

# SCHOOL CATALOG

JANUARY – DEC 2019

# EDISON TRUCK AND BUS DRIVING SCHOOL, INC.



**EDISON TRUCK AND BUS DRIVING SCHOOL, INC.**  
**2024 N. DURFEE AVE.S. EL MONTE, CA. 91733**  
(626) 582-8540 FAX (626) 454-1235  
1-800-EDISON-9  
email add: edison9@att.net  
web add: edisontruckandbusdrivingschool.com

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## **MISSION STATEMENT**

Edison Truck and Bus Driving School, Inc. Our certified instructors are committed to train students in the area of commercial truck driving and help them to develop an understanding of the commercial truck driving industry.

Trucking has become an important part of the American economy because it keeps on growing larger and larger; the industry needs workers of every kind, from the city

Pick-up and delivery driver as the king of the road, to the long-distance interstate line haul driver, most terminal have dock workers, these are employees that unload and load freight. It is our mission for the student to achieve the goal of graduating and obtain their commercial driver's license with endorsements as they deem needed for employment. Upon completion a school certificate will be issue to all graduates.

All class sessions are available in English Language and offered at the school.

School premises is located at: 2024 North Durfee Ave, So. El Monte, CA 91733,

800 334-7669, 626 582-8540, Fax 626 454-1235 email add: [edison9@att.net](mailto:edison9@att.net),

web site add: [edisontruckandbusdrivingschool.com](http://edisontruckandbusdrivingschool.com) All class sessions are conducted at this site and location except for on road practicum.

All courses instructions are in a comfortable learning environment with classroom and yard site at the same address and location, Edison has a Library on school campus for the access of a variety of Educational instructional DVD/CDS, Videos, Directories of companies for placement and a variety of articles needed for the Truck & Bus Industry, No distance educational program, flexible training schedules hours, quality hands on training, individualized attention, and equal educational opportunities. Learning resources are available to the student during all times that the school is open for operation and during all class times.

All custody of the Students records are under the safeguard of Edison School Administrative Unit whose contact is Mirella Freire Treasure/CFO any request can be obtained at school schedule indicated in this Catalog.

Course of instruction includes:

A balance of visual and theory instruction. Our course of instruction is designed to provide the student with knowledge of the theory and skills needed to successfully work as a Bus or Commercial Truck Driver. The student will be exposed to class theory and practical learning and will also be required to undergo practical road experience prior to graduation. Each student will successfully pass a Commercial driver's license Class A and Class BP by the state of California at the Department of Motor Vehicles test before graduation.

This Catalog is divided in a qualitative and other quantitative part, the qualitative is referent to all the changes of the theoretical content included for the year 2019 and the quantitative is referred to the amount of the records completed in the period from January 1, 2017 to December 31, 2017, and includes specific data for the year 2016 previously reported .

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## **ADMISSION REQUIREMENTS POLICIES**

Edison Truck and Bus Driving School, Inc. Is a Private Institution committed to train the basic knowledge and skills program for Tractor-Trailer and Bus. It is the policy of the Company to prepare our students to have the ability to operate commercial vehicles safely and professionally nationwide.

Minimum 18 years of age.

An approved Medical form.

(D.O.T card and NIDA Federal Regulated Drug Test)

U.S. Resident.

High School Diploma or equivalent, or otherwise successfully pass the relevant examination as required by section 94904 of the Ed Code. (ATB TEST) Ability to Benefit Test. The basic English proficiency requirement will be that the student needs to show completion of a 10<sup>th</sup> grade education at a minimum, and this will be done by providing a copy of their high school diploma or transcript showing that they have met this requirement. Additionally, if the student passes the wonderlic exam, this will demonstrate the minimum English proficiency needed to complete the course programs. Edison School does not provide ESL training.

After completing training student has to pass licensing and testing requirement for drivers of commercial vehicles that meets the minimum standards with the California Commercial Motor Vehicle department (D.M.V.)

### **Description of the Admission Test**

#### **Wonderlic Personnel Test and Scholastic Level Exam:**

Form #IV (English Exam).

Passing score, a minimum of 18 points (Commercial Driver, Truck, Bus).

Is a general cognitive ability test, 50 questions and incorporate a Wide variety of problems types. The questions include word comparisons, disarranged sentences, sentence parallelism, following directions, number comparisons, number series, and analysis of geometric figures and story problems requiring either mathematics or logic solutions. The test questions are carefully arranged in order of difficulty, beginning at a modest level and gradually increasing.

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

The transferability of credits/diplomas, certificates or clock hours you ear at Edison Truck and Bus Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits, diplomas, certificate or clock hours you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits/diplomas, certificate or clock hours you may to transfer. If the credits/diplomas, certificates or clock hours that you earn at this institution are 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 Edison Truck and Bus driving School to determine if your credits/diplomas, certificate or clock hours will transfer.

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Prospective students can be assured that the institution is in good financial standing and does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.)

## **The institution policies and procedures for the award of credit for prior experiential learning, including assessment policies, procedures and provisions for appeal.**

All students with prior experiential learning will be evaluated by an instructor to appropriate determinate their experience and previously acquired hands on commercial driver's training course to determine if the student should be awarded credits for previous training and experiential learning.

Instructors will assess the student against the schools training programs to determine the amount of clock hours that could be credited to their learning programs.

It is student's responsibility to be clear of any sanctions / disqualifications if your Class C driving privileges has been cancelled, revoked, or suspended.

## **Approval and Accreditation Disclosure Statement**

Edison Truck and Bus Driving School is a general partnership for-profit incorporated by the state of California on 06-22-2004, and is Licensed to operate by the California Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE/Web Site [www.bppe.ca.gov](http://www.bppe.ca.gov)) since January 4, 1999. Edison Truck and Bus Driving School is not accredited with any nationally recognized accrediting agency by the United States Department of Education's Council on Higher Education.

Any prospective student may enquire information about the status of this License at the web address [www.bppe.ca.gov](http://www.bppe.ca.gov). or entity of corporation at web address [www.sos.ca.gov](http://www.sos.ca.gov). The Bureau's approvals means the institution and its operation comply with the minimum standards established under law for occupational instruction by private educational institutions and does not imply any endorsement or recommendation by the state or Bureau.

## **Policy concerning Student Loan Responsibility**

Edison Truck and Bus School does not award or qualify a student for student loans. But if a student has previous student loans then the student must still comply with the requirements to pay their student loans. 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 money's not paid from federal student financial aid program funds.

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## **Catalog Disclosures**

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, P.O. Box 980818, West Sacramento, CA, 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free (888)370-7589 or by fax (916)263-1897.

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.

Edison's Catalog meets regulation by the bureau and is annually revised and updated on January 15<sup>th</sup> to 30<sup>th</sup> of each year, posterior to all school activities, or any changes requested by the Bureau or any school requirements that are needed necessary. All students may obtain this on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov) or at Edison Web site [edisontruckandbusdrivingschool.com](http://edisontruckandbusdrivingschool.com)

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) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Policy Concerning Visa Services:**

Edison Truck and Bus Driving School does not offer visa services to obtain either an F-1 or M-1 visa to attend training at our school.

### **Disclosure Regarding Student Housing:**

Edison Truck and Bus Driving does not provide student housing nor does it have any dormitories under its control. Edison does not provide any information regarding housing that might be available in the greater Los Angeles area. Apartment and rental units depend greatly on the area where the student might want to live and the size of the rental unit that they need for living needs.

To foreign students our institution is "Non- Residential" meaning school does not have any responsibility to assist with services to accommodate housing, dormitories or any type of facilities while attending class.

### **Disclosure Regarding Distance Education:**

Edison Truck and Bus Driving School does not offer distance education or on-line education.

