

UNITED TRUCK DRIVING SCHOOL

SCHOOL CATALOG

JANUARY 1, 2015 – DECEMBER 31, 2015



CLASSES WHERE TRAINING WILL BE PROVIDED:

4525 E. Commerce Ave, Fresno CA, 93725

(559) 264-7071

Jagbir S. Aulakh, Campus Director

DISCLOSURE STATEMENT

CLASS A TRUCK DRIVER TRAINING PROGRAM

United Truck Driving School: 4525 E. Commerce Ave, Fresno CA, 93725 is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009.

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 or P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916)263-1897.

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.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, education, and occupational plans with school personnel prior to enrolling or signing admissions agreements.

United Truck Driving School does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition with in the preceding five years, nor 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 (11 U.S.C. Sec 1101 et seq.)

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be made by contacting the Campus Director.

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).

All information in this school catalog is current and correct and is so certified as true by the Campus Director of **United Truck Driving School**. It is the policy of the school to always provide a copy of the latest school catalog in writing to all prospective students. The school catalog is updated annual or whenever changes to school policies or changes to staff take place.

Campus Director

Date

What You Should Know About Our State Re-Approval

Although this institution was approved to operate by the former Bureau for Private Postsecondary 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 web site, (www.bppe.ca.gov).

MISSION AND PURPOSE STATEMENT

The mission and purpose of United Truck Driving School is clear and uncompromised. The objective is to prepare students with the knowledge and skills that will enable them to qualify for entry level jobs in the trucking industry. Emphasis is placed on safety, a thorough understanding of Federal Motor Carrier Safety Rules and Regulations in the operation of heavy-duty tractor/trailer equipment, and defensive driving techniques necessary in developing the skill levels required to pass the Commercial Drivers License Examination. United Truck Driving School is designed to train, educate, and assist in the placement process in the truck industry.

ADMISSION REQUIREMENTS

Applicant must meet the following criteria:

- 18 years of age or older (intrastate driving apply if under 18)
- High School Diploma or GED
- Read, write and comprehend English. All classes are taught in English. (*)
- If an applicant has more than two moving violations and/or DUI's, the Admissions Representative will inform the applicant that job placement may be limited and with some companies, not available.
- If an applicant has any felony convictions or any medical disabilities they must be disclosed to the Admission Representative in order for the applicant to be made aware of any employment or federal restrictions that may apply to hiring criteria, (job placement).
- Obtain a 10 year Department of Motor Vehicle, (DMV) print out. (Print out must be within the last thirty days).
- Pass a Department of Transportation, (DOT), physical, and Drug Screening.
- United Truck Driving School does not admit students from other countries and does not provide Visa services nor does it vouch for student status.

*United Truck Driving School does not provide English-as-a-Second Language (ESL) Services.

ADMISSION PROCEDURES

Persons interested in enrolling must meet the admission requirements, must visit the campus and complete an, "Interview Questionnaire" and "Enrollment Application". All potential students must be interviewed by an Admission Representative or the Campus Director. The applicant is interviewed to determine if he/she has the required qualifications, as established by the Department of Transportation and the trucking industry, to become an Entry-Level Truck Driver. The interviewer will explain the course and the enrollment process. The applicant will be given a copy of the school catalog and any questions from the applicant will be addressed. If accepted, an "Enrollment Agreement" will be completed and a copy given to the applicant. The Admissions Representative will instruct student when to report to class.

LOCATION/EQUIPMENT USED/RESOURCE LIBRARY

Training is held at 4525 E. Commerce Ave, Fresno, CA, 93725. It includes a classroom for lessons on theory, a yard for hands on training, and a break room. A resource library is located in the classroom with open access during normal operating hours. The resource library contains instructional and information videos, instructional reading materials, current industry magazines, and access for applications, telephone, and research.

Equipment used for training are Federal Motor Carrier Safety Regulations, Commercial Drivers Handbook, Road Atlas, Drivers Log Book, Truck Driver Reference and Study Manual, two and three axle cab over the conventional tractors, various trailers, and converter gears.

United Truck Driving School does not have dormitory facilities. **The institution has no responsibility for finding students housing.** Please contact the Admissions Representative for a list of nearby motels for our out of town students. Cost of nearby motels range from \$40-\$80 per night.

