



2012

NorCal Truck Driving School, LLC

20010 VIKING WAY BLDG A, REDDING, CA. 96003

TEL: 530-221-5151 / FAX: 530-244-2972

CLASS "A" CALL TODAY!!!!

Email: Norcaltruckdrivingschool@yahoo.com

Website: www.norcaltruckdrivingschool.com

Received By: _____

Date: _____

EST. 01/01/2010

REV.08/16/2012

Item 10



**NORCAL TRUCK DRIVING SCHOOL, LLC
2012 CATALOG**

Effective January 1, 2012 through December 31, 2012

This catalog was developed for the period January 1, 2012 through December 31, 2012. All statements herein are announcements of present policies and practices. They are subject to change at any time without prior notice. Changes will be published as addendum to this catalog.

All information in this NorCal Truck Driving School, LLC catalog is current and correct and certified as true by Scott Miller and Rich Campbell General Engineering, Inc., Owners.

Scott Miller, Co-Owner

Rich Campbell General Engineering, Inc.

TABLE OF CONTENTS

Disclosure Information.....	2
Location.....	4
Questions.....	4
Complaints.....	4
Ownership.....	4
Financial Petitions.....	5
General Information.....	5-7
Mission and Purpose.....	5
Course Information.....	5-6
Equipment.....	6
Faculty.....	6
Bilingual Instruction.....	6
Maintenance of Records.....	6-7
Facilities.....	7
Libraries and Learning Resources.....	7
Campus Map.....	7
Administrative Policies.....	8-11
Admission Requirements.....	8
Financing Policy.....	8
Financing.....	8
Federal and State Financial Aid.....	9
Third Party Fees.....	9
Admission Procedure.....	9-10
Distance Education.....	10
Driving Record.....	10
Drug Testing.....	11
Transferring Out.....	11
Acceptance of Credits.....	11
Four Week Training Schedule.....	11-12
Six Week Training Schedule.....	12-13
Two Week Refresher Course.....	14
Academic Policies.....	15-17
Attendance Policy.....	15
Tardiness Policy.....	15
Leave of Absence Policy.....	15
Dress Code and Conduct.....	15
Substance Abuse.....	15
Testing.....	16
Grading.....	16
Certificate of Achievement.....	16
Course Costs.....	16-17
Withdrawal Notice and Termination Policy.....	17-20
Termination of Contract Policy.....	17
Withdrawal Policy.....	18
Notice of Withdrawal.....	18
Dismissal and Probation Policy.....	18
Refund Policy.....	18-19
Student Rights.....	19
Reimbursement to Veterans and Eligible Persons.....	19
Student Tuition Recovery Fund (STRF).....	19-20
Student Services.....	20-21
Transportation.....	20
Job Placement Assistance Services.....	20
Housing.....	21

LOCATION

NorCal Truck Driving School, LLC is located at the following address:

20010 Viking Way Bldg A

Redding, CA. 96003

Phone: (530) 221-5151

Fax: (530) 244-2972

Email: norcaltruckdrivingschool@yahoo.com

Web Page: www.norcaltruckdrivingschool.com

NorCal Truck Driving School, LLC is a private institution that has been approved to operate by the Bureau for Private Postsecondary Education.

NorCal Truck Driving School's Commercial Driver Training course has been approved by the **Bureau for Private Postsecondary Education** according to California Education Code, Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under law for occupational instruction by private Post-Secondary educational institutions.

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 Post Secondary Education

2535 Capitol Oaks Dr # 400

Sacramento, Ca 95833

Ph: 888-370-7589 / Fax: 916-263-1897

Website: www.bppe.ca.gov

California statute requires that a student who successfully completes a course of study should be awarded an appropriate diploma or certificate verifying the fact. 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.

COMPLAINTS

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet website: www.bppe.ca.gov.

OWNERSHIP

NorCal Truck Driving School, LLC is locally owned and operated by Scott Miller and Richard Campbell General Engineering, Inc. **Norcal Truck Driving School, LLC** is operated with integrity to provide driver training to enable students to obtain a Class A Commercial Drivers License, and have a career as a professional truck driver in the transportation industry.