Students are trained with the following equipments and facilities:

Conventional Trucks, 2-3 axles Tractor's / 10-18 Wheelers

Standard shift transmission 9, 10, 13 speeds

Combination Class A, 40, 42, 45, 48-foot trailers

Passenger Bus (up to 57), Air Brakes, Automatic Transmission

There are two classrooms (that each can accommodate up to 5 students at a time) at the facility also has a practice area where students will interact with trucks, trailers and Bus.

### **Approval /Disclosure Statement:**

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Any prospective student may enquire information about the status of this approval at the web address [www.bppe.ca.gov](http://www.bppe.ca.gov). or entity of corporation at web address [www.sos.ca.gov](http://www.sos.ca.gov). The Bureau's "Approval" or "approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and appropriate assessment of student's achievement prior to, during, and at the end of its program.

Upon enrollment in the school, the student will be given a copy of the school catalog, admission/completion information, licensure passing rates and job placement information. The student also signs an enrollment agreement.

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## COURSE PROGRAMS

All student will be exposed to class theory and practical learning and will also be required to undergo practical road experience prior to graduation. Each student will successfully pass a Commercial driver's license Class A and Class BP by the state of California at the Department of Motor Vehicles test before graduation. Licensure by the California Department of Motor Vehicle is required for employment as either a Commercial Truck Driver or Bus Driver Class A or BP license.

### **Commercial Drivers Training: Class A & BP**

320 Clock Hours - Full-time - 6 Months

Amount of tuition (Total Cost)	\$5,995.00
Non-refundable Registration	\$75.00

This course program will train a student to become a driver of vehicles requiring either a class A or BP license and the course will prepare a student to take the writing and skills test required by the DMV for these endorsements on their license. With these endorsements, the student will be prepared for jobs and careers as either a driver of Trucks or Passenger Buses.

### **Commercial Drivers Training: Class A**

240 Clock Hours - 4 Months

Amount of tuition (Total Cost)	\$4,995.00
Non-refundable Registration	\$75.00

This course program will train a student to become a driver of vehicles requiring either a class A license and the course will prepare a student to take the writing and skills test required by the DMV for this endorsement on their license. With this endorsement, the student will be prepared for jobs and careers as a driver of Trucks.

### **Commercial Drivers Training: Class BP**

160 Clock Hours – 4 Months

Amount of tuition (Total Cost)	\$ 3,995.00
Non-refundable Registration	\$75.00

This course program will train a student to become a driver of vehicles requiring either a class BP license and the course will prepare a student to take the writing and skills test required by the DMV for this endorsement on their license. With this endorsement, the student will be prepared for jobs and careers as a driver of Passenger Buses.

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## **Commercial Driver's Training Semi-course: Class A**

80 Clock Hours – 3 Months

Amount of Tuition (Total Cost)     \$2,995.00

Non-refundable Registration fee     \$75.00

This course program will train a student to become a driver of vehicles requiring a class A license and the course will prepare a student to take the writing and skills test required by the DMV for this endorsement on their license. With this endorsement, the student will be prepared for jobs and careers as a driver of Semi Trucks.

## **Commercial Drivers Training Semi-course: Class BP**

80 Clock Hours – 3 Months

Amount of Tuition (Total Cost)     \$1,995.00

Non- refundable Registration fee     \$75.00

This course program will train a student to become a driver of vehicles requiring a class BP license and the course will prepare a student to take the writing and skills test required by the DMV for this endorsement on their license. With this endorsement, the student will be prepared for jobs and careers as a driver of Semi Passenger Buses.

## **Institution Financial Policies:**

Edison Truck and Bus Driving School does not provide State or Federal Financial Aid Program, Students Loans or Pell Grants.

Edison Truck and Bus Driving School can make arrangements to pay your tuition through an in-house payment plan while attending school which will be stated in the Enrollment Agreement. Students are encouraged to research for third party assistant funding programs offered by the EDD/Employment Development Department if the applicant is unemployed and receiving benefits, or (REHAB) under any rehabilitation EDD program.

(State Fund - Workers Compensation Ins.) If the applicant is Injured by the job and has granted an approval for school tuition funds or a School Tuition Voucher, (GA-general relieve) or (Parole Assistant) sometimes school funds are available through Parole Assistant office with their qualifications.

All applicants must meet their qualification of approval to cover school tuition, and school cost.

Edison Truck and Bus Driving School does not provide services to students to qualify for these assistance programs. It is the student's responsibility to see if they can obtain assistance from other agencies



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## **Educational Programs**

Commercial Drivers Training Course Class A & BP / 320hrs / 6 - Months

Commercial Drivers Training Course Class A / 240hrs/ 4 - Months

Commercial Drivers Training Course Class BP / 160hrs/ 4 - Months

Commercial Drivers Training Semi-Course Class A / 80hrs/ 3 - Months

Commercial Drivers Training Semi-Course Class BP / 80hrs/ 3 – Months

## **SCHEDULES**

- Weekly class schedules from Monday to Thursday from 8:00 am to 5:00 pm
- Friday there are no school activities just for the maintenance of school vehicles.
- Saturday and Sunday class schedule from 7:00 am to 4:00 pm
- Holidays established in the calendar of the United States of America

## **JOB TITLES**

Courses listed above with a Class A title will prepare a student to become Long-Haul Truck Drivers or Interstate Truck Drivers driving tractor/trailer combinations and will prepare a student to take the written and skills test for their Class A endorsement provided by the Department of Motor Vehicles.

Courses listed above with a Class B title will prepare a student to become Light Truck Drivers with a one ton rating or higher or what is commonly referred to as Bob-Tail trucks. The course will also prepare a student to become a Commercial Bus Driver. The course will prepare a student to take the written and skills test for their Class BP passenger endorsement provided by the Department of Motor Vehicles.

## **CLARIFYING**

All post-graduation data regarding the jobs obtained by EDISON TRUCK & BUS DRIVING SCHOOL, INC graduates are voluntarily provided by them because they are not required to offer this personal information, therefore the reference numbers The totality of graduates employed by third parties or companies or on their own account may be less than the totality of graduates since not all of them provide this information because they consider it personal and non-public.

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## FACULTY

### **Edison Freire President/CEO**

Council for Private Postsecondary & Vocation Education  
Certificate of Authorization  
32 years of Professional experience (1987 to present 2019)  
32 years of Instructional experience in teaching truck & bus drivers  
(1987 to present 2019)  
24 Years of private truck driving school Administrative experience  
(1995 to present 2019)  
Commercial Vehicle Inspection Specialist (CVIS) for  
CA High Way Patrol  
(2017)

### **Tonnie Freire Vice President/ Secretary**

Council for Private Postsecondary & Vocation Education  
Certificate of Authorization  
31 years of Professional experience (1988 to Present 2019)  
26 years of Private Truck Driving School Administrative experience  
(1993 Present 2019)  
26 years of Instructional experience in Teaching Truck & Bus  
driving (1993 to Present 2019)

### **Mirella Freire Treasurer/CFO**

33 years of Office Administrative (1986 to Present 2019)  
20 years of Truck & Bus Driving School Supervising  
and Management (1999 to Present 2019)

All School Instructors and staff members are enrolled in a continuing education courses with (CAPPS – The California Association of Private Postsecondary Schools).

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## GRADING POLICY, RULES OF OPERATION AND CONDUCT

### Grading Standards

The following standards will be used to assess student work

90-100%	Excellent
80-89%	Above Average
70-79%	Average
69% and below	Unsatisfactory

### Scholastic Regulations

A student must maintain a minimum average of 70% in their course work. When a student's average falls below 70%, the student will have two weeks to increase their average to the minimum level. If the student fails to do so after two weeks, they will be placed on probation for one week. If the student fails to attain the minimum mark after the third week the student will be dismissed from the training program.