FACULTY QUALIFICATIONS

Instructors must meet the following criteria:

- Three years minimum truck driving experience
- No felony convictions
- Holder of a current California Class A Driver's License
- Pass the Department of Transportation drug screening

ADMINISTRATION AND FACULTY

Jagbir Aulakh, Campus Director: Worked as a Service Manager for Keiser Sports from 1984 to 1998, at the end of 1998 he worked for four years as owner, operator (truck driver) for Aulakh Farming Inc, and he currently is owner operator of J. Aulakh Farms.

Rafaela Escareno, Lead Instructor/Counselor: 3 years experience as a Class A Truck Driver, cross country from 2006 to 2009. Began employment with United Truck Driving School in March 2009.

Robert Dominguez, Instructor: 4 years experience as a Class A Truck Driver from 2009 to 2013. Began employment with United Truck Driving School in January 2014.

CAMPUS OPERATING SCHEDULE

Instructors are available from 8:00 a.m. to 5:00 p. m. Monday thru Friday. Campus Administrative Personnel are available from 8:00 a. m. to 5:00 p. m. Monday thru Friday. Before and after hours appointments along with weekend classes may be scheduled in advance. Important information such as operating hours, holidays, class schedule, and revisions of them will be announces to students in advance.

United Truck Driving School observes the following holidays:

- New Year's Day
- Memorial day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

DESCRIPTION OF THE COURSE AND CLOCK HOURS (LICENSURE INFORMATION)

The TRUCK DRIVING PROGRAM is a four week program. Field and classroom training total 160 hours. The training includes DOT Safety and Regulations, State Regulations and proficiency development in the skills required to obtain a Commercial Drivers License. United Truck Driving School does not offer correspondence instruction, does not grant credit for prior experiential learning, and has not entered into an articulation or transfer agreement. The acceptance or transferability of credits you earn at other institutions is not currently accepted at United Truck Driving School, nor will this institution accept credits through challenge examinations and/or achievement tests.

This training is divided into four sections as follows:

CLASSROOM TRAINING:

Students attend 40 hours of classroom training covering such subjects as DOT, log books, defensive driving, and job search techniques. At the end of the classroom training students will be required to pass the written exam and obtain their class "A" instructional permit administered by the Department of Motor Vehicles. It is required to pass and obtain the instructional permit before proceeding to the behind the wheel training phase of the training course.

STUDENT SERVICES:

United Truck Driving School offers career counseling, job placement assistance, and other related services to all students. We work closely with our students during the classroom phase of training so that they are educated in professional interview techniques, and job seeking tools. Students are advised on topics ranging from filling out an application to developing the attitude and work habits that employers are looking for in an employee. United Truck Driving School will invite various trucking companies to visit the facility and talk with students regarding job placement, requirements for employment, and job availability. Advising is an on-going service throughout the student's training period and after graduation, if needed. Every effort will be made to place our graduates; however, United Truck Driving School cannot guarantee employment.

FIELD TRAINING:

120 hours of field training is required, which will include both observation and behind the wheel time. The field training consists of driving in training areas which include a combination of highway, city, and heavy traffic driving with emphasis on defensive driving. Backing and emergency procedures are also practices extensively. The training also consists of DMV skills practicing, job search training, DMV road testing, and graduation.

GRADUATION:

Students who have earned a grade of Average (70% grade point average), or above, and have met the attendance requirements shall be eligible for graduation and will receive a Certificate of Completion which will indicate that the student has successfully completed training. A student who does not meet the 70% grade point average or who does not complete training will receive a Certification of Attendance showing the total hours of training completed.

GRADING SYSTEM

<u>GRADE LEVEL</u>	<u>PERFORMANCE DEFINITION</u>
A – Excellent	90 - 100%
B – Above Average	80 - 89%
C – Average	70 – 79%
D – Unsatisfactory	60 – 69%
F – Fail	Below 59%

SATISFACTORY PROGRESS POLICY

Students are given a weekly grade. Satisfactory progress is considered to be a (GPA) of 70% or higher. Any student falling below a "C" average will be placed on academic probation for one week and will be dismissed if they do not show satisfactory progress within the second week. The final GPA must be a "C" or higher in order to be eligible to receive a Certificate of Completion. All work must be completed as required in order to receive a grade. Make up work may be allowed on a case -by -case basis. Students who experience difficulty in understanding a subject should request assistance from Instructor. United Truck Driving School will provide, within reason, additional assistance to ensure that each student is successful. There will be no extra charge for tutorial, or make up. After

160 hours of training there will be an evaluation by the Campus Director to determine if the student shall continue or be dropped from the course. The student cannot exceed 160 hours without the approval of the Campus Director. If the student is approved additional hours those hours cannot exceed 320 hours.

