

# American Truck School Catalog

[www.americantruckschool.com](http://www.americantruckschool.com)



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## **MISSION STATEMENT**

The mission of American Truck School is to prepare students with the knowledge and skills necessary to pass the California Truck Driver License examination. American Truck School specializes in entry level class A license truck drivers for the trucking industry while placing emphasis on employment both local and OTR (over the road career opportunities).

### **Educational Objectives**

- To encourage and foster the value of safety and defensive driving techniques in our students;
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.

Upon completion students will be able to:

- Demonstrate the ability to work in a diverse cultural environment;
- Employ the latest technology in their field;
- Drive safety while employing defensive driving techniques;
- Possess a comprehensive understanding of the Federal Motor Carrier Safety Regulations governing the operation of semi-tractor trailer equipment.

## **FACILITIES**

The main American Truck School campus is located at 5333 Valley View Rd, El Sobrante, CA 94803 where all didactic classes are held. The campus is located east of the Eastshore freeway (I-80). The area of the institute is approximately 1000 sq. ft. with an entrance into the administrative area and the classroom. The administrative area is divided into a reception area, one administrative office. Restrooms are available in the building. Instruction is provided in the primary classroom. Enrollment and admissions as well as all classroom study takes place at this site. All student records are kept at this site. There is ample parking for students in front of the building.

The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The course is an intensive hands-on truck driving program. The inventory consists of one truck. The ratio of students to equipment is 2:1.

## **Libraries**

The school does not have a library on campus but students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. The school is working on creating a designated area for a library within the school grounds. Notwithstanding, the School subscribes to numerous publications, which have current information, and subject materials that are relative to the program being offered and which are available to all students for the edification, including internet access.

## **Office Hours**

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. American Truck School observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

## **Student Record Retention**

American Truck School will maintain student records onsite for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

## **Family Education Rights and Privacy Act**

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal institute hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the Campus Director.
2. The institute may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

## DISCLOSURE STATEMENTS

- ✓ American Truck School is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education.
- ✓ 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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
- ✓ 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.
- ✓ 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](http://www.bppe.ca.gov)).
- ✓ American Truck School does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11 U.S.C. Sec. 1101 et seq.).
- ✓ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✓ American Truck School does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards its certificate program.
- ✓ American Truck School has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ American Truck School does not offer state or federal financial aid programs.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of 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.
- ✓ American Truck School does not have an articulation agreement or transfer agreement with any other school, college or university at the present time.

## **ADMISSION REQUIREMENTS**

The school director will discuss the pros and cons of professional truck driving so candidates have all the relevant information to make an informed career decision. We believe it is important that candidates understand what it takes to become a professional drivers before they get into the profession. During the discussion we will discourage candidates with bad driving records to enroll in the course. During the interview, we will point out the consequences of bad driving such as excessive citations and DUI violations have a negative effect when trying to obtain and maintain employment within the trucking industry. Again, we will emphasize safe and defensive habits are critical to the success of professional driver.

### **DOT Physical Examination**

Each student will need to get a DOT Physical Examination, before being accepted as a student. The DOT Physical Examination must be performed by an approved M.D, D.O., P.A, or N.P. The Physical Examination is required by DOT to determine, whether a driver is physically fit to drive a truck. Every student is responsible for paying the fee for the DOT physical exam. The price generally ranges from \$ 25.00 to \$ 70.00. If a student fails the DOT physical test he/she cannot get his Class "A" License and therefore will not be accepted as a student.

### **DMV Licensure Requirement**

Every student applicant will be informed that a DMV printout is required by CHP to drive trucks during the training. DMV usually charges \$5.00 for such a printout. Applicants are informed about such cost, which must be paid by the applicant. The DMV wants to make sure, that trucking school students have a valid Class "C" License. Any applicant, who cannot obtain a DMV Driving Record Printout, that confirms his or her valid Class "C" License, will not be accepted as a student.

All students that attend American Truck School must be at least 18 years of age. State and Federal law has set the minimum age of 18 for commercial driving for the State of California. Interstate drivers must be at least 21 years of age.

All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from our programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor.

To be accepted for training, applicants must be able to:

- ✓ Submit Valid California Driver's License
- ✓ Submit Social Security Card
- ✓ Pass a DOT physical (Department of Transportation)
- ✓ Provide a DMV printout H-6 (Class A or B Permit Test)
- ✓ Pass the Wonderlic test (if applicable)

## English Proficiency

Instruction will occur in English or Spanish. If the prospective student's native language is not English, but they wish to take the program in English they must demonstrate your mastery of English. The minimum accepted score for the Wonderlic is 12.

