

**TRUCK DRIVER INSTITUTE**

---

***DRIVING YOUR FUTURE***

# School Catalog

Truck Driver Institute 1110 Main Street Suite 11 Watsonville CA 95076. (831) 724-6100  
[www.truckdriverinstitute.com](http://www.truckdriverinstitute.com)

Time Period Covered by this Catalog is March of 2012 thru March of 2013

## Table of Contents

|                                    |         |
|------------------------------------|---------|
| Approval/Disclosure Statement      | 3       |
| General Information                | 3, 4    |
| TDI's Mission Statement            | 4       |
| Transfer of Credits                | 4       |
| School History                     | 4,      |
| Equal Opportunity                  | 4       |
| Administration                     | 5       |
| Facilities and Equipment           | 5       |
| Admission Procedures               | 6       |
| Hours of Operation                 | 6       |
| Schedule of Classes                | 6       |
| Curriculum, Class A                | 6, 7, 8 |
| Tuition costs, Class A             | 8       |
| Curriculum, Class B                | 9, 10   |
| Tuition Costs, Class B             | 10, 11  |
| School Polices                     | 11,12   |
| Enrollment                         | 12      |
| Attendance                         | 12      |
| Leave of Absence                   | 12,13   |
| Student Conduct                    | 13,     |
| Appeals Policy Complaint Procedure | 13      |
| Refunds                            | 13, 14  |
| Student Rights/Cancel              | 14, 15  |
| Student Tuition Recovery Fund      | 15, 16  |
| Dress Code                         | 16      |
| Graduation                         | 16      |
| Student Services                   | 17      |

## Approval / Disclosure Statement

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

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

- ❖ Professional Truck and Commercial Driver Training, Class 'A' 180 hours

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

- ❖ Professional Bus Driver training with passenger endorsements. Class 'B' 90 Hours

The average student will complete this training in 2 ½ weeks.

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

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks, Suite 400, Sacramento. CA 95833 [www.BPPE.ca.gov](http://www.BPPE.ca.gov), toll free (888)370-7589, or 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. This will 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 toll-free or by completing a complaint form, which can be obtained on the bureau internet web site [www.BPPE.ca.gov](http://www.BPPE.ca.gov), "**

## General Information

Prospective students need to visit the physical facilities of the school and discuss training and placement opportunities with school officials prior to enrolling or signing enrollment agreements. Prior to enrollment a prospective student shall receive, either in writing or electronically, a school catalog. TDI invites interested individuals to speak with our Driver Instructors, currently enrolled students and local companies that have hired graduates students.

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

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

*TDI does not participate in any State or Federal (financial aid) Student Loan Programs. If you get a loan, you are responsible for repaying the amount plus any interest, less any refunds.*

## Truck Driver Institute's Mission Statement

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

TDI prepares students for a career as a professional Semi-Tractor/Trailer truck drivers, or professional Bus or Straight truck drivers. This is done first through a combination of classroom training using written materials, visual aids, and lecture format. The student receives DMV commercial handbook and study guides to learn how to take the DMV test learners permit. The practical phase requires hands on training in and around the tractor and trailer combination or Bus.

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

## Transfer of credits to or from other schools

We at TDI have no agreements with any other school, or college to accept or transfer credits.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at TDI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in TDI 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TDI to determine if your certificate will transfer."

## School History

TDI has been training Semi-Tractor/Trailer drivers since 1995. Over 1300 drivers have been trained.

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

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

## Equal Opportunity

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

## Administration

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

All instructors are qualified with previous commercial driving experience and hold a current Class A license. This allows them to drive all forms of Commercial equipment. They are then trained by the Range Director prior to supervising the students.

|  |                    |
|--|--------------------|
| President / Director<br>Administrative Manager | Federico G. Chavez |
|--|--------------------|

|  |                  |
|--|------------------|
| Secretary / Treasurer<br>Site Operations Manager | Rafael G. Chavez |
|--|------------------|

### Watsonville Instructional Staff:

|  |                    |
|--|--------------------|
| Classroom Instructor<br>Student Services Coordinator | Federico G. Chavez |
|--|--------------------|

|                |                  |
|----------------|------------------|
| Range Director | Rafael G. Chavez |
|----------------|------------------|

### Support Staff:

|                   |                 |
|-------------------|-----------------|
| Business Manager: | Federico Chavez |
|-------------------|-----------------|

### Range Instructors

|                      |                   |
|----------------------|-------------------|
| Classroom Instructor | Federico G Chavez |
|----------------------|-------------------|

|                   |                                      |
|-------------------|--------------------------------------|
| Range Instructors | Rafael G Chávez<br>Federico G Chávez |
|-------------------|--------------------------------------|

## Facilities and Equipment

Current TDI facilities include offices, classrooms and range sites. For our Class 'A' Semi-Tractor/Trailer students. We have 8 trucks, and all tractors are three axle. Trailers range from 42' to 48' dry vans. A set of pups for doubles training is available.

