

**MOMAX  
TRUCK  
DRIVING SCHOOL**

**School Code: 3708041**

**Student Catalog  
January 1, 2014 to December 31, 2014**

**302 W 19th St #C  
National City, Ca 91950  
(619) 477-0006**



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**M O M A X**  
**Truck Driving School**  
**302 W 19<sup>th</sup> St. #C**  
**National City, CA 91950**  
**(619) 477-0006**

**“A STEP TOWARDS SUCCESS “**

Momax Truck Driving School is a private school

As stated in a letter dated January 14, 2010 from the Bureau for Private Postsecondary Education which reads as follows: Based upon Section 94802(b)(1),(2) of the Act, the approval to operate for your school is valid until December 31, 2013. Please use this document as official notice of the expiration date of your approval to operate as of January 1,2010.

**What you should know about our state re-approval.**

**Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information. Call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov).**

**MISSION**

Momax Truck Driving School’s mission is to provide driving instruction to individuals who endeavor to operate commercial trucks and busses and need to acquire a Class A, Class B or Class A/B driver’s license from the California Department of Motor Vehicles.

We endeavor to sustain these course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified and therefore kept current.

**OBJECTIVES**

Momax Truck Driving School’s course objective is to prepare students with the knowledge and skills needed to obtain their Class A, Class B, of Class A/B driver’s license and to provide the Trucking/Transportation industry with safe, professionally trained and well educated individuals. To possess the knowledge and skills necessary to pass the written and driving portions of the California Department of Motor Vehicle’s Class A, Class B, of Class A/B drivers test.

**ADMINISTRATION**

Chief Executive Officer	Moises Gutierrez
Chief Academic Officer	Moises Gutierrez

## **FACULTY**

Moises Gutierrez is the institution's certified driving instructor. Mr. Gutierrez earned his Class A Driver's in 1981. Mr. Gutierrez is an experienced instructor and truck driver. He began teaching students how to obtain their commercial driver's license in 1990. He received his Instructor's Certificate from the Bureau for Private Postsecondary Vocational and Education in 1991. Since 1981, Mr. Gutierrez has operated end dumps, bottom dumps, 48-foot trailers, sets and flatbeds. He has more than 8 years of "over the road" driving experience and an additional four years of local driving experience.

## **CLASSROOM LOCATION**

The school is located at 302 W 19<sup>th</sup> St. #C in National City, CA 91950. All classroom and driving training is done at this location.

## **REQUIRED STATEMENTS**

(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**

#### **Mailing Address:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

#### **Physical Address (as of November 20, 2010):**

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833**

**Phone: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Main Fax: (916) 263-1897**

**Licensing Fax: (916) 263-1894**

**Enforcement/STRF/Closed Schools Fax: (916) 263-1896**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

(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."*

(C) *"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 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)." §94909(a)(3)*

## **BANKRUPTCY STATUS**

Momax Truck Driving School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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 (11 U.S.C. Sec. 1101 et seq.) §94909(a)(12)

## **COMPLAINT TO BUREAU**

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 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).

## **CATALOG CHANGES**

Students are expected to become thoroughly familiar with the contents of the Momax Truck driving School Catalog and to comply with the provisions pertaining to them. All statements in that publication are subject to change at any time without prior notice. They are not to be regarded as offers to contract. The Catalog outlines the minimum academic regulations and degree requirements. Momax Truck Driving School may adopt additional and/or more stringent requirements for admission, retention and certificates that take priority over the Catalog's minimum regulations. It is the student's responsibility to become familiar with both the Catalog. The Catalog is updated annually. Policy changes become effective the fall following the approved change. Students will be notified if there are exceptions to the effective date.

## **CATALOG OF ENTRY**

When a student is admitted, the school accepts the responsibility to provide the vocational/academic program in which the student has enrolled. To accomplish this goal, all programs are under constant review for improvement and updating to best meet the demands of the job market.

If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the catalog at the time of the student's start date shall determine that student's graduation requirements.

Restarts however, will be required to meet new program requirements.  
Catalogs in force at the restart date will become the catalog of entry.

## **GRADES AND SATISFACTORY PROGRESS**

Grades are awarded on a traditional A, B, C, D and F system. The minimum passing grade is a D. The minimum allowable grade to maintain satisfactory progress is a D, or 70.

In calculating a student's grade, the following policy applies:

- |                        |              |   |
|------------------------|--------------|---|
| 1. Excellent .....     | 93-100 ..... | A |
| 2. Above Average ..... | 85-92 .....  | B |
| 3. Average .....       | 78-84 .....  | C |

- 4. Below average.....70-77 .....D
- 5. Unsatisfactory .....69 or below .....F

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by the institution.

