

# **Right Lane Trucking School**

**225 South Riverside Avenue Suite #2 Rialto, CA 92376  
Office: (909) 990-0061**

## **Course Catalog**

**Catalog of Courses  
Period Covered by the Catalog  
January 1, 2025 to December 31, 2025**

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## **Institutional Mission and Objectives**

It is the mission of Right Lane Trucking School to provide thorough, comprehensive, and high quality theory and behind-the-wheel driving training which provides our students with the knowledge and hands-on skills to pass their DMV driving test, obtain their license, and begin their career as a commercial truck driver.

At Right Lane Trucking School, our educational philosophy embraces a 360-degree approach. We merge rigorous classroom theory with enriching on-the-road experiences, ensuring our students gain a well-rounded skill set. It is the goal of Right Lane Trucking School to graduate skilled and well-qualified individuals who are well prepared to achieve not only a position with a company or become an owner-operator, but also to drive safely with skill and confidence on the roads of California and beyond.

## **Instructional Location**

Instruction takes place at 536 E. Central Avenue San Bernardino, CA 92408. Theory instruction is conveyed in an asynchronous format via the learning management system in which students engage with pre-recorded lecture-style lessons, presentations, videos, and short quizzes, and practical behind-the-wheel hands-on instruction is provided via traditional in-person class sessions at the training yard and/or on the road, as appropriate.

## **Description of the Facilities & Type of Equipment Used for Instruction**

Right Lane Trucking School instructional yard training facility is located in a semi-industrial area of San Bernardino, California, conveniently located by the 210, 15, and 215 freeways. This practical training yard 1 acre of open yard space available for training, maneuvers, and skills practice. The administrative office of the institution is located approximately 7 miles from the yard training facility at 225 South Riverside Avenue Suite #2 Rialto, CA 92376, with roughly 200 square feet of office space where enrollment and in-person student support takes place and learning resources can be found. At both the instructional location and the administrative office there is sufficient parking available for students and staff.

Practical training is conducted with the appropriate type of vehicle for which the student wishes to pursue a license. Combination vehicle (Group A) is defined as any combination of vehicles with a gross combination weight rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the GVWR of the vehicle(s) being towed is in excess of 4,536 kilograms (10,000 pounds). Heavy Straight Vehicle (Group B) is defined as any single vehicle with a GVWR of 11,794 kilograms or more (26,001 pounds or more), or any such vehicle towing a vehicle not in excess of 4,536 kilograms (10,000 pounds) GVWR.

Our equipment includes:

### **Trucks:**

- 2013 Freightliner DD13 DayCab Truck (manual)
- 2011 International DayCab Truck (automatic)
- 2011 International DayCab Truck (manual)

### **Trailers:**

- 3 28ft flatbed trailers: MOTAC model

## **Library & Other Learning Resources**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as specialized knowledge of the FMCSA training requirements and acquisition of hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to practice DMV tests, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by visiting the administrative office and asking any staff member during normal business hours for assistance in accessing these resources, which they may check out for a 24-hour period. Staff members are also available to provide research assistance.

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

The transferability of credits you earn at Right Lane Trucking 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 is 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 Right Lane Trucking School to determine if your certificate will transfer.

## **Admissions Policies & Recognition of Credits**

### **Criteria for consideration for admission – All Programs**

1. Students are assessed during the admissions process on their ability to benefit from the program

professionally, and their likelihood of completing the program successfully. Specific questions are asked to lead a self-assessment of the student's learning style and their professional and personal ambitions, as well as to determine if they have the skills and competencies required to thrive in a distance education learning environment. Answers provided by the student are assessed by the institution to determine whether they demonstrate that the student does meet the institution's requirements. Students are admitted to the program if this institutional assessment of their answers demonstrates that they meet the above criteria, as well as all other admissions requirements.

