

# DAVE TRUCK DRIVING SCHOOL

## davetruckdrivingschool.com

“Become a Professional Truck Driver”



1 - on - 1 Focused Training

Instructors with 15+ yrs of Experience

Flexible and Extended Class Hours

Effective Dates: May 1, 2024 through April 31, 2025  
Revised April 2024

### Contact Info:

**Office Address:** 2945 Ramco Street #170 West Sacramento CA 95691, USA

**Yard Address:** 3501 First St, West Sacramento, CA 95691, USA

**Phone:** ( +1)916-380-1218

**Email:** [gettingmycdl@gmail.com](mailto:gettingmycdl@gmail.com)

**Website –** [davetruckdrivingschool.com](http://davetruckdrivingschool.com)

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# OVERVIEW

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- Our School is conveniently located in West Sacramento, CA. With easy on/off access to I-80 and Hwy 50.
- Due to our proximity to West Sacramento DMV, our students have the advantage of learning to drive on DMV exam routes.
- Our School opened our doors in 2020 as a non- accredited institution with just one truck and trailer.
- In 2021-2022, 280 Students tested for the Commercial driver license exam at the DMV. 276 obtained their commercial driver license on their 1st attempt.
- All Instructors have a minimum of 15yrs experience – from local deliveries in Major Cities throughout the U.S. to Long Distance across the country, OTR.
- Our commitment to our students is proven by our results, our small class size and experienced instructors is what sets our school apart.
- Our Flexibles and extended hours allow students to work around their busy schedules.
- We utilize some of the most basic equipment and teach students all the skills required to keep it practical.
- School Teaching Methods – Classroom or Open Air - One on One
- We don't believe in short term relationships but long term hence our team works hard to create employment opportunities for all.
- School focus is safety and unlike other schools which are geared towards just CDL.
- Upon graduation, job placement opportunities are offered to all students including students with challenges.

# ABOUT

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Dave's School of Truck Driving is a leading institution in preparing high-quality truck drivers. Initially starting with just one truck and one instructor in a modest office space in West Sacramento, California, the school aimed to deliver comprehensive training programs for entry-level truck drivers. Dave envisioned a school that would not only offer practical skills but also instill professional values and industry knowledge crucial for a successful career in commercial driving.

## Purpose and Philosophy

Dave's School of Truck Driving is dedicated to equipping students with the skills and knowledge necessary for entry-level positions in the trucking industry. Our programs are designed around the California Commercial Driver Handbook as a framework, ensuring that students receive training that aligns with state and federal standards. The curriculum integrates essential information from the California Commercial Motor Vehicle Safety Program, making sure our graduates are fully prepared for their Commercial Driver License (CDL) exams.

Our programs emphasize safety and professionalism, incorporating guidelines from the Department of Transportation (DOT) Safety Rules & Regulations and the Federal Motor Carrier Safety Regulations Manual (FMCSR). We also include standards from significant professional organizations to ensure our training is relevant and comprehensive.

## Educational Objectives

At Dave's School of Truck Driving, our primary educational objective is to prepare students for entry-level or advanced positions as commercial drivers. We also offer specialized and continuing education programs to enhance career opportunities within the commercial driving sector.

### Primary Objectives:

- Equip students with comprehensive knowledge of commercial driving rules and regulations.

- Train students in safe driving practices and adherence to professional standards.

- Ensure students are prepared for the CDL exams and entry-level commercial driving positions.

### Secondary Objectives:

- Offer specialized and continuing education programs as value-added components for career growth.



Provide additional training aligned with emerging industry trends and technological advancements.

## Commitment to Excellence

Dave's School of Truck Driving continually seeks to align its training programs with evolving federal and state standards. By maintaining high completion and placement rates, the school demonstrates its dedication to producing proficient, safety-conscious drivers ready to meet the needs of the trucking industry.

## Locations

- Administrative Office, Classrooms and Library Resource Center are located at 2945 Ramco Street #170 West Sacramento CA 95691, USA.

Yard Address: 3501 First St, West Sacramento, CA 95691, USA

# COURSE SYLLABUS FMSCA

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{Ed Code §94909 (a) (6)}

All programs are designed to lead to positions in a profession, occupation, trade, or career field requiring the Commercial Driver's License (Class A or B).

According to California's Commercial Driver Handbook, in order to get a CDL Lerner's Permit, applicants must be at least 18 years old and must have a valid driver license. To get a California CDL, applicants must be at least 18 years old for intrastate driving and must be at least 21 years old for interstate driving. Applicants must also supply the following: completed CDL application, true full name, an approved Medical Exam Report Form, an acceptable birth date/legal presence document, social security card, a certificate of driving skill, and the application fee. Additional details can be found in the California Commercial Driver Handbook: [dmv.ca.gov](http://dmv.ca.gov) or by calling 1-800-777-0133

## Program Title: Entry level CDL Class A (SOC-53-3032 & SOC-53-3033)

### Program Description

- ELDT Training – Basic Operations
- Safe operating procedures
- Advanced operating procedures
- Vehicle System Reporting Malfunctions
- Non-Driving Activities
- 1 – on – 1 personal training
- Classes 45 mins/day

### Educational Objectives

- General Knowledge Class A
- Air Brakes
- Combination
- Endorsements if enrolled – Additional 40hrs
- Pre -Trip – Exterior / Interior / Air Brakes
- Control and operate the equipment in a safe and competent manner.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Follow appropriate safety procedures for transporting dangerous goods.
- Inspect loads to ensure that cargo is secure.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.

- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Crank trailer landing gear up or down to safely secure vehicles.

### Length of Program

- This is a 6-week course.
- Clock Hours Required: 90 Hours
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### Modes of Instruction

- In-person classroom and practical Training in the practice yard.

### Curriculum Author and Credentials

- The curriculum has been developed by the Department of Motor Vehicles and undergoes continual change.
- The institution's CAO has responsibility for integrating the DMV changes into our lessons plans.

