



Commercial Drivers
Learning Center

2012 School Catalog



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Commercial Drivers Learning Center is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

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Commercial Drivers Learning Center is a private institution and is approved to enroll veterans and other eligible persons by the California State Approving Agency.

Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

www.bppe.ca.gov

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Any student or any other member of the public may file a complaint about this institution by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained from the Bureau's Web Site: www.bppe.ca.gov.

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.

Bankruptcy Statement of CDLC

Commercial Drivers Learning Center is a financially secure institution. The school does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, or has not had as petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Our Mission Statement

Commitment.

When we receive your first phone call, the professional office staff is committed to assisting you in selecting the course that will best suit your needs. We will listen to your personal needs and get you on the right path so that you can start your career quickly and confidently. We will gladly take you on a tour of our campus.

Dedication.

We will provide you with high quality training in state-of-the-art equipment. Our trucks are newer model Freightliners that are strong, reliable, safe, and clean. Our training yard is completely paved, not dirt. We provide individual desks and executive chairs for each and every student. We provide bilingual instructors to service your personal needs. Our training instructors are dedicated to train truck drivers that are safe and respectful to the public that share the road. We are not simply here to help you "pass" the test. We are dedicated to keeping each class small (average four students per class) so that each student has the ability to work with an instructor and the comfort to ask any question that may arise.

Allegiance.

Most of all, we pledge our allegiance to assist you in the proper placement of a job that satisfies both your personal and professional needs. Our experienced staff will connect you with a variety of opportunities to assure success in your new career, and we pledge this for the life of your career, no matter what. Our job placement center is complete with computers and a database of several hundred local companies and far more Over-the-Road carriers.

Table of Contents

Admissions Policies.....	6-9
Education Requirements.....	6
Ability-to-Benefit Tests	6
Minimum Levels of Preparation	6
Transferability from an Institution.....	7
Transferability to an Institution.....	7
Experiential Credit.....	8-9
Family Education Rights and Privacy Act.....	10-11
Meet the Staff and Faculty.....	12-13
Training Objective	14
Truck Driver Job Description.....	15
Academic Calendar.....	16
Training Facilities.....	17
Training Equipment.....	18
Training Program Description	19-22
Truck Driver Training Program.....	19
Behind-the-Wheel Course.....	20
Refresher Course.....	21
Bus Driver Training Program.....	22
Training in Other Languages	23
Training Library and Learning Resources.....	24
Student Housing.....	25
Student Services	26-28
Counseling.....	26
Disabled Students.....	27
Non-Discrimination Statement and Job Placement.....	28

Student Tuition Recovery Fund (STRF)

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 loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition or other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect a judgment against the institution for violation of the Act.

If you feel you qualify, the Student Tuition Recovery Fund Application is available on the Bureau of Private Postsecondary Web Site: www.bppe.ca.gov

Student Tuition Recovery Fund (STRF)

You, the student, must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are the student, who is a California resident and prepays all or part of your tuition by cash, guaranteed loans, or personal loans, and
2. Your total charges are not paid either 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 any of the following applies:

1. You are **NOT** a California resident.
2. Your total charges are paid by a third-party payer 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 losses suffered by California residents who were students attending certain schools regulated by the Bureau of Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident,

- Financing Information.....29
- Schedule of Tuition Charges30-31
 - Truck Driver Training Program30
 - Refresher Program30
 - Bus Driver Training Program.....31
- Student Standards and Requirements.....32-38
 - Attendance/Tardy Requirement32
 - Leave of Absence Policy33
 - Student Performance Requirements.....34
 - Dismissal Policy.....35
 - Alcohol and Drug Policy36
 - Student Behavior Requirements37
 - Sexual Harassment Policy38
- Cancellation Policy39
- Student Grievance Policy40
- Student Grievance Procedures.....41-43
- Student Grievance Investigation Process44-45
- Student Record Retention Policy.....46-47
- Refund Policy48-49
- Student Tuition Recovery Fund50-51
- Bankruptcy Statement52

Admission Policies

Education Requirements

High School Diploma or GED is required. No general college education is required.

Ability-to-Benefit (ATB) Tests

The minimum level of education required to attend CDLC is a High School Diploma or GED. ATB tests will be administered to those students that do not satisfy this requirement. The test that is administered is the Wonderlic Basic Skills Test- Verbal Forms VS-1 & VS-2, and Quantitative Forms QS-1 & QS-2, which are on the list approved by the Secretary of the U.S. Department of Education. The passing scores are Verbal (200) and Quantitative (210). The test will be completed at the CDLC campus but is corrected by Wonderlic. The student must achieve the GED Level I to be admitted into our training program.