FINANCIAL PETITIONS

NorCal Truck Driving School, LLC has not filed a pending petition for bankruptcy and is not operating as a debtor in possession, nor has NorCal Truck Driving School, LLC 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.).

GENERAL INFORMATION

MISSION AND PURPOSE

The objective of **NorCal Truck Driving School, LLC** is to educate our students with the knowledge and skills necessary to pass the California Truck Driver License examination administered by the Department of Motor Vehicles. We are dedicated to providing individual quality training, followed by assistance with job placement to bring graduates and employers together resulting in employment.

COURSE INFORMATION – COMMERCIAL DRIVER TRAINING PROGRAM

NorCal Truck Driving School, LLC uses training techniques including student participation in a combination of training that involves; classroom training, small group participation sessions, and behind the wheel experience.

NorCal Truck Driving School, LLC offers on site skills training available during regular business hours. Daily sessions are eight (8) hours per day, five (5) days a week, unless other arrangements have been made with management. The hours of operation are from 8:30 a.m. to 5:00 p.m. with a ½ hour set aside for a lunch break. Training hours may include the use of a variety of equipment including , trailers, and tractors. Students will train on a variety of road types from mountain roads to city and freeway traffic.

NorCal Truck Driving School, LLC has a maximum ratio of student to instructors of four students during the skills and behind the wheel training sessions. The ratio during the classroom training session is eight (8) students per instructor. Students have up to two weeks to take their Commercial Driver License test at the Department of Motor vehicles after completing their course work.

FOUR WEEK CURRICULUM HOURS: 168 HOURS

The 4-week course provides learning DOT Rules & Regulations, Log Book Hours of Service, Air Brakes, and completing all CDL Endorsement testing. The first 2 weeks are spent learning DOT Rules and regulations, Log-Book Hours of Service, Air Brakes, and completing all CDL Endorsements. The remaining 2 weeks are divided between skills practice and behind the wheel driving

SIX WEEK CURRICULUM HOURS: 240 HOURS

The 6-week course provides 80 extra hours of time in the tractor driving and skills practice. Two weeks of this time is spent learning about DOT Rules & Regulations, Log Book Hours of Service, Air Brakes and CDL Endorsements. The remaining 4 weeks are divided between skills practice and behind the wheel driving.

TWO WEEK REFRESHER COURSE: 80 HOURS

The two week course includes General Knowledge, Pre-Trip, Driving Skills, Safe Driving Operation of a Tractor and Coupling.

EQUIPMENT

NorCal Truck Driving School, LLC operates full size tractor trailers offering Doubles training. **Norcal Truck Driving School, LLC** maintains each piece of equipment at industry level of standards.

FACULTY

Director of Instruction: Bob Richardson

Bob is a 20 year retired CHP Commercial Vehicle Inspection Specialist. He has been certified in D.O.T. Substance Abuse prevention and recognition Training. He has also completed many other training programs such as; Commercial Industry Education Program and the Commercial Vehicle Enforcement Program, as well as owning and managing his own trucking company for 10 years.

Instruction: Ryan Wilson

Ryan has 15 years of Class A commercial truck driving experience logging over 1.35 million miles of safe driving and completing three Commercial Industrial Education Programs conducted by the California Highway Patrol. Ryan has pulled 48 and 53 foot dry vans, refrigerated units, flatbed trailers, tankers, doubles, triples and containerized loads giving him a well rounded experience in the trucking industry.

BILINGUAL INSTRUCTION

NorCal Truck Driving School, LLC does not offer instruction in languages other than English.

MAINTENANCE OF RECORDS

All documents received by students are private and confidential. They are viewed solely by NorCal Truck Driving School's qualified employees. All academic records are kept separate from financial records. When not in use, all student records are locked away in a private filing cabinet, secured in an alarmed facility.

An institution is required to maintain records in this state. In addition to permanently retaining a transcript, the institution shall maintain for a period of 5 years the pertinent student records stated below from the student's date of completion or withdrawal.

Required Student Records:

- An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
- An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - The degree or certificate granted and the date on which that degree or certificate was granted.
 - Pass or No Pass grading system
 - The courses and units on which the certificate or degree was based.

- The grades earned by the student in each of those courses.

REVISIONS

NorCal Truck Driving School, LLC will review and revise any changes that need to be made to this catalog in regards to any and all policies between July 1st and July 31st Annually.

