

# **UNITED TRUCK DRIVING SCHOOL**

Accredited with the Council on Occupational Education

## CATALOG

Corporate Office and Classroom: 2425 Camino Del Rio South #250, San Diego, CA 92108  
yard: 6980A Mission Gorge Rd, San Diego, CA 92120  
1737 Atlanta Avenue #H-7, Riverside, CA 92507  
yard: 2240 Fleetwood Dr, Riverside, CA 92509

(800) 764-2020 • [www.DriveTrucks.com](http://www.DriveTrucks.com)

94909(a)(1),94909(a)(4)

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# TRUCK DRIVING SCHOOL

Please review the entire catalog and Performance Fact Sheet Before enrolling.

## STATEMENT OF PHILOSOPHY

United Truck Driving School strives to educate and train students to become professional caliber commercial drivers prepared for employment in the transportation industry. This is accomplished through classroom training using written materials, mixed media, visual aids, and a lecture format. Training includes practical experience driving, maneuvering, inspecting and proper use of the commercial vehicle equipment.

## MISSION STATEMENT 71810(b)(2)

Our mission is to.....

Train *Individuals* to become *Quality Drivers* in the *Transportation Industry*

## HOURS OF OPERATION

Office hours: 9:00 a.m. to 5:00 p.m. Monday through Friday.

Instructional Hours: Vary depending on course. Hourly breaks are provided, lunch break is 30 minutes. Driving instruction may be held day or evening as necessary to accommodate the requirements of the program and the times are subject to change.

## APPROVAL DISCLOSURE STATEMENT (94909(a)(2)

United Truck Driving School is a private institution approved to operate by the Bureau for Private Postsecondary Education of the State of California. The approval means the institution and its operation comply with the minimum standards established under the law for occupational instruction by private educational institutions, approval does not imply any endorsement or recommendation by the state. All locations are accredited by Council on Occupational Education.

## GENERAL INFORMATION:

Instruction is at our facilities (addresses listed on top of Table of Contents) with facilities in San Diego and Riverside. Instruction is conducted in English. If the high school diploma or GED were not earned in English, the student will be required to pass the Ability to Benefit test in English. No English language services are provided. We issue diplomas to successful graduates. To be eligible to receive a commercial driver's license you must be a California resident and pass the required testing by the State of California Department of Motor Vehicles. This includes written, pre-trip, skills and driving tests. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreement. Once students have successfully passed the commercial license test they will be prepared to take a job as a commercial driver or in many entry level commercial driving industry jobs.

**Housing:** The school does not have dormitory facilities under its control. Average price for a home in the surrounding area is \$470,000 and the average rent for a one bedroom apartment in the surrounding area is \$1550 per month. The institution has no responsibility to find or assist a student in finding housing.

**Loans or Subsidies:** The school currently has available some sponsored programs to provide funds in the form of loans or subsidies to pay for all or portions of tuition and fees. 71810(b)(13)(B), 71810(b)(13)(C)

## ADMINISTRATION

Ownership: United Truck & Car Driving School, Inc.

PRESIDENT OF CORPORATION Cheryl Hanley

DIRECTOR OF OPERATION Bonnie Trown

## HISTORY

United Truck Driving School has been training commercial drivers since 1978. We have been retraining professional drivers employed for local delivery work and those driving other company vehicles. United Truck & Car Driving School, Inc owns the school. We have expanded our training to include all classes and combinations of vehicles. In 1997 the San Diego campus was re-located. Training locations were expanded to include Riverside. In 2003, the Accrediting Commission of Career Schools and Colleges accredited the San Diego campus. In 2010 accreditation by Council on Occupational Education accredited both locations.

# TRUCK DRIVING SCHOOL

## **FACULTY**

The teaching faculty members hold a Commercial Drivers License and have multiple combined years of truck driving experience. Their experience and training techniques enable our students to learn and demonstrate the skills for licensure. 94909(a)(7)

## **YARD SUPERVISIORS AND INSTRUCTORS:**

Jorge Medina, (15 years commercial driving experience) Edwin Marroquín, (10 years commercial driving experience) Wayne Ewing, (16 years commercial driving experience) Damon Mortimer, (3 years commercial driving experience) Eric Rohr, 3 years commercial driving experience) Amber Simmons, (3 Years commercial driving experience) Tim Light, 3 years commercial driving experience) Joe Geesner (3 years commercial driving experience)

**Definition of Clock Hours:** A clock hour is defined as 50 minutes of instruction per each 60-minute hour.

**Time Frame:** Full time students will be scheduled 40 hours a week.

## **FACILITIES AND EQUIPMENT**

San Diego is a main campus and the corporate offices. The facility includes two classrooms, admissions office, and administrative offices. There is ample parking. The equipment yard is located a few miles from the classroom and provides room for training and parking.

Riverside is a branch location and includes two classrooms and an admissions office. There is ample parking available. The equipment yard is located a few miles from the classroom and provides room for training and parking.

Truck and trailers include Freightliner Conventional Tractors and dry vans with both fixed and sliding tandems.

The school also operates buses for passenger endorsement training.

The school maintains a library area in each location. The library has resources available for the students to review that are related to the transportation industry open to students during normal operating hours. 71810(b)(10), 94909(a)(4)

## **STUDENT SERVICES** 71810(b)(12)

**United Truck Driving School** provides placement services to students and graduates with access to a vast employment sector with serious shortages of qualified applicants. Income and benefit levels are excellent and provide stable career opportunities for the successful graduate.

## **Placement:**

Placement activities on behalf of students include maintenance of current employer lists and contact information. The placement department arranges referrals to prospective employers and on site presentations by OTR companies. Placement assistance is offered to graduates. The placement department at the school processes student applications when possible to over-the-road carriers. Office staff upon receiving permission from students supplies information requested by potential employers. 94909(a)(13)

## **Records Retention:**

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a five-year (5) period. Transcripts are kept permanently

## **Academic Advising:**

The School Director is available to provide students with academic advising services. Students are permitted to change programs during their enrollment at the school with the Director's approval. The Director reviews student progress weekly and will advise students at risk of academic probation. Students needing information or assistance with counseling, transportation, child care, or other personal issues that impact their academic performance will be referred to the school director as a first response and referral as necessary to the network of county Workforce Career Centers and other state, county and city agencies. These agencies include the County of San Diego Health & Human Services Department, the Riverside County Department of Public Health.

# UNITED TRUCK DRIVING SCHOOL

## **Tuition Assistance Programs:**

The Admissions Representative is available to advise students on tuition assistance programs available. Several companies offer private tuition financing. Students can receive advisory services regarding several avenues for paying their tuition. County and State tuition assistance programs are available for the unemployed and candidates meeting certain qualifications. Our admissions staff can assist an eligible student with the appropriate agencies.

The school does not participate in federal and state Title IV financial aid programs. 94909(a)(10)

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. 94909(a)(11)

## **Student Records and Support:**

Office staff will maintain student records for use in placement and verification for five (5) years. Request for records can be processed by fax, providing the student has given the school permission to distribute such information. Hard copy records retained include dates of attendance, grades received, and diploma date for a period of five (5) years. A data base including transcripts for each student is maintained permanently. 71810(b)(15)

## **MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS**

### **Commercial Vehicle Training Association**



## **SCHEDULE OF CLASSES**

Instruction is competency based. Students commence training on a space and equipment available basis. Students will be advised of start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules and revisions to schedules. Over-the-Road Driving Instruction is scheduled as necessary to accommodate the requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

New Years Day    Memorial Day    Independence Day    Labor Day    Thanksgiving    Christmas

### **CLASSES START MONDAY EACH WEEK** CLASS STARTS VARY BY LOCATION

### **Courses Offered:**

CLASS A - TRUCK DRIVING	160 Clock Hours	\$4,950
CLASS A/P - TRUCK AND BUS DRIVING	186 Clock Hours	\$5,450
CLASS B/P - TRUCK AND BUS DRIVING	120 Clock Hours	\$3,750

# **UNITED TRUCK DRIVING SCHOOL**

## **CURRICULUM of COURSES**

### **CLASS A – TRUCK DRIVING**

**160 HOURS**

**Commercial Driver Training CIP #49.0205**

#### **COURSE DESCRIPTION**

94909(a)(5)

#### **GOALS AND OBJECTIVES**

The course objective is to prepare students for a successful career as a commercial truck driver in either a local or over-the-road setting. Program includes classroom training and behind-the-wheel instruction. Training includes the DMV competencies required for a Class A commercial license and endorsements. Job placement assistance is included in the course. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

#### **Registration/Orientation**

- \*Rules and regulations of school \* Course explanation \* Information regarding employment opportunities
- \*License/Permits

#### **Vehicle and License Required**

- \*Commercial Drivers License (C.D.L.) \*Department of Transportation (D.O.T.) requirements
- \*Medical exam \* C.D.L. class for various vehicles and combinations of vehicles

#### **Types of Truck Transmissions**

- \*Concept of transmitting force \*Shifting gears
- \*Automatics \*Various geared transmissions, splitters, range controls, etc. \*Double clutching/Floating

#### **Air Brakes**

- \*Basic components \*Service/Emergency \*Governors/Reservoir/Valves
- \*Spring brake \*Service brake \*Use of brakes

#### **Engine Retarders**

- \*Brake saver \*Use of retarders

#### **Smith System (Plus) Attitude**

- \*Defensive driving \*Beyond defensive driving \*Space management \*Visual search, etc. \*Attitude

#### **Professional Drivers Attitude Development**

- \*Use/nonuse of alcohol, drugs \*Safe driving attitude

#### **Department of Transportation Rules (D.O.T.)**

- \*Drivers obligation to know \*Qualifications \*Regulations
- \*Hours of Service for Drivers (FMCSR 395.1) \*D.O.T. examinations

#### **Truck Electrical System**

- \*Basic knowledge \*Trouble shooting \*Lighting requirements, \*Dashboard gauges

#### **Truck Engine**

- \*Components \*Principle of operation \*Auxiliary systems

#### **Drive Train**

- \*Clutch \*Driveline \*Differential \*Axles \*Frame \*Suspension

#### **Steering**

- \*Components \*Types of steering \*Control

#### **Tires and Wheels**

- \*Types \*Regulations \*D.O.T. requirements \*State requirements

#### **Trailers**

- \*Towed unit \*Constructions and components \*Types and sizes \*Special units \*Combination trailers

#### **Tractors**

- \*Power unit \*Components \*Types \*Special units \*Drivers responsibility

**Alignment - Coupling and Uncoupling**

\*Fifth wheel \*Landing gear \*Doubles

**Putting the Truck in Motion**

\*Knowledge of equipment \*Start/warm-up \*Pre-trip \*Brake check  
\*Shifting \*Double clutching \*Gear selection/Up-down

**Attitude Review**

\*Safe, smooth driving \*Driving techniques \*Seat/Mirror-adjustment \*Seatbelts \*Steering wheel  
\*Maneuvering \*Stopping \*Starting \*Shutdown

**Accident/Fire Prevention/Reporting**

\*Rules \*Condition/Attitude \*Adverse driving conditions \*Brake inspection \*Grades \*Adverse weather \*Use of retarders \*Load management

**Economy Driving**

\*Speed management \*Natural forces \*Gravity \*Inertia \*Proper gear selection \*Trip planning  
\*Road management \*Fuel saving \*Aerodynamic design

**Cargo Documentation/Management**

\*Hours of service \*Bill of lading \*Freight bill \*Way bill \*Manifest \*Loading and unloading \*Heights \*Widths  
\*Lengths \*Types of trailers \*Weight distribution \*Sealing \*Packing \*Protection \*Securing \*Platform equipment operation

**Endorsements and Procedures**

\*Hazardous Materials \*Special handling \*Regulations (knowledge, handling, requirements)  
\*Categories \*Placards \*Classifications \*Doubles & triples endorsement  
\*Tank vehicle endorsement \*On-road: Tire inspection \*Parking \*Routing \*Railroad crossing  
\*Accident \*Protect the scene \*Notification \*Air Brake Certification

**Trip Planning**

\*Map reading \*Map symbol \*Mileage \*Time zone \*Weather

**Preventative Maintenance**

\*Drivers daily inspection reports \*Service checks \*Cleaning the truck

**Getting the Job of a Professional Driver**

\*Application \*Qualifications \*Documentation \*Attitude/Preparation \*Communication \*Resume  
\*Interview \*Attitude \*Preparation

**Life of a Professional Truck Driver**

\*Planning \*Time management \*Road expenses/Management \*Physical fitness \*State of mind – attitude \*Drugs and alcohol \*Sexual Harassment in the Workplace

**Continuing Education**

\*Professional associations \*Periodicals & Trade magazines

**Maneuvering - Road/Range (Tractor-Trailer)**

\*Backing (safety) \*Preposition/Blind - clear side \*Straight back \*Various degrees \*Parallel  
\*Equipment control \*Range portion is conducted in controlled area.

**Refinement of Driving Ability**

\*Various driving terrain/conditions \*Shifting \*Equipment control \*Attitude

**Preparation for Driving Exam/Range & Road**

\*D.M.V. Pre-trip, brake check, road test \*D.O.T. road test

**Life on the Road**

\*Dealing with road stress \*Proper on-the-road diet \*On-the-road exercise \*Dealing with fatigue

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*Transportation Industry*



# TRUCK DRIVING SCHOOL

**CLASS A/P - TRUCK AND BUS DRIVING**

**186 Hours**

**Commercial Driver Training CIP #49.0205**

**COURSE DESCRIPTION** 94909(a)(5)

## **GOALS AND OBJECTIVES**

The course objective is to prepare students for a successful career as a Class A commercial Truck Driver and/or Bus Driver in either a local or over-the-road setting. Program includes classroom training and behind-the-wheel instruction. Training includes the DMV competencies required for a Class A commercial license and endorsements. Job placement assistance and applications are included in the course. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

### **Registration/Orientation**

- \*Rules and regulations of school \* Course explanation \* Information regarding employment opportunities
- \*License/Permits

### **Vehicle and License Required**

- \*Commercial Drivers License (C.D.L.) \*Department Of Transportation (D.O.T.) requirements
- \*Medical exam \* C.D.L. class for various vehicles and combinations of vehicles

### **Types of Truck Transmissions**

- \*Concept of transmitting force \*Shifting gears \*Automatics \*Various geared transmissions, splitters, range controls, etc. \*Double clutching/Floating

### **Air Brakes**

- \*Basic components \*Service/Emergency \*Governors/Reservoir/Valves \*Spring brake \*Service brake \*Use of brakes

### **Engine Retarders**

- \*Brake saver \*Use of retarders

### **Smith System (Plus) Attitude**

- \*Defensive driving \*Beyond defensive driving \*Space management \*Visual search, etc. \*Attitude

### **Professional Drivers Attitude Development**

- \*Use/nonuse of alcohol, drugs \*Safe driving attitude

### **Department of Transportation Rules (D.O.T.)**

- \*Drivers obligation to know \*Qualifications \*Regulations \*Hours of Service for Drivers (FMCSR 395.1)
- \*D.O.T. examinations

### **Truck / Bus Electrical System**

- \*Basic knowledge \*Trouble shooting \*Lighting requirements, \*Dashboard gauges

### **Truck / Bus Engine**

- \*Components \*Principle of operation \*Auxiliary systems

### **Drive Train**

- \*Clutch \*Driveline \*Differential \*Axles \*Frame \*Suspension

### **Steering**

- \*Components \*Types of steering \*Control

### **Tires and Wheels**

- \*Types \*Regulations \*D.O.T. requirements \*State requirements

### **Trailers**

- \*Towed unit \*Constructions and components \*Types and sizes \*Special units \*Combination trailers

### **Tractors**

- \*Power unit \*Components \*Types \*Special units \*Drivers responsibility

### **Alignment - Coupling and Uncoupling**

- \*Fifth wheel \*Landing gear \*Doubles

### **Putting the Truck / Bus in Motion**

- \*Knowledge of equipment \*Start/warm-up \*Pre-trip \*Brake check \*Shifting \*Double clutching \*Gear selection/Up-down

### **Alignment - Coupling and Uncoupling**

- \*Fifth wheel \*Landing gear \*Doubles

**Putting the Truck / Bus in Motion**

\*Knowledge of equipment \*Start/warm-up \*Pre-trip \*Brake check \*Shifting \*Double clutching \*Gear selection/Up-down

**Attitude Review**

\*Safe, smooth driving \*Driving techniques \*Seat/Mirror-adjustment \*Seatbelts \*Steering wheel \*Maneuvering \*Stopping \*Starting \*Shutdown

**Accident/Fire Prevention/Reporting**

\*Rules \*Condition/Attitude \*Adverse driving conditions \*Brake inspection \*Grades \*Adverse weather \*Use of retarders \*Load management

**Economy Driving**

\*Speed management \*Natural forces \*Gravity \*Inertia \*Proper gear selection \*Trip planning \*Road management \*Fuel saving \*Aerodynamic design

**Cargo Documentation/Management**

\*Hours of service \*Bill of lading \*Freight bill \*Way bill \*Manifest \*Loading and unloading \*Heights \*Widths \*Lengths \*Various types of trailers \*Weight distribution \*Sealing \*Packing \*Protection \*Securing \*Platform equipment operation

**Endorsements and Procedures**

\*Hazardous Materials \*Special handling \*Regulations (knowledge, handling, requirements) \*Categories \*Placards \*Classifications \*Doubles & triples endorsement \*Tank vehicle endorsement \*On-road: Tire inspection \*Parking \*Routing \*Railroad crossing \*Accident \*Protect the scene \*Notification \*Air Brake Certification

**Trip Planning**

\*Map reading \*Map symbol \*Mileage \*Time zone \*Weather

**Preventative Maintenance**

\*Drivers daily inspection reports \*Service checks \*Cleaning the truck

**Getting the Job of a Professional Driver**

\*Application \*Qualifications \*Documentation \*Attitude/Preparation \*Communication \*Resume \*Interview \*Attitude \*Preparation

**Life of a Professional Truck Driver**

\*Planning \*Time management \*Road expenses/Management \*Physical fitness \*State of mind – attitude \*Drugs and alcohol \*Sexual Harassment in the Workplace

**Continuing Education**

\*Professional associations \*Periodicals & Trade magazines

**Maneuvering - Road/Range (Tractor-Trailer)**

\*Backing (safety) \*Preposition/Blind - clear side \*Straight back \*Various degrees \*Parallel \*Equipment control \*Range portion is conducted in controlled area.

**Refinement of Driving Ability**

\*Various driving terrain/conditions \*Shifting \*Equipment control \*Attitude

**Preparation for Driving Exam/Range & Road**

\*D.M.V. Pre-trip, brake check, road test \*D.O.T. road test

**Life on the Road**

\*Dealing with road stress \*Proper on-the-road diet \*On-the-road exercise \*Dealing with fatigue

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*Transportation Industry*





# TRUCK DRIVING SCHOOL

## CLASS B/P - TRUCK AND BUS DRIVING

120 HOURS

**Commercial Driver Training CIP #49.0205**

**COURSE DESCRIPTION 94909(a)(5)**

### **GOALS AND OBJECTIVES**

The course objective is to prepare students for a successful career as a Class B Truck Driver and/or professional bus driver in a local setting. Program includes classroom training and behind-the-wheel instruction. Training includes the DMV competencies required for a Class B commercial license and endorsements. Job placement assistance and applications are included in the course. Successful graduates receive a diploma and their transcripts remain available for potential employers to review.

### **Registration/Orientation**

\*Rules and regulations of school \* Course explanation \* Information regarding employment opportunities  
\*License/Permits

### **Vehicle and License Required**

\*Commercial Drivers License (C.D.L.) \*Department Of Transportation (D.O.T.) requirements  
\*Medical exam \* C.D.L. class for various vehicles

### **Types of Truck/Bus Transmissions**

\*Concept of transmitting force \*Automatics

### **Air Brakes**

\*Basic components \*Service/Emergency \*Governors/Reservoir/Valves \*Spring brake \*Service brake \*Use of brakes

### **Smith System (Plus) Attitude**

\*Defensive driving \*Beyond defensive driving \*Space management \*Visual search, etc. \*Attitude

### **Professional Drivers Attitude Development**

\*Use/nonuse of alcohol, drugs \*Safe driving attitude

### **Department of Transportation Rules (D.O.T.)**

\*Drivers obligation to know \*Qualifications \*Regulations \*Hours of Service for Drivers (FMCSR 395.1)  
\*D.O.T. examinations

### **Truck/Bus Electrical System**

\*Basic knowledge \*Trouble shooting \*Lighting requirements, \*Dashboard gauges

### **Truck/Bus Engine**

\*Components \*Principle of operation \*Auxiliary systems

### **Drive Train**

\*Driveline \*Differential \*Axles \*Frame \*Suspension

### **Steering**

\*Components \*Types of steering \*Control

### **Tires and Wheels**

\*Types \*Regulations \*D.O.T. requirements \*State requirements

### **Vehicles**

\*Components \*Types \*Special units \*Drivers responsibility

### **Putting the Truck/Bus in Motion**

\*Knowledge of equipment \*Start/warm-up \*Pre-trip \*Brake check

### **Attitude Review**

\*Safe, smooth driving \*Driving techniques \*Seat/Mirror-adjustment \*Seatbelts \*Steering wheel  
\*Maneuvering \*Stopping \*Starting \*Shutdown

### **Accident/Fire Prevention/Reporting**

\*Rules \*Condition/Attitude \*Adverse driving conditions \*Brake inspection \*Grades \*Adverse weather \*Load management

### **Economy Driving**

\*Speed management \*Natural forces \*Gravity \*Inertia \*Proper gear selection \*Trip planning  
\*Road management \*Fuel saving \*Aerodynamic design

### **Cargo Documentation/Management**

\*Hours of service \*Bill of lading \*Freight bill \*Way bill \*Manifest \*Loading and unloading \*Heights \*Widths  
\*Lengths \*Weight distribution \*Sealing \*Packing \*Protection  
\*Securing \*Platform equipment operation

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### **Endorsements and Procedures**

\*Hazardous Materials \*Special handling \*Regulations (knowledge, handling, requirements)  
\*Categories \*Placards \*Classifications \*Tank vehicle endorsement \*Passenger endorsement  
\*On road: \*Tire inspection \*Parking \*Routing \*Railroad crossing \*Accident \*Protect the scene  
\*Notification \*Air Brake Certification

### **Trip Planning**

\*Map reading \*Map symbol \*Mileage \*Time zone \*Weather

### **Preventative Maintenance**

\*Drivers daily inspection reports \*Service checks \*Cleaning the truck / bus

### **Getting the Job of a Professional Driver**

\*Application \*Qualifications \*Documentation \*Attitude/Preparation \*Communication \*Resume  
\*Interview \*Attitude \*Preparation \*Communication

### **Life of a Professional Truck / Bus Driver**

\*Planning \*Time management \*Road expenses/Management \*Physical fitness \*State of mind – attitude \*Drugs  
and alcohol \*Sexual Harassment in the Workplace

### **Continuing Education**

\*Professional associations \*Periodicals & Trade magazines

### **Maneuvering - Road/Range (Truck / Bus)**

\*Backing (safety) \*Preposition/Blind - clear side \*Straight back \*Various degrees \*Parallel  
\*Equipment control \*Range portion is conducted in controlled area.

### **Refinement of Driving Ability**

\*Various driving terrain/conditions \*Equipment control \*Attitude

### **Preparation for Driving Exam/Range & Road**

\*D.M.V. Pre-trip, brake check, road test \*D.O.T. road test

### **Life on the Road**

\*Dealing with road stress \*Proper on-the-road diet \*On-the-road exercise \*Dealing with fatigue

## **SCHOOL POLICIES**

### **ADMISSION PROCESS & REQUIREMENTS**

#### **Each applicant to the school must:**

- Submit a completed Registration Form to Admissions
- Provide valid driver's license from student's resident state
- Provide valid Social Security Card Pursuant to California Code of Regulation, Section 71770 (a)(1) each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.
- Provide the school with a high school diploma or GED or pass an Ability to Benefit test. Pursuant to California Code of Regulation, Section 71770 (a)(1) each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code. That test will be scheduled by admissions if necessary.
- Meet with an Admissions Representative to discuss educational program and tour the facility.
- Receive a school catalog and school performance fact sheet.
- Be 18 years of age in order to receive commercial license. (Students between the ages of 18 and 21 can obtain a commercial drivers license to drive within the state of issuance.)
- Be able to meet the medical requirements for a commercial driver. (Pass a physical and drug screen.)
- 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.94909(a)(3)(B),(C)(6),(C)(8)(A), 94909(a)(5)

#### **ADMISSIONS PROCEDURES 94909(a)(8)(A)**

To apply for admission to the School, Applicants should contact the Admissions Office at the School for an interview and a tour of the School's Facilities. At that time Applicants will:

1. Receive a copy of the School's catalog and School Performance Fact Sheet.

2. Pursuant to California Code of Regulation, Section 71770 (a)(1) each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.

3. Students without a high school diploma or GED must complete an US Department of Education approved Ability of Benefit Test.

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4. Complete the Enrollment Agreement that includes a \$250.00 non-refundable application fee and non-refundable state required STRF Fee.

5. A school representative will notify the applicant in writing of his/her class start date.

6. 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.

**GRANTING CREDIT** 94909(a)(8)(A)

United Truck Driving School has not entered in to an articulation agreement with any other college or university. United Truck Driving School does not except any prior experiential learning.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at United Truck Driving School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 United Truck Driving School to determine if your diploma will transfer. 94909 (a)(15)

**ATTENDANCE, PROBATION & DISMISSAL POLICIES**

**Absence** will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the director. Other absences will be unexcused. (94909)(8)(D)

**Tardiness** is a disruption of a good learning environment and is discouraged. Tardiness will be considered unexcused absence.

**Make-up work** may be required for any absence. However, hours of make-up work cannot be accepted as hours of classroom attendance. The student must arrange make-up work with the individual instructor or the school director.

**Leave of Absence** will be considered and may be granted to students at the discretion of the school director. Leave not to exceed 180 days and student signature will be required. If student fails to return school's refund policy applies. (94909)(8)(E)

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

**Probation** - Students failing to maintain satisfactory attendance may be placed in probationary status in an attempt to warn the student of possible dismissal if attendance and/or school performance is not brought up to the appropriate standard. (94909)(8)(C)

**Dismissal** - Students failing to maintain satisfactory attendance will be advised by the director. If attendance fails to improve, the director may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.. (94909)(8)(C)

**Satisfactory Progress Policy** - Each student must maintain a minimum cumulative grade point average (GPA) of 1.0 at the end of the first week (25% of the program) of instruction; a 1.5 GPA at the end of the second week (midpoint of the program) of instruction; 2.0 GPA by the end of the third week of instruction (75% of the program); and a cumulative 2.0 GPA upon graduation. (Assuming the traditional 4.0 scale.)

Student progress will be reported at the end of the first 10-day [two week] interval. If the student falls below the above stated grade point average, the student may be placed on formal probation. The student will be given lesson plans to bring their grade up to a minimum cumulative grade point average, this must be accomplished within 5 days. Any student that fails to bring their GPA up within the above mentioned time frame would be dismissed from school. The student may be reinstated into the school providing that they bring their GPA up to minimum standards. This should be accomplished within the maximum time frame allowed to complete the training which is one and a half times the length of the course.

**Statement:** The institution does not have any pending petition in bankruptcy, and is not operating as a debtor in possession and has not filed for reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.) in the preceding five year. 94909(a)(12)

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# Train *Individuals* to become *Quality Drivers* in the *Transportation Industry*

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## **GRADING SYSTEM**

The percentage grading system listed below is used for all courses.

A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	60 - 69%	1.0
F	59 - Below	Failure

Course withdrawal will not affect a student's GPA. 71810(b)(8)

## **REQUIRED LEVELS OF PERFORMANCE**

A student must meet the following requirements in order to qualify for a Diploma: Pursuant to California Code of Regulation, Section 71770 (a)(1) each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.

- \* Achieve a cumulative grade point average of 2.0 or higher.
- \* Attend at least 60% of the scheduled hours of the program.
- \* Complete all designated requirements (tests, assignments, etc.) of the program.
- \* Satisfy all financial obligations to the School.
- \* Provide school with copy of high school diploma GED certificate, DD-214, or college transcripts. Students who do not have a high school diploma or GED must pass an Ability to Benefit test before being allowed to enroll.
- \* Complete all State of California requirements (written and skills tests) of the licensee.
- \* Provide employment verification to the school.

## **TERMINATION POLICY**

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

- \* The school must terminate any student who is unable to satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended.
- \* Failure to meet the minimum grade point average or fails to complete the training within the maximum time frame, if applicable the student must be dismissed.
- \* Failure to comply with the school's attendance policy.
- \* Failure to comply with the school's conduct policy.
- \* Failure to meet all financial obligations to the school.
- \* Violation of any of the conditions set forth and agreed to in the Enrollment Agreement.

## **CONDITIONS FOR REINSTATEMENT**

Reinstatement will be approved only after evidence is shown to the Director's satisfaction that conditions, which caused the interruption for unsatisfactory progress, have been rectified.

## **STUDENT CONDUCT**

At the discretion of the school administration; a student may be dismissed from school for any serious incident or repeated incident of intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, disobedient or disrespectful behavior to another student, an administrator or faculty member, or any other stated or determined infraction of conduct. This is a drug free environment. Discrimination of any kind is not allowed.

## **TUITION POLICIES AND FEES**

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

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SCHOOL PERFORMANCE REPORT

**San Diego Campus**

Program	Enrolled	Students Graduated	Percentage	Employed in the Field	Percentage	Annual Salary Range
Class A	164	129	77%	126	98%	\$35,000 - \$60,000
Class A/P	52	44	85%	37	89%	\$35,000 - \$60,000
Class B/P	22	17	77%	14	82%	\$24,000 - \$37,000
Overall	238	190	80%	177	93%	

**Riverside Campus**

Program	Enrolled	Students Graduated	Percentage	Employed in the Field	Percentage	Annual Salary Range
Class A	45	34	76%	33	97%	\$35,000 - \$60,000
Class A/P	41	29	71%	27	93%	\$35,000 - \$60,000
Class B/P	10	9	90%	7	78%	\$24,000 - \$37,000
Overall	96	72	75%	67	93%	

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 **TRUCK DRIVING SCHOOL**

**COURSE CHARGES AND FEES** 94909(a)(9)

**Course Title: Class A/P - Truck and Bus Driving (186 Hour)**

Registration fee	\$250.00 (non-refundable)
Tuition – Institutional Charges	\$4,811.00
Non-Institutional Fees	\$315.00 (non-refundable after 1st day of attendance)
Book Fees	\$74.00 (non-refundable once received by student)
Student Tuition Recovery Fund	0.00 (non-refundable)

<b><u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u></b>	<b>\$5,450.00</b>
<b><u>ESITMATED TOTAL CHARGES FOR THE ENTIRE EDCUATIONAL PROGRAM</u></b>	<b>\$5,450.00</b>
<b><u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	<b>\$5,450.00</b>

**Course Title: Class A/P - Truck and Bus Driving (186 Hour)**

Registration fee	\$250.00 (non-refundable)
Tuition – Institutional Charges	\$4,111.00
Non-Institutional Fees	\$315.00 (non-refundable after 1st day of attendance)
Book Fees	\$74.00 (non-refundable once received by student)
Student Tuition Recovery Fund	0.00 (non-refundable)

<b><u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u></b>	<b>\$4,950.00</b>
<b><u>ESITMATED TOTAL CHARGES FOR THE ENTIRE EDCUATIONAL PROGRAM</u></b>	<b>\$4,950.00</b>
<b><u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	<b>\$4,950.00</b>

**Course Title: Class A/P - Truck and Bus Driving (186 Hour)**

Registration fee	\$250.00 (non-refundable)
Tuition – Institutional Charges	\$3,111.00
Non-Institutional Fees	\$315.00 (non-refundable after 1st day of attendance)
Book Fees	\$74.00 (non-refundable once received by student)
Student Tuition Recovery Fund	0.00 (non-refundable)

<b><u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u></b>	<b>\$3,750.00</b>
<b><u>ESITMATED TOTAL CHARGES FOR THE ENTIRE EDCUATIONAL PROGRAM</u></b>	<b>\$3,750.00</b>
<b><u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	<b>\$3,750.00</b>

Non-Institutional fees include Medical - \$100, Drug \$50, DMV \$78, Hazmat \$87

Book fees include BUMPER TO BUMPER \$40, Student Study Guide \$34

**Additional Training** Cost per day \$400

**Students failing a test at the DMV will be charged a \$30 retest fee by the DMV. The school will not impose a charge for the retest.**

**STUDENT TUITION RECOVERY FUND** 94909(a)(14), 76215

“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, 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 who are California residents, or are enrolled in a residency program 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:

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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.”

