

Bus & Truck  
*Advance*  
Driving School



INSTITUTION CATALOG  
JANUARY 1, 2017 thru DECEMBER 31, 2017

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## **DISCLOSURE STATEMENTS**

ABTDS is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. However, approval to operate does not imply that the Bureau endorses programs or that approval means that ABTDS exceeds minimum state standards. California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

ABTDS does not have 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. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

ABTDS does not admit students from other countries and does not provide visa services or English language services to prospective students and will not vouch for a student's status.

## **HOUSING OPTIONS**

ABTDS does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. ABTDS does not provide housing assistance services to the students. ABTDS has no responsibility to find or assist a student in finding housing.

There are hotels conveniently within a 5 mile radius of the school. Below are a few with the starting daily rates per room. The rates may change without notice. It is recommended that you call in advance to reserve space and to verify rates.

University Plaza 76.00/day  
Extended Stay America 64.00/day (recommended-has full kitchen)  
La Quinta Inn 52.00/day  
Quality Inn 60.00/day  
Red Roof Inn 60.00/day

Other options can be found online by searching hotels in Stockton, CA on google.com, yahoo.com or from any internet search engine of your choice.

ABTDS is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

ABTDS does not participate in Federal or State Student Aid programs. ABTDS does not offer loan programs.

ABTDS does not offer distance education courses.

The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

“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).”

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

“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.”

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution’s website to all prospective students.

The catalog is updated at least once a year or whenever charges to policies take place. The catalog shall be provided to each potential student upon request via an office visit, on line at our website or request a copy to be mailed.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.”

English language proficiency is documented by the admission interview and receipt of prior education documentation or the successfully completion of the ability to benefit test as stated in the admission process.

### **NON - DISCRIMINATION 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 School Director who is assigned the responsibility for assuring that this policy is followed.

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

The transferability of credits you earn at ABTDS 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 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 the ABTDS to determine if your certificate will transfer.

## MISSION STATEMENT

It is the mission of Advance Bus and Truck Driving School to provide excellent training to individuals and companies who desire to obtain a Class A or Class B commercial driver license as a career need or for recreational use. Our experienced, knowledgeable and friendly staff will help motivate, encourage and inspire our clients to be the very best drivers possible by utilizing industry standard equipment and individual focused training.

Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills as professional heavy vehicle drivers. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in today's transport industry.

### OBJECTIVES

- To provide the student with the skill to pass the Commercial Driver's License exam;
- To provide the student with the ability to safely operate a Class A or Class B vehicle;
- To encourage and foster the value of life-long learning in our students;

### DMV LICENSURE REQUIREMENT

All training programs are designed to lead to positions of employment as a commercial license driver. In order to obtain a State of California issued commercial license you must complete the following:

- All applicants for an original DL/ID card must submit proof of legal presence in the US as authorized under federal law (example – birth certificate or valid passport) and 2 forms of permanent California residency.
- Possess a non-laminated social security card
- Must be 18 years of age. Must be at least 21 years old to drive a commercial vehicle engaged in interstate commerce or to transport hazardous materials or wastes (intrastate or interstate commerce) (CVC §12515).
- A completed Commercial Driver License Application (DL 44C) form. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license.
- Provide your true full name
- Pass the federal DOT physical examination and NIDA-5 panel drug test and submit medical exam report (DL 51) to DMV. The DOT physical examination must be performed by an approved M.D, D.O., P.A, or N.P.
- You must take and pass vision, knowledge (law), and performance (pre-trip, skills, and driving, if required) tests to get your original CDL and/or endorsements or to upgrade to a different class of license. Law and vision tests may be required for renewals
- Pay applicable State of California application fee
- Be a California resident before applying for California CDL
- Surrender current license if issued by another state and apply for California license.
- Speak and understand the English language.
- Obtain a commercial driver permit by passing the following DMV written exams with scores of 80% or greater (or as modified by the DMV). Practice information for the exams can be found in the California commercial handbook.
  - General Knowledge (sect. 1-3), Air Brakes (sect. 5) and Combinations Vehicles (sect. 6). (Class C if you have not renewed your license within the past 12 months)
- You are allowed 3 attempts to pass each exam. If failure of any one exam 3 times a new permit application is required. Additional application fee must be paid.
- Any outstanding fees or penalties must be paid prior to taking the permit exams.
- Pass the following DMV hands on exams with the following scores
  - Pre-trip inspection -67 points or greater

- Driving-less than 31 points deducted
- Backing skills- less than 13 points deducted.