Minimum Levels of Preparation

- Determination of legal status;
- Consistent employment history;
- No DUI incidents within the last five years;
- No more than two moving violations in three years;
- No more than two accidents in three years;
- Felony charges are reviewed on a case by case basis;
- All suspensions must be lifted.

Refund Policy

Here is an example: A student attends a 160 hour course for one full week, 5 days of instruction. The student paid the full tuition (\$4000) in cash. Here is the how the refund is calculated:

Step 1

Tuition:	\$4000
Total Days of Course:	÷20
Total Charge per Day :	=\$200

Step 2

Total Charge per Day:	\$200
Days of Instruction:	×5
Total Charge of Instruction:	=\$1000

Step 3

Amount Paid by Student:	\$4000
Total Charge of Instruction:	-\$1000
Amount of Refund:	=\$3000

Refund Policy

Students have 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 enrollments, whichever is later. The student has the right to withdraw from a course at any time. However, if a student obtains a Class "A" Commercial Driver's License prior to the estimated completion date, the student will not be refunded any monies paid.

If the student withdraws from the course after attendance of the first class session, or the seventh day after enrollment, whichever is later, and follows the cancellation procedure as indicated in the Cancellation Policy, the school will refund the difference within forty-five (45) days following the date of withdrawal or cancellation.

The student is obligated to only pay for the services rendered. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.

Admission Policies

Transferability of Credits from Another Institution

Commercial Drivers Learning Center (CDLC) does not accept transfer of credits from another institution.

Transferability of Credits to Another Institution

The transferability of credits you earn at Commercial Drivers Learning Center is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificate you earn in any of the programs is also at the complete discretion of the institution to which you may seek to transfer.

If the hours or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 transfer after attending Commercial Drivers Learning Center to determine if your hours or certificate will transfer.

Admission Policies

Experiential Credit

Assessment Policy

Commercial Drivers Learning Center recognizes that valuable learning takes place outside of the classroom. New students may receive experiential credit for previous certificates, training, life or work experience obtained prior to beginning our Refresher Training Program, provided it is approved by the School Director. We have developed a way to assess this learning for the realization of credit towards the credit hours.

In order to receive experiential credit, the following documentation and requirements MUST be met:

1. **Verification of successful completion of learning from a third party:** This may be a certificate of completion, employee training record, a letter from the organization sponsoring the course, or your training or personnel office. Letters of verification must be on company letterhead.
2. **Copy of a state-issued Commercial Driver's License.**
3. **A completed job verification form.** This form is available at the main office location.
4. **See the Minimum Levels of Preparation on page 6.**

A prior learning assessment may result in an award of “no credit”, with an explanation of denial.

Student Record Retention Policy

Retention Periods

Type of Record	Retention Record
<u>Academic and Other Student Records</u>	
Academic action authorization	5 years after graduation
Applications	5 years after graduation
Certificate of Completion	5 years after graduation
Disciplinary Files	5 years after graduation Permanent- if result was expulsion or withdrawal.
Entrance exams and placement scores	5 years after graduation
Evaluations and Test Scores	5 years after graduation
Personal data information forms	5 years after graduation
Registration forms	5 years after graduation
Student health records (medical forms, drug tests, etc.)	5 years after graduation
Student licensing information (permits, license, etc.)	5 years after graduation
Transcript (including grades.)	Permanent
Tuition charges, fee charges and refunds.	5 years after graduation
Withdrawal and leave of absence records.	5 years after graduation
<u>Financial Aid and Loan Administration</u>	
Job Placement	5 years after graduation
Promissory Notes	3 years after outstanding loan(s) are paid in full
Repayment history	3 years after outstanding loan(s) are paid in full

Student Record Retention Policy

Record Retention Policy

CDLC is committed to effective retention to comply with applicable law, to preserve history, optimize the use of space, and to ensure that school records that are no longer needed are properly discarded.

This policy sets forth the standards and procedures that govern the retention of school records, and is only applicable to student records. For the purpose of this policy, a student record includes any record that is made, produced, executed or received by any department, office, or employee of the school in connection with the transaction of school business. This policy applies to all records without regard to format, and includes but is not limited to documents in paper, electronic, microform and other traditional media format.

Disposal of School Records

School records may be discarded once the minimum retention period is reached, provided that:

1. The disposal of the records complies with all legal, contractual or other obligations;
2. The records to be disposed of do not relate to or contain information regarding a current, pending, or known potential litigation, investigation or audit involving the school; and
3. Records containing student information, employee personnel information, or sensitive and/or confidential information are shredded or otherwise rendered unreadable prior to disposal.

