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***Jose G Campos***  
***Truck Driving Training***



**SCHOOL CATALOG**

***December 15, 2017 ~ December 15, 2018***

***School year***

3167 Santa Rosa Ave  
Santa Rosa, CA 95407  
707.579.8577 Office  
707.579.8552 Fax  
[Jgctruckdrivingtraining.com](http://Jgctruckdrivingtraining.com)

**WELCOME!**

Dear Student:

Thank you for choosing **Jose G. Campos Truck Driving Training** as your partner in helping you attain your Class A or B commercial driver's license and/or passenger endorsement!

The mission of **Jose G. Campos Truck Driving Training** is to provide high-quality, hands-on training with an emphasis on safety, from experienced instructors with the objective of having each participant in the program obtain their (C.D.L.) Commercial Driver's License as well as the ability to drive a Truck and Trailer and/or Bus; or have that extra training in our Truck Driving Refresher Course. We accomplish this through intensive, "behind-the-wheel" training with one-on-one attention for each student.

**Jose G. Campos Truck Driving Training** is geared toward working individuals who are looking to make a career transition into a field with much opportunity and good earning prospects. Our hours of operation are such that students do not have to quit their day job while completing their training for a better career.

We welcome you to our school and look forward to working with you to attain your goals!

*This institution is a private institution approved to operate by the Bureau of Private Postsecondary Education and was issued Institutional Code 41500893, by approval to operate it means that we are in compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.*

*This institution, and its programs, has **not** been accredited by an accrediting agency recognized by the United States Department of Education. **Jose G Campos Truck Driving Training** offers students a certificate after completion of the programs offered.*

***"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."***

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## EDUCATIONAL PHILOSOPHY

At **Jose G. Campos Truck Driving Training**, it is our goal to help our students attain their goals, namely obtaining the skills and knowledge necessary to obtain their commercial driver's license and gain a well-paying career opportunity. We achieve this through our educational philosophy and approach, which includes:

- Hands-on training in the types of trucks and trailers commonly found in this industry
  - Small class sizes (maximum of 10 students at any given time), with individual attention tailored to each student
  - Regular input from local employers in order to keep training current and cutting-edge
  - Emphasis on safety, good work habits, attitudes and confidence building
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## FACULTY

### *Jose Campos – Director Instructor*

The Director and primary instructor of **Jose G. Campos Truck Driving Training** is Jose Campos. Jose Campos has over ten years of truck driving teaching experience. In addition, he has owned and managed a trucking company (J.G.C. Trucking) for many years and has held a Class "A" license since 1993.

### *Rudy Campos – Supervisor*

Rudy Campos has been driving trucks and trailers for over ten years, and obtained his Class "A" license in 2002.

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## TRAINING SCHEDULE

Classes for **Jose G. Campos Truck Driving Training** are held Monday through Friday from 8:00 am to 3:00 pm and nights from 5:00 pm to 9:00 pm. Classes run five to eight weeks to total 160 clock hours for the Class "A", two to four weeks to total 80 clock hours for the Class "B" and Refreshment Course.

## HOLIDAYS

Jose G Campos Truck Driving Training operates year-round but observes the following holidays:

New Year's Day  
Martin Luther King Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas

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## LOCATION OF TRUCK DRIVING PROGRAM

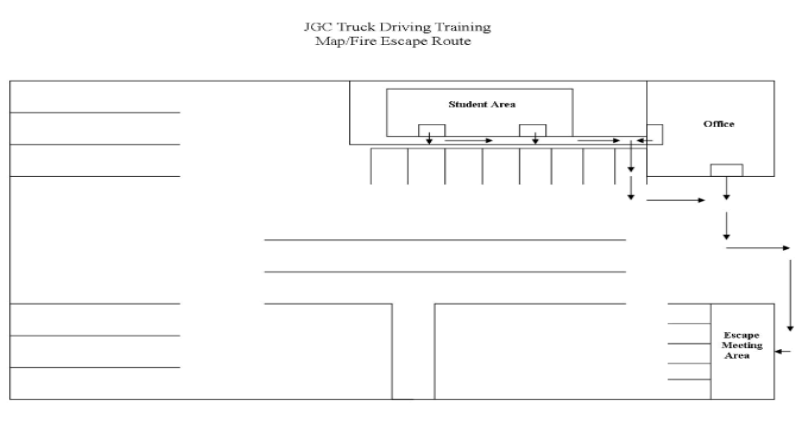
Jose G. Campos Truck Driving Training holds its classes at 3167 Santa Rosa Ave – a truck yard in Santa Rosa. One truck will go out on the road with Jose Campos to practice behind-the-wheel driving, while the other truck will remain in the yard, supervised by Rudy Campos, to practice backing up exercises, parking, etc.

