AB Truck Driving School

INFORMATION CATALOG

2011-2012

1346 East Taylor Street
San Jose, CA 95133
Phone/fax: 408-298-1072

mohansingh1@yahoo.com

DISCLOSURE STATEMENTS

AB Truck Driving School is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. AB Truck Driving School, is located at 1346 East Taylor Street, San Jose, CA, 95133, is approved by California Bureau for Private Postsecondary Education (Bureau). All records are retained at the school location with copies kept off campus.

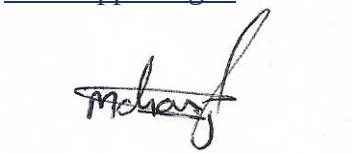
AB Truck Driving School is incorporated in the state of California for the purpose of providing training to students for safe and efficient operation of various types of tractors and trailers.

Anyone seeking to resolve problems or complaints should contact the campus director in charge. Requests for further action may be directed to Mr. Mohan Singh, the Owner/School Director at (408) 298-1072. Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered or resolved by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA, 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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



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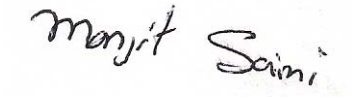
Mohan Singh, Owner
CEO, COO



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Manjit Saini, Owner
CAO

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Requirements set forth by the California Bureau for Private Postsecondary Education are reviewed annually and required changes made and updated in the catalog upon approval.

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AB TRUCK DRIVING SCHOOL

Mission and Objectives

The mission of AB Truck Driving School is to train qualified individuals to be qualified to seek employment in the trucking industry.

Training programs are designed to train students for safe and efficient operation of various types of tractors, trailers, and buses. The federal government requires States to issue CDLs to certain Commercial Motor Vehicle (CMV) drivers only after the driver passes knowledge and skills tests administered by the State and related to the type of vehicle the driver expects to operate. AB Truck Driving Schools offers students a complete knowledge of Federal Department of Transportation (DOT) rules and regulations for the Commercial Driver License (CDL). There may also be medical certification requirements that must be met by each applicant

Graduates who pass required licensing exams can seek entry-level employment as over-the-road drivers, line-haul drivers, long-haul truck drivers, owner operators, flatbed truck drivers, commercial trailer truck drives, and bus drivers.

Location and Equipment

The school is located at 1346 East Taylor Street in San Jose, California. The building is 636 square feet and contains classrooms, a library/lounge, and offices. There are rest rooms and a large parking area for the truck and bus. There is a six-wheeler two- axle truck and trailer and passenger bus and the tools and parts found on those vehicles for student training. All necessary equipment is provided for students' hands-on practice of all instruction and to familiarize themselves with all paperwork and manuals and regulations presented during class.

Learning Resources

The library contains information about the trucking industry and employment skills materials. Curriculum has no requirement for use of a library. Students have open access to the library materials at their option at any time during the hours the school is open. Textbooks and learning materials include Commercial Driver handbooks, Safety Regulations handbooks, Pulling Twin Trailers: A Driver's Guide, and DOT Alcohol and Drug Testing Rules. Tutoring is available upon Request.

ADMISSIONS

Admission is open to any qualified applicant who is a legal resident of the United States. No qualified person may be excluded from enrollment in AB Truck Driving School based on age, race, gender, disability, or national origin.

Requirements

Applicants must meet the following requirements:

- ✓ Be at least 18 years of age and U.S. citizen or a permanent resident.* State and Federal laws has set the minimum age for Commercial Drivers driving within California at 18. Interstate drivers must be at least 21 years of age.
- ✓ Be able to read, write, and comprehend English. All classes are taught in English.**
- ✓ If applicable, submit high school diploma or GED.
- ✓ All applicants must pass WBST: Ability to Benefit Test with a minimum passing score in Language and Math of 2.
- ✓ Pass a Department of Transportation (DOT) physical, and NIOA drug testing.
- ✓ Obtain a current Department of Motor Vehicle (DMV) printout. The DMV printout must be obtained within the last thirty days.

*AB Truck Driving School does not accept students from outside the United States or those who cannot read, speak, or write English.