Admission Policies

Experiential Credit, *continued.*

Provisions of Appeal

CDLC has established the following procedure for students who disagree with the results of the Experiential Credit Assessment.

To appeal, follow the steps in the order listed:

1. **Produce any additional documentation that may be necessary.**
2. **Meet with the School Director.** The student should state the basis upon which the change is based.

The decision of the School Director is final.

Charges

There are no charges for assessment of experiential credit.

VISA Students

CDLC does NOT admit students from other countries. The institution will not vouch for student status, nor are any services provided.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy student education records. The law applies to all schools receive funds under an applicable program of the U.S. Department of Education.

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies unless, for reasons such as great distance, it is impossible for the eligible student to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the

Student Grievance Investigation Process

Request for Reconsideration

The student may request to reconsider the determination by filing a written request within ten (10) days of receiving the written notice of the determination.

The CEO of the school will review the request and provide a written response within thirty (30) days. The determination of the CEO is final.

Disciplinary Procedures

The purpose of the Student Grievance Procedure is to remedy the harm done to the grievant and to ensure it does not reoccur. The purpose is not to impose punitive sanctions on school employees or other students. However, the proposed corrective action may include a recommendation for disciplinary action to be taken against a student employee or student. The issue of discipline shall be referred to CEO to determine appropriate disciplinary actions.

Student Grievance Investigation Process

Investigation

The CAO will commence the investigation by sending a copy of the written grievance and any supporting document to the faculty or staff member (respondent) in which the violation allegedly occurred and ask for a written response. The grievant will be provided with a copy of the response.

The respondent shall:

1. Confirm or deny each fact alleged in the grievance;
2. Indicate the extent to which the grievance has merit; and
3. Indicate acceptance or rejection any remedy requested, or suggest an alternative remedy.

The CAO may seek to mediate a resolution or negotiate a settlement of the grievance at any time during the investigation. If the solution is satisfactory to both the grievant and the respondent, both parties will be notified, and the grievance will be dismissed.

A complete investigation and report will be produced within sixty (60) days of the initial receipt of the grievance. The report will contain a summary of the issues presented by the grievance, a statement of the applicable law or policy, a summary of the factual findings reached and a conclusion regarding the outcome. Written notice of the determination, including a description of the basis for the decision will be sent within fifteen (15) days to the grievant, respondent, and the CEO.

following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in case of health and safety emergencies; and
- State and local authorities, within a juvenile system, pursuant to a specific Stat Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth honors and awards, and dates of attendance. However, schools must tell students about directory information and allow a reasonable amount of time to notify students annually of their right under FERPA. The actual means of notification is left to the discretion of the school.

Meet the Staff

Robby Wilson -Chief Executive Officer, President and Owner

Robby has over 12 years of experience in the truck driving industry. He is personally dedicated to providing each student with the proper training to obtain the skills needed to be a productive and competitive part of the truck driving industry. Robby sits down with each individual to ensure that truck driving will satisfy both personal and professional needs. He has successfully placed his graduates in positions with multiple trucking companies including over-the-road, regional and local companies. His leadership skills and pride in the school are apparent in the maintenance of the facility and equipment.

Stephanie Doke -Chief Operations Officer and Chief Academics Officer

Stephanie has over 10 years experience in the training, and development of individuals of all levels. She has been instrumental in the implementation of Operations, Training and Financials. She is committed to keeping the training material current and relevant to the rules and regulations that are required for students to successfully complete the program in a timely manner. She will maintain communication with potential employers to make the hiring process a smooth one.

Student Grievance Procedures

Initial Review

Upon receipt of a formal student grievance, the CAO shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Policy, and alleges facts which, if true, would constitute a violation of law or school policy. An initial review of the grievance shall be completed within twenty (20) days of the receipt of the complaint. If it is determined that the complaint is incomplete, the student will have ten (10) days from the date of the written notice to make the grievance complete. If the student fails to complete the grievance, the grievance will be dismissed. If it is determined that the grievance is untimely, outside jurisdiction or factually insufficient, the grievance will be dismissed. If the grievance raises multiple issues, each issue will be reviewed individually. It may be determined to investigate some issues and dismiss others pursuant to the review process.

If a complaint is dismissed, the CAO will provide the student with a written explanation of the basis for the dismissal. The student will have ten (10) days from the date of the written notice to request an appeal from the Chief Executive Officer (CEO) of the school. The request for appeal must be a signed, written documentation why the decision to dismiss the case was in error. The CEO will respond in writing within twenty (20) days of the receipt of appeal. If the decision to dismiss is upheld, the decision is final. If the decision is overturned, it will be sent back for investi-

Student Grievance Procedures

Formal Grievance Procedures

Filing

If the student is not satisfied with the outcome of the informal resolution, the student may file a formal grievance within ten (10) days of notice of the outcome of the informal process. The student may file a formal grievance within thirty (30) days from the time at which the student knew of the action being grieved. Students can file a grievance form with the CAO. Forms are available at the office.

