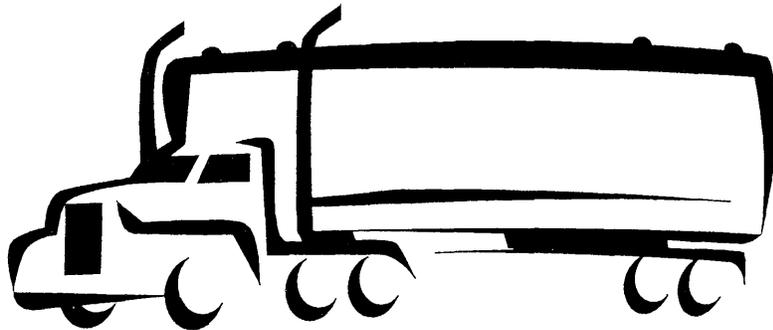


UNIVERSAL TRUCK DRIVING SCHOOL, INC.

1600 S. Hill St., #A, Los Angeles, CA
90015

(213) 745-6244

School Catalog



**GET ON THE HIGHWAY TO THE
FUTURE WITH
UNIVERSAL TRUCKING SCHOOL**

Table of Contents

STATEMENT OF OWNERSHIP AND CONTROL	1
APPROVAL DISCLOSURE STATEMENT	1
INFORMATION	1
HISTORY	2
ADMINISTRATION	2
INSTRUCTORS	2
FACILITIES AND EQUIPMENT	2
PHILOSOPHY	3
ADMISSION REQUIREMENTS	3
ADMISSION PROCEDURE	3
GRADING SYSTEM	4
STANDARDS OF SATISFACTORY PROGRESS	4
GRADUATION REQUIREMENTS	4
ATTENDANCE POLICY	4
STUDENT CONDUCT POLICY	5
STUDENT SERVICES	5
GRIEVANCE PROCEDURE	5
STATE LICENSING REQUIREMENTS	6
TUITION POLICIES AND FEES	6
STUDENT TUITION RECOVERY FUND	7
REFUND POLICY AND RIGHT TO CANCEL	7
CURRICULUM	8
COMMERCIAL TRUCK DRIVER	9

Universal Truck Driving School, Inc.

1600 S. Hill St. #A
Los Angeles, CA 90015
(213) 745-6244

www.universaltruckingschool.com

Behind-the-Wheel • Yard Training Facility

2652 E. 12th St.
Los Angeles, CA 90023

STATEMENT OF OWNERSHIP AND CONTROL

Universal Truck Driving School, Inc. is an institution which has been incorporated in the State of California on January 04, 2004.

APPROVAL DISCLOSURE STATEMENT

Universal Truck Driving School, Inc. was granted institutional approval from the California Bureau for Private Postsecondary Education pursuant to CA Education Code Section 94195. The Bureau's approval means the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or Bureau. Licensure must be renewed every 3 to 4 years and is subject to continuing review. Approved is the following course:

Commercial Truck Driver 40 Hours

INFORMATION

Instruction is in residence with a facility occupancy level that will accommodate 10 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma verifying the fact. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge and/or requests for further action may be made to the School Director, Ricardo L. Arrua.

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 toll free or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov

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, toll-free telephone number (888) 370-7589 or by fax at (916) 263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by the School Director, Ricardo L. Arrua.

Ricardo L. Arrua,
School Director

HISTORY

Universal Truck Driving School, Inc. was founded in 1996 after careful deliberation and consultation with motor carriers. Universal Truck Driving School, Inc., founders are definitely not new to the commercial transportation field. The School Director has extensive experience as a commercial driver and in driver education. He has taken valuable knowledge and experience and put it to work for you.

Thank you for choosing Universal Truck Driving School, Inc. in your effort to improve your lifestyle and that of your family. Our belief is that you have chosen a lifetime career, not just another job field.

