

**TRUCK DRIVER INSTITUTE**

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***DRIVING YOUR FUTURE***

# School Catalog

# Table of Contents

Approval/Disclosure Statement	1
General Information	1
TDI's Mission Statement	1
School History	2
Equal Opportunity	2
Administration	3
Facilities and Equipment	4
Hours of Operation	4
Schedule of Classes	4
Curriculum	5,6
School Policies	7
Admission Procedures	7
Attendance	8
Leave of Absence	8
Student Conduct	9
Dress Code	9
Appeals Policy and Complaint Procedure	9
Tuition Costs	10
Additional Costs	10
Refund Table	11
Cancellation	12
Graduation	13
Placement Assistance	13

# Truck Driver Institute

## *Approval Disclosure Statement*

Truck Driver Institute (TDI) was granted institutional approval from the California Bureau for Private Postsecondary Education in the Department of Consumer Affairs.

The Bureau's approval means the institution and its operation comply with the minimum standards established under law for occupational instruction by private educational institutions and does not imply any endorsement or recommendation by the state or Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. Approved is the following course. This will lead to an occupation as a truck driver, requiring the student to pass DMV's written test and driving test.

- ❖ Professional Truck and Commercial Driver Training 180 hours

The average student completes the 180-hour program in 5 weeks.

Hours are defined as clock hours that equal 50 minutes of instruction per each 60-minute hour.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education 2535 Capitol Oaks, Suite 400, Sacramento, CA 95833 (916) 431-8959. [www.BPPE.ca.gov](http://www.BPPE.ca.gov), fax (916)263-1897. Any questions a student may have regarding this catalog that have been satisfactorily answered by the institution may contact the Bureau.

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. This will be provided to you prior to signing an enrollment agreement.

## General Information

Prospective students need to visit the physical facilities of the school and discuss training and placement opportunities with school officials prior to enrolling or signing enrollment agreements. TDI invites interested individuals to speak with our Driver Instructors, currently enrolled students and local companies that have hired graduates students.

Instruction will take place in TDI's training yard. Truck Driver Institute will award a Diploma to all students upon successful completion of the program and their attainment of a Class 'A' license from the Department of Motor Vehicles of the State of California. **Instruction is available in English or Spanish.**

All interviews are conducted in either English or Spanish. All other languages the student must provide their own interpreter. The state of CA, DMV provides license information and testing for driving in many other languages, contacts them to see if your language is available.

# Truck Driver Institute's Mission Statement

*TDI provide high quality instruction preparing individuals to become efficient, professional, safety conscious truck drivers.*

TDI prepares students for career as professional truck drivers in the transportation industry. This is done first through a combination of classroom training using written materials, visual aids, videos and lecture format. The practical phase requires hands on training in and around the tractor and trailer combination.

TDI provides lifetime placement assistance to all students successfully completing the program.

## School History

TDI has been training drivers since 1995. Over 1300 drivers have been trained between the two facilities.

TDI has won numerous awards for its high caliber of training. Some of these are listed below.

- ❖ Certificate of Special Congressional Recognition 1995  
Awarded by Private Industry Council for Training Provider of the Year
- ❖ Outstanding Trainer of JTPA Program Participants 1995  
Santa Cruz County Board of Supervisors Proclamation
- ❖ Outstanding Training Provider 1999  
Awarded by Career Works Alumni
- ❖ Outstanding Private Industry Council Volunteer/Service Provider 1999  
California State Job Training Coordinating Council
- ❖ Senate Certificate of Recognition for School of the Year 2000  
Awarded by State of California Senate, 15<sup>th</sup> Senate District
- ❖ Certificate of Recognition for Faces of Success School of the Year 2000  
Awarded by California State Assembly, 27 Assembly District

TDI works with a variety of state, county and private agencies to provide training. The list is extensive below are just a few.

- ❖ California Vocational Rehabilitation
- ❖ Candelaria American Indians
- ❖ Work Force Investment Act (WIA)
- ❖ Vocational Counseling Services
- ❖ Private Industry Council
- ❖ The Work Force Resource

All of these agencies have come to trust TDI's ability to provide quality training and maintain the highest levels of service to our students and their sponsoring agencies.