Student grievances must be in writing and signed by the student or the student's designated representative, if any. Grievance's must contain the student's address and phone number, a detailed statement of the specific action being grieved, the date when the action took place, the resulting injury or harm, the specific law, policy or rule alleged to have been violated, a description of the evidence supporting the grievance, whether the informal process was completed, and the remedy or relief requested.

If the student is to be assisted by a personal representative, the student must submit the name of the designated representative, and indicate whether the representative is an attorney. The student must also submit a signed statement authorizing the representative to receive copies of relevant student records regarding grievance and to accompany the student to meetings.

Meet the Faculty

Kevin Keyes– Instructor

Kevin has over ten (10) years of driving experience. As a lead driver, he has instructed and trained many drivers on the proper techniques and skills needed to master a career in truck driving. His professionalism and dedication will assist all students in the successful completion of the program.

Pedro Puente– Instructor

Pedro has over forty (40) years of driving experience. Pedro began his driving career in Mexico and provides English and Spanish training for those that may be having some difficulty. His patience and integrity provide the students with the skills needed to complete the training.

Training Objective

Objective of the Training

The Truck Driver Training Program, Behind-the-Wheel Program and the Refresher Program are designed to lead to a profession in the truck driving industry. This position requires a Class A Commercial Driver's License which is issued from the California Department of Motor Vehicles (DMV). Our qualified instructors will teach you the skills necessary to obtain this license.

The list of requirements needed to obtain this license are:

1. A valid Class C Driver's License: With all suspensions lifted.
2. Pass a physical exam with a completed Medical Exam Report: Completed by a physician to standards set by DMV.
3. Pass the written exams and obtain a Class A Commercial Instruction Permit: This includes all endorsements to provide the most job opportunities available. (Must arrive with Instruction Permit to enroll in the Behind-the-Wheel Program.
4. Pass a required drug test: The standards for the drug test are set by Department of Transportation.
5. Demonstrate the skills necessary to the DMV and obtain a Commercial Driver's License: The skills are the Pre-Trip, COLA-T Test, Skills, and Drive time.

Student Grievance Procedures

Resolution Procedures

Informal Process

Before filing a formal grievance under this policy, a student should attempt to resolve the matter informally with person alleged to have committed the violation, or with the Chief Academic Officer (CAO) of the school, or both. If the person to whom harassment would normally be reported is the individual accused of harassment, reports may be made to staff, faculty, or the Chief Academic Officer (CAO).

Attempts to resolve the matter informally must be completed within thirty (30) days from the time at which the student knew of the action being grieved.

If a student wishes to file a formal grievance, the student must do so within the thirty (30) day limit, regardless of the progress of the informal process.

Formal Process

The student should first attempt to resolve the matter through the informal process within the thirty (30) day time limit.

Formal grievances must be in writing and signed by the student or the student's assigned representative.

The formal procedures are described on the following pages.

Student Grievance Policy

Introduction

CDLC is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All personnel operating under CDLC, including administration, faculty, and staff are governed by this policy of nondiscrimination.

CDLC, in accordance with applicable federal and state law and school policy, prohibits discrimination, including harassment, on the basis of race, color, creed, national origin, sex, sexual orientation, disability, and age. CDLC will act vigorously to prevent any retaliation being taken against individuals filing a complaint, and/or participating in a complaint investigation.

Purpose

The purpose of this procedure is to provide CDLC students an opportunity to resolve complaints alleging discrimination based upon any of the above listed grounds. This procedure is also available for the resolution of the following complaints:

- Alleging inappropriate application to a student of any other rules or policies of the CDLC campus resulting in injury to the student;
- Alleging failure to provide academic adjustments for students with disabilities;
- Alleging complaints of sexual harassment.

Truck Driver Job Description

As long as there are products that need to be delivered to consumers, truck drivers with the proper training from a reputable school will always have job opportunities available.

The primary responsibility of the truck driver is to haul cargo from one point to another so that they can be distributed or sold. The driver will also inspect trucks for safety and follow the safety instructions. The driver is also responsible for following applicable laws, keeping up to date driver logs of their activities and make sure that all equipment is in good condition. Depending on the load, some deliveries may need to be loaded and unloaded.

