

DAVE TRUCK DRIVING SCHOOL

davetruckdrivingschool.com

“Become a Professional Truck Driver”



1 - on - 1 Focused Training

Instructors with 15+ years of Experience

Flexible and Extended Class Hours

Effective Dates: May 1, 2024 through April 31, 2025

Revised April 2024

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OVERVIEW

- Our School is conveniently located in West Sacramento, CA. With easy on/off access to I-80 and Hwy 50.
- Due to our proximity to West Sacramento DMV, our students have the advantage of learning to drive on DMV exam routes.
- Our School opened our doors in 2020 as a non- accredited institution with just one truck and trailer.
- In 2021-2022, 280 Students tested for the Commercial driver license exam at the DMV. 276 obtained their commercial driver license on their 1st attempt.
- All Instructors have a minimum of 15yrs experience – from local deliveries in Major Cities throughout the U.S. to Long Distance across the country, OTR.
- Our commitment to our students is proven by our results, our small class size and experienced instructors is what sets our school apart.
- Our Flexibles and extended hours allow students to work around their busy schedules.
- We utilize some of the most basic equipment and teach students all the skills required to keep it practical.
- School Teaching Methods – Classroom or Open Air - One on One
- We don't believe in short term relationships but long term hence our team works hard to create employment opportunities for all.
- School focus is safety and unlike other schools which are geared towards just CDL.
- Upon graduation, job placement opportunities are offered to all students including students with challenges.

ABOUT

Dave's School of Truck Driving is a leading institution in preparing high-quality truck drivers. Initially starting with just one truck and one instructor in a modest office space in West Sacramento, California, the school aimed to deliver comprehensive training programs for entry-level truck drivers. Dave envisioned a school that would not only offer practical skills but also instill professional values and industry knowledge crucial for a successful career in commercial driving.

Purpose and Philosophy

Dave's School of Truck Driving is dedicated to equipping students with the skills and knowledge necessary for entry-level positions in the trucking industry. Our programs are designed around the California Commercial Driver Handbook as a framework, ensuring that students receive training that aligns with state and federal standards. The curriculum integrates essential information from the California Commercial Motor Vehicle Safety Program, making sure our graduates are fully prepared for their Commercial Driver License (CDL) exams.

Our programs emphasize safety and professionalism, incorporating guidelines from the Department of Transportation (DOT) Safety Rules & Regulations and the Federal Motor Carrier Safety Regulations Manual (FMCSR). We also include standards from significant professional organizations to ensure our training is relevant and comprehensive.

Educational Objectives

At Dave's School of Truck Driving, our primary educational objective is to prepare students for entry-level or advanced positions as commercial drivers. We also offer specialized and continuing education programs to enhance career opportunities within the commercial driving sector.

Primary Objectives:

Equip students with comprehensive knowledge of commercial driving rules and regulations.

Train students in safe driving practices and adherence to professional standards.

Ensure students are prepared for the CDL exams and entry-level commercial driving positions.

Secondary Objectives:

Offer specialized and continuing education programs as value-added components for career growth.

Provide additional training aligned with emerging industry trends and technological advancements.

Commitment to Excellence

Dave's School of Truck Driving continually seeks to align its training programs with evolving federal and state standards. By maintaining high completion and placement rates, the school demonstrates its dedication to producing proficient, safety-conscious drivers ready to meet the needs of the trucking industry.

Locations

- Administrative Office, Classrooms and Library Resource Center are located at 2945 Ramco Street #170 West Sacramento CA 95691, USA.

Yard Address: 3501 First St, West Sacramento, CA 95691, USA

COURSE SYLLABUS FMSCA

{Ed Code §94909 (a) (6)}

All programs are designed to lead to positions in a profession, occupation, trade, or career field requiring the Commercial Driver's License (Class A or B).

According to California's Commercial Driver Handbook, in order to get a CDL Lerner's Permit, applicants must be at least 18 years old and must have a valid driver license. To get a California CDL, applicants must be at least 18 years old for intrastate driving and must be at least 21 years old for interstate driving. Applicants must also supply the following: completed CDL application, true full name, an approved Medical Exam Report Form, an acceptable birth date/legal presence document, social security card, a certificate of driving skill, and the application fee. Additional details can be found in the California Commercial Driver Handbook: dmv.ca.gov or by calling 1-800-777-0133

Program Title: Class A Commercial Driver's License (SOC-53-3032 & SOC-53-3033)

Program Description

- ELDT Training – Basic Operations
- Safe operating procedures
- Advanced operating procedures
- Vehicle System Reporting Malfunctions
- Non-Driving Activities
- 1 – on – 1 personal training
- Classes 45 mins/day

Educational Objectives

- General Knowledge Class A
- Air Brakes
- Combination
- Endorsements if enrolled – Additional 40hrs
- Pre -Trip – Exterior / Interior / Air Brakes
- Control and operate the equipment in a safe and competent manner.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Follow appropriate safety procedures for transporting dangerous goods.
- Inspect loads to ensure that cargo is secure.

- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Crank trailer landing gear up or down to safely secure vehicles.

Length of Program

- This is a 6-week course.
- Clock Hours Required: 90 Hours
-

Modes of Instruction

- In-person classroom and practical Training in the practice yard.

Curriculum Author and Credentials

- The curriculum has been developed by the Department of Motor Vehicles and undergoes continual change.
- The institution's CAO has responsibility for integrating the DMV changes into our lessons plans.

Program Title: Class B Commercial Driver's License: (SOC-53-3032 & SOC-53-3033)

Program Description

- ELDT Training – Basic Operations
- Safe operating procedures
- Advanced operating procedures
- Vehicle System Reporting Malfunctions
- Non-Driving Activities
- 1 – on – 1 personal training
- Classes 45 mins/day

Educational Objectives

- General Knowledge Class B
- Air Brakes

- Combination
- Endorsements if enrolled – Additional 40hrs
- Pre -Trip – Exterior / Interior / Air Brakes
- Control and operate the equipment in a safe and competent manner.
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Follow appropriate safety procedures for transporting dangerous goods.
- Inspect loads to ensure that cargo is secure.
- Maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.
- Secure cargo for transport, using ropes, blocks, chain, binders, or covers.
- Maneuver trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.
- Perform basic vehicle maintenance tasks, such as adding oil, fuel, or radiator fluid or performing minor repairs.
- Crank trailer landing gear up or down to safely secure vehicles.

Length of Program

- This is a 6-week course.
- Clock Hours Required: 90 Hours

Modes of Instruction

- In-person classroom and practical Training in the practice yard.

Curriculum Author and Credentials:

- The curriculum has been developed by the Department of Motor Vehicles and undergoes continual change.
- The institution's CAO has responsibility for integrating the DMV changes into our lessons plans.

OUTLINE OF SUBJECT MATTER

Entry Level Driving Training Program (Classroom/Online)

Description

- Instruction that occurs in a non-vehicle setting that facilitates multiple numbers of students at one time.