## Equal Opportunity

TDI is dedicated to policy of equal and fair opportunity in all areas of employment and education. TDI does not practice any form of discrimination against applicants, students or employees for admission or employment on the basis of sex, race, ethnic origin, sexual orientation, or religion. TDI is committed to the full observance of and compliance with all federal and state laws prohibiting discrimination.

## Administration

Truck Driver Institute is a wholly owned division Chavez Family Enterprises, Inc. Corporate headquarters are located at 1110 Main Street, Suite 11 Watsonville, California 95076.

President / Director Administrative Manager	Federico G. Chavez
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Secretary / Treasurer Site Operations Manager	Rafael G. Chavez
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### Watsonville Instructional Staff:

Classroom Instructor Student Services Coordinator	Federico G. Chavez
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Range Instructors	Rafael G. Chavez
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### Support Staff:

Business Manager:	Federico Chavez
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### Range Instructors

Classroom Instructor	Federico G Chavez
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Range Instructors	Rafael G Chavez
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## Facilities And Equipment

Current TDI facilities include offices, classrooms and range sites at each of its two locations. Trucks and Trailers include 8 trucks, all tractors are three axle. Trailers range from 42' to 48' dry vans. A set of pups for doubles training is available.

TDI owns all of the training equipment and is financially sound, with no previous history of bankruptcy.

### Watsonville Business office

1110 Main Street, Suite 11  
Watsonville, CA 95076  
(831) 724-6100  
FAX: (831) 724-0742

### Watsonville Training Facilities

140 Railroad Ave  
Watsonville, CA 95076

## Admissions Procedures

To apply for admission to TDI, Applicants should contact TDI's office to schedule an appointment for a personal interview and a tour of the School facilities.

At that time Applicants will complete the Enrollment Application. A class schedule and other information will be provided at this time. A non-refundable \$100.00 application fee must be submitted with the application. A TDI officer will review the Enrollment Application and notify the Applicant of the status of his/her admission to TDI.

## Hours of Operation

Office hours:	8:00 a.m. to 5:30 p.m. Monday through Friday
Instructional hours:	7:00 a.m. to 4:00 p.m. Monday through Friday 4:00 p.m. to 12:45 p.m. Monday through Friday 7:00 a.m. to 12:00 p.m. Saturday and Sunday

Driving instruction is held days, nights and weekends as necessary to accommodate the requirements of the program and students work schedules.

## Schedule of Classes

There will be three classes per month. One day time class, one night class, and one weekend class. Students will be advised of start date at the time they enroll. Instruction is competency based. This allows students to commence training on a space and equipment available basis. 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 12 months per year. The following legal holidays will be observed:

New Years Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

## Curriculum

Course Description	180 hours
Registration/Orientation	
School/Course Requirements	1.5
Student Responsibilities	
Course Overview	
Information regarding opportunities	
Commercial Driver's License Requirements	1.5
D.O.T. requirements	
Drug test	
Medical exam	
Permits	
Endorsements	
D.O.T. requirements	2.0
Driver Qualifications	
Regulations	
Drug testing	
Logbooks	
Hours of Service	3.0

Definitions	
Logbooks	
Summary page	
Exceptions	
Trip Planning	3.0
Commercial Driver's Atlas	
Map Reading	
Interstate Road System	
U.S. Highway System	
Determining Mileage	
Types of Trucks/Trailers	1.5
Types of transmissions	
Autoshifts	
Splitters, range controls	
Double clutching, progressive shifting	
Engines	
RPM control band	
Air Brakes	4.0
Basic components	
Service/Emergency	
Spring brake/Service brake	
Use of Brakes	
Brake adjustment	
Engine Retarders	1.0
Effective use of retarders	
Down slope technique	
Space Management	1.5
Defensive driving	
Visual Search	
Attitude	
Road Rage	
Professional Drivers Attitude	1.0
Use/non-use of alcohol/drugs	
Truck Inspection	2.0
External inspection	
Inspection by system	
Inspection by material type	
In-cab inspection	
Primary Brake Air system checks	
In-cab controls checklist	
Secondary Brake system check	
Driving Technique	3.0
Smooth, safe driving	
Mirrors	
Steering Wheel grip	
Maneuvering	
Stopping, Starting, Shutdown	
Adverse driving conditions	
Grades	
Parking	
Routing	
Rail Road Crossings	
Load Management	2.0
Heights, widths, lengths	
Weight Distribution	
Sealing	
Documentation	
Hazardous Materials	