There are a number of different positions available. There are local positions that deliver goods within a specific local area. There are also regional positions that may cover a regional area, for example, the eleven (11) western states that will result in some time away from home. The over-the-road position is the truck driver that will drive across several states.

CDLC is committed to finding a position that satisfies both the personal and professional needs of every student.

Academic Calendar

The Truck Driver Training Course begins every three or four weeks depending on the number students enrolled in the program. The Refresher Training Course also begins upon the enrollment of the students.

Commercial Drivers Learning Center observes the following holidays:

- Easter Sunday– April 8th (Sunday)
- Memorial Day– May 28th (Monday)
- Fourth of July– July 4th (Wednesday)
- Labor Day– September 3rd (Monday)
- Thanksgiving Break– November 22nd and 23rd (Thursday and Friday)
- Christmas Day– December 25th (Tuesday)

Cancellation Policy

The student may cancel the enrollment contract for school and receive a full refund without penalty or obligation, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If the student cancels, any payment that may have been made will be returned within forty-five (45) days following the receipt of a written cancellation notice. The refund policy is stated on the “Enrollment Agreement” and this catalog.

The cancellation procedures to cancel the enrollment agreement and obtain a refund are as follows:

1. Submit the cancellation in writing;
2. Mail or deliver a signed copy of the cancellation notice to:

Commercial Drivers Learning Center
1787 Tribute Rd. Suite L,
Sacramento, CA 95815.

A withdrawal may be effectuated by the student’s written notice, or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance, non-payment, unprofessional conduct, tardiness, insufficient progress, or attitude.

A student may cancel for any reason, but we would encourage to follow the grievance policy and procedures to try and rectify any disagreements.

Student Standards and Requirements

Sexual Harassment Policy

Commercial Drivers Learning Center is also committed to treating students with an environment conducive to learning, and free from sexual harassment. Students are expected to reciprocate. Sexual harassment is a form of discrimination, in the United States, that violated the Title VII of the Civil Rights Act of 1964. Sexual harassment can occur in a variety of situations. These are examples of sexual harassment, not intended to be all inclusive.

- Unwanted jokes, gestures, offensive words on clothing, and unwelcomed comments.
- Touching and any other bodily contact.
- Repeated requests for dates that are turned down or unwanted flirting.
- Posting pictures or emails with sexual content.
- Playing sexually suggestive music.

Violation of the policies stated above can result in disciplinary action, up to and including expulsion from the school. If a student is expelled from school, the refund policy stated on the “Enrollment Agreement” and this catalog applies.

Training Facilities

Training Locations

The classroom portion of the training is held in the main office of CDLC. The office is over 1200sq. ft. consists of a classroom, office, lobby and attached restroom. The address to the office is:

1787 Tribute Rd. Suite L
Sacramento, CA 95815.

At our skill training facility we provide an enclosed building with ample space for pre-trip and skill training. The behind-the-wheel portion of the training is held at our paved yard at:

1450 Richards Blvd.
Sacramento, CA 95811.

Training Equipment

Training Equipment

The most important training equipment that we provide are our trucks and trailers.

The trucks both have manual 10 speed transmissions, which prepare the student for employment with most trucking companies. The picture on the front cover of this catalog are the actual trucks that the students will train and test in.

The trailers are 27 ft. trailers with roll-up doors.

The trucks and trailers are well maintained by a contracted, licensed mechanic to ensure the safety of not only our students but the citizens that share the road.

The equipment used for the Bus Driver Training Program is a 1992 Ford Econoline 20-Passenger Bus. The bus only has 30,000 miles and is well maintained.

The 20-Passenger bus allows the student to obtain the unlimited passenger endorsement, thus allowing for the most job opportunity. The students will use the bus for training and for testing at the DMV.

Student Standards and Requirements

Student Behavior Requirements

The students of Commercial Drivers Learning Center are expected to maintain and encourage professionalism and composure while in session, especially when training occurs within the CDLC trucks. Students that demonstrate a behavior that is uncharacteristic, unbecoming, and volatile will result in disciplinary action, up to and including immediate expulsion from school, that will be determined by the school director. The instructor will determine if a student's behavior would be defined as "unsafe". This would be demonstrated if the student is operating in a manner that would endanger oneself, fellow students, instructors, or the public, both in and out of the trucks. If the instructor determines a student "unsafe", the student can be suspended from school, for a period determined by the school director. The decisions made by the instructor and school director are final.

Commercial Drivers Learning Center is committed to providing the students with updated training equipment, therefore it is expected that all students will respect the school premises and equipment provided.

Student Standards and Requirements

Alcohol and Drug Policy

Commercial Drivers Learning Center is and always will be an alcohol and drug free learning center.

