

# Catalog

**1/1/2018-12/31/2018**

## **GSF DRIVING & TRUCK TRAINING SCHOOL**

[WWW.GSFSCHOOLS.COM](http://WWW.GSFSCHOOLS.COM)

(818)364-6600



***PLACING YOU ON THE ROAD TO SUCCESS***

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## **Mission Statement (CEC: 71810(b)(2))**

**GSF Truck Training School's** mission is to provide quality affordable truck and bus driver training services in the Los Angeles area. GSF accomplishes this by providing its students with a knowledgeable staff that teaches on a 1:1 or 1:2 instructor to student ratio. The school closely monitors student progress to achieve student success. Upon graduation from our training programs, graduates are expected to perform proficiently with the goal of passing the state-mandated driving exam and obtain a Commercial Driver License (CDL) and be eligible for entry level positions in the transportation industry. Objectives are listed for each specific program below.

### **Program Objectives**

The objective for the “Professional Combo CDL A & B-P” program is to become proficient in and be able to demonstrate the ability to safely operate tractor trailers and buses with the goal of obtaining a class A-P California Commercial Driver License (CDL).

The objective for the “Complete Course CDL A” program is to become proficient in and be able to demonstrate the ability to safely operate tractor trailers with the goal of obtaining a class A California Commercial Driver License (CDL).

The objective for the “Complete Course CDL B-P” program is to become proficient in and be able to demonstrate the ability to safely operate buses with the goal of obtaining a class B-P California Commercial Driver License (CDL).

The objective for the “CDL A Pro Course” is to become proficient in and be able to demonstrate the ability to safely operate tractor trailers with the goal of obtaining a class A California Commercial Driver License (CDL).

The objective for the “CDL B-P Pro Course” is to become proficient in and be able to demonstrate the ability to safely operate buses with the goal of obtaining a class B-P California Commercial Driver License (CDL).

**GSF Driving & Truck Training School is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education.**

### **Address (CEC: 94909(a)(4))**

GSF has three locations to serve you:

- Enrollment and classroom training is conducted at **16211 Filbert St, Sylmar, CA 91342.**
- Yard Skills and road training are conducted at and from **13763 Balboa Blvd Granada Hills CA 91344.**
- Classroom, yard skills and Road Training are conducted at **731 E. Slauson Ave., Los Angeles, CA 90011.**

### **General Description of Available Space, Equipment, and Facilities (CEC: 94909 (a)(b))**

The campus consists of an office and classroom location at 16211 Filbert Street Sylmar CA 91342 and a 15,000-square foot training yard at 13763 Balboa Blvd Granada Hills CA 91344. GSF also operates a 16,500-square foot satellite location at 731 E. Slauson Blvd which conducts classroom, yard and road training. Student parking is available at all three locations. The yard facilities are equipped with buses, tractors and trailers that meet the minimum industry standards and are used for the sole purpose of training our students both in yard skills maneuvers as well as road training. The vehicles are not obsolete and are sufficient for instructional purposes to reasonably ensure assure that a student acquires the necessary level of education, training, skill, and

experience to obtain employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational program was represented to lead. Classroom facilities are well lit and ventilated. All required permits and business licenses are kept up to date at each location.

### **Library and Learning Resources**

Both the Sylmar and Los Angeles locations are stocked with corresponding audio-visual equipment and training materials as well as books, practice tests and study packets pertaining to driver qualifications, safety regulations, vehicle controls and functions and vehicle operation. Students can access these materials in person by requesting them from any present GSF staff. Learning material include:

1. 2017 - 2018 California Commercial Driver Handbook.
2. Tractor Trailer Driver Training, Alice Adams, 4<sup>th</sup> Edition, Del Mar Cengage Learning.
3. CMV Driver Basics Driver Handbook & DVD, J.J. Keller & Associates Inc.
4. Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller & Associates Inc.
5. Federal Motor Carrier Safety Regulations Pocketbook Motorcoach/Bus Version, J.J. Keller & Associates Inc.
6. Seven Minute Solutions DVD, J.J. Keller & Associates Inc.
7. Motorcoach Defensive Driving Handbook and DVD, J.J. Keller & Associates Inc.
8. Motorcoach Vehicle Inspection handbook & DVD, J.J. Keller & Associates Inc.
9. Question and Answer Study Packets, GSF Driving & Truck Training School.
10. Commercial Driver Handbook Section Practice Test, GSF Driving & Truck Training School.
11. Class A & B-P Inspection Guides, GSF Driving & Truck Training School.

### **Bankruptcy Disclosure (CEC: 94909(a) (12))**

GSF Driving & Truck Training School does not have a pending petition in bankruptcy. It is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Questions (CEC: 94909(a)(3)(A))**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 Phone-(916)431-6959 Fax-(916)263-1897 Web-www.bppe.ca.gov

### **Review Documents Prior to Signing (CEC: 94909(a)(3)(B))**

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

### **Complaints (CEC: 94909(a)(3)(C))**

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

## Credit for Previous Education or Training

**Students may apply to receive credit on a clock-hour basis for previously completed training at other institutions approved by the BPPE or by demonstrating a level of skill sufficient to qualify for the state approved proficiency exams.**

Previous education and training will be reviewed by the school's director and the respective program's advisor to determine how much credit may be awarded, if any. The maximum credit may not exceed one-half of the total program requirements.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (CEC: 94909(a)(15))**

The transferability of credits you earn at GSF Driving and Truck Training 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 seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer to after attending GSF Driving and Truck Training School to determine if your certificate will transfer.

## Credit for Previous Experiential Learning

GSF Driving & Truck Training School does not award credit for previous experiential learning.

### **School Policies and Admission Standards (CEC:94909(a)(8)(A)):**

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

### **Entrance Requirements**

Applicants must be 18 years of age.

Applicants must have a personal interview with school personnel.

Applicants must be drug free and pass a drug test.

Applicants must possess a valid California driver license.

Applicants must present an H-6 (10 year) printout from DMV.

Applicants must demonstrate a sixth-grade level education in reading, writing, and math skills. Acceptable proof includes high school diploma, GED, DD214 or a passing score in one of the BPPE approved ability to benefit (ATB) test listed below.

