



WELCOME TO

Academy of  Truck Driving 

January 1, 2021 – December 31, 2021



2585 Buna Street, Bldg 99
Oakland, CA 94607

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acdlltruckdriver.com

REVISION 1/2021

Certificates

Program I	Class A Commercial Drivers License Program
Program II	Class B Commercial Drivers License Program
Program III	Commercial Drivers Refresher Program
Program IV	Commercial Driver Class A or B Express
Program V	Commercial Driver Supersession

Obtaining a School Catalog

Pursuant to section 94909 of the Code, this catalog is reviewed and updated annually before the beginning of each school year and may be further updated as statutes or regulations change or if changes exist in the educational programs, educational services, procedures, or policies, through supplemental catalogs, inserts accompanying the catalog, or in its entirety. Applicants or prospective students who attend an orientation and provide the school with an email address will be provided an electronic copy of the school catalog via email. Prospective students or the general public can also download the school catalog from the school's website at www.acdltruckdriver.com, or may call the school and request an electronic copy of the catalog by email, U.S. mail, fax or pick up a printed copy in person.

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

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Welcome to Academy of Truck Driving



Congratulations future commercial driver!

I congratulate you on taking the first step towards obtaining a career as a professional driver and welcome you to the Academy of Truck Driving family. Since 2000, we have provided commercial truck and bus driving training and take pride in our success in developing our students to excel in this lucrative and stable career. Last year, we made several changes to our processes to improve upon our training and job placement and our goal for 2020 is to continue to innovate with 20/20 vision.

Our training facility is strategically located at the Port of Oakland/Oakland Army Base, which is in the hub of most of Oakland's trucking activity. Training at this location routinely exposes our students to the realities and opportunities of the trucking industry. Our instructors have extensive, long-term commercial driving experience. Academy of Truck Driving (ATD) staff is highly-skilled in the trucking trade and vocational education, and our entire team is committed to supporting our students in preparing to enter promising careers as Commercial Drivers. Additionally, we enjoy strong partnerships and collaborate with Bay Area funding agencies and job placement organizations.

We encourage you to review our catalog and visit our website as well as our facilities as you consider entering one of the most stable, excellent paying careers—Commercial Truck and Bus Driving.

Jennifer Walker-Kemp, Chief Executive Officer/School Director



Mission Statement

We will provide California commercial truck driver training to qualified applicants in order to pass the State of California Department of Motor Vehicles (DMV) Class A and/or Class B commercial license test and provide road experience for gainful employment opportunities.

We will provide the best interpersonal training to insure the industry will receive the safest driver possible. We will be detailed in our training and maintain current on industry changes so that our students will be able to take full advantage of any and all opportunities available to them including business ownership in the commercial driving industry.

Approval to Operate

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the 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.

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 Blvd. Ste 225 Sacramento, CA 95834 , www.bppe.ca.gov, (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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Accreditation

Academy of Truck Driving and its certificate programs are not accredited by any accrediting agency recognized by the United States Department of Education and is ineligible for participation in federal financial aid programs.

This institution is listed on the California Employment Development Department's Eligible Training Provider List (ETPL). We do not accept the WIOA voucher, however, we contract with third party funding agencies that do accept the WIOA voucher and participate in providing WIOA services to eligible participants. All WIOA related consumer information and disclosures are provided to the student when they apply directly through the individual funding agencies. Academy of Truck Driving does not offer any loan programs.

Staff, Facility, Business Hours, and Training Hours

School Administrators & Faculty



Jennifer Walker-Kemp,

Chief Executive Officer/School Director

Chief Operating Officer/Admissions and Records Officer, Job Developer, has over 45 years of experience as an accountant and business consultant. Over the years she has provided business development services to several trucking enterprises and consulting services for many start-up companies. She received a BA in Social Science with Accounting Coursework at San Jose State University. She holds various certifications and specialized training in business and the non-profit sector. She manages the school's administrative operations and marketing programs as well as job development and referral activities.



Trino Gonzalez

Assistant Director/Chief Academic Officer

Class A and B Instructor, is a licensed Class A with passenger endorsement commercial driver with over 7 years commercial driving experience. He received his instructional certificate from Academy of Truck Driving under the train the trainer program taught by James Kemp. He has experience in administrative and office management and has completed various business training courses. He provides support to the School Director to carry out the various management and administrative activities of the organization, as well as the day to day operations.



Gregory Allison

Class A and B Instructor, is a licensed Class A with passenger endorsement commercial driver with over 8 years commercial driving experience. He received his instructional certificate from Academy of Truck Driving under the train the trainer program taught by James Kemp. Gregory is a Certified Forklift Operator and Certified Green Diesel Mechanic: Preventive Maintenance. He has experience as a trucking dispatcher for a worldwide logistics company. He enjoys teaching students how to learn to become a safe commercial driver.



A. J. Jeffrey,

Class A and B Instructor, is a licensed Class A with passenger endorsement commercial driver with over 11 yrs commercial driving experience. He received his instructional certificate from Academy of Truck Driving under the train the trainer program taught by James Kemp as well as manages the day to day training operations.

As a prior business owner and entrepreneur in the real estate and redevelopment market, A.J. brings his skills of organization, team management and information delivery to Academy of Truck Driving. In addition to instructing, he assists in the management of the school's recruitment operations and job referral activities.

Facilities

Administrative, Recruitment and Enrollment/Training Offices

OAKLAND CAMPUS

(Located @ the Port of Oakland)
2585 Buna Street, Bldg. 99
Oakland, CA 94607

The Oakland campus is located near the Port of Oakland. We are housed in a multi-tenant building shared with other businesses in the commercial industry. The facility is leased to Academy of Truck Driving by Port of Oakland. Landlord regularly maintains facility equipment including ventilation, lighting, restrooms, and water fountains. We contract with janitorial service companies to maintain the campus facilities. Each classroom and office space is equipped with space heaters sufficient for the room size.

Business Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.

Training Hours: Monday - Friday, 8:00 a.m. – 12:00 p.m.
1:00 p.m. – 5:00 p.m.

Weekend and evening training hours may be arranged.

School closure dates are listed in the ATD calendar.

All training and class sessions are held at 2585 Buna St., Bldg 99, Oakland, CA 94607

School site includes:

- fully equipped training rooms
- lunch/break area, private restrooms
- study area and career center
- student parking area

The career center is equipped with:

- computers w/ internet service
telephone and fax access
- job announcements
- career counseling services
- truck driving publications and other industry literature
- community programs
- career readiness package

Training Equipment:

- 7 – 10 Gear 2 axle Tractors w/ 28' trailers (Model Years 2012+)
- 39 Passenger Bus (Model Year 2003+)
- Televisions w/ combo DVD/VCR

- Model Tractor Trailers

Training Materials:

- JJ Keller – Master Driver DVD Series
- Video Communications Training Videos
- Federal Motor Carriers Safety Administrator Book and Log Book examples

Library/Services:

The campus has a library that all current and graduated students will have full access to. The libraries contain commercial training videos as well as commercial vehicle magazines and periodicals that the students shall have access to for review. To view any of the videos in the library, students must call one day in advance and schedule time between the hours of 8 am -5pm. Access to any of the magazines or periodicals is on a first come first serve basis. None of the library material shall be allowed to be removed from the campus.

