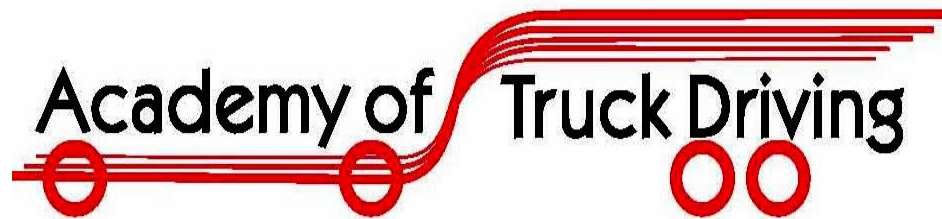


# Welcome to



## Your Future Begins Here!

School Catalog

Calendar Year: 1/1/2018 – 12/31/2018

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

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

Revised 12/7/17

## Career Direction Opportunities

### Class A Careers

Furniture Movers	Auto Transporter	Flat Bed Delivery
Tanker Transportation	Hazardous Material	Construction Dump Truck
Heavy Equipment Movers	Produce Delivery	Milk Trucks
Grocery Store Delivery Drivers	Beverage Delivery Drivers	Home Transporters
Boat Transporters	Supply Delivery	Driver Trainer
Tow Truck Driver	Fuel Tank Driver	Logging material mover
Crane Operators	Roofing Tile Delivery	Asphalt Delivery

DOL SOC Code: 53-3032 Heavy and Tractor-Trailer Truck Drivers



### Class B Careers

Cement Truck Driver	School Bus Driver	Charter Bus Driver
Construction Bobtail Driver	Waste Management Driver	Fire Engine
City and County Bus Driver	Limousine Driver	Airport Shuttle
Dairy Trucks	Driver Trainer	CalTrans
Tow Truck Driver	Railway Movers	Bottled Water Delivery Drivers
Asphalt drivers	Flat Bed	Crane Operators
Garden Material Drivers		

DOL SOC Code: 53-3032 Heavy and Tractor-Trailer Truck Drivers  
53-3021.00 - Bus Drivers, Transit and Intercity



## Welcome to Academy of Truck Driving!



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

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

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

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

James Kemp, Chief Executive Officer/School Director



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

# **CERTIFICATES**

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

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

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

## **Approval to Operate**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

## **Accreditation**

Academy of Truck Driving and its certificate programs are not accredited by any accrediting agency recognized by the United States Department of Education and is ineligible for participation in federal financial aid programs.

This institution is listed on the California Employment Development Department's Eligible Training Provider List (ETPL). We do not accept the WIOA voucher, however, we contract with third party funding agencies that do accept the WIOA voucher and participate in providing WIOA services to eligible participants. All WIOA related consumer information and disclosures are provided to the student when they apply directly through the individual funding agencies. Academy of Truck Driving does not offer any loan programs.

## **Obtaining a School Catalog**

This catalog is reviewed and updated annually before the beginning of each school year and may be further updated as statutes or regulations change or if changes exist in the educational programs, educational services, procedures, or policies, through supplemental catalogs, inserts accompanying the catalog, or in its entirety. Applicants or prospective students who attend an orientation and provide the school with an email address will be provided an electronic copy of the school catalog via email. Prospective students or the general public can also download the school catalog from the school's website at [www.acdltruckdriver.com](http://www.acdltruckdriver.com), or may call the school and request an electronic copy of the catalog by email, U.S. mail, fax or pick up a printed copy in person.

# Staff, Facility, Business Hours, and Training Hours

## School Administrators & Faculty

### **James Kemp,**

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

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

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

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

### **Gregory Allison**

**Class A/B Instructor,** is a licensed Class A with passenger endorsement commercial driver with over 5 yrs commercial driving experience. He received his instructional certificate from Academy of Truck Driving, Inc. under the train the trainer program taught by James Kemp. Gregory is a Certified Forklift Operator and Certified Green Diesel Mechanic: Preventive Maintenance. He has experience as a trucking dispatcher for a worldwide logistics company. He enjoys teaching students how to learn to become a safe commercial driver.

### **Rene Argueta**

**Class A Instructor,** is a licensed Class A commercial driver with over 3 years commercial driving experience (Since 2013). He received his instructional certificate from Academy of Truck Driving, Inc. under the train the trainer program taught by James Kemp. Rene is a people person and enjoys helping and teaching. Prior to working with Academy of Truck Driving, Rene was a Supervisor for a Production Department responsible for a team of employees and quality assurance monitoring.

### **Michael Matlock**

**Class A Assistant Instructor,** is a licensed Class A commercial driver with over 25 years of experience in the transportation field, including Class A truck driving and vehicle maintenance/mechanic work. He holds an A.S.E. Master's Certificate: Automotive Technology and an A.S.E. Master's Certificate: Heavy-Medium Truck Technology. Michael is also a Certified Journeyman Automotive Technician, apprenticed through the Aerospace and Automotive Machinists Union, while serving as a teacher's aide. He served as shop foreman working on tractors, trucks, and emergency service vehicles. Michael brings a wealth of technical skills and experience to the organization.

## Facilities

### Administrative, Recruitment and Enrollment/Training Offices

#### OAKLAND CAMPUS

2585 Buna Street, Bldg. 99

Oakland, CA 94607

Located @ the Port of Oakland

School sites include:

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

The career center is equipped with:

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

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

**Training Hours:** Monday - Friday, 8:00 a.m. – 5:00 p.m. (training hours include a 1 hour lunch break) Weekend and evening training hours may be arranged. School closure dates are listed in the ATD calendar.