Learning Objectives

- Identify major components of the commercial motor vehicle.
- Discuss safety rules to be observed in class, in yard, and on the highway.
- Articulate and discuss minimum requirements for graduation.
- Articulate and discuss methods of trainee evaluation.
- Capable of map reading, trip planning, maintaining a logbook, and cargo documentation.
- Prepared and scheduled to take the written DMV exam for Class A driver.

Activity	Description	Fees (USD)
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes	1,500.00 (non-refundable)
School Registration	Registration	1,500.00 (non-refundable)
FMCSA Clearing House	DOT physical & Drug testing and maintenance	500.00 (non-refundable)
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	2,500.00
On The Road	CA10 Hrs OTR.	1,500.00
Total		7,500.00

Week	Focus Area	Hours/Week	Activities and Skills Covered
1	Introduction & Basic Operations	15	Classroom theory on basic driving operations, vehicle components, DMV handbook review. Introduction to the vehicle and yard training basics.
2	Advanced Operations	15	Advanced driving techniques in the yard, focusing on maneuvering, parking, and reversing. Continued classroom learning on traffic laws and regulations.

3	Pre-Trip Inspections	15	Detailed sessions on pre-trip inspections for different vehicle components. Simulated exercises in the yard to practice inspection routines.
	Safety		Classroom sessions on safety standards, emergency
4	Procedures & Regulations	15	procedures, and hazardous materials handling. Practical exercises in applying these regulations in controlled scenarios.
5	On-the-Road Driving	15	Yard Training & On-the-road driving practice, focusing on real-world driving skills, route planning, and log keeping. Supervised driving in various traffic conditions.
6	Review & Examination Preparation	15	Comprehensive review of all topics covered. Mock tests and skill assessments in the yard. Final preparations for the DMV driving test and written examination.
Total	Summary of Program	90	Complete training encompassing theoretical knowledge and practical driving skills required for Class A or Class B CDL.

{CEC § 94909 (a)(9) in conjunction with CEC}

Behind the Wheel: Total 15hrs by CA Law

Description

- For yard, instruction occurring outside a classroom that does not involve actual operation of the vehicle and its components.
- For on the road, instruction that occurs in a vehicle that facilitate no more than three students at one time.

Learning Objectives

- For yard, inspect and determine the condition of critical vehicle components, including the instruments and controls; seat adjustment; engine and drive train; chassis and suspension; steering system; braking system; tires wheels and rims; lighting and signaling system, coupling system; emergency equipment; and cargo securing devices.
- For yard, perform pre-trip inspections in a regular, systematic sequence that is accurate, uniform, and time efficient Review previous day's post-trip inspection report to verify corrections.
- For yard, verify that load distribution on trailer fits within regulations.

- For yard, select proper sizes of chain, cable, nylon webbing, steel strapping, or rope. Explain the possible consequences and penalties of improperly completed documentation.
- For yard, back and park into restricted areas with appropriate tolerances; backing in straight and curved lines; and parking at docks, to within three feet of the dock.
- For yard, back tractor into trailer kingpin slowly, at right level, and with appropriate force; check coupling and pin engagement.
- Know the importance of making all visual checks to the sides and rear of the vehicle. Monitor overtaking traffic to be aware of vehicles behind and in blind spots.
- Planning and preparation for your trip.
- Proper vehicle maintenance and inspections.
- Using proper techniques to start your vehicle.
- Proper driving techniques.
- Reducing idle time.

Evaluation

- Pass/fail scores are utilized for all skills examinations, quizzes, and the written final examination.
- Students must receive passing grades on all skills examinations and achieve an 80% or better on the final
- Participation and attendance. Student will be evaluated throughout the program.
- The student's final grade will be calculated by the following grading scale.
- Students who receive less than 80% on the final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.
- A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student will not be allowed back to class will not be eligible to take the state licensing exam and will not be entitled to a refund.

GRADING SCALE	PERCENTAGE
Participation/Attendance	20%
Midterm	20%
Final Exam	30%
Skills	30%
Total	100%

PASS/FAIL		
Type	Grade Scale	Grade
Quizzes/Final	80 and Above	Pass
Quizzes/Final	79 and Below	Fail
Skills Assessment	90 and Above	Pass
Skills Assessment	89 and Below	Fail

Evaluation Policies:

- Grades are awarded on a pass/fail basis. Students must achieve a “pass” rating on all quizzes and skill demonstrations.

Grading Policy for Pass/Fail Standards on Quizzes:

- All students will be required to achieve a cumulative score of pass on all quizzes in order to qualify to take the final exam.

Grading Policy for Pass/Fail Standard on Final Exam:

- All students will be required to score a pass on final exam to qualify for a completion certificate.

Grading Policy for Pass/Fail standard on Skill Examinations:

- All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam.
- All students must have passing marks on all skills in order to qualify to take the final skills exam.

- The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted.
- Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skill's understanding.
- All students will be required to pass the final skills examinations with 90% proficiency.
- The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.
- Grading Policy for Pass/Fail Standards on Attendance/Participation:
- Students are required to attend at least 90% of the scheduled hours.
- It is important for the school to be notified when a student is not able to attend class.
- It is the student's responsibility to inquire about make- up work for both classroom lectures and laboratory sessions.

Attendance/Participation Grading Rubric

GRADE/ POINTS	4	3	2	1
ATTENDANCE/ PROMPTNESS	Student is always prompt and regularly attends classes.	Student is late to class once every two weeks and regularly attends classes	Student is late to class more than once every two weeks and regularly attends classes	Student is late to class more than once a week and/or has poor attendance of classes
LEVEL OF ENGAGEMENT IN CLASS	Student proactively contributes to class by offering ideas and asking questions more than once per class.	Student proactively contributes to class by offering ideas and asking questions once per class.	Student rarely contributes to class by offering ideas and asking questions.	Student never contributes to class by offering ideas and asking questions.
LISTENING SKILLS	Student listens when others talk, both in groups and in class. Student incorporates or builds off of the ideas of others.	Students listens when others talk, both in groups and in class.	Students does not listen when others talk, both in groups and in class.	Students does not listen when others talk, both in groups and in class. Students often Interrupts when others speak.

BEHAVIOUR

Student almost never displays disruptive behaviour during class.

Student rarely displays disruptive behaviour during class.

Student occasionally displays disruptive behaviour during class.

Student almost always displays disruptive behaviour during class.

PREPARATION

Student is almost always prepared for class with assignments and required class materials.

Students is usually prepared for class with assignments and required class materials.

Students is rarely prepared for class with assignments and required class materials.

Students is almost never prepared for class with assignments.

