

APPROVAL DISCLOSURE STATEMENT

MTS TRAINING ACADEMY is located at 140 Yolano Drive, Vallejo, CA 94589. The administrative offices telephone number is 707-643-2099. The fax number is 707-643-1906. The internet address is www.mtstrainingacademy.com. MTS TRAINING ACADEMY, a private institution, was approved to operate by the former Bureau for Private Postsecondary and Vocational Education; our pending application for reapproval has not yet been reviewed by the Bureau for Private Postsecondary Education. Section 94802(b) (1) of the Act requires that applications for reapproval received by the former Bureau for Private Postsecondary and Vocational Education prior to January 1, 2006 shall be deemed approved and the institution shall be granted an approval to operate until 2012 to coincide with the anniversary date of the current approval to operate. The Bureau approval means that the Institution and its operation comply with the standards established under law for occupational instruction by private postsecondary educational institutions. Institutional approval must be renewed every three years and is subject to continuing review.

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 Catalog shall cover the MTS Training Academy Fiscal/School year of 10/1/2013 – 9/30/2014.

COMPANY MISSION

In March of 1991, because of the shortage of qualified school bus drivers, MTS Training Academy was formed. MTS TRAINING ACADEMY'S goal and mission is to continue to develop courses that will benefit the Transportation Industry.

MTS TRAINING COURSES

Professional School Bus Driver

Course 80 Hours

Professional Transit Operator

Course 95 Hours

Tractor – Trailer Operator

Course 160 Hours

Straight Truck Operator

Course 80 Hours

MTS training Academy is not involved in any pending petition of neither bankruptcy nor operating as a debtor in possession, nor filed a petition of such within the preceding five years or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

ADMISSION REQUIREMENTS

Because classes start throughout the year, registrations are accepted on an ongoing basis. The admissions procedure is dependent upon the exchange of information between the applicant and the school. The school maintains a staff of representatives responsible for qualifying prospective students for enrollment. MTS representatives conduct a personal interview with each prospective applicant before a decision is made to complete an application and enrollment agreement for training.

LANGUAGE REQUIREMENTS

Students must have a reasonable command of the English language with the ability to pass the Department of Motor Vehicles (DMV) pre-trip and drive test requirements. At the time of enrollment, the admissions representative will assess the prospective students' ability to be successful in the course and passing the DMV requirements. MTS does employ Spanish speaking instructors and may offer Spanish tutoring for those students interested in such services. The cost for Spanish Tutoring is \$750.00. The level of proficiency required to be successful is at the discretion of the instructor. Although no specific language proficiency is required, students should be able to comprehend the English language at a level sufficient enough to pass the DMV requirements for a CDL.

ELIGIBILITY FOR LICENSURE REQUIREMENTS

- Must be a California Resident
- Must pass a DMV written test
- Must pass a DMV driving skills test
- Must pass a physical examination and submit approved medical form
- Must pass a CHP written and driving skills test (School Bus students only)
- Must pass Department of Justice background check (School Bus students only)
- Must pass Drug/Alcohol testing
- Must pay all applicable licensing fees

CREDIT EVALUATION POLICY

MTS will inquire about each candidate's prior education, training, employment and licensure. In instances where a student has successfully obtained a DMV permit or Commercial Drivers License prior to enrolling, credit for completing that portion of the training may be issued.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits you earn at MTS Training Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn for your Commercial Drivers License and or Special Certificate, 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 MTS Training Academy to determine if your Certificate will transfer. MTS Training Academy has not entered into any articulation or transfer agreements with another college or university.

HOUSING

MTS Training Academy does not maintain student housing/dormitory services. If housing becomes an issue during training, every attempt to assist the student to find suitable housing will be made.

COURSE DESCRIPTIONS

The **Professional School Bus Driver Course** is an 80 hour training course consisting of twelve chapters of study of the state rules and regulations of school bus driving. A minimum of 20 classroom hours are required by the Department of Education. After each chapter a test is given which requires a grade of 70% or better to pass. After the 12 chapters are completed a final written examination is given which requires a grade of 70% or better to pass.

