

# WESTERN TRUCK SCHOOL

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

A Division of California Truck School, Inc.

## STUDENT CATALOG

Effective Dates: January 1, 2015 through December 31, 2015



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California Trucking Association  
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## **Western Truck School**

Western Truck School provides this catalog to all prospective students, and it is always available for download as a PDF from [www.westerntruckschool.com](http://www.westerntruckschool.com).

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. The School Performance Fact Sheet is also available as a PDF from [www.westerntruckschool.com](http://www.westerntruckschool.com).

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, website: [www.bppe.ca.gov](http://www.bppe.ca.gov), phone #(s): (916) 431-6959, 1-888-370-7589, fax: (916) 263-1897.

Western Truck School is a private institution and is approved by the Bureau for Private Post-Secondary Education (BPPE). Our BPPE School Code is 3401031. Approval to operate means compliance with minimum standards and does not imply any endorsement or recommendation by the State or the Bureau. Any questions regarding the application or approval process may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, website: [www.bppe.ca.gov](http://www.bppe.ca.gov), phone(s): (916) 431-6959, 1-888-370-7589, fax: (916) 263-1897.

Western Truck School does not discriminate on the basis of race, color, national origin, sex or handicap in educational programs.

English is the only language used for educational purposes at Western Truck School. Western Truck School is **not** authorized under Federal Law to enroll non-immigrant students, nor does it provide services for obtaining a visa.

Western Truck School does not offer nor does it plan to offer distance learning, Furthermore, Western Truck School does not offer educational programs leading to a degree.

Western Truck School measures its educational programs on the basis of clock hours. A clock hour is defined as a period of sixty (60 minutes with a minimum of fifty (50) minutes of instruction per hour).

### **Catalog Update Policy**

This catalog is revised annually and on an as-needed basis according to regulatory authorities.

In order to be accepted in to the program, the student must be able to read, write and comprehend English, §391.11 Subpart B of the Federal Motor Carrier Safety Regulations (FMCSR). Additionally, Western Truck School does not offer English as a Second Language courses. To meet admission requirements, Western Truck School requires students from foreign, non-English speaking countries to take an approved Ability to Benefit test or provide translated and certified documents showing equivalency to a U.S. high school diploma. These documents are further reviewed by a school official (or their designee) before the student is accepted for training. In lieu of documentation of a high school diploma or its equivalent, applicants must pass an Ability-to-Benefit test with a score of 230 or higher before acceptance. If a student cannot present either a high school diploma or a GED certificate, he/she will be required to take an Ability-to-Benefit test.

## **APPROVAL DISCLOSURE STATEMENT**

Western Truck School is a private institution that operates and is approved under guidelines established by the Department of Consumer Affairs and the Bureau for Private Postsecondary

Education pursuant to the California Education Code. This means that the institution and its operation comply with the standards established for occupational instruction by private postsecondary educational institutions. Institution approval is subject to continuing review based on legislation in place at the time.

The following programs adhere to the established standards:

**TRACTOR TRAILER OPERATOR  
CLASS A/P PROGRAM  
ADVANCED TRACTOR TRAILER OPERATOR  
COMMERCIAL VEHICLE DRIVER - OPERATOR  
CLASS A OR B TRUCK DRIVER REFRESHER PROGRAM  
CLASS B TRUCK OPERATOR PROGRAM  
CLASS P BUS OPERATOR PROGRAM  
FORKLIFT COURSE**

Western Truck School is approved for training of Veterans and eligible persons under the Provisions of Title 38, U.S. Code by the California State Approving Agency for Veterans Education (CSAAVE). This approval is granted in accordance with the responsibilities delegated to CSAAVE under Title 38, Chapter 36, U.S. Code Sections 3671(a) and 3672(a) Bulletin effective January 1, 2015 through December 31, 2015.

*WESTERN TRUCK SCHOOL LOCATIONS:*

West Sacramento - WS

Turlock - TK

Bakersfield – BK

San Diego = SD

*PROGRAMS CURRENTLY OFFERED AT:*



TRACTOR-TRAILER OPERATOR	WS	TK	BK	SD
CLASS A/P PROGRAM	---	TK	BK	SD
ADVANCED TRACTOR TRAILER OPERATOR	---	TK	BK	SD
COMMERCIAL VEHICLE DRIVER - OPERATOR	---	TK	BK	SD
CLASS A OR B TRUCK DRIVER REFRESHER PROGRAM	---	TK	BK	SD
CLASS B TRUCK OPERATOR PROGRAM	---	TK	BK	SD
CLASS P BUS OPERATOR PROGRAM	---	TK	BK	SD

California requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. 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. We encourage you to visit the physical facilities of the School and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an Enrollment Agreement.

The West Sacramento Campus, of Western Truck School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), the campus located in West Sacramento, CA is the only campus accredited by ACCSC.

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

The transferability of credits you earn at Western Truck School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in \_\_\_\_\_ is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 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 Western Truck School to determine if your diploma will transfer. This institution has not entered into an articulation or transfer agreement with any other institution.

**NOTICE CONCERNING ACCEPTANCE OF OR TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OTHER INSTITUTIONS TO/BY WESTERN TRUCK SCHOOL**

The acceptance or transferability of credits you earn at other institutions is not currently accepted at Western Truck School, nor has it entered into any articulation or transfer agreements with other institutions.

**ARTICULATION AGREEMENT**

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

**CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

Western Truck School does not grant credit for prior experiential learning.

**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. For potential students of the Western Truck School – West Sacramento campus, you will be given a Graduation and Employment Chart highlighting our outcomes according to the school’s latest Annual Report data as reported to the Accrediting Commission of Career Schools and Colleges.**

**All information contained in this school catalog is current and correct and is so certified as true by Michael A. Nord, President/CEO, Western Truck School.**

Signature:  \_\_\_\_\_  
**Michael A. Nord, President/CEO**

## ***A WORD ABOUT WESTERN TRUCK SCHOOL***

### **Purpose and Philosophy**

The purpose of Western Truck 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 skill levels required to pass the Commercial Driver's License Examination.

Western Truck School training is designed to prepare individuals to become professional, entry-level truck drivers. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gain-full employment in the trucking industry as a commercial driver.

### **Western Truck School History**

In 1976, Everett G. Nord opened the first of what was to become one of the many branches of Western Truck School throughout California.

The goal was to establish a school that would offer a comprehensive program to its students that was developed to train quality entry-level truck drivers, and the intervening years have shown that they succeeded.

Western Truck School was started with one truck and one instructor in a small rented office space in West Sacramento, California. As Western Truck School's reputation for quality driver training has grown, so has the number and size of Western Truck School.

### **Bankruptcy Statement**

Pursuant to the California Education Code Section 94909(a)(12), every institution is required to include in the school catalog a statement specifying its Bankruptcy status. This institution has no pending petition in bankruptcy, nor is it operating as a debtor in possession, or has filed a petition within the preceding 5 years. This institution has had no petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy as filed a per Code (11 U.S.C. Sec:1101 et seq.).

## **GENERAL QUALIFICATIONS TO DRIVE A COMMERCIAL MOTOR VEHICLE.**

A person shall not drive a commercial motor vehicle unless he/she is qualified to drive a commercial motor vehicle. Except as provided in §391.63, a motor carrier shall not require or permit a person to drive a commercial motor vehicle unless that person is qualified to drive a commercial motor vehicle. Except as provided in Subpart G of 49 CFR 391, a person is qualified to drive a commercial motor vehicle if he/she:

- **Is at least 21 years old;**
- **Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records;**
- **Can, by reason of experience, training, or both, safely operate the type of commercial motor vehicle he/she drives;**

- Is physically qualified to drive a commercial motor vehicle in accordance with Subpart E Physical Qualifications and Examinations of 49 CFR 391;
- Has a currently valid commercial motor vehicle operator's license issued only by one State or jurisdiction;
- Has prepared and furnished the motor carrier that employs him/her with the list of violations or the certificate as required by §391.27;
- Is not disqualified to drive a commercial motor vehicle under the rules in §391.15; and
- Has successfully completed a driver's road test and has been issued a certificate of driver's road test in accordance with §391.31, or has presented an operator's license or a certificate of road test which the motor carrier that employs him/her has accepted as equivalent to a road test in accordance with §391.33.

For more complete details and information please refer to **49 CFR 391**.