Our Class 'B' students will train in a 36 passenger bus and the students will be able to receive their passenger endorsements. This will allow them to drive any size Bus or Straight truck.

**TDI owns all of the training equipment and is financially sound, with no previous history of bankruptcy. Or pending petition in bankruptcy or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United State Bankruptcy Code (11 U.S. C. Sec 1101 et seq.).**

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

**Watsonville Training Facilities**  
140 Railroad, Ave  
Watsonville, CA 95076

## Admissions Procedures

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

For those students who have had prior driving experience, they will be scheduled to meet with the range director to see how much time will be needed to pass the DMV written and driving tests.

Applicants will complete the Enrollment Agreement. A class schedule and other information will be provided. A non-refundable \$100.00 fee must be submitted with the application.

A TDI officer will review the Enrollment Agreement and notify the Applicant of the status of his/her admission to TDI.

A student who has had prior training or experience driving a commercial vehicle and has held a Commercial license will be evaluated by our range director and will have their tuition adjusted.

## Hours of Operation

|                      |  |
|----------------------|--|
| Office hours:        | 8:00 a.m. to 5:30 p.m. Monday through Friday   |
| Instructional hours: | 7:00 a.m. to 3:00 p.m. Monday through Friday<br>3:00 p.m. to 12:45 p.m. Monday through Friday<br>7:00 a.m. to 12:00 p.m. Saturday and Sunday |

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

## Schedule of Classes

There will be three classes per month. One day time class, one night class, and one weekend class. Students will be advised of start date at the time they enroll. Instruction is competency based. This allows students to commence training on a space and equipment available basis. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules and revisions to schedules. Over-the-road Driving Instruction is scheduled as necessary to accommodate the requirements of the program. Classes are 12 months per year. The following legal holidays will be observed:

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

**Course Description: Class 'A'** **180 hours**  
With doubles, triples & tanker endorsements.

## Curriculum

|  |     |
|--|-----|
| Registration/Orientation                 |     |
| School/Course Requirements               | 1.5 |
| Student Responsibilities                 |     |
| Course Overview                          |     |
| Information regarding opportunities      |     |
| Commercial Driver's License Requirements | 1.5 |
| D.O.T. requirements                      |     |
| Drug test                                |     |
| Medical exam                             |     |
| Permits                                  |     |
| Endorsements                             |     |
| D.O.T. requirements                      | 2.0 |

|  |      |
|--|------|
| Driver Qualifications                    |      |
| Regulations                              |      |
| Drug testing                             |      |
| Logbooks                                 |      |
| Hours of Service                         | 3.5  |
| Definitions                              |      |
| Logbooks                                 |      |
| Summary page                             |      |
| Exceptions                               |      |
| Determining Mileage                      |      |
| Types of Trucks/Trailers                 | 1.5  |
| Types of transmissions                   |      |
| Autoshifts                               |      |
| Splitters, range controls                |      |
| Double clutching, progressive shifting   |      |
| Engines                                  |      |
| RPM control band                         |      |
| Air Brakes                               | 4.0  |
| Basic components                         |      |
| Service/Emergency                        |      |
| Spring brake/Service brake               |      |
| Use of Brakes                            |      |
| Brake adjustment                         |      |
| Space Management                         | 1.5  |
| Defensive driving                        |      |
| Visual Search                            |      |
| Attitude                                 |      |
| Road Rage                                |      |
| Professional Drivers Attitude            | 1.0  |
| Use/non-use of alcohol/drugs             |      |
| Truck Inspection                         | 2.0  |
| External inspection                      |      |
| Inspection by system                     |      |
| Inspection by material type              |      |
| In-cab inspection                        |      |
| Primary Brake Air system checks          |      |
| In-cab controls checklist                |      |
| Secondary Brake system check             |      |
| Driving Technique                        | 3.0  |
| Smooth, safe driving                     |      |
| Mirrors                                  |      |
| Steering Wheel grip                      |      |
| Maneuvering                              |      |
| Stopping, Starting, Shutdown             |      |
| Adverse driving conditions               |      |
| Grades                                   |      |
| Parking                                  |      |
| Routing                                  |      |
| Rail Road Crossings                      |      |
| Preventive Maintenance                   | 1.0  |
| Service Checks                           |      |
| Getting the Job as a Professional Driver | 1.0  |
| Work History                             |      |
| Resume                                   |      |
| Preparation/attitude                     |      |
| Maneuvering – Road/Range Skills          | 75.0 |
| Straight line back-up                    |      |
| Alley dock                               |      |