Preventive Maintenance	1.0
Service Checks	
Getting the Job as a Professional Driver	1.0
Work History	
Resume	
Preparation/attitude	
Communication	
Continuing Education	1.0
Trucking Associations	
Trade Magazines	
Maneuvering – Road/Range Skills	75.0
Straight line back-up	
Alley dock	
Parallel parking	
Precision stops and right turn	
Pretrip Inspection	23.0
External walk around	
In-cab	
Driving refinement	50.0
Shifting	
Down shifting	
Equipment control	
Urban driving	
Rural driving	
DMV test preparation	2.0

## School Policies

Prior to being considered for admission to TDI, each applicant must:

- ❖ Must take a written test to determine the student’s ability to benefit from the course and pass with a score of at least 75%.
- ❖ Submit a completed Enrollment Application to the school
- ❖ Provide a valid drivers license
- ❖ Present a current DMV printout. An applicant will not be eligible for enrollment if the MVR includes any of the following: (With out the approval of the Director).
  - A DUI conviction within the last three years
  - A reckless or careless driving conviction within the last three years
  - More than three moving violations within the last three years.
  - More than one “at fault” accident within last three years.
  - More than two moving violations and one “at fault” accident within the last three years.
  - A conviction of a felony involving the use of a motor vehicle.
  - A conviction for any drug or alcohol related charge in the last 3 years.
- ❖ Must be beyond compulsory school attendance age. An individual cannot be D.O.T. certified until reaching the age of 21 years. However between ages 18 and 21a student can obtain a commercial drivers license to drive within the State of California. But may not obtain a Hazards Material license until age of 21.

- ❖ Must pass a drug test
- ❖ Must pass the D.O.T. physical examination. Must also pass the D.M.V. written examination, and obtain a commercial drivers license learners permit within the first week of the course. The permit is required in order to participate in behind the wheel training, which begins in the second week of training.
- ❖ Meet with a school officer to discuss educational plans.

An Applicant must provide verifiable work history for the last 3 years and provide employment information for the last 10 years.

## Enrollment

A student who has had a CDL Class A license, previously will not be required to register for the full course. But must first have the approval of the Director.

## Tuition Costs

### Additional Costs:

DMV Driving Report (paid to DMV)	\$ 5.00
Student Tuition Recovery Fund	\$ 11.00
DOT Physical (or student's own Dr.) Watsonville	\$ 40.00
Drug Test / Random pull Watsonville	\$ 57.00
CDL Class A permit DMV (paid to DMV)	\$ 66.00
DMV Retest	\$ 30.00 (If required)
Hazard Endorsement (must be at least 25yrs old) Testing is in Oakland, CA (paid to DMV)	\$ 89.35

### Costs Per Hour of Training

Cost per hour of training is based on student to instructor ratio of 1:1 (One instructor to one student).

First week:

In classroom	30 hours of training	Cost per hour	\$17.00
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Week two through Five, each week:

At the range	50 hours of training	Cost per hour	\$85.00
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## Attendance

Consistent attendance and being on time are two assets that a student should develop. Every potential employer will consider good attendance important hiring criteria.

Students are to call the school office whenever they are unable to be in class for any reason. The calls must reach the office no later than 8:30 a.m. so that those students waiting for make up time may use student's space. Student's cooperation will be appreciated. Those students referred by an agency must be aware that we will contact student's counselor and inform them that students are not in attendance.

Our teaching unit is a Truck and a Trailer not a desk and chair. We assign one instructor to three students. When a student is not in attendance, they are not having the opportunity to learn. Our program has enough hours built in to allow a student who misses 2 or 3 days over the 5-week period, to still be able to complete the program on time.

TDI will continue to provide training hours to students who have not exceeded the attendance standard. While in school, arriving late twice will be considered an absence. If a Student has not exceeded the attendance standard and does not pass the DMV testing, TDI will continue to provide them training hours within TDI's schedule at no additional charge until they do pass.

If a student who has missed three or less day, needs make up time, they will be placed in the next available space. There are no guarantees as to the time or to the day since our regular classes are assigned one teacher to three students and the classes go from 7a.m. to 12 p.m. Mon – Fri, with Sat & Sun. as an option.

