

Bus & Truck  
*Advance*  
Driving School



ADVANCE BUS AND TRUCK DRIVING SCHOOL  
INSTITUTION CATALOG

JANUARY 1, 2024 through DECEMBER 31, 2024

115 N. Sutter St. Stockton, CA 95202  
Satellite: 5484 W. Highway 12, Lodi, CA 95242  
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Period Covered by Catalog: 04/01/2024 to 12/31/2024

Revised: 04/01/2024 ©

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## **DISCLOSURE STATEMENTS**

The catalog is updated at least once a year or whenever changes to policies take place. It is the policy of the institution to provide a copy of the latest catalog to all prospective students. The catalog shall be provided to each potential student or interested person upon request via an office visit, on the internet at our website, or by mail.

ABTDS is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR, California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

ABTDS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a bankruptcy petition within the preceding five years or had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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.

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, P.O. Box 980818, West Sacramento, CA 95798-0818, Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone and Fax #'s (888) 370 7589 or (916) 874-8900, or by fax (916) 263-1897.

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).

## **MISSION STATEMENT**

It is the mission of Advance Bus and Truck Driving School to provide excellent training to individuals who desire to obtain a Class A or Class B commercial driver license as a career need. Our experienced, knowledgeable, and friendly staff will help motivate, encourage, and inspire our clients to be the very best drivers possible by utilizing industry standard equipment and individual focused training.

Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills as professional heavy vehicle drivers. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in today's transport industry.

## **OBJECTIVES**

- To provide the student with the skill to pass the Commercial Driver's License exam;
- To provide the student with the ability to safely operate a Class A or Class B vehicle; and
- To encourage and foster the value of life-long learning in our students.

## **TRAINING FACILITIES**

ABTDS is located at 115 N. Sutter St., Stockton, CA 95203. This office allows for private meetings and consultation and is where enrollment and recordkeeping takes place. Training takes place at our satellite training facility located at 5484 W. Highway 12, Lodi, CA 95242. The satellite facility is located in an area typical to the Trucking Industry. Training is Instructor led with classroom space allowing for seating of 8-12 students for instructional purposes. There are separate restrooms for men and women as well as available space for student parking. There is secured space to allow for the training of commercial vehicle backing skills. The facilities and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire, safety, building safety, handicapped access, and health.

## **EQUIPMENT**

Classroom tools will consist of:

- J.J. Keller Truck Driver Training Series:
  - Backing
  - Coupling
  - Shifting
  - Rural and City Driving
  - Hazardous Materials
  - American Motor Association Video
  - Safe Driving for Commercial Vehicles
  - Video Communications
  - Dual Air Systems
  - Tail Swing on Buses
  - Left and Right Turns for Buses
- FMCSA website (<http://www.fmcsa.dot.gov/>)
- Overhead Projector
- Dry Erase Board
- Tables and Chairs

Behind the Wheel tools are of industry standards:

- 10 Speed Semi Tractor, GVWR 33K lbs.
- Single & Dual Axle
- Sliding Fifth Wheel
- Industry Standard Transit Bus, GVWR 28K lbs., 40 Passenger capacity
- 24" Safety Cones

As the demands of the industry change we will modify our equipment and training tools as necessary to meet industry standards.

## **LIBRARY**

While traditional library resources are not necessary to complete our training programs, our facility offers a library for the purpose of the student's educational enrichment. It is located in a room adjacent to our classroom and consists of a study desk and free access to a computer as well as any industry related magazines, books, or pamphlets we may have available. Use of the library is free to all students. Students shall gain access by requesting from the school staff a timeslot to utilize the library. Material in the library cannot be removed. All other training related resources are provided to the student as part of the curriculum, in the classroom, or hands on training. Tutoring is available upon request at no additional cost and will be scheduled according to Instructor availability.

## **FACULTY AND STAFF**

### **Woodrow Lucas-CEO/COO/CAO/Instructor**

Woodrow has over 15 yrs. Of commercial driving experience and over 20 yrs. Of management and superior customer service training. He has developed training programs on behalf of fortune 500 companies as well as public sector agencies and school districts within the State of California. His success is largely attributed to excellent organizational and communication skills. His commitment to excellence will insure that ABTDS will provide the commercial driving industry the best qualified entry level drivers for years to come!

### **Francis Gaines- Instructor**

Francis Gaines has been driving commercially for over 6 years. She utilizes her driving knowledge, safe driving experience, and people skills to teach new drivers that a career as a professional driver is very valuable and life changing.

## **PROGRAM DESCRIPTIONS**

The following programs are designed to lead to employment as a commercial licensed driver and passing the State of California CDL exam. ABTDS does not offer any programs that are accredited by any accrediting agency recognized by the U.S. Department of Education. A degree will not be issued or obtained by completing any of the programs we offer. There are no internships or externships for any of the offered programs upon completion. Attendance Requirement of 70% or 3.0 GPA (80%) Academic Requirement must be met for completion of the training program. Upon successful completion of the training program a Certificate of Completion will be issued.

### **SUPER SESSION COMMERCIAL DRIVER'S CLASS A WITH PASSENGER ENDORSEMENT (196 Clock Hours)**

Classroom: 70 hours, Practical Training: 126 hours

(The allotted hours may be modified to support the success of each student).

