



# **SCHOOL CATALOG**

**January 1, 2022 - December 31, 2022**

10375 Beech Avenue, Suite B, Fontana, CA 92337  
Mailing Address: PO BOX 2895, Rancho Cucamonga, CA 91729  
(909) 429-8970 • (909) 434-0995 Fax  
[www.pilottruckingschool.com](http://www.pilottruckingschool.com)

A tour of the school and premises is available before enrollment. We encourage you to make an appointment with Pilot Trucking School at least 48 hours in advance.

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.

*Pilot Trucking School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. Pilot Trucking School is approved to operate by the bureau. Approval to operate means compliance with the state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.*

*Pilot Trucking School is not accredited by an accrediting agency recognized by the United States Department of Education (USDOE).*

### **MISSION AND OBJECTIVES:**

Pilot Trucking School's mission is to provide a student with a level of training, which is not only sufficient to prepare them for taking the Class A licensing exams, but also to make them aware of safety regulations in the trucking industry.

### **ADMISSIONS STANDARDS AND GRADUATION REQUIREMENTS:**

The school's only course, "Truck Driving" is designed to prepare students for taking the DMV's Class A licensing exam. One of the first steps to Admission is to pass an interview with school official(s).

Additional requirements for the Truck Driving program at Pilot Trucking School are:

- Be at least age 18 years of age
- Have English Language Proficiency according to the Department of Transportation standard
- Be able to pass the required US Department of Transportation (DOT) physical examination
- Be able to pass a required NIDA alcohol and Drug Screening (DOT)
- Have a valid driver license
- Provide a copy of your Motor Vehicle Record (MVR)
- Be physically capable of climbing in and out of vehicles used for teaching

#### **EXCEPTIONS:**

Students are not required to have passed the written or practical DMV exams, since that is part of what the course is preparing its students to take.

### **Eligibility for State Licensure:**

In order to work in the field of Truck Driving, you must have a Class A Commercial Driver's License that is issued through the Department of Motor Vehicles (DMV). To obtain a Commercial License, you must be able to:

1. Pass a written test conducted by the DMV
2. ELDT Course - passed with at least 80%
3. Completed a minimum of 15 hours of behind-the-wheel training (10 hours public & 5 hours range)
4. Pass a commercial vehicle inspection test (verbal and visual test) conducted by the DMV
5. Pass a commercial vehicle skills test (alley dock, straight line backing, parallel parking) conducted by the DMV
6. Pass a Road test conducted by the DMV

*In order to report gainful employment of its graduates, the job classification program Pilot Trucking School prepares its graduates for per the United States Department of Labor's Standard Occupational Classification codes is 53-0000 Transportation and Material Moving Occupations (Detailed Occupation level).*

### **ABILITY TO BENEFIT STUDENTS**

This training is determined by having the interested applicant pass all of the School's Admission requirements. All applicants must:

1. Have a "clean" DMV print-out. If there are infractions, a school official must review it to determine if there is anything in the record that can affect the ability to find work in the field.

### **TUITION CREDIT:**

Students with previous training may request tuition credit for study completed. Admissions Representative will interview the student, examine the appropriate records of early study, and decide about credit to be granted.

### **CREDIT FOR PRIOR EDUCATION AND TRAINING**

Prior education or training credit will not be applied to the Truck Driving Course. The transferability of credits you earn at Pilot Trucking School is at the complete discretion of an institution to which you may seek to transfer.

Pilot Trucking School will not give credit for prior experience.

Pilot Trucking School has not entered into an articulation or transfer agreement with any other college or university.

### **FEDERAL/STATE FINANCIAL AID PROGRAMS:**

Pilot Trucking School does not participate in federal or state financial aid programs.