FACILITIES

NorCal Truck Driving School, LLC operates one training facility in Redding, California. The school is located on approximately a three (3) acre lot down the road from Redding’s, Big League Dreams Baseball Park. The facility consists of approximately 5,400 sq. feet divided into; front office/reception area, classroom, break-room, instructor’s office, restroom, shop and maintenance area.

LIBRARIES AND OTHER LEARNING RESOURCES

Essential study is the Commercial Driver Handbook provided by the Department of Motor Vehicles of the State of California, a copy may be obtained at NorCal Truck Driving School, LLC. or at the DMV. The Campus provides Educational Resources complete with training manuals, comprehensive supply of training videos, employment information, and up-to-date industry information.

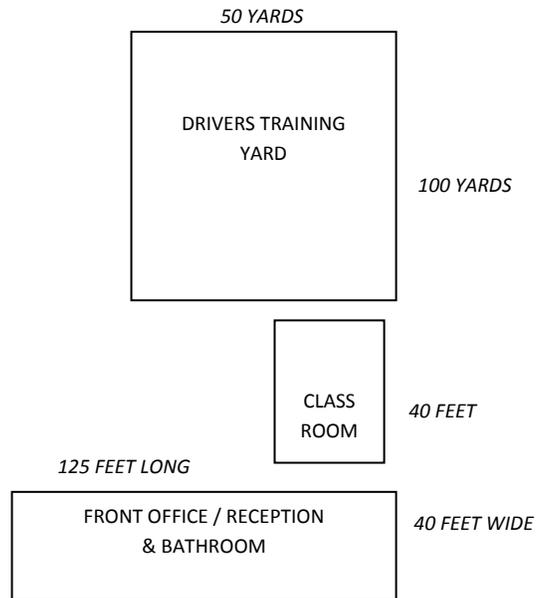
The resource area is located in the classroom in the back of the front office. The classroom is approximately 400 sq. ft and will accommodate up to sixteen (16) students. The classroom will be available for students to use during school hours to complete individual training in areas in which a student may need additional assistance.

The facility provides for on-site skill practice enabling individual instruction.

NorCal Truck Driving School’s campus offers many on-site advantages such as:

- Multiple Covered Truck Bays for pre-trip training and practice
- On Site Skills practice area-approximately 108,900 sq. ft.

CAMPUS MAP



ADMINISTRATIVE POLICIES

ADMISSION REQUIREMENTS

To be accepted for training as a truck driver, an applicant must:

- Obtain a Ten Year DMV printout
 - If the applicant has any DUI convictions or more than three moving violations, he/she must meet with the **NorCal Truck Driving School, LLC** director so that a determination, on an individual basis, can be made concerning the admittance to the school.
- Submit a ten-year verifiable work history.
- Disclose any felony convictions and alcohol related offenses.
- Report any Worker's Compensation claims in the last three years, and any back or neck problems.
- Possess a California License, and a Class A Learner's permit, or an approved transfer of license application.
- Be at least eighteen (18) years of age. Minimum age for interstate drivers is twenty-one (21).
- Pass a NIDA five (5) drug screen test. According to the U.S. Department of Transportation Regulation 382.103, 382.103 student drivers are required to test even though they may not yet possess a CDL.
- Pass the DOT Physical.

*NOTE: Our admission requirements are the same for ability-to-benefit students. We do require a G.E.D., high-school diploma or skills test to be accepted for training.

FINANCING POLICY

Private Pay students will discuss payment and/or financing terms at the time of enrollment. Students referred by Vocational Counselors do not have to prepay. Major credit cards will be considered for student tuition payments if alternate programs are not available.

FINANCING

If a student obtains a loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refunds due to the student. If a student receives Federal or State student financial aid funds, the student is only entitled to a refund of moneys not paid by the Federal or State financial aid program fund if a refund is due.

