



Course Catalog

January 1, 2018 to December 31, 2018

Hi-Desert Truck Driving School

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10888 La Tuna Canyon Rd. S2, Sun Valley, CA 91352
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Hi-DesertTruckDrivingSchool@yahoo.com
www.hideserttruckingschool.com

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3 School Location

Hi Desert Truck Driving School
42739 5th Street East, Lancaster, CA 93535
10888 La Tuna Canyon Rd S2, Sun Valley, CA 91352

4 BPPE Approval

Hi Desert Trucking School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

5 Questions

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 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897

6 Review Documents

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.

7 Complaints

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

8 Address of Instructional Location

Hi Desert Truck Driving School
42739 5th Street East, Lancaster, CA 93535
10888 La Tuna Canyon Rd S2, Sun Valley, CA 91352

6 Programs

Program #1	Advanced Commercial Driver, Class A	
Program Description	The objective of this Course is to prepare students to safely and efficiently operate various types of tractors and trailers and familiarizing students with the Department of Transportation rules and regulations. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.	
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.	
Total Clock Hours* See Below	This program is 48 hours in length	
Final Tests or Exams	Department of Motor Vehicles Drivers Examination	
Required Internship or Externship	None	
Lesson Topics Sequence of Instruction	Orientation Permit Assistance CDL Written Test Training Safety/Cargo Procedures Pre-Trip Inspections (in and out of cab) Brake Adjustments Vehicle Start Up Vehicle Shutdown Gear Shifting Patterns Use of Mirrors Coupling and Uncoupling City Driving Backing (Straight Line) Alley Dock, Parallel Backing (Offset 90%)	Starting Stopping Lane Control Right & Left Turns Permit Assistance Speed and Space Management Freeway Driving DMV Test Preparation DMV Road Test Evaluation DMV Testing & Graduation Control Systems Vehicle Inspection Defensive Driving

* The catalog states that this will take 4 hours per day for 5 days for 2.7 weeks for a total of 54 hours. The course is 48 hours in length leaving 6 hours to let the student schedule part of the training to meet a work schedule or other activity that would prevent the student to be at the school for Training. Many students are employed in other jobs and are trying to become truck drivers. They have to keep the job they have to make a living. Most students cannot take 9.5 weeks of off time to get the training to earn a commercial driver's license This would include appointments at D.M.V. that do not fall in line with the student's course schedule also. The course is 48 hours long, but the student has 54 hours to complete the requirements. The student pays for 48 hours of training.

Program #2	Professional Driver, Class A	
Program Description	This Course is an all-inclusive theoretical and practical training experience preparing students to pass the written and driving skills tests administered of the DMV. The objective of this Course is to prepare students to safely and efficiently operate various types of tractors and trailers. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.	
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.	
Total Clock Hours* See Below	This program is 168 hours in length	
Final Tests or Exams	Department of Motor Vehicles Drivers Examination	
Required Internship or Externship	None	
Lesson Topics Sequence of Instruction	Orientation CDL Written Test Training Control Systems Vehicle Inspection Defensive Driving Safety/Cargo Procedures Pre-Trip Inspections (in and out of cab) Brake Adjustments Vehicle Start Up Vehicle Shutdown Shifting Use of Mirrors Coupling and Uncoupling City Driving	Backing (Straight Line) Alley Dock, Parallel Backing (Offset 90%) Starting Stopping Lane Control Right & Left Turns Employment Orientation Logbooks Use of Maps/Gps Speed and Space Management Freeway Driving DMV Test Preparation DMV Road Test valuation DMV Testing & Graduation

* The catalog states that meet from 8:00am to 1:00pm, Monday-Friday for 9.5 weeks; however, 5 hours a day x 5 days a week x 9.5 weeks = 237.5 hours leaving 69.5 hours to let the student schedule part of the training to meet a work schedule or other activity that would prevent the student to be at the school for training. Many students are employed in other jobs and are trying to become truck drivers. They have to keep the job they have to make a living. Most students cannot take 9.5 weeks of off time to get the training to earn a commercial driver's license This would include appointments at D.M.V. that do not fall in line with the student's course schedule also. The course is 168 hours long, but the student has 237.5 hours to complete the requirements. The student pays for 168 hours of training.