## **ENROLLMENT PROCEDURES**

*Prior to enrollment, any student can take home a copy of the Pilot Trucking School Enrollment Agreement contract and return to fill it out at the second meeting.*

Applicants for admission to Pilot Trucking School must be interviewed after submitting the following documents:

1. A completed Application for Training
2. A copy of your motor vehicle record (MVR)

*\*Applicants that cannot produce copies of the documents required by the DMV will not be admitted on the basis they cannot meet the California Class A licensing requirements.*

When the documents are received, an Admissions Representative will interview the applicant, explaining the School's programs, career opportunities in the transportation industry, and review the admissions requirements.

The Representative will also assess the available information on the applicant to evaluate any previous training to determine if the applicant has already earned hours toward the School's programs tuition and attendance hours.

If the applicant qualifies for admission, they then fill out all necessary registration forms, pays the registration fee, and make arrangements to pay the program tuition and all other necessary fees.

## **ENGLISH LANGUAGE PROFICIENCY**

All courses at Pilot Trucking School are conducted in English. We do not offer any programs in English as a Second Language. English language proficiency will be determined by the student's English proficiency competence at the time of the student's interview with School official(s).

## **INTERNATIONAL STUDENTS**

At this time, Pilot Trucking School does not accept International Students.

"International student" when referring to students crossing borders from other countries for the specific purpose of studying.

## **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) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 non-collection 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.

*A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).*

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

The transferability of credits you earn at Pilot Trucking School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Truck Driving is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Pilot Trucking School to determine if your certificate will transfer.

Pilot Trucking School has not entered into an articulation or transfer agreement with any other college or university. Units earned in our Truck Driving program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Truck Driving program, in most cases, will not serve as a basis for obtaining a higher-level degree at another college or university.

### **PLACEMENT ASSISTANCE**

Pilot Trucking School provides full placement services for the benefit of its students. When students satisfactorily complete the program, they can use the services of our Job Placement office. The Placement Specialist will assist the student in setting up interviews, help students prepare employment applications meeting Federal Motor Carrier Safety Guidelines, and make the necessary contacts in locating employment opportunities for students.

Although no school, including Pilot Trucking School, can guarantee employment, we have established and continue to establish relationships with numerous companies within the transportation industry that place our graduates. We will assist students in finding placement for as long as they need assistance.

The School Calendar and Class Schedule: Pilot Trucking School holds day classes every day, Monday through Friday except for six regular holidays.

### **HOURS OF SERVICE AND TRAINING LOCATION:**

#### **CLASS TIMES:**

Class times are Monday - Friday 8:00 a.m. to 5:00 p.m. (1 hour lunch break).

#### **CLASS LOCATION:**

All classes are held at 10375 Beech Avenue, Suite B, Fontana, CA 92337.

#### **COURSE LENGTH:**

We offer 12 week (160 Truck Driving) course - HYBRID (Online & In Person).

The school also offers special sessions to students whose work hours prevent them from attending a regular day session. Students must arrange such special class schedule by an interview with the School Director. If a student enrolled late for a session already underway, the school will schedule a make-up class as available.

**NATIONAL HOLIDAYS OBSERVED:**

Pilot Trucking School observes the following national holidays. School will be closed on the following days:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Presidents' Day	Veterans Day
Cesar Chavez Day	Thanksgiving - Thursday & Friday
Memorial Day	Christmas Eve & Christmas Day

**CANCELLATIONS**

You have the right and the option to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, whichever is later.

Cancellation shall occur only when given a **written notice** of cancellation by hand delivery, email, mail or phone call. You will be given the cancellation date during enrollment. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. If the student wants to obtain refund of charges paid, information about refunds can be seen below under **REFUNDS**

If Pilot Trucking School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, Pilot Trucking School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

**WITHDRAWAL**

You have the right to withdraw from a course of instruction at any time within the student's enrollment agreement period after the seventh day of enrollment. Withdrawal shall occur only when given a **written notice by hand delivery.**

Pilot Trucking School will remit a refund less a registration fee, if applicable, not to exceed \$300.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. Information about refunds can be seen below under **REFUNDS.** For a list of these charges, see the list on pg. 10.