Directions from South of Santa Rosa:

Take Highway 101 North. Take the Todd Road exit toward Santa Rosa Avenue. Make a left on Santa Rosa Ave. Continue going North on Santa Rosa Ave for about a mile. The Truck Driving School will be on your left hand side.

Directions from North of Santa Rosa:

Take Highway 101 South. Take the Hearn Ave exit. Turn right on to Corby Ave. Turn right on Hearn Ave. Turn right on Santa Rosa Ave. Continue on Santa Rosa Ave for a mile and you will see the Truck Driving School on your right hand side.



## ADMISSIONS POLICY:

### ADMISSIONS STANDARDS/REQUIREMENTS

Jose G. Campos Truck Driving Training is designed to help students obtain their Commercial Driver's License in the State of California. This being said prior to entering the program, students must also provide the school with:

- A current (within 30 days of enrollment) printout of their driving record.
- **Must** have a valid California DMV commercial drivers' license learners permit prior to enrollment.
- Must pass a DOT physical and Alcohol and Drug Screening.
- A valid California Driver's License (held for at least one year)
- Have a fluent level of English language; (Given that the school does not provide English-as-a-second language instruction, all students are required to have a fluent level of English in order to participate in training.) **The student must pass the DMV learners permit which is in the English language.**

Jose G. Campos Truck Driving Training **does not** charge a student registration fee.

In addition, prior to enrollment applicants must secure funding for training, must meet the physical requirements of the program, and must be willing and agree to abide by Jose G. Campos Truck Driving Training's policies and procedures.

### ADMISSIONS AND REGISTRATION PROCEDURES

All prospective students meet with the owner and Director, Jose Campos, and receive a general orientation of the school, the truck driving program, and the training process. The prospective student is also given a copy of the School Catalog and Enrollment Agreement to review.

All prospective students will be required to fill out an application and submit proof of the admission requirements as outlined above, prior to admission. Once the Director verifies that the student qualifies for training, he will give the applicant the date of the next available class start.

Jose G. Campos Truck Driving Training does not accept student from other countries, VISA services are not provided and the institution **will not** vouch for student status.

## COMPLETION OF PROGRAM AND LICENSURE THROUGH THE DMV:

Once all students have completed the training program and have all requirements needed by the Department of Motor Vehicles of the state of California, they will be prepared to sit for the behind the wheel Commercial Drivers License examination.

The requirements from the DMV are as follows:

To apply for a commercial permit, you will need to:

- Call a DMV CDL office and make an appointment for a driving test. (Commercial driving test appointments cannot be made online)
- Bring the type of vehicle for the class you want to drive
- Pass a pre-trip inspection (You have three chances to pass the pre-trip)
- Pass a skills and driving test (You have three chances to pass the skills and driving test)

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## ENROLLMENT AGREEMENT/ SCHOOL CATALOG POLICY:

**Jose G. Campos Truck Driving Training** has made the enrollment agreement and school catalog available to all students in English. Students have access to the enrollment agreement/school catalog when they visit the school and on the schools website. A signed enrollment agreement is considered a legal binding agreement between the school and the student.

Per the “*California Private Postsecondary Education Act of 2009*”:

### 94906. Language of Enrollment Agreement

(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.

Limited English Speakers:

The school catalog and enrollment agreement shall be made available to all students in both the English and Spanish Language.

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. The student may take home the enrollment agreement as well as the school catalog and have someone explain the terms and conditions to them.

**All instruction is given in English.** Students are required to be proficient in the English language to be able to pass the examinations given through the Department of Motor Vehicles.



