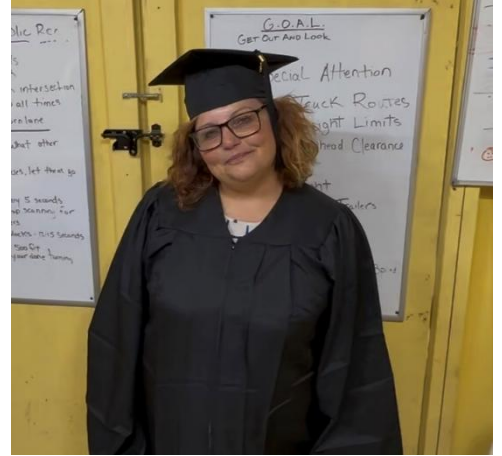


DAVE TRUCK DRIVING SCHOOL

davetruckdrivingschool.com

“Believe in Yourself”



1 - on - 1 Focused Training
Instructors with 25+ years of Experience
Flexible and Extended Class Hours

Contact Info –

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Table of Contents

| Section | Title | Subsections |
|---------|--|--|
| 1 | Introduction | Mission Statement, Accreditation and Regulatory Compliance |
| 2 | Course Syllabus | Overview of Training Programs, Course Outline, Learning Outcomes |
| 3 | Fee Structure | Tuition Fees per Program, Payment Plans and Options, Refund Policy, Additional Costs (if applicable) |
| 4 | Grading and Attendance | Assessment Criteria, Attendance Requirements, Make-up Classes and Retests |
| 5 | Enrollment Agreement Policy | Eligibility Criteria, Required Documentation, Enrollment Process, Orientation Details |
| 6 | EOP Policy | Equal Opportunity and Non-Discrimination, Compliance with Federal and State Regulations |
| 7 | Discrimination and Harassment Policy | Zero Tolerance Statement, Reporting Procedures, Disciplinary Actions |
| 8 | Institutional Policy and Enrollment Agreement | Code of Conduct, Student Responsibilities, Compliance with Industry Standards |
| 9 | Testing and Certification | CDL Permit Requirements, Skills and Road Test Procedures, Re-Test Policy, Certification Issuance |
| 10 | Job Placement Assistance | Partner Carriers, Resume Building and Interview Prep, Post-Graduation Support |
| 11 | Funding and Financial Assistance | Workers Compensation Funding, WIOA, ETPL, SETA, and VA Benefits, Scholarships and Grants, Payment Processing and Billing Details |
| 12 | Frequently Asked Questions (FAQs) | Common Student Concerns, Program-Specific Queries, Policies and Procedures |
| 13 | Contact Information | Main Office Details, Email and Phone Support, Social Media and Website Links |

MISSION STATEMENT

At **Dave's School of Truck Driving**, our mission is to provide high-quality, hands-on commercial driver training that equips students with the skills, knowledge, and confidence necessary for a successful career in the trucking industry. We are committed to **safety, professionalism, and job readiness**, ensuring our graduates meet and exceed industry standards.

Through **one-on-one instruction, flexible scheduling, and real-world driving experience**, we prepare students for the demands of the transportation sector while fostering a culture of **responsibility, discipline, and lifelong learning**. Our goal is to **bridge the gap between training and employment** by offering career-focused education that empowers students to secure stable, high-paying jobs in the trucking industry.

We uphold the **highest standards of integrity, compliance, and industry excellence**, striving to be a leading choice for individuals seeking a CDL training program that prioritizes **safety, efficiency, and career success**.

Accreditation and Regulatory Compliance

Dave's School of Truck Driving is fully accredited and recognized by the following agencies:

- **Bureau for Private Postsecondary Education (BPPE)** - Ensuring compliance with California state regulations and educational standards.
- **Yolo County Workforce Innovation & Opportunity Act (WIOA) Program** - Approved training provider supporting career development and job placement assistance.
- **Eligible Training Provider List (ETPL)** - State-recognized provider meeting workforce training requirements.
- **Local Training Provider List (LTPL)** - Endorsed by local agencies for high-quality commercial driver training.

Our school adheres to all **state, federal, and industry regulations**, maintaining a **rigorous standard of training excellence** that meets or exceeds expectations set by regulatory agencies and employer partners.