The behind-the-wheel portion of the course consists of seven skill levels. The student must demonstrate proficiency at each skill level before they are tested by the CHP. The law requires a minimum of 20 hours of one on one training behind the wheel of a vehicle of the appropriate class to complete this portion of the course.

An additional 40 hours are offered to prepare the student to pass the DMV written CDL/B examination. The student is also required to pass a first aid test administered by either a Red Cross authorized instructor or the CHP. After completing this training course the student will be issued a temporary special certificate by the CHP which would qualify the student to be employed by: School Districts, Private Schools, Transit Authorities, Tour Bus Operators, Para Transit Operators, and Freight and Package Delivery Company's.

The **PROFESSIONAL TRANSIT OPERATOR COURSE** is a field and classroom training course totaling 95 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL/ B). Field Training includes both observation and behind the wheel time. The field training consists of driving in training areas that includes a combination of highway, city, and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedure are also practiced extensively. The training also consists of DMV required behind the wheel skills practicing, job search training, and DMV road testing. Classroom training consists a DMV Commercial Driver Handbook curriculum to prepare students for the DMV written examination. Successful completion of the course will require a score of 70% on the final written test **and** demonstrated proficiency in behind the wheel training assessments by the driving instructor. After completing this training course and passing the required written and behind the wheel exams; the student will be issued a CDL B license by the DMV which would qualify the student to be employed by: Transit Authorities, Tour Bus

& Limousine Operators, Para Transit Company's, and Freight and Package Delivery Company's.

TRACTOR/TRAILER OPERATOR COURSE is a 160 hour training course consisting of field and classroom training total 160 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required obtaining the Commercial Driver's License (CDL/A).

Students are required to attend 40 hours of classroom training covering such subjects as DOT, logbooks, defensive driving and job search techniques.

Field Training includes 120 hours of observation and behind the wheel time. The field training consists of driving in training areas that includes a combination of highway, city, and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedure are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing.

After completion of the course, students are taken to the DMV for the (CDL/A) Driving and Skills tests. Successful completion of the course will be a passing score of 70% or higher on the final examination and demonstrated proficiency on the behind the wheel assessments by the instructor. Upon passing the DMV written and behind the wheel examinations, the student will obtain a Class A CDL. Graduates will be able to enter the trucking industry as a qualified entry-level Diesel Tractor/Trailer Driver.

STRAIGHT TRUCK DRIVER COURSE is a field and classroom training course totaling 80 hours. This training includes DOT Safety Rules and Regulations, State Regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL/ B). Field Training includes both observation and behind the wheel time. The field training consists of driving in training areas that includes a combination of highway, city, and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedure are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation. Classroom training consists of a DMV Commercial Driver Handbook curriculum to prepare students for the DMV written examination. Upon successful completion of the DMV written examination and behind the wheel drive test, the student will receive a CDL/B. Graduates will be able to pursue employment in the industry as Freight and Package Delivery Drivers.

FACILITIES

The school's physical address and main location is 140 Yolano Drive, Vallejo, CA 94589. The facility consists of 1000 square feet designated as classroom training space which can accommodate 32 students. In addition, our Watsonville location at 1961 Main Street, Watsonville, CA 95076.

ROLES AND RESPONSIBILITIES OF EACH LOCATION

MTS Training Academy's main location is located in Vallejo, CA. The entire administrative staff is based in Vallejo. The students' records are housed in the main

facility for all students enrolled in the Academy. The administrative functions of training, admissions, placement, and other school support functions are executed at the main Vallejo location.

The purpose of the Watsonville, location is to provide classroom and behind the wheel instruction for those students located in the Watsonville, Salinas, Monterey and South San Jose area with an opportunity to gain an employable skill to provide for their families; but are unable to commute to Vallejo on a daily basis. As a training location only, Watsonville is staffed by instructors that conduct classroom and behind the wheel training. All student records are sent to Vallejo for security and safe storing with all student data.

EQUIPMENT

The School uses modern, update equipment in its courses; including commercial buses, course books, and Power Point presentation. This enables our student to train on many of the same types of equipment that they will encounter in their fields.