**REFUNDS:**

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

Refunds shall occur only when given a **written notice** of refund with signature of student within the enrollment agreement period. You can only do this by hand delivery. The student will be entitled to a refund based upon the proportion of the course remaining, to only those who have completed 60% or less of the program. The following table would apply:

(See Attached Hypothetical Table)

HOURS	PERCENT	REFUND
32	20%	(Tuition Fee - \$300.00 Registration) - 20% = <i>80% Refund</i>
64	40%	(Tuition Fee - \$300.00 Registration) - 40% = <i>60% Refund</i>
96	60%	(Tuition Fee - \$300.00 Registration) - 60% = <i>40% Refund</i>

The Prorate Refund is based upon the proportion of the course not completed within the active enrollment agreement period. For example, if students pay the \$4995.00 tuition fee in advance and withdraws after the 32 hours, the tuition refund would be \$3,696: (\$4,500.00 minus the \$300.00 Registration fee) minus 20% hrs completed. Refunds are processed automatically and are paid within 30 days.

Excused absences on an examination day will result in 0% grade for that examination. If excused, the student may take the examination on the first day back in class and receive up to 90% value of the examination.

**MAKE UP WORK:**

A student may be granted the privilege of making up missed assignments. When permitted, make up work should be completed in advance when a student knows he or she will be absent. A maximum time frame of 4 weeks' length of the course is allowed to complete the course.

**ATTENDANCE POLICY:**

Students will be required to check in for attendance on iPad. Additional attendance detail will be recorded on the student's activity record by staff.

**LEAVE-OF-ABSENCE POLICY:**

Any student needing time off must get permission from the school president or vice presiden in writing for any leave-of-absence.

**PROBATION AND DISMISSAL POLICY:**

Due to the shortness of the course, there are suspension policies. Dismissal policies fall into one of three categories: 1) Attendance, 2) Student Conduct, and 3) Academic performance.



## ATTENDANCE

Students must be present for their scheduled use of equipment. Make-ups for time spent on equipment will be limited, if available at all. Students that miss enough classes so as to not be evaluated for any area covered on the student's activity record, will be dismissed from the course due to lack of attendance.

## STUDENT CONDUCT

It is expected that students will conduct themselves so as to not interfere with the learning environment of the other students. Disruptive conduct will cause the student to receive an oral warning from staff for the first offense, a written warning from the school for the second offense, and a written notice of dismissal from the school for any subsequent offense.

In addition to class conduct, students are expected to operate all equipment in a safe and lawful manner. Failure to do so will result in the student receiving an oral warning from staff for the first offense, a written warning from the school for the second offense, and a written notice of dismissal from the school for any subsequent offense. In some cases, student equipment conduct may be so reckless as to warrant an immediate dismissal from the school without any oral or written warning. Such cases will be determined by the discretion of the instructor, and subject to appeal where the president and/or vice president will make a final ruling on the matter.

## ACADEMIC PERFORMANCE

In order for students to be able to receive most of the instruction relating to actual truck driving, students will be required to obtain a Class A permit. The DMV will issue this permit upon passing the written exam portion of the licensing procedure. Pilot Trucking School provides study and review time for the DMV written exam in its course, to aid students in obtaining their permit. If the student decides to continue with the instruction, but still fails to pass the written exam by the end of the third week of the course, the student may be dismissed for academic reasons. Pilot Trucking School believes this policy will maximize the opportunity for the student to correct academic performance deficiencies, while at the same time, maximize any refund due, if the student can no longer demonstrate the ability to pass the course.

## REQUIREMENTS FOR GRADUATION:

In order to graduate from either course, students must successfully complete their program of studies in accordance with the grade requirements discussed herein and not be in violation of any policy, which, may result in termination. Students must also successfully pass the written, verbal inspection, skills and driving tests at DMV in order to complete graduation requirements. Students must maintain a grade of 70% and not be on probation at graduation time.