### **ADMISSION REQUIREMENTS**

In order to be accepted for training as an entry-level truck driver, an applicant must:

- ⇒ Read, write and comprehend English. §391.11 Subpart B FMCSR.
- ⇒ Present a high school diploma or GED certificate from a U.S School.
- ⇒ Applicants that do not possess a high school diploma or its equivalent must successfully pass an Ability-to-Benefit examination. Western Truck school currently utilizes the Wonderlic Basic Skills Test as its Ability to Benefit Test. Applicants must achieve a Skills Composite score of 230 or higher in order to successfully pass this Ability-to-Benefit exam. For English as a second language applicants, the successful completion of this examination will also demonstrate that the applicant is proficient in comprehending the English language.
- ⇒ Present a current valid driver's license.
- ⇒ Present a Social Security card and Resident Alien Card, if applicable.
- ⇒ Pass a Department of Transportation (DOT) physical examination.
- ⇒ Obtain a Department of Motor Vehicle's (DMV) printout. (NOTE: If applicant has any DUI (Driving Under the Influence) convictions or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to an Admission's Counselor so that we may determine, on an individual basis, whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry with certain employers.)
- ⇒ Be at least 18 years of age. Minimum age for interstate driving is 21.
- ⇒ Pass a NIDA 5-Panel drug screen test. According to the U.S. Department of Transportation Regulation §382.103, student drivers are required to test even though they may not yet possess a Commercial Driver's License (CDL).

### **ADMISSION PROCEDURES**

For admission to Western Truck School, the applicant is interviewed by the Admission's Representative. At that time, an admission application is completed. The applicant is then informed about the program itself, the requirement that the school must have received a

negative NIDA 5-Panel drug test result before the applicant performs a safety-sensitive function (driving) the next class starting date, admission requirements, and school policies in general. Each applicant is then given a tour of the School. A complete school catalog is provided to all students at the time of enrollment or upon request. A current copy of the school catalog is also available on line at [www.westerntruckschool.com](http://www.westerntruckschool.com).

During the interview, it is pointed out that, if the applicant has any DUI (Driving Under Influence) convictions or more than three moving violations on his/her driving record, any Worker's Compensation claims in the last three years, felony convictions, neck or back problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers.

An Enrollment Agreement is processed when the applicant is determined to be qualified for training, Western Truck School also complies with section **§391.11 Subpart B FMCSR (Federal Motor Carrier Safety Regulations)** pertaining to a driver's requirement that they must be able to read, write and converse in English. Consequently, all transactions are performed in English only. Western Truck School does not provide recruitment or training in other languages. The institution is identified as an Eligible Training Provider by the California Employment Development Department, which provides funding under the Workforce Investment Act (WIA) for certain classes offered by Western Truck School. 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).

The completed Enrollment Agreement is forwarded to the Corporate Office for approval. A "Notice of Student Rights" informing the students of their right to cancel the training contract is given to each student at the time of enrollment and prior to enrolling.

Western Truck School is **not** approved by the U.S. Department of Education to participate in Federal Financial Aid Title IV programs nor is it approved by the California Student Aid Commission to participate in the Cal Grant programs.

Per **§94899.5(a)** Institutions that offer short-term programs designed to be completed in one term or 4 months, whichever is less, may require payment of all tuition and fees on the first day of instruction with limitations that shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs. Institutions may not provide private institutional loan funding to a student where indebtedness exceeds the total charges for the current period of attendance. At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

Per **§94918** in compliance with making consumer loans to students (as applicable) Western Truck School complies with the requirements of the Federal Truth and Lending Act pursuant to Title 15 of the United States Code.

## **CONSUMER INFORMATION**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a



summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken an adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60-days.
- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and

address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For Information about your Federal rights contact:

1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.  
b. Such affiliates that are not banks, savings associations, or  
c. Credit unions also should list, in addition to the CFPB:
  - 1) Consumer Financial Protection Bureau  
1700 G Street NW  
Washington, DC 20552
  - 2) Federal Trade Commission  
Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357
2. To the extent not included in item 1 above:
  - a. National banks, federal savings associations and federal branches and federal agencies of foreign banks;
  - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act;
  - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
  - d. Federal Credit Unions
    - 1) Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050
    - 2) Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480
    - 3) FDIC Consumer Response Center  
1100 Walnut St., Box #11  
Kansas City, MO 64106
    - 4) National Credit Union Administration

Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

3. Air carriers Asst. General Counsel for Aviation Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590
4. Creditors Subject to Surface Transportation Board Office of Proceedings,  
Surface Transportation Board  
Department of Transportation  
395 E Street, S.W.  
Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921  
Nearest Packers and Stockyards Administration Area  
Supervisor
6. Small Business Investment Companies  
Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
409 Third Street, SW, 8<sup>th</sup> Floor  
Washington, DC 20416
7. Brokers and Dealers Securities and Exchange Commission  
100 F Street, N.E.  
Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations,  
Federal Intermediate Credit Banks and Production Credit Associations  
Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above  
FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission:  
Consumer Response Center - FCRA  
Washington, DC 20580  
(877) 382-4357

If you obtained a loan to pay for an educational program, you will have to repay the full amount of the loan plus any interest, less the amount of any refund. If you received federal student financial aid funds, you are entitled to a refund of the money not paid from federal financial aid funds.

## **EDUCATIONAL OBJECTIVES**

### **TRACTOR TRAILER OPERATOR**

The **TRACTOR TRAILER OPERATOR** is a 4- to 8-week program. Field and classroom training total 160 hours. This training includes DOT Safety Rules and Regulations, State regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL). Western Truck School offers day, evening, and weekend classes.

Students attend 40-hours of classroom training covering such subjects as DOT, logbooks, defensive driving and job search techniques.

Field training includes both observation and behind the wheel time totaling 120 hours. The field training consists of driving in training areas that include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation. (Some weekend attendance may also be required.) Homework is assigned on a regular basis and students must be prepared for an intensive program of study.

After completion of the program, students are taken to the DMV for the CDL Driving and Skills tests. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial driver.

**REQUIREMENTS:** Before any field training can start, the student must obtain a valid California Class A Learner's Permit. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **CLASS A/P PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

The **CLASS A/P PROGRAM** is a 4.5 to 8.5 week Class A program coupled with an additional 20 hours of field training and testing on a passenger bus, (when available). Field and classroom training total 180 hours. This training includes DOT Safety Rules and Regulations, State regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL) with Passenger Endorsement. Western Truck School offers day, evening, and weekend classes. Students attend 40-hours of classroom training covering such subjects as DOT, logbooks, defensive driving and job search techniques followed by extensive field training. Training is post-secondary education designed for adults 21 years of age and over to achieve the necessary skills needed to receive gain-full employment in the trucking industry as a commercial driver.

Field training includes both observation and behind the wheel time totaling 140 hours. The field training consists of driving in training areas that include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation. (Some weekend attendance may also be required.) Homework is assigned on a regular basis and students must be prepared for an intensive program of study. After completion of the program, students are taken to the DMV for the CDL Driving and Skills tests. Upon successfully passing the tests, the student should be able to enter the trucking industry as a qualified entry-level diesel tractor/trailer driver with a

passenger endorsement capable of safe transportation of passengers on a bus. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver.

**REQUIREMENTS:** Before any field training can start, the student must obtain a valid California Class A Learner's Permit with passenger endorsement. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **ADVANCED TRACTOR TRAILER OPERATOR**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

The **ADVANCED TRACTOR TRAILER OPERATOR PROGRAM (ATTO)** is a 17 week advanced training schedule. Field and classroom training total 330 hours. This training includes DOT Safety Rules and Regulations, State regulations and proficiency development in the skills required to obtain the Commercial Driver's License (CDL). Western Truck School offers a flexible day or evening class schedule.

This Program provides a thorough in-depth training of the trucking industry and an introduction to the management of an OTR (over the road) life style. Included in this program is training in all skills necessary to pass the DOT requirements for their CDL, and an OSHA certification in the operation of a forklift in order to master the common day to day activities that an OTR driver will face. The ATTO program also provides education in driver wellness and basic health maintenance, and forklift training plus advanced trip planning, whistle blower protection, and safety as a way of life. The ATTO program has extended the amount of time spent in driving and backing skills, forklift training and loading/unloading methodology.

With successful completion of this program the graduate qualifies as a solo commercial vehicle operator fully capable of loading and unloading his own trailer, plus a certified forklift operator fully capable of handling a variety of jobs in the commercial/industrial industry.

Students attend 80-hours of classroom training covering such subjects as DOT, logbooks, defensive driving and job search techniques.

Field training includes both observation and behind the wheel time totaling 250 hours. The field training consists of driving in training areas that include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of DMV skills practicing, job search training, DMV road testing and graduation. Homework is assigned on a regular basis and students must be prepared for an intensive program of study.

After completion of the program, students are taken to the DMV for the CDL Driving and Skills tests. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver.