Program #3	Professional Driver Class A and BP Combo	
Program Description	This Course is an all-inclusive theoretical and practical training experience preparing students to pass the written and driving skills tests administered of the DMV for each qualification. The objective of this Course is to prepare students to safely and efficiently operate various types of tractors and trailers and coach buses for transporting passengers. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.	
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.	
Total Clock Hours* See Below	This program is 336 hours in length	
Final Tests or Exams	Department of Motor Vehicles Drivers Examination	
Required Internship or Externship	None	
Lesson Topics Class A Sequence of Instruction	Orientation CDL Written Test Training Control Systems Vehicle Inspection Defensive Driving Safety/Cargo Procedures Pre-Trip Inspections (in and out of cab) Brake Adjustments Vehicle Start Up Vehicle Shutdown Shifting Use of Mirrors Coupling and Uncoupling City Driving	Backing (Straight Line) Alley Dock, Parallel Backing (Offset 90%) Starting Stopping Lane Control Right & Left Turns Employment Orientation Log Books Use of Maps/Gps Speed and Space Management Freeway Driving DMV Test Preparation DMV Road Test valuation DMV Testing & Graduation
Lesson Topics Class BP Sequence of Instruction	Orientation CDL Written Test Training Control Systems Vehicle Inspection Defensive Driving Safety/Cargo Procedures Pre-Trip Inspections (in and out of cab) Brake Adjustments Vehicle Start Up Vehicle Shutdown Shifting Use of Mirrors City Driving Backing (Straight Line) Alley Dock, Parallel	Backing (Offset 90%) Starting Stopping Lane Control Right & Left Turns Employment Orientation Log Books Use of Maps/GPS Speed and Space Management Freeway Driving DMV Test Preparation DMV Road Test valuation DMV Testing & Graduation

The catalog states that meet from 8:00am to 1:00pm, Monday-Friday for 19 weeks; however, 5 hours a day x 5 days a week x 19 weeks = 475 hours leaving 139 hours to let the student schedule part of the

training to meet a work schedule or other activity that would prevent the student to be at the school for training. Many students are employed in other jobs and are trying to become truck drivers. They have to keep the job they have to make a living. Most students cannot take 9.5 weeks of off time to get the training to earn a commercial driver's license This would include appointments at D.M.V. that do not fall in line with the student's course schedule also. The course is 336 hours long, but the student has 475 hours to complete the requirements. The student pays for 475 hours of training.

Program #4	Class A Refresher Course	
Program Description	This Course is a short course with emphasis on backing and skills development. The objective of this Course is to prepare students to safely and efficiently operate various types of tractors and trailers and familiarizing students with the Department of Transportation rules and regulations. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.	
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.	
Total Clock Hours	This program is 40 hours in length. The 40-hour option is available to students who require additional behind the wheel experience.	
Final Tests or Exams	None	
Required Internship or Externship	None	
Lesson Topics Sequence of Instruction	Orientation Permit Assistance Behind the Wheel Driving Skill Test Instruction *D.M.V. Road Test (Restrictions Applies) Employment Orientation Safety Cargo Procedure ELD Log Training Department of Transportation Regulations	Gear Shifting Patterns Pre-Trip Inspections (In and Out of Cab) Control Systems Coupling and Uncoupling Backing (straight line) Alley Dock, Parallel Backing (off set 90%)

Program #5	Bus / Truck Driver, Class B	
Program Description	This Course is an all-inclusive theoretical and practical training experience preparing students to pass the written and driving skills tests administered of the DMV. The objective of this Course is to prepare students to safely and efficiently operate various types of tractors and buses for passengers. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.	
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.	
Total Clock Hours* See Below	This program is 168 hours in length	
Final Tests or Exams	Department of Motor Vehicles Drivers Examination	
Required Internship or Externship	None	
Lesson Topics Sequence of Instruction	Orientation CDL Written Test Training Control Systems Vehicle Inspection Defensive Driving Safety/Cargo Procedures Pre-Trip Inspections (in and out of cab) Brake Adjustments Vehicle Start Up Vehicle Shutdown Shifting Use of Mirrors City Driving Backing (Straight Line) Alley Dock, Parallel	Backing (Offset 90%) Starting Stopping Lane Control Right & Left Turns Employment Orientation Logbooks Use of Maps/GPS Speed and Space Management Freeway Driving DMV Test Preparation DMV Road Test valuation DMV Testing & Graduation

