Course Catalog

January 1, 2025, to December 31, 2025

Jiffy's Truck School

875 Hartnell Ave.
Redding, CA 96002
Tel: (530) 226-0923

www.jiffystruckchool.com

Institutional Mission and Objectives 2
Instructional Locations: 2
Description of the Facilities & Type of Equipment Used for Instruction 2
Library Resources 2
NOTICE CONCERNING TRANSFERABILITY OF CREDITS 2
Admissions Policies & Recognition of Credits 2
Professions – Requirements for Eligibility for Licensure 3
Charges: Tuition & Fees 3
Faculty 4
Programs 5
Tutoring 17
Privacy Act 17
Student Conduct 17
Nondiscrimination Policy 17
Academic Freedom 17
Sexual Harassment 17
Student's Right to Cancel 18
Grades and Standards for Student Achievement - Satisfactory Progress 18
Attendance Policy – All Programs 18
Academic Probation and Dismissal Policies 19
Leaves of Absence 19
Student Grievance Procedures – Student Rights 19
Student Services 19
Placement Services 19
Student Housing 19
Student Records and Transcripts 19
Required Disclosures 20

Institutional Mission and Objectives

Jiffy's Truck School is dedicated to the development, application and communication of information pertaining to the truck driving industry. Our mission is to deliver demanding and relevant certificate vocational truck driver training programs, while developing skill sets in all enrolled students. Our primary objective is to graduate students who are qualified to work in the trucking industry and endeavor to derive maximum benefit from a learning environment that is professional, promotes respect and recognizes its responsibility in maintaining excellence in teaching and the learning environment.

Instructional Locations:

Truck Yard
875 Hartnell Ave.
Redding, CA 96002.

Classroom
1620 E. Cypress Ave.
Redding, CA 96002.

Description of the Facilities & Type of Equipment Used for Instruction

The school occupies an office space approximately 750 square feet on the first floor of a stand-alone building. The campus provides an administrative office, classroom 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. (approx. one acre). The school also provides a classroom located approximately 1.5 miles away from the main campus. Jiffy's Truck School uses conventional tractors and trailers that meet industry standards. Jiffy's Truck School maintains each piece of equipment to operate safely and efficiently.

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 completion of these programs. Library materials and research projects are of no benefit to our truck driving students. The resources library contains instructional reading materials, current industry magazines and access for research. This school provides its students (at request) with the manual available from the DMV which is specifically written to assist individuals in preparation for the written Class A and B driver's license examination. It is the authoritative guide for this purpose and is available at no charge from the DMV in California. These learning resources are sufficient to support the instructional needs of the students since they provide current information related to Class A & B CDL licensure. Students have access to learning resource materials during normal business hours of operation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Jiffy's Truck 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 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 Jiffy's Truck School to determine if your certificate will transfer."

Admissions Policies & Recognition of Credits

To be admitted, the student must complete the school application, receive certain disclosures, and sign an enrollment agreement. All applicants must pass a medical exam and hold a Class A permit issued by the Department of Motor Vehicles to operate a vehicle on the public roads and highways while accompanied by the instructor. The general criteria for admission are:

- Students must pass and possess a valid DOT Physical.
- Students must have a Class A Commercial Learner's Permit.
- Students must pass a DOT 5-Panel Drug Test.

- 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.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Professions – Requirements for Eligibility for Licensure

All 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.

- Be at least 18 years of age
- Pass a drug test and physical exam
- Obtain a permit from DMV

Charges: Tuition & Fees

Total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

Program Name	Tuition	Registration Fee (nonrefundable)	STRF (nonrefundable)	Books & Materials (nonrefundable)	Total Program Charges
40 Hour Test Preparation Course (Class A)	$3,405	$200	$0	$50	$3,655
40 Hour Test Preparation Course (Class B)	$3,405	$200	$0	$50	$3,655
40 Hour Test Preparation Course- Hybrid (Class A)	$3,405	$200	$0	$50	$3,655
40 Hour Test Preparation Course- Hybrid (Class B)	$3,405	$200	$0	$50	$3,655

Books and Materials: pre-trip study guide, access to student resource books located in the classroom, pens and pencils, ELDT Curriculum.