FINANCIAL AID

MTS Training Academy does not participate in any Title IV financial aid programs. However, as an approved vendor for the State of California, MTS is eligible for special grant programs administered under the Workforce Investment Act. In addition, MTS is a participant vendor or the Eligible Training Provider List (ETPL) administered by the State of California. For qualified students, agencies that administer WIA programs, Department of Rehabilitation programs and Veterans Administration programs may receive training benefits that will cover the training costs of the program. Eligibility for these grants is at the sole discretion of the agency. Prospective students are encouraged to contact these agencies for information about the training benefits each provides.

PERSONAL CONDUCT

Students are required to follow rules of conduct that are typically expected in the working world. Students may be placed on probation or dismissed for violation of the School's personal conduct rules.

GRADING/UNSATISFACTORY PERFORMANCE

Grades of **P** indicate have met standard of competency of 70 percent or better. A grade of **F** indicates a student have not met the required standard for subject matter. A grade of **I** indicates need for additional work. Students that have failed to perform at the 70% level and fail any portion (written or behind the wheel) of the required exams 3 consecutive times will be placed on a 45 day probationary period. In addition, full tuition and registration fees will be required. Students will be required to start at the beginning of the class.

ATTENDANCE/DISMISSAL/ACADEMIC PROBATION POLICIES

1. **ATTENDANCE** – One hundred percent attendance is expected during the course of training. Classroom sessions are conducted by lecture and class discussion.

- Arrangements must be made with instructor if any unforeseen circumstances result in an absence. Students with excessive absences will have to meet with their instructor/school director for approval to return to training. Two or more days of absence during a week is considered excessive. The above mentioned re-instatement process is applicable to those students that have cut classes as well.
- 2. TARDINESS** – Excessive tardiness is not tolerated. If the student is excessively tardy, he/she will be given a verbal warning. If the situation continues a written warning will be issued. A third occurrence will be cause for dismissal.
 - 3. DROP OUT** – After the end of the cancellation period, you also have the right to stop school at any time and have the right to receive a refund for the part of the course not taken. Your rights are described in the contract and this catalog.
 - 4. LEAVE OF ABSENCE** – Written notification must be given of student intent to take a leave of absence. Depending on class availability, you will have the option of joining a future class at the point at which you left off or beginning the entire course anew. All training received is good for twelve (12) months, after which the course will have to be repeated.

MAKE UP WORK

Make up work is provided for those that have excused absences. Therefore, students are encouraged to maintain open communication with their instructor. Make up work will generally consist of completing computer based tutorial modules.

STUDENT COMPLAINT PROCEDURE

Students seeking to resolve problems or complaints should first contact the Instructor in charge. Request for further action may be made to the School Director. Unresolved student complaints about this student catalog or complaints from any member of the public about this institution or any other issues may be directed to the BUREAU FOR PRIVATE POSTSECONDARY EDUCATION; 2535 Capitol Oaks Drive, # 400; Sacramento, CA 95833 or at www.bppe.ca.gov. The toll free telephone number is (888) 370-7589 or by fax (916) 263-1897.

STUDENT SERVICES

MTS Training Academy has advising services available throughout the course. Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The Instructor and the Director offer these services, and advising is an on-going service throughout the student's training period and after graduation.

PLACEMENT SERVICE

The School maintains an active placement assistance service for our graduates. Following graduation, graduates may avail themselves to the school's placement assistance program. However, participation in placement assistance does not guarantee that the graduate will find employment. Placement assistance includes arranging job interviews, guidance in completion of employment applications,

resumes, appropriate dress, behavior and speech. MTS Training Academy cannot guarantee employment, no reputable school can. However, the entire staff takes a sincere interest in the job seeking efforts of graduates.

CLASS SCHEDULING

MTS utilizes an open enrollment system. Therefore, classes begin each month. Class hours vary depending upon the chosen course of study. Class schedules are given to each student upon entrance into the program.

STUDENT RECORDS

Student records are maintained for 5 years upon completion of the course. After 5 years records are destroyed.

EQUAL OPPORTUNITY

MTS TRAINING ACADEMY does not discriminate on the basis of race, color, sexual orientation, nationality, creed, or ethnic origin in the administration of its educational policies, admission policies, and other School administered programs.