You are allowed 3 attempts to complete the hands-on exam. If you fail any portion of the exam it will count against the 3 attempts. If the failure occurs on either the driving or backing part of the exam there will be a minimum retest fee of \$40.00 assessed before your next attempt. If you fail on all 3 attempts then a new application is required and the applicant must acquire a new CDL permit and pay all applicable fees.

## **ADMISSION POLICIES**

### **PROCEDURES FOR ADMISSIONS**

The admissions process begins with the completion of a general questionnaire and an initial interview with the admission representative to determine if prospective student will meet the minimum requirements for enrollment and employment.

A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and arrange to see the school's facilities. The interview usually lasts approximately one-half hour. During that time, the admission representative will discuss the various aspects of the training program offered, tuition, and explain entrance requirements.

The prospective student shall receive the latest version of the catalog and the school's performance fact sheets for review. We will explain the documents and review the disclosures required by the Bureau for Private Postsecondary Education.

The admission representative will discuss the pros and cons of professional truck driving so candidates have all the relevant information to make an informed career decision. We believe it is important that candidates understand what it takes to become a professional driver before they get into the profession. The school will emphasize that safe and defensive driving habits are critical to the success of a professional driver.

The potential student shall be contacted within five (5) business days of the decision to enroll or decline enrollment. All decisions concerning admission are confidential. ABTDS reserves the right to accept or reject any applicant.

ABTDS does not accept credits earned at other institutions or through challenge examinations and achievement tests.

ABTDS does not have an articulation or transfer agreement with any other college, university or institution that provides for the transfer of credits earned in the program of instruction.

### **EXPERIENTIAL CREDIT**

ABTDS does not accept hours or credits through challenge examinations, or experiential learning. Advance Bus and Truck Driving does not award credit for prior experiential learning from other training institutions. Advance Bus and Truck Driving School will administer a behind the wheel test evaluation for potential students with prior commercial driving experience or holding a current commercial class A license, so that we may make a determination to what training program options will be available for the student. An evaluation fee of 250.00 will be assessed. If student enrolls within 30 days then evaluation charge will be waived. All assessments are final and there is no appeal process. The evaluation will be based on the following criteria:



Operation of Vehicle-No more than 40 errors

- Shifting ability on a 10 speed truck.
- Proper turning procedures
- Driver awareness and traffic checking
- Freeway entrance/exit procedures
- General driving behaviors

Vehicle Safety Inspection- No more than 25 errors

- Customer understands and identify which features and equipment on the vehicle should be inspected before operating the vehicle pursuant to Federal Motor Carrier Safety Administration (FMCSA) regulations §§391.11 (b)(2) and 383.133 (c)(5)

Basic Vehicle Control Skills- No more than 18 errors

- Straight line backing
- Parallel Parking
- Alley parking
- Off set parking
- Points shall be deducted for pulling forward to reposition, crossing boundary lines, and how the driver exits the vehicle.

## **TRAINING LOCATIONS**

All classroom training as well as enrollment shall take place at 315 West Fyffe Ave. Ste 162 Stockton CA 95203. Students shall be enrolled in one of the following timeslots :

7am-11am

12pm-4pm

5pm-8pm

## **ADMISSION REQUIREMENTS**

To make sure that we can properly prepare you for the CDL license exam all potential student of ABTDS must meet the following requirements prior to enrolling:

- Minimum of 18 yrs. old. 21 yrs. old to drive across state lines.
- Read, write & understand English at a high school graduate level.
- Provide proof of legal US residency.
- Must have possessed a class C license for at least 6 months.
- Ability to clear Dept. of Transportation physical and drug test.
- Possess a non-laminated social security card.
- Complete the application information form.
- Review school performance fact sheet
- Must be employable in the commercial driving industry
- Provide a state issued driver report with less than 3 points on your record

Verification of high school completion or equivalency or other documentation establishing the students ability to do college level work, such as successful completion of an ability-to-benefit test.

\*Additional requirements for Refresher Class A/B Program

- Have had prior commercial driving experience in the license class that student is applying for. Student must complete a pre-enrollment evaluation by one of our instructors to determine skill level.
- An evaluation charge of 250.00 will be assessed. If student enrolls within 30 days then evaluation charge will be waived.
- Upon completion of assessment the potential student shall be provided with their score. There are no

provisions for appeal of assessment decisions.