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

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

#### **Training Equipment:**

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

#### **Training Materials:**

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

#### **Library/Services**

Each campus has a library that all current and graduated students will have full access to. The libraries contain commercial training videos as well as commercial vehicle magazines and periodicals that the students shall have access to for review. To view any of the videos in the library, students must call one day in advance and schedule time between the hours of 8 am -5pm. Access to any of the magazines or periodicals is on a first come first serve basis. None of the library material shall be allowed to be removed from the campus.

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

# Licensure & Testing Requirements

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

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

### How to Get a CDL

Applicants for a CDL:

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

### Provide the Following Items

- **A completed Commercial Driver License Application (DL 44C)** form. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license.
- **Your true full name.**
- **An approved Medical Examination Report (DL 51)** form (or copy) completed by a United States (U.S.) licensed doctor of medicine (M.D.), licensed doctor of osteopathy (D.O.), licensed physician's assistant (P.A.), registered advanced practice nurse (APN), or licensed chiropractor when you apply for a driver license or instruction permit. Drivers who hold certificates to drive school buses, SPAB, youth buses, GPPV, or farm labor vehicles must have their medical examinations given by doctors of medicine, licensed physician's assistant, registered advanced practice nurse, or a chiropractor who is listed on the National Registry of Certified Medical Examiners (CVC §12517.2).

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

\* Drivers subject to commercial driver sanctions.

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

Mail the interim medical to:

Department of Motor Vehicles  
Commercial Problem Drivers Inquiry Unit  
MS G204  
PO Box 942890  
Sacramento, CA 94290-0001

You will be given a medical examiners certificate to carry when you drive commercially. You can be given a citation for driving out of class if your medical certificate expires, or you drive without a valid medical certificate in your possession. You may also be removed from your vehicle by a law enforcement officer for driving out of class.

Effective January 30, 2015, you no longer need to carry your medical examiners certificate for more than 15 days after the date it was issued (by the medical examiner) as valid proof of medical certification (Title 49, CFR, §391.41(a)(2)(i)).



Beginning May 21, 2014, interstate commercial drivers **must** have their medical examination performed by a certified medical examiner listed on the National Registry of Certified Medical Examiners (National Registry). The National Registry lists medical examiners that have been trained, tested and certified on the medical standards in the [Federal Motor Carrier Safety Administration \(FMCSA\)](#) regulations to perform medical examination on CMV drivers. A list of certified medical examiners may be found on the National Registry website at: <https://nationalregistry.fmcsa.dot.gov>.

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

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

— May not transport passengers commercially or transport materials which require placards (CVC §27903).

— May not drive in interstate commerce.

**An Acceptable Birth Date/Legal Presence (BD/ LP) Document.** All applicants for an original DL/ ID card must submit proof of legal presence in the U.S. as authorized under federal law. If the name on your BD/LP document is different from the name on your DL application form, you must also bring in an acceptable true full name document. Your true full name, as shown on your BD/LP document, will appear on your DL/ID card. (Refer to the [California Driver Handbook](#).)

- An acceptable BD/LP or true full name document is one produced by an issuing authority (i.e., county, state, etc.). This document is a certified copy of the original (the original is always retained by the issuing authority) and will contain an impressed seal or an original stamped impression. The certified copy will be returned to you. If you make a copy of the certified copy, DMV will **not** accept it for BD/ LP verification.
- **Your Social Security Card** (cannot be laminated), Medicare card, or U.S. Armed Forces active, retired, or reserve DD2 form for an original CDL. The document must contain your name and social security number (SSN). Your SSN will be verified with the Social Security Administration while you are in the office.
- **A Certificate of Driving Skill** (DL 170 ETP) if your employer is authorized by DMV to issue such certificates. Both you and your employer sign this form.
- **The Applicable Fee.** This fee is good for 12 months from the application date. You are allowed three attempts to pass the knowledge test and a total of three attempts to pass the entire road test (pre-trip inspection, skills, and driving test) on a single application. If you fail any portion of the road test (pre-trip inspection, skills, or driving test), it will count as one failure towards the maximum three attempts you are allowed. Example: Failing the pre-trip inspection, skills test, and driving test counts as a three-time failure (or any failure combination equaling three). However, if you are required to take a driving test for separate types of vehicles (Class A or passenger transport vehicle), you are allowed three *driving* tests for the Class A vehicle and three *driving* tests for the passenger transport vehicle. If you fail the skills test or the road test there will be retest fee charged upon your return to take the commercial driving test.

**ATD Note:** DMV fees are subject to change. See "Tuition and Fees" section for current DMV applicable fees.

## Additional Requirements

All commercial vehicle drivers must:

- Be a California resident before applying for a California CDL.
- Disclose all states in which they were previously licensed during the past ten years and surrender all out-of-state driver licenses (current or expired), if any.
- Certify that they do not have a driver license from more than one state or country.
- Notify their home state Department of Motor Vehicles of any conviction which occurred in other states within 30 days of the conviction.
- Notify their employer of any conviction within 30 days of the conviction using the [Report of Out-of-State Traffic Conviction by a Commercial Driver \(DL 535\) form](#).
- Notify their employer of any revocation, suspension, cancellation, or disqualification before the end of the business day following the action.
- Give their employer a 10-year employment history of commercial driving, if applying for a job as a driver.

## Endorsements

A special endorsement is also required to drive the following types of vehicles. The endorsement shows as a single letter on the driver license.

- Placarded or marked vehicles transporting hazardous materials or wastes—(H).
- Tank vehicles (including a cement truck)—(N).
- Passenger transport vehicles—(P).
- School bus—(S).
- Double/Triples combination—(T).
- Tank vehicles transporting hazardous materials or wastes—(X). (Hazardous waste must meet the definition of [California Vehicle Code](#) (CVC) §§353 and 15278.)
- Firefighter—(F) (not required but optional for commercial Class A or B license holders.)