Students will be allowed to have access to desktop computers to create, update and distribute resumes and applications. Fax machines and local phone services are also available for the sole purpose of gaining employment. Resume review and recommendation services are also available to the students by appointment only and on a first come first serve basis by the job developer(s).

Career Direction Opportunities

Class A Careers



DOL SOC Code: *53-3032 Heavy and Tractor-Trailer Truck Drivers*

Furniture Movers	Auto Transporter	Flat Bed Delivery
Tanker Transportation	Hazardous Material	Construction Dump Truck
Heavy Equipment Movers	Produce Delivery	Milk Trucks
Grocery Store Delivery Drivers	Beverage Delivery Drivers	Home Transporters
Boat Transporters	Supply Delivery	Driver Trainer
Tow Truck Driver	Fuel Tank Driver	Logging material mover
Crane Operators	Roofing Tile Delivery	Asphalt Delivery

Class B Careers



DOL SOC Code: *53-3032 Heavy and Tractor-Trailer Truck Drivers*
53-3021.00 - Bus Drivers, Transit and Intercity

Cement Truck Driver	School Bus Driver	Charter Bus Driver
Construction Bobtail Driver	Waste Management Driver	Fire Engine
City and County Bus Driver	Limousine Driver	Airport Shuttle
Dairy Trucks	Driver Trainer	CalTrans
Tow Truck Driver	Railway Movers Bottled	Water Delivery Drivers
Asphalt drivers	Flat Bed	Garden Material Drivers

Licensure & Testing Requirements

The training provided is designed to enable each student to obtain a commercial driver license. This is a requirement to operate any commercial vehicle in the State of California. To qualify each potential student must meet the following criteria:

Department of Motor Vehicle CDL (Practice) Permit Requirements

How to Get a CDL

Applicants Applying for a CDL:

- Must be 18 years of age.
- Must obtain a California Noncommercial Class C DL (a temporary/interim DL is acceptable). The DL must be carried to validate the CLP CFR, Title 49 §§383.5 and 383.25).
- May drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities.
- Must be at least 21 years old to drive a commercial vehicle engaged in interstate commerce or transport HazMat or wastes (intrastate or inter-state commerce) CVC §12515).

Provide the Following Items

- **A completed Commercial Driver License Application** (DL 44C/eDL 44C) form. The eDL 44C may be completed online in advance. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood when requested by a peace officer. If you refuse to sign this form, the Department of Motor Vehicles (DMV) will not issue or renew your DL.
- **Your true full name.**
- **Approved Medicals** – (See Section 1.2)
- **An Acceptable Birth Date/Legal Presence (BD/ LP) Document.** All applicants for an original, renewal, upgrade, or transfer of their CLP/CDL must submit proof of legal presence in the U.S. as authorized under federal law.
 - If the name on your identity document is different from the name on your CDL application, you must also submit an acceptable true full name document.
 - Your true full name, as shown on your identity document, will appear on your CLP/CDL.
 - An acceptable identity or true full name document is produced by an issuing authority (for example, county, state, etc.).
 - This document is a certified copy of the original (the original is always retained by the issuing authority) and contains an impressed seal or original stamped impression.
 - The certified copy will be returned to you.
 - If you make a copy of the certified copy, DMV will not accept it for identity verification
 - For more information on acceptable identity documents, visit dmv.ca.gov or call 1-800-777-0133.
- **Residency (Domicile).** A California driver must provide 1 document as proof of California residency for original and upon each renewal, transfer, or upgrade. The address on the residency document must match the residence address on the DL 44C. For more information on acceptable residency documents or REAL ID Compliant CLP/CDL, visit dmv.ca.gov or call 1-800-777-0133.

- **Provide proof of your social security number.** Your social security number (SSN) will be verified with the Social Security Administration while you are in the office. For more information on social security documents, visit dmv.ca.gov or call 1-800-777-0133. Note: If you are applying for an original CDL (REAL ID or federal non-compliant), a social security card is the only acceptable proof of SSN.

All applicants for an original, renewal, upgrade, or transfer of their CLP/CDL must submit proof of legal presence in the U.S. as authorized under federal law.

- If the name on your identity document is different from the name on your CDL application, you must also submit an acceptable true full name document.
- Your true full name, as shown on your identity document, will appear on your CLP/CDL.

- **A Certificate of Driving Skill (DL 170 ETP)** If your employer is authorized by DMV to issue such certificate, both you and your employer must sign this form.
- **The applicable fee.** The CLP is good for a maximum of 180 days and may be renewed for an additional 180 days without retaking the knowledge tests, provided the expiration date of the CLP does not exceed a period of 1 year from the application date. Scores for passed segments of the skills test are only valid during the initial issuance (first 180 days) of the CLP. Passed segments of the skills test (vehicle inspection, basic control skills, and road test) must be retaken if the CLP is renewed. You are allowed 3 attempts to pass the knowledge test(s) and a total of 3 attempts to pass the entire skills test on a single application. If you fail any knowledge test(s) there is not a waiting period to retake. If you fail any segment of the skills tests (vehicle inspection, basic control skills, or road test), it will count as 1 failure towards the maximum 3 attempts you are allowed. Example: Failing the vehicle inspection, basic control skills, and road test counts as a 3-time failure (or any failure combination equaling 3). However, if you are required to take the skills test for separate types of vehicles (Class A or passenger transport vehicle), you are allowed 3 skills test attempts for the Class A vehicle and 3 skills test attempts for the passenger transport vehicle. If you fail the basic skills test or the road test, there will be a retest fee charged upon your return to take the subsequent test. There is not a waiting period to retake basic control skills test(s).

i **ATD Note:** DMV fees are subject to change. See “Tuition and Fees” section for current DMV applicable fees.

Additional Requirements

All commercial vehicle drivers must:

- Be a California resident before applying for a California CDL.
- Disclose all states in which they were previously licensed during the past ten years and surrender all out-of-state driver licenses (current or expired), if any.
- Certify that they do not have a driver license from more than one state or country.
- Notify their home state Department of Motor Vehicles of any conviction which occurred in other states within 30 days of the conviction.
- Notify their employer of any conviction within 30 days of the conviction using the [Report of Out-of-State Traffic Conviction by a Commercial Driver \(DL 535\) form](#).
- Notify their employer of any revocation, suspension, cancellation, or disqualification before the end of the business day following the action.