Students are responsible to secure the following documents at their expense:

- DOT Physical: $150 (est)
- DMV Permit Application Fee: $98 (est)
- DOT Drug Test: $150 (est)
- DMV Driver's Record Printout: $3 (est)

Other fees

- Bounced check fee $35
- Transcript fee $25 (two copies)
- Tutoring Fee $85.13/ HR
- Truck Rental $340

Notwithstanding any provision of law, a school shall not do any of the following:

(a) Refuse to provide a transcript for a current or former student on the grounds that the student owes a debt.
(b) Condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript.
(c) Charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt.
(d) Use transcript issuance as a tool for debt collection.

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov"

40 Hour Test Preparations Course (Class A)

- Total charges for current period of attendance $3,655
- Estimated total charges for the entire educational program $4,396

40 Hour Test Preparations Course (Class B)

- Total charges for current period of attendance $3,655
- Estimated total charges for the entire educational program $4,396

40 Hour Test Preparations Course- HYBRID (Class A)

- Total charges for current period of attendance $3,655
- Estimated total charges for the entire educational program $4,396

40 Hour Test Preparations Course- HYBRID (Class B)

- Total charges for current period of attendance $3,655
- Estimated total charges for the entire educational program $4,396

Faculty

Jiffy's Truck School instructors are required to have completed a minimum of three years over the road experience and hold a current Class A and Class B CDL license.

- **Brandon Moore**
  - Class A driver with over 12 years of job experience/ 10 years of teaching experience
- **Kenneth Grant**
  - Class A driver with over 10 years of job experience/ 9 years of teaching experience
- **Jeff Hostetter**
  - Class A driver with over 46 years of job experience/ 26 years of teaching experience
- **Chris Standing**
  - Class A driver with over 21 years of job experience/ 5 years of teaching experience
- **Roy James**
  - Class A driver with over 31 years of job experience/ 4 years of teaching experience
- **Scott Hudson**
  - Class A driver with over 26 years of job experience/ 3 years of teaching experience
- **David Penado**
  - Class A driver with over 5 years of job experience/ 5 years of teaching experience
- **Sean-Paul Martinez**
  - Class A driver with over 10 years of job experience/ 3 years of teaching experience
- **Richard Babcock**
  - Class A driver with over 13 years of job experience/ 3 years of teaching experience

Programs

Name of Program	40 Hour Test Preparation Course (Class A)
Program Description	This course consists of instruction and demonstration in the safe operation of trucking equipment and is designed to prepare students for the CDL Class A driving test. Our program provides each student one truck and one instructor for all practical driving instruction. That means that you will receive intense, personalized training to assure your success in passing the DMV driving test. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level truck drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry. In this short course, emphasis is placed on safety with the goal of assuring that upon graduation our students are prepared to pass the behind the wheel driving tests and become licensed as Class A Truck Drivers.
SOC	53-3032 Heavy and Tractor-Trailer Truck Drivers
Total Clock Hours	40 hours
Is an Externship or Internship Required?	No
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 Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

	Description	Classroom Hours	Practice Hours
Theory (Classroom Instruction)	**Section A1.1 Basic Operation** This section must cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. Training providers will teach driver-trainees the basic operating characteristics of a CMV. This section must also teach driver-trainees how to properly perform vehicle inspections, control the motion of CMVs under various road and traffic conditions, employ shifting and backing techniques, and properly couple and uncouple combination vehicles. Driver-trainees must familiarize themselves with the basic operating characteristics of a CMV. • Unit A1.1.1 Orientation • Unit A1.1.2 Control Systems/Dashboard • Unit A1.1.3 Pre- and Post-Trip Inspections • Unit A1.1.4 Basic Control • Unit A1.1.5 Shifting/Operating Transmissions • Unit A1.1.6 Backing and Docking • Unit A1.1.7 Coupling and Uncoupling **Section A1.2 Safe Operating Procedures** This section must teach the practices required for safe operation of the combination vehicle on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§392.16). • Unit A1.2.1 Visual Search • Unit A1.2.2 Communication • Unit A1.2.3 Distracted Driving • Unit A1.2.4 Speed Management • Unit A1.2.5 Space Management • Unit A1.2.6 Night Operation • Unit A1.2.7 Extreme Driving Conditions	20 Hours	