FEDERAL AND STATE FINANCIAL AID

NorCal Truck Driving School, LLC accepts student funding through the following Programs:

1. Workforce Investment Act (WIA) of 1998. These funds are disturbed through the Local Workforce Investment Areas (LWIAs) in the State of California. The Local Workforce Investment Area for Redding California is the Smart Business Resource Center located at 1201 Placer Street, Redding CA, 96001-1016, Phone No. (530-246-7911). To contact LWIA in your city; call your local Employment Development Department (EDD) for information.
2. The Rehabilitation Act of 1973. These funds are disturbed through the Department of Rehabilitation. The local Department of Rehabilitation is located at 1900 Churn Creek Rd Ste 100, Redding, CA 96002, Phone No. (530-224-4708). To locate the Department of Rehabilitation in your area, you may access the website www.dor.ca.gov.

THIRD PARTY FEES

Beyond the cost of the course, additional fees are:

- \$66.00 DMV fee to obtain your class A permit. This is required by law to put you behind the wheel for training.
- \$50 Physician's fee for your DOT physical exam, required by DMV at the time of your written exam.
- \$60.00 Drug test
- \$86.50 Hazmat Endorsement (NOT REQUIRED)

ADMISSION PROCEDURE

Students interested in entering training with **NorCal Truck Driving School, LLC** should complete a pre-enrollment application to determine acceptance. After completing the enrollment paper work and meeting the Admission Requirements, the application will be reviewed and the student will be notified, in a timely manner, of the decision. All decisions concerning admission are confidential. A reviewed and signed enrollment agreement will ensure a start date.

The **NorCal Truck Driving School, LLC** Director must give final approval before an applicant is accepted as a student. ***NorCal Truck Driving School, LLC reserves the right to accept, or reject, any applicant.***

To obtain a Commercial Instruction Permit for Class A Commercial Drivers License, a prospective student must study certain information provided by D.M.V and pass the D.M.V. written tests to obtain their permit. **NorCal Truck Driving School, LLC will assist** students with study guides and instruction if needed at no extra cost to the student or the student may study this information on their own. A student needs to thoroughly study the applicable chapters in the *California Commercial Driver Handbook*.

This handbook is available at any DMV office or **NorCal Truck Driving School, LLC** will provide you with all necessary study materials free of charge. Please note: DMV will require you to re-take the written examination for the Class C (automobile) and Class M1 (motorcycle), if you already possess these licenses and your driver's license was issued over one year ago. You should be familiar with this material as well.

You will be required to complete a DOT standard physical examination prior to testing at DMV. You should have no physical impairment that might conflict with driving safety regulations. The DOT physical forms are available at any DMV office or our office. **NorCal Truck Driving School, LLC** can also recommend medical clinics in your area that perform this physical examination. After you have completed your DOT physical examination, you should take the completed DOT physical form with you to DMV and take the written examination for *General Knowledge, Air Brakes and Combination Vehicles* (as well as Class C and Class M1, if applicable) to obtain a Class A permit. These examinations will consist of approximately 85 questions. Please note: You do not need an appointment to take these tests at DMV.

DISTANCE EDUCATION

NorCal Truck Driving School, LLC does not offer any Distance Educational Programs.

DRIVING RECORD

You should request a copy of your driving record from DMV for your own information. While an absolutely flawless record is preferred, it is not necessary. You should immediately review your record and reconcile any outstanding violations that would prevent you from obtaining a Class A License or a commercial driving job. You will not be able to obtain your Commercial Instruction Permit if you are less than eighteen years age. Most insurance carriers require periodic review of driver's records. Less Than 3 violations in 3 years generally will not be questioned, but any suspensions, failures to appear, driving under the influence, reckless driving, speed contests or 3 or more traffic violations in 3 years could certainly cause difficulty for finding future employment. If you have a questionable driving record, just fax or mail it to us and we will review it and give our recommendations. Please note: a negative criminal history could also affect employability.

DRUG TESTING

All trucking companies will require a pre-employment urine test for illicit drugs and substance abuse. You will most likely be re-tested randomly, annually and in the event of an accident or erratic behavior. NorCal Truck Driving School, LLC. is also required to conduct a drug and/or alcohol screen during each month of training.

TRANSFERRING OUT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS (Hours), AND CERTIFICATE'S EARNED AT **NORCAL TRUCK DRIVING SCHOOL, LLC**. The transferability of credits you earn at **NorCal Truck Driving School, LLC** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn at **NorCal Truck Driving School, LLC** is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 **NorCal Truck Driving School, LLC** to determine if your credits will transfer.