## Program Title: Entry level CDL Class B: (SOC-53-3032 & SOC-53-3033)

### Program Description

- ELDT Training – Basic Operations
- Safe operating procedures
- Advanced operating procedures
- Vehicle System Reporting Malfunctions
- Non-Driving Activities
- 1 – on – 1 personal training
- Classes 45 mins/day

### Educational Objectives

- General Knowledge Class B
- Air Brakes
- Combination
- Endorsements if enrolled – Additional 40hrs
- Pre -Trip – Exterior / Interior / Air Brakes

- Control and operate the equipment in a safe and competent manner.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Follow appropriate safety procedures for transporting dangerous goods.
- Inspect loads to ensure that cargo is secure.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Crank trailer landing gear up or down to safely secure vehicles.

### Length of Program

- This is a 6-week course.
- Clock Hours Required: 90 Hours

### Modes of Instruction

- In-person classroom and practical Training in the practice yard.

### Curriculum Author and Credentials:

- The curriculum has been developed by the Department of Motor Vehicles and undergoes continual change.
- The institution's CAO has responsibility for integrating the DMV changes into our lessons plans.

# OUTLINE OF SUBJECT MATTER

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## Entry Level Driving Training Program (Classroom/Online)

### Description

- Instruction that occurs in a non-vehicle setting that facilitates multiple numbers of students at one time.

### Learning Objectives

- Identify major components of the commercial motor vehicle.
- Discuss safety rules to be observed in class, in yard, and on the highway.
- Articulate and discuss minimum requirements for graduation.
- Articulate and discuss methods of trainee evaluation.
- Capable of map reading, trip planning, maintaining a logbook, and cargo documentation.
- Prepared and scheduled to take the written DMV exam for Class A driver.

Week	Focus Area	Hours/Week	Activities and Skills Covered	Cost (USD)
1	Introduction & Basic Operations	15	Classroom theory on basic driving operations, vehicle components, DMV handbook review. Introduction to the vehicle and yard training basics.	\$1,250
2	Advanced Operations	15	Advanced driving techniques in the yard, focusing on maneuvering, parking, and reversing. Continued classroom learning on traffic laws and regulations.	\$1,250
3	Pre-Trip Inspections	15	Detailed sessions on pre-trip inspections for different vehicle components. Simulated exercises in the yard to practice inspection routines.	\$1,250
4	Safety Procedures & Regulations	15	Classroom sessions on safety standards, emergency procedures, and hazardous materials handling. Practical exercises in applying these regulations in controlled scenarios.	\$1,250
5	On-the-Road Driving	15	On-the-road driving practice, focusing on real-world driving skills, route planning, and log keeping. Supervised driving in various traffic conditions.	\$1,250

6	Review & Examination Preparation	15	Comprehensive review of all topics covered. Mock tests and skill assessments in the yard. Final preparations for the DMV driving test and written examination.	\$1,250
<b>Total</b>	<b>Summary of Program</b>	<b>90</b>	<b>Complete training encompassing theoretical knowledge and practical driving skills required for Class A or Class B CDL.</b>	<b>\$7,500</b>

{CEC § 94909 (a)(9) in conjunction with CEC}

## Behind the Wheel: Total 15hrs by CA Law

### Description

- For yard, instruction occurring outside a classroom that does not involve actual operation of the vehicle and its components.
- For on the road, instruction that occurs in a vehicle that facilitate no more than three students at one time.

### Learning Objectives

- For yard, inspect and determine the condition of critical vehicle components, including the instruments and controls; seat adjustment; engine and drive train; chassis and suspension; steering system; braking system; tires wheels and rims; lighting and signaling system, coupling system; emergency equipment; and cargo securing devices.
- For yard, perform pre-trip inspections in a regular, systematic sequence that is accurate, uniform, and time efficient Review previous day's post-trip inspection report to verify corrections.
- For yard, verify that load distribution on trailer fits within regulations.
- For yard, select proper sizes of chain, cable, nylon webbing, steel strapping, or rope. Explain the possible consequences and penalties of improperly completed documentation.
- For yard, back and park into restricted areas with appropriate tolerances; backing in straight and curved lines; and parking at docks, to within three feet of the dock.
- For yard, back tractor into trailer kingpin slowly, at right level, and with appropriate force; check coupling and pin engagement.
- Know the importance of making all visual checks to the sides and rear of the vehicle. Monitor overtaking traffic to be aware of vehicles behind and in blind spots.

- Planning and preparation for your trip.
- Proper vehicle maintenance and inspections.
- Using proper techniques to start your vehicle.
- Proper driving techniques.
- Reducing idle time.

## Evaluation

- Pass/fail scores are utilized for all skills examinations, quizzes, and the written final examination.
- Students must receive passing grades on all skills examinations and achieve an 80% or better on the final
- Participation and attendance. Student will be evaluated throughout the program.
- The student's final grade will be calculated by the following grading scale.
- Students who receive less than 80% on the final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.
- A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student will not be allowed back to class will not be eligible to take the state licensing exam and will not be entitled to a refund.



GRADING SCALE	PERCENTAGE
Participation/Attendance	20%
Midterm	20%
Final Exam	30%
Skills	30%
<b>Total</b>	<b>100%</b>

PASS/FAIL		
Type	Grade Scale	Grade
Quizzes/Final	80 and Above	<b>Pass</b>
Quizzes/Final	79 and Below	<b>Fail</b>
Skills Assessment	90 and Above	<b>Pass</b>
Skills Assessment	89 and Below	<b>Fail</b>

### Evaluation Policies:

- Grades are awarded on a pass/fail basis. Students must achieve a “pass” rating on all quizzes and skill demonstrations.

### Grading Policy for Pass/Fail Standards on Quizzes:

- All students will be required to achieve a cumulative score of pass on all quizzes in order to qualify to take the final exam.

### Grading Policy for Pass/Fail Standard on Final Exam:

- All students will be required to score a pass on final exam to qualify for a completion certificate.

### Grading Policy for Pass/Fail standard on Skill Examinations:

- All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam.
- All students must have passing marks on all skills in order to qualify to take the final skills exam.