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

Each student will be evaluated utilizing the Department of Motor Vehicles evaluation score sheet form DL-65 part 1 and part 2. Passing grade shall be at least 67 correct answers on part 1 pre-trip inspection, less than 12 errors on part 1 skills section and no more than 30 errors on part 2, with no marks in automatic failure section.

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

- Pre-trip inspection and Air Brake Test – Demonstrate knowledge of how the specific features and equipment on the test vehicle should be checked (Passing score is 67 correct answers)
- Skills test – Perform various tasks including parallel parking, alley docking, and straight line backing that test your control and ability to maneuver the vehicle (no more than 12 errors)
- Driving test – Drive on a DMV-specified route on the open road in highway, city, and heavy traffic conditions (no more than 30 errors)
- Safe and efficient operation of various types of tractors and trailers
- Defensive driving techniques, backing, safety and emergency procedures
- Safety rules and regulations

**ATD Note:** If an individual fails on the drive test or skills test an additional fee of \$33.00 is required prior to subsequent retests. This is paid directly to the DMV. If an individual fails any combination of the pre-trip or the drive test three (3) times, he/she must return to DMV and pay the original practice permit fee again and retake the written test before being allowed to take another drive test.

Upon passing DMV licensing requirements, students receive an interim Commercial Driver License issued by DMV valid for 90 days. The permanent CDL is mailed within 60 days.

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

# Enrollment Requirements

We require a copy of either your high school diploma or GED equivalent. For those clients without a high school diploma or GED equivalent, you must take the United States Department of Education approved ability-to-benefit examination, Wonderlic, Inc., that will be independently administered by a third party; not by the institution. This company provides a scholastic level exam (cognitive test). The test will be administered prior to executing the Student Enrollment and Program Agreement. Each potential ability-to-benefit student must obtain passing scores of Verbal (200) and Quantitative (210).

## **Eligibility Pre-Requisites**

- Verify California residency and / or citizenship
- Verify age:
  - At least 18 years old and qualify to receive a DMV CDL Instruction (Practice) Permit
  - At least 18 years old to drive for hire
  - At least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or transport hazardous material. Those applying for a commercial driver license to transport hazardous materials must also undergo a security background check.
- Current DMV California Driver License must be valid with no suspensions or license holds.
- You must Provide Verification to ATD ability to speak, read and write English\*  
*\*Ability to obtain a ATD Commercial Learner's Permit is sufficient documentation to satisfy the English proficiency requirement.*
- Must have a High School Diploma, GED or equivalent, or pass an Ability to Benefit Test

## **Pre-Admission Requirements**

- Attend an Academy of Truck Driving (ATD) Orientation (Every Tuesday at 3:00 except on school closure dates)
- Obtain Current 10 Year History Driving Record (DMV Print out – H6)  
Your DMV driving record must have no more than 3 points and be dated within 30 days of your enrollment.
- Schedule to take Department of Transportation (DOT) Medical Examination for Commercial Driver Fitness and DOT Regulated 5 Panel Drug Test\*\*
- Study Department of Motor Vehicle (DMV) - CDL Handbook (and Academy of Truck Driving Program Materials)\*\*
- Schedule an appointment to apply for and obtain your DMV Commercial Learner's Permit\*\*
  - Complete DMV application form DL 44C  
You must provide to DMV proof of age and true full name, verification of social security number. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license)
  - Pay the application fee. (Currently \$73)  
This fee is good for 6 months from the permit application date. You may request a two month extension up to no more than 1 year from the permit application date.  
You will be expected to provide a thumbprint, take a photo, and vision test
  - Provide DMV with original Medical Examiner's Report – DL 51 and signed Medical Examiner's Certificate
  - Take and pass the DMV Commercial Learner's Permit written exam
- For students seeking tuition grants, obtain funding commitment from tuition granting agency. Follow-up with referral agency counselors for grant approval. (Tuition grants available for qualified students.)

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

## **Admission/Enrollment Requirements**

- Select ATD training program(s) and identify desired job outcome (CDL A or B)
- Provide a complete Application Packet to Academy of Truck Driving:
  - Completed ATD Student Application
  - Provide ATD a copy of current valid California Class C driver license
  - Copy of original Social Security Card
  - Copy of High School Diploma, GED or equivalent, Ability to Benefit Test Results
  - Original Current Driving Record (DMV Print out – H6) (Must be dated within 30 days of enrollment)
  - Copy of Medical Examiner's Report (DL 51)
  - Copy of Medical Examiner's Certificate
  - Verification of negative DOT Drug Test Result (Must be dated within 30 days of enrollment)
  - Copy of DMV Commercial Learner's Permit (Expiration date must be dated no later than estimated completion date of program)
- Pay ATD full tuition or provide verification of funding agency tuition grant authorization letter.
- Complete ATD "Student Enrollment & Program Agreement"
- Register with ATD Career Center Job Developer

## Program Selection

We offer two categories of educational programs for our prospective students. For most entry level students, we offer Class A, Class B or Class A w/ Passenger Endorsement. Our Refresher and Express programs are specifically designed for those with previous CDL experience. These are shorter, condensed and structured training programs based on skill. These educational programs require pre-payment and consecutive days of training. Student's desiring to take a condensed course instead of a full course program must have an evaluation performed to determine which condensed course would meet the student's needs. The student will be required to pay an evaluation fee of \$125.00 and will be evaluated on the following criteria:

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

If the student enrolls into any of the educational programs within 30 days of the evaluation, the evaluation charge will be waived and payment will be applied towards the cost of the selected program.