Students must complete their course work within 150% of the scheduled time period. At the scheduled mid-point of the course, the student must have completed at least 40% of the course. At the 100% point of the course the student must have completed at least 80% of the course objectives. These points are the minimum satisfactory academic progress standards acceptable for maintaining enrollment in the course programs.

### Graduation Requirements

The student has graduated from the course program when they

1. complete the course requirements within 150% of the scheduled completion date
2. complete the course requirements with the minimum grade standard
3. attend at least 80% of the scheduled class sessions
4. meet all financial obligations.

Please note that the institution has a right to withhold a student's transcript if their account has not been paid. The institution will release a transcript for unpaid accounts reflecting the total hours the student has paid for.

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## **Attendance and credit Policies**

The student must attend all class sessions. At the time of graduation, the student must attend at least 80% of the scheduled class sessions and their excused absences may total no more than 20% of the course program. The student will be allowed no more than 3 unexcused absences in the course program. Excused absences are when a student notifies the institution in advance of their absence and excused absences are only allowed for illnesses or for personal family emergencies. If a student has a fourth unexcused absence, they will be placed on attendance probation. If the student has a fifth unexcused absence, they will be dismissed from the institution. If a student has missed more than 20% of the scheduled class sessions, the student will be placed on attendance probation for two weeks. If they are still in excess of the 20% absences minimum standard, the student will be dismissed from the course program. If a student misses 21 consecutive scheduled class sessions, the student will be dismissed from the course program. If a student is tardy three times, the student will have one absence recorded on their attendance record. A tardy is counted when the student is more than 15 minutes late to their scheduled class session.

A leave of absence can be granted for medical reasons. A doctor's verification that the student cannot finish the course is needed to activate a leave of absence. The leave of absence time period will be determined by the doctor's recommendation. If a student does not return on the date specified and agreed upon between the school and the student, the student will be dropped from the course.

## **Dismissal Policies and Suspension Policies**

### **A student can be dismissed for the following behavior reasons:**

1. Violent and abusive behavior to any member of the institution or student population.
2. Attendance at the institution under the influence of drugs or alcohol
3. Reckless behavior while performing road driving
4. Stealing or theft while on the premises
5. Conviction resulting in a felony which would preclude the student from acquiring a driver's license.
6. Any DMV violation resulting in the student having their driving privileges revoked or suspended by the courts or California Highway Patrol.
7. Willfully furnishing the institution false and misleading information concerning their driving status with the DMV.

### **A student can be suspended for the following reasons:**

1. Cheating on tests or assignments
2. Disruptive classroom behavior
3. DMV violations

A student placed on suspension for items 1 & 2 above will be placed on suspension for two weeks for the first offense. When a student commits a second offense the student will be dismissed from the institution. For item 3 above, the student will be suspended until the student furnishes the institution with proof that they have been cleared to drive under DMV requirements. If a student is suspended or dismissed, the student has a right to appeal the decision to the school director in writing within 10 days of the action being taken by the institution. The student must submit their appeal in writing to the institution's director. The Director will review the appeal and notify the student within 10 days of the filing of the appeal.

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## **Policy Regarding Student Record Retention**

The institution policies is to maintain students records for a minimum of 5 (five) years, This includes all agreements, payment contracts, attendance records, grades, clock hours completed and copies of diploma's or certificates awarded. If a student wishes to obtain a copy of their records, the student must request in writing copies of their records and must pay a copy charge of \$0.25 per page.

Records will be kept in a fire proof safe on the campus. Students have a right to review their file at any time. Times to review their files must be arranged during normal business hours at the school.

## **Student Services:**

All class sessions are available in English Language, tutoring is available upon request.

Job Placement assistance available to graduates. Employers often recruits directly from our institution. Also, school assist students with company contacts, job applications and job lead concerning local and long-haul driving positions. Edison School also provides a variety of brochures, pamphlets, and descriptions are available on school campus, Companies applications, School Brochures and School Catalogs are also available. To foreign students our institution is

**“Non- Residential”** meaning school does not have any responsibility to assist with services to accommodate housing, dormitories or any type of facilities while attending class.

Students may arrange additional practice time with school equipment through the school office. Instructors will be available for additional tutoring and help by scheduling with them for additional training help. The office staff is available to help students with filing out job applications and in preparing to take their DMV exams. Instructional staff are also available for appointments to help tutor students before they take their exams.

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## SCHEDULE OF TUITION FEES AND PAYMENT POLICIES

### **Notice Regarding Previous Student Loan Payments, Requirements For Payments of Tuition and Fees for both short and term programs.**

Edison School does not provide any student loan programs under either the federal government or state government. But Edison School wants to provide the following disclosures to students if they have any existing student loans from any previous education or training programs.

If the student has an existing student loan indebtedness by the federal or state government and the student defaults on a loan, both of the following may occur:

- (1) The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Ed. Code 94899.5 (a) Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction.

Ed. Code 94899.5 (b) For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

Ed. Code 94899.5 (c) The limitations in this section shall not apply to any funds received by an institution through federal and state financial aid grant and loan programs, or through any other federal or state programs.

Ed. Code 94899.5 (e) At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loan, after the student has been accepted and enrolled and the date of the first-class session is disclosed on the enrollment agreement.

# EDISON TRUCK AND BUS DRIVING SCHOOL, INC.

2024 N. DURFEE AVE.S. EL MONTE, CA. 91733

(626) 582-8540 FAX (626) 454-1235

1-800-EDISON-9

email add: edison9@att.net

web add: edisontruckandbusdrivingschool.com

## SCHEDULE OF TUITION AND FEES

### **Commercial Drivers Training Course Class A & BP-320hrs/ 6 - Mo.**

Amount of tuition (Total Cost)	\$5,995.00
Non-refundable Registration fee	\$75.00
STRF Non-Refundable	(X .0025) \$00.00
Total Cost	\$6,070.00

### **Commercial Drivers Training Course Class A-240hrs/ 4 - Mo.**

Amount of tuition (Total Cost)	\$4,995.00
Non-refundable Registration fee	\$75.00
STRF Non-Refundable	(X .0025) \$00.00
Total Cost	\$5,070.00

### **Commercial Drivers Training Course Class BP-160hrs/ 4 - Mo.**

Amount of tuition (Total Cost)	\$3,995.00
Non-refundable Registration fee	\$75.00
STRF Non-Refundable	(X .0025)\$00.00
Total Cost	\$4,070.00

### **Commercial Drivers Training Semi-Course Class A-80hrs/ 3 - Mo.**

Amount of tuition (Total Cost)	\$2,995.00
Non-refundable Registration fee	\$75.00
STRF Non-Refundable	(X .0025) \$00.00
Total Cost	\$3,070.00

### **Commercial Drivers Training Semi-Course Class BP-80hrs/ 3 - Mo.**

Amount of tuition (Total Cost)	\$1,995.00
Non-refundable Registration fee	\$75.00
STRF Non-Refundable	(X .0025) \$00.00
Total Cost	\$2,070.00

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## CANCELLATION AND REFUND POLICIES AND RIGHTS

### **Cancellation of Agreement**

Student has the right to cancel the enrollment agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction of Edison Truck and Bus Driving School, Inc. and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is greater.

Cancellation shall occur when you give written notice of cancellation to Edison Truck and Bus Driving School, Inc. 2024 North Durfee Avenue. South El Monte, CA. 91733. You can do this by mail, hand delivery or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid and date of postage cancellation.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by our contract agreement. You will be given two notices of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 45 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 45-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel your agreement, the school will refund any amount that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received. Any student who's tuition is paid for by a third party, such as JTPA or State Compensation Insurance Fund, refunds will be made to the third-party agency that paid for tuition and costs of the student. Third party payments will not be made to the student.



