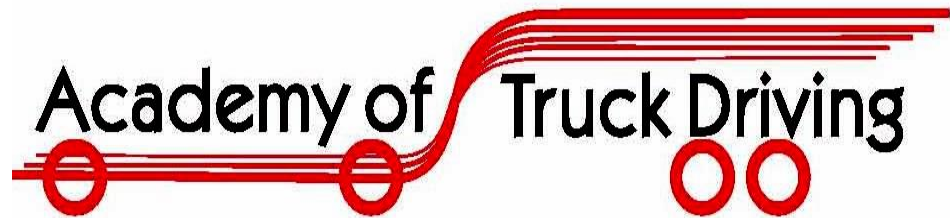


# Welcome to



## Your Future Begins Here!

School Catalog

Calendar Year: 1/1/2013 – 12/31/2013

**Oakland Campus**

2585 Buna St., Bldg 99  
Oakland, CA 94607  
Phone 510 663 9030  
Fax 510 663 9050

[www.acdltruckdriver.com](http://www.acdltruckdriver.com)

**Stockton Campus**

315 W. Fyffe Ave., Ste. B  
Stockton, CA 95203  
Phone 209 939 9494  
Fax 888 292 7310

# Career Direction Opportunities

## Class A Careers

Furniture Movers  
Tanker Transportation  
Heavy Equipment Movers  
Grocery Store Delivery Drivers  
Boat Transporters  
Tow Truck Driver  
Crane Operators

Auto Transporter  
Hazardous Material  
Produce Delivery  
Beverage Delivery Drivers  
Supply Delivery  
Fuel Tank Driver  
Roofing Tile Delivery

Flat Bed Delivery  
Construction Dump Truck  
Milk Trucks  
Home Transporters  
Driver Trainer  
Logging material mover  
Asphalt Delivery



Cement Truck Driver  
Construction Bobtail Driver  
City and County Bus Driver  
Dairy Trucks  
Eastbay Works  
Tow Truck Driver  
Asphalt drivers

School Bus Driver  
Waste Management Driver  
Limousine Driver  
Driver Trainer  
Railway Movers  
Flat Bed  
Garden Material Drivers

Charter Bus Driver  
Fire Engine  
Airport Shuttle  
CalTrans  
Bottle Water Delivery Drivers  
Crane Operators





## Welcome to Academy of Truck Driving!

We are now in our second decade as a commercial truck and bus driving training organization and proud to announce that we have rapidly become a leader in our field. This year promises continued success as we strengthen our focus on job placement and job retention.

Our training facilities are strategically located at the Port of Oakland/Oakland Army Base, which is in the hub of most of Oakland's trucking activity. Training at this location routinely exposes our students to the realities and opportunities of the trucking industry. The second location is at the Port of Stockton

supporting our Central Valley students. Our instructors have extensive, long-term commercial driving experience. Academy of Truck Driving (ATD) staff is highly-skilled in the trucking trade and vocational education, and our entire team is committed to supporting our students in preparing to enter promising careers as Commercial Drivers. Additionally, we enjoy strong partnerships and collaborate with Bay Area funding agencies and job placement organizations.

We encourage you to review our catalog and visit our website as well as our facilities as you consider entering one of the most stable, excellent paying careers—Commercial Truck and Bus Driving.

James Kemp, Chief Executive Officer/School Director



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.

## **CERTIFICATES**

- Program I – Class A Commercial Driver License
- Program II – Class B Commercial Driver License
- Program III – Class A or B Commercial Driver License Refresher
- Program IV – Class A or B Commercial Driver License Express
- Program V – Class A Commercial Driver License w/ Passenger  
Endorsement SuperSession

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## **Academy of Truck Driving Mission Statement**

We will provide California commercial truck driver training to qualified applicants in order to pass the State of California Department of Motor Vehicles (DMV) Class A and/or Class B commercial license test and provide road experience for gainful employment opportunities. We will provide the best interpersonal training to insure the industry will receive the safest driver possible. We will be detailed in our training and maintain current on industry changes so that our students will be able to take full advantage of any and all opportunities available to them including business ownership in the commercial driving industry.

## **Approval to Operate**

Academy of Truck Driving is a private institution and has received approval from the Bureau for Private Postsecondary Education a division of the Department of Consumer Affairs to operate as a postsecondary educational institution within the state of California.

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, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Staff, Facility, Business Hours, and Training Hours**

### **School Administrators & Faculty**

#### **James Kemp,**

##### **Chief Executive Officer/School Director**

**Chief Academic Officer/Training Manager, Recruiter** is a licensed commercial driver and State of California certified instructor. He has worked in the truck driving industry for over 25 years and has extensive experience with truck driving instruction in accordance with State of California rules and regulations. He also has over 45 years of entrepreneurial experience and 30 years school director experience. He studied Early Childhood Education at UCLA Extension and Electronics and Drafting at the College of San Mateo. He maintains our school's training and equipment operations and keeps our program curriculum in compliance with DOT requirements. Prior to launching Academy of Truck Driving, Inc. Mr. Kemp successfully owned and operated several preschools in northern and southern California. He provided trend setting curriculum and training programs to enhance the learning of his clients.

#### **Jennifer Walker-Kemp,**

**Chief Operating Officer/Admissions and Records Officer, Job Developer,** has over 45 years of experience as an accountant and business consultant. Over the years she has provided business development services to several trucking enterprises and consulting services for many start-up companies. She received a BA in Social Science with Accounting Coursework at San Jose State University. She holds various certifications and specialized training in business and the non-profit sector. She manages our schools administrative operations and marketing programs as well as job development and referral activities.

#### **Woodrow Lucas,**

**Admin. Coordinator/Instructor,** is a licensed Class A driver with passenger endorsement with over 5 yrs commercial driving experience. He received his instructional certificate from Academy of Truck Driving, Inc. under the train the trainer program taught by James Kemp. He has over 20 years of marketing and public relations experience with AT&T as an account executive where he was responsible for technology training seminars and C level presentations. He studied political science and business at Howard University and College of San Mateo. He currently facilitates our schools marketing and training functions in the Central Valley. He is also, responsible for promoting and coordinating collaborated opportunities with public and private agencies that supports vocational training programs. Additionally, he manages the day to day training operations of the Stockton Campus.