	Section A1.3 Advanced Operating Practices This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees about the advanced skills necessary to recognize potential hazards and must teach the driver-trainees the procedures needed to handle a CMV when faced with a hazard. • Unit A1.3.1 Hazard Perception • Unit A1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies • Unit A1.3.3 Railroad-Highway Grade Crossings **Section A1.4 Vehicle Systems and Reporting Malfunctions** This section must provide entry-level driver-trainees with sufficient knowledge of the combination vehicle and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency. • Unit A1.4.1 Identification and Diagnosis of Malfunctions • Unit A1.4.2 Roadside Inspections • Unit A1.4.3 Maintenance **Section A1.5 Non-Driving Activities** This section must teach driver-trainees the activities that do not involve actually operating the CMV. • Unit A1.5.1 Handling and Documenting Cargo • Unit A1.5.2 Environmental Compliance Issues • Unit A1.5.3 Hours of Service Requirements • Unit A1.5.4 Fatigue and Wellness Awareness • Unit A1.5.5 Post-Crash Procedures • Unit A1.5.6 External Communications • Unit A1.5.7 Whistleblower/Coercion • Unit A1.5.8 Trip Planning • Unit A1.5.9 Drugs/Alcohol • Unit A1.5.10 Medical Requirements		
Yard Practice	BTW range training must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§383.111 and 383.113 of this chapter, necessary to operate the vehicle safely. The training providers will teach activities in this unit on a driving range as defined in §380.605. The training provider must teach "Get Out and Look" (GOAL) to the driver-trainee as it applies to units A2.2-2.6. Unit A2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit A2.2 Straight Line Backing Unit A2.3 Alley Dock Backing (45/90 Degree) Unit A2.4 Off-Set Backing Unit A2.5 Parallel Parking Blind Side Unit A2.6 Parallel Parking Sight Side Unit A2.7 Coupling and Uncoupling		10 Hours
Public Road Training	The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs A3.8 through 3.12 of this section must be discussed during public road training but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in the skills described in paragraphs A3.8 through 3.12. Unit A3.1 Vehicle Controls Including: Left Turn, Right Turns, Lane		10 Hours

	Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway Unit A3.2 Shifting/Transmission Unit A3.3 Communications/Signaling Unit A3.4 Visual Search Unit A3.5 Speed and Space Management Unit A3.6 Safe Driver Behavior Unit A3.7 Hours of Service (HOS) Requirements Unit A3.8 Hazard Perception Unit A3.9 Railroad (RR)-Highway Grade Crossing Unit A3.10 Night Operation Unit A3.11 Extreme Driving Conditions Unit A3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies		

Name of Program	40 Hour Test Preparation Course (Class B)
Program Description	This course consists of instruction and demonstration in the safe operation of a single vehicle with a Gross Vehicle Weight Rating of over 26,000 LBs which requires a Class B CDL. This course consists of instruction and demonstration in the safe operation of trucking equipment and is designed to prepare students for the CDL Class B driving tests Our program provides each student one truck and one instructor for all practical driving instruction. That means that you will receive intense, personalized training to assure your success in passing the DMV driving test. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level Class B drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs as a box truck driver. In this short course, emphasis is placed on safety with the goal of assuring that upon graduation our students are prepared to pass the behind the wheel driving tests and become licensed as Class B Truck Drivers.
SOC	53-3033 Box Truck Driver,
Total Clock Hours	40 hours
Is an Externship or Internship Required?	No
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 Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Trucking Course	Description	Classroom Hours	Practice Hours
Classroom Instruction	**Section B1.1 Basic Operation** This section must cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. This section must also teach driver-trainees how to perform vehicle inspections, control the CMVs under various road and traffic conditions, employ shifting and backing techniques, and couple and uncouple, as applicable. Driver-trainees must familiarize themselves with the basic operating characteristics of a CMV. Unit B1.1.1 Orientation Unit B1.1.2 Control Systems/Dashboard Unit B1.1.3 Pre- and Post-Trip Inspections Unit B1.1.4 Basic Control Unit B1.1.5 Shifting/Operating Transmissions Unit B1.1.6 Backing and Docking **Section B1.2 Safe Operating Procedures** This section must teach the practices required for safe operation of the CMV on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§392.16). Unit B1.2.1 Visual Search Unit B1.2.2 Communication Unit B1.2.3 Distracted Driving Unit B1.2.4 Speed Management Unit B1.2.5 Space Management Unit B1.2.6 Night Operation Unit B1.2.7 Extreme Driving Conditions **Section B1.3 Advanced Operating Practices** This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees the	20 Hours	

