

Catalog
1/1/2012-12/31/2012

GSF DRIVING & TRUCK TRAINING SCHOOL

1310 N LA BREA AVE SUITE A
INGLEWOOD, CA 90302

213-745-6022
WWW.GSFSCHOOLS.COM

1/1/2012



PLACING YOU ON THE ROAD TO SUCCESS

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Mission Statement (CEC: 71810(b)(2))

GSF Truck Training School's mission is to provide quality affordable truck and bus driver training services in the Los Angeles metropolitan area. Upon graduation from our training programs, graduates are expected to perform proficiently and successfully pass the state-mandated driving exam and obtain a Commercial Driver License (CDL) and be eligible for entry level positions in the transportation industry.

GSF Truck Training School is a private institution and its application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

General Description of Available Space, Equipment, and Facilities (CEC: 94909 (a)(b))

The campus consists of an office and classroom location at 1310 N La Brea Ave Suite A, Inglewood CA and a 15,000 square foot training yard in the City of Los Angeles. Student parking is available at both locations. Classroom facility is stocked with corresponding audio-visual training materials as well as computer and books pertaining to driver qualifications, safety regulations, vehicle controls and functions, and vehicle operation. The yard facility is equipped with tractors and trailers comparable to current industry standards used for the sole purpose of training our students both in yard skills maneuvers as well as road training.

Questions (CEC: 94909(a)(3)(A))

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 Phone-(916)431-6959 Fax-(916)263-1897 Web-www.bppe.ca.gov

Review Documents Prior to Signing (CEC: 94909(a)(3)(B))

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Complaints (CEC: 94909(a)(3)(C))

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained in the bureau's Internet Website www.bppe.ca.gov.

Address (CEC: 94909(a)(4))

**Classroom training can be scheduled for 1310 N La Brea Ave Suite A Inglewood CA 90302
Yard Skills/Road training can be scheduled for 123 East 32nd St Los Angeles CA 90011**

Student Tuition Recovery Fund-STRF Disclosures

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

- 1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans. ("California resident" means a person who resides in California at the time the enrollment agreement is signed or when the person receives lessons at a California mailing address from an approved institution offering correspondence instruction.)**
- 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.

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 California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.

2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other 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 on a judgment against the institution for a violation of the Act.”

NOTE: Authority cited: Sections 94803, 94877 and 94923 , Education Code. Reference: Section 94923, Education Code.

SCHOOL PROGRAMS

PROFESSIONAL COMBO CDL A & B-P 240 HOURS (English & Spanish)

This course is designed to prepare the student for long-haul Over-The-Road (OTR) tractor trailer driver positions and/or tour or transit bus driver positions.

Standard Occupational Classification system or SOC 53-3032.00 - Truck Drivers, Heavy and Tractor-Trailer/SOC 53-3021.00 - Bus Drivers, Transit and Intercity

Occupational titles as specified in the Dictionary of Occupational Titles:

Tractor-Trailer Truck Driver 904.383-010

Truck Driver Heavy 905.663-014

Tank-Truck Driver 903.683-018

Bus Driver 913.463-010

Course Duration

8 to 12 weeks

COMPLETE COURSE CDL A 180 HOURS (English & Spanish)

This course is designed to prepare the student for long-haul Over-The-Road (OTR) tractor trailer driver positions.

Standard Occupational Classification system or SOC 53-3032.00 - Truck Drivers, Heavy and Tractor-Trailer

Occupational titles as specified in the Dictionary of Occupational Titles:

Tractor-Trailer Truck Driver 904.383-010

Truck Driver Heavy 905.663-014

Tank-Truck Driver 903.683-018

Course Duration

6 to 8 weeks

COMPLETE COURSE CDL B-P 160 HOURS (English & Spanish)

This course is designed to prepare the student for the positions of tour bus or transit bus driver.

SOC 53-3021.00 - Bus Drivers, Transit and Intercity

Occupational titles as specified in the Dictionary of Occupational Titles:

Bus Driver 913.463.010

Course Duration

6 to 8 weeks

CDL A PRO COURSE 40 HOURS (English & Spanish)

This is an accelerated course designed to prepare the student for long-haul Over-The-Road (OTR) tractor trailer driver positions.