This program is a comprehensive training program designed to provide the necessary training to pass the California Department of Motor Vehicle exam and obtain a Class A license with passenger endorsement. The program includes 160 Hours Class A Commercial Driver's License training and 36 Hours Bus/Passenger Endorsement Training. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and covers the following areas:

### **CLASSROOM (THEORY INSTRUCTION)**

- Basic Operation
- Safe Operating Procedures
- Advanced Operation Practices
- Vehicle Systems and Reporting Mal-functions
- Non-Driving Activities

### **CLASSROOM (THEORY INSTRUCTION) - Passenger Endorsement**

- Post-Crash Procedures
- Other Emergency Procedures
- Vehicle Orientation
- Pre-Trip, En-route and Post-Trip Inspection
- Fueling
- Baggage and/or Cargo Management
- Passenger Safety Awareness Briefing
- Passenger Management
- Americans With Disabilities Act (ADA) Compliance
- Hours of Service (HOS) Requirements
- Safety Belt Safety
- Distracted Driving
- Railroad (RR)-Highway Grade Crossings and Drawbridges
- Weigh Stations
- Security and Crime
- Roadside Inspections
- Penalties and Fines

### **BEHIND THE WHEEL – RANGE**

- Vehicle Inspection Pre-Trip/En-route/Post-Trip
- Straight Line Backing
- Alley Dock Backing (45/90 Degree)
- Off-Set Backing
- Parallel Parking Blind Side
- Parallel Parking Sight Side
- Coupling and Uncoupling

### **BEHIND THE WHEEL - PUBLIC ROAD**

- Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
- Shifting/Transmission
- Communications/Signaling
- Visual Search
- Speed and Space Management

- Safe Driver Behavior
- Hours of Service (HOS) Requirements
- Hazard Perception
- Railroad (RR)-Highway Grade Crossing
- Night Operation
- Extreme Driving Conditions
- Skid Control/Recovery, Jackknifing, and Other Emergencies

### **BEHIND THE WHEEL - Passenger Endorsement**

This BTW training consists of exercises related to basic vehicle control skills and mastery of basic maneuvers necessary to operate the vehicle safely. Activities in this unit will take place on a driving range or a public road.

- Vehicle Orientation
- Pre-Trip, Enroute, and Post-Trip Inspection
- Baggage and/or Cargo Management
- Passenger Safety Awareness Briefing
- Passenger Management
- Railroad-Highway Grade Crossings

Training will be provided on an industry standard 10 speed tractor and a minimum 28 ft. trailer, as well as a 40-passenger transit bus with air brakes. Both shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle. Attendance Requirement of 70% (137 clock hours) or Academic Requirement of 3.0 GPA (80%) for all coursework is required for completion.

Upon successful completion of the program and passing the Commercial Driver's License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3021 Bus Driver Transit and Intercity
- 53-3041 Taxi Drivers and Chauffeurs
- 53-3033 Driver/Sales Workers and Truck Drivers
- 53-3032 Heavy and Tractor-Trailer Truck Drivers
- 53-7051 Industrial Truck And Tractor Operators

The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. The exams must be completed within the first 2 available test dates. After the 2 initial uses additional fees will be charged and use will be scheduled as available by the school.

### **ADVANCED COMMERCIAL DRIVER'S CLASS A (160 Clock Hours)**

Classroom: 54 hours, Practical Training: 106 hours

(The allotted hours may be modified to support the success of each student).

This program is a comprehensive training program designed to provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain a Class A license. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry as an entry level truck driver. The training program will be instructor led and cover the follow areas:

**CLASSROOM (THEORY INSTRUCTION)**

- Basic Operation
- Safe Operating Procedures
- Advanced Operation Practices
- Vehicle Systems and Reporting Malfunctions
- Non-Driving Activities

**BEHIND THE WHEEL – RANGE**

- Vehicle Inspection Pre-Trip/En-route/Post-Trip
- Straight Line Backing
- Alley Dock Backing (45/90 Degree)
- Off-Set Backing
- Parallel Parking Blind Side
- Parallel Parking Sight Side
- Coupling and Uncoupling

**BEHIND THE WHEEL - PUBLIC ROAD**

- Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
- Shifting/Transmission
- Communications/Signaling
- Visual Search
- Speed and Space Management
- Safe Driver Behavior
- Hours of Service (HOS) Requirements
- Hazard Perception
- Railroad (RR)-Highway Grade Crossing
- Night Operation
- Extreme Driving Conditions
- Skid Control/Recovery, Jackknifing, and Other Emergencies

Training will be provided on an industry standard 10- speed tractor and a minimum 28 ft. trailer. The equipment shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle. Attendance Requirement of 70% (112 clock hours) or Academic Requirement of 3.0 GPA (80%) for all coursework is required for completion.

Upon successful completion of the program and passing the Commercial Driver's License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3033 Driver/Sales Workers and Truck Drivers
- 53-3032 Heavy and Tractor-Trailer Truck Drivers
- 53-7051 Industrial Truck And Tractor Operators

The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. The exams must be completed within the first 2 available test dates. After the 2 initial uses additional fees will be charged and use will be scheduled as available by the school.

## **ADVANCED COMMERCIAL DRIVER'S CLASS B TRUCK OR BUS (128 Clock Hours)**

Classroom: 44 hours, Practical Training: 84 hours

(The allotted hours may be modified to support the success of each student).