Approved Exam	Passing Score
Wonderlic Basic Skills Test Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2	Verbal – 200 Quantitative - 210
ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)	Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34

## **Foreign Students & Language Proficiency Requirements**

GSF Driving & Truck Training School does not accept students who currently reside in other countries. Visa services are not provided by the school and the school does not vouch for the student status. English language services are not provided by the school and all students are required to speak and understand English proficiently. If during the interview with GSF personnel, English proficiency is not demonstrated, student may not enroll. Instruction does not occur in any language other than English due to DMV regulation requiring student to pass a verbal portion of the practical driving exam in English.

## **Student Tuition Recovery Fund-STRF Disclosures**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

### **Accreditation**

GSF Driving & Truck Training School is not accredited by an accrediting agency recognized by the United States Department of Education, nor are any of its programs.

## **SCHOOL PROGRAMS**

### **PROFESSIONAL COMBO CDL A & B-P 240 HOURS**

This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions and/or tour or transit bus driver positions.

Occupational titles as specified in the Standard Occupational Classification system:

Tractor-Trailer Truck Driver	53-3032
Bus Driver	53-3020
Bus Drivers, Transit and Intercity	53-3021
Bus Driver, Special Client	53-3022
Course Duration	10 to 16 weeks

### **COMPLETE COURSE CDL A 180 HOURS**

This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.

Occupational titles as specified in the Standard Occupational Classification system:

Tractor-Trailer Truck Driver	53-3032
Course Duration	8 to 12 weeks

## **COMPLETE COURSE CDL B-P 160 HOURS**

This course is designed to prepare the student for the positions of tour bus or transit bus driver.

Occupational titles as specified in the Standard Occupational Classification system:

Bus Driver	53-3020
Bus Drivers, Transit and Intercity	53-3021
Bus Driver, Special Client	53-3022
Course Duration	8 to 12 weeks

## **CDL A PRO COURSE 40 HOURS**

This is an accelerated course designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.

Standard Occupational Classification system or SOC 53-3032.00 - Truck Drivers, Heavy and Tractor-Trailer

Occupational titles as specified in the Standard Occupational Classification system:

Tractor-Trailer Truck Driver	53-3032
Course Duration	6 to 12 weeks

## **CDL B-P PRO COURSE 40 HOURS**

This is an accelerated course designed to prepare the student for the positions of tour bus or transit bus driver.

SOC 53-3021.00 - Bus Drivers, Transit and Intercity

Occupational titles as specified in the Standard Occupational Classification system:

Bus Driver	53-3020
Bus Drivers, Transit and Intercity	53-3021
Bus Driver, Special Client	53-3022
Course Duration	6 to 12 weeks

## **CDL APPLICATION REQUIREMENTS for the State of California**

***Apply at any DMV field office for a CDL. You:***

- 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 across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). (VC §[12515](#))

***Provide The Following Items:***

- A completed Application for a Driver License (DL 44) 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 form (or copy) completed by a U.S. licensed doctor of medicine (M.D.), osteopathy (D.O.), licensed physician assistant (P.A.), a nurse practitioner (N.P.), advance practice nurse, or 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. (VC §[12517.2](#))

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

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 M/S G204  
P.O. Box 942890  
Sacramento, CA 94290-0001

You will be given a Medical Certificate Card (DL 51A) 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.

You may also be removed from your vehicle by a law enforcement officer for driving out of class.

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

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

— may not transport passengers commercially or transport materials which require placards. (VC §[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 US 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 SSN. Your SSN will be verified with the Social Security Administration while you are in the office.
- A Certificate of Driving Skill (DL 170) 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 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 each class of vehicle.

### **Faculty (CEC: 94909(a)(7))**

#### **Edna Renderos -COO/CAO/Instructor**

Ms. Edna Renderos was Office Manager at Camino Real Driving School from 1992 to 1997. She worked in the same capacity at Universal Truck Driving from 1997 to 2003 during which time she attained her class A-P Commercial Driver License. She has been working in the capacity of COO/CAO and Commercial Driver Instructor since starting GSF Driving & Truck Training School.

#### **Juan N Chavez-Instructor**

Mr. Chavez has been training students since 2004. Mr. Chavez obtained his CDL in 2002 and drove for various carriers before discovering his passion for teaching. He has been successfully training students since 2004 and has received numerous commendations for his strict yet effective teaching methods. Mr. Chavez served in the Salvadoran army and trained fellow soldiers in military tactics and disaster preparedness before immigrating to the United States where he has made his home ever since.

#### **Elmer A Renderos-Instructor**

Mr. Renderos has been training students since 2009. Mr. Renderos obtained his CDL in 1999 and has held varied driving positions both as a company and independent contractor driver for varied local trucking companies. Mr. Renderos served in the Salvadoran army before immigrating to the United States.

#### **Shavontea E. Ennis-Instructor**

Mr. Shavontea Ennis has a vast knowledge of the operation of commercial vehicles. Shavontea first attained his CDL A in 1999 and has developed extensive knowledge of Southern California freeways, surface streets and traffic patterns. Mr. Ennis is also a trained counselor and enjoys helping people better themselves through seeking a new avenue to make a living.

#### **Shai Pinto-Instructor**

Mr. Shai Pinto trained US Marines to drive Commercial Class A and Class B Vehicles while in the Israeli Army from June 1993 to June 1996. After immigrating to the US, he received his California Class A CDL back in 2014. Mr. Pinto has held his license continuously ever since and recently joined GSF Driving & Truck Training School to continue to teach others.

#### **Darnell Goodman-Instructor**

Mr. Darnell Goodman begun his commercial driving career as a School Bus Driver with Laidlaw Transit in 1996. He continued to work as a school bus driver with the Los Angeles Unified School District until joining GSF in 2017. The experience he has had in the industry makes Mr. Goodman uniquely qualified to teach the defensive driving skills required to be a commercial driver.

#### **Felix Rajamin-Instructor**

Mr. Rajamin earned his class A CDL in 2012. He originally worked as a driver for GSF taking vehicles to DMV and gained experience working as a commercial driver for the motion picture industry. After earning experience as a driver has been training students since 2009. Mr. Renderos obtained his CDL in 1999 and has held varied driving positions both as a company and independent contractor driver for varied local trucking companies. Mr. Renderos served in the Salvadoran army before immigrating to the United States.

