



# Catalog

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Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.

Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.

The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

**RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.

**ENROLLMENT TESTING:** Students will be given a drug test within the first week of their start date.

Alcohol testing may be conducted on a daily basis when students enter the training facility.

**FOR-CAUSE TESTING:** The Company may ask an employee/student to submit to a drug and/or alcohol test at any time it feels that the employee/student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

**POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

## **Grievance / Complaint Procedure**

Under the Dolphin Trucking School grievance / complaint procedure, one is entitled to the following within the specified days from the day they file a grievance or complaint:

1. Assistance from a school representative in preparing your complaint in writing (within the first day).
2. An informal conference with a school representative in order to discuss your complaint (within five days).
3. A decision on your complaint from a school representative (within ten days).
4. An informal conference with a school representative, Applicant / participant to identify and classify the issues of disagreement in an attempt to reach a mutually satisfactory resolution (within 15 days).
5. An informal hearing on your complaint with the school Director within 60 days
6. A final decision on your complaint from the school Director within 60 days.

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

This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession. No petition has been filed within the last 5 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 (11U.S.C. Sec. 1101 et seq.)

Any questions a student may have regarding this catalog that has 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.gov](http://www.bppe.gov), (888)370-7589, (916)431-6959 or by fax (916)-263-1897.

## **Drug Free Policy**

Dolphin Trucking School, Inc. is a Drug-Free Workplace. We intend to provide a drug-free education environment for our clients and our employees. With this goal in mind. We are establishing the following policy for existing and future employees and students:

The school explicitly prohibits:

The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.



## **Approval Disclosure Statement**

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.

Neither the institution nor any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education.

## **Information:**

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school prior to enrolling or signing enrollment agreements. This school currently has some sponsor programs to provide funds in the form of loans or subsidies to pay for all or portions of tuition and fees available.

All information in the content of this school catalog is current and correct and is so certified as true by Mrs. Carla Lorena Galvez, CEO.

Catalog valid from--: 1/01/19 to 1/01/20

**Statement of Philosophy / Mission Statement**

Dolphin Trucking School strives to educate and train students to become professional commercial drivers for the transportation industry in the United States or professional electrical wiring technicians. This is accomplished through classroom training using written materials, video, visual aids, and a lecture format. The second phase includes practical (hands-on) experience.



Dolphin Trucking School has life time placement services providing students with access to a vast employment sector with serious shortages of qualified applicants. Income and benefit levels are excellent and provide stable career opportunities for the successful school graduate.

**Courses Available:**

Commercial Drivers Training – Class “A” 168 hours\*

Commercial Drivers Training – Class “B” with passenger endorsement 120 hours\*

Commercial Driver’s License Advanced Course - 80 hours\*

Class “A” Commercial W/ Passenger Endorsement - 240 hours\*

Electrical Wiring Technician - 100 hours\*

\*\* Definition of clock hours: A clock hour is defined as 50 minutes of instruction per each 60 minute hour.

4. Hypothetical Refund Example:

Assume you, upon enrollment in a 168 hour course, pay:

\$4,099	Tuition
\$250	Registration (Nonrefundable)
<u>\$115</u>	Supplies and Materials (Nonrefundable)
\$4,464.00	Total amount paid by the student

You withdraw after completing 42 hours (25%)

\$4,464.00	Total amount paid by the student
<u>-1,024.80</u>	42 Hours Completed (42 hours x \$24.40)
\$3,439.20	Total Refund Due

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawal from the course when any of the following occurs:

- ◇ You notify the school of withdrawal or the actual date of withdraw
- ◇ The school terminates your enrollment.
- ◇ You fail to attend classes for a three day period, and been dropped.
- ◇ You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the day you were supposed to return.

6. If any portion of y–our tuition was paid from loan proceedings, the refund will be sent to the lender or the agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.