**REQUIREMENTS:** Before any field training can start, the student must obtain a valid California Class A Learner's Permit. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **COMMERCIAL VEHICLE DRIVER - OPERATOR PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

This Program provides a thorough in-depth training of the trucking industry and an introduction to the management of an OTR (over the road) life style. Included in this program is training in all skills necessary to pass the DOT requirements for their CDL, and to master the common day to day encounters that an OTR driver will face. The CVDP program also provides education in driver wellness and basic health maintenance, advanced trip planning, whistle blower protection, and safety as a way of life. The CVDP has extended the amount of time spent in driving and backing skills and prepares the student for progression into an externship portion of the training.

Students attend 80 hours of classroom training covering such subjects as DOT, logbooks, defensive driving and job search techniques. Field training totals 360 hours with an additional 200 hours of externship.

With the incorporation of an externship segment the student gets an opportunity to experience the day to day encounters of a driver operator, and gains knowledge that can only be gained by experiencing the daily scenarios facing an OTR driver, such as the interaction between industrial, wholesale and commercial consignee's, cargo handling and bill of ladings, interstate and intrastate transit and weigh stations just to mention a few. The externship program is 200 hours of on the road training, which puts theory to practice.

Successful completion of this program qualifies the graduate with a variety of jobs in the commercial industry and fully prepares the graduate for a non-supervised driving position over the road. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver.

**REQUIREMENTS:** Before any field training can start, the student must obtain a valid California Class A Learner's Permit. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **CLASS A OR B TRUCK DRIVER REFRESHER PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

These programs are offered on a first-come, first-served basis. This training is only offered to individuals with prior tractor/trailer experience.

The Refresher Program is a 40-hour program and the hours of training are determined at the time of enrollment. The field training consists of driving in specific training areas that include a combination of highway, city, and heavy traffic driving with a strong emphasis on defensive driving. After completion of the programs, students are taken to the Department of Motor Vehicles for the Commercial Drivers License driving and skills tests.

Conventional tractors are used for training. The transmissions used are 9-speed or 10-speed patterns. All equipment fully complies with all Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver.

**REQUIREMENTS:** Before any training can start, the student must have in their

possession valid California Class A or Class B License. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **CLASS B TRUCK OPERATOR PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

This program is offered year-round on a first-come, first-served basis. This training is designed to prepare graduates to become professional entry-level commercial truck (Class B) drivers.

The Class B Commercial Driver's Program is a 40 hour program. The hours of training are determined at enrollment. The instructor to student ratio is one to one. The field training consists of driving in training areas that include combinations of highway, city, and heavy traffic areas with a strong emphasis on defensive driving. After completion of the program, students are taken to the Department of Motor Vehicles for the Class B Commercial Driver's License skills and driving tests. Trucks used for this training are equipped with air brakes and have 6-speed standard transmission. These trucks fully comply with all Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment in the trucking industry as a commercial driver.

**REQUIREMENTS:** Before any training can start, the student must obtain a valid California Class B Learner's Permit. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **CLASS P – BUS OPERATOR PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

This program is offered year-round on a first-come, first-served basis. This training is designed to prepare graduates to become professional entry-level passenger bus (Class P) operators. The Class P Passenger Bus Operator's Program is a 40 or 80-hour program. The hours of training are determined at enrollment. The field training consists of driving in training areas that include combinations of highway, city, and heavy traffic areas with a strong emphasis on defensive driving. After completion of the program, students are taken to the Department of Motor Vehicles for the Class P Passenger Bus Operator's License skills and driving tests. Training is accomplished using transit buses that fully comply with all Federal, State and Local regulations. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gainful employment as a commercial passenger bus driver.

**REQUIREMENTS:** Before any training can start, the student must obtain a valid California Class P Learner's Permit. Regulations also require that a drug screen test be administered and passed before **any** training can begin.

### **FORKLIFT COURSE**

This course is excluded from the West Sacramento campuses accreditation with ACCSC

This COURSE provides four (4) hours of training in safety and forklift history offered on a bi-weekly schedule during the day at locations with available equipment. The training also offers an introduction to the management and operation of an industrial forklift. Included in this program is a combination of classroom and field training in skills necessary to pass the OSHA requirements for a three year operator certification, and OSHA approved safety training. With successful completion of this program the graduate qualifies as a certified forklift operator.

## **INSTRUCTOR QUALIFICATIONS**

The minimum qualifications/requirements of instructors are as follows:

1. Instructors must possess a minimum of three years of related practical work experience in the subject area(s) taught.
2. Instructors must meet minimum requirements of health, licensing, and driving records. They must possess a current Class A license, a current medical card, and have an acceptable driving record. In addition, all instructors are required to submit to a NIDA 5-Panel drug test.
3. Instructors must complete a 40-hour training course administered by Western Truck School.

## **FACULTY LIST**

### **WEST SACRAMENTO**

1. Don Schweizer (Training Coordinator- CVTA Senior Master Instructor)
2. David Toller – CVTA Senior Master Instructor
3. Robert Armour – CVTA Instructor
4. John Haydu – CVTA Master Instructor
5. Anthony Stallings – CVTA Master Instructor
6. Elmo Menefee – CVTA Master Instructor

### **TURLOCK**

1. Tim Fannon (Training Coordinator - CVTA Master Instructor)
2. Ralph DeHart – CVTA Master Instructor
3. Ron Giddings – CVTA Master Instructor

### **BAKERSFIELD**

1. Rex Childers – (Training Coordinator - CVTA Master Instructor)
2. Devona Crady – CVTA Master Instructor
3. Jeffrey Garner – Instructor
4. John Kelly - Instructor

### **SAN DIEGO**

1. Vincent “Vinnie” Buchanan – CVTA Master Instructor
2. William Floyd – Instructor
3. Everado “Ed” Ibarra – CVTA Master Instructor
4. Jesus Hernandez – Instructor
5. Kirk Hardcastle – (Training Coordinator - CVTA Master Instructor)

## **LOCATIONS**

Western Truck School campuses are located in industrial areas and are listed in the back of this catalog. All campuses are comprised of classroom facilities, administrative offices, library and resource center and yard space for field training and reflect facilities similar to commercially-operated truck terminals. Western Truck School's campuses and the equipment they utilize fully comply with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

The campuses are designed to accommodate the average classroom size ranging from 5 to 30 students with one instructor (a minimum of 1:5 up to a maximum of 1:30). The instructor/student ratio for Classroom Theory Activities is a maximum of 1:30; for range practice



(pre-trip, backing, etc.) is a maximum of one to nine (1:9); and the instructor/student ratio for behind the wheel training (street training or O-T-R) is a maximum of one to four (1:4).

Classes may be held in any or all of the following locations:

- 4519 West Capital Ave., West Sacramento, CA 95691
- 400 3<sup>rd</sup> Street, Turlock, CA 95380
- 11902 Campo Road, Spring Valley, CA 91978
- 5800 State Road, #7, Bakersfield, CA 93308

The West Sacramento campus is comprised of two buildings with more than 35,000 square feet of classroom, laboratory and office space. All training equipment, instructor's offices, a centralized library and driving range access are located at this location. Students have access to a break room, equipment with vending machines, microwave and refrigeration. The corporate office located at 3990 Industrial Boulevard, houses executive management personnel, admission's office, business office and student records.

The Turlock campus encompasses more than 1,200 square feet within a single building. The office building contains an admission office, classroom with library, student services office and instructors' office. A range/yard is available for skills training such as straight backing, alley docking and parallel parking. A covered patio is available for student break times.

The San Diego or "Spring Valley" campus includes classroom, laboratory and office space of more than 4,000 square feet in a single building. The campus includes a large skills area that surrounds the campus building; students are engaged in developing their skills such as: docking, backing, and parallel parking.

The Bakersfield campus consists of two buildings, an open and covered picnic area and a large skills area for range practice. The first building contains a lobby and 400 square feet of classroom space. The second building is over 800 square feet and holds a front office, admissions office, student services office and instructors' office and a centralized library.

All campuses are accessible from local freeways and/or local surface streets and highways. Local bus lines are also available within close proximity to the school location. Ample parking for cars and trucks is available at all locations.

Western Truck School has no dormitory facilities under its control. **No dormitory facilities are provided nor is the school responsible for finding or assisting the student in finding housing facilities;** however, a list of local services has been provided in the back of this catalog. Local housing is available at a reasonable distance from the campus with a range of cost from \$34.66-\$109 per night. Specific information regarding housing at each location is found in the back of this catalog.

