Catalog 01/01/2025 - 12/31/2025

Sergio School of Trucking, Inc.

45 W. Easy St., Suite 7, Simi Valley, CA 93065

818-322-9674

WWW.SERGIOSCHOOLOFTRUCKING.COM

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MISSION STATEMENT

Sergio School of Trucking's mission is to provide quality affordable truck training services in the Los Angeles and Ventura metropolitan areas. Upon graduation from our training programs, graduates are expected to perform proficiently and successfully pass the state mandated driving exam and obtain a Commercial Driver License (CDL) and be eligible for entry level positions in the transportation industry. This accomplished through classroom training using written materials, mixed media, visual aids, and a lecture format. Training includes practical experience driving, maneuvering, inspecting and proper use of the commercial vehicle equipment.

HISTORY

Sergio School of Trucking is a California owned by Soliman Shehata and was founded in 2014. The owner has over 20 years of experience in commercial driving. We have been retraining professional drivers employed for local delivery work and those driving other company vehicle for the CDL examination. Thank you for choosing and trusting Sergio School of Trucking and we are honored to serve you.

STATE OF CALIFORNIA

Sergio School of Trucking is a private institution and is approved to operate by the Bureau for Private Postsecondary Education, and approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. Approval does not imply any endorsement or recommendation by the state (5, CEC §94897(I)(2) and CEC §94909(a)(2).

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement (CEC §94909(a)(3)(B)).
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 Web: www.bppe.ca.gov Phone-(916) 574-8900 Fax-(916)263-1897 (CEC§94909 (a)(3)(A)).
A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained in the bureau's Internet Website www.bppe.ca.gov. (CEC§94909 (a)(3)(C)).

GENERAL INFORMATION

Instruction is on site with facility in 45 W. Easy st. Simi Valley, CA 93065. Sergio School of trucking does not offer visa services to prospective students from other countries and doesn't accept any students who are currently reside in other countries. The school doesn't provide any English language services. All students are required to speak and understand English proficiently (5, CCR §71810 (b)(4)). All the instruction is conducted in English due the DMV requirements for students to pass a verbal portion of the driving test in English. The school issue certificate to successful graduates. Sergio School of Trucking

does not offer any distance education. Prospective students are encouraged to visit the physical facility of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreement. No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind on the above, For more information regarding Non-Discrimination or to resolve complaints contact the School Director.

All information in the content of this school catalog is current and correct and is so certified as true by Mr. Soliman Shehata, Director.

Address

Classroom training and Yard Skills/Road training can be scheduled on 45 W. Easy Str., Suite 7, Simi Valley CA 93065.

CDL APPLICATION REQUIREMENTS FOR THE STATE OF CALIFORNIA

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.
- 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) completed by a U.S. licensed doctor of medicine (M.D.), osteopathy (D.O.), licensed physician assistant (P.A.), a nurse practitioner (N.P.), advance practice nurse, or chiropractor when you apply for a driver license or instruction permit. Drivers who hold certificates to drive school buses, SPAB, youth buses, GPPV, or farm labor vehicles must have their medical examinations given by Doctor of Medicine. (VC §12517.2)

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

Commercial Problem Drivers Inquiry Unit M/S G204
P.O. Box 942890
Sacramento, CA 94290-0001

You will be given a Medical Certificate Card (DL 51A) to carry when you drive commercially. You can be given a citation for driving out-of-class if your medical certificate expires or you drive without a valid medical certificate in your possession.

You may also be removed from your vehicle by a law enforcement officer for driving out of class.

You may also be removed from your vehicle by a law enforcement officer for driving out of class.

If you must have a CDL as part of your job, your employer shall pay the cost of the 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 the Class A vehicle and three driving tests for the passenger transport vehicle.

FACILITIES AND EQUIPMENT

All courses are taught at 45 W. Easy street, Suite 35, Simi Valley, Ca 93065. Registration and Enrollment takes place at 45 W. Easy street, Suite 7, Simi Valley, CA 93065. Hands on training takes place in the yard of 45 W. Easy st., Simi Valley, CA 93065.

The Classroom and the admissions office are housed in a commercial building. The admissions office contains a library area. The classroom has a maximum capacity of 15 persons. The building is air conditioned and has ample parking. The classroom is well equipped with a T.V. and D.V.D player, good lighting, tables, chairs for the students and the instructor and a white board.