- The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted.
- Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skill's understanding.
- All students will be required to pass the final skills examinations with 90% proficiency.
- The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.
- Grading Policy for Pass/Fail Standards on Attendance/Participation:
- Students are required to attend at least 90% of the scheduled hours.
- It is important for the school to be notified when a student is not able to attend class.
- It is the student's responsibility to inquire about make- up work for both classroom lectures and laboratory sessions.

## Attendance/Participation Grading Rubric

GRADE/ POINTS	4	3	2	1
<b>ATTENDANCE/ PROMPTNESS</b>	Student is always prompt and regularly attends classes.	Student is late to class once every two weeks and regularly attends classes	Student is late to class more than once every two weeks and regularly attends classes	Student is late to class more than once a week and/or has poor attendance of classes
<b>LEVEL OF ENGAGEMENT IN CLASS</b>	Student proactively contributes to class by offering ideas and asking questions more than once per class.	Student proactively contributes to class by offering ideas and asking questions once per class.	Student rarely contributes to class by offering ideas and asking questions.	Student never contributes to class by offering ideas and asking questions.
<b>LISTENING SKILLS</b>	Student listens when others talk, both in groups and in class. Student incorporates or builds off of the ideas of others.	Student listens when others talk, both in groups and in class.	Student does not listen when others talk, both in groups and in class.	Student does not listen when others talk, both in groups and in class. Student often interrupts when others speak.
<b>BEHAVIOUR</b>	Student almost never displays disruptive behaviour during class.	Student rarely displays disruptive behaviour during class.	Student occasionally displays disruptive behaviour during class.	Student almost always displays disruptive behaviour during class.

**PREPARATION**

Student is almost always prepared for class with assignments and required class materials.

Students is usually prepared for class with assignments and required class materials.

Students is rarely prepared for class with assignments and required class materials.

Students is almost never prepared for class with assignments.

# EQUIPMENTS

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*(5 CCR § 71810(b)(9) in conjunction with 5 CCR § 71735 )*

Students enrolling into the programs are trained with

- 2014 Freightliner M2-104 Automatic Transmission
- 2012 Freightliner Cascadia Manual Transmission
- 2012 Trailer 28 Foot
- 2 Boat Trailers

# INSTRUCTIONAL STAFF

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Mr. Nirup Dave	Faculty Director	25 years of business management
Ms. Tara Guerrero	Chief Instructor	24 years Driving Experience
Mr. Alberto Valzuez	Instructor	17 years Driving Experience

# REVIEWS

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"My dreams are going to come true thanks to Dave's 1 on 1 school of trucking. No other school would work with my hectic schedule, Dave's down to earth attitude and real life experience allowed me the flexibility and time to ace my test. Thank you Dave. Mrs.Tara coached and trained me every step of the way . Amazing wonderful woman. I wouldn't of been able to pass at any other school"

**Joe Bateman**



"I really enjoyed this school . The instructor was very informative, and I would recommend this school to any and all of my family and friends."

**Richard Latham**



"Dave is a good teacher ... He puts an effort to teach his students the CDL ... Also I found a flexibility schedule in the School.. Thank you ??"

**Mustafa Bayati**



"Great school with a very knowledgeable staff. Terra helped me out a lot with remembering everything, I was nervous but I passed and feel much more confident now. Thank you"

**Gio Martosich**



"A wonderful school, I was able to get my permit within a few days. Dave is an amazing teacher who manages his students well, we all got more than enough truck time and I was able to get my CDL (class a license) within a months time. 10/10 would recommend this school."

**Anthony Martin**



"Great school and great instructors. Had no experience with a trailer and learned how to master backing one up in just a few days. Everyone is very knowledgeable and will get you on the path to pass with no trouble. Excellent school."

**Nick Moll**



# ENROLLMENT AGREEMENT POLICY

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- An Enrollment Agreement (EA) is processed when the applicant is determined to be qualified for training, has completed all admissions requirements/directives/steps, financial obligations are fully addressed/identified, requests for transfer have been addressed and the applicant's start date is within a reasonable time of the signing of the Enrollment Agreement.
- A reasonable time may include the day of the class start. The completed Enrollment Agreement with required signings by the applicant is forwarded to the West Sacramento Financial Services Administrator for final review and approval after which, the Enrollment Agreement is complete.
- A "Notice of Student Rights to Cancel" informing the students of their right to cancel the Enrollment Agreement is communicated to each student and additionally submitted to each student prior to enrollment.
- 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. *[CEC § 94909 (a)(3)(B)]*

# DISENROLLMENT POLICY

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Student will be disenrolled for the following:

- A. Any student that misses more than 3 sessions of behind the wheel training.
- B. Aggressive behavior described as unacceptable language, confrontational behavior
- C. etc.
- D. Damage to property.
- E. Intoxication of any kind.

Excused absence- Only health related must have letter from primary care physician.

# COMPLETE FEE'S STRUCTURE FOR CLASS A

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Activity	Description	Fees
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes.	1500.00
Online and Yard school registration	Registration	1500.00
FMSCA Clearing House	DOT physical & Drug testing and maintenance	500.00
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	2500.00
On The Road	CA10 Hrs OTR.	1500.00
<b>Total</b>		<b>7500.00</b>

# COMPLETE FEE'S STRUCTURE FOR CLASS B

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Activity	Description	Fees
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes.	<b>1500.00</b>
Online and Yard school registration	Registration	<b>1500.00</b>
FMSCA Clearing House	DOT physical & Drug testing and maintenance	<b>500.00</b>
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	<b>2500.00</b>
On The Road	CA10 Hrs OTR.	<b>1500.00</b>
<b>Total</b>		<b>7500.00</b>

# ADDITIONAL COURSES FEE'S STRUCTURE

Activity	Description	Fees
Manual Transmission	Limited to 5 hrs training plus DMV exam	<b>3100.00</b>
Tow Truck Special	CA 15 Hrs Special DMV Truck Rental not included Automatic Only Pre Requisites apply call for details	<b>3500.00</b>
Working Class Special	ELDT / BTW -No Prerequisites -Conditions apply	<b>4100.00</b>
Truck Rental	No tuition - given	<b>600.00</b>

# CAMPUS CLASS SESSION/TRAINING SITES

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*as per CEC § 94909 (a)(4)*

Class Room Session	<b>Office Address:</b> 2945 Ramco Street #170 West Sacramento CA 95691, USA
Practical Sessions	<b>Yard Address:</b> 3501 First St, West Sacramento, CA 95691, USA

## GRADUATION CERTIFICATE SAMPLE

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# EOP POLICY

## THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING



Civil Rights  
Department  
STATE OF CALIFORNIA

**CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).**

### THINGS YOU NEED TO KNOW

#### 1. Does California law protect transgender and gender nonconforming employees from employment discrimination?

Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways.

Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

#### 2. Does California law protect transgender and gender nonconforming employees from harassment at work?

Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a gender-nonconforming employee by the wrong pronouns or name.

#### 3. Does California law protect employees who complain about discrimination or harassment in the workplace?

Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint – to their supervisor, human resources staff, or CRD – by cutting their shifts.

#### 4. If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them?

Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms

and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment.

#### 5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?

Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law.

#### 6. Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression?

Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.

#### 7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?

No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery.

Want to learn more?

Visit: <https://bit.ly/3hTG1EO>

### TO FILE A COMPLAINT

#### Civil Rights Department

[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation?  
CRD can assist you with your complaint.



# FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE



Civil Rights  
Department  
STATE OF CALIFORNIA



**Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.**

Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period for:

- the employee's own serious health condition;
- the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employee ("designated person"); or
- the birth, adoption, or foster care placement of a child.

If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary, among other circumstances.

**Eligibility.** To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees.

**Pay and Benefits During Leave.** While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department.

Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer.

**Pregnancy Disability Leave.** Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

**Reinstatement.** Both CFRA leave and pregnancy disability leave contain a guarantee of reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law.

**Notice.** For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member), the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

**Certification.** Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member.

Want to learn more?

Visit: [calcivilrights.ca.gov/family-medical-pregnancy-leave/](http://calcivilrights.ca.gov/family-medical-pregnancy-leave/)

**If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).**

## TO FILE A COMPLAINT

### Civil Rights Department

[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.





Civil Rights  
Department  
STATE OF CALIFORNIA

# CALIFORNIA LAW PROHIBITS WORKPLACE **DISCRIMINATION & HARASSMENT**

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- **ANCESTRY**
- **AGE** (40 and above)
- **COLOR**
- **DISABILITY** (physical, developmental, mental health/psychiatric, HIV and AIDS)
- **GENETIC INFORMATION**
- **GENDER EXPRESSION**
- **GENDER IDENTITY**
- **MARITAL STATUS**
- **MEDICAL CONDITION** (genetic characteristics, cancer, or a record or history of cancer)
- **MILITARY OR VETERAN STATUS**
- **NATIONAL ORIGIN** (includes language restrictions and possession of a driver's license issued to undocumented immigrants)
- **RACE** (includes hair texture and hairstyles)
- **RELIGION** (includes religious dress and grooming practices)
- **REPRODUCTIVE HEALTH DECISIONMAKING**
- **SEX/GENDER** (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- **SEXUAL ORIENTATION**



# CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT



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## THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK.

### HARASSMENT

1. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.
2. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.
3. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

### DISCRIMINATION/REASONABLE ACCOMMODATIONS

1. California law prohibits employers with five or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment.
2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.
3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hairstyles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job.

### ADDITIONAL PROTECTIONS

California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include:

1. Specific protections and hiring procedures for people with criminal histories who are looking for employment
2. Protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace

3. Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies
4. Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law)
5. Up to four months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition
6. Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction)
7. Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD

### REMEDIES/FILING A COMPLAINT

1. The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.
2. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: if you believe you have been harassed, you may file a complaint with CRD.
3. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

**If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).**

### TO FILE A COMPLAINT

Civil Rights Department  
[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)  
Toll Free: 800.884.1684 / TTY: 800.700.2320  
California Relay Service (711)

Have a disability that requires a reasonable accommodation?  
CRD can assist you with your complaint.

The Fair Employment and Housing Act is codified at Government Code sections 12900-12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1.

Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.



# YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE



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## IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.

### YOUR EMPLOYER\* HAS AN OBLIGATION TO

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

### FOR PREGNANCY DISABILITY LEAVE

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.
- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

### NOTICE OBLIGATIONS AS AN EMPLOYEE

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

### ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child\*\*, or for your own serious health condition or that of your child, parent\*\*\*, spouse, domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family-like relationship with the employee ("designated person"). Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

### TO FILE A COMPLAINT

Civil Rights Department  
[calcivilrights.ca.gov/complaintprocess](http://calcivilrights.ca.gov/complaintprocess)  
Toll Free: 800.884.1684 / TTY: 800.700.2320  
California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

For translations of this guidance, visit:  
[www.civilrights.ca.gov/posters/required](http://www.civilrights.ca.gov/posters/required)

\*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more.

\*\* "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis.

\*\*\* "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.





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# SEXUAL HARASSMENT

## THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment by a person of the same gender, regardless of either person's sexual orientation or gender identity.

## THERE ARE TWO TYPES OF SEXUAL HARASSMENT

1. **"Quid pro quo"** (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
2. **"Hostile work environment"** sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

## BEHAVIORS THAT MAY BE SEXUAL HARASSMENT

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
5. Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
6. Physical touching or assault, as well as impeding or blocking movements





## Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with CRD within three years of the last act of harassment or retaliation. CRD serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes.

If CRD finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Notice has been issued.

## EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisor or agents. Employees accused of harassment, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

## ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

1. Distribute copies of this document or an alternative writing that complies with Government Code 12950. This document may be duplicated in any quantity.
2. Post a copy of the CRD employment poster "California Law Prohibits Workplace Discrimination and Harassment."
3. Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023.

### The policy must:

- Be in writing.
- List all protected groups under the FEHA.
- Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
- Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
- Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor.
- That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and / or a complaint hotline; and/ or access to an ombudsperson; and/

or identification of CRD and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.

- Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).
  - Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
  - Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.
4. Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
    - Printing the policy and providing a copy to employees with an acknowledgment form for employees to sign and return.
    - Sending the policy via email with an acknowledgment return form.
    - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
    - Discussing policies upon hire and/or during a new hire orientation.
    - Using any other method that ensures employees received and understand the policy.
  5. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.
  6. In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. All employees must be trained by January 1, 2023. New supervisory employees must be trained within six months of assuming their supervisory position, and new non-supervisory employees must be trained within six months of hire. Employees must be retrained once every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

## CIVIL REMEDIES

1. Damages for emotional distress from each employer or person in violation of the law
2. Hiring or reinstatement
3. Back pay or promotion
4. Changes in the policies or practices of the employer

To schedule an appointment, contact the Communication Center below.

If you have a disability that requires a reasonable accommodation, the CRD can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below.

## TO FILE A COMPLAINT

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- Dave Truck driving school does not discriminate based on race, color, sexual orientation, gender, nationality, creed, or ethnic origin in the administration of its operational & educational policies, its admission policies, and in the administration/delivery of its programs/trainings.
- The current list of protected categories under FEHA includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. See Cal. Gov't Code § 12940(a).
- The new regulations also now provide the following definitions: “gender expression” means a person’s gender-related appearance or behavior, whether or not stereotypically associated with the person’s sex at birth; “gender identity” means a person’s identification as male, female, a gender different from the person’s sex at birth, or transgender; “sex” includes pregnancy, childbirth, medical conditions related to pregnancy, childbirth, or breast feeding, gender identity, and gender expression; “sex stereotype” means an assumption about a person’s appearance or behavior, or about an individual’s ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual’s sex; and “transgender” means a person whose gender identity differs from the person’s sex at birth. Cal. Code Regs. title. 2 § 11030(a)-(e) (2019).

# ADMISSION POLICIES

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## REQUIREMENTS

In order to be accepted for training as an entry-level truck driver, an applicant must:

- Be at least 18 years of age (minimum age for interstate driving is 21).
- Read, write and comprehend English.
- Accepted documentation for English language proficiency includes standardized tests such as the Test of English as a Foreign Language (TOEFL) or equivalent assessments. { 5 CCR § 71810 (b)(4)}
- Please Note: The institute does not provide English as a Second Language (ESL) programming
- Present a Social Security Card and/or Resident Alien Card, if applicable
- Not be a foreign student. Please Note: We do not admit students from other countries. Additionally, we do not provide visa services or vouch for student status. For more information, please contact our admissions office.

## LANGUAGE OF ENROLLMENT AGREEMENT

- The enrollment agreement shall only be written in the English language.
- The school's recruitment activities that lead to enrollment shall only be conducted in the English language.
- The enrollment agreement shall only be written in the English language and instruction shall only be provided in the English language.
- If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.
- The student is encouraged to bring a friend or relative to the school who is bi-lingual (English and the language in question) and the school representative will provide a clear explanation of the terms and conditions and all cancellation and refund policies to the fluent English speaker so that, in turn, that individual may provide that information to the interested student.

## FEDERAL & STATE FUNDING

The Institute is not approved by the U.S. Department of Education to participate in Federal Financial Aid Title IV programs (i.e., Federal Student Loans or Grants), nor is it

approved by the California Student Aid Commission to participate in the Cal Grant programs

## PAYMENT OF TUITION FEES

For short-term programs designed to be completed in one term or four months, whichever is less, The Institute may require payment of all tuition and fees on the first day of instruction. This requirement does not apply to any funds received through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

## PRIVATE INSTITUTIONAL LOANS

The Institute may not provide private institutional loan funding to a student where indebtedness exceeds the total charges for the current period of attendance. At the student's option, The Institute may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

## CONSUMER LOANS

The Institute complies with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code when making consumer loans to students.

“if the student defaults on a federal or state 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.”

# STUDENT SERVICES

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## Placement Services

Note: The Institute makes no guarantee of employment to prospective or enrolled students; however, The Institute will make every effort to support students and graduates in finding gainful employment related to their training program. All students, present and past, are eligible to use these services.

Our Institute is partner with

- [SAIA](#)
- [Pacific Petroleum](#)
- [Swift](#)
- [Western Transport Logistics](#)
- [Schneider](#)
- [Amazon Logistics](#)

## Library Services

*(5 CCR § 71810(b)(10) in conjunction with 5 CCR § 71740)*

The institution maintains a number of reference books, other pertinent publications, and ipads with Internet access at the campus for use by students and faculty. In addition, the institution provides students and faculty with access and instruction to online reference materials such as Federal and State rules and regulations of the truck driving industry, DMV practice tests, and web-based tutorials related to job preparation and job seeking.

Library Resource Center are located at 2945 Ramco Street #170 West Sacramento CA 95691, USA. It is open during at all times the administrative offices are open. And can be accessed directly.

## Dormitory/Housing Policy {5 CCR § 71810 (b)(13)(A), 5 CCR § 71810 (b)(13)(B)}

The Institute has no dormitory facilities under its control. No dormitory facilities are provided, nor is the school responsible for finding or assisting the student in finding housing facilities. The available housing facilities is located at a reasonable distance from the campus. The cost for these accommodations ranges from approximately \$34 to \$150 per night.

## STUDENT RECORD MANAGEMENT {5 CCR § 71810 (b)(15)}

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- **Academic Records Retention:** An official academic record is maintained permanently for each student, either physically or electronically, at the Administrative offices. Current student files are only accessible at campus locations during the student's attendance and no records are maintained or archived at campus locations after the student has completed or left their program, other than a digital or electronic copy.
- **Access to Records:** Students have the right to inspect their academic or financial records at any time. They must submit a signed request to review their records
- **Financial Records:** Financial records for each student are maintained indefinitely following the student's graduation, withdrawal, or termination. These records include a complete log of tuition charges, payments, refunds, and other financial transactions.
- **Confidentiality and FERPA Compliance:** Student records are confidential and handled in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), ensuring students' rights to privacy regarding their educational records .An official academic record is maintained permanently as required for each student either physically or electronically at the Administrative offices. Current student files are only available at campus locations during attendance. No records are maintained/archived at campus locations after a student has either completed her/his program or has left her/his program, other than a digital or electronic copy.