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## **POLICIES OF WITHDRAWAL FROM THE COURSE: AND REFUND POLICIES**

You have the right to withdraw from the course of instruction at any time and received a full refund without any penalty or obligation before the first lesson and material received. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is of the seventh day following the first class you attended, the school will calculate any refund owed, less a \$75.00 registration fee, within 45 days of your withdrawal from the course of instruction. You are obligated to pay only for educational services rendered and for unreturned equipment. You must return equipment within 45 days to get any credit for equipment or books provided to you. If you fail to return the books and/or equipment within 45 days, you may keep the books/equipment without further obligation. If the amount you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount you owe is more than the amount that you have already paid, then you will be liable for that amount. You will receive a Notice of Refunds within 45 days showing how the refund was calculated.

If a third party paid for the student's instruction, the Notice of Refunds will indicate when that party was sent the refund. Any student who's tuition is paid for by a third party, such as JTPA or State Compensation Insurance Fund, will not be entitled to any refund.

An example of how a refund is calculated is as follows:

- a. Deduct a registration fee not to exceed \$75 from the total tuition charge
- b. Divide this figure by the number of hours in the program
- c. The quotient is the hourly charge for the program.
- d. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- e. The refund would be any amount in excess of the figure derived in subparagraph (d) that was paid by the student.
- f. The refund amount shall be adjusted for equipment or books if returned within 45 days.

If the student fails to attend class for three consecutive weeks or 21 consecutive scheduled class days, the student will be dropped from the course program. The date it has been determined that the student has been dropped from the course will be the date used to determine the 45-day deadline to notify the student of any refund due or amount owed. The last date of attendance will be the date used to determine the actual amount to be refunded or owed.

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## STUDENT COMPLAINT PROCEDURE

Should you have a complaint, please follow this instruction:

1. Give your complaint orally in writing to any instructor or administrator at the institution.
2. Please allow the institution 10 days to review and respond to your complaint and to develop a solution to your complaint.
3. The institution will respond to your complaint in writing and provide you with the resolution to the complaint.
4. We would ask that if the resolution is not acceptable, please continue to communicate with the institution to resolve the complaint. If at any time you feel that the complaint cannot be resolved or if the institution has not responded to the complaint within 10 days, you have a right to file a complaint with the: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or fax (916) 263-1897.
5. If you submitted a complaint orally and you wish to appeal the resolution to your oral complaint, you must file the complaint in writing if you wish to appeal the resolution or if you wish to file a written complaint with the BPPE.
6. “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) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).”

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## STUDENT GRIEVANCE PROCEDURE

If the student disagrees with any adverse decision concerning their enrollment in the course program, the student has a right to file a grievance. Adverse decisions are those such as probation, dismissal or suspension. The appeal must file in writing. The institution's director will review the decision and notify the student within 10 days of any decision on the appeal. All appeal decisions are final. If the student disagrees with the appeal decision, the student has a right to file a complaint with the BPPE as stated above.

## STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private Postsecondary institution from losing money if your prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the Money paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite #400, Sacramento, CA 95833 and the mailing address of P.O. Box 980818, West Sacramento, www.bppe.ca.gov, CA. 95798-0818, (888)370-7589 or by fax (916)263-1897.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

### Educational Program

#### Commercial Driver's Training Course Class A & BP/ 320hrs / 6 - Mo.

##### On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	2	2	2	100%
2016	3	3	1	30%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

##### Job Placements Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students who began Program	Number of Graduates	Graduates available for Employment	Graduates Employed in the Field	Placement Rate% Employed in the Field
2017	2	2	2	2	100%
2016	3	1	1	1	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student Received education and training. (Edison School premises and School Catalog.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Gainfully Employed Categories (includes data for the two calendar years prior to reporting).

### Part-time vs. Full Time Employment

Calendar Year	Graduates Employed In the Field 20-29 Hours Per Week	Graduates Employed In the Field at Least 30 Hours per Week	Total Graduates Employed in the Field
2017	Unknown	2	2
2016	Unknown	1	1

### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N/A	N/A	2
2016	N/A	N/A	1

### Self –Employment / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2016	0	0

### Institutional Employment

Calendar Year	Graduates Employed in the field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	UNKNOWN	0
2016	UNKNOWN	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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IF the majority of graduates from this program obtain jobs in self-employment or freelance work add;

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you had sufficient time to read and understand the information.**

## License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2017	2	2	2	0	100%
2016	1	1	1	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Salary and Wage Information (includes data for the two calendar years prior to reporting)

### Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reporting
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	2	2	0	0	2	0	Unknown
2016	1	1	0	0	1	0	Unknown

A list of sources used to substantiate salary disclosures is available from the school. ( Students may obtain this information at school premises brochures from various truck companies, Truck Stops Magazines, And on line under CDL truck driver salary.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

## Cost of Educational Program

Total charges for the program for students completing on-time in 2017: \$6070.00. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2016: \$5070.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Federal Student Loan Debt

Students at Edison Truck & Bus Driving School, Inc. are not eligible for federal student loans. This Institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal aid programs. Therefore students Who attend this institution do not have federal student loans.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placements rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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, [www.bppve.ca.gov](http://www.bppve.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Name - Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official -Sign

\_\_\_\_\_  
Date



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## Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-Time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-Time Completion Rate” is the number of the on-time graduates divided by the of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.\
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months periods begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates who, after making reasonable attempts, the school was not able to obtain salary information.

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## **STUDENT'S RIGHTS TO CANCEL**

1. You may cancel your contract for school, without any penalty or obligation before the first lesson and material received, or on the seventh day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. A different cancellation policy applies for home study or correspondence courses. 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 policy, 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 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 entitling to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

4. The student has the right to cancel the enrollment agreement and obtain a refund of Charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

The institution's refund policy states that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The student is required to follow the procedures to cancel the enrollment agreement or withdraw from the institution and obtain a refund

5. If you have any complaints, questions, or problems which cannot work out with the school, write or call the Bureau for Private Postsecondary Education, 2535 Capitol oaks Drive, Suite #400, Sacramento, CA. 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov). Toll free (888)370-7589 or by fax (916)263-1897.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

### Educational Programs

#### Commercial Driver's Training Course Class A/240hrs/ 4 - Mo.

#### On-Time Completion Rates (Graduation Rates) Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	4	4	4	0%
2016	0	0	0	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

#### Job Placements Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students who began Program	Number of Graduates	Graduates available for Employment	Graduates Employed In the Field	Placement Rate% Employed In the Field
2017	4	4	4	4	0%
2016	0	0	0	0	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student Received education and training. (Edison School premises and School Catalog.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Gainfully Employed Categories (includes data for the two calendar years prior to reporting).**

**Part-time vs. Full Time Employment**

Calendar Year	Graduates Employed In the Field 20-29 Hours Per Week	Graduates Employed In the Field at Least 30 Hours per Week	Total Graduates Employed In the Field
2017	Unknown	4	4
2016	Unknown	0	0

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N/A	N/A	4
2016	N/A	N/A	0

**Self –Employment / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2016	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	UNKNOAN	0
2016	UNKNOWN	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

## License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2017	4	4	4	0	0%
2016	0	0	0	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

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## Salary and Wage Information (includes data for the two calendar years prior to reporting)

### Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reporting
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	0	0	0	0	0	0	Unknown
2016	4	4	0	0	4	0	Unknown

A list of sources used to substantiate salary disclosures is available from the school. ( Students may obtain this information at school premises brochures from various truck companies, Truck Stops Magazines, And on line under CDL truck driver salary.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

## Cost of Educational Program

Total charges for the program for students completing on-time in 2017: \$5070.00 Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2016: \$4070.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

## Federal Student Loan Debt

Students at Edison Truck & Bus Driving School, Inc. are not eligible for federal student loans. This Institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal aid programs. Therefore students

Who attend this institution do not have federal student loans.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

# EDISON TRUCK AND BUS DRIVING SCHOOL, INC.

2024 N. DURFEE AVE.S. EL MONTE, CA. 91733

(626) 582-8540 FAX (626) 454-1235

1-800-EDISON-9

email add: edison9@att.net

web add: edisontruckandbusdrivingschool.com

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placements rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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, [www.bppve.ca.gov](http://www.bppve.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official - Sign

\_\_\_\_\_  
Date

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## Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-Time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-Time Completion Rate” is the number of the on-time graduates divided by the of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.\
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months periods begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates who, after making reasonable attempts, the school was not able to obtain salary information.