Standard Occupational Classification system or SOC 53-3032.00 - Truck Drivers, Heavy and Tractor-Trailer

Occupational titles as specified in the Dictionary of Occupational Titles:

Tractor-Trailer Truck Driver 904.383-010

Truck Driver Heavy 905.663-014

Tank-Truck Driver 903.683-018

Course Duration

4 to 6 weeks

CDL B-P PRO COURSE 40 HOURS (English & Spanish)

This is an accelerated course designed to prepare the student for the positions of tour bus or transit bus driver.

SOC 53-3021.00 - Bus Drivers, Transit and Intercity
Occupational titles as specified in the Dictionary of Occupational Titles:
Bus Driver 913.463.010
Course Duration
4 to 6 weeks

CDL APPLICATION REQUIREMENTS for the State of California

Apply at any DMV field office for a CDL. You:

- May drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities.
- Must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). (VC §[12515](#))

Provide The Following Items:

- A completed Application for a Driver License (DL 44) form. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license.
- Your true full name.
- An approved medical form (or copy) completed by a U.S. licensed doctor of medicine (M.D.), osteopathy (D.O.), licensed physician assistant (P.A.), a nurse practitioner (N.P.), advance practice nurse, or chiropractor when you apply for a driver license or instruction permit. Drivers who hold certificates to drive school buses, SPAB, youth buses, GPPV, or farm labor vehicles must have their medical examinations given by doctors of medicine. (VC §[12517.2](#))

Note: Do **not** mail your medical report to the CHP.

A medical report dated within the last two years is required for any CDL application and then every two years after that. Mail the interim medical to:

Department of Motor Vehicles
Commercial Problem Drivers Inquiry Unit M/S G204
P.O. Box 942890
Sacramento, CA 94290-0001

You will be given a Medical Certificate Card (DL 51A) to carry when you drive commercially. You can be given a citation for driving out-of-class if your medical certificate expires or you drive without a valid medical certificate in your possession. You may also be removed from your vehicle by a law enforcement officer for driving out of class.

You may also be removed from your vehicle by a law enforcement officer for driving out of class.

If you must have a CDL as part of your job, your employer shall pay the cost of the examination unless your examination was taken before you applied for the job (Labor Code §231).

Note: Customers who do not meet the minimum medical standards, will either be restricted or refused a CDL. The restrictions are:

— may not transport passengers commercially or transport materials which require

placards. (VC §[27903](#))

— may not drive in interstate commerce.

- An acceptable birth date/legal presence (BD/ LP) document. All applicants for an original DL/ID card must submit proof of legal presence in the US as authorized under federal law. If the name on your BD/LP document is different from the name on your DL application form, you must also bring in an acceptable true full name document. Your true full name, as shown on your BD/LP document, will appear on your DL/ID card.(Refer to the [California Driver Handbook](#).)
An acceptable BD/LP or true full name document is one produced by an issuing authority (i.e., county, state, etc.). This document is a certified copy of the original (the original is always retained by the issuing authority) and will contain an impressed seal or an original stamped impression. The certified copy will be returned to you. If you make a copy of the certified copy, DMV will **not** accept it for BD/LP verification.
- Your Social Security Card (cannot be laminated), Medicare card, or U.S. Armed Forces active, retired, or reserve DD2 form for an original CDL. The document must contain your name and SSN. Your SSN will be verified with the Social Security Administration while you are in the office.
- A Certificate of Driving Skill (DL 170) if your employer is authorized by DMV to issue such certificates. Both you and your employer sign this form.
- The applicable fee. This fee is good for 12 months from the application date. You are allowed a total of three attempts to pass the entire road test (pre-trip inspection, skills, and driving test) on a single application. If you fail any portion of the road test (pre-trip inspection, skills, or driving test), it will count as one failure towards the maximum three attempts you are allowed. Example: Failing the pre-trip inspection, skills test, and driving test counts as a three-time failure (or any failure combination equaling three). However, if you are required to take a driving test for separate types of vehicles (Class A or passenger transport vehicle), you are allowed three *driving* tests for the Class A vehicle and three *driving* tests for the passenger transport vehicle.

Faculty (CEC: 94909(a)(7))

Juan N Chavez-Instructor

Mr. Chavez has been training students since 2004. Mr. Chavez obtained his CDL in 2002 and drove for various carriers before discovering his passion for teaching. He has been successfully training students since 2004 and has received numerous commendations for his strict yet effective teaching methods. Mr. Chavez served in the Salvadorean army and trained fellow soldiers in military tactics and disaster preparedness before immigrating to the United States where he has made his home ever since.