EQUIPMENTS

(5 CCR § 71810(b)(9) in conjunction with 5 CCR § 71735)

Students enrolling into the programs are trained with

- 2014 Freightliner M2-104 Automatic Transmission
- 2012 Freightliner Cascadia Manual Transmission
- 2012 Trailer 28 Foot
- 2 Boat Trailers

INSTRUCTIONAL STAFF

Mr. Nirup Dave	Faculty Director	25 years of business management
Ms. Tara Guerrero	Chief Instructor	CDL Class A Holder 24 years Driving Experience
Mr. Alberto Valzuez	Instructor	CDL Class A Holder 17 years Driving Experience

SCHOOL PERFORMANCE FACT SHEET

All Students	Definition (PY 2021)	Nos	Definition (PY 2022)	Nos	Definition (PY 2023)	Nos
Total Enrolled:	Total number of participants enrolled in the program in PY 2021 (07/01/21 - 06/30/22).	106	Total number of participants enrolled in the program in PY2022 (07/01/22 - 06/30/23).	278	Total number of participants enrolled in the program in PY 2023	114
Total Program Exiters:	Total number of those who exited the program in the last rolling 4 quarters. For PY 2022, this would be anyone who exited from 4/1/21 – 3/31/22.	104	Total number of those who exited the program in the last rolling 4 quarters. For PY 2022, this would be anyone who exited from 4/1/22 – 3/31/23.	278	Total number of those who exited the program in the last rolling 4 quarters.	114
Total Completers:	Total number of those who completed the program in the last rolling 4 quarters. For PY 2022, this would be anyone who exited and completed from 4/1/21 – 3/31/22.	104	Total number of those who completed the program in the last rolling 4 quarters. For PY 2022, this would be anyone who exited and completed from 4/1/22 – 3/31/23.	278	Total number of those who completed the program in the last rolling 4 quarters.	114
Credentials:	Total number of those who exited the program and earned an industry-recognized credential from 01/01/20 to 12/31/20.	104	Total number of those who exited the program and earned an industry-recognized credential from 01/01/21 to 12/31/21.	278	Total number of those who exited the program and earned an industry-recognized credential	114
Total 2nd Qtr Exiters:	Total number of those who exited and successfully completed the program in the previous PY (7/1/20 – 6/30/21).	46	Total number of those who exited and successfully completed the program in the previous PY (7/1/21 – 6/30/22).	114	Total number of those who exited and successfully completed the program in the previous PY	60
Employed 2nd Qtr:	Total number of those who exited and successfully completed the program in the previous PY (7/1/20 – 6/30/21), and were employed 2 quarters after (1/1/21 – 12/31/21).	46	Total number of those who exited and successfully completed the program in the previous PY (7/1/21 – 6/30/22), and were employed 2 quarters after (1/1/22 – 12/31/22).	114	Total number of those who exited and successfully completed the program in the previous PY	60

Median 2nd Qtr Earnings:	The median earnings of those who exited and successfully completed the program in the previous PY (7/1/20 – 6/30/21), and were employed 2 quarters after (1/1/21 – 12/31/21). The median is the midpoint between the highest and lowest wage.	\$23.00	The median earnings of those who exited and successfully completed the program in the previous PY (7/1/21 – 6/30/22), and were employed 2 quarters after (1/1/22 – 12/31/22). The median is the midpoint between the highest and lowest wage.	\$25.00	The median earnings of those who exited and successfully completed the program in the previous PY	\$25.00
Average 2nd Qtr Earnings:	The average earnings of those who exited and successfully completed the program in the previous PY (7/1/20 – 6/30/21), and were employed 2 quarters after (1/1/21 – 12/31/21).	\$23.00	The average earnings of those who exited and successfully completed the program in the previous PY (7/1/21 – 6/30/22), and were employed 2 quarters after (1/1/22 – 12/31/22).	\$25.00	The average earnings of those who exited and successfully completed the program in the previous PY	\$25.00
Total 4th Qtr Exiters:	Total number of those who exited and successfully completed the program 1/1/20 – 12/31/20.	104	Total number of those who exited and successfully completed the program 1/1/21 – 12/31/21.	278	Total number of those who exited and successfully completed the program	114
Employed 4th Qtr:	Total number of those who exited and successfully completed the program 1/1/20 – 12/31/20, and were employed 4 quarters after (01/01/21 - 12/31/21)	104	Total number of those who exited and successfully completed the program 1/1/21 – 12/31/21, and were employed 4 quarters after (01/01/22 - 12/31/22)	278	Total number of those who exited and successfully completed the program and were employed 4 quarters after	114
Average 4th Qtr Earnings:	The average earnings of those who exited and successfully completed the program 1/1/20 – 12/31/20, and were employed 4 quarters after (01/01/21 - 12/31/21)	\$23.00	The average earnings of those who exited and successfully completed the program 1/1/21 – 12/31/21, and were employed 4 quarters after (01/01/22 - 12/31/22)	\$25.00	The average earnings of those who exited and successfully completed the program, and were employed 4 quarters after	\$25.00

REVIEWS



"My dreams are going to come true thanks to Dave's 1 on 1 school of trucking. No other school would work with my hectic schedule, Dave's down to earth attitude and real life experience allowed me the flexibility and time to ace my test. Thank you Dave. Mrs.Tara coached and trained me every step of the way . Amazing wonderful woman. I wouldn't of been able to pass at any other school"

Joe Bateman



"I really enjoyed this school . The instructor was very informative, and I would recommend this school to any and all of my family and friends."

Richard Latham



"Dave is a good teacher ... He puts an effort to teach his students the CDL ... Also I found a flexibility schedule in the School.. Thank you ??"

Mustafa Bayati



"Great school with a very knowledgeable staff. Terra helped me out a lot with remembering everything, I was nervous but I passed and feel much more confident now. Thank you"

Gio Martosich



"A wonderful school, I was able to get my permit within a few days. Dave is an amazing teacher who manages his students well, we all got more than enough truck time and I was able to get my CDL (class a license) within a months time. 10/10 would recommend this school."

Anthony Martin



"Great school and great instructors. Had no experience with a trailer and learned how to master backing one up in just a few days. Everyone is very knowledgeable and will get you on the path to pass with no trouble. Excellent school."

Nick Moll

ENROLLMENT AGREEMENT POLICY

- An Enrollment Agreement (EA) is processed when the applicant is determined to be qualified for training, has completed all admissions requirements/directives/steps, financial obligations are fully addressed/identified, requests for transfer have been addressed and the applicant's start date is within a reasonable time of the signing of the Enrollment Agreement.
- A reasonable time may include the day of the class start. The completed Enrollment Agreement with required signings by the applicant is forwarded to the West Sacramento Financial Services Administrator for final review and approval after which, the Enrollment Agreement is complete.
- A "Notice of Student Rights to Cancel" informing the students of their right to cancel the Enrollment Agreement is communicated to each student and additionally submitted to each student prior to enrollment.
- 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. [CEC § 94909 (a)(3)(B)]

DISENROLLMENT POLICY

Student will be disenrolled for the following:

- A. Any student that misses more than 3 sessions of behind the wheel training.
- B. Aggressive behavior described as unacceptable language, confrontational behavior
- C. Damage to property.
- D. Intoxication of any kind.

Excused absence- Only health related must have letter from primary care physician.