- Give their employer a 10-year employment history of commercial driving, if applying for a job as a driver.

Endorsements

A special endorsement is also required to drive the following types of vehicles. The endorsement shows as a single letter on the driver license.

- Placarded or marked vehicles transporting hazardous materials or wastes—(H).
- Tank vehicles (including a cement truck)—(N).
- Passenger transport vehicles—(P).
- School bus—(S).
- Double/Triples combination—(T).
- Tank vehicles transporting hazardous materials or wastes—(X). (Hazardous waste must meet the definition of *California Vehicle Code* (CVC) §§353 and 15278.)
- Firefighter—(F) (not required but optional for commercial Class A or B license holders.)

Department of Motor Vehicle CDL Licensing Requirements & Drive Test

Each student will be evaluated utilizing the Department of Motor Vehicles evaluation score sheet form DL-65 part 1 and part 2. Passing grade shall be at least 67 correct answers on part 1 pre-trip inspection, less than 12 errors on part 1 skills section and no more than 30 errors on part 2, with no marks in automatic failure section.

DMV requires the following tests to be completed with a passing score.

- Pre-trip inspection and Air Brake Test – Demonstrate knowledge of how the specific features and equipment on the test vehicle should be checked (Passing score is 67 correct answers)
- Skills test – Perform various tasks including parallel parking, alley docking, and straight line backing that test your control and ability to maneuver the vehicle (no more than 12 errors)
- Driving test – Drive on a DMV-specified route on the open road in highway, city, and heavy traffic conditions (no more than 30 errors)
- Safe and efficient operation of various types of tractors and trailers
- Defensive driving techniques, backing, safety and emergency procedures
- Safety rules and regulations



***California Department of Motor Vehicles (DMV) allows an individual to take the written test for a practice permit three (3) times at no extra charge. On the fourth attempt the individual must pay again for the practice permit. DMV may require a visual exam as well as the successful completion of an abbreviated class C written exam.**



ATD Note: *If an individual fails on the drive test or skills test an additional fee of \$37.00 is required prior to subsequent retests. This is paid directly to the DMV. If an individual fails any combination of the pre-trip or the drive test three (3) times, he/she must return to DMV and pay the original practice permit fee again and retake the written test before being allowed to take another drive test.*

Upon passing DMV licensing requirements, students receive an interim Commercial Driver License issued by DMV valid for 90 days. The permanent CDL is mailed within 60 days.

Enrollment Requirements

We require a copy of either your high school diploma or GED equivalent. For those clients without a high school diploma or GED equivalent, you must take the United States Department of Education approved ability-to-benefit examination, Wonderlic, Inc., that will be independently administered by a third party; not by the institution. This company provides a scholastic level exam (cognitive test). The test will be administered prior to executing the Student Enrollment and Program Agreement. Each potential ability-to-benefit student must obtain passing scores of Verbal (200) and Quantitative (210).

Step 1 – Eligibility

Eligibility Pre-Requisites

- Verify California residency and / or citizenship
 - Verify age:
 - At least 18 years old and qualify to receive a DMV CDL Instruction (Practice) Permit
 - At least 18 years old to drive for hire
 - At least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or transport hazardous material. Those applying for a commercial driver license to transport hazardous materials must also undergo a security background check.
 - Current DMV California Driver License must be valid with no suspensions or license holds.
 - You must Provide Verification to ATD ability to speak, read and write English*
 - Must have a High School Diploma, GED or equivalent, or pass an Ability to Benefit Test
- ** ATD does not recruit or intend to recruit in a language other than English or admit students from other countries. Students must be able to understand the terms and conditions of the enrollment agreement, disclosures and statements in the English language. The English competency can be satisfied with the following documentation: High School Diploma, GED, or equivalent – Passing Score of Ability to Benefit exam – Official minimum score of Test of English as a Foreign Language (TOEFL) and - Successfully passing the DMV CDL Permit exam.

Pre-Admission Requirements

- Attend an Academy of Truck Driving (ATD) Orientation (Every Tuesday at 3:00 except on school closure dates)
- Obtain Current Driving Record (DMV Print out – K4)
 - Your DMV driving record must have no more than 3 points and be dated within 30 days of your enrollment.
- Schedule to take Department of Transportation (DOT) Medical Examination for Commercial Driver Fitness and DOT Regulated 5 Panel Drug Test**
- Study Department of Motor Vehicle (DMV) - CDL Handbook (and Academy of Truck Driving Program Materials)**
- Schedule an appointment to apply for and obtain your DMV Commercial Learner's Permit**
 - Complete DMV application form DL 44C
 - You must provide to DMV proof of age and true full name, verification of social security number. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license)
 - Pay the application fee. (Currently \$82)
 - This fee is good for 6 months from the permit application date. You may request a two month extension up to no more than 1 year from the permit application date. You will be expected to provide a thumbprint, take a photo, and vision test
 - Provide DMV with original Medical Examiner's Report and signed Medical Examiner's Certificate (OMB No. 2126-006)
 - Take and pass the DMV Commercial Learner's Permit written exam
- For students seeking tuition grants, obtain funding commitment from tuition granting agency. Follow-up with referral agency counselors for grant approval. (Tuition grants available for qualified students.)

***If arranged, Academy of Truck Driving staff will assist students in obtaining required documents and provide tutoring for written exam. Students will not be allowed to get behind the wheel of any vehicle without having their copy of the Instruction (Practice) Permit in their possession.*

Admission/Enrollment Requirements

- Select ATD training program(s) and identify desired job outcome (CDL A or B)
- Provide a complete Application Packet to Academy of Truck Driving:
 - Completed ATD Student Application
 - Provide ATD a copy of current valid California Class C driver license
 - Copy of original Social Security Card
 - Copy of High School Diploma, GED or equivalent, Ability to Benefit Test Results
 - Original Current Driving Record (DMV Print out – K4) (Must be dated within 30 days of enrollment)
 - Copy of Medical Examiner's Report (OMB No. 2126-006)
 - Copy of Medical Examiner's Certificate
 - Verification of negative DOT Drug Test Result (Must be dated within 30 days of enrollment)
 - Copy of DMV Commercial Learner's Permit (Expiration date must be dated no later than estimated completion date of program)
- Pay ATD full tuition or provide verification of funding agency tuition grant authorization letter.
- Complete ATD "Student Enrollment & Program Agreement"
- Register with ATD Career Center Job Developer

Step 2 – Pre-Admission

Program Selection

We offer two categories of educational programs for our prospective students. For most entry level students, we offer Class A, Class B or Class A w/ Passenger Endorsement. Our Refresher and Express programs are specifically designed for those with previous CDL experience. These are shorter, condensed and structured training programs based on skill. These educational programs require pre-payment and consecutive days of training. Student's desiring to take a condensed course instead of a full course program must have an evaluation performed to determine which condensed course would meet the student's needs. The student will be required to pay an evaluation fee of \$125.00 and will be evaluated on the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

If the student enrolls into any of the educational programs within 30 days of the evaluation, the evaluation charge will be waived and payment will be applied towards the cost of the selected program.