The following items will be required for each student applicant during the admission process:

Completed application form

- ✓ Evidence of High School graduation, or equivalent documents, or other post-secondary education
- ✓ Personal interview (in person or via telephone)
- ✓ Complete all financial arrangements prior to admission (all documentation/disclosure statements must be read, understood and signed)
- ✓ Completed Enrollment Agreement
- ✓ Read and sign for this Catalog and all disclosure forms

## Licensure

In California, Truck Drivers must have a Class A drivers license to drive heavy trucks. All applicants for a Class A license or for those that are renewing their license, must meet the following minimum requirements: have a good driving record; be at least 18 years old for driving within the state, or 21 years old to transport out of state cargo; pass a medical examination that requires good hearing, 20/40 vision, with or without glasses, normal use of arms and legs (unless one gets a waiver) and normal blood pressure. All drivers must pass written exams and road driving tests, and meet the State licensing and driving requirements for the truck being driven.

Drivers that drive out of the state are tested for drugs at least once every two years; and also must take a drug test before being hired to work and take a drug test after an accident.

## Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits you earn at American Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Class A Training Program, Class A/B Refresher Course, Class B with Passenger Bus Training and Tractor/Trailer Training Program are 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 course work at the 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 the American Truck School to determine if your certificate will transfer.

## **ACADEMIC POLICIES**

### **Student Attendance**

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the trucking industry. Due to short-term nature of some of the courses, a regular attendance is very important during the training program. If the student is absent from the course even once or twice, it will very difficult to make up, specially the field training and students may not be able to graduate on time unless the student makes an effort to make up missed training. We will encourage all students to let us know if they cannot attend a class in advance due to sickness or family emergency and will make other arrangements to make up for lost school time. Students are expected to maintain good attendance. The student must complete his/her program within 1.5 times the program length. Students should strive to attend consistently in order to master the required skills in the time allowed. Failure to attend regularly and progress satisfactorily may result in loss of a desired attendance schedule or possible dismissal from the program.

### **Attendance Probation**

At least once a week, Student Services monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 75% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-fourth of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module.

### **Absence**

An absence will be considered as "excused" under the following conditions: Sickness, death or birth in the immediate family. All excused absences must be in writing and will be at the discretion of the lead instructor and/or the School Director. All other absences will be considered "unexcused".

### **Tardiness**

Tardiness is a disruption of a good learning environment and is strongly discouraged. We believe that punctuality is very important not only during the course but also in the trucking and busing profession as a whole. Students who arrive more than twenty minutes late for class or who miss 20 minutes of class time during any given class hour are recorded as incomplete and considered absent for that class hour. Tardiness without good reason on three occasions will be considered "unexcused".

## Make Up Work

Only excused absences will qualify for make-up work. Students must schedule make-up work with the instructor only. All incomplete work must be made up before a student can graduate from the course.

## Leave Of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

## Grading and Evaluation Procedures:

Grade reports are issued to students at the completion of each scheduled level or module. Grades are based on the quality of work as shown by written tests, practical work and projects as indicated on the course syllabus. The grading scale is as follows:

Letter Grade	Percentage	Indicator
A	100 – 90 %	Excellent
B	89 – 80 %	Good
C	79 – 70 %	Average
D	69 – 60 %	Below Average
F	Below 59 %	Failing
I		Incomplete
W		Withdrawn

## Application of Grades:

The chart above describes the impact of each grade on a student's progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A W will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving a F. The student must repeat any required course for which a grade of F or W is

received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA.

Full tuition will be charged for any portion of a course that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the module, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the module will be converted to an F and will affect the student's CGPA. The school reserves the right to extend the time needed to make-up an incomplete grade.

### **Academic Probation**

At the end of the scheduled module or level, a grade is assigned to each student based on the teacher's evaluation of the student's in-class performance and test results. If the student's grade is below 70% the student will be automatically placed on academic probation, and is informed of this fact in writing. This probationary status is removed when the student repeats the module or level and completes the level or module by receiving a grade of "C" (70%) or higher. The student on Academic Probation is allowed only one opportunity to earn the required grade by receiving a grade of 70% or higher, and may not repeat the program segment a second time. If the student's grade point average has not returned to a "C" (70%) or better, the student is dropped from the program. A student is allowed only one Academic Probation during the scheduled length of a program. If the student succeeds in having this probation status removed in accordance with the above policy and if the student has earned 75% of the total grades, the student will be allowed a second Academic Probation.