COMPLETE FEE'S STRUCTURE FOR CLASS A

Activity	Description	Fees
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes.	1500.00
Online and Yard school registration	Registration	1500.00
FMSCA Clearing House	DOT physical & Drug testing and maintenance	500.00
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	2500.00
On The Road	CA10 Hrs OTR.	1500.00
Total		7500.00

COMPLETE FEE'S STRUCTURE FOR CLASS B

Activity	Description	Fees
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes.	1500.00
Online and Yard school registration	Registration	1500.00
FMSCA Clearing House	DOT physical & Drug testing and maintenance	500.00
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	2500.00
On The Road	CA10 Hrs OTR.	1500.00
Total		7500.00

ADDITIONAL COURSES FEE'S STRUCTURE

Activity	Description	Fees
Manual Transmission	Limited to 5 hrs training plusDMV exam	\$3100.00
15 Clock Hours Course	CA 15 Hrs Special DMV Truck Rental not included Automatic Only Pre Requisites apply call fordetails	\$3000.00 *conditions apply
Working Class Special	40 Clock Hours	\$3500.00 *conditions apply
Truck Rental	No tuition - given	\$600.00

Winter Special Training Programs

28-Hour Class A or B Training Program

- **Duration:** 2 weeks
 - **Cost:** \$4,500.00
 - **Minimum Requirements:**
 - Possess a Commercial Learner's Permit (CLP)
 - Completed Entry-Level Driver Training (ELDT) from an FMCSA-approved vendor
-

15-Hour Class A or B Training Program

- **Duration:** 1 week
 - **Cost:** \$3,000.00
 - **Minimum Requirements:**
 - Possess a Commercial Learner's Permit (CLP)
 - Completed Entry-Level Driver Training (ELDT) from an FMCSA-approved vendor
-

Manual Transmission Training Course

- **Duration:** 1 week
 - **Cost:** \$2,500.00
 - **Minimum Requirements:**
 - Valid Class A or B Commercial Driver's License (CDL)
-

90-Hour Class A or B Program

- **Duration:** 8 weeks
- **Cost:** \$7,500.00
- **Requirements:**
 - No prerequisites required
- **Special Features:**
 - One-on-one personalized training
 - Includes 3 attempts at the DMV exam
 - 4 hours of retraining per attempt at no additional cost
 - **1 week of manual transmission training included at no extra charge (must have a valid Class A or B Commercial Driver's License)**

CAMPUS CLASS SESSION/TRAINING SITES

as per CEC § 94909 (a)(4)

Class Room Session	Office Address: 2945 Ramco Street #170 West Sacramento CA 95691, USA
Practical Sessions	Yard Address: 3501 First St, West Sacramento, CA 95691, USA

GRADUATION CERTIFICATE SAMPLE



EOP POLICY



CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND JEOPARDY AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).

THINGS YOU NEED TO KNOW

1. Does California law protect transgender employees from employment discrimination?

Yes. California law protects transgender employees from employment discrimination. This means that employers cannot discriminate against employees based on their gender identity or expression. This includes hiring, firing, promotion, and harassment. The Civil Rights Department (CRD) enforces these laws.

2. Does California law protect transgender employees from harassment in the workplace?

Yes. California law protects transgender employees from harassment in the workplace. Harassment based on gender identity or expression is illegal. This includes verbal abuse, threats, and physical harassment. Employees should report any harassment to their supervisor or the CRD.

3. Can an employer ask about a transgender employee's gender identity in an interview?

Yes. California law allows employers to ask about a transgender employee's gender identity in an interview. However, employers cannot ask about an employee's sexual orientation or whether they are gay, lesbian, or bisexual. The CRD enforces these laws.

4. If a transgender employee is shown a locker room, should they be allowed to use the restroom of their gender identity?

Yes. California law allows transgender employees to use the restroom of their gender identity. Employers cannot require transgender employees to use a separate restroom. The CRD enforces these laws.

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5. Does an employee have the right to be addressed by their name and pronouns that correspond to their gender identity or gender expression?

Yes. California law protects an employee's right to be addressed by their name and pronouns that correspond to their gender identity or gender expression. Employers must use the name and pronouns that an employee has provided. The CRD enforces these laws.

6. Does California law protect transgender employees from being required to wear a dress or other clothing that does not correspond to their gender identity or gender expression?

Yes. California law protects transgender employees from being required to wear a dress or other clothing that does not correspond to their gender identity or gender expression. Employers cannot require transgender employees to wear clothing that is not consistent with their gender identity or gender expression. The CRD enforces these laws.

7. Can an employer ask a transgender employee about their sex assigned at birth or gender identity in an interview?

Yes. California law allows employers to ask a transgender employee about their sex assigned at birth or gender identity in an interview. However, employers cannot ask about an employee's sexual orientation or whether they are gay, lesbian, or bisexual. The CRD enforces these laws.

Visit: www.cdcrd.ca.gov/3636

TO FILE A COMPLAINT

1. Visit www.cdcrd.ca.gov
 2. Call 1-800-884-1684 / 1-800-729-2320
 3. Visit www.cdcrd.ca.gov

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Under California law, an employee may have the right to take Job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide Job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

Under the California Family Rights Act of 1993 (CFRA), in all employees have the right to take Job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide Job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

- the employee's own serious health condition;
- the serious health condition of a child, spouse, domestic partner, parent, grandparent, grandchild, sibling, or someone else with a blood or family relationship;
- the birth, adoption, or foster care placement of a child.

If an employee takes leave for their own or a family member's serious health condition, leave may be taken in increments of 15 minutes or 1 hour, as needed, as long as necessary, among other circumstances.

Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 80 hours in the 12-month period, and have worked for the employer long enough to be eligible for FMLA.

Pay and Benefits During Leave. While the law provides that employees on CFRA leave are entitled to the same benefits as if they were working, they are not entitled to receive pay during their leave. However, if an employer has a policy or contract that provides for paid leave during CFRA leave, the employer must provide that leave.

Taking CFRA leave may impact certain employment benefits and seniority date. If an employee is on CFRA leave, they are not eligible for seniority-based benefits during their leave.

Pregnancy Disability Leave. Employees are not eligible for GPRA leave, but they are eligible for Pregnancy Disability Leave (PDL) if they are unable to work due to a pregnancy-related disability. PDL is a type of Job-protected leave that allows employees to take time off work during their pregnancy and recovery period. Employees are entitled to PDL if they are unable to work due to a pregnancy-related disability for at least 4 weeks.

Retaliation. It is illegal for an employer to retaliate against an employee for taking Job-protected leave. Retaliation includes actions such as firing, demotion, or harassment.

Notice. Employees must provide their employer with notice of their intent to take Job-protected leave. For serious health conditions, employees must provide 30 days' notice. For pregnancy-related conditions, employees must provide notice as soon as they know they need it.

Certification. Employees may be required to provide a certification from a healthcare provider to support their request for Job-protected leave. The certification should describe the employee's condition and how it affects their ability to work.

Want to learn more? Visit civilrights.ca.gov/1Wdaml for more information.

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).

10 FILE MY COMPLAINT

Call the Civil Rights Department at 800.884.1661 or visit civilrights.ca.gov to file a complaint. You can also file a complaint online.

Have a disability? You may be eligible for accommodations. Contact your employer or the Civil Rights Department for more information.



CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

The California Civil Rights Department (CRD) enforces laws that prohibit illegal discrimination and harassment in employment based on actual or perceived:

- ANCESTRY
- AGE
- COLOR
- DISABILITY (including physical or mental impairment, whether permanent or temporary, physical or mental)
- GENETIC INFORMATION
- SEXUAL ORIENTATION
- GENDER IDENTITY
- MARITAL STATUS
- MEDICAL CONDITION (including pregnancy, childbirth, or related medical conditions)
- NATIVE OR VETERAN STATUS
- NATIONAL ORIGIN
- RACE
- RELIGION
- REPRODUCTIVE HEALTH DECISIONMAKING
- SEX/GENDER
- SEXUAL ORIENTATION



CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT



Civil Rights
Department
REPUBLICAN

FILE CALIFORNIA FAIR EMPLOYMENT
AND HOUSING ACT COMPLAINT
IMPERMISSIBLE REGULATION
PROTECTS CIVIL RIGHTS WORKERS

DISCRIMINATION

1. The Fair Employment and Housing Act (FEHA) prohibits employers from discriminating against employees on the basis of race, ethnicity, national origin, religion, sex, sexual orientation, gender identity, or disability. This includes both direct and indirect discrimination, as well as harassment and retaliation.

DISCRIMINATION / REASONABLE ACCOMMODATION

Employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would cause undue hardship. This includes modifications to the physical workspace, flexible scheduling, and changes to job duties.

2. Employees who believe they have been discriminated against or harassed should document the incidents and file a complaint with the Civil Rights Department (CRD) as soon as possible. The CRD will investigate the complaint and may attempt to mediate the dispute. If mediation fails, the CRD may file a lawsuit on behalf of the employee.

ADDITIONAL PROTECTIONS

Employees with disabilities may be eligible for additional protections under the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

For more information, visit www.ca-civilrights.ca.gov/posters/required

Employees are eligible for job-protected leave if they are eligible employees (child of any age, grandparent, in-law, grandparent, or grandchild) and have worked for the employer for at least 12 months. This includes employees who are on military leave or have taken a leave of absence.

Employees who are on job-protected leave are entitled to the same benefits and pay as if they had not taken the leave. This includes health insurance, pension, and other benefits.

7. Employees who are on job-protected leave are also entitled to reinstatement to their original position or an equivalent position. If the original position is no longer available, the employer must provide an equivalent position with similar pay and benefits.

REMEDIES / FILING A COMPLAINT

1. Employees who believe they have been discriminated against or harassed should file a complaint with the Civil Rights Department (CRD) as soon as possible. The CRD will investigate the complaint and may attempt to mediate the dispute. If mediation fails, the CRD may file a lawsuit on behalf of the employee.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD). The CRD will investigate the complaint and may attempt to mediate the dispute. If mediation fails, the CRD may file a lawsuit on behalf of the employee.

FILE A COMPLAINT

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

2. Employees who believe they have been discriminated against or harassed should file a complaint with the Civil Rights Department (CRD) as soon as possible. The CRD will investigate the complaint and may attempt to mediate the dispute. If mediation fails, the CRD may file a lawsuit on behalf of the employee.

Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 15% of non-English speaking persons must also post this notice in the appropriate language or languages.

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YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE



IF YOU ARE PREGNANT, HAVE A PREGNANCY RELATED MEDICAL CONDITION OR ARE RECOVERING FROM CHILD BIRTH, PLEASE READ THIS NOTICE.

YOUR EMPLOYER HAS AN OBLIGATION

- Reasonably accommodate your modified or restricted work schedule, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Transfer you to a less strenuous or hazardous position if you are medically unable to perform your current job.
- Provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.

FOR PREGNANCY DISABILITY LEAVE

Employees are entitled to 12 weeks of unpaid leave for pregnancy disability leave. This leave is for the period of time from the beginning of the pregnancy to the end of the pregnancy, including the time spent recovering from childbirth.

- Once you are on pregnancy disability leave, you are not required to return to work until you are medically able to do so. You may also request a written job offer for a position that is less strenuous or hazardous than your current position.
- Your employer must provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Your employer must provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Your employer must provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.

NOTICE OF RIGHTS AS AN EMPLOYEE

- Civil Rights Department, State of California, provides this notice to inform you of your rights and the employer's obligations under the California Fair Employment and Housing Act (FEHA).
- If you are pregnant, have a pregnancy-related medical condition, or are recovering from childbirth, you may be entitled to reasonable accommodations and pregnancy disability leave.
- Your employer must provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Your employer must provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.
- Your employer must provide you with a safe and healthy work environment, including the need for a safe and healthy work environment, if the accommodation does not pose an undue hardship on the employer.

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

The California Family Rights Act (CFRA) provides eligible employees with up to 12 weeks of unpaid leave for family and medical reasons. This leave is for the period of time from the beginning of the family or medical reason to the end of the family or medical reason, including the time spent recovering from the family or medical reason.

TO FILE A COMPLAINT

California Civil Rights Department
 1011 R Street, Suite 800, Sacramento, CA 95833
 Phone: (916) 227-1234 / Fax: (916) 227-1235
 Website: www.cdcrd.ca.gov

If you are unable to file a complaint, you may contact the Civil Rights Department for assistance.

For a translation of this notice, please contact the Civil Rights Department at (916) 227-1234.



Civil Rights Department
STATE OF CALIFORNIA

SEXUAL HARASSMENT

THE FACTS

Sexual harassment is a form of discrimination based on sex, gender, pregnancy, childbirth, or related conditions.

Sexual harassment is a form of discrimination based on sex, gender, pregnancy, childbirth, or related conditions. It can be the target of sexual harassment, Unlawful sexual harassment may be motivated by sexual desire. Sexual harassment may involve the use of force, threats, or coercion against a person of the same gender, regardless of either person's sex, sexual orientation or gender identity.

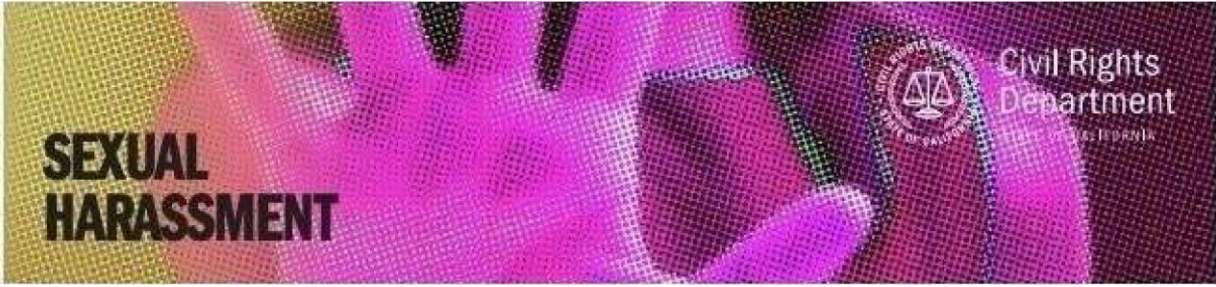
COMMON TYPES OF SEXUAL HARASSMENT

- *Quid pro quo* - Unfair treatment (this is the most common type of sexual harassment) in exchange for sexual favors.
- *Hostile work environment* - Unpleasant or abusive work environment based on sex or gender.
- *Retaliation* - Punishing someone for reporting sexual harassment.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

BEHAVIORS THAT MAY BE SEXUALLY HARASSMENT

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Explicit or implied threats of adverse employment actions if the person does not comply with sexual requests.
- Unwelcome sexual comments, slurs, jokes, or obscene messages or innuendoes.
- Physical contact or assault, such as hugging, pinching, or touching.