Full Course Programs		
<u>Program I</u> –	Class A Commercial Drivers License Program	<u>(p. 13)</u>
<u>Program II</u> –	Class B Commercial Drivers License Program	<u>(p. 14)</u>
<u>Program V</u> –	Commercial Drivers Super Session	<u>(p. 17)</u>
Condensed Training Programs		
<u>Program III</u> –	Commercial Drivers Refresher Program	<u>(p. 15)</u>
<u>Program V</u> –	Commercial Driver Class A or B Express	<u>(p. 16)</u>

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Academy of Truck Driving, Inc. 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 Academy of Truck Driving, Inc. to determine if your certificate will transfer.”

Program I Class A Commercial Drivers License Program Up to 160 hours

Objective: Training to obtain a Class A license with air brakes and selected endorsements
DOL/SOC # 53-3032 Heavy and Tractor-Trailer Truck Drivers

Program I includes but not limited to the following :

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Endorsements General Overview and Regulations

- T** Double/Triples
- N** Tank Vehicles (including a cement truck)
- X** Tank Vehicle/Hazardous Material
- P** Passenger

Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Safe and efficient operation of tractors and trailers
- Operations of straight trucks
- Parking and docking procedures
- Driving on the open road in highway, city, and heavy traffic conditions
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

Home Study

- Students are required daily to complete 3 hours of home study.

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

Program II Class B Commercial Drivers License Program Up to 120 hours

Objective:	Training to obtain a Class B license with air brakes with a straight truck or bus with passenger endorsement
DOL/SOC #	53-3032 Heavy and Tractor-Trailer Truck Drivers 53-3021.00 - Bus Drivers, Transit and Intercity

Program II coverage includes but not limited to the following:

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Endorsements General Overview and Regulations

T Double/Triples

N Tank Vehicles (including a cement truck)

X Tank Vehicle/Hazardous Material

P Passenger

Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Safe and efficient operation of tractors and trailers
- Operations of straight trucks
- Parking and docking procedures
- Driving on the open road in highway, city, and heavy traffic conditions
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

Home Study

- Students are required daily to complete 3 hours of home study.

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

Program III Commercial Drivers Refresher Program Up to 60 hours

Objective:	<i>Training to obtain a Class A license with air brakes and selected endorsements or a Class B license with air brakes with a straight truck or bus with passenger endorsement</i>
DOL/SOC #	<i>53-3032 Heavy and Tractor-Trailer Truck Drivers 53-3021.00 - Bus Drivers, Transit and Intercity</i>

The Commercial Drivers Refresher Program is specifically designed for those with previous CDL experience. This is a shorter, condensed and structured training program based on skill. This program requires pre-payment and consecutive days of training. Each potential student requesting this program will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

Entry into this program is based on an assessment of commercial driving experience.

Program III coverage includes but not limited to the following:

Classroom Instruction

- Review of DMV vehicle codes, laws, and rules
- Review of safety rules and regulations
- General overview of endorsements and regulations
- Video presentations and discussion
- Job search and referral sessions

Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Series of behind-the-wheel, open road driving instruction
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

Program IV Commercial Driver Class A or B Express Up to 35 hours

Objective:	<i>Training to obtain a Class A license with air brakes and selected endorsements or a Class B license with air brakes with a straight truck or bus with passenger endorsement</i>
DOL/SOC #	<i>53-3032 Heavy and Tractor-Trailer Truck Drivers 53-3021.00 - Bus Drivers, Transit and Intercity</i>

The Commercial Driver Class A or B Express program is specifically designed for those with previous CDL experience. This is a shorter, condensed and structured training program based on skill. This program requires pre-payment and consecutive days of training. Each potential student requesting this program will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

Entry into this program is based on an assessment of commercial driving experience. Program IV coverage includes but not limited to the following:

Classroom Instruction

- Review of DMV vehicle codes, laws, and rules
- Review of safety rules and regulations
- General overview of endorsements and regulations
- Video presentations and discussion
- Job search and referral sessions

Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Series of behind-the-wheel, open road driving instruction
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

Program V Commercial Driver Super Session Up to 195 hours

Objective: *Training to obtain a Class A license with air brakes and with a passenger endorsement*
DOL/SOC # *53-3032 Heavy and Tractor-Trailer Truck Drivers*
53-3021.00 - Bus Drivers, Transit and Intercity

Program V coverage includes but not limited to the following :

Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

Endorsements General Overview and Regulations

T Double/Triples

N Tank Vehicles (including a cement truck)

X Tank Vehicle/Hazardous Material

P Passenger

Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Safe and efficient operation of tractors and trailers
- Operations of straight trucks
- Parking and docking procedures
- Driving on the open road in highway, city, and heavy traffic conditions
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

Home Study

- Students are required daily to complete 3 hours of home study.

Program Completion Requirements & Certificate of Completion

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

Instruction Languages

Instruction and curriculum material is only offered in English. You must be able to provide verification of your ability to speak, read and write English. ATD does not recruit or intend to recruit in a language other than English or admit students from other countries. Students must be able to understand the terms and conditions of the enrollment agreement, disclosures and statements in the English language. The English competency can be satisfied with the following documentation: High School Diploma, GED, or equivalent – Passing Score of Ability to Benefit exam – Official minimum score of Test of English as a Foreign Language (TOEFL) and - Successfully passing the DMV CDL Permit Exam.

ATD does not provide any interpreter and no modification of the training programs will be made to accommodate any other language. ATD does not provide English language services.

Instructor-Student Ratios

Classroom instruction (up to)	10 students	1 instructor
Vehicle inspection training & general overview of equipment	1-4 students per vehicle	1 instructor
Behind-the-wheel instruction	1-4 students per vehicle	1 instructor

Transfer Students

Transferability of Credits from Another Institution:

Academy of Truck Driving does not accept transfer of credits from another institution.

We currently do not have a transfer or articulation agreement with any other institution.

Experiential Credit/Assessment Policy

This school does not issue credit for prior experiential learning. We do not have an appeal process.

