

Safeway Truck Driving School

200 East 2nd Street, Imperial, CA 92251 (760) 355-1818
1500 E. Brundage Lane, Bakersfield, CA 93307 (661) 321-9898



School Catalog

June 1, 2012 to December 31, 2013

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Safeway Truck Driving School

Checklist Item Number 3 School Location

Safeway Truck Driving School
200 East 2nd Street, Imperial, CA 92251 (760) 355-1818
1500 E. Brundage Lane, Bakersfield, CA 93307 (661) 321-9898

Checklist Item Number 4 BPPE Approval

Safeway Truck Driving School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE)

Checklist Item Number 5 Questions

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 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897.

Checklist Item Number 6 Review Documents

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.

Checklist Item Number 7 Complaints

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.

Checklist Item Number 8 Address of Instructional Location

Safeway Truck Driving School
200 East 2nd Street, Imperial, CA 92251 (760) 355-1818
1500 E. Brundage Lane, Bakersfield, CA 93307 (661) 321-9898



Checklist Item Number 9 Programs Offered

Name of Program 1	Bus Driver Training (Spanish/English)
Program Description	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class B examinations and qualify for employment or self-employment as a Class B Driver.
Graduation Requirements	To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice test.
Occupational Objective	Work as a Licensed Class B (Passenger) Driver
Total Program Hours	120 Hours
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive
Required Internship or Externship	No Internship or Externship is Required
Text Materials	California Commercial Driver Handbook, State of California, Department of Motor Vehicles
Outline of Learning Modules	Class B Driver Orientation Bus Related Rules of the Road Pre Trip Vehicle Inspection and Documentation Backing and Parking Practice Extensive Behind the Wheel Driving Practice Preparation for the DMV Skills Examinations Maps and Fundamentals of Map Reading Department of Transportation Regulations

Name of Program 2	Tractor Trailer Operator (Spanish/English)	
Program Description	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class A examinations and qualify for employment or self-employment as a Class A Tractor Trailer Operator	
Graduation Requirements	To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests.	
Occupational Objective	Work as a Licensed Class A Driver	
Total Program Hours	160 Hours	
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive	
Required Internship or Externship	No Internship or Externship is Required	
Text Materials	California Commercial Driver Handbook, State of California, Department of Motor Vehicles	
Outline of Learning Modules	<ul style="list-style-type: none"> Orientation Control Systems Vehicle Inspections Shifting Backing and Docking Coupling and Uncoupling Vehicle Communication Speed Management Space Management Night Operations Trip Planning 	<ul style="list-style-type: none"> Extreme Driving Conditions Hazard Perception Emergency Maneuvers Skid Avoidance Skid Control and Recovery Rail Road Crossings Vehicle Systems and Malfunctions Cargo Documentation Accident Procedures Use of Placards Communication Skills

Name of Program 3 (Combination Program)	Tractor Trailer Operator & Bus Driver Training (Spanish/English)	
Program Description	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass both the Class A and the Class B DMV examinations and qualify for employment or self-employment as a Class A Tractor Trailer Operator or a Class B Bus Driver	
Graduation Requirements	To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests.	
Occupational Objective	Work as a Licensed Class A or Class B Driver	
Total Program Hours	240 Hours	
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive	
Required Internship or Externship	No Internship or Externship is Required	
Text Materials	California Commercial Driver Handbook, State of California, Department of Motor Vehicles	
Outline of Class B Learning Modules (Below) Class B Driver Orientation Bus Related Rules of the Road Pre Trip Vehicle Inspection and Documentation Backing and Parking Practice Extensive Behind the Wheel Driving Practice Preparation for the DMV Skills Examinations Maps and Fundamentals of Map Reading Department of Transportation Regulations	Outline of Class A Learning Modules (Below) Orientation Control Systems Vehicle Inspections Shifting Backing and Docking Coupling and Uncoupling Vehicle Communication Speed Management Space Management Night Operations Trip Planning Emergency Maneuvers Skid Avoidance Skid Control and Recovery Rail Road Crossings Vehicle Systems and Malfunctions Cargo Documentation Accident Procedures Use of Placards Communication Skills	