Actual or threatened retaliation for reporting an act of sexual harassment is also unlawful.

Employees who file a complaint with the Civil Rights Department are protected from retaliation. Retaliation is defined as any adverse action taken against an employee because they filed a complaint or reported an act of sexual harassment. Retaliation can include firing, demotion, suspension, or any other adverse action.

EMPLOYER RESPONSIBILITY & U.S. ABILITY

Employers are responsible for preventing and addressing sexual harassment in the workplace. This includes implementing policies, providing training, and investigating complaints. Employers must also ensure that employees are not retaliated against for reporting harassment.

Employers should have a clear policy on sexual harassment and should train all employees on this policy. They should also have a process in place for reporting and investigating complaints.

EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

1. Develop a clear policy on sexual harassment and train all employees on this policy.

2. Post a copy of the policy in a prominent location and make it available to all employees.

3. Investigate all complaints promptly and thoroughly, and take appropriate corrective action.

TM policy must:

- Be in writing
- Include a prohibition on retaliation
- Be disseminated to all employees
- Be updated as needed
- Be enforced consistently
- Be reviewed and updated at least annually
- Be available to all employees in a language they understand
- Be posted in a prominent location
- Be included in all new employee orientation
- Be included in all employee handbooks
- Be included in all employee contracts
- Be included in all employee agreements
- Be included in all employee policies
- Be included in all employee procedures
- Be included in all employee manuals
- Be included in all employee guides
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Employees who file a complaint with the Civil Rights Department are protected from retaliation. Retaliation is defined as any adverse action taken against an employee because they filed a complaint or reported an act of sexual harassment. Retaliation can include firing, demotion, suspension, or any other adverse action.

1. Develop a clear policy on sexual harassment and train all employees on this policy.
2. Post a copy of the policy in a prominent location and make it available to all employees.
3. Investigate all complaints promptly and thoroughly, and take appropriate corrective action.
4. Discontinue any policy that discriminates on the basis of race, sex, or other protected characteristics.
5. If an employee reports harassment, the employer must investigate and take appropriate action.
6. If an employee reports harassment, the employer must not retaliate against the employee.

Employees who file a complaint with the Civil Rights Department are protected from retaliation. Retaliation is defined as any adverse action taken against an employee because they filed a complaint or reported an act of sexual harassment. Retaliation can include firing, demotion, suspension, or any other adverse action.

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- Dave Truck driving school does not discriminate based on race, color, sexual orientation, gender, nationality, creed, or ethnic origin in the administration of its operational & educational policies, its admission policies, and in the administration/delivery of its programs/trainings.
- The current list of protected categories under FEHA includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. See Cal. Gov't Code § 12940(a).
- The new regulations also now provide the following definitions: “gender expression” means a person’s gender-related appearance or behavior, whether or not stereotypically associated with the person’s sex at birth; “gender identity” means a person’s identification as male, female, a gender different from the person’s sex at birth, or transgender; “sex” includes pregnancy, childbirth, medical conditions related to pregnancy, childbirth, or breast feeding, gender identity, and gender expression; “sex stereotype” means an assumption about a person’s appearance or behavior, or about an individual’s ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual’s sex; and “transgender” means a person whose gender identity differs from the person’s sex at birth. Cal. Code Regs. title. 2 § 11030(a)-(e) (2019).

ADMISSION POLICIES

REQUIREMENTS

In order to be accepted for training as an entry-level truck driver, an applicant must:

- Be at least 18 years of age (minimum age for interstate driving is 21).
- Read, write and comprehend English.
- Accepted documentation for English language proficiency includes standardized tests such as the Test of English as a Foreign Language (TOEFL) or equivalent assessments. { 5 CCR § 71810 (b)(4)}
- Please Note: The institute does not provide English as a Second Language (ESL) programming
- Present a Social Security Card and/or Resident Alien Card, if applicable
- Not be a foreign student. Please Note: We do not admit students from other countries. Additionally, we do not provide visa services or vouch for student status. For more information, please contact our admissions office.

LANGUAGE OF ENROLLMENT AGREEMENT

- The enrollment agreement shall only be written in the English language.
- The school's recruitment activities that lead to enrollment shall only be conducted in the English language.
- The enrollment agreement shall only be written in the English language and instruction shall only be provided in the English language.
- If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.
- The student is encouraged to bring a friend or relative to the school who is bi-lingual (English and the language in question) and the school representative will provide a clear explanation of the terms and conditions and all cancellation and refund policies to the fluent English speaker so that, in turn, that individual may provide that information to the interested student.

FEDERAL & STATE FUNDING

The Institute is not approved by the U.S. Department of Education to participate in Federal Financial Aid Title IV programs (i.e., Federal Student Loans or Grants), nor is it

approved by the California Student Aid Commission to participate in the Cal Grant programs

PAYMENT OF TUITION FEES

For short-term programs designed to be completed in one term or four months, whichever is less, The Institute may require payment of all tuition and fees on the first day of instruction. This requirement does not apply to any funds received through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

PRIVATE INSTITUTIONAL LOANS

The Institute may not provide private institutional loan funding to a student where indebtedness exceeds the total charges for the current period of attendance. At the student's option, The Institute may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

CONSUMER LOANS

The Institute complies with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code when making consumer loans to students.

“if the student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.”

STUDENT SERVICES

Placement Services

Note: The Institute makes no guarantee of employment to prospective or enrolled students; however, The Institute will make every effort to support students and graduates in finding gainful employment related to their training program. All students, present and past, are eligible to use these services.

Our Institute is partner with

- [SAIA](#)
- [Pacific Petroleum](#)
- [Swift](#)
- [Western Transport Logistics](#)
- [Schneider](#)
- [Amazon Logistics](#)

Library Services

(5 CCR § 71810(b)(10) in conjunction with 5 CCR § 71740)

The institution maintains a number of reference books, other pertinent publications, and ipads with Internet access at the campus for use by students and faculty. In addition, the institution provides students and faculty with access and instruction to online reference materials such as Federal and State rules and regulations of the truck driving industry, DMV practice tests, and web-based tutorials related to job preparation and job seeking.

Library Resource Center are located at 2945 Ramco Street #170 West Sacramento CA 95691, USA. It is open during at all times the administrative offices are open. And can be accessed directly.