2. Students must meet all California standards for CDL licensure:
  - a. Be at least 18 years of age
  - b. Have a demonstrated ability to read and write in English to at least the 10<sup>th</sup> grade level. Beyond this requirement, there are no minimum levels of prior education, preparation, or training required to participate
  - c. Be able to pass the DOT physical exam and a 5-panel drug test
  - d. Possess a current Class C California driver's license
3. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
5. This institution does not award credit for experiential learning.
6. This institution does not accept credit earned at other institutions.
7. This institution has not entered into an articulation or transfer agreement with any other institution.
8. No type of general education is required to enter this program.

### **Visa Related Services**

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

### **Language Proficiency**

A student for whom English is not their primary language must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have completed coursework, in English, at the college level.

### **Language of Instruction**

Instructions will be given in no language other than English.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **Accreditation Status**

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.

### **STRF Disclosure**

#### **Student Tuition Recovery Fund Disclosures.**

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must

pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 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 as a result of any of the following:

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

### **Privacy Act**

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

## **Student Conduct**

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

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

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

## **Nondiscrimination Policy**

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

## **Academic Freedom**

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

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

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively 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.

## **Learning Management System for Distance Education: ELDTCertify.com**

The theory portion of the course is taught via asynchronous distance education at eldtcertify.com.

Students may login to the platform at <https://eldtcertify.com/>. The platform and content has been designed

in such a way to ensure students receive federally compliant training for truck driving, which ensures it is current, well-organized, and designed by trainers competent in distance education techniques. The platform is fully self-contained at <https://eldtcertify.com/>, which is accessed through any browser and internet connection, which ensures it is delivered using readily available, reliable technology. Students can obtain all necessary learning materials within the portal, check their progress, take quizzes and review course materials, all directly through their Dashboard. Students are given secure login credentials at their time of enrollment, and can log in at their convenience 24/7 to complete their theory training on a schedule that works for them. All records of dates for which lessons were received by the student and responses/completions of module quizzes were returned by each student are recorded automatically within the LMS.

Due to the short nature of the theory portion of the course, instructors will respond to each of your inquiries regarding any assigned modules or other submissions within 1 day. To assure this timely communication, you must respond to each of your instructor's inquiries within 1 day as well.

### **Student's Right to Cancel**

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Marcus Williams, [marcus@rightlanecdlgroup.com](mailto:marcus@rightlanecdlgroup.com). Written notices may also be delivered in person to Marcus Williams, or mailed to the school's administrative office, care of Marcus Williams, 225 South Riverside Avenue Suite #2 Rialto, CA 92376. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made. All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

### **Withdrawal Policy**

#### Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Marcus Williams, [marcus@rightlanecdlgroup.com](mailto:marcus@rightlanecdlgroup.com). Written notices may also be delivered in person to Marcus Williams, or mailed to the school's administrative office, care of Marcus Williams, 225 South Riverside Avenue Suite #2 Rialto, CA 92376. Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

#### Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff

- As the result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions
- Being absent for more than fourteen (14) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

### **Refund Policy**

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

#### Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

#### How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as nonrefundable shall also be refunded.

#### How Refunds are Calculated in the Event of a Withdrawal

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

{A} The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non-refundable deposit or application fee, not to exceed two hundred fifty dollars (\$250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable (for example only: fees for hard-copy textbooks could be deemed refundable on a case-by-case basis if the materials are returned in a reuseable and unsullied state).

#### Refunds to 3<sup>rd</sup> Party Payors, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in

hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

#### Refunds of Payments Collected and Payable to 3<sup>rd</sup> Party Entities, as applicable

If this institution has collected money from, or on behalf of, 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 or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

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

### **Policies and Procedures Regarding Financial Aid**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Financial Aid Disclosures**

At this time our institution does not provide financial aid directly to its students, nor do we accept any financial aid from state or federal sources.

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Pass/fail scores are utilized for all programs. A grade is considered a Pass if the student achieves an 80% or more. Students must receive passing grades in all evaluation areas to successfully pass the program. The grading policy includes skills, quizzes, final exam, participation and attendance. Students will be evaluated throughout the program. The student's final grade will be calculated according to the grading scale of their program.