The elements of satisfactory progress are as follows:

Satisfactory progress is evaluated at 50% and a 100% point of the program. The student is required to make quantitative progress toward program completion. Students maintaining an average grade of 70% (G.P.A of 2.0) or better meet the quantitative measure of Satisfactory Academic Progress. The student must also meet attendance policy and thereby maintaining an overall attendance rate of 100%.

The student’s academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0 in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

### **MAXIMUM TIME FRAME**

Students must complete their programs within 1.5 times the scheduled program length. If the scheduled program length is 8 weeks the maximum time frame is 12 weeks

### **TRANSFER NOTICE**

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

“The transferability of credits you earn at Momax Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Momax Truck Driving School’s Professional Driver, Class A/B (truck and bus driver with passenger endorsements), Class A (truck driver) and Class B (bus driver with passenger

endorsements) programs are at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 Momax Truck Driving School to determine if your certificate(s) will transfer.”

## **ARTICULATION OR TRANSFER AGREEMENT**

This institution has not entered into an articulation or transfer agreement with any other college or university.

## **STUDENT GRIEVANCE PROCEDURES**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

- 1: an effort to define the problem,
- 2: an effort to identify acceptable options for resolution, and
- 3: an attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve:

1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.
2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution.
3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer.
5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance.
6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

## **LEAVES OF ABSENCE**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **ACADEMIC PROBATION AND DISMISSAL POLICY**

“The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program.”

## **STUDENT CONDUCT**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **STUDENT HOUSING**

This institution does not operate dormitories or other housing facilities nor does it recommend housing locations. Generally, accommodations are available in Lancaster or Sun Valley. The institution does not ever provide assistance with housing to out of state students, as one must be a resident of the state of California in order to be licensed by the DMV.

## **LANGUAGE OF INSTRUCTION**

All instruction is delivered in English. Students must meet the following English proficiency.

<http://www.govtilr.org/skills/ILRscale2.htm#2+>

**Speaking 2+ (Limited Working Proficiency, Plus)** Able to satisfy most work requirements with language usage that is often, but not always, acceptable and effective. The individual shows considerable ability to communicate effectively on topics relating to particular interests and special fields of competence. Often shows a high degree of fluency and ease of speech, yet when under tension or pressure, the ability to use the language effectively may deteriorate. Comprehension of normal native speech is typically nearly complete. The individual may miss cultural and local references and may require a native speaker to adjust to his/her limitations in some ways. Native speakers often perceive the individual's speech to contain awkward or inaccurate phrasing of ideas, mistaken time, space and person references, or to be in some way inappropriate, if not strictly incorrect.

## **ENGLISH AS A SECOND LANGUAGE**

This institution does not provide ESL instruction.

## **PLACEMENT SERVICES**

The demand for licensed truck drivers is such that minimal placement assistance is needed by students. The school maintains a list of contacts with area trucking companies and monitors local newspapers for truck driving positions appearing in classified ads. The school makes this information readily available to the graduates by means of posting on a bulletin board and through personal contacts with the graduates.

## **EXPERIENTIAL LEARNING**

This school does not issue credit for experiential learning.

## **NONDISCRIMINATION POLICY**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **SEXUAL HARASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **STUDENT RECORDS AND TRANSCRIPTS**

Student records for all students are kept for five years. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. 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. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order or
3. Accreditation or other oversight agencies requirements.

## **POLICIES AND PROCEDURES REGARDING FINANCIAL AID**

The school does not provide either State or Federal financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## **LIBRARY RESOURCES**

Copies of the following books are kept at the office: Bumper to Bumper Text, DMV Booklet The Interstate Truck Driver's Handbook, Federal Motor Carrier Safety Regulation Handbook (D.O.T. Safety Regulations) and Log Book. A copy of all of these are kept at the school facility for the student if they need to use them. Students may ask for a copy at the office anytime.

## **TRANSCRIPTS**

Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## **STUDENT SERVICES**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **HOW TO OBTAIN YOUR CLASS A, B, or A/B DRIVER'S LICENSE**