**AB Truck Driving School does not provide English as a Second Language (ESL) for instruction.

Procedures

1. Applicant must meet all admissions requirements.
2. Complete an Application for Admission.
3. Personal interview with an Enrollment Representative.
4. Tour the campus.
5. Complete Enrollment Agreement.
6. Receive a copy of the School Catalog and Disclosure Statement.
7. Receive a copy of the Notice of Students' Rights.
8. Notification in writing of acceptance or rejection by the School.

Transfer of Credit

Programs are short and intensive. Therefore no transfer of credit is granted to apply against programs offered.

Students may wish to continue their training after graduation. AB Truck Driving is not accredited. Some or no AB Truck Driving credits may be transferable to other institutions. The graduate must contact the institution s/he is transferring to as each institution has its own requirements regarding transfer credit. There is no guarantee of Transfer of Credit from one institution to another. AB Truck Driving School does not have an articulation or transfer agreement with any other institution.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at AB Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma earned in any of the programs is also at the complete discretion of the institution to which you may seek to transfer. 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 AB Truck Driving School to determine if your diploma will transfer.

TRAINING PROGRAMS

All classes are held at the San Jose Campus.
None of the course work is offered by any distance education delivery method.

COMPREHENSIVE CLASS A LICENSE TRAINING PROGRAM
(Tractor-Trailer Driver) 160 Clock Hours

Program Description, Occupational Outcomes, and Completion Requirements
Comprehensive Class A License Training (Tractor-Trailer Driver) Program is a four-week program that trains students with the skills and knowledge to qualify to take both the written and skills test administered by the State of California Department of Motor Vehicles and seek employment as an entry-level commercial truck driver. Classroom and field training total 160 hours. Classroom training consists of 40 hours. Field training consists of 120 hours of both driving and observation time. During the first week, students attend classroom training for five days for eight hours per day. The remaining three weeks consist of field training, which is conducted five days per week for eight hours per day. Friday of the third week, students spend four hours in the classroom and four hours in the field. Students must satisfactorily complete theory and practical assignments.

Week One, 40 hours: Overview

Day/clock hours	Course Name	Course Description
1/8	Introduction: The realm of the program. The classroom, yard and road activities.	The course covers: Safety issues and hygiene that must be followed throughout the time in the program. Review of all material needed for each student: CDL manual, Federal Motor Carrier Safety Regulations pocket book, and School packet including, air brakes test, pre-trip inspection, backing diagrams, and shifting information. General Knowledge Analysis: Accident control, Backing, Braking, Cargo, Emergencies, Fires, Inspections, Mirror Use, Night Driving, Parking, Shifting, Skid Control.
2/8	Airbrake Analysis	The course covers: Air brakes system, Spring brakes, Air compressor, Air loss rate, Low air pressure, Brake inspection, Brake fade, Emergency braking. Stopping Distance, Preventing Rollovers, Trailer Brakes, Fifth Wheel, Coupling, Air Leakage Rates, Hose Couplers, Trailer Air Supply.
3/8	Hazardous Material Analysis	The course covers: Intent of the rules, Placards, Regulated Products, Responsibility, Shipping Papers, Routes and Permits, Loading, Mixed loads, Emergency , Radioactive material, Explosives,

Day/clock hours	Course Name	Course Description
		Hazardous Waste , Doubles and Triples Analysis: Trailer Placement, Crack-the-whip effect, Special Care with Doubles and Triples, Converter Dollies, Pinole Hooks, Coupling Trailers, Air Supply Testing Trailer Brakes
4/8	Log Book	Log book lecture, Practical airbrake test instruction, Trip planning lecture, knowledge and skills to pass the practical road test including pre-trip and in-cab inspection, air brake test, backing and turning skills.
5/8	Review	Knowledge and skills review to pass the practical road test including pre-trip and in-cab inspection, air brake test, backing and turning skills.