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## **TRANSFERABILITY OF CREDITS POLICY:**

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

The transferability of credits you earn at **Jose G. Campos Truck Driving Training** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in “the educational program” is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 **Jose G. Campos Truck Driving Training** to determine if your Truck Driving certificate will transfer.

**Jose G. Campos Truck Driving Training** has not entered into any articulation agreement with any other college or university. Units earned in our Truck Driving/Bus Driving Courses in most cases will probably not be transferable to any other college or university. In addition, if you earn a certificate at our Truck Driving Training school, in most cases, it will not serve as a basis for obtaining a higher-level degree at another college or university.

**Jose G. Campos Truck Driving Training** does not accept credits earned at other institutions, or through any challenge examinations or achievement tests. This institution does not award credit for experiential learning.

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## **TUITION AND TUITION POLICY:**

**Jose G. Campos Truck Driving Training** may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session are disclosed on the enrollment agreement.

Tuition is due and payable in advance unless other arrangements have been made prior to enrollment, or the student is sponsored by a contracted funding source. Tuition is billed to the students sponsoring funding source on a monthly basis. Regardless of payment arrangement, full tuition, or any unpaid balance thereof, is due and payable when the student has completed 60% of clock hours. Payments can be made by cash, check, debit/credit cards or money order. No registration or application fees are charge to potential students.

## ITEMIZATION & TOTAL TUITION FEES:

### TRUCK DRIVING COURSE

Tuition Includes: all training material, use of equipment and handouts	\$ <u>4,300.00</u> Prorated upon withdrawal. Refer to refund policy provision within this Agreement. \$ <u>-300.00</u> Discount offered to students that pay tuition all in full, when they enroll in the Training Program. <sup>1</sup>
Institutional Fees: <sup>2</sup>  DMV fees: DOT Physical: DOT Drug and Alcohol Screening:	Student can choose to pay agencies directly or have Jose G. Campos Truck Driving Training remit the fees in their behalf. \$ <u>81.00</u> \$ <u>70.00</u> \$ <u>69.50</u> Total: \$ <u>220.50</u> ( These fees are <b>non-refundable</b> once a student has obtained these services)
<b>Total Course Cost *:</b>	\$ <u>4,520.50*</u> <b>(Without the discount)</b> \$ <u>4,220.50*</u> <b>(With the discount)</b>

### BUS DRIVING COURSE (CURRENTLY NOT OFFERED)

Tuition Includes: all training material, use of equipment and handouts	\$ <u>2,500.00</u> Prorated upon withdrawal. Refer to refund policy provision within this Agreement.
Institutional Fees: <sup>2</sup>  DMV fees: DOT Physical: DOT Drug and Alcohol Screening:	Student can choose to pay agencies directly or have Jose G. Campos Truck Driving Training remit the fees in their behalf. \$ <u>81.00</u> \$ <u>70.00</u> \$ <u>69.50</u> Total: \$ <u>220.50</u> ( These fees are <b>non-refundable</b> once a student has obtained these services)
<b>Total Course Cost *:</b>	\$ <u>2,720.50*</u>

### REFRESHER COURSE

Tuition Includes: all training material, use of equipment and handouts	\$ <u>2,000.00</u> Prorated upon withdrawal. Refer to refund policy provision within this Agreement.
Institutional Fees: <sup>2</sup>  DOT Drug and Alcohol Screening:	Student can choose to pay agencies directly or have Jose G. Campos Truck Driving Training remit the fees in their behalf. \$ <u>69.50</u> ( This fee is <b>non-refundable</b> once a student has obtained this service)
<b>Total Course Cost :</b>	\$ <u>2,069.50</u>

\* The total course cost can change at any point without prior notice, due to changes in pricing of additional fees

<sup>1</sup> A \$300.00 discount is offered to all students that will be paying for their tuition all in full for the Commercial Driver's License Class "A", **at the time of signing the enrollment agreement.**

<sup>2</sup>The Institutional Fees are reflected in the **Total Course Cost\***, the Student can choose to pay agencies directly or have Jose G. Campos Truck Driving Training remit the fees on their behalf.

The total charges for "a period of attendance" shall be the same as "the total charges for entire educational program".