The yard facilities are approximately 42,000 square feet used for behind- the- wheel instruction. the yard has an adequate space to maneuver trucks, areas where students may learn and practice different skills such as truck inspections, coupling, stop line, backing, 90° alley docking, serpentine, sliding tandems, etc. The over-the -road instruction is provided on the streets and freeways of the Simi Valley County area.
Students will receive behind the wheel and over the road instruction and practice in commercial tractors and trailers of the type used by the transportation industry. Basic instructional equipment includes a 2007 International Tractor and a 1979 28-feet Tuff boy Trailer, and a 2010 Hino Tractor and a 1967 28-feet Utility Trailer**.** All the tractors and trailers are owned by the institution. Sergio School of Trucking maintains each piece of equipment so as to operate safely and efficiently.

ADMISSION POLICIES AND PROCEDURES (CEC §94909(a)(8)(A) and 5, CCR §71770

Prospective student is encouraged to visit the facilities of the school and to discuss personal educational and occupational plans with school personnel prior enrolling or signing enrollment agreements. The institution has not entered into an articulation or transfer agreement with any other college or university.
The admission requirements are:

- Applicants must be 18 years of age.
- Applicants must be free of alcohol and mind-altering drug.
- Applicants must possess a valid State issued Class "C" driver's license.
- Applicants must present a 3-year driving history information printout from DMV
- Must be free of physical impairment that would prohibit safe operation of the equipment.
- At the time of admission, applicants must have a high school diploma, GED certificate, college transcript or take the ability- to-benefit test.

- The Ability-to-Benefit test is required of students who did not graduate from high school in the United States or do not possess a G.E.D certificate. It is the responsibility of the potential student to take an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE).
- Applicants must have a personal interview with school personnel to review career goals, programs offered, school policies and procedures (school catalog), the school performance fact sheets, graduation requirements, and English language proficiency
- Spanish speaking applicants must demonstrate a basic ability to comprehend simple instructions and safety signs in the English language in order to be able to communicate with the public officers, and employers.

If a prospective student meets the admission requirements and is accepted into a program an enrollment agreement will be executed.

SPECIAL NOTICE TO APPLICANTS

Please discuss any applicable items with your admissions representative prior to enrollment.

- No more than two D.U. I's on your driver's record in a lifetime
- A DUI conviction in the past 5 years
- A felony conviction of any type in the last ten years. Please speak to the School counselor for more information
- Recent hospitalization or under physician's care for emotional or mental instability
- Currently taking prescription drugs or under a physician's care (Schedule I drugs)
- No more than one at fault accident in the last twelve months, or two accidents in the last 5 years
- No reckless driving or other misdemeanors in the past five years
- Driver must be 21 years of age for interstate driving
- Driver must be 18 years of age for intrastate driving
- Have no delinquencies on child support
- Cannot be currently addicted to drugs or alcohol
- Must be capable of reading and speaking the English language sufficiently to converse with the general public, so that one may understand traffic signs and signals in the English language, and to respond to official inquiries and to make entries or reports and records.

TRANSFER OF CREDIT

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 to determine how much credit may be awarded, if any. The maximum credit may not exceed one-half of the total program requirements.
Sergio School of Trucking is not accredited by an accrediting agency recognized by the United States Department of education, nor any of its programs (CEC §94909(a)(16)).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Sergio School of Trucking is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in " the 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 your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Sergio School of trucking to determine if your certificate will transfer.

SCHOOL RULES AGREEMENT

Upon execution of your enrollment agreement, you will be required to sign the following as it pertains to specific rules in effect for our school:

SCHOOL RULES AGREEMENT

(1) DRIVER TRAINING CLASSES WILL BE SCHEDULED BASED ON THE STUDENT'S APPLIED PAYMENTS. (2) ALL STUDENTS **MUST HAVE** THEIR DRIVING INSTRUCTION PERMIT AND A VALID MEDICAL CARD WITH THEM BEFORE THE START OF A HANDS-ON DRIVING CLASS. IF STUDENT FAILS TO PRODUCE ABOVE-MENTIONED DOCUMENTS, **CLASS WILL NOT BE GIVEN AND THIS WILL BE COUNTED AS ON-TRAINING TIME.**
(3) 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 MONDAYS CLASSES.) CANCELLATIONS MUST BE COMMUNICATED BY TELEPHONE** TO THE SCHOOL OFFICE DURING REGULAR BUSINESS HOURS, MONDAY TO FRIDAY 8:00 AM-6:00 PM, SATURDAY, 9:00- 6:00 PM BY CALLING PHONE *# (818) 322-8674 or (805) 387-8383*
SCHEDULE AND/OR CANCELLATIONS COMMUNICATED TO **THE INSTRUCTOR WILL NOT BE ACCEPTED.** LATENESS AND NO SHOW WILL BE CONSIDERED AS **ON-TRAINING TIME.**
(4) IF THE STUDENT DOES NOT SHOW UP AT THE D.M.V. FOR THEIR SCHEDULED DRIVING TEST WITHOUT PREVIOUSLY NOTIFYING THE SCHOOL AS STIPULATED ABOVE AND/OR THE STUDENT DOES NOT TAKE THE DRIVING TEST FOR ANY PROBLEMS **NOT RELATED TO THE SCHOOL** WILL BE CHARGED AN ADDITIONAL **$125.00 RESCHEDULING FEE**. PAYMENT MUST BE MADE TO THE OFFICE ON **THE SCHEDULED DAYS** OTHERWISE TRAINING WILL BE DISCONTINUED UNTIL PAYMENT IS RECEIVED. (5) PAYMENTS MUST BE MADE TO THE OFFICE AND NOT TO THE INSTRUCTOR. PAYMENT MUST BE MADE TO THE OFFICE ON THE SCHEDULED DAYS OTHERWISE TRAINING WILL BE DISCONTINUED UNTIL PAYMENT IS RECEIVED. ENROLLMENT FEE OF $250.00 IS NON- REFUNDABLE. THE COST OF DRIVER TRAINING IS $90.00 PER HOUR. ALL OUR STUDENTS SHOULD BE ON TIME, ATTEND ALL THEIR SCHEDULED CLASSES AND FOLLOW INSTRUCTIONS. SUPPLY AND WRITTEN MATERIAL FEES ARE NON-REFUNDABLE. I AGREE TO RECEIVE PROMOTIONAL MATERIAL AND AUTHORIZE THE USE OF MY INFORMATION TO FORM A DRIVER DATABASE FOR PROSPECTIVE EMPLOYERS. THIS CONTRACT IS VALID FOR 1 YEAR ONLY FROM SIGNED DATE. NO REFUNDS OR EXTENSIONS WILL BE GRANTED AFTER 1 YEAR. NO DMV SCHEDULE UNTIL TUITION IS PAID IN FULL.
(6)USE OF PROFANITY AND/OR ARGUING WITH THE SCHOOL INSTRUCTORS AND/OR DMV EXAMINER AT THE TIME OF THE DRIVING TEST WILL BE CONSIDERED GROUNDS FOR TERMINATION OF THIS CONTRACT AND CANCELLATION OF FURTHER DRIVING TESTS THROUGH THIS SCHOOL.

SCHOOL PROGRAMS

ADVANCED COMMERCIAL DRIVER, CLASS AP/P	**168 HOURS**
COMMERCIAL DRIVER LICENSE, CLASS BP/P	**168 HOURS**
CLASS A REFRESHER COURSE	**48 HOURS**

The school's course objective is to provide the Trucking/Transportation Industry with competent, entry level drivers. Graduates are safety conscious, professionally trained and well-educated individuals who will be an asset to their employers. Completion of our program will produce well rounded, skilled, safe drivers with the chosen careers as professional drivers. In addition to the listed programs, we offer specialized instruction designed to meet the need and requirements of individuals and employers.

Commercial Truck Driver- Job Responsibility According to D.O.T:

Truck drivers operate gasoline and diesel-powered tractor-trailers which weigh from 6,000 to a maximum limit of 20,000 pounds per axle. The maximum length of the equipment is 75 feet in California. Drivers may work for common carrier companies (hauling consumer goods for the general public), contract carrier companies (transporting goods for a specific group of shippers) or private carrier firms that operate their own trucking fleet. Local drivers work in various industries. They may transport consumer goods, haul material for construction contractors, or deliver farm produce to food processing plants. Drivers may be required to load and unload their own cargo.