## **Buyer's right to Cancel and Refund Right**

1. You have the right to cancel the enrollment agreement and obtain a refund for charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.  
⇒ Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of the enrollment agreement. You can do this by mail, in person, by fax, or telegram to Maria A. Galvez. The notice of cancellation, if mailed, is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form; it needs only state you wish to cancel the agreement. You will be given two notice of cancellation forms on the first day of class. If you cancel this agreement, the school will refund any tuition you paid within 30 days after your notice is received.
2. If the school has given you any equipment, you shall return it to the school within 30 days following the date of your notice or cancellation or withdrawal. If you fail to return this equipment in good condition (at the discretion of the school administration) within the 30 day period, the school may retain the portion of payment paid to you by the document cost, and deduct the amount from any refund that may be due to you; once you pay for the equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the school will remit a refund less a registration fee (not to exceed \$250.00) 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned/Non-refundable equipment. The refund shall be the amount you paid for instruction minus the hours of instruction received, the registration fee, handout, and supplies/materials. You are liable for the amount, if any, if you have received more training sessions than what you have paid. If the amount you have paid is more than the amount you owe, a refund will be made to you. If the amount you owe is more than the amount you paid, you will have to make arrangements to pay it within 30 days of your withdrawal from the school.

### **Non-refundable fees:**

REGISTRATION FEE: \$250.00 - This fee is non-refundable after the student enrolls in the program. The cost is based upon the cost of recruitment and enrollment of the student into the program.

Supplies/Materials: \$115.00- This fee is charged to cover the cost of school uniform, booklets/resources given to the students, pens/pencils, and paper/computer examinations. This fee is non-refundable, unless all materials were not used, and are returned to the school in mint condition. This includes, but is not limited to having no folds, missing pages, writing, rips/tears, etc.

## **History**

Dolphin Trucking School was founded in October of 1999 by Lincoln and Carla Galvez. Together, they noticed the great need for professional Class "A" Commercial drivers. Lincoln knew that with his experience as an over-the-road truck driver and instructor he would be able to better prepare individuals for the trucking industry in the United States; Carla noticed a need for more helpful service toward students in the trucking industry. She knew that she could provide individuals with the best service possible in Southern California.

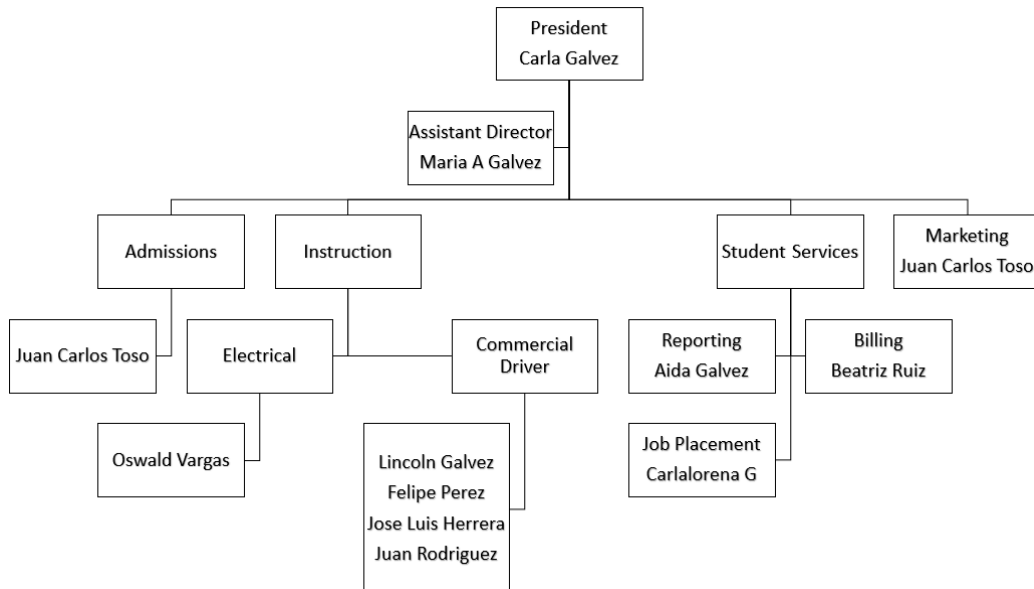
It all started with a dream and a truck, as the school has grown over the years, new vehicles and training programs have been added to the school. With a convenient school location it is simple for aspiring commercial drivers to train for their license.