#### **A. J. Jeffrey,**

**Admin. Coordinator/Instructor,** is a licensed Class A with passenger endorsement commercial driver with over 5 yrs commercial driving experience. He received his instructional certificate from Academy of Truck Driving, Inc. under the train the trainer program taught by James Kemp as well as manages the day to day training operations of the Oakland Campus.

As a prior business owner and entrepreneur in the real estate and redevelopment market, A.J. brings his skills of organization, team management and information delivery to Academy of Truck Driving. He is an alumni of Dickerson Warren Business College and understands how to maximize the potential from those who work for him as well as those working around him. He assists in the management of the school's recruitment operations, job referral activities as well as student training.

## Facilities

### Administrative, Recruitment and Enrollment/Training Offices

#### OAKLAND CAMPUS

2585 Buna Street, Bldg. 99  
Oakland, CA 94607  
Located @ the Port of Oakland

OR

#### STOCKTON CAMPUS

315 W. Fyffe Ave, Ste. B  
Stockton CA 95203  
Located @ the Port of Stockton

School sites include:

- ◇ fully equipped training rooms
- ◇ lunch/break area, private restrooms
- ◇ study area and career center
- ◇ student parking area

The career center is equipped with:

- ◇ computers w/ internet service
- ◇ telephone and fax access
- ◇ job announcements
- ◇ career counseling services
- ◇ truck driving publications and other industry literature
- ◇ community programs
- ◇ career readiness package

**Business Hours:** Monday - Friday, 8:00 a.m. - 5:00 p.m.

**Training Hours:** Monday - Friday, 8:00 a.m. – 2:30 p.m. (training hours include a 1 hour lunch break)  
Weekend and evening training hours may be arranged.  
School closure dates are listed in the ATD calendar.

#### **Oakland Campus - 2585 Buna St. Bldg 99**

The Oakland campus is located near the Port of Oakland. We are housed in a multi-tenant building shared with other businesses in the commercial industry. The facility is leased to Academy of Truck Driving by Port of Oakland. Landlord regularly maintains facility equipment including ventilation, lighting, restrooms, and water fountains. We contract with janitorial service companies to maintain the campus facilities. Each classroom and office space is equipped with space heaters sufficient for the room size.

#### **Training Equipment:**

- 7 – 10 Gear 2 axle Tractors w/ 28' trailers (Model Years 1995 – 2002)
- 39 Passenger Bus (Model Year 1984)
- Televisions w/ combo DVD/VCR
- Model Tractor Trailers

#### **Training Materials:**

- JJ Keller – Master Driver DVD Series
- Video Communications Training Videos
- Federal Motor Carriers Safety Administrator Book and Log Book examples

**Stockton Campus - 315 W. Fyffe Ave Suite B**

The Stockton campus is located near the Port of Stockton. We are housed in a multi-tenant building shared with other businesses in the commercial industry. The facility is leased to Academy of Truck Driving by Stockton Port District. Landlord regularly maintains facility equipment including ventilation, lighting, restrooms, and water fountains. Facility is equipped with central heating and A/C.

**Training Equipment:**

- 7 Gear 2 axle Tractors w/ 28' trailers (Model Years 2003 – 2007)
- 39 Passenger Bus (Model Year 1995)
- Televisions w/ combo DVD/VCR
- Model Tractor Trailers

**Training Materials:**

- JJ Keller – Master Driver DVD Series
- Video Communications Training Videos
- Federal Motor Carriers Safety Administrator Book and Log Book examples

**Library/Services**

Each campus has a library that all current and graduated students will have full access to. The libraries contain commercial training videos as well as commercial vehicle magazines and periodicals that the students shall have access to for review. To view any of the videos in the library, students must call one day in advance and schedule time between the hours of 8 am -2pm. Access to any of the magazines or periodicals is on a first come first serve basis. None of the library material shall be allowed to be removed from the campus.

Students will be allowed to have access to desktop computers to create, update and distribute resumes and applications. Fax machines and local phone services are also available for the sole purpose of gaining employment. Resume review and recommendation services are also available to the students by appointment only and on a first come first serve basis by the job developer(s).



## Licensure & Testing Requirements

The training provided is designed to enable each student to obtain a commercial driver license. This is a requirement to operate any commercial vehicle in the State of California. To qualify each potential student must meet the following criteria:

### Department of Motor Vehicle CDL (Practice) Permit Requirements

- **Meet Age Requirement**
  - Must be 18 years of age.
  - 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 engaged in interstate commerce or to transport hazardous materials or wastes (intrastate or interstate commerce) (CVC §12515).
- A completed **Commercial Driver License Application (DL 44C)** form must be submitted with your **true full name**. 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.
- Submit original **Medical Examiner's Report (DL 51)** or other approved medical form completed by a U.S. licensed doctor of medicine (M.D.), licensed doctor of osteopathy (D.O.), licensed physician's assistant (P.A.), registered advanced practice nurse (APN), or licensed 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, licensed physician's assistant, or a registered advanced practice nurse (CVC §12517.2). A medical report dated within the last two years is required for any CDL application and then every two years after that.
- An **acceptable birth date/legal presence (BD/LP) document**. All applicants for an original driver license/identification card (DL/ID) 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 social security number (SSN). Your SSN will be verified with the Social Security Administration while you are in the office.
- A **Certificate of Driving Skill (DL 170 ETP)** if your employer is authorized by DMV to issue such certificates. Both you and your employer sign this form.
- **The application fee.** (Currently \$70)  
This fee is good for 12 months from the application date
- Take and pass **DMV vision test** and CDL Instruction (practice) Permit **written exam** (46 questions)\*
- **CDL Endorsements Exams** - If student wishes to enhance his/her CDL with additional endorsements, the California Department of Motor Vehicles (DMV) allows an individual to take the written exam for each selected endorsement three (3) times at no extra charge. On the fourth attempt of any of the endorsement exams the individual must restart the written exam process from the beginning.

**T** Double/Triples - 15 Questions

**N** Tank Vehicles - 15 Questions

**H** Hazardous Material - 30 Questions (Transportation Safety Administration requires additional fees.)

**P** Passenger - 15 Questions

\*California Department of Motor Vehicles (DMV) allows an individual to take the written test for a practice permit three (3) times at no extra charge. On the fourth attempt the individual must pay again for the practice permit. DMV may require a visual exam as well as the successful completion of an abbreviated class C written exam.

