

GSF Driving & Truck Training Schools 2024 Catalog

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CATALOG REPORT PERIOD (5, CCR § 71810(b)(1) Item No. 6

This catalog covers the period starting January 1, 2024, through December 31, 2024. The catalog is updated annually. All policies contained in this catalog represent the policy at the time the catalog was published. All changes will be published as an addendum. The school reserves the right to make changes and amendments as necessary to provide for the continued operation of its programs consistent with changes and updates in legislation, and/or regulations.

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GSF TRUCK & BUS TRAINING SCHOOLS

1.0 GSF HISTORY

GSF Truck & Bus Training Schools is family owned and has served the Southern California area since 1999. Both principal founders were involved in the commercial driver training industry since the late 1980s while growing and operating another longstanding school in the Southern California area, Camino Real Truck Driving School now known as Camino Real Career School. Camino Real was founded in 1982 and owned by Jesus E. Oliva Carl, father to Jesus A. Oliva Aguirre. This was for a long time a family operation until his untimely passing in 1996. GSF first opened in the central Los Angeles area. Over the years, it expanded the Los Angeles campus and added another location in Sylmar, California to serve the San Fernando, Santa Clarita, Antelope Valley, and Ventura areas. The campus in San Fernando now serves as GSF's main campus. The founding vision in opening the school was to provide access to comprehensive training opportunities to all individuals who wanted to become a professional driver thereby improving and expanding their job opportunities and fulfilling expectations for a better future for themselves and their families. GSF has always strived to provide the best quality and most comprehensive training possible at competitive rates, assuring individualized staff and instructor attention to all our students. GSF continues to engineer means and methods to deliver top quality training in an age where good quality drivers are in increasingly high demand.

Emergency COVID – 19 Measures

During the 2020 COVID 19 pandemic, GSF adopted distant learning practices for the classroom portion of training. We enhanced our technology, added virtual classrooms, Zoom classes with a live instructor, videos of pre-trip inspections, virtual practice tests and student access to test scores. Time spent in classrooms, viewing videos, and taking tests are captured by the automated system for easy tracking. Distant learning allows students to continue with their training in the safest environment possible. Driving lessons with the instructor in the yard and on the road continue to be in person.

To minimize the COVID 19 risks for all students and staff, GSF adopted strict protocols. GSF follows CDC and the Health Department recommendations relating to wearing face coverings. Students meet with office staff in an outdoor setting. Offices are cleaned and sanitized frequently and routinely. Social distancing is observed.

2.0 MISSION STATEMENT, PURPOSE, AND EDUCATIONAL OBJECTIVES (CEC §71810(b)(2)) **Item No. 10**

GSF Truck & Bus Training School's mission is to provide quality affordable truck and bus driver training services in the Southern California area.

The purpose of the school is preparing students with the necessary knowledge and skills to perform proficiently as commercial drivers and be prepared for entry level positions in the trucking industry. The curriculum of all programs is based on the California Commercial Driver Handbook and Entry Level Driver Training, (ELDT) as required by **49 CFR part 380 appendices A through E as implemented and monitored by the Federal Motor Carrier Safety Administration (FMCSA).**

The GSF educational objectives are providing students with a comprehensive educational program that includes a 1:1, 1:2, or 1:3 student/vehicle/instructor ratio for behind the wheel training. Classroom training includes virtual classes with a live instructor, independent study with virtual resources, study materials, practice quizzes and tests. The school closely monitors student progress in accordance with FMCSA requirements in order to achieve student success.

3.0 APPROVAL DISCLOSURE STATEMENT **Item No. 7**

GSF Driving & Truck Training School is a private institution, and it is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set

forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards (CEC §94909(a)(2) and §94897(l)(1)(2).

4.0 **SCHOOL LOCATIONS AND PHONE NUMBERS (CEC §94909(A)(4)) & CEC §94909(a)(4)** *Item No. 4 & 5*

Sylmar (Enrollment)	Los Angeles (Satellite)	Website
Office Address: 16211 Filbert Street Sylmar, CA 91342 Office Hours: 8:00 am to 6:00 pm, M-F 8:00 am to 3:00 pm Saturday (818) 364-6600	Office Address: 5731 McKinley Avenue Los Angeles, CA 90011 Office Hours: 8:00 am to 6:00 pm, M-F 8:00 am to 3:00 pm Saturday (323) 231-3311	Website: www.gsfschools.com
Yard Skills & Road Training: 13763 Balboa Blvd. Granada Hills CA 91344 Training Hours: 6:00 am to 9:00 pm M-F 6:00 am to 3:00 pm Saturday.	Yard Skills and Road Training: 5731 McKinley Ave. Los Angeles CA 90011 Training Hours: 6:00 am to 9:00 pm M-F 6:00 am to 3:00 pm Saturday.	

5.0 **GENERAL DESCRIPTION OF AVAILABLE SPACE, EQUIPMENT, AND FACILITIES (CEC: 94909 (a)(b))** *Item No. 11*

The campus consists of an office and classroom location at 16211 Filbert Street, Sylmar, CA 91342, and a 15,000-square foot training yard at 13763 Balboa Blvd, Granada Hills, CA 91344. GSF also operates a 40,000-square foot satellite location at 5731 McKinley Avenue, Los Angeles, CA 90011 equipped for yard and road training. Student parking is available at all three locations. The yard facilities are equipped with tractors, trailers, buses and vans that meet the minimum industry standards and are used for the sole purpose of training our students in yard skills maneuvers as well as road training. All equipment undergoes routine maintenance and is under 45/90 day BIT DOT third party inspections. The school equipment and vehicles are available for instructional purposes to reasonably ensure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of driving and to perform the tasks associated with the occupation or job title to which the educational program was designed. Classroom facilities are well lit and ventilated. All required permits and business licenses are kept up to date at each location.

6.0 **CLASSROOM EDUCATION**

6.1 **Distant Learning (5, CCR §71810(b)(11))** *Item No. 40*

In response to the Covid 19 pandemic, GSF migrated their classroom format to include distant learning for the theory portion of their training to drive a commercial vehicle. GSF now offers distant learning as a permanent option with the Bureau's approval. During enrollment, students are enrolled in the Canvas application for their enrolled course. Students are provided with a password to access study materials, training videos, and multiple practice tests covering a variety of topics in preparation for becoming a commercial driver. Practice on-line tests are electronically scored upon submission and become part of the student's academic record. Students can view their test scores in real time, the same day that the tests are submitted electronically. Activity in Canvas is recorded in the system for real time monitoring of student participation. The successful passing of the California Motor Vehicle Commercial Learner's Permit or (CLP) grants the student the licensure status needed to proceed with behind the wheel driver

training, which is completed in person on campus.

As of February 7th, 2022, students are required to complete a mandatory curriculum as mandated by the new Entry Level Driver Training (ELDT) curricula. This curriculum is accessible both online as well as a traditional classroom delivery method. Students are accountable for passing each module with an 80% or above passing rate. Students may view their scores in real time, the same day the ELDT tests are submitted.