## ADMISSION REQUIREMENTS

- Initial consultation with the School Admissions Representative.
- Valid driver's license from student's resident state.
- Must be free of physical impairment that would prohibit safe operation of equipment.
- An individual cannot be D.O.T. certified until reaching the age of 21 years. However between, the ages of 18 and 21 a student can obtain a commercial driver's license and drive within the state.
- Must not have been convicted of a felony within three years of the date of application.
- Must take a written test to determine the student's ability to benefit from the course and pass with a score of at least 75% on the aptitude test.
- Must pass a drug screen examination.
- To be admitted, the student must have graduated from a regionally accredited high school and be at least 18 years of age or older, past the age of compulsory education. You will be asked if you have a high school diploma. If you do, then provide a copy of the diploma or official transcript. If you do not have a copy of your diploma or official transcript, you will need to fill out the **REQUEST FOR TRANSCRIPT** form. It is your responsibility to mail or deliver the **REQUEST FOR TRANSCRIPT** form to the school you graduated from and have the high school send the copy to the Admissions office. If you have passed The Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores, you will be eligible for admission to Momax Truck Driving School. If you have earned The California High School Equivalency Certificate (G.E.D.), you will be eligible for admission to Momax Truck Driving School.
- If you do not have a high school diploma or equivalent, you must take a written aptitude test with a passing score of 75%. A graduate of a non-accredited high school, who is at least 18 years of age, or a transfer from a non-accredited collegiate institution, may be admitted if the Director or designee determines the student is capable of profiting from the instruction offered at Momax Truck Driving School. If admitted, you will be on a provisional status and thereafter must comply with all school rules and regulations and remain in good standing as a condition of remaining enrolled at Momax Truck Driving School. Upon completion of 50 hours of work at Momax Truck Driving School with a minimum grade-point average of 2.0, full status will be granted.
- Testing must be completed prior to signing the **ENROLLMENT AGREEMENT**.
- Must also obtain a commercial driver learner's permit within the first two weeks of the beginning course. The permit is required in order to participate in behind the wheel training which begins in the second week of training.

## DEPARTMENT OF MOTOR VEHICLES NOTICE

To apply for a commercial permit, you will need to:

- Visit a DMV Office (make an appointment for faster service)
- Complete application form DL 44 (An original DL 44 form must be submitted. Copies will not be accepted.)
- Give a thumb print
- Have your picture taken

- Provide verification of your social security number, It will be verified with the Social Security Administration while you are in the office.
  - Verify your birth date and legal presence (you may use your California Driver License)
  - Pay the \$66 application for a 5 year license. (included in the tuition)
  - Pass a vision exam
  - Submit a completed Medical Examination Report form DL 51 (An original DL 51 form must be submitted. Copies will not be accepted.) Effective October 1, 2004, DMV will accept only a Medical Examination Report (DL 51) with a revision date of 2/2004 or later, or a current medical form (containing new blood pressure guidelines) approved by the Federal Highway Administration or the Federal Aviation Administration.
  - Pass the traffic laws and signs tests for the class of vehicle you will drive. You have three chances to pass the test.
  - To apply for your commercial driver license you will need to:
  - Call a DMV CDL office and make an appointment (driving test appointments cannot be made online) (We make the appointment)
  - Bring the type of vehicle for the class you want to drive (We supply all vehicles for testing)
  - Pass a pre-trip inspection. (You have three chances to pass the pre-trip)
  - Pass a skills and driving test (You have three chances to pass the skills and driving test)
- OR

After you pass your driving test you will be issued an interim license valid for 60 days until you receive your new photo license in the mail.

## **COURSE DESCRIPTION**

The objective of this program is to prepare students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.

## **REQUIREMENTS FOR COMPLETION**

To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.

Classroom instruction will acquaint students with all applicable State and Federal rules and regulations. Lectures will cover topics which include:

- Department of Motor Vehicle Regulations
- Department of Transportation Regulations
- Vehicle Code
- Other Applicable Rules and Regulations

The first two class sessions shall prepare students for the DMV written test so that students can obtain their learner's permit. During these two sessions students will be given several mock DMV quizzes, which will simulate the DMV written exam.

The hands-on behind the wheel training will prepare students for the driving skills test required by the Department of Motor Vehicles. Student will be required to learn how to safely operate a

combination vehicle. Students will be taught the requisite driving skills expected by the DMV to successfully obtain a class (A, B or A/B) Driver's license. Students will be graded according to their driving ability.

## **COURSE GOALS**

- To fully understand all applicable driving rules and regulations.
- To successfully pass the written portion of the driving exam as required by the DMV.
- To learn and maintain driving skills necessary to successfully pass the DMV driving skills test.
- To obtain a Class A, B or A/B driver's license.
- To be a responsible and safe driver.

