



2014

NorCal Truck Driving School, LLC

20010 Viking Way_ Bldg A_ Redding, CA 96003

Tel: 530-221-5151 / Fax 530-244-2972

CLASS "A" CALL TODAY!!!!!!

Email: norcaltruckschool@att.net

Website: www.norcaltruckdrivingschool.com

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GENERAL INFORMATION

OWNERSHIP

NorCal Truck Driving School is owned and operated by Rich Campbell. **NorCal Truck Driving School** is operated with integrity to provide driver training to enable students to obtain a Class A Commercial Driver's License, and have a career as a professional truck driver in the transportation industry.

AUTHORIZATION TO OPERATE

NorCal Truck Driving School is a private institution that has been approved to operate by the **Bureau for Private Postsecondary Education**. **NorCal Truck Driving School's** training programs and courses have been approved by the **Bureau for Private Postsecondary Education** according to California Education Code, Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under law for occupational instruction by private postsecondary educational institutions.

LOCATION

NorCal Truck Driving School, LLC, is located at the following address:

20010 Viking Way, Bldg. A

Redding, CA 96003

Phone: 530-221-5151

Fax: 530-244-2972

Email: norcaltruckschool@att.net

Website: www.norcaltruckdrivingschool.com

MISSION AND PURPOSE

The objective of **NorCal Truck Driving School** is to educate our students with the knowledge and skills necessary to pass the California Truck Driver License examination administered by the California Department of Motor Vehicles. The school is dedicated to providing quality individual training. The school's mission includes obtaining conditional job offers prior to the student's enrollment.

FINANCIAL PETITIONS

NorCal Truck Driving School has not filed a pending petition for bankruptcy and is not operating as a debtor in possession, nor has **NorCal Truck Driving School** 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.)

FACULTY

Operation Manager: Jody Peterson
Director of Instruction: Jody Peterson
Instructor: Jody Peterson
Instructor: Colton Grubb
Certified DOT Supervisors: Jody Peterson, Colton Grubb and
Leila Bonaventure
Office Manager Leila Bonaventure
Recruiter: Rich Campbell
Counselor: Rich Campbell
School Administrators: Rich Campbell and Jody Peterson

FACILITIES

NorCal Truck Driving School operates one training facility located at 20010 Viking Way (Bldg A), Redding CA 96003. The facility consists of approximately 5,400 square feet consisting of a front office/reception area, classroom, break-room, instructor's office, restroom, shop and maintenance area.

LEARNING RESOURCES

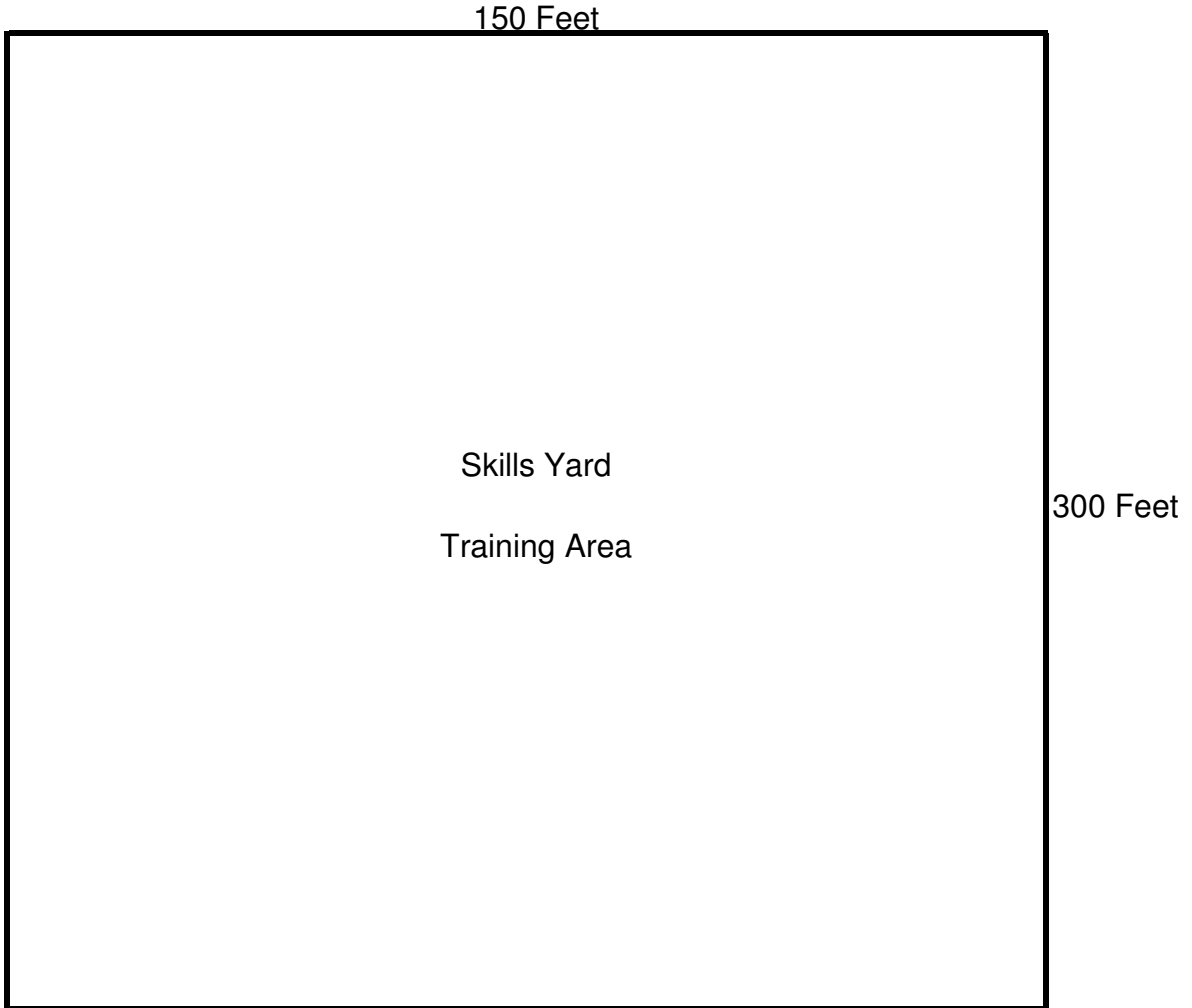
The school provides each student with the **Federal Motor Carrier Safety Regulation Handbook** which governs all aspects of the truck industry and the **California Commercial Driver Handbook** which contains all the information necessary to obtain and pass the test for a **Class A License**. Each student will be given the latest copy of JJ Keller and Associates Inc. **Motor Safety Report**. This report outlines pending legislation and new laws & regulations affecting the trucking industry.