Tuition and Fees

	Program I Class A Commercial Drivers License	Program II Class B Commercial Drivers License	Program III Commercial Drivers Refresher	Program IV Commercial Driver Class A or B Express	Program V Commercial Driver Super Session
Period of Attendance	Up to 160 hours	Up to 120 hours	Up to 60 hours	Up to 35 hours	Up to 195 hours
ATD Tuition – Refundable					
Tuition	\$4500	\$3500	\$1950	\$1450	\$5600
* Tuition refunds are based on unused portion of hours, per refund policy					
ATD Fees – Nonrefundable					
Registration	\$250	\$250	\$250	\$250	\$250
Material Fee	\$85	\$85	\$85	\$85	\$85
Total ATD Tuition & Fees	\$4835	\$3835	\$2285	\$1785	\$5935

Required Auxiliary Fees – Nonrefundable (All programs)	
DMV Printout (K4)	\$5
DMV Commercial Learners Permit (CLP)	\$82
DOT Medical Report and Drug Screen	\$125
BPPE State Mandated STRF Fee (Currently \$0)	\$0
Subtotal Required Auxiliary Fees – Nonrefundable	\$212

Total Cost of Program	\$5047	\$4047	\$2497	\$1997	\$6147
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Optional Auxiliary Fees – Nonrefundable	
DMV Hazmat Background Check	\$86.50
DMV Retesting (if required; each trip)	\$37
TSA TWIC Card	\$125.50
ATD Permit Tutoring (up to 10 hours)	\$225
ATD Driving Skills Evaluation	\$125
ATD DMV Drive Test (Post-completion, each visit, up to 3)	\$100
ATD Additional Practice Hours (minimum 4 hours, per hour)	\$50
ATD Additional Drive Test (includes up to 4 additional practice hours)	\$450
ATD Additional Certificates	\$10
ATD Equipment Use Only-DMV Testing (non-students)	\$450

i Note: Tuitions and fees are subject to change without notice at any time.

The above schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

i ATD Note: DMV fees are subject to change. See "Tuition and Fees" section for current DMV applicable fees.

- o If additional training is required outside of allotted program time additional fees will be assessed based on time needed.
- o All programs are designed to support a maximum timeframe. If a student shows the ability to complete sooner than the allotted timeframe ATD will allow an early graduation date.

Student Tuition Recovery Fund (STRF)

“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.”

Financing Programs, Grants and Scholarships

There are several public financing options available as well as grants and scholarships for those who qualify. We do not provide educational financing options or recommend financing options for any student. Academy of Truck Driving, Inc. does not participate in federal and state financial aid programs.

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. Additionally, 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 funds. (Ed. Code §94909(a)(11))

If you are eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

Financial obligations shall be verified and secured prior to the start of any training program.

Academy of Truck Driving is a solid and stable institution. We do not have a pending petition in bankruptcy, nor operating as a debtor in possession, or filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Housing Availability

We do not provide on-site housing but can assist with coordinating living arrangements for the term of your training. For students who require residency while training at any of our campuses there are several hotels and all-inclusive inns available in the area. The average cost per night will range from \$75.00 - \$250.00 depending on the city.

VISA Services

We currently do not accept students that are in the United States on a VISA. We do not provide visa services and will not vouch for any students' status.

Career Development & Job Referral Centers

We assist all of our students with enhancement of job readiness skills and job search assistance including resume writing and on-line links to employment referrals. We regularly host Career Days with employers. We also maintain an employer hiring short list. Additionally, we routinely receive notices of employment opportunities from our collaborative partners and from resources in the trucking industries, local employers, government agencies and community based organizations. For further information, please visit our website or Career Development & Job Referral Center at either school site.

Employment & Wage Statistics

	S.F.- Oakland-Hayward		California Statistics		National Statistics	
	Trucking 53-303	Bus Driver 53-3021	Trucking 53-303	Bus Driver 53-3021	Trucking 53-303	Bus Driver 53-3021
Employment	13,340	9,010	146,730	30,750	1,856,130	179,510
Hourly Average	24.73	28.30	23.29	24.86	22.52	22.03
Annual Average	51,440	58,860	48,450	51,700	46,850	45,830

*Employment Statistics retrieved from O*NET Online www.onetonline.org and Bureau of Labor Statistics www.bls.gov 4/15/20

Projected Industry Statistics

PROJECTED JOBS	*SOC Code	Employment 2018	Projected Employment 2028	Change Numbers	2018-28 %
Bus drivers, transit and intercity	53-3021	183,800	195,100	11,300	6.1
Truck drivers, heavy and tractor-trailer	53-3032	1,958,800	2,058,500	99,700	5.1
Truck drivers, light truck and delivery services	53-3033	1,001,300	1,045,100	43,800	4.4

* SOC –Standard Occupational Classification

** Statistics retrieved from the Bureau of Labor Statistics www.bls.gov. 4/15/20

Enrollment Agreement Terms

The Student Enrollment Agreement and Student Program Agreement must be signed and payment submitted or a funding commitment identified prior to attendance in training sessions.

Rules & Regulations

Student Responsibilities/Terms:

- Be on time and ready to learn. You must arrive on time for each class. Lack of effort will be reported to your counselor (if applicable) and training may be terminated.
- Students will stay in or near assigned commercial vehicles at all times.
- Each student assigned to pre-trip vehicle inspection will be responsible for its proper operation and care. You must comply with the directives given by the instructors and listen and follow instructions EXPLICITLY. Do not force gears or rough acceleration. Do not slap turn signals or use excessive force when closing the doors. Training may be terminated if excessive damage continues.
- Personal cleanliness is a must. You may be refused training when you do not meet good personal hygiene standards.
- Dress appropriately. No tank tops, halter-tops, bare chests, sandals, or stacked heels are allowed. No wearing of hats in the classroom. Suggested attire for class is jeans, T-shirts, sweatshirts, and comfortable work shoes. We recommend that you do not wear "good clothing" to class.
- Keep vehicles clean. Commercial vehicle will be cleaned by students daily upon returning to yard. Do not eat in the vehicles. You may have water with you when inside the vehicle.
- Keep classrooms clean. Please put all cups, papers, etc., in the trashcans. When smoking in the designated smoking area outside of the building, please put your cigarette butts in the can located outside the office door; not on the ground.
- Homework will be assigned and you will be expected to complete homework in order to participate on skills and drives. Study Pre-Trip and In-cab course information during non-class hours.

Grounds for Immediate Dismissal Include:

- Smoking in unauthorized areas/classroom and in commercial vehicles
- Being under the influence of alcohol and/or drugs
- Gambling
- Unauthorized commercial vehicle starting and/or operating
- Excessive amount of unexcused absences
- Physical conflict with students and/or instructors or other behavioral problems
- Refusal to abide by instructors' directives
- Unsafe operation of commercial vehicles and/or abuse of commercial vehicles

Standards for Student Achievement (Program Completion Requirements & Certificate of Completion Policies):

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the requested program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Attendance Policy:

Students are expected to attend all classes as scheduled. In the event of a planned absence, the instructor and the administrative office must be notified in advance. Students are asked to call in when they are absent, and treat training as if they were on the job. A student attending a full Enrollment Agreement Terms course program with three (3) absences or a condensed program with two (2) absences, will be considered to have unsatisfactory attendance and will be placed on probation. If you have a family or medical emergency, a "leave of absence" may be granted. See "Leave of Absence Procedure". Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the

office in writing will be placed on probation and may be subject to termination. For Programs I, II and III allocated hours must be completed or at least 60% of program hours and or DMV licensing achieved in order to receive a "Certificate of Completion."