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## **STUDENT'S RIGHTS TO CANCEL**

1. You may cancel your contract for school, without any penalty or obligation before the first lesson and material received, or on the seventh day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. A different cancellation policy applies for home study or correspondence courses. 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 policy, 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 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.

4. The student has the right to cancel the enrollment agreement and obtain a refund of Charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The institution's refund policy states that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The student is required to follow the procedures to cancel the enrollment agreement or withdraw from the institution and obtain a refund

5. If you have any complaints, questions, or problems which cannot work out with the school, write or call the Bureau for Private Postsecondary Education, 2535 Capitol oaks Drive, Suite #400, Sacramento, CA. 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov). Toll free (888)370-7589 or by fax (916)263-1897.

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## SCHOOL PERFORMANCE FACT SHEET

### CALENDAR YEARS 2016 & 2017

#### Educational Programs

#### Commercial Drivers Training Course Class BP/160hrs/4 - Mo.

##### On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	1	1	1	100%
2016	1	1	1	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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##### Job Placements Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students who began Program	Number of Graduates	Graduates available for Employment	Graduates Employed In the Field	Placement Rate% Employed In the Field
2017	1	1	1	1	100%
2016	1	1	1	1	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student Received education and training. (Edison School premises and School Catalog.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Gainfully Employed Categories (includes data for the two calendar years prior to reporting).**

**Part-time vs. Full Time Employment**

Calendar Year	Graduates Employed In the Field 20-29 Hours Per Week	Graduates Employed In the Field at Least 30 Hours per Week	Total Graduates Employed In the Field
2017	Unknown	4	4
2016	Unknown	1	1

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N/A	N/A	4
2016	N/A	N/A	1

**Self –Employment / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2016	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	UNKNOWN	0
2016	UNKNOWN	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2017	1	1	1	0	100%
2016	1	1	1	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reporting
2017	1	1	0	0	1	0	Unknown
2016	1	1	0	0	1	0	Unknown

A list of sources used to substantiate salary disclosures is available from the school. ( Students may obtain this information at school premises brochures from various truck companies, Truck Stops Magazines, And on line under CDL truck driver salary.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$3570.00. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2016: \$2570.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Federal Student Loan Debt**

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Who attend this institution do not have federal student loans.

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\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Name -Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official -Sign

\_\_\_\_\_  
Date

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## **STUDENT'S RIGHTS TO CANCEL**

**1.** You may cancel your contract for school, without any penalty or obligation before the first lesson and material received, or on the seventh day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. A different cancellation policy applies for home study or correspondence courses. 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 policy, 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 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 entitling to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

**4.** The student has the right to cancel the enrollment agreement and obtain a refund of Charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

### Educational Programs

#### Commercial Drivers Training Semi-Course Class A/80hrs/ 3 - Mo.

##### On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	73	73	52	72%
2016	57	29	29	51%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

##### Job Placements Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students who began Program	Number of Graduates	Graduates available for Employment	Graduates Employed In the Field	Placement Rate% Employed In the Field
2017	73	52	52	39	75%
2016	57	29	29	20	69%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student Received education and training. (Edison School premises and School Catalog.)

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**Gainfully Employed Categories (includes data for the two calendar years prior to reporting).**

**Part-time vs. Full Time Employment**

Calendar Year	Graduates Employed In the Field 20-29 Hours Per Week	Graduates Employed In the Field at Least 30 Hours per Week	Total Graduates Employed In the Field
2017	Unknown	39	39
2016	Unknown	20	20

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N/A	N/A	39
2016	N/A	N/A	20

**Self –Employment / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2016	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	UNKNOWN	0
2016	UNKNOWN	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2017	73	66	52	14	90%
2016	29	57	29	28	51%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Salary and Wage Information (includes data for the two calendar years prior to reporting)

### Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reporting
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2017	52	40	0	0	40	0	Unknown
2016	29	20	0	0	20	0	Unknown

A list of sources used to substantiate salary disclosures is available from the school. ( Students may obtain this information at school premises brochures from various truck companies, Truck Stops Magazines, And on line under CDL truck driver salary.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Cost of Educational Program

Total charges for the program for students completing on-time in 2017: \$3,070.00 Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2016 : \$2,070.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_\_  
Student Name - Print

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Student Name -Sign

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School Official - Sign

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- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates who, after making reasonable attempts, the school was not able to obtain salary information.

# EDISON TRUCK AND BUS DRIVING SCHOOL, INC.

2024 N. DURFEE AVE.S. EL MONTE, CA. 91733

(626) 582-8540 FAX (626) 454-1235

1-800-EDISON-9

email add: edison9@att.net

web add: edisontruckandbusdrivingschool.com

## **STUDENT'S RIGHTS TO CANCEL**

**1.** You may cancel your contract for school, without any penalty or obligation before the first lesson and material received, or on the seventh day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. A different cancellation policy applies for home study or correspondence courses. 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 policy, 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 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 entitling to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

**4.** The student has the right to cancel the enrollment agreement and obtain a refund of Charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The institution's refund policy states that, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The student is required to follow the procedures to cancel the enrollment agreement or withdraw from the institution and obtain a refund

**5.** If you have any complaints, questions, or problems which cannot work out with the school, write or call the Bureau for Private Postsecondary Education, 2535 Capitol oaks Drive, Suite #400, Sacramento, CA. 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov). Toll free (888)370-7589 or by fax (916)263-1897.

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## SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

### Educational Programs

#### Commercial Drivers Training Semi-Course Class BP/80hrs/ 3 - Mo.

##### On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	33	33	24	72%
2016	18	18	10	56%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

##### Job Placements Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students who began Program	Number of Graduates	Graduates available for Employment	Graduates Employed In the Field	Placement Rate% Employed In the Field
2017	33	24	24	18	75%
2016	18	10	10	8	80%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student Received education and training. (Edison School premises and School Catalog.)



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**Gainfully Employed Categories ( includes data for the two calendar years prior to reporting).**

**Part-time vs. Full Time Employment**

Calendar Year	Graduates Employed In the Field 20-29 Hours Per Week	Graduates Employed In the Field at Least 30 Hours per Week	Total Graduates Employed In the Field
2017	Unknown	18	18
2016	Unknown	8	8

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N/A	N/A	18
2016	N/A	N/A	8

**Self –Employment / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	0
2016	0	0

**Institutional Employment**

Calendar Year	Graduates Employed in the field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who shares Ownership with the Institution.	Total Graduates Employed in the Field
2017	UNKNOWN	0
2016	UNKNOWN	0

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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IF the majority of graduates from this program obtain jobs in self-employment or freelance work add;

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Initial only after you had sufficient time to read and understand the information.**

## License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number who Failed First Available Exam	Passage Rate
2017	33	24	24	9	72%
2016	18	18	10	8	56%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Salary and Wage Information (includes data for the two calendar years prior to reporting)

### Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reporting
2017	24	18	0	18	0	0	Unknown
2016	10	8	0	8	0	0	Unknown

A list of sources used to substantiate salary disclosures is available from the school. ( Students may obtain this information at school premises brochures from various truck companies, Truck Stops Magazines, And on line under CDL truck driver salary.)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand the information.