We provide a safe, alcohol and drug free training environment for all students. It is the policy of CDLC to prohibit alcohol and illegal drug usage, possession, sale and distribution on the premises, or while performing training. Also, being under the influence of alcohol, prescribed medication, or illegal drugs during training is strictly prohibited. All prescription medication, including dosage, must be disclosed to Commercial Drivers Learning Center.

All students are subject to an initial drug test and will be added to a random selection pool while in school.

Commercial Drivers Learning Center will provide assistance to our students who may suffer from alcohol or drug dependency. However, it is the responsibility of the student to seek help before the dependency leads to a violation of the school policy. If a student seeks assistance and/or enters a rehabilitation program after the policy has been violated, disciplinary action will be enforced. For drug and alcohol assistance, contact the referral service provided by the State of California at (800) 879-2772.

Violation of this policy **will** result in disciplinary action, up to and including expulsion from Commercial Drivers Learning Center, with or without warning.

Training Program Description

Truck Driver Training Course

1. The course will be available during the days, nights and weekends. This provides flexibility to fit the scheduling needs of the student. We have committed to keeping the class size small so that the student receives the proper amount of drive time and the personal attention needed from our instructor. The day class will average four students, with a maximum of six per class, the night and weekend class will average two students, with a maximum of four per class. The weekend course must also be completed in five weekends, to fulfill drive time required by potential employers.
2. The method of instruction will consist of both a classroom (lecture) setting and a behind-the-wheel based training. The first week of instruction will be completed inside the classroom, and prepares the student for the tests needed in order to obtain the California Class "A" Commercial Instruction Permit. The instructor reviews in detail actual questions from the test, along with visual aids to demonstrate the understanding needed. The remaining three (four for weekends) weeks of instruction are all hands on, behind-the-wheel training inside our trucks.
3. In order to graduate, a student will complete 160 hours of training during the Day (7am-4pm) Course, 80 hours during the night (4pm-9pm) and weekend (Sat/Sun 8am-5pm) course, and must pass the test and receive a CA Class "A" Commercial Driver's License from DMV.
4. This program is designed to prepare students for employment as a Class "A" Commercial Driver (Truck Driver).

Training Program Description

Behind-the-Wheel Course

The Behind-the-Wheel Course is specially designed truck driver training for those students that are looking to save some money and already possess a Class "A" commercial driver's instruction permit

This course is very similar to the Four Week Course; however it is 120 hours and does not include the classroom portion of training. The hours of the class are the same as the Truck Driver Training Course.

There is no classroom or lecture portion training. The student will arrive to school with a commercial driver's permit. It is preferred that the student arrive with all endorsements, as that will create more job opportunity for the student. The remaining weeks of this course is only the skill practice and driving time needed to complete the exam at DMV.

Student Standards and Requirements

Dismissal Policy

All students of Commercial Drivers Learning Center are expected to follow instructions given, completely and fully.

Commercial Drivers Learning Center has the right to dismiss students based on, but not limited to:

- Insufficient progress in the program;
- Lack of attendance or tardiness;
- Non-payment;
- Unprofessional conduct; or
- Unethical student behavior or attitude.

There may be other reasons that a student may be dismissed from the program.

The dismissal procedures are:

1. First Notice– Verbal warning and discussion about concern.
2. Second Notice– Written warning and discussion; notification sent to any agencies associated with the student payment.
3. Final Notice– Dismissal from the training program. Refund policy is stated on pages 42-43 and “Enrollment Agreement”.

The student may challenge a dismissal decision by following the “Student Grievance Procedures” located in this catalog.

Student Standards and Requirements

Student Performance Requirements

The students of Commercial Drivers Learning Center are expected to demonstrate an overall understanding and achievement for all topics completed. This demonstration and understanding is represented through a Grade Point Average (GPA).

The student is expected to maintain a minimum GPA of at least 2.8 or 70% throughout the entire course. The grading scale is as follows:

90% (3.6)-100% (4.0) = A
 80% (3.2) -89% (3.56)= B
 70% (2.8) -79% (3.16)= C
 < 69% (2.76) = F

Students that are not maintaining a satisfactory progress, may be dismissed or may choose to withdraw from the course; the refund policy for withdrawal is stated on the “Enrollment Agreement” and within this catalog. Students are evaluated weekly, and any concerns about the progress of the program will be discussed after the second complete week of school. If the student is dismissed from the school after a four (4) week period and does not complete the program, no refund will be given. No more than two terms of the program are allowed.

In order to graduate, the student must achieve a GPA of at least 2.8 or 70%, or will be expected to repeat the course.