- Must meet the following scores: 40 on drive, 18 on backing, and 55 on vehicle inspection.
- Where local commercial driving is not the primary function of the job requirements. (example-PG&E or Caltrans) and is currently employed.

### **ABILITY TO BENEFIT EXAMS**

The Ability-to-Benefit test is an alternative for students to demonstrate that they have the ability to do college level work. It is the responsibility of the potential student to contact an independent test facility to schedule the exam. Students must pass the "ability to benefit" (ATB) exam by meeting the minimum scores:

Wonderlic Basic Skills Test                      Verbal- 200 Quantitative-210

Accuplacer    Reading Comprehension – 55 Sentence Skills – 60 Arithmetic – 34

### **ENGLISH LANGUAGE REQUIREMENTS**

ABTDS does not offer English as a Second Language. All classes are taught in English only. ABTDS students are required to speak and read English at a U.S. High School graduate grade level. All applicants whose first language is not English must demonstrate competence in the English language. The requirement relates to understanding the Enrollment Agreement, Disclosures and Statements Competency can be satisfied if the applicant completed high school in the United States or submits a diploma from a secondary school system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through one of the following:

1. Submission of an official minimum score on a written Test of English as a Foreign Language (TOEFL) or it's TOEFL Internet (iBT) equivalent. A minimum score of 500 on written TOEFL or 61 on the TOEFL iBT is required for admission to all programs. Applicants may also meet the minimum English Language Proficiency Testing System (IELTS) test.
2. Letter or certificate of completion of an English as a Second Language (ESL) Program at the intermediate level that has been approved by the BPPE.

Testing locations for the TOEFL exam can be found here <https://www.ets.org/bin/getprogram.cgi?test=toefl>. It is the student's responsibility to schedule test date and pay any applicable fees prior to completing the enrollment agreement

## ACADEMIC POLICIES

### GRADING AND EVALUATION PROCESS

Grade reports are issued to students at the completion of each week. Grades are based on the quality of work as shown by written tests and quizzes, practical work and satisfactory drills and driving progress must be performed consistently. The grading scale is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
D	1.0	69 – 60 %	Below Average
F	0.0	Below 59 %	Failing
I	0.0		Incomplete
W			Withdrawn

### STANDARDS OF ACHIEVEMENT

Grades are awarded on a percentage or point basis. A GPA average of 1.5 or higher is passing. Students shall be evaluated in each area of discipline. Students shall be evaluated weekly to meet the final accumulation of points per discipline. A score of 60% or greater per test is passing. Students must maintain at least a 1.5.

- Homework / Quizzes-weekly.
- Drive evaluations

Student will be graded on 140 points of driving. This will include turns, traffic checking, speed control and shifting in various traffic areas. The evaluation and testing will be only on the portion that the student has received instruction in. Over the course of the program all 140 points of driving shall be covered.

- Inspection Drills

Student will be tested on accurately identifying 88 components of the commercial vehicle. The checklist will determine the quantity of items correct vs. items missed.

The evaluation and testing will be only on the portion that the student has received instruction in. Over the course of the program all 88 points of the inspection shall be covered.

- Basic Skills (backing)

Students will be tasked to park the vehicle in various positions as well as back the vehicle in a

straight line. Points shall accrue each time the driver extends beyond the boundaries or pulls forward to reposition the vehicle. Students will be graded based

on a 5 point system per backing exercise. The evaluation and testing will be only on the portion that the student has received instruction in. Over the course of the program all backing skills shall be covered.

### GRADUATION REQUIREMENTS

Satisfactory drills and driving progress must be performed consistently and all tests and assignments must be completed and turned in. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Each student will be considered a graduate and receive a certificate of completion when student successfully complete outlined program hours and/or obtaining a GPA of 1.0 or greater. (student may graduate earlier than program hours allotted if they demonstrate the ability to advance). Upon completing and passing DMV CDL exams and requirements, students will receive an interim Commercial Driver License issued by DMV. The permanent CDL is mailed within 60 days

## **ACADEMIC PROBATION**

At the end of the each week, a grade is assigned to each student based on the teacher's evaluation of the student's in-class performance and test results. If the student's grade is below 60% the student will be automatically placed on academic probation, and informed directly by the instructor. The student on Academic Probation is allowed the opportunity to earn the required grade by receiving a grade of 60% or higher during the following training week. If the student's grade point average has not returned to a "D" (60%) or better, the student may be from the program. A student is allowed only one Academic Probation during the scheduled length of a program. The student can request reinstatement to the program by written request to the campus Director. A decision will be made within 3 business days.