## **COURSE TOPICS**

**\*\*\*\*\* Six Week Class "B" Professional Driving Course 138 Clock Hours \*\*\*\*\***

1. Registration / Orientation
  - A. Rules and Regulations of School
  - B. Course Explanation
2. Vehicle and Licenses Required
  - Commercial License ( C.D.L. )
    - (1) Department of Transportation Requirements
    - (2) Medical Exam
    - (3) Commercial Driver's License for various vehicles and combination of vehicles
3. Types of Truck/Bus Transmissions
  - A. Concept of transmitting force
  - B. Shifting gear
    - (1) Automatics
    - (2) Various geared transmissions, splitters, etc.
    - (3) Double Clutching / Floating
4. Air Brakes Systems
  - A. Basic components
    - (1) Service /Emergency
    - (2) Governors/reservoir/valves
    - (3) Spring brake/service brake
5. Engine Retarders
  - A. Brake Saver
  - B. Use of retarders
6. Approach to safe driving
  - A. Defensive driving
  - B. Beyond defense
    - (1) Space Management
    - (2) Visual search, etc.

- C. Approach techniques and safety
- D. Safe, smooth driving
- E. Driving techniques
  - (1) Seat /mirror adjustment
  - (2) Seat belts
  - (3) Steering wheel grip, etc.
  - (4) Maneuvering
  - (5) Stopping/starting/shutdown
- 7. Department of Transportation Rules
  - A. Driver obligations
  - B. Qualifications, etc.
  - C. Regulations, etc.
  - D. Driver's logs
  - E. D.O.T. Examination
- 8. Truck/Bus Electrical Systems
  - A. Basic Knowledge
  - B. Troubleshooting
  - C. Lighting requirements, etc.
- 9. The Truck/Bus Engine
  - A. Components
  - B. Principles of operation
  - C. Auxiliary systems
- 10. Drive Train
  - A. Clutch
  - B. Driveline
  - C. Differential
  - D. Axles, Frames, Suspension systems
- 11. Steering
  - A. Components
  - B. Types of steering
  - C. Control
- 12. Tires and Wheels
  - A. Types
  - B. Regulations
    - (1) D.O.T. Requirements
    - (2) State requirements
- 13. Vehicles
  - A. Power Units
  - B. Components
  - C. Types and size
  - D. Special units
  - E. Driver's responsibility
- 14. Putting the Truck/Bus in Motion
  - A. Knowledge of equipment

- (1) Start/warm-up
  - (2) Pre-trip
  - (3) Brake check
- B. Shifting
  - (1) Double Clutching
  - (2) Gear selection/up – down
- 15. On the road
  - (1) Tire Inspection
  - (2) Parking
  - (3) Routing
  - (4) Railroad-Crossing
- 16. Accident / Reporting
  - (1) Protect the scene
  - (2) Notifications
- 17. Preventive Maintenance
  - A. Driver's daily inspection
  - B. Service checks
  - C. Cleaning the truck/bus
- 18. Passenger Endorsement
- 19. Life of a Truck/Bus Driver
  - A. Physical Fitness
  - B. State of mind attitude
  - C. Drugs and alcohol
- 20. Preparation for Driving Exam/Range & Road
  - A. D.M.V. Pre-Trip, Brake check, Road test
  - B. D.O.T. road test
- 21. A. Passenger endorsement

**\*\*\*\*\* Eight Week Class "A" Professional Driving Course 184 Clock Hours \*\*\*\*\***

- 1. Registration / Orientation
  - A. Rules and Regulations of School
  - B. Course Explanation
- 2. Vehicle and Licenses Required
  - Commercial License ( C.D.L. )
    - (1) Department of Transportation Requirements
    - (2) Medical Exam
    - (3) Commercial Driver's License for various vehicles and combination of vehicles
- 3. Types of Truck Transmissions
  - A. Concept of transmitting force
  - B. Shifting gear
    - (1) Automatics
    - (2) Various geared transmissions, splitters, etc.
    - (3) Double Clutching / Floating

4. Air Brakes Systems
  - A. Basic components
    - (1) Service /Emergency
    - (2) Governors/reservoir/valves
    - (3) Spring brake/service brake
5. Engine Retarders
  - A. Brake Saver
  - B. Use of retarders
6. Approach to safe driving
  - A. Defensive driving
  - B. Beyond defense
    - (1) Space Management
    - (2) Visual search, etc.
  - C. Approach techniques and safety
  - D. Safe, smooth driving
  - E. Driving techniques
    - (1) Seat /mirror adjustment
    - (2) Seat belts
    - (3) Steering wheel grip, etc.
    - (4) Maneuvering
    - (5) Stopping/starting/shutdown
7. Department of Transportation Rules
  - B. Driver obligations
  - C. Qualifications, etc.
  - D. Regulations, etc.
  - E. Driver's logs
  - F. D.O.T. Examination
8. Truck Electrical Systems
  - A. Basic Knowledge
  - B. Troubleshooting
  - C. Lighting requirements, etc.
9. The Truck Engine
  - A. Components
  - B. Principles of operation
  - C. Auxiliary systems
10. Drive Train
  - B. Clutch
  - C. Driveline
  - D. Differential
  - E. Axles, Frames, Suspension systems
11. Steering
  - A. Components
  - B. Types of steering
  - C. Control
12. Tires and Wheels
  - A. Types