Training Program Description

Refresher Course

1. This course is titled the Refresher Course. The student must have had a Class “A” license that has expired or has not been driving a commercial vehicle for one year or more. This student will need drive time to satisfy the need of a potential employer.
 2. The method of training is dependent on the need of the student. If a student is in need of a current Class “A” driver’s license, the method is classroom training to prepare for the test. If the student is in need of drive time, the method is behind-the-wheel training inside our trucks. The time required is determined by the student, the school director and the potential employer.
 3. The graduation requirements vary from student to student.
 4. This program is designed to prepare students for employment as a Class “A” Commercial Driver (Truck Driver).
- A detailed curriculum is provided on the first day of instruction.

Training Program Description

Bus Driver Training Program

The Bus Driver Training Program can be taught as an addition to the Truck Driver Training Program or it can be taught solely as a Class B Commercial License with Unlimited Passenger Endorsement. This will allow us to be an all inclusive Commercial Drivers Training Program. All of the same admission requirements apply. The Bus Driver Training Program can be taught in two different ways:

1. It can be taught as a part of the Truck Driver Training Program or
2. It can be taught solely as a Class B Commercial License with Unlimited Passenger Endorsement.

Student Standards and Requirements

Leave of Absence Policy

A leave of absence from school may be requested for a period not to exceed sixty (60) days.

A one-time leave of absence may be granted at the discretion of the school director.

If a student does not return following the leave of absence period, a refund (if applicable) will be made within forty-five (45) calendar days from the end of the leave of absence.

It may be necessary to repeat the courses from which he/she was dropped.

To request a leave of absence from school, mail or deliver a written request to:

Commercial Drivers Learning Center
1787 Tribute Rd. Suite L
Sacramento, CA 95815

Student Standards and Requirements

The following section gives description and specific reason that a student may be dismissed, or expelled from the institution. While it is the policy of the institution to discuss specific matters with each student, the specific requirements that are listed including, but not necessarily limited to, a student's lack of attendance, tardiness, non-payment, insufficient progress, unprofessional conduct, or attitude.

Attendance/Tardiness Requirements

The Truck Driver Training Program is a four (4) week program therefore consistent attendance and punctuality is a vital part to the success of the program.

The institution will allow make-up time for up to three (3) excused absences, for reasons such as medical, death or birth that are scheduled in advance or with the permission of the school director. The make-up time will be determined by the institution.

Any student that has more than three (3) unexcused absences can be dropped from the course. "Cutting", or not showing up for class is considered unexcused. Make-up time is not allowed for unexcused absences.

The institution will allow excused tardiness or early dismissal needs. Each student will be given an **occasional** grace period of ten (10) minutes to arrive to class. Any student that has more than three (3) unexcused tardies will be dropped from the course.

Training in Other Languages

The Truck Driver Training Program, Behind-the-Wheel Program, the Bus Driver Training Program and the Refresher Program will only be available in English, and does not provide English as Second Language (ESL) instruction. The California Department of Motor Vehicles only allows the test to obtain the Commercial Driver's License which consists of the Pre-Trip, COLA-T and Drive, must be taken in English.

Every student is subject to the Education Requirements listed on page 6. It may be necessary to complete the ATB tests listed. In the Admission Policies section of this catalog. The student must achieve the GED Level I to be admitted into our training program.

Training Library and Learning Resources

Library

CDLC provides a Pre-Trip, COLA-T and In-Cab DVD for the students to borrow and study while in training. The library consists of a DVD rental that is checked after the student has received the Commercial Instruction Permit.

Learning Resources

All learning materials are provided to student. The costs of these materials are included in the tuition. All learning resources are selected based on the requirements of the Department of Motor Vehicles. These materials provide the student with all rules and regulations required within the state of California. The learning materials are used only in the classroom:

- California Commercial Driver Handbook
 - State of California, Department of Motor Vehicles, Sacramento, CA ©2011
- Federal Motor Carrier Safety Regulations Book
 - US Department of Transportation Federal Highway Administration, J.J. Keller & Associates, Inc. - Neenah, WI ©1998
- Official Commercial Driver Log Book
- Study Guides and Practice Tests
 - Created and provided by CDLC.

Bus Driver Training Program

The total tuition charges for the Bus Driver Training Program with the Truck Driver Training Program are listed below. Hazardous Materials fee is optional.

Truck Driver Training Program:	\$4000.00
Bus Driver Training Program:	\$725.00
Total Tuition Cost:	\$4725.00
Physical Fee:	\$55.00
DOT Drug Test Fee:	\$55.00
DMV Licensing Fee:	\$65.00
Haz Mat Cost:	\$89.25
Processing Fee:	\$5.75
Total Haz Mat Cost:	\$95.00
<u>Total Course Cost:</u>	<u>\$4995.00</u>

The total tuition charges for the Bus Driver Training Program are listed below.