Elmer A Renderos-Instructor

Mr. Renderos has been training students since 2009. Mr. Renderos obtained his CDL in 1999 and has held varied driving positions both as a company and independent contractor driver for varied local trucking companies. Mr. Renderos served in the Salvadorean army before immigrating to the United States.

Ronnie Renderos-Instructor

Mr. Renderos has been training students since 2012. Mr. Solares has worked in pick up and delivery since 1996 and ran his own transportation business for FedEx starting in 1999. He was responsible for the training of all of his new drivers, as well as that of other contractors. He has

found that enabling others to reach their goals and better themselves and their families a rewarding experience.

School Policies and Admission Standards (CEC:94909(a)(8)(A)):

Entrance Requirements

- Applicants must be 18 years of age.
- Applicants must have a personal interview with school personnel.
- Applicants must be drug free and pass a drug test.
- Applicants must possess a valid driver's license.
- Applicants must present an H-6 (10 year) printout from DMV
- Applicants must demonstrate a sixth-grade level education in reading, writing, and math skills.
- Spanish-speaking applicants must demonstrate a basic ability to comprehend simple instructions and safety signs in the English language in order to be able to communicate with the public, police officers, and employers by passing a standard DMV exam in the English language regarding the driving rules and safety signs with a minimum score of 70%.

Credit for Previous Education or Training

Students may apply to receive credit on a clock-hour basis for previously completed training at other institutions approved by the BPPE or by demonstrating a level of skill sufficient to qualify for the state approved proficiency exams.

- Previous education and training will be reviewed by the school's director and the respective program's advisor to determine how much credit may be awarded, if any. The maximum credit may not exceed one-half of the total program requirements.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (CEC: 94909(a)(15))

The transferability of credits you earn at GSF Driving and Truck Training School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in GSF Driving and Truck Training School 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 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 the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer to after attending GSF Driving and Truck Training School to determine if your certificate of completion will transfer.

Grading System

PASS (P)

IMPROVEMENT NEEDED (IN)

FAIL (F)

Standards for Satisfactory Progress

- Students are expected to receive a passing grade in each component of the training before they can move on to the next training module. If improvement is needed the student will need to repeat that training module until proficiency is attained.
- Students are expected to attend their scheduled classes on a regular basis as scheduled and be on time. A total of three (3) unexcused absences will be deemed grounds for dismissal from the program. Three (3) unexcused tardies and the student will be

suspended for 1 week. If the student is tardy again after suspension they will be dismissed from the program.

- Students can be dismissed from the programs for the reasons stated above as well as repeated abuse of the equipment, insubordination (refusal to follow the school staff's instructions), drug or alcohol use while attending the school.
- Graduation will only occur after successful passing of both the written and practical examination performed by the state Department of Motor Vehicles.

Leave of Absences

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

Graduation Requirements

Students must complete all the required training modules in their program at a satisfactory level and pass a final examination at the DMV at the end of the course in order to receive the certificate of completion for the program. The final examination at the DMV consists of a practical test. Should the student fail to pass the test, they will be given an opportunity to take a refresher course in their area(s) of deficiency and subsequently be allowed to retake the final examination.

Student Records

All student evaluations and grades are maintained by the school for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

School Calendar

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The programs are either 240, 180, 160, or 40 hours offered in 2, 4, 6, or 8 hour sessions over a three to twelve week periods.

- The weather will play a major role in actual class schedule. Classes canceled due to weather are made up at the end of the program.
- The following holidays are observed and no classes are held:
 - New Years Day
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Christmas Day
- The school reserves the right to amend the calendar.
- The hours per week vary depending if the class is academic or lab or clinical

Enrollment Dates

The school operates on an OPEN ENROLLMENT basis and thus students can start their training program at any time.