6.2 Traditional Classrooms

Student attendance in a traditional classroom remains an option for students. Attendance records in traditional classrooms are maintained by the office.

6.3 Library and Learning Resources (5, CCR §71735 and §71810(b)(10)) Item No. 12

Upon enrollment, students are issued the California Commercial Driver Handbook, practice tests and study packets pertaining to driver qualifications, safety regulations, vehicle controls and functions, and vehicle operation. Upon obtaining their commercial driver learner's permit, students are enrolled in Level Training (ELDT) which consists of theory videos online. The training material meets all DOT Entry Level Driver Training requirements.

In addition to the on-line materials and materials issued at enrollment, both the Sylmar and Los Angeles locations are stocked with corresponding audio-visual equipment and training materials that also pertain to driver qualifications, safety regulations, vehicle controls and functions, and vehicle operation. Students can access these additional materials by contacting GSF staff. Library & Learning Resources may be checked out but must be kept on campus. Learning materials include:

1. DOT Enforcement Essentials Manual, J.J. Keller & Associates Inc.
2. Tractor Trailer Driver Training, Alice Adams, 4th Edition, Del Mar Cengage Learning.
3. CMV Driver Basics Driver Handbook & DVD, J.J. Keller & Associates Inc.
4. Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller & Associates Inc.
5. Federal Motor Carrier Safety Regulations Pocketbook Motorcoach/Bus Version, J.J. Keller & Associates Inc.
6. Seven Minute Solutions DVD, J.J. Keller & Associates Inc.
7. Motorcoach Defensive Driving Handbook and DVD, J.J. Keller & Associates Inc.
8. Motorcoach Vehicle Inspection handbook & DVD, J.J. Keller & Associates Inc.
9. Question and Answer Study Packets, GSF Driving & Truck Training School.
10. Commercial Driver Handbook Section Practice Tests, GSF Driving & Truck Training School.
11. Class A & B-P Inspection Guides, GSF Driving & Truck Training School.
12. Class A & B-P Inspection DVDs, GSF Driving & Truck Training School.

7.0 BANKRUPTCY DISCLOSURE (CEC §94909(a)(12)) Item No.8

GSF Driving & Truck Training School does not have a pending petition in bankruptcy. It is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

8.0 QUESTIONS (CEC §94909(a)(3)(A)) Item No. 13

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution, may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento CA 95834; P.O. Box 98018, West Sacramento, CA 95798-0818

9.0 REVIEW DOCUMENTS PRIOR TO SIGNING (CEC §94909(a)(3)(B)) Item No. 9

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.

10.0 COMPLAINTS (CEC §94909(a)(3)(C)) Item No 14

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained from the BPPE's Internet Website: www.bppe.ca.gov

11.0 DISCRIMINATION AND HARASSMENT POLICY

GSF is an equal opportunity employer who is committed to providing a professional work environment and school free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy.

GSF policy prohibits unlawful discrimination based on race, color, age (over 40), gender (including gender identity, gender expression, and an individual who is transitioning, has transitioned, or is perceived to be transitioning), sexual orientation, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, citizenship, religion (including religious dress and grooming practices), marital status, registered domestic partner status, military and veteran status, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), physical or mental disability, or perceived as having any of those characteristics. All such discrimination is unlawful, and all persons involved in the operations of GSF school are prohibited from engaging in this type of discrimination.

In accordance with applicable state and federal law, GSF will attempt to reasonably accommodate qualified individuals with known disabilities unless doing so would create an undue hardship on GSF. Any qualified applicant, student, or employee with a disability who requires an accommodation to attend the school or apply for a job at the Company, who needs an accommodation to perform the essential functions of the job or attend the school, should contact the Operations Manager or the School Director and request an accommodation. GSF will engage in an interactive dialogue with the applicant, student, or employee to determine whether reasonable accommodations, that will not result in undue hardship to GSF, can be made.

If the employee or student still has a question or wishes to file a complaint, they may contact the EEO Officer, Operations Manager, or the school Director. The complaint form and instructions for filing a complaint are available in the office at either location. Employees or students may raise concerns, report problems, or make complaints without fear of retaliation. The Company prohibits retaliation for submitting a report of possible discrimination or harassment.

12.0 CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students may apply to receive credit on a clock-hour basis for previously completed training at other institutions approved by the BPPE or by demonstrating a level of skill sufficient to qualify for the state approved proficiency exams.

Previous education and training will be reviewed by the school's director and the respective program's advisor to determine how much credit may be awarded, if any. The maximum credit may not exceed one-half of the total program requirements.

13.0 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (CEC §94909(a) (15)) Item No. 15

The transferability of credits you earn at GSF Truck & Bus Training Schools 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(s) 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 the 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 GSF Driving and Truck Training School, to determine if your certificate will transfer.

14.0 CREDIT FOR PREVIOUS EXPERIENTIAL LEARNING (5, CCR §71810(b)(7) and 5, CCR §71770(C)) Item No. 18

GSF Truck & Bus Training Schools does not award credit for previous experiential learning.

15.0 ADMISSION STANDARDS AND SCHOOL POLICIES (CEC §94909(a)(8)(A)) and 5, CCR §71770: Item No. 17

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

15.1 Admission Requirements:

- Applicants must be 18 years of age.
- Applicants must successfully pass a physical examination.
- Applicants must be drug free and pass a drug test. ***Note: If a student has a commercial learner's permit (CLP) and fails a drug test, in accordance with US Department of Transportation (DOT) rules, the failure must be recorded in the Federal Clearinghouse Registry. They are to be removed from performing any safety sensitive function including the operation of a Commercial Motor Vehicle or CMV.***
- Applicants must possess a valid California driver license.
- No outstanding child support action(s) resulting in suspended license.
- Applicants must present a 3-year driving history information printout from DMV.
- Applicants must confirm they can provide all DMV required documents at the time of application for a CLP.

15.2 Foreign Students & Language Proficiency Requirements (5, CCR §71810(b)(4) and (b)5)) Item No. 19

GSF Truck & Bus Training Schools does not accept students who currently reside in other countries. Visa services are not provided by the school and the school does not vouch for student status. English language services are not provided by the school and all students are required to speak and understand English proficiently. If during the interview with GSF personnel, English proficiency is not demonstrated, applicants may not enroll. Instruction does not occur in any language other than English due to DMV regulations requiring students to pass a verbal portion of the practical driving exam in English.

15.3 Student Tuition Recovery Fund-STRF Disclosures (CEC §94909(a)(14), 5, CCR §76215(a), and §76215 (b) Item No. 24

"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 STRF-related may be emailed to STRF@DCA.CA.GOV or call (888) 370-7589. Written inquiries regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento CA 95834; P.O. Box 98018, West Sacramento, CA 95798.

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

15.4 Accreditation (CEC §94909(a)(16)) [Item No. 22](#)

GSF Driving & Truck Training School is not accredited by an accrediting agency recognized by the United States Department of Education, nor are any of its programs.