We take pride in our **dedication to student success**, offering structured, **progressive competency-based training** that ensures every graduate is **fully prepared for a career in commercial trucking**.

COURSE SYLLABUS

Class A Commercial Driver's License

Class B Commercial Driver's License

1. THEORY COURSE

Course length: 4 weeks

Prerequisites: Basic English

Course description:

- Commercial Learner's Permit (CLP) Preparation - Covers key knowledge areas required for obtaining a commercial learner's permit.
 - Road Safety & Defensive Driving - Teaches best practices for safe operation on highways and urban roads.
 - Air Brakes & Vehicle Systems - Explains the function, operation, and maintenance of air brake systems.
 - Pre-Trip Inspection - Provides an in-depth guide to performing a proper pre-trip inspection required for the DMV test.
 - Traffic Laws & Regulations - Reviews local, state, and federal laws that apply to commercial drivers.
-

2. 15-HOUR BEHIND-THE-WHEEL TRAINING

Course length: 3 Days

Prerequisites: Commercial Learning Permit, ELDT (Road Safety)

Course Consists Of:

- 5 Hours - Skills Training (Pre-Trip & Yard Maneuvers)
 - 10 Hours -On-the-Road Training
 - 1 Drive Test (Automatic Transmission Only)
-

30-HOUR BEHIND-THE-WHEEL TRAINING

Course length: 3 weeks

Prerequisites: Commercial Learning Permit, ELDT (Road Safety)

Course Consists Of:

- 20 Hours - Skills Training (Pre-Trip & Yard Maneuvers)
 - 10 Hours -On-the-Road Training
 - 1 Drive Test (Automatic Transmission Only)
-

40-HOUR BEHIND-THE-WHEEL TRAINING

Course length: 4 weeks

Prerequisites: Commercial Learning Permit, ELDT (Road Safety)

Course Consists Of:

- Commercial Learner's Permit (CLP) Preparation - Covers key knowledge areas required for obtaining a commercial learner's permit.
 - 30 Hours - Skills Training (Pre-Trip & Yard Maneuvers)
 - 10 Hours - On-the-Road Training
 - 3 DMV Test Attempts OR 1 Week of Manual Training (Includes 1 Drive Test) (Must meet prerequisites)
-

120-HOUR BEHIND-THE-WHEEL TRAINING

Course length: 6 weeks

Prerequisites: None

Course Consists Of:

- 30 Hours - Pre-Trip/Skills Training
 - 10 Hours -On-the-Road Training
 - 40 Hours - ELDT & CLP (Online/Classroom)
 - 20 Hours – Hazmat, Doubles & Triples, Tankers (Theory)
 - 10 Hours - Manual Transmission Training (Must meet prerequisites)
 - 3 DMV Test Attempts OR 1 Week of Manual Training (Includes 1 Drive Test) (Must meet prerequisites)
-

Manual Transmission Training

Course length: 1 weeks

Prerequisites: Class A Driver's License

Course Consists Of:

- Commercial Learner's Permit (CLP) Preparation - Covers key knowledge areas required for obtaining a commercial learner's permit.
 - Introduction to Manual Transmission Theory - Covers the fundamentals of manual transmission operation.
 - Clutch Control & Double Clutching - Teaches proper clutch usage and double clutch techniques.
 - Gear Shifting Techniques - Focuses on up-shifting and down-shifting.
 - Floating Gears (Advanced Shifting Technique) - Explains how to shift without using the clutch.
 - Handling Manual Transmission on Various Terrains - Trains students on maneuvering manual trucks in different driving conditions.
 - Preventing Clutch & Gear Damage - Best practices to extend the lifespan of the truck's transmission system.
 - On-the-Road Driver Training (Manual Transmission) - Hands-on practice driving a manual transmission truck.
 - 1 Drive Test Included
-

Course Structure and Training Overview**1. Yard Training (Skills Practice) .**

- Forward Stop
- Straight-Line Backing
- Forward Offset Tracking
- Reverse Offset Backing

2. On-the-Road Training

- Highway and City Driving
- Lane Changes, Turns, and Merging
- Uphill and Downhill Techniques
- Safe Braking and Speed Control
- Adaptation to Weather & Road Conditions