Week 2, 40 hours Yard Instruction

Day/clock hours	Course Name	Course Description
1/8	Pre-trip Inspection	The course covers: Pre-trip inspection, In-cab inspection, Practical Air brake inspection.
2/8	Pre-trip: In Cab	Pre-trip, in-cab, and air brake inspections, Straight line backing, Measured stops and measured right turns.
3/8	Pre-trip: In Cab A	Pre-trip, in-cab, and air brake inspections, Straight line backing, measured stops and measured right turns, Blind side and sight parallel parking and serpentine.
4/8	Pre-trip: In Cab B	Pre-trip, in-cab, and air brake inspections, Straight line backing, measured stops and measured right turns, Blind side and sight parallel parking and serpentine.
5/8	Pre-trip: In Cab C	Pre-trip, in-cab, and air brake inspections, Straight line backing, measured stops and measured right turns, Blind side and sight parallel parking and serpentine.

Week 3, 40 hours Road Instruction

Day/clock hours	Course Name	Course Description
1/8	Safe Driving Skills	Skills and knowledge to pass the practical road test including safe driving skills, traffic checks, clutch control and speed management
2/8	Safe Driving skills A	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps
3/8	Safe Driving skills B	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas
4/8	Safe Driving skills C	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas
5/8	Safe Driving skills D	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas

Week 4: 40 hours Yard and Road Instruction

Day/clock hours	Course Name	Course Description
1/8	Safe Driving Skills A	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Blind side and sight parallel parking and serpentine.
2/8	Safe Driving Skills in the Yard B	Safety, Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Blind side and sight parallel parking and serpentine.
3/8	Safe Driving Skills C	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Blind side and sight parallel parking and serpentine
4/8	Safe Driving Skills D	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Blind side

Day/clock hours	Course Name	Course Description
		and sight parallel parking and serpentine
4/8	Safe Driving Skills E	Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Blind side and sight parallel parking and serpentine

CLASS A LICENSE TRAINING PROGRAM (Truck-Trailer Driver)

48 Clock Hours

Program Description, Occupational Outcomes, and Completion Requirements

Upon completion of this program students will have the skills and knowledge to qualify to take the California Class A Driver's License Test to operate a truck-trailer rig or "semi." Students spend two weeks (except Sundays) and complete 10 ½ hours in classroom and 37 ½ hours in field training. The program has a flexible day schedule of 2.5 to 5 hours a day. Students learn about pre-trip inspections, behind the wheel driving, Log books, and test preparation. There is theory and on-the-road driving. Students must satisfactorily complete theory and practical assignments.

Day/clock hours	Course Name	Course Description
1/3	Accident Control	Accident Control, Backing, Braking, Cargo, Emergencies, Fires, Inspections, Mirror Use, Night Driving, Parking, Shifting, Skid Control.
2/3	Air Brakes Practice Test	Discuss any problems found on the practice test, Cumulative practice test for General Knowledge, Airbrake, and Combination, Intent of the rules, Placards, Regulated Products, Responsibility, Shipping Papers, Routes and Permits, Loading, Mixed loads, Emergency , Radioactive material, Explosives, Hazardous Waste.
3/3	Tanker Analysis	High center of gravity, Bulkheads and baffles, Danger of rollover, Distribution of weight, Taking caution on curves, Smooth bore tanks, Taking caution on curves, Outage, Danger of surge.
4/2.5	Yard Instruction	Pre-trip and in-cab inspection, air brake test, backing and turning skills.

Day/clock hours	Course Name	Course Description
5/5	Pre-Trip Preparation	Pre-trip, in-cab, and air brake inspections, Straight line backing, Measured stops and measured right turns.
6/5	Test Preparation	Learn skills and knowledge to pass the PENDOT practical road test including safe driving skills, traffic checks, clutch control, and speed management, general knowledge, combination, and airbrake tests.
7/5	Road Instruction	Gain kills and knowledge to pass the practical road test including safe driving skills, traffic checks, clutch control, and speed management, general knowledge, combination, and airbrake tests
8/5	Road Instruction A	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas
9/5	Road Instruction B	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas
10/4	Road Instruction C	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas
11/4	Road Instruction D	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas
12/4.5	Road Instruction E	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas

CLASS B LICENSE TRAINING PROGRAM (Truck and Passenger Bus)
48 Clock Hours

Program Description, Occupational Outcomes, and Completion Requirements
This two week program (with the exception of Sundays) trains students for work as commercial bus drivers. Students spend 10 ½ hours in classroom and 37 ½ hours in field training. The program has a flexible day schedule of 2.5 to 5 hours a day. Upon completion students will have the skills needed to qualify to take the driving test administered by the California Department of Motor Vehicles for Class B drivers. Training includes theory and behind the wheel practice. The program includes orientation, pre-trip inspection, behind the wheel driving, Log books, and preparation for the DMV road test. Students must satisfactorily complete theory and practical assignments.