15.5 Grading System (5, CCR §71810(b)(8)) [Item No. 30](#)

PASS (P) – 80% or higher in respective area of teaching during an objective assessment conducted by the instructor during a class. Percentage will be based on number of times skill is successfully completed out of total times attempted.

IMPROVEMENT NEEDED (IN) - 70% or higher in area of teaching during an objective assessment conducted by the instructor during a class. Percentage will be based on number of times skill is successfully completed out of total times attempted.

FAIL (F) - 69% or lower in area of teaching during an objective assessment conducted by the instructor during a class. Percentage will be based on number of times skill is successfully completed out of total times attempted.

15.6 Standards for Satisfactory Progress and Attendance Policy (5, CCR §71810(b)(8) & CEC §94909(a)(8)(D)) [Item No. 30 & 31](#)

a. Satisfactory Progress

- Students are expected to receive a passing grade in each component of the training before they can move on to the next training module. If improvement is needed the student will need to repeat that training module until proficiency is attained.
- **Students are expected to obtain their CLP no later than the 3rd week following enrollment.**
- Effective February 7, 2022, the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) requires the completion of Entry Level Driver Training, (ELDT) theory training, which is video modules with written tests for each module. GSF requires compliance with the following timelines:
 - ELDT training enrollment is completed upon a student obtaining their permit at the end of the 3rd week following enrollment.
 - ELDT Modules must be completed within a 2-week period following enrollment in ELDT.
 - Completion of the ELDT theory modules is expected to be completed by the end of the 5th week following enrollment, or 2 weeks after ELDT enrollment, whichever occurs first.
- Upon obtainment of CLP, students will be required to register with the Federal Motor Carrier Safety Administration's Drug & Alcohol Clearinghouse and sign a consent form authorizing the school to execute a query and verify that CLP holder does not have any past drug & alcohol program violations which would disqualify them from performing safety sensitive functions including the operation of a Commercial Motor Vehicle (CMV).

b. Attendance Policy

- Students are expected to keep the independent study schedule or classroom attendance schedule established by the school and ***provide weekly documentation regarding their study hours.***
- Effective February 7, 2022, new regulations require the school to certify students to be eligible for the state issued commercial test administered by DMV. The Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) requires the completion of ***mandatory training hours prior to being certified by the school to be eligible for the state issued commercial license test administered by DMV.*** To meet the FMCSA requirements, Students are required to attend classes as scheduled and be on time. Any deviation from the training schedule requires written approval from

the school. Failure to meet the completion of mandatory training hours as scheduled by the school, will result in a student not being certified by the school to be eligible for the state issued commercial license test administered by DMV and the student may be dropped by the school.

- If a student is absent for the equivalent of 3 classroom days (or 12 hours of required study hours), the student will receive a notice of attendance policy violation.
- If the student is absent for any additional hours beyond the 12 hours previously missed, the student may not be eligible to be certified by the school to take the commercial license test administered by DMV and may be dropped by the school.

15.7 Code of Conduct

The GSF Code of Conduct is a set of rules outlining the rules and responsibilities for students while in attendance at GSF. In attendance is defined as while on the campus, participating in distant learning zoom classes, or in a GSF vehicle on or off the GSF campus.

- No profanity while on campus, during zoom meetings with GSF or while in a GSF vehicle on or off the GSF campus.
- No abusive language with staff, instructors, or other students
- No inappropriate conversations with staff, instructors, or other students
- Wear appropriate clothing as defined in the Student Dress Code, Section 15.7.1
- No arguing with GSF Instructors or DMV personnel.
- No abuse of the equipment. Students are provided instructions on the appropriate use of equipment. Normal wear and tear are normally expected when learning. Abuse occurs when students disregard the instructions for appropriate use of equipment and/or do not make reasonable judgment while using the equipment during their lessons. **Students may be held liable for the cost of repair to equipment after determination of inappropriate use of same.**
- The school may also drop students for repeated abuse of the equipment, insubordination (refusal to follow staff instructions), drug or alcohol use while attending school.
- **No unauthorized video or audio recordings may be made while on a GSF campus or in a GSF vehicle on or off the GSF campus.**

15.7.1 Dress Code

All students are required to wear appropriate clothing for attending school and behind the wheel lessons. Appropriate clothing is a shirt, pants, and shoes or boots that **have non-slip soles.**

Non-slip soles are usually made of softer rubber with a tread pattern that will offer more floor grip. The most popular is the combination of EVA (ethylene vinyl acetate) rubber and a hexagonal pattern, like a car tire.

15.8 Leave of Absences (CEC §94909(a)(8)(E) **Item No. 33**

Students may request a leave of absence at any point during their studies. The period of a leave of absence shall not exceed the enrollment period of six months. A leave of absence extension beyond the six months may only be granted under special circumstances granted by the School Director or designee. Students wishing to return to classes after a leave of absence must contact the School Director. The School Director and student will determine when and if the student will return to classes.

15.9 Graduation and Licensure Requirements (CEC §94909(a)(6) **Item No. 21**

Students must complete all the required training modules in their program at a satisfactory level to receive a completion certificate.

To obtain your state license, you must pass a state examination at the DMV at the end of the course. The final examination at the DMV consists of a practical test. Should the student fail to pass the test, they will be given an opportunity to take a refresher course in their area(s) of deficiency and subsequently be allowed to retake the final examination.

If the student has exhausted the training hours included in their contract, additional fees for a refresher course may apply.

Upon graduation and licensure, students will be eligible for job placement services. See Section 15.22 for Job Placement Services.

15.10 Student Records (CEC §94900, 5 CCR §71810(b)(15) and §71920 **Item No. 38**

Transcripts for all students are kept permanently in electronic form and are protected from fire, theft, and other perils in fire-proof cabinets. Student records are kept in the same manner by the school for a period of five years from the date of completion or withdrawal. A record is considered current for three years following a student's completion or withdrawal. If the record is current, the record itself or an exact copy will be produced immediately for inspection. The school will keep functioning devices to aid in the reproduction of the record and staff to always operate such machine. Exact copies of non-current records will be kept in close proximity to the institution's primary location and produced in no more than two days from when the original request is made.

15.11 School Calendar

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The programs are either 240, 180, 160, or 40 hours offered in 2, 4, 6, or 8-hour sessions over a six to sixteen-week period.

The weather will play a major role in the actual driving class schedule. Driving classes canceled due to weather are made up at the end of the program.

The following holidays are observed, and no classes are held:

- New Year's Day (January 1st)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25th)

The school reserves the right to amend the calendar. The hours per week vary depending on if the class is academic, lab or clinical.

15.12 Enrollment Dates

The school operates on an OPEN ENROLLMENT basis and thus students can start their training program at any time.

