

Course Catalog

January 1, 2019 to December 31, 2019

JB Truck Driving School

42739 5th Street East, Lancaster, CA 93535
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Institutional Mission and Objectives

JB Truck Driving School's mission is to provide driving instruction to individuals who endeavor to operate commercial trucks and busses and need to acquire a Class A or Class B driver's license from the California Department of Motor Vehicles. We endeavor to sustain these course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified and therefore kept current.

Objectives

JB Truck Driving School seeks to provide its graduates with the knowledge and abilities required to meet the following criteria:

To possess the knowledge and skills necessary to pass the written and driving portions of the California Department of Motor Vehicle's Class A or Class B drivers test.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Instructional Location

JB Truck Driving School
42739 5th Street East, Lancaster, CA 93535
9012 Glenoaks Blvd. Sun Valley, CA 91352

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor 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

Review Documents

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.

Description of the Facilities & Type of Equipment Used for Instruction

JB Truck Driving School campuses are located in commercial areas. Each campus provides an administrative office and an area for teacher and students to meet. Adjacent to the administrative offices are the practice areas where students acquire skills in inspections, safety checks, backing and various docking procedures.

JB Truck Driving School uses conventional tractors and trailer and buses that meet industry standards. JB Truck Driving School maintains each piece of equipment so as to operate safely and efficiently.

Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs. Library materials and research projects are of no benefit to our truck driving students. The Resources library contains instructional reading materials, current industry magazines and access for applications, telephone and research. This school provides its students with the Manual available from the DMV which is specifically written to assist individuals in preparation for the written Class A and B driver's license examination. It is the authoritative guide for this purpose and is available at no charge from the DMV in California. Students have access to learning resource materials during normal business hours of operation.

Questions

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 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

Complaints

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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at JB Truck Driving School 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 JB Truck Driving School to determine if your certificate will transfer.”

Admissions Policies & Recognition of Credits

To be admitted, the student must complete the school application, tour the school, receive certain disclosures and sign an enrollment agreement. To be eligible for the Class A "Refresher" course, applicants must have been previously licensed as a truck driver. All applicants must pass a medical exam and hold a class A permit issued by the California Department of Motor Vehicles in order to operate a vehicle on the public roads and highways while accompanied by the instructor. The general criteria for admission are:

- Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- At least a high school graduation or its equivalent—passing of 12th grade, is required.
- Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Language Proficiency

The following apply to students for whom English is not their primary language and will be taught in English. For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

“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, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 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.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

JB Truck Driving School is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

JB Truck Driving School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student's Right to Cancel

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. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent/received to the school administrative office at which the student enrolled.

42739 5th Street East, Lancaster, CA 93535 or
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In the alternative, written notice of cancellation may be made by email to baldevsjohal@yahoo.com. 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.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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.

Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Financial Aid Disclosures

No financial aid is offered.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Attendance Policy – All Programs

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

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After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the institution's grievances policy.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

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42739 5th Street East, Lancaster, CA 93535 or
9012 Glenoaks Blvd. Sun Valley, CA 91352.

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

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The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten

business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution provides placement assistance. The school maintains contact with major transportation companies and these businesses come to our school to seek out qualified graduates for possible employment. The school receives requests for referrals to recent graduates from various carriers / owner-operators and posts this information for student use. Seminars are provided at which students receive instruction in the use of resumes and develop skills in interviewing for employment as drivers.

Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Professions – Requirements for Eligibility for Licensure

All of the educational services offered lead to occupations that require licensure as either a Class A or a Class B driver in the State of California. Requirements for eligibility for licensure.

- Be at least 18 years of age
- Pass a drug test
- Get a permit from DMV
- Pass a physical exam

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Commercial Driving License A	\$4,309.00	\$75.00	\$0	\$615.00	\$4,999.00
Commercial Driving License B	\$2,499.00	\$75.00	\$0	\$615.00	\$3,189.00
Commercial Driving License BP	\$3,199.00	\$75.00	\$0	\$615.00	\$3,889.00
Commercial Driving License A and BP	\$5,125.00	\$75.00	\$0	\$799.00	\$5,999.00
Advanced Commercial Driving Refresher Course A	\$2,724.00	\$75.00	\$0	\$0	\$2,799.00

Program Name	
Commercial Driving License A	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$4,999.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$4,999.00
Commercial Driving License B	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$3,189.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$3,189.00
Commercial Driving License BP	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$3,889.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$3,889.00
Commercial Driving License A and BP	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,999.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,999.00
Advanced Commercial Driving Refresher Course A	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,799.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,799.00

Faculty

JB Truck Driving School instructors are required to have completed a minimum of three years over the road experience. Instructors must meet minimum requirements of health, licensing, and driving records. Each of the members of the faculty is authorized, by the California Department of Motor Vehicles, to work as a driving instructor for students seeking Class A or B Licensure.