	advanced skills necessary to recognize potential hazards and must teach driver-trainees the procedures needed to handle a CMV when faced with a hazard. Unit B1.3.1 Hazard Perception Unit B1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies Unit B1.3.3 Railroad-Highway Grade Crossings **B1.4 Vehicle Systems and Reporting Malfunctions** Unit B1.4.1 Identification and Diagnosis of Malfunctions Unit B1.4.2 Roadside Inspections Unit B1.4.3 Maintenance **Section B1.5 Non- Driving Activities** This section must teach driver-trainees activities that do not involve operating the CMV, e.g., proper cargo securement. Unit B1.5.1 Handling and Documenting Cargo Unit B1.5.2 Environmental Compliance Issues Unit B1.5.3 Hours of Service Requirements Unit B1.5.4 Fatigue and Wellness Awareness Unit B1.5.5 Post-Crash Procedures Unit B1.5.6 External Communications Unit B1.5.7 Whistleblower/Coercion Unit B1.5.8 Trip Planning Unit B1.5.9 Drugs/Alcohol Unit B1.5.10 Medical Requirements		
Yard Practice	**Behind-the-Wheel Range** This unit must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§383.111 and 383.113 of this chapter necessary to operate the vehicle safely. The training providers must teach driver-trainees activities in this unit on a driving range as defined in §380.605. The training provider must teach "Get Out and Look" (GOAL) to the driver-trainee as it applies to units B2.2-2.6. Unit B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit B2.2 Straight Line Backing Unit B2.3 Alley Dock Backing (45/90 Degree) Unit B2.4 Off-Set Backing Unit B2.5 Parallel Parking Blind Side Unit B2.6 Parallel Parking Sight Side		10 Hours
Public Road Training	**Behind-the-Wheel Public Road** The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs B3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in the skills described in paragraphs B3.8 through 3.12. Unit B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway Unit B3.2 Shifting/Transmission Unit B3.3 Communications/Signaling Unit B3.4 Visual Search Unit B3.5 Speed and Space Management Unit B3.6 Safe Driver Behavior Unit B3.7 Hours of Service (HOS) Requirements Unit B3.8 Hazard Perception Unit B3.9 Railroad (RR)-Highway Grade Crossing Unit B3.10 Night Operation		10 Hours

	Unit B3.11 Extreme Driving Conditions Unit B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies		

Name of Program	40 Hour Test Preparation Course- HYBRID (Class A)
Program Description	This course consists of instruction and demonstration in the safe operation of trucking equipment and is designed to prepare students for the CDL Class A driving test. Our program provides each student one truck and one instructor for all practical driving instruction. That means that you will receive intense, personalized training to assure your success in passing the DMV driving test. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level truck drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs in trucking industry. In this short course, emphasis is placed on safety with the goal of assuring that upon graduation our students are prepared to pass the behind the wheel driving tests and become licensed as Class A Truck Drivers.
SOC	53-3032 Heavy and Tractor-Trailer Truck Drivers
Total Clock Hours	40 hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must pass all online course modules with a final grade of 80% or better prior to their in-person training and attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

	Description	Online Theory	Practice Hours
Theory (Online Instruction)	**Section A1.1 Basic Operation** This section must cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. Training providers will teach driver-trainees the basic operating characteristics of a CMV. This section must also teach driver-trainees how to properly perform vehicle inspections, control the motion of CMVs under various road and traffic conditions, employ shifting and backing techniques, and properly couple and uncouple combination vehicles. Driver-trainees must familiarize themselves with the basic operating characteristics of a CMV. • Unit A1.1.1 Orientation • Unit A1.1.2 Control Systems/Dashboard • Unit A1.1.3 Pre- and Post-Trip Inspections • Unit A1.1.4 Basic Control • Unit A1.1.5 Shifting/Operating Transmissions • Unit A1.1.6 Backing and Docking • Unit A1.1.7 Coupling and Uncoupling **Section A1.2 Safe Operating Procedures** This section must teach the practices required for safe operation of the combination vehicle on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§392.16). • Unit A1.2.1 Visual Search • Unit A1.2.2 Communication • Unit A1.2.3 Distracted Driving • Unit A1.2.4 Speed Management • Unit A1.2.5 Space Management • Unit A1.2.6 Night Operation • Unit A1.2.7 Extreme Driving Conditions	20 Hours	