16211 Filbert St Sylmar CA 91342
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15.13 Cancellation Refund Policy (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750) **Item No. 25**

STUDENT'S RIGHT TO CANCEL OR WITHDRAW

The student has a right to **cancel** and obtain a refund by providing written notice, prior to the enrollment end date. The written notice must be sent to: DIRECTOR at 16211 Filbert St. Sylmar CA 91342

Once notice is received, refund will be assessed in the following manner:

The student has a right to a full refund of all charges less than amount of \$250.00 for the registration fee and any other non-refundable items if he/she cancels this agreement prior to or in the first day of instruction or the seventh day after enrollment whichever is later. The amount retained for the registration fee may not exceed two hundred fifty dollars (\$250.00). In addition, the student may **withdraw** from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charge if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90-hour course and pays \$300.00 tuition. The student will receive a refund of \$200.00. ($\$300.00 \text{ amount paid} \times (\text{unused hours } (60) / \text{total hours } (90)) = \200.00 refund) The student has a right to **withdraw** and obtain a refund by providing written notice.

The student's written notice to withdraw must be mailed to: **GSF DIRECTOR at 16211 Filbert St. Sylmar CA 91342.**

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The student refund check will be payable to the same name as the person/organization who made the payment(s) to GSF. A check will be available at the Filbert campus, 16211 Filbert St., Sylmar, CA 91342, on or before the 45-day window elapses.

Instruction Not Offered in Real Time

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a full refund within 45 days after the student's return of the materials.

Notice Regarding Distance Educational Programs

The school will transmit your first lesson and other materials to you within seven days after your admission. This institution will transmit all of the lessons and other materials to you if (A) you have fully paid for the educational program; and (B) if after having received the first lesson and initial materials, you request in writing that all of the materials be sent. If this institution transmits the balance of the materials per your request, this institution shall remain obligated to provide other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you. This institution shall not be obligated to pay any refund after all of the lessons and materials have been transmitted.

15.14 Federal Aid (CEC §94909(a)(10) **Item No. 27**

If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from the federal student aid program funds.

15.15 Loans (CEC §94909(a)(11) **Item No. 28**

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

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

- The federal or state government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance of the loan.
- The student may not be eligible for any other federal student financial assistance or other government assistance until the loan is repaid.

15.16 Financial Aid Policies, Practices and Disclosures (CEC §71810 (b)(6) Item No. 29

GSF Truck & Bus Training Schools is not eligible and does not partake in Federal Financial Aid and neither are any of its programs. Three of the institution's programs (Professional Combo CDL A & B-P, Complete Course CDL A and Complete Course CDL B-P) have been approved to partake in state aid through the WIOA program.

15.17 WIOA Eligibility:

WIOA eligibility and any possible award is determined solely by the participant's counselor through their respective Work Source Center. To obtain more information regarding the eligibility requirements, please contact your local WorkSource Center.

The website address for Los Angeles City WorkSource Centers is <https://ewddlacity.com>

The website address for Los Angeles County WorkSource Centers is <https://workforce.lacounty.gov>

*** Please note that eligibility for aid does not guarantee an award.**

15.18 School Practices Regarding WIOA

- GSF Truck & Bus Training Schools accepts referrals from any WIOA center in good standing with the school.
- GSF Truck & Bus Training Schools will not start the training of any student until a signed authorization is received from the student's counselor.
- Students receiving WIOA aid fall under the same rules and are subject to the same disciplinary actions as any other student. These include attendance, leave of absence, probation, and dismissal policies as well as any applicable grievance procedures.
- Students receiving WIOA aid are subject to the same rules to make acceptable academic progress as any other student.
- GSF will provide progress reports regarding student participation and academic records to counselors for students receiving WIOA aid.
- If a student is expelled or withdraws from the program, any refund will be made payable to the applicable WorkSource Center that provided the funding.

15.19 Student Grievance Procedure Item No. 34

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or supervisor. If a resolution with the instructor or supervisor is not determined, the student may submit a written grievance form to the Operations Manager.

The student may obtain a grievance form from the GSF office or by calling the Operations Manager. The written grievance must explain the nature of the grievance and how the student would like to see the grievance resolved. The operations manager or designee shall schedule a meeting with the grievant within ten business days from the date the operations manager or designee received the grievance. The operations manager or designee shall respond to the grievance within five business days from the date the operations manager or designee met with the student.

If the student is not satisfied with the grievance response, the student may submit a second level grievance by submitting a copy of the initial grievance and grievance response to the Director of GSF Truck & Bus Training Schools. The Director shall review the grievance and grievance response. A response from the Director of GSF Truck & Bus Training Schools shall be sent to the student within 10 business days of receiving the second level grievance.

When a satisfactory resolution of the problem is not determined, the student may contact:

Bureau of Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which the student can obtain from the BPPE Internet Website: www.bppe.ca.gov

15.20 Discipline and Dismissal Policies CEC §94909(a)(8)(C) Item No. 32

15.20.1 Discipline

Disciplinary actions taken by the school are indicated in the table below. Incidents fall into the following categories:

- Incidents involving violence, drugs, or alcohol.
- Accident driving a vehicle in which you are the driver, and you have a positive drug or alcohol test. This includes accidents that may be in your personal vehicle or a GSF vehicle. This will result in immediate dismissal from the GSF school.
- Incidents not involving violence, drugs, or alcohol.

Any incident where a student is in violation of school rules involving violence, drugs or alcohol may result in immediate expulsion.

If the student participates in an incident not involving violence, they may receive a verbal or Warning depending on the circumstances. A copy of the written warning is part of the student's school file. Some examples of discipline incidents would include, but are not limited to:

- Use of profanity.
- Repeated abuse of school equipment.
- An act of insubordination (refusal to follow the school staff's instructions).
- Violations of the school Code of Conduct.

A second violation will lead to a written warning. A third violation will lead to expulsion from the program.

Incident Type	Discipline for 1 st Violation	Discipline for 2 nd Violation	Discipline for 3 rd Violation
Incidents involving violence, drugs, or alcohol.	Expulsion		
Incidents not involving violence, drugs, or alcohol.	Verbal Warning	Written Warning	Expulsion

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15.20.2 Dismissal:

- If a student fails to make satisfactory progress, is not meeting the benchmark for training or study hours, they may be subject to academic probation. (Section 15.21)
- Failure to make satisfactory academic progress following a period of academic probation may result in dismissal from the school.
- Not meeting the benchmark for training, attendance, or study hours may result in dismissal.

Note: The Department of Transportation has established a standardized level of mandatory training hours to be certified for DMV testing, if a student has not met the requirements, they will not be certified by GSF, making them ineligible to take the DMV commercial driver test. **When students are not meeting the required benchmark of minimum training hours, they may be dropped from the school.**

15.21 Student Academic Probation (CEC §94909(a)(8)(D) **Item No. 32**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress pursuant to the Standards for Satisfactory Progress or has failed to comply with the attendance policy.