### **Department of Motor Vehicle CDL Licensing Requirements & Drive Test**

Each student will be evaluated utilizing the Department of Motor Vehicles evaluation form DL-65 part 1 and part 2. Passing grade shall be less than 15 errors on part 1 and less than 45 on part 2.

DMV requires the following tests to be completed with a passing score.

- Pre-trip inspection and Air Brake Test – Demonstrate knowledge of how the specific features and equipment on the test vehicle should be checked (no more than 15 errors)
- Skills test – Perform various tasks including parallel parking, alley docking, and straight line backing that test your control and ability to maneuver the vehicle (no more than 10 errors)
- Driving test – Drive on a DMV-specified route on the open road in highway, city, and heavy traffic conditions (no more than 45 errors)
- Safe and efficient operation of various types of tractors and trailers
- Defensive driving techniques, backing, safety and emergency procedures
- Safety rules and regulations

If an individual fails on the drive test or skills test an additional fee of \$30.00 is required prior to subsequent retests. This is paid directly to the DMV. If an individual fails any combination of the pre-trip or the drive test three (3) times, he/she must return to DMV and pay the original practice permit fee again and retake the written test before being allowed to take another drive test.

Upon passing DMV licensing requirements, students receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

# Enrollment Requirements

We require a copy of either your high school diploma or GED equivalent. For those clients without a high school diploma or GED equivalent we will administer the United States Department of Education approved ability-to-benefit test by Wonderlic, Inc. This company provides a scholastic level exam (cognitive test). The test will be administered prior to executing the enrollment agreement. Each potential student must obtain passing scores of Verbal (200) and Quantitative (210).

## Steps for Enrollment

### Pre-Admissions & Pre-Requisites

- Attend an Academy of Truck Driving (ATD) Orientation (Every Tuesday at 3:00 except on school closure dates)
- Provide Verification to ATD ability to speak, read and write English
- Verify California residency and / or citizenship
- Verify age:
  - At least 18 years old and qualify to receive a DMV CDL Instruction (Practice) Permit
  - At least 18 years old to drive for hire
  - At least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or transport hazardous material. Those applying for a commercial driver license to transport hazardous materials must also undergo a security background check.
- Provide ATD a copy of current valid California Class C driver license
- Completed ATD Student Application
- Provide copy of High School Diploma, GED equivalent, or pass Ability to Benefit Test Results
- Select ATD training program(s) and identify desired job outcome (CDL A or B)

### Admission Requirements

- Pay ATD full tuition or obtain funding commitment from tuition granting agency.  
(Tuition grants available for qualified students.)
- Follow-up with referral agency counselors for grant approval.
- Complete ATD "Student Enrollment & Program Agreement"
- Schedule to take Department of Transportation Physical Exam and Drug Test
- Provide to Academy of Truck Driving:
  - Current Driving Record (DMV Print out – H6)
  - Copy of original Social Security Card
  - Copy of Medical Examiner's Report (DL 51)
  - Copy of Medical Examiner's Certificate (Green card – DL 51A)
- Study Department of Motor Vehicle-CDL Handbook (and Academy of Truck Driving Program Materials)

### Obtain DMV CDL Permit

- The application fee. (Currently \$70)  
This fee is good for 12 months from the application date
- Complete DMV application form DL 44C  
(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)
- Provide to DMV proof of age and true full name
- Verification of social security number
- Provide thumbprint and take photo
- Provide DMV with original Medical Examiner's Report – DL 51
- Present to DMV signed Medical Examiner's Certificate – DL 51A
- Take and pass DMV vision test and CDL Instruction (practice) Permit written exam (46 questions)
- Submit to ATD a valid copy of DMV CDL Instruction (Practice) Permit

(If required, Academy of Truck Driving staff will assist students in obtaining required documents and provide tutoring for written exam. Students will not be allowed to get behind the wheel of any vehicle without having their copy of the Instruction (Practice) Permit in their possession.

## Program Selection

We offer two categories of programs for our prospective students. For most entry level students, we offer Class A, Class B or Class A w/ Passenger Endorsement. Our Refresher and Express programs are specifically designed for those with previous CDL experience. These are shorter, condensed and structured training programs based on skill. These programs require pre-payment and consecutive days of training. Each potential student requesting any of the short term programs will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

### **Full Course Programs**

<u>Program I</u>	– Class A Commercial Driver License – 160 hours	(p. 13)
<u>Program II</u>	– Class B Commercial Driver License – 128 hours	(p. 14)
<u>Program V</u>	– Class A Commercial Driver License – 195 hours w/ Passenger Endorsement SuperSession	(p. 17)

### **Condensed Training Programs**

<u>Program III</u>	– Class A or B Commercial Driver License Refresher – 60 hours	(p. 15)
<u>Program IV</u>	– Class A or B Commercial Driver License Express – 35 hours	(p. 16)

### ***Policies – The following policies apply to all our programs***

#### **Attendance Policy:**

Students are expected to attend all classes as scheduled. In the event of a planned absence, the instructor and the administrative office must be notified in advance. Students are asked to call in when they are absent, and treat training as if they were on the job. A student attending a full course program with three (3) absences or a condensed program with two (2) absences, will be considered to have unsatisfactory attendance and will be placed on probation. If you have a family or medical emergency, a "leave of absence" may be granted. You will be able to be readmitted into another session (for the same program) and pick up exactly where you left off. If such a situation does arise, please contact the administrative office immediately. Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the office in writing will be placed on probation and may be subject to termination. For Programs I, II and III allocated hours must be completed or DMV licensing achieved in order to receive a "Certificate of Completion."

#### **Standards for Student Achievement (Program Completion Requirements & Certificate of Completion Policies):**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the requested program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

## **Program I      Class A Commercial Driver License**

**160 hours**

(Training to obtain a Class A license with air brakes and selected endorsements)

Program I includes but not limited to the following :

### Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

### Endorsements General Overview and Regulations

- T** Double/Triples
- N** Tank Vehicles (including a cement truck)
- X** Tank Vehicle/Hazardous Material
- P** Passenger

### Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Safe and efficient operation of tractors and trailers
- Operations of straight trucks
- Parking and docking procedures
- Driving on the open road in highway, city, and heavy traffic conditions
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

### Home Study

- Students are required daily to complete 3 hours of home study.