Occupational titles as specified in the Dictionary of Occupational Titles:

Tractor-Trailer Truck Driver	904.383-010
Truck Driver Heavy	905.663-014
Tank-Truck Driver	903.683-018

PROGRAM DESCRIPTION

ADVANCED COMMERCIAL DRIVER, CLASS AP/P 168 HOURS (6-8 weeks)

This program offers 168 hours of one on one instruction. The program is designed to teach students how to comply with the Federal Motor Safety Regulations and assist them in passing the Department of Motor Vehicles Exam to obtain a Class ''A" License. Student will learn to maintain a driver's log and correct keeping and maintenance of a pre-trip inspection log and be taught yard skills and driving techniques, such as straight line and serpentine backing, forward and reverse, measured stops and turns, alley docking (90 degree maneuvers), parallel parking. In addition, students will be taught how to comply with all the aspects of safe driving and vehicle control, including accident control and reporting, trip planning and map reading. Students will also be taught how to pull a pre-trip inspection, conduct an in-cab inspection, inspect the air brake system, and perform an air brake test. To meet industry demands for added behind-the-wheel time and experience, students will spend extensive time driving in city slow zones and school zones, over railroad tracks, and on main streets and freeway systems.

Training includes the DMV competencies required for a Class A commercial license. Job placement assistance is included in the program. Successful graduates receive a certificate and their transcripts are maintained permanently.

COMMERCIAL DRIVER LICENSE, CLASS BP/P 168 HOURS (6-8 weeks)

This program offers 168 hours of one -on-one instruction. The program is designed to assist students in passing the Department of Motor Vehicles Exam in order to obtain a Class "B" License as well as teach the safe operation and maneuvering of a tractor, including straight line backing, parallel parking and alley docking. In addition, students will be taught how to pull a pre-trip inspection, conduct an in -cab inspection, inspect the air brake system and perform an air brake test. Students will also practice driving in city zones and school zones, over railroad tracks, and on main streets and freeway systems. Training includes the DMV competencies required for a Class BP/B commercial license and endorsements. Job placement assistance is included in the program. Successful graduates receive a certificate and their transcripts are maintained permanently.

CLASS A REFRESHER COURSE 48 HOURS (3-4 weeks)

This program offers 48 hours of one on one instruction. The program is designed to assist students in passing the Department of Motor Vehicles Exam in order to obtain a Class "A" License as well as teach the safe operation and maneuvering of a tractor trailer, including straight line backing, parallel parking and alley docking. In addition, students will be taught how to pull a pre-trip inspection, conduct an in -cab inspection, inspect the air brake system and perform an air brake test. Students will also practice driving in city zones and school zones, over railroad tracks, and on main streets and freeway systems. Training includes the DMV competencies required for a Class A commercial license. Job placement assistance is included in the program. Successful graduates receive a certificate and their transcripts are maintained permanently**.**

MODULE DESCRIPTIONS

- **Classroom Training/ readiness Program:** Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions. The student will be taught the aspects of safe operation, accident control and reporting. the classroom training include also the following themes: CDL Permit and Endorsement Instruction, Driver Qualification, Job Placement, DOT Regulations, Driver Wellness, Federal Motor Carrier Safety Regulations, Hours of Service and Map Reading, Vehicle Inspection, Air Brake Training, Defensive Driving, Cargo Handling, Railroad Crossing Safety, and Whistleblower Protection.

- **Yard skills Training**: it teaches the student how to safely maneuver a tractor trailer, including backing from the sight side or blind side; parallel parking and alley docking; approaching a "corner" properly; conducting a pre-trip inspection; and using the mirrors. it also teaches the importance of having a safe attentive attitude as a commercial driver.

- **Over- the-Road Driving Skills Training**: it teaches how to safely and courteously operate a commercial vehicle in a variety of traffic situations on streets and freeways. Student will be taught the importance of having a safe and attentive attitude as a commercial driver. Also the student will learn about the following: Vehicle Control, Defensive Driving, Proper use of clutch and gears, Different Roads and Conditions, Observation of Highway Laws, Space Management, Ramps, Turns, and Lane Control.
- **Skills performance Test:**
  a- A school instructor will administer a DMV prep final exam (includes: Air Brakes, Pretrip, Skills, and Driving).
  b- A Final for the Classroom and Logbook will be administered at the completion of classroom classes.
  c- At the conclusion of the class, the DMV will administer the Commercial Driver License (CDL) final test.

PORGRAMS OUTLINES

The following provides an overview of subjects within each program to include hours.