The Chief Academic Officer, after reviewing the student's records, makes the determination regarding academic probation, which is based on the student's performance deficiency. The student will receive written notice of placement on probation. The notice will include the following:

- Effective date of probation.
- Duration of probation.
- Individual Education Plan to improve performance.
- Schedule for review or progress reports.

15.22 Student Rights (5, CCR §71810(b)(14) **Item No. 34**

All students have the following rights:

- A student has a right to cancel their enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Refer to the Cancellation policy in this catalog.
- A student has a right to withdraw from school at any time. A student has a right to receive a refund for the portion of the training not taken. Upon receipt of a written request submitted prior to the expiration of the contract, a refund may be processed based on a pro-rated basis. Refer to the Student Cancellation Refund Policy.
- A student has a right to file a grievance with the school. Refer to Section 15.19 for the grievance process information.
- A student or any member of the public has a right to file a complaint about this institution with the Bureau of Private Postsecondary Education (BPPE) by calling (888) 370-7589 or by completing a complaint form, which can be obtained from the (BPPE) Internet Website: www.bppe.ca.gov

15.23 Job Placement Services (CEC §94909(a)(13) **Item No. 36**

GSF Truck & Bus Training Schools does not guarantee employment with any local or regional carrier for students or prospective students. However, GSF works with Trucking Industry Partners such as, but

not limited to, US Freedom, Schneider, Swift, CR England, Commodity Forwarders (CFI), Lily Transportation, Core-Mark International, First Student Transportation, Wally Park, Ponce Transportation, Miranda Logistics, Robertson Ready Mix, and A & B Propane, to identify opportunities and support graduating students in finding gainful employment in the truck driving industry. GSF students are encouraged to begin the application process with local and regional carriers soon after enrollment. GSF School will assist students in the application process, in the provision of records, and by assisting the students with setting employment interviews with our Trucking Industry Partners. If students fail to attend 2 scheduled interviews, they will be dropped from placement services for non-participation.

Note: *If a student has a DUI conviction or 3 or more moving violations on their driving record within the last 3 years, they may have limited job placement opportunities with some employers.*

15.24 Housing Information (5, CCR §71810 (b)(13)(A)(B)(C)

GSF Driving & Truck Training School does not have any dormitory facilities under its control. The cost of housing around our Sylmar and Granada Hills locations range between \$56 and \$160 per night near our Los Angeles location, the cost of housing ranges between \$60 and \$200 per night.

GSF Truck & Bus Training Schools does not assist students in finding housing.

15.25 Student Services [Item No. 35](#)

GSF does not provide students with any other services not previously listed in this catalog.

16.0 COST OF ATTENDANCE (CEC §94870 AND §94909(a)(9)) [Item No. 23](#)

Estimated Schedule of Total Charges for Entire Educational Program:

Program	Tuition	Registration Fee	Supplies, Materials & Technology Fees	Student Tuition Recovery Fund (\$0 per \$1000 of Tuition) Non Refundable	Physical Exam, Drug Exam & DMV Testing Fees	Total Cost
COMBO	\$6,607.00	\$250.00	\$550.00	\$0.00*	\$388.00	\$7,795.00
COMPLETE A	\$5,107.00	\$250.00	\$550.00	\$0.00*	\$388.00	\$6,295.00
COMPLETE B-P	\$4,007.00	\$250.00	\$550.00	\$0.00*	\$388.00	\$5,195.00
PRO A	\$3,195.00	\$250.00	\$550.00	\$0.00*	\$200.00	\$4,195.00
PRO B-P	\$3,195.00	\$250.00	\$550.00	\$0.00*	\$200.00	\$4,195.00

*The number is calculated as \$0.00 as the school is paying fee for student to the Bureau. Students are not charged for this fee by the school.

The charges above depict the full cost associated with each educational program. Students enrolled may request additional classroom hours at no extra cost during the duration of their contract and may purchase additional hours of hands-on training at **\$290.00 for a two-hour class**. If participating in a third party sponsored funding program such as WIOA or DOR, additional behind the wheel hours must be requested through the counselor at the funding program.

Students are given the option to request a payment plan. Students must make a **\$1000.00 minimum deposit** to enroll and must pay the balance of their respective course tuition in full, two business days before the first day of hands-on classes. Hands-on classes are scheduled approximately four weeks after enrollment. If students fail to pay in full by the agreed upon date, classes are postponed until payment is made, but no later than the end date of the respective student's contract. Total Charges for a Period of Attendance are depicted below.

Total Charges for a Period of Attendance

Program	Total	Course Length	Total Charges the student is obligated to pay upon Enrollment	Balance Due after Enrollment but before 1 st Driving Class *
COMBO	\$7,795.00	Up to 26 weeks	\$1000.00	\$6,795.00
COMPLETE A	\$6,295.00	Up to 26 weeks	\$1000.00	\$5,295.00
COMPLETE B-P	\$5,195.00	Up to 26 weeks	\$1000.00	\$4,195.00
PRO A	\$4,195.00	Up to 26 weeks	\$1000.00	\$3,195.00
PRO B-P	\$4,195.00	Up to 26 weeks	\$1000.00	\$3,195.00

The 1st The DMV test date is scheduled for students as soon as permitted by DMV, following the issuance by DMV of the CLP. The DMV test date is based on DMV available dates. Driving classes are scheduled as close to the DMV test date as the school training schedule and student availability allows. Students with a CLP at the time of enrollment will be scheduled for their DMV test date as soon as permitted by DMV **if they have met the ELDT requirements**. Driving classes for students that enrolled with a CLP will be scheduled as close to the DMV test date as the school training schedule and student availability allows, providing they do not have a school balance **due and have met the ELDT training requirements**.

Recovery of Reasonable Attorney Fees for Non-Payment of Tuition

*Enrollment agreement is a legally binding contract. Student signature certifies that they have read, understood, and agreed to their rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to them. **If any legal action is brought to enforce or interpret the provisions of the Enrollment Agreement, the prevailing party shall be entitled to recover their reasonable attorney's fees from the other party.***

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 (<https://osar.bppe.ca.gov>).

17.0 SCHOOL RULES AGREEMENT

Upon execution of an enrollment agreement, which incorporates the school rules, students will be expected to be aware of the rules and comply with all of the following rules in effect for our school:

- (1) Driver training classes will be scheduled based on the student's applied payments.
- (2) All students must have their CLP and a valid medical card with them before the start of a hands-on driving class. If a student fails to produce the CLP and valid medical card, **class will not be given, and this will be counted as on-training time.** A no-show rate of **\$290.00** for a two-hour behind the wheel lesson will be charged to reschedule the hours missed.
- (3) Students are required to meet satisfactory academic progress benchmarks required by the Department of Transportation 2022 regulations. The benchmarks include incremental progress towards **achieving testing scores of 80% or higher** academically and **meeting the classroom attendance hours required by the course description**. Failure to meet the incremental academic progress and/or achieve the testing scores of 80%, or to meet the classroom attendance requirements described in the course description will be grounds for dismissal from the school. All distant learning or classroom hours must be completed in sufficient time to complete the behind the wheel portion of the training within the contract period.
- (4) Students must attend GSF orientation as part of the required classroom curriculum.
- (5) Students understand and agree that enrollment in GSF requires them to appear to for all SCHEDULED DMV

DRIVE TEST APPOINTMENTS AT THE TIME DESIGNATED BY GSF.

