

J&R Trucking School
1528 Culpepper Ave. Modesto, CA 95351
(209) 521-1339

(Instruction is provided at above address)

www.jandrtruckingschool.com

Official Catalog

January 1, 2023, to December 31, 2023

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Institutional Mission and Objectives

The mission of J&R Trucking School is to prepare students in the local area with the knowledge and skills that will enable them to qualify for entry-level jobs in the trucking industry. Emphasis is placed on safety, a thorough understanding of Federal Motor Carrier Safety Rules and Regulations, on the operation of heavy-duty tractor/trailer equipment, the inspection of heavy-duty tractor/trailer equipment and defensive driving techniques necessary in developing skill levels required for passing the California commercial Driver's License examination.

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.

Statement

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting (www.bppe.ca.gov).

Instructional Location

J&R Trucking School
1528 Culpepper Ave.
Modesto, CA 95351

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

J&R Trucking School classroom, practice yard and administrative office is located at 1528 Culpepper Ave, Modesto, CA 95351. This school's facilities and the equipment utilized fully comply with federal, state and local ordinances and regulations, including those requirements as to fire, safety, building, safety and health.

The classroom is 2,400 square foot facility is well lit and ventilated. Tables and chairs along with a television are available for classroom instruction. The school maintains truck and trailer equipment for its training purposes and has a large, 1.5-acre training yard. Applicants are encouraged to contact the school to arrange a tour of the facilities. J&R Trucking School uses late model conventional tractors and trailers to meet industry standards. School maintains each piece of equipment at the highest level.

Library Resources

Description of Library

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. Our learning resources include the following items:

- DMV Commercial Book
- General Knowledge Practice Test
- Air Brake Practice Test
- Combination Practice Test
- Doubles Practice Test
- Tankers Practice Test
- Haz-Mat practice Test
- TV and DVD player for training videos as well

Policies / Procedures for Provision to Students

Student's are provided with a copy of the DMV handbook either at the time of enrollment or the time of the first class session.

Sufficiency of Resources

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 driver's license examination. It is the authoritative guide for this purpose and is available at no charge from the DMV in California.

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 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, 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 J&R Trucking 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 J&R Trucking School to determine if your certificate will transfer.”

Admissions Policies & Recognition of Credits

- Present a current driver's license
- Present a Social Security card
- Present an original H-6 – 10 year
- Custody Control Form (Drug Testing Form)
- Copy of Class A Permit
- Pass a Department of Transportation (DOT) physical examination DOT Medical Exam and Commercial Motor Vehicle Certification
- Obtain a Department of Motor Vehicle's (DMV) printout. (If applicant has any DUI convictions or more than 3 moving violations on his/her driving record, any Worker's Compensation claims in the last 3 years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to an Admission's Counselor so that we may determine, on an individual basis, whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry with certain employers.)
- Be at least 18 years of age. Minimum age for interstate driving is 21.
- Pass a NIDA 5-Panel drug screen test. According to the U.S. Department of Transportation Regulation 382.103 student drivers are required to test even though they may not yet possess a Commercial Driver's License (CDL).
- Student must pay all 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.
- This institution has not entered into an articulation or transfer agreement with any other college or university nor does it accept credit earned at other institutions or through challenge examinations and achievement tests.
- Applicants without a high school diploma 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.

Visa Related Services

No visa related services are offered.

Language Proficiency

Instructions will be given in no language other than English.

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 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, 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.

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, marital status, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity and or sexual orientation), national origin (including limited English proficiency) age (40 or older), disability or political affiliation or belief. Veteran's status, or any other classification that precludes a person from consideration as an individual Genetic information against beneficiaries based on either citizenship status or participation in any WIOA Title-I financially assisted program or activity.

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.