Leave of Absence Procedure:

In the event of a family or medical emergency, you may request a "leave of absence". Students must request the leave of absence in writing, signed and dated, prior to the leave of absence unless unforeseen circumstances prevent the student from doing so. If that is the case, the circumstances must be documented. Documentation supporting the request should be submitted concurrently with the request. The written request and documentation should be sent to the School Director. The School Director and Faculty will meet to discuss the terms of the leave of absence and make a determination for approval or denial. There must be a reasonable expectation that the student will return to school. Leave of absence requests are accepted via fax to (510) 663-9030, by email to jennifer@acdldruckdriver.com, or by letter sent via registered mail or delivered in person to Academy of Truck Driving, Attn: School Director, 2585 Buna Street, Bldg. 99, Oakland, CA 94607. If granted, you will be able to be readmitted into another session (for the same program) and pick up exactly where you left off.

Attendance Probation Policy:

Academy of Truck Driving will place students on probation if they fail to demonstrate satisfactory attendance as outlined above. The instructor or Admissions & Records Officer informs the students of this situation in writing. The instructor will work with the students to create a plan for improvement and the students will remain on probation until the next evaluation period, unless the students' attendance becomes satisfactory prior to the subsequent evaluation phase. The school removes the students from their probationary status when the students have successfully met the requirements as stated in the Attendance Policy. The instructor or Admissions & Records Officer will log all probation decisions in the student file. Students will be terminated if they are unable to demonstrate improvement within the maximum period. All terminations are subject to review by the School Director.

General Notices:

- Make-up classes will be scheduled by the School Director or administrators for excused absences only. Your time should start according to schedule. By being late, you will lose driving or classroom time. If for any reason you are going to be late or absent, please call the office and let us know.
- There is to be no fraternizing with instructors or other staff while currently enrolled as a student.

Drug Testing Requirements:

In order to comply with the Federal Motor Carrier Safety regulations, 49 CFR Part 40, and other applicable statutes governing commercial drivers, ATD has a drug test requirement. All prospective students must submit to a controlled substances test involving collection of a urine sample that will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidines (PCP). The test is commonly referred to as 5-panel NIDA Screening. Should you test positive for use of controlled substances, you will not be medically qualified to operate a commercial vehicle in interstate commerce. You will be given a reasonable opportunity to confer with the delegated medical review officer before any positive results are reported to ATD.

The result of the drug test will be maintained by the medical review officer, who will report to the school whether the test result was negative or positive. The medical review officer, or school, may also release the results to the examining physician in connection with the required DOT physical examination.

Employment Verification:

Graduates of any funded training program through our school must verify future employment information to assist ATD in complying with reporting requirements. Student must complete the employment verification fax form below authorizing Academy of Truck Driving, Inc. to obtain verification of employment details from future employers and the Social Security Administration's Consent for Release of Information form authorizing Academy of Truck Driving, Inc. to obtain wage and employment details from the Social Security Administration. Upon the graduate providing ATD employer information, ATD will fax a copy of the signed employment verification fax form to the employer. In the event employment details are not provided to ATD, ATD is authorized to send a request to the Social Security Administration for this information for the purpose of obtaining the information needed.

Non-Discrimination Policy:

We are an equal opportunity institution and do not discriminate in the hiring of staff or selection of students on the basis of race, color, ancestry, religion, creed, national origin, age, sex, sexual orientation, marital status, disability, or veteran status. All forms, agreements, applications, and other materials required on behalf of Academy of Truck Driving are designed to comply with state and federal laws prohibiting discrimination.

Privacy Statement:

Academy of Truck Driving is committed to maintaining the privacy of personal information required for registration and our program records. All information collected is protected within our agency and will not be sold for profit or shared for purposes other than what is necessary for maintaining mandatory student enrollment records.

Disclosure Statement:

Academy of Truck Driving has been privately owned and operated since year 2000. Individuals are required to honor our enrollment agreement terms. We have the right to refuse service to anyone.

Retention of Student Records & Transcripts / Recordkeeping:

In addition to permanently retaining a transcript and certificate with grades as required by section 94900(b) of the Code, all student records pertaining to students' attendance, financial information and any documentation required for enrollment will be retained for a period of 5 years from the date of completion or withdrawal at the school office(s) in locked fireproof filing cabinets and/or on secure digital media. The type of student records kept shall include:

- 1) Application, Social Security Card, medical examination and drug testing results, DMV records, written records and transcripts relevant to admission
- 2) Student Enrollment & Program Agreement, addendums
- 3) Student tuition and student financial records
- 4) Timesheets, attendance/transcript records, DMV test results
- 5) Correspondence and case management documentation
- 6) Certificates of completion, CDL license obtained, job referrals, employment verifications

Transcripts may be obtained by submitting a signed written request along with a check or money order in the amount of \$10 for each original copy. No transcript will be issued until all tuition and other fees due the institution are paid current.

Academy of Truck Driving complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view and receive a copy of their file by setting up an appointment with the administrative office. Any information pertaining to a student's academic record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being

reviewed, a designated academy representative will be present. 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.

Student Rights Policy - Grievance/Complaint Procedure:

"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 telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."

Retrieve a Consumer Complaint Form from www.bppe.ca.gov

Complete and mail the Complaint Form to:

Department of Consumer Affairs Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov,

Telephone and Fax #'s: (888) 370-7589 or by fax: (916) 263-1897

(916) 574-8900 or by fax: (916) 263-1897

Students seeking to resolve concerns or complaints are encouraged to first contact the instructor in charge to discuss your concern(s). If your concern or complaint cannot be handled between the student and the instructor, you may also submit a complaint to the School Director.

To submit your complaint to the School Director, you must complete the Student Complaint Form included in the Student Enrollment and Program Agreement and submit to the School Director. Two copies of the Student Complaint Form may be found in your Student Enrollment and Program Agreement.

How to Fill Out the Student Complaint Form:

- Fill in your Name ("Student Name")
- Fill out Section 1 and Section 2 of the Student Complaint Form
- Submit the complaint via one of the following methods:
 - by mail to 2585 Buna Street, Bldg. 99, Oakland, CA 94607
 - by email to Jennifer@acdtruckdriver.com
 - by fax to (510) 663-9030

You will be contacted by the School Director within 5 business days of receipt of complaint form to arrange a meeting to discuss your complaint and resolution of the matter. Upon resolution of complaint, the resolution will be documented on the Student Complaint Form and signed by both parties.