### **Grading System**

PASS (P) – 70% or higher in respective area of teaching during objective assessment conducted by instructor during a particular class. Percentage will be based on number of times skill is successfully completed out of total times attempted.

IMPROVEMENT NEEDED (IN) - 60% or higher in area of teaching during objective assessment conducted by

instructor during a particular class. Percentage will be based on number of times skill is successfully completed out of total times attempted.

FAIL (F) - 59% or lower in area of teaching during objective assessment conducted by instructor during a particular class. Percentage will be based on number of times skill is successfully completed out of total times attempted.

### **Standards for Satisfactory Progress**

Students are expected to receive a passing grade in each component of the training before they can move on to the next training module. If improvement is needed the student will need to repeat that training module until proficiency is attained.

Students are expected to attend their scheduled classes on a regular basis as scheduled and be on time. A total of three (3) unexcused absences will be deemed grounds for dismissal from the program. Three (3) unexcused tardies and the student will be suspended for 1 week. If the student is tardy again after suspension they will be dismissed from the program.

Students can be dismissed from the programs for the reasons stated above as well as repeated abuse of the equipment, insubordination (refusal to follow the school staff's instructions), drug or alcohol use while attending the school.

Graduation will only occur after successful passing of both the written and practical examination performed by the state Department of Motor Vehicles.

### **Leave of Absences**

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

### **Graduation Requirements**

Students must complete all the required training modules in their program at a satisfactory level and pass a final examination at the DMV at the end of the course in order to receive the certificate of completion for the program. The final examination at the DMV consists of a practical test. Should the student fail to pass the test, they will be given an opportunity to take a refresher course in their area(s) of deficiency and subsequently be allowed to retake the final examination.

### **Student Records**

Transcripts for all students are kept permanently in electronic form and are protected from fire, theft and other perils in fire proof cabinets. Student records are kept in the same manner by the school for a period of five years from the date of completion or withdrawal. A record is considered current for three years following a student's completion or withdrawal. If the record is current, the record itself or an exact copy will be produced immediately for inspection. The school will keep functioning devices to aid in the reproduction of the record and staff to operate such machine at all times. Exact copies of non-current records will be kept in close proximity to the institution's primary location and produced in no more than two days from when original request is made.

## School Calendar

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The programs are either 240, 180, 160, or 40 hours offered in 2, 4, 6, or 8 hour sessions over a six to sixteen week period.

The weather will play a major role in actual class schedule. Classes canceled due to weather are made up at the end of the program.

The following holidays are observed and no classes are held:

New Years Day

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving Day (fourth Thursday in November)

Christmas Day

The school reserves the right to amend the calendar.

The hours per week vary depending if the class is academic or lab or clinical

### Enrollment Dates

The school operates on an OPEN ENROLLMENT basis and thus students can start their training program at any time.

### Estimated Schedule of Total Charges for Entire Educational Program

Program	Registration Fee	Tuition	Physical /Drug Test Fees	Supply Fee	STRF Fees	Testing Fees	Total (\$)
COMBO	250.00	5,214.00	135.00	250.00	0.00	146.00	<b>5,995.00</b>
COMPLETE A	250.00	4,019.00	135.00	250.00	0.00	146.00	<b>4,800.00</b>
COMPLETE B-P	250.00	3,214.00	135.00	250.00	0.00	146.00	<b>3,995.00</b>
PRO A	250.00	2,095.00	135.00	250.00	0.00	146.00	<b>2,876.00</b>
PRO B-P	250.00	1,495.00	135.00	250.00	0.00	146.00	<b>2,276.00</b>

The charges above depict the full cost associated with each educational program. If students enrolled in the Professional Combination Course A & B-P, The Complete Course CDL A or the Complete Course CDL B need additional hours of classroom or hand-on training during the duration of their contract, they are provided at no extra cost. Students enrolled in the CDL A Pro Course or CDL B-P Pro Course can request additional classroom hours at no extra cost during the duration of their contract and may purchase additional hours of hands-on training at \$100 per hour.

Student are given the option to request a payment plan. Student must make a \$600 minimum deposit in order to enroll and must pay the balance of their respective course in full two business days before the first day of hand-on classes. Hand-on classes are scheduled approximately four weeks after enrollment. If students fail to pay in full by the agreed upon date, classes are postponed until payment is made but no later than the end date of the respective student's contract. Total Charges for a Period of Attendance are depicted below.

**Total Charges for a Period of Attendance**

<b>Program</b>	<b>Total</b>	<b>Course Length</b>	<b>Amount Due at Sign UP</b>	<b>Amount after Sign Up but before 1<sup>st</sup> Driving Class*</b>
COMBO	5,995.00	10-16 weeks	\$600.00	\$5,395.00
COMPLETE A	4,800.00	8-12 weeks	\$600.00	\$4,200.00
COMPLETE B-P	3,995.00	8-12 weeks	\$600.00	\$3,395.00
PRO A	2,869.00	6-12 weeks	\$600.00	\$2,269.00
PRO B-P	2,269.00	6-12 weeks	\$600.00	\$1,669.00

**\*1<sup>st</sup> day of driving class is scheduled to occur approximately four weeks after enrollment.**

**Cancellation Refund Policy**

**STUDENT'S RIGHT TO CANCEL**

The student has a right to cancel and obtain a refund by providing a written notice to:

**DIRECTOR**

16211 Filbert St  
Sylmar CA 91342

Once notice is received, refund will be assessed in the following manner:

The student has a right to a full refund of all charges less than amount of \$250.00 for the registration fee and any other non-refundable items if he/she cancels this agreement prior to or in the first day of instruction or the seventh day after enrollment whichever is later. The amount retained for the registration fee may not exceed two hundred fifty dollars (\$250.00). In addition, the student may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charge if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90-hour course and paid \$300.00 tuition. The student would receive a refund of \$200.00. ( $\$300.00 \text{ amount paid} \times (\text{unused hours } (60) / \text{total hours } (90)) = \$200.00 \text{ refund}$ )

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. A check will be made available in same name of the person/organization who made the original payment at the Filbert address listed above on or before the 45-day window elapses.

**FEDERAL AID**

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student aid program funds.