- (6) Students are required to adhere to the School Code of Conduct. Students may be dismissed from the school for failing to adhere to the School Code of Conduct.
- (7) Students are expected to use all GSF equipment in accordance with the instructions for use of the equipment. Abuse of the equipment, insubordination (refusal to follow the school staff's instructions) may be grounds for discipline or dismissal from the school.
- (8) Students are required to adhere to the school policy of no drug or alcohol use while attending the school. Any violation of the drug or alcohol policy while attending the school will result in immediate expulsion from the school in accordance with the school discipline policy.
- (9) Students are required to attend all scheduled classes and be on time. If tardiness occurs, the minutes of tardiness will be deducted from their required classroom and/or behind the wheel required training hours required for the school to certify them to DMV to take the DMV examination for a commercial driver (DL1236).
- (10) Cancellations and/or schedule changes of driver training classes will not be accepted on a same-day basis. All schedule changes must be made 48 business hours in advance. (Saturday cancellations will not be accepted for Monday classes.) Cancellations must be communicated by telephone to the school office during regular business hours, Monday to Friday 8:00 am to 6:00 pm, Saturday 9:00 am to 3:00 pm by calling phone #s (323)231-3311 or (818)364-6600. **Students are required to speak directly with office staff to provide notice of schedule and/or class cancellation.** Important: GSF staff will confirm the schedule change by text message. **Text messages or e-mails to GSF do not meet the 48-hour notice requirement.** Schedule and/or cancellation communications to the instructor will also not be accepted. Tardiness and no show will be considered as on training time and the missed training time deducted from the contract training hours. If less than 48 business hours or no notice is given for behind the wheel class cancellation, the class will be considered a no-show. A no-show rate of **\$290.00** for a two-hour behind the wheel lesson will be charged to reschedule the hours missed if student opts to recover no show class hours.
- (11) If a student does not show up at the DMV for their scheduled driving test without previously notifying the school as described above in item #10, and/or the student does not take the driving test for any problems **not related to the school, the missed drive test will be deducted from the number of DMV attempts provided in the contract.** **If a student wants to purchase an additional DMV test appointment, there is a \$295.00 fee for GSF to provide the vehicle for the purchased DMV test appointment.** Payment must be made to the office prior to the scheduled day, or the DMV test appointment will be cancelled.
- (12) All payments must be made to the office and not to the instructor. Payment must be made to the office prior to or on the scheduled training days. If payment is not received as required, training will be discontinued until payment is received.
- (13) **The enrollment fee of \$250.00 is non-refundable.** The **cost of driver training is \$145.00 per hour.** All students are required to be on time, attend all their scheduled classes, and follow instructions. Supplies technology, and written material fees are non-refundable after the cancellation period.
- (14) I agree to receive promotional material and authorize the use of my information to form a driver database for prospective employers. I further agree that pictures that include my image may be taken during training and may be used for posting on the school website and or school social media websites.
- (15) This contract is valid for the period specified in the contract starting on the date the contract is signed by the student. No refunds or extensions will be granted after the contract period. **No DMV examination appointments will be scheduled until the tuition is paid in full.**
- (16) **Use of profanity and/or arguing with the school instructors and/or the DMV examiner at the time of the driving test is prohibited** and will be considered grounds for termination of this contract and cancellation of further driving tests through this school.

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18.1 PROFESSIONAL COMBO CDL A & BP (Hybrid)	
Course Description	This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions and/or tour or transit bus driver positions.
Occupational titles as specified in the Standard Occupational Classification system:	Tractor-Trailer Truck Driver 53-3032 Bus Driver 53-3020 Bus Drivers, Transit and Intercity 53-3021 Bus Driver, Special Client 53-3022
Course Duration	Up to 26 weeks
* Total Clock Hours	240
Classroom Sequence	➤ Orientation/ Canvas Training ➤ Registration in Canvas ➤ ELDT Classroom Curriculum Enrollment ➤ Independent Study of California Commercial Driver Handbook ➤ Practice quizzes ➤ Pre-Trip Inspection Videos (After obtaining CDL Permit) ➤ Instructor led Zoom classes ➤ Review of library resource materials
Behind the Wheel Instruction Sequence	➤ Pre-Trip/Post-Trip Live Inspection ➤ Demo/Reverse – Left Mirror ➤ Reverse using Mirrors ➤ Offset ➤ Offset & Parallel ➤ Parallel & Docking ➤ Coupling/Uncoupling ➤ Public Roads Driving ➤ Skill Review ➤ DMV Test Preparation ➤ DMV Road Test Evaluation ➤ DMV Testing
Requirements for Course Completion 16211 Filbert St Sylmar CA 91342 (818)364-6600	➤ Students must pass ELDT modules with 80% or above and receive completion certificate to be eligible to test at DMV to obtain learner's permit. ➤ Students must pass DMV exam to obtain learner's permit prior to advancing to the instructor course segment. ➤ Pass GSF Pre-DMV test for Pre-Trip Inspections with a score of 80% or higher. ➤ During driving skills GSF instructor scores student's skill levels. Students must achieve a score of 80% or higher on the skills portion in order to be eligible to test at DMV. ➤ Students must complete 100 % of the clock hours for course completion.

Licensing Requirements	Student must successfully pass the California DMV examination for Commercial Drivers. The DMV examination consist of the following three segments: ➤ Pre-Trip Inspection ➤ Skills ➤ Road
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***Clock Hour = 50 minutes for every 1 hour**

18.2 Course: Complete Course CDL A (Hybrid)		
Course Description	This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.	
Occupational titles as specified in the Standard Occupational Classification system:	Tractor-Trailer Truck Driver	53-3032
Course Duration	Up to 26 weeks	
*Total Clock Hours	180	
Classroom Sequence	➤ Orientation/Canvas Training ➤ Registration in Canvas ➤ ELDT Classroom Curriculum Enrollment ➤ Independent Study of California Commercial Driver Handbook	➤ Practice quizzes ➤ Pre-Trip Inspection Videos (After obtaining CDL Permit) ➤ Instructor led Zoom classes ➤ Review of library resource materials
Behind the Wheel Instruction Sequence	➤ Pre-Trip/Post Trip Live Inspection Demo/ Reverse – Left Mirror ➤ Reverse using Mirrors ➤ Offset ➤ Offset & Parallel ➤ Parallel & Docking ➤ Coupling/Uncoupling	➤ Public Roads ➤ Skill Review ➤ DMV Test Preparation ➤ DMV Road Test Evaluation ➤ DMV Testing
Requirements for Course Completion	➤ Students must pass DMV exam to obtain learner's permit prior to advancing to the instructor course segment. ➤ Pass GSF Pre-DMV test for Pre-Trip Inspections with a score of 80% or higher. ➤ During driving skills GSF instructor scores student's skill levels. Students must achieve a score of 80% or higher on the skills portion in order to be eligible to test at DMV. ➤ Students must complete 100 % of the clock hours for course completion.	