INSTRUCTOR TO STUDENT RATIO

Classroom Training: 1 Instructor to 12 students
Field Training: 1 Instructor to 4 students

ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$ <u>100.00</u>	Non-Refundable
Drug Screen	\$ <u>50.00</u>	Non-Refundable
DOT Physical	\$ <u>70.00</u>	Non-Refundable
DMV Permit	\$ <u>75.00</u>	Non-Refundable
DMV Printout	\$ <u>5.00</u>	Non-Refundable
Student Tuition Recovery Fund Fee to the nearest to the nearest \$1,000)	\$ <u>0</u>	Non-Refundable (\$.00 for every \$1,000 rounded
Tuition provision within this Agreement	\$ _____	Prorated upon withdrawal. Refer to refund policy

ESTIMATE DUE FOR THE ENTIRE PROGRAM \$ _____ *

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ _____

CHARGES DUE UPON ENROLLMENT \$ _____

FINANCIAL ASSISTANCE

In an effort to provide our students with options regarding the cost of tuition, United Truck Driving School has established contracts with a variety of sources for student tuition assistance. The following is a list of agencies that we work with:

- Department of Rehabilitation
- Workforce Investment Act (WIA) approved for the ETPL

United Truck Driving School is identified as an Eligible Training Provider by the California Employment Development Department, which provides funding under the Workforce Investment Act, (WIA). WIA is a federal and state funding source of financial aid to students. Information on WIA funding can be found at [http://edd.ca.gov/Jobs and Training/Workforce Investment Act. htm](http://edd.ca.gov/Jobs_and_Training/Workforce_Investment_Act.htm).

United Truck Driving School is not a participant of the Federal Financial Aid Program, Title IV; nor does this institution provide loans to students.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION

The transferability of credits you earn at United Truck Driving School is at the complete discretion of an institution to which you may seek the transfer. Acceptance of the certificate you earn in Truck Driver Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some, or all, of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending United Truck Driving School to determine if your certificate will transfer.

United Truck Driving School does not offer a degree program and the Truck Driving course are not accredited.

CANCELLATION OF AGREEMENT/REFUND

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when a written notice of cancellation from the student is addressed to the school. You can do this by mail, hand delivery, or telegram. Written notice of cancellation by mail is effective when mailed, properly addressed, and postage prepaid.

The written notice of cancellation does not need to take on any particular form, nor expression. Cancellation of the agreement is effective once the student provides, in writing, that they no longer wish to be bound by the enrollment agreement. Each student is given two "Notice of Cancellation" forms on the first day of class. If the school has provided equipment, including books and materials, the student shall return these items to the school within 30 days following the tender of the, "Notice of Cancellation" form. If the student fails to return the equipment, including books and materials, in good condition, allowing for reasonable wear and tear, with the 30 day period, the school may deduct from any refund due to the student the cost for the items that were not returned or not returned in good condition. Once the student pays for the equipment, books, or materials then the student can keep these items without any further obligation.

If the student cancels their agreement, the school will refund any money that the student paid, less any deductions for equipment, books, or materials not timely returned or not returned in good condition.

WITHDRAWAL FROM THE COURSE

You have the right to withdraw from this course of instruction at any time. If you withdraw after the period allowed by the Cancellation Agreement, the school will retain a refund, less registration fee, if applicable, not to exceed \$90.00, (non refundable), within thirty days following the withdrawal. The student is obligated to pay only for educational service rendered and unreturned items or items not returned in good condition. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator is the number of hours of instruction which you have not received but for which you have paid. The denominator is the total hours of instruction for which you have paid. If the student paid for equipment, books, or materials, as specified in the agreement, as a separate charge, and the student returns these items in good condition, within the thirty days following the date of your withdrawal, the school shall refund the charge for these items paid by the student. If the student fails to return the items in good condition, allowing for reasonable wear and tear, the school may offset the documented cost to the school for these items. The student shall be liable for the amount, if any, by which the documented cost for the equipment exceeds the prorated refund amount. The documented cost for the equipment, books, or materials may be less than the amount charged, and the amount the school has charged in the contract. These charges are listed in the Enrollment Agreement.

If the amount the student paid is more than the amount that the student owes for the time attended, then a refund will be made within thirty days of withdrawal. If the amount that the student owes is more than the student has already paid, then the student will have to make arrangements to pay the remaining amount.