Dolphin Trucking School, Inc. Is a family owned and operated business that strives to educate individuals for the Class "A" Commercial and Class "B" Commercial license, so that they may better their future and achieve their dreams. For this reason the school has different modalities of payment and very economic prices, so that all may be able to be a part of the growing transportation industry. The trucking school works with unemployment offices to train individuals for their Class "A" or Class "B" Commercial License. The schools training and lifetime job placement assistance program guarantee the success of its graduates in the transportation industry.

## **Language Proficiency:**

- ◇ Dolphin does not provide English as a second language (ESL) instruction.
- ◇ A person must be able to read road signs and minimally communicate in English to train at Dolphin for the Commercial Driver's License Courses.
- ◇ We accept documentation of proficiency from the Test of English as a Second Language.
- ◇ The Electrical program may also be taught in Spanish. The school has contracted and instructor who is sufficiently qualified to teach the course in English and Spanish.

**Administration / Organizational Chart:**



**Faculty (Instructors):**

Faculty members all have their commercial drivers license. Each member has a minimum of 5 years driving experience, with the head instructor 23 years of experience. Our electrical course instructor has over 20 years of experience in the field.



- Electrical Wiring Technician

This certificate course is for vocational skill development. Although there is a chance that this course could lead to employment, this course by itself is not created to prepare graduates for entry level employment within this vocation.

Note that the CDL jobs available may vary on whether or not an individual adds the endorsements to their license.

**Records Retention**

In addition to permanently retaining a transcript as required by section 94900(b) of code 71930, state law requires this educational institution to maintain school and student records for a five year period. We will discard any files not within the 5 year

**Notice of Student Rights**

1. You may cancel your contract with the school, without any penalty or obligation on your first class session or the seventh day after enrollment, whichever is later, as described in the Notice of cancellation form that will be given to you at the first class you attend.

(Note: you will receive two cancellation forms)

**Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.**

2. After the end of the cancellation period, you also have the right to stop the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost the contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the telephone number listed in #4 for information.

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



**Placement Assistance**

The school will provide job placement services, which include resume preparation, career development classes, job leads, and job interviews with employers may be set up for you.

Employee examples include: Schneider National, Werner enterprises, Covenant Transportation, Swift Transportation, U.S. Xpress, and May Trucking.

If you fail to attend a minimum of 2 job interviews/appointments, the school will stop providing placement services due to lack of participation.

Students must provide an H-6 printout (attainable at the DMV for a \$5 fee) before placement services can be rendered.

Although the school does provide Job placement assistance, it cannot guarantee placement or level of income or wages. Students are encouraged to attend recruiter presentations when they become available.

US DOL Standard Occupational Classification Codes:

- Commercial Drivers Training – Class “A”
  - 53-3032 Tractor-Trailer Truck Drivers / Cement Truck Drivers / Logging Truck Drivers
  - 53-3030 Driver/Sales Workers and Truck Drivers
  
- Commercial Drivers Training – Class “B” with passenger endorsement
  - 53-3020 Bus Drivers
  - 53-3021 Bus Drivers, Intercity
  - 53-3022 Bus Drivers, School or Special Client
  - 53-3021 Bus Drivers, Transit, Transit and Intercity
  - 53-3032 Cement Truck Drivers
  
- Class “A” Commercial W/ Passenger Endorsement or the Commercial Driver’s License Advanced Course
  - 53-3032 Tractor-Trailer Truck Drivers / Cement Truck Drivers / Logging Truck Drivers
  - 53-3020 Bus Drivers
  - 53-3021 Bus Drivers, Intercity
  - 53-3022 Bus Drivers, School or Special Client
  - 53-3022 Bus Drivers, Special Client
  - 53-3021 Bus Drivers, Transit, Transit and Intercity
  - 53-3030 Driver/Sales Workers and Truck Drivers

**Schedule of classes:**

Instruction is hourly based, students must complete the course hours before being scheduled for testing. Students will be advised on start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules, and revisions to schedules. Over the road training is scheduled as necessary to accommodate the requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

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

**Hours of Operation**

Office Hours:

Days	Hours
Monday - Friday	9:00 AM - 5:00 PM
Saturday	9:00 AM - 12:00 PM

Yard/Training Hours:

Days	Morning	Afternoon	Evening
Monday - Friday	7:00AM - 11:00AM	12:00 PM - 4:00PM	5:00PM - 9:00PM
Saturday	8:00AM - 12:00 PM	None	None

\* Hours may change at any time at the discretion of the school administration.

Appointments and walk-ins are welcome; however, it is strongly recommended that graduates who wish to have job placement assistance make an appointment to meet with a representative.



**Facilities and Equipment:**

Current facilities for the school include our Corporate office, located at 4820 S. Eastern Ave. Unit “O”, Commerce, CA 90040 and our training yard site located at 2415 E. Washington Blvd., Los Angeles, CA 90018

**Commercial Driver’s License Program Equipment:**

Trucks and trailers include conventional tractors ranging in age from 1992 – 2012, all tractors are two and three axles with wheelbases ranging from 220” to 228”. We train on 9,10, and 13 speed manual transmission trucks. Trailers range from 28’ to 53’ vans.

**Electrical Program Equipment:**

An electrical training apparatus (board) will be available to students during their training session. The apparatus has the ability to be plugged into an electrical outlet, and includes the items necessary for the training.

**Training Facilities:**

The classroom has a maximum capacity of 15 persons. The building is air conditioned and has ample parking close to the school. The classroom is well equipped with a projector and D.V.D player, good lighting, and comfortable seating. There is a computer lab available for written test practice.

We do not currently have a library; however, learning resources (CDL handbook), Dolphin handbook, and the necessary electrical training books will be provided by the school at the expense of the student. The CDL handbook may also be attained at any DMV office.

**Housing:**

- This institution has no dormitory facilities under its control
- There are several motels around the area where students may stay. Daily prices start at about \$60.
- This institution has no responsibility to find or assist a student in finding housing.

**Student Protection Policies/ Student Tuition Recovery**

**76215. Student Tuition Recovery Fund Disclosures**

The State of California created the student 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 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 closer 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 judgement 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 fee for the Student Tuition recovery fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

**You are not eligible for Protection from the STRF and you are not required to pay the STRF fee 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 separated agreement to repay the third party.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.



## 100 Hour Electrical Program

Tuition:	\$2,100.00
Registration Fee*	\$250.00
Supplies and Materials*	\$115.00
STRF	\$0.00
<b>Total</b>	<b>\$2,465.00</b>

## Additional Services

DMV Appointment	\$250.00
Late Payment	\$35.00
DMV Cancellation	\$250.00

\* Non-refundable

**Additional Fees:** The following fees may need to be paid to a third party.

<u>Description:</u>	<u>Paid to:</u>	<u>Amount:</u>
DOT Physical	Any Physical Office	Varies
CDL Application Fee	Department of Motor Vehicles	\$78.00
Fingerprint HAZMAT	Morphotrust USA	\$86.50
Fingerprint TWIC Card	Morphotrust USA	\$126.50
DMV Retest Fee	Department of Motor Vehicles	\$36.00

- ◇ If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- ◇ Note: we may give participants a discount at the discretion of the school director.



## Curriculum:

### Class “A” – Truck Driving

#### Goals and Objectives:

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional truck driver in either a local or over the road setting. Training includes the DMV competencies required for a Class “A” Commercial license and endorsements. Lifetime job placement assistance is available for graduates to take advantage of. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

### Commercial Driver’s Training—Class A – 168 hour course

#### Course Description:

##### Classroom 80 Hours

CDL Permit and Endorsement Instruction  
 Driver Qualification  
 Job Placement  
 DOT Regulations  
 Driver Wellness  
 Federal Motor Carrier Safety Regulations  
 Hours of Service and Map Reading  
 Vehicle Inspection  
 Air Brake Training  
 Defensive Driving  
 Cargo Handling  
 Railroad Crossing Safety  
 Whistleblower Protection  
 Pre-trip Inspection

##### Skills Driving 60 Hours

Basic Vehicle Control  
 Proper use of clutch and gears  
 Proper Backing Techniques  
 Coupling/Uncoupling

##### Road Driving 20 Hours

Vehicle Control  
 Defensive Driving  
 Proper use of clutch and gears  
 Different Roads and Conditions  
 Observation of Highway Laws  
 Space Management  
 Ramps  
 Turns  
 Lane Control

##### Skills Performance Test 8 Hours

- ⇒ A school instructor will administer a DMV prep final exam (includes: Air Brakes, Pre-trip, Skills, and Driving).
- ⇒ A Final for the Classroom and Log Book will be administered at the completion of classroom classes.
- ⇒ At the conclusion of the class, the DMV will administer the Commercial Driver License (CDL) final test.

## Class “B” – Truck Driving /Bus Driving

### Goals and Objectives:

The class course objective for Dolphin Trucking School is to prepare students for a successful career as a professional Truck/Bus driver in either a local or over the road setting. Training includes the DMV competencies required for a Class “B” Commercial license and passenger endorsement. Lifetime job placement assistance is available for graduates to take advantage of.. Successful graduate. Students receive a diploma and their transcripts remain available for potential employers to review.

### Commercial Driver’s Training—Class B

#### Training With Passenger Endorsement– 120 hour course

### Course Description:

#### Classroom 40 Hours

- CDL Permit and Endorsement Instruction
- Driver Qualification
- Job Placement
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Vehicle Inspection
- Air Brake Training
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection

#### Skills Driving 40 Hours

- Pre-trip Inspection
- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques

#### Road Driving 40 Hours

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns
- Lane Control

#### Skills Performance

- ⇒ A school instructor will administer a DMV prep final exam (includes: Air Brakes, Pre-trip, Skills, and Driving).
- ⇒ A Final for the Classroom and Log Book will be administered at the completion of classroom classes.
- ⇒ At the conclusion of the class, the DMV will administer the Commercial Driver License (CDL) final test.

## Tuition Policies and Fees

All tuition and fees must be paid prior to commencement of classes unless other arrangements have been made. If needed there are public and private agencies who may provide tuition assistance in the form of loans and grants to those who qualify under their guidelines.

The institution does not participate in federal and state financial aid programs

### 168 Hour Program (A)

Tuition:	\$4,099.00
Registration Fee*	\$250.00
Physical/Drug Test	\$100.00
DMV Fee	\$78.00
Supplies and Materials*	\$110.00
Fingerprint Fees	\$86.50
STRF*	\$0.00
<b>Total</b>	<b>\$4,723.50</b>

\* Non-refundable

### 120 Hour Program (B)

Tuition:	\$3,046.25
Registration Fee*	\$250.00
Physical/Drug Test	\$100.00
DMV Fee	\$78.00
Supplies and Materials*	\$110.00
STRF*	\$0.00
<b>Total</b>	<b>\$3584.25</b>

\* Non-refundable

### 80 Hour CDL Advanced Course

Tuition:	\$2,585.00
Registration Fee*	\$250.00
Supplies and Materials*	\$115.00
STRF*	\$0.00
<b>Total</b>	<b>\$2,950.00</b>

\* Non-refundable

### 240 Hour Class A w/Passenger

Tuition:	\$5,856.00
Registration Fee*	\$250.00
Physical/Drug Test	\$100.00
DMV Fee	\$78.00
Supplies and Materials*	\$110.00
Fingerprint Fees	\$86.50
STRF*	\$0.00
<b>Total</b>	<b>\$6,480.50</b>

\* Non-refundable

## **Termination Policy**

A student is subject to termination for violating any of the following:

- The school must terminate any student who is unable to satisfactorily achieve the knowledge and skill required by the occupation for which the training is intended
- Failure to meet the minimum GPA or fail to complete the training within the maximum time frame, the student must be dismissed.
- Failure to comply with the school's attendance policy
- Failure to comply with the school's conduct policy
- Failure to meet all financial obligations to the school
- Violation of any of the conditions set forth and agreed in the enrollment agreement.

## **Conditions for Reinstatement**

Reinstatement will be approved only after evidence is shown to the director's satisfaction that conditions which caused interruption for unsatisfactory progress have been rectified. A diploma will be issued upon satisfactory completion of the course and all tuition and fees must be paid in full or otherwise accounted for.

## **Students conduct**

At the discretion of the school administration; a student may be dismissed from the school for any serious incident or repeated incident of intoxicated or drugged state of behavior, possession of drugs or alcohol on the school premises, possession of weapons on school premises, disobedient or disrespectful behavior to another student, administrator or faculty member, or any other stated or determined infraction of conduct.



## **Commercial Driver's License Advanced Course (80 Hours)**

### **Goals and Objectives:**

Participants who take and complete this course may choose to participate in our job placement assistance program in which we assist with job leads, resume preparation, and company orientations. Although we cannot guarantee a participant will begin to work, these services help participants search for the job best suited for them. To the very core, a student will be prepared to work as a truck/bus driver including but not limited to tow truck, bus, firetruck, bobtail, tanker, etc.

### **Course Description:**

#### **Classroom/Immobile Vehicle 30 Hours**

CDL Permit and Endorsement Instruction  
DOT Regulations  
Federal Motor Carrier Safety Regulations  
Hours of Service and Map Reading  
Vehicle/Pre-trip Inspection  
Air Brake Training

#### **Skills Driving 40 Hours**

Basic Vehicle Control  
Proper use of clutch and gears  
Proper Backing Techniques  
Coupling/Uncoupling

#### **Road Driving 10 Hours**

Vehicle Control  
Defensive Driving  
Proper use of clutch and gears  
Different Roads and Conditions  
Observation of Highway Laws  
Space Management  
Ramps  
Turns  
Lane Control

#### **Skills Performance Test/Completion**

- ⇒ A school instructor will administer a final exam (includes: Air Brakes, Pre-trip, Skills, and Driving).
- ⇒ Individuals who (on enrollment) have a valid commercial driver's license need not take an exam to be licensed.
- ⇒ Individuals who (on enrollment) do not have a valid commercial driver's license must take the skills performance exam at the Department of Motor Vehicles. The examination includes air brakes inspection, pre-trip inspection, 3 skills, and driving, and will be administered by a DMV representative. Note that the DMV examination is not included in this advanced course, so any applicable fees must be paid by the student.

## **Class “A” Commercial W/Passenger Endorsement (240 Hours)**

### **Goals and Objectives:**

Participants who take this course and pass the skills performance exam at the DMV may choose to participate in our job placement assistance program in which we assist with job leads, resume preparation, and company orientations. Although we cannot guarantee a participant will begin to work, these services help participants search for the job best suited for them. A student will be prepared to work as a truck/bus driver including but not limited to tow truck, bus, firetruck, bobtail, tanker, etc.

### **Course Description:**

#### **Classroom/Immobile Vehicle 100 Hours**

- CDL Permit and Endorsement Instruction
- Driver Qualification
- Job Placement
- DOT Regulations
- Driver Wellness
- Federal Motor Carrier Safety Regulations
- Hours of Service and Map Reading
- Defensive Driving
- Cargo Handling
- Railroad Crossing Safety
- Whistleblower Protection
- Air Brake
- Pre-Trip Inspection

#### **Skills Driving 100 Hours**

- Basic Vehicle Control
- Proper use of clutch and gears
- Proper Backing Techniques
- Coupling/Uncoupling

#### **Road Driving 40 Hours**

- Vehicle Control
- Defensive Driving
- Proper use of clutch and gears
- Different Roads and Conditions
- Observation of Highway Laws
- Space Management
- Ramps
- Turns
- Lane Control

#### **Skills Performance Test/Completion**

- ⇒ A school instructor will administer a DMV prep final exam (includes: Air Brakes, Pre-trip, Skills, and Driving for both a truck and a bus).
- ⇒ At the conclusion of the class, the DMV will administer the Commercial Driver License (CDL) final test for a truck-tractor and the bus. The student must go to the DMV on two separate occasions.