This program is a comprehensive training program designed to provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain a Class B license. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and cover the follow areas:

### **CLASSROOM (THEORY INSTRUCTION)**

- Basic Operation
- Safe Operating Procedures
- Advanced Operation Practices
- Vehicle Systems and Reporting Malfunctions
- Non-Driving Activities

### **BEHIND THE WHEEL – RANGE**

- Vehicle Inspection Pre-Trip/En-route/Post-Trip
- Straight Line Backing
- Alley Dock Backing (45/90 Degree)
- Off-Set Backing
- Parallel Parking Blind Side
- Parallel Parking Sight Side

### **BEHIND THE WHEEL - PUBLIC ROAD**

- Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
- Shifting/Transmission
- Communications/Signaling
- Visual Search
- Speed and Space Management
- Safe Driver Behavior
- Hours of Service (HOS) Requirements
- Hazard Perception
- Railroad (RR)-Highway Grade Crossing
- Night Operation
- Extreme Driving Conditions
- Skid Control/Recovery, Jackknifing, and Other Emergencies

Training will be provided on an industry standard 10- speed tractor or 40' passenger bus. The equipment shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle. Attendance Requirement of 70% (89 clock hours) or Academic Requirement of 3.0 GPA (80%) for all coursework is required for completion.

Upon successful completion of the program and passing the Commercial Driver's License Exam, the

graduate will qualify for employment in the following job classifications:

- 53-3021 Bus Driver Transit and Intercity
- 53-3041 Taxi Drivers and Chauffeurs
- 53-3033 Driver/Sales Workers and Truck Drivers
- 53-7051 Industrial Truck And Tractor Operators

The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. The exams must be completed within the first 2 available test dates. After the 2 initial uses additional fees will be charged and use will be scheduled as available by the school.

### **ADVANCED REFRESHER PROGRAM CLASS A OR B (60 Clock Hours)**

Classroom: 4 hours, Practical Training: 56 hours

(The allotted hours may be modified to support the success of each student).

This program is designed for individuals with either prior commercial driving experience or individuals that are currently employed or seek to have employment where commercial driving may not be the primary function of their job (i.e. PGE, Railroad, tree trimming, etc.). It will provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain either a Class A or B license. The training program will be instructor led and will cover the following areas.

#### **CLASSROOM (THEORY INSTRUCTION)**

- Endorsement Training

#### **BEHIND THE WHEEL – RANGE**

- Inspection Drills
- Parking/Backing

#### **BEHIND THE WHEEL - PUBLIC ROAD**

- Driving Controls
- Shifting
- Communications/Signaling
- Visual Search
- Speed and Space Management
- Safe Driver Behavior
- Hazard Perception
- Railroad (RR)-Highway Grade Crossing

Training will be provided on an industry standard 10- speed tractor and/or a minimum 28ft. trailer. The class size will not exceed 3 students per vehicle. Attendance Requirement of 70% (42 clock hours) or Academic Requirement of 3.0 GPA (80%) for all coursework is required for completion.

Upon successful completion of the program and passing the Commercial Driver's License Exam, the graduate will qualify for employment in the following job classifications:

- 53-3021 Bus Driver Transit and Intercity
- 53-3041 Taxi Drivers and Chauffeurs
- 53-3033 Driver/Sales Workers and Truck Drivers

- 53-3032 Heavy and Tractor Trailer Operators
- 53-7051 Industrial Truck And Tractor Operators

The program will allow for the use of the vehicle 2 times for DMV behind the wheel exams. The exams must be completed within the first 2 available test dates. After the 2 initial uses additional fees will be charged and use will be scheduled as available by the school.

ABTDS does not offer any degree programs.

ABTDS does not offer distance educational courses.

## **STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES REQUIREMENTS FOR LICENSURE**

All training programs are designed to lead to positions of employment as a commercial license driver. You must complete the following in order to obtain a State of California issued commercial license:

- All applicants for an original DL/ID card must submit proof of legal presence in the US as authorized under federal law (example – birth certificate or valid passport) and 2 forms of permanent California residency (Utility bill, insurance card or cell phone bill, etc.).
- Possess a social security card
- Must be 18 years of age. Must be at least 21 years old to drive a commercial vehicle engaged in interstate commerce or to transport hazardous materials or wastes (intrastate or interstate commerce) (CVC§12515).
- A completed Commercial Driver License Application (DL44C) form. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license.
- Provide your true full name
- Pass the federal DOT physical examination and NIDA-5 panel drug test and submit medical exam report (DL51) to DMV. The DOT physical examination must be performed by an approved M.D, D.O., P.A, or N.P.
- You must take and pass vision, knowledge (law), and performance (pre-trip, skills, and driving, if required) tests to get your original CDL and/or endorsements or to upgrade to a different class of license. Law and vision tests may be required for renewals
- Pay applicable State of California application fee
- Be a California resident before applying for California CDL
- Surrender current license if issued by another state and apply for California license.
- Speak and understand the English language.
- Obtain a commercial driver permit by passing the following DMV written exams with scores of 80% or greater (or as modified by the DMV). Practice information for the exams can be found in the California commercial handbook. You are allowed three attempts to pass each exam. A new permit application is required if any one exam is failed three times. Additional application fee must be paid to the DMV.
  1. General Knowledge (sect.1-3),
  2. Air Brakes (sect.5), and
  3. Combination Vehicles (sect.6).

4. Class C (if you have not renewed your license within the past 12 months)
- Pass the following DMV hands on exams with the following scores.
    1. Pre-trip inspection -80% or greater
    2. Driving – less than 30 points deducted
    3. Backing skills – less than 13 points deducted.
  - Beginning February 7, 2022, students that obtain a Commercial Learners Permit on or after February 7, 2022 must complete Entry-Level Driver Training (ELDT) requirements to be eligible to take the required skills or knowledge tests at DMV.

You are allowed three attempts to complete the hands-on exam. If you fail any portion of the exam it will count against the three attempts. If the failure occurs on either the driving or backing part of the exam there will be a minimum retest fee of \$45.00 assessed before your next attempt. If you fail on all three attempts, then a new application is required and the applicant must acquire a new CDL permit and pay all applicable fees to the DMV.