* The catalog states that meet from 8:00am to 1:00pm, Monday-Friday for 9.5 weeks; however, 5 hours a day x 5 days a week x 9.5 weeks = 237.5 hours leaving 69.5 hours to let the student schedule part of the training to meet a work schedule or other activity that would prevent the student to be at the school for training. Many students are employed in other jobs and are trying to become truck drivers. They have to keep the job they have to make a living. Most students cannot take 9.5 weeks of off time to get the training to earn a commercial driver's license This would include appointments at D.M.V. that do not fall in line with the student's course schedule also. The course is 168 hours long, but the student has 237.5 hours to complete the requirements. The student pays for 168 hours of training.

Program #6	Commercial License, Class BP	
Program Description	This Course is an all-inclusive theoretical and practical training experience preparing students to pass the written and driving skills tests administered of the DMV. The objective of this Course is to prepare students to safely and efficiently operate various types of Buses. The Course is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.	
Graduation Requirements	To complete this program a student must attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass the written and driver sections of the Department of Motor Vehicles driving exam.	
Total Clock Hours* See Below	This program is 168 hours in length	
Final Tests or Exams	Department of Motor Vehicles Drivers Examination	
Required Internship or Externship	None	
Lesson Topics Sequence of Instruction	Orientation CDL Written Test Training Control Systems Vehicle Inspection Defensive Driving Safety/Cargo Procedures Pre-Trip Inspections (in and out of cab) Brake Adjustments Vehicle Start Up Vehicle Shutdown Shifting Use of Mirrors City Driving Backing (Straight Line) Alley Dock, Parallel	Backing (Offset 90%) Starting Stopping Lane Control Right & Left Turns Employment Orientation Log Books Use of Maps/GPS Speed and Space Management Freeway Driving DMV Test Preparation DMV Road Test valuation DMV Testing & Graduation

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10 Professions – Requirements for Eligibility for Licensure

All of the educational services offered lead to occupations that require licensure as either a Class A or a Class B driver in the State of California.

11 Faculty

Each of the members of the faculty is authorized, by the California Department of Motor Vehicles, to work as a driving instructor for students seeking Class A or B Licensure.

- Bob S. Johal Manager/Instructor (Owner)
- Mr. Yoni Majano Eight year's experience
- Mark McCormick Four year's experience
- Jay Singh Seven year's experience

12 Admissions Policies & Recognition of Credits

To be admitted, the student must be a high school graduate or at least 18 years of age, complete the school application, tour the school, receive certain disclosures and sign an enrollment agreement. To be eligible for the Class A "Refresher" course, applicants must have been previously licensed as a truck driver. All applicants must pass a medical exam and hold a class A permit issued by the California Department of Motor Vehicles in order to operate a vehicle on the public roads and highways while accompanied by the instructor. The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
3. No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent passing of 12th grade, is required.
4. This institution has not entered into an articulation or transfer agreement with any other institution.

STUDENT'S RIGHT TO CANCEL

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 42739 5th Street East, Lancaster, CA 93535. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. If the School has given you any equipment, including books or other materials, please note that they are **NOT** refundable, and will be deducted from your refund. If you cancel this agreement, the School will refund any money that you paid less any deduction for the equipment, materials, handbook, and hours attended.

Cancellation are effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days.

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

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Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due on any materials, books, or supplies that have been given to the student and/or the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have been withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14 Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

15 Attendance Policy – All Programs

This institution requires that a student attend a minimum of 100% of scheduled class and other such assigned hours.

16 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence more than two times, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

The total charges for a current period of attendance are the same as the total program charges listed below.