Students can access the internet with their own laptop computer or use the classroom computer to lookup all aspects of trucking safety, state and federal laws and regulations. In the classroom, students have access to training videos on many aspects of truck driving and safety.

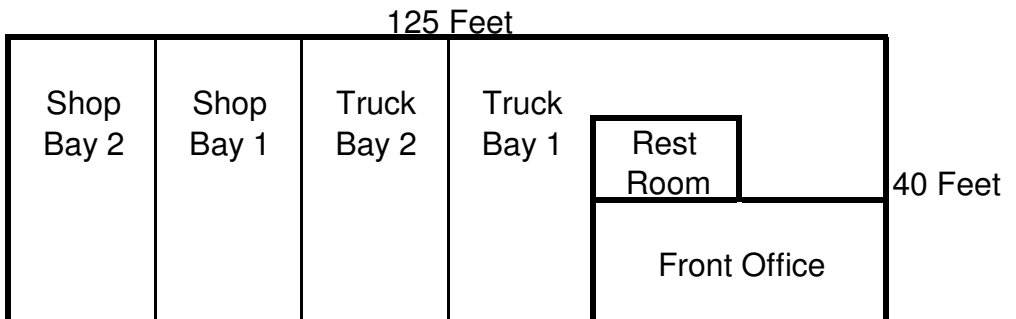
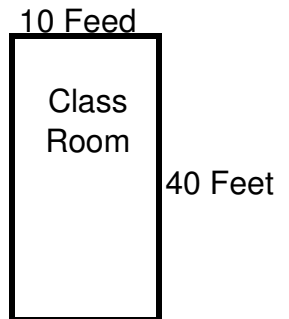
EQUIPMENT

NorCal Truck Driving School, LLC operates full size trucks (tractors) and trailers and maintains them in accordance with California's Department of Motor Vehicle and the Federal Department of Transportation. Currently the school operates two 2008 Volvos, a 96 Peterbilt water truck and a 94 Freightliner. The trailers consist of two 28 foot trailers and one 53 foot trailer.

CAMPUS MAP



NorCal Truck Drivng School, LLC.
20010 Viking Way, Bldg. A
Redding, CA 96003



ADMINISTRATIVE POLICIES

ADMISSION REQUIREMENTS

To apply to **NorCal Truck Driving School**, the applicant must meet the following criteria:

1. Applicants must submit a California Department of Motor Vehicles ten (10) year printout of their driving record.
2. Applicants must possess a California Drivers License
3. Applicants must possess a Social Security Card.
4. Applicants must be eighteen (18) years old. Applicants under twenty one years of age are restricted to intrastate driving (California Only).
5. Applicants must have a high school diploma or (GED) or pass an "ability to benefit" test given through the school.
6. Applicants applying for federal funds must have registered with the United States Selective Service prior to turning twenty six (26) years of age.
7. Applicants must fill out a **NorCal Truck Driving School**, Pre-Enrollment Application Packet.
8. Applicants with a Driving Under the Influence (DUI) must wait for a period of five (5) years after conviction or incarceration, whichever is the later, before applying. Multiple DUIs may disqualify an applicant.
9. Applicants with felony convictions must wait for a period of five (5) years after incarceration before applying. Some types of criminal history may disqualify an applicant.