## **Attendance Policy**

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

**2. Tardiness** – Tardiness is a disruption of a good learning environment and will be discouraged. Tardiness without a legitimate reason on two occasions will be considered an absence.

**3. Interruption for unsatisfactory attendance** – Students with two unexcused absences in any class will receive a written notification of a five day academic probation. Any unexcused absences during such probation period will be reported to the director.

**4. Class cuts** – Class cuts will be considered unexcused absences.

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

**6. Absences and tardiness** -- will be recorded. Students are expected to attend classes as scheduled as they would be expected to be present for work.

**7. Dismissal** – Students failing to maintain satisfactory attendance will be advised by the school counselor. If the attendance fails to improve, the school director will dismiss the student for unsatisfactory attendance. Re-admittance may be permitted if the cause or the unsatisfactory attendance has been corrected.

## **Satisfactory Progress Policy / Student Achievement**

Each student must attain a minimum cumulative grade point average (GPA) of 70% at the end of the second week of instruction, a 70% GPA at the end of the third week of instruction, 70% GPA by the fourth week of instruction, and a cumulative 70% grade point average upon graduation. Student’s progress will be reported at the end of each five day interval. If the student falls behind the above stated grade point average, the student will be placed on formal academic probation. The student will be given lesson plans to bring their grade up to minimum cumulative GPA, this must be accomplished within 5 days. Any student that fails to bring up their GPA within the above mentioned time frame will be dismissed from the school. The student may be reinstated into the school providing that they bring their GPA up to minimum standards and request reinstatement in writing. This must be accomplished within the maximum time frame allowed to be complete the training from within 7 weeks from the class start date. Failure to complete the training within 7 weeks from the class start date will be grounds for dismissal from the school. Any student earning a grade of less than 70% in any portion of the course must repeat that course and successfully complete the course prior to graduation. If a course is repeated, the grade earned for repeating the course will replace the original grade earned in determining the student’s satisfactory academic process and overall cumulative grade point average. All grades earned for all courses the student attempted will remain on the student’s transcripts.

## **Admission Procedures**

To apply for admission for school, applicants should contact the admissions office at the school to schedule an appointment for a personal interview and a tour of the schools facilities. At that time applicants will complete:

1. Submit a completed qualification application to the admissions office.
2. Provide proof of high school diploma/transcript, GED certificate, DD-214 from military service, college transcript, CDL Permit (for CDL courses), or take the ability to benefit test. If one cannot provide the preceding documents they can be eligible if they pass an ability to benefit test. The school can refer him/her to a 3<sup>rd</sup> party to administer an examination from the list of examinations prescribed as of July 1, 2012 by the United States Department of Education pursuant to Section 484(d) of the federal Higher education Act of 1965. The student will not be enrolled unless they receive a passing score.
3. School officials will prepare review the enrollment agreement and notify the applicant in writing on the status of his / her class start date.
4. Enrollees will receive the school catalog and student orientation packet.
5. All students will attend an orientation on their first day of training.

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

## **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at Dolphin Trucking School 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 may 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 Dolphin Trucking School to determine if your certificate will transfer.



## **Electrical Wiring Technician (100 Hours)**

### **Goals and Objectives:**

Training includes the competencies required to become proficient in residential electrical wiring and maintenance. This certificate course is for vocational skill development. Although there is a chance that this course could lead to employment, this course by itself is not created to prepare graduates for entry level employment within this vocation. Successful graduate students receive a certificate and their transcripts remain available for potential employers to review.