### **Full Course Programs**

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

### **Condensed Training Programs**

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

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

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

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

**160 hours**

Objective: Training to obtain a Class A license with air brakes and selected endorsements  
Program I includes but not limited to the following :

### Classroom & Inspection Instruction

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

### Endorsements General Overview and Regulations

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

### Behind-the-Wheel Driving Skill

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

### Home Study

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

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

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A Commercial Driver License program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

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

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

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

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

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

Program II coverage includes but not limited to the following:

Classroom & Inspection Instruction

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

Endorsements General Overview and Regulations

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

Behind-the-Wheel Driving Skill

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

Home Study

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

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

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class B Commercial Driver License program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

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

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

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

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

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

Objective: Training to obtain a Class A license with air brakes and selected endorsements or a Class B license with air brakes with a straight truck or bus with passenger endorsement

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

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

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

Program III coverage includes but not limited to the following:

### Classroom Instruction

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

### Behind-the-Wheel Driving Skill

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

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

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Refresher program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

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

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

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

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

**35 hours**

Objective: Training to obtain a Class A license with air brakes and selected endorsements or a Class B license with air brakes with a straight truck or bus with passenger endorsement

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

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

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

Program IV coverage includes but not limited to the following:

### Classroom Instruction

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

### Behind-the-Wheel Driving Skill

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

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

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A or B Commercial Driver License Express program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

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

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

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

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

**195 hours**

Objective: Training to obtain a Class A license with air brakes and with a passenger endorsement

Program V coverage includes but not limited to the following :

Classroom & Inspection Instruction

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

Endorsements General Overview and Regulations

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

Behind-the-Wheel Driving Skill

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

Home Study

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

**Program Completion Requirements & Certificate of Completion**

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the Class A Commercial Driver License w/ Passenger Endorsement SuperSession program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

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

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

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## **Instruction Languages**

Instruction and curriculum material is only offered in English. You must be able to provide verification of your ability to speak, read and write English. Student's ability to obtain and provide a copy of the DMV Commercial Learner's Permit and submission will be the basis for documentation of student's ability to satisfy the English proficiency requirement.

ATD does not provide any interpreter and no modification of the training programs will be made to accommodate any other language. ATD does not provide English language services.

## **Instructor-Student Ratios**

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

## **Transfer Students**

### Transferability of Credits from Another Institution:

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

We currently do not have a transfer or articulation agreement with any other institution.

## **Experiential Credit/Assessment Policy**

This school does not issue credit for prior experiential learning. We do not have an appeal process.

## Tuition and Fees

	Program I Class A CDL	Program II Class B CDL	Program III Class A or B Refresher CDL	Program IV Class A or B Express CDL	Program V SuperSession CDL
<b>Period of Attendance</b>	Up to 160 hours	Up to 128 hours	Up to 60 hours	Up to 35 hours	Up to 195 hours
<b>ATD Tuition – Refundable</b>	\$4500	\$3500	\$1950	\$1450	\$5600
* Tuition refunds are based on unused portion of hours, per refund policy					
<b>ATD Fees - Nonrefundable</b>					
Registration	\$250	\$250	\$250	\$250	\$250
Material Fee	\$85	\$85	\$85	\$85	\$85
<b>Subtotal ATD Tuition &amp; Fees</b>	<b>\$4835</b>	<b>\$3835</b>	<b>\$2285</b>	<b>\$1785</b>	<b>\$5935</b>
<b>Required Auxiliary Fees – Nonrefundable</b>					
DMV Printout	\$5	\$5	\$5	\$5	\$5
DMV CDL Practice Permit	\$73	\$73	\$73	\$73	\$73
DOT Physical Examination (including drug test)	\$125	\$125	\$125	\$125	\$125
BPPE State Mandated STRF Fee	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Required Auxiliary Fees – Nonrefundable</b>	<b>\$203</b>	<b>\$203</b>	<b>\$203</b>	<b>\$203</b>	<b>\$203</b>
<b>Total Cost of Program</b>	<b>\$5038</b>	<b>\$4038</b>	<b>\$2488</b>	<b>\$1988</b>	<b>\$6138</b>

<b>Optional Auxiliary Fees – Nonrefundable</b>	
DMV Hazmat Background Check	\$86.50
DMV Retesting (if required; each trip)	\$33
TSA TWIC Card	\$125.5
ATD Evaluation	\$125
ATD Additional Hours or Drive Test (minimum of 4 hrs)	\$450
ATD Additional Certificates	\$10
ATD Equipment Use Only-DMV Testing (non-students)	\$450

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

The above schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

### ATD Notice:

- If additional training is required outside of allotted program time additional fees will be assessed based on time needed.
- All programs are designed to support a maximum timeframe. If a student shows the ability to complete sooner than the allotted timeframe ATD will allow an early graduation date.

## Student Tuition Recovery Fund (STRF)

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 of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

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

The State of California created the Student Tuition 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 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 the 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.

### 76020. Student Tuition Recovery Fund (STRF).

(a) The fund exists to relieve or mitigate economic losses suffered by a student while enrolled at a qualifying institution, who at the time of enrollment is or was a California resident or was enrolled in a California residency program, if the student enrolled in the institution and the student or a third-party payer, prepaid tuition, paid or is deemed to have paid the assessment and suffered economic loss as a result of any of the conditions specified in section 94923 of the Code or due to an institution losing its eligibility to receive a third-party payer benefit such as Cal Grant, Pell Grant, or veterans' financial aid programs under Title 38 of the Code of Federal Regulations.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94874.1, 94923, 94926, 94927 and 94927.5, Education Code.

## Financing Programs, Grants and Scholarships

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

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

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

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce

- the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Financial obligations shall be verified and secured prior to the start of any training program.

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

## **Housing Availability**

We do not provide on-site housing but can assist with coordinating living arrangements for the term of your training. For students who require residency while training at any of our campuses there are several hotels and all-inclusive inns available in the area. The average cost per night will range from \$75.00 - \$250.00 depending on the city.

## **VISA Services**

We currently do not accept students that are in the United States on a VISA. We do not provide visa services and will not vouch for any students' status.