Grades are evaluated as follows:

Grade meaning	Percentage range	Grade Point
A= Excellent	90-100	4.0
B= Above Average	80-89	3.0
C= Satisfactory	70-79	2.0
F= Failing	Below 70	0.0

**FINANCIAL INFORMATION**

This section of the catalog gives you specific information about the costs of enrolling in the Pilot Trucking School program. This includes the tuition costs for the separate study programs and the required fees. At the end of this section is the School's refund policy for the students who withdrew from the program.

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

**TUITION AND FEES FOR 12 WEEK, TRUCK DRIVING 160 (HYBRID):**

<b>Schedule of Total Charges: 12 Week, Truck Driving 160 (HYBRID)</b>		<b>Schedule of Estimated Total Charges: 12 Week, Truck Driving 160 (HYBRID)</b>	
<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Registration	<b>\$250.00</b>	Registration	<b>\$250.00</b>
Tuition	<b>\$4092.00</b>	Tuition	<b>\$4092.00</b>
Student Tuition Recovery Fund	<b>\$12.50</b>	Student Tuition Recovery Fund	<b>\$12.50</b>
DMV Permit	<b>\$85.00</b>	DMV Permit	<b>\$85.00</b>
Tools: School Handouts - Airbrakes Inspection Handout - Pre Trip Inspection Handout	\$2.25 \$2.25 <hr/> <b>Total \$5.50</b>	Tools: School Handouts - Airbrakes Inspection Handout - Pre Trip Inspection Handout	\$2.25 \$2.25 <hr/> <b>Total \$5.50</b>
Theory Course - ELDT	<b>\$400.00</b>	Theory Course - ELDT	<b>\$400.00</b>
Supplies & Materials - Study Guides for Permit - Student Portal: Training Videos- Reference (Air Brakes & Pre-Trip Inspection - DMV Preparation Guide	\$10.00 \$25.00 \$15.00 <hr/> <b>Total \$50.00</b>	Supplies & Materials - Study Guides for Permit - Student Portal: Training Videos- Reference (Air Brakes & Pre-Trip Inspection - DMV Preparation Guide	\$10.00 \$25.00 \$15.00 <hr/> <b>Total \$50.00</b>
Other: D.O.T. Physical & Drug Screening - Physical Exam - Drug Screening	\$50.00 \$50.00 <hr/> <b>Total \$100.00</b>	Other: D.O.T. Physical & Drug Screening - Physical Exam - Drug Screening	\$50.00 \$50.00 <hr/> <b>Total \$100.00</b>
DMV Retest	(not included)	*DMV Retest (optional)	<b>\$37.00</b>
<b>Total Cost:</b>	<b>\$4995.00</b>	<b>Total Cost:</b>	<b>\$5032.00</b>

Name	Distance from Pilot Trucking School	Cost (Approximate)
Hilton Garden Inn Fontana	2.2 miles	\$123.00 - \$189.00/Night*
America's Best Value Inn	2.8 miles	\$107.10/Night*
Econo Lodge	3.0 miles	\$126/Night*
Days Inn Fontana/Rialto	5.9 miles	From \$67.10/Night*
Comfort Inn	9.3 miles	\$99.00 - \$149.00/Night*

### HOUSING:

Pilot Trucking School does not provide student housing, nor does it have any dormitory facilities under its control. Pilot Trucking School does not have the responsibility to find or assist a student in finding housing. However, accommodations are available in the area. Below is a list of hotels in the immediate area:

\*Prices subject to change

### COMPLAINT AND GRIEVANCE PROCEDURE:

The following procedure is adopted to file a complaint or grievance:

1. Notify your instructor of your complaint within two days of the incident.
2. If the complaint is not resolved, submit your complaint in writing to the School Director within five days of the incident.
3. If the School Director does not resolve your complaint, a student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Within forty-eight hours from the receipt of the student's written complaint, administration will schedule a conference with the student. The student will be notified that he or she has the right to attend the conference and to bring with them anyone that was a witness to the incident. During the conference, the school administration will review the complaint and make a determination as to what steps should be taken to address the issue. Within forty-eight hours of the conference, the student will be notified of a decision in writing.