**LOANS**

If the student obtains a loan to pay for an educational program, the student will have the full

**responsibility to repay the full amount plus any interest due, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance of the loan. The student may not be eligible for any other federal student financial assistance or other government assistance until the loan is repaid. Refund will be paid within 30 days of cancellation of withdrawal**

### **Financial Aid Policies, Practices and Disclosures**

GSF Driving & Truck Training School is not eligible and does not partake in Federal Financial Aid and neither are any of its programs. Three of the institution’s programs (Professional Combo CDL A & B-P, Complete Course CDL A and Complete Course CDL B-P) have been approved to partake in state aid through the WIOA program. All school policies and practices are specified below:

#### **WIOA Eligibility Policy\***

WIOA eligibility and any possible award is determined solely by the participant’s counselor through their respective WorkSource Center. In order to be eligible for aid, the participant must meet the following requirements:

- Applicants must be 18 years of age.
- Applicants must have a valid Social Security Card
- Applicants must have proof of US citizenship, Lawful Permanent Residency or Legal Presence
- Applicants must have two forms of proof of residency within the state of California.
- Applicants must have a personal interview with school personnel.
- Applicants must be drug free and pass a drug test.
- Applicants must possess a valid California driver license.
- Applicants must present an H-6 (10 year) printout from DMV.
- Applicants must demonstrate a sixth-grade level education in reading, writing, and math skills. Acceptable proof includes high school diploma, GED, DD214 or a passing score in one of the BPPE approved ability to benefit (ATB) test listed below.

Approved Exam	Passing Score
Wonderlic Basic Skills Test Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2	Verbal – 200 Quantitative - 210
ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)	Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34

- Applicants must be either unemployed or underemployed
- Applicants must have enrolled in selective service when they became eligible.
- Applicant must be enrolled in Cal Jobs

**\*Please note that eligibility for aid does not guarantee an award.**

#### **School Practices regarding State Aid**

GSF Driving & Training School will not start the training of any student until a signed authorization is received from the student’s counselor. Students receiving WIOA aid fall under the same rules and are subject to the same disciplinary actions as any other student. These include attendance, leave of absence, probation and dismissal policies as well as any

applicable grievance procedures.

If a student is expelled or withdraws from the program, any possible refund will be made to the applicable Worksource center and the respective student.

### Student Grievance Procedure

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained in the Bureau's Internet Website [www.bppe.ca.gov](http://www.bppe.ca.gov)

### School Rules Agreement

Upon execution of your enrollment agreement, you will be required to sign the following as it pertains to specific rules in effect for our school:

#### **SCHOOL RULES AGREEMENT**

(1) DRIVER TRAINING CLASSES WILL BE SCHEDULED BASED ON THE STUDENT'S APPLIED PAYMENTS.

(2) ALL STUDENTS **MUST HAVE** THEIR DRIVING INSTRUCTION PERMIT AND A VALID MEDICAL CARD WITH THEM BEFORE THE START OF A HANDS-ON DRIVING CLASS.

IF STUDENT FAILS TO PRODUCE ABOVE-MENTIONED DOCUMENTS, CLASS WILL **NOT BE GIVEN AND THIS WILL BE COUNTED AS ON-TRAINING TIME**.

(3) CANCELLATIONS AND/OR SCHEDULE CHANGES OF DRIVER TRAINING CLASSES WILL NOT BE ACCEPTED ON A SAME DAY BASIS. ALL SCHEDULE CHANGES MUST BE MADE **48 BUSINESS HOURS IN ADVANCE (SATURDAY CANCELLATIONS WILL NOT BE ACCEPTED FOR MONDAYS CLASSES.) CANCELLATIONS MUST BE COMMUNICATED BY TELEPHONE TO THE SCHOOL OFFICE DURING REGULAR BUSINESS HOURS, MONDAY TO FRIDAY 8:00 AM-6:00 PM, SATURDAY, 9:00- 6:00 PM BY CALLING PHONE # (213) 745-6022.**

SCHEDULE AND/OR CANCELLATIONS COMMUNICATED TO **THE INSTRUCTOR WILL NOT BE ACCEPTED.**

LATENESS AND NO SHOW WILL BE CONSIDERED AS **ON TRAINING TIME.**

(4) IF THE STUDENT DOES NOT SHOW UP AT THE D.M.V. FOR THEIR SCHEDULED DRIVING TEST WITHOUT PREVIOUSLY NOTIFYING THE SCHOOL AS STIPULATED ABOVE AND/OR THE STUDENT DOES NOT TAKE THE DRIVING TEST FOR ANY PROBLEMS **NOT RELATED TO THE SCHOOL** WILL BE CHARGED AN ADDITIONAL **\$250.00 RESCHEDULING FEE**. PAYMENT MUST BE MADE TO THE OFFICE ON THE **SCHEDULED DAYS** OTHERWISE TRAINING WILL BE DISCONTINUED UNTIL PAYMENT IS RECEIVED.

(5) PAYMENTS MUST BE MADE TO THE OFFICE AND NOT TO THE INSTRUCTOR. PAYMENT MUST BE MADE TO THE OFFICE ON THE SCHEDULED DAYS OTHERWISE TRAINING WILL BE DISCONTINUED UNTIL PAYMENT IS RECEIVED. ENROLLMENT FEE OF **\$250.00** IS NON-REFUNDABLE. **THE COST OF DRIVER TRAINING IS \$100.00 PER HOUR.** ALL OUR STUDENTS SHOULD BE ON TIME, ATTEND ALL THEIR SCHEDULED CLASSES AND FOLLOW INSTRUCTIONS. SUPPLY AND WRITTEN MATERIAL FEES ARE NON-REFUNDABLE. I AGREE TO RECEIVE PROMOTIONAL MATERIAL AND AUTHORIZE THE USE OF MY INFORMATION TO FORM A DRIVER DATABASE FOR PROSPECTIVE EMPLOYERS. THIS CONTRACT IS VALID FOR 1 YEAR ONLY FROM SIGNED DATE. NO REFUNDS OR EXTENSIONS WILL BE GRANTED AFTER 1 YEAR. NO DMV SCHEDULE UNTIL TUITION IS PAID IN FULL.