## **ATTENDANCE**

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the trucking industry. Students are required to attend class daily. More than 3 unexcused absences is grounds for termination of training program. More than 5 excused absences is grounds for termination of training program. If a student's training program is terminated due to excessive excused absence that student will be allowed to re-enter upon next available start date. If a student's training program is terminated due to unexcused absence that student may re-enroll after a period of 3 months from termination date. Any make up classes shall be at the discretion of the School Director and will be scheduled by the director. Your timeslot is allocated to you. Days missed will count against your program time.

## **ATTENDANCE PROBATION**

Students are required to have an overall attendance rate of 70% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-fifth of the scheduled class hours in any week will be put on probation until the end of the next week.

## **ABSENCE**

An absence will be considered as "excused" under the following conditions: Sickness, death or birth in the immediate family. All excused absences must be in writing and will be at the discretion of the lead instructor and/or the School Director. All other absences will be considered "unexcused".

## **TARDINESS**

Tardiness is a disruption of a good learning environment and is strongly discouraged. We believe that punctuality is very important not only during the course but also in the transportation industry as a whole. Students who arrive more than twenty minutes late for without good reason on three occasions will be considered "unexcused".

## **MAKE UP WORK**

Excused absences will be given priority for make-up work. Students must schedule make-up work with the instructor. Make-up work for unexcused absences can be requested but requires approval of the campus Director. All incomplete work must be made up before a student can graduate from the course.

## **LEAVE OF ABSENCE**

Students are entitled to take only one leave of absence during any academic term provided that the duration of the leave will not significantly interfere with the planned completion of the program of study. If the leave of absence will significantly impact the planned completion of the program then a withdrawal of the program is required. A refund shall be issued in accordance with the Refund Policy.

Requests for leave must be submitted to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. After a no cost assessment, the student may return to school and will be reintroduced at the appropriate point depending on the results of the assessment.

The School Director may grant a leave of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

## **TERMINATION, APPEALS AND REINSTATEMENTS**

Students may be shall be terminated for failure to meet minimum standards for academic progress or the minimum conduct standards of the school, failure to attend school for 5 consecutive class days unexcused or failure to return from an approved leave of absence on the scheduled return date. Students have the right to appeal dismissal decisions made by the school by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to the conditions stipulated by the School Director.

Suspended or terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

## **GENERAL TERMS AND CONDITIONS**

### **STUDENT CONDUCT REQUIREMENTS**

Students are expected to dress and act properly while attending classes. Students must adhere to the guidelines including but not limited to:

- Attend class daily and on time. Missed days are not made up and will count towards total program hours.
- Maintain proper hygiene (clean clothes and person must be maintained daily).
- **Dress appropriately.** The following are not allowed :  
Do-rags, wave caps, hair scarfs, rollers, clothes that reveal private parts, shorts that expose the buttocks or any part of the cheek, tops that expose the nipple area or abdomen soiled pants or shirts, dirty hands, clothes that expose underwear, flip flops, sandals, high heel shoes or shoes that expose the toes.
- No smoking during class session. No eating or drinking in class unless approved by instructor.
- Complete homework and follow instructions explicitly.
- Follow rules and instructions of faculty.
- Keep vehicle/classroom clean

At the discretion of the school, a student may be dismissed for a serious incident(s) including but not limited to:

- Coming to class in an intoxicated or drug induced state.
- Academic deficiency
- Possession of drugs or alcohol on campus.
- Sexual misconduct, unsolicited sexual advances or behaviors
- Possession of a weapon on campus
- Behavior creating a safety or an emotional hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.
- Unsafe, unauthorized use or damaging operation of equipment.
- Excessive tardy or absence (More than 3 unexcused absence, 5 excused absence or 7 days of tardiness
- Willful damage of institution's equipment or facilities

### **GENERAL CONDUCT**

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. ABTDS defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause

for suspension or expulsion.