Yoni Majano

This instructor has 7 years truck driving experience as has Bus Passenger endorsement for 6 years.

Moises Montesdeoca

This instructor has 3 years truck driving experience and has Bus Passenger endorsement for 3 years

Kenneth Burke

This instructor has 7 years truck driving experience and has Buss Passenger endorsement for 5 years

Programs

Name of Program	Commercial Driving License A
Program Description	Commercial driving license “A” is designed to prepare the student for a career as a long haul over the road (OTR) tractor trailer driver, as well as local driving. Upon graduation from our training program graduates are expected to drive proficiently and successfully complete the state mandated driving exam in order to obtain a commercial drivers license “A”. It is the purpose of the program to make the student eligible for an entry level position in the transportation industry. A Class “A” commercial driver's license is required to operate any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 lbs. or more, to include a towed vehicle that is HEAVIER than 10,000 lbs.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level truck drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry as a licensed Class A commercial truck driver.
Total Clock Hours	168 Hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Learning Modules	Topics Covered	Hours
Classroom Instruction	General Knowledge Study Guide Air Brake Study Guide Combination Study Guide Class C Study Guide D.O.T Physical & Drug Test Test Review on General Knowledge Air Brakes, Combination and Class C Map Reading Class Log Book Class Hazardous Material, Tankers, Doubles/Triples Study Guide DMV Written Exam Preparation	40
Yard Skills	Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Double Clutching Gear Shifting Forward Stopping Coupling and Uncoupling Straight Line Backing Alley Docking Parallel parking Offset back right & Offset Back left Use of side Mirrors	90

On the Road	Defensive Driving Following Distance Gear Recovery Right Turns Left Turns Lane Changing Entering & Exiting Freeways Reaction to Hazardous Speed Limit School Zoning Street Speed DMV Testing (Pre-Trip, Yard & Road)	38
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Name of Program	Commercial Driving License B
Program Description	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class B examination and qualify for employment or self-employment as a Class B Bus Driver among other vehicles this license allows you to operate. A Class B commercial license is required to operate A single vehicle with a GVWR of 26,001 lbs. or heavier AND/OR Any vehicle as described above that is towing another vehicle weighing UP TO 10,000 lbs.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level commercial drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry as a licensed Class B commercial driver.
Total Clock Hours	168 hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Learning Modules	Topics Covered	Hours
Classroom Instruction	General Knowledge Study Guide Air Brake Study Guide Combination Study Guide Class C Study Guide D.O.T Physical & Drug Test Test Review on General Knowledge Air Brakes, Combination and Class C Map Reading Class Log Book Class Hazardous Material, Tankers, Doubles/Triples Study Guide DMV Written Exam Preparation	40
Yard Skills	Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Double Clutching Gear Shifting Forward Stopping Coupling and Uncoupling Straight Line Backing Alley Docking Parallel parking Offset back right & Offset Back left Use of side Mirrors Forklift Training	90
On the Road	Defensive Driving Following Distance	38

	Gear Recovery Right Turns Left Turns Lane Changing Entering & Exiting Freeways Reaction to Hazardous Speed Limit School Zoning Street Speed DMV Testing (Pre-Trip, Yard & Road)	
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Name of Program	Commercial Driving License BP
Program Description	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class B examination and qualify for employment or self-employment as a Class B Bus Driver. Additionally, the program prepares the student to receive a "P" endorsement which allows the license holder to operate a vehicle that carries 10 or more passengers.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level commercial drivers with a "P" (passenger) endorsement. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry as a licensed Class B commercial driver.
Total Clock Hours	168 Hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Learning Modules	Topics Covered	Hours
Classroom Instruction	General Knowledge Study Guide Air Brake Study Guide Combination Study Guide D.O.T Physical & Drug Test Test Review on General Knowledge Air Brakes, Combination Map Reading Class Log Book Class Hazardous Material, Tankers, DMV Written Exam Preparation Special Classroom Section on Transporting Passengers Safely to include: <ul style="list-style-type: none"> • Vehicle Inspection • Loading • On the Road • After-Trip • Vehicle Inspection • Prohibited Practices • Use of Brake-Door Interlocks 	40
Yard Skills	Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Double Clutching Gear Shifting Forward Stopping Coupling and Uncoupling Straight Line Backing Alley Docking	80