ADMISSION PROCEDURE

Applicants applying to **NorCal Truck Driving School** will complete the school's Pre-Enrollment Packet. In addition to the prepared packet, the applicant is to submit a copy of their drivers license, social security card, birth certificate, DMV driving record (ten year printout), high school diploma or General Educational Development (GED) certificate, or pass the school's "ability to benefit" test. The school recruiter will evaluate the enrollment application. The applicant will apply on line for employment to two major trucking companies. If the applicant's applications are approved by the trucking companies, usually by the next day, the companies will issue a Conditional Pre-hire letter to the applicant and the school. The applicant will be given a skills test under the supervision of an instructor to enable the school and applicant to evaluate which training program will best meet the applicant's needs.

TUITION POLICY

The cost for schooling may be paid for by public funding entities, third part financing, school financing or student payment prior to enrollment. If the student pays their tuition in full, prior to the first day of class, the student is entitled

TUITION POLICY (Continued)

to a ten percent (10%) discount of their tuition. If a public entity funds only a portion of a student's costs for the school, **NorCal Truck Driving School** will finance the balance of the required costs.

FEDERAL AND STATE FINANCIAL FUNDING

NorCal Truck Driving School accepts student funding through the following programs:

1. Workforce Investment Act (WIA) of 1998. These funds are distributed through the Local Workforce Investment Areas (LWIAs) in the State of California. The Local Workforce Investment Area for Redding California is the Smart Business Resource Center located at 1201 Placer Street, Redding CA, 96001-1016, Phone No. (530-246-7911). To contact LWIA in your city; call your local Employment Development Department (EDD) for information.
2. The Rehabilitation Act of 1973. These funds are distributed through the Department of Rehabilitation. The local Department of Rehabilitation is located at 1900 Churn Creek Rd, Suite 100, Redding, CA 96002, Phone No. (530-224-4708). To locate the Department of Rehabilitation in your area, you may access the website www.dor.ca.gov.
3. Workers Compensation funding through various insurance companies.
4. Indian tribes.

THIRD PARTY FEES

In addition to the cost of the course, the current cost of the third party fees are as follows:

1. \$70.00 California Department of Motor Vehicles (DMV) Commercial Instruction Permit.
2. \$5.00 DMV ten year printout.
3. \$60.00 Physician's Department of Transportation (DOT) physical examination is required prior to testing for the Commercial Instruction Permit.
4. \$60.00 DOT drug test.
5. \$246.50 Hazmat Endorsement, transportation included, (**optional**).

These prices are subject to change at any time by the governing entities.

ACADEMIC POLICIES

ATTENDANCE POLICY

Attendance is extremely important. **NorCal Truck Driving School** takes great pride in the quality of our instruction and the quality of our graduates. Most of the instruction is hands-on training, therefore the student must be present to learn

STUDENT RIGHTS

1. *The student may cancel their contract with the school, without any penalty or obligation* on the seventh day following their first class session or seven days after signing their enrollment agreement, whichever comes first. Please read the Withdrawal Policy given to the applicant with the sample enrollment agreement in the Pre-Enrollment Packet.
2. After the end of the cancellation period, the student also has the right to stop schooling at any time, and the student has the right to receive a refund for the part of the course not taken. The student's refund rights are described in their Enrollment Agreement. If the student has lost their agreement, the student may ask the school for a copy of their agreement or view the **REFUND POLICY** in the school catalog which can also be found on the school's website
3. If the student has any grievance with the school, the student may notify the school administrator in a written letter addressed and mailed to:

**Norcal Truck Driving School,LLC.
20010 Viking Way Bldg A
Redding, Ca 96003**

An administrator will respond within three (3) business days addressing the issue. A student or any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet website: www.bppe.ca.gov.

4. If the school closes before the student graduates, the student may be entitled to a refund through the Student Tuition Recovery Fund from the Bureau for Private Postsecondary and Vocational Education.

**The Bureau for Private Postsecondary and Vocational Education
PO Box 980818
W. Sacramento, CA 95798-0818
(916) 445-3427
www.bppe.ca.gov**

TARDINESS POLICY

Students are expected to attend all scheduled classes at the scheduled starting time and to continue the schedule throughout the day. Students are required to call if they are going to be late for class.

LEAVE OF ABSENCE POLICY

In the event of a physical or personal problem resulting in the need for a student to request a leave of absence, the student should make the request in writing. A leave of absence is allowed, if approved by the student's funding entity and the Director of Instruction for **NorCal Truck Driving School**. A student must reschedule their return, in writing, to insure the availability of space and equipment. **The NorCal Truck Driving School's**, Director of Instruction will reschedule the student's training as soon as possible

DRESS CODE AND CONDUCT

Casual dress is acceptable. Students are expected to dress appropriately for the trade and meet industry (employer) standards for grooming. **NorCal Truck Driving School**, LLC students are expected to have regular attendance, be punctual, to complete assignments, participate in the classroom, and be respectful of fellow students completing skills exercises or over the road driving. Students are expected to conduct themselves in a professional manner as will be required when they are employed. A student may be dismissed from school for disrespectful behavior, or for creating a safety hazard to other students, administrators, or staff.