## **FINANCIAL AID/ CONSUMER LOAN POLICY:**

Jose G. Campos Truck Driving Training does not offer federal financial aid for any of the courses offered, we do accept state and local funding. A student must secure funding for the training program through their own means. We accept funding from self-pay students, and students that have acquired funding through other agencies. If a student decides to get funding through other agencies they must abide by the rules and regulations of the funding agency as well as those of Jose G. Campos Truck Driving Training.

Jose G. Campos Truck Driving Training does not participate in Federal and/or State Financial Aid programs such as:

- FAFSA (Free Application for Federal Student Aid)
- Cal Grants
- GI BILL

Jose G. Campos Truck Driving Training does participate in State and local funding programs such as

- Sonoma County Job Link
- CA Department of Rehabilitation

*Please contact your local office to see the requirements for these funding programs.*

Per the California Private Postsecondary Education Act of 2009 #94909 (A) (11):

“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 monies not paid from federal student financial aid program funds”

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## STUDENT TUITION RECOVERY FUND

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

**“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount 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, (916) 431-6959 or (888) 370-7589.**

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

#### **Amount of STRF Assessment.**

Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Note: Authority cited: Sections 94803, 94877, 94923 and 94924, Education Code. Reference: Sections 94843, 94911(b), 94923, and 94924, Education Code.

A student may obtain a claim form from the Bureau’s website [www.bppe.ca.gov](http://www.bppe.ca.gov) and follow instructions to submit a claim.

**It is important that students keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school.**

## STUDENT SERVICES:

### FACILITIES & STUDENT RESOURCES:

Jose G. Campos Truck Driving Training conducts its training at our facility located at 3167 Santa Rosa Ave, this is a paved lot of approximately 46,000± sf. The schools main office and student area are both located at this site.

Jose G Campos Truck Driving Training utilizes two trucks and trailers for the Truck Driving Training and the Refresher course– a 2008 Volvo and a 2012 Volvo. All trucks have 3 axle tractors and a double-axle trailer. The trucks are composed of a 15 foot tractor with a 28, 40 or 45 foot trailer. Each truck can accommodate 5 students at one time along with the instructor for a total of 6 people per truck.

Jose G Campos Truck Driving Training utilizes a 40 passenger 1989 TMZ bus with air brakes for our Commercial Class B Bus Driving Course. **CURRENTLY NOT IN EFFECT.**

Jose G. Campos Truck Driving Training does not offer a library or any other learning resources. Study material is located in the student/ break area, where it can be looked at the student's convenience.

The student/break area contains tables, chairs, pens/pencils, paper, cold/hot water dispensers, microwave, coffee pot, cups, and utensils. No other student resources are offered at this institution.

### STUDENT HOUSING:

Jose G. Campos Truck Driving Training does not have any dormitory facilities under its control and have no responsibility in finding or assisting a prospective or current student with housing. If housing is needed during the course of training it is the student's responsibility to find their housing needs.

Housing in close proximity to the school facilities include:

- Monte Vista Motel 3123 Santa Rosa Ave
- Quality Inn & Suites 3000 Santa Rosa Ave
- Days Inn 3345 Santa Rosa Ave
- Palms Inn Santa Rosa Ave
- Country Inn 2363 Santa Rosa Ave
- Extended Stay America 2600 Corby Ave
- Travelodge Santa Rosa 1815 Santa Rosa Ave
- Americas Best Value Santa Rosa 1800 Santa Rosa Ave
- Redwood Inn 1670 Santa Rosa Ave
- Best Western Plus Garden Inn 1500 Santa Rosa Ave
- Holiday Motel- Santa Rosa 1390 Santa Rosa Ave

Pricing for housing facilities varies from location and time of year; the cost range is from \$74.99-139.99 a night.

## **ACADEMIC POLICIES**

### **STUDENT RIGHTS:**

All students have the right to inspect and review his/her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "school official" and "legitimate educational interest."

### **Law Enforcement Units and Law Enforcement Unit Records**

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

US Department of Education  
[www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html)

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### **SCHOLASTIC REGULATIONS:**

Performance evaluations will be used to measure understanding and competency of specific skills. Students will be assessed throughout their training in order to provide ongoing information about their progress. Student's evaluation also takes into consideration their ability to pass their examinations at the Department of Motor Vehicles of the State of California. Evaluations of progress are documented on each student's monthly student progress report.