Dormitory/Housing Policy {5 CCR § 71810 (b)(13)(A), 5 CCR § 71810 (b)(13)(B)}

The Institute has no dormitory facilities under its control. No dormitory facilities are provided, nor is the school responsible for finding or assisting the student in finding housing facilities. The available housing facilities is located at a reasonable distance from the campus. The cost for these accommodations ranges from approximately \$34 to \$150 per night.

STUDENT RECORD MANAGEMENT {5 CCR § 71810 (b)(15)}

- **Academic Records Retention:** An official academic record is maintained permanently for each student, either physically or electronically, at the Administrative offices. Current student files are only accessible at campus locations during the student's attendance and no records are maintained or archived at campus locations after the student has completed or left their program, other than a digital or electronic copy.
- **Access to Records:** Students have the right to inspect their academic or financial records at any time. They must submit a signed request to review their records
- **Financial Records:** Financial records for each student are maintained indefinitely following the student's graduation, withdrawal, or termination. These records include a complete log of tuition charges, payments, refunds, and other financial transactions.
- **Confidentiality and FERPA Compliance:** Student records are confidential and handled in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), ensuring students' rights to privacy regarding their educational records .An official academic record is maintained permanently as required for each student either physically or electronically at the Administrative offices. Current student files are only available at campus locations during attendance. No records are maintained/archived at campus locations after a student has either completed her/his program or has left her/his program, other than a digital or electronic copy.

Probation, Dismissal, and Leave of Absence Policies

Probation Policy { CEC § 94909 (a)(8)(C)}

Probation may be assigned to a student for unprofessional conduct or failure to maintain satisfactory academic progress or attendance requirements. The probationary period varies by program. During probation, a Probation Advisement Notification Form is issued, which outlines a plan for the student to improve performance. Failure to achieve the required GPA by the end of the probation period results in termination, and re-enrollment is at the discretion of the school.

Dismissal Policy { CEC § 94909 (a)(8)(E)}

Students may be dismissed for excessive absences or tardiness as it would occur in the trucking industry. Specifically:

- Attendance below 80% per week allows continued enrollment only with the approval of the Director of Operations.
- Attendance below 50% at the midterm point results in automatic termination.
- Three excused absences are allowed, but the missed time must be made up prior to training completion .

Leave of Absence Policy

A Leave of Absence (LOA) may be granted under limited conditions such as medical issues affecting the student or their immediate family, military service requirements, or jury duty. Generally, only one LOA is allowed per student in any twelve-month period, limited to a thirty-day period. However, in extreme circumstances, more than one LOA can be granted, provided that the combined leaves do not exceed 180 days within the 12-month period. Failure to return from an LOA is considered a withdrawal, and the school's refund policy is applied accordingly .

REFUND AND CANCELLATION & REFUND CALCULATION POLICIES

REFUND POLICY

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to Section 94919(c), 94920(d), or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. (CEC 94911(f)).

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

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CA STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES [5 CCR § 76215 (a), 5 CCR § 76215 (b)]

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

ACADEMIC CREDIT TRANSFER POLICIES

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

- The transferability of credits you earn at Nirup’s University of Skills DBA Dave School of Truck Driving is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Nirup’s University of Skills DBA Dave School of Truck Driving to determine if your certificate will transfer.
- Nirup’s University of Skills DBA Dave School of Truck Driving does not have any transfer or articulation agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

“NOTICE CONCERNING THE ACCEPTANCE OF, OR TRANSFERABILITY OF CREDITS EARNED AT OTHER INSTITUTION OR CHALLENGE EXAMINATIONS AND ACHIEVMENT TESTS, CLOCK HOURS AND CREDENTIALS EARNED AT OTHER INSTITUTIONS TO/BY Nirup’s University of Skills DBA Dave School of Truck Driving” {ED CODE §94909 (A) (8)} {CEC § 94909 (a)(8)(A) in conjunction with 5 CCR § 71770}

- Acceptance of Credits Earned at Other Institutions
 - The institution does not accept credits earned at other institutions.
- Challenge Examinations and Achievement Tests
 - The institution does not accept credits earned through challenge examinations or achievement test.
- Ability-to-Benefit Students
 - Admission to our programs requires students to meet specific ability-to-benefit criteria, ensuring they have the capacity to succeed in their chosen field of study
- Transfer and Articulation Agreements:

- The institution has not entered into any articulation or transfer agreements with any other college or university.

**"NOTICE CONCERNING THE ACCEPTANCE OF CREDIT/CLOCK HOURS FOR PRIOR LEARNING/EXPERIENTIAL LEARNING": {5 CCR §71770 (C)}
{ 5 CCR § 71810 (b)(7) in conjunction with 5 CCR § 71770 (c)}**

- Assessment Policies and Procedures:
 - The institution does not award credit for prior experiential learning.
- Provisions for Appeal
 - Since the institution does not award credit for prior experiential learning, there are no provisions for appeal related to such credits.
- Charges
 - As the institution does not award credit for prior experiential learning, there are no charges associated with the assessment or awarding of such credits.

REGULATORY INFORMATION: APPROVALS & DISCLOSURES & DISCLAIMERS

APPROVALS

CA State Approval: Bureau for Private Postsecondary Education (BPPE)(CEC § 94909 (a)(2))

- Nirup's University of Skills DBA Dave School of Truck Driving is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5,CCR. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834, website: www.bppe.ca.gov, toll free phone(s): (888)-370-7589 or (916) 574-8900, or by fax: (916) 263-1897

DISCLOSURES

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov. [CEC § 94909 (a)(3)(D)]

Bankruptcy Statement Disclosure(CEC § 94909 (a)(12))

- Pursuant to the California Education Code Section 94909(a)(12), every institution is required to include in the school catalog a statement specifying its Bankruptcy status. Nirup's University of Skills DBA Dave School of Truck Driving has no pending petition in bankruptcy, nor is it operating as a debtor in possession, or has filed a petition within the preceding 5 years. This institution has had no petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy as filed a per Code (11 U.S.C. Sec:1101 et seq.).

BPPE Complaint Requirement

- Required CA Bureau of Private Postsecondary Education (BPPE) Student Complaint Policy/Process: {5 CCR §71810 (b)} Student Complaint

Procedures/Resolution & Student Rights: BPPE Requirement: {5 CCR §71810(b)(14)}

- In accordance with the CA Regulations Relating to the Approval of Vocational and Non-Degree Granting Schools, Agents and Agencies, and the Student Tuition Recovery Fund (if applicable), any complaint received by the School must be reviewed and resolved within 30 days after it was first made by the student. Of note, an individual may submit a complaint to the Bureau of Private Postsecondary Education at any time. The School's internal complaint policy is as follows:
- Pursuant to {5 CCR §71810(b)(14)}, persons seeking to resolve problems or complaints may contact the instructor in charge in an effort to resolve complaints as soon as possible. If a complaint made to an instructor is not resolved to the student's satisfaction, student may submit a complaint in writing to the Training Coordinator. The Training Coordinator will log the complaint on to a "Student Complaint Form" and will begin an investigation. If the complaint is not resolved to the student's satisfaction, the student may submit the complaint in writing to the Director of Operations. The Director of Operations will contact the Training Coordinator and the student and any other relevant individuals to investigate the complaint and to resolve the issue(s). The Director of Operations will notify both the Training Coordinator and student in writing of the results of the investigation and determinations that have been made. 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 website: www.bppe.ca.gov. {CEC § 94909 (a)(3)(C) }