|                                |      |
|--------------------------------|------|
| Parallel parking               |      |
| Precision stops and right turn |      |
| Pre-trip Inspection            | 28.0 |
| External walk around           |      |
| In-cab                         |      |
| Driving refinement             | 50.0 |
| Shifting                       |      |
| Down shifting                  |      |
| Equipment control              |      |
| Urban driving                  |      |
| Rural driving                  |      |
| DMV test preparation           | 2.0  |

## Tuition Costs

### Costs Per Hour of Training: Class A

Cost per hour of Driver training is based on student to instructor ratio of 1:1 (One instructor to one student). This is considered a individual rate of \$90.00 per hour. When in a group of three The Driver training cost is at \$30.00 per hour

#### First week:

|                         |          |               |            |           |
|-------------------------|----------|---------------|------------|-----------|
| Orientation / classroom | 30 hours | Cost per hour | \$10.00 == | \$ 300.00 |
|-------------------------|----------|---------------|------------|-----------|

#### Week two through five: Driver training

|              |           |            |               |            |            |
|--------------|-----------|------------|---------------|------------|------------|
| At the range | 150 hours | group rate | Cost per hour | \$30.00 == | \$4,500.00 |
|--------------|-----------|------------|---------------|------------|------------|

**Total Tuition Class 'A'                    \$ 4,800.00**

### Additional Costs: Class A

|  |   |
|--|---|
| DMV Driving Report (paid to DMV)   | \$ 5.00   |
| Student Tuition Recovery Fund  | \$ .50 for every \$1,000. Rounded to the nearest \$1000 . |
| DOT Physical (or student's own Dr.)  | \$ 40.00  |
| Drug Test/ Random pull   | \$ 55.00  |
| CDL Class A or B permit DMV (paid to DMV)  | \$ 70.00  |
| DMV Retest   | \$ 30.00 (If required)                                    |
| Hazard Endorsement (must be at least 21yrs old)<br>Testing is in Oakland, CA (paid to DMV) | \$ 89.35 (if requested)                                   |

**Estimated Tuition Class 'A'   \$ 4,970.00**

# Curriculum

Course Description: Class 'B' 90 hours  
 With Passenger endorsements

|  |     |
|--|-----|
| Registration/Orientation                 |     |
| School/Course Requirements               | 1.5 |
| Student Responsibilities                 |     |
| Course Overview                          |     |
| Information regarding opportunities      |     |
| Commercial Driver's License Requirements | 1.5 |
| D.O.T. requirements                      |     |
| Drug test                                |     |
| Medical exam                             |     |
| Permits                                  |     |
| Endorsements                             |     |
| D.O.T. requirements                      | 2.0 |
| Driver Qualifications                    |     |
| Regulations                              |     |
| Drug testing                             |     |
| Logbooks                                 |     |
| Hours of Service                         | 3.0 |
| Definitions                              |     |
| Logbooks                                 |     |
| Summary page                             |     |
| Exceptions                               |     |
| Trip Planning                            | 2.0 |
| Map Reading                              |     |
| Interstate Road System                   |     |
| U.S. Highway System                      |     |
| Determining Mileage                      |     |
| Types of Trucks/Buses                    | 1.5 |
| Types of transmissions                   |     |
| Auto shifts                              |     |
| Splitters, range controls                |     |
| Double clutching, progressive shifting   |     |
| Engines                                  |     |
| RPM control band                         |     |
| Air Brakes                               | 4.0 |
| Basic components                         |     |
| Service/Emergency                        |     |
| Spring brake/Service brake               |     |
| Use of Brakes                            |     |
| Brake adjustment                         |     |
| Engine Retarders                         | 1.0 |
| Effective use of retarders               |     |
| Down slope technique                     |     |
| Space Management                         | 1.5 |
| Defensive driving                        |     |
| Visual Search                            |     |
| Attitude                                 |     |
| Road Rage                                |     |
| Professional Drivers Attitude            | 1.0 |
| Use/non-use of alcohol/drugs             |     |
| Bus Inspection                           | 2.0 |
| External inspection                      |     |