## **STUDENTS RIGHTS**

Students have the same rights and protections under the Constitutions of the United States and the State of California as other citizens. These rights include freedom of expression, press, religion, and assembly. Students have the right to be treated fairly and with dignity regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

## **STUDENT GRIEVANCE PROCEDURES**

Advance Bus and Truck Driving School is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student has the right to request a meeting with the campus director and or file a complaint with the office manager. The complaint shall be documented and the student shall receive a copy of the complaint for their records. The office manager will process the complaint and will work with the student in good faith to settle the dispute that is acceptable to the student and the institution.

The formal process will involve:

1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.
2. The Office Manager will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
3. A timeline for resolution will be delivered to the principals by the Office Manager of less than 5 days.
4. Interested parties will communicate with the Office Manager in order to make recommendations to resolve the grievance.
5. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint 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)

## **LIABILITY**

ABTDS assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 30 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

## **SEXUAL HARASSMENT**

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

## **STUDENT SERVICES**

Any services provided by ABTDS are limited to the job placement assistance listed below. Advance Bus and Truck Driving School makes a sincere effort to help graduates obtain employment. Students shall have access to the employment board available to them which will provide them:

- Name of company
- Locations
- Qualifications
- Salary (if included)

In order to best prepare the student for job placement we will provide the following services:

- Resume review and modification- this shall be performed by the office manager. We will make sure the student's resume accurately reflects their training received
- Practice Interviewing skills-to be performed by instructor. We will provide the student the opportunity to practice their interviewing skills and answer actual pre-hire questions.
- Employment search skills
- Hiring company referrals
- Internet access for employment search, email access and online applications
- Access to fax machine and copier to apply for jobs or make additional copies of requested employer documents.

## **JOB PLACEMENT SERVICES**

ABTDS has made arrangements with many of the trucking companies nationally and locally to offer conditional pre-hire letters for our students prior to graduation. It is the responsibility of the student to meet all other employer requirements in order to retain employment. ABTDS will provide the necessary training and Certificate of Completion that so many of the transportation companies require in order to fulfill the employment requirements.

Information or employment leads supplied by ABTDS regarding employers or placement assistance should not be considered either expressly or implied as a guarantee or promise of employment, an indication of the level of employment or compensation expected, or guaranteed placement of the types or job titles of positions for which students or graduates may qualify.

## **RETENTION OF RECORDS**

ABTDS will maintain student records for five years, as required by state law. Student transcripts will be permanently retained as required by section 94900(b) of the Code. Students have a right to access their records anytime that the institution is open and during normal business hours. A state issued driver license or identification card is required as proof of identity. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. 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.

**TRANSCRIPTS**

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$25.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request. ABTDS shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information: (a) The educational programs offered by ABTDS and the curriculum for each. (b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.(c) Any other records required to be maintained by California Private Postsecondary Education Act of 2009, including, but not limited to, records maintained pursuant to Article 16 (commencing with Section 94928). If the institution ceases to operate for any reason all student records and transcripts shall be maintained by the appointed Custodian of Record as required by the California Education Code.

**OFFICE HOURS**

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. ABTDS observes most major holidays and closes for a winter break between Christmas and New Year’s Day. A complete listing is provided at the back of this catalog.

**SCHEDULE OF STUDENT CHARGES**

Program of Study	Cost Breakdown				
	Registration	Tuition	*STRF	Drug Test	**Total Fees
	Non refundable	Refundable	Non Refundable	Non Refundable	Refundable
Super Session 196 Hours	\$210.00	\$5,600.00	\$0.00	\$60.00	\$5,870.00
Advanced Class A 160 Hrs.	\$210.00	\$4,500.00	\$0.00	\$60.00	\$4,770.00
Advanced Class B 128 Hrs.	\$210.00	\$3,500.00	\$0.00	\$60.00	\$3,770.00
Refresher Class A/B 60Hrs.	\$210.00	\$2,500.00	\$0.00	\$60.00	\$2,770.00

\*Since January 1st 2015 the STRF fee has been temporarily reduced to \$0.00

\*\*These are the total charges for the period of attendance and are the total charges for the entire program.

**Additional Fees include:**

Additional Hours	(Minimum of 4 hrs. 100.00/hr.)
DOT Physical	\$85.00
DMV Permit Fee	\$73.00*
TSA Background Check (Hazmat & TWIC)	\$220.00



The estimated schedule of total charges for the entire educational program is based on student adding any additional fees to the total fee listed above for the desired program. These fees are subject to change.