Day/clock hours	**Course Name**	**Course Description**
1/3	Accident Awareness	Accident control, Backing, Braking, Cargo, Emergencies, Fires, Inspections, Mirror Use, Night Driving, Parking, Shifting, Skid Control.
2/3	Air Brakes Practice Test	Discuss any problems found on the practice test, Cumulative practice test for General Knowledge, Airbrake, and Combination, Intent of the rules, Placards, Regulated Products, Responsibility, Shipping Papers, Routes and Permits, Loading, Mixed loads, Emergency , Radioactive material, Explosives, Hazardous Waste.
3/3	Hazardous Materials	Presentation of knowledge needed to haul hazardous materials, the intent of hazardous materials rules, the knowledge of placards and the responsibilities of the driver, career, shipper, and manufacturer. It present regulated products and forbidden materials, Log book lecture, Practice air brake test instruction, Trip planning presentation.
4/2.5	Yard Instruction	Pre-trip and in-cab inspection, air brake test, backing and turning skills.
5/5	Pre-Trip Skills	Pre-trip, in-cab, and air brake inspections, Straight line backing, Measured stops and measured right turns.
6/5	Test Preparation	Learn skills and knowledge to pass the PENDOT practical road test including safe driving skills, traffic checks, clutch control, and speed

Day/clock hours	Course Name	Course Description
		management, general knowledge, combination, and airbrake tests.
7/5	Road Instruction A	Learn skills and knowledge to pass the practical road test including safe driving skills, traffic checks, clutch control, and speed management, general knowledge, combination, and airbrake tests.
8/5	Road Instruction B	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas.
9/8	Road Instruction C	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas.
10/4	Road Instruction D	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas.
11/4	Road Instruction E	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas.
12/4.5	Road Instruction F	Skills practice in Pre-trip, in-cab, and air brake inspections, Road driving- highways, interstates, and ramps, Road driving- rural areas.

Student/Instructor Ratio

The student/instructor ratio for classroom instruction is 16 to 1. This is a maximum of sixteen students to one instructor. For our field training there is a maximum of four students to a tractor. All programs are intensive. Homework is assigned on a regular basis. Students are taught defensive driving techniques and the skills required for emergency situations. Upon successful completion, students receive a Diploma and a DOT card. They will have the necessary qualifications to enter the trucking industry as an entry-level professional truck driver or work as a bus driver.

Qualifications of faculty

Mr. Singh and Mr. Saini are co-owners of AB Truck Driving School
and have similar responsibilities. Mr. Singh focuses on operations.
Mr. Saini focuses on operations and financial management.

Both instructors are trained and licensed professional truck drivers. They each review the curriculum and lesson plans on a regular basis to ensure that the programs meet all requirements. They evaluate student satisfaction and success to determine what changes may need to be made. Both owners periodically review Bureau licensing requirements to ensure that the institution is operating in full compliance.

TUITION

The school is not accredited. The school does not participate in federal or state financial aid programs. There are no loans offered. If a student obtains a loan from an outside source it is the student's responsibility to repay the loan plus interest and any fees that may apply less the amount of any refund. Payment may be made by check, cash, money order, or credit card.

Comprehensive Class A License Training Program: 160 Clock Hours

Tuition	$3700.00
Registration Fee	75.00
Books and Supplies	25.00
Total Costs	$3800.00

Class A License Training Program: 48 Clock Hours

Tuition	$1600.00
Registration Fee	75.00
Books and Supplies	25.00
Total Costs	$1700.00

Class B License Training Program: 48 Clock Hours

Tuition	$1200.00
Registration Fee	75.00
Books and Supplies	25.00
Total Costs	$1300.00

Additional fees to take tests. These may change depending on the Department of Transportation and are non-refundable.