## Probation, Dismissal, and Leave of Absence Policies

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### Probation Policy { CEC § 94909 (a)(8)(C) }

Probation may be assigned to a student for unprofessional conduct or failure to maintain satisfactory academic progress or attendance requirements. The probationary period varies by program. During probation, a Probation Advisement Notification Form is issued, which outlines a plan for the student to improve performance. Failure to achieve the required GPA by the end of the probation period results in termination, and re-enrollment is at the discretion of the school.

### Dismissal Policy { CEC § 94909 (a)(8)(E) }

Students may be dismissed for excessive absences or tardiness as it would occur in the trucking industry. Specifically:

- Attendance below 80% per week allows continued enrollment only with the approval of the Director of Operations.
- Attendance below 50% at the midterm point results in automatic termination.
- Three excused absences are allowed, but the missed time must be made up prior to training completion .

### Leave of Absence Policy

A Leave of Absence (LOA) may be granted under limited conditions such as medical issues affecting the student or their immediate family, military service requirements, or jury duty. Generally, only one LOA is allowed per student in any twelve-month period, limited to a thirty-day period. However, in extreme circumstances, more than one LOA can be granted, provided that the combined leaves do not exceed 180 days within the 12-month period. Failure to return from an LOA is considered a withdrawal, and the school's refund policy is applied accordingly .

# REFUND AND CANCELLATION & REFUND CALCULATION POLICIES

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## REFUND POLICY

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to Section 94919(c), 94920(d), or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

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

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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. (CEC 94911(f)).

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.

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.

## CA STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

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. Ste 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.



## ACADEMIC CREDIT TRANSFER POLICIES

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

- The transferability of credits you earn at Nirup’s University of Skills DBA Dave School of Truck Driving is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs 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 Nirup’s University of Skills DBA Dave School of Truck Driving to determine if your certificate will transfer.
- Nirup’s University of Skills DBA Dave School of Truck Driving does not have any transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

“NOTICE CONCERNING THE ACCEPTANCE OF, OR TRANSFERABILITY OF CREDITS EARNED AT OTHER INSTITUTION OR CHALLENGE EXAMINATIONS AND ACHIEVMENT TESTS, CLOCK HOURS AND CREDENTIALS EARNED AT OTHER INSTITUTIONS TO/BY Nirup’s University of Skills DBA Dave School of Truck Driving” {ED CODE §94909 (A) (8)} {CEC § 94909 (a)(8)(A) in conjunction with 5 CCR § 71770}

- Acceptance of Credits Earned at Other Institutions:
  - The institution does not accept credits earned at other institutions.
- Challenge Examinations and Achievement Tests
  - The institution does not accept credits earned through challenge examinations or achievement test.
- Ability-to-Benefit Students
  - Admission to our programs requires students to meet specific ability-to-benefit criteria, ensuring they have the capacity to succeed in their chosen field of study
- Transfer and Articulation Agreements:
  - The institution has not entered into any articulation or transfer agreements with any other college or university.

"NOTICE CONCERNING THE ACCEPTANCE OF CREDIT/CLOCK HOURS FOR PRIOR LEARNING/EXPERIENTIAL LEARNING": {5 CCR §71770 (C)} { 5 CCR § 71810 (b)(7) in conjunction with 5 CCR § 71770 (c)}

- Assessment Policies and Procedures:
  - The institution does not award credit for prior experiential learning.
- Provisions for Appeal:
  - Since the institution does not award credit for prior experiential learning, there are no provisions for appeal related to such credits.
- Charges
  - As the institution does not award credit for prior experiential learning, there are no charges associated with the assessment or awarding of such credits.

# REGULATORY INFORMATION: APPROVALS & DISCLOSURES & DISCLAIMERS

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## APPROVALS

### CA State Approval: Bureau for Private Postsecondary Education (BPPE)(CEC § 94909 (a)(2))

- Nirup's University of Skills DBA Dave School of Truck Driving is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5,CCR. 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, website: [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free phone(s): (888)-370-7589 or (916) 574-8900, or by fax: (916) 263-1897

## DISCLOSURES

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

### Bankruptcy Statement Disclosure(CEC § 94909 (a)(12))

- Pursuant to the California Education Code Section 94909(a)(12), every institution is required to include in the school catalog a statement specifying its Bankruptcy status. Nirup's University of Skills DBA Dave School of Truck Driving has no pending petition in bankruptcy, nor is it operating as a debtor in possession, or has filed a petition within the preceding 5 years. This institution has had no petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy as filed a per Code (11 U.S.C. Sec:1101 et seq.).

## BPPE Complaint Requirement

- Required CA Bureau of Private Postsecondary Education (BPPE) Student Complaint Policy/Process: {5 CCR §71810 (b)} Student Complaint Procedures/Resolution & Student Rights: BPPE Requirement: {5 CCR §71810(b)(14)}
- In accordance with the CA Regulations Relating to the Approval of Vocational and Non-Degree Granting Schools, Agents and Agencies, and the Student Tuition Recovery Fund (if applicable), any complaint received by the School must be reviewed and resolved within 30 days after it was first made by the student. Of note, an individual may submit a complaint to the Bureau of Private Postsecondary Education at any time. The School's internal complaint policy is as follows:
- Pursuant to {5 CCR §71810(b)(14)}, persons seeking to resolve problems or complaints may contact the instructor in charge in an effort to resolve complaints as soon as possible. If a complaint made to an instructor is not resolved to the student's satisfaction, student may submit a complaint in writing to the Training Coordinator. The Training Coordinator will log the complaint on to a "Student Complaint Form" and will begin an investigation. If the complaint is not resolved to the student's satisfaction, the student may submit the complaint in writing to the Director of Operations. The Director of Operations will contact the Training Coordinator and the student and any other relevant individuals to investigate the complaint and to resolve the issue(s). The Director of Operations will notify both the Training Coordinator and student in writing of the results of the investigation and determinations that have been made. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov). {Ed Code §94909 (a) (3) (C)}