Course Outline

1. **Commercial Learner's Permit (CLP) Courses**
 - Introduction to Commercial Driving
 - Understanding CDL Requirements
 - Air Brakes and Vehicle Systems
 - Combination Vehicles
 - Traffic Laws and Regulations
 - Basic Vehicle Control and Maneuvers
2. **Road Safety**
 - Defensive Driving Techniques
 - Hazard Awareness and Recognition
 - Safe Following Distances and Lane Management
 - Emergency Procedures and Accident Prevention
 - Managing Fatigue and Distractions
3. **Optional Endorsements (for students pursuing additional qualifications)**
 - Hazmat (Hazardous Materials): Safety, Handling, and Regulations
 - Doubles & Triples: Coupling, Uncoupling, and Stability Management
 - Tankers: Liquid Load Handling and Surge Control
 - TWIC Card Preparation: Transportation Security and Access Control
4. **Pre-Trip Inspection Training**
 - Exterior and Interior Vehicle Inspections
 - Identifying Mechanical Issues
 - Checking Fluid Levels, Tires, and Brakes
 - Ensuring Compliance with Safety Standards
 - Air Brakes: System Checks, Leakage Tests, and Emergency Procedures
5. **Yard Training (Skills Practice)**
 - Forward Stop - Controlled stopping at designated points .
 - Straight-Line Backing - Maintaining control and alignment
 - Forward Offset Tracking- Controlled maneuvering in designated paths
 - Reverse Offset Backing- Positioning the vehicle safely into a lane
6. **On-the-Road Training**
 - Highway and City Driving
 - Lane Changes and Merging
 - Safely Handling Turns and Intersections
 - Uphill and Downhill Driving Techniques
 - Safe Braking and Speed Management
 - Adapting to Weather and Road Conditions

This structured approach ensures students develop the knowledge and practical skills needed to become safe and competent commercial drivers.

Structure

Fee Structure

Notes:

- Textbooks & Registration Package are included in all programs.
- Retest Fees apply if a student fails and needs additional testing.
- DMV Retest Fee of \$45 applies if the student needs to retake the official test.
- Refresher Courses are only offered for certain programs.
- Manual Transmission Training includes only 1 Drive Test.

| Program | Total Cost | Retest Fee | DMV Retest Fee | Refresher |
|--|-------------------|-------------------|-----------------------|-----------------------------------|
| Theory Course (ELDT) | \$1500 | N/A | N/A | N/A |
| 15-Hour Behind-the-Wheel Training | \$3000 | \$600 | \$45 | No Refresher |
| 30-Hour Behind-the-Wheel Training | \$5000 | \$600 | \$45 | No Refresher |
| 40-Hour Behind-the-Wheel Training | \$6000 | \$600 | \$45 | 2-Hour Refresher (Automatic Only) |
| 120-Hour Behind-the-Wheel Training | \$7500 | \$600 | \$45 | 2-Hour Refresher (Automatic Only) |
| Manual Transmission Training (10 Hours) | \$2500 | \$600 | \$45 | No Refresher |

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 95% or better on the final examination.
- Progressive Testing: Students must demonstrate competency at each stage before proceeding to the next level of training. If a student does not demonstrate competency within the allocated time, their training will be discontinued. This approach ensures preparation for the final DMV drive test.
- Participation and attendance are evaluated throughout the program. The student's final grade will be calculated based on the following grading scale.

Grading Scale

| Category | Total Cost |
|---------------------------------|--|
| Participation/Attendance | Students may not miss more than three (3) classes. Exceeding this limit may lead to disenrollment or reenrollment, depending on the situation. |
| Midterm | 20% - Must achieve 95% or higher |
| Final Exam | 30% - Must achieve 95% or higher |
| Skills | 30% - Must demonstrate competency at each level before progressing |
| Total | 100% |

- Students who receive less than 95% on the final exam may retake it at the discretion of the instructor.
- Retesting students will receive a maximum grade of 95% on the exam.
- If a student's cumulative score falls below 95%, they will be warned that they are at risk of failing the program.
- If a student is dropped from the program due to low grades or failure to meet competency requirements, they will not be eligible to take the state licensing exam.

This structured approach ensures that every student is fully prepared for the final DMV drive test, reinforcing confidence and competence before testing.

| Category | 4 - Excellent | 3 - Proficient | 2 - Developing | 1 – Needs Improvement |
|---------------------------------------|---|---|--|---|
| Attendance & Punctuality | Always arrives on time and regularly attends class | Occasionally late (once every two weeks) but regularly attends class | Frequently late (more than once every two weeks) but attends regularly | Often late (more than once a week) and/or has poor attendance. class. |
| Engagement & Participation | Actively participates by sharing ideas, & asking questions, and contributing more than once per class | Participates by sharing ideas and asking questions at least once per class. | Rarely participates, offering few ideas or questions. | Does not contribute to class discussions or activities. |
| Listening Skills | Listens attentively, engages in discussions, and builds upon others' ideas. | Listens to others in both group and class discussions. | Sometimes inattentive or disengaged when others are speaking. | Frequently inattentive, disrupts, or interrupts when others are speaking. |
| Behavior & Respect | Consistently respectful, follows classroom rules, and never disrupts class. | Rarely displays disruptive behavior; generally respectful | Occasionally disruptive but follows instructions when reminded | Often disruptive, disregards rules, and interrupts learning |
| Preparation & Readiness | Always prepared with assignments and materials; demonstrates strong commitment to learning | Usually prepared with assignments and required materials | Sometimes unprepared; missing assignments or necessary materials | Frequently unprepared, rarely brings assignments or material. |

This updated rubric ensures clear expectations and maintains a professional tone while making the grading criteria more structured and precise. Let me know if you'd like any modifications!

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.

EOP POLICY



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

THINGS YOU NEED TO KNOW

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

Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as or are perceived to identify as transgender or non-binary, or because they express their gender in non-stereotypical ways. Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

2. Does California law protect transgender and gender nonconforming employees from harassment at work?

Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment - whether in person or virtual - for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a gender-nonconforming employee by the wrong pronouns or name.

3. Does California law protect employees who complain about discrimination or harassment in the workplace?

Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint to their supervisor, human resources staff, or CRD - by cutting their shifts.

4. If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them?

Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all gender"), single user facility for use by any employee. The use of single stall restrooms and locker room facilities. This includes the right to use restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all gender"), single user facility for use by any employee. The use of single stall restrooms and other facilities should always be a matter of choice. Employees should never be forced to use one, as matter of policy or due to harassment.

5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?

Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law.

6. Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression?

Yes. An employer who imposes dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.

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

No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking

for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery.

Want to learn more? Visit: <https://bt.w/3hTG1EO>

TO FILE A COMPLAINT

Civil Rights Department calcivilrights.ca.gov/complaintprocess

Toll Free: 800.884.1684/ TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation?

CRD can assist you with your complaint.



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), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period for:

- the employee's own serious health condition;
- the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with blood or family-like relationship with the employee ("designated person"); or
- 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 on an intermittent or reduced work schedule when medically 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 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees.

Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department.

Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer.

Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA eligible, they have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

Reinstatement. Both CFRA leave and pregnancy

disability leave contain a guarantee of reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law.

Notice. For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member), the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member.

Want to learn more?

Visit: calcivilrights.co.gov/family-medical-pregnancy-leave/


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).

TO FILE A COMPLAINT

Civil Rights Department calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

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



CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

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

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical, developmental, mental health/psychiatric. HIV and AIDS)
- GENETIC INFORMATION
- GENDER EXPRESSION
- GENDER IDENTITY
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language restrictions and possession driver's license issued to undocumented immigrant)
- RACE (includes hair texture and hairstyles)
- RELIGION (includes religious dress and grooming practices)
- REPRODUCTIVE HEALTH DECISIONMAKING
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT



Civil Rights
Department
STATE OF CALIFORNIA

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK.

HARASSMENT

1. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.
2. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.
3. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

DISCRIMINATION/REASONABLE ACCOMMODATIONS

1. California law prohibits employers with five or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment.
2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation.
3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hairstyles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job.

ADDITIONAL PROTECTIONS

California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include:

1. Specific protections and hiring procedures for people with criminal histories who are looking for employment
2. Protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace

3. Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies
4. Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law)
5. Up to four months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition
6. Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction)
7. Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD

REMEDIES/FILING A COMPLAINT

1. The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.
2. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.
3. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

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

TO FILE A COMPLAINT

Civil Rights Department
calchrtng@fa.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

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

The Fair Employment and Housing Act is codified at Government Code sections 12900-12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1.

Government Code sections 12900 and California Code of Regulations, title 2, section 10023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employer 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 10% of non-English speaking persons must also post this notice in the appropriate language or languages.

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE



Civil Rights
Department
STATE OF CALIFORNIA

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

YOUR EMPLOYER* HAS AN OBLIGATION TO

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

FOR PREGNANCY DISABILITY LEAVE

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.
- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

NOTICE OBLIGATIONS AS AN EMPLOYEE

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

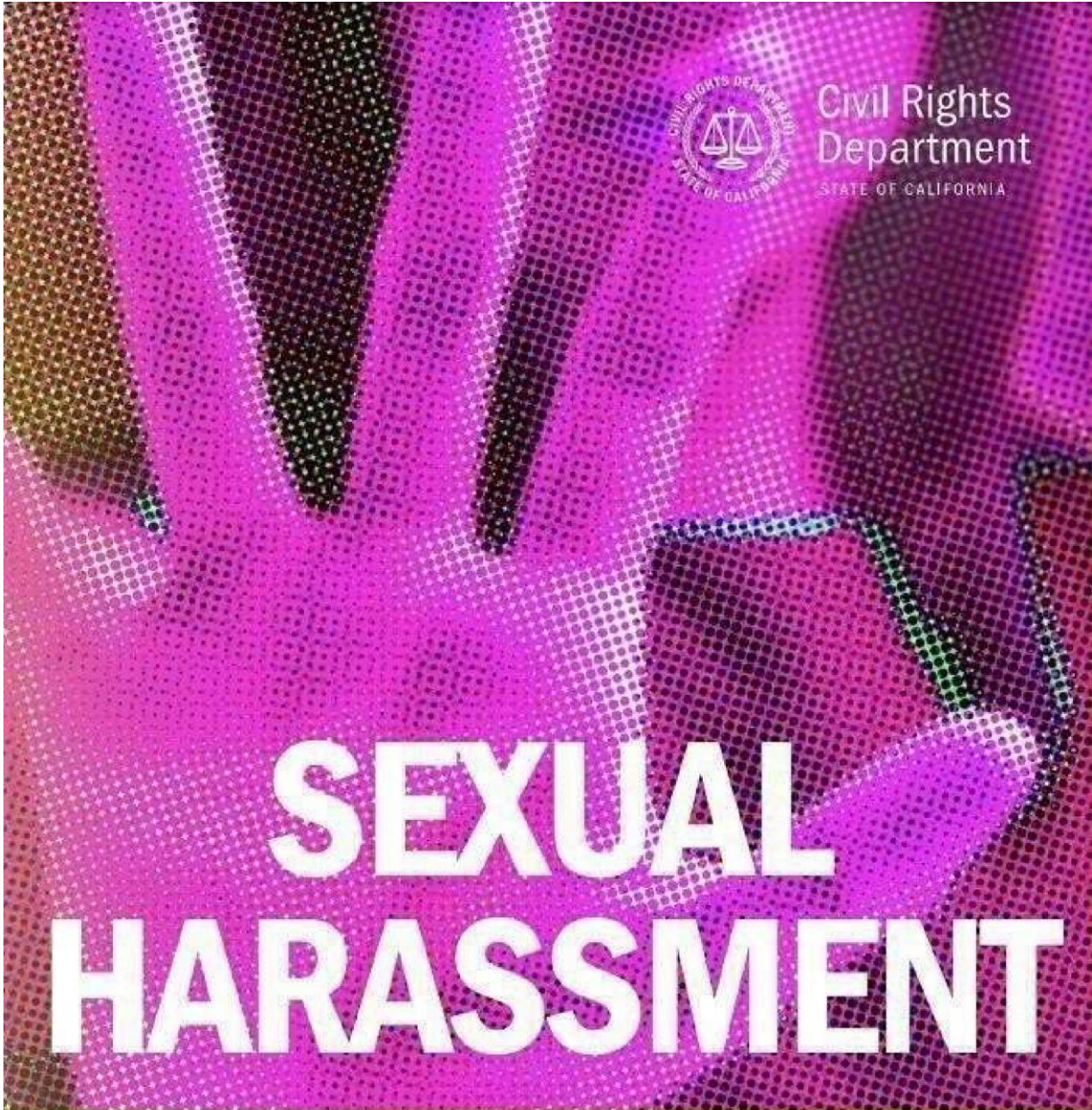
Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child**, or for your own serious health condition or that of your child, parent***, spouse, domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family-like relationship with the employee ("designated person"). Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