Name of Program 4	Tractor Trailer Operator – Behind the Wheel Training (Spanish/English)
Program Description	This driver training program prepares students for the Department of Motor Vehicles driving examination. Through a focused program stressing one-on-one training, students develop the maneuvering and operational skills required to pass the Class A behind the wheel examination qualify for employment or self-employment as a Class A Tractor Trailer Operator. The program emphasis is on Behind the Wheel skills development.
Graduation Requirements	To complete this program a student must complete all prescribed hours of instruction and supervised practice and demonstrate competence in the performance of a vehicle inspection and the applicable behind the wheel skills required of a Class A driver.
Occupational Objective	Work as a Licensed Class A Driver
Total Program Hours	40 Hours
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive
Required Internship or Externship	No Internship or Externship is Required
Text Materials	California Commercial Driver Handbook, State of California, Department of Motor Vehicles
Outline of Learning Modules	<ul style="list-style-type: none"> Orientation Control Systems Vehicle Inspections Shifting Backing and Docking Coupling and Uncoupling Vehicle Communication Speed Management Space Management Extreme Driving Conditions Hazard Perception Emergency Maneuvers Skid Avoidance Skid Control and Recovery

Checklist Item Number 10 Professions – Requirements for Eligibility for Licensure

All of the educational services offered lead to occupations that require licensure as either a Class A or a Class B driver in the State of California.

Checklist Item Number 11 Faculty

Safeway Truck Driving School instructors are required to have completed a minimum of three years over the road experience.

Teaching Location	Name	Qualifications	Email Address
200 E. 2 nd Street Imperial, CA 92251	Miguel A. Padilla	Employment: 2009 to present at Safeway Truck Driving School. He was a nutrition farmer and drove heavy equipment for three years.	None
200 E. 2 nd Street Imperial, CA 92251	Jose M. Ramirez	Employment: 2011 to present at Safeway Truck Driving School. He was a driver at Imperial Valley Regional Occupational Program for three years.	None
1500 East Brundage Ln., Bakersfield, CA 93307	Juan M Aldaco	Employment: 2010 to present at Safeway Truck Driving School. Ten years instructor experience with Western Trucking School	None
1500 East Brundage Ln., Bakersfield, CA 93307	Galilea S. Gonzalez	Employment: 2010 to present at Safeway Truck Driving School. She drove cross-country before she became an instructor.	None

Checklist Item Number 12 Admissions Policies

An applicant is required to:

- Present a high school diploma or GED certificate from a U.S. School
- Pass an Ability to Benefit from Training examination if the applicant does not have a high school diploma or GED certificate
- Present a current driver's license
- Present a Social Security card and Resident Alien Card, if applicable
- Pass a Department of Transportation (DOT) physical examination
- Obtain a Department of Motor Vehicle's (DMV) printout. (If applicant has any DUI convictions or more than 3 moving violations on his/her driving record, any Worker's Compensation claims in the last 3 years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to an Admission's Counselor so that we may determine, on an individual basis, whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry with certain employers.)
- Be at least 18 years of age. Minimum age for interstate driving is 21.
- Pass a NIDA 5-Panel drug screen test. According to the U.S. Department of Transportation Regulation 382.103 student drivers are required to test even though they may not yet possess a Commercial Driver's License (CDL).

Admission Procedures

For admission in Safeway Truck Driving School, the applicant is interviewed before the application process is completed. The applicant is then informed about the program itself, the requirement that the school must have received a negative NIDA 5 Panel drug test result before the applicant performs a safety-sensitive function (driving) the next class starting date, admission requirements, and school policies in general. Each applicant is then given a tour of the school, if possible. During the interview process it is pointed out that if the applicant has any DUI convictions or more than 3 moving violations on their driving record, any Worker's Compensation claims in the last 3 years, felony convictions, back or neck problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers. An Enrollment Agreement is processed when the applicant is determined to be qualified for training.

Checklist Item Number 13 Student's Right to Cancel

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

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

How to Cancel

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

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

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

You must exercise your right to cancel or withdraw on or before this date: _____.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid

the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov (916) 431-6959 (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 (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Checklist Item Number 14 Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Checklist Item Number 15 Attendance Policy – All Programs

This institution requires that a student attend a minimum of 80% of scheduled instructional hours.

Checklist Item Number 16 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Checklist Item Number 17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Program Tuition	Materials, Drug Test and Physical Exam	Registration Fee	STRF Fee	Fees
Bus Driver Training	3,373	160	100	7.50	\$3,640.50
Tractor Trailer Operator	4,234	160	100	10.00	\$4,504.00
Tractor Trailer Operator Behind the Wheel Training	1,234	160	100	2.50	\$1,496.50
Tractor Trailer Operator/Bus Driver Training	6,234	160	100	15.00	\$6,509.00

Checklist Item Number 18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not provide either State or Federal financial aid. The school does not make loans or extend credit.

Checklist Item Number 19 Loan Repayment

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 funds.

Checklist Item Number 20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

Checklist Item Number 21 Placement Services

Safeway Truck Driving School makes a sincere effort to help graduates look for positions. In addition, the school provides employee-employer services, job matching, resume service and placement advising.

Checklist Item Number 22 STRF Disclosure

STRF Fee (Non refundable, \$2.50 per \$1,000 of tuition)

"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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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."

