

UNITED TRUCK DRIVING SCHOOL

CATALOG

1665 E. 4th Street #106 **Santa Ana, CA 92701**
1737 Atlanta Avenue #H-7 **Riverside, CA 92507**
28000 Del Rio Road #E **Temecula, CA 92590**
2425 Camino Del Rio South #250 **San Diego, CA 92108**

(800) 764-2020 • www.DriveTrucks.com
94909(a)(1), 94909(a)(4)

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TRUCK DRIVING SCHOOL

STATEMENT OF PHILOSOPHY

United Truck Driving School strives to educate and train students to become professional caliber commercial drivers prepared for employment in the transportation industry in the United States and Canada. This is accomplished through classroom training using written materials, video, visual aids, and a lecture format. Training includes practical experience driving, maneuvering, inspecting and proper use of the commercial vehicle equipment.

MISSION STATEMENT

71810(b)(2)

Our mission is to.....

Train *Individuals* to become *Quality Drivers* in the *Transportation Industry*

HOURS OF OPERATION

Office hours: 9:00 a.m. to 5:00 p.m. Monday through Friday.

Instructional Hours: Vary depending on the course of training. Hourly breaks are provided and Lunch Break is 30 minutes daily. Driving Instruction may be held day and night as necessary to accommodate the requirements of the program and the times are subject to change. Times may vary by location.

APPROVAL DISCLOSURE STATEMENT (94909(a)(2))

United Truck Driving School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education of the State of California. The approval means the institution and its operation comply with the minimum standards established under the law for occupational instruction by private educational institutions, approval does not imply any endorsement or recommendation by the state. All four locations are currently in Candidate Status with the Council on Occupational Education for accreditation.

GENERAL INFORMATION:

Instruction is on site with facilities in San Diego, Riverside, Santa Ana and Temecula. Instruction is conducted in elementary English. We issue diplomas to successful graduates. To be eligible to receive a commercial drivers license you must be California resident and pass the required testing by the State of California Department of Motor Vehicles. This includes written, skills, pre-trip and driving tests. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreement. The school does not operate a housing facility for students and cannot be responsible for housing needs. There are motels and hotels close to the school locations. The school currently has available some sponsored programs to provide funds in the form of loans or subsidies to pay for all or portions of tuition and fees. 71810(b)(13)(c)

AMINISTRATION

Ownership: United Truck & Car Driving School, Inc.

PRESIDENT OF CORPORATION	Cheryl Hanley
SCHOOL DIRECTOR	Bonnie Trown
PLACEMENT COORDINATOR	Patricia Fitzgerald
ADMISSIONS REPRESENTATIVES	Mike Riggio, Dennis Cheney, Terry Tyler

HISTORY

United Truck Driving School has been training drivers since 1978 on a commercial and non-commercial basis. We have been retraining professional drivers employed for local delivery work and those driving other company vehicles. United Truck & Car Driving School, Inc owns the school. We have expanded our training to include all classes and combinations of vehicles. In 1997 the San Diego campus was re-located. Training locations were expanded to include Riverside, Santa Ana and Temecula. In 2003, the Accrediting Commission of Career Schools and Colleges accredited the San Diego campus. The four locations are currently in Candidate Status with the Council on Occupational Education for accreditation.

TRUCK DRIVING SCHOOL

FACULTY

The faculty members hold a Commercial Drivers License and have multiple years of truck driving experience. Their experience and training techniques enable our students to learn and demonstrate the skills for licensure. 94909(a)(7)

YARD SUPERVISORS AND INSTRUCTORS:

Wayne Ewing & Jorge Medina
William Floyd, Armando Gomez, Ronald Urief,
Gilbert Viera, & Doug Wuensch

Definition of Clock Hours: A clock hour is defined as 50 minutes of instruction per each 60-minute hour.

Time Frame: Full time students would attend 40 hours a week. Part time students attend 20 hours a week.

FACILITIES AND EQUIPMENT

San Diego is a main campus and the corporate offices. The facility includes two classrooms, kitchen, admissions office, lobby, and administrative offices. There is ample parking at the two-story building. The equipment yard is located at 12120 Industry Road in Lakeside, CA and provides room for training and parking for the school.

Riverside is a branch location and includes two classrooms and an admissions office area and there is ample parking available. Santa Ana and Temecula branch locations each have a classroom and an admissions office area and provide plenty of parking for the school. The equipment yard is located at 2240 Fleetwood Dr, Riverside and provides over 3 acres of practice yard area for training.

Truck and trailers include Freightliner Conventional Tractors ranging from 1992-1995 with wheelbases ranging from 220" to 228". Trailers are from 45' to 48' dry vans and flatbed with fixed and sliding tandems. The school also operates two 78-passenger Crown busses for passenger endorsement training. The school maintains a library in each location. The area designated as the library has resources available for the students to review that are related to the transportation industry. Students can review these resources during normal operating hours. 71810(b)(10),94909(a)(4)

STUDENT SERVICES 71810(b)(12)

United Truck Driving School provides placement services to students and graduates with access to a vast employment sector with serious shortages of qualified applicants. Income and benefit levels are excellent and provide stable career opportunities for the successful graduate.