DOT Physical and NIDA Drug Testing, paid to Doctor or Clinic	$80.00 or higher
Random Drug alcohol Test registration fee	$ 5.00
CA Class A permit and license paid to DMV	$64.00
DMV Drive Test Release, paid to DMV	$30.00

Registration Fees and Student Tuition Recovery Fund Fees are non-refundable.

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL The student has the right to cancel this agreement, without obligaton, and obtain a refund of all amounts paid, less a non-refundable registration fee of $75 paid through attendance at the first class session, or the seventh day after enrollment, whichever is later and STRF fees. The student may cancel this agreement and obtain a refund by giving written notice to the school at the address shown on the top of the first page of this agreement. The student may do this by mail, hand delivery, or fax. The written notice of cancellation, if sent by mail to the above address, is effective when it is deposited in the mail and properly addressed with postage prepaid. The student should keep a record of the date, time, and place of mailing any notice of cancellation or when the student notifies the institution.

REFUND POLICY The student has the right to withdraw from the program and receive a refund of the unused portion of tuition fees and other charges. If the student withdraws from the program of instruction after the expiration of the time for canceling this agreement, the student is obligated to pay only for educational services rendered, plus a non-refundable registration fee of $75. Refunds are paid within 30 days of cancellation or discontinuation of course or program, or upon a student's withdrawal or cancellation.

For an explanation of the student's right to withdraw and receive a refund, including the kinds of expenses included in the refund, the student should read the explanation entitled "Explanation of Program Withdrawal and Refund Rights", below, and included as part of the Enrollment Agreement. The student may withdraw by sending written notice to the school as described above in the section entitled "Student's Right to Cancel." A refund will be made (less the non-refundable registration fee of $75 and nonrefundable fees,) if the student cancels through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The school represents and the student acknowledges that before the student signed the Enrollment Agreement, the school provided full disclosure materials to the student and gave the student sufficient opportunity to read, and review each of the materials before obtaining the student's signature to the Agreement. The initials of the school's representative and the student signify that materials were provided to the student at the time and in the manner required.

Explanation of Program Withdrawal and Refund Rights

A student may withdraw from the program and receive a refund of the unused portion of the tuition fees and other charges. If a student withdraws after the period in which the student may cancel this agreement, the student need only pay for educational services rendered, materials received, plus a non-refundable registration fee of $75. Student Tuition Recovery Fund fees (STRF) in the amount of $2.50 per $1,000 of tuition are non-refundable

The prorated refund amount will be calculated by first determining the total hourly cost of the program of instruction by dividing the total tuition charge by the total number of clock hours, then multiplying the hourly cost by the total clock hours elapsed at the time of the withdrawal, and then subtracting that amount from the total amount paid. Example: Assume the student enrolled in the 160 clock hour training program with tuition of $3700. Assume the student withdraws after completing 16 of the 160 hours.

Paid to school	$3700.00
Hourly chart	$23.13 ($ 3700 divided by 160 hours)
Student's obligation	$ 445.08 ($ 23.13 x 16 hours plus $75 registration fee)
Tuition Refund	$ 3254.92 ($3700.00 less $ 445.08)

Supplies will be issued to students on the first day of class. These supplies, charged by the school, become the property of the student when received by them. If the student cancels, s/he has thirty days to return the supplies, in good condition, for a full refund. For supplies returned after the 30th day, the refund amount will be the excess over the cost of those materials.

If an applicant is dismissed by AB Truck Driving School due to unsatisfactory academic progress, conduct, or attendance matters, all money paid will be refunded.

The last day of attendance by the student is used as termination date for the purpose of refund computation. The refund shall be the amount the student paid for instruction multiplied by a factor, the numerator, which is the number of hours of instruction that the student has not covered but for which the student has paid and the denominator, which is the total number of hours of instruction for which the student has paid, less a registration fee not to exceed seventy five dollars ($75.00), and if applicable less supplies charges.