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### **RULES OF CONDUCT:**

Students are expected to behave in a manner that is consistent with a learning and work environment. At the discretion of the instructor, students may be suspended for up to two weeks or terminated from school for incidents involving drugs, alcohol, weapons, stealing, defacing or destruction of property, or other behavior creating a hazard to other persons at school. Disrespectful treatment or other unwarranted behavior to a fellow student or staff member may also be a basis for suspension or termination. All disciplinary action is documented and accompanied by mandatory counseling.

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### **ATTENDANCE POLICY:**

The attendance policy requires that students attend classes every day, for the entire designated period. Permission for a pre-scheduled absence from classes must be arranged in advance with the Instructor. In the event of an unforeseen absence, students must notify the school no later than two hours after the start of class. Class cuts are considered unexcused absences. More than one unexcused absence will place student on attendance probation, and more than three unexcused absences during the length of the program will result in the student being dismissed from the program.

### **TARDINESS POLICY:**

Each student should comply with the schedule established by Jose G Campos Truck Driving Training. Being tardy for class is not only disruptive but can hold up the class from going out on the road for behind-the-wheel training. Tardiness is defined as arriving for class more than fifteen minutes after the start of a class meeting. Each 15 minute increment of tardiness will be allocated as time being absent from class. In addition, if the student arrives after the rest of the class has left to go out on the road; that will be considered an unexcused absence. Students should make every effort to attend each class meeting on time to avoid poor attendance patterns affecting their final grade, and to avoid holding up the rest of the class.

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### **DISMISSAL AND SUSPENSION POLICY:**

A student will be dismissed from the school for more than three unexcused absences during the total length of the program. A student arriving later than one hour after the start of class is considered an unexcused absence. More than one unexcused absence will place the student on probation, during which time the students and Instructor will have a conference to discuss the motivation and circumstances of the student.



## LEAVE OF ABSENCE POLICY:

Under extraordinary circumstances, a student may request a leave of absence for not more than 90 calendar days. The student must submit a written request for a leave of absence to the instructor prior to leaving. Leaves will be granted at the discretion of the director. Because training is set in 8-week sessions, the student re-starts during the next session from where he or she left off prior to the leave of absence, if space is available in the next class session. The enrollment agreement will then be amended to include the new expected completion date of the program. If training is not resumed at the end of the leave of absence period (unless space was not available and the student needs to wait longer for an opening in a subsequent session to occur), the student will be automatically terminated, tuition calculated and the balance of all grants and loans refunded to the student and/or appropriate agency. Students are not allowed more than one leave of absence.

A Leave of Absence may occur when the student provides a written notice of the leave at the following address: **Jose G. Campos Truck Driving Training: 3167 Santa Rosa Ave, Santa Rosa, CA 95407**. This can be done by mail or by hand delivery. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of the Leave of Absence need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

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## PROBATION POLICY:

A student shall be placed on probation for:

- Missing more than one unexcused absence.
- Having a cumulative GPA that is below 2.0, when the monthly academic assessment is done.

Students on probation must meet with the Director to develop an academic plan and establish an achievable GPA goal. While on probation a student must adhere to the conditions of the program of study in which he/she is enrolled.

Removal from probation status is achieved by the student reaching a GPA above 2.0, attending class regularly and by abiding all rules and regulations.

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## GRADING STANDARDS:

Qualitative measures of achievement are summarized with numerical grades. A 2.0 grade point average is required for satisfactory progress. Grade and test score percentages are calculated by using the following chart:

90% - 100%	4.0
80% - 89%	3.0
70% - 79%	2.0
60% - 69%	1.0
Below 60%	0.0

Students are graded monthly and those who do not meet the academic and / or attendance requirements will be subject to probation.