## **Program Completion Requirements & Certificate of Completion**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A Commercial Driver License program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

## **Program II     Class B Commercial Driver License**

**128 hours**

(Training to obtain a Class B license with air brakes with a straight truck or bus with passenger endorsement)

Program II coverage includes but not limited to the following:

### Classroom & Inspection Instruction

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

### Endorsements General Overview and Regulations

- T** Double/Triples
- N** Tank Vehicles (including a cement truck)
- X** Tank Vehicle/Hazardous Material
- P** Passenger

### Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Safe and efficient operation of tractors and trailers
- Operations of straight trucks
- Parking and docking procedures
- Driving on the open road in highway, city, and heavy traffic conditions
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

### Home Study

- Students are required daily to complete 3 hours of home study.

## **Program Completion Requirements & Certificate of Completion**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class B Commercial Driver License program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

## **Program II     Class A or B Commercial Driver License Refresher     60 hours**

The Class A or B Commercial Driver License Refresher program is specifically designed for those with previous CDL experience. This is a shorter, condensed and structured training program based on skill. This program requires pre-payment and consecutive days of training. Each potential student requesting this program will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

Entry into this program is based on an assessment of commercial driving experience.

Program III coverage includes but not limited to the following:

### Classroom Instruction

- Review of DMV vehicle codes, laws, and rules
- Review of safety rules and regulations
- General overview of endorsements and regulations
- Video presentations and discussion
- Job search and referral sessions

### Behind-the-Wheel Driving Skill

- Practice of pre-trip inspections and air brakes test
- Series of behind-the-wheel, open road driving instruction
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

## **Program Completion Requirements & Certificate of Completion**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

## **Program IV    Class A or B Commercial Driver License Express    35 hours**

The Class A or B Commercial Driver License Express program is specifically designed for those with previous CDL experience. This is a shorter, condensed and structured training program based on skill. This program requires pre-payment and consecutive days of training. Each potential student requesting this program will need to complete a driving skills evaluation that will consist of the following criteria:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

Entry into this program is based on an assessment of commercial driving experience.

Program IV coverage includes but not limited to the following:

### **Classroom Instruction**

- Review of DMV vehicle codes, laws, and rules
- Review of safety rules and regulations
- General overview of endorsements and regulations
- Video presentations and discussion
- Job search and referral sessions

### **Behind-the-Wheel Driving Skill**

- Practice of pre-trip inspections and air brakes test
- Series of behind-the-wheel, open road driving instruction
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

## **Program Completion Requirements & Certificate of Completion**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Express program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.



**Program V      Class A Commercial Driver License  
w/ Passenger Endorsement SuperSession**

**195 hours**

(Training to obtain a Class A license with air brakes and with a passenger endorsement )

Program V coverage includes but not limited to the following :

**Classroom & Inspection Instruction**

- In-depth study of Department of Transportation (DOT) safety rules and regulations
- Introduction to pre-trip and in-cab inspection including air brake testing
- Identifying truck parts
- Space management
- Video presentations and discussion
- Map reading and log book training
- Trip planning and navigational skills
- Job search and referral sessions

**Endorsements General Overview and Regulations**

- T** Double/Triples
- N** Tank Vehicles (including a cement truck)
- X** Tank Vehicle/Hazardous Material
- P** Passenger

**Behind-the-Wheel Driving Skill**

- Practice of pre-trip inspections and air brakes test
- Safe and efficient operation of tractors and trailers
- Operations of straight trucks
- Parking and docking procedures
- Driving on the open road in highway, city, and heavy traffic conditions
- Defensive driving techniques, backing, safety and emergency procedures
- Evaluations and critiques from our team of instructors
- DMV CDL testing appointments

**Home Study**

- Students are required daily to complete 3 hours of home study.

## **Program Completion Requirements & Certificate of Completion**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A Commercial Driver License w/ Passenger Endorsement SuperSession program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days.

All training shall be onsite only in its entirety. WE DO NOT OFFER DISTANCE LEARNING AT THIS TIME FOR THIS TRAINING PROGRAM.

## Instruction Languages

Instruction and curriculum material is only offered in English. You must speak, read and write English. Pre enrollment interviews shall be performed to determine if student has adequate English skills to complete the training program. An ability to benefit assessment exam will be administered prior to enrolling if you do not have proof of high school diploma or GED equivalent.

## Instructor-Student Ratios

- |   |                          |              |
|---|--------------------------|--------------|
| • Classroom instruction (up to)                               | 10 students              | 1 instructor |
| • Vehicle inspection training & general overview of equipment | 1-4 students per vehicle | 1 instructor |
| • Behind-the-wheel instruction                                | 1-4 students per vehicle | 1 instructor |

## Transfer Students

### Transferability of Credits from Another Institution:

Academy of Truck Driving does not accept transfer of credits from another institution.

### Experiential Credit/Assessment Policy:

New students may receive experiential credit based on a passing result of an assessment evaluation to determine which program is best suited for the student. The student will be required to pay an evaluation fee of \$125.00.

The evaluation criteria will be as follows:

- **Shifting with less than 10% grinding of gears**
- **Ability to start and stop smoothly without sudden jerking**
- **Alley dock a trailer within 3 adjustments**
- **Safely complete both left and right turns without hitting curbs**
- **Perform air brake test with less than 2 errors**
- **Perform pre-trip inspection with less than 10 errors**

If the student meets these objectives then they can be enrolled into any of the Condensed Training Programs. We do not have an appeal process. We currently do not have a transfer or articulation agreement with any other institution.

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

"The transferability of credits you earn at Academy of Truck Driving, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in commercial driving is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, 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 which you may seek to transfer after attending Academy of Truck Driving, Inc. to determine if your (credits or degree, diploma or certificate) will transfer."