### **EQUIPMENT USED**

Western Truck School students are trained on two and three axle conventional tractors and 28 to 48 foot trailers. Western Truck School currently has 12 tractors and numerous trailer stock, Class B trucks, and 28' passenger buses. Rolling stock is subject to exchange with other Western Truck School facilities at any time. Students are required to conduct an on-site visitation of the training location prior to enrollment. **Equipment utilized at all campuses is of similar make and model year 2007-2010 tractors** and are consistent with equipment in use throughout the trucking industry. An example of the equipment utilized at all WTS campuses is as follows:

**WEST SACRAMENTO****TURLOCK**

688752	Freightliner	2007	TRK	688756	Freightliner	2007	TRK
631487	Freightliner	2011	TRK	631199	International	2011	TRK
533480	Freightliner	2008	TRK	DLV110 48`	Fruehauf	1981	TRLR
B-6	Bluebird	1991	BUS	FB-13	Pullman	1973	TRLR
11397	Freightliner	2007	TRK	DV-61 28'	Trailmobile	1984	TRLR
SB-3-28`	Whiting	1995	TRLR	DV-65 28`	Trailmobile	1984	TRLR
NG-1/DVL- 109	Strickland	1984	TRLR	DV -67 28'	Trailmobile	1995	TRLR
DVL-103-48`	Strickland	1984	TRLR				
DLV-100 48`	Strick	1984	TRLR				
FB-12-28`	Pullman	1953	TRLR				
DV-37-28`	Hobbs		TRLR				

**SAN DIEGO****BAKERSFIELD**

Freightliner	Cascadia	2013	TRK	630924	International	2011	TRK
Freightliner	688525	2007	TRK	688756	Freightliner	2007	TRK
Bluebird	Bus	1991	Bus	FB-6	Trailmobile	1968	TRLR
DV-16-27`	Pike	1972	TRLR	DV-41 28`	Brown	1965	TRLR
SB-1 28`	Stroughton	1995	TRLR	SB-4	Strick	1978	TRLR
DV-64 28`	Trailmobile	1984	TRLR	DLV102 48`	Strick	1984	TRLR
FB-8 27`	Utility	1967	TRLR				
FB-14-27`	Utility	1965	TRLR				
DLV-101 48`	Strick	1983	TRLR				
DLV-104 48`	Strick	1984	TRLR				

**STUDENT CONDUCT**

The standards of conduct at Western Truck School are patterned after those that prevail in both business and industry. Students are expected to observe the School's regulations, to follow directions given by their instructor, and to conduct themselves in a manner that is a credit to the School, their fellow students, and the trucking industry.

In order to create a healthy learning environment, certain standards of conduct must be followed. The following activities at or around Western Truck School facilities and equipment will be cause for immediate dismissal.

- Under the influence of alcohol and/or drugs;
- Smoking in unauthorized areas, i.e., classroom or inside trucks;
- Unauthorized truck starting or operation;

- Gambling;
- Hazing or harassment of fellow students.
- Unauthorized cell phone use in and around equipment or classroom.

Students are given copies of Western Truck School Rules and Regulations on their first day of class. The Rules and Regulations are to be read and signed by the student. The Rules and Regulations also inform the student of the School's warning procedures used for unsatisfactory attendance and academic performance.

### **DRESS CODE**

Western Truck School requires all students to dress appropriately. Tank tops, halter-tops, bare chests, thongs, or spike heels are not permitted. Appropriate attire is jeans, T-shirts, sweatshirts, and comfortable, closed toed shoes. Students are to be clean and neatly groomed. We suggest that you do not wear good clothing to field classes. For safety reasons, we also recommend that students not wear large, dangling earrings, loose jewelry, or large belt buckles around equipment. Long hair should be tied back.

### **ATTENDANCE REQUIREMENTS**

Attendance and punctuality is stressed all through the program as it is in the trucking industry. A student consistently coming to class late or failing to attend class on a daily basis will be advised. Excessive absences and/or tardiness will be cause for dismissal as it would in the trucking industry.

If a student's attendance during any week falls below 80%, continued enrollment is permitted only with the approval of the Director of Education. At the midterm point, if a student's attendance falls below 60%, an automatic termination is affected.

Attendance is considered in the evaluation of each student's performance when making recommendations to employers. Western Truck School provides students with the opportunity to make up course work missed due to excused absences. Arrangements may be made with the Training Coordinator, and must be approved by the Director of Education.

### **Maximum Time in Which to Complete**

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

### **Leave of Absence**

In limited cases, a student may arrange to leave school temporarily, with the intention of resuming the program at a later date. The student must request the Leave of Absence ("LOA") in writing. Generally, No more than one LOA may be granted for the same student in any twelve-(12) month period and a Leave of Absence is limited to a thirty (30) day period; however, under extreme circumstances such as such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, a student may be granted more than one LOA provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If a student fails to return from the Leave of Absence, the student is considered to have

withdrawn from the school as of the first day the LOA began and the school's refund policy will be applied in accordance with applicable and published requirements.  
*Rev.4/2014.*

### **GRADING SYSTEM**

Grades of excellent, above average, and average indicate passing. A grade of Unsatisfactory is failing. A grade of Incomplete indicates need for additional course work.

<b>GRADE LEVEL</b>	<b>PERFORMANCE DEFINITION</b>	<b>GRADE POINT AVERAGE</b>
<b>Excellent – A</b>	<b>90% - 100%</b>	<b>4</b>
<b>Above Average - B</b>	<b>80% - 89%</b>	<b>3</b>
<b>Average – C</b>	<b>70% - 79%</b>	<b>2</b>
<b>Unsatisfactory - D</b>	<b>60% - 69%</b>	<b>1</b>
<b>Fail – F</b>	<b>Below 59%</b>	<b>0</b>
<b>Incomplete - I</b>	<b>Not Complete</b>	<b>0</b>

### **SATISFACTORY PROGRESS**

To be considered making satisfactory progress, a student must achieve a grade point average (GPA) of 1.0 or higher by the end of the first 25% of the program. By midpoint (50%) of the program, a student must have achieved a GPA of 1.5 or higher. A student must achieve a GPA of 2.0 or higher by graduation to be eligible to receive a diploma.

A student who fails to maintain satisfactory progress will be placed on Probation for a period of time to be determined by the training coordinator. Failure to achieve the required GPA by the end of the probation period will result in termination. Re-enrollment following such termination shall be at the discretion of the School.

Students must complete all course work within the scheduled grading period. Students with "Incomplete" will be given the opportunity to make-up course work as necessary. This must be done in addition to regular work.

Completion of the program is not to exceed one and one-half times the length of the program (i.e. 240 clock hours if a 160 hour program). If a student does not complete the program within the maximum time, he/she will not be eligible for graduation and will be terminated from the program. *Rev. 7/2014.*

### **MAKE-UP POLICY**

Students may make-up failed or missed course work with the permission of a school official. It is the student's responsibility to request make-up time, as well as to complete any assignments exams or other work missed. Students may be allowed to attend an alternative schedule as long as the maximum time frame for completion has not been exceeded. For example, a day-time student may be allowed to attend a night-time schedule and a night-time student may be allowed to attend a day-time schedule. Student's requesting make-up time must first register a request with their assigned instructor. *Rev. 7/2014*

### **PROBATION**

WTS reserves the right to ask any individual to leave at any time if the school feels that the person does not have the qualities of personal integrity to participate in a responsible way. Probation may be assigned to a student that exhibits unprofessional conduct or fails to maintain satisfactory academic progress or attendance requirements. Probation is designed to inform the student on how best to improve performance in order to achieve satisfactory progress. A Probation Advisement Notification Form, signed by the student and the instructor, will outline the goals, method and timeframe in which the student must achieve satisfactory progress. Rev. 4/2014.

### **TERMINATION**

The student may be terminated if any of the following conditions occur:

- 1) Violation of the Student Conduct Policy.
- 2) Unsatisfactory academic progress.
- 3) Failure to maintain satisfactory attendance.
- 4) If the student fails to complete the program within the maximum time frame
- 5) If tuition payments fall into arrears, or if any financial obligations set by the school are not met. If a student is terminated, tuition, fees and any other charges will be refunded according to the refund policy. Rev. 4/2014

### **GRADUATION**

Students enrolled in an appropriate training program and who have earned a grade of "Average" or "C" (2.0 GPA) or above, have maintained satisfactory progress and have met attendance requirements shall be eligible for graduation and will receive a "Diploma". For students enrolled on or after 05/01/14, the school will no longer be issuing "Certificates of Completion" for those students not achieving all graduation requirements. Non-graduating students may request a copy of their official transcript once terminated from the program of study. Rev. 4/2014.