Comprehensive Class A Licensing Training Program (Tractor-Trailer Driver)

Total Contract	**Less Registration fee**	**Less Supplies fee**	**Tuition**
$3800.00	$ 75.00	$ 25.00	$3700.00

Percentage of Training Completed	Refund Due
10%	$3330.00
25%	$2775.00
50%	$1850.00

60%	$1480.00
75%	$ 925.00

Class A License Training Program 48 Clock Hours (Truck-Trailer Driver)

Total Contract	**Less Registration fee**	**Less Supplies fee**	**Tuition**
$1800.00	$ 75.00	$ 25.00	$1700.00

Percentage of Training Completed	Refund Due
10%	$1530.00
25%	$1275.00
50%	$ 850.00
60%	$ 680.00
75%	$ 425.00

Class B License Training Program 48 clock hours

Total Contract	**Less Registration fee**	**Less Supplies fee**	**Tuition**
$1300.00	$ 75.00	$ 25.00	$1200.00

Percentage of Training Completed	Refund Due
10%	$1080.00
25%	$ 900.00
50%	$ 600.00
60%	$ 480.00
75%	$ 300.00

NOTE: Student Tuition Recovery Fund fees (STRF) in the amount of $2.50 per $1,000 of tuition are non-refundable.

If a student wishes to end training, they should notify AB Truck Driving School by mail, fax or delivered in person to 1346 East. Taylor Street, San Jose, CA 95133. All refund amounts will be paid within thirty days following the date or withdrawals. Note that STRF is a non-refundable charge.

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. 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 funds.

NOTE: The school is not approved for Department of Education loans and grants.

ADMINISTRATION AND FACULTY

Mr. Mohan Singh
Chief Executive Officer
Chief Operating Officer
Owner/School Director
Marketing and Admissions
Director of Education

Mr. Manjit Saini,
Corporate Secretary
Chief Accounting Officer
Owner/Assistant School Director
Director of Student Services
Administration

Instructors:
Mr. Mohan Singh
San Jose Trucking School: Commercial Truck Driver (1994)
Licensed Truck Driver (California Commercial Driver License)
Licensed Instructor
Owner/Instructor AB Truck Driving School since 2001
Instructor San Jose Trucking School, Inc. 1994 to 2000
Certificate of Authorization for Service: Instructor and Director, BPPVE
Certificates of completion:
Truckers Examination DMV/DOT, Inc.: Alcohol and Controlled Substance, Reasonable Suspicion Training for Supervisors
Transportation Post-Secondary School Association: California Education Code, Title 3, Division 10, Part 59, Chapter 7 of Private Post-secondary and Vocational Institutions

Mr. Manjit Saini
San Jose Trucking School: Commercial Truck Driver (1994)
Licensed Truck Driver, (California Commercial Driver License)
Licensed Instructor
Certificate of Authorization for Service: Instructor, BPPVE
Owner/Instructor AB Truck Driving School Since 2001

Notes: Mr. Singh and Mr. Saini are co-owners of AB Truck Driving School and have similar responsibilities. Mr. Singh focuses on operations. Mr. Saini focuses on operations and financial management. Both instructors are trained and licensed professional truck drivers.

They each review the curriculum and lesson plans on a regular basis to ensure that the programs meet all requirements. They evaluate student satisfaction and success to determine what changes may need to be made. Both owners periodically review Bureau licensing requirements to ensure that the institution is operating in full compliance.

To teach programs in truck and bus driving the instructor must have experience and must hold DOT licenses. Both instructors hold required documents and graduated from the San Jose Trucking School.

ATTENDANCE POLICY

Good attendance record is one of the most vital elements of AB Truck Driving School training. Our programs are offered in a short term. Students must be on time and in attendance every day. Students should anticipate and plan for any problem that may occur that would prevent them from attending class.

Absence/Tardiness In case of illness, death, or birth in the immediate family, the student should notify the School Director in writing in order to obtain an "excused absence." All other absences will be considered "un-excused." Being late to class for the period of ten minutes or more without a good reason will be considered as one un-excused absence.

Warning/Drop The student will receive a warning letter after two consecutive un-excused absences. Unless arrangements are made with the School Director, a student who has four consecutive absences will be sent a drop letter. If the student fails to respond to the drop letter in a reasonable time, s/he will be dropped from the program.

Make-Up Work Make-up work will be scheduled by the School Director only for those students who have excused absences. All incomplete work must be made up before the student can graduate. There are no fees for make-up work.

Leave of Absence A student seeking leave of absence must do so by notifying the School Director in writing. Students who are granted a leave of absence will be dropped from the school if the student does not enroll at the start of the next academic period. A leave of absence cannot exceed thirty (30) calendar days for regular leave or thirty (30) days for a verified medical reason. Only one leave of absence will be granted to each student.