	<p>Parallel parking Offset back right & Offset Back left Use of side Mirrors Special Yard Skills Section on Transporting Passengers Safely to include:</p> <ul style="list-style-type: none"> • Vehicle Inspection • Loading • On the Road • After-Trip • Vehicle Inspection • Prohibited Practices • Use of Brake-Door Interlocks 	
<p>On the Road</p>	<p>Defensive Driving Following Distance Gear Recovery Right Turns Left Turns Lane Changing Entering & Exiting Freeways Reaction to Hazardous Speed Limit School Zoning Street Speed DMV Testing (Pre-Trip, Yard & Road) Special On the Road Section on Transporting Passengers Safely to include:</p> <ul style="list-style-type: none"> • On the Road • After-Trip • Vehicle Inspection • Use of Brake-Door Interlocks 	<p>48</p>

Name of Program	Commercial Driving License A and BP
Program Description	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class A, Class B examination. Additionally, the program prepares the student to receive a “P” endorsement which allows the license holder to operate a vehicle that carries 10 or more passengers.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level commercial drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry as a licensed Class A or Class B commercial driver with the “P” passenger endorsement.
Total Clock Hours	212 hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Learning Modules	Topics Covered	Hours
Classroom Instruction	General Knowledge Study Guide Air Brake Study Guide Combination Study Guide D.O.T Physical & Drug Test Test Review on General Knowledge Air Brakes, Combination Map Reading Class Log Book Class Hazardous Material, Tankers, DMV Written Exam Preparation Special Classroom Section on Transporting Passengers Safely to include: <ul style="list-style-type: none"> • Vehicle Inspection • Loading • On the Road • After-Trip • Vehicle Inspection • Prohibited Practices • Use of Brake-Door Interlocks 	38
Yard Skills	Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Double Clutching Gear Shifting Forward Stopping Coupling and Uncoupling Straight Line Backing	100

	<p>Alley Docking Parallel parking Offset back right & Offset Back left Use of side Mirrors Special Yard Skills Section on Transporting Passengers Safely to include:</p> <ul style="list-style-type: none"> • Vehicle Inspection • Loading • On the Road • After-Trip • Vehicle Inspection • Prohibited Practices • Use of Brake-Door Interlocks 	
<p>On the Road</p>	<p>Defensive Driving Following Distance Gear Recovery Right Turns Left Turns Lane Changing Entering & Exiting Freeways Reaction to Hazardous DMV Testing (Pre-Trip, Yard & Road) Special On the Road Section on Transporting Passengers Safely to include:</p> <ul style="list-style-type: none"> • On the Road • After-Trip • Vehicle Inspection • Use of Brake-Door Interlocks 	<p>74</p>

Name of Program	Advanced Commercial Driving Refresher Course A
Program Description	This Course is a short-course with emphasis on backing and skills development. The objective of this Course is to prepare students to safely and efficiently operate various types of tractors and trailers and familiarizing students with the Department of Transportation rules and regulations. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level truck drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry. In this short course, emphasis is placed on safety with the goal of assuring that upon graduation our students are prepared to pass the written exam and behind the wheel driving tests and become licensed as Class A Truck Drivers.
Total Clock Hours	40 hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Learning Modules	Topics Covered	Hours
Classroom Instruction	Orientation General Knowledge Study Guide Permit Assistance D.O.T Physical & Drug Test Test Review on General Knowledge, Map Reading Class Log Book Class DMV Written Exam Preparation	8
Yard Skills	Safety Cargo Procedure Gear Shifting Patterns Pre-Trip Inspections (In and Out of Cab Forklift Training (sit down/stand up)	16
On the Road	Skill Test Instruction Behind the Wheel Driving D.M.V. Road Test Preparation	16