Illegal Drugs and Alcohol Policy

- **Pre-employment Testing:** Individuals must undergo drug testing before employment to screen for controlled substances.
- **Random Testing:** Employees may be subjected to random drug testing, as prescribed by the policy.
- **Post-Accident Testing:** If involved in an accident, the individual must undergo testing immediately following the incident.
- **Reasonable Suspicion Testing:** Testing based on observable behaviors that may indicate drug or alcohol use.
- **Prohibited Conduct:** Use of illegal drugs or testing positive on drug tests prohibits employees from performing duties or remaining on duty.
- **Safety Sensitive Functions:** Defines critical roles such as driving and handling equipment, which require full sobriety.
- **Refusal to Take Tests:** Refusing to take a drug or alcohol test is equated to a positive test result, leading to potential dismissal and forfeiture of tuition.
- **Positive Test Consequences:** Testing positive for drugs or alcohol results in immediate disqualification from performing safety sensitive functions, and may lead to termination.

COMPLAINT/GRIEVANCE POLICY

Student Rights and Grievance Policy {5 CCR § 71810 (b)(14)}

Our school has established a comprehensive complaint and grievance policy to provide students with a structured method to voice and resolve complaints. This policy outlines the steps a student should follow if they have a grievance:

Initial Contact: Students are encouraged to first discuss their concerns directly with the instructor responsible for the relevant area. If the issue remains unresolved,

Written Complaint: Students may then submit a written complaint to the Chief Instructor. Mail on gettingmycdl@gmail.com

Escalation: If the complaint remains unresolved after the Training Coordinator's review, the student can escalate the issue to the Faculty Director

Final Decision: The final decision made by the Faculty Director is communicated in writing to both the student and the involved school staff.

This process ensures that students have multiple avenues to seek resolution, from informal discussions to formal written complaints, with multiple levels of escalation available within the organization.

For any further queries or unresolved issues, students may also contact the Bureau for Private Postsecondary Education. The complaint policies include specific forms and contact information for these procedures.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. If the complaint is not resolved to the student's satisfaction, student may submit a complaint in writing at the email gettingmycdl@gmail.com

Dave's School of Truck Driving
Yard: 3501 1st West Sacramento **Office/Classroom:** 2945 Ramco Street #170
 West Sacramento 95691
 Tel 916-380-1218
 (Instruction is provided at the address above)

**Enrollment Agreement
 Student**

Name _____ Student ID# _____

Address _____ City _____ State _____ Country _____

Phone _____

Program Start Date ____ / ____ / ____ Program Scheduled Completion Date ____ / ____ / ____

Period Covered by the Enrollment Agreement

Scheduled Start Date ____ / ____ / ____ Scheduled Completion Date ____ / ____ / ____

Class A Commercial Driver's License Program requires **90** clock hours. Upon successful completion of the program, you will be awarded the following certificate from this institution.

OR

Class B Commercial Driver's License Program requires **90** clock hours. Upon successful completion of the program, you will be awarded the following certificate from this institution.

Break-Down of Programs Class A or Class B:

Entry Level Driver Training Course	Online/Classroom	75 Hours.
Skills	In Yard	5 Hours.
On the Road	Public Road	10 Hours

STUDENT'S RIGHT TO CANCEL

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to gettingmycdl@gmail.com. The institution shall make the refund as per the calculation consistent with the California Code of Regulations.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 2945 Ramco street # 170 west sac or by email to gettingmycdl@gmail.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. **No refund would be provided after completion of 60 percent of Course.**

Student Tuition Recovery Fund Disclosures.

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in

Dave's School of Truck Driving

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

Nonrefundable Charges

STRF Fee: This fee is nonrefundable after the cancellation period unless a student cancels their enrollment before this period ends.

Registration Fee: Nonrefundable except during the initial cancellation period where a full refund can be obtained if the student cancels enrollment.

Notice:

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form which can be obtained on the bureau's Internet Website at www.bppe.ca.gov. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Illegal Drugs and Alcohol Policy

Pre-employment Testing: Individuals must undergo drug testing before employment to screen for controlled substances.

Random Testing: Employees may be subjected to random drug testing, as prescribed by the policy.

Post-Accident Testing: If involved in an accident, the individual must undergo testing immediately following the incident.

Reasonable Suspicion Testing: Testing based on observable behaviors that may indicate drug or alcohol use.

Prohibited Conduct: Use of illegal drugs or testing positive on drug tests prohibits employees from performing duties or remaining on duty.

Safety Sensitive Functions: Defines critical roles such as driving and handling equipment, which require full sobriety.

Refusal to Take Tests: Refusing to take a drug or alcohol test is equated to a positive test result, leading to potential dismissal and forfeiture of tuition.

Positive Test Consequences: Testing positive for drugs or alcohol results in immediate disqualification from performing safety sensitive functions, and may lead to termination.

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(Instruction is provided at the address above)

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student's Initials _____ "I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Dave's School of Trucking is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Dave's School of Truck Driving to determine if your certificate will transfer."

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. You must exercise your right to cancel or withdraw on or before this date: ____ / ____ / ____.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, refund policy for students who have completed 60 percent (54 hrs.) or less of the period of attendance shall be a pro rata refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. (CEC 94911(f)).

- 1) If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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“NOTICE”

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.”

FEES

**COMPLETE FEE's STRUCTURE
FOR CLASS A**

**COMPLETE FEE's STRUCTURE
FOR CLASS B**

Activity	Description	Fees (USD)
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes	1,500.00 (non-refundable)
School Registration	Registration	1,500.00 (non-refundable)
FMCSA Clearing House	DOT physical & Drug testing and maintenance	500.00 (non-refundable)
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	2,500.00
On The Road	CA10 Hrs OTR.	1,500.00
Total		7,500.00

Activity	Description	Fees (USD)
Textbooks and materials	DMV handbooks, Hazmat, Tankers, online theory classes	1,500.00 (non-refundable)
School Registration	Registration	1,500.00 (non-refundable)
FMCSA Clearing House	DOT physical & Drug testing and maintenance	500.00 (non-refundable)
Behind The Wheel Training	Behind The Wheel Training. 5 Hours of Yard Training.	2,500.00
On The Road	CA10 Hrs OTR.	1,500.00
Total		7,500.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: _____

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: _____

The terms and conditions of this agreement are not subject to amendment or modification by oral agreement. I, the undersigned, purchaser of the program of training, have read, understand, and agree to the terms and conditions contained herein and with my signature. I certify having received an exact copy of this agreement, a copy of the school catalog and school performance fact sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this agreement.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Dave's School of Truck Driving

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X Student's Signature _____ Date Signed ____/____/____

School Official's Signature _____ Date Signed ____/____/____