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## GRADUATION REQUIREMENTS:

Students graduate from the Truck Driving/Bus Driving Programs, Truck Driving Refresher Course and receive their certificate when they have:

1. Obtained their valid Class "A" or "B" driver's license through the DMV
  2. Have completed all necessary course work to the satisfaction of the instructor
  3. Have an overall 2.0 grade point average
  4. Are not on probation
  5. Have completed no less than 80% of the total clock hours.
- We prepare our students for careers in Truck driving. The United States Department of Labor's Standard Occupational Classification code for this career is as follows:
    - 53-3032 [Heavy and Tractor-Trailer Truck Drivers](#)
- 

## RECORD KEEPING:

### CUSTODIAN OF RECORDS:

Mr. Jose G Campos- 1213 Comalli Street, Santa Rosa CA 95407;  
[jgc102315@gmail.com](mailto:jgc102315@gmail.com); 707.326.3244

### STUDENT RECORDS:

Student records are maintained for at least five years from the date of students' graduation, termination or withdrawal. All student transcripts are permanently retained by **Jose G. Campos Truck Driving Training**. They are available for the students upon individual request.

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## PLACEMENT ASSISTANCE POLICY:

Although no school, including **Jose G. Campos Truck Driving Training**, can guarantee job placement, we do everything we can to assist our students in obtaining employment, we have established many contacts in the transportation industry to help placement for our graduates. We will assist students in finding placement for as long as they may need assistance.

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## FINANCIAL INFORMATION:

Jose G. Campos Truck Driving Training does *not* have any pending petitions in bankruptcy, is *not* operating as a debtor in possession, has *not* filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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## CANCELLATION POLICY:

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. Jose G. Campos Truck Driving Training will refund tuition charges without penalty or obligation if notification of withdrawal or cancellation and any requests for a refund be made in writing to the Director, which may be hand delivered or mail to,

Jose G. Campos Truck Driving Training  
3167 Santa Rosa Ave  
Santa Rosa, CA 95407

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## REFUND POLICY:

For non-starters or students that cancel contracts prior to class start date, all refunds due will be made within ten (10) days of the class or the date of cancellation. For enrolled students, all refunds due will be calculated from the last date of attendance and be paid within thirty (30) days from the documented drop date. The documented drop date is determined by written notice from the student or by applying the school attendance policy. Prepaid tuition will be refunded on a pro-rata basis for any termination that occurs on or before sixty percent of the program clock hours of instruction. The pro-rata amount will be computed by using the ratio of the number of hours of instruction completed to the total number of hours of instruction scheduled for a given program. Refunds will be given to the course cost; the institutional fees will not be refunded as those are admissions requirements. For example, given the tuition amount of \$4,300 for a 160 hour program, if a student only completed 50 hours, the refund would be \$2,956.50 ( $\$4,300 / 160 = \$26.87/\text{hr} * 50 \text{ hrs} = \$1,343.50$  owed to the school;  $\$4,300 - \$1,343.50 = \$2,956.50$  refunded to student).

**No tuition will be refunded for any termination that occurs after sixty percent (60%) of instructional clock hours have been completed.**

Refunds will be paid to the party(ies) that prepaid the tuition for the student. If a third-party prepaid the tuition, the computed refund will be paid to the third party. If tuition was prepaid by more than one party, the refund will be paid in proportion to the tuition prepaid by each party.

## DESCRIPTION OF PROGRAMS:

### TRUCK DRIVING TRAINING PROGRAM:

The Truck Driving Training program provides high-quality, hands-on training with an emphasis on safety, from experienced instructors with the objective of having each participant in the program obtain their (C.D.L.) Commercial Driver's License as well as the ability to drive a Truck and Trailer. The program aims to prepare each student to obtain an entry level short or long haul truck driving position upon completion of the program and successful attainment of their commercial driver's license.

The Truck Driving Training program is offered in a day or night course. The day course is a 5 week, 160 hour long program, with classes given from 8:00am to 3:00pm. The night course is a 9 week course from 5:00pm to 9:00pm, Monday through Friday, to accommodate working students. All class hours are spent in the field, and all instructional methods are comprised of behind-the-wheel training.