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

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

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

### **Evaluation Policies**

Students are evaluated on a Pass/Fail basis for all theory content and skills examinations, and the final practical exam. Students must receive passing grades on all theory content & all skills examinations. The grading policy includes theory instruction, skills and participation and professionalism. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale. Students who receive a Fail on any theory content or skill demonstration may retake at the consent of the instructor.

<b>GRADING SCALE</b>	
Theory Modules	40%
Skills	50%
Participation/Professionalism	10%
	<b>100%</b>

## **Evaluation Policies**

Grades are awarded on a pass / fail basis. Students must achieve a “pass” rating in all assessment areas.

**Grading Policy for Pass / Fail Standards on Theory Modules:** Students are assessed via a quiz and question/answer assignments at the completion of theory training.

**Grading Policy for Pass / Fail Standards on Skills Examinations:** All students are graded pass/fail on their skills examinations conducted at every practical training session. All students must have passing marks on all skills in order to qualify to complete the program. Course evaluation sheets will be signed and dated by an instructor for each skill attempted and graded.

**Grading Policy for Pass / Fail Standards on Participation/Professionalism:** Students must complete 100% of the scheduled hours for theory instruction. The California Department of Motor Vehicles requires a minimum of 15 hours of behind-the-wheel training for a student to be eligible to take their licensure exam, however this institution, and the industry at large, contend that this is not enough hours of training to prepare our graduates for the realities of the real-world road. However, we acknowledge that some students may master different skills at different rates than others. Therefore, our program allows for up to 100 hours of practical training to assure students master each skill, and students are required to attend at least 60% of the scheduled hours for the practical portion of the program: if skills mastery is demonstrated, repeated practice in a skill is not necessary. Students may obtain additional training hours, according to instructor availability, at no additional cost. Students are expected to arrive to class alert and ready to learn, presenting themselves at all times to instructors, staff, and fellow students in a professional manner so as to demonstrate their readiness to conduct themselves in a similar manner on the job.

## **Attendance Policies – All Programs**

Students must complete 100% of the scheduled hours for theory instruction. The California Department of Motor Vehicles requires a minimum of 15 hours of behind-the-wheel training for a student to be eligible to take their licensure exam, however this institution, and the industry at large, contend that this is not enough hours of training to prepare our graduates for the realities of the real-world road. However, we acknowledge that some students may master different skills at different rates than others. Therefore, our programs allow for up to 140 hours (Class A) or 100 hours (Class B) of practical training to assure students master each skill, and students are required to attend at least 60% of the scheduled hours for the practical portion of the program: if skills mastery is demonstrated, repeated practice in a skill is not necessary. Students may obtain additional practice training hours, according to instructor availability, at no additional cost. Students are expected to arrive to class alert and ready to learn, presenting themselves at all times to instructors, staff, and fellow students in a professional manner so as to demonstrate their readiness to conduct themselves in a similar manner on the job.

## **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school administrative office:

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After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the institution's Grievances policy.

### **Leaves of Absence**

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved 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 or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the administrative address of the institution: Right Lane Trucking School 225 South Riverside Avenue Suite #2 Rialto, CA 92376. 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. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Student Services**

This institution does not provide 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 provides placement assistance for all graduated students who wish to use the service. No guarantee of placement can be made. Graduates may take advantage of a number of services provided, which may include the following:

- Assistance with the preparation of employment interviewing and completion of job applications
- Direct employer referrals
- Information regarding job market and employment trends
- Employment seeking skills

## **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 \$1,500 a month. ([www.apartmentguide.com](http://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 copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

## **Professions – Requirements for Eligibility for Licensure**

Licensure is not a goal of either of the programs we offer on its own, because students are required to receive both theory training and behind-the-wheel training before they are eligible to take the DMV licensure exam. However, the training received in each program is ultimately aimed at the goal of providing the training necessary to make a student eligible to take the DMV licensure exam, and therefore, licensure requirements are provided below and discussed at time of enrollment.