(6) **USE OF PROFANITY AND/OR ARGUING WITH THE SCHOOL INSTRUCTORS AND/OR DMV EXAMINER AT THE TIME OF THE DRIVING TEST WILL BE CONSIDERED GROUNDS FOR**

**TERMINATION OF THIS CONTRACT AND CANCELLATION OF FURTHER DRIVING TESTS THROUGH THIS SCHOOL**

**PROBATION AND DISMISSAL POLICIES**

Disciplinary action will be taken in the manner depicted in the table below. Infractions fall into three categories:

- Incidents involving violence, drugs or alcohol
- Incidents not involving violence, drugs or alcohol
- Attendance (Tardies and Unexcused Absences)

A student who is found to have committed an act of violence towards any other individual while taking training will be expelled immediately. Use of drugs or alcohol on school grounds, or a positive drug test result, will also lead to automatic expulsion.

The first incident where a student is found in violation of school rules not involving violence, drugs or alcohol, the student will receive a verbal warning which will be noted on the student’s record. Examples of these occurrences would include use of profanity, repeated abuse of school equipment or an act of insubordination (refusal to follow the school staff’s instructions). A second violation will lead to a written warning. A third violation will lead to expulsion from the program.

Students will also face disciplinary action based on our Attendance Policy and Standards for Satisfactory Progress. The first unexcused absence or tardy will result in a verbal warning. The second unexcused absence or tardy will result in a written warning. A total of three (3) unexcused absences will be deemed grounds for dismissal from the program. Three (3) unexcused tardies and the student will be suspended for 1 week. If the student is tardy again after suspension they will be dismissed from the program.

Incidents involving violence or drugs and alcohol	Disciplinary Action	Incidents not involving violence or drugs and alcohol	Disciplinary Action	Unexcused Tardies	Disciplinary Action	Unexcused Absences	Disciplinary Action
1 <sup>st</sup> violation Expulsion		1 <sup>st</sup> violation	Verbal warning	1 <sup>st</sup> violation	Verbal warning	1 <sup>st</sup> violation	Verbal warning
		2 <sup>nd</sup> violation	Written warning	2 <sup>nd</sup> violation	Written warning	2 <sup>nd</sup> violation	Written warning
		3 <sup>rd</sup> violation	Expulsion	3 <sup>rd</sup> violation	1-week suspension	3 <sup>rd</sup> violation	Expulsion

**PLACEMENT SERVICES**

Students are encouraged to begin the application process with local and regional carriers soon after enrollment. GSF Driving & Truck Training School will assist you in the application process and in the provision of records and/or contact information for prospective employers. **GSF Driving & Truck Training School does not guarantee employment with any local or regional carrier.** Employment decisions are made by the carrier/employer and are at their sole discretion based on their standards and requirements. GSF TTS will work with you in the fulfillment of all the requirements but GSF is **not in a position to guarantee employment.**

## HOUSING INFORMATION

GSF Driving & Truck Training School does not have any dormitory facilities under its control. The cost of housing around our Sylmar and Granada Hills locations range between \$56 and \$160 per night. Near our Los Angeles location, the cost of housing ranges between \$60 and \$200 per night.

**GSF Driving & Truck Training school does not assist students in finding housing.**

## STUDENT SERVICES

GSF does not provide students with any other services not previously listed in this catalog.

## COURSE DESCRIPTIONS

### PROFESSIONAL COMBO CDL A & B-P 240 HOURS

This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions and/or tour or transit bus driver positions.

Occupational titles as specified in the Standard Occupational Classification system:

Tractor-Trailer Truck Driver	53-3032
Bus Driver	53-3020
Bus Drivers, Transit and Intercity	53-3021
Bus Driver, Special Client	53-3022
Course Duration	10 to 16 weeks

Daily Classes

Textbooks:

- Trucking: Tractor-Trailer Driver Handbook/Workbook, Second Edition, J.J.Keller & Associates, Inc.
- Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller and Associates, Inc.
- Motorcoach Driver's Safety Handbook, J.J. Keller and Associates, Inc.
- Federal Motor Carrier Safety Regulations Pocketbook: Motorcoach/Bus Version
- California Commercial Driver Handbook
- California Vehicle Code

### SECTION 1-BASIC OPERATION

#### 1.1 Orientation

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

#### 1.2 Control systems

Students are introduced to the function, operation, and meaning of the instruments and controls.

Video and discussion are dedicated to the instrument gauges and basic vehicle controls which

monitor the overall operation of the tractor/trailer. An in-tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

### 1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for proficient inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

### 1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

### 1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

### 1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

### 1.7 Coupling

Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer.

The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

## **SECTION 2-SAFE OPERATING PRACTICES**

### 2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

### 2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice

of communication techniques in different settings.

Classroom instruction illustrate the proper communication procedures and consequences of improper communication.

### 2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

### 2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

## **SECTION 3-ADVANCED OPERATING PRACTICES**

### 3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

### 3.2 Extreme Driving conditions

Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.

### 3.3 Hazard perception

Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.

### 3.4 Emergency

Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.

### 3.5 Skid control

Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

## **SECTION 4-VEHICLE MAINTENANCE**

### 4.1 Vehicle systems

Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions.

Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.

Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.

### 4.2 Diagnosing & Reporting Malfunctions

Classroom instruction on identification of vehicle malfunctions.

## **SECTION 5-NON-VEHICULAR ACTIVITIES**

- 5.1 Handling cargo  
Basic principles of loading and unloading cargo, including weight distribution and techniques for securing and covering cargo.  
Classroom is devoted to training drivers for proper hazardous materials handling and for providing the necessary documents and information to drivers hauling such loads. Weight distribution and common-sense cargo loading covering fifth wheel and tandem sliding procedures. Facing off cargo, strapping, beam placements, and blanket wrapping are discussed.
- 5.2 Cargo documentation  
Discussion of basic forms and procedures required when driver handles cargo, e.g., bills of lading.  
Classroom devoted to proper inventory procedures, filling out forms, and other shipping and receiving paperwork.
- 5.3 Hours of service  
Classroom instruction in hours of service regulations, rest periods, interpretations, logging, etc.
- 5.4 Accident procedures  
Basic instructions for handling the scene of an accident, reporting requirements, rules and regulations relating to accidents.  
Discussion of proper use of fire extinguisher, reflective triangles, flares, etc.
- 5.5 Personnel Health and Safety  
Physical requirements for driving an interstate vehicle, medical examinations, and certifications, discussion of basic health maintenance requirements, diet exercise, use of alcohol, drug and managing fatigue.
- 5.6 Trip Planning  
Class discussion on the importance of and the requirements for planning trips. Federal and state regulations, including the need for permits, vehicle size, and weight limitations. Map reading and interpretation.
- 5.7 Public and Employer Relations  
Classroom discussion on maintaining a good image, public relations problems in the trucking industry, dealing with public and customers.
- 5.8 DMV Mock Exam  
Student will review each item required to be performed during DMV practical test.
- 5.9 DMV Test  
Student will perform test at drive test at DMV facility.
- 6.0 Placement  
Student can use school placement services.