Bus Driver Training Program:	\$2000.00
Physical Fee:	\$55.00
DOT Drug Test Fee:	\$55.00
DMV Licensing Fee:	\$65.00
<u>Total Course Cost:</u>	<u>\$2175.00</u>

The Student Tuition Recovery Fund will be added at a rate of \$2.50 per \$1000, if you qualify.– This is not refundable.

Schedule of Tuition Charges

Truck Driver Training Program

The total tuition charges for the Truck Driver Training Program are listed below. The Hazardous Materials fee is optional.

Classroom training:	\$500.00	
Behind-the-Wheel training:	\$3500.00	
Total Tuition Cost:		\$4000.00
Physical Fee:		\$55.00
DOT Drug Test Fee:		\$55.00
DMV Licensing Fee:		\$65.00
Haz Mat Cost:	\$89.25	
Processing Fee:	\$5.75	
Total Haz Mat Cost:		\$95.00
Total Course Cost:		\$4270.00

Refresher Course

The tuition charges for the Refresher Course are assessed on a case by case basis. It will vary on the need of the individual. The tuition charges are as follows:

Classroom Only Tuition:	\$500
Behind the Wheel Training:	\$1167 per week (<i>max. 3 wks.</i>)

The student will pay the physical and DOT drug test to the institution. The DMV Licensing Fee and Haz Mat fee will be paid directly to the appropriate party.

The Student Tuition Recovery Fund will be added at a rate of \$2.50 per \$1000, if you qualify.— This is not refundable.

Student Housing

Housing

CDLC has no responsibility to find or assist a student in finding housing. The institution is also not responsible for any costs incurred in travel to and from training. However, there are many temporary housing options to choose from.

Local Housing

The hotels listed below are located nearby the training facilities:

Best Western

1413 Howe Ave.

Sacramento, CA 95825

(916) 922-9833

Range from \$77-90 per day

Motel 6

2030 Arden Way

Sacramento, CA 95825

(916) 929-5600

Range from \$52-65 per day

Student Services

Counseling

Counseling services are available to all students of all levels of learning. The counseling assists the student in understanding and adapting to the rigors of truck driver training. The realities of becoming a truck driver can make it challenging to maintain one's sense of well-being. Counseling serves both as a safety net for many and a part of the total developmental process.

The school director works with students individually to help identify more efficient or effective ways of handling the demands of the program. The counselor's role may shift or overlap from and among the following areas:

- **Study Skills Training**– To determine learning styles, establish study patterns, identify available resources and more;
- **Personal Issues**– To address specific concerns interfering with academic progress such as anxiety and more;
- **Disabled Student Services**– To address learning barriers such as known or suspected disabilities;
- **Complaint Resolution**– To receive and evaluate grievances filed based on the Student Grievance Policy.

Financing Information

Loan Guarantees

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Financial Aid Funds

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student financial aid program funds.

This institution does **NOT** qualify for Financial Aid.

Higher Education Loan

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the loan plus interest, less the amount of any refund.

Student Services

Non-Discrimination Statement

CDLC will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the school programs and activities.

School complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement.

Job Placement Assistance

While we cannot guarantee job placement, we understand that the ultimate goal of each student is to be placed in a career that satisfies both personal and professional needs. We have a variety of job leads and positions available to assist in placing students in the right career.

We provide every student with:

- Resume development;
- Interviewing techniques;
- Job search techniques and;
- Lifetime job placement assistance.

Student Services

Disabled Students

Federal law prohibits discrimination on the basis of disability. Its implementing regulations require schools to ensure that qualified individuals cannot be excluded from participation in programs and activities because of their disability.

At the postsecondary level, it is the student's responsibility to make his or her disabling condition known to CDLC and to assist in identifying appropriate and effective academic adjustments or accommodations. This should be done upon enrollment in the program.

- **Speak to the School Director**– To present current documentation of the disability or discuss a suspected disability;
- **Contact former or prospective diagnostician**– To update or clarify disability documentation if necessary;
- **Provisional Accommodations**- Temporary accommodations granted to the students who have a known or suspected disability.
- **Eligibility**– Based on the School Director's review and acceptance of the student's disability.
- **Instructor Contact**– Ensures effective communication around the provision of accommodations.

Accommodations may include but are not limited to: quiet, distracted-reduced environment, altered test format, recording with a tape recorder, preferred seating, etc.