### **TRANSCRIPTS**

A transcript is maintained for each student. The student's grades, attendance and school status are entered into the school's database and are kept indefinitely. Transcripts are issued as part of the student's "Graduation Packet" and are available upon request for non-graduating students. It is recommended that the graduate maintain the transcript as part of their permanent paperwork. Rev. 7/2014.

### **STUDENT COMPLAINT PROCEDURES/RESOLUTION & STUDENT RIGHTS**

***In accordance with the Regulations Relating to the Approval of Vocational and Non-Degree Granting Schools, Agents and Agencies, and the Student Tuition Recovery Fund (if applicable), any complaint received by the School must be reviewed and resolved within 30 days after it was first made by the student. Following would be the procedures to follow.)***

Pursuant to **§71810(14)**, persons seeking to resolve problems or complaints should first contact the instructor in charge. If the complaint is not resolved to the student's satisfaction, student may submit a complaint in writing to the Training Coordinator. The Training Coordinator will log the complaint on to a "Student Complaint Form" and will begin an investigation. If the complaint is not resolved to the student's satisfaction, the student may submit the complaint in writing to the Director of Education. The Director of Education will contact the Training Coordinator to investigate the complaint. The Director of Education will resolve the complaint and notify both the Training Coordinator and student in writing of the results of the investigation and

determinations that have been made. If the complaint is not resolved to the student's satisfaction, the student may submit the complaint in writing to the Treasurer/Controller of the Company. The Treasurer/Controller will contact the Director of Education to investigate the complaint. The Treasurer/Controller will resolve the complaint and inform the student in writing of results and determinations.

If the complaint is not resolved to the student's satisfaction, 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 website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **STUDENT COMPLAINT PROCEDURE – West Sacramento Campus only**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Don Schweizer, Director of Education or online at [www.accsc.org](http://www.accsc.org).

### **STUDENT RECORDS**

An official academic record is maintained permanently as required for each student either physically or electronically at the Corporate offices located at 3990 Industrial Blvd., West Sacramento, CA 95691. Current student files are only available at campus locations during attendance. No records are maintained at campus locations. This provides a complete record of program grades, skill levels, attendance, advising, and employment information. Financial records are also maintained for each student at the Corporate office. These documents provide a complete record of tuition charges, payments, refunds, and financial transactions and will be maintained indefinitely following the date of the student's graduation, withdrawal or termination.

Student records are kept confidential. At the request of the student, he/she may at any time review his/her academic or financial record with the Office Manager. In the event of a School closure, the appointed Custodian of Records as required by the California Education Code would maintain student records.

The rights of students to inspect their individual records are in accordance with the Family Education Rights and Privacy Act of 1974, Public Law **§93.380**, as amended.

**PROGRAM OUTLINES**

**TRACTOR-TRAILER OPERATOR**

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial driver.

***TRACTOR-TRAILER OPERATOR (FOUR WEEKS/160 HOURS)***

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	3.0	
CDL Training	15.0	
DOT/Log Hours of Service	10.0	
Air Brake System	5.0	
Safety Procedures	<u>7.0</u>	
	<b>CLASSROOM TOTAL HOURS</b>	<b>40.0</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION</b>		
Around Truck	15.0	
In Cab	6.0	
Brake Adjustment	2.0	
<b>BACKING</b>		
Straight Line	10.0	
Offset 90°	10.0	
Skilled Backing Maneuvers	10.0	
<b>COUPLING/UNCOUPLING</b>		
Semi	5.0	
Doubles	2.0	
<b>SHIFTING</b>		
Double Clutching	10.0	
Up Shifting	10.0	
Down Shifting	10.0	
<b>BASIC CONTROL</b>		
Turns	6.0	
Mirrors	6.0	
Lane Position	6.0	
Brakes	6.0	
Scanning for Hazards	<u>6.0</u>	
	<b>FIELD TOTAL HOURS</b>	<b><u>120.0</u></b>
	<b>TOTAL PROGRAM HOURS</b>	<b><u>160.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO DMV drive tests are included** in the cost of the program. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

## **ADVANCED TRACTOR-TRAILER OPERATOR**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial driver. This is a more advanced version of the basic 160 hour program.

### **ADVANCED TRACTOR/TRAILER OPERATOR (FIFTEEN WEEKS/330 HOURS)**

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	5.0	
CDL Training	15.0	
DOT/Log Hours of Service	25.0	
Air Brake System	5.0	
Advanced map reading	5.0	
Health and Wellness	5.0	
Seven Minute Solutions	10.0	
Forklift Training	<u>10.0</u>	
	<b>CLASSROOM TOTAL HOURS</b>	<b>80.0</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION</b>		
Around Truck	24.0	
In Cab	10.0	
Brake Adjustment	6.0	
Tire/Tread ICD	8.0	
Motor Components	8.0	
Straight Line	15.0	
Offset 90°	15.0	
Skilled Backing Maneuvers	40.0	
<b>COUPLING/UNCOUPLING</b>		
Semi	10.0	
Doubles	4.0	
<b>SHIFTING</b>		
Double Clutching	20.0	
Up Shifting	20.0	
Down Shifting	20.0	
<b>BASIC CONTROL</b>		
Turns	10.0	
Mirrors	10.0	
Lane Position	10.0	
Brakes	10.0	
Scanning for Hazards	<u>10.0</u>	
	<b>FIELD TOTAL HOURS</b>	<b><u>250.0</u></b>
	<b>TOTAL PROGRAM HOURS</b>	<b><u>330.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the programs tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.



**COMMERCIAL VEHICLE DRIVER - OPERATOR**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial driver. Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gain-full employment in the trucking industry as a commercial driver. This is a very comprehensive training program even more complete than the more advanced version of the basic 160 Hour program.

**COMMERCIAL VEHICLE DRIVER - OPERATOR (640 HOURS)**

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>
Orientation	3.0
CDL Training	15.0
DOT/Log Hours of Service	7.0
Air Brake System	5.0
Health and Wellness	5.0
Safety Procedures	<u>5.0</u>
<b>CLASSROOM HOURS TOTAL</b>	<b>40.0</b>
<b><u>FIELD</u></b>	
<b>VEHICLE INSPECTION</b>	
Around Truck	50.0
In Cab	20.0
Brake Adjustment	10.0
Tire/Tread ICD	6.0
Motor Components	14.0
<b>BACKING</b>	
Straight Line	25.0
Offset 90°	25.0
Skilled Backing Maneuvers	50.0
<b>COUPLING/UNCOUPLING</b>	
Semi	30.0
<b>SHIFTING</b>	
Double Clutching	44.0
Up Shifting	22.0
Down Shifting	22.0
<b>BASIC CONTROL</b>	
Turns	16.4
Mirrors	16.4
Lane Position	16.4
Brakes	16.4
Scanning for Hazards	<u>16.4</u>
<b>FIELD TOTAL HOURS</b>	<b>400.0</b>
<b>EXTERNSHIP HOURS</b>	<b><u>200.0</u></b>
<b>TOTAL PROGRAM HOURS</b>	<b><u>640.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

**CLASS A OR B TRUCK DRIVER REFRESHER PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive gain-full employment in the trucking industry as a commercial driver. It is appropriate for students with prior driving experience.

**CLASS A OR B TRUCK DRIVER REFRESHER PROGRAM (40 HOUR)**

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	0.0	
CDL Training	0.0	
DOT/Log Hours of Service	0.0	
Air Brake System	0.0	
Safety Procedures	<u>0.0</u>	
	<b>CLASSROOM TOTAL HOURS</b>	<b>0.0</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION</b>		
Outside and Engine Area	1.0	
Inside Area	1.0	
Air Brake Test	0.5	
Brake Adjustment	0.5	
<b>BACKING and SKILLS</b>		
Measured Stop and Right Turn	2.0	
Straight Line	3.0	
Offset Left Backing	3.0	
Parallel Park	3.0	
<b>COUPLING/UNCOUPLING</b>		
Semi	1.0	
<b>SHIFTING</b>		
Double Clutching	1.0	
Up Shifting	2.0	
Down Shifting	2.0	
<b>DRIVING CONTROL</b>		
Turns (Left and Right)	5.0	
Lane Position	5.0	
Scanning Hazards	5.0	
Lane Changes	3.0	
Mirror Usage	<u>2.0</u>	
	<b>FIELD TOTAL HOURS</b>	<b><u>40.0</u></b>
	<b>TOTAL PROGRAM HOURS</b>	<b><u>40.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