SUBSTANCE ABUSE

NorCal Truck Driving School will not tolerate the use of alcohol or drugs on the premises. All students and employees are subject to monthly random draws for drug and alcohol testing. If an employee is under the influence of either substance while on the school premises, he/she is subject to immediate dismissal. If a student comes to school under the influence of either substance, he/she is subject to immediate dismissal. If another agency is involved, that agency will be notified. Substance abuse among students will be dealt with in a proper and legal manner.

BILINGUAL INSTRUCTION

NorCal Truck Driving School does not offer instruction in languages other than English.

ACCEPTANCE OF CREDITS

NorCal Truck Driving School has not entered into an articulation or transfer agreement with any other college or university. **NorCal Truck Driving School** does not accept transfer of credits from other institutions, credits through challenge exams, or achievement tests. Students will be required complete the full course or training program to obtain a Certificate Achievement from **NorCal Truck Driving School**.

CANCELLATION, WITHDRAWAL AND TERMINATION POLICY

CANCELLATION POLICY

A student may sign their enrollment agreement any time prior to starting a course or training program. The student may cancel their enrollment agreement any time prior to the first day of class. Cancellation shall become effective when the student gives written notice of cancellation. The written notice must be addressed and delivered to the school at the following address:

NorCal Truck Driving School, LLC
20010 Viking Way, Building A
Redding, CA 96003

The written notice of cancellation can be mailed, hand delivered or sent by telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, however expressed, is effective, if it shows the student no longer wishes to be bound by their enrollment agreement.

The student will be given a Notice of Cancellation form, as Exhibit E in the enrollment agreement. The student may remove the Notice of Cancellation from the enrollment agreement and use this notice to cancel their enrollment agreement.

If the school gives the student equipment, books, study materials or other items, they can be returned to the school at no cost to the student. Provided the items are returned in good condition within seven calendar days of the Notice of Cancellation. Good condition means that the items have not been written on, torn or damaged in any way.

If the items are not returned to the school within seven calendar days after the Notice of Cancellation becomes effective, the items become the property of the student. The student will be charged for items that become the student's property and any third party fees paid on behalf of the student.

The school will return any monies due to the student within thirty (30) days after the Notice of Cancellation becomes effective.

WITHDRAWAL NOTICE POLICY

The student has the right to withdraw from a course or training program at any time beginning on the first class session. Withdrawal shall become effective when the student gives written notice of withdrawal. The written notice must be addressed and delivered to the school at the following address

NorCal Truck Driving School, LLC
20010 Viking Way, Building A
Redding, CA 96003

WITHDRAWAL NOTICE POLICY (Continued)

The written notice of withdrawal can be mailed, hand delivered or sent by telegram.

The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of withdrawal need not take any particular form. However expressed, the notice of withdrawal is effective if it shows the student no longer wishes to be bound by their enrollment agreement. The student will be given two Withdrawal Notice forms, as Exhibit D in their enrollment agreement. The student may remove the Withdrawal Notice from the enrollment agreement and use this notice to withdraw from their enrollment agreement. These notices may be used on the first day of class or any time thereafter.

NOTICE OF WITHDRAWAL-EXAMPLE

As a student of NorCal Truck Driving School, I hereby withdraw from NorCal Truck Driving School and all services offered in my enrollment agreement. This withdrawal notice is to take effect immediately. Please refund any monies due to me as soon as possible. (Student is to sign and date the withdrawal)

REFUND POLICY

If the school gives the student equipment, books, study materials or other items, they can be returned to the school at no cost to the student, provided the items are returned in good condition within seven calendar days of the cancellation, withdrawal, or termination notice. Good condition means that the items have not been written on, torn, or damaged in any way.

If the items are not returned to the school within seven calendar days after the cancellation, withdrawal, or termination notice becomes effective, the items become the property of the student.

The student will be charged for items that become the student's property and any third party fees paid on behalf of the student.

If the student withdraws from the course of instruction within seven calendar days of the first class session, the student is entitled to a full refund of their tuition.

If the student withdraws from a course or training program seven calendar days after the first class session, the student's refund will be prorated from the first day to the day the Withdrawal Notice takes effect.

TERMINATION OF STUDENT

The student will be terminated for the following reason:

1. Concealment of physical ailment or prevailing disability that could hamper the student's ability to safely drive and perform necessary duties inherent to truck driving. In the event of any misrepresentation or omission of this information.
2. Testing positive on a DOT drug test or refusing to take the test.