# COMPLAINT/GRIEVANCE POLICY

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## Student Rights and Grievance Policy {5 CCR § 71810 (b)(14)}

Our school has established a comprehensive complaint and grievance policy to provide students with a structured method to voice and resolve complaints. This policy outlines the steps a student should follow if they have a grievance:

**Initial Contact:** Students are encouraged to first discuss their concerns directly with the instructor responsible for the relevant area. If the issue remains unresolved,

**Written Complaint:** Students may then submit a written complaint to the Chief Instructor. Mail on [gettingmycdl@gmail.com](mailto:gettingmycdl@gmail.com)

**Escalation:** If the complaint remains unresolved after the Training Coordinator's review, the student can escalate the issue to the Faculty Director

**Final Decision:** The final decision made by the Faculty Director is communicated in writing to both the student and the involved school staff.

This process ensures that students have multiple avenues to seek resolution, from informal discussions to formal written complaints, with multiple levels of escalation available within the organization.

For any further queries or unresolved issues, students may also contact the Bureau for Private Postsecondary Education. The complaint policies include specific forms and contact information for these procedures.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. If the complaint is not resolved to the student's satisfaction, student may submit a complaint in writing at the email [gettingmycdl@gmail.com](mailto:gettingmycdl@gmail.com)

## For Yolo County WIOA Program

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### Non-Refundable Items in our Programs

There are no, non-refundable items in our programs

### Pre Training Testing and/or Education Assessment

The school does not require any drug testing or educational assessment. Potential employment partners may require drug testing or education assessment

### Enrolment Requirements

Applicants must possess a valid Class C license and have the ability to comprehend the English language. Please note that the school does not provide assistance to those who do not meet this requirement.

### DOT Physical

DOT Physical is a mandatory test. The school pays for the test and if the student doesn't qualify, the school will refund YoloWorks the entire \$7000.00. Students who enrol through WIOA are not required to pay anything. In addition, our institute also pays for Hazmat background and TWIC cards for qualifying students at NO additional COST to WIOA or the student .

**Dave's School of Truck Driving**  
**Yard:** 3501 1st West Sacramento **Office/Classroom:** 2945 Ramco Street #170  
West Sacramento 95691  
Tel 916-380-1218  
(Instruction is provided at the address above)

**Enrollment Agreement  
Student**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_  
Program Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Program Scheduled Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Period Covered by the Enrollment Agreement**

Scheduled Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Scheduled Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ **Class A Commercial Driver's License** Program requires **90** clock hours. Upon successful completion of the program, you will be awarded the following certificate from this institution.

**OR**

☐ **Class B Commercial Driver's License** Program requires **90** clock hours. Upon successful completion of the program, you will be awarded the following certificate from this institution.

**Break-Down of Programs Class A or Class B:**

<b>Entry Level Driver Training Course</b>	<b>Online/Classroom</b>	<b>75 Hours.</b>
<b>Skills</b>	<b>In Yard</b>	<b>5 Hours.</b>
<b>On the Road</b>	<b>Public Road</b>	<b>10 Hours</b>

**STUDENT'S RIGHT TO CANCEL**

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to gettingmycdl@gmail.com. The institution shall make the refund as per the calculation consistent with the California Code of Regulations.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 2945 Ramco street # 170 west sac or by email to gettingmycdl@gmail.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. **No refund would be provided after completion of 60 percent of Course.**

**Student Tuition Recovery Fund Disclosures.**

"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

### **Dave's School of Truck Driving**

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.”

#### **Nonrefundable Charges**

STRF Fee: This fee is nonrefundable after the cancellation period unless a student cancels their enrollment before this period ends.

Registration Fee: Nonrefundable except during the initial cancellation period where a full refund can be obtained if the student cancels enrollment.

#### **Notice:**

A student or any member of the public may file a complaint about the 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 Website at [www.bppe.ca.gov](http://www.bppe.ca.gov). Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.



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West Sacramento 95691  
Tel 916-380-1218

(Instruction is provided at the address above)

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student's Initials \_\_\_\_\_ "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

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

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

**Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. You must exercise your right to cancel or withdraw on or before this date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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. (CEC 94911(f)).

- 1) 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 that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.
- 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.

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 Tel 916-380-1218  
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### “NOTICE”

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.”

### FEES

#### COMPLETE FEE'S STRUCTURE FOR CLASS A

Activity	Description	Fees
<ul style="list-style-type: none"> <li>Textbooks and materials</li> <li>Online and Yard school registration</li> <li>FMSCA Clearing House</li> </ul>	<ul style="list-style-type: none"> <li>DMV handbooks, Hazmat, Tankers, online theory classes.</li> <li>Registration</li> <li>DOT physical &amp; Drug testing and maintenance</li> </ul>	1,500.00 1,500.00 500.00
<ul style="list-style-type: none"> <li>Behind The Wheel Training</li> </ul>	<ul style="list-style-type: none"> <li>Behind The Wheel Training.</li> <li>5 Hours of Yard Training.</li> </ul>	2,500.00
<ul style="list-style-type: none"> <li>On The Road</li> </ul>	<ul style="list-style-type: none"> <li>CA10 Hrs. OTR.</li> </ul>	1,500.00
<b>Total</b>		7,500.00

#### COMPLETE FEE'S STRUCTURE| FOR CLASS B

Activity	Description	Fees
<ul style="list-style-type: none"> <li>Textbooks and materials</li> <li>Online and Yard school registration</li> <li>FMSCA Clearing House</li> </ul>	<ul style="list-style-type: none"> <li>DMV handbooks, Hazmat, Tankers, online theory classes.</li> <li>Registration</li> <li>DOT physical &amp; Drug testing and maintenance</li> </ul>	1,500.00 1,500.00 500.00
<ul style="list-style-type: none"> <li>Behind The Wheel Training</li> </ul>	<ul style="list-style-type: none"> <li>Behind The Wheel Training.</li> <li>5 Hours of Yard Training.</li> </ul>	2,500.00
<ul style="list-style-type: none"> <li>On The Road</li> </ul>	<ul style="list-style-type: none"> <li>CA10 Hrs. OTR.</li> </ul>	1,500.00
<b>Total</b>		7,500.00

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** \_\_\_\_\_

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:** \_\_\_\_\_

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \_\_\_\_\_

The terms and conditions of this agreement are not subject to amendment or modification by oral agreement. I, the undersigned, purchaser of the program of training, have read, understand, and agree to the terms and conditions contained herein and with my signature. I certify having received an exact copy of this agreement, a copy of the school catalog and school performance fact sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this agreement.