Probation and Dismissal We require our students to maintain a 2.0 GPA for continued enrollment. Students with grades of D and F will be placed on academic probation for a week and will be dismissed if they do not show satisfactory progress. Students with an I (incomplete) are given one week to complete their make-up work.

Re-Admission AB Truck Driving School does not re-admit students who have been dropped from our program. Other circumstances will be dealt with on an individual basis.

GRADING POLICY

Passing grades are A, B, and C. Grade D is unsatisfactory and F is failure. Incomplete (I grade) shows the need for additional program work.

Performance	Grade Level	Grade Point Average (GPA)
90%-100%	A	4-Outstanding achievement
80%-89%	B	3-Superior achievement
70%-79%	C	2-Average or Satisfactory
60%-69%	D	1-Unsatisfactory achievement
Below 59%	F	O-Failure
Not Complete	I	O-Incomplete
Dropped	DP	O-Dropped

We require our students to maintain a 2.0 GPA for continued enrollment. Students with grades of D and F will be placed on academic probation for a week and will be dismissed if they do not show satisfactory progress. Students with an I (incomplete) are given one week to complete their make-up work.

SATISFACTORY PROGRESS

All students must maintain satisfactory progress while attending AB Truck Driving School. The minimum requirements for a student to be considered in satisfactory progress are the following:

- Maintain minimum grade point average
- Maintain satisfactory attendance
- Stay current with course requirements

GRADUATION

Once the student has completed the Training Program with a GPA of 2.0 (C grade) or better, they are eligible for graduation. Upon passing the Class A at DMV, the student will graduate from AB Truck Driving School, will receive a Diploma, and a DOT card. If a student fails the course, DMV testing, or does not finish the program, they will receive a Certificate of Attendance showing the total hours of training completed.

STUDENT RECORDS

All academic and financial records for each student are kept in a permanent file at the school. Copies are maintained off site at the home of the owners in San Jose, CA. Student records are confidential. Upon request, the student may at any time review their file with the School Director. This is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended. If the school closes for any reason, student records will be maintained by the appointed Custodian of Records as required by California Education Code. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to the specific information requested.

STUDENT SERVICES

We offer academic and placement advising services to our students. These services are provided by the School Director. Our assistance ranges from supplying information to arranging special training as needed. In special circumstances such as personal or financial matters, and substance abuse, the students are referred to the appropriate community resources.

Housing

The institution offers no housing or housing assistance and accepts no responsibility in locating housing for any individuals. The programs are non-residential and students typically live within reasonable driving distance of the school.

PLACEMENT SERVICES

We work closely with the local and interstate trucking companies who employ entry-level truck drivers. Good interview and job seeking skills are important for success in the trucking industry. We work closely with our students during the entire training period to develop their job search skills. Students are advised about topics ranging from filling out employment applications to developing the attitude and work habits that employers seek. Other job search techniques such as correct behavior at the job interview are also presented. We inform our students of the various types of trucking jobs available and help them to decide which ones best fit in their skills and interest.

The recruiters from the trucking companies often visit our school. These recruiters talk to our students about the companies they represent and job opportunities. They are also available to answer any questions that our students may have.

Every effort will be made to place our graduates; however, AB Truck Driving School does not guarantee employment.

RULES OF OPERATION AND CONDUCT

During orientation each student is given a copy of our school's rules and regulations. These rules must be observed in order to create a safe learning environment. The following, at or around our facilities, will be cause for termination: unauthorized operation of our equipment, gambling, smoking in unauthorized areas, intoxicated or drugged state, possession of drugs or alcohol on school premises, possession of weapons on school premises, behavior creating a safety hazard to other person(s) at the school, disobedient or disrespectful behavior to a student, administrator, faculty member or any other stated or determined infraction of conduct.

Our field training demands proper attire. Students are required to wear durable and comfortable clothing since they climb in and out of the tractor and will come in contact with dirt and grease.