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

### **STUDENT SERVICES**

Any services provided by ABTDS are limited to the job placement assistance as listed below. Advance Bus and Truck Driving School makes a sincere effort to help graduates obtain employment. Students shall have access to the employment board available to them which will provide them:

- Name of Company
- Locations
- Qualifications
- Salary (if included)

### **JOB PLACEMENT**

ABTDS has made arrangements with many of the trucking companies nationally and locally to offer conditional pre-hire letters for our students prior to graduation. It is the responsibility of the student to meet all employer requirements in order to retain employment. ABTDS can provide the necessary training and Certificate of Completion that so many of the transportation companies require in order to fulfill their employment requirements.

We will provide the following services in order to best prepare the student for job placement:

- Resume review and assistance with modification. This shall be performed by the Office Manager. We will make sure the student's resume accurately reflects the training received.
- Practice Interviewing skills to be performed by the Instructor. We will provide the student the opportunity to practice their interviewing skills and answer actual pre-hire questions.
- Hiring company referrals and Recruiter campus visits.
- Internet access for employment search, email, and online applications

- Access to fax machine and copier to apply for jobs or make additional copies of requested employer documents.

Information or employment leads supplied by ABTDS regarding employers or placement assistance should not be considered either expressly or implied as a guarantee or promise of employment, an indication of the level of employment or compensation expected, or types of positions or job titles for which students or graduates may qualify.

### **HOUSING OPTIONS**

ABTDS does not have, under its' control or ownership, and is not affiliated with any dormitory or housing facilities. ABTDS does not provide housing assistance services to students. ABTDS has no responsibility to find or assist a student in finding housing.

There are hotels conveniently located within a 5 mile radius of the school. Below are a few with the starting daily rates per room. The rates may change without notice. It is recommended that you call in advance to reserve space and to verify rates.

University Plaza: \$139.00/day

Extended Stay America: \$115.00/day (recommended-has full kitchen)

La Quinta Inn: \$89.00/day

Red Roof Inn: \$105.00/day

Other options can be found online by searching hotels in Stockton, CA on google.com, yahoo.com or from any internet search engine of your choice.

### **ADMISSIONS POLICIES**

#### **PROCEDURES FOR ADMISSION**

The admissions process begins with the completion of a general questionnaire and an initial interview with the admission representative to determine if a prospective student will meet the minimum requirements for enrollment and employment.

A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and arrange to see the school's facilities. The interview usually last approximately one half hour. During that time, the admission representative will discuss the various aspects of the training program offered, tuition costs, and explain entrance requirements. The prospective student shall receive the latest version of the catalog and the school's performance fact sheet for review. We will explain the documents and review the disclosures required by the Bureau for Private Postsecondary Education.

The Admission Representative will discuss the pros and cons of professional truck driving so candidates have all the relevant information to make an informed career decision. We believe it is important that candidates understand what it takes to become a professional driver before they get into the profession. The school will emphasize that safe and defensive driving habits are critical to the success of a professional driver.

The potential student shall be contacted within five (5) business days of the decision to enroll or decline enrollment. All decisions concerning admission are confidential. ABTDS reserves the right to accept or reject any applicant.

### **BEHIND THE WHEEL EVALUATIONS**

Advance Bus and Truck Driving School will administer a behind the wheel test evaluation for potential students with prior commercial driving experience or hold a current Commercial Class A License, so that we may make a determination as to what training program options will be available for the student. An evaluation fee of \$250.00 will be assessed. This fee is not part of the enrollment fee and is a service provided outside of the enrollment process for our training programs. If the student enrolls within 30 days then the evaluation fee will be waived. All assessments are final and there is no appeal process.

### **ADMISSIONS REQUIREMENTS**

All potential students of must meet the following requirements prior to enrolling to ensure that we can properly prepare you for the Commercial Driver's License Exam:

- Minimum of 18 years old. Must be 21 years old to drive across state lines.
- Read, write, and understand English.
- Provide proof of legal US residency.
- Must have possessed a Class C Driver's License for at least 6 months.
- Ability to clear Department of Transportation Physical Exam and Drug Test.
- Possess a non-laminated social security card.
- Provide a State issued Driving Record Report with an acceptable record.
- Complete the School's Application Form
- Review the School Performance Fact Sheet
- Must be employable in the commercial driving industry.

### **Additional Admissions Requirements for the Advance Class A or B Refresher Program**

- Prior commercial driving experience in the license class the student is applying for; or if commercial driving is not the primary function of the job requirements (example: PG&E or CalTrans) and the student is currently employed.
- Complete a pre-enrollment evaluation by one of our instructors to determine skill level. An evaluation charge of \$250.00 will be assessed. If student enrolls within 30 days the course registration fee will be waived. Upon completion of evaluation the potential student shall be notified if their skill level is acceptable for admission into the Refresher Program. There are no provisions for appeal of the skill level assessment decision.

### **ENGLISH LANGUAGE REQUIREMENT**

All instruction occurs in the English Language. ABTDS does not provide English as a Second Language Instruction. English language proficiency required for licensure under Federal Regulation is that the driver can read and speak the English language sufficiently to converse with the general public, understand highway signs and signals, respond to official inquires and make entries on reports and records.

Additionally, oral comprehension and expression in English must be sufficient for effective class participation and reading comprehension and writing skills must be adequate for responding clearly on exams and any training assignments. If the School Director or your instructor determines you lack the English proficiency necessary, you may be dropped from the course through attendance at the first-class session, or the seventh day after enrollment, whichever is later and obtain a refund of charges paid, less a non-refundable registration fee not to exceed \$250.