### **Graduation**

All students who successfully complete their course with a Grade `C" or better will be eligible for graduation. Eligible students will graduate from course after passing their Class "A" test from the DMV and will receive a diploma and DOT Card.

Students who fail the course and also do not pass the DMV test will receive a Certificate of Attendance. The certificate of attendance will show the total hours of training a student has completed at our school.

### **Termination, Appeal and Reinstatement**

Should students find it necessary to discontinue their training, they should arrange to meet with the School Director to discuss their situation and submit written notification of their request. Students shall be terminated for failure to

- meet minimum standards for academic progress,
- meet the minimum conduct standards of the school, or
- fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. Apart from the registration fee of \$75 there are no other administrative costs associated with withdrawal or termination.

### **Unofficial Withdrawal**

If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

### **Automatic Withdrawal**

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 10 consecutive class days.
- Failure to return from an approved leave of absence on the scheduled return date
- Failure to maintain satisfactory progress for two consecutive modules.
- Failure to fulfill financial agreements
- Failing any course in the program twice during the one enrollment period

### **Appeal**

Suspended or terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

### **Ancillary Fees**

Please note there are some costs not covered by tuition costs:

Class A/B Test/Written DMV Test	\$68.00
DOT Physical (Department of Transportation)	\$60.00
Drug Test/NIDA 5- Panel	\$60.00
DMV Printout H-6	\$5.00
TWIC (Transportation Worker Identification Credential)	\$132.50
HAZMAT (Hazardous Material Live Scan/Background Check)	\$85.50

## SCHEDULE OF CHARGES

Program Name	Registration	Training Fee	STRF	Total Cost
	Non- Refundable	Refundable	Non- Refundable	
<i>Class A Training Program</i>	<i>\$100.00</i>	<i>\$3,698.00</i>	<i>\$2.00</i>	<i>\$3,800.00</i>
<i>Class A/B Refresher Course</i>	<i>\$100.00</i>	<i>\$1,699.00</i>	<i>\$1.00</i>	<i>\$1,800.00</i>
<i>Class B with Passenger Bus Training</i>	<i>\$100.00</i>	<i>\$3,098.50</i>	<i>\$1.50</i>	<i>\$3,200.00</i>
<i>Tractor/Trailer Training Program</i>	<i>\$100.00</i>	<i>\$4,298.00</i>	<i>\$2.00</i>	<i>\$4,400.00</i>

### Student Tuition Recovery Fund

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 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."

(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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

## Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 45 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 45 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$70.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$70) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 45 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 45 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

American Truck School reserves and will publish a schedule of changes that will itemize all charges, the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Enrollment fees are not refundable.

### **Payment Policy**

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan.

### **Student Grievance Procedure**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. *If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:*

Bureau for Private Postsecondary Education,  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

*Mailing address is:*

P. O. Box 980818 W. Sacramento, CA 95798-0818  
Toll Free Number: 1 (888) 370-7589  
Telephone Number: (916) 431-6959 Fax: (916) 263-1897  
By E-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## STUDENT SERVICES

This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. 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.

### Career Development Services

No employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught towards the end of each program.

- ✓ Preparing resumes
- ✓ Developing job interviewing skills
- ✓ Identifying job position openings
- ✓ Following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment once hired
- ✓ Securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

Student service will include academic and placement assistance as provide by the School Director. We will assist student in making driving test appointment with DMV after the graduation for their Class `A' driver license.

## **PROGRAM OUTLINE**

### **Class A Training Program 136 clock hours**

The Class A Training Program consists of 136 hours of instruction taught over a period of 5 weeks of both actual driving and observation time.

The program will include in-depth study of DOT safety rules and regulations. All students must be prepared for vigorous study of the material and homework assignments.

This program is an orientation into the Truck Driving profession and a study of D.O.T. and regulations. Students are taught the school regulations and are explained what the school expectations of them will be. They are introduced to the DOT Department of Transport regulations and the correct format for filling in Log Books. They are provided specific driver education with a focus on practical solutions to everyday situations and thoughtful coverage of such subjects as driving under the influence, sharing the road, challenging driving conditions and "road rage". Students will learn to apply basic skills in a way that ensures their own safety and that of other roadway users. They are also introduced to how air brake systems work.