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.

Hypothetical Refund Example:

Assume you enroll in a 160 hour course and you pay \$2,900 and withdraw after completing 80 hours (60% of the course). The pro-rated refund would be \$1,300.00 based on the calculations stated below:

160 clock hours of instruction paid for, only 80 hours of instruction was received.

\$2,900.00	amount paid by student for instruction
<u>-90.00</u>	registration fee
\$2,810.00	
-70.00	drug screen test
-70.00	DOT physical
-65.00	DMV permit
<u>- 5.00</u>	DMV printout
\$2,600.00	
<u> x .05</u>	50% of the course, 80 hours of instruction not received
\$1,300.00	REFUND

For the purpose of determining the amount the student owes for the time they attended, the student shall be deemed to have withdrawn from the course when any of the following occur:

- A. The student notifies the school in writing of their withdrawal
- B. The school terminates the student's enrollment
- C. The student fails to attend class for a three-day period. In this case, the date of withdrawal will be determined to be the last date of the student's recorded attendance.

If the student obtains a loan to pay for this course the student will have to repay the full amount of the loan, plus interest, less the amount of any refund; in the case of a student withdrawing from the course. If a student receives any federal student financial aid funds to pay for this course, and the student withdraws from the course, the student is entitled to a refund of the money not paid from the federal student financial aid fund.

ATTENDANCE POLICY

United Truck Driving School requires all students to attend class daily and timely. Students should anticipate and plan for any problems that would prevent them from attending class.

LATENESS:

A lateness notice will be given to any student arriving to class more than five minutes late. Four lateness notices will be considered equal to one full day of absence.

ABSENCES/EXCESSIVE ABSENCES:

In case of illness, death, or birth of an immediate family member the student will need to notify the Campus Director either in writing or via telephone call in order to obtain an "excused absence". All other absences will be considered, "unexcused". Excessive absences may result in a student being dropped from the course. Excessive is considered to be 25% or more in a one week period, and 20% or more in a two week period, combined. Students would be referred to the Campus Director for determination and action to be taken.

LEAVE OF ABSENCE:

A student seeking a regular leave of absence must provide a written notice to the Campus Director prior to their requested leave start day. The request should include the reason and the time period that the student is requesting. The decision to grant or deny will be determined on a case by case basis. If a student is granted a regular leave of absence and the student does not return to class by the scheduled time the student will be considered dropped as of the first day after their scheduled return. If a student requests a medical leave of absence, then a note from their medical provider will need to be provided verifying the start date for the leave and a release date to return to this course. If a student is granted a medical leave of absence and the student does not return to class by the scheduled time the student will be considered dropped as of the first day after their scheduled return. A regular leave of absence and a medical leave of absence cannot exceed thirty calendar days. Only one leave of absences will be granted to each student.

STUDENT RECORDS

A complete enrollment, academic, and financial file, (if applicable), is maintained on each student and kept in an individual permanent student file. All student files are confidential. Students or alumni may request to review their student file with the Campus Director at any time. A complete copy of the enrollment and financial forms, (if applicable); will be provided to each student upon the completion of their enrollment process. All student files are kept for five years and transcripts are kept permanently. If the school closes for any reason, the student records will be maintained by the appointed Custodian of Records.

DISMISSAL (CONDUCT OF STUDENTS)

United Truck Driving School requires that students conduct themselves in a professional manner at all times to ensure a safe learning environment for all students. Students will acknowledge by signature, the standard of conduct required while attending school. The following activities at or around the facility will be grounds for immediate termination of training and possible dismissal from the course:

- Unauthorized operation of equipment
- Use of drugs (prescription medication verified)
- Under the influence of alcohol
- Possession of drugs or alcohol on school premises
- Smoking in unauthorized areas
- Possession of a weapon on school premises
- Fighting
- Use of profanity
- Use of racist or sexist language
- Behavior creating a safety hazard
- Disobedient or disrespectful behavior to students and or staff

DRESS CODE/PERSONAL HYGIENE

Students are required to wear proper attire that will keep them safe and comfortable. Students be aware that you will be climbing in and out of trucks and will be coming in contact with dirt and grease. Khaki blue jeans, work shirts, and comfortable shoes are required. Bermuda type shorts and T shirts are permissible for wear during the summer months. Short shorts, tank tops, halter tops, sheer tops, bare chests, spike heels, sandals, and thongs are prohibited. Dangling earrings, loose jewelry, and large belt buckles are not allowed around equipment. Long hair should be tied back to avoid it getting caught in any equipment. Since the training is done in a classroom environment and students will be in close proximity to each other, personal hygiene is very important. If personal hygiene is an issue, United Truck Driving staff will ask the student to correct the hygiene issue.