ABTDS does not provide translation services or support due to the testing requirements of the California Department of Motor Vehicles that all of the behind the wheel exam must be performed in English. If the potential student is unable to understand instruction provided in English then he or she cannot be enrolled into our program.

In the event that an individual is deaf, an interpreter may need to be provided. Any associated fees will be at the cost of the individual or a third party provider. However, all communication and instruction will be performed in the English language.

All applicants whose first language is not English must demonstrate competence in the English language. This requirement not only relates to the training program but also to understanding the Enrollment Agreement, Disclosures and Statements. An applicant may request a copy of the Enrollment Agreement, and any disclosures and statements prior to signing for translation purposes.

English language competency can be satisfied by documentation of one of the following:

- Successfully passing the DMV CDL Permit Exam
- US High School Diploma, GED, or equivalent
- Achieving a passing score on an approved US Department of Education Ability to Benefit exam.

<b><u>Ability to Benefit Exam</u></b>	<b><u>Passing Scores</u></b>
Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 Paper and pencil versions and online versions. Effective Date: July 1, 2015	Verbal (200) Quantitative (210)
Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2 Paper and pencil versions and online versions. Effective Date: July 1, 2015	Verbal (200), Quantitative (200)
**ACCUPLACER Computer-adaptive tests and COMPANION ACCUPLACER Forms J and K: Reading Test, Writing Test, and Arithmetic Test	Reading Test (233),** Writing Test (235),** Arithmetic Test (230) **
** Texas Success Initiative (TSI) Assessment—Computer-adaptive tests and COMPANION TSI Forms T and V: Reading Placement Test, Writing Placement Test, Mathematics Placement Test	Reading Placement Test (336), Writing Placement Test (345), Mathematics Placement Test (326)

\*\* The ACCUPLACER test has been redesigned since it was listed as an approved test in the 2006 notice. TSI is a new addition to the list of approved ATB tests. These tests are provisionally approved. To move from provisional approval to full approval the test publisher must submit additional information as noted in the test agreement signed by the test publisher and the Department, no later than two years from the effective date of the agreement 6/26/2020. In the event the Department denies full approval, we will provide notice of this through publication in the **Federal Register** , pursuant to [34 CFR 668.150\(c\)\(3\)](#).

- Submission of an official minimum score on a written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (IBT) equivalent. A minimum score of 500 on written TOEFL or 61 on the TOEFL (IBT) is required for admission to all programs. Testing locations for the TOEFL exam can be found here <https://www.ets.org/bin/getprogram.cgi?test=toefl>.
- Applicants may also meet the minimum English Language Proficiency Testing System (IELTS) test. It is the student's responsibility to schedule test date and pay any applicable fees prior to completing the enrollment agreement. Costs for these exams may vary by administrator, but range is approximately \$200.00 to \$250.00.
- Submission of a letter or certificate of completion of an English as a Second Language(ESL) Program at the intermediate level that has been approved by the BPPE.

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

The transferability of credits you earn at Advance Bus and Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet you educational goals. This may include contacting an institution to which you may seek to transfer after attending Advance Bus and Truck Driving School to determine if your certificate will transfer.

ABTDS does not accept credits earned at other institutions or through challenge examinations and achievement tests.

ABTDS has not entered into an articulation or transfer agreement with any other college or university.

ABTDS does not award credit for prior experiential learning.

ABTDS does not admit students from other countries, does not provide visa services to prospective students, and will not vouch for a student's status or pay any associated charges.

**SCHEDULE OF STUDENT CHARGES**

<b>COST BREAKDOWN (Total charges for Period of Attendance)</b>	<b>PROGRAM OF STUDY</b>			
	Super Session Commercial Driver’s Class A with Passenger Endorsement (196 Clock Hours)	Advanced Commercial Driver’s Class A (160 Clock Hours)	Advanced Commercial Driver’s Class B Truck or Bus (128 Clock Hours)	Advanced Refresher Program Class A or B (60 Clock Hours)
Tuition (Institutional Charges)	\$7,220.00	\$7,218.00	\$6,215.00	\$5,215.00
Registration Fee (Non-Refundable)	\$250.00	\$250.00	\$250.00	\$250.00
Books/Materials	\$1,000.00			
Driving Permit Fee (Non-Refundable, paid to third party service provider)	\$98.00			
STRF (Non-Refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Pre-Enrollment Evaluation (Non-Refundable)	Not Applicable	Not Applicable	Not Applicable	\$250.00
<b>Estimated Total Charges for the Entire Educational Program</b>	<b>\$8,568.00</b>	<b>\$7,468.00</b>	<b>\$6,465.00</b>	<b>\$5,715.00</b>

**STUDENT TUITION RECOVERY FUND**

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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

#### **PAYMENT POLICY**

ABTDS accepts payment for all charges associated with our educational programs in cash, VISA, MasterCard, or personal or third party checks. All payment methods must be secured prior to enrolling into any program.

ABTDS does not offer student loan programs.

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

ABTDS and our training programs are not accredited by any accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid from programs such as FASFA. We do not participate in any Title IV financial aid programs.

ABTDS is recognized as a training provider on the State of California's Eligible Training Provider List (ETPL) and we participate in some financial assistance programs, such as Workforce Investment Opportunities Act(WIOA), Employment Development Department, and Department of Rehabilitation programs. These funding programs may be available to you if you qualify. Any student receiving financial assistance from any State or Federal Agency or Program must meet the admissions requirements as outlined beginning on page 12. Below is a contact list of the local agencies that we work with who may be able to assist with funding for our training programs.