### **Additional requirements in order to obtain CDL B-P**

- 6.1 Vehicle Inspection Bus  
Students will review the differences in inspecting a CDL A and a CDL B-P vehicle.
- 6.2 Range/Yard Maneuvers Bus  
Students will practice the range exercises they have already learned in a combination vehicle but now on bus.
- 6.3 Street Maneuvers Bus  
Students will learn the differences in operating a vehicle where you transport cargo to one where you transport passengers. Classroom discussion will review regulations pertaining to handling unruly passengers, standee, proper handling and storing of baggage and prohibited substances on buses. Stopping requirements at railroad crossings will be discussed and practiced.
- 6.4 DMV Mock Exam Bus  
Test preparation and review
- 6.5 DMV Exam Bus  
Student will perform driving test at DMV facility.

## **COMPLETE COURSE CDL A 180 HOURS**

This course is designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.

Occupational titles as specified in the Standard Occupational Classification system:

Tractor-Trailer Truck Driver	53-3032
Course Duration	8 to 12 weeks

Daily Classes

Textbooks:

- Trucking: Tractor-Trailer Driver Handbook/Workbook, Second Edition, J.J. Keller & Associates, Inc.
- Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller and Associates, Inc.
- California Commercial Driver Handbook
- California Vehicle Code

## **SECTION 1-BASIC OPERATION**

- 1.1 Orientation  
Classroom instruction on course content and vehicle components.  
Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.  
Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.
- 1.2 Control systems  
Students are introduced to the function, operation, and meaning of the instruments and controls. Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in-tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

- 1.3 **Vehicle Inspections**  
Students learn the importance of systematic vehicle inspections and develop the skills necessary for proficient inspections.  
Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.
- 1.4 **Basic controls**  
Students are introduced to basic vehicle operation and concepts in class.  
Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.  
A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.
- 1.5 **Shifting**  
Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.  
The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.
- 1.6 **Backing**  
Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.  
The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.
- 1.7 **Coupling**  
Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer.  
The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

## **SECTION 2-SAFE OPERATING PRACTICES**

- 2.1 **Visual search**  
Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.
- 2.2 **Communication**  
Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings.  
Classroom instruction illustrate the proper communication procedures and consequences of

improper communication.

### 2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

### 2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

## **SECTION 3-ADVANCED OPERATING PRACTICES**

### 3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

### 3.2 Extreme Driving conditions

Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.

### 3.3 Hazard perception

Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.

### 3.4 Emergency

Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.

### 3.5 Skid control

Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

## **SECTION 4-VEHICLE MAINTENANCE**

### 4.1 Vehicle systems

Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions. Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes. Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.

### 4.2 Diagnosing & Reporting Malfunctions

Classroom instruction on identification of vehicle malfunctions.

## **SECTION 5-NON-VEHICULAR ACTIVITIES**

- 5.1 Handling cargo  
Basic principles of loading and unloading cargo, including weight distribution and techniques for securing and covering cargo.  
Classroom is devoted to training drivers for proper hazardous materials handling and for providing the necessary documents and information to drivers hauling such loads. Weight distribution and common-sense cargo loading covering fifth wheel and tandem sliding procedures. Facing off cargo, strapping, beam placements, and blanket wrapping are discussed.
- 5.2 Cargo documentation  
Discussion of basic forms and procedures required when driver handles cargo, e.g., bills of lading.  
Classroom devoted to proper inventory procedures, filling out forms, and other shipping and receiving paperwork.
- 5.3 Hours of service  
Classroom instruction in hours of service regulations, rest periods, interpretations, logging, etc.
- 5.4 Accident procedures  
Basic instructions for handling the scene of an accident, reporting requirements, rules and regulations relating to accidents.  
Discussion of proper use of fire extinguisher, reflective triangles, flares, etc.
- 5.5 Personnel Health and Safety  
Physical requirements for driving an interstate vehicle, medical examinations, and certifications, discussion of basic health maintenance requirements, diet exercise, use of alcohol, drug and managing fatigue.
- 5.6 Trip Planning  
Class discussion on the importance of and the requirements for planning trips. Federal and state regulations, including the need for permits, vehicle size, and weight limitations. Map reading and interpretation.
- 5.7 Public and Employer Relations  
Classroom discussion on maintaining a good image, public relations problems in the trucking industry, dealing with public and customers.
- 5.8 DMV Mock Exam  
Student will review each item required to be performed during DMV practical test.
- 5.9 DMV Test  
Student will perform test at drive test at DMV facility.
- 6.0 Placement  
Student can use school placement services.

## **COMPLETE COURSE CDL B-P 160 HOURS**

This course is designed to prepare the student for the positions of tour bus or transit bus driver.

Occupational titles as specified in the Standard Occupational Classification system:

Bus Driver	53-3020
Bus Drivers, Transit and Intercity	53-3021
Bus Driver, Special Client	53-3022
Course Duration	8 to 12 weeks

Textbooks:

- Motorcoach Driver's Safety Handbook, J.J. Keller and Associates, Inc.
- Federal Motor Carrier Safety Regulations Pocketbook: Motorcoach/Bus Version
- California Commercial Driver Handbook
- California Vehicle Code

## **SECTION 1-BASIC OPERATION**

### 1.1 Orientation

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

### 1.2 Control systems

Students are introduced to the function, operation, and meaning of the instruments and controls. Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in-tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

### 1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

### 1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

### 1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common bus transmissions including the proper and safe operation of automatic transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns including the proper and safe operation of automatic

transmissions.

### 1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a large single vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

## **SECTION 2-SAFE OPERATING PRACTICES**

### 2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, bus condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

### 2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings.

Classroom instruction illustrates the proper communication procedures and consequences of improper communication.

### 2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

### 2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

## **SECTION 3-ADVANCED OPERATING PRACTICES**

### 3.1 Night Operations

Classroom instruction on inspection, preparation for, hazards of, and actual operations at night. Classroom discussion complemented by video.