	Section A1.3 Advanced Operating Practices This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees about the advanced skills necessary to recognize potential hazards and must teach the driver-trainees the procedures needed to handle a CMV when faced with a hazard. • Unit A1.3.1 Hazard Perception • Unit A1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies • Unit A1.3.3 Railroad-Highway Grade Crossings **Section A1.4 Vehicle Systems and Reporting Malfunctions** This section must provide entry-level driver-trainees with sufficient knowledge of the combination vehicle and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency. • Unit A1.4.1 Identification and Diagnosis of Malfunctions • Unit A1.4.2 Roadside Inspections • Unit A1.4.3 Maintenance **Section A1.5 Non-Driving Activities** This section must teach driver-trainees the activities that do not involve actually operating the CMV. • Unit A1.5.1 Handling and Documenting Cargo • Unit A1.5.2 Environmental Compliance Issues • Unit A1.5.3 Hours of Service Requirements • Unit A1.5.4 Fatigue and Wellness Awareness • Unit A1.5.5 Post-Crash Procedures • Unit A1.5.6 External Communications • Unit A1.5.7 Whistleblower/Coercion • Unit A1.5.8 Trip Planning • Unit A1.5.9 Drugs/Alcohol • Unit A1.5.10 Medical Requirements		
Yard Practice	BTW range training must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§383.111 and 383.113 of this chapter, necessary to operate the vehicle safely. The training providers will teach activities in this unit on a driving range as defined in §380.605. The training provider must teach "Get Out and Look" (GOAL) to the driver-trainee as it applies to units A2.2-2.6. Unit A2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit A2.2 Straight Line Backing Unit A2.3 Alley Dock Backing (45/90 Degree) Unit A2.4 Off-Set Backing Unit A2.5 Parallel Parking Blind Side Unit A2.6 Parallel Parking Sight Side Unit A2.7 Coupling and Uncoupling		10 Hours
Public Road Training	The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs A3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in the skills described in paragraphs A3.8 through 3.12.		10 Hours

	Unit A3.1 Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway Unit A3.2 Shifting/Transmission Unit A3.3 Communications/Signaling Unit A3.4 Visual Search Unit A3.5 Speed and Space Management Unit A3.6 Safe Driver Behavior Unit A3.7 Hours of Service (HOS) Requirements Unit A3.8 Hazard Perception Unit A3.9 Railroad (RR)-Highway Grade Crossing Unit A3.10 Night Operation Unit A3.11 Extreme Driving Conditions Unit A3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies		

Name of Program	40 Hour Test Preparation Course- HYBRID (Class B)
Program Description	This course consists of instruction and demonstration in the safe operation of a single vehicle with a Gross Vehicle Weight Rating of over 26,000 LBs which requires a Class B CDL. This course consists of instruction and demonstration in the safe operation of trucking equipment and is designed to prepare students for the CDL Class B driving tests Our program provides each student one truck and one instructor for all practical driving instruction. That means that you will receive intense, personalized training to assure your success in passing the DMV driving test. Graduates will receive an official certificate of completion upon successful completion of course.
Program Mission & Objectives	Our primary objectives are to assist students in attaining skills required of safe professional entry-level Class B drivers. To this end, we strive to educate and prepare students with the knowledge and specific skills that will enable them to qualify for entry level jobs as a box truck driver. In this short course, emphasis is placed on safety with the goal of assuring that upon graduation our students are prepared to pass the behind the wheel driving tests and become licensed as Class B Truck Drivers.
SOC	53-3033 Box Truck Driver
Total Clock Hours	40 hours
Is an Externship or Internship Required?	No
Graduation Requirements	To complete this program a student must pass all online course modules with a final grade of 80% or better prior to their in-person training and attend a minimum of 100% of the scheduled hours of instruction and be prepared, based on teacher evaluations, to pass Department of Motor Vehicles driving exam.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.