Schedule of Fees

Program	Registration Fee	Tuition	Physical &DT Fee	Supply Fee	STRF Fees	Testing Fees	Total
COMBO	250.00	4,995.00	100.00	145.00	3.00	128.00	5,621.00
COMPLETE A	250.00	3,495.00	100.00	145.00	2.00	128.00	4,120.00
COMPLETE B-P	250.00	2,995.00	100.00	145.00	2.00	128.00	3,620.00
PRO A	250.00	1,495.00	100.00	145.00	1.00	128.00	2,119.00
PRO B-P	250.00	1,495.00	100.00	145.00	1.00	128.00	2,119.00

Cancellation Refund Policy

The student has a right to cancel and obtain a refund by providing a **written notice** to
DIRECTOR
1310 N La Brea Ave Suite A
Inglewood CA 90302

REFUND INFORMATION

The student has a right to a full refund of all charges less than amount of **\$250.00** for the registration fee if he/she cancels this agreement prior to or in the first day of instruction or the seventh day after enrollment whichever is later. The amount retained for the registration fee may not exceed two hundred fifty dollars (\$250.00). 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 charge if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90 hour course and paid \$300.00 tuition. The student would receive a refund of \$200.00.

\$300.00 amount paid x 60 clock hours of instruction paid for but not received=\$200.00 refund

FEDERAL AID

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 aid program funds.

LOANS

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

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 may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance of the loan. The student may not be eligible for any other federal student financial assistance or other government assistance until the loan is repaid.

Refund will be paid within 30 days of cancellation of withdrawal.

Student Grievance Procedure

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

Bureau of Private Postsecondary Education by calling **(888) 370-7589** or by **completing a complaint form, which can be obtained in the Bureau's Internet Website www.bppe.ca.gov.**

School Rules Agreement

Upon execution of your enrollment agreement, you will be required to sign the following as it pertains to specific rules in effect for our school:

SCHOOL RULES AGREEMENT

(1) DRIVER TRAINING CLASSES WILL BE SCHEDULED BASED ON THE STUDENT'S APPLIED PAYMENTS.
(2) ALL STUDENTS **MUST HAVE** THEIR DRIVING INSTRUCTION PERMIT AND A VALID MEDICAL CARD WITH THEM BEFORE THE START OF A HANDS-ON DRIVING CLASS.
IF STUDENT FAILS TO PRODUCE ABOVE-MENTIONED DOCUMENTS, CLASS WILL **NOT BE GIVEN AND THIS WILL BE COUNTED AS ON-TRAINING TIME.**
(3) CANCELLATIONS AND/OR SCHEDULE CHANGES OF DRIVER TRAINING CLASSES WILL NOT BE ACCEPTED ON A SAME DAY BASIS. ALL SCHEDULE CHANGES MUST BE MADE **48 BUSINESS HOURS IN ADVANCE (SATURDAY CANCELLATIONS WILL NOT BE ACCEPTED FOR MONDAYS CLASSES.) CANCELLATIONS MUST BE COMMUNICATED BY TELEPHONE** TO THE SCHOOL OFFICE DURING REGULAR BUSINESS HOURS, MONDAY TO FRIDAY 8:00 AM-6:00 PM, SATURDAY, 9:00- 6:00 PM BY CALLING PHONE # (213) 745-6022.
SCHEDULE AND/OR CANCELLATIONS COMMUNICATED TO **THE INSTRUCTOR WILL NOT BE ACCEPTED.**
LATENESS AND NO SHOW WILL BE CONSIDERED AS **ON-TRAINING TIME.**
(4) IF THE STUDENT DOES NOT SHOW UP AT THE D.M.V. FOR THEIR SCHEDULED DRIVING TEST WITHOUT PREVIOUSLY NOTIFYING THE SCHOOL AS STIPULATED ABOVE AND/OR THE STUDENT DOES NOT TAKE THE DRIVING TEST FOR ANY PROBLEMS **NOT RELATED TO THE SCHOOL** WILL BE CHARGED AN ADDITIONAL **\$125.00 RESCHEDULING FEE.** PAYMENT MUST BE MADE TO THE OFFICE ON THE **SCHEDULED DAYS** OTHERWISE TRAINING WILL BE DISCONTINUED UNTIL PAYMENT IS RECEIVED.
(5) PAYMENTS MUST BE MADE TO THE OFFICE AND NOT TO THE INSTRUCTOR. PAYMENT MUST BE MADE TO THE OFFICE ON THE SCHEDULED DAYS OTHERWISE TRAINING WILL BE DISCONTINUED UNTIL PAYMENT IS RECEIVED. ENROLLMENT FEE OF **\$250.00** IS NON- REFUNDABLE. THE COST OF DRIVER TRAINING IS \$90.00 PER HOUR. ALL OUR STUDENTS SHOULD BE ON TIME, ATTEND ALL THEIR SCHEDULED CLASSES AND FOLLOW INSTRUCTIONS. SUPPLY AND WRITTEN MATERIAL FEES ARE NON-REFUNDABLE. I AGREE TO RECEIVE PROMOTIONAL MATERIAL AND AUTHORIZE THE USE OF MY INFORMATION TO FORM A DRIVER DATABASE FOR PROSPECTIVE EMPLOYERS. THIS CONTRACT IS VALID FOR 1 YEAR ONLY FROM SIGNED DATE. NO REFUNDS OR EXTENSIONS WILL BE GRANTED AFTER 1 YEAR. NO DMV SCHEDULE UNTIL TUITION IS PAID IN FULL.
(6) **USE OF PROFANITY AND/OR ARGUING WITH THE SCHOOL INSTRUCTORS AND/OR DMV EXAMINER AT THE TIME OF THE DRIVING TEST WILL BE CONSIDERED GROUNDS FOR TERMINATION OF THIS CONTRACT AND CANCELLATION OF FURTHER DRIVING TESTS THROUGH THIS SCHOOL.**