ACCESSIBILITY TO HANDICAPPED INDIVIDUALS

MTS TRAINING ACADEMY encourages handicapped individuals to visit the school in order to determine if the facilities are adequate for their need and or if the training offered would be beneficial for them. All prospective students must be able to meet the medical and or physical requirements of the Department of Transportation for a Commercial Driver's License.

NOTICE OF STUDENTS RIGHTS

1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as describe in the Notice of Cancellation for that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, 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 refund policy.”
3. If the school closes before you graduate, you may be entitled to a refund, Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

If you have any complaints, questions, or problems which you cannot work out with the school, call: 888-370-7589 or fax 916-263-1897 or write to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive; Suite 400
Sacramento, CA 95833

NOTICE OF CANCELLATION

DATE

(Enter first day of class)

You may cancel this contract for school, without any penalty of obligation by the date stated below.

If you cancel, any payment you have made and any negotiable instrument assigned by you shall be returned to you within 30 days following the school receipt of your cancellation notice, but if the school gave you any equipment, you must return the equipment within 30 day of the date you signed the cancellation notice. If you don't return the equipment with 30 days, the amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment fair market value. The institution shall refund any amount over that as provided above, and may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

MTS Training Academy, Inc.
140 Yolano Dr.
Vallejo, Ca. 94589

NOT LATER THAN _____

(Enter midnight of the date that is the 7th business day following the first day of class)

I hereby cancel the contract for this school.

Signature

Date

REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel just by telephoning or by not coming to class.

STUDENT TUITION RECOVERY FUND

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.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

1. You are 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 STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

Schedule of Student Charges

The schedule of charges below cover the entire enrollment period for each training program. Each enrollment period is 4-8 weeks depending upon the course of study. **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.**

Professional School Bus Driver

Tuition: \$4300.00
Fees: \$ 310.00 (DMV, First Aid, Live Scan, Medical Exam, Drug Testing)
Books: \$ 100.00
Total Cost: \$4,710.00

Professional Transit Operator

Tuition: \$4350.00
Fees: \$ 310.00 (DMV, First Aid, Medical Exam, Drug Testing)
Books: \$ 100.00
Total: \$4,760.00

Straight Truck Driver

Tuition: \$3600.00
Fees: \$ 310.00 (DMV, First Aid, Medical Exam, Drug Testing)
Books: \$ 100.00
Total: \$4010.00

Tractor/Trailer Driver

Tuition/Fees: \$4495.00
Fees: \$ 310.00 (DMV , First Aid, Medical Exam, Drug Testing)
Books: \$ 100.00
Total: \$4595.00

REFUND INFORMATION.

THIS NOTICE IS IMPORTANT. KEEP IT FOR YOUR RECORDS

The student has a right to a full refund of all charges less the amount of \$100.00 for the administrative processing fee if he/she cancels this agreement prior to or on the first day of instruction. The amount retained for administrative fees may not exceed one-hundred dollars (\$100.00)

In addition, the student may withdraw from a course after instruction has started and receive a pro rated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00

**Total hours or instructions _____ Total hours student has paid for _____ .
 Total hours received _____ . Total refund \$ _____ Date refund sent _____**

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or it continues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal and sent to student address at time of enrollment.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND EXPENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

EXAMPLE OF A REFUND CALCULATION

% OF COURSE COMPLETED	TOTAL TUITION	EARNED TUITION	TOTAL REFUND
10%	\$4,300.00	\$430.00	\$3,870.00
25%	\$4,300.00	\$1,075.00	\$3,225.00
50%	\$4,300.00	\$2,150.00	\$2,150.00
60%	\$4,300.00	\$2,580.00	\$1,720.00
75%	\$4,300.00	\$3,225.00	\$1,075.00

FACULTY/GOVERNING BODY

Owners

Mr. Michael Brown -

President

Mrs. Paulette Brown -

Vice-President

Mr. and Mrs. Brown are the Founders of Michael's Transportation Service of Vallejo, CA. The company is a leading transportation provider of school bus and commercial transportation services throughout the bay area. In 1996, they founded MTS Training Academy to address the driver shortage for their company and the industry as a whole. Today, they are still very active in the day to day operations of the MTS brand.