**CLASS B TRUCK OPERATOR PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial driver.

**CLASS B TRUCK OPERATOR PROGRAM (40 HOUR)**

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	0.0	
CDL Training	0.0	
DOT/Log Hours of Service	0.0	
Air Brake System	0.0	
Safety Procedures	<u>0.0</u>	
<b>CLASSROOM TOTAL HOURS</b>		<b>0.0</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION (Class B)</b>		
Outside and Engine Area	2.0	
Inside Area	1.0	
Air Brake Test	1.5	
Brake Adjustment	0.5	
<b>BACKING and SKILLS</b>		
Measured Stop and Right Turn	2.0	
Straight Line	3.0	
Offset Left Backing	3.0	
Parallel Park	3.0	
<b>SHIFTING</b>		
Double Clutching	2.0	
Up Shifting	2.0	
Down Shifting	2.0	
<b>DRIVING CONTROL</b>		
Turns (Left and Right)	5.0	
Lane Position	5.0	
Scanning Hazards	4.0	
Lane Changes	2.0	
Mirror Usage	<u>2.0</u>	
<b>FIELD TOTAL HOURS</b>		<b><u>40.0</u></b>
<b>TOTAL PROGRAM HOURS</b>		<b><u>40.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

**CLASS P BUS OPERATOR PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial passenger bus driver.

**CLASS P - BUS OPERATOR TRAINING (40 HOUR)**

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	0.0	
CDL Training	0.0	
DOT/Log Hours of Service	0.0	
Air Brake System	0.0	
Safety Procedures	<u>0.0</u>	
<b>CLASSROOM TOTAL HOURS</b>		<b>0.0</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION (BUS)</b>		
Outside and Engine Area	2.0	
Inside Area	1.5	
Air Brake Test	1.0	
Brake Adjustment	0.5	
<b>BACKING and SKILLS</b>		
Measured Stop and Right Turn	3.0	
Straight Line	4.0	
Offset Left Backing	4.0	
Parallel Park	4.0	
<b>DRIVING CONTROL</b>		
Turns (Left and Right)	5.0	
Lane Position	5.0	
Scanning Hazards	5.0	
Lane Changes	3.0	
Mirror Usage	<u>2.0</u>	
<b>FIELD TOTAL HOURS</b>		<b><u>40.0</u></b>
<b>TOTAL PROGRAM HOURS</b>		<b><u>40.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

**CLASS A/P PROGRAM**

This program is excluded from the West Sacramento campuses accreditation with ACCSC and therefore not currently offered at the West Sacramento Campus.

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment in the trucking industry as a commercial driver and as a commercial bus driver add-on. This program is a combination of the Class A Tractor/Trailer Operator Program (140 hours) and the Class P Passenger Bus Program (40 hours).

**CLASS A/P PROGRAM (4.5 WEEKS/180 HOURS)**

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	3.0	
CDL Training	15.0	
DOT/Log Hours of Service	10.0	
Air Brake System	5.0	
Safety Procedures	<u>7.0</u>	
<b>CLASSROOM TOTAL HOURS</b>		<b>40.0</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION</b>		
Around Truck	10.0	
Around the Bus	10.0	
Brake Adjustment	10.0	
<b>BACKING</b>		
Straight Line	10.0	
Offset 90°	10.0	
Skilled Backing Maneuvers	10.0	
<b>COUPLING/UNCOUPLING</b>		
Semi	10.0	
<b>SHIFTING</b>		
Double Clutching	10.0	
Up Shifting	10.0	
Down Shifting	10.0	
<b>BASIC CONTROL</b>		
Turns	8.0	
Mirrors	8.0	
Lane Position	8.0	
Brakes	8.0	
Scanning for Hazards	<u>8.0</u>	
<b>FIELD TOTAL HOURS</b>		<b><u>140.0</u></b>
<b>TOTAL PROGRAM HOURS</b>		<b><u>180.0</u></b>

In January of 1999, a law was enacted that requires truck-driving schools to register their students in a random drug testing pool. If a student is selected in the random pool, they must be escorted to the testing facility. **TWO** DMV drive tests are included in the program tuition. Students must pay for additional DMV drive test fees for third and subsequent attempts. The Admission's Department can provide further information on the rates and testing schedules.

## **FORKLIFT COURSE**

This course is excluded from the West Sacramento campuses accreditation with ACCSC

Training is post-secondary education designed for adults to achieve the necessary skills needed to receive entry-level employment as a forklift operator. There are no books available for this program.

### ***FORKLIFT COURSE (4 HOURS)***

<b><u>CLASSROOM</u></b>	<b><u>HOURS</u></b>	
Orientation	1.00	
Safety Procedures	0.50	
Video	<u>0.50</u>	
<b>CLASSROOM TOTAL HOURS</b>		<b>2.00</b>
<b><u>FIELD</u></b>		
<b>VEHICLE INSPECTION</b>		
Around Truck	0.25	
In Truck (forklift)	0.25	
Operation	0.25	
<b>Loading/unloading</b>		
Straight Line	0.25	
Loading	0.50	
Unloading	<u>0.50</u>	
<b>FIELD TOTAL HOURS</b>		<b><u>2.00</u></b>
<b>TOTAL PROGRAM HOURS</b>		<b><u>4.00</u></b>

This Program provides four hours of training in safety and forklift history, along with an introduction to the management and operation of an industrial forklift. Included in this program is a combination of classroom and field training in skills necessary to pass the OSHA requirements for a three year operator certification, and OSHA approved safety training. A valid State driver's license of any class is required. With successful completion of the program, the student will have the basic skills to be a forklift operator.

## **REFUND AND CANCELLATION POLICIES**

(These rights are also explained in the Enrollment Agreement.)

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days/hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3990 Industrial Blvd., W. Sacramento, CA 95691. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days/hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. Additionally, if the student withdraws, the STRF fee paid is non-refundable. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the student's last date of recorded attendance (LOA) shall be used to calculate the refund. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the

number of days/hours in the program), multiplied by the number of days/hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. In such cases where a student has taken a Leave of Absence (LOA) then the institution shall return the refund within 45 days after the student fails to return from the LOA. Failure of notice of cancellation or withdrawal, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

**IF YOU HAVE PAID MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

1. Hypothetical refund example:

Assume you enroll in a 160-hour course and pay \$4,745.00 in tuition, and \$250.00 in fees for total charges of \$4,995. You withdraw after completing 80 hours (of the 160-hour course). The pro-rata refund would be \$2,372.50 based on the calculation stated below.

$$\frac{(\$4,995.00 - \$250.00)}{\text{(total charges paid) (non-refundable charges)}} \text{ Less } \frac{(\$4,995 - 250)/160}{\text{(total charges less non-refundable charges/ total hours in program)}} \times \frac{80}{\text{(hours attended)}} = \$2,372.50 \text{ (refunded)}$$

**EXAMPLES OF REFUND CALCULATIONS**

<b>Attendance</b>	<b>Total Charges</b>	<b>Less Registration Fees</b>	<b>Total Refund Due</b>	<b>Tuition Retained by W.T.S</b>
<b>8 hours</b>	<b>\$4,995.00</b>	<b>\$250.00</b>	<b>\$4,745.00</b>	<b>\$ 250.00</b>
<b>40 hours</b>	<b>\$4,995.00</b>	<b>\$250.00</b>	<b>\$3,558.75</b>	<b>\$1,436.25</b>
<b>80 hours</b>	<b>\$4,995.00</b>	<b>\$250.00</b>	<b>\$2,372.50</b>	<b>\$2,622.50</b>
<b>98 hours</b>	<b>\$4,995.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$4,795.00</b>
<b>160 hours</b>	<b>\$4,995.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$4,795.00</b>

Students may also incur a fee for the Student Tuition Recovery Fund as determined by funding source and amount of tuition. These fees are non-refundable. Fees range from \$0.50 to \$5.00 depending on the cost of tuition and the course of study.

California Education Code **§94909(a)(8)(B)** requires that licensed Private Vocational Schools disclose the above information regarding Refund Calculations to each student who enrolls in the School in the school catalog. If you have any questions regarding these calculations, please contact your Admission's Representative.



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 moneys for non-tuition educational expenses will be based on the hours completed over the total time in that program period. The student will be responsible for any such non-tuition educational expenses. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

## **TITLE 38 VETERANS POLICY STATEMENT**

### **REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or resolution of specific payment problems, the Veteran should call the DVA nationwide toll free number at 1-800-827-1000.

### **REFUND POLICY FOR CFR 21.4255**

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion and provides that the amount charged to the Veteran or eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course should bear to its total length.

Non-refundable registration fees for Veterans or eligible persons attending a non-accredited course are not to exceed \$10.00. Any registration fee over \$10.00 requires that the amount in excess of \$10.00 be subject to proration.