TERMINATION OF STUDENT (Continued)

- 3. Using illegal drugs.
- 4. The use of alcohol on school premises
- 5. Disrespecting the staff.
- 6. Bullying or fighting on the school's premises.

TERMINATION LETTER-SAMPLE

After a careful investigation, I have concluded that you have violated the policy of using illegal drugs. Although you did not test positive on a DOT drug test, your refusal to take the test is the same as testing positive. In light of this fact, you are dismissed from NorCal Truck Driving School, effective immediately, (date)
If you have any questions or need clarification, please contact me.
You have the right to request a review of this action by filing an Appeal.

EXAMPLE OF REFUND

This example assumes that all the third party fees have been paid by the school except the hazmat fee of \$86.50. The student returned one book that costs \$6.00. Student withdraws from the course after the ninth day of scheduled classes.

Total training program is one hundred sixty (160) hours.

The total tuition cost is four thousand dollars, (\$4,000.00)

Hours of instruction equals (9 days x 8 hours/day = 72 Hours).

Tuition refund: \$4,000.00 x (160hr-72hr)/160hr = \$ 2,200.00	Refund \$2,200.00
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Hazmat refund: \$86.50	\$86.50
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Book refund: \$6.00	<u>\$6.00</u>
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Total Refund	<u>\$2,292.50</u>
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REIMBURSEMENT TO VETERANS

For information or resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-800-827-1000.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money, if a student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up its enrollment agreement or refusing to pay a court judgment. It is a state requirement, if a student pays their own tuition, the student is required to pay a state-imposed assessment to the Student Tuition Recovery Fund.

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

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

- 1. You are a student, who is a California resident, or are enrolled in a

6215. STUDENT TUITION RECOVERY FUND DISCLOSURES (Continued)

residency program, and prepay all or part of your tuition either by cash, guaranteed student program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans and residents, or are enrolled in a residency program attending certain school regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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 materials for which a charge was collected within 180 days before the closure 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."

Please Note: If the student is not a resident of California, not enrolled in a residency program, or is the recipient of a third-party payer of tuition and/or course costs, such as Workforce Investment vouchers or Rehabilitation funding, the student is not eligible for protection under the Student Tuition Recovery Fund.

COURSE AND PROGRAM TRAINING GENERAL INFORMATION

NorCal Truck Driving School classes are scheduled from 8:00 AM to 4:30 PM, with half hour lunch break. The school is closed on holidays. The school uses the latest training techniques in the industry. Course training focuses on pre-trip inspection, in-cab air brakes test, skills, and on the road driving, utilizing conventional tractors and twenty eight foot trailers. Training includes driving on mountain roads, city streets, and freeways. Students will also be exposed to the use of double trailers, fifty three foot van trailer, and drive a cab-over tractor and water truck. The school's maximum ratio of students to instructor is four (4) for truck driver training, and sixteen (16) for classroom instruction.

COURSE AND TRAINING PROGRAM PURPOSE

ONE DAY INTRODUCTORY COURSE: 8 HOURS

The purpose of the one day course is two fold. First, to provide students, who already have a Commercial Instruction Permit and experience driving, to gauge how much more training he/she needs, if any. Secondly, to expose the student to the training required to obtain a Class A license. The training consist of two hours of Pre-Trip Inspection and In-Cab Air Brakes Test, two hours of Skills, two hours of on the road driving and two hours of Department of Motor Vehicles procedures. Prior to a student testing for their Class A License at the California Department of Motor Vehicles, the student must pass the school's behind the wheel drive test.

ONE WEEK PERMIT AND ENDORSEMENT COURSE: 40 HOURS

This course is designed to help students acquire a Commercial Instruction Permit and the Doubles and Triples, Tanker, and Hazmat Endorsements. The student will be given a D.O.T. physical and drug test. The course provides a California Commercial Driver Handbook, study material, and a **NorCal Truck Driving School Study Guide**. School personal are available to answer questions and explain the material in the California Commercial Driver Handbook.

ONE WEEK REFRESHER COURSE: 40 HOURS

This program is for drivers who don't have recent driving experience and employers who are requiring a forty hour refresher course. The student must have a Class A License and have taken a D.O.T. drug test within the last thirty days prior to starting the class. The class training consistS of a review of log books, safe driving practices, stopping distances, coupling and uncoupling, tandem sliding, weight adjustment, chain installation, Pre-Trip Inspection, In-Cab-Air Brake test, backing skills, and hands on behind the wheel driving and shifting skills.

TWO WEEK REFRESHER COURSE: 80 HOURS

This program is for drivers who don't have recent driving experience and employers who are requiring a eighty hour refresher course. The student must have a Class A License and a D.O.T. drug test within the last thirty days prior to starting the class. The class training consist of a review of log books, safe driving practices, stopping distances, coupling and uncoupling, tandem sliding, weight adjustment, chain installation, Pre-Trip Inspection, In-Cab-Air Brake test, backing skills, review of DOT Rules & Regulation and hands-on behind the wheel driving and shifting skills.