PLACEMENT SERVICES

Students are encouraged to begin the application process with local and regional carriers soon after enrollment. GSF TTS will assist you in the application process and in the provision of records and/or contact information for prospective employers. **GSF TTS does not guarantee employment with any local or regional carrier.** Employment decisions are made by the carrier/employer and are at their sole discretion based on their standards and requirements. GSF TTS will work with you in the fulfillment of all the requirements but GSF TTS is **not in a position to guarantee employment.**

COURSE DESCRIPTIONS

PROFESSIONAL COMBO CDL A & B-P 240 HOURS (English & Spanish)

This course is designed to prepare the student for a long haul Over-The-Road (OTR) tractor trailer driver position and/or a tour or transit bus driver position.

Occupational Titles:

Concrete-Mixing Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Tank-Truck Driver	903.683-018
Tractor-Trailer Truck Driver	904.383-010
Truck Driver, Heavy	905.663-014
Bus Driver	913.463-010

240 hours- -6 weeks

Daily Classes

Textbooks:

-Trucking: Tractor-Trailer Driver Handbook/Workbook, Second Edition, J.J.Keller & Associates, Inc.

-Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller and Associates, Inc.

-Motorcoach Driver's Safety Handbook, J.J. Keller and Associates, Inc.

-Federal Motor Carrier Safety Regulations Pocketbook: Motorcoach/Bus Version

-California Commercial Driver HandBook

-California Vehicle Code

SECTION 1-BASIC OPERATION

1.1 Orientation

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

1.2 Control systems

Students are introduced to the function, operation, and meaning of the instruments and controls.

Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

1.7 Coupling

Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer.

The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

SECTION 2-SAFE OPERATING PRACTICES

2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction

on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings. Classroom instruction illustrate the proper communication procedures and consequences of improper communication.

2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

SECTION 3-ADVANCED OPERATING PRACTICES

3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

3.2 Extreme Driving conditions

Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.

3.3 Hazard perception

Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.

3.4 Emergency

Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.

- 3.5 Skid control
Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

SECTION 4-VEHICLE MAINTENANCE

- 4.1 Vehicle systems
Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions.
Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.
Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.
- 4.2 Diagnosing & Reporting Malfunctions
Classroom instruction on identification of vehicle malfunctions.

SECTION 5-NON-VEHICULAR ACTIVITIES

- 5.1 Handling cargo
Basic principles of loading and unloading cargo, including weight distribution and techniques for securing and covering cargo.
Classroom is devoted to training drivers for proper hazardous materials handling and for providing the necessary documents and information to drivers hauling such loads. Weight distribution and common sense cargo loading covering fifth wheel and tandem sliding procedures. Facing off cargo, strapping, beam placements, and blanket wrapping are discussed.
- 5.2 Cargo documentation
Discussion of basic forms and procedures required when driver handles cargo, e.g., bills of lading.
Classroom devoted to proper inventory procedures, filling out forms, and other shipping and receiving paperwork.
- 5.3 Hours of service
Classroom instruction in hours of service regulations, rest periods, interpretations, logging, etc.
- 5.4 Accident procedures
Basic instructions for handling the scene of an accident, reporting requirements, rules and regulations relating to accidents.
Discussion of proper use of fire extinguisher, reflective triangles, flares, etc.
- 5.5 Personnel Health and Safety
Physical requirements for driving an interstate vehicle, medical examinations, and certifications, discussion of basic health maintenance requirements, diet exercise, use of alcohol, drug and managing fatigue.
- 5.6 Trip Planning
Class discussion on the importance of and the requirements for planning

trips. Federal and state regulations, including the need for permits, vehicle size, and weight limitations. Map reading and interpretation.