ADMINISTRATION

Ricardo L. Arrua
Alicia Arrua

President / Director
Vice-President / Administrator

INSTRUCTORS

Our instructors have over 5 years as commercial driver instructors. They are well trained in all areas of commercial license and are bilingual English and Spanish, to teach our multi-language students.

FACILITIES AND EQUIPMENT

The classroom and office are housed in a commercial building. The facilities are comprised of approximately 800 sq. ft. containing a classroom which will accommodate 8 students and the resource center, office and restroom. The yard facilities are approximately 25,000 sq. ft. used for behind-the-wheel instruction. The over-the-road instruction is provided on the streets and freeways of the Los Angeles area.

Students will receive behind-the-wheel and over-the-road instruction and practice in commercial tractors and trailers of the type used by the transportation industry.

PHILOSOPHY

Our curriculum is designed to meet and/or exceed most accepted truck driver training criteria. Student progress is reviewed in a consistent manner to assure full value received for each of our students. The school provides an environment of opportunity and challenge in which students can reach their highest level of achievement, through its use of practical classroom lectures and hands-on experience in a realistic environment.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years old (21 years old for inter-state driving); have an acceptable driving record; to have and possess a valid California Class "C" (automobile drivers license) driver's license and meet specific driver qualifications established by the office of motor carrier safety including a physical examination and successfully complete an entrance examination, a high school diploma, GED or Ability to Benefit Exam is also required by the Bureau for Private Postsecondary Education to enroll for the commercial drivers license program. Prior to the start of class students must obtain a California Department of Motor Vehicles class "A" Instructional Permit and provide the school with a copy of a successfully completed long form Federal Department of Transportation physical. Students must have the ability to read, write, and speak the English language at a 6th grade level and should be able to read and understand the enrollment agreement. Instruction may also be given in Spanish at a 6th grade level understanding. The School Director reserves the right to accept or reject applicants, in their best interest, based upon the above requirements.

Universal Truck Driving School, Inc. does not articulate or transfer any credits with any other vocational school or colleges, this institution has not entered into an articulation or transfer agreement with any other college or university.

NOTE: Applicants will be disqualified from taking the Class A license examination if any of the following circumstances are present. Should an individual with such a record wish to learn commercial driving in spite of their record, a Driving Record Waiver will be required.

1. DWI, DUI, OMVI or similar conviction in the last three years.
2. Three or more moving violations in the last two years.
3. Certain felony convictions. (Reviewed with the School Director on a case by case situation.

ADMISSION PROCEDURES

Persons desiring to make application for admission should contact the school or one of its representatives. Applicants must be interviewed by a school representative, complete an enrollment agreement and submit other information which may be required to determine qualifications. All prospective applicants are encouraged to visit the school for a personal tour of the facility.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

This institution hereby advises each student that a notice of cancellation shall be in writing, and that 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.

GRADING SYSTEM

All grades are based on the numerical system students are graded on: written examinations, field tests, driving sessions, methodology, and attitude.

GRADING SCALE

A = 90-100	D = 60-69
B = 80-89	F = BELOW 60
C = 70-79	

Driving and other practical skills are graded on Pass/Fail Minimum standards for successful completions require that a student maintain a 70 percent (C average) or higher cumulative grade average in all areas of training. Additional help is provided to slower learners in individual situations.

STANDARDS OF SATISFACTORY

All students at this school are required to maintain satisfactory progress toward the completion of their program of study. Students must maintain progress that will lead to completion of the program within 100% of the stated course length.

GRADUATION REQUIREMENTS

THE CANDIDATE FOR THE CERTIFICATE MUST:

1. Have successfully completed all specified requirements for the certificate.
2. Earn a cumulative grade average of at least 70% in each area of training.
3. Be free from all indebtedness to the school or have made satisfactory arrangements for the payment of tuition and fees.

ATTENDANCE POLICY

Students are expected to attend all scheduled classes in order to achieve the highest degree of learning. In cases of extreme circumstances, severe illness, death of a family member or military requirements, the school director may, upon written request, waive the attendance policy. Also if a student, due to unforeseen reasons, must request a leave of absence, the school is willing to wait up to 1 year to resume and complete the driving training program. After 1 year each student case will be reviewed by the School Director on a case by case situation.