## Cost of Educational Program

Total charges for the program for students completing on-time in 2017:\$2070.00 Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2016 :\$1770.00 Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## Federal Student Loan Debt

Students at Edison Truck & Bus Driving School, Inc. are not eligible for federal student loans. This Institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal aid programs. Therefore students

Who attend this institution do not have federal student loans.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placements rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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, [www.bppve.ca.gov](http://www.bppve.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Name - Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official - Sign

\_\_\_\_\_  
Date

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## Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-Time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-Time Completion Rate” is the number of the on-time graduates divided by the of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.\
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months periods begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates who, after making reasonable attempts, the school was not able to obtain salary information.

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## Course Syllabus

### **Commercial Drivers Training: Class A & BP 320 Clock Hours – 6Mo.**

#### **Course Description:**

This course program will train a student to become a driver of Vehicles requiring either a class A or B license and the course will prepare a student to take the writing and skills test required by the DMV for these endorsements on their license. With these endorsements, the student will be prepared for jobs and careers as either a driver of semi trucks or passenger buses.

#### **Job Titles**

This course program will lead to the following job titles

Semi truck driver

Bus Driver

Interstate Truck Driver

Local Truck Driver

#### **Length of Course Program:**

The course program is 320 Clock Hours and a maximum of 3Mo., 8 hours per day, full-time and 6Mo., 4 hours per day, part-time.

#### **Sequence and Frequency of Class sessions**

The courses are scheduled six days

Monday to Thursday 8:00 a.m. to 5:00p.m.

Friday no class

Saturday to Sunday 7:00 am to 4:00 pm.

#### **Course Textbooks:**

Trucking: The Tractor-Trailer Driver: Handbook/Workbook, Professional Truck Driver Institute of America, Career Publishing Incorporated, Orange, CA.

HM- 181: A Driver Training Kit J.J. Keller & Associates.

Bumper-to-Bumper: The Complete Guide to Tractor-Trailer Operations, Mike Byrnes & Associates.

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## Course Syllabus

### Commercial Drivers Training: Class A & BP

### 320 Clock Hours – 6Mo.

#### **Outline of Course Program:**

#### **Orientation-School and Trucking Industry**

Commercial Drivers Training (CDL) course  
History of Truck Industry  
Hour of Service (Log Book)  
Federal Rules and Regulations - Trucks and Buses  
Trip Planning and Map Reading  
Defensive Driving Course  
Vehicle Inspection and Control Systems

#### **Coupling and Uncoupling**

#### **Backing and Parking**

Safe Operation Practice (Streets and Highways) for Trucks and Buses

#### **Instructional Modes and Methods**

The course program uses both classroom instruction and practical training. Practical training consists of skills practice using state of the industry tractors and on-the-road experience and a 46 – 72 passenger bus. The student will receive 80 hours of road training.



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## **Course Syllabus** **Commercial Drivers Training: Class A** **240 Clock Hours - 4Mo.**

### **Course Description:**

This course program will train a student to become a driver of Vehicles requiring either a class A license and the course will prepare a student to take the writing and skills test required by the DMV for these endorsements on their license. With these endorsements, the student will be prepared for jobs and careers as either a driver of semi trucks.

### **Job Titles**

This course program will lead to the following job titles

Semi truck driver

Interstate Truck Driver

Local Truck Driver

### **Length of Course Program:**

The course program is 240 Clock Hours and a maximum of 2Mo.

8 hours per day, full-time and 4Mo., 4 hours per day, part-time.

### **Sequence and Frequency of Class sessions**

The courses are scheduled six days

Monday to Thursday 8:00 a.m. to 5:00p.m.

Friday no class

Saturday to Sunday 7:00 am to 4:00 pm

### **Course Textbooks:**

Trucking: The Tractor-Trailer Driver: Handbook/Workbook, Professional Truck Driver Institute of America, Career Publishing Incorporated, Orange, CA.

HM- 181: A Driver Training Kit J.J. Keller & Associates.

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## **Course Syllabus** **Commercial Drivers Training: Class A** **240 Clock Hours – 4Mo.**

### **Outline of Course Program:**

#### **Orientation-School and Trucking Industry**

Commercial Drivers Training (CDL) course  
History of Truck Industry  
Hour of Service (Log Book)  
Federal Rules and Regulations - Trucks and Buses  
Trip Planning and Map Reading  
Defensive Driving Course  
Vehicle Inspection and Control Systems

#### **Coupling and Uncoupling**

#### **Backing and Parking**

**Safe Operation Practice (Streets and Highways)**

#### **Instructional Modes and Methods**

The course program uses both classroom instruction and practical training. Practical training consists of skills practice using state of the industry tractors and on-the-road experience. The student will receive 80 hours of road training.

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## Course Syllabus

### Commercial Drivers Training: Class BP

#### 160 Clock Hours – 4Mo.

### Course Description:

This course program will train a student to become a driver of Vehicles requiring either a class B license and the course will prepare a student to take the writing and skills test required by the DMV for these endorsements on their license. With these endorsements, the student will be prepared for jobs and careers as either a driver of passenger buses.

### Job Titles

This course program will lead to the following job titles

Commercial Bus Driver

Local Truck Driver

### Length of Course Program:

The course program is 160 Clock Hours and a maximum of 2Mo., 8 hours per day, full-time and 4Mo., 4 hours per day, part-time.

### Sequence and Frequency of Class sessions

The courses are scheduled six days

Monday to Thursday 8:00 a.m. to 5:00p.m.

Friday no class

Saturday to Sunday 7:00 am to 4:00 pm

### Course Textbooks:

Trucking: The Tractor-Trailer Driver: Handbook/Workbook, Professional Truck Driver Institute of America, Career Publishing Incorporated, Orange, CA.

HM- 181: A Driver Training Kit J.J. Keller & Associates.

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## Course Syllabus Commercial Drivers Training: Class BP 160 Clock Hours – 4Mo.

### **Outline of Course Program:**

#### **Orientation-School and Trucking Industry**

Commercial Drivers Training (CDL) course  
History of Truck Industry  
Hour of Service (Log Book)  
Federal Rules and Regulations - Trucks and Buses  
Trip Planning and Map Reading  
Defensive Driving Course  
Vehicle Inspection and Control Systems

#### **Backing and Parking**

Safe Operation Practice (Streets and Highways) for Trucks and Buses

#### **Instructional Modes and Methods**

The course program uses both classroom instruction and practical training. Practical training consists of skills practice using state of the industry tractors and on-the-road experience and a 46 – 72 passenger bus. The student will receive 53 hours of road training.

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## Course Syllabus

### Commercial Drivers Training: Semi - Class A 80 Clock Hours – 3Mo.

#### **Course Description:**

This course program will train a student to become a driver of Vehicles requiring either a class A license and the course will prepare a student to take the writing and skills test required by the DMV for these endorsements on their license. With these endorsements, the student will be prepared for jobs and careers as either a driver of semi trucks.

#### **Job Titles**

This course program will lead to the following job titles

Semi truck driver

Interstate Truck Driver

Local Truck Driver

#### **Length of Course Program:**

The course program is 80 Clock Hours and a maximum of 3Mo., 8 hours per day, full-time and 2Mo., 4 hours per day, part-time.

#### **Sequence and Frequency of Class sessions**

The courses are scheduled six days

Monday to Thursday 8:00 a.m. to 5:00p.m.

Friday no class

Saturday to Sunday 7:00 am to 4:00 pm .

#### **Course Textbooks:**

Trucking: The Tractor-Trailer Driver: Handbook/Workbook, Professional Truck Driver Institute of America, Career Publishing Incorporated, Orange, CA.