Student Right to Cancel & Refund Terms

“STUDENT’S RIGHT TO CANCEL”

Your cancellation rights are:

- **RESCISSION OF ENROLLMENT:** You have the right to cancel the Student Enrollment and Program Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))

Date by which the student must exercise his or her right to rescind enrollment: _____

“CANCELLATION PROCEDURE AND REFUND POLICY”

To cancel your enrollment, mail or deliver a signed and dated copy of a “Cancellation Notice and Refund Request Form” to:

**Academy of Truck Driving
Attn: Oakland Site Administrator
2585 Buna Street, Bldg. 99
Oakland, CA 94607**

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.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel just by telephoning the school or by not coming to class. Your cancellation request will only be accepted in writing. If you simply telephone or stop attending class, it will not be considered an official cancellation. A withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. Students are entitled to a refund of 100 percent of the amount paid for institutional charges, less the \$250 registration fee, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the program hours are entitled to a pro rata refund of any unearned institutional charges if the student cancels the enrollment agreement or withdraws during the period of attendance. A withdrawal is effective the date that the written notice is received by the Oakland Site Administrator. If a withdrawal is initiated by the institution due to student conduct, the withdrawal will be effective upon the last date of actual attendance or if withdrawn due to lack of attendance, the withdrawal will be effective upon the third consecutive day of absence.

Tuition refund policy does not apply to students who have completed the program hours or have completed more than 60% of the program hours. Students who have completed more than 60% of the program hours are deemed substantially completed and are not eligible to receive any refund.

Upon receipt of the cancellation notice, any payment you have made, less nonrefundable fees, and any negotiable instrument signed by you will be returned, in accordance with the Program Refund Calculation Chart, within 45 days following ATD’s receipt of your cancellation notice. If you lose your copy of the Student Enrollment and Program Agreement or any other document, ask the ATD Enrollment Representative for a replacement copy.

Program Refund Calculations Chart

Refund examples are based on the percentage of clock hours completed or scheduled. The student refund amount is calculated as follows: total institutional charge less any non-refundable fees*, divided by program hours to get the hourly rate; Deduct the number of hours attended or scheduled from total program hours to get hours remaining; multiply hourly rate by hours remaining. If the tuition has been paid in full, the following reflects a refund for the amount paid in excess by the student:

		I	I	III	IV	V
Percent of Attendance	Refund %	Class A Standard \$5,047	Class B Standard \$4,047	A/B Refresher \$2,497	Express A/B \$1,997	Super Session \$6,147
Sample refund calculation if cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.						
		Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250
n/a	n/a	4,797.00	3,797.00	2,247.00	1,747.00	5,897.00
Sample refund calculation if cancellation is made after attendance at the first-class session, or the eighth day after enrollment.						
		Less Non-Refundable Fees \$545	Less Non-Refundable Fees \$548	Less Non-Refundable Fees \$548	Less Non-Refundable Fees \$548	Less Non-Refundable Fees \$548
10%	90%	4,050.00	3,150.00	1,755.00	1,305.00	5,040.00
25%	75%	3,375.00	2,625.00	1,462.50	1,087.50	4,200.00
40%	60%	2,700.00	2,100.00	1,170.00	870.00	3,360.00
50%	50%	2,250.00	1,750.00	975.00	725.00	2,800.00
60%	40%	1,800.00	1,400.00	780.00	580.00	2,240.00
Over 60%	0%	0.00	0.00	0.00	0.00	0.00

* DMV and/or DOT fees are non-refundable once paid to the third-party; however, if such fees have been paid to the institution but the institution has not paid the third-party, then the fees are refundable and subject to the institution's cancellation and withdrawal refund policies.

If you have any questions regarding our refund policy and/or these calculations, please contact your ATD Student Enrollment Representative. If you have questions or concerns which have not been satisfactorily addressed by Academy of Truck Driving (ATD) or if the school closes before you complete your program(s), you may be entitled to a refund by contacting

Department of Consumer Affairs Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov,

Telephone and Fax #'s: (888) 370-7589 or by fax: (916) 263-1897

(916) 574-8900 or by fax: (916) 263-1897

Employers of ATD Students

Placement Services

We provide each graduate with lifetime employment placement assistance. We cannot guarantee employment but have partnership agreements with several major transportation companies in the United States to provide employment for qualified graduates as needed. Upon graduation we will assist each student to fill out employment applications for the employers of their choice as well as provide unbiased information regarding any of the companies that have agreed to accept our graduating students. At any time the graduate can return back to Academy of Truck Driving for employment assistance as long as they have not committed any of the following acts to include but not limited to :

- Felony acts within 10 yrs.
- Misdemeanor within 5 yrs.
- Fatal collision
- DUI within 7 yrs.
- Employment abandonment
- Vehicle abandonment

The list does not constitute an agreement or commitment of employment but companies that have hired previous graduates



Student Application

Contact Information

Name _____
First Middle Last

Date ____/____/____

Home Address _____
Street City State Zip

Mailing Address _____
(If different) Street City State Zip

Phone () _____ () _____ () _____
Cell Home Other

Email _____

Personal Data

Date of Birth ____/____/____ Sex [F/M] Race _____
Social Security # _____ Drivers License # _____
Primary Language _____

Training Desire

Interested in Class A or B (circle) Endorsements _____
Other CDL Programs _____
When would you like to start? Date ____/____/____

Are you a private pay student? Yes/No

Are you currently working with a funding source? Yes/No
If yes, which agency? _____

Do you need a referral to funding sources? Yes/No

The following information will assist us in referring you to appropriate funding agencies that may pay for your training.

Please circle ALL that apply!

*County GA *County FS *Working *Underemployed *Unemployed *Unemployment Recipient
*Eastbay Works *WIA Disability *Disabled *SSI *Veteran *PACT *Parole *Previous Incarcerated
*Workers Compensation *Group Home Resident

*Details of Other Circumstances _____

Driving History

Have you ever taken any of our training programs before? Yes/No
If yes, when and which program? _____

Have you had previous experience driving commercial vehicles? Yes/No
If yes, describe _____

Have you ever had Class A or B Commercial Driving Licenses? Yes/No
If yes, when did your license expire _____

Are you a California resident? Yes/No

Do you have a current CA DMV CDL Permit? Yes/No
If yes, date issued and expiration date _____

Do you have any driving violations on your record? Yes/No
If yes, how many & what type? _____

Are you able to speak, read and write English fluently? Yes/No

Please write why you want to become a Commercial Driver _____

Work History

Notification of Previous Employment

Per FMCSA Regulation 383.35, applicant must provide previous 10 years of CMV operator employment history. The information you provide in accordance with FMCSA Regulation 383.35 (c) may be used, and the applicant's previous employers may be contacted for the purpose of investigating the applicant's work history.