FOUR WEEK TRAINING PROGRAM: 160 HOURS

This program is for entry level students who have obtained their Commercial Instructor Permit from the California Department of Motor Vehicles and have their

FOUR WEEK TRAINING PROGRAM (Continued)

endorsements. The class training consistS of log books, safe driving practices, stopping distances, coupling and uncoupling, tandem sliding, weight adjustment, chain installation, Pre-Trip Inspection, In-Cab-Air Brake test, backing skills, hands-on behind the wheel driving and shifting skills and a four hour class on California Highway Patrol Awareness, taught by the California Highway Patrol. Introduction to the Federal Department of Transportation (DOT) Rules & Regulations. Field trip to the California Highway Patrol Cottonwood Inspection Facility.

FIVE WEEK PERMIT & TRAINING PROGRAM: 200 HOURS

This course combines the **ONE WEEK PERMIT AND ENDORSEMENT COURSE** and the **FOUR WEEK TRAINING PROGRAM**.

FIVE WEEK TRAINING PROGRAM: TWO HUNDRED HOURS

This program includes and extends the **Four Week Training Program** one week and is designed for entry level students who have little or no experience driving stick shift transmission and/or backing up of trailers. The additional one weeks of training focuses on straight-line backing, off-set backing, ally docking, parallel parking, behind the wheel driving and shifting skills.

SIX WEEK TRAINING PROGRAM: TWO HUNDRED FORTY HOURS

This program includes and extends the **Four Week Training Program** tw weeks and is designed for entry level students who have no experience driving stick shift transmission and/or backing up of trailers. The additional two weeks of training focuses on straight line backing, off set backing, ally docking, parallel parking, behind the wheel driving and shifting skills.

COURSE AND TRAINING PROGRAM SCHEDULES

Note: The following hours are average times to complete training. Actual hours will vary based on the individual needs and abilities of each student.

ONE DAY INTRODUCTORY COURSE: EIGHT HOURS

Course Cost: \$ 250.00

Overview of Class A License Requirements: 8 Hours	Hours
Pre-trip and In-Cab Brake Test	2
Backing Skills	2
Driving and Shifting Skills	2
Float Time	2

ONE WEEK PERMIT AND ENDORSEMENT COURSE: FORTY HOURS

Course Cost: \$ 250.00

Classroom: 40 Hours	Hours
DOT Physical and Drug Test	2
California Commercial Driver Handbook	2
General Knowledge	6
Air Brakes	6
Combination Vehicles	6
Doubles & Triples Endorsement	4
Tanker Endorsement	4
Hazmat Endorsement	8
Commercial Instruction Permit	2

ONE WEEK REFRESHER TRAINING PROGRAM: FORTY HOURS

Training Program Cost: \$ 1,200.00

Classroom, Pre-Trip, Backing & Driving Skills: 40Hour	Hours
Log Books	3
Safe Driving Practices	2
Stopping Distances	2
Coupling & Uncoupling	2
Tandem Sliding	2
Weight Adjustment	2
Chain Installation	2
Pre-Trip Inspection	7
In-Cab Air Brake Test	4
Backing Skills	7
Driving and Shifting Skills	7

TWO WEEK REFRESHER TRAINING PROGRAM: EIGHTY HOURS

Training Program Cost: \$ 2,400.00

Introduction, Orientation and Classroom: 22 Hours	Hours
Introduction	1
Orientation	1
Commercial Driver Handbook	4
Log Books & Hours of Service	5
D.O.T. Laws & Regulations	3
Emergency Procedures	2
Mirrors & Blind Spots	2
Weights, Lengths & Heights of Vehicles	4

TWO WEEK REFRESHER TRAINING PROGRAM (Continued)

Pre-Trip Vehicle Inspections: 10 Hours **Hours**

Tractor & Trailer Identification	4
Inside Cab & Air Brake Identification	4
Brake Adjustment	2

Driving Skills: 11 Hours **Hours**

Measured Stop	2
Alley Dock	4
Parallel Parking	3
Straight Line Backing	2

Safe Driving Operation of Tractor: 22 Hours **Hours**

Shifting Maneuver	12
Braking Techniques	5
Speed Management	5

Coupling, Uncoupling & Sliding Tandems: 5 Hours **Hours**

Coupling & Uncoupling Tractor-Trailers	1
Coupling & Uncoupling Fifth-Wheel Slide	2
Tandem Rear Axle Slider	2

Float Time: 10 Hours **Hours**

Student to focus on needed training	10
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FOUR WEEK TRAINING PROGRAM: ONE HUNDRED SIXTY HOURS

Training Program Cost: \$ 4,400.00

Introduction, Orientation and Classroom: 20 Hours **Hours**

Introduction	1
Orientation	1
Commercial Driver Handbook	3
Log Books & Hours of Service	3
D.O.T. Laws & Regulations	5
Emergency Procedures	2
Air Brake Systems	2
Mirrors & Blind Spots	1
Weights, Lengths & Heights of Vehicles	1
Pre-Pass-Map Reading	1