- B. Regulations
  - (1) D.O.T. Requirements
  - (2) State requirements
  
- 13. Trailers
  - A. The towed unit
  - B. Constructions and components
  - C. Types and size
  - D. Special units
  - E. Combination trailers
- 14. Tractors
  - A. Types
  - B. Components
  - C. Power units
  - D. Special units
  - E. Driver's responsibility
- 15. Alignment-Coupling and uncoupling
  - A. Fifth wheel
  - B. Landing gear
  - C. Doubles
- 16. Putting the Truck in Motion
  - A. Knowledge of equipment
    - (1) Start/warm-up
    - (2) Pre-trip
    - (3) Brake check
  - B. Shifting
    - (1) Double Clutching
    - (2) Gear selection/up – down
- 17. Hazardous Materials
  - A. Special handling
  - B. Regulations ( Knowledge, handling, requirements )
  - C. Categories
    - (1) Placards/Classifications
  - D. On road
    - (1) Tire Inspection
    - (2) Parking
    - (3) Routing
    - (4) Railroad-Crossing
  - E. Accident
    - (1) Protect the scene
    - (2) Notifications
- 18. Preventive Maintenance
  - A. Driver's daily inspection
  - B. Service checks
  - C. Cleaning the truck
- 19. Life of a Truck Driver

- A. Physical Fitness
- B. State of mind attitude
- C. Drugs and alcohol
- 20. Preparation for Driving Exam/Range & Road
  - A. D.M.V. Pre-Trip, Brake check, Road test
  - B. D.O.T. road test
- 21.
  - A. Doubles and triples endorsements
  - B. Hazardous materials endorsement

**\*\*\*\*\* Ten Week Class “A/B” Professional Driving Course 220 Clock Hours \*\*\*\*\***

- 1. Registration / Orientation
  - A. Rules and Regulations of School
  - B. Course Explanation
- 2. Vehicle and Licenses Required
  - Commercial License ( C.D.L. )
    - (1) Department of Transportation Requirements
    - (2) Medical Exam
    - (3) Commercial Driver’s License for various vehicles and combination of vehicles
- 3. Types of Truck / Bus Transmissions
  - A. Concept of transmitting force
  - B. Shifting gear
    - (1) Automatics
    - (2) Various geared transmissions, splitters, etc.
    - (3) Double Clutching / Floating
- 4. Air Brakes Systems
  - A. Basic components
    - (1) Service /Emergency
    - (2) Governors/reservoir/valves
    - (3) Spring brake/service brake
- 5. Engine Retarders
  - A. Brake Saver
  - B. Use of retarders
- 6. Approach to safe driving
  - A. Defensive driving
  - B. Beyond defense
    - (1) Space Management
    - (2) Visual search, etc.
  - C. Approach techniques and safety
  - D. Safe, smooth driving
  - E. Driving techniques
    - (1) Seat /mirror adjustment
    - (2) Seat belts

- (3) Steering wheel grip, etc.
  - (4) Maneuvering
  - (5) Stopping/starting/shutdown
- 7. Department of Transportation Rules
  - A. Driver obligations
  - B. Qualifications, etc.
  - C. Regulations, etc.
  - D. Driver's logs
  - E. D.O.T. Examination
- 8. Truck / Bus Electrical Systems
  - A. Basic Knowledge
  - B. Troubleshooting
  - C. Lighting requirements, etc.
- 9. The Truck / Bus Engine
  - A. Components
  - B. Principles of operation
  - C. Auxiliary systems
- 10. Drive Train
  - A. Clutch
  - B. Driveline
  - C. Differential
  - D. Axles, Frames, Suspension systems
- 11. Steering
  - A. Components
  - B. Types of steering
  - C. Control
- 12. Tires and Wheels
  - A. Types
  - B. Regulations
    - (1) D.O.T. Requirements
    - (2) State requirements
- 13. Trailers
  - A. The towed unit
  - B. Constructions and components
  - C. Types and size
  - D. Special units
  - E. Combination trailers
- 14. Tractors
  - A. Types
  - B. Components
  - C. Power units
  - D. Special units
  - E. Driver's responsibility
- 15. Alignment-Coupling and uncoupling
  - A. Fifth wheel