ACCEPTANCE OF CREDITS

NorCal Truck Driving School has not entered into an articulation or transfer agreement with any other college or university. NorCal Truck Driving School, LLC does not accept transfer of credits from other Institutions, credits through challenge exams, or achievement tests. Students will be required to complete the full Commercial Drivers Training Course to obtain a Certificate Achievement from **NorCal Truck Driving School, LLC**.

FOUR WEEK TRAINING SCHEDULE **COMMERCIAL DRIVERS TRAINING PROGRAM**

CURRICULUM HOURS: 168 Hours

NorCal Truck Driving School, LLC training curriculum hours include:

Introduction, Orientation and Classroom: 40 Hours

Introduction	1.0
Orientation	2.0
Commercial Driver Handbook	7.0
Log Books & Hours of Service	8.0
D.O.T. Laws & Regulations	3.0
Emergency Procedures	2.0
Air Brake Systems	2.0
Mirrors & Blind Spots	2.0
Weights, Lengths & Heights of Vehicles	8.0
CHP Inspection Facilities	4.0
Pre-Pass	1.0

Pre-Trip Vehicle Inspections: 40 Hours

Tractor & Trailer Identification	30.0
Inside Cab & Air Brake Identification	10.0

CURRICULUM HOURS: 168 Hours, Continued

Driving Skills: 40 Hours

Measured Stopping	4.0
Measured Right Turns	5.0
Alley Dock	8.0
Parallel Parking	12.0
Straight Line Backing	4.0
Button Nose Hooks	2.5
Serpentine Maneuver	2.5

Safe Driving, Observation & Operation of Tractor: 40 Hours

Shifting Maneuver	10.0
Braking Techniques	5.0
Managing Space Perception	25.0

Coupling, Uncoupling & Sliding Tandems: 8 Hours

Coupling & Uncoupling Tractor-Trailers	1.0
Coupling & Uncoupling Fifth-Wheel Slider	1.0
Tandem Rear Axle Slider	1.0
Pintle Hook Assemble	1.0
Converter Dolly	4.0

PLEASE NOTE- These hours are average time to complete training. Actual hours will vary based on the individual needs and abilities of each student.

SIX WEEK TRAINING SCHEDULE
COMMERCIAL DRIVERS TRAINING PROGRAM

CURRICULUM HOURS: 240 Hours

NorCal Truck Driving School, LLC training curriculum hours include:

Introduction, Orientation and Classroom: 40 Hours

Introduction	1.0
Orientation	2.0
Commercial Driver Handbook	7.0
Log Books & Hours of Service	8.0
D.O.T. Laws & Regulations	3.0
Emergency Procedures	2.0
Air Brake Systems	2.0
Mirrors & Blind Spots	2.0
Weights, Lengths & Heights of Vehicles	8.0

CHP Inspection Facilities	4.0
Pre-Pass	1.0

Commercial Driver Written Tests: 40 Hours

General Knowledge	6.0
Air Brakes	10.0
Combination Vehicles	6.0
Doubles and Triples	6.0
Tank Vehicles	6.0
Hazardous Materials/Wastes	6.0

Pre-Trip Vehicle Inspections: 35 Hours

Tractor & Trailer Identification	20.0
Inside Cab & Air Brake Identification	15.0

Driving Skills: 40 Hours

Measured Stopping	5.0
Measured Right Turns	5.0
Alley Dock	13.0
Parallel Parking	12.0
Straight Line Backing	5.0

Safe Driving Operation of Tractor: 45Hours

Shifting Maneuver	10.0
Braking Techniques	10.0
Managing Space Perception	25.0

Coupling, Uncoupling & Sliding Tandems: 5 Hours

Coupling & Uncoupling Tractor-Trailers	1.0
Coupling & Uncoupling Fifth-Wheel Slider	1.0
Tandem Rear Axle Slider	1.0
Pintle Hook Assemble	1.0
Converter Dolly	1.0

Float Time: 35Hours

Student to focus on needed training	35.0
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PLEASE NOTE- These hours are average time to complete training. Actual hours will vary based on the individual needs and abilities of each student.