HM- 181: A Driver Training Kit J.J. Keller & Associates.

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## Course Syllabus

### Commercial Drivers Training: Semi - Class A 80 Clock Hours – 3Mo.

#### Outline of Course Program:

##### **Orientation-School and Trucking Industry**

Commercial Drivers Training (CDL) course  
History of Truck Industry  
Hour of Service (Log Book)  
Federal Rules and Regulations - Trucks and Buses  
Trip Planning and Map Reading  
Defensive Driving Course  
Vehicle Inspection and Control Systems

##### **Coupling and Uncoupling**

##### **Backing and Parking**

Safe Operation Practice (Streets and Highways)

##### **Instructional Modes and Methods**

The course program uses both classroom instruction and practical training.  
Practical training consists of skills practice using state of the industry tractors and on-the-road experience. The student will receive 26 hours of road training.

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## Course Syllabus

### Commercial Drivers Training: Semi - Class BP

### 80 Clock Hours – 3Mo.

#### **Course Description:**

This course program will train a student to become a driver of Vehicles requiring either a class B license and the course will prepare a student to take the writing and skills test required by the DMV for these endorsements on their license. With these endorsements, the student will be prepared for jobs and careers as either a driver of passenger buses.

#### **Job Titles**

This course program will lead to the following job titles

Commercial Bus Driver

Local Truck Driver

#### **Length of Course Program:**

The course program is 80 Clock Hours and a maximum of 3Mo., 8 hours per day, full-time and 2Mo., 4 hours per day, part-time.

#### **Sequence and Frequency of Class sessions**

The courses are scheduled six days

Monday to Thursday 8:00 a.m. to 5:00p.m.

Friday no class

Saturday to Sunday 7:00 am to 4:00 pm

#### **Course Textbooks:**

Trucking: The Tractor-Trailer Driver: Handbook/Workbook, Professional Truck Driver Institute of America, Career Publishing Incorporated, Orange, CA.

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## Course Syllabus

### Commercial Drivers Training: Semi - Class BP 80 Clock Hours – 3Mo.

#### **Outline of Course Program:**

##### **Orientation-School and Trucking Industry**

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History of Truck Industry  
Hour of Service (Log Book)  
Federal Rules and Regulations - Trucks and Buses  
Trip Planning and Map Reading  
Defensive Driving Course  
Vehicle Inspection and Control Systems

##### **Backing and Parking**

**Safe Operation Practice (Streets and Highways) for Buses**

##### **Instructional Modes and Methods**

The course program uses both classroom instruction and practical training. Practical training consists of skills practice using state of the industry tractors and on-the-road experience and a 46 – 72 passenger bus. The student will receive 26 hours of road training.



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## COURSE OCCUPATIONAL



- I. **JOB TITLE:** Commercial Driver / Class A & BP
- II. **General description of job:** Drives gasoline or diesel-powered buses/trucks/trailers locally or long distances, to transport passengers or deliver products, livestock or materials in liquid, loose or packaged form. Drives bus/truck to destination applying knowledge of bus driving or commercial driving regulations and skill in maneuvering vehicle in difficult situations, such as narrow passageways. Inspects bus/truck for defects before and after trips and submits report indicating bus/truck condition. Maintains driver log according I.G.C. regulations. May drive tour buses or shuttle bus with passengers.
- III. **The employee works:** Inside 90% - Outside 10%
- IV. **Description of the Work Site:** As a bus/truck driver, quite a bit of time is spent in the bus or cab of a tractor-trailer. Other environments that the employee would encounter are highways or waiting for passengers around the bus.
- V. **Types of machines, tools, office equipment, vehicles, or moving equipment operated by the employee:** School buses, tour buses, shuttles or trucks.
- VI. **Exposure to chemicals or fumes:** Exhaust fumes, smoke.

# EDISON TRUCK AND BUS DRIVING SCHOOL, INC.

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 web add: edisontruckandbusdrivingschool.com

**VII. In an 8-hour work day, the employee will:**

- A. Sit                      Number of hours: 6
- B. Stand                   Number of hours: 1
- C. Walk                    Number of hours: 1

**VIII. In terms of an 8-hour work day:**

- “Infrequently”        =    less than 1 time per shift.
- “Occasionally”        =    1% to 33%
- “Frequently”            =    34% to 66%
- “Continuously”        =    67% to 100%

		NOT AT ALL	INFREQ	OCCAS	FREQ	CONT
A.	*Bend/Stoop	( )	(X)	( )	( )	( )
B.	Squat	( )	(X)	( )	( )	( )
C.	Crawl	(X)	( )	( )	( )	( )
D.	*Climb	( )	( )	(X)	( )	( )
E.	Reach at shoulder level	( )	( )	(X)	( )	( )
F.	Reach Shoulder level	( )	(X)	( )	( )	( )
G.	Kneel	( )	(X)	( )	( )	( )
H.	Balance above ground	( )	(X)	( )	( )	( )
I.	Push/Pull	( )	( )	(X)	( )	( )
J.	Twist at waist	( )	( )	(X)	( )	( )
K.	Reach at waist Level	( )	( )	( )	(X)	( )

\*Bend/Stoop to inspect bus/truck for defects before and after trips.

\*Climbing consists of 3-5 steps to enter and exit the bus, shuttle or truck.

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**Push/pull items include: Driving and release gears, bus/truck door.**

<b>IX. LIFTING:</b>	<b><u>Not at all</u></b>	<b><u>Infreq.</u></b>	<b><u>Occas.</u></b>	<b><u>Freq.</u></b>	<b><u>Cont.</u></b>
Up to 10 lbs:	( )	( )	(X)	( )	( )
11 to 20 lbs:	( )	(X)	( )	( )	( )
21 to 50 lbs:	(X)	( )	( )	( )	( )
51 to 75 lbs:	(X)	( )	( )	( )	( )
76 to 100 lbs:	(X)	( )	( )	( )	( )
100 + lbs:	(X)	( )	( )	( )	( )

**Description of items lifted: Driver log, stick used for tires review, hand tools.**

**X. Employee required to carry times:**

	YES	NO	FREQUENCY	DISTANCE	COMMENTS
Up to 10 lbs.	X		Occasionally	3 to 50 feet	Driver log, stick, documents.
11 to 25 lbs.	X		Infrequently	3 to 30 feet	Tools.
26 to 50 lbs.		X			
51 + pounds		X			

**XI. Do the job duties require repetitive movements of the feet as using foot controls?**

Yes  X  No  \_\_\_  Right  \_\_\_  Left  \_\_\_  Both  X

**XII. Hand coordination activities:**

	<u>Simple Grasping</u>	<u>Firm Grasping</u>	<u>Up/Down</u>	<u>Side/Side</u>
Right	(X)	(X)	(X)	(X)
Left	(X)	(X)	(X)	(X)

**XIII. Activities involving the cervical region:**

	YES	NO	FREQUENCY	COMMENTS
Upward extension of the neck	X		Occasionally	
Downward flexion of the neck	X		Occasionally	
Side-to-side twisting of the neck	X		Frequently	

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## LABOR MARKET SURVEY Truck Driver Occupation

This labor market survey was conducted via telephone. The following trucking companies were contacted by the undersigned and the information given by the trucking companies representatives was almost the same. The representatives stated that the need for drivers will continue for the next few years and that the recruiting drivers from the various truck driving schools around the country.

The entry level salary for drivers who are hired by the national trucking companies for long distance driving is that of .23 cents per mile, with fringe benefits and other additional benefits packages.

Local companies that hired drivers for routes within the state also stated the need for drivers with commercial drivers' licenses. The entry level salary rate varies from \$12.00 to \$14.00+ per hr. and some companies offer medical benefits.