### **EVALUATION OF PREVIOUS EDUCATION AND TRAINING, CFR 21.4254(c)(4) #11**

This school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

### **STANDARDS OF PROGRESS, CFR 21.4253(d)(4)**

Student veterans are evaluated at 25% intervals in order to determine compliance with minimum satisfactory progress standards. Student veterans must maintain a minimum grade point average of 1.0 at the end of the first 25% of the program, a 1.5 GPA at the 50% interval of the program, a 2.0 GPA at the 75% interval of the program, and achieve a 2.0 GPA upon graduation.

Any student veteran who does not meet the minimum grade point average for the specified evaluation period will be placed on academic probation for a period of one week. Student veterans who do not improve to the required grade point average by the end of the probationary period will be subject to termination.

## **STUDENT SERVICES**

The Student Services Department at Western Truck School provides support and enhances its training programs, allowing the school to fulfill its primary objective of enabling students to “qualify for entry-level positions in the trucking industry”. To accomplish this goal, the Student Services department assists students with the necessary elements to be able to graduate (academic advising, etc.) and to find work as a truck driver (placement assistance). Western Truck School has advising services available throughout the program. Student services include, but are not limited to, placement assistance and advising services. All students are eligible to use these services. Life skills, coping skills, development skills, budgeting and personal financial planning, and communication skills are taught as part of our curriculum. These skills are taught in order to prepare students to become dependable, skilled truck drivers and owner operators in the transportation industry.

Students with special needs that we are not qualified to address (i.e., personal/family counseling needs, substance abuse, financial problems, etc.) are referred to the appropriate community resources. Lists of such agencies are available from student services personnel. While the school does not offer child care services, it does offer both part time and full time schedules to assist students in balancing school and home life.

## **LIBRARY & REFERENCE MATERIALS**

WTS maintains a number of reference books and other pertinent publications for use of students and faculty. Reference materials are housed at each campus location. In addition, the school provides students and faculty with access and instruction to online reference materials such as rules and regulations of the truck driving industry. Additional access to learning material can be coordinated through the student services office. Alumni not currently attending classroom sessions may contact the student services department for scheduling access to the school’s library and resource materials.

## **PLACEMENT ASSISTANCE**

Trucking company recruiters are invited to Western Truck School campuses during the student training cycle to talk to students and graduates about the companies they represent and job opportunities. They are also willing to answer students’ questions about the trucking industry as a whole. These companies show a desire to work with Western Truck School, as they know the benefits of hiring well-trained entry-level drivers.

The Admission’s Representative and Classroom Instructor work with the students during the training period with such job-seeking skills as filling out employment applications, grooming, and proper attitude and behavior during job interviews. The Admission’s Representative and Classroom Instructor will also advise students on the different types of truck driving jobs available and which one(s) would best suit the student’s skills and lifestyle.

Graduate employment assistance and placement assistance is handled by the Student Services Representative at each campus. They are charged with the responsibility of overseeing a series of lectures designed to help individuals prepare for employment within the trucking industry (i.e. application preparation). They assist students in applying to companies, and maintain a placement record on all students’ employment activities. The Admission’s Representative and Classroom Instructor are also available for one-on-one employment advice for students and graduates, and can assist students and graduates who feel they are facing obstacles in finding a job by helping them develop an action plan to overcome those obstacles. Often times, they

meet with prospective students as well, to discuss employment opportunities available to them in the industry, so they can make an educated decision on whether to attend school.

### **OPERATING SCHEDULE**

Western Truck School's schedule is planned one year in advance and any revision to that schedule will be forwarded to the student with ample time to make any necessary adjustments. The Administrative and Admission's Office hours are: Monday through Friday from 8:00 a.m. to 5:00 p.m.

Western Truck School observes the following holidays:

- New Years Day
- Independence Day
- Thanksgiving Day
- Memorial Day
- Labor Day
- Christmas Day

In addition, the period between Christmas Day and New Years Day is observed as Campus time for Family. Graduation dates are extended to accommodate this schedule.

### **DAILY TRAINING SCHEDULE**

Western Truck School offers day, evening and weekend classes depending on program choice. Students enrolled in day classes attend classroom training four (4) days per week, 4 to 10 hours per day. Evening classes attend classroom training five (5) days per week, four to five and ½ hours per night. The remaining weeks consist of field (driving) training. The field training consists of four (4) 10-hour days for the day class, five 4 hour to 5.5-hour nights for the night class. Weekend students attend class on Saturdays and Sundays for eight weekends, 10-hours per day.

Students enrolled in day class attend both classroom and field on various schedules from 6:00am to 6:00 pm depending on class selection. Students enrolled in evening class attend both classroom and field from 5:30 pm to 11:00 pm depending on class selection. Students enrolled in weekend classes attend both classroom and field from 7:00 am to 5:30 pm.

***Due to the intensive nature and short length of the program, it is essential that students use make-up days for holiday closures, if any during the training period.***

### **EQUAL OPPORTUNITY**

Western Truck School does not discriminate on the basis of race, color, sexual orientation, nationality, creed or ethnic origin in the administration of its educational policies, admission policies, and other School administered programs.

### **DRUG EDUCATION**

Western Truck School, in an attempt to assist its staff, the students and their families, will conduct a drug awareness program that is mandated by the U.S. Department of Education. The object of the program is to point out the dangers of using addictive drugs.

### **ACCESSIBILITY TO HANDICAPPED INDIVIDUALS**

Western Truck School encourages handicapped individuals to visit the School in order to determine if the facilities are adequate for their need and/or if the training offered would be

beneficial for them. All prospective students are reminded that they must be able to meet the medical and/or physical requirements of the Department of Transportation for a Class A Commercial Driver's License.

### **STUDENT TUITION RECOVERY FUND**

*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 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.

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 a third party, 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 their party.

# REFERRAL SERVICES - WEST SACRAMENTO

## Medical Services

Mental Health Department (916) 645-3890  
1600 9<sup>th</sup> Street  
Sacramento, CA 95814-6434

The Effort (916) 368-3080  
8233 E. Stockton Blvd, Suite D  
Sacramento, CA 95828

Mercy General Hospital (916) 453-4545  
4001 J Street  
Sacramento, CA 95819

Sacramento Occupational Medical (916) 372-9893  
1550 Harbor Blvd, Suite 110  
West Sacramento, CA 95691

## Drug Counseling

Substance Abuse (SAP) (916) 202-9865  
Jim Sellers

## Housing

Motel 6 (916) 372-3629  
1254 Halyard Dr.  
West Sacramento, CA 95691  
\$41.39/Daily (1 person, weekdays); \$46.79 (2 people)  
\$279/Weekly (1 person); \$299/Weekly (2 people)

Ramada Inn (916) 371-2100  
1250 Halyard Dr  
West Sacramento, CA 95691  
(\$75/day plus tax; \$392/weekly)

## Educational & Family Services/Daycare

Yolo Family Service Agency (530) 662-2211  
Email: [info@yfsa.net](mailto:info@yfsa.net)

## Transportation Services

Yolobus (916) 371-2877  
(530) 666-2877

## REFERRAL SERVICES – SAN DIEGO

### Medical Services

County of San Diego (619)595-4400  
3177 Ocean View Blvd.  
San Diego, CA 92113-1432

Nicole Dockter LCSW (619)318-5012  
1767 Grand #4  
San Diego, CA 92109

Sharp Grossmont Hospital (619)740-6000  
5555 Grossmont Dr.  
La Mesa, CA 91942

Professional Curriculum (858)292-4040  
4626 Mercury Street  
San Diego, CA 92111

### Drug Counseling

Substances Abuse (SAP) (619)507-5590  
Jim Sellers

### Housing

Super 8 El Cajon (619)447-3999  
471 North Magnolia Ave.  
El Cajon, CA 92020  
\$55/Day

Heritage Inn La Mesa (619)698-9444  
7851 Fletcher Pkwy  
La Mesa, CA 91942  
\$56.99/Day; \$62.49/Weekend;  
\$384.93/Weekly

### Educational & Family Services/Daycare

LDS Family Services (858)467-9170  
5675 Ruffin Rd Ste.325  
San Diego, CA 92123

### Transportation Services

Metropolitan Transportation System (619)233-3004

## REFERRAL SERVICES – BAKERSFIELD

### Medical Services

Mental Health Administration 3300 Truxton Ave. Ste 100 Bakersfield, CA 93301	(661)868-6600
Professional Counseling 238 18 <sup>th</sup> Street Bakersfield, CA 93301	(661)327-1245
San Joaquin Community Hospital 2615 Chester Ave Bakersfield, CA 93301	(661)395-3000
Bakersfield Drug Testing 2204 Q St Ste A Bakersfield, CA 93301	(661)321-0439

### Drug Counseling

Substance Abuse (SAP) Tina Dedstron	(559)392-0817
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### Housing