Placement:

Placement activities on behalf of students include maintenance of current employer lists and contact information. The placement department arranges referrals to prospective employers and on site interviews. Placement assistance is offered to graduates. The placement department at the school processes student applications to over-the-road carriers. Office staff upon receiving permission from students supplies information requested by potential employers. Examples of employers include: Werner Enterprises, Covenant Transport, Swift Transportation, CRST Van Expedited, U.S.Xpress Enterprises. However neither guarantee of placement or level of income or wages can be made. 94909(a)(13)

Records Retention:

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five-year period.

Academic Advising:

The School Director is available to provide students with academic advising services. Students are permitted to change programs during their enrollment at the school with the Director's approval. The Director reviews student progress weekly and will advise students at risk of academic probation. Students needing information or assistance with counseling, transportation, child care, or other personal issues that impact their academic performance will be referred to the school director as a first response and referral as necessary to the network of county Workforce Career Centers and other state, county and city agencies. These agencies include the County of San Diego Health & Human Services Department, the Riverside County Department of Public Health, and the Orange County Health and Human Care Department.

Tuition Assistance Programs:

The Admissions Representative is available to advise students on tuition assistance programs available. Several companies offer private tuition financing. Students can receive advisory services regarding several avenues for paying their tuition. County and State tuition assistance programs are available for the unemployed and candidates meeting certain qualifications. Our admissions staff can assist an eligible student with the appropriate agencies.

The school does not participate in federal and state Title IV financial aid programs at this point in time. 94909(a)(10)

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program. 94909(a)(11)

Student Records and Support:

Office staff will maintain student records for use in placement and verification. Request for records can be processed by phone or by fax, providing the student has given the school permission to distribute such information. Records retained include dates of attendance, grades received, and diploma date for a period of five (5) years. 71810(b)(15)

Membership in Professional Associations

Commercial Vehicle Training Association
Foundation

Commercial Truck Driver Training



SCHEDULE OF CLASSES

Instruction is competency based. Students commence training on a space and equipment available basis. Students will be advised of 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. Over-the-Road Driving Instruction is scheduled as necessary to accommodate the requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

New Years Day Memorial Day Independence Day Labor Day Thanksgiving Christmas

CLASSES START MONDAY EACH WEEK GRADUATION IS FRIDAY EACH WEEK
CLASS STARTS AND GRADUATION VARY BY LOCATION

Courses Offered:

CLASS A - TRUCK DRIVING	160 Clock Hours
CLASS A/P - TRUCK AND BUS DRIVING	186 Clock Hours
CLASS B/P - TRUCK AND BUS DRIVING	120 Clock Hours
PROFESSIONAL TRUCK DRIVER	600 Clock Hours

Our mission is to.....

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Transportation Industry



CURRICULUM of COURSES

CLASS A – TRUCK DRIVING

160 HOURS

Commercial Driver Training CIP #49.0205

COURSE DESCRIPTION

GOALS AND OBJECTIVES

The course objective is to prepare students for a successful career as a commercial truck driver in either a local or over-the-road setting. Program includes classroom training and behind-the-wheel instruction. Training includes the DMV competencies required for a Class A commercial license and endorsements. Job placement assistance and applications are included in the course. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

COURSE DESCRIPTION

94909(a)(5)

Registration/Orientation

*Rules and regulations of school * Course explanation * Information regarding opportunities
*License/Permits * History of trucking industry

Vehicle and License Required

*Commercial Drivers License (C.D.L.) *Department Of Transportation (D.O.T.) requirements
*Medical exam * C.D.L. class for various vehicles and combinations of vehicles

Types of Truck Transmissions

*Concept of transmitting force *Shifting gears
*Automatics *Various geared transmissions, splitters, range controls, etc. *Double
clutching/Floating

Air Brakes

*Basic components *Service/Emergency *Governors/Reservoir/Valves
*Spring brake *Service brake *Use of brakes

Engine Retarders

*Brake saver *Use of retarders

Smith System (Plus) Attitude

*Defensive driving *Beyond defensive driving *Space management *Visual search, etc. *Attitude

Professional Drivers Attitude Development

*Use/nonuse of alcohol, drugs *Safe driving attitude

Department of Transportation Rules (D.O.T.)

*Drivers obligation to know *Qualifications *Regulations
*Hours of Service for Drivers (FMCSR 395.1) *D.O.T. examinations

Truck Electrical System

*Basic knowledge *Trouble shooting *Lighting requirements, *Dashboard gauges

Truck Engine

*Components *Principle of operation *Auxiliary systems

Drive Train

*Clutch *Driveline *Differential *Axles *Frame *Suspension

Steering

*Components *Types of steering *Control

Tires and Wheels

*Types *Regulations *D.O.T. requirements *State requirements

Trailers

*Towed unit *Constructions and components *Types and sizes *Special units *Combination
trailers

Tractors

*Power unit *Components *Types *Special units *Drivers responsibility

Alignment - Coupling and Uncoupling

*Fifth wheel *Landing gear *Doubles

Putting the Truck in Motion

*Knowledge of equipment *Start/warm-up *Pre-trip *Brake check
*Shifting *Double clutching *Gear selection/Up-down