# Testimonials

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

– Nate F.



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

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

– Edwin R.



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

– Chris M.



These guys are the best!! You'll learn everything you need to know about driving a commercial vehicle and earning your CDL. You'll learn in the classroom and behind the wheel. You'll be well prepared on exactly what going to happen on your drive test. Classes are small, so you get individual training as well as learn from other experienced students. AND they also assist with job placement. I trained under AJ, he's the best!!

– Michael W.



Lost my job of 22 years when my company shut down and I didn't know what to do. I enrolled at the Academy of Truck Driving and as it turned out was a great choice. My instructor Lavelle Allison, taught me how to drive a bus, He was knowledgeable and very patient with me and under 4 weeks, I had a Class B license with a passenger endorsement. Three days later I had a job, I even turned one job down. The school has their own job adviser, Johnny Johnson. He setup interviews for me right after obtaining my license and here I am, working again. The academy will also train you to drive a big rig truck and get a Class A license or even both. If you need a job or just a refresher course, the Academy of Truck Driving is the place to go. Two thumbs up!!!!!!

– Bruce L.



Great truck driving school i got my Class A w/ hazmat endorsement in less than two weeks about 8 days total. the instrutors A.J., Jimmy, and Lavelle(sorry man if i misspelled your name) really know there stuff and are the real deal. you are in the truck from Day 1, alot of hands on training. i would recommend this school to any and everyone who wants to obtain their class A, B, or passengers license. they are small classes so there is alot more 1 on 1 training. they have 4 trucks and 1 bus for you to train in. THEY TEACH YOU TO DOUBLE CLUTCH and shift the right way. THIS IS THE BEST TRUCK DRIVING SCHOOL IN THE BAY AREA!!!!!!!!!!!!!!.....

– Jimmy G.

## Career Development & Job Referral Centers

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

### Employment & Wage Statistics

	<b>S.F., San Mateo Redwood City Metro &amp; Oakland, Hayward, Fremont</b>		<b>California Statistics</b>		<b>National Statistics</b>	
	Trucking	Bus Driver	Trucking	Bus Driver	Trucking 53-303	Bus Driver 53-3021
Employment	10,490	3,550	132,660	37,650	1,704,520	169,680
Hourly Average	20.88	16.30	20.81	18.21	19.87	19.13
Annual Average	40,089	33,900	43,280	42,620	41,340	39,790

\*Employment Statistics retrieved from O\*NET Online [www.onetonline.org](http://www.onetonline.org) and Bureau of Labor Statistics [www.bls.gov](http://www.bls.gov) 11/28/17

### Projected Industry Statistics

<b>PROJECTED JOBS</b>	*SOC Code	Employment 2016	Projected Employment 2026	Change Numbers	2016-26 %
Bus drivers, transit and intercity	53-3021	179,300	195,100	15,900	8.8
Truck drivers, heavy and tractor-trailer	53-3032	1,871,000	1,985,500	113,800	6.1
Truck drivers,light truck and delivery services	53-3033	953,500	1,018,300	64,800	6.8

\* SOC –Standard Occupational Classification

\*\* Statistics retrieved from the Bureau of Labor Statistics [www.bls.gov](http://www.bls.gov). 11/28/17

# Enrollment Agreement Terms

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

## Rules & Regulations

### Student Responsibilities/Terms:

- Be on time and ready to learn. You must arrive on time for each class. Lack of effort will be reported to your counselor (if applicable) and training may be terminated.
- Students will stay in or near assigned commercial vehicles at all times.
- Each student assigned to pre-trip vehicle inspection will be responsible for its proper operation and care. You must comply with the directives given by the instructors and listen and follow instructions EXPLICITLY. Do not force gears or rough acceleration. Do not slap turn signals or use excessive force when closing the doors. Training may be terminated if excessive damage continues.
- Personal cleanliness is a must. You may be refused training when you do not meet good personal hygiene standards.
- Dress appropriately. No tank tops, halter-tops, bare chests, sandals, or stacked heels are allowed. No wearing of hats in the classroom. Suggested attire for class is jeans, T-shirts, sweatshirts, and comfortable work shoes. We recommend that you do not wear "good clothing" to class.
- Keep vehicles clean. Commercial vehicle will be cleaned by students daily upon returning to yard. Do not eat in the vehicles. You may have water with you when inside the vehicle.
- Keep classrooms Please put all cups, papers, etc., in the trashcans. When smoking in the designated smoking area outside of the building, please put your cigarette butts in the can located outside the office door; not on the ground.
- Homework will be assigned and you will be expected to complete homework in order to participate on skills and drives. Study Pre-Trip and In-cab course information during non-class hours.

### Grounds for Immediate Dismissal Include:

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

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

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in on time. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate of the requested program and receive a certificate of completion upon completion of all program hours or successfully passing in-house DMV trial testing at least three (3) times (vehicle pre-trip inspection with no more than 10 errors and a drive test with no more than 25 errors), along with completing at least 60% of the scheduled program hours, and with instructor evaluation determining you are ready to test at DMV.

### Attendance Policy:

Students are expected to attend all classes as scheduled. In the event of a planned absence, the instructor and the administrative office must be notified in advance. Students are asked to call in when they are absent, and treat training as if they were on the job. A student attending a full course program with three (3) absences or a condensed program with two (2) absences, will be considered to have unsatisfactory attendance and will be placed on probation. If you have a family or medical emergency, a "leave of absence" may be granted. See "Leave of Absence Procedure". Any student absent for three (3) consecutive days of class without taking a leave of absence or notifying the office in writing will be placed on probation and may be subject to termination. For Programs I, II and III allocated hours must be completed or at least 60% of program hours and or DMV licensing achieved in order to receive a "Certificate of Completion."