\*This amount is double if enrolled in SuperSession.

### **STUDENT TUITION RECOVERY FUND**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocation Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

## **CANCELLATION POLICIES**

You have the right to cancel the enrollment agreement you sign for a course of and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective from the post mark date or the date. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition 10-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

## **WITHDRAWAL POLICY**

A student has the right to withdraw from their chosen program at any time. shall occur when you give written notice to withdraw at the address of the school shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of withdrawal, if sent by mail, is effective from post mark date. The written notice of withdrawal need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. The request can be either hand delivered to an ABTD admissions representative, mailed to the address on the enrollment agreement or faxed to the 888 292 7310 number. Upon receipt of notice a refund shall be issued in accordance to the Refund Policy. If the student withdraws from the program after 60% of the time used then no refund shall be issued.

## **REFUND POLICY**

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$210.00 and the STRF fee, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

The formula used to calculate the appropriate refund amount is:

- (A) Tuition total divided by program hours to get daily rate charged.
- (B) Deduct the number of hours attended from total program hours to get hours remaining.
- (C) Multiply the total from (A) with the total from (B).
- (D) Deduct the registration fee and any other expenses incurred by student from the total of line (C).
- (E) The refundable amount shall be issued within 45 days.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 10 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 10 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

ABTDS reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Enrollment fees are not refundable.

## **PAYMENT POLICY**

ABTDS does not participate in the Federal or State Student Aid programs. Students assume the responsibility for payment of the tuition costs in full. Advance Bus and Truck Driving School is recognized as a Training Provider for the State of California and appears on the Eligible Training Provider List. (ETPL). We are authorized to provide training services to students on behalf of authorized Workforce Investment agencies and public entities. We do not provide loans, grants or make promises of qualification of loans or grants to any potential student. ABTDS accepts payment for tuition, and books and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

## **CAMPUS FACILITIES**

The ABTDS campus is located at Port of Stockton, 315, West Fyffe Avenue, Suite 162-B Stockton CA 95203 where all didactic classes are held. Training will be instructor led and will take place in an office space that is part of a multi-office complex.

The building has both central heating and air condition to each room. The classroom spacing is 12.5 ft. x 15.5 ft. and setting will allow for 8 students for seating and instructional purposes. The administration office is 12 ft. x 30 ft. and designed to allow for private meetings and consultation. Enrollment and recordkeeping takes place at this site. There are separate restrooms for men and women as well as available space for student parking. We have over 40,000 square feet of secured space allocated for parking and the training of commercial vehicle backing skills. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

### **Classroom tools will consist of:**

J.J. Keller truck driver training series

- Backing
- Coupling
- Shifting
- Rural and City Driving
- Hazardous Materials
- American Motor Association video
- Safety driving for commercial vehicles Video Communications
- Dual air systems
- Tail swing on buses
- Left and right turns for buses

FMCSA website(<http://www.fmcsa.dot.gov/>) Overhead projector

Dry eraser board and tables

### **Behind the wheel tools are of industry standards;**

- 10 speed 2003 CH-612 Mack tractor
- GVWR 33K lbs.
- Single Axle
- Sliding fifth wheel

10 speed 2007 Sterling tractor

- GVWR 37K lbs.
- Single Axle
- Sliding fifth wheel

1994 TMC Nova transit bus

- GVWR 28K lbs.
- 40 Passenger capacity
- 24” Safety cones

As the demands of the industry changes we will modify our equipment and training tools as necessary to meet industry standards.

## **LIBRARY**

Our facility does not offer a library. All documentation and information is provided to the student in either the curriculum or in the classroom. All other training is hands on training. Tutoring is also available upon request at no additional cost.

## **PROGRAM DESCRIPTIONS**

The following are the list of our programs. All of the following programs are designed to lead to employment as a commercial licensed driver and passing the State of California CDL exam. None of the programs are accredited by any accrediting agency recognized by the U.S. Department of Education. A degree will not be issued or obtained by completing any of the programs that we offer. Upon completion of the chosen program a Certificate of Completion will be issued covering F.M.C. safety rules/regulations in accordance with 49 CFR 380.503.

### **SUPERSESSION COMMERCIAL DRIVER CLASS A WITH PASSENGER ENDORSEMENT**

196 Clock Hours (under college level)

This program is a comprehensive training program designed to provide the necessary training to pass the California Department of Motor Vehicle exam and obtain both Class A license with passenger endorsement. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and cover the follow areas (Hours may be modified to support the success of each student. The program hrs. include 3 DMV behind the wheel attempts)

Classroom-	66 hours
Endorsement Training-	06 hours
Inspection Drills	45 hours
Driving Controls	16 hours
Shifting	13 hours.
Parking/Backing	22 hours.
General Open Road	27 hours.

Training will be provided on an industry standard 10- speed tractor and a minimum 28 ft. trailer as well as a 40- passenger transit bus with air brakes. Both shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle.

Upon completion of the training each student will have the knowledge of the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- To provide smooth and safe transport of goods
- Maintain a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- The ability to safely drive in local traffic as well as highway traffic.

- Properly connect and disconnect combination vehicles
- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Safe transport of passengers
- Knowledge to pass the DMV CDL license exam.

The graduate will qualify for employment in the following job classifications:

53-3021	Bus Driver Transit & Intercity-
53-3041	Taxi drivers and chauffeurs
53-3033	Driver/sales workers and truck drivers
53-3032	Heavy and tractor-trailer truck drivers
53-7051	Industrial truck and tractor operators

## **ADVANCED COMMERCIAL DRIVER CLASS A**

160 Clock Hours (under college level)

This program is a comprehensive training program designed to provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain a Class A license. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and cover the follow areas (Hours may be modified to support the success of each student. The program hrs. includes 3 DMV behind the wheel attempts)

Classroom-	54 hours
Endorsement Training-	05 hours
Inspection Drills	37 hours
Driving Controls	13 hours.
Shifting	11 hours.
Parking/Backing	18 hours.
General Open Road	22 hours.

Training will be provided on an industry standard 10- speed tractor and a minimum 28 ft. trailer. The equipment shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per vehicle.

Upon completion of the training each student will have the knowledge of the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- To provide smooth and safe transport of goods
- Maintain a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations

- The ability to safely drive in local traffic as well as highway traffic.
- Properly connect and disconnect combination vehicles
- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Knowledge to pass the DMV CDL license exam.

The graduate will qualify for employment in the following job classifications:

53-3033	Driver/sales workers and truck drivers
53-3032	Heavy and tractor-trailer truck drivers
53-7051	Industrial truck and tractor operators

### **ADVANCED COMMERCIAL DRIVER CLASS B- TRUCK OR BUS**

128 Clock Hours (under college level)

This program is a comprehensive training program designed to provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain a Class B license. It is a moderately paced program to provide maximum support for aspiring drivers to enter the commercial driving industry. The training program will be instructor led and cover the follow areas (Hours may be modified to support the success of each student. The program hrs. include 3 DMV behind the wheel attempts)

Classroom-	44 hours
Endorsement Training-	4 hours
Inspection Drills	29 hours
Driving Controls	10 hours.
Shifting	9 hours.
Parking/Backing	14 hours
General Open Road	18 hours.

Training will be provided on an industry standard 10- speed tractor or 40' passenger bus. The equipment shall exceed the 26,000 lb. state requirement to eliminate any restrictions. The class size will not exceed 3 students per instructor.

Upon completion of the training each student will have the knowledge of the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- To provide smooth and safe transport of goods
- Maintain a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- The ability to safely drive in local traffic as well as highway traffic.
- Properly connect and disconnect combination vehicles

- Left and right turns
- Lane assignment
- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Safe transport of passengers
- Knowledge to pass the DMV CDL license exam.

The graduate will qualify for employment in the following job classifications:

53-3021	Bus Driver Transit & Intercity-
53-3041	Taxi drivers and chauffeurs
53-3033	Driver/sales workers and truck drivers
53-7051	Industrial truck and tractor operators

### **ADVANCED REFRESHER PROGRAM CLASS A OR B**

60 Clock Hours (under college level)

This program is designed for individuals with either prior commercial driving experience or individuals that have or seek to have employment where commercial driving is not the primary function of their job (i.e. PGE, Railroad or tree trimming). It will provide the necessary training to pass the California Dept. of Motor Vehicle exam and obtain either Class A or B license. The training program will be leader led and cover the follow areas (Hours may be modified to support the success of each student. The program hrs. include 3 DMV behind the wheel attempt)

Classroom-	20 hours
Endorsement Training-	2 hours
Inspection Drills	14 hours
Driving Controls	5 hours.
Shifting	4 hours.
Parking/Backing	7 hours.
General Open Road	8 hours.