Attitude Review

*Safe, smooth driving *Driving techniques *Seat/Mirror-adjustment *Seatbelts *Steering wheel
*Maneuvering *Stopping *Starting *Shutdown

Accident/Fire Prevention/Reporting

*Rules *Condition/Attitude *Adverse driving conditions *Brake inspection *Grades *Adverse weather *Use of retarders *Load management

Economy Driving

*Speed management *Natural forces *Gravity *Inertia *Proper gear selection *Trip planning
*Road management *Fuel saving *Aerodynamic design

Cargo Documentation/Management

*Hours of service *Bill of lading *Freight bill *Way bill *Manifest *Loading and unloading
*Heights *Widths *Lengths *Various types of trailers *Weight distribution *Sealing *Packing
*Protection
*Securing *Platform equipment operation

Endorsements and Procedures

*Hazardous Materials *Special handling *Regulations (knowledge, handling, requirements)
*Categories *Placards *Classifications *Doubles & triples endorsement
*Tank vehicle endorsement *On-road: Tire inspection *Parking *Routing *Railroad crossing
*Accident *Protect the scene *Notification *Air Brake Certification

Trip Planning

*Map reading *Map symbol *Mileage *Time zone *Weather

Preventative Maintenance

*Drivers daily inspection reports *Service checks *Cleaning the truck

Getting the Job of a Professional Driver

*Application *Qualifications *Documentation *Attitude/Preparation *Communication *Resume
*Interview *Attitude *Preparation

Life of a Professional Truck Driver

*Planning *Time management *Road expenses/Management *Physical fitness *State of mind - attitude
*Drugs and alcohol *Sexual Harassment in the Workplace

Continuing Education

*Professional associations *Periodicals & Trade magazines

Maneuvering - Road/Range (Tractor-Trailer)

*Backing (safety) *Preposition/Blind - clear side *Straight back *Various degrees *Parallel
*Equipment control *Range portion is conducted in controlled area.

Refinement of Driving Ability

*Various driving terrain/conditions *Shifting *Equipment control *Attitude

Preparation for Driving Exam/Range & Road

*D.M.V. Pre-trip, brake check, road test *D.O.T. road test

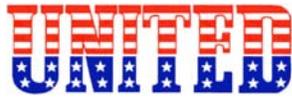
Life on the Road

*Dealing with road stress *Proper on-the-road diet *On-the-road exercise *Dealing with fatigue

Our mission is to.....

Train *Individuals* to become *Quality Drivers* in the

Transportation Industry



TRUCK DRIVING SCHOOL

CLASS A/P - TRUCK AND BUS DRIVING

186 Hours

Commercial Driver Training CIP #49.0205

COURSE DESCRIPTION

94909(a)(5)

GOALS AND OBJECTIVES

The course objective is to prepare students for a successful career as a Class A commercial Truck Driver and/or Bus Driver in either a local or over-the-road setting. Program includes classroom training and behind-the-wheel instruction. Training includes the DMV competencies required for a Class A commercial license and endorsements. Job placement assistance and applications are included in the course. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

Registration/Orientation

- *Rules and regulations of school
- * Course explanation
- * Information regarding opportunities
- *License/Permits
- * History of trucking industry

Vehicle and License Required

- *Commercial Drivers License (C.D.L.)
- *Department Of Transportation (D.O.T.) requirements
- *Medical exam
- * C.D.L. class for various vehicles and combinations of vehicles

Types of Truck/Bus Transmissions

- *Concept of transmitting force
- *Shifting gears
- *Automatics
- *Various geared transmissions, splitters, range controls, etc.
- *Double clutching/Floating

Air Brakes

- *Basic components
- *Service/Emergency
- *Governors/Reservoir/Valves
- *Spring brake
- *Service brake
- *Use of brakes

Engine Retarders

- *Brake saver
- *Use of retarders

Smith System (Plus) Attitude

- *Defensive driving
- *Beyond defensive driving
- *Space management
- *Visual search, etc.
- *Attitude

Professional Drivers Attitude Development

- *Use/nonuse of alcohol, drugs
- *Safe driving attitude

Department of Transportation Rules (D.O.T.)

- *Drivers obligation to know
- *Qualifications
- *Regulations
- *Hours of Service for Drivers (FMCSR 395.1)
- *D.O.T. examinations

Truck/Bus Electrical System

- *Basic knowledge
- *Trouble shooting
- *Lighting requirements,
- *Dashboard gauges

Truck/Bus Engine

- *Components
- *Principle of operation
- *Auxiliary systems

Drive Train

- *Clutch
- *Driveline
- *Differential
- *Axles
- *Frame
- *Suspension

Steering

- *Components
- *Types of steering
- *Control

Tires and Wheels

- *Types
- *Regulations
- *D.O.T. requirements
- *State requirements

Trailers

- *Towed unit
- *Constructions and components
- *Types and sizes
- *Special units
- *Combinations

Tractors

- *Power unit
- *Components
- *Types
- *Special units
- *Drivers responsibility

Alignment - Coupling and Uncoupling

- *Fifth wheel
- *Landing gear
- *Doubles

Putting the Truck/Bus in Motion

- *Knowledge of equipment
- *Start/warm-up
- *Pre-trip
- *Brake check
- *Shifting
- *Double clutching
- *Gear selection/Up-down
- *Backing