Students will be taught with various types of tractor/trailer/bus and truck combinations and will be given defensive driving techniques and skills, required for emergencies procedures during driving. All students will drive on the open road, on the freeway, highway and city traffic conditions. Heavy emphasis put on defensive driving skills, backing the trailer and emergency procedures. All graduates will receive a certificate upon completion of the program.

### **Class A/B Refresher Course 28 clock hours**

This Class A/B Refresher course consists of 28 hours of instruction taught over a period of 1 week of both actual driving and observation time.

The course provides the student with the safe procedures for loading and unloading of freight, accounting for freight, and proper documentation and covers trip planning, personal health and safety, employability skills, and public, customer, and employee-relations. Students are prepared for the Department of Motor Vehicles Third Party Examination. Behind the wheel performance, roadway markings, intersections and Right-of-Way are covered as well as turning and gear shifting both up and down and double clutching. Students studies the operating systems of motor vehicles, including preventive maintenance and system malfunction diagnosis and Motor Vehicle Systems and Driver Regulations.

### **Class B with Passenger Bus Training 84 clock hours**

This Class B with Passenger Bus Training course consists of 84 hours of instruction taught over a period of 4 weeks of both actual driving and observation time.

This course will include in-depth study of DOT safety rules and regulations Class B Bus drivers are employed as drivers of commercial vehicles designed to transport property. These Vehicles have a gross combination weight rating of 26,001 or more pounds. Drivers can be employed to drive local, state or interstate distances depending on their needs. Bus driver training is depth study of Pre trip/Vehicle Inspections, Backing and Parking, Passengers Documents, Safety equipment. All graduates will receive a Diploma and Commercial Drivers License upon completion of our program. The Bus/Boat Driver Course consists of 160 hours over a period of four weeks of both actual driving and observation time.

### **Tractor/Trailer Training Program 160 clock hours**

This Tractor/Trailer Program course consists of 160 hours of instruction taught over a period of 6 weeks of both actual driving and observation time.

Students are introduced to the working components of a tractor-trailer and basic maneuvers. Learn how to control the motion of the vehicle and ensure that it is in proper operating condition and correctly coupled to trailers. Students experience interaction between the student/vehicle combination and highway traffic environment. They learn to apply basic skills in a way that ensures their own safety and that of other roadway users. They are taught the responsibilities of a truck or tractor/trailer driver: cargo handling, hours of service, documentation, accident procedures and how to handle employer relations. The module is designed to provide basic maneuvering skills including vehicle inspection before a trip, coupling and uncoupling trailers, shifting gears, parking, and post-trip inspection. Students also receive hands-on driving in light to heavy traffic, night driving, and emergency situations.

Students learn advanced practice of tractor/trailer over-the-road driving behind the wheel driving and observation. They start to combine principles of defensive driving with the technical skills of the professional truck driver to enable truckers to meet the difficult task of safely operating vehicle. They are taught the rules of conduct at the scene of an accident, fire, or breakdown, along with first-aid and fire prevention/fire fighting instruction.

Textbooks and other required written materials;  
CA Commercial Driver Handbook

#### Occupational Code References

DOT (Dictionary of Occupational Titles)	
Tractor-Trailer Truck Driver	904.383-010
Truck Driver, Heavy	905.663-014
Bus Driver	913.463-010

## Institution Ownership

American Truck School is owned by Roger Ury who is sole proprietor.

## Instructors

Our program will be conducted initially by one instructor and we will hire more instructors on an as needed based dependent upon the student population growth in our course.

- Roger Ury #H0301122 ( Director ) 20 years experience
- Roger Wilson #N7910926 6 years experience
- Timothy Hammond #N6317101 4 years experience

All classroom and field training will be conducted by the above listed instructor.

Our training program stresses safety and thorough knowledge of Federal Department of Transportation (DOT) roles and regulations. Candidates will be given all necessary knowledge and classroom training to help them meet the stringent requirements of the National Commercial Driver's License Examination.

## Academic Calendar

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

### Holidays 2013

New Year's Day	January 1
Martin Luther King Day	January 21
President's Day	February 18
Memorial Day	May 27
Independence Day	July 4
Labor Day	September 2
Veterans Day	November 11
Thanksgiving Day	November 28
Day after Thanksgiving	November 29

Winter Holidays will last from December 21, 2013 until January 6, 2014

It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

The school catalog is updated at least once a year or whenever charges to school policies take place.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school.

These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Please sign below to certify that you have received a copy of this school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which you wish to enrolled.

Print Name:
Signature:
Student number:
Date: