



# **SCHOOL CATALOG**

**January 1, 2017 - December 31, 2017**

10375 Beech Avenue, Suite B, Fontana, CA 92337  
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[www.pilottruckingschool.com](http://www.pilottruckingschool.com)

A tour of the school and premises is available before enrollment. We encourage you to make an appointment with Pilot Trucking School at least 48 hours in advance.

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.

*Pilot Trucking School is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.*

### **MISSION AND OBJECTIVES:**

Pilot Trucking School's mission is to provide a student with a level of training, which is not only sufficient to prepare them for taking the Class A licensing exams, but also to make them aware of safety regulations in the trucking industry.

### **ADMISSIONS STANDARDS AND GRADUATION REQUIREMENTS:**

The school's only course, "Truck Driving" is designed to prepare students for taking the DMV's Class A licensing exam. One of the first steps to admission is to pass an interview with school official(s) in which the focus will include the individual's level of interest in trucking; the prospective students' commitment level and understanding of the sacrifices required to successfully complete training, the prospective students' dependability based on previous employment history, the prospective students' mental and financial preparedness to successfully complete training, and finally the prospective students' overall potential for success in the trucking industry; Only the School Director has the discretion to waive any of the requirements (with the exception of the ATB test) and enroll any student the Director feels could successfully complete the program and secure employment within the trucking industry. The decision of the School Director shall be final and binding.

Additional requirements for the Truck Driving program at Pilot Trucking School are:

1. Be at least age 18 years of age.
2. Have a High School Diploma or equivalent or be able to pass an ability to benefit entrance exam, Wonderlic Basic Skills.
3. Have English Language Proficiency according to the Department of Transportation standard.
4. Be able to pass the required U.S. Department of Transportation (DOT) physical examination. Be able to pass a required NIDA alcohol and Drug Screening (DOT)
5. Have a valid driver license.
6. Provide a copy of your motor vehicle record (MVR).
7. Be physically capable of climbing in and out of vehicles used for teaching.

### **EXCEPTIONS:**

Students are not required to have passed the written or practical DMV exams, since that is part of what the course is preparing its students to take.

## **ABILITY TO BENEFIT STUDENTS**

This training is determined by having the interested applicant pass all of the School's Admission requirements. All applicants must:

1. Have a "clean" DMV print-out. If there are infractions, a school official must review it to determine if there is anything in the record that can affect the ability to find work in the field.
2. Pass a Department of Education approved ability to benefit test *Wonderlic Basic Skills Test* consisting of basic verbal and basic math skills requiring a combined passage rate of 70%. Three verifiable references will be requested of each student. Students must be physically capable of climbing in and out of the vehicles used for teaching. Prospective Students must complete all enrollment forms in their entirety. Any refusal to submit or any falsification of requested information will be grounds for immediate termination of enrollment. Students with a high school education (or the equivalent) must also pass all entrance requirements above.

## **TUITION CREDIT:**

Students with previous training may request tuition credit for study completed. Admissions Representative will interview the student, examine the appropriate records of early study, and decide about credit to be granted.

## **CREDIT FOR PRIOR EDUCATION AND TRAINING**

Prior education or training credit will not be applied to the Truck Driving Course. The transferability of credits you earn at Pilot Trucking School is at the complete discretion of an institution to which you may seek to transfer.

Pilot Trucking School will not give credit for prior experience.

Pilot Trucking School has not entered into an articulation or transfer agreement with any other college or university.

## **FINANCIAL AID:**

Pilot Trucking School does not offer financial aid at this time.

## **ENROLLMENT PROCEDURES**

*Prior to enrollment, any student can take home a copy of the Pilot Trucking School Enrollment Agreement contract and return to fill it out at the second meeting.*

Applicants for admission to Pilot Trucking School must be interviewed after submitting the following documents:

1. A completed Application for Training
2. A copy of your motor vehicle record (MVR)

*\*Applicants that cannot produce copies of the documents required by the DMV will not be admitted on the basis they cannot meet the California Class A licensing requirements.*

When the documents are received, an Admissions Representative will interview the applicant, explaining the School's programs, career opportunities in the transportation industry, and review the admissions requirements.

The Representative will also assess the available information on the applicant to evaluate any previous

training to determine if the applicant has already earned hours toward the School's programs tuition and attendance hours.

If the applicant qualifies for admission, they then fill out all necessary registration forms, pays the registration fee, and make arrangements to pay the program tuition and all other necessary fees.

### **ENGLISH LANGUAGE PROFICIENCY**

All courses at Pilot Trucking School are conducted in English. We do not offer any programs in English as a Second Language. English language proficiency will be determined by the student's English proficiency competence at the time of the student's interview with School official(s), a High School Diploma, or equivalent, or by achieving a passing score on the School's ATB test, Wonderlic Basic Skills.

### **INTERNATIONAL STUDENTS**

At this time, Pilot Trucking School does not accept International Students.

"International student" when referring to students crossing borders from other countries for the specific purpose of studying.

### **STUDENT TUITION RECOVERY FUND (STRF)**

If you are not a resident of California, you are not eligible for protection under, and recovery from, the Student Tuition Recovery Fund.

It is a state requirement that a student who pays his or her tuition is required to pay a 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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. (CCR §76215)

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 the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

(CCR §76215)

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

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

The transferability of credits you earn at Pilot Trucking School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Truck Driving is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Pilot Trucking School to determine if your certificate will transfer.

Pilot Trucking School has not entered into an articulation or transfer agreement with any other college or university.

Units earned in our Truck Driving program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our Truck Driving program, in most cases, will not serve as a basis for obtaining a higher-level degree at another college or university.

## **PLACEMENT ASSISTANCE**

Pilot Trucking School provides full placement services for the benefit of its students. When students satisfactorily complete the program, they can use the services of our Job Placement office. The Placement Specialist will assist the student in setting up interviews, help students prepare employment applications meeting Federal Motor Carrier Safety Guidelines, and make the necessary contacts in locating employment opportunities for students.

Although no school, including Pilot Trucking School, can guarantee employment, we have established

and continue to establish relationships with numerous companies within the transportation industry that place our graduates. We will assist students in finding placement for as long as they need assistance.

The School Calendar and Class Schedule: Pilot Trucking School holds day classes every day, Monday through Friday except for six regular holidays.

**HOURS OF SERVICE AND TRAINING LOCATION:**

**CLASS TIMES:**

Class times are Monday - Friday 8:00 a.m. to 4:30 p.m. (½ hour lunch break).

**CLASS LOCATION:**

All classes are held at 10375 Beech Avenue, Suite B Fontana, CA 92337.

**COURSE LENGTH:**

We offer six week (240 hours) and four week (160 hours) courses.

The school also offers special sessions to students whose work hours prevent them from attending a regular day session. Students must arrange such special class schedule by an interview with the School Director. If a student enrolled late for a session already underway, the school will schedule a make-up class as available.

**NATIONAL HOLIDAYS OBSERVED:**

Pilot Trucking School observes the following national holidays. School will be closed on the following days:

New Year's Day  
Labor Day  
Memorial Day

Thanksgiving Day  
Christmas Day  
Independence Day

**STUDENTS RIGHT TO CANCEL**

You have the right and the option to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If Pilot Trucking School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, Pilot Trucking School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, Pilot Trucking School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

## **WITHDRAWAL TO CANCEL**

You have the right to withdraw from a course of instruction at any time. You have the right to obtain a refund of charges paid through attendance at the first class session, or seventh day after enrollment, whichever is later. Pilot Trucking School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30 day period, Pilot Trucking School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount Pilot Trucking School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. **For a list of these charges, see the list on the front of this page.**

## **REFUNDS:**

**IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEYS NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.**

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 business day after enrollment, whichever is later. The student will be entitled to a refund based upon the proportion of the course remaining, and the following table would apply:  
(See Attached Hypothetical Table)

HOURS	PERCENT	REFUND
40	25%	120 = Less \$250.00 Registration
80	50%	80 = Less \$250.00 Registration
120	75%	40 = Less \$250.00 Registration

The Prorate Refund is based upon the proportion of the course not completed. For example, if students pay the \$4500.00 tuition fee in advance and withdraws after the 40 hours, the tuition refund would be \$868.75 (that is \$3550.00 minus the \$75.00 Registration fee times 25% (40 divided by 160). Refunds are processed automatically and are paid within 30 days.

Excused absences on an examination day will result in 0% grade for that examination. If excused, the student may take the examination on the first day back in class and receive up to 90% value of the examination.

## **MAKE UP WORK:**

A student may be granted the privilege of making up missed assignments. When permitted, make up work should be completed in advance when a student knows he or she will be absent. A maximum time frame of 4 weeks' length of the course is allowed to complete the course.

## **ATTENDANCE POLICY:**

Students will be required to sign a class attendance list as proof of their attendance. Additional attendance detail will be recorded on the student's activity record by the course instructor.

## **LEAVE-OF-ABSENCE POLICY:**

Any student needing time off must get permission from the school director in writing for any leave-of-absence.

## **PROBATION AND DISMISSAL POLICY:**

Due to the shortness of the course, there are suspension policies. Dismissal policies fall into one of three categories: 1) Attendance, 2) Student Conduct, and 3) Academic performance.

## **ATTENDANCE**

Students must be present for their scheduled use of equipment. Make-ups for time spent on equipment will be limited, if available at all. Students that miss enough classes so as to not be evaluated for any area covered on the student's activity record, will be dismissed from the course due to lack of attendance.

## **STUDENT CONDUCT**

It is expected that students will conduct themselves so as to not interfere with the learning environment of the other students. Disruptive conduct will cause the student to receive an oral warning from the instructor for the first offense, a written warning from the school for the second offense, and a written notice of dismissal from the school for any subsequent offense.

In addition to class conduct, students are expected to operate all equipment in a safe and lawful manner. Failure to do so will result in the student receiving an oral warning from the instructor for the first offense, a written warning from the school for the second offense, and a written notice of dismissal from the school for any subsequent offense. In some cases, student equipment conduct may be so reckless as to warrant an immediate dismissal from the school without any oral or written warning. Such cases will be determined by the discretion of the instructor, and subject to appeal where the school director will make a final ruling on the matter.

## **ACADEMIC PERFORMANCE**

In order for students to be able to receive most of the instruction relating to actual truck driving, students will be required to obtain a Class A permit. The DMV will issue this permit upon passing the written exam portion of the licensing procedure. Pilot Trucking School provides study and review time for the DMV written exam in its course, to aid students in obtaining their permit. Students that do not pass this test by the end of the second week of the course will be given a written recommendation from the school to withdraw from the course. If the student decides to continue with the instruction, but still fails to pass the written exam by the end of the third week of the course, the student will be dismissed for academic reasons. Pilot Trucking School believes this policy will maximize the opportunity for the student to correct academic performance deficiencies, while at the same time, maximize any refund due, if the student can no longer demonstrate the ability to pass the course.

## **REQUIREMENTS FOR GRADUATION:**

In order to graduate from either course, students must successfully complete their program of studies in accordance with the grade requirements discussed herein and not be in violation of any policy, which, may result in termination. Students must also successfully pass the written, verbal inspection, skills and driving tests at DMV in order to complete graduation requirements. Students must maintain a grade of 70% and not be on probation at graduation time.

Grades are evaluated as follows:

Grade meaning	Percentage range	Grade Point
A= Excellent	90-100	4.0
B= Above Average	80-89	3.0
C= Satisfactory	70-79	2.0
F= Failing	Below 70	0.0

### **FINANCIAL INFORMATION**

This section of the catalog gives you specific information about the costs of enrolling in the Pilot Trucking School program. This includes the tuition costs for the separate study programs and the required fees. At the end of this section is the School's refund policy for the students who withdrew from the program.

Pilot Trucking School does *not* have any pending petitions in bankruptcy, is *not* operating as a debtor in possession, has *not* filed a petition within the preceding five years, and has *not* had a petition in bankruptcy filed against it within the preceding five years that have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**TUITION AND FEES FOR 4 WEEK, 160-HOUR TRAINING PROGRAM:**

<b>Item</b>	<b>Cost</b>
Registration	\$250.00
Tuition	\$2,160
DMV Permit	(not included)
D.O.T. Physical / Drugs	(not included)
Books, Supplies, Certificate	(included)
Logs	(included)
FMCSR Manual	(included)
Hazardous Materials	(included)
Classroom Handouts	\$40.00
DMV Retest	(not included)
	<b>Total Cost:</b> \$2,450.00

**TUITION AND FEES FOR 6 WEEK, 240-HOUR TRAINING PROGRAM:**

<b>Item</b>	<b>Cost</b>
Registration	\$250.00
Tuition	\$3,934.00
DMV Permit	\$78.00
D.O.T. Physical / Drugs	\$70.00
Books, Supplies, Certificate	\$55.00
Logs	\$6.00
FMCSR Manual	\$3.50
Hazardous Materials	\$3.50
Classroom Handouts	\$40.00
DMV Retest	\$60.00
	<b>Total Cost:</b> \$4500.00

**HOUSING:**

Pilot Trucking School does not provide student housing, however, accommodations are available in the area. Below is a list of hotels in the immediate area with the approximate cost:

Name	Distance from Pilot Trucking School	Cost (Approximate)
Hilton Garden Inn Fontana	2.2 miles	\$123.00 - \$189.00/Night*
America's Best Value Inn	2.8 miles	\$107.10/Night*
Econo Lodge	3.0 miles	\$126/Night*
Days Inn Fontana/Rialto	5.9 miles	From \$67.10/Night*
Comfort Inn	9.3 miles	\$99.00 - \$149.00/Night*

\*Prices subject to change.

**COMPLAINT AND GRIEVANCE PROCEDURE:**

The following procedure is adopted to file a complaint or grievance:

1. Notify your instructor of your complaint.
2. If the complaint is not resolved, submit your complaint in writing to the School Director.
3. If the School Director does not resolve your complaint, a student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## FACULTY AND QUALIFICATIONS:

Name	Title	Qualifications
Rodrigo S. Martinez	Owner / Director	Twenty two years of experience as the school owner and director. Instructor Certificate Director Certificate Twenty-One years with a Commercial Driver's License
Ana E. Martinez	Owner / Office Manager / Placement Specialist	Twenty years of experience as the school co-owner Twenty-One years of experience in administrative functions Nineteen years of experience in the Trucking field
Jorge Williams	Instructor	14 years with a Commercial Driver's License Has driven Over-the-Road for three and a half years
Carlos Lopez	Instructor	Twelve years with a Commercial Driver's License Has driven Over-the-Road for three and a half years
Christian Mendoza	Instructor	1 year with a Commercial Driver's License

## COURSE SYLLABUS

The truck driving course will review material covered in the DMV permit exam as well as hands on training in the following areas: backing skills, brake inspection (to familiarize driver with system), coupling/uncoupling skills, docking skills, defensive driving techniques, emergency equipment and procedures, engine and transmission description (to familiarize driver with different systems), gauge readings, inspection (pre-trip), log book requirements, parallel parking, safety procedures, shifting, steering and turns. Students must pass DMV permit exam to continue with course.

The objective for the course is to assist students in preparing for the DMV Class A license practical driving test. Additional instruction is provided to assist students in preparing for the DMV Class A permit. It is anticipated that most students taking this course intend to become professional truck drivers.

### **COURSE: 4 WEEK, 160-HOUR TRAINING PROGRAM**

#### WEEK 1 (40 hours)

Class orientation, begin preparation for Class A permit written exam.  
Review DMV manual.  
Take practice exam.  
Take DMV Class A permit written exam at DMV.  
Log books, safety regulations, log books and inspection.  
Beginning maneuvers such as forward stop and straight line backing.

#### WEEK 2 (40 hours)

Continuation of maneuvers such as street driving, turns and safety.  
Review of safety regulations, log books and inspections.  
Additional practical driving and parallel parking maneuvers.  
Freeway driving.

#### WEEK 3 (40 hours)

Additional practical driving and parallel parking maneuvers.  
Freeway driving.

#### WEEK 4 (40 hours)

Additional freeway driving and parallel parking maneuvers.  
Course review and testing.

**TEXT AND VIDEOS:** *California Commercial Driving Handbook, Safety Regulations Handbook (this will be provided to you by the school, in-house videos (including Safety Training, Backing, Driving in Winter Conditions, Log Book training, school video of inspection of inside and outside of vehicle)*

### **COURSE: 6 WEEK, 240-HOUR TRAINING PROGRAM**

#### WEEK 1 (40 hours)

Class orientation, begin preparation for Class A permit written exam.

Review DMV manual.  
Take practice exam.

WEEK 2 (40 hours)

Take DMV Class A permit written exam at DMV.  
Log books, safety regulations, log books and inspection.  
Beginning maneuvers such as forward stop and straight line backing.

WEEK 3 (40 hours)

Continuation of maneuvers such as street driving, turns and safety.  
Review of safety regulations, log books and inspections.

WEEK 4 (40 hours)

Additional practical driving and parallel parking maneuvers.  
Freeway driving.

WEEK 5 (40 hours)

Additional practical driving and parallel parking maneuvers.  
Freeway driving.

WEEK 6 (40 hours)

Additional freeway driving and parallel parking maneuvers.  
Course review and testing.

**TEXT AND VIDEOS:** *California Commercial Driving Handbook, Safety Regulations Handbook (this will be provided to you by the school, in-house videos (including Safety Training, Backing, Driving in Winter Conditions, Log Book training, school video of inspection of inside and outside of vehicle)*

## **CURRICULUM**

### **PART 1**

Orientation, Department of Transportation Written Test, California Commercial Driver License, regulations agencies, driver qualifications, Department of Transportation rules and regulations, truck weight and lengths, company rules and regulations, introduction to logs, sleeper berth, 10 hour violations.

### **PART 2**

Proper loading, weight distribution, cargo securing and hazardous material, basic documents, over dimension loads, bills of loading delivery receipt, trip planning, map reading, trip reports, personal health and safety, visual search communications, speed management, space management, extreme driving conditions, safe operating procedures, night driving, hazardous perception, emergency maneuvers, skid control, accident reporting, fire prevention, staying awake, permits, ports of entry, review, classroom final test, logs.

### **PART 3**

Getting to know the vehicle: frames, axles and suspensions, diesel engines, intake, lube cooling system, electrical system, fuel systems, air brake systems, transmissions, drive train, pre-trip inspection, brake test, cornering, backing, parallel parking, coupling and uncoupling, visual search.

### **PART 4**

Road range, shifting, right, and left turns, speed and space management, light traffic, moderate traffic, heavy traffic, on road off ramps, freeway and highway driving.

## **OBJECTIVES**

### **PART 1**

The objective of the first part is to familiarize each student with the Department of Transportation and rules and regulations, prepare each student for the California Commercial Driver License written exam including driver knowledge, hazardous materials, double and triple trailers, and tanker endorsements.

### **PART 2**

The objective of the second part of Heavy Duty Truck Driving is to ensure the student has basic knowledge of map reading, trip planning, log knowledge, understanding the proper attitude toward safety.

### **PART 3**

The objective of the third part of Heavy Duty Truck Driving is to introduce the student to control through skill maneuvering, speed and space management, pre-trip and post-trip inspections, and development of visual skills. Students perform straight-line backing, parallel parking, docking, forward stop, and 90 degree turns.

### **PART 4**

The objective of the fourth part of Heavy Duty Truck Driving is to implement and practice city driving areas, right and left turns in stop and go traffic, practice of visual search, shifting skill in light to moderate traffic, driving highways, interstates and rural routes, practicing safe driving techniques

**FACILITIES AND EQUIPMENT:**

The Pilot Trucking School facility was built in 1980. A physical description of the facility has been attached with a schedule of rooms by dimensions, including bathrooms. The classroom is 400 square feet, with a maximum student capacity of 15. A three-acre lot is used for students to practice inspection and skills tests in preparation for testing at DMV.

The classroom contains tables, chairs and a black board. The library needs are minimal since the majority of the instruction will be “hands on” training for truck driving. The library is located within the classroom. All current students have free access to the library and its resources during school hours. Instructional videos are housed in the main office and can be requested from a school official and by signing a Video Check Out sheet.

Combined, these resources meet all the academic needs of the school’s students.

The types of equipment and materials used for instruction include:

- California Commercial Driving Handbook
- Log Books and Log Book practice handouts
- Inspection, Skills and On-The-Road Driving handouts
- TV and projection screen with sound system
- Instructional Videos
- Tractor-trailers for hands-on instruction

There is no distance learning instruction offered at Pilot Trucking School.

**STUDENT SERVICES:**

Pilot Trucking School offers placement assistance for students. The student will be assigned to a Placement Specialist. The Placement Specialist will assist students with the following services:

- a) How to prepare an employment application as required by Federal Motor Carrier Safety Regulations,
- b) Schedule Transportation Company recruiters for presentations and interviews,
- c) Review employment applications and send to companies,
- d) Follow up of hire eligibility for which applied,
- e) Schedule company orientation upon successful hire,
- f) Provide local employment base information and schedule interviews.

**STUDENT RECORDS RETENTION:**

Student records will be maintained at the main office in a locked filing cabinet and will be kept for a minimum of five years. Once these files exceed the available space in the main office, student records in excess of five years may be indexed and archived in a storage facility where such records are typically kept.

Student transcripts are kept permanently.

Upon written request by the student and by supervised appointments during business hours, a student can review their academic records, including grades and attendance.

*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 (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.*

*\* This catalog is available in hardcopy upon request to all prospective students and the general public when requested. It can also be found on the institution's web site at [www.pilottruckingschool.com](http://www.pilottruckingschool.com) .*

*\*This catalog is updated yearly.*