Attitude Review

- *Safe, smooth driving
- *Driving techniques
- *Seat/Mirror-adjustment
- *Seatbelts
- *Steering wheel
- *Maneuvering
- *Stopping
- *Starting
- *Shutdown

Accident/Fire Prevention/Reporting

*Rules *Condition/Attitude *Adverse driving conditions *Brake inspection *Grades *Adverse weather*Use of retarders *Load management

Economy Driving

*Speed management *Natural forces *Gravity *Inertia *Proper gear selection *Trip planning
*Road management *Fuel saving *Aerodynamic design

Cargo Documentation/Management

*Hours of service *Bill of lading *Freight bill *Way bill *Manifest *Loading and unloading
*Heights *Widths *Lengths *Various types of trailers *Weight distribution *Sealing *Packing
*Protection
*Securing *Platform equipment operation

Endorsements and Procedures

*Hazardous Materials *Special handling *Regulations (knowledge, handling, requirements)
*Categories *Placards *Classifications *Doubles & triples endorsement
*Tank vehicle endorsement *Passenger endorsement *On road:*Tire inspection *Parking
*Routing *Railroad crossing
*Accident *Protect the scene *Notification *Air Brake Certification

Trip Planning

*Map reading *Map symbol *Mileage *Time zone *Weather

Preventative Maintenance

*Drivers daily inspection reports *Service checks *Cleaning the truck

Getting the Job of a Professional Driver

*Application *Qualifications *Documentation *Attitude/Preparation *Communication *Resume
*Interview *Attitude *Preparation

Life of a Professional Truck/Bus Driver

*Planning *Time management *Road expenses/Management *Physical fitness *State of mind -
attitude
*Drugs and alcohol *Sexual Harassment in the Workplace

Continuing Education

*Professional associations *Periodicals & Trade magazines

Maneuvering - Road/Range (Tractor-Trailer)

*Backing (safety) *Preposition/Blind - clear side *Straight back *Various degrees *Parallel
*Equipment control *Range portion is conducted in controlled area.

Maneuvering - Road/Range (Bus Training)

*Backing (safety) *Preposition/Blind - clear side *Straight back *Various degrees *Parallel
*Equipment control *Range portion is conducted in controlled area.

Refinement of Driving Ability

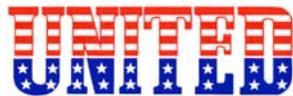
*Various driving terrain/conditions *Shifting *Equipment control *Attitude

Preparation for Driving Exam/Range & Road

*D.M.V. Pre-trip, brake check, road test *D.O.T. road test

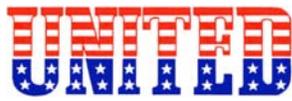
Life on the Road

*Dealing with road stress *Proper on-the-road diet *On-the-road exercise *Dealing with fatigue

**TRUCK DRIVING SCHOOL**

Our mission is to.....

Train *Individuals* to become *Quality Drivers* in the
Transportation Industry



TRUCK DRIVING SCHOOL

CLASS B/P - TRUCK AND BUS DRIVING

120 HOURS

Commercial Driver Training CIP #49.0205

COURSE DESCRIPTION

94909(a)(5)

GOALS AND OBJECTIVES

The course objective is to prepare students for a successful career as a Class B Truck Driver and/or professional bus driver in either a local or over-the-road setting. Program includes classroom training and behind-the-wheel instruction. Training includes the DMV competencies required for a Class B commercial license and endorsements. Job placement assistance and applications are included in the course. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

COURSE DESCRIPTION

Registration/Orientation

- *Rules and regulations of school
- * Course explanation
- * Information regarding opportunities
- *License/Permits
- * History of trucking industry

Vehicle and License Required

- *Commercial Drivers License (C.D.L.)
- *Department Of Transportation (D.O.T.) requirements
- *Medical exam
- * C.D.L. class for various vehicles and combinations of vehicles

Types of Truck/Bus Transmissions

- *Concept of transmitting force
- *Shifting gears
- *Automatics
- *Various geared transmissions, splitters, range controls, etc.
- *Double clutching/Floating

Air Brakes

- *Basic components
- *Service/Emergency
- *Governors/Reservoir/Valves
- *Spring brake
- *Service brake
- *Use of brakes

Engine Retarders

- *Brake saver
- *Use of retarders

Smith System (Plus) Attitude

- *Defensive driving
- *Beyond defensive driving
- *Space management
- *Visual search, etc.
- *Attitude

Professional Drivers Attitude Development

- *Use/nonuse of alcohol, drugs
- *Safe driving attitude

Department of Transportation Rules (D.O.T.)