- 5.7 Public and Employer Relations
Classroom discussion on maintaining a good image, public relations problems in the trucking industry, dealing with public and customers.
- 5.8 DMV Mock Exam
Student will review each item required to be performed during DMV practical test.
- 5.9 DMV Test
Student will perform test at drive test at DMV facility.
- 6.0 Placement
Student can use school placement services.

Additional requirements in order to obtain CDL B-P

- 6.1 Vehicle Inspection Bus
Students will review the differences in inspecting a CDL A and a CDL B-P vehicle.
- 6.2 Range/Yard Maneuvers Bus
Students will practice the range exercises they have already learned in a combination vehicle but now on bus.
- 6.3 Street Maneuvers Bus
Students will learn the differences in operating a vehicle where you transport cargo to one where you transport passengers. Classroom discussion will review regulations pertaining to handling unruly passengers, standee, proper handling and storing of baggage and prohibited substances on buses. Stopping requirements at railroad crossings will be discussed and practiced.
- 6.4 DMV Mock Exam Bus
Test preparation and review
- 6.5 DMV Exam Bus
Student will perform driving test at DMV facility.

COMPLETE COURSE CDL A 180 HOURS (English & Spanish)

This course is designed to prepare the student for a long haul Over-The-Road OTR tractor trailer driver position.

Occupational Titles per Dictionary of Occupational Titles, 4th Ed., rev. 1:

Concrete-Mixing Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Tank-Truck Driver	903.683-018
Tractor-Trailer Truck Driver	904.383-010
Truck Driver, Heavy	905.663-014

180 hours- -5 weeks

Daily Classes

Textbooks:

-Trucking: Tractor-Trailer Driver Handbook/Workbook, Second Edition, J.J. Keller & Associates, Inc.

-Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller and Associates, Inc.

-California Commercial Driver HandBook

-California Vehicle Code

SECTION 1-BASIC OPERATION

1.1 Orientation

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

1.2 Control systems

Students are introduced to the function, operation, and meaning of the instruments and controls.

Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

1.7 Coupling

Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer.

The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

SECTION 2-SAFE OPERATING PRACTICES

2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques.

Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings. Classroom instruction illustrates the proper communication procedures and consequences of improper communication.

2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the

unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

- 2.4 Space management
Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.
The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

SECTION 3-ADVANCED OPERATING PRACTICES

- 3.1 Night Operations
Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.
- 3.2 Extreme Driving conditions
Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.
- 3.3 Hazard perception
Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.
- 3.4 Emergency
Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.
- 3.5 Skid control
Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

SECTION 4-VEHICLE MAINTENANCE

- 4.1 Vehicle systems
Classroom instruction on the function and operation of of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions.
Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.
Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.
- 4.2 Diagnosing & Reporting Malfunctions
Classroom instruction on identification of vehicle malfunctions.

SECTION 5 NON-VEHICULAR ACTIVITIES

- 5.1 Handling cargo
Basic principles of loading and unloading cargo, including weight

distribution and techniques for securing and covering cargo. Classroom is devoted to training drivers for proper hazardous materials handling and for providing the necessary documents and information to drivers hauling such loads. Weight distribution and common sense cargo loading covering fifth wheel and tandem sliding procedures. Facing off cargo, strapping, beam placements, and blanket wrapping are discussed.

5.2 Cargo documentation

Discussion of basic forms and procedures required when driver handles cargo, e.g., bills of lading. Classroom devoted to proper inventory procedures, filling out forms, and other shipping and receiving paperwork.

5.3 Hours of service

Classroom instruction in hours of service regulations, rest periods, interpretations, logging, etc.

5.4 Accident procedures

Basic instructions for handling the scene of an accident, reporting requirements, rules and regulations relating to accidents. Discussion of proper use of fire extinguisher, reflective triangles, flares, etc.