#### **STUDENTS RIGHT TO CANCEL AND REFUND RIGHTS**

1. Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. 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. Cancellation period: Through the first day of class or seven days after enrollment whichever is later.. Cancellation occurs when you give written notice of cancellation at School address shown on the first page of this agreement. You can do this by mail, in person, or by FAX addressed to the school official listed on the first page of this agreement. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form, it needs only to state you wish to cancel the agreement. If you cancel this agreement, School will refund any money that you paid within 45 days after your notice is received.
2. The School has given you books and once you receive them they are yours to keep. They are not refundable.
3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1., School will remit a refund less a registration fee not to exceed \$250, non-institutional fees of \$315, Book fee of \$74 and any STRF fee within 45 days following your withdrawal. You are obligated to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number or hours of instruction you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the first page of this agreement, and return it in good condition within 45 days following the date of your withdrawal, School shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 45 days, School may retain the documented cost of the listed materials. You are liable for the amount, if any, by which the materials exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

#### **REVISION OF PROGRAMS AND TUITION**

The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

#### **SPECIAL NOTICE TO APPLICANTS**

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

1. No more than one D.U.I.s on your driver’s license record in a lifetime.
2. A D.U.I. conviction in the past five years.
3. A felony conviction of any type in the past ten years.
4. Recent hospitalization or under a physician’s care for emotional or mental instability.
5. Currently taking prescription drugs under a physician’s care (Schedule 1 Drugs).
6. No more than two tickets in one year.
7. No more than three tickets in three years.
8. No more than one at fault accident in past 12 months, or two accidents in past 5 years.
9. No license suspension in the past three years (Except for parking or registration)
10. No reckless driving or other misdemeanors in the past 5 years.
11. Driver must be 21 years of age for interstate driving.

12. Driver must be 18 years of age for intrastate driving.
13. Driver must have held a Class C license for at least 1 year.
14. Driver must have no delinquencies on child support.
15. Driver cannot be currently addicted to drugs or alcohol.
16. Driver must be capable of reading and speaking the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries and to make entries on reports and records. English language services are not available. (94909(a)(6), 94909(a)(5))

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### **GRIEVANCE / COMPLAINT PROCEDURE**

Under the schools Grievance / Complaint procedure, you are entitled to the following within the specified days from the day you file a grievance or complaint: 71810(b)(14)

1. Assistance from your training school director or representative in preparing your complaint in writing, within the first day.
2. An informal conference with the school director or representative in order to discuss your complaint, within five (5) days.
3. A decision on your complaint from the school director, within ten (10) days.
4. An informal conference with the school director, applicant / participant to identify and clarify issues of disagreement in an attempt to reach a mutually satisfactory resolution within fifteen (15) days.
5. An informal hearing on your complaint with the school director within sixty (60) days.
6. A final decision on your complaint from the school director within thirty (30) days.
7. 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](http://www.bppe.ca.gov)). (94909(a)(3)(c))

If a student has a problem that they are unable to resolve with the school directly they may contact the Council on Occupational Education 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, Georgia 30350, 770-396-3898.

The school does have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the school in writing. All complaints considered by the school must be in written form, with permission from the complainant(s) for the school to forward a copy of the complaint to the school staff for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the school.

SBETA WIA Participants: Students enrolled through the City of San Bernardino Employment and Training Agency (SBETA), who have exhausted the school's complaint and / or grievance procedures without a satisfactory resolution of the issue, shall be referred to their Career Manager and / or the SBETA EEO Officer for disposition of the case.

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: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, Fax (916) 263-1897 (94909(a)(3)(A))

### **Notice of Student Rights**

1. Cancellation, withdrawal and refund policies are outlined in this catalog under that heading. The student has all rights specified there.



2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken under 60% of the program.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Post-Secondary Education, PO Box 98018, West Sacramento, CA 92598, and telephone (916) 431-6959.
4. If you have any complaints, questions, or problems which you cannot work out with the school, all or write the Bureau at the address mentioned in #3 above.

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## TRUCK DRIVING SCHOOL

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