- *Drivers obligation to know
- *Qualifications
- *Regulations
- *Hours of Service for Drivers (FMCSR 395.1)
- *D.O.T. examinations

Truck/Bus Electrical System

- *Basic knowledge
- *Trouble shooting
- *Lighting requirements,
- *Dashboard gauges

Truck/Bus Engine

- *Components
- *Principle of operation
- *Auxiliary systems

Drive Train

- *Clutch
- *Driveline
- *Differential
- *Axles
- *Frame
- *Suspension

Steering

- *Components
- *Types of steering
- *Control

Tires and Wheels

- *Types
- *Regulations
- *D.O.T. requirements
- *State requirements

Vehicles

- *Power unit
- *Components
- *Types
- *Special units
- *Drivers responsibility

Putting the Truck/Bus in Motion

- *Knowledge of equipment
- *Start/warm-up
- *Pre-trip
- *Brake check
- *Shifting
- *Double clutching
- *Gear selection/Up-down

Attitude Review

- *Safe, smooth driving
- *Driving techniques
- *Seat/Mirror-adjustment
- *Seatbelts
- *Steering wheel
- *Maneuvering
- *Stopping
- *Starting
- *Shutdown

Accident/Fire Prevention/Reporting

- *Rules
- *Condition/Attitude
- *Adverse driving conditions
- *Brake inspection
- *Grades
- *Adverse weather
- *Use of retarders
- *Load management

Economy Driving

*Speed management *Natural forces *Gravity *Inertia *Proper gear selection *Trip planning
*Road management *Fuel saving *Aerodynamic design

Cargo Documentation/Management

*Hours of service *Bill of lading *Freight bill *Way bill *Manifest *Loading and unloading
*Heights *Widths *Lengths *Various types of trailers *Weight distribution *Sealing *Packing
*Protection
*Securing *Platform equipment operation

Endorsements and Procedures

*Hazardous Materials *Special handling *Regulations (knowledge, handling, requirements)
*Categories *Placards *Classifications *Tank vehicle endorsement *Passenger endorsement
*On road: *Tire inspection *Parking *Routing *Railroad crossing *Accident *Protect the scene
*Notification *Air Brake Certification

Trip Planning

*Map reading *Map symbol *Mileage *Time zone *Weather

Preventative Maintenance

*Drivers daily inspection reports *Service checks *Cleaning the truck

Getting the Job of a Professional Driver

*Application *Qualifications *Documentation *Attitude/Preparation *Communication *Resume
*Interview *Attitude *Preparation *Communication

Life of a Professional Truck/Bus Driver

*Planning *Time management *Road expenses/Management *Physical fitness *State of mind -
attitude
*Drugs and alcohol *Sexual Harassment in the Workplace

Continuing Education

*Professional associations *Periodicals & Trade magazines

Maneuvering - Road/Range (Truck/Bus)

*Backing (safety) *Preposition/Blind - clear side *Straight back *Various degrees *Parallel
*Equipment control *Range portion is conducted in controlled area.

Refinement of Driving Ability

*Various driving terrain/conditions *Shifting *Equipment control *Attitude

Preparation for Driving Exam/Range & Road

*D.M.V. Pre-trip, brake check, road test *D.O.T. road test

Life on the Road

*Dealing with road stress *Proper on-the-road diet *On-the-road exercise *Dealing with fatigue



PROFESSIONAL TRUCK DRIVER

600HOURS

Commercial Driver Training CIP #49.0205

COURSE DESCRIPTION

94909(a)(5)

GOALS AND OBJECTIVES

The course objective is to prepare students for a successful career as a professional truck driver in either a local or over-the-road setting. The program is to prepare the student to become a well trained driver in the commercial trucking industry. Program includes classroom training, behind-the-wheel instruction and placement assistance. Student will experience and test on various types of equipment and received extended driving and skills practice. The student will receive training on all endorsements for a commercial license. The student will be provided the opportunity to participate in the TSA background screening and the application for a TWIC (Transportation Worker Identification Card) as part of this advanced program.

This is a training program that is designed for the student who is serious about the transportation industry and is committed to learning in depth about equipment and driving skills.

This program allows the student to gain extensive knowledge about the rules of the road, safety, hours of service, equipment inspection, endorsements for special loads, life as a professional driver, trip planning and hazardous materials just to name some of the areas of study. The graduate is trained to become driver for the commercial transportation industry.

Training includes the Department of Motor Vehicles competencies and testing required for a commercial license and endorsements. Job applications and placement assistance are included in the course.

Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

Registration/Orientation

*Rules and regulations of school * Course explanation * Information regarding opportunities
*License/Permits * History of trucking industry

Vehicle and License Required

*Commercial Drivers License (C.D.L.) *Department Of Transportation (D.O.T.) requirements
*Medical exam * C.D.L. class for various vehicles and combinations of vehicles

Types of Truck/Bus Transmissions

*Concept of transmitting force *Shifting gears
*Automatics *Various geared transmissions, splitters, range controls, etc. *Double
clutching/Floating

Air Brakes

*Basic components *Service/Emergency *Governors/Reservoir/Valves
*Spring brake *Service brake *Use of brakes

Engine Retarders

*Brake saver *Use of retarders

Smith System (Plus) Attitude

*Defensive driving *Beyond defensive driving *Space management *Visual search, etc. *Attitude

Professional Drivers Attitude Development

*Use/nonuse of alcohol, drugs *Safe driving attitude

Department of Transportation Rules (D.O.T.)