**I understand that this is a legally binding contract.** My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

**X Student's Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_/\_\_\_\_/\_\_\_\_

**School Official's Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_/\_\_\_\_/\_\_\_\_

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**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2022 & 2023**

Class B Commercial Driver's License – 6 Weeks

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	5	5	5	100%
2023	3	3	3	100%

Student's Initials: N.I. Date: 05-11-2025

Initial only after you have had sufficient time to read and understand the information.

**150% TABLE OPTIONAL ↓**

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	5	5	5	100
2023	3	3	3	100
**20XX				
**20XY				

\*\*Included if the program is more than one year in length.

Student's Initials: N.I. Date: 05-11-2025

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	5	5	5	5	100
2023	3	3	3	3	100

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (Insert how student can obtain this information.)

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	5	5
2023	0	3	3

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	5	0	5
2023	3	0	3



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**License Examination Passage Rates** *(includes data for the two calendar years prior to reporting)*

First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy	04/15/22	1	1	1	0	100
mm/dd/yyyy	05/15/22	4	4	4	0	100
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: N.I.D Date: 05/11/25

Initial only after you have had sufficient time to read and understand the information.

OR

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	5	5	5	0	100
2023	3	3	3	0	100

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: N.I.D Date: 05/11/25

Initial only after you have had sufficient time to read and understand the information.



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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	5	5
2023	3	3

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2022	6	6
2023	3	3

Student's Initials: NID Date: 05-11-25

Initial only after you have had sufficient time to read and understand the information.

IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: NID Date: 05-11-25

Only initial after you have had sufficient time to read and understand the information.

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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

Students at NAME OF INSTITUTION are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

NAME OF INSTITUTION is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: ND Date: 05-11-2025

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

NIRUP DAVE  
Student Name - Print

[Signature]  
Student Signature

[Signature]  
School Official

05-11-2025  
Date

05-11-2025  
Date



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### Salary and Wage Information (includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2022	5	5				5	
2023	3	3				3	

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: ND Date: 05/11/25

Initial only after you have had sufficient time to read and understand the information.

### Cost of Educational Program

Total charges for the program for students completing on time in 20XX: \$XX,XXX \$ 7500  
Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 20XY: \$XX,XXX \$ 7500  
Total charges may be higher for students that do not complete on time.

Student's Initials: ND Date: 05/11/25

Initial only after you have had sufficient time to read and understand the information.

### Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 20XX/XY receiving federal student loans to pay for this program.	The percentage of graduates in 20XX/XY who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 20XX/XY graduates who took out federal student loans at this institution.
2022		0	0	0
2023	0	0	0	0

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.



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- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

**DELETE "\*" STATEMENT IF NOT APPLICABLE ↓**

\* = This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program began on MM/DD/YYYY. As of MM/DD/YYYY, two full years of data for this program will be available.

**Definitions**

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- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.

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- Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12point type and 1.15 spacing.
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*[Copy and paste the institution's cancellation disclosure from the Enrollment Agreement and include it with your SPFS]*



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**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2022 & 2023**

**Class A Commercial Driver's License – 6 Weeks**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2022	78	75	75	96
2023	278	270	260	93

Student's Initials: MD Date: 05-11-2025

Initial only after you have had sufficient time to read and understand the information.

**150% TABLE OPTIONAL ↓**

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2022	78	75	75	96
2023	278	270	260	93
**20XX				
**20XY				

\*\*Included if the program is more than one year in length.

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	78	78	70	65	83
2023	278	270	260	265	92

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. (Insert how student can obtain this information.)

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)****Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	22	43	65
2023	10	245	255

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	65	0	65
2023	255	0	255



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**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	55	65
2023	90	255

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2022	0	0
2023	0	0

Student's Initials: MD Date: 05-11-2025  
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**IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
mm/dd/yyyy		80	80	78	2	97.5
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy	04/15/22					
mm/dd/yyyy	05/15/22	190	190	187	3	98
mm/dd/yyyy						
mm/dd/yyyy						
mm/dd/yyyy						

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: N.D Date: 05-11-2025

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OR

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	75	75	65	10	87
2023	270	270	265	5	98

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

Student's Initials: N.D Date: 05-11-2025

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)****Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2022	65	65				65	
2023	255	255				255	

A list of sources used to substantiate salary disclosures is available from the school. (Insert how student can obtain this information.)

Student's Initials: M.D Date: 05-11-2025

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**Cost of Educational Program**

Total charges for the program for students completing on time in 2022: \$7500

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on time in 2023: \$7500

Total charges may be higher for students that do not complete on time.

Student's Initials: M.D Date: 05-11-2025

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**Federal Student Loan Debt**

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 20XX/XY receiving federal student loans to pay for this program.	The percentage of graduates in 20XX/XY who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 20XX/XY graduates who took out federal student loans at this institution.
2022		N/A		
2023	N/A			

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.



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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**OR – ONE OF THE FOLLOWING IF THE INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:**

Students at **NAME OF INSTITUTION** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**NAME OF INSTITUTION** is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: N.D Date: 05-10-2025

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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

NIRUP DAVE  
Student Name - Print

  
Student Signature

  
School Official

05-10-25  
Date

05-10-25  
Date

**DELETE "NEW" STATEMENT IF NOT APPLICABLE ↓**

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- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

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