### **FEDERAL OR STATE FINANCIAL ASSISTANCE PROGRAM CONTACT INFORMATION**

If you are interested in working with an agency not listed here, please see our staff for assistance with contact information.

**Employment Development Department**, [www.edd.ca.gov](http://www.edd.ca.gov)  
(916) 654-7799  
CalJobs Customer Service: 1-800-758-0398

**San Joaquin County WorkNet**, [www.sjcworknet.org](http://www.sjcworknet.org)  
888-512-WORK, (209) 468-3500  
Email: [info@sjcworknet.org](mailto:info@sjcworknet.org)

**California Department of Rehabilitation**, [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)  
SanJoaquinCounty: (209) 473-5900  
StanislausCounty: (209) 576-6220  
TuolumneCounty: (209) 536-2988  
AlamedaCounty: (510) 794-2458  
ContraCosta County: (925) 754-7700

**Mother Lode Job Training**, [www.MLJT.org](http://www.MLJT.org)  
Sonora: (209) 588-1150  
Mariposa: (209) 966-6700  
San Andreas: (209) 754-4242  
SutterCreek: (209) 223-3341

**East Bay Works**, [www.eastbayworks.com](http://www.eastbayworks.com)  
Berkeley: (510) 644-6630  
Alameda: (510) 748-2208  
Hayward: (510) 265-8304  
Newark: (510) 742-2323  
Dublin: (925) 560-9431

You must meet their minimum and maximum household income criteria, residential status, or disability requirements in order to receive assistance from any of the above agencies. You will

need to submit an application with all of the requested information to each agency. Upon financial approval we will enter into a contractual agreement with the respective agency to procure the training.

You will be required to attend training daily and maintain the acceptable GPA per our outlined Standards of Achievement. A student may be removed from our educational programs and unused funds shall be returned to funding agency when any of the following occur: Low attendance, poor grade performance, disruption to the training program, or failure to maintain Student Conduct Requirements. Since the agencies that we work with only issue State provided financial assistance in the form of a grant that does not have to be repaid no financial disclosures are issued or required.

## **CANCELLATION, WITHDRAWAL AND REFUND POLICIES**

### **CANCELLATION POLICY**

You have the right to cancel the enrollment agreement you sign for a course of instruction through attendance at the first class session, or the seventh day after enrollment, whichever is later, and obtain a refund of charges paid less the non-refundable registration fee (not to exceed \$250).

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective from the postmark date or the date. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 10-day period, the school may charge you or deduct the documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

### **WITHDRAWAL POLICY**

A student has the right to withdraw from their chosen program at any time. Withdrawal shall occur when you give written notice to withdraw at the address of the school shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective from post mark date. The written notice of withdrawal need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. The request can be either hand delivered to an ABTDS Admissions Representative or Office Manager, or mailed to the address on the enrollment agreement. Upon receipt of notice a refund shall be issued in accordance to the Refund Policy. If the student withdraws from the program after 60% of the program hours then no refund shall be issued.

## **REFUND POLICY**

You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, you have the right to receive a pro-rated refund if you have completed 60% or less of the program of instruction. The school will remit a pro-rated refund, less a registration fee not to exceed \$250.00, and any non-refundable STRF, within 45 days following your withdrawal.

You are also obligated to pay the documented cost for any unreturned books or equipment that are not returned within 10 days following the date of withdrawal. The school may offset the documented cost against any refund due.

The method used to calculate the pro-rated refund amount is as follows:

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

Charges will be added to the amount owed above for any non-refundable fees (Registration Fee, and STRF) to determine the total charges incurred by the student.

The total charges incurred by the student will be subtracted from the total amount paid. The remainder (if any) will be the amount due for refund to the payee (person or entity who paid for the training). Any refund due shall be issued within 45 days of the withdrawal or termination.

ABTDS reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled.

## **ACADEMIC POLICIES**

### **GRADING AND EVALUATION PROCESS**

Progress reports are issued to students at the completion of each week. Grades are based on the quality of work as shown by written tests, practical work including satisfactory drills and driving progress performed consistently. The grading scale is as follows:

Letter Grade	Grade Point Average(GPA)	Percentage	Indicator
A	4.0	90–100%	Excellent
B	3.0	80–89%	Good
C	2.0	70–79%	Average
D	1.0	60–69%	Below Average
F	0.0	59% and below	Failing
I	0.0		Incomplete
W	0.0		Withdrawn

## **STANDARDS OF ACHIEVEMENT**

Grades are awarded on a percentage or point basis for all written and practical work. A GPA of 3.0 (80% or "B" Average) or greater is passing and must be achieved in order to meet Entry Level Driver Training Requirements (ELDT). Students shall be evaluated in each area of discipline and points will be assigned for written (tests/quizzes) and practical work (drills/drivingskills) performed. Students must maintain at least a 1.0 GPA (60% or "D" Average) to remain in the training program.

## **GRADUATION REQUIREMENTS**

Students will receive a certificate of completion when attendance requirement (70% of scheduled program hours) or satisfactory progress requirement (3.0 GPA-80% or greater for all coursework) is achieved. Students may graduate earlier than the total program hours allotted if they demonstrate the ability to advance, but must meet the 70% attendance or 3.0 GPA requirement.

## **ACADEMIC PROBATION**

At the end of each week, grade points are assigned to each student based on the instructor's evaluation of the student's in-class performance and test results. If the student's grade is below 60% the student will be automatically placed on academic probation and informed directly by the instructor. The student on Academic Probation is allowed the opportunity to earn the required grade by receiving a grade of 60% or higher during the following training week. If the student's grade point average has not returned to a "D" Average (60%) or better, the student may be dropped from the program. A student is allowed only one Academic Probation during the scheduled length of a program. The student can request reinstatement to the program by written request to the School Director. A decision will be made within three business days.