Motel 6 5241 Olive Tree Ct Bakersfield, CA 93308 (\$34.66/day for 1adult/1 bed; 28 days or more - \$1001.04	(661)392-9700
Travelodge Inn 1011 Oak St Bakersfield, CA 93304 (\$49.99/day; \$300/week; \$1200/month)	(661)325-0772

### Educational & Family Services/Daycare

All Homecare 31 H Street Bakersfield, CA 93304	(661)323-0001
ABC Pre-School Academy	(661)589-2502

### Transportation Services

Golden Empire Transit 1830 Golden State Ave Bakersfield, CA 93301	(661)869-2438
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## REFERRAL SERVICES – TURLOCK

### Medical Services

Stanislaus Mental Health Dept. (209)541-2474  
2760 3<sup>rd</sup> Street  
Ceres, CA 95307-3235

Aspiria Counseling Services (209)669-2583  
440 Grand Ave.  
Turlock, CA 95380-3936

Emanuel Medical Center (209)664-4200  
825 Delbon Ave.  
Turlock, CA 95382

Nathan Benenati (209)604-8422  
1608 Sunrise Ave. Ste B  
Modesto, CA 95350

### Drug Counseling

Substance Abuse (SAP) (559)392-0817  
Tina Hedstron

### Housing

America's Best Value Inn (209)634-3111  
701 20<sup>th</sup> Century Blvd  
Turlock, CA 95380  
(\$50/day; \$40/day for 3 days or more;  
\$255/week; No monthly rate)

Days Inn (209)6342944  
185 N. Tully Rd.  
Turlock, CA 95380  
(\$39.99/day; \$45.99/weekend;  
\$39.99/day x 7 for weekly rate or  
\$39.99/day x 30/31 for monthly rate)

Educational & Family Services/Daycare (209)668-7007

### Transportation Services

Blast Transit (209)668-5600





**WESTERN TRUCK SCHOOL  
EXECUTIVE OFFICES  
3990 Industrial Boulevard,  
West Sacramento, CA 95691  
Corporate Offices/Campus Support for West Sacramento  
Phone: (916) 372-6500 or (800) 929-1320 Fax: (916) 372-8736**

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

**CURRENT TRAINING SITES  
Information (800) 929-1320**

**West Sacramento Campus**

4519 West Capital Ave.  
West Sacramento, CA 95691  
(916) 372-9985-phone  
(916) 372-8736-fax

**\*Bakersfield Campus - Branch**

5800 State Rd. #7  
Bakersfield, CA 93308  
(661) 588-4429-phone  
(661) 588-4769-fax

**\*San Diego Area Campus - Branch**

11902 Campo Rd.  
Spring Valley, CA 91978  
(619) 670-3384-phone  
(619) 670-9578-fax

**\*Turlock Campus - Branch**

400 3<sup>rd</sup> St.  
Turlock, CA 95380  
(209) 667-4103-phone  
(209) 667-4129-fax

\* These Branch campuses are **not** accredited by ACCSC



## 2015 Class Schedule (160 Hour)

<u>DAY</u>		<u>NIGHT</u>		<u>WEEKEND</u>	
<u>START DATE</u>	<u>GRAD DATE</u>	<u>START DATE</u>	<u>GRAD DATE</u>	<u>START DATE</u>	<u>GRAD DATE</u>
12/29/2014	01/22/2015	01/05/2015	02/12/2015	12/06/2014	01/25/2015
01/05/2015	01/29/2015	01/26/2015	03/12/2015	01/03/2015	02/22/2015
01/19/2015	02/12/2015	02/16/2015	03/26/2015	02/01/2015	03/29/2015
02/09/2015	03/05/2015	03/09/2015	04/16/2015	03/07/2015	04/26/2015
03/02/2015	03/26/2015	03/30/2015	05/07/2015	04/01/2015	05/24/2015
03/23/2015	04/16/2015	04/20/2015	05/28/2015	05/01/2015	06/21/2015
04/13/2015	05/07/2015	05/11/2015	06/18/2015	06/06/2015	07/26/2015
05/04/2013	05/28/2015	06/22/2015	07/30/2015	07/01/2015	08/23/2015
05/25/2015	06/18/2015	07/13/2015	08/20/2015	08/01/2015	09/20/2015
06/15/2015	07/09/2015	08/03/2015	09/10/2015	09/05/2015	10/25/2015
07/06/2015	07/30/2015	08/24/2015	10/01/2015	10/03/2015	11/22/2015
07/27/2015	08/20/2015	09/14/2015	10/22/2015	11/07/2015	12/27/2015
08/17/2015	09/10/2015	10/05/2015	11/12/2015	12/05/2015	01/24/2016
09/07/2015	10/01/2015	10/26/2015	12/03/2015		
09/28/2015	10/22/2015	11/16/2015	12/24/2015		
10/19/2015	11/12/2015	12/07/2015	01/14/2016		
11/09/2015	12/03/2015	12/28/2015	02/04/2016		
11/30/2015	12/24/2015				
12/21/2015	01/14/2016				

### (640 Hour) Program

### (330 Hour) Program

<u>Start</u>	<u>Extern Start</u>	<u>Grad. Date</u>	<u>Start</u>	<u>Graduation</u>
01/19/2015	04/02/2015	05/07/2015	01/19/2015	03/16/2015
02/09/2015	04/23/2015	05/28/2015	02/09/2015	04/06/2015
03/02/2015	05/14/2015	06/18/2015	03/02/2015	04/27/2015
04/13/2015	06/25/2015	07/30/2015	04/13/2015	06/08/2015
05/04/2015	07/16/2015	08/20/2015	05/04/2015	06/29/2015
06/15/2015	08/27/2015	10/01/2015	06/15/2015	08/10/2015
07/06/2015	09/17/2015	10/22/2015	07/06/2015	08/31/2015
08/17/2015	10/29/2015	12/03/2015	08/17/2015	10/12/2015
09/07/2015	11/19/2015	12/24/2015	09/07/2015	11/02/2015
10/19/2015	12/31/2015	02/04/2016	10/19/2015	12/14/2015
11/09/2015	01/21/2016	02/25/2016	11/09/2015	01/04/2016



**Title 38 – Veterans – Proof of Issue**

**WESTERN TRUCK SCHOOL**

**Address:** \_\_\_\_\_ **4519 W. Capital Ave.**  
**West Sacramento, CA 95691**

\_\_\_\_\_ **400 3<sup>rd</sup> St.**  
**Turlock, CA 95380**

\_\_\_\_\_ **5800 State Rd.**  
**Bakersfield, CA 93308**

\_\_\_\_\_ **11902 Campo Rd.**  
**Spring Valley, CA**

**I have received a copy of the Veteran's Information Bulletin (Catalog) that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.**

**Print Name (Veteran or Eligible Person):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Social Security or C Number:** \_\_\_\_\_

**Enrolled By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## TUITION AND FEES

	Hours	W. Sac	Turlock	Bakersfield	SD
Tractor-Trailer Operator (160)	160				
Day		\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Night		\$ 3,995.00	\$ 3,995.00	\$ 3,995.00	\$ 3,995.00
Weekend		\$ 3,995.00	\$ 3,995.00	\$ 3,995.00	\$ 3,995.00
Advance Tractor-Trailer Operator (330)	330	\$ 8,295.00	\$ 8,295.00	\$ 8,295.00	\$ 8,295.00
Commercial Vehicle Driver (640)	640	\$ 10,255.00	\$ 10,255.00	\$ 10,255.00	\$ 10,250.00
Class B Truck Operator Program	40	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
		N/W \$1,950	N/W \$1,950.00	N/W \$1,950.00	N/W \$1,950.00
Class P Bus Operator Program	40	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00
Class A or B Truck Driver Refresher Program	40	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00
		N/W \$1,950.00	N/W \$1,950.00	N/W \$1,950.00	N/W \$1,950.00
Class A /P Program (Class A with Passenger)	180	\$ 4,995.00	\$ 4,995.00	\$ 4,995.00	\$ 4,995.00
Forklift	4	\$ 225.00	\$ 275.50	\$ 275.50	\$ 275.50

Tuition Includes \$250 registration fee (see refund policy); \$50 for books and supplies (DOT Log Book-\$35, Federal Motor Carrier Safety Regulation Pocket). **Additional costs that are the responsibility of the prospective student include** (the fees vary so be sure to check with the Admissions Department in your area):

<b>NIDA 5-Pane Drug Screen</b>	<b>DOT Physical</b>	<b>\$65</b>
<b>DMV Class A Permit Fee</b>	<b>DMV Printout</b>	<b>\$5</b>