*Drivers obligation to know *Qualifications *Regulations
*Hours of Service for Drivers (FMCSR 395.1) *D.O.T. examinations

Truck/Bus Electrical System

*Basic knowledge *Trouble shooting *Lighting requirements, *Dashboard gauges

Truck/Bus Engine

*Components *Principle of operation *Auxiliary systems

Drive Train

*Clutch *Driveline *Differential *Axles *Frame *Suspension

Steering

*Components *Types of steering *Control

Tires and Wheels

*Types *Regulations *D.O.T. requirements *State requirements

Trailers

*Towed unit *Constructions and components *Types and sizes *Special units *Combinations

Tractors

*Power unit *Components *Types *Special units *Drivers responsibility

Alignment - Coupling and Uncoupling

*Fifth wheel *Landing gear *Doubles

Putting the Truck/Bus in Motion

*Knowledge of equipment *Start/warm-up *Pre-trip *Brake check
*Shifting *Double clutching *Gear selection/Up-down *Backing

Attitude Review

*Safe, smooth driving *Driving techniques *Seat/Mirror-adjustment *Seatbelts *Steering wheel
*Maneuvering *Stopping *Starting *Shutdown

Accident/Fire Prevention/Reporting

*Rules *Condition/Attitude *Adverse driving conditions *Brake inspection *Grades *Adverse
weather *Use of retarders *Load management

Economy Driving

*Speed management *Natural forces *Gravity *Inertia *Proper gear selection *Trip planning
*Road management *Fuel saving *Aerodynamic design

Cargo Documentation/Management

*Hours of service *Bill of lading *Freight bill *Way bill *Manifest *Loading and unloading
*Heights *Widths *Lengths *Various types of trailers *Weight distribution *Sealing *Packing
*Protection
*Securing *Platform equipment operation

Specialized Rigs

*Platform Trailer *Tankers *Doubles and Triples *Reefers *Sliders

Endorsements

*Hazardous Materials *Special handling *Regulations (knowledge, handling, requirements)

*Categories *Placards *Classifications *On road *Tire inspection *Parking *Routing *Railroad crossing

*Accident *Protect the scene *Notification *Air Brake Certification *Doubles & triples endorsement

*Tank vehicle endorsement *Platform Equipment *Passenger endorsement

Trip Planning

*Map reading *Map symbol *Mileage *Time zone *Weather

Vehicle Management Systems

*Onboard Computers *Paperless logbooks *On Board Recorders *GPS

Preventative Maintenance

*Drivers daily inspection reports *Service checks *Cleaning the truck

Getting the Job of a Professional Driver

*Application *Qualifications *Documentation *Attitude/Preparation *Communication *Resume

*Interview *Attitude *Preparation *Communication

Life of a Professional Truck/Bus Driver

*Planning *Time management *Road expenses/Management *Physical fitness *State of mind - Attitude

*Drugs and Alcohol *Sexual Harassment *Dealing with Fatigue *Proper On-the-Road Diet *First Aid CPR

Continuing Education

*Professional associations *Periodicals & Trade magazines

Maneuvering - Road/Range (Tractor-Trailer)

*Backing (safety) *Preposition/Blind - clear side *Straight back *Various degrees *Parallel

*Equipment control *Range portion is conducted in controlled area.

Maneuvering - Road/Range (Bus Training)

*Backing (safety) *Preposition/Blind - clear side *Straight back *Various degrees *Parallel

*Equipment control *Range portion is conducted in controlled area.

Refinement of Driving Ability

*Various driving terrain/conditions *Shifting *Equipment control *Attitude

Preparation for Driving Exam/Range & Road

*D.M.V. Pre-trip, brake check, road test *D.O.T. road test

SCHOOL POLICIES

ADMISSION PROCESS & REQUIREMENTS

Each applicant to the school must:

- Submit a completed Registration Form to Admissions.
- Provide valid drivers license from student's resident state.
- Provide valid Social Security Card
- Meet with an Admissions Representative to discuss educational program and tour the facility.
- Receive a school catalog and school performance fact sheet.
- Must be 18 years of age to receive commercial license. (Students between the ages of 18 and 21 can obtain a commercial drivers license to drive within the state of issuance. An individual cannot be D.O.T. certified for out of state driving until reaching the age of 21 years.)
- Must be able to meet the medical requirements for a commercial driver. (Procedure includes medical examination report and substance screen.)
- 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. (94909(a)(3)(B),(C)(6),(C)(8)(A), 94909(a)(5))

ADMISSIONS PROCEDURES

94909(a)(8)(A)

To apply for admission to the School, Applicants should contact the Admissions Office at the School for an interview and a tour of the School's Facilities. At that time Applicants will:

1. Receive a copy of the School's catalog and School Performance Fact Sheet.
2. Pursuant to California Code of Regulation, Section 71770 (a)(1) each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code. All students are encouraged to provide documentation of their educational background and experience to improve their options for employment.
3. Complete an Entrance Exam consisting of twenty multi-choice questions with three choices per question. The questions are industry related situational types. The minimum passing score is 65% or 13 out of the 20 questions with correct answers. Studies have shown that 92% of the applicants pass the exam and are granted admission. Those applicants who do not attain the required score on the test will then be admitted on a provisional basis, providing they can benefit from additional tutorial assistance. This tutorial assistance would be furnished during the students first week of training and would be in addition to the student's normal training program.