Procedure for Providing Reasonable Accommodations Requests for Individuals with Disabilities

The Rehabilitation Act of 1973, as amended, requires Federal agencies to provide reasonable accommodations to qualified employees or applicants with disabilities, unless doing so would cause undue hardship. In general, an accommodation is a change in the work environment or in the way things are customarily done that would enable a qualified individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations: 1) Modifications or adjustments to a job application (excluding offerors) to permit an individual with a disability to be considered for a position (i.e., providing forms in alternative formats like large print or Braille and/or providing a sign language interpreter); 2) Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (i.e., providing sign language interpreters; making existing facilities accessible; job restructuring or part-time or modified work schedules and/or reassignment to a vacant position for non-PSC positions; acquiring or modifying equipment; changing tests or training materials; providing qualified readers or interpreters); and 3) Modifications or adjustments that enable qualified individuals with disabilities to enjoy equal benefits and privileges of the Agency's workforce, depending on whether such individuals are Direct-Hire or PSC (i.e., training; services (e.g., employee assistance programs (EAPs), credit unions, cafeterias, lounges, gymnasiums, auditoriums, transportation)); and social functions (e.g., retirement celebrations and birthdays, and Agency outings). Many individuals with disabilities can apply for and perform jobs without the need for an accommodation. However, where workplace barriers exist, such as physical obstacles or rules about how a job is to be performed, reasonable accommodations serve two fundamental purposes. First, reasonable accommodations remove barriers that prevent people with disabilities from applying for or performing jobs for which they are qualified. 07/01/2021 Partial Revision ADS Chapter 111 5 Second, reasonable accommodations enable agencies to expand the pool of qualified workers, thereby allowing agencies to benefit from the talents of people they might otherwise have arbitrarily excluded from employment.

To determine an effective reasonable accommodation, management (supervisors and hiring managers) must participate in an interactive process when a request, either verbal or written, is made by a qualified individual for a reasonable accommodation and make efforts to resolve requests for accommodations through this interactive process whenever possible. If needed or desired, qualified individuals may designate a representative, advocate, physician, union steward, relative, etc., in writing, to request an accommodation or otherwise participate in the accommodation process. For Direct Hire employees,

bargaining unit employees have the right to include their Union Steward in the process. Qualified individuals with a disability who make requests for accommodations are expected to fully cooperate in the interactive process to ensure that effective and appropriate accommodations are provided.

Academic Freedom

J&R Trucking 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.

J&R Trucking 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.

About the DMV Exam

A Department of Transportation (DOT) physical examination is conducted by a licensed "medical examiner." The term includes, but is not limited to, doctors of medicine (MD), doctors of osteopathy (DO), physician assistants (PA), advanced practice nurses (APN), and doctors of chiropractic (DC).

A DOT physical exam is valid for up to 24 months. The medical examiner may also issue a medical examiner's certificate for less than 24 months when it is desirable to monitor a condition, such as high blood pressure.

Understanding The DOT Physical: Requirements Explained

The DOT Physical is one of the most important qualifications for any CDL driver. Its purpose is intended to help ensure the safety of both the CDL holder and the other drivers sharing the road with him.

The Department of Transportation requires every CDL driver to receive periodic physical examinations conducted by an approved DOT medical examiner. The DOT medical exam looks for certain pre-existing medical conditions that might impair a driver's ability to safely operate a commercial motor vehicle. A medical examiner's certificate, which is commonly known as a DOT medical card, provides proof the driver has meet the medical requirements to hold a CDL. In most states, a perspective CDL driver must hold a valid DOT medical card before a CDL learner's permit can be issued.

Conditions & Issues Covered In A CDL Physical Exam

The medical requirement guidelines we mention here are very basic. Any questions should be addressed by a medical professional familiar with your physical condition.

Basic DOT Medical Requirements

Medical and Physical Requirements

The physical demands of the trucker's job depends on which type of driving he's doing. But no matter which type, a driver must be physically capable of operating a commercial motor vehicle and to perform the varied types of non-driving trucking duties. This includes handling long periods of driving, irregular sleep schedules, potential family and/or social challenges, and job related stress. In addition, some jobs require heavy lifting in the loading/unloading process, twisting and bending, getting in and out of the truck many times a day, occasional (depending where you work) installing of tire chains, and many other possible physical activities.

A holder of a CDL must have 20/40 correctable vision in each eye.

The key here is correctable vision and that means eye glasses or contact lenses are OK.

A CDL driver cannot be a diabetic requiring needle-injected insulin.

Diabetes controlled by diet may be permissible.

A driver's blood pressure must be 140 over 90 or less for a 24 month DOT Medical Certificate.

Additional blood pressure standards:

140-159/90-99 – 12 month certificate

160-179/100-109 – 3 month temporary certificate

Over 180/110 – DOT disqualifier

In some instances, a prescription blood pressure drug can be used to control high blood pressure.

The blood sugar level must be under 200.

The use of a narcotic or any other habit forming drugs will prevent you from passing the DOT physical.