## Enrollment Agreement Terms (continued)



### Leave of Absence Procedure:

In the event of a family or medical emergency, you may request a "leave of absence". Students must request the leave of absence in writing, signed and dated, prior to the leave of absence unless unforeseen circumstances prevent the student from doing so. If that is the case, the circumstances must be documented. Documentation supporting the request should be submitted concurrently with the request. The written request and documentation should be sent to the School Director. The School Director and Faculty will meet to discuss the terms of the leave of absence and make a determination for approval or denial. There must be a reasonable expectation that the student will return to school. Leave of absence requestes are accepted via fax to (510) 663-9050, by email to [jennifer@acdltruckdriver.com](mailto:jennifer@acdltruckdriver.com), or by letter sent via registered mail or delivered in person to Academy of Truck Driving, Attn: School Director, 2585 Buna Street, Bldg. 99, Oakland, CA 94607. If granted, you will be able to be readmitted into another session (for the same program) and pick up exactly where you left off.

### Attendance Probation Policy:

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

### General Notices:

- Make-up classes will be scheduled by the School Director or administrators for excused absences only. Your time should start according to schedule. By being late, you will lose driving or classroom time. If for any reason you are going to be late or absent, please call the office and let us know.
- There is to be no fraternizing with instructors or other staff while currently enrolled as a student.

### Drug Testing Requirements:

In order to comply with the Federal Motor Carrier Safety regulations, 49 CFR Part 40, and other applicable statutes governing commercial drivers, ATD has a drug test requirement. All prospective students must submit to a controlled substances test involving collection of a urine sample that will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidines (PCP). The test is commonly referred to as 5-panel NIDA Screening. Should you test positive for use of controlled substances, you will not be medically qualified to operate a commercial vehicle in interstate commerce. You will be given a reasonable opportunity to confer with the delegated medical review officer before any positive results are reported to ATD.

The result of the drug test will be maintained by the medical review officer, who will report to the school whether the test result was negative or positive. The medical review officer, or school, may also release the results to the examining physician in connection with the required DOT physical examination.

### Employment Verification:

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

Non-Discrimination Policy:

We are an equal opportunity institution and do not discriminate in the hiring of staff or selection of students on the basis of race, color, ancestry, religion, creed, national origin, age, sex, sexual orientation, marital status, disability, or veteran status. All forms, agreements, applications, and other materials required on behalf of Academy of Truck Driving are designed to comply with state and federal laws prohibiting discrimination.

Privacy Statement:

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

Disclosure Statement:

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

Retention of Student Records & Transcripts / Recordkeeping:

In addition to permanently retaining a transcript and certificate with grades as required by section 94900(b) of the Code, all student records pertaining to students' attendance, financial information and any documentation required for enrollment will be retained for a period of 5 years from the date of completion or withdrawal at the school office(s) in locked fireproof filing cabinets and/or on secure digital media. The type of student records kept shall include:

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

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

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

Student Rights Policy - Grievance/Complaint Procedure:

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (Internet Web site address)."

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

Complete and mail the Complaint Form to:

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

Students seeking to resolve concerns or complaints are encouraged to first contact the instructor in charge to discuss your concern(s). If your concern or complaint cannot be handled between the student and the instructor, you may also submit a complaint to the School Director.

To submit your complaint to the School Director, you must complete the Student Complaint Form included in the Student Enrollment and Program Agreement and submit to the School Director. Two copies of the Student Complaint Form may be found in your Student Enrollment and Program Agreement.

How to Fill Out the Student Complaint Form:

- Fill in your Name ("Student Name")
- Fill out Section 1 and Section 2 of the Student Complaint Form
- Submit the complaint via one of the following methods:
  - by mail to 2585 Buna Street, Bldg 99, Oakland, CA 94607
  - by email to [Jennifer@acdtruckdriver.com](mailto:Jennifer@acdtruckdriver.com)
  - by fax to (510) 663-9030

You will be contacted by the School Director within 5 business days of receipt of complaint form to arrange a meeting to discuss your complaint and resolution of the matter. Upon resolution of complaint, the resolution will be documented on the Student Complaint Form and signed by both parties.

# Student Right to Cancel & Refund Terms

## “STUDENT’S RIGHT TO CANCEL”

Your cancellation rights are:

- **RESCISSION OF ENROLLMENT:** You have the right to cancel the Student Enrollment and Program Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))

Date by which the student must exercise his or her right to rescind enrollment: \_\_\_\_\_

## “CANCELLATION PROCEDURE AND REFUND POLICY”

To cancel your enrollment, mail or deliver a signed and dated copy of a “Cancellation Notice and Refund Request Form” to:

**Academy of Truck Driving  
Attn: Oakland Site Administrator  
2585 Buna Street, Bldg. 99  
Oakland, CA 94607**

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel just by telephoning the school or by not coming to class. Your cancellation request will only be accepted in writing. If you simply telephone or stop attending class, it will not be considered an official cancellation. A withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. Students are entitled to a refund of 100 percent of the amount paid for institutional charges, less the \$250 registration fee, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Students who have completed 60% or less of the program hours are entitled to a pro rata refund of any unearned institutional charges if the student cancels the enrollment agreement or withdraws during the period of attendance. Tuition refund policy does not apply to students who have completed the program hours or have completed more than 60% of the program hours. Students who have completed more than 60% of the program hours are deemed substantially completed and are not eligible to receive any refund. Any student requesting to start late or finish early, and who receives training from ATD and a commercial license, is not eligible to receive any refund.

Upon receipt of the cancellation notice, any payment you have made, less nonrefundable fees, and any negotiable instrument signed by you will be returned, in accordance with the Program Refund Calculation Chart, within 45 days following ATD’s receipt of your cancellation notice. If you lose your copy of the Student Enrollment and Program Agreement or any other document, ask the ATD Enrollment Representative for a replacement copy.