STUDENT GRIEVANCES PROCEDURES

United Truck Driving School Campus Director has an open door policy. If a student wants to address a complaint or notify the school of a problem the student should speak to their Instructor first. Most complaints or problems are resolved at the teaching staff level. After speaking to their Instructor if the student feels it necessary to speak to the Campus Director, the student is urged to do so. Should complaints need to be addressed after hours a phone call to the Campus Director will be the process to follow. Upon completion of the student's Enrollment Agreement each student will be given the contact information to contact the Campus Director should they need to after hours. United Truck Driving School desires that their training be professional and pleasant for all student and complaints will be review, investigated, and acted upon promptly. A complaint log will be maintained to document all complaints.

STUDENT RIGHTS

- Fair and effective teaching and grading of the program selected
- Due process and impartial hearing in all disciplinary matters
- Privacy to student records

NON-DISCRIMINATION POLICY

United Truck Driving School does not discriminate on the basis of race, color, sex, nationality, religion, creed, or ethnic origin in administration of its education policies, admission policies, academic policies, and other school administered programs. Due to the Department of Transportation medical requirements, potential student that disclose a disability will be advised by the Campus Director if their disclosed disability might disqualify them under DOT regulations and if so, possible wavier through the California Department of Motor Vehicle Safety Department.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all 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.

The State of California created the Student Tuition Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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.

It is important that the student keeps 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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

UNITED TRUCK DRIVING SCHOOL TRUCK DRIVER TRAINING COURSE OUTLINE

Classroom Training consists of 40 hours of instruction and provides the student with knowledge of the trucking industry, Department of Transportation Safety, Drivers Log Book, and preparation for DMV Commercial Drivers License Permit written examination.

Classroom Training 40 hours

SUBJECTS:	HOURS
Introduction to Trucking Industry	2
Truck/Trailer and System/Operation	5
Department of Transportation Safety	2
Vehicle Inspection	5
Brake System	2
Map Reading/Log Books	10
CDL Preparation	10
Eye on Speed and Space Management	2
Job Search skills assessment/preparation	2
Total Classroom Hours:	40

UNITED TRUCK DRIVING SCHOOL TRUCK DRIVER TRAINING COURSE OUTLINE

Field training consists of 120 hours of instruction using both cab over and conventional tractors with various trailers. The student will learn the skills necessary to become a safe entry-level truck driver. Road training is taught based on a progressive schedule of driving skills development using a driving shifting range and various streets and highways around the city area. Field training also includes "hands-on" training in the areas of Vehicle Inspection, Coupling and Uncoupling, and Brake Adjustment.

FIELD TRAINING 120 HOURS

Subjects:	Shifting Range/Skills	On The Road	Hours
Tractor/Trailer Inspection:			
Pre/Post Trip Exterior	2.25		2.25
Pre/Post Trip Interior	2.25		2.25
Brake System	2.25		2.25
Coupling/Uncoupling:			
Single Trailer	2.25		2.25
Backing/Parking:			
Straight Line Backing	10.25		10.25
Alley Docking	7.50		7.50
Parallel Parking	6.25		6.25
Offset	4.00		4.00
Transmission/Shifting:			
Double Clutch	9.75	7.0	15.75
Up Shift by Speed	5.75	3.0	8.75
Up Shift by RPM	2.75	3.0	5.75
Down Shift by Speed	2.75	3.0	5.75
Down Shift by RPM	2.75	3.0	5.75
Driving Controls:			
Safety Awareness	1.0	3.0	4.0
Use of Mirror	1.0	2.0	3.0
Brake Control	1.0	4.0	5.0
Steering Control	.5	1.0	1.5
Lane/Change Position			
Turning Movements	.5	5.0	5.5
Grade Control		2.75	2.75
Advanced Safety and Operations:			
Tire and Wheel Safety Maintenance	4.0		4.0
Tractor and Trailer Maintenance	11.0		11.0
Fifth Wheel and Sliding Area	5.0		5.0
Career Counseling:			
Resume building	.5		.5
Interview techniques	.5		.5
DMV Testing			
Graduation			
Total Field Hours:	81.25	38.75	120.00