Upon completion of the tutorial assistance, the student would be required to retake the Entrance Exam. Should the student still not meet the required score, he or she would have their Enrollment Application canceled.

4. Complete the Enrollment Agreement that includes a \$250.00 non-refundable application fee and non-refundable state required STRF Fee.

5. A school representative will notify the applicant in writing of his/her class start date.

GRANTING CREDIT

94909(a)(8)(A)

Upon enrollment, the student will be asked to list any previous education, training or experience in the exact area of training for which enrolled. If previous education, training or experience is recent enough, sufficiently thorough and relevant, and can demonstrate as to satisfactory proficiency, appropriate credit will be allowed at the discretion of the school administration. The course length will be shortened and the fees proportioned. The student records will document any such action taken. The student should confirm with potential employers if certain training is required for employment and to ensure employers acceptance of previous education, training or experience in the exact area of training will be acceptable. The school has not entered into an articulation or transfer agreement with any other college or university.

94909(a)(8)(A), 71810(b)(7)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at United Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of course work from another institution is not typically accepted at United Truck Driving School due to the nature of the training. There may be some exceptions. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending United Truck Driving School to determine if your diploma will transfer.

94909 (a)(15)

ATTENDANCE, PROBATION & DISMISSAL POLICIES

Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the director. Other absences will be unexcused. (94909)(8)(D)

Tardiness is a disruption of a good learning environment and is discouraged. Tardiness 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. The student must arrange make-up work with the individual instructor or the school director.

Leave of Absence will be considered and may be granted to students at the discretion of the school director. Leave not to exceed 180 days and student signature will be required. If student fails to return school's refund policy applies. (94909)(8)(E)

Absences and tardiness will be recorded. Students are expected to attend classes as scheduled as they would be expected to be present for work.

Probation - Students failing to maintain satisfactory attendance may be placed in probationary status in an attempt to warn the student of possible dismissal if attendance and/or school performance is not brought up to the appropriate standard. (94909)(8)(C)

Dismissal - Students failing to maintain satisfactory attendance will be advised by the director. If attendance fails to improve, the director may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected. (94909)(8)(C)

Satisfactory Progress Policy

Each student must maintain a minimum cumulative grade point average (GPA) of 1.0 at the end of the first week (25% of the program) of instruction; a 1.5 GPA at the end of the second week (midpoint of the program) of instruction; 2.0 GPA by the end of the third week of instruction (75% of the program); and a cumulative 2.0 GPA upon graduation. (Assuming the traditional 4.0 scale.)

Student progress will be reported at the end of each 5-day [one week] interval. If the student falls below the above stated grade point average, the student may be placed on formal probation. The student will be given lesson plans to bring their grade up to a minimum cumulative grade point average, this must be accomplished within 5 days. Any student that fails to bring their GPA up within the above mentioned time frame would be dismissed from school. The student may be reinstated into the school providing that they bring their GPA up to minimum standards. This should be accomplished within the maximum time frame allowed to complete the training which is one and a half times the length of the course.

Statement: The institution does not have any pending petition in bankruptcy, and is not operating as a debtor in possession and has not filed for reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.) in the preceding five year. 94909(a)(12)

GRADING SYSTEM

The percentage grading system listed below is used for all courses. Letter grades are used for transcripts only.

A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	60 - 69%	1.0
F	59 - Below	Failure

Course withdrawal will not affect a student's GPA. 71810(b)(8)

REQUIRED LEVELS OF PERFORMANCE

A student must meet the following requirements in order to qualify for a Diploma:

- * Achieve a cumulative grade point average of 2.0 or higher.
- * Attend at least 60% of the scheduled hours of the program.
- * Complete all designated requirements (tests, assignments, etc.) of the program.
- * Satisfy all financial obligations to the School.
- * If available, provide school with copy of high school diploma GED certificate, DD-214, college transcripts. All students will take an Entrance Examination.
- * Complete all State of California requirements (written and skills tests) of the licenses.
- * Provide employment verification to the school.

TERMINATION POLICY

A student is subject to termination for violating any of the following:

- * The school must terminate any student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended.
- * Failure to meet the minimum grade point average or fails to complete the training within the maximum time frame, if applicable the student must be dismissed.
- * Failure to comply with the school's attendance policy.
- * Failure to comply with the school's conduct policy.
- * Failure to meet all financial obligations to the school.
- * Violation of any of the conditions set forth and agreed to in the Enrollment Agreement.

CONDITIONS FOR REINSTATEMENT

Reinstatement will be approved only after evidence is shown to the Director's satisfaction that conditions, which caused the interruption for unsatisfactory progress, have been rectified.

A diploma will be issued upon satisfactory completion of the course and tuition and fees are paid in full or otherwise accounted for and employment verification is available to the school.

STUDENT CONDUCT

At the discretion of the school administration; a student may be dismissed from school for any serious incident or repeated incident of intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, disobedient or disrespectful behavior to another student, an administrator or faculty member, or any other stated or determined infraction of conduct.

TUITION POLICIES AND FEES

All tuition and fees must be paid prior to commencement of classes unless other arrangements have been made. If needed, there are public and private agencies that may provide tuition assistance in the form of loans or grants to those who qualify under their guidelines. Further information is available from the Admissions Department.