Training will be provided on a 10-speed semi-tractor and/or a minimum 28 ft. trailer. The class size will not exceed 3 students per instructor.

Upon completion of the training each student will have the knowledge of the following skills:

- Pre-trip vehicle inspection
- Safe and proper up shifting and downshifting
- To provide smooth and safe transport of goods
- Maintain a healthy diet while driving
- How to stay in compliance with federal and state transportation regulations
- The ability to safely drive in local traffic as well as highway traffic.
- Left and right turns
- Lane assignment

- Backing control skills
- Parking, loading and unloading
- Measured stops
- Controlled take off
- Effective pre-planning of routes
- Hazard scanning
- Freeway entry/exit and general travel
- Emergency procedures
- Mountain driving
- Federal Motor Carrier Safety Administration rules and regulations
- Adverse weather conditions
- Properly connect and disconnect combination vehicles
- Safe transport of passengers
- Knowledge to pass the DMV CDL license exam.

The graduate will qualify for employment in the following job classifications:

53-3021	Bus Driver Transit & Intercity-
53-3041	Taxi drivers and chauffeurs
53-3033	Driver/sales workers and truck drivers
53-3032	Heavy and tractor-trailer truck drivers
53-7051	Industrial truck and tractor operators

## **CLASS SCHEDULES**

In order to ensure quality of training there will be 3 sessions available for training. A course time hour is 50 minutes of instruction during a 60 minute period with a 10 min. breaks.

- 7 am-11am
- 12 pm-4pm
- 5 pm-8pm (class size for this session will not exceed 2)

## **FACULTY AND STAFF**

### **Woodrow Lucas** -Owner/Instructor

Woodrow has over 15 yrs. of commercial driving experience and over 20 yrs. of management and superior customer service training. He has developed training programs on behalf of fortune 500 companies as well as public sector agencies and school districts within the state of California. His success is largely attributed to excellent organizational and communication skills. His commitment to excellence will insure that ABTDS will provide the commercial driving industry the best qualified entry level drivers for years to come!

### **Valerie Lucas** - Office Manager

Valerie Lucas has a background in accounting as an alumni of Heald College. She gained valuable experience while working several years at Kaiser Permanente providing consulting services. Her attention to detail and confidentiality experience will prove to be a valuable asset while handling sensitive information and providing customer service and career consultation for our students. Our students will be in excellent hands with Valerie on board!



**SCHOOL HOLIDAYS**

New Year’s Day	January 2
Martin Luther King Day	January 16
Memorial Day	May 29
Independence Day	July 3-4
Labor Day	September 4
Veterans Day	November 10
Thanksgiving Day	November 23-24
Christmas	December 25-26

Winter Holidays will last from December 25, 2016 until January 3, 2017. Additional holidays or school closures may be declared at the discretion of the School Director.

**PROGRAM START DATES 2017**

New classes start every 2 weeks until the class is filled

	<u>START</u>	<u>END</u>		<u>START</u>	<u>END</u>
<b><u>JANUARY</u></b>	1/3/17	2/24/17	<b><u>JULY</u></b>	7/3/17	8/25/17
	1/17/17	3/10/17		7/17/17	9/8/17
	1/30/17	3/24/17		7/31/17	9/22/17
<b><u>FEBRUARY</u></b>	2/13/17	4/7/17	<b><u>AUGUST</u></b>	8/14/17	10/6/17
	2/21/17	4/21/17		8/28/17	10/20/17
<b><u>MARCH</u></b>	3/13/17	5/5/17	<b><u>SEPTEMBER</u></b>	9/11/17	11/3/17
	3/27/17	5/19/17		9/25/17	11/17/17
<b><u>APRIL</u></b>	4/10/17	6/2/17	<b><u>OCTOBER</u></b>	10/9/17	12/1/17
	4/24/17	6/16/17		10/23/17	12/15/17
<b><u>MAY</u></b>	5/8/17	6/30/17	<b><u>NOVEMBER</u></b>	11/6/17	12/29/17
	5/22/17	7/14/17		11/20/17	1/12/18
<b><u>JUNE</u></b>	6/5/17	7/28/17	<b><u>DECEMBER</u></b>	12/4/17	1/26/18
	6/19/17	8/11/17		12/18/17	2/9/18





















