### **Course Description:**

#### **Basic Electrical Safety 10 Hours**

Electricity and wiring safety basics

#### **Basic Electricity 15 Hours**

Learn to read a Wiring Diagram  
Understand Residential Circuits  
Understand Groundings  
Understand Receptacles

#### **Tools Materials and Techniques 15 Hours**

Understand Basic Electrical Boxes  
Understand Basic Wiring Rules  
Receptacle Testing  
Power Wall Switches  
Installing Basic Electrical Fixtures

#### **Wiring, Cables, and Conduits 20 Hours**

Familiarization with Wiring/Grounds  
Florescent Light Fixture Installation  
Plug Testing and Replacing  
Thermostat Installation  
Doorbell Installation

#### **Residential Circuit Breaker Panels 25 Hours**

Panel Box Inspection  
Circuit Breaker Selection and Installation  
Fuse Selection and Installation  
Switch Installation  
Electrical Level Testing  
Aged Wiring Evaluation

#### **Project Finalization 15 Hours**

Continuity Electrical Testing  
Troubleshooting Procedures  
Final Finishing

### **Skills Performance Test/Completion**

⇒ At the conclusion of the class the school instructor will review the final project.

## **School policies / Admission requirements**

### **Prior to being considered for admission to the school, each applicant must:**

1. Submit a completed registration form to the admissions office.
2. Provide a high school diploma / transcript, GED certificate, DD-214, college transcript, take the ability to benefit test provided by the school, or bring a CDL permit (for CDL programs).
3. Provide valid driver's license from student's resident state.
4. Must be free of physical impairment that would prohibit safe operation of the equipment. Individuals interested in a CDL program must be able to pass the DOT physical Exam.
5. Must be beyond the compulsory school attendance age. An individual cannot be D.O.T certified until reaching the age of 21 years; however, students between the ages of 18 and 21 can obtain a commercial driver's license to drive within the state of issuance. An individual interested in the school's Electrical Program must be 18 year of age or older.
6. Meet with an admissions representative to discuss educational plans and tour the facility.

Please note that you will be required to provide the following documents to the DMV when you apply to obtain your CDL permit:

- a. Driver's License
- b. Social Security Card
- c. Medical Certificate
- d. Proof of Residency (with a utility bill)
- e. Proof of Citizenship (Birth Certificate or Passport)

**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.**

### **General Education:**

- Commercial Drivers Training – Class “A”  
No general education is required to enroll in this course.
- Commercial Drivers Training – Class “B” with passenger endorsement  
No general education is required to enroll in this course.
- Class “A” Commercial W/ Passenger Endorsement  
No general education is required to enroll in this course.

- Commercial Driver's License Advanced Course  
In order to enroll in this course, a prospective client must currently have (or have had in the past) a commercial driver's license. If the prospective client has not had the CDL in the past, but has taken CDL classes at another institution, we may be able to accept him/her in the advanced course. One must provide the diploma/transcript from the school, and meet with an instructor for an interview, which may include a skills performance exam to determine your eligibility. The admissions representative will speak to the prospective student and inform them of the results. If unsatisfied with the result the applicant may request a second interview with the instructor. The interview has a cost of \$100.00

- Electrical Wiring Technician  
No general education is required to enroll in this course.

### **Special notice to applicants:**

**Please discuss any applicable items with your admissions representative prior to enrollment.**

**To be eligible to obtain ones' CDL license an applicant must not have:**

1. More than two D.U.I's on your driver's record in a lifetime
2. A DUI conviction in the past 5 years
3. A felony conviction of any type in the last ten years. Please speak to the School counselor for more information.
4. Any recent hospitalization or under physicians care for emotional or mental instability.
5. Currently taking prescription drugs or under a physician's care (Schedule I drugs)
6. No more than one at fault accident in the last twelve months, or two accidents in the last 5 years.
7. Reckless driving or other misdemeanors in the past five years.

**And MUST**

8. Be 21 years of age for interstate driving or 18 years of age for intrastate driving
9. Have no delinquencies on child support
10. Not be currently addicted to drugs or alcohol
11. Be able to pass the DOT Physical Examination