STUDENT CONDUCT POLICY

Students shall at all times conduct themselves in an exemplary manner, both in and out of school. A student may be discontinued for:

1. Unsatisfactory progress.
2. Being under the influence of, or in the possession of, alcohol or illegal drugs of any kind.
3. Operating equipment in such manner that life or property is endangered.
4. Gambling on school property.
5. Insubordination and/or intolerable conduct.
6. Willful abuse of school equipment or property.
7. Excessive absenteeism.
8. Failure to make payments on dates due.

STUDENT SERVICES

RESOURCE MATERIALS

Our resource center contains volumes, periodicals and audio-visual materials directly related to training. These reference materials supplement texts and other related materials used in the classroom. Reference books and other course related materials may be purchased from the school as needed or desired.

STUDENT RECORDS/RIGHT OF PRIVACY

The federal right of privacy act enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of seven (7) years. Students may request a review of their records by writing to the Director of the school.

GRIEVANCE PROCEDURE

If there are any complaints about the school or any of its staff that can not be resolved by the instructor, we encourage the student to bring the matter to the attention of the Director who is responsible for the resolution of complaints. If the matter is still unresolved, the next step is to explain the problem in writing to the school's President. Finally, the matter can be referred to the school's regulatory agency as described on page one (1). A written or oral complaint will be responded to within 15 business days.

RECORDS RETENTION

All student records are maintained indefinitely. Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for at least a period of seven (7) years.

JOB SEARCH ASSISTANCE

Universal Truck Driving School, Inc. does not provide a full job placement service. The school does, however, maintain contact with local and long distance carriers regarding their driver needs. This information is made available to our students and graduates.

STATE LICENSING REQUIREMENTS

Residents of California are required to have a class "A" commercial driver's license to drive a tractor/trailer. School graduates must pass a California Department of Motor Vehicles driving examination at a location specified by the department. The examination is a state requirement and is not part of the course of study. The program offered by the school will assist the student in preparing for this examination. At no additional cost to its graduates, the school will set an appointment as soon as possible after the driving training is completed and provide a tractor/trailer and licensed employee for the purpose of testing. In the event a person fails, the school will set an appointment for re-testing. Appointment for initial testing takes priority.

TUITION POLICIES AND FEES

All tuition and fees are payable to commencement of classes unless other arrangement are made. The student may enroll with a \$400.00 down payment and balance to be paid within 1 year of enrollment, or as student is continuing with his/her driving training.

TUITION AND FEE SCHEDULE

Commercial Truck Driver Tuition Fee:	\$ 900.00
Enrollment/Registration Non-Refundable Fee:	<u>\$ 100.00</u>
Total Tuition Fee:	\$1,000.00

ADDITIONAL COSTS

In addition to tuition fee, students are responsible for the cost of (unless otherwise stated on your enrollment agreement) housing, meals, and transportation to and from the school. Students have additional costs which cover a physical examination conducted by and payable to a private physician (fee to be determined by private physician), permits and testing for an operator's license payable to the DMV (fee to be determined by the Department of Motor Vehicles).

**STUDENT PROTECTION POLICY
STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a loss as a result of the school: closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment. The STRF is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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

To qualify for STRF reimbursement you 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, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid/assistance papers, receipts or any other information that documents monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov or (888) 370-7589, or Fax (916) 263-1897.

REFUND POLICY AND RIGHT TO CANCEL

1. A student may cancel this agreement at anytime by notifying the school in writing, by mail, or in person. A student is eligible for a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later; all monies shall be refunded within 30 days. If a student is rejected for training or if a course is canceled, the student will receive a refund of all monies paid less a registration fee not to exceed \$100. If student withdraws after the cancellation period, all tuition, fees and other charges shall be refunded on a pro-rata basis, less a registration or administrative fee of \$100.