A current diagnosis of any cardiovascular disease or cardiac issues may require you to provide additional information from your doctor

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. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation/withdrawal shall be in writing, and may be effectuated by the student's written notice to the school administrative office, 1528 Culpepper Ave, Modesto, CA 95351 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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

The student may cancel/withdraw the enrollment agreement at any time; the student will be refunded full amount of monies paid less \$100.00 registration fee during the enrollment period as stated above. The student may cancel/withdraw from a course after instruction has started and receive a pro rata refund of the unused portion of the tuition and other refundable charges if the student has completed 60% or less of instruction. The student will not receive a refund after more than 60% of the instruction has been presented.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. Students must have all fee paid prior to scheduling a drivers test at the DMV.

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

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

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a pass / fail basis. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve a "pass" rating on all quizzes and skill demonstrations.

Grading Policy for Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of 80% on all quizzes in order to qualify to take the final exam.

Pass / Fail Standard on Tests: All students will be required to score an 80% or higher to qualify for a completion certificate.

Pass / Fail Standards on Skills Examinations: All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 90% proficiency. The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

Makeup Procedures for Quizzes and Tests: All students will be allowed 5 (five) makeup quizzes. Makeup's are only for quizzes that were graded below the 80% pass requirement. Quiz make ups will be given 0/5 hours before class begins on any day prior to the final skills testing. Only one Quiz can be taken on any given day. All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must, however, be taken no later than 14 days after the original failed final exam was administered.

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

I Incomplete If the program 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 program before the end of the term. At the end of the term, the instructor may withdraw the student from the program 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 are placed on probation will be required to complete the missed hours of instruction that equal 85% of program hours before being eligible for graduation. 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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1528 Culpepper Ave. Modesto, CA 95351

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 University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University'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:

J&R Trucking School
1528 Culpepper Ave. Modesto, CA 95351

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:

J&R Trucking School
1528 Culpepper Ave. Modesto, CA 95351

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 / owneroperators 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 has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in one and two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$900 a month. (www.apartmentguide.com)

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 to the school administrative office at 1528 Culpepper Ave. Modesto, CA 95351 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 a Class A 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.

J&R Trucking School is not responsible for any lost, stolen and or damage to your property

Program Name	Tuition	Registration Fee	STRF	Materials, Drug Test and Physical Exam	Total Program Charges
Standard Tractor/Trailer	\$2,810	\$100	\$10	\$1,580	\$4,500
Advanced Tractor/Trailer	\$5,223.20	\$100	\$17.50	\$1,659	\$7,000

*Other Fees Detail

Equipment	\$1,505	
DOT Physical	\$ 100	
DOT Drug Screen	\$ 100	
Pre-Trip/Study Guide	\$ 250	
DMV License Fee		\$83.00
DMV H6 Printout		\$ 5.00
TSA HazMat Background Fee		\$86.50 (advanced tractor/trailer program)

Standard Tractor/Trailer	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$4,500
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$4,500
Advanced Tractor/Trailer	
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$7,000
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$7,000

Faculty

Instructor Qualifications

J&R Trucking 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 must possess a current commercial driver's license Class A and a current medical card.

Juan Ramirez
 Class A license
 7+ years of OTR experienced

Angel Enrique Ramirez
 Class A License with Endorsements
 6+ years of OTR experience

Requirements to obtain your commercial DL:

California Standards

[Vehicle Code 12804.9](#) requires that the department determine whether the applicant is mentally and physically fit to operate a motor vehicle, and permits the department to consider the standards required by federal regulations in establishing California medical requirements for commercial driver licenses. It also provides that any physical defect of the applicant which, in the opinion of the department, is compensated for to ensure safe driving ability, will not prevent the issuance of the license. Vehicle Code [12809](#) authorizes the department to refuse to issue a commercial license to any person not meeting the medical requirements. California Regulations

Title 13, Article 2.1, 28.18 and 28.19, of the California Code of Regulations (CCR) provides the minimum physical and medical requirements for Class A, B, or Commercial Class C driver licenses. These are the same standards required of motor carrier drivers by the Federal Highway Administration of the Department of Transportation.

Federal Medical Standards

The Federal Motor Carrier Safety Regulations establishes the criteria when a person is physically qualified to drive a commercial vehicle. ([See 391.41 FMCSR](#)). The following guidelines are provided as they apply to various medical conditions.

The first column in the table below, entitled "Conditions," lists various physical systems and mental conditions for which all CDL applicants must be examined. The second column indicates the criteria which qualifies the applicant relevant to the condition listed. The third column provides considerations and criteria for exceptions for drivers who would otherwise be medically disqualified. Medical

Reports

Medical examination reports must meet the requirements of [391.41-49 FMCSR](#). The departmental form, [DL 51, Medical Examination Report](#), includes a Medical Examiner's Certificate that is signed by a health care professional, when the driver meets the federal requirements. This medical examination report must remain on file with the department.

Effective January 1, 2014, DMV will accept only a [Medical Examination Report \(DL 51\)](#) with a revision date of 1/2014 or later.

Commercial Drivers

All commercial drivers must submit medical reports to the department on original applications and at least every two years thereafter. The report will be on form [DL 51](#) provided by the department.

Effective January 1, 2014, DMV will accept only a [Medical Examination Report \(DL 51\)](#) with a revision date of 1/2014 or later.

The medical examination report must be completed and signed by a health care professional who is licensed, certified or registered in accordance with applicable state laws and regulations to practice medicine and perform physical examinations in the United States. Health care professionals are doctors of medicine, doctors of osteopathy, physician's assistants, and advanced practice nurses, or doctors of chiropractic who are clinically competent to perform the examination. An optometrist (O.D.) may perform the vision portion of the exam

Programs

Name of Program	Standard Tractor/Trailer	
Program Description	<p>The program has been established to assist adult students with some truck driving experience in obtaining the education and behind the wheel training needed to obtain - Class A Driver's License from the state of California's Department of Motor Vehicles. The students are adults in the local area who can travel to this school site to obtain the training required.</p> <p>This program prepares students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.</p>	
Graduation Requirements	<p>To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests. Students must complete all training assignments with a grade of "pass". Students are evaluated on benchmarks at 25% of Completion, 50 % of Completion and 75% of Completion of the course. Student failing to pass these benchmarks will be assigned to a training extension. Upon satisfying these requirements, students will be scheduled for the DMV driving exam.</p>	
Occupational Mission & Objective	<p>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.</p>	
Total Program Hours	48 Hours	
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive and passing score on the DMV style practice tests.	
SOC	53-3032 Heavy and Tractor-Trailer Truck Drivers	
Required Internship or Externship	No Internship or Externship is Required	
Text Materials	California Commercial Driver Handbook, State of California, Department of Motor Vehicles	
Learning Modules	Topics Covered	Hours

Classroom Instruction	<p>Description</p> <p>Instruction that occurs in a non-vehicle that facilitate multiple numbers of students at one time.</p> <ul style="list-style-type: none"> • 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 	4
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	<p>Learning Objectives</p> <ul style="list-style-type: none"> • Identify major components of the commercial motor vehicle • Discuss safety rules to be observed in class, in yard, and on the highway • Articulate and discuss minimum requirements for graduation. • Articulate and discuss methods of trainee evaluation • Capable of map reading, trip planning, maintaining a log book, and cargo documentation. • Prepared and scheduled to take the written DMV exam for Class A driver. 	
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Yard Skills	<p>Description</p> <p>Instruction occurring outside a classroom that does not involve actual operation of the vehicle and its components</p> <ul style="list-style-type: none"> • Walk Around Inspection • Safety Cargo Procedure • Gear Shifting Patterns • Pre-Trip Inspections (In and Out of Cab) <p>Learning Objectives</p> <ul style="list-style-type: none"> • Inspect and determine the condition of critical vehicle components, including the instruments and controls; seat adjustment; engine and drive train; chassis and suspension; steering system; braking system; tires wheels and rims; lighting and signaling system, coupling system; emergency equipment; and cargo securing devices • Perform pre-trip inspections in a regular, systematic sequence that is accurate, uniform, and time efficient .Review previous day's post-trip inspection report to verify corrections. • Shift up and down through all gears of typical multi-speed, dual range transmissions .Double clutch and time shift for smooth and fuel-efficient performance • Verify that load distribution on trailer fits within regulations. • Select proper sizes of chain, cable, nylon webbing, steel strapping, or rope. Explain the possible consequences and penalties of improperly completed documentation 	20
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On the Road	<p>Description</p> <ul style="list-style-type: none"> • Skill Test Instruction • Behind the Wheel Driving • D.M.V. Road Test Preparation <p>Learning Objectives</p> <p>Demonstrate smart driving practices including:</p> <ul style="list-style-type: none"> • Planning and preparation for your trip • Proper vehicle maintenance and inspections • Using proper techniques to start your vehicle, • Proper driving techniques • Reducing idle time 	24
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Name of Program	Advanced Tractor/Trailer	
Program Description	<p>The program has been established to assist adult students with no truck driving experience in obtaining the education and behind the wheel training needed to obtain - Class A Driver's License from the state of California's Department of Motor Vehicles. The students are adults in the local area who can travel to this school site to obtain the training required.</p> <p>This program prepares students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.</p>	
Graduation Requirements	<p>To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests. Students must complete all training assignments with a grade of "pass". Students are evaluated on benchmarks at 25% of Completion, 50% of Completion and 75% of Completion of the course. Upon satisfying these requirements, students will be scheduled for the DMV driving exam.</p>	
Occupational Mission & Objective	<p>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.</p>	
Total Program Hours	160 Hours	
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive and passing score on the DMV style practice tests.	
SOC	53-3032 Heavy and Tractor-Trailer Truck Drivers	
Required Internship or Externship	No Internship or Externship is Required	
Text Materials	CA Commercial Driver Handbook, Department of Motor Vehicles	
Learning Modules	Topics Covered	Hours