Subjects	Advanced commercial driver, Class AP/P 168 Hours	Commercial driver licensure, Class BP/P 168 Hours	Class A Refresher course 48 Hours
Classroom	80	80	10
Skills Driving	60	60	15
Road Driving	20	20	15
Skills Performance Test	8	8	8
Total Program Hours	168	168	48

ACADEMIC POLICIES

CLOCK HOURS

Clock hours reflect the total number of hours spent in the classroom. One clock hour is equal to 50 minutes of instruction in a 60-minute period.

Standards for 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.
- If student's grade point average is unsatisfactory (below 70%), the student will be put on probation for two subjects. If during the next two subjects the student's grade point average is still unsatisfactory, the student will be withdrawn.

- Students are expected to attend their scheduled classes on a regular basis as scheduled and be on time. A total of three (3) unexcused absences will be deemed grounds for dismissal from the program. Three (3) unexcused tardiness and the student will be suspended for 1 week. If the student is tardy again after suspension they will be dismissed from the program.
- Students can be dismissed from the programs for the reasons stated above as well as repeated abuse of the equipment, insubordination (refusal to follow the school staff's instructions), drug or alcohol use while attending the school.

RE-ENROLLEMENT

Re-enrollment will be approved only after evidence is shown to the school director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

EVALUATIONS METHODS

All grades are calculated in points evaluating the student's knowledge and skills for each item on the written and hand-on parts of the licensing exam for commercial drivers, as administered by the Department of Motor Vehicles for the state of California. The final program grade is calculated according to the following criteria and percentages:

Subjects	Percent of Total Grades		
	Advanced commercial Driver, Class AP/P 168 Hours	Commercial driver licensure, Class BP/P 168 Hours	Class A Refresher course 48 Hours
Orientation	0%	0%	0%
Classroom	20%	20%	20%
Yard Skills	40%	40%	40%
Drive	40%	40%	40%
Review	0%	0%	0%

PROGRAM GRADING SCALE

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = Fail (below 60)

ATTENDANCE POLICY

Absences will be considered excused under the following circumstances: illness, death or birth in the immediate family, and other valid reason substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.

Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without a legitimate reason on two occasions in one class will be considered as one unexcused absence.

Due the length and comprehensive nature of the commercial driver training, students with one **unexcused absence** in any class will receive written notification of probation. Any unexcused absence during the remainder of the course will be cause for interruption of the student's training program.

Class cuts will be considered **unexcused** absence.

Make- up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of classroom attendance. Make-up work must be arranged by the student with the individual instructor or the school director.

Leave of Absence may request by the student at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

WITHDRAWAL

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 3 days.

STUDENT CONDUCT POLICY

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be dismissed for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.
3. Operating equipment in such a manner that life or property is endangered.
4. Gambling on school property.
5. Insubordination and/or intolerable conduct.
6. Willful abuse of school equipment or property.
7. Excessive absenteeism.
8. Failure to make payments on dates due.

Graduation Requirements

Students must complete all the required training modules in their program at a satisfactory level (C average). Additional help is provided for slower learner in individual situations.
The Candidate for graduation must:

- Have successfully completed all specified requirements for the certificate.
- Have earned a cumulative grade average of at least 70% in each area of training.
- Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.
- pass a final examination at the DMV at the end of the course in order to receive the certificate of completion for the program. 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.

Student Services

Housing

Sergio School of Trucking does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. there are motels and hotels close to the school locations. According to rentals.com for Simi Valley, CA one-bedroom apartment start at approximately $1,600 per month

Library

Sergio School of Trucking maintains a resource center in the reception area of the facility. Resources are available to students including newspapers, industry related magazines and job postings. The resource center check -in/check-out system based on the honor system. Students may borrow resources at anytime; we only ask that resources are returned in a timely manner (within one day) and in the same condition as they were when checked out.

In addition to the resources maintained onsite, Sergio School of Trucking also has a variety of resources posted on its website. These resources include information on trucking jobs and DMV information.