SCHOOL PERFORMANCE REPORT

This information is provided for you to be informed about the past success rate of the students that have attended the school. United Truck Driving School has 4 campuses in Southern California. We have provided the 2009-10 information of performance for your review. We have been training students as commercial truck drivers since 1978.

We are committed to our students and their success in the essential transportation industry. You can see by the data we are very successful in getting our students trained and working as Professional Commercial Drivers!

San Diego Campus

Program	Enrolled	Students Graduated	Percentage	Employed in the field	Percentage
Class A	110	97	88%	85	88%
Class A/P	150	127	85%	115	91%
Class B/P	16	15	94%	13	87%
Overall	276	239	87%	213	89%

Riverside Campus

Program	Enrolled	Students Graduated	Percentage	Employed in the field	Percentage
Class A	94	84	89%	71	85%
Class A/P	55	49	89%	43	88%
Class B/P	3	3	100%	2	67%
	152	136	89%	116	85%

Santa Ana Campus

Program	Enrolled	Students Graduated	Percentage	Employed in the field	Percentage
Class A	40	39	98%	33	83%
Class A/P	64	54	84%	43	80%
Class B/P	7	6	86%	6	100%
	110	101	92%	82	81%

Temecula Campus

Program	Enrolled	Students Graduated	Percentage	Employed in the field	Percentage
Class A	82	78	95%	72	92%
Class A/P	17	18	94%	17	94%
Class B/P	3	3	100%	3	100%
	102	99	97%	92	93%



COURSE CHARGES AND FEES 94909(a)(9)

Course Title: Class A/P - Truck and Bus Driving (186 Hour)

Registration fee	\$250.00
Tuition – Institutional Charges	\$4311.00
Instructional Materials and Test Fees	\$289.00
TOTAL	\$4850.00

Course Title: Class A - Truck Driving (160 Hour)

Registration fee	\$250.00
Tuition – Institutional Charges	\$3811.00
Instructional Materials and Test Fees	\$289.00
TOTAL	\$4350.00

Course Title: Class B/P - Truck and Bus Driving (120 Hour)

Registration fees	\$250.00
Tuition – Institutional Charges	\$2811.00
Instructional Materials and Test Fees	\$289.00
TOTAL	\$3350.00

Course Title: Professional Truck Driver (600 Hour)

Registration fee	\$250.00
Tuition – Institutional Charges	\$7550.00
Instructional Materials and Test Fees	\$350.00
TOTAL	\$8150.00

Additional Training Cost per day \$350.00

STUDENT TUITION RECOVERY FUND 94909(a)(14), 76215

“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 prepay 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 created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

Cancellation Withdrawal and Refund Policies

The student has the right to cancel and the notice of cancellation shall be in writing. The cancellation will be considered received when it is received by the school. The institution shall credit refunds within 45 days of the receipt of the cancellation. Institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee not to exceed \$250.00 if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A withdrawal may also be caused by a student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it. Remember you must cancel in writing. . (94909)(8)(B), (94919)(b)(c)(d)

Revision of Programs and Tuition

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

Special Notice to Applicants

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

1. Two or more D.U.I.s on your driver's license record in a lifetime.
2. A D.U.I. conviction in the past five years.
3. A felony conviction of any type in the past ten years.
4. Recent hospitalization or under a physician's care for emotional or mental instability.
5. Currently taking prescription drugs under a physician's care (Schedule 1 Drugs).
6. No more than one at fault accident in the past 12 months, or two accidents in the past 5 years.
7. No reckless driving or other misdemeanors in the past 5 years.
8. Driver must be 21 years of age for interstate driving.
9. Driver must be 18 years of age for intrastate driving.
10. Delinquencies on child support.
11. Be able to pass a drug and alcohol test.
12. Must be capable of reading and speaking the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries and to make entries on reports and records. English language services are not available.

(94909(a)(6), 94909(a)(5))

GRIEVANCE /COMPLAINT PROCEDURE

Under the schools Grievance / Complaint procedure, you are entitled to the following within the specified days from the day you file a grievance or complaint: 71810(b)(14)

1. Assistance from your training school director or representative in preparing your complaint in writing, within the first day.
2. An informal conference with the school director or representative in order to discuss your complaint, within five (5) days.
3. A decision on your complaint from the school director, within ten (10) days.
4. An informal conference with the school director, applicant / participant to identify and clarify issues of disagreement in an attempt to reach a mutually satisfactory resolution within fifteen (15) days.
5. An informal hearing on your complaint with the school director within sixty (60) days.
6. A final decision on your complaint from the school director within thirty (30) days.
7. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov). (94909(a)(3)(c))

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

If a student has a problem that they are unable to resolve with the school directly they may contact the Council on Occupational Education 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, Georgia 30350, 770-396-3898.

The school does have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the school in writing. All complaints considered by the school must be in written form, with permission from the complainant(s) for the school to forward a copy of the complaint to the school staff for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the school.

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: Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 www.bppe.ca.gov, (888) 370-7589, Fax (916) 263-1897 (94909(a)(3)(A))





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