## Program Refund Calculations Chart

Refund examples are based on the percentage of clock hours completed. The amount owed by the student is calculated by multiplying the total hourly charge for instruction by the number of hours attended. The hourly charge for instruction is derived by calculating the total institutional charge, less any non-refundable fees, divided by the number of program hours. The hourly charge for instruction is then multiplied by the total hours attended by the student to calculate the amount owed by the student. If the tuition has been paid in full, the following reflects a refund for the amount paid in excess by the student:

		I	I	III	IV	V
Percent of Attendance	Refund %	Class A Standard \$5,038	Class B Standard \$4,038	A/B Refresher \$2,488	Express A/B \$1,988	Super Session \$6,138
Sample refund calculation if cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.						
		Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250	Less Non-Refundable Registration Fee \$250
n/a	n/a	4,788.00	3,788.00	2,238.00	1,738.00	5,888.00
Sample refund calculation if cancellation is made after attendance at the first-class session, or the eighth day after enrollment.						
		Less Non-Refundable Fees \$538	Less Non-Refundable Fees \$538	Less Non-Refundable Fees \$538	Less Non-Refundable Fees \$538	Less Non-Refundable Fees \$538
10%	90%	4,050.00	3,150.00	1,755.00	1,305.00	5,040.00
25%	75%	3,375.00	2,625.00	1,462.50	1,087.50	4,200.00
40%	60%	2,700.00	2,100.00	1,170.00	870.00	3,360.00
50%	50%	2,250.00	1,750.00	975.00	725.00	2,800.00
60%	40%	1,800.00	1,400.00	780.00	580.00	2,240.00
Over 60%	0%	0.00	0.00	0.00	0.00	0.00

If you have any questions regarding our refund policy and/or these calculations, please contact your ATD Student Enrollment Representative. If you have questions or concerns which have not been satisfactorily addressed by Academy of Truck Driving (ATD) or if the school closes before you complete your program(s), you may be entitled to a refund by contacting

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

**Mailing Address:**

P. O. Box 980818, West Sacramento, CA 95798,

**Physical Address:**

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

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

**Phone Number:**

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

# Employers of ATD Students

## Placement Services

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

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

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



***Reliance Express***



# Application page 1

## Student Application

### Contact Information

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip

Phone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Cell Home Other

Email \_\_\_\_\_

### Personal Data

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex [F/M] Race \_\_\_\_\_

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

Primary Language \_\_\_\_\_

### Training Desire

Interested in Class A or B (circle) Endorsements \_\_\_\_\_

Other CDL Programs \_\_\_\_\_

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

Are you a private pay student? Yes/No

Are you currently working with a funding source? Yes/No  
If yes, which agency? \_\_\_\_\_

Do you need a referral to funding sources? Yes/No

The following information will assist us in referring you to appropriate funding agencies that may pay for your training.

Please circle ALL that apply!

\*County GA \*County FS \*Working \*Underemployed \*Unemployed \*Unemployment Recipient  
\*Eastbay Works \*WIA Disability \*Disabled \*SSI \*Veteran \*PACT \*Parole \*Previous Incarcerated  
\*Workers Compensation \*Group Home Resident

\*Details of Other Circumstances \_\_\_\_\_

### Driving History

Have you ever taken any of our training programs before? Yes/No  
If yes, when and which program? \_\_\_\_\_

Have you had previous experience driving commercial vehicles? Yes/No  
If yes, describe \_\_\_\_\_

Have you ever had Class A or B Commercial Driving Licenses? Yes/No  
If yes, when did your license expire \_\_\_\_\_

Are you a California resident? Yes/No

Do you have a current CA DMV CDL Permit? Yes/No  
If yes, date issued and expiration date \_\_\_\_\_

Do you have any driving violations on your record? Yes/No  
If yes, how many & what type? \_\_\_\_\_

Are you able to speak, read and write English fluently? Yes/No

# Application page 2

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

### Work History

Dates of Employment	Employer & City	Position	Did you drive on the job? Yes/No

### Education History

Dates Attended	School/College	Graduated Yes/No	Area of Study	
	Grade School			
	High School			
	Trade School/Vocational			
	College			

### References

Name **two** people who have known you at least one year that we may contact if we have any questions.