Pre-Trip Vehicle Inspections: 40 Hours **Hours**

Tractor & Trailer Identification	30
Inside Cab & Air Brake Identification	10

FOUR WEEK TRAINING PROGRAM (Continued)

Driving Skills: 48 Hours	Hours
Measured Stopping	7
Measured Right Turns	8
Alley Dock	10
Parallel Parking	13
Straight Line Backing	5
Button Nose Hooks	5

Safe Driving, Observation & Operation: 45 Hours	Hours
Shifting Maneuver	15
Braking Techniques	5
Managing Space Perception	25

Coupling, Uncoupling & Sliding Tandems: 7 Hours	Hours
Coupling & Uncoupling Tractor-Trailers	3
Coupling & Uncoupling Fifth-Wheel Slide	1
Tandem Rear Axle Slider	1
Pintle Hook Assemble	1
Converter Dolly	1

FIVE WEEK PERMIT & TRAINING PROGRAM: TWO HUNDRED HOURS
Training Program Cost: \$ 5,200.00

Commercial Instruction Permit & Endorsements: 42	Hours
Introduction	1
Orientation	1
General Knowledge	6
Air Brakes	6
Combination Vehicles	6
Doubles & Triples Endorsement	6
Tanker Endorsement	6
Hazmat Endorsement	8
Commercial Instruction Permit	2

Introduction, Orientation and Classroom: 18 Hours	Hours
Commercial Driver Handbook	3
Log Books & Hours of Service	3
D.O.T. Laws & Regulations	5
Emergency Procedures	2
Air Brake Systems	2
Mirrors & Blind Spots	1
Weights, Lengths & Heights of Vehicles	1
Pre-Pass-Map Reading	1

FIVE WEEK PERMIT & TRAINING PROGRAM (Continued)

Pre-Trip Vehicle Inspections: 40 Hours	Hours
Tractor & Trailer Identification	30
Inside Cab & Air Brake Identification	10

Driving Skills: 48 Hours	Hours
Measured Stopping	7
Measured Right Turns	8
Alley Dock	10
Parallel Parking	13
Straight Line Backing	5
Button Nose Hooks	5

Safe Driving, Observation & Operation: 45 Hours	Hours
Shifting Maneuver	15
Braking Techniques	5
Managing Space Perception	25

Coupling, Uncoupling & Sliding Tandems: 7 Hours	Hours
Coupling & Uncoupling Tractor-Trailers	3
Coupling & Uncoupling Fifth-Wheel Slide	1
Tandem Rear Axle Slider	1
Pintle Hook Assembly	1
Converter Dolly	1

FIVE WEEK TRAINING PROGRAM: TWO HUNDRED HOURS

Training Program Cost: \$ 5,200.00

Introduction, Orientation and Classroom: 20 Hours	Hours
Introduction	1
Orientation	1
Commercial Driver Handbook	3
Log Books & Hours of Service	3
D.O.T. Laws & Regulations	5
Emergency Procedures	2
Air Brake Systems	2
Mirrors & Blind Spots	1
Weights, Lengths & Heights of Vehicles	1
Pre-Pass Map Reading	1

Pre-Trip Vehicle Inspections: 50 Hours	Hours
Tractor & Trailer Identification	30
Inside Cab & Air Brake Identification	20

FIVE WEEK TRAINING PROGRAM (Continued)

Driving Skills: 68 Hours	Hours	
Measured Stopping	7	
Measured Right Turns	8	
Alley Dock	15	
Parallel Parking	18	
Straight Line Backing	15	
Button Nose Hooks	5	68

Safe Driving, Observation & Operation: 55 Hours	Hours	
Shifting Maneuver	20	
Braking Techniques	5	
Managing Space Perception	30	55

Coupling, Uncoupling & Sliding Tandems: 7 Hours	Hours	
Coupling & Uncoupling Tractor-Trailers	3	
Coupling & Uncoupling Fifth-Wheel Slide	1	
Tandem Rear Axle Slider	1	
Pintle Hook Assemble	1	
Converter Dolly	1	130

SIX WEEK TRAINING PROGRAM: TWO HUNDRED FORTY HOURS
Training Program Cost: \$ 4,400.00

Introduction, Orientation and Classroom: 40 Hours	Hours	
Introduction	1	
Orientation	2	
Commercial Driver Handbook	7	
Log Books & Hours of Service	8	
D.O.T. Laws & Regulations	3	
Emergency Procedures	2	
Air Brake Systems	2	
Mirrors & Blind Spots	2	
Weights, Lengths & Heights of Vehicles	8	
CHP Inspection Facilities	4	
Pre-Pass	1	

Commercial Driver Written Tests: 40 Hours	Hours	
General Knowledge	6	
Air Brakes	10	
Combination Vehicles	6	
Doubles and Triples	6	
Tank Vehicles	6	