TO FILE A COMPLAINT

Civil Rights Department
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

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

For translations of this guidance, visit:
www.calcivilrights.ca.gov/posters/required



THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment by a person of the same gender, regardless of either person's sexual orientation or gender identity.

THERE ARE TWO TYPES OF SEXUAL HARRASSMENT

1. "Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex
2. "Hostile work environment sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you. 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 SEXUAL HARRASSMENT

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors

3. Leering gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
5. Graphic comments, sexually degrading words, suggestive or obscene messages or invitations.
6. Physical touching or assault, as well as impeding or blocking movements



Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with CRD within three years of the last act of harassment or retaliation. CRD serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes.

If CRD finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Notice has been issued.

EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisor or agents. Employees accused of harassment, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

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

1. Distribute copies of this document or an alternative writing that complies with Government Code 12950. This document may be duplicated in any quantity.
2. Post a copy of the CRD employment poster "California Law Prohibits Workplace Discrimination and Harassment."
3. Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023.

The policy must:

- Be in writing.
- List all protected groups under the FEHA.
- Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
- Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
- Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor.
- That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and / or a complaint hotline; and/ or access to an ombudsperson; and/

or identification of CRD and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.

- Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).
 - Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
 - Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.
4. Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
 - Printing the policy and providing a copy to employees with an acknowledgment form for employees to sign and return.
 - Sending the policy via email with an acknowledgment return form.
 - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
 - Discussing policies upon hire and/or during a new hire orientation.
 - Using any other method that ensures employees received and understand the policy.
 5. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.
 6. In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. All employees must be trained by January 1, 2023. New supervisory employees must be trained within six months of assuming their supervisory position, and new non-supervisory employees must be trained within six months of hire. Employees must be retrained once every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

CIVIL REMEDIES

1. Damages for emotional distress from each employer or person in violation of the law
2. Hiring or reinstatement
3. Back pay or promotion
4. Changes in the policies or practices of the employer

To schedule an appointment, contact the Communication Center below. If you have a disability that requires a reasonable accommodation, the CRD can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below.

TO FILE A COMPLAINT

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 California Relay Service (711)

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

EOP POLICY

❖ Institutional Policy - Language of the 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.
- 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). See "WTS Complaint Policies" section for information on reporting violations of WTS policies.

DAVE'S SCHOOL OF TRUCK DRIVING

Enrollment Agreement

Student Information

Name: _____

Address: _____

City: _____ State: _____ Country: _____

Phone: _____

Program Start Date: // ____ Program Completion Date: // ____

Program Selection

- Class A Commercial Driver's License**
- Class B Commercial Driver's License**
- Manual Transmission Training**

Upon successful completion of the selected program, students will be awarded a certificate of completion.

Program Breakdown & Tuition (Includes Textbook & Registration Package)

1. Theory Course (ELDT) – \$1,500

Student Initials: _____

- **Includes:** Textbook & Registration Package
- **Course Breakdown:**
 - Commercial Learner's Permit (CLP) Preparation
 - Road Safety & Defensive Driving
 - Air Brakes, Vehicle Systems & Pre-Trip Inspection
 - Traffic Laws & Regulations

2. 15-Hour Behind-the-Wheel Training – \$3,000

Student Initials: _____

- **Includes:** Textbook & Registration Package

- **Prerequisites:** Commercial Learner's Permit, ELDT (Road Safety)
- **Breakdown:**
 - 5 Hours – Skills Training (Pre-Trip & Yard Maneuvers)
 - 10 Hours – On-the-Road Training
 - 1 Drive Test (Automatic Transmission Only)