## **ATTENDANCE**

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the trucking industry. Students are required to attend class daily. More than three unexcused absences or failure to meet satisfactory attendance requirement (70% of program hours) due to excused absences will be grounds for termination of the training program. If a student's training program is terminated due to excessive excused absence that student may be allowed to re-enter upon the next available start date. If a student's training program is terminated due to unexcused absence that student may re-enroll after a period of three months from termination date. Any make up classes shall be at the discretion of and will be scheduled by the School Director. Your timeslot is allocated to you. Days missed will count against your program time.

## **ABSENCE**

An absence will be considered as "excused" under the following conditions: Sickness, death or birth in the immediate family or required military service. All excused absences must be in writing and will be at the discretion of the lead instructor and/or the School Director. All other absences will be considered "unexcused".

## **TARDINESS**

Tardiness is a disruption of a good learning environment and is strongly discouraged. We believe that punctuality is very important not only during the course, but also in the transportation industry as a whole. Students who arrive more than twenty minutes late without good reason on three occasions will incur an "unexcused" absence.

## **MAKE UP WORK**

Excused absences will be given priority for make-up work. Students must schedule make-up work with the instructor. Make-up work for unexcused absences can be requested but requires approval of the School Director. Students will receive a zero "0" grade score for any incomplete work that that is not made up.

## **LEAVE OF ABSENCE**

The School Director may grant a leave of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Students may take only one leave of absence during any academic term provided that the duration of the leave will not significantly interfere with the planned completion of the program of study. If the leave of absence will significantly impact the planned completion of the program then a withdrawal of the program is required. A refund shall be issued in accordance with the Refund Policy.

Requests for leave must be submitted to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification and approval from the School Director will result in immediate dismissal. Any refund due will be made within forty-five calendar days from the end of an approved leave of absence. The student may return to school after a no cost assessment, and will be reintroduced at the appropriate point depending on the results of the assessment.

## **ATTENDANCE PROBATION**

Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has missed more than 30 % of the scheduled class hours in any week will be put on probation until the end of the next week. If the student is unable to achieve the attendance requirement during probation, he or she will be dismissed. Any refund due will be issued according to the Refund Policy.

## **TERMINATION, APPEALS AND REINSTATEMENTS**

Students shall be terminated for failure to meet minimum standards for attendance, academic progress, conduct standards, or failure to return from an approved leave of absence on the scheduled return date. Students have the right to appeal dismissal decisions made by the school

by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to the conditions stipulated by the School Director.

Terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

## **GENERAL TERMS AND CONDITIONS**

### **STUDENT CONDUCT REQUIREMENTS**

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students.

ABTDS defines improper conduct as the following: Fighting on campus; Destruction, abuse, or theft of property; Use or sale of alcohol or illegal drugs on campus; Sexual misconduct; Disregard for school policy. Improper conduct is cause for suspension or expulsion. If a student is expelled or terminated for misconduct, refunds will only apply as per our refund policy.

At the discretion of the school, a student's training program may be terminated for a serious incident(s) including but not limited to:

- Coming to class in an intoxicated or drug induced state
- Possession of drugs or alcohol on campus
- Academic deficiency
- Sexual misconduct, unsolicited sexual advances or behaviors
- Possession of a weapon on campus
- Behavior creating a safety or an emotional hazard to other person(s)
- Disobedient or disrespectful behavior to other students, a School Director or Instructor
- Stealing or damaging the property of another
- Unsafe, unauthorized use, or damaging operation of equipment.
- Excessive tardiness or absence
- Willful damage of institution's equipment or facilities

Students are expected to dress and act properly while attending classes. Students must adhere to the guidelines including but not limited to:

- Attend class daily and on time. Missed days will count towards total program hours.
- Maintain proper hygiene (clean clothes and person must be maintained daily).
- **Dress appropriately.** The following are not allowed:  
Do-rags, wave-caps, hair scarves, rollers, clothes that reveal private parts, shorts that expose the buttocks or any part of the cheek, tops that expose the nipple area or abdomen, soiled pants or shirts, dirty hands, clothes that expose underwear, flip flops, sandals, high heel shoes or shoes that expose the toes.
- No smoking or vaping during class session

- No eating or drinking in class unless approved by the instructor
- Complete homework and follow instructions explicitly
- Follow rules and instructions of faculty
- Keep vehicle, training yard, and classroom clean

### **STUDENT RIGHTS**

Students have the same rights and protections under the Constitutions of the United States and the State of California as other citizens. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly and with dignity regardless of race, color, religious beliefs, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, height, weight, disability, veteran’s status, or any other classification that precludes a person from consideration as an individual.

### **NON-DISCRIMINATION POLICY**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

### **DISABILITY ASSISTANCE**

If a potential student has a disability and expresses interest to enroll as a commercial driver we will evaluate each situation case by case to determine the following:

- If the disability may present a safety issue for the general public
- Do we have the staff knowledgeable to support the disability
- Can we acquire the resources to support the need
- Can the additional resources integrate safely and effectively within the training requirements
- Will the modification(s) fundamentally alter the nature of the training provided
- Will the potential student meet State and/or Federal requirements for licensure (any required waivers must be obtained prior to enrollment)

### **SEXUAL HARASSMENT**

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

### **STUDENT GRIEVANCE PROCEDURES**

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

Advance Bus and Truck Driving School is dedicated to fair dealing and professional conduct. Should a student have a complaint, he or she has the right to request a meeting with the School Director and/or file a complaint with the Office Manager. The complaint shall be documented and the student shall receive a copy for their records. The Office Manager will process the complaint and work with the student in good faith to settle the dispute in a manner acceptable to the student and the institution. The formal process will involve:

1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term.
2. The Office Manager will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the School Director responsible for the policy will be notified.
3. A timeline (of less than 5 days) for resolution will be delivered to the principals by the Office Manager.
4. Interested parties will communicate with the Office Manager in order to make recommendations to resolve the grievance.
5. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached.