### National Companies

K&K Transport Inc.  
Carson, Ca  
(800) 743-9643  
(562) 295-6922

Swift  
Phoenix, AZ  
(866) 437-3050

CRST  
Oklahoma City, OK  
(800)366-2328  
(866) 435-3367

C.R. England  
Salt Lake City, UT  
(800) 356-5046  
(800) 421-9004

Schneider  
(800) 363-3401  
(562) 295-6922

Covenant Transport  
(866) 826-7061  
(888) 259-6206  
covenantdrivers.com

U.S.Express  
Chattanooga, TN  
(800)363-3401  
(866) 646-5886

Werner  
Omaha, NE  
(800)568-9193  
(800) 346-2818

### Local Companies

U.S. Express  
Fontana, CA  
(800)447-7433  
(423) 510-3814

Santa Fe Truck  
South Gate, CA  
(323)249-2434

Danny Herman  
Fontana, CA  
(909)822-1395

Agile Freight Systems  
Anaheim, CA  
(800)646-6429  
(801) 521-3303

APEX  
Carson, CA  
(415) 574-8697  
(310) 665-0288

Premier Steel  
Anaheim, CA  
(714) 220-9940

APEX  
Fontana, CA  
(800)743-9643  
(909) 854-9991

Gochenour Trucking  
Riverside, CA  
(909)822-5314

Joincrst.com

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## LABOR MARKET SURVEY Bus Driver Occupation

This labor market survey was conducted via telephone. The following trucking companies were contacted by the undersigned and the information given by the company's representatives was almost the same. The representatives stated that the need for drivers will continue and that these companies expect to hire more drivers specially for long distance driving.

The entry level salary for drivers vary according to the size of the company but the average salary begins from \$10.50 to \$12.00 per hour with large companies and \$9.00 to \$10.00 with smaller companies. The occupation requires a good driving record.

### Company Name

Elite Motorcoarch  
Patricia  
866 6GO ELITE

First Transit Inc.  
(626) 448-9446

Corporate Coach Charter  
Los Angeles, CA.  
(800)452-2622  
(310) 216-1171  
[www.ccctours.com](http://www.ccctours.com)

Union Pacific  
[www.up.com](http://www.up.com)

### Local Companies

First Transit/Foothill Transit  
Pomona, CA  
(909) 629-6224  
(909) 620-1711

RS Bus Line  
Los Angeles, CA  
(800)585-6424  
Rsbusline.com

Greyhound Bus Lines  
El Monte, Ca  
(626) 575-0335

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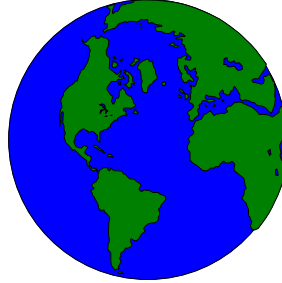
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## **CLASS A** **JOB DESCRIPTION SUMMARY** **LOCAL**



The trucking Industry employs more people than any other private industry in the United States, over nine million men and women. People of every age, background, race, gender, national origin, and religion are involved. About two million of these workers are drivers.

The trucking Industry employs many kinds of workers besides drivers. For instance, dispatchers are needed to send trucks to the right destination with the right cargo. Freight handlers and loading dock and warehouse workers load and unload trucks.

Trucking has become an important part of the American economy because it keeps on growing larger and larger, The industry needs workers of every kind, from the city pickup and delivery driver to the king of the road, the long distance interstate line haul driver, Most terminal have dock workers, these are employees that unload and load freight. Dock workers needed to move trailers in and out from the dock or can specialize in handling certain freight such as 20foot rolls of carpeting.

The trucking industry receives no subsidies from the government. It pays its own way. In fact, federal and state governments collect about nine billion dollars in taxes and fees each year, so you see, the trucking industry is one of the biggest industries in the country. It is a dynamic growing industry. It fills transportation need. It provides door-to-door fast freight service to almost every town in the United States. Often it is the only freight service to thousands of communities.

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## CLASS A JOB DESCRIPTION SUMMARY OVER - THE - ROAD



Trucking is a wide-open field and there is very real advancement potential, In general terms, the over -the- road Truck Driver's job is to transport and deliver freight by driving diesel-powered tractor-trailer combinations long Distances.

Trucking offers a solid, secure future in one of America's largest growing Industry. It is evident that drivers are vital to our nation's economy. Which have expanded into domestic, Canadian and Latin American markets. Three out of four tons of freight in the United States is hauled by trucks.

Job opportunities are plentiful in the trucking industry. Drivers of long - haul trucking equipment are among the highest paid drivers in the transportation industry.

Almost everything we eat, wear, or use is carried party or entirely over the road by long haul trucks.

There are three ways in which products are transferred worldwide; land, air, water. Regardless of the form of transportation trucks are required to get the products to their final destination.

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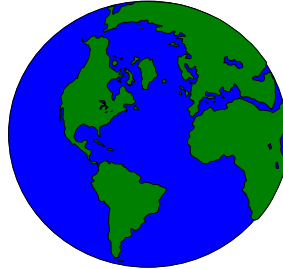
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## **CLASS B - P** **JOB DESCRIPTION SUMMARY** **LOCAL**



The trucking Industry employs more people than any other private industry in the United States, over nine million men and women. People of every age, background, race, gender, national origin, and religion are involved. About two million of these workers are drivers.

The Trucking Industry employs many kinds of workers besides drivers. For instance, dispatchers are needed to send Drivers to the right destination with the right cargo. Freight handlers and loading dock and warehouse workers load and unload trucks.

Trucking has become an important part of the American economy because it keeps on growing larger and larger. The industry needs workers of every kind, from the city pickup and delivery driver to the king of the road, the long-distance interstate line haul driver, most terminal have dock workers, these are employees that unload and load freight. Dockworkers needed to move trailers in and out from the dock or can specialize in handling certain freight such as 20foot rolls of carpeting.

The trucking industry receives no subsidies from the government. It pays its own way. In fact, federal and state governments collect about nine billion dollars in taxes and fees each year, so you see, the trucking industry is one of the biggest industries in the country. It is a dynamic growing industry. It fills transportation need. It provides door-to-door fast freight service to almost every town in the United States. Often it is the only freight service to thousands of communities.



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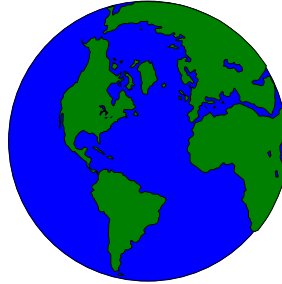
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## CLASS B - P JOB DESCRIPTION SUMMARY OVER - THE - ROAD



Trucking is a wide-open field and there is very real advancement potential, In general terms, the Over - The - Road Truck Driver's job is to transport public passenger such as M T A, Greyhound tours, and School Buses.

### **Class B - P License can be utilized for the following vehicles:**

- \* A single vehicle with a GVWR or more than 26,000 lbs.
- \* A 2-axle vehicle with a GVWR of 26,000 lbs.
- \* A 3-axle vehicle weighing over 6,000 lbs. or less.
- \* Any house car.
- \* A Bus (except a trailer bus), with endorsement.
- \* Any farm labor vehicle, with endorsement.
- \* All vehicles under Class C.

Trucking offers a solid, secure future in one of America's largest growing Industry. It is evident that Drivers are vital to our nation's economy. Which have expanded into domestic, Canadian and Latin American markets.

Drivers of long-haul trucking equipment are among the highest paid drivers In the Transportation industry. Job opportunities are plentiful in the Transportation industry. Everything we eat, wear, or use is carried party or entirely over the road by long hauls trucks. There are three ways in which products or person is transferred worldwide: Land, Air, and Water. Regardless of the form of transportation Trucks & Bus are required to get the product or person to their final destination.