SIX WEEK TRAINING PROGRAM (Continued)

Hazardous Materials/Wastes	6
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Pre-Trip Vehicle Inspections: 35 Hours **Hours**

Tractor & Trailer Identification	20
Inside Cab & Air Brake Identification	15

Driving Skills: 40 Hours **Hours**

Measured Stopping	5
Measured Right Turns	5
Alley Dock	13
Parallel Parking	12
Straight Line Backing	5

Safe Driving Operation of Tractor: 45Hours **Hours**

Shifting Maneuver	10
Braking Techniques	10
Managing Space Perception	25

Coupling, Uncoupling & Sliding Tandems: 5 Hours **Hours**

Coupling & Uncoupling Tractor-Trailers	1
Coupling & Uncoupling Fifth-Wheel Slide	1
Tandem Rear Axle Slider	1
Pintle Hook Assemble	1
Converter Dolly	1

Float Time: 35 Hours **Hours**

Student to focus on needed training	35
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STUDENT RECORDS

TRANSFERRING TO ANOTHER INSITUTION

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND

CREDENTIALS EARNED AT THIS SCHOOL. The transferability of credits the student earned at **NorCal Truck Driving School** is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the credits the student earned at **NorCal Truck Driving School** is also at the complete discretion of the institution to which you may seek to transfer. If the credits that the student earned at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of their course work at the institution. For this reason the student should make certain that their attendance at this institution will meet their educational goals.

TRANSFERRING TO ANOTHER INSTITUTION (Continued)

This may include contacting an institution to which the student may seek to transfer after attending **NorCal Truck Driving School** to determine if their credits will transfer.

ACCEPTANCE OF CREDITS

NorCal Truck Driving School has not entered into an articulation or transfer agreement with any other college or university. **NorCal Truck Driving School** does not accept transfer of credits from other institutions, credits through challenge exams, or achievement tests. Students will be required to complete the full Course or Training Program to obtain a Certificate of Achievement from **NorCal Truck Driving School**.

TESTING

NorCal Truck Driving School's. Exit Examination

- General Knowledge
- Air Brakes
- Combination Vehicles
- Tankers
- Doubles and Triples
- Hazardous Materials.
- Pre-Trip
- In-Cab Air Brake Test
- Backing Skills
- City and Freeway on the driving.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

A Certificate of Achievement will be awarded to a student who meets the following requirements.

1. Complete the Training Program's hours.
2. Pass the school's Exit Examination with a letter grade of C or better.
3. Receive a Class A Commercial License issued by the State of California Department of Motor Vehicles.

MAINTENANCE OF RECORDS

All documents received from students are private and confidential. They are viewed solely by **NorCal Truck Driving School** qualified personnel. All academic records are kept separate from financial records. When the documents are not in use, they will be locked in metal filing cabinets in the school's alarmed facility. *An institution is required to maintain records in this state. In addition to permanently retaining a transcript, the institution shall maintain for a period of five years the pertinent student records stated below from the student's date of withdrawal.*

REQUIRED STUDENT RECORDS

1. An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
2. An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - a. The degree or certificate granted and the date on which that degree or certificate was granted.
 - b. The courses and units on which the certificate or degree was based.
 - c. The grades earned by the student in each of those courses.

STUDENT SERVICES

TRANSPORTATION

Public transportation is available with stops located close to the NorCal NorCal Truck Driving School, LLC campus

JOB PLACEMENT ASSISTANCE

The school's goal is to assist students in obtaining Conditional Pre-hire Letters from major trucking companies prior to the student's enrollment. The student's selection of employment is a continuing process while attending school and may result in many job offers. The school recommends that students choose the trucking company that best meets their needs.

EMPLOYMENT TRAINING PROGRAMS

Several trucking companies offer additional pre-employment training to allow additional driving experience. The Pre-Employment training programs are typically paid per diem at a rate of \$50 per day. Housing is accommodated at the expense of the Employer providing training. Also, many trucking companies have tuition reimbursement programs.

HOUSING

NorCal Truck Driving School does not offer housing or have dormitory facilities under its control. **NorCal Truck Driving School** will assist a student to find temporary housing. The most readily available housing is one of the local motels. The motel Costs range from \$250.00 to \$270.00 a week

COURSE RECOMMENDATION

An instructor will give an applicant a skills evaluation in order to make a recommendation to the applicant as to which class to take. However, the

COURSE RECOMMENDATION (Continued)

applicant may choose any training program provided that the applicant meets the program requirements.

QUESTIONS

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 Post Secondary Education
2535 Capital Oaks Drive, Bldg. 400
Sacramento, CA 95833
Phone: 888-370-7589/Fax: 916-263-1897
Website: www.bppe.ca.gov

COMPLAINTS

A student of any member of the public may file a complaint about this institution with the Bureau for Private Post Secondary Education by calling 888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet website: www.bppe.ca.gov.

SCHOOL PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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