In the event that a student does not agree to the resolution proposed, **or any time during the grievance process** the student retains the right to file a complaint with the Bureau for Private Postsecondary Education.

#### **LIABILITY**

ABTDS assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable.

All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such a change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 30 days.

The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

#### **STUDENT RECORDS**

Student records will be maintained for five years as required by state law. Student transcripts will be permanently retained. Students have a right to access their records anytime the institution is open and during normal business hours. Students desiring to view their records may request this in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the

appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted on request of the student.

Only the student and the school administration have a right to review student records. A state issued driver license or identification card is required as proof of identity when accessing student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, other agency officials, or upon proper subpoena.

Should a student feel upon review, that his or her records are inaccurate or misleading; the student may request that errors be corrected. In the event of a difference of opinion regarding the existence of errors, the student may ask that a meeting be held to resolve the matter.

### **TRANSCRIPTS**

A transcript for course work will be issued upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the Student is in arrears on any Federal or State student loan obligation.

The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee of \$25.00. Diplomas and Official Transcripts are available within fifteen (15) days from the receipt of a written request.

### **OFFICE HOURS**

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. ABTDS observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

### **SCHOOL HOLIDAYS**

ABTDS observes the following school holidays. There will be no training in session during these dates.

2024 School Holidays	Date(s)Observed
New Years Day	January 1, 2024
Martin Luther King Day	January 15, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Veterans Day	November 11, 2024
Thanksgiving Day	November 28 - 29, 2024
Christmas	December 23, 2024 – December 27, 2024

Winter Holidays will last from December 23, 2024 through December 27, 2024. Students will return to class on January 2, 2024. Additional holidays or school closures may be declared at the discretion of the School Director.

## CLASS SCHEDULES

There will be 3 sessions available for training in order to ensure quality of training.

- 6am-10 am
- 9am-1 pm
- 1pm-5pm

## PROGRAM START DATES

New classes start approximately every two weeks until the class is full. Additional Dates will be added as needed. The Advanced Refresher Program Class A or Class B will be scheduled on an as needed basis.

Month	Start Date	Last Date to Cancel	End Date Super Session	End Date Class A	End Date Class B	End Date Refresher
January	01/02/2024	01/09/2024	03/26/2024	03/08/2024	02/23/2024	01/25/2024
	01/16/2024	01/23/2024	04/09/2024	03/22/2024	03/08/2024	02/08/2024
	01/30/2024	02/06/2024	04/23/2024	04/05/2024	03/22/2024	02/22/2024
February	02/13/2024	02/20/2024	05/07/2024	04/19/2024	04/05/2024	03/07/2024
	02/27/2024	03/05/2024	05/21/2024	05/03/2024	04/19/2024	03/21/2024
March	03/12/2024	03/19/2024	06/04/2024	05/17/2024	05/03/2024	04/04/2024
	03/26/2024	04/02/2024	06/18/2024	05/31/2024	05/17/2024	04/18/2024
April	04/09/2024	04/16/2024	07/02/2024	06/14/2024	05/31/2024	05/02/2024
	04/23/2024	04/30/2024	07/17/2024	06/28/2024	06/14/2024	05/16/2024
May	05/07/2024	05/14/2024	07/31/2024	07/16/2024	06/28/2024	05/30/2024
	05/21/2024	05/28/2024	08/14/2024	07/30/2024	07/16/2024	06/13/2024
June	06/04/2024	06/11/2024	08/28/2024	08/13/2024	07/30/2024	06/27/2024
	06/18/2024	06/25/2024	09/11/2024	08/27/2024	08/13/2024	07/12/2024
July	07/02/2024	07/09/2024	09/25/2024	09/10/2024	08/27/2024	07/26/2024
	07/16/2024	07/23/2024	10/08/2024	09/20/2024	09/06/2024	08/08/2024
August	07/30/2024	08/06/2024	10/22/2024	10/04/2024	09/20/2024	08/22/2024
	08/13/2024	08/20/2024	11/05/2024	10/18/2024	10/04/2024	09/05/2024
	08/27/2024	09/30/2024	11/19/2024	11/01/2024	10/18/2024	09/19/2024
September	09/10/2024	09/17/2024	12/05/2024	11/15/2024	11/01/2024	10/03/2024
	09/24/2024	10/01/2024	12/19/2024	12/04/2024	11/15/2024	10/17/2024
October	10/08/2024	10/15/2024	01/03/2025	12/18/2024	12/04/2024	10/31/2024
	10/22/2024	10/29/2024	01/24/2025	01/09/2025	12/18/2024	11/14/2024
November	11/05/2024	11/12/2024	02/07/2025	01/23/2025	01/09/2025	12/03/2024
	11/19/2024	11/26/2024	02/21/2025	02/06/2025	01/23/2025	12/17/2024
December	12/03/2024	12/10/2024	03/05/2025	02/18/2025	02/06/2025	01/03/2025
	12/17/2024	12/24/2024	03/19/2025	03/04/2025	02/20/2025	01/17/2025