TWO WEEK REFRESHER COURSE TRAINING
SCHEDULE

COMMERCIAL DRIVERS TRAINING PROGRAM

CURRICULUM HOURS: 80 Hours

Norcal Truck Driving School, LLC training curriculum hours include:

Introduction, Orientation and Classroom: 22 Hours

Introduction	1.0
Orientation	1.0
Commercial Driver Handbook	4.0
Log Books & Hours of Service	5.0
D.O.T. Laws & Regulations	3.0
Emergency Procedures	2.0
Mirrors & Blind Spots	2.0
Weights, Lengths & Heights of Vehicles	4.0

Pre-Trip Vehicle Inspections: 10 Hours

Tractor & Trailer Identification	4.0
Inside Cab & Air Brake Identification	4.0
Brake Adjustment	2.0

Driving Skills: 11 Hours

Measured Stop	2.0
Alley Dock	4.0
Parallel Parking	3.0
Straight Line Backing	2.0

Safe Driving Operation of Tractor: 22 Hours

Shifting Maneuver	12.0
Braking Techniques	5.0
Speed Management	5.0

Coupling, Uncoupling & Sliding Tandems: 5 Hours

Coupling & Uncoupling Tractor-Trailers	1.0
Coupling & Uncoupling Fifth-Wheel Slider	2.0
Tandem Rear Axle Slider	2.0

Float Time: 10 Hours

Student to focus on needed training	10.0
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PLEASE NOTE- These hours are average time to complete training. Actual hours will vary based on the individual needs and abilities of each student.

ACADEMIC POLICIES

ATTENDANCE POLICY

Attendance is extremely important. **NorCal Truck Driving School, LLC** takes great pride in the quality of our instruction and the quality of our drivers. However, we cannot stand behind the quality of the education you receive if you do not abide by our attendance policy.

Our attendance policy states that 1 absence, or a combination thereof (see example), could result in the termination of your training. (Example: You arrive at our normal start time of 8:30 a.m. but leave for the day at 1:00 p.m. Our normal ending time is 5:00 p.m. We will make note on our attendance records that you missed 3 hours of training on that day). **NorCal Truck Driving School, LLC** is REQUIRED to notify counselors of ANY missed training time for those students on a third party funded course (for example: Work Force Investment Act, EDD, Vocational Rehabilitation/Workers Compensation, Department of Veteran Affairs, etc.).

Students are required to call the school if they are going to be absent. Attendance is required and students are expected to attend all scheduled class times due to the limited time to complete the course. Students must arrange with the instructor for makeup work and time for classes missed. However, absences will remain on the student record.

TARDINESS POLICY

Students are expected to attend all scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students are required to call if they expect to miss the starting time for the scheduled classes, as it would be necessary to inform an employer.

LEAVE OF ABSENCE POLICY

In the event of a physical or personal problem, the need to interrupt a student's training program may be requested. This is allowed with authorization from the student's vocational rehabilitation/job training counselor and the **NorCal Truck Driving School, LLC** Campus Director. The student must reschedule his/her return, in writing, to insure the availability of space and equipment. The **NorCal Truck Driving School, LLC** Campus Director has the final decision on the rescheduling of training.

DRESS CODE AND CONDUCT

Casual dress is acceptable. Students are expected to dress appropriately for the trade and meet industry (employer) standards for grooming. **NorCal Truck Driving School, LLC** students are expected to have regular attendance, be punctual, to complete assignments, participate in the classroom, and be respectful of fellow students completing skills exercises or over the road driving. Students are expected to conduct themselves in a professional manner as will be required when they are employed. A student may be dismissed from school for disrespectful behavior, or for creating a safety hazard to other students, administrators or staff.

SUBSTANCE ABUSE

NorCal Truck Driving School, LLC will not tolerate the use of alcohol or drugs on the premises. All Students and Employees are subject to monthly random draws for drug and alcohol testing. 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. Substance abuse among students will be dealt with in a proper and legal manner.

TESTING

NorCal Truck Driving School's academic curriculum exams consist of;
General Knowledge
Air Brakes
Combination Vehicles
Tankers
Doubles and Triples
Hazardous Materials.

GRADING (Pass or No Pass Grade)

To obtain a passing grade a student must complete 168 hours of commercial driving training standards in accordance with **NorCal Truck Driving School, LLC** and be issued a Class A Commercial License by the State of California Department of Motor Vehicles.

NorCal Truck Driving School, LLC requires students to maintain satisfactory progress to continue as a student in good standing. All assignments such as; pre-trip worksheets, daily logs, and driving skills will be assessed daily. Any students not achieving a satisfactory level will be scheduled for individual tutoring. This tutoring may be initiated by **NorCal Truck Driving School, LLC** or the student.

Certificate of Achievement

The student will obtain a CDL License upon successful completion of the DMV Commercial Drive Test at the end of the training course.

A "Certificate Of" will be awarded to each student upon the satisfactory completion of the program requirements and the recommendations of the faculty that the student is sufficiently knowledgeable for entry-level employment.

COURSE COSTS

4 WEEK COURSE

Course Cost.....\$3,975.00
Registration Fee.....\$200.00

This includes:

1. 168 hours of training
 - a. 40 hours of classroom and video instruction.
 - b. 88 hours of observation and pre-trip and skills.
 - c. 40 hours of observation and behind the wheel training.
2. Assistance with Pre-Hire / Job Placement.
3. Tutoring for Class A permit and endorsements.

6 WEEK COURSE

Course Cost.....	\$5,475.00
Registration.....	\$200.00

This includes:

1. 240 hours of training
 - a. 80 hours of classroom and video instruction.
 - b. 80 hours of observation and pre-trip and skills.
 - c. 160 hours of observation and behind the wheel training.
2. Assistance with Pre-Hire / Job Placement
3. Tutoring for Class A permit and endorsements.

2 WEEK REFRESHER COURSE

Course Cost.....	\$2,075.00
Registration.....	\$200.00

This includes:

1. 80 hours of training
 - a. 22 hours of classroom and video instruction.
 - d. 26 hours of observation and pre-trip and skills.
 - b. 32 hours of observation and behind the wheel training.
2. Assistance with Pre-Hire / Job Placement
3. Tutoring for Class A permit and endorsements.

Additional Costs for Each Course:

DOT Physical.....	\$50.00
NIDA Drug Screen.....	\$60.00
DMV Print Out.....	\$5.00
Class A Permit.....	\$66.00
Haz-Mat.....	\$86.50

WITHDRAWAL NOTICE AND TERMINATION POLICY

TERMINATION OF CONTRACT POLICY

STUDENT has the right to cancel their ENROLLMENT AGREEMENT including any services offered in 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. Business day means the day the STUDENT was scheduled for classroom instruction. Cancellation shall become in effect when a written notice to the SCHOOL from the STUDENT is received by the SCHOOL at the SCHOOL’s address.

The cancellation notice may be hand delivered or sent by e-mail, telegram or mail. The written cancellation, if sent by mail and postage is prepaid, becomes effective the date of the post-mark. The written notice of cancellation must show that STUDENT no longer wishes to be bound by the referenced ENROLLMENT AGREEMENT. On the first day of class the STUDENT will be given two Notice of Cancellation forms to use, however STUDENT may use any written form of notice that STUDENT wishes to attend, provided the notice states that STUDENT no longer wishes to attend the class entitled Commercial Driver Training Program. Upon receipt of a Notice of Cancellation, SCHOOL will refund any monies paid to the SCHOOL by the STUDENT within ten (10) days after Notice of Cancellation is received by the SCHOOL.

WITHDRAWAL POLICY

Should A STUDENT withdrawal from the course, Commercial Driver Training Program, or be terminated by the SCHOOL after the seventh (7th) day of scheduled classes, the STUDENT will receive a refund prorated by the total number of class hours (one hundred sixty {168}), minus the number of class hours scheduled prior to the STUDENT's withdrawing from the course or the SCHOOL's termination of STUDENT. To withdraw from the course, Commercial Driver Training Program, the STUDENT must give a written Notice of Withdrawal. Notice of Withdrawal shall become effective when a written notice to the SCHOOL from the STUDENT is received by the SCHOOL at the SCHOOL's address.