# Tuition and Fees

<b>Programs</b>		<b><u>Published</u></b>	<b><u>Amount</u></b>
Program I–	Class A Commercial Driver License	160 hrs	\$4500
Program II –	Class B Commercial Driver License	128 hrs	\$3500
Program III –	Class A or B Commercial Driver License Refresher	60 hrs	\$1950
Program IV –	Class A or B Commercial Driver License Express	35 hrs	\$1450
Program V –	Class A Commercial Driver License w/ Passenger Endorsement SuperSession	195 hrs	\$5600

## **ATD Fees - Non-Refundable**

Registration Fee (all programs)	\$	75
Materials Fees	\$	85

## **Auxiliary Fees - Non- Refundable**

DMV Printout	\$	5
DMV CDL Practice Permit	\$	70
DMV/TSA Hazmat Endorsement & Background Check	\$	229
DMV Re-testing if required (each trip)	\$	30
DOT Physical Examination (including drug test)	\$	110
ATD Evaluation	\$	125
ATD Additional Hours or Drive Test (minimum of 4 hrs)	\$	450
ATD Additional Certificates	\$	15
ATD Equipment Use Only-DMV Testing (non-students)	\$	450
ATD Cancellation Fee (will be deducted from any refund)	\$	75
BPPE Student Tuition Recovery Fund (\$.50 per \$1,000.00 of tuition)	\$	Varies

Note: Tuitions and fees are subject to change without notice at anytime.

## **Student Tuition Recovery Fund (STRF)**

You must pay the state-imposed fee 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, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee, 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 schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

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

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

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

## **Financing Programs, Grants and Scholarships**

There are several public financing options available as well as grants and scholarships for those who qualify. We do not provide educational financing options or recommend financing options for any student. Academy of Truck Driving, Inc. does not participate in federal and state financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Additionally, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds. (Ed. Code §94909(a)(11))

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

- (1) 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.
- (2) 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 obligations shall be verified and secured prior to the start of any training program.

Academy of Truck Driving is a solid and stable institution. We do not have a pending petition in bankruptcy, nor operating as a debtor in possession, or filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

## **Housing Availability**

We do not provide on-site housing but can assist with coordinating living arrangements for the term of your training. For students who require residency while training at any of our campuses there are several hotels and all inclusive Inns available in the area. The average cost per night will range from \$50.00 - \$150.00 depending on the campus city.

We will accept students that are in the United States on a VISA permit provided they meet the following the enrollment requirements. Must be able to read, write and understand English as no interpreter or modification of the training program will be made to accommodate any other language. We will accept any documentation of proficiency such as Test of English as a Foreign Language (TOEFL) as verification of understanding the English language. We will not vouch for the validity of any VISA for student status or assume responsibility for any associated charges.

## Testimonials

Being a Truck Driver Changed My Life! Before I learned how to drive a truck I did not have a job where I was able to financially take care of myself. Since completing the course at Academy of Truck Driving, I now have a permanent job where I am learning to be responsible and how to run my own business. Being a truck driver has given me a lot of freedom, such as where I work and how long I want to work. This job is great because I can take my skills anywhere in the country and get a job. Funded by the Department of Rehabilitation.

– Nate Fleming

.....

I am sending this warm letter of appreciation to thank all the staff at Academy of Truck Driving for all the help you extended to me while i attended the school. You guys made my whole experience a good one & helped me achieve my goal of becoming a commercial trucker. From all the schools that I sought out before coming across Academy of Truck Driving, your personnel & orientation was by far the best I came to meet with before making up my mind. I would like to especially thank my instructors for having the patience & taking the time to help me out in every way possible to meet my goal of becoming a trucker. I've never had quite an experience with any of my teachers in the past that was so relaxed & understanding.

In closing my letter let me just say, that I wish all of you at Academy of Truck Driving the best of luck in future & to please keep up all the good work in helping people like myself reach their goals. Rest assured that if asked what school I would recommend when it comes to trucking, Academy of Truck Driving is at the top of my list. Once again best wishes to you all & God Bless. Sincerely.

– Edwin R.

.....

What a blessing! The team at Academy of Truck Driving showed a personal interest in my success and treated me as if I was a member of their personal family. Although I had prior driving experience I did not have my license. As I was doing my part in studying and providing all of the necessary documents required to start the class when times got tough the staff at Academy really stepped up and made calls on my behalf. We worked thru the process hand in hand, step by step. Upon starting the course Mr. Kemp really continued to motivate and encourage me to succeed and I am very grateful for his support. The Academy was a major spoke in the wheel of my progress and success in employment. We have created a beautiful relationship and if the opportunity arise I would love to come back and be a part of the organization as a trainer.

– Chris Moser

## Statistics

	<b>S.F., San Mateo Alameda ,San Joaquin Counties</b>		<b>California Statistics</b>		<b>National Statistics</b>	
	Trucking	Bus Driver	Trucking	Bus Driver	Trucking	Bus Driver
Employment	14,090	4,340	132,660	37,650	189,050	1,693,590
Hourly Average	20.88	17.29	19.20	18.21	16.42	18.06
Annual Average	40,089	33,196	39,940	37,880	34,150.00	37,560

\*Employment Statistics retrieved from California E.D.D (Employment Development Department) [www.edd.ca.gov](http://www.edd.ca.gov) 02/18/2009

### Career Development & Job Referral Centers

We assist all of our students with enhancement of job readiness skills and job search assistance including resume writing and on-line links to employment referrals. We regularly host Career Days with employers. We also maintain an employer hiring short list. Additionally, we routinely receive notices of employment opportunities from our collaborative partners and from resources in the trucking industries, local employers, government agencies and community based organizations. For further information, please visit our website or Career Development & Job Referral Center at either school site.

### Projected Industry Statistics

<b>PROJECTED JOBS</b>	<b>*SOC Code</b>	<b>Employment 2006</b>	<b>Projected Employment 2016</b>	<b>Change Numbers</b>	<b>2006-16 %</b>
Bus Driver	53-3020	653,000	721,000	67,000	10
Bus drivers, transit and intercity	53-3021	198,000	223,000	25,000	13
Bus drivers, school	53-3022	455,000	497,000	42,000	9
Truck drivers, heavy and tractor-trailer	53-3032	1,860,000	2,053,000	193,000	10
Truck drivers,light and tractor-trailer	53-3033	1,051,000	1,140,000	89,000	8

\* SOC –Standard Occupational Classification

\*\* Statistics retrieved from the Bureau of Labor Statistics <http://www.bls.gov/oco>. (Occupational Outlook Handbook 2008-09 Edition)

# Enrollment Agreement Terms

The Student Enrollment Agreement and Student Program Agreement must be signed and payment submitted or a funding commitment identified prior to attendance in training sessions.