Student Grievance Procedure

This Student Grievance Procedure has the purpose of giving students an opportunity to present an issue that they feel warrants action without regard to sex, race, national origin, creed, color, sexual orientation, disability, or age and have the issue dealt with in a timely and equitable manner.
Any student who has a grievance with the school or an instructor should first discuss the problem with the school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. A written or oral complaint will be responded to within 15 days. When a satisfactory resolution of the problem is not obtained, the student may contact:

Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained in the Bureau's Internet Website www.bppe.ca.gov

PLACEMENT SERVICES

The school will provide job placement services, which include resume preparation, job leads, and job interviews with employers may be set up for you. Employee examples include Schneider National, Werner enterprises, Covenant Transportation, Swift Transportation, U.S. Xpress, and May Trucking. If you fail to attend a minimum of 2 job interviews/appointments, the school will stop providing placement services due to lack of participation. Students must provide an H-6 printout (attainable at the DMV for a $5 fee) before placement services can be rendered. Although the school does provide Job placement assistance, it cannot guarantee placement or level of income or wages. Students are encouraged to attend recruiter presentations when they become available.

ADMINISTRATIVE POLICIES

STUDENT RECORDS/RIGHT OF PRIVACY

The federal right of privacy act enables all student to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

Student Records

In addition to permanently retaining a transcript as required by section 94900(b) of code 71930, state law requires this educational institution to maintain school and student records for a five-year period. We will discard any files not within the 5-year period from the date of the student's completion or withdraw. Student transcripts are kept in a locked fireproof cabinet with limited access. It is only accessible for the Director and the Assistance Director.

Enrollment Dates

Instruction is hourly based; students must complete 160/120 hours before being scheduled for DMV testing. Students will be advised at start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules and revisions to schedules. Classes are held 12 months per year. The following legal holidays will be observed:

-New Year's Day	- Memorial Day	- Independence day
-Labor Day	- Thanksgiving	- Christmas Day

HOURS OF OPERATION

Days	Hours
Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 5pm
Friday	9am – 5pm
Saturday	9am – 2pm
Sunday	Appointment only

* Hours may change at any time at the discretion of the school administration.
Appointments and walk-ins are welcome; however, it is strongly recommended that graduates who wish to have job placement assistance make an appointment to meet with a representative.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty of obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Sergio School of Trucking, 45 W. Easy st., Suite 7, Simi Valley, CA 93065. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be found by the enrollment agreement
5. If the enrollment Agreement is cancelled the school will refund the student any money he/she paid less a registration or administration fee not to exceed $ 250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not limited to, a student's lack of attendance.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60%

of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 3 days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charges for the program (total institutional charge, minus non refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

LOANS

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. 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.
Refund will be paid within 30 days of cancellation of withdrawal.

TUITION AND FEES

All Tuition and fees are payable prior to commencement of classes unless other arrangements are made. You are responsible for your tuition and fees. A student enrolled in an unaccredited school is not eligible for federal financial aid programs. The school does not participate in federal or state financial aid programs. If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. if a student receives federal student financial aid funds, the student is entitled to a refund of the student moneys not paid from federal financial aid funds.

Programs	Registration Fee	Tuition	Estimated Cost of Books Supplies & Fee	STRF Fees	Total Program Charges
Advanced commercial Driver, Class AP/P 168 Hours	$ 75.00	$ 4,296.00	$554.00	$ 0.00	$ 4,925.00
Commercial driver licensure, Class BP/P 168 Hours	$ 75.00	$ 3,186.50	$554.00	$ 0.00	$ 3,815.50
Class A Refresher course 48 Hours	$ 75.00	$ 1,845.00	$ 554.00	$ 0.00	$ 2,474.00

* Books: CDL Manual, **J. J .Keller Video Training Series** : CMV Driver Basics , Eye on defensive driving , CSA know the basics , Alcohol & Drug testing, Hazmat Transportation Driver TRAINING, **J. J .Keller Driver Video Training Series**: Night Driving, Accident Procedures , Hours of Service for property carrying CMV DRIVERS, **J. J .Keller Master Driver Video Training Series:** Backing Techniques, Pattern Driving, Air Brakes, Coupling & Uncoupling, Speed & Space Management, Distracted Driving, and the Sergio's Pre Trip Inspection DVD will be provided by the school. Handbooks Total: $ 299.00
Supplies and Materials: Gloves, Safety Glasses, Vest, Logbook, Pens and Pencils: $ 100.00
Physical Exam: $ 75.00
DMV State Exam: $ 75.00
DMV print out: $ 5.00

ADDITIONAL COSTS

In addition to tuition and fees, students are responsible for the cost of housing, meals, and transportation to and from school.