**FACULTY AND QUALIFICATIONS:**

Name	Title	Qualifications
Ana Martinez	Owner / President	Twenty-eight years of experience as the school co-owner Twenty-eight years of experience in administrative functions Twenty years of experience in the Trucking field
Vanessa Davis	Owner / Vice President	Two years of experience as the school co-owner Ten years of experience in Management Five years of experience in the Trucking field
Bryan Martinez	Executive Secretary	15 years in administrative/education functions
Jorge Williams	Instructor	Twenty years with a Commercial Driver's License Has driven Over-the-Road for three and a half years
Raul Rodriguez	Instructor	Ten years of training/supervision roles Commercial Driver's License
Alexandra Trejo	Instructor	Four years of training/education roles Commercial Driver's License
Alejandro Dueñas	Instructor	Eight years of training roles Commercial Driver's License

**COURSE SYLLABUS**

The truck driving course will review material covered in the DMV permit exam as well as hands on training in the following areas: backing skills, brake inspection (to familiarize driver with system), coupling/uncoupling skills, docking skills, defensive driving techniques, emergency equipment and procedures, engine and transmission description (to familiarize driver with different systems), gauge readings, inspection (pre-trip), log book requirements, parallel parking, safety procedures, shifting, steering and turns. Students must pass DMV permit exam to continue with course.

The objective for the course is to assist students in preparing for the DMV Class A license practical driving test. Additional instruction is provided to assist students in preparing for the DMV Class A permit. It is anticipated that most students taking this course intend to become professional truck drivers.

**COURSE: 12 WEEK, 160-HOUR TRUCK DRIVING PROGRAM - HYBRID****WEEK 1 (30 hours)**

- Class orientation, begin preparation for Class A permit written exam.
- Review DMV manual.
- Review study resources.
- Take DMV Class A permit written exam at DMV.
- ELDT Online Theory Class

- WEEK 2 (30 hours)  
ELDT Online Theory Class  
Pre-Trip Inspection & Air Brakes Inspection
- WEEK 3 (10 hours)  
Review Pre-Trip Inspection & Air Brakes Inspection  
Beginning maneuvers such as forward stop and straight line backing.
- WEEK 4 (10 hours)  
Review Pre-Trip Inspection & Air Brakes Inspection  
Beginning maneuvers such as forward stop and straight line backing.
- WEEK 5 (10 hours)  
Continuation of maneuvers such as parking, backing, turns and safety.
- WEEK 6 (10 hours)  
Continuation of maneuvers such as parking, backing, turns and safety.
- WEEK 7 (10 hours)  
Continuation of maneuvers such as parking, backing, turns and safety.
- WEEK 8 (10 hours)  
Review Pre-Trip Inspection & Air Brakes Inspection  
Continuation of maneuvers such as parking, backing, turns and safety.
- WEEK 9 (10 hours)  
Additional practical driving and maneuvers.  
On-The-Road driving.
- WEEK 10 (10 hours)  
Additional practical driving and maneuvers.  
On-The-Road driving.
- WEEK 11 (10 hours)  
Additional practical driving and maneuvers.  
On-The-Road driving.
- WEEK 12 (10 hours)  
Additional On-the-Road driving and maneuvers.  
Course review and testing.

**TEXT AND VIDEOS:** *California Commercial Driving Handbook, in-house videos (including school video of inspection of inside, outside of vehicle, & safety regulations)*

## **CURRICULUM**

### **PART 1**

Orientation, California Commercial Driver License, Company rules and regulations.