3. 30-Hour Behind-the-Wheel Training – \$5,000

Student Initials: _____

- **Includes:** Textbook & Registration Package
- **Prerequisites:** Commercial Learner's Permit, ELDT (Road Safety)
- **Breakdown:**
 - 20 Hours – Skills Training (Pre-Trip & Yard Maneuvers)
 - 10 Hours – On-the-Road Training
- **Additional Fees:** Retest – \$600 | DMV Retest Fee – \$45 | No Refresher

4. 40-Hour Behind-the-Wheel Training – \$6,000

Student Initials: _____

- **Includes:** Textbook & Registration Package
- **Prerequisites:** Commercial Learner's Permit, ELDT (Road Safety)
- **Breakdown:**
 - 30 Hours – Skills Training (Pre-Trip & Yard Maneuvers)
 - 10 Hours – On-the-Road Training
 - (Must meet prerequisites) **3 DMV Test Attempts OR 1 Week of Manual Training (Includes 1 Drive Test)**
- **Additional Fees:** Retest – \$600 | 2-Hour Refresher (Automatic Only) | DMV Retest Fee – \$45

5. 120-Hour Behind-the-Wheel Training – \$7,500

Student Initials: _____

- **Includes:** Textbook & Registration Package

- **Prerequisites:** None
- **Breakdown:**
 - 30 Hours – Pre-Trip/Skills Training
 - 10 Hours – On-the-Road Training
 - 40 Hours – ELDT & CLP (Online/Classroom)
 - 20 Hours – Hazmat, Doubles & Triples, Tankers (Theory)
 - 10 Hours – Manual Transmission Training (Must meet prerequisites)
 - (Must meet prerequisites) **3 DMV Test Attempts OR 1 Week of Manual Training (Includes 1 Drive Test)**
- **Additional Fees:** Retest – \$600 | 2-Hour Refresher (Automatic Only) | DMV Retest Fee – \$45

6. 10-Hour Manual Transmission Training – \$2,500

Student Initials: _____

- **Course Length:** 1 Week
- **Includes:** Textbook & Registration Package
- **Prerequisites:** Class A Driver's License
- **Breakdown:**
 - Air Brakes
 - Road Safety
 - On-the-Road Driver Training (Manual Transmission)
 - **1 Drive Test Included**
- **Additional Fees:** Retest – \$600 | DMV Retest Fee – \$45 | No Refresher

Course Structure & Training Overview

1. Yard Training (Skills Practice)

- Forward Stop
- Straight-Line Backing

- Forward Offset Tracking
- Reverse Offset Backing

2. On-the-Road Training

- Highway and City Driving
- Lane Changes, Turns, and Merging
- Uphill and Downhill Techniques
- Safe Braking and Speed Control
- Adaptation to Weather & Road Conditions

STUDENT POLICIES & EXPECTATIONS

Student Initials: _____

- **Attendance:** Students may not miss more than **three (3) classes**. Excessive absences may lead to disenrollment or re-enrollment at the discretion of the school.
- **Progressive Testing:** Students must demonstrate **95% competency** at each stage to proceed to the next level of training. If competency is not met within the allocated time, training will be discontinued.
- **Evaluation:** Final grades are based on participation, midterms, skills performance, and the final DMV test. A **minimum of 95%** is required to pass.
- **Retesting:** Students may retake failed exams at the discretion of the instructor. The highest achievable score on a retest is **95%**.
- **Code of Conduct:** Professional behavior, punctuality, and adherence to safety protocols are mandatory. Failure to comply may result in dismissal.

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 at **3501 First Street, West Sacramento, CA 95691**, or by email at 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% (54 hours) 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 will be provided after completion of 60% of the course.

ACKNOWLEDGMENT & AGREEMENT

By signing this agreement, I acknowledge that I have received a copy of the school catalog and performance fact sheet. I understand and agree to the terms outlined in this enrollment agreement.

Student Signature: _____ **Date: //** _____

School Official Signature: _____ **Date: //** _____