STUDENT TUITION RECOVERY FUND-STRF DISCLOSURES

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“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, Phone- (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 period before the program was discontinued.

3. 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, 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 even 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 (5, CCR § 76215 (a) and (b)).”

CONSUMER PROTECTION (CEC § 94909(a)(12)

Sergio School of Trucking has no pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.).

SELF-MONITORING PROCEDURES

Sergio School of Trucking will remain in compliance with the current laws and regulations through subscribing to the J. J. Keller Associates, Inc. and to the BPPE's emails alert. Also, The Assistant Director will be attending the Compliance Workshop and meeting with the Bureau for private postsecondary Education staff.

LIST OF FACULTY AND ADMINISTRATORS

DIRECTOR /OWNER/HEAD INSTRUCTOR/CAO

Soliman Shehata
Responsible for the administration of an institution's academic affairs including the supervision of faculty, and implementation of the institution's mission, purposes and objectives.
Full time Instructor
Responsible for selecting textbooks as well as other educational materials and order or authorize the purchase of supplies.
Responsible for the development of educational programs and curricula
Responsible for mentoring new Instructors and observing them in the classroom and in the yard.
Responsible for the administration of Sergio School of Trucking mission, purposes and objectives.

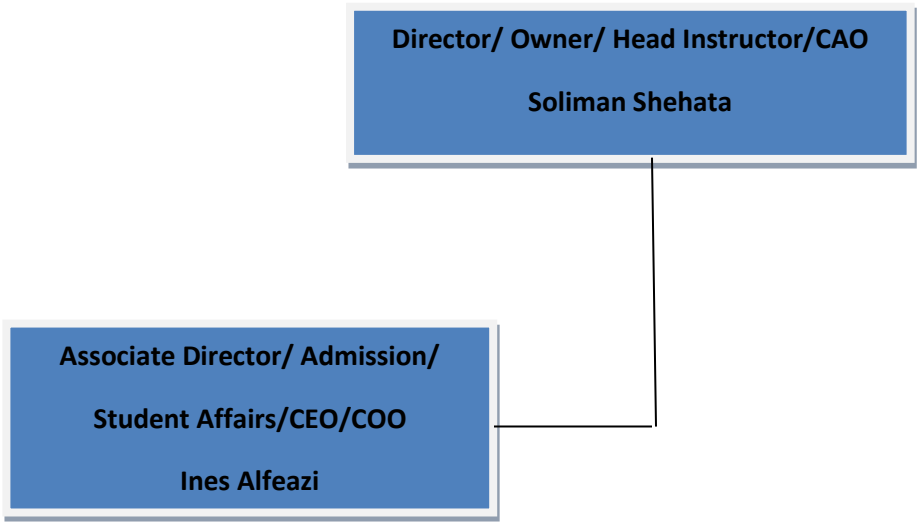
EDUCATION
Granada Hills HS
over 28 years as Owner, Director and manager in Family business
over 10 years experience as a commercial driver
over 5 years as an instructor

ASSOCIATE DIRECTOR/Admission/Student relations/COO/CEO

Ines Alfeazi
Responsible for the overall administration of the school's operation, including finances, management, and personnel.
Responsible to provide services and support for students to enhance student growth and development.
Work collaboratively with faculty and staff to remedy student issues.
Assist with Job placement after the student's graduation.

EDUCATION
MS. in Science, Germany
worked as teacher assistant for over 8 years at George-August- University, Germany
worked at University of California, Los Angeles for 10 years and over 2 years at Amgen (Thousand oaks)
over 20 years' experience with Trucking business (family's business)
over 15 years experience dealing with company, regulatory, and external personnel (Audit/inspections)
over 20 years experience in managing and record keeping
over 15 years experience of windows based computer programs

ORGANIZATIONAL CHART



Faculty (Instructors):

Faculty members all have their commercial driver's license. Each member has a minimum of 5 years driving experience, with the head instructor over 10 years of experience.

Sergio School of Trucking

45 W. Easy st., Suite 7, Simi Valley, Ca 93065

(818) 322-9674 * (805) 387-8383

I have received a copy of the Catalog and School Performance Fact Sheet prior to enrollment, which contains the rules, regulations, program completion requirements, and cost for the specific program in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature: _____

Date: _____

Enrolled by (Print Name): _____

Signature: _____

Date: _____