School Director

Mr. Keith Judkins -

School Director

Mr. Judkins has over 10 years of private postsecondary education administration experience as an admissions recruiter/representative, job developer and Placement Director. In addition, Mr. Judkins has over 10 years experience in Human Resources Recruitment for multiple Fortune 500 companies. Mr. Judkins attended San Diego State University where he obtained a B.A. in Public Administration degree in 1988.

Instructional Staff

Mrs. Adriana Catledge -

State Certified School Bus Instructor

Mrs. Catledge began her career in the industry in 1992 as a school bus driver. She is the most experienced driver and State Certified Instructor on the MTS staff. Mrs. Catledge has over 20 years of experience as a driver and instructor. She completed the requirements for the Certified School Bus credential with the Department of Education in 2008. Mrs. Catledge is also a licensed First Aid Instructor.

Mr. Justin Binion -

State Certified School Bus Instructor

Mr. Binion has over eight (8) years of school bus driving experience. He has worked for both public schools and private transportation companies specializing in school bus transportation. Mr. Binion completed the requirements for the Certified School Bus Instructor's credential with the Department of Education in 2008. He joined MTS in 2010.

Mr. James Cannedy -

State Certified Behind-The-Wheel Delegate Trainer

Mr. Cannedy has been in the industry since 2003 as a school bus driver He obtained his school bus certificate in 2003 and has been a school bus driver for eight (8) years. In 2006, he obtained is Delegated Behind-the-Wheel instructor's credential from the Department of Education. Mr. Cannedy has the distinction of training more school bus drivers than any other member of the MTS Staff.

Mr. David Rouse -

State Certified School Bus Instructor

Mr. Rouse has a school bus driving career spanning 47 years; 3 states and 1 foreign country! In addition, he has conducted 2 years of high school driver training classes in the State of Washington in addition to 4 years of management experience for a private school bus operator. Mr. Rouse also has completed degree requirements for a B.A and obtained his M. Ed in 2008.

Mrs. Pamela Haven

State Certified School Bus Instructor

Mrs. Haven began her career in 1985 as a school bus driver in the public school system for multiple school districts. She is currently a trainer for a local school district in addition to her duties here at MTS. Mrs. Haven completed the Department of Education requirements for her School Bus Instructor's credential in 2008.

Ms. Ramona Gallon - Commercial Instructor/School Bus Driver
Ms. Gallon is the principal commercial, Class B behind the wheel instructor. She has over 10 years of commercial and school bus driving experience in the industry.

Mr. Leandrew Collins - Commercial Instructor/School Bus Driver
Mr. Collins is the lead commercial classroom instructor. A passionate teacher with over 28 years of industry experience, Mr. Collins' career includes transit operator, dispatcher, Department of Motor Vehicles authorized examiner, and professional school bus driver.

Administrative Staff

Mr. Tony Summers - Admissions/Marketing Coordinator
A licensed and ordained Pastor, Mr. Summers joined MTS in 2009 in the admissions department. Mr. Summers is the primary point of contact for students seeking to enroll in MTS Academy. Mr. Summers has also worked as an admissions advisor with other schools offering postsecondary and vocational education.

Mr. Rodney Wheatley - Admissions/Placement Coordinator
Mr. Wheatley joined MTS in 2011 as an admissions and placement coordinator. A 13 year Department of Motor Vehicles (DMV) employee, Mr. Wheatley brings a wealth of experience navigating through the DMV licensing process to our students. His knowledge of the DMV permit and testing process is invaluable to students seeking the Class A and Class B licenses.

The instructors and staff at MTS Training Academy, Inc. are chosen for their professional as well as their academic training. All are alert to changing trends in the dynamic commercial driving industry. The school bus instructor must be certified by the Department of Education to teach. In addition, possession of a Commercial Driver's License, with appropriate endorsements valid for driving vehicles for which the instructor is teaching, a current medical examiner's certificate, and a Special Driver Certificate and First Aid Certification (if applicable) are required of each instructor. The administrative staff possesses not only applicable experience necessary to work in this industry, but also possess the compassion and professionalism required to meet the standards of operations and ethics as set forth by the Bureau for operations of a successful school.