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13115 Skidway Ave CA 90011
(323)221-3311

Licensing Requirements	Student must successfully pass the California DMV examination for Commercial Drivers. The DMV examination consist of the following three segments: ➤ Pre-Trip Inspection ➤ Skills ➤ Road
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18.3 Course: Complete Course CDL B-P (Hybrid)		
Course Description	This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.	
Occupational titles as specified in the Standard Occupational Classification system:	Bus Driver 53-3020 Bus Drivers, Transit and Intercity 53-3021 Bus Driver, Special Client 53-3022	
Course Duration	Up to 26 weeks	
*Total Clock Hours	160	
Classroom Sequence	➤ Orientation/Canvas Training ➤ Registration in Canvas ➤ ELDT Classroom Curriculum Enrollment ➤ Independent Study of California Commercial Driver Handbook ➤ Practice quizzes	➤ Pre-Trip Inspection Videos (After obtaining CDL Permit) ➤ Instructor led Zoom classes ➤ Review of library resource materials
Behind the Wheel Instruction Sequence	➤ Pre-Trip/Post Trip Live Inspection Demo/ Reverse – Left Mirror ➤ Reverse using Mirrors ➤ Offset ➤ Offset & Parallel ➤ Parallel & Docking	➤ Public Roads ➤ Skill Review ➤ DMV Test Preparation ➤ DMV Road Test Evaluation ➤ DMV Testing
Requirements for Course Completion	➤ Students must pass DMV exam to obtain learner's permit prior to advancing to the instructor course segment. ➤ Pass GSF Pre-DMV test for Pre-Trip Inspections with a score of 80% or higher. ➤ During driving skills GSF instructor scores student's skill levels. Students must achieve a score of 80% or higher on the skills portion in order to be eligible to test at DMV. ➤ Students must complete 100 % of the clock hours for course completion.	

Licensing Requirements	Student must successfully pass the California DMV examination for Commercial Drivers. The DMV examination consist of the following three segments: ➤ Pre-Trip Inspection ➤ Skills ➤ Road
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***Clock Hour = 50 minutes for every 1 hour**

18.4 Course: CDL A PRO COURSE (Hybrid)		
Course Description	This is an accelerated course designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.	
Occupational titles as specified in the Standard Occupational Classification system:	Tractor-Trailer Truck Driver	53-3032
Course Duration	Up to 26 weeks	
*Total Clock Hours	40	
Classroom Sequence	➤ Orientation/Canvas Training ➤ Registration in Canvas ➤ ELDT Classroom Curriculum Enrollment ➤ Independent Study of California Commercial Driver Handbook ➤ Practice quizzes	➤ Pre-Trip Inspection Videos (After obtaining CDL Permit) ➤ Instructor led Zoom classes ➤ Review of library resource materials
Behind the Wheel Instruction Sequence	➤ Pre-Trip/Post Trip Live Inspection Demo/ ➤ Reverse – Left Mirror ➤ Reverse using Mirrors ➤ Offset ➤ Offset & Parallel ➤ Parallel & Docking ➤ Coupling/Uncoupling	➤ Public Roads ➤ Skill Review ➤ DMV Test Preparation ➤ DMV Road Test Evaluation ➤ DMV Testing
Requirements for Course Completion	➤ Students must pass DMV exam to obtain learner's permit prior to advancing to the instructor course segment. ➤ Pass GSF Pre-DMV test for Pre-Trip Inspections with a score of 80% or higher. ➤ During driving skills GSF instructor scores student's skill levels. Students must achieve a score of 80% or higher on the skills portion to be eligible to test at DMV. ➤ Students must complete 100 % of the clock hours for course completion.	

Licensing Requirements	Student must successfully pass the California DMV examination for Commercial Drivers. The DMV examination consist of the following three segments: ➤ Pre-Trip Inspection ➤ Skills ➤ Road
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*Clock Hour = 50 minutes for every 1 hour

18.5 Course: CDL B-P PRO COURSE (Hybrid)		
Course Description	This is an accelerated course designed to prepare the student for the positions of tour bus or transit bus driver.	
Occupational titles as specified in the Standard Occupational Classification system:	Bus Driver 53-3020 Bus Drivers, Transit and Intercity 53-3021 Bus Driver, Special Client 53-3022	
Course Duration	Up to 26 weeks	
*Total Clock Hours	40	
Classroom Sequence	➤ Orientation/Canvas Training ➤ Registration in Canvas ➤ ELDT Classroom Curriculum Enrollment ➤ Independent Study of California Commercial Driver Handbook ➤ Practice quizzes	➤ Pre-Trip Inspection Videos (After obtaining CDL Permit) ➤ Instructor led Zoom classes ➤ Review of library resource materials
Behind the Wheel Instruction Sequence	➤ Pre-Trip/Post Trip Live Inspection ➤ Demo/ Reverse – Left Mirror ➤ Reverse using Mirrors ➤ Offset ➤ Offset & Parallel ➤ Parallel & Docking	➤ Public Roads ➤ Skill Review ➤ DMV Test Preparation ➤ DMV Road Test Evaluation ➤ DMV Testing

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Requirements for Course Completion	➤ Students must pass DMV exam to obtain learner's permit prior to advancing to the instructor course segment. ➤ Pass GSF Pre-DMV test for Pre-Trip Inspections with a score of 80% or higher. ➤ During driving skills GSF instructor scores student's skill levels. Students must achieve a score of 80% or higher on the skills portion to be eligible to test at DMV. ➤ Students must complete 100 % of the clock hours for course completion.
Licensing Requirements	Student must successfully pass the California DMV examination for Commercial Drivers. The DMV examination consist of the following three segments: ➤ Pre-Trip Inspection ➤ Skills ➤ Road

***Clock Hour = 50 minutes for every 1 hour**

CALIFORNIA COMMERCIAL DRIVER'S LICENSE APPLICATION REQUIREMENTS

Apply at any DMV field office for a CDL. You:

- May drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities or intrastate transportation of hazardous materials.
- Must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). (VC §[12515](#))

Provide the Following Items:

- A completed Application for a Driver License (DL 44) 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.
- Your true full name.
- An approved medical form (or copy) (MER and MEC form) completed by a U.S. licensed Doctor of Medicine (M.D.), doctor of osteopathy (D.O.), licensed physician assistant (P.A.), advanced practice registered nurse, or Doctor of Chiropractic (DC) who is listed on the National Registry of Certified Medical Examiners as clinically competent to perform the medical examination is required when you apply for a driver license or instruction permit. The MER and MEC forms must be dated within the last two years.