Trucking Course	Description	Online Theory	Practice Hours
Theory (Online Instruction)	**Section B1.1 Basic Operation** This section must cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. This section must also teach driver-trainees how to perform vehicle inspections, control the CMVs under various road and traffic conditions, employ shifting and backing techniques, and couple and uncouple, as applicable. Driver-trainees must familiarize themselves with the basic operating characteristics of a CMV. Unit B1.1.1 Orientation Unit B1.1.2 Control Systems/Dashboard Unit B1.1.3 Pre- and Post-Trip Inspections Unit B1.1.4 Basic Control Unit B1.1.5 Shifting/Operating Transmissions Unit B1.1.6 Backing and Docking **Section B1.2 Safe Operating Procedures** This section must teach the practices required for safe operation of the CMV on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§392.16). Unit B1.2.1 Visual Search Unit B1.2.2 Communication Unit B1.2.3 Distracted Driving Unit B1.2.4 Speed Management Unit B1.2.5 Space Management Unit B1.2.6 Night Operation Unit B1.2.7 Extreme Driving Conditions **Section B1.3 Advanced Operating Practices** This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections	20 Hours	

	have been mastered. The training providers must teach driver-trainees the advanced skills necessary to recognize potential hazards and must teach driver-trainees the procedures needed to handle a CMV when faced with a hazard. Unit B1.3.1 Hazard Perception Unit B1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies Unit B1.3.3 Railroad-Highway Grade Crossings **B1.4 Vehicle Systems and Reporting Malfunctions** Unit B1.4.1 Identification and Diagnosis of Malfunctions Unit B1.4.2 Roadside Inspections Unit B1.4.3 Maintenance **Section B1.5 Non- Driving Activities** This section must teach driver-trainees activities that do not involve actually operating the CMV, e.g., proper cargo securement. Unit B1.5.1 Handling and Documenting Cargo Unit B1.5.2 Environmental Compliance Issues Unit B1.5.3 Hours of Service Requirements Unit B1.5.4 Fatigue and Wellness Awareness Unit B1.5.5 Post-Crash Procedures Unit B1.5.6 External Communications Unit B1.5.7 Whistleblower/Coercion Unit B1.5.8 Trip Planning Unit B1.5.9 Drugs/Alcohol Unit B1.5.10 Medical Requirements		
Yard Practice	**Behind-the-Wheel Range** This unit must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§383.111 and 383.113 of this chapter necessary to operate the vehicle safely. The training providers must teach driver-trainees activities in this unit on a driving range as defined in §380.605. The training provider must teach "Get Out and Look" (GOAL) to the driver-trainee as it applies to units B2.2-2.6. Unit B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip Unit B2.2 Straight Line Backing Unit B2.3 Alley Dock Backing (45/90 Degree) Unit B2.4 Off-Set Backing Unit B2.5 Parallel Parking Blind Side Unit B2.6 Parallel Parking Sight Side		10 Hours
Public Road Training	**Behind-the-Wheel Public Road** The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs B3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in the skills described in paragraphs B3.8 through 3.12. Unit B3.1 Vehicle Controls Including: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway Unit B3.2 Shifting/Transmission Unit B3.3 Communications/Signaling Unit B3.4 Visual Search Unit B3.5 Speed and Space Management Unit B3.6 Safe Driver Behavior Unit B3.7 Hours of Service (HOS) Requirements		10 Hours

	Unit B3.8 Hazard Perception Unit B3.9 Railroad (RR)-Highway Grade Crossing Unit B3.10 Night Operation Unit B3.11 Extreme Driving Conditions Unit B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies		

Tutoring

At Jiffy's Truck School, our programs are taught with one instructor per student for all on-the-road training. However, some students may need additional time in preparing for the written and practical driving tests. In those instances, additional tutoring hours may be purchased by the student as needed. The price per hour of tutoring is calculated by dividing the tuition fee of the program in which the student is enrolled by the number of hours in the program. This "fee per hour" will be billed to the student for as many hours as the student needs to be adequately prepared for the written and practical driving tests.

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 always behave professionally and respectfully. 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 another 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 within10 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

Jiffy's Truck 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.

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 confront 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.