### **PART 2**

ELDT Online Theory Class that includes: Proper loading, weight distribution, cargo securing and hazardous material, basic documents, over dimension loads, bills of lading, delivery receipt, trip planning, map reading, trip reports, personal health and safety, visual search communications, speed management, space management, extreme driving conditions, safe operating procedures, night driving, hazardous perception, emergency maneuvers, skid control, accident reporting, fire prevention, staying awake, permits, ports of entry, logs.

### **PART 3**

Getting to know the vehicle: frames, axles and suspensions, diesel engines, intake, lube cooling system, electrical system, fuel systems, air brake systems, transmissions, drive train, pre-trip inspection, brake test, cornering, backing, parallel parking, coupling and uncoupling, visual search.

### **PART 4**

Road range, shifting, right, and left turns, speed and space management, light traffic, moderate traffic, heavy traffic, on road off-ramps, freeway and highway driving.

## **OBJECTIVES**

### **PART 1**

The objective of the first part is to familiarize each student with the Department of Transportation and rules and regulations, prepare each student for the California Commercial Driver License written exam including driver knowledge, hazardous materials, double and triple trailers, and tanker endorsements.

### **PART 2**

The objective of the second part of Heavy Duty Truck Driving is to ensure the student has basic knowledge of map reading, trip planning, log knowledge, understanding the proper attitude toward safety.

### **PART 3**

The objective of the third part of Heavy Duty Truck Driving is to introduce the student to control through skill maneuvering, speed and space management, pre-trip and post-trip inspections, and development of visual skills. Students perform straight-line backing, parallel parking, docking, forward stop, and 90 degree turns.

### **PART 4**

The objective of the fourth part of Heavy Duty Truck Driving is to implement and practice city driving areas, right and left turns in stop and go traffic, practice of visual search, shifting skill in light to moderate traffic, driving highways, interstates and rural routes, practicing safe driving techniques

**FACILITIES AND EQUIPMENT:**

The Pilot Trucking School facility was built in 1980. A physical description of the facility has been attached with a schedule of rooms by dimensions, including bathrooms. The classroom is 400 square feet, with a maximum student capacity of 15. The building is 1200 square ft in total. A three-acre lot is used for students to practice inspection and skills tests in preparation for testing at DMV.

The classroom contains tables, chairs and a black board. The library needs are minimal since the majority of the instruction will be “hands on” training for truck driving. The library is virtually within the Student Portal. All current students have free access to the library and its resources during school duration. All these resources meet all the academic needs of the school’s students.

The types of equipment and materials used for instruction include:

- California Commercial Driving Handbook
- Inspection & Skills handouts
- Digital Media demonstrations
- Tractor-trailers for hands-on instruction

**DISTANCE EDUCATIONAL PROGRAM:**

Due to the nature of the Truck Driving training program, Pilot Trucking School does not offer a distance educational program. Training for this program requires the student be physically present to receive hands-on instruction in order to obtain a Commercial Drivers License (CDL) through the Department of Motor Vehicles.

**STUDENT SERVICES:**

Pilot Trucking School offers placement assistance for students. The student will be assigned to a Placement Specialist. The Placement Specialist will assist students with the following services:

- a) How to prepare an employment application as required by Federal Motor Carrier Safety Regulations,
- b) Schedule Transportation Company recruiters for presentations and interviews,
- c) Review employment applications and send to companies,
- d) Follow up of hire eligibility for which applied,
- e) Schedule company orientation upon successful hire,
- f) Provide local employment base information and schedule interviews.

**STUDENT RECORDS RETENTION:**

Student records will be maintained at the main office in a locked filing cabinet and will be kept for a minimum of five years. Once these files exceed the available space in the main office, student records in excess of five years may be indexed and archived in a storage facility where such records are typically kept.

Student transcripts are kept permanently.

Upon written request by the student and by supervised appointments during business hours, a student can review their academic records, including grades and attendance.

*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. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.*

Pilot Trucking School updates this Student Catalog annually. 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.

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