### 3.2 Extreme Driving conditions

Classroom instruction on driving in cold and hot weather, stormy conditions, and mountain and desert driving. Classroom discussion complemented by video.

- 3.3 Hazard perception  
Classroom instruction in recognizing hazards early enough to prevent them from becoming emergencies. Discussion complemented by video.
- 3.4 Emergency  
Classroom discussion of emergency braking techniques, evasive actions, and proper response to other emergencies. Discussion complemented by video.
- 3.5 Skid control  
Classroom instruction on the causes skidding, and jackknifing and techniques for avoiding and recovering from skids and jackknifes.

## **SECTION 4 VEHICLE MAINTENANCE**

- 4.1 Vehicle systems  
Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, suspensions.  
Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.  
Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of bus vehicle.
- 4.2 Diagnosing & Reporting Malfunctions  
Classroom instruction on identification of vehicle malfunctions.

## **SECTION 5 TRANSPORTING PASSENGERS SAFELY**

- 5.1 Vehicle Inspection  
Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.  
Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections. Hands-on demonstrations during pad/yard skills road time.
- 5.2 Loading and Trip Start  
Classroom instruction on proper passenger management and loading of bus. Importance of emergency exit clearance and functioning. Hands-on demonstrations during pad/yard skills road time.
- 5.3 Forbidden Hazardous Materials  
Classroom instruction on types of forbidden hazardous materials on bus.
- 5.4 Proper Loading and Unloading  
Classroom instruction on the proper loading and unloading of passengers including discussion of the standee line. Hands-on demonstrations during pad/yard skills road time.
- 5.5 Communication with Passengers during trip and at destination  
Classroom instruction on proper communication techniques and announcements for the safe travel and arrival of passengers.

- 5.6 On the Road  
Classroom instruction on passenger management, required mandated stops, speed management, railroad crossings and drawbridges. Hands-on demonstrations during pad/yard skills road time.
- 5.7 Prohibited Practices  
Classroom instruction on prohibited practices when transporting passengers.

## **SECTION 6 NON-VEHICULAR ACTIVITIES**

- 6.1 Hours of service  
Classroom instruction in hours of service regulations, rest periods, interpretations, logging, etc.
- 6.2 Accident procedures  
Basic instructions for handling the scene of an accident, reporting requirements, rules and regulations relating to accidents.  
Discussion of proper use of fire extinguisher, reflective triangles, flares, etc.
- 6.3 Personnel Health and Safety  
Physical requirements for driving an interstate vehicle, medical examinations, and certifications, discussion of basic health maintenance requirements, diet exercise, use of alcohol, drug and managing fatigue.
- 6.4 Trip Planning  
Class discussion on the importance of and the requirements for planning trips. Federal and state regulations, including the need for permits, vehicle size, and weight limitations. Map reading and interpretation.
- 6.5 Public and Employer Relations  
Classroom discussion on maintaining a good image, public relations problems in the transportation industry, dealing with public and customers.
- 6.6 DMV Mock Exam  
Student will review each item required to be performed during DMV practical test.
- 6.7 DMV Test  
Student will perform test at drive test at DMV facility.
- 6.8 Placement  
Student can use school placement services.

## **CDL A PRO COURSE 40 HOURS**

This is an accelerated course designed to prepare the student for local and long-haul Over-The-Road (OTR) tractor trailer driver positions.

Standard Occupational Classification system or SOC 53-3032.00 - Truck Drivers, Heavy and Tractor-Trailer

Occupational titles as specified in the Standard Occupational Classification system:

Tractor-Trailer Truck Driver	53-3032
Course Duration	6 to 12 weeks

Textbooks:

- Trucking: Tractor-Trailer Driver Handbook/Workbook, Second Edition, J.J. Keller & Associates, Inc.
- Federal Motor Carrier Safety Regulations Pocketbook, J.J. Keller and Associates, Inc.
- California Commercial Driver Handbook
- California Vehicle Code

## **SECTION 1-BASIC OPERATION**

### 1.1 Orientation

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

### 1.2 Control systems

Students are introduced to the function, operation, and meaning of the instruments and controls. Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in-tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

### 1.3 Vehicle Inspections

Students learn the importance of systematic vehicle inspections and develop the skills necessary for proficient inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

### 1.4 Basic controls

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

### 1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common tractor transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns.

### 1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a tractor trailer combination vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to

achieve the desired path while backing.

### 1.7 Coupling

Students are introduced to the procedures for safely coupling and uncoupling a tractor trailer. The classroom helps incorporate the safety and procedures for coupling and uncoupling. The video and discussion re-enforce the proper method. On the range the students receive hands-on experience.

## **SECTION 2-SAFE OPERATING PRACTICES**

### 2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, tractor/trailer condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

### 2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings. Classroom instruction illustrate the proper communication procedures and consequences of improper communication.

### 2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves. In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

### 2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc. The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

## **SECTION 3-VEHICLE MAINTENANCE**

### 3.1 Vehicle systems

Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, coupling systems, suspensions. Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes. Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of tractor-trailer.

### 3.2 Diagnosing & Reporting Malfunctions

Classroom instruction on identification of vehicle malfunctions.

## **SECTION 4-STATE TEST**

### **4.1 DMV Test**

Student will perform test at drive test at DMV facility.

## **CDL B-P PRO COURSE 40 HOURS**

This is an accelerated course designed to prepare the student for the positions of tour bus or transit bus driver.

SOC 53-3021.00 - Bus Drivers, Transit and Intercity

Occupational titles as specified in the Standard Occupational Classification system:

Bus Driver	53-3020
Bus Drivers, Transit and Intercity	53-3021
Bus Driver, Special Client	53-3022
Course Duration	6 to 12 weeks

### **Textbooks:**

- Motorcoach Driver's Safety Handbook, J.J. Keller and Associates, Inc.
- Federal Motor Carrier Safety Regulations Pocketbook: Motorcoach/Bus Version
- California Commercial Driver Handbook
- California Vehicle Code

## **SECTION 1-BASIC OPERATION**

### **1.1 Orientation**

Classroom instruction on course content and vehicle components.

Yard or range orientation stresses the basic vehicular operating skills as well as an introduction to the mechanical systems of a tractor trailer.