|  |      |
|--|------|
| Inspection by system                     |      |
| Inspection by material type              |      |
| In-cab inspection                        |      |
| Primary Brake Air system checks          |      |
| In-cab controls checklist                |      |
| Secondary Brake system check             |      |
| Driving Technique                        | 3.0  |
| Smooth, safe driving                     |      |
| Mirrors                                  |      |
| Steering Wheel grip                      |      |
| Maneuvering                              |      |
| Stopping, Starting, Shutdown             |      |
| Adverse driving conditions               |      |
| Grades                                   |      |
| Parking                                  |      |
| Routing                                  |      |
| Rail Road Crossings                      |      |
| Preventive Maintenance                   | 1.0  |
| Service Checks                           |      |
| Getting the Job as a Professional Driver | 1.0  |
| Work History                             |      |
| Resume                                   |      |
| Preparation/attitude                     |      |
| Communication                            |      |
| Continuing Education                     | 1.0  |
| Trade Magazines                          |      |
| Maneuvering – Road/Range Skills          | 26.0 |
| Straight line back-up                    |      |
| Alley dock                               |      |
| Parallel parking                         |      |
| Precision stops and right turn           |      |
| Pretrip Inspection                       | 10.0 |
| External walk around                     |      |
| In-cab                                   |      |
| Driving refinement                       | 25.0 |
| Shifting                                 |      |
| Down shifting                            |      |
| Equipment control                        |      |
| Urban driving                            |      |
| Rural driving                            |      |
| DMV test preparation                     | 2.0  |

## Tuition Costs

### **Costs Per Hour of Training: Class B**

**Cost per hour of Driver training is based on student to instructor ratio of 1:1 (One instructor to one student). This is considered a individual rate of \$120.00 per hour. When in a group of three The Driver training cost is at \$40.00 per hour**

#### **First week:**

In classroom    10 hours of training    Cost per hour    \$30.00    ==    \$ 300.00

#### **Week two through three, each week:**

At the range    80 hours of training    Cost per hour    \$40.00    ==    \$3,200.00

**Total tuition Class B:           \$ 3,500.00 plus charges listed below .**

**Additional Costs: Class B**

|                                      |  |
|--------------------------------------|--|
| DMV Driving Report (paid to DMV)     | \$ 5.00  |
| Student Tuition Recovery Fund        | \$ 2.50 for every \$1,000. Rounded to the nearest \$1000 . |
| DOT Physical (or student's own Dr.)  | \$ 40.00   |
| Drug Test/ Random pull               | \$ 57.00   |
| CDL Class B permit DMV (paid to DMV) | \$ 66.00   |
| DMV Retest                           | \$ 30.00 (If required)                                     |

**Total estimated Tuition Costs: \$ 3,675.50**

## School Policies

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

TDI has established specific written standards for student admissions. TDI will not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. Each student admitted to TDI shall possess a high school diploma, GED or otherwise successfully take and pass the independently administered Ability to Benefit Exam.

Must be beyond compulsory school attendance age. An individual cannot be D.O.T. certified until reaching the age of 21years. However between ages 18 and 21 a student can obtain a commercial drivers license to drive within the state of California, but may not obtain a Hazards Material license until age of 21.

Must have a valid class C driver's license, having passed DMV written test. To determine the student's ability to benefit from the course.

Present a current DMV printout. An applicant will not be eligible for enrollment if the MVR includes any of the following: (Without the approval of the Director.)

- DUI conviction within the last three years
- A reckless or careless driving conviction within the last three years
- More than three moving violations within the last three years
- More than one "at fault" accident with last three years.
- More than two moving violations and one "at fault" accident with the last three years
- A conviction of a felony involving the use of a motor vehicle
- A conviction for any drug or alcohol related charge in the last three years

Meet with a school officer to discuss educational plans.

Submit a completed Enrollment application to the school.

Must pass the DMV written examination, and obtain a commercial driver's license. Learners permit with the first week of the course. The permit is required in order to participate in behind the wheel training, which begins in the second week of training.

Must pass a drug test, the first week of school.

Must pass the D.O.T. physical examination , the first week of school.

## Enrollment

A student, who has had a CDL Class A or B license previously, will not be required to register for the full course. But must first have the approval of the Range Director. Who will evaluate their driving experience and advise the student to the amount of time they will need.

We extend a limited school loan to students, with half down at the time of enrollment and the balance prior to taking and passing DMV driving test.

## Attendance

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

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

Our teaching unit is a Truck and a Trailer not a desk and chair. We assign one instructor to three students. When a student is not in attendance, they are not having the opportunity to learn. Our program has enough hours built in to allow a student who misses 1 or 2 days over their training period, to still be able to complete the program on time.