Name	Address	Phone	Relationship

### Emergency Contact

Name **two** contacts in case of emergency

Name	Address	Phone	Relationship

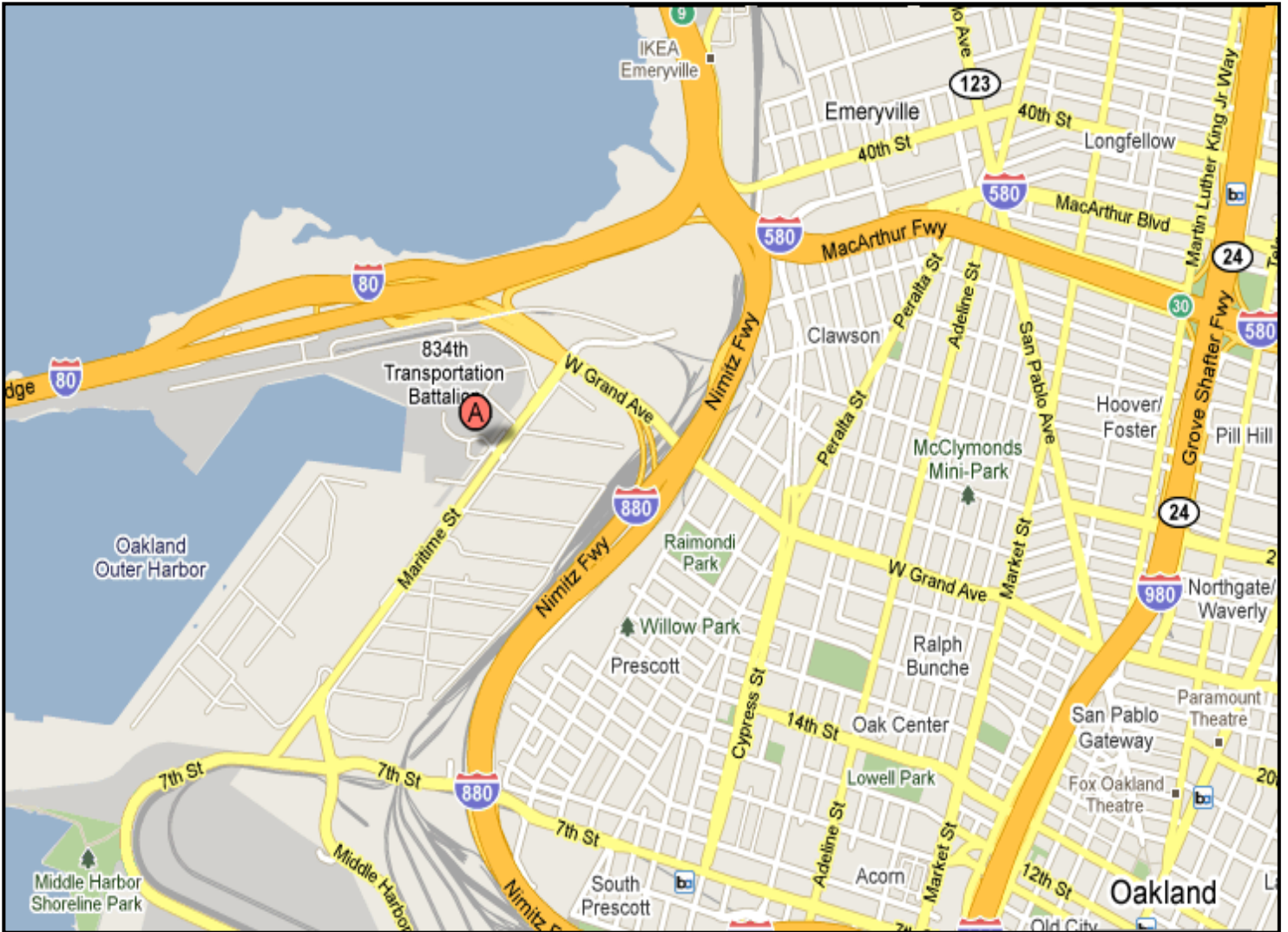
The answers to the foregoing questions are true and correct to the best of my knowledge. I understand that falsifications of statements of this application may be considered a cause for dismissal of the training program.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## Maps & Directions

# Oakland Campus



School Address: 2585 Buna St., Bldg 99  
Oakland, CA 94607

From the West Oakland BART Station, AC Transit bus line # 28 stops at Peralta & 24<sup>th</sup>, and it is about a 25 minute walk via W. Grand Ave and Maritime Street to the school.

From the West Oakland BART Station, it is about a 13 minute bicycle ride via 7<sup>th</sup> Street and Maritime Street.



# 2017 Enrollment Calendar

Legend:  
 ■ Black background = School Closed  
 □ Bold & Outlined = Start Date

January							February							March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	<b>2</b>	3	4	5	6	7	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	2	3	4	5	6	7	8						
8	9	10	11	12	13	14	12	13	14	15	16	17	18	6	7	8	9	10	11	9	10	11	12	13	14	15	16	<b>17</b>	18	19	20	21	22	
15	<b>16</b>	17	18	19	20	21	19	<b>20</b>	21	22	23	24	25	12	13	14	15	16	17	18	23	24	25	26	27	28	29	23	24	25	26	27	28	29
22	<b>23</b>	24	25	26	27	28	26	27	28	5	6	7	8	9	10	11	19	20	21	22	23	24	25	30	31	30								
29	30	31																																
May							June							July							August													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	1	2	3	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12						
7	<b>8</b>	9	10	11	12	13	4	5	6	7	8	9	10	2	3	<b>4</b>	5	6	7	8	13	14	15	16	17	18	19							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	<b>10</b>	11	12	13	14	15	20	<b>21</b>	22	23	24	25	26							
21	22	23	24	25	26	27	18	<b>19</b>	20	21	22	23	24	16	17	18	19	20	21	22	27	28	29	30	31	27	28	29	30	31				
28	<b>29</b>	<b>30</b>	31				25	26	27	28	29	30	30	31	23	24	25	26	27	28	29													
September							October							November							December													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	1	2	3	4	3	<b>4</b>	5	6	7	8	9						
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	<b>10</b>	11	10	11	12	13	14	15	16							
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	<b>13</b>	14	15	16	17	18	17	18	19	20	21	22	23							
17	18	19	20	21	22	23	22	<b>23</b>	24	25	26	27	28	19	20	21	22	<b>23</b>	<b>24</b>	25	24	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	30							
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	26	27	28	29	30	31														

## HOLIDAYS & SCHOOL CLOSURES

New Year's Day (obs.)	Jan 2	Memorial Day	May 29	Veteran's Day	Nov 10
Dr. MLK Jr. Day	Jan 16	Independence Day	Jul 4	Thanksgiving	Nov 23-24
President's Day	Feb 20	Labor Day	Sept 4	Christmas Break	Dec 25-29

Please Call To Reserve Your Seat  
 (510) 663-9030

# How to Enroll

## ATTEND AN ORIENTATION SESSION

Tuesdays, 3:00 p.m.

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

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

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

## BROWSE

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

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

## CALL

**Oakland Campus**  
**510.663.9030**

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

## VISIT

2585 Buna Street, Bldg. 99  
Oakland, CA 94607

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