Following is additional information on licensure as a CDL directly from the California DMV website.

If you have never had a commercial driver's license (CDL), or you want to make a classification, endorsement, or restriction change that requires a skills test, you first need to get a CLP and hold it for at least 14 days. Here's how you apply for a CLP:

- Get a standard [California noncommercial Class C driver's license \(DL\)](#) (a temporary/interim DL is acceptable).
- Complete an online [CDL Application](#).
- Visit a DMV office, where you will:
  - Submit a completed [10 Year History Record Check \(DL 939\)](#) (if you have been issued a DL of any kind in another state or jurisdiction in the last 10 years).
  - Submit a completed [Medical Examination Report \(MER\) Form \(MCSA 5875\)](#) and [Medical Examiner's Certificate \(MEC\) \(MCSA 5876\)](#) (see the "Medical examination report" section below for more information).
  - Provide proof of your social security number (SSN). It will be verified with the Social Security Administration while you are in the office.
  - Verify your identity with an [acceptable identity document](#). Your current name needs to match the name on the identity document (see the FAQs for more information).
  - Present [acceptable residency documents](#) (if you have never had a California driver license or identification (DL/ID) card).
  - Pay the nonrefundable [application fee](#) (application and fee valid for 12 months).
  - Have your thumbprint scanned.
  - Pass a [vision exam](#).
  - Have your photo taken.
  - Pass the [knowledge test\(s\)](#). You have three attempts to pass each of the required knowledge tests. If you fail the same test three times, your application is no longer valid and you need to reapply. To allow for sufficient testing time, we do not administer knowledge tests within 30 minutes of closing.
  - If you want to apply for a [REAL ID](#), you must also provide proof of your identity, social security number (SSN), and two proofs of residency from the list of acceptable REAL ID documents.

We will issue you a CLP after you pass the knowledge test(s).

If you do not meet all the requirements to get a CDL within 12 months of applying (including passing the knowledge test and skills test), the application will no longer be valid and you must reapply.

### ***Rules and Restrictions***

Here are the rules and restrictions for operating a CMV with a CLP:

- You must also obtain and carry a valid California DL.
- The CLP is valid for a maximum of 180 days from the date issued. It can be renewed for an additional 180 days if the expiration date is not more than one year from the initial application date.
- If you present limited term legal presence documents, your CLP may expire on the same date as your legal presence documents.
- A CLP is limited to these endorsements:
  - Tank (N)

- Passenger (P)
- School Bus (S)
- You must be accompanied by a California CDL holder while operating a CMV. The license holder must possess the appropriate class of CDL and endorsements to operate the CMV.
- If you have an “N” endorsement, the tanks must be empty when you are driving the CMV. The tank must be purged if it previously contained a hazardous material.
- If you have a “P” or “S” endorsement, you cannot operate a CMV with passengers (other than federal/state auditors and inspectors, test examiners, other trainees, and the accompanying CDL holder).

After you hold a commercial learner’s permit (CLP) for 14 days, you can apply to take the skills test to earn your CDL. This 14 day waiting period also applies to classification upgrades and endorsement/restriction changes that require a skills test.

To apply for a CDL:

- [Schedule a skills test appointment](#) (skills tests are not given without an appointment). You may also call 1-800-777-0133 during the regular business hours (8 a.m.-5 p.m. Mon., Tues., Thurs., and Fri., and between 9 a.m.-5 p.m. Wed., excluding holidays) to make an appointment.
- Bring the type of vehicle(s) for the class you want to drive.
- Pass the skills test, which includes a vehicle inspection, basic control skills test, and road test. If you fail any part of the skills test, all other testing will be postponed. You have three tries to pass the skills test. You must pay a retest fee each time you retake the skills test.

Certain applicants may qualify to have the skills test requirement waived:

- If you have a valid CDL from another state that is current or has been expired for less than two years, you can surrender that license (or proof thereof). The license must have equivalent classification, endorsements, and restrictions to the one you are applying for in California.
- You can submit a [Certificate of Driving Skill \(DL 170 ETP\)](#) if your employer is authorized to issue them. Both you and your employer must sign the form.
- If you have military driving experience, you can submit a completed [Commercial Military Waiver \(DL 965\)](#). Learn more about the [Troops to Trucks military waiver program](#).
- If you have a California CLP, and completed CDL training and passed the skills test in another state, you are not required to take the skills test in California. The skills test results will be sent to California DMV from the state where you were tested. You will need to go to a [DMV Commercial Driving Test Office](#) to finalize your application. Failing to return to a commercial DMV office may result in your application expiring.

After you pass your skills test, surrender your out-of-state CDL, or submit your certificate, we will issue an interim CDL that’s valid for 60 days. If you have not received your official CDL after 45 days, call us at 1-800-777-0133 to check the status.

**Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice. No student shall be charged nor collected from or on behalf of any amount for total charges that exceeds the amount listed in our catalog and on the student’s enrollment agreement.

Within 5 days of the institution’s receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.

Program Name	Tuition	Registration Fee	STRF (\$0/\$1,000)	Total Program Charges
CDL Class A	\$4,750	\$250	\$0	\$5,000.00
CDL Class B	\$3,750	\$250	\$0	\$4,000.00

**Other Fees:**

Fees for physical exams and licensure fees are the responsibility of the student and are paid directly to the 3<sup>rd</sup> party or state at the time the student seeks their permit; these fees are not collected by nor paid by the school on behalf of any student.

- Non-refundable CLP application fee to CA DMV: \$89
- Physical exam fee varies depending on your provider

**Program Name: CDL Class A**

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$5,000
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$5,000
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$250</b>

**Program Name: CDL Class B**

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$4,000.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$4,000.00
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$250</b>

**Faculty**

- Marcus Williams
  - Marcus is a Class A license holder since 2013 and a fleet owner with experience in operating and managing commercial trucks under FMCSA guidelines.
- Mangno Freire Mora
  - Mangno has over 30 years of experience as a Class A truck driver and trucking school instructor.

## Programs

Name of Program	CDL Class A
<p><b>Program Description</b></p>	<p>The program has been established to assist adult students with no truck driving experience in obtaining the education and behind the wheel training needed to obtain - Class A Driver's License from the state of California's Department of Motor Vehicles. This program prepares students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program follows the required curriculum of the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) and is designed to lead to the student's acquisition of a commercial driver's license here in the State of California. Combination vehicle (Group A) is defined as any combination of vehicles with a gross combination weight rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the GVWR of the vehicle(s) being towed is in excess of 4,536 kilograms (10,000 pounds).</p>
<p><b>Program Mission and Objectives</b></p>	<p>At the completion of this program the student will have the theory knowledge required to:</p> <ul style="list-style-type: none"> <li>• Control and operate the equipment in a safe and competent manner.</li> <li>• Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.</li> <li>• Follow appropriate safety procedures for transporting dangerous goods.</li> <li>• Inspect loads to ensure that cargo is secure.</li> <li>• Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.</li> <li>• Secure cargo for transport, using ropes, blocks, chain, binders, or covers.</li> <li>• Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.</li> <li>• Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.</li> </ul> <p><u>Program Objectives</u></p> <p>Train students to:</p> <ul style="list-style-type: none"> <li>- Identify and describe basic operation components, elements and techniques</li> <li>- Understand the Control Systems and dashboard</li> <li>- Understand transmission operation concepts</li> <li>- Describe backing and docking procedures</li> <li>- Describe coupling &amp; uncoupling procedures</li> <li>- Describe and identify safe operating procedures such as visual searches, communication, speed and space management and effective night operation</li> <li>- Comprehend advanced operation practices such as hazard perception, skid control &amp; recover, jackknifing recovery, and railroad crossings</li> <li>- Identify, diagnose and assess vehicle systems malfunctions</li> <li>- Describe the relevant elements of roadside inspections and maintenance</li> </ul>

	<ul style="list-style-type: none"> <li>- List proper non-driving activities procedures for topics such as handling and documenting cargo, environmental issues, HOS requirements, and post-crash procedures</li> <li>- Demonstrate effective external communication techniques Demonstrate correct pre-trip, enroute, and post-trip inspection procedures</li> <li>- Perform correct straight-line backing, alley dock backing, off-set backing, parallel parking blind side and sight side, and coupling and uncoupling procedures</li> <li>- Demonstrate correct shifting procedures and standard vehicle controls (i.e. turn signaling, lane changes, managing curves at highway speeds, entries and exits, etc.)</li> <li>- Communicate using signals, and complete visual searches to ensure safe driver behavior</li> <li>- Demonstrate effective speed and space management</li> <li>- Analyze hazard perception standards and extreme driving conditions</li> </ul>
<b>Total Clock Hours</b>	160 Hours
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	To complete this program a student must earn a grade of pass in all evaluation areas. (See Evaluation Policies.)
<b>Job Classification</b>	This educational program is designed to prepare students for employment as Heavy and Tractor-Trailer Truck Drivers (SOC 53-3032).
<b>Final Tests or Exams</b>	No. Students are evaluated throughout the program on a pass/fail basis on all theory modules and skills demonstrations.

### **Sequential Outline of Subject Matter**

#### **Theory Instruction – 20 hours**

- Basic Operation
  - Orientation
  - Control Systems/Dashboard
  - Pre- and Post-Trip Inspections
  - Basic Control
  - Shifting/Operating Transmissions
  - Backing and Docking
  - Coupling and Uncoupling
- Safe Operating Procedures
  - Visual Search
  - Communication
  - Distracted Driving
  - Speed Management
  - Space Management
  - Night Operation
  - Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception

- Skid Control/Recover, Jackknifing, and Other Emergencies
- Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions
  - Roadside Inspections
  - Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo
  - Environmental Compliance Issues
  - Hours of Services Requirements
  - Fatigue and Wellness Awareness
  - Post-Crash Procedures
  - External Communications
  - Whistleblower/Coercion
  - Trip Planning
  - Drugs/Alcohol
  - Medical Requirements

**Practical Instruction – 140 hours**

- Range Instruction
  - Outside Vehicle Inspection
  - In-Cab / Air Brake Testing
  - Straight Line Backing
  - Off-Set Backing
  - Coupling and Uncoupling
- Public Road Instruction
  - Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours of Service (HOS) Requirements
  - Hazard Perception
  - Railroad (RR)-Highway Grade Crossing
  - Night Operation
  - Extreme Driving Conditions
  - Skid Control/Recovery, Jackknifing, and Other Emergencies

Name of Program	CDL Class B
<p><b>Program Description</b></p>	<p>The program has been established to assist adult students with no truck driving experience in obtaining the education and behind the wheel training needed to obtain - Class B Driver's License from the state of California's Department of Motor Vehicles. This program prepares students to safely and efficiently operate various types of tractors and trailers by familiarizing students with the Department of Transportation rules and regulations. The program follows the required curriculum of the Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) and is designed to lead to the student's acquisition of a commercial driver's license here in the State of California.</p> <p>Heavy Straight Vehicle (Group B) is defined as any single vehicle with a GVWR of 11,794 kilograms or more (26,001 pounds or more), or any such vehicle towing a vehicle not in excess of 4,536 kilograms (10,000 pounds) GVWR.</p>
<p><b>Program Mission and Objectives</b></p>	<p>At the completion of this program the student will have the theory knowledge required to:</p> <ul style="list-style-type: none"> <li>• Control and operate the equipment in a safe and competent manner.</li> <li>• Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.</li> <li>• Follow appropriate safety procedures for transporting dangerous goods.</li> <li>• Inspect loads to ensure that cargo is secure.</li> <li>• Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.</li> <li>• Secure cargo for transport, using ropes, blocks, chain, binders, or covers.</li> <li>• Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.</li> <li>• Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.</li> </ul> <p><u>Program Objectives</u></p> <p>Train students to:</p> <ul style="list-style-type: none"> <li>- Identify and describe basic operation components, elements and techniques</li> <li>- Understand the Control Systems and dashboard</li> <li>- Understand transmission operation concepts</li> <li>- Describe backing and docking procedures</li> <li>- Describe and identify safe operating procedures such as visual searches, communication, speed and space management and effective night operation</li> <li>- Comprehend advanced operation practices such as hazard perception, skid control &amp; recover, jackknifing recovery, and railroad crossings</li> <li>- Identify, diagnose and assess vehicle systems malfunctions</li> <li>- Describe the relevant elements of roadside inspections and maintenance</li> </ul>