2. Once purchased, equipment becomes the property of the student.

3. You have the right to withdraw from school at any time. If you withdraw from the course of instruction after the cancellation period as in Paragraph 1, the school will remit a refund less a registration fee, not to exceed \$100 within 30 days following your withdrawal. The refund policy for students who have completed 60 % (percent) or less of the period of attendance shall be pro rata refund.

If the amount you have paid is more than the amount you owe for the time attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify school of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

CATALOG

Universal Truck Driving School, Inc. catalog is updated annually with the changes that have occurred during the year, if any.

CURRICULUM

Commercial Truck Driver

D.O.T. #292.353, 363, 463, 483, 667 C.I.P. #49.0299

Text and Lesson Materials:

Trucking: Tractor-Trailer Driver
Handbook/Workbook, Career Publishing, 1995

CDL Reference Commercial Drivers Handbook

Handouts Handouts from various suppliers and other sources as they relate to specific area of training.

The following curriculum outline for the 40 hour truck driver training program is designed to insure that each student received quality up-to-date basic training. The outline will insure that all students are taught the same way.

The training program consists of three distinct parts that of the classroom environment, out-side preparation (home-work) and the hands on training. The schedule dictates that each student attends 20 hours of classroom training, with approximately 5 hours of outside preparation. The third phase consists of the practical application of the skills and knowledge obtained in the classroom and includes yard skills, road training and review and testing of the yard and road skills.

Section I outline covers classroom and outside preparation topics. The section includes orientation, theory, familiarization, Federal Motor Carrier safety regulations, examinations, etc.

The yard skills area training segment, Section II, includes ten clock hours of yard skills and backing instruction. This includes straight line, measured stops, measured turns, serpentine and alley docking 90 degree maneuvers this breaks down to eighteen and three quarter hours hands on per student calculated at a three to one ratio.

The other the road training segment, Section III, includes ten hours of instruction for each student. This phase will cover all aspects of safe driving and vehicle control. It will cover a range of situations in city traffic. The objective of this program is to insure that each graduate has received sufficient training to make them a qualified and efficient second seat trainee driver.

The objective of the classroom training is to prepare the student through theory for the more rigorous training on the skills, and O.T.R. segments of training. Each student will be taught vehicle familiarization, Federal Motor Carrier safety regulations including aspects of safe operation, accident control and reporting. Also, the how to and importance of maintaining a daily drivers log. The students progress will be measured daily through quizzes and evaluation.

Yard Skills Training

The primary objective of the yard skills area of training is to insure that students will be able to safely maneuver a tractor /trailer such: backing from sight side (left) or blindside (right) and parallel parking; the proper way to approach a corner; conduct a pre-trip inspection; mirror usage. The yard skills phase of training as well as the O.T.R. phase will constantly instill upon the student the sense of pride of being the best and safest that is humanly possible.

Yard and Backing skills outline

Straight line backing

Objective: student will be able to back parallel to markers while observing through both the driver side and passenger side mirrors.

Serpentine backing

Objective: the student will back the tractor trailer in a figure eight

set up around stationary markers. This should increase the students ability to control the vehicle.

Alley dock

Objective: practice to perfection the art of docking a trailer.

Over the road driving skills

The objective of the O.T.R. training is to insure that a student will be able to safely and courteously operate a commercial vehicle in a variety of traffic situations.

40 Hour Course

<u>CLASS</u>	<u>SUBJECT</u>	<u>CLOCK HOURS</u>
Theory	Orientation	.5
	OSHA/CAL-OSHA rules and regulations	.5
	Tractor/Trailer Operation	6.5
	Yard Skills	6.5
	Street Driving	<u>6.0</u>
	Total	20.0
Yard Skills	Vehicle Familiarization	.5
	Pre-shift inspection	.5
	Yard skills Demo/practice	
	Skills and maneuvers	<u>9.0</u>
	Total	10.0
Street Driving	Pre-shift inspection	.5
	Practice maneuvers	<u>9.5</u>
	Total	10.0
	Total Hours	40.0