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

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

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

**If a student accumulates three or more absences during the training period they will be required to pay for additional instruction time needed. They will continue in the program but IF they do not finish on the original scheduled date, we will continue to provide them training based on space available basis until they have passed the DMV testing. The extra time required beyond the original 3 or 5-weeks will be billed at our group rate or individual rate at the decision of the student.**

## Leave of Absence

A leave of absence may be granted to a student under special circumstances (e.g.: serious illness or death in the family). Such leaves will be granted only if they last less than 5-days. Our classes are so short; a student may withdraw at the end of the first week and go on a thirty-day leave of absence. Any other leave of absence longer than 5-days, the student will receive counsel from the School Director. A student may be re-scheduled for the next class. Depending on the

cause for the leave of absence the student may be billed for extra time required to complete the course. Leaves of absences will be referred to as being placed on "Hold" status.

## Student Conduct

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

Examples of behavior on or around the school campus that will result in being dropped are listed below. The following list will cause immediate termination from our program with appropriate refund.

- ❖ Use of school equipment without authorization
- ❖ Use of illegal substances
- ❖ Under the influence of alcohol

The following items will place a student on probation, with no more than one warning. Prior to dismissal.

- ❖ Harassment of students or personnel
- ❖ Aggressive and disruptive behavior

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

## Appeals Policy and Complaint Procedure

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

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

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

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

## STUDENTS RIGHT TO CANCEL

### Refunds

Cancellation, withdrawal, and refund policies, the student has a 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. Monies paid shall be refunded within thirty days after receipt of the notice.

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

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

**You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in your "Enrollment Period". Enrollment period is defined as the time period encompassed by "Program Start Date" through the "Program End Date" as they appear on the first page of the Student's Enrollment Agreement. Any refund will be less a registration fee not to exceed \$100.00, less any deduction for equipment not returned in good condition, and less present Non-Program tuition for all classes started or completed.**

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

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

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

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

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

## Student's Rights

Students have the right to cancel the course of instruction including any equipment such as books, binders, materials and supplies or any other goods related to the instruction offered through attendance at the first class session, or the seventh day after enrollment, whichever is later. Business day means a day on which students were scheduled to attend a class session.

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

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

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

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

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

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

## Student Tuition Recovery Fund

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

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

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

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

**"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:**

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

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

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

“The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated to the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected with 180 days before the closure of the school
3. The school's failure to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-day 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.

## Dress Code

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

## Graduation

Students enrolled at TDI will undergo intensive training during the period they attend. All but the classroom portion of TDI, will be in one of the commercial vehicles. As the students learn how to shift, back up and park the appropriate vehicle, they will then move to driving in town and on the freeway. The Range Instructors will be constantly evaluating their progress during this time. The student will not go to the DMV performance testing until two conditions are met. The student's Instructor indicates to the School Director that the student is ready **and** the student feels confident they are prepared. Once the student completes the DMV testing and have obtained their Class 'A' or 'B' license, they then will receive their Diploma and are considered to have graduated.

## Student Services

TDI offers graduating students job placement assistance. This service is a lifetime offer to any TDI graduate. The student is advised to begin thinking about the type of driving they would like to do during their training. Remember a ten-year work history is required. The Student Services Coordinator will advise of job opportunities in the locally and/or nationally depending on the student's decision. Weekly we contact trucking companies, delivery firms, and those who hire Bus drivers. We refer students, as jobs become available.

Our current library, consists of State of California's Commercial Drivers Handbook in both English as well Spanish, with practice tests. Upon enrollment you will receive a California commercial driver handbook and test study sheets so that you can prepare for the DMV learners permit. The first week of school we have a class room with just a few students and review the log book and other DMV requirements It is understood that we cannot allow you to begin driving until you have passed the driving learners permit. Once the student has passed the learners permit, we work with the student until they pass the commercial A or B license.

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

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

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

**We provide no housing for the students, or meals. The institution has no dormitory facilities under its control. Apartments for rent in the area range from \$800 to \$2000 per month. Nearby are a number of motels: Motel 6, \$49.99---Economy Inn \$65.00---Best Western \$80.**

**All student records are kept for five years.**

**For students who are here for training, from other countries please note we offer no, visa service or any other help. Our training is based on D.O.I. and CA DMV rules and regulations.**

The institution does not participate in federal and state financial aid programs, The only financial aid we offer is ½ of the tuition at the start of class and balance prior to taking the DMV driving test. if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Pursuant to section 94909 of the Code, this catalog shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.