Program Name	Program Hours	Registration Fee (\$10 for VA students)	STRF Fee	Total Program Tuition	Estimated Cost of Books & Supplies	Total Program Charges
Advanced Commercial Driver, Class A	48	\$75	\$5.00	\$1,945	N/A	\$2,025
Professional Driver, Class A	168	\$75	\$12.50	\$4,286.49	\$625	\$4,999
Class A Refresher Course	40	\$75	\$5.00	\$1,670	N/A	\$1,750
Bus/Truck Driver – Class B	48	\$75	\$5.00	\$1,75	\$625	\$2,205
Commercial Driver License Class BP	168	\$75	\$12.50	\$3,276.50	\$625	\$3,989
Professional Driver Class A and BP Combo	336	\$75	12.50	\$5,874	\$625	\$6,586.50

* Books: CDL Manual, CD Pre-trip Endorsements (Hazmat, Doubles, Triples and Tankers), J.J. Keller Driver Video Training Series, Operating Engineers Training Trust CDL Manual

Books Total: \$399.00

Supplies and Materials: Gloves, Safety Glasses, Vest, Uniform, ELD Training Devices (E-Logs), Pens and Pencils, Shop Towels.

Supplies and Materials Total: \$100.00

Physical Exam & Drug Test: \$150.00

DMV State Exam: \$78.00

Note: No grades or documents will be released if there is an outstanding balance. The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full. All fees are subject to change without notice.

18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. If you are eligible for Veteran's benefits, please ask for a copy of the current Veterans Information Bulletin.

19 Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not 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

21 Placement Services

This institution provides placement assistance. The school maintains contact with major transportation companies and these businesses come to our school to seek out qualified graduates for possible employment. The school receives requests for referrals to recent graduates from various carriers / owner-operators and posts this information for student use. Seminars are provided at which students receive instruction in the use of resumes and develop skills in interviewing for employment as drivers.

22 STRF Disclosure

Student Tuition Recovery Fund Disclosures

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or

any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

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

"The transferability of credits you earn at Hi Desert Trucking School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Advanced Commercial Driver, Class A, Professional Driver, Class A, Class A, Refresher Course, Bus/Truck Driver – Class B, Commercial Driver License Class BP, is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hi Desert Trucking School to determine if your certificate will transfer."

25-1 Beginning and End Dates

January 1, 2018 through December 31, 2018

25-2 Mission, All Programs, & Training Outcomes

Hi Desert Truck Driving School's mission is to provide driving instruction to individuals who endeavor to operate commercial trucks and busses and need to acquire a Class A or Class B driver's license from the California Department of Motor Vehicles. We endeavor to sustain these course offerings by developing an operational environment that is professionally managed, competently supervised, continually evaluated and appropriately modified and therefore kept current.

Objectives

Hi Desert Truck Driving School seeks to provide its graduates with the knowledge and abilities required to meet the following criteria:

To possess the knowledge and skills necessary to pass the written and driving portions of the California Department of Motor Vehicle's Class A or Class B drivers test.

25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

25-4 Language Proficiency

Students speak English or Spanish as their primary language. Therefore, testing of language proficiency is not performed, as all students have demonstrated their proficiency in English or Spanish as their primary language because they have completed high school in that language.

25-5 Language of Instruction

All instruction is delivered in English.

25-6 Financial Aid

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students.

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

25-9 Description of the Facilities & Type of Equipment Used for Instruction

Hi Desert Truck Driving School campuses are located in commercial areas. Each campus provides an administrative office and an area for teacher and students to meet. Adjacent to the administrative offices are the practice areas where students acquire skills in inspections, safety checks, backing and various docking procedures.

Hi Desert Truck Driving School uses conventional tractors and trailer and buses that meet industry standards. Hi Desert Truck Driving School maintains each piece of equipment so as to operate safely and efficiently.

25-10 Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for the completion of these driving programs.

25-12 Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a

student encounter personal problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

25-13 Student Housing

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing.

25-14 Student Grievance Procedures

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Hi Desert Truck Driving School
42739 5th Street East,
Lancaster, CA 93535
(Main Office)

Student Signature: _____

Date: _____

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution is paid current.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.

- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Hi Desert Trucking School is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Hi Desert Trucking School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

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