SCHOOL SCHEDULE

School offices are open between 8:00 am to 5:00 pm Monday through Saturday. We offer both day and evening classes. Both day and evening students attend school five days per week for eight hours per day for the Comprehensive Class A License Training (Tractor-Trailer Driver) program. Class A License Training Program (Truck-Trailer Driver) 48 Clock Hours and Class B License Training Program (Truck and Passenger Bus) 48 Clock Hours have a flexible day schedule of 4 hours a day Monday through Saturday.

We observe the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. The make-up days for the holidays are Saturday following the holiday.

GRIEVANCE PROCEDURES

Students have certain grievance rights. These may be exercised if the student believes that a problem has occurred. The following complaint procedures should be kept by the student in the place where they can be referred to in the event that a student has a complaint. The student should be aware that if a complaint were brought, the identity of any person who has furnished information relating to or assisting in the investigation of the complaint would be kept as confidential as possible consistent with a fair determination of the issues. The following are instructions for the complaint procedures:

- All complaints must be in writing and must be submitted the School Director
- After filing their complaint, an informal conference will be held.
- If the student is not satisfied with the result of the informal conference, that student has the right to a hearing. The student may notify in writing the AB Truck Driving School officer with whom the student had the informal conference.
- After filing a written request for formal hearing, the student will receive from AB Truck Driving School written notice to the date, time, place of hearing, and the manner in which it will be conducted and the issues that will be discussed.
- If there is some other person or organization that the student believes may be affected by the outcome of the formal hearing, the student has the right to inform such parties of the formal hearing and they may apply to AB Truck Driving School for formal notice of the hearing.
- If the student wishes to withdraw a request for hearing, s/he must do so in writing before the date of hearing.
- After the hearing has been scheduled, the student may request a re-scheduling of the hearing, if s/he can show a good cause to have the hearing rescheduled.

- At the formal hearing the student has the right:
  a. to be represented by their legal council
  b. to bring witness(es), and evidence(s)
  c. to have relevant records or documents produced by the holder of those records of those records are kept by AB Truck Driving School in the ordinary course of its activities
  d. to question any witnesses or parties involved
  e. to an impartial hearing

After the formal hearing the student will receive the hearing officer's written decision. This decision must be given to the student within sixty days of the time they have filed the original complaint with AB Truck Driving School.

If the student is not satisfied with the decision after the formal hearing, they have the right to file a complaint with the Bureau for Private Postsecondary Education (Bureau), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833; Telephone (916) 431-6959. Students enrolled under a local prime sponsor contract may appeal AB Truck Driving School' decision through their respective program representative before going to the Bureau.

If the student wishes any assistance in filing a complaint or would like further information regarding these procedures, please contact Mr. Mohan Singh, the AB Truck Driving School Director, 1346 East. Taylor Street., San Jose, CA, 95133; telephone 408-298-1072.

NON-DISCRIMINATION POLICY

AB Truck Driving School grants students of any race, religion, color, gender, nationality, and ethnic origin all rights, privileges, programs, and activities generally accorded or made available to students at our school. AB Truck Driving School does not discriminate in the administration of its educational policies, admission policies, academic policies, and other school administered programs.

ACCESSIBILITY TO HANDICAPPED INDIVIDUALS

We encourage handicapped individuals to visit our school in order to determine if the facilities are adequate for their needs, if they would benefit from our programs, and if they have the physical capabilities to qualify for employment.

RIGHTS RESERVED

AB Truck Driving School reserves the rights to suspend or terminate any student whose attendance, conduct or academic standing does not meet the school's standards and

regulations. Readmission of suspended or terminated students can only be approved by the School Director. AB Truck Driving School also reserves the right to change the requirements for admission or graduation, modify the staff, and/or content of the materials of the course, change tuition fees, class schedules, and any other regulations affecting the student body. Such changes shall take effect by written notification and within a reasonable time period. Changes in tuition or course length will not affect students currently enrolled. Students abide by the rules of the catalog and enrollment agreement at the time they enroll.

STUDENT TUITION RECOVERY FUND

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

1. 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 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 by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by 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.

Litigation and Legal Issues
AB Truck Driving School has NO pending petitions, is not in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United Sates Bankruptcy Code.

SCHEDULES

Please see current listing of start and graduation dates attached.

AB Truck Driving School

INFORMATION CATALOG

2011-2012

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