Interruptions or being placed on hold is not realistic for a five-week training program, and is only granted when the interruption occurs at the end of the first week of training. The student will then join the next class as it starts.

**If a student accumulates three or more absences during the 5-week training period they will be required to pay for additional instruction time needed. They will continue in the program but IF they do not finish on the original scheduled date, we will continue to provide them training based on space available basis until they have passed the DMV testing. The extra time required beyond the original 5-weeks will be billed at our group rate of \$20.00 per hour.**

## Leave of Absence

A leave of absence may be granted to a student under special circumstances (e.g.: serious illness or death in the family). Such leaves will be granted only if they last less than 5-days. Our classes are only five weeks; a student may withdraw at the end of the first week and go on a thirty-day leave of absence. Any other leave of absence longer than 5-days, the student will receive counsel from the School Director. A student may be re-scheduled for the next class. Depending on the cause for the leave of absence the student may be billed for extra time required to complete the course. Leaves of absences will be referred to as being placed on "Hold" status.

## Student Conduct

TDI wants each Student to realize the importance of maintaining high standards of conduct, not only on the school campus, but also in the trucking industry. Students are expected to be polite, follow instructor's directions, and obey school rules. Any disagreement with the school, instructors, or other students should be taken up with the School Director for mediation. TDI is a school for adults and as adults, they should be aware of what is acceptable and unacceptable behavior in the work place.

Examples of behavior on or around the school campus that will result in being dropped are listed below.

- ❖ Use of school equipment without authorization
- ❖ Use of illegal substances
- ❖ Under the influence of alcohol
- ❖ Gambling
- ❖ Harassment of students or personnel
- ❖ Aggressive and disruptive behavior

If a student is dismissed and files an appeal, if they do not win the appeal they will be dropped and they are no longer eligible for re-admission.

## Dress Code

Each student will be neatly attired in suitable clothing such as jeans and shirts. Footwear should be a sturdy: no sandals or high heels. Clothing such as cutoffs, tank, or halter-tops or no shirt would be considered inappropriate. Each student should practice good hygiene to present a clean and neat appearance. This is important not only for the school campus, but also for future job consideration. Occasionally, TDI has Company Recruiters visiting, looking for new drivers and first impressions count. Because students will be working around equipment, it is important that long hair is tied back and that loose jewelry is not worn.

## Appeals Policy and Complaint Procedure

Believing that extraordinary or extenuating circumstances warrant consideration, TDI provides students with the opportunity to appeal actions based on school regulation concerning attendance, dismissal, leave of absence, and extension of contract. Any actions taken by the TDI regarding attendance, dismissal, leave of absence or extension of contract will result in a written notice of action to the student.

The appeal must be in writing and must be given to the School Director within five working days from the date of the written notice of action. The appeal must explain what action is being appealed and basis for the appeal. Complaints regarding an instructor, school official or school policy initiated by a student must be provided in writing to the School Director.

Within forty-eight hours from the receipt of the student's written appeal or the student's filing of a grievance a conference will be scheduled with the school administration. The student will be notified that he or she has the right to attend the conference and to bring with them anyone they choose (council, witness, etc.)

During the conference, the school administration will review the Appeal/Complaint and determine what steps should be taken to address the issue. The student will be notified of the decision in writing within twenty-four hours following the conference.

## STUDENTS RIGHT TO CANCEL

### Refunds

In accordance with California State Law, a student may cancel their enrollment agreement in writing at any time until midnight of the third business day, following the start date of the class. Monies paid shall be refunded within thirty days after receipt of the notice.

If a student withdraws or is suspended or is dropped after the above-mentioned three-day period for cancellation, all educational cost shall be refunded on a pro-rata basis. The student will receive a refund of all monies paid within thirty days if the student is rejected for training or if a course is cancelled. There may be a processing fee if the student payment was made by credit card. The student may withdraw from school at any time and receive a refund of unused costs.

In calculating any tuition refund due, the period of enrollment is from the first day of class to the last date of recorded attendance. The time and percentage of attendance will be determined by total hours of class attended divided by the total hours of training. In all cases of students who withdraw, fail to attend a class or are dropped, the following minimum refund policy shall apply: The refund of tuition less the registration fee shall be equal to the total amount of the tuition multiplied by the fraction of time remaining in class. Given below are examples of refunds based on percentage of class hours attended.