Road trip orientation details minimum levels of achievement in the assessment of the skills needed to operate a tractor/trailer on the highway and in a city traffic environment.

### **1.2 Control systems**

Students are introduced to the function, operation, and meaning of the instruments and controls. Video and discussion are dedicated to the instrument gauges and basic vehicle controls which monitor the overall operation of the tractor/trailer. An in-tractor familiarization demonstrates and explains location, purpose, and conditions of all inside gauges and controls. Inspection and driving time must be devoted to monitoring controls and gauges.

### **1.3 Vehicle Inspections**

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections.

### **1.4 Basic controls**

Students are introduced to basic vehicle operation and concepts in class.

Instructor demonstrates starting and stopping as well as backing for students. Students gain initial practice and control on range.

A video on shifting and discussion on proper turns, stopping, backing, and basic maneuvering help instruct the basic fundamentals of driving. On the range the students begin to develop the lateral and forward space perception necessary for driving.

#### 1.5 Shifting

Students are introduced to basic gear shifting procedures and shift patterns for the most common bus transmissions including the proper and safe operation of automatic transmissions.

The classroom discussion helps develop the attitude needed for proper shifting technique. The range time strives to create the physical timing and coordination necessary for double clutching and manipulating gear patterns including the proper and safe operation of automatic transmissions.

#### 1.6 Backing

Students are introduced in the classroom to methods and concepts for backing a large single vehicle.

The principles of reverse steering and positioning an articulated vehicle for backing require the students to understand the manual by reviewing the principles and methods in class. The range demonstrates and allows the student to practice coordination of speed and directional controls to achieve the desired path while backing.

### **SECTION 2-SAFE OPERATING PRACTICES**

#### 2.1 Visual search

Classroom instruction on the principles of visual search. Range instruction on the use of mirrors. On street practice in the use of visual search techniques. Time spent with the six visual search areas and mirror set up help give the students the relationship between speed and sight distances. The street time concentrates on an expanded look ahead capacity, an expanded angle of vision; monitoring traffic, bus condition and position to the front, sides, rear, up and down; and a periodic check of dash gauges.

#### 2.2 Communication

Classroom instruction on communication, e.g., signaling, use of horn, etc. On the street practice of communication techniques in different settings.

Classroom instruction illustrates the proper communication procedures and consequences of improper communication.

#### 2.3 Speed Management

Classroom instruction on speed management principles, e.g., maintaining a safe time, space around the vehicle in different situations, operating on hills, curves.

In the classroom a video on speed management leads to discussion on vehicle limitations and driver limitations. Vehicular orientation stresses the importance of speed and space in regard to vehicle configuration, condition of roadway, weather, visibility, traffic, and mechanical condition of the unit. Individual instruction in controlled starting, stopping, following distances, and forward movement on the range and street environment help the student meet the performance objectives of the CDL standards.

#### 2.4 Space management

Classroom instruction on principles of managing space in traffic, e.g., following distances, space to the sides and rear, passing, etc.

The classroom discussion covers controlling the safe space necessary dependent on the vehicle's size and weight. The range and street time are incorporated with space management.

### **SECTION 3 VEHICLE MAINTENANCE**

#### **3.1 Vehicle systems**

Classroom instruction on the function and operation of all key vehicle systems, e.g. engine, engine auxiliary systems, brakes, drive train, suspensions.

Supervised student practice in vehicle servicing, including checking engine fluids, changing fuses, checking tire inflation, changing tires, draining air tanks, and adjusting brakes.

Classroom review of video regarding Critical Vehicle Systems to help improve technical knowledge of bus vehicle.

#### **3.2 Diagnosing & Reporting Malfunctions**

Classroom instruction on identification of vehicle malfunctions.

### **SECTION 4 TRANSPORTING PASSENGERS SAFELY**

#### **4.1 Vehicle Inspection**

Students learn the importance of systematic vehicle inspections and develop the skills necessary for good inspections.

Classroom lectures spend time reviewing the systems and procedures of the Federal Motor Carrier's Guide relating to the condition and safety of critical vehicle components. Daily step by step vehicle walk around help implant the systematic approach to accurate inspections. Hands-on demonstrations during pad/yard skills road time.

#### **4.2 Loading and Trip Start**

Classroom instruction on proper passenger management and loading of bus. Importance of emergency exit clearance and functioning. Hands-on demonstrations during pad/yard skills road time.

#### **4.3 Forbidden Hazardous Materials**

Classroom instruction on types of forbidden hazardous materials on bus.

#### **4.4 Proper Loading and Unloading**

Classroom instruction on the proper loading and unloading of passengers including discussion of the standee line. Hands-on demonstrations during pad/yard skills road time.

#### **4.5 Communication with Passengers during trip and at destination**

Classroom instruction on proper communication techniques and announcements for the safe travel and arrival of passengers.

#### **4.6 On the Road**

Classroom instruction on passenger management, required mandated stops, speed management, railroad crossings and drawbridges. Hands-on demonstrations during pad/yard skills road time.

#### **4.7 Prohibited Practices**

Classroom instruction on prohibited practices when transporting passengers.

### **SECTION 5 STATE TEST**

#### **5.1 DMV Test**

Student will perform test at drive test at DMV facility.

## **List of Administrators**

### **CEO**

Jesus Oliva

### **EDUCATION**

Cal State Los Angeles

Bachelor of Arts Degree **1991**

### **EXPERIENCE**

**Camino Real Truck and Bus Driving School**

Instructor **1990-1994**

Program Coordinator **1994-1996**

Acting Director **1996-1997**

**GoodSafeFun-GSF Traffic School**

General Partner **1999-2004**

### **CAO/COO**

Edna Renderos

### **EDUCATION**

Los Angeles City College

General Education Courses **1990-1991**

Small Business Administration

Business Administration 4 Week Seminary **2003**

### **EXPERIENCE**

**Camino Real Truck and Bus Driving School, Inc.**

Instructor **1991-1994**

Office Manager **1994-1997**

**Universal Truck Driving School**

Office Manager **1999-2003**

### **ASSOCIATE DIRECTOR**

Sandra Bojorquez

### **EDUCATION**

AA **1992**

### **EXPERIENCE**

**Friedman College**

Director **2000-2010**

**DGA Detectives**

Office Manager & School Admissions **2010-2012**