### Truck Driving Course Syllabus:

SKILL	HOURS	COMPETENCY ASSESSMENT
<b>Basic Operations</b> <ul style="list-style-type: none"> <li>- Transportation orientation</li> <li>- Control systems</li> <li>- Vehicle inspection</li> <li>- Basic control</li> <li>- Shifting</li> <li>- Backing</li> <li>- Turns</li> </ul>	80	Instructor observes and assesses student's ability to understand responsibilities about equipment and personal safety, understand parts and control of a tractor-trailer, learn basic moving parts and how they relate to safety, understand control systems, conduct vehicle inspections, understand vehicle systems, ability to dock park, alley dock park, perform coupling and uncoupling and straight line backing, and ability to control and shift safely, including up-shifting, down-shifting.
<b>Safe Operating Procedures</b> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Speed / space management</li> <li>- Night operation</li> <li>- Extreme driving conditions</li> <li>- Hazard perception</li> <li>- Emergency maneuvers</li> <li>- Skid control and recovery</li> </ul>	40	Instructor observes and assesses student's ability to handle emergency maneuvers, skid control, sliding fifth and special rigs, manage space and speed, communicate with other drivers, night driving, driving in extreme conditions, and hazard awareness.
<b>Vehicle maintenance</b> <ul style="list-style-type: none"> <li>- Vehicle systems</li> <li>- Preventative maintenance</li> <li>- Diagnosing and reporting</li> <li>- Diesel fuel, air, cooling, electrical, lubricating systems</li> </ul>	30	Instructor observes and assesses student's ability to recognize and report malfunctions, and perform preventative maintenance on air, cooling, lubricating and electrical systems.
<b>Non-vehicle activities</b> <ul style="list-style-type: none"> <li>- Handling cargo</li> <li>- Cargo documentation</li> <li>- Hours of service</li> <li>- Trip planning</li> </ul>	10	Instructor observes and assesses student's ability to document cargo, accident procedures, hours of service and trip planning.

**BUS DRIVING TRAINING PROGRAM: CURRENTLY NOT OFFERED**

The Bus Driving Training program provides high-quality, hands-on training with an emphasis on safety, from experienced instructors with the objective of having each participant in the program obtain their (C.D.L.) Commercial Driver's License as well as the ability to drive a bus. The program aims to prepare each student to obtain an entry level bus driving position upon completion of the program and successful attainment of their commercial Class "B" driver's license, with Passenger Transport Endorsement.

The Bus Driving Training program is offered in a day or night course. The day course is a 3 week, 80 hour long program, with classes given from 8:00am to 3:00pm. The night course is a 6 week course from 5:00pm to 9:00pm, Monday through Friday, to accommodate working students. All class hours are spent in the field, and all instructional methods are comprised of behind-the-wheel training.

**Bus Driving Course Syllabus:**

<b>SKILL</b>	<b>HOURS</b>	<b>COMPETENCY ASSESSMENT</b>
<b><i>Basic Operations</i></b> <ul style="list-style-type: none"> <li>- Transportation orientation</li> <li>- Control systems</li> <li>- Vehicle inspection</li> <li>- Basic control</li> <li>- Shifting</li> <li>- Backing</li> <li>- Turns</li> </ul>	40	Instructor observes and assesses student's ability to understand responsibilities about equipment and personal safety, understand parts and control of a tractor-trailer, learn basic moving parts and how they relate to safety, understand control systems, conduct vehicle inspections, understand vehicle systems, ability to dock park, alley dock park, perform coupling and uncoupling and straight line backing, and ability to control and shift safely, including up-shifting, down-shifting.
<b><i>Safe Operating Procedures</i></b> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Speed / space management</li> <li>- Night operation</li> <li>- Extreme driving conditions</li> <li>- Hazard perception</li> <li>- Emergency maneuvers</li> <li>- Skid control and recovery</li> </ul>	20	Instructor observes and assesses student's ability to handle emergency maneuvers, skid control, sliding fifth and special rigs, manage space and speed, communicate with other drivers, night driving, driving in extreme conditions, and hazard awareness.
<b><i>Vehicle maintenance</i></b> <ul style="list-style-type: none"> <li>- Vehicle systems</li> <li>- Preventative maintenance</li> <li>- Diagnosing and reporting</li> <li>- Diesel fuel, air, cooling, electrical, lubricating systems</li> </ul>	15	Instructor observes and assesses student's ability to recognize and report malfunctions, and perform preventative maintenance on air, cooling, lubricating and electrical systems.
<b><i>Non-vehicle activities</i></b> <ul style="list-style-type: none"> <li>- Handling cargo</li> <li>- Cargo documentation</li> <li>- Hours of service</li> <li>- Trip planning</li> </ul>	05	Instructor observes and assesses student's ability to document cargo, accident procedures, hours of service and trip planning.