Classroom Instruction	<p>Description Instruction that occurs in a non-vehicle that facilitate multiple numbers of students at one time. Topics to be covered during instruction include:</p> <ul style="list-style-type: none"> • 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 <p>Learning Objectives</p> <ul style="list-style-type: none"> • Identify major components of the commercial motor vehicle 	20
	<ul style="list-style-type: none"> • Discuss safety rules to be observed in class, in yard, and on the highway • Articulate and discuss minimum requirements for graduation. • Articulate and discuss methods of trainee evaluation • Capable of map reading, trip planning, maintaining a log book, and cargo documentation. • Prepared and scheduled to take the written DMV exam for Class A driver. 	

<p>Yard Skills</p>	<p>Yard Orientation Description Instruction occurring outside a classroom that does not involve actual operation of the vehicle and its components. Topics to be covered during instruction include:</p> <ul style="list-style-type: none"> • Walk Around Inspection • Safety Cargo Procedure • Gear Shifting Patterns • Pre-Trip Inspections (In and Out of Cab) • DMV Testing Prep(Pre-Trip, Yard & Road) Learning Objectives • Inspect and determine the condition of critical vehicle components, including the instruments and controls; seat adjustment; engine and drive train; chassis and suspension; steering system; braking system; tires wheels and rims; lighting and signaling system, coupling system; emergency equipment; and cargo securing devices • Perform pre-trip inspections in a regular, systematic sequence that is accurate, uniform, and time efficient .Review previous day’s post-trip inspection report to verify corrections. • Shift up and down through all gears of typical multispeed, dual range transmissions .Double clutch and time shift for smooth and fuel-efficient performance • Verify that load distribution on trailer fits within regulations. • Select proper sizes of chain, cable, nylon webbing, steel strapping, or rope. Explain the possible consequences and penalties of improperly completed documentation • Back and park into restricted areas with appropriate tolerances; backing in straight and curved lines; and parking at docks, to within three feet of the dock. • Back tractor into trailer kingpin slowly, at right level, and with appropriate force; check coupling and pin engagement. • Know the importance of making all visual checks to the sides and rear of the vehicle. Monitor overtaking traffic in order to be aware of vehicles behind and in blind spots. 	<p>60</p>
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<p>On the Road</p>	<p>Description Instruction that occurs in a vehicle that facilitate no more than three students at one time. Topics to be covered during instruction include:</p> <ul style="list-style-type: none"> • Defensive Driving • Shifting • Following Distance • Braking Techniques • Right Turns • Left Turns • Lane Position & Changing • Entering & Exiting Freeways • Reaction to Hazards • DMV Testing (Pre-Trip, Yard & Road) <p>Learning Objectives Demonstrate smart driving practices including:</p> <ul style="list-style-type: none"> • Planning and preparation for your trip • Proper vehicle maintenance and inspections • Using proper techniques to start your vehicle, • Proper driving techniques • Reducing idle time 	<p>80</p>
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