5.5 Personnel Health and Safety

Physical requirements for driving an interstate vehicle, medical examinations, and certifications, discussion of basic health maintenance requirements, diet exercise, use of alcohol, drug and managing fatigue.

5.6 Trip Planning

Class discussion on the importance of and the requirements for planning trips. Federal and state regulations, including the need for permits, vehicle size, and weight limitations. Map reading and interpretation.

5.7 Public and Employer Relations

Classroom discussion on maintaining a good image, public relations problems in the trucking industry, dealing with public and customers.

5.8 DMV Mock Exam

Student will review each item required to be performed during DMV practical test.

5.9 DMV Test

Student will perform test at drive test at DMV facility.

6.0 Placement

Student can use school placement services.

COMPLETE COURSE CDL B-P 160 HOURS (English & Spanish)

This course is designed to prepare the student for a tour or transit bus driver position.

Occupational Titles:

Bus Driver

913.463-010

160 hours- -4 weeks

Daily Classes

Textbooks:

-*Motorcoach Driver's Safety Handbook, J.J. Keller and Associates, Inc.*

-*Federal Motor Carrier Safety Regulations Pocketbook: Motorcoach/Bus Version*

-*California Commercial Driver HandBook*

-*California Vehicle Code*

SECTION 1-BASIC OPERATION

1.1 Orientation

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

1.2 Control systems

Students are introduced to the function, operation, and meaning of the instruments and controls.

Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer.

An in tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.

The classroom discussion helps develop the attitude needed for proper

shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

SECTION 2-SAFE OPERATING PRACTICES

2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings. Classroom instruction illustrates the proper communication procedures and consequences of improper communication.

2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

SECTION 3-ADVANCED OPERATING PRACTICES

3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

- 3.2 Extreme Driving conditions
Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.
- 3.3 Hazard perception
Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.
- 3.4 Emergency
Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.
- 3.5 Skid control
Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

SECTION 4-VEHICLE MAINTENANCE

- 4.1 Vehicle systems
Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions.
Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.
Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.
- 4.2 Diagnosing & Reporting Malfunctions
Classroom instruction on identification of vehicle malfunctions.

SECTION 5 NON-VEHICULAR ACTIVITIES

- 5.1 Hours of service
Classroom instruction in hours of service regulations, rest periods, interpretations, logging, etc.
- 5.2 Accident procedures
Basic instructions for handling the scene of an accident, reporting requirements, rules and regulations relating to accidents.
Discussion of proper use of fire extinguisher, reflective triangles, flares, etc.
- 5.3 Personnel Health and Safety
Physical requirements for driving an interstate vehicle, medical examinations, and certifications, discussion of basic health maintenance requirements, diet exercise, use of alcohol, drug and managing fatigue.

- 5.4 Trip Planning
Class discussion on the importance of and the requirements for planning trips. Federal and state regulations, including the need for permits, vehicle size, and weight limitations. Map reading and interpretation.
- 5.5 Public and Employer Relations
Classroom discussion on maintaining a good image, public relations problems in the transportation industry, dealing with public and customers.
- 5.6 DMV Mock Exam
Student will review each item required to be performed during DMV practical test.
- 5.7 DMV Test
Student will perform test at drive test at DMV facility.
- 5.8 Placement
Student can use school placement services.

CDL A PRO COURSE 40 HOURS (English & Spanish)

This course is designed to prepare the student for a long haul Over-The-Road OTR tractor trailer driver position.

Occupational Titles:

Concrete-Mixing Truck Driver	900.683-010
Dump-Truck Driver	902.683-010
Tank-Truck Driver	903.683-018
Tractor-Trailer Truck Driver	904.383-010
Truck Driver, Heavy	905.663-014

40 hours- 3 to 4 Weeks

Daily Classes

Textbooks:

-Trucking: Tractor-Trailer Driver Handbook/Workbook, Second Edition, J.J. Keller & Associates, Inc.

-Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller and Associates, Inc.

-California Commercial Driver HandBook

-California Vehicle Code

SECTION 1-BASIC OPERATION

- 1.1 Orientation
Classroom instruction on course content and vehicle components. Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer. Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.
- 1.2 Control systems
Students are introduced to the function, operation, and meaning of the instruments and controls.

Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections. Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class. Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range. A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions. The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle. The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

1.7 Coupling

Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer. The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

SECTION 2-SAFE OPERATING PRACTICES

2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction

on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings. Classroom instruction illustrates the proper communication procedures and consequences of improper communication.