- ❖ Registration fee not refundable. \$ 100.00
- ❖ 10% hours attended = 90% refund
- ❖ 25% hours attended = 75% refund
- ❖ 50% hours attended = 50% refund
- ❖ 60% hours attended = 60% refund
- ❖ 75% hours attended = 25% refund
- ❖ 90% hours attended = 10% refund

All refunds will be made within thirty days from the date of cancellation or withdrawal. If a student does not return from an approved leave of absence, refunds will be made within thirty days from the leave of absence period. Within ten days of any refund, the student will receive written notice of a refund stating the amount of the refund and to whom the refund was made.

For students receiving financing from a lending institution, the student will have the responsibility to repay the full amount of the loan plus interest. Any tuition refunds will be made first to any lender up to the amount of such disbursement any additional refunds will next be made to other funding sources up to the amount of disbursement. Any additional refund due will be made to the student.

Refunds will be made only to those students who cancel their enrollment and do not receive their CDL.

Enrolled students who pass the DMV CDL road test and receive their CDL Class A license from DMV will receive their Diploma from Truck Driver Institute and are not eligible for any monetary refund.

Truck Driver Institute retains the right to make changes to the catalog, curriculum, schedules, materials or tuition in order to keep the program current with trends in the trucking industry. These changes may be made without advance notice.

## Student's Rights

Students have the right to cancel the course of instruction including any equipment such as books, binders, materials and supplies or any other goods related to the instruction offered until midnight of the 3<sup>rd</sup> business day after the first class students attend. Business day means a day on which students were scheduled to attend a class session.

Students have the right to stop training at any time after the cancellation period and students have the right to receive a refund for the part of the training not received.

If TDI were to close before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post-Secondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, telephone (916) 431-8959.

Cancellation shall occur when students give written notice of cancellation at the address of the TDI as shown in this catalog. Students can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows the student no longer wish to be bound by the Enrollment Agreement. Students will be given two notices of cancellation forms to use at the first day of class, but students can use any written notice that students wish.

If the TDI has given the student any equipment, including books or other materials, students shall return them to the School within 30 days following the date of student's notice of cancellation. If the student fails to return this equipment, including books or other materials, in good condition within the 30-day period, TDI may deduct its documented cost for the equipment from any refund that may be due to the student. Once, the student pays for the equipment, it is theirs without further obligation.

If the student cancels the Enrollment Agreement, TDI will refund any money that has been paid, less any deduction for equipment not timely returned in good condition, within 30-days after the notice of cancellation is received.

## Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the State Legislature to protect any California Resident who attends a Department of Consumer Affairs institution from losing money if the student prepays tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible, the student must be a "California resident" and reside in California at the time the enrollment agreement is signed or when the student receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

To qualify for STRF reimbursement the student must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, the student has 4 years from the date of closure to file a STRF application. If a judgment is obtained, the student must file a STRF application within 2 years of the final judgments.

It is important that the student keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Department of Consumer Affairs, 1027 10<sup>th</sup> Street, Fourth Floor, Sacramento, CA 95814, (916) 327-7190.

## Graduation

Students enrolled at TDI will undergo intensive training during the 5-weeks they attend. The Range Instructors will be constantly evaluating their progress during this time. The student will not go to the DMV performance testing until two conditions are met. The student's Instructor indicates to the School Director that the student is ready **and** the student feels confident they are prepared. Once the student completes the DMV testing and have obtained their Class 'A' license, they will receive their Diploma and are considered to have graduated.

If the student obtains their license prior to completing their total hours of training, they may continue with their training until the hours have been completed.

## Student Services

TDI offers graduating students job placement assistance. This service is a lifetime offer to any TDI graduate. The student is advised to begin thinking about the type of driving they would like to do during their training and come to the office during their third or fourth week to begin preparing their resumes. If there is information missing from their work history (addresses, phone numbers, etc.), they should make every effort to obtain these so their resumes are complete. Remember a ten-year work history is required. After the resumes, the Student Services Coordinator will advise of job opportunities in the locally and/or nationally depending on the student's decision.

This Catalog was updated February 2012, and will remain as is unless state laws require it to be changed.