INSTRUCTORS CONTINUING EDUCATION POLICY

MTS instructors are required to maintain a valid Commercial License in the vehicle class they teach. This includes a valid medical card and a first aid card if applicable. The Department of Education requires that certified school bus instructors must teach a minimum of 10 classroom hours and 10 Behind the Wheel hours to maintain an active instructor's license. Commercial instructors are expected to annually review the new DMV Handbook updates to stay abreast of any changes to licensing requirements.

PROFESSIONAL SCHOOL BUS DRIVER
Course Syllabus
80 HOURS

Text Books – Training Manual 82.7
California Commercial Drivers License Handbook

Equipment
1999 MVP Thomas Built 40 ft. Transit Bus

CLASSROOM	HOURS	
CDL (B) TRAINING	16	Preparation for DMV Class B, written exam, Air Brake, Passenger Endorsement.
BUS DRIVER TRAINING	20	The study of transportation rules and regulations.
FIRST AID	8	Study of basic First Aid techniques.
BUSES & THEIR PURPOSE	10	The practice of performing Pre-Trip, and Air Brake Test.
CAREERS	6	Career advising, reviewing job opportunities
FIELD		
DRIVING TRAINING	<u>20</u>	Behind the Wheel, Skill level 1-7
TRAINING HOURS	80	

Tuition Cost	\$ 4,300.00
Licensing Fees	310.00
Books / Supplies	<u>100.00</u>
Program Cost	\$ 4,710.00

Maximum Number of Students enrolled at one time is 10

**Professional Transit Operator
Course Syllabus
Course Hours (95)**

Text Books

California Commercial Drivers License Handbook

Equipment

1999 MVP Thomas Built 40 ft. Transit Bus

SUBJECT	HOURS	
CLASS (B) TRAINING	16	Preparation for DMV class B written exam, Air Brake, Passenger endorsement.
BUS DRIVER TRAINING	20	The study of transportation rules and regulations.
BUSES & THEIR PURPOSE	10	Performing Pre-Trip and Air Brake Test.
CAREERS	9	Career advising, job opportunities
DRIVING TRAINING	40	Behind the wheel, skill level 1-7
TOTAL	95	

TUITION	\$ 4350.00
LICENSING	310.00
SUPPLIES	<u>100.00</u>
	\$ 4760.00

Maximum Number of Students enrolled at one time is 10

**TRUCK DRIVER TRAINING OUTLINE
STRAIGHT TRUCK OPERATOR
COURSE HOURS (80)**

CLASSROOM

SUBJECTS	HOURS
Orientation	3
CDL Training	15
DOT/Log Hours of Service	10
Air Brake System	5
Safety Procedure	7
Classroom Total	40

FIELD TRAINING

Behind The Wheel	40
Total	80

Tuition Cost	\$ 3600.00
Licensing Fees	310.00
Books/ Supplies	<u>100.00</u>
Total Cost	\$ 4010.00

Maximum Number of Students enrolled at one time is 10

**TRUCK DRIVER TRAINING OUTLINE
TRACTOR/TRAILER OPERATOR
FOUR WEEKS 160 HOURS**

CLASSROOM	HOURS
Orientation	3
CDL Training	15
DOT/Log Hours of Service	10
Air Brake System	5
Safety Procedures	<u>7</u>
CLASSROOM TOTAL HOURS	40
 FIELD	
VEHICLE INSPECTION	
AROUND TRUCK	15
IN CAB	8
BRAKE ADJUSTMENT	2
 BACKING	
Straight Line	10
Offset 90	10
Skilled Backing Maneuvers	10
 COUPLING/UNCOUPLING	
Semi	5
Doubles	
 SHIFTING	
Double Clutching	10
Up Shifting	10
Down Shifting	10
 BASIC CONTROL	
Turns	6
Mirrors	6
Lane Position	6
Brakes	6
Scanning for Hazards	<u>6</u>
FIELD TOTAL HOURS	120
TOTAL PROGRAM HOURS	160

Tuition Cost \$ 4,495.00
 Books/ Supplies 100.00
Program Cost \$ 4,595.00

Maximum Number of Students enrolled at one time is 10

MTS Training Academy, Inc.
140 Yolano Drive
Vallejo, CA 94589

Proof of Issue Document

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements and costs for the specific course in which I have enrolled.

Print Name (Student) _____

Signature _____

Enrolled by _____

Date
