determined by private physician), commercial truck driver licensing fees payable directly to the Department of Motor Vehicles (fees to be determined by the Department of Motor Vehicles).

### STUDENT PROTECTION POLICY STUDENT TUITION RECOVERY FUND

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or 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 Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 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 this 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

### **REFUND POLICY AND RIGHT TO CANCEL**

1. A student may cancel this agreement at anytime by notifying the school in writing, by mail, or in person. If canceled in writing within seven business days after the signing of this agreement or on the first day of classes, whichever is later, all monies shall be refunded within 30 days. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid. If notice of cancellation is made after seven business days of signing the agreement but prior to or on the first day of instruction, (any notice to cancel may be mailed, faxed, or delivered in person) all fees paid shall be refunded less a registration fee not to exceed \$100. If the student withdraws after the cancellation period, all tuition, fees, and other charges shall be refunded on a pro-rata basis, less a registration or administrative fee of \$100.
2. Once purchased, equipment becomes the property of the student.
3. You have the right to withdraw from the school at any time. If you withdraw from the course instruction after the cancellation period as in #1, the school will remit a refund less a registration fee not to exceed \$100 within 30 days following your withdrawal. You are, obligated to pay only for the educational services rendered until you have completed 60% of the course of instruction. However, after you have completed 60% of the course of instruction, you receive a pro rata refund. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If the amount you have paid is more than the amount that you owe for the time attended, then a refund will be

made within 30 days of withdrawal. If the amount you owe is more than the amount you have paid, then you will have to make arrangements to pay it.

4. Hypothetical Refund Example: Assume you, upon enrollment in a 40-hour course, pay \$1000 for tuition, \$100 for registration fee, and withdraw after completing 10 hours (25%).

$\$1100 - \$100 - \$250 = \$750$  Paid Fee 25% Refund

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify the school of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
6. 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.

## CURRICULUM

### Commercial Truck Driver

D.O.T. #292.353, 363, 463, 483, 667 C.I.P. #49.0299

Text and Lesson Materials:

Trucking: Tractor-Trailer Driver

Handbook/Workbook, Career Publishing, 1995

### CDL Reference Commercial Drivers Handbook

Handouts from various suppliers and other sources as they relate to specific area of training.

The following curriculum outline for the 40 hour truck driver training program is designed to insure that each student received quality up-to-date basic training. The outline will insure that all students are taught the same way.

The training program consists of three distinct parts that of the classroom environment, outside preparation (home-work) and the hands on training. The schedule dictates that each student attends 20 hours of classroom training, with approximately 5 hours of outside preparation. The third phase consists of the practical application of the skills and knowledge obtaining in the classroom and includes yard skills, road training and review and testing of the yard and road skills.

Section I outline covers classroom and outside preparation topics. The section includes orientation, theory, familiarization, Federal Motor Carrier safety regulations, examinations, etc.

The yard skills area training segment, Section II, includes ten click hours of yard skills and backing instruction. This includes straight line, measured stops, measured turns, serpentine and alley docking 90 degree maneuvers this breaks down to eighteen and three quarter hours hands on per student calculated at a three to one ratio.

The other the road training segment, Section III, includes ten hours of instruction for each student. This phase will cover all aspects of safe driving and vehicle control. It will cover a range of situations in city traffic. The objective of this program is to insure that each graduate has received sufficient training to make them a qualified and efficient second seat trainee driver.

The objective of the classroom training is to prepare the student through theory for the more rigorous training on the skills, and O.T.R. segments of training. Each student will be taught vehicle familiarization, Federal Motor Carrier safety regulations including aspects of safe operation, accident control and reporting. Also, the how to and importance of maintaining a daily drivers log. The students progress will be measured daily through quizzes and evaluation.

**YARD SKILLS TRAINING**

The primary objective of the yard skills are of training is to insure that students will be able to safely maneuver a tractor /trailer such: backing from sight side (left) or blindside (right) and parallel parking; the proper way to approach a corner; conduct a pre-trip inspection; mirror usage. The yard skills phase of training as well as the O.T.R. phase will constantly instill upon the student the sense of pride of being the best and safest that is humanly possible.

**YARD AND BACKING SKILLS OUTLINE**

Straight line backing

Objective: Student will be able to back parallel to markers while observing through both the driver side and passenger side mirrors.

Serpentine backing

Objective: The student will back the tractor trailer in a figure eight set up around stationary markers. This should increase the student’s ability to control the vehicle.

Alley dock

Objective: Practice to perfection the art of docking a trailer.

**OVER THE ROAD DRIVING SKILLS**

The objective of the O.T.R. training is to insure that a student will be able to safely and courteously operate a commercial vehicle in a variety of traffic situations.

**40 Hour Course**

<u>CLASS</u>	<u>SUBJECT</u>	<u>CLOCK HOURS</u>
Theory	Orientation	0.5
	OSHA/CAL-OSHA rules and regulations	0.5
	Tractor/Trailer Operation	6.5
	Yard Skills	6.5
	Street Driving	<u>6.0</u>
	Total	20.0
Yard Skills	Vehicle Familiarization	0.5
	Pre-trip inspection	0.5
	Yard skills practice and maneuvers	<u>9.0</u>
	Total	10.0
Street Driving	Pre-trip inspection	0.5
	Practice safe driving	<u>9.5</u>
	Total	10.0
<b>Total Hours</b>		<b>40.0</b>