Dates of Employment	Employer	Address	Position	Did you drive on the job? Yes/No
Reason for Leaving				
Reason for Leaving				
Reason for Leaving				
Reason for Leaving				

Attach separate piece of paper for additional employment history if necessary.

Education History

Dates Attended	School/College	Graduated Yes/No	Area of Study	
	Grade School			
	High School			
	Trade School/Vocational			
	College			

References

Name **two** people who have known you at least one year that we may contact if we have any questions.

Name	Address	Phone	Relationship

Emergency Contact

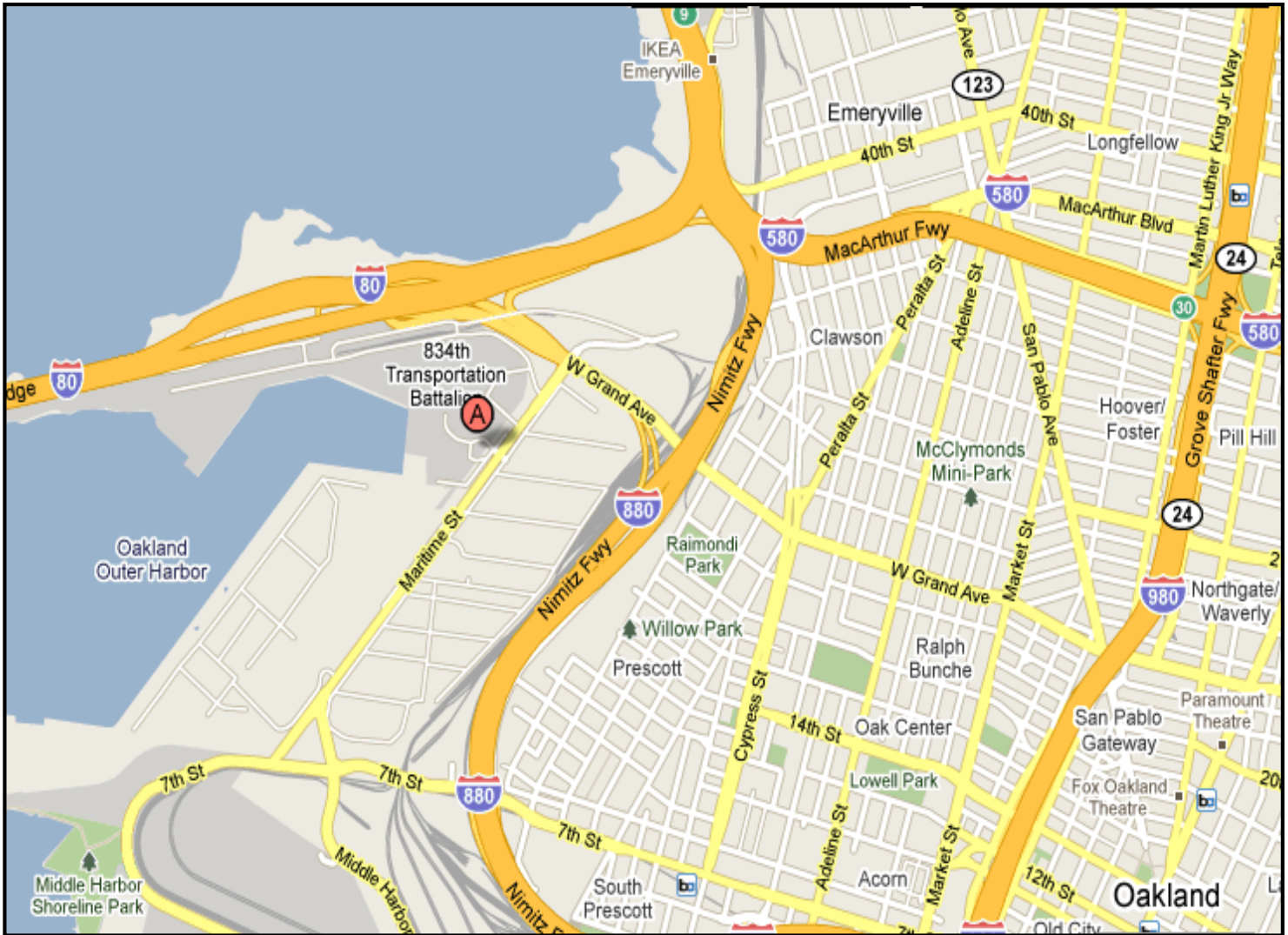
Name **two** contacts in case of emergency

Name	Address	Phone	Relationship

The answers to the foregoing questions are true and correct to the best of my knowledge. I understand that falsifications of statements of this application may be considered a cause for dismissal of the training program.

Applicant Signature _____ **Date** _____

Oakland Campus



School Address: 2585 Buna St., Bldg. 99
Oakland, CA 94607

From the West Oakland BART Station, AC Transit bus line # 28 stops at Peralta & 24th, and it is about a 25 minute walk via W. Grand Ave and Maritime Street to the school.

From the West Oakland BART Station, it is about a 13 minute bicycle ride via 7th Street and Maritime Street.



2021 Enrollment Calendar

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31					
30	31																											

September							October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	4						1	2					1	2	3	4					1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11			
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18			
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25			
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31					
							31																							

HOLIDAYS & SCHOOL CLOSURES

New Years Day	Jan 1	Independence Day (Observed)	Jul 5
Dr. MLK Jr Day	Jan 18	Labor Day	Sept 6
President's Day	Feb 15	Veteran's Day	Nov 11
Memorial Day	May 31	Thanksgiving Break	Nov 25-26
		Christmas Break	Dec 24-31

New Class Start Dates **1**

No Class/Holiday/Scheduled Closure **1**

Attend an Orientation to Get Started

Make an Appointment at calendy.com/academyoftruckdriving or Call Us at (510) 663-9030

Enrollment deadline is 15 days before class begins and subject to available seats at the time of enrollment

Morning & Afternoon Classes Offered

Morning: 8:00am – 12:00pm

Afternoon: 1:00pm – 5:00pm

How to Enroll

ATTEND AN ORIENTATION SESSION

Tuesdays, 3:00 p.m.

(except holidays & school closure dates – please see ATD Calendar)

Oakland Campus
2585 Buna Street, Bldg. 99
Oakland, CA 94607
510.663.9030

After the orientation session, prospective students may meet with an enrollment representative who may assist in completing enrollment forms and thoroughly explain financing programs, grants and scholarships.

BROWSE

www.aCDLdriver.com

Explore our website. Send us a message to contact you.

CALL

Oakland Campus
510.663.9030

Schedule an appointment with a student enrollment representative.

VISIT

2585 Buna Street, Bldg. 99
Oakland, CA 94607

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.