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"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 a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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."

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

Checklist Item Number 23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Safeway Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Safeway Truck Driving School certificate program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Safeway Truck Driving School to determine if your certificate will transfer."

Checklist Item Number 25-1 Catalog Beginning and End Dates

June 1, 2012 through December 31, 2013

Checklist Item Number 25-2 Mission, All Programs, & Training Outcomes

The mission of Safeway Truck Driving School is to prepare students with the knowledge and skills that will enable them to qualify for entry-level jobs in the trucking industry. Emphasis is placed on safety, a through understanding of Federal Motor Carrier Safety Rules and Regulations, on the operation of heavy-duty tractor/trailer equipment, and defensive driving techniques necessary in developing skill levels required for passing the commercial Driver's License examination.

Checklist Item Number 25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Checklist Item Number 25-4 Language Proficiency

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on the paper-test, 163 on the computer test and 61 on the Internet-based test (iBT) on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

Checklist Item Number 25-5 Language of Instruction

Instructions will be given in English or Spanish

Checklist Item Number 25-6 Financial Aid

The school does not provide either State or Federal financial aid. The school does not make loans or extend credit.

Checklist Item Number 25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

Checklist Item Number 25-8 Grades and Standards for Student Achievement

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Checklist Item Number 25.9 Description of the Facilities & Equipment

Safeway Truck Driving School campus is located at 200 E 2nd St, Imperial, CA 92251. This school's facilities and the equipment utilized fully complies with federal, state and local ordinances and regulations, including those requirements as to fire, safety, building, safety and health.

The facility is will lit and ventilated. In addition to classrooms, there is a break room and parking. The school maintains excellent equipment for its training purposes and has a large training yard. Applicants

are encouraged to contact the school to arrange a tour of the facilities. The campus is designed to accommodate the average classroom size ranging from 10 to 30 students with one instructor. Instructor/student ratio for off-road practice (pre-trip, backing, etc.) is one to nine. The instructor/student ratio for behind the wheel training is a maximum of one to four.

Safeway Truck Driving School is using late model conventional tractors and trailer and buses to meet industry standards. School maintains each piece of equipment at the highest level.

The branch location is at: 1500 E. Brundage Lane, Bakersfield, CA 93307 (661) 321-9898. The location has a very large practice yard, and a renovated office with restroom and break areas.

Checklist Item Number 25-10 Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs. Library materials and research projects are of no benefit to our Truck Driving students.

Checklist Item Number 25-12 Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Checklist Item Number 25-13 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing.

Checklist Item Number 25-14 Student Grievance Procedures

Any problem or difficulty that a student encounters, whether in a behavioral or any academic sense, should first be presented to the instructor in charge. The school encourages open communication and every effort will be made to resolve the difficulty at its early stage. However, if a remedy is not reached to the student's satisfaction, the student should refer the complaint to the student director who is empowered to resolve complaints. Any student who submits a formal written complaint will receive, within ten days, a written response, which will include the following: A summary of the school's investigation, the school's response to the complaint. A copy of the entire complaint policy is available through the administration office. If you have any questions or problems that you cannot resolve with the school, write or call: Bureau for Private Postsecondary and Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 888-370-7589.

Checklist Item Number 25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available

upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question. Safeway Truck Driving School will not tolerate the use of alcohol or drugs on the premises. If an employee is under the influence of either substance while on the school premises, he/she is subject to immediate dismissal. If a student comes to school under the influence of either substance, he/she will be asked to leave. If another agency is involved, that agency will be notified.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Safeway Truck Driving School is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those officially sanctioned by the institution, methods for which the institution has received oversight approval.

Safeway Truck Driving School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized area of study.

Sexual Harassment

Safeway Truck Driving School must provide a workplace and school that is free of harassment, whether it is intentional or unintentional. Employees and students will be free of harassment on the basis or race, color, religious affiliation, national origin, ancestry, physical handicap, medical condition, marital status, sex or age. Harassment on the campus is illegal no matter what its form. Innocently intended remarks or uninvited touching can be seen as harassment, if this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action. Harassment include, among other things, verbal, physical, sexual, or visual harassment, Sexual harassment includes conditioning, a promotion or benefits from sexual favors. Students and staff members are required to report to management any pertinent information in regard to possible harassment. Dismissal of both student and staff can result if allegations of harassment are proven to be true.

Accessibility to Handicapped Individuals

Safeway Truck Driving School Corp encourages all individuals to visit the school to determine if the facilities are adequate for their needs and/or if the training offered would be beneficial for them. All prospective students must be able to meet the medical and/or physical requirements of the Department of Transportation for a Class A driver.

English as a Second Language Instruction

This institution does not provide ESL instruction.

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