## TRUCK DRIVING REFRESHMENT COURSE:

The Truck Driving Refreshment Course provides high quality, hands-on training with an emphasis on safety. The program aims to provide current Commercial Class "A" license holders with some time to advance their knowledge and skill in their truck driving career. This course is offered to those individuals who already have their commercial driver's license, but would like some time to expand their knowledge in the career.

The Truck Driving Refreshment Course is offered in both a day and night course. The day course is a 3 week, 80 hour long program. Classes are given from 8:00 am to 3:00 pm, Monday through Friday. The night course is a 6 week course from 5:00pm to 9:00 pm, also Monday through Friday, with the design to accommodate working students. All class hours are spent in the field, and all instructional methods are comprised of behind-the-wheel training.

### Truck Driving Course Syllabus:

SKILL	HOURS	COMPETENCY ASSESSMENT
<b>Basic Operations</b> <ul style="list-style-type: none"> <li>- Transportation orientation</li> <li>- Control systems</li> <li>- Vehicle inspection</li> <li>- Basic control</li> <li>- Shifting</li> <li>- Backing</li> <li>- Turns</li> </ul>	40	Instructor observes and assesses student's ability to understand responsibilities about equipment and personal safety, understand parts and control of a tractor-trailer, learn basic moving parts and how they relate to safety, understand control systems, conduct vehicle inspections, understand vehicle systems, ability to dock park, alley dock park, perform coupling and uncoupling and straight line backing, and ability to control and shift safely, including up-shifting, down-shifting.
<b>Safe Operating Procedures</b> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Speed / space management</li> <li>- Night operation</li> <li>- Extreme driving conditions</li> <li>- Hazard perception</li> <li>- Emergency maneuvers</li> <li>- Skid control and recovery</li> </ul>	20	Instructor observes and assesses student's ability to handle emergency maneuvers, skid control, sliding fifth and special rigs, manage space and speed, communicate with other drivers, night driving, driving in extreme conditions, and hazard awareness.
<b>Vehicle maintenance</b> <ul style="list-style-type: none"> <li>- Vehicle systems</li> <li>- Preventative maintenance</li> <li>- Diagnosing and reporting</li> <li>- Diesel fuel, air, cooling, electrical, lubricating systems</li> </ul>	15	Instructor observes and assesses student's ability to recognize and report malfunctions, and perform preventative maintenance on air, cooling, lubricating and electrical systems.
<b>Non-vehicle activities</b> <ul style="list-style-type: none"> <li>- Handling cargo</li> <li>- Cargo documentation</li> <li>- Hours of service</li> <li>- Trip planning</li> </ul>	05	Instructor observes and assesses student's ability to document cargo, accident procedures, hours of service and trip planning.

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## **GRIEVANCE PROCEDURE:**

The purpose of the grievance procedure is to provide the recipient of our services an opportunity to be heard. While every effort is made to provide students with the best possible service, problems sometimes occur. When this happens, complaints will be fully documented and action taken to resolve them. Appeal procedures can also be used for grievances relating to disciplinary action, probation, and termination from the program.

Students seeking to resolve problems or complaints should contact the Director / Head Instructor. All problems and complaints shall be taken care of in a timely manner.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589 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)"

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (916) 431-6924  
Toll Free: (888) 370-7589  
FAX: (916) 263-1897

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## **POLICY FOR UPDATING THE SCHOOL CATALOG ANNUALLY:**

The school catalog is a document, meant to be updated and revised annually, based on the programs and the services we offer. Generally, the catalog is reviewed and revised as part of our annual performance review process. Any changes to the catalog throughout the year and before the new year begins, will be inserted in the form of supplemental inserts that will accompany the catalog. Otherwise, the catalog will reflect changes yearly.

*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 (BPPE) at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov), main telephone number (916) 431-6959, toll-free telephone number (888) 370-7589, or by fax at (916) 263-1897*