Student's Right to Cancel

Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancelation shall occur when you give written notice of cancellation at the address of the school. You may submit a cancellation notice by mail to 875 Hartnell Ave.

Redding, CA 96002 or by email to jiffystruckschool@gmail.com ATTN Haley Hostetter. The written cancellation, if sent by mail, is effective when deposited in the mail property addressed with postage paid. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee not to exceed $250.

Refund Policy
The student may withdraw from a course after instruction has started and receive a pro rata refund of the unused portion of the tuition and other refundable charges if the student has completed 60% or less of instruction. The student will not receive a refund after more than 60% of the instruction has been presented. The amount owed equals the hourly charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours a student was scheduled to attend, prior to withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

No refunds are due once 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 withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy. The institution may refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full.

Withdrawal Policy
A student may withdraw from a course and discontinue training at any time after the cancellation period has ended. A withdrawal may occur for any reason including but not limited to voluntary withdrawal by the student, failure to attend classes, or being dismissed from the program by an administrator due to conduct.

You may submit a withdrawal notice in writing by mail to 875 Hartnell Ave. Redding, CA 96002 or by email to jiffystruckschool@gmail.com ATTN: Haley Hostetter. The written withdrawal notice, if sent by mail, is effective when deposited in the property addressed with postage paid. If a student withdraws after the cancellation period, the school will refund a prorated portion of tuition and fees as outlined in the Refund Policy above, within 45 days of withdrawal.

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.

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.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a pass / fail basis. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve a "pass" rating on all quizzes and skill demonstrations.

Grading Policy for Pass/Fail Standards on Quizzes: All students will be required to achieve a cumulative score of 80% on all quizzes to qualify to take the final exam.

Pass / Fail Standard on Tests: All students will be required to score an 80% or higher to qualify for a completion certificate.

Pass / Fail Standards on Skills Examinations: All students will be required to hand in a completed skills course evaluation sheet prior to taking the final skills exam. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 90% proficiency. The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

Attendance Policy – All Programs

Students are required to attend 100% of the scheduled sessions throughout the entire program.

Academic Probation and Dismissal Policies

Due to the short length of the programs offered, the institution does not provide for academic probation.
If the student does not achieve an overall "pass" for the program taken to date, the student may be dismissed from the program or the student may choose to arrange for additional tutoring.

Leaves of Absence

Due to the short length of the programs offered this institution does not provide for a leave of absence.

Student Grievance Procedures – Student Rights

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. 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 875 Hartnell Ave. Redding, CA 96002 or by email to jiffystruckschool@gmail.com. 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. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures
Right to Cancel
Student Tuition Recovery Fund
Notice Concerning Transferability of Credits
Student Grievance Procedures
Student Rights to Inspect Records and Obtain Transcripts
Non-Discrimination Policy
Academic Freedom
Sexual Harassment

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 problems 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.

Placement Services

This institution does not guarantee job placement. The school does maintain contact with local employers and post opportunities on our job board. The school receives requests for referrals to recent graduates from various carriers / owner-operators.

Student Housing

This institution has no responsibility to find or assist a student in funding housing.
This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately $750 a month. (www.apartmentguide.com)

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 signature.

Required Disclosures

- The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.
- 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 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.
- 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.
- 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 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 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 toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.
- This institution does not admit students from other countries, so no visa related services are offered.
- To serve as evidence of a student's ability to comprehend, interpret, and apply instructional content, students must demonstrate basic English language proficiency through one of the following means:

1. A copy of a high school diploma or transcript from an institution where English is the primary language of instruction (U.S. or international equivalent);
2. A copy of a General Education Development (GED) certificate or recognized equivalent;
3. A transcript from a college or university where English is the primary language of instruction;
4. Successful completion of Jiffy's Truck School's English Proficiency Test.

- Instructions will be given in no language other than English.
- This institution does not provide ESL instruction.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, 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.
- No financial aid is offered.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-75890or by visiting www.bppe.ca.gov.

- DISTANCE EDUCATION PROGRAMS: Students can expect that their lessons and assignments submitted through the LMS to be evaluated, and a response provided within 3 days of submission.

STRF Disclosure

"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, 1747 N. Market Ave., Suite 225, Sacramento, CA 95834, (916) 579-8900 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 because 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 noncollecting 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.

[End of Document]