## Rules & Regulations

### Student Responsibilities:

- You must arrive on time for each class. Arriving late three (3) times will be considered one (1) day absent.
- Students will stay in or near assigned commercial vehicles at all times.
- Each student assigned to pre-trip vehicle inspection will be responsible for its proper operation and care and comply with the directives given by the instructors.
- Commercial vehicle will be cleaned by students daily upon returning to yard.
- Personal cleanliness is a must. You may be refused training when you do not meet good personal hygiene standards.
- Dress appropriately. No tank tops, halter-tops, bare chests, sandals or stacked heels are allowed. No wearing of hats in the classroom. Suggested attire for class is jeans, T-shirts, sweatshirts and comfortable work shoes. We recommend that you do not wear "good clothing" to class.
- Please put all cups, papers, etc. in the trashcans. When smoking in the designated smoking area outside of the building, please put your cigarette butts in the can located outside the office door; not on the ground.
- Study Pre-Trip and In-cab curriculum information during non-class hours.

### Grounds for Immediate Dismissal Include:

- Smoking in unauthorized areas/classroom and in commercial vehicles
- Being under the influence of alcohol and/or drugs
- Gambling
- Unauthorized commercial vehicle starting and/or operating
- Excessive amount of unexcused absences
- Physical conflict with students and/or instructors or other behavioral problems
- Refusal to abide by instructors' directives
- Unsafe operation of commercial vehicles and/or abuse of commercial vehicles

### Standards for Student Achievement (Program Completion Requirements & Certificate of Completion Policies):

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the requested program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 50% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

### Attendance Policy:

Students are expected to attend all classes as scheduled. In the event of a planned absence, the instructor and the administrative office must be notified in advance. Students are asked to call in when they are absent, and treat training as if they were on the job. A student attending a full course program with three (3) absences or a condensed program with two (2) absences, will be considered to have unsatisfactory attendance and will be placed on probation. If you have a family or medical emergency, a "leave of absence" may be granted. You will be able to be readmitted into another session (for the same program) and pick up exactly where you left off. If such a situation does arise, please contact the administrative office immediately. Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the office in writing will be placed on probation and may be subject to termination. For Programs I, II and III allocated hours must be completed or DMV licensing achieved in order to receive a "Certificate of Completion."



## Enrollment Agreement Terms (continued)

### Attendance Probation Policy:

Academy of Truck Driving will place students on probation if they fail to demonstrate satisfactory attendance as outlined above. The instructor or Admissions & Records Officer informs the students of this situation in writing. The instructor will work with the students to create a plan for improvement and the students will remain on probation until the next evaluation period, unless the students' attendance becomes satisfactory prior to the subsequent evaluation phase. The school removes the students from their probationary status when the students have successfully met the requirements as stated in the Attendance Policy. The instructor or Admissions & Records Officer will log all probation decisions in the student file. Students will be terminated if they are unable to demonstrate improvement within the maximum period. All terminations are subject to review by the School Director.

### General Notices:

- Make-up classes will be scheduled by the School Director or administrators for excused absences only. Your time should start according to schedule. By being late, you will lose driving or classroom time. If for any reason you are going to be late or absent, please call the office and let us know.
- Students seeking to resolve concerns or complaints should first contact the instructor in charge. Should you need further assistance, please refer the matter to the School Director.
- There is to be no fraternizing with instructors or other staff while currently enrolled as a student.

### Drug Testing Requirements:

In order to comply with the Federal Motor Carrier Safety regulations, 49 CFR Part 40, and other applicable statutes governing commercial drivers, ATD has a drug test requirement. All prospective students must submit to a controlled substances test involving collection of a urine sample that will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidines (PCP). The test is commonly referred to as 5-panel NIDA.

### Screening:

Should you test positive for use of controlled substances, you will not be medically qualified to operate a commercial vehicle in interstate commerce. You will be given reasonable opportunity to confer with the delegated medical review officer before any positive results are reported to ATD.

The result of the drug test will be maintained by the medical review officer for ATD, who will report whether the test result was negative or positive to the motor carrier. The medical review officer, or school, may also release the results to the examining physician in connection with the required DOT physical examination. I hereby agree to submit to a urine drug test. The results will not be released to any additional parties without my written authorization.

### Employment Verification:

Graduates of any funded training program through our school must verify future employment information to assist ATD in complying with reporting requirements. Student must complete the employment verification fax form below authorizing Academy of Truck Driving, Inc. to obtain verification of employment details from future employers and the Social Security Administration's Consent for Release of Information form authorizing Academy of Truck Driving, Inc. to obtain wage and employment details from the Social Security Administration. Upon the graduate providing ATD employer information, ATD will fax a copy of the signed employment verification fax form to the employer. In the event employment details are not provided to ATD, ATD is authorized to send a request to the Social Security Administration for this information for the purpose of obtaining the information needed.

### Non-Discrimination Policy:

We are an equal opportunity institution and do not discriminate in the hiring of staff or selection of students on the basis of race, color, ancestry, religion, creed, national origin, age, sex, sexual orientation, marital status, disability, or veteran status. All forms, agreements, applications, and other

## Enrollment Agreement Terms (continued)

materials required on behalf of Academy of Truck Driving are designed to comply with state and federal laws prohibiting discrimination.

### Privacy Statement:

Academy of Truck Driving is committed to maintaining the privacy of personal information required for registration and our program records. All information collected is protected within our agency and will not be sold for profit or shared for purposes other than what is necessary for maintaining mandatory student enrollment records.

### Disclosure Statement:

Academy of Truck Driving has been privately owned and operated since year 2000. Individuals are required to honor our enrollment agreement terms. We have the right to refuse service to anyone.

### Retention of Student Records & Transcripts / Recordkeeping:

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, all student records pertaining to students' grading, attendance, certifications, financial information and any documentation required for enrollment will be retained permanently at the school office(s) in locked fireproof filing cabinets and/or on secure digital media. The type of student records kept shall include:

- 1) Application, Social Security Card, medical examination and drug testing results, DMV records, written records and transcripts relevant to admission
- 2) Student Enrollment & Program Agreement, addendums
- 3) Student tuition and student financial records
- 4) Timesheets, attendance/transcript records, DMV test results
- 5) Correspondence and case management documentation
- 6) Certificates of completion, CDL license obtained, job referrals, employment verifications

Transcripts may be obtained by submitting a signed written request along with a check or money order in the amount of \$10 for each original copy. No transcript will be issued until all tuition and other fees due the institution are paid current.