2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

SECTION 3-ADVANCED OPERATING PRACTICES

3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

3.2 Extreme Driving conditions

Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.

3.3 Hazard perception

Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.

3.4 Emergency

Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.

- 3.5 Skid control
Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknives.

SECTION 4-VEHICLE MAINTENANCE

- 4.1 Vehicle systems
Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions.
Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.
Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.
- 4.2 Diagnosing & Reporting Malfunctions
Classroom instruction on identification of vehicle malfunctions.

SECTION 5-STATE TEST

- 5.0 DMV Test
Student will perform test at drive test at DMV facility.

CDL B-P PRO COURSE 40 HOURS (English & Spanish)

This course is designed to prepare a tour or transit bus driver position.

Occupational Titles:

Bus Driver 913.463-010

40 hours- 3 to 4 weeks

Daily Classes

Textbooks:

-Motorcoach Driver's Safety Handbook, J.J. Keller and Associates, Inc.

-Federal Motor Carrier Safety Regulations Pocketbook: Motorcoach/Bus Version

-California Commercial Driver HandBook

-California Vehicle Code

SECTION 1-BASIC OPERATION

- 1.1 Orientation
Classroom instruction on course content and vehicle components.
Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.
Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.
- 1.2 Control systems
Students are introduced to the function, operation, and meaning of the instruments and controls.
Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer.
An in tractor familiarization demonstrates and explains location, purpose,

and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class. Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

1.7 Coupling

Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer.

The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

SECTION 2-SAFE OPERATING PRACTICES

2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques.

Time spent with the six visual search areas and mirror set up help give the

students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings. Classroom instruction illustrates the proper communication procedures and consequences of improper communication.

2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

SECTION 3-ADVANCED OPERATING PRACTICES

3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

3.2 Extreme Driving conditions

Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.

3.3 Hazard perception

Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.

3.4 Emergency

Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.

3.5 Skid control

Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

SECTION 4-VEHICLE MAINTENANCE

4.1 Vehicle systems

Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions.

Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.

Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.

4.2 Diagnosing & Reporting Malfunctions

Classroom instruction on identification of vehicle malfunctions.

SECTION 5-STATE TEST

5.1 DMV Test

Student will perform test at drive test at DMV facility.

List of Faculty and Administrators

DIRECTOR

Jesus Oliva

EDUCATION

Cal State Los Angeles

Bachelor of Arts Degree **1991**

EXPERIENCE

Camino Real Truck and Bus Driving School

Instructor **1990-1994**

Program Coordinator **1994-1996**

Acting Director **1996-1997**

GoodSafeFun-GSF Traffic School

General Partner **1999-2004**

ASSOCIATE DIRECTOR

Edna Renderos

EDUCATION

Los Angeles City College

General Education Courses **1990-1991**

Small Business Administration

Business Administration 4 Week Seminary **2003**

EXPERIENCE

Camino Real Truck and Bus Driving School, Inc.

Instructor **1991-1994**

Office Manager **1994-1997**

Universal Truck Driving School

Office Manager **1999-2003**

Faculty

Juan N Chavez-Instructor

Mr. Chavez has been training students since 2004. Mr. Chavez obtained his CDL in 2002 and drove for various carriers before discovering his passion for teaching. He has been successfully training students since 2004 and has received numerous commendations for his strict yet effective teaching methods. Mr. Chavez served in the Salvadorean army and trained fellow soldiers in military tactics and disaster preparedness before immigrating to the United States where he has made his home ever since.

Elmer A Renderos-Instructor

Mr. Renderos has been training students since 2009. Mr. Renderos obtained his CDL in 1999 and has held varied driving positions both as a company and independent contractor driver for varied local trucking companies. Mr. Renderos served in the Salvadorean army before immigrating to the United States.

Ronnie Renderos-Instructor

Mr. Renderos has been training students since 2012. Mr. Renderos has worked in pick up and delivery since 1996 and ran his own transportation business for FedEx starting in 1999. He was responsible for the training of all of his new drivers, as well as that of other contractors. He has found that enabling others to reach their goals and better themselves and their families a rewarding experience.

List of School Administrators and Faculty

Director	Jesus Oliva, B.A.
Vice-President	Edna Renderos
Senior Instructor	Juan N. Chavez
Senior Instructor	Elmer A. Renderos
Associate Instructor	Ronnie Renderos