Note: Do not mail your medical report to the CHP. A medical report dated within the last two years is required for any CDL application and then every two years after that. Mail the interim medical to:

Department of Motor Vehicles
CDL Unit, MS G204
PO Box 944278
Sacramento, CA 94244-2780

731 E Slauson Ave LA CA 90011
(323)231-3311

If you must have a CDL as part of your job, your employer shall pay the cost of the medical examination unless your examination was taken before you applied for the job (Labor Code §231).

Note: Customers who do not meet the minimum medical standards will either be restricted or refused a CDL. The restrictions are:

- May not transport passengers commercially or transport materials which require placards. (VC §27903)
 - May not drive in interstate commerce.
- An acceptable birth date/legal presence (BD/ LP) document. All applicants for an original DL/ID card must submit proof of legal presence in the US as authorized under federal law. If the name on your BD/LP document is different from the name on your DL application form, you must also bring in an acceptable true full name document. Your true full name, as shown on your BD/LP document, will appear on your DL/ID card. (Refer to the [California Driver Handbook](#).)
 - An acceptable BD/LP or true full name document is one produced by an issuing authority (i.e., county, state, etc.). This document is a certified copy of the original (the original is always retained by the issuing authority) and will contain an impressed seal or an original stamped impression. The certified copy will be returned to you. If you make a copy of the certified copy, DMV will **not** accept it for BD/LP verification.
 - Your Social Security Card (cannot be laminated), Medicare card, or U.S. Armed Forces active, retired, or reserve DD2 form for an original CDL. The document must contain your name and SSN. Your SSN will be verified with the Social Security Administration while you are in the office.
 - A Certificate of Driving Skill (DL 170) if your employer is authorized by DMV to issue such certificates. Both you and your employer sign this form.
 - The applicable fee. This fee is good for 12 months from the application date. You are allowed a total of three attempts to pass the entire road test (pre-trip inspection, skills, and driving test) on a single application. If you fail any portion of the road test (pre-trip inspection, skills, or driving test), it will count as one failure towards the maximum three attempts you are allowed. Example: Failing the pre-trip inspection, skills test, and driving test counts as a three-time failure (or any failure combination equaling three). However, if you are required to take a driving test for separate types of vehicles (Class A or passenger transport vehicle), you are allowed three *driving* tests for each class of vehicle.

18.1 DMV Testing Fees for 2024.

Please always check California Department of Motor Vehicle website for most up to date information. As of this writing, the Commercial Licensing fees are as follows for 2024:

Commercial Class A or B	Original	\$98
	Renewal	\$58
	Commercial driving or skill retest	\$45
	Replacement (lost or stolen)	\$43
	Info update	\$36
	Removing an air brake or automatic transmission restriction (requires a driving test)	\$98
	Adding a passenger endorsement	\$98
	Adding the following endorsements: – Tank – Doubles/triples – Hazmat	\$58

Edna Renderos - COO/CAO, Chief Academic Officer

Ms. Edna Renderos was Office Manager at Camino Real Driving School (now Camino Real Career School) from 1992 to 1997. She worked in the same capacity at Universal Truck Driving School from 1997 to 2003, during which time she attained her Class A-P Commercial Driver License. She has been working in the capacity of COO/CAO and Commercial Driver Instructor since founding GSF Driving & Truck Training School.

Juan N Chavez – Senior Instructor

Mr. Chavez has been training students since 2003. Mr. Chavez obtained his commercial driver license in 2002 and drove for various carriers before discovering his passion for teaching. He has been successfully training students since 2003 and has received numerous commendations for his strict yet effective teaching methods. Mr. Chavez served in the Salvadoran army and trained fellow soldiers in military tactics and disaster preparedness before immigrating to the United States where he has made his home ever since.

Sergio A Oliva – Senior Instructor

Mr. Oliva first obtained his commercial license in 2017. He completed the GSF course for instructors in the same year. He specializes in many areas of training but is most highly regarded for his patience and ability to thoroughly train students in pre-trip and skills modules. He currently attends Cal State Northridge seeking a major in Civil Engineering. Mr. Oliva enjoys teaching and mechanics. He enjoys being at the school because there is no better feeling than when you know you have changed someone's life for the better.

Francisco Escobar – Associate Instructor

Mr. Escobar has over 4 years' driving experience with his CDL. He joined GSF and teaches Pre-Trip Inspections and functional driving skills for commercial drivers. Mr. Escobar is highly regarded by the students he helps prepare for a commercial driving career. He is known as a no non-sense instructor who truly enjoys his work and the rewards of seeing his students achieve their goals. Mr. Escobar worked in the trades prior to joining GSF.

Albert Alvarado – Associate Instructor

Mr. Alvarado has over 3 years' experience working as an instructor at GSF and assists students with their DMV driving test as well as working with students on their pre-trip skill preparedness. Mr. Alvarado teaches a standing class every week designed to provide maximum reinforcement on the procedures and process necessary to successfully conduct a Pre-Trip.

Elias Brito – Associate Instructor

Mr. Brito has over 2 years' experience with his CDL and enjoys working as an instructor and changing people's lives. He has successfully attended CHP safety training and is well regarded by students and his colleagues. Mr. Brito can always be depended upon to provide thorough instructions to students in how to execute pre-trip, skills, and road exercises. Mr. Brito held a position with a non-profit organization prior to joining GSF.

21.0 LIST OF ADMINISTRATORS

NAME	TITLE	EDUCATION	EXPERIENCE
Jesus Oliva Aguirre	CEO	Cal State Los Angeles; Bachelor of Arts Degree 1991	- Camino Real Truck and Bus Driving School Inc.; Instructor 1990-1994; Program Coordinator 1994-1996; Acting Director 1996-1997 - GSF Traffic School; CEO & General Partner/ 1999 to 2015. - County of Los Angeles; Head Child Support Officer 2010-2016 - County of Los Angeles; Division Administrator 2016-2021
Edna Renderos	CAO/COO	- Los Angeles City College; General Education 1990-1991 - Small Business Administration; 4-week Seminar 2003 - Small Business Administration; Emerging Leaders Program Graduate 2021	- Camino Real Truck and Bus Driving School, Inc.; Instructor 1991-1994; Office Manager 1994-1997 - Universal Truck Driving School: Office Manager 1999-2001 - GSF Truck & Bus Training Schools, COO 1999 to present.
Angelica Oliva	Associate Director	- Cal State Northridge: Associate of Arts 2020; Liberal Arts - Cal State Northridge: Bachelor's Degree 2022. - College of the Canyons: Associate of Arts 2020; Psychology	GSF Truck & Bus Training Schools; Manager 2018-2020; Associate Director 2020 to present.
Kaye McKay	Business Developer	- Antelope Valley College; General Education - Los Angeles County Training Academy; 2000-2015	- County of Los Angeles District Attorney; Head Child Support Officer - County of Los Angeles; Area Administrator; Division Chief 2001 to 2015 - GSF Truck & Bus Training Schools, Business Developer 2019 to present.

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