Academy of Truck Driving complies with the Family Educational Rights and Privacy Act (FERPA) in regard to release of student information. Students (and/or authorized parent or guardian) have the right to view and receive a copy of their file by setting up an appointment with the administrative office. Any information pertaining to a student's academic record will only be released upon written instructions and/or permission of the student (or parent or guardian if the student is a dependent minor). In all cases, when any record is being reviewed, a designated academy representative will be present. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

### Student Rights Policy - Grievance/Complaint Procedure:

If a student has a complaint that cannot be handled by an instructor, he/she may complete a Student Complaint Form and submit it to our administrative office. A copy of the Student Complaint Form may be found in your Enrollment Agreement. If the question or concern is not answered satisfactorily, the student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site <http://www.bppe.ca.gov>.

Retrieve a Consumer Complaint Form from [www.bppe.ca.gov](http://www.bppe.ca.gov)

Complete and mail the Complaint Form to:

Department of Consumer Affairs  
Bureau for Private Postsecondary Education  
Mailing Address P. O. Box 980818 West Sacramento, CA 95798  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
Fax Number: (916) 263-1897

## Student Right to Cancel & Refund Terms

Your cancellation rights are:

- **RESCISSION OF ENROLLMENT:** You have the right to cancel the Student Enrollment and Program Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))
- **WITHDRAWAL OF PROGRAM(S):**
  - a. If you withdraw from any program within the first 3 days of your class session, you will receive your full refund without any tuition reduction, less nonrefundable fees and a cancellation fee of \$75.00.
  - b. If you withdraw after the 3<sup>rd</sup> business day following your first class session, you have the right to receive a refund for the part of the program not taken less nonrefundable fees and a cancellation fee of \$75.00. The apportioning refund amounts are described in the "Program Refund Calculation Chart" and in the ATD Catalog.
- **LEAVE OF ABSENCE:** In the event of the need for a leave of absence the student is required to state in writing the nature of the absence and the expected return date. Refer to the Student Complaint Form provided in the Enrollment Agreement. The date shall not exceed 90 calendar days. If the leave of absence extends beyond 90 calendar days then the refund procedure must be initiated unless approved by School Director.

To cancel your enrollment, mail or deliver a signed and dated copy of a  
"Cancellation Notice and Refund Request Form"

to: **Academy of Truck Driving**

**Attn: Oakland Site Administrator**  
**2585 Buna Street, Bldg. 99**  
**Oakland, CA 94607**

**Attn: Stockton Site Administrator**  
**315 W. Fyffe Ave, Ste. B**  
**Stockton CA 95203**

**REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel just by telephoning the school or by not coming to class. Your cancellation request will only be accepted in writing. If you simply telephone or stop attending class, it will not be considered an official cancellation. Tuition refund policies apply to students who do NOT complete the course. Any student requesting to start late or finish early, and who receives training from ATD and a commercial license, is not eligible to receive any refund

Upon receipt of the cancellation notice, any payment you have made, less non-refundable fees, and any negotiable instrument signed by you will be returned, in accordance with the Program Refund Calculation Chart, within 30 days. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned within 30 days following ATD's receipt of your cancellation notice.

If you lose your copy of the Student Enrollment and Program Agreement or any other document, ask the ATD enrollment representative for a replacement copy.

## Program Refund Calculations Chart

Refund examples based on percentage of clock hours completed. If the tuition has been paid in full, the following refund calculation applies:

		I	I	III	IV	V
Percent of Attendance	Refund % Less \$75.00	Class A Standard \$4,500	Class B Standard \$3,500	A/B Refresher \$1,950	Express A/B \$1,450	Super Session \$5,600
10%	90%	3,885.00	3,075.00	1,230.00	1,230.00	4,965.00
25%	75%	3,225.00	2,550.00	1,387.50	1,012.50	4,125.00
40%	60%	2,565.00	2,025.00	1,095.00	795.00	3,285.00
50%	50%	2,125.00	1,675.00	900.00	650.00	2,725.00
60%	40%	1,685.00	1,325.00	705.00	505.00	2,165.00
75%	25%	1,025.00	800.00	412.50	287.50	1,325.00
80%	20%	805.00	625.00	315.00	215.00	1,045.00

California Education Code Section 94316.10(a) (6) requires that licensed private vocational schools disclose the above information regarding refund calculations to each student who enrolls in the school. If you have any questions regarding our refund policy and/ or these calculations, please contact your ATD Student Enrollment Representative. If you have questions or concerns which have not been satisfactorily addressed by Academy of Truck Driving (ATD) or if the school closes before you complete your program(s), you may be entitled to a refund by contacting

**Department of Consumer Affairs, Bureau for Private Postsecondary Education,**

**Mailing Address** P. O. Box 980818, West Sacramento, CA 95798,

**Physical Address:** 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

<http://www.bppe.ca.gov>

**Phone Number:** (916) 431-6959 **Toll Free:** (888) 370-7589 **Fax Number:** (916) 263-1897

# Employers of ATD Students

## Placement Services

We provide each graduate lifetime employment placement assistance. We cannot guarantee employment but have partnership agreements with several major transportation companies in the United States to provide employment for qualified graduates as needed. Upon graduation we will assist each student to fill out employment applications for the employers of their choice as well as provide unbiased information regarding any of the companies that have agreed to accept our graduating students. At any time the graduate can return back to Academy of Truck Driving for employment assistance as long as they have not committed any of the following acts to include but not limited to :

- Felony acts within 10 yrs.
- Misdemeanor within 5 yrs.
- Fatal collision
- DUI within 7 yrs.
- Employment abandonment
- Vehicle abandonment

The list does not constitute an agreement or commitment of employment but companies that have hired previous graduates



***Reliance Express***



# Application page 1

## STUDENT APPLICATION

Date \_\_\_\_\_

### Personal Data

Print Name \_\_\_\_\_  
Last First Mi.