- B. Landing gear
- C. Doubles
- 16. Putting the Truck / Bus in Motion
  - A. Knowledge of equipment
    - (1) Start/warm-up
    - (2) Pre-trip
    - (3) Brake check
  - B. Shifting
    - (1) Double Clutching
    - (2) Gear selection/up – down
- 17. Hazardous Materials
  - A. Special handling
  - B. Regulations ( Knowledge, handling, requirements )
  - C. Categories
    - (1) Placards/Classifications
  - D. On road
    - (1) Tire Inspection
    - (2) Parking
    - (3) Routing
    - (4) Railroad-Crossing
  - E. Accident
    - (1) Protect the scene
    - (2) Notifications
- 18. Preventive Maintenance
  - A. Driver's daily inspection
  - B. Service checks
  - C. Cleaning the truck / bus
- 19. Life of a Truck / Bus Driver
  - A. Physical Fitness
  - B. State of mind attitude
  - C. Drugs and alcohol
- 20. Preparation for Driving Exam/Range & Road
  - A. D.M.V. Pre-Trip, Brake check, Road test
  - B. D.O.T. road test
- 21.
  - A. Doubles and triples endorsements
  - B. Hazardous materials endorsement
  - C. Passenger endorsement

## **DOCUMENT GIVEN UPON COMPLETION**

A certificate of completion will be issued to those students who successfully pass both the driving and written test issued by the institution. The issuance of the certificate is designated to reflect the student's ability to successfully pass the DMV driving skills test.

## **COURSE SCHEDULE**

Open enrollment...classes start every Monday. Class times will be:

- CLASSROOM INSTRUCTION 2:00 p.m. to 6:00 p.m. - Tuesday and Thursdays
- DRIVING INSTRUCTION 2:00 p.m. to 10.00 p.m. - Mondays, Wednesdays, and Fridays.

Students will be notified in advance concerning important scheduling information, revision to schedules or changes of operating hours.

The school will operate 12 months per year. The following holidays will be observed.:

New Years Day	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas

## **GRADUATION REQUIREMENTS**

To graduate from Momax Truck Driving School, a student must successfully complete all of the courses by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and thereby maintain an overall attendance rate of 100%.

Student must have fulfilled all financial arrangements as stated on the **ENROLLMENT AGREEMENT**.

California State requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

A certificate of completion shall be granted to those students who successfully pass both the driving and written test issued by the institution. The issuance of the certificate is designed to reflect the student's ability to successfully pass the DMV driving skills test.

Note that students will already have passed the DMV written exam in order to obtain their learner's permit.

## **GRIEVANCE PROCEDURE**

Students are encouraged, at all times, to communicate their concerns to instructors and the Chief Academic Officer for amicable solutions. Please use the following procedure to handle any and all complaints:

- a. First express concern in writing to primary instructor for resolution using the **GRIEVANCE RESOLUTION FORM**.
- b. If the instructor cannot solve the issue, then a written request should be submitted to the Director for resolution.
- c. Any and all students or instructors involved must be present at the time of the grievance meeting. All parties will be allowed to present evidence or testimony concerning the incident. The Director will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the Director explaining why they believe the decision is unacceptable. All complaints will then be resolved within thirty days from the receipt of the initial incident report date.

- d. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.
- e. Continued unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education**

**Mailing Address:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

**Physical Address (as of November 20, 2010):**

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833**

**Phone: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Main Fax: (916) 263-1897**

**Licensing Fax: (916) 263-1894**

**Enforcement/STRF/Closed Schools Fax: (916) 263-1896**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

**COURSE CHARGES AND FEES**

**\*\*\*\*\* Ten Week A/B Course 220 Clock Hours \*\*\*\*\***

Tuition .....	\$ 4,253.50
Registration ( Non refundable ) .....	100.00
Instructional Materials and Supplies.....	250.00
* DMV Written Exam .....	66.00
( this includes first drive test only )	
* Medical Exam .....	54.00
* Drug Screen .....	64.00
TSA Background Screen.....	95.00
STRF Fee** .....	12.50
Total Cost to Student .....	\$ 4,895.00

**\*\*\*\*\* Eight Week Class A Course 184 Clock Hours \*\*\*\*\***

Tuition .....	\$ 3,258.50
Registration ( Non refundable ) .....	100.00
Instructional Materials and Supplies.....	250.00
* DMV Written Exam .....	66.00
( this includes first drive test only )	
* Medical Exam .....	54.00
* Drug Screen .....	64.00
TSA Background Screen.....	95.00
STRF Fee** .....	7.50
Total Cost to Student .....	\$ 3,895.00

**\*\*\*\*\* Six Week Class B Course 138 Clock Hours \*\*\*\*\***

Tuition .....	\$ 2,563.50
Registration ( Non refundable ) .....	100.00
Instructional Materials and Supplies.....	250.00
* DMV Written Exam .....	66.00
( this includes first drive test only )	
* Medical Exam .....	54.00
* Drug Screen .....	64.00
TSA Background Screen.....	95.00
STRF Fee** .....	7.50
Total Cost to Student .....	\$ 3,200.00