	<ul style="list-style-type: none"> <li>- List proper non-driving activities procedures for topics such as handling and documenting cargo, environmental issues, HOS requirements, and post-crash procedures</li> <li>- Demonstrate effective external communication techniques Demonstrate correct pre-trip, enroute, and post-trip inspection procedures</li> <li>- Perform correct straight-line backing, alley dock backing, off-set backing, parallel parking blind side and sight side</li> <li>- Demonstrate correct shifting procedures and standard vehicle controls (i.e. turn signaling, lane changes, managing curves at highway speeds, entries and exits, etc.)</li> <li>- Communicate using signals, and complete visual searches to ensure safe driver behavior</li> <li>- Demonstrate effective speed and space management</li> <li>- Analyze hazard perception standards and extreme driving conditions</li> </ul>
<b>Total Clock Hours</b>	120 Hours
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	To complete this program a student must earn a grade of pass in all evaluation areas. (See Evaluation Policies.)
<b>Job Classification</b>	This educational program is designed to prepare students for employment as Heavy and Tractor-Trailer Truck Drivers (SOC 53-3032).
<b>Final Tests or Exams</b>	No. Students are evaluated throughout the program on a pass/fail basis on all theory modules and skills demonstrations.

## Sequential Outline of Subject Matter

### Theory Instruction – 15 hours

- Basic Operation
  - Orientation
  - Control Systems/Dashboard
  - Pre- and Post-Trip Inspections
  - Basic Control
  - Shifting/Operating Transmissions
  - Backing and Docking
- Safe Operating Procedures
  - Visual Search
  - Communication
  - Distracted Driving
  - Speed Management
  - Space Management
  - Night Operation
  - Extreme Driving Conditions
- Advanced Operating Practices
  - Hazard Perception
  - Skid Control/Recovery, Jackknifing, and Other Emergencies

- Railroad-Highway Grade Crossings
- Vehicle Systems and Reporting Malfunctions
  - Identification and Diagnosis of Malfunctions
  - Roadside Inspections
  - Maintenance
- Non-Driving Activities
  - Handling and Documenting Cargo
  - Environmental Compliance Issues
  - Hours of Services Requirements
  - Fatigue and Wellness Awareness
  - Post-Crash Procedures
  - External Communications
  - Whistleblower/Coercion
  - Trip Planning
  - Drugs/Alcohol
  - Medical Requirements

**Practical Instruction – 105 hours**

- Range Instruction
  - Outside Vehicle Inspection
  - In Cab / Air Brake Testing
  - Straight Line Backing
  - Off-Set Backing
- Public Road Instruction
  - Vehicle Controls Including: Left Turn, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway
  - Shifting/Transmission
  - Communications/Signaling
  - Visual Search
  - Speed and Space Management
  - Safe Driver Behavior
  - Hours of Service (HOS) Requirements
  - Hazard Perception
  - Railroad (RR)-Highway Grade Crossing
  - Night Operation
  - Extreme Driving Conditions
  - Skid Control/Recovery, Jackknifing, and Other Emergencies

## 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 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.
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- 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.
- 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.
- 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 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://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 (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).
- 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 (<https://osar.bppe.ca.gov>).