If you've ever used another name-- state name and dates: \_\_\_\_\_

Address \_\_\_\_\_  
Street city State Zip

Telephone (hm) \_\_\_\_\_ (mobile) \_\_\_\_\_ (other) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex: \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_ Drivers License# \_\_\_\_\_  
Male/Female

Race/Ethnicity \_\_\_\_\_ Primary Language \_\_\_\_\_  
(Asian/Black/ Hispanic /Native American /White/ other)

What programs are you applying for? \_\_\_\_\_

When would you like to start? \_\_\_\_\_

### Driving History

(Please Circle Answer)

Have you ever taken any of our courses before? YES NO

If yes, when and which courses? \_\_\_\_\_

Do you know how to drive? YES NO

Have you ever had Class A (Commercial Driving License)? YES NO

Have you ever had Class B (Commercial Driving License)? YES NO

Do you have previous tractor or trailer driving experience? YES NO

If yes, from where and when? \_\_\_\_\_

Do you have a current learner's permit issued in California? YES NO

If yes, when and where was It issued? \_\_\_\_\_

Will you be able to provide proof of California residency? YES NO

Are you concerned about anything that is on your driving record? YES NO

If so, please briefly describe your concern? \_\_\_\_\_

Are you able to speak, read, and write English fluently? YES NO

Please write why you want to become a Commercial Driver? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Continue on reverse side

## Application page 2

### **Referral source**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Are you currently working with a funding source? YES NO

If so, what is the name of the agency, counselor and telephone number? \_\_\_\_\_

Do you need a referral to funding sources? \_\_\_\_\_

### **References**

Name two people who have known you at least one year that we may contact if we have any questions. Do not include relatives, former employers, or personnel of this company.

Name	Address	Occupation	Yrs Known	Telephone

### **Education**

School	Name/Address	Dates Attended	Graduated Yes/No	Degree Received	Average Grades	Area of Study
Grade School						
High School						
College						
Grad Studies						
Trade Vocational School						
Other						

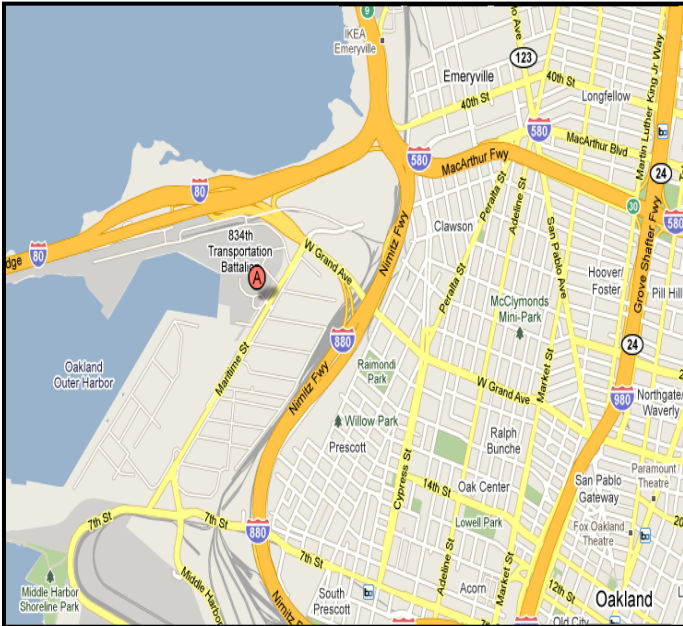
### **Enrollment Information**

The answers to the foregoing questions are true and correct to the best of my knowledge. I understand that falsifications of statements of this application may be considered a cause for dismissal

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Maps & Directions

### Oakland Campus

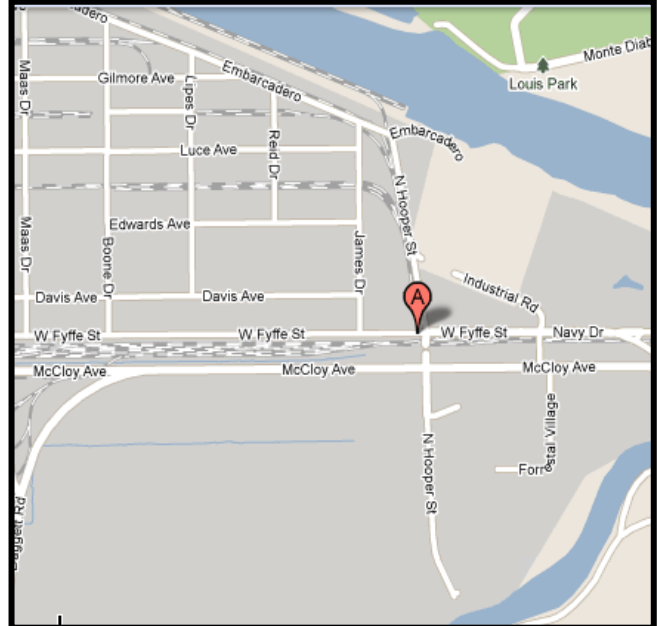


2585 Buna St.  
Bldg 99  
Oakland, CA 94607

We are accessible via public transportation- AC Transit bus line # 13 has a convenient stop on our campus from the West Oakland Bart Station.

Shuttle pick-up available from West Oakland Bart station

### Stockton Campus



315 W. Fyffe Ave  
Ste. B  
Stockton, CA 95203

Located on Rough and Ready Island. Photo ID is required. Bus transportation to Boggs Tract Community Center is available.





# How to Enroll

## ATTEND AN ORIENTATION SESSION

Tuesdays, 3:00 p.m.

(except holidays & school closure dates – please see ATD Calendar)

**Oakland Campus**  
**2585 Bona Street, Bldg. 99**  
**Oakland, CA 94607**  
**510.663.9030**

**Stockton Campus**  
**315 W. Fyffe Ave, Ste. B**  
**Stockton, CA 95203**  
**209.939.9494**

After the orientation session, prospective students may meet with an enrollment representative who may assist in completing enrollment forms and thoroughly explain financing programs, grants and scholarships.

## BROWSE

**[www.aCDLdriver.com](http://www.aCDLdriver.com)**

**Explore our website. Send us a message to contact you.**

## CALL

**Oakland Campus**  
**510.663.9030**

**Stockton Campus**  
**209.939.9494**

**Schedule an appointment with a student enrollment representative.**

## VISIT

**2585 Bona Street**  
**Bldg. 99**  
**Oakland, CA 94607**

**315 W. Fyffe Ave**  
**Ste. B**  
**Stockton, CA 95203**

**Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.**