NOTICE OF WITHDRAWAL

A written Notice of Withdrawal may be hand delivered or sent by e-mail, telegram or mail. The written Notice of Withdrawal, if sent by mail and postage is prepaid, becomes effective the date of the post-mark. The written Notice of Withdrawal must state that the STUDENT no longer wishes to complete the course work. On the first day of class the STUDENT will be given two Notice of Withdrawal forms to use, however STUDENT may use any written form of notice that STUDENT wishes, provided the notice states that STUDENT no longer wishes complete the course entitled, Commercial Driver Training Program.

DISMISSAL AND PROBATION POLICY

We assume a mature level of honesty from potential students regarding the following:

1. There is no habitual use of drugs or alcohol.
2. Past driving history and criminal background.
3. No physical ailment or prevailing disability that could hamper the student's ability to safely drive and perform necessary duties inherent to truck driving. In the event of any misrepresentation or omission of this information Norcal Truck Driving School, LLC will dismiss the student and consider itself absolved of all liability. There is no probation period.

REFUND POLICY

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. Any required books, material and registration will be billed at the contracted rate. Cancellation shall only occur when you give written notice of cancellation at the address of the school. This can be done 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, is effective if it shows that you no longer wish to be bound by this agreement. The student will be given a cancellation notice form to use on the first day of class, but any written notice can be used. If the school gives the student any equipment, including books or other materials, they can be returned at no cost, on the seventh day providing the books and materials have not been used or written on and are in good condition. Once the materials and/or books have been paid for, they belong to the student without further obligation. If this agreement is canceled within seven (7) days, the school will refund any money that has been paid, less any deduction for equipment not timely returned in good condition, within ten (10) days after the notice of cancellation is received.

Example of Refund:

Student withdraws from the course after the ninth day of scheduled classes. (72 hours=9 days x 8 hours/day). Total course hours are one hundred sixty (160).

The total course cost is three thousand eight hundred seven five dollars, (\$3,875.00).

Refund: $\$3,875.00 \times (160\text{hr}-72\text{hr})/160\text{hr} = \$2,131.25$.

The refund is two thousand one hundred thirty one and twenty five cents (\$2,131.25).

The SCHOOL will refund the STUDENT within ten (10) days after Notice of Withdrawal is received by the SCHOOL. Note: **If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.**

STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation Policy stated above. Please read the Notice of Cancellation form given at time of your enrollment; ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the withdrawal and refund policy.
3. If you have any grievance with the school, notify the school administrator in a written letter addressed and mailed to:

Norcal Truck Driving School
20010 Viking Way Bldg A
Redding, Ca 96003

An administrator will respond within three (3) business days addressing the issue.

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet website: www.bppe.ca.gov.

4. If the school closes before you graduate, you may be entitled to a refund through the Student Tuition Recovery Fund from the Bureau for Private Postsecondary and Vocational Education.

The Bureau for Private Postsecondary and Vocational Education
PO Box 980818
W. Sacramento, CA 95798-0818
(916) 445-3427

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

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 financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment. **It 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.**

76215. Student Tuition Recovery Fund Disclosures

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, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program 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."

Please Note: If the student is not a resident of California, not enrolled in a residency program, or is the recipient of a third-party payer of tuition and/or course costs, such as Workforce Investment vouchers or Rehabilitation funding, the student is not eligible for protection under the Student Tuition Recovery Fund.

STUDENT SERVICES

TRANSPORTATION

Public transportation is available with stops located close to the **NorCal Truck Driving School, LLC** campus.

JOB PLACEMENT ASSISTANCE SERVICES

It is school policy to assist a student prior to enrollment by acquiring two conditional pre-hire letters from various trucking companies. The conditional pre-hire letter is based on the premise that the information given is truthful and verifiable prior to employment. Students will be required to meet the criteria of the trucking company they are applying for. **NorCal Truck Driving School, LLC** offers placement assistance to each of their students by providing:

- a. Assistance in completing all pre-employment paperwork.
- b. Communications with major company recruiters.
- c. Fax services for student placement applications.

NorCal Truck Driving School, LLC prides themselves on having the highest placement rate possible for student drivers.

HOUSING

NorCal truck Driving School, LLC does not offer housing or have dormitory facilities under its control. **NorCal Truck Driving School, LLC** will assist a student to find temporary housing. The most readily available housing is one of the local motels. The motel Costs range from \$175.00 to \$225.00 a week.