\* There will be an additional charge by D.M.V. for second & third attempts at drive test

\*\*STRF Fee (California Residents, Non refundable, \$2.50 per \$1,000 of tuition)

**Additional Training Will Be Charged At \$ 400.00 Per Week**

**INSTRUCTIONAL MATERIALS**

- Bumper to Bumper Text, DMV Booklet The Interstate Truck Driver's Handbook Federal Motor Carrier Safety Regulation Handbook (D.O.T. Safety Regulations) Log Book  
Books Total: \$150,00 Included above
- Supplies and Materials: Gloves, Safety Glasses, Uniform (Coverall), Log Book, Pens and Pencils  
Supplies and Materials Total: \$100.00 Included above

**CHANGE IN TUITION RATES**

If the School makes changes in the tuition rates during the enrollment period covered by the **ENROLLMENT AGREEMENT**, the School will honor the rates stated in the **ENROLLMENT AGREEMENT** and the student will not be subject to pay the difference in program cost. However, if you withdraw from the program and later re-enroll, you will be subject to the current program rates at the time of the subsequent re-enrollment.

**PAYMENT METHODS**

Payments can be made with Cash, Checks, Money Orders, Visa, or Master card. Local bank imprinted checks for the amount due only. No two party checks, post-dated, or altered checks are not accepted. A \$25 service charge is assessed on any item returned by the bank.

**PAYMENT DEFAULT**

Student (and Co-buyer, if applicable) understands that payments are to be made to the School or assignee. If this Agreement is assigned, Student (and Co-Buyer, if applicable) will be bound by all of its terms and conditions. Payments 10 days delinquent may accrue a LATE CHARGE of \$25. If account is delinquent for over 30 days, the student will be dropped from the program of study. Students who have elected the Payment Plan may pay off the balance in advance.

## **CANCELLATION**

Students may cancel or withdraw from the program. Cancellation or withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a students' signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. Momax Truck Driving School shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed \$100 if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b) Cancellation shall occur when students gives written **NOTICE OF CANCELLATION** at the address of the school shown on the top of the front page of the **ENROLLMENT AGREEMENT**. Students can do this by mail, hand delivery, email, or telegram. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

Momax Truck Driving School has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. §92940(d)

If the student has purchased any equipment from the school, including books or other materials, students shall return them to the school within 30 days following the date of student's **NOTICE OF CANCELLATION**. If student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment including books from any refund that may be due student.

## **STUDENT DROP POLICY**

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's **ENROLLMENT AGREEMENT**. Students may be readmitted to their program of study only upon approval of the Director.

## **ABSENCE**

Absence will be considered excused under the following circumstances: illness, death or birth in the immediate family and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused

## **TARDINESS**

Tardiness is a disruption of a good learning environment and is to be discouraged. Any student who is tardy ( more than thirty (30) minutes late without legitimate reason ) twice during the same session ( course ) will receive one unexcused absence.

## **INTERRUPTION FOR UNSATISFACTORY ATTENDANCE**

Students with **THREE** unexcused absences in any class will receive written notification of academic probation. Any unexcused absences during such probationary period will be cause for interruption of the student's training program.

## **CLASS CUTS**

Class cuts will be considered unexcused absences.

## **MAKEUP WORK**

Make up work may be required for any absences. However, hours of makeup work cannot be accepted as hours of class attendance.

## **LEAVE OF ABSENCE**

Written requests for leave of absence will be considered and such leaves may be granted to students at the discretion of the school director.

Students are expected to attend class as scheduled, as they would be expected to be present for work. Absences and tardiness will be recorded.

Students falling to maintain satisfactory attendance will be counseled by administrator. If attendance fails to improve, the school administrator, acting at the direction of the school management may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

The student must arrange make-up class work with the individual instructor or the Director.

## **WITHDRAWAL/TERMINATION, APPEAL AND REINSTATEMENT**

Should a student find it necessary to discontinue their training, they should arrange to meet with the school Director to discuss their situation and submit written notification of their request. Students shall be terminated for failure to (1) meet minimum standards for academic progress, (2) meet the minimum conduct standards of the school, or (3) fulfill their financial obligations according to their agreement with the school.

Students not maintaining Satisfactory Academic Performance during the first 25% of the stated course period will be placed on academic probation for the next 25% of the course. Such students shall receive a written **ACADEMIC-ATTENDANCE PROBATION** form from the Director of Education outlining the procedure, and a copy will be kept in the student's academic file. Upon completion of the probationary period, students shall be advised in writing and a copy will be kept in the student's academic file.

Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the school Director describing any mitigating circumstances or

conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the school Director.

If, at the end of the probationary period, the student has not corrected the progress deficiencies, the students may be subject to withdrawn at the discretion of the school Director, and may be deemed ineligible for graduation.

If the student has corrected the progress deficiencies, then the school Director shall execute a **STUDENT STATUS CHANGE** and send it to the Registrar.

## **REFUND POLICY**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the School in writing of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You have failed to attend classes for a three-week period. The date of your withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid. The student shall be deemed to have withdrawn at the end of the three-week period.

If the amount that you have paid is more than the amount that is owed for the time you attended. Then a refund will be made within 45 days of withdrawal. If the amount that you owed is more than the amount that you have already paid, they will have to make arrangements to pay it.

Assume a student enrolls in a 400-hour program, and pays \$5,700.00 for tuition, \$250.00 for registration fee, then withdraws after completing 125 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,918.75 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

## **SAMPLE REFUND CALCULATION**

Based on the preceding example, the refund calculation would be made in the following way:

Amount Paid (Total):	5,950.00	
Less Equipment Costs:	0.00	
Less Non Refundable Registration Fee:	250.00	
<b>Total Amount Paid for Instruction (Tuition):</b>		<b>5,700.00</b>
Total Hours of Instruction Paid For:	400	
Hours of Instruction Completed:	125	
Hours of Instruction Paid For But Not Received:	275	
Tuition divided by Total Hours=Cost Per Hour	14.25	
Total Cost of Instruction Paid For	5,700.00	
Less Tuition for Hours Received and Paid For (125 x \$14.25)		1,781.25
Equipment Costs Charged as Part of Instruction:	0.00	

Used Equipment:  
**Plus Unused Equipment Charge** 0.00

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**Total Refund:** **\$3,918.75**

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**HYPOTHETICAL TUITION REFUND SCHEDULE**

% Completed	0%	10%	25%	50%	60% or greater
Program	\$5,700.00	\$5,130.00	\$4,275.00	\$2,850.00	No Refund

**REFUND TIME LIMIT**

In accordance with California State law, all refunds will be made within 45 days from the date of cancellation or withdrawal. If a Student does not return from an approved leave of absence period as stated in the School catalog, refunds will be made within 45 days from the end of the leave of absence period. (However, such leave of absence may never exceed 60 calendar days.) Within ten days of any refund, the Student will receive a **NOTICE OF REFUND** stating the amount of the refund and to whom refund was made. If you have any questions regarding these calculations, please contact the Office. §94920(e)

**DISCONTINUATION OF PROGRAM**

*“An institution shall be considered in default of the **ENROLLMENT AGREEMENT** when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original **ENROLLMENT AGREEMENT**. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.” §94927*

**THIRD PARTY PAYORS**

For students receiving tuition assistance, any tuition refunds will be made first to any lender up to the amount of such disbursement; any additional refunds will next be made to other funding sources accounts or any other sponsoring source up to the amount of such disbursement; any additional refunds due will be made to the Student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the hours completed over the total time in that payment period. The Student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual

The School will also refund money collected for sending to a third party on the student’s behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

## STUDENT TUITION RECOVERY FUND

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all 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 assessment, if either of the following applies:

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

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, 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 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.

It is important that you keep copies of the **ENROLLMENT AGREEMENT**, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary Education**

**Mailing Address:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818**

**Physical Address (as of November 20, 2010):**

**Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833**

**Phone: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Main Fax: (916) 263-1897**

**Licensing Fax: (916) 263-1894**

**Enforcement/STRF/Closed Schools Fax: (916) 263-1896**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)**

## **FACILITIES AND EQUIPMENT**

The facility is located at 302 W 19th St National City, Ca 91950. The classroom has a maximum seating capacity of 10 persons. The building is air conditioned and has ample parking close to the school. The classroom is well equipped with a TV and VCR. There is also a private study room used as an onsite library. Momax is located within walking distance of the bus and trolley lines. The building has a large yard where the training vehicles are parked. This area is also used to conduct training on the vehicle inspection and air brake training. The school (terminal) is inspected every 2 years by the CHP and D.O.T (Dept of Transportation). This includes the facility, vehicles and vehicle maintenance records.

### **Vehicles**

- 1988 Freightliner 3 axle
- 2001 Kenworth 3 axle
- 48 ft trailer
- 1967 crown bus 48 passenger

**The information contained in this catalog is true and correct in content and policy to the